



**Brawley City Council &
Successor Agency to Brawley
Community Redevelopment Agency
Regular Meeting Agenda
Tuesday, August 4, 2020 6:00 PM
City Council Chambers
383 Main Street
Brawley, California 92227**

This meeting will be broadcast live at www.facebook.com/TheHubatBrawleyEOC.

Norma Kastner-Jauregui, Mayor
Luke Hamby, Mayor Pro-Tempore
Sam Couchman, Council Member
George A. Nava, Council Member
Donald L. Wharton, Council Member

Alma Benavides, City Clerk
William S. Smerdon, City
Attorney/City Treasurer
Rosanna Bayon Moore, City Manager/
Executive Director

CALL TO ORDER

- a. Approve Resolution No. 2020- : Resolution of the City Council of the City of Brawley, California for a State Administered CDBG/CDBG-CV Application For Funding and the Execution of a Grant Agreement and Any Amendments Thereto From the 2020 Community Development Block Grant Program-Coronavirus Response Round 1 (CDBG-CV1) NOFA dated June 5, 2020. **Pgs 43-45**

5. REGULAR BUSINESS

- a. Update on City of Brawley Declaration of Local Emergency as a Result of COVID-19 Pandemic
 - i. Update by Larry Lewis, CEO for Pioneer's Memorial Healthcare District
 - ii. Overall Outlook Presented by Fire Chief Mike York
 - ii. Discussion and Potential Action to Extend the Local Emergency by Sixty Days **Pgs 46-48**
- b. Discussion and Potential Action to Approve Resolution No. 2020- : Resolution of the City Council of the City of Brawley, CA Amending the Fiscal Year 2020/2021 City of Brawley Budget for the Fire Department in the Amount of \$78,630.69 to Address the Repair of the Ladder Truck. **Pgs 49-52**
- c. Discussion and Potential Action to Authorize Phase 2 Payment in the Amount of \$494,736 to Imperial Irrigation District for the Undergrounding of the Best Canal from S. First Street to South Imperial Avenue / Dogwood Road. **Pgs 53-57**
- d. Discussion and Potential Action to Authorize Contract Change Order No. 1 to Contract #2019-03 with Gierlich Mitchell, Inc. for the Brawley Water Treatment Plant Sedimentation Basin Improvement Project in the Amount of \$38,214.07. **Pgs 58-61**
- e. Discussion and Potential Action to Approve Development Agreement and Bonds for Ocotillo Springs Apartments and Resolution No. 2020- : Resolution of the City of Brawley, California to Accept the Development Agreement and Bonds for the Construction of the Ocotillo Springs Apartments Project. **Pgs 62-73**
- f. Discussion and Potential Action to Approve Resolution No. 2020- : Resolution of the City Council of the City of Brawley, CA Authorizing Engagement of Tyler Technologies, Inc. in the Amount of \$209,366 for First Year Implementation Fees of an Enterprise Resource Planning Software Solution. **Pgs 74-172**
- g. Discussion and Potential Staff Direction re: Graffiti Abatement Needs.

6. DEPARTMENTAL REPORTS

- a. Update on Emergency Construction Project at the Brawley Water Treatment Plant to Replace Components of Two Sedimentation Basins, Presented by Public Works Director Guillermo Sillas, PE.
- b. Monthly Staffing Report for August 2020, Prepared by Personnel & Risk Management Administrator Shirley Bonillas. **Pg 173**

7. CITY TREASURER REPORT

- a. Quarterly Investment Summaries for March 31, 2020 and June 30, 2020
Pgs 174-186

8. CITY COUNCIL MEMBER REPORTS

9. CITY MANAGER REPORT

10. CITY ATTORNEY

11. CITY CLERK

12. CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (California Government Code Section §54956.8)

- a. Property: Brawley Municipal Airport, 948 Ken Bemis Drive
Agency Negotiator: City Manager
Negotiating Parties: Michael Sass
Under Negotiation: Rate and Terms

POTENTIAL LITIGATION (California Government Code Section §54956.9)

- a. Conference with Legal Counsel – Three (3) Cases

PERSONNEL MATTERS (California Government Code §54957)

- a. Public Employee Appointment to the Position of Police Chief
- b. Public Employee Appointment to the Position of City Manager

ADJOURNMENT Regular Meeting, Tuesday, September 1, 2020 @ 6:00 PM, City Council Chambers, 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 at 760/351.3080.

Alma Benavides, City Clerk

Check Register Report

Date: 07/23/2020

Time: 9:51 AM

City of Brawley

Check Number	Check Date	Status	Vendor Number	Vendor Name	Check Description	Amount
1141	07/23/2020	Printed	E101	EMPLOYMENT DEVELOPMENT DEPART.	State Taxes	238.52
1142	07/23/2020	Printed	I379	INTERNAL REVENUE SERVICE	Federal Payroll Taxes	9,458.87
1143	07/23/2020	Printed	Q478	QUADIENT LEASING USA, INC	Folding-Insertes, Postage	1,602.76
Total Checks: 3					Checks Total (excluding void checks):	11,300.15
Total Payments: 3					Bank Total (excluding void checks):	11,300.15
59879	07/23/2020	Printed	O200	180 SOLUTIONS LLC	COB Telephone Systems Review	640.48
59880	07/23/2020	Printed	B364	360 BUSINESS PRODUCTS	Pens	75.47
59881	07/23/2020	Printed	A242	A T & T	Telephone Services 7/7-8/6	66.06
59882	07/23/2020	Printed	A054	ADT COMMERCIAL LLC	Alarm Monitoring 7/1-7/31/20	109.56
59883	07/23/2020	Printed	A243	AIR CONDITIONING GUYS INC	A/C Tune up	594.00
59884	07/23/2020	Printed	A414	AIRWAVE COMMUNICATIONS ENT INC	Replace Power System Timer	332.21
59885	07/23/2020	Printed	A230	ALARM COMMUNICATION EXPERT	Alarm Monitoring/WTP	105.00
59886	07/23/2020	Printed	A326	ALLSTAR FIRE EQUIPMENT, INC	Service Compressor/Air System	1,661.97
59887	07/23/2020	Printed	A126	ALSCO AMERICAN LINEN DIV.	Cleaning Services	409.12
59888	07/23/2020	Printed	A915	AM COPIERS, INC.	Printer Maintenance/Utility	44.15
59889	07/23/2020	Printed	B193	GARY P BAKER	Rfnd Ovrpmt 487 Adler Street	37.86
59890	07/23/2020	Printed	B207	BAVCO BACKFLOW & VALVE CO	Backflow Test Kit	120.00
59891	07/23/2020	Printed	B747	BRENNTAG PACIFIC INC.	Sodium Hypochlorite	2,654.26
59892	07/23/2020	Printed	C544	CANON FINANCIAL SERVICES, INC	P.W. Plotter, Scanner Rental	301.70
59893	07/23/2020	Printed	C545	CANON SOLUTIONS AMERICA	P.W. Printer Maintenance	113.75
59894	07/23/2020	Printed	C549	CANON SOLUTIONS AMERICA, INC	Copier Maint. 7/1-9/30 Finance	22.67
59895	07/23/2020	Printed	C2833	CORE & MAIN LP	Compressions, Couplings	2,550.73
59896	07/23/2020	Printed	C685	MARCO ANTONIO CORREA	Refund Deposit 1561 I Street	1,653.56
59897	07/23/2020	Printed	C3758	COUNTY MOTOR PARTS CO INC	Battery Accessory	22.94
59898	07/23/2020	Printed	C129	CREDIT BUREAU OF IMP. COUNT	Credit Report/P.D.	35.00
59899	07/23/2020	Printed	C3350	JACKELINE CRUZ	Refund Deposit 1273 J Street	116.95
59900	07/23/2020	Printed	D171	D & M WATER COMPANY	Bulk Water - Fire Station #1	110.29
59901	07/23/2020	Printed	D144	DANIELS TIRE SERVICE	Tire #79 Generator	224.65
59902	07/23/2020	Printed	D478	DEPARTMENT OF JUSTICE	Fingerprint Applications	32.00
59903	07/23/2020	Printed	E145	ELMS EQUIPMENT	Chain Loop, Weedeater Head	152.02
59904	07/23/2020	Printed	F105	FEDERAL EXPRESS CORP.	Mailings - City Clerk	195.58
59905	07/23/2020	Printed	F737	FORENSIC DRUG TESTING	July Maint Fee, DOT Testing	422.25
59906	07/23/2020	Printed	F409	FULLCOURT PRESS	Window Envelopes, Return	2,752.30
59907	07/23/2020	Printed	G108	W.W. GRAINGER, INC.	Abrasive Blaster	282.59
59908	07/23/2020	Printed	H119	HAAKER EQUIPMENT CO., INC.	Repair Vactor Truck #105 Sewer	8,729.17
59909	07/23/2020	Printed	I102	I. I. D.	Canal Water/Oakley 3008245	15,406.00
59910	07/23/2020	Printed	I881	IIMC	Annual Membership/A. Benavides	210.00
59911	07/23/2020	Printed	I559	IMAGE SALES, INC.	ID Cards, Badges	43.61
59912	07/23/2020	Printed	I332	IMPERIAL COUNTY SHERIFF'S	Interim Police Chief/S.	12,727.27
59913	07/23/2020	Void	07/23/2020		Void Check	0.00
59914	07/23/2020	Printed	I301	IMPERIAL HARDWARE CO., INC.	Towels, Hammer, Insect Killer	944.01
59915	07/23/2020	Printed	I103	IMPERIAL IRRIGATION DISTRIC	Power Bills 5/27-6/24/20	54,934.62
59916	07/23/2020	Printed	I567	IMPERIAL VALLEY PRESS	Annual Subscription #0239786	163.46
59917	07/23/2020	Printed	I127	IVECA	Shared Cost/Civil Works July	123,009.00
59918	07/23/2020	Printed	J380	JADE SECURITY SYSTEMS, INC.	Alarm Monitoring/WTP Aug 2020	114.96
59919	07/23/2020	Printed	K154	K-C WELDING RENTALS, INC.	Weedeater Line, Chain Loop	372.43
59920	07/23/2020	Printed	L920	LABRUCHERIE IRRIGATION SUPP	Sprinklers	64.97
59921	07/23/2020	Printed	L1065	LC ENGINEERING CONSULTANTS	Plan Check Review & Grading	4,600.00
59922	07/23/2020	Printed	M730	MALLORY SAFETY & SUPPLY LLC	Respirators/COVID-19	326.06
59923	07/23/2020	Printed	M004	MCNEECE BROS OIL COMPANY	Batteries/Water Timers	29.22
59924	07/23/2020	Printed	M449	JULIAN MOLINA	Rfnd Dep, Ovrpmt 654 SCCH	232.36

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City of Brawley

Check Number	Check Date	Status	Vendor Number	Vendor Name	Check Description	Amount
59925	07/23/2020	Printed	M936	MUNICIPAL CODE CORPORATION	Administrative Support Fee	716.00
59926	07/23/2020	Printed	M804	MYLO JANITORIAL	Pathogen Disinfection/WWTP	250.00
59927	07/23/2020	Printed	O233	O'REILLY AUTO PARTS	Alternator, Pigtail #3964 FD	240.95
59928	07/23/2020	Printed	O113	OK RUBBER TIRES	Tires/Trailer	395.82
59929	07/23/2020	Printed	O395	ONESOURCE DISTRIBUTORS, LLC	Photocell	696.13
59930	07/23/2020	Printed	P2385	MERCY PARAMO	Rfnd Deposit 936 Calle Del Sol	75.77
59931	07/23/2020	Printed	P381	MIGUEL PEREZ	Reimb. Mileage 3/24-5/29/20	501.70
59932	07/23/2020	Printed	P558	PRO RECORD STORAGE, INC.	Document Storage 6/1-6/30/20	258.25
59933	07/23/2020	Printed	P300	PROFORCE MARKETING, INC.	Batteries	127.13
59934	07/23/2020	Printed	R163	RDO EQUIPMENT CO.	Bearing Caps, Screws, Nuts	48.51
59935	07/23/2020	Printed	R1052	RN ENTERPRISES	Troubleshoot Controller	380.00
59936	07/23/2020	Printed	S0382	ESMERALDA SHAPR	Rfnd Deposit 382 W B Street	233.50
59937	07/23/2020	Printed	S2355	SHRED-IT	Biohazard Waste Disposal	32.85
59938	07/23/2020	Printed	S1675	LEILANI DESIREE SILVA	Rfnd Deposit 1675 C Street	358.06
59939	07/23/2020	Printed	S495	SOUTHERN CALIFORNIA GAS CO.	187 525 6200 1 7/1-7/8/20	71.36
59940	07/23/2020	Printed	S566	SPARKLETTS	Water, Cooler Rentals Jun 2020	757.11
59941	07/23/2020	Printed	T808	TIME WARNER CABLE	Internet 8448 42 002 0427863	124.98
59942	07/23/2020	Printed	U790	U.S. BANK CORPORATE	Credit Card Charges/R. Moore	107.74
59943	07/23/2020	Printed	U630	UNITED PARCEL SERVICE, INC	Mailings - Engineering	93.60
59944	07/23/2020	Printed	U602	USA BLUEBOOK, INC	Forehead Thermometer/COVID-19	401.95
59945	07/23/2020	Printed	V966	VALLEY PEST SERVICES, INC	Pest Control/Police Dept.	195.00
59946	07/23/2020	Printed	V079	VERIZON WIRELESS SERVICES L	Cell Phone Charges/Various	1,125.85
59947	07/23/2020	Printed	W233	WAGeworks INC	FSA Service Fee - June 2020	100.00
59948	07/23/2020	Printed	W135	WAXIE SANITARY SUPPLY	Hand Sanitizing Wipes/COVID-19	854.24
59949	07/23/2020	Printed	X100	XEROX CORPORATION	Copier Lease, Usage/Admin.	422.29

Total Checks: 71

Checks Total (excluding void checks): 246,315.05

Total Payments: 71

Bank Total (excluding void checks): 246,315.05

Total Payments: 74

Grand Total (excluding void checks): 257,615.20

TBS
7/24/2020

INVOICE APPROVAL LIST BY FUND REPORT

Date: 07/23/2020

Time: 9:48 am

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City of Brawley

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Fund: 101 General Fund							
Dept: 000.000							
101-000.000-205.275	Planning De LC ENGINEERING CONSULT	1544	Plan Check Review & Grading	59921	06/15/2020	07/23/2020	4,600.00
							4,600.00
Total Dept. 000000:							4,600.00
Dept: 110.000 General Revenues							
101-110.000-410.910	Utility users 1 BAKER/GARY P// MOLINA/JULIAN//		Rfnd Ovrpmt 487 Adler Street Rfnd Dep, Ovrpmt 654 SCCH	59889 59924	07/06/2020 07/06/2020	07/23/2020 07/23/2020	3.12 3.12
							6.24
Total Dept. General Revenues:							6.24
Dept: 111.000 City Council							
101-111.000-750.200	Communicat VERIZON WIRELESS SERVIC VERIZON WIRELESS SERVIC	9858522938 9858522938	Cell Phone Charges/Various Cell Phone Charges/Various	59946 59946	06/30/2020 07/10/2020	07/23/2020 07/23/2020	107.85 54.00
							161.85
Total Dept. City Council:							161.85
Dept: 112.000 City Clerk							
101-112.000-730.200	Technical se MUNICIPAL CODE CORPORA MUNICIPAL CODE CORPORA	00342670 00343219	Supplemental Pages, Updating Administrative Support Fee	59925 59925	05/31/2020 06/02/2020	07/23/2020 07/23/2020	266.00 450.00
							716.00
101-112.000-750.210	Postage FEDERAL EXPRESS CORP.// UNITED PARCEL SERVICE, I	7-061-99895 0000X3V669280	Mailings - City Clerk Mailings - City Clerk	59904 59943	07/10/2020 07/11/2020	07/23/2020 07/23/2020	133.27 14.06
							147.33
101-112.000-750.600	Contributions: IIMC///		Annual Membership/A. Benavides	59910	07/01/2020	07/23/2020	210.00
							210.00
Total Dept. City Clerk:							1,073.33
Dept: 131.000 City Manager							
101-131.000-721.200	Other operat U.S. BANK CORPORATE///		Credit Card Charges/R. Moore	59942	06/22/2020	07/23/2020	107.74
							107.74
Total Dept. City Manager:							107.74
Dept: 151.000 Finance							
101-151.000-730.200	Technical se PRO RECORD STORAGE, IN	0023791	Document Storage 6/1-6/30/20	59932	06/30/2020	07/23/2020	11.05
							11.05
101-151.000-740.100	Repair & ma AM COPIERS, INC.///	38121	Printer Maintenance/Finance	59888	06/30/2020	07/23/2020	11.85
							11.85
101-151.000-740.400	Rent CANON SOLUTIONS AMERIC PRO RECORD STORAGE, IN	4033313432 0023791	Copier Maint. 7/1-9/30 Finance Document Storage 6/1-6/30/20	59894 59932	07/01/2020 06/30/2020	07/23/2020 07/23/2020	11.34 247.20
							258.54
Total Dept. Finance:							281.44

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City of Brawley

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Dept: 152.000 Utility Billing							
101-152.000-720.100	Office suppli FULLCOURT PRESS///	36827	Window Envelopes, Return	59906	07/17/2020	07/23/2020	2,752.30
							2,752.30
101-152.000-740.100	Repair & ma AM COPIERS, INC.///	38120	Printer Maintenance/Utility	59888	06/30/2020	07/23/2020	32.30
							32.30
101-152.000-740.400	Rent CANON SOLUTIONS AMERIC QUADIENT LEASING USA, IN	4033313432 N8364032	Copier Maint. 7/1-9/30 Finance Folding-Insertes, Postage	59894 1143	07/01/2020 07/01/2020	07/23/2020 07/23/2020	11.33 1,240.41
							1,251.74
							Total Dept. Utility Billing: 4,036.34
Dept: 153.000 Personnel							
101-153.000-730.200	Technical se DEPARTMENT OF JUSTICE// FORENSIC DRUG TESTING WAGeworks INC///	456910 2020-20923 INV2199340	Fingerprint Applications July Maint Fee, DOT Testing FSA Service Fee - June 2020	59902 59905 59947	06/30/2020 07/03/2020 06/30/2020	07/23/2020 07/23/2020 07/23/2020	32.00 422.25 100.00
							554.25
							Total Dept. Personnel: 554.25
Dept: 191.000 Non-departmental							
101-191.000-721.200	Other operat IMPERIAL HARDWARE CO., I SPARKLETTS///	590778/2 9689234 070120	Pails/COVID-19 Water, Cooler Rentals Jun 2020	59914 59940	07/02/2020 06/30/2020	07/23/2020 07/23/2020	23.21 250.59
							273.80
101-191.000-725.200	Electricity IMPERIAL IRRIGATION DISTF		Power Bills 5/29-6/29/20	59915	06/30/2020	07/23/2020	823.73
							823.73
101-191.000-730.100	Professional 180 SOLUTIONS LLC/// 180 SOLUTIONS LLC///	12486 12619	COB Telephone Systems Review COB Telephone Systems Review	59879 59879	06/01/2020 07/01/2020	07/23/2020 07/23/2020	320.24 320.24
							640.48
101-191.000-730.200	Technical se ADT COMMERCIAL LLC/// IMAGE SALES, INC./// VALLEY PEST SERVICES, INC VALLEY PEST SERVICES, INC VALLEY PEST SERVICES, INC		Alarm Monitoring 7/1-7/31/20 ID Cards, Badges Rodent Control/City Hall Pest Control/City Hall Pest Control/Admin.	59882 59911 59945 59945 59945	07/06/2020 07/14/2020 06/12/2020 06/12/2020 06/12/2020	07/23/2020 07/23/2020 07/23/2020 07/23/2020 07/23/2020	55.73 43.61 85.00 35.00 35.00
							254.34
101-191.000-740.100	Repair & ma XEROX CORPORATION///	010723618	Copier Lease, Usage/Admin.	59949	06/30/2020	07/23/2020	125.99
							125.99
101-191.000-740.200	Cleaning ser ALSCO AMERICAN LINEN DI ALSCO AMERICAN LINEN DI	LYUM1474401 LYUM1474402	Cleaning Services Cleaning Services	59887 59887	07/15/2020 07/15/2020	07/23/2020 07/23/2020	18.05 76.78
							94.83
101-191.000-740.400	Rent QUADIENT LEASING USA, IN SPARKLETTS/// XEROX CORPORATION///	N8364032 9689234 070120 010723618	Folding-Insertes, Postage Water, Cooler Rentals Jun 2020 Copier Lease, Usage/Admin.	1143 59940 59949	07/01/2020 06/30/2020 06/30/2020	07/23/2020 07/23/2020 07/23/2020	362.35 37.75 296.30
							696.40

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City of Brawley

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Total Dept. Non-departmental:							2,909.57
Dept: 211.000 Police Protection							
101-211.000-720.200	Books and s IMPERIAL VALLEY PRESS///		Annual Subscription #0239786	59916	07/17/2020	07/23/2020	163.46
							163.46
101-211.000-721.200	Other operat MALLORY SAFETY & SUPPLY PROFORCE MARKETING, INC	4874933 415405	Gloves/COVID-19 Batteries	59922 59933	07/08/2020 06/30/2020	07/23/2020 07/23/2020	44.83 127.13
							171.96
101-211.000-725.200	Electricity IMPERIAL IRRIGATION DISTF		Power Bills 5/29-6/29/20	59915	06/30/2020	07/23/2020	2,113.72
							2,113.72
101-211.000-725.300	Natural gas SOUTHERN CALIFORNIA GA SOUTHERN CALIFORNIA GA		187 525 6200 1 6/8-6/30/20 187 525 6200 1 7/1-7/8/20	59939 59939	06/30/2020 07/10/2020	07/23/2020 07/23/2020	15.84 5.76
							21.60
101-211.000-730.100	Professional IMPERIAL COUNTY SHERIFF	5312020-1	Interim Police Chief/S.	59912	06/01/2020	07/23/2020	12,727.27
							12,727.27
101-211.000-730.200	Technical se CREDIT BUREAU OF IMP. CC IVECA/// VALLEY PEST SERVICES, INC	6031 07-122 14290372	Credit Report/P.D. Shared Cost/Civil Works July Pest Control/Police Dept.	59898 59917 59945	07/01/2020 07/01/2020 06/16/2020	07/23/2020 07/23/2020 07/23/2020	35.00 32,403.00 40.00
							32,478.00
101-211.000-740.100	Repair & ma AIRWAVE COMMUNICATIONS	440004	Replace Power System Timer	59884	07/01/2020	07/23/2020	257.21
							257.21
101-211.000-740.200	Cleaning ser ALSCO AMERICAN LINEN DIV	LYUM1474399	Cleaning Services	59887	07/15/2020	07/23/2020	139.67
							139.67
101-211.000-750.200	Communicat VERIZON WIRELESS SERVIC VERIZON WIRELESS SERVIC	9858106887 9858106887	Mobile Broadband/Police Dept. Mobile Broadband/Police Dept.	59946 59946	06/30/2020 07/06/2020	07/23/2020 07/23/2020	572.87 143.22
							716.09
101-211.000-750.210	Postage FEDERAL EXPRESS CORP.//	7-062-13841	Mailings - Police Dept.	59904	07/10/2020	07/23/2020	62.31
							62.31
Total Dept. Police Protection:							48,851.29
Dept: 221.000 Fire Department							
101-221.000-721.200	Other operat D & M WATER COMPANY/// D & M WATER COMPANY/// IMPERIAL HARDWARE CO., I	293636 293139 591324/2	Bulk Water - Fire Station #1 Bulk Water - Fire Station #1 Batteries	59900 59900 59914	06/29/2020 06/10/2020 07/09/2020	07/23/2020 07/23/2020 07/23/2020	49.47 60.82 17.23
							127.52
101-221.000-725.200	Electricity IMPERIAL IRRIGATION DISTF		Power Bills 5/29-6/29/20	59915	06/30/2020	07/23/2020	1,389.91
							1,389.91
101-221.000-730.200	Technical se SHRED-IT///	3005161139	Biohazard Waste Disposal	59937	07/01/2020	07/23/2020	32.85
							32.85

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
101-221.000-740.100	Repair & ma						
	ALLSTAR FIRE EQUIPMENT,	224627	Service Compressor/Air System	59886	06/29/2020	07/23/2020	1,661.97
	O'REILLY AUTO PARTS	2648-241617	Alternator, Pigtail #3964 FD	59927	07/13/2020	07/23/2020	240.95
							1,902.92
101-221.000-750.200	Communica						
	TIME WARNER CABLE///	0427863070820	Internet 8448 42 002 0427863	59941	07/08/2020	07/23/2020	124.98
							124.98
Total Dept. Fire Department:							3,578.18
Dept: 221.100 Fire Station #2							
101-221.100-720.400	Automotive s						
	COUNTY MOTOR PARTS CO	663282	Battery Accessory	59897	07/13/2020	07/23/2020	22.94
							22.94
101-221.100-721.200	Other operat						
	IMPERIAL HARDWARE CO., I	591601/2	Bulb	59914	07/13/2020	07/23/2020	10.66
	IMPERIAL HARDWARE CO., I	591607/2	Return Bulb	59914	07/13/2020	07/23/2020	-10.66
	IMPERIAL HARDWARE CO., I	591608/2	Bulb	59914	07/13/2020	07/23/2020	11.63
							11.63
101-221.100-725.200	Electricity						
	IMPERIAL IRRIGATION DISTF		Power Bills 5/29-6/29/20	59915	06/30/2020	07/23/2020	1,111.08
							1,111.08
101-221.100-730.200	Technical se						
	JADE SECURITY SYSTEMS, I	0168286	Alarm Monitoring/Fire Dept. #2	59918	07/10/2020	07/23/2020	54.98
							54.98
101-221.100-750.200	Communica						
	VERIZON WIRELESS SERVIC	9858106889	Mobile Broadband/Fire Dept.	59946	06/30/2020	07/23/2020	30.39
	VERIZON WIRELESS SERVIC	9858106889	Mobile Broadband/Fire Dept.	59946	07/06/2020	07/23/2020	7.62
							38.01
Total Dept. Fire Station #2:							1,238.64
Dept: 311.000 Engineering							
101-311.000-721.200	Other operat						
	IMPERIAL HARDWARE CO., I	591402/2	Flagging Tape	59914	07/10/2020	07/23/2020	11.59
	SPARKLETTS///	9689234 070120	Water, Cooler Rentals Jun 2020	59940	06/30/2020	07/23/2020	184.08
							195.67
101-311.000-740.100	Repair & ma						
	CANON SOLUTIONS AMERIC	4040180034	P.W. Scanner Maintenance	59893	07/01/2020	07/23/2020	68.86
	CANON SOLUTIONS AMERIC	4040180035	P.W. Printer Maintenance	59893	07/01/2020	07/23/2020	16.74
	CANON SOLUTIONS AMERIC	4040180035	P.W. Printer Maintenance	59893	06/30/2020	07/23/2020	28.15
							113.75
101-311.000-740.400	Rent						
	CANON FINANCIAL SERVICE	21621816	P.W. Plotter, Scanner Rental	59892	07/02/2020	07/23/2020	301.70
	SPARKLETTS///	9689234 070120	Water, Cooler Rentals Jun 2020	59940	06/30/2020	07/23/2020	19.50
							321.20
101-311.000-750.200	Communica						
	VERIZON WIRELESS SERVIC	9858522938	Cell Phone Charges/Various	59946	06/30/2020	07/23/2020	17.00
	VERIZON WIRELESS SERVIC	9858522938	Cell Phone Charges/Various	59946	07/10/2020	07/23/2020	8.50
							25.50
101-311.000-750.210	Postage						
	UNITED PARCEL SERVICE, II	00002XX926260	Mailings - Engineering	59943	06/27/2020	07/23/2020	79.54
							79.54
Total Dept. Engineering:							735.66

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Dept: 511.000 Parks							
101-511.000-720.600	Plumbing su LABRUCHERIE IRRIGATION :	OM11089	Sprinklers	59920	07/10/2020	07/23/2020	64.97
							64.97
101-511.000-720.800	Janitorial sup WAXIE SANITARY SUPPLY///	79285655	Disinfectant/COVID-19	59948	07/02/2020	07/23/2020	41.00
							41.00
101-511.000-721.200	Other operat ELMS EQUIPMENT/// RDO EQUIPMENT CO./// SPARKLETTS/// WAXIE SANITARY SUPPLY///	1091148-0001 P1444843 9689234 070120 79292455	Weedeater Line Bearing Caps, Screws, Nuts Water, Cooler Rentals Jun 2020 Hand Sanitizing Wipes/COVID-19	59903 59934 59940 59948	07/09/2020 07/14/2020 06/30/2020 07/07/2020	07/23/2020 07/23/2020 07/23/2020 07/23/2020	49.71 13.17 47.16 386.12
							496.16
101-511.000-721.900	Small tools & MCNEECE BROS OIL COMPA	270555	Batteries/Water Timers	59923	07/08/2020	07/23/2020	29.22
							29.22
101-511.000-725.200	Electricity IMPERIAL IRRIGATION DISTF		Power Bills 5/29-6/29/20	59915	06/30/2020	07/23/2020	1,346.26
							1,346.26
101-511.000-740.100	Repair & ma OK RUBBER TIRES///	75111	Tires/Trailer	59928	07/10/2020	07/23/2020	377.32
							377.32
101-511.000-750.400	Travel PEREZ/MIGUEL//		Reimb. Mileage 3/24-5/29/20	59931	05/29/2020	07/23/2020	501.70
							501.70
Total Dept. Parks:							2,856.63
Dept: 521.000 Recreation & Lion:							
101-521.000-720.300	Chemicals BRENNTAG PACIFIC INC./// IMPERIAL HARDWARE CO., I IMPERIAL HARDWARE CO., I	BPI59884 591606/2 590804/2	Sodium Hypochlorite Trash Bags, Liquid Acid, Tape Key, Liquid Acid	59891 59914 59914	06/30/2020 07/13/2020 07/02/2020	07/23/2020 07/23/2020 07/23/2020	711.29 161.46 107.64
							980.39
101-521.000-720.600	Plumbing su IMPERIAL HARDWARE CO., I	590745/2	Bushing, Nut, Wrench Set	59914	07/02/2020	07/23/2020	4.40
							4.40
101-521.000-720.800	Janitorial sup WAXIE SANITARY SUPPLY///	79285655	Disinfectant/COVID-19	59948	07/02/2020	07/23/2020	41.00
							41.00
101-521.000-721.200	Other operat IMPERIAL HARDWARE CO., I IMPERIAL HARDWARE CO., I IMPERIAL HARDWARE CO., I IMPERIAL HARDWARE CO., I SPARKLETTS/// WAXIE SANITARY SUPPLY///	591606/2 590745/2 590804/2 591051/2 9689234 070120 79292455	Trash Bags, Liquid Acid, Tape Bushing, Nut, Wrench Set Key, Liquid Acid Keys Water, Cooler Rentals Jun 2020 Hand Sanitizing Wipes/COVID-19	59914 59914 59914 59914 59940 59948	07/13/2020 07/02/2020 07/02/2020 07/06/2020 06/30/2020 07/07/2020	07/23/2020 07/23/2020 07/23/2020 07/23/2020 07/23/2020 07/23/2020	71.09 18.72 2.71 5.41 5.75 386.12
							489.80
101-521.000-721.900	Small tools & IMPERIAL HARDWARE CO., I	590745/2	Bushing, Nut, Wrench Set	59914	07/02/2020	07/23/2020	63.97
							63.97
101-521.000-725.300	Natural gas						

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	SOUTHERN CALIFORNIA GA		189 525 2700 2 5/5-6/4/20	59939	06/08/2020	07/23/2020	14.79
	SOUTHERN CALIFORNIA GA		189 525 2700 2 6/4-6/30/20	59939	07/08/2020	07/23/2020	12.84
	SOUTHERN CALIFORNIA GA		189 525 2700 2 7/1-7/6/20	59939	07/08/2020	07/23/2020	2.94
	SOUTHERN CALIFORNIA GA		187 425 2700 7 6/4-6/30/20	59939	06/30/2020	07/23/2020	15.59
	SOUTHERN CALIFORNIA GA		187 425 2700 7 7/1-7/6/20	59939	07/08/2020	07/23/2020	3.60
							49.76
101-521.000-740.100	Repair & ma OK RUBBER TIRES///	75089	Repair Tire/2009 Ford Escape	59928	07/09/2020	07/23/2020	18.50
							18.50
101-521.000-740.200	Cleaning ser ALSCO AMERICAN LINEN DI	LYUM1474402	Cleaning Services	59887	07/15/2020	07/23/2020	50.12
							50.12
101-521.000-740.400	Rent SPARKLETTS///	9689234 070120	Water, Cooler Rentals Jun 2020	59940	06/30/2020	07/23/2020	14.00
							14.00
							Total Dept. Recreation & Lions Center: 1,711.94
Dept: 522.000 Senior Citizens Ce							
101-522.000-725.200	Electricity IMPERIAL IRRIGATION DISTF		Power Bills 5/29-6/29/20	59915	06/30/2020	07/23/2020	533.78
							533.78
							Total Dept. Senior Citizens Center: 533.78
Dept: 551.000 Library							
101-551.000-725.200	Electricity IMPERIAL IRRIGATION DISTF		Power Bills 5/29-6/29/20	59915	06/30/2020	07/23/2020	32.14
							32.14
101-551.000-730.200	Technical se ADT COMMERCIAL LLC///		Alarm Monitoring 7/1-7/31/20	59882	07/06/2020	07/23/2020	53.83
							53.83
101-551.000-740.400	Rent SPARKLETTS///	9689234 070120	Water, Cooler Rentals Jun 2020	59940	06/30/2020	07/23/2020	16.75
							16.75
							Total Dept. Library: 102.72
Dept: 551.100 Library Grant - LAI							
101-551.100-750.200	Communica VERIZON WIRELESS SERVIC	9858522938	Cell Phone Charges/Various	59946	06/30/2020	07/23/2020	35.95
	VERIZON WIRELESS SERVIC	9858522938	Cell Phone Charges/Various	59946	07/10/2020	07/23/2020	18.00
							53.95
							Total Dept. Library Grant - LAMBS: 53.95
							Total Fund General Fund: 73,393.55
Fund: 211 Gas Tax							
Dept: 312.000 Street Maintenanc							
211-312.000-720.500	Electrical sup ONESOURCE DISTRIBUTOR	S6463126.002	Photocell	59929	06/16/2020	07/23/2020	9.85
							9.85
211-312.000-725.200	Electricity IMPERIAL IRRIGATION DISTF		Street Lights 6/6/20-6/30/20	59915	06/30/2020	07/23/2020	6,946.36
	IMPERIAL IRRIGATION DISTF		Street Lights 7/1/20-7/7/20	59915	07/01/2020	07/23/2020	1,945.02
							8,891.38

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211-312.000-740.100	Repair & ma AIRWAVE COMMUNICATIONS	438683	Install Back Up Alarm #1002	59884	05/14/2020	07/23/2020	75.00
							<u>75.00</u>
Dept. Street Maintenance & Improve.:							8,976.23
Total Fund Gas Tax:							8,976.23
Fund: 213 SB 821 - Ped. & Bic. Fa							
Dept: 313.000 Bicycle & Pedestri							
213-313.000-721.200	Other operat IMPERIAL HARDWARE CO., I	590989/2	Hose Clamp/Transit Station	59914	07/06/2020	07/23/2020	3.08
							<u>3.08</u>
213-313.000-725.200	Electricity IMPERIAL IRRIGATION DISTF		Power Bills 5/29-6/29/20	59915	06/30/2020	07/23/2020	172.61
							<u>172.61</u>
Total Dept. Bicycle & Pedestrian Fac.:							175.69
SB 821 - Ped. & Bic. Fac.:							175.69
Fund: 222 Law Enforcement							
Dept: 211.910 State COPS							
222-211.910-430.603	Supplementa IVECA///	07-122	Shared Cost/Civil Works July	59917	07/01/2020	07/23/2020	90,606.00
							<u>90,606.00</u>
Total Dept. State COPS:							90,606.00
Total Fund Law Enforcement:							90,606.00
Fund: 241 Bernardo Padilla Land							
Dept: 511.100 Parks, Landscape							
241-511.100-725.200	Electricity IMPERIAL IRRIGATION DISTF		Power Bills 5/29-6/29/20	59915	06/30/2020	07/23/2020	26.16
	IMPERIAL IRRIGATION DISTF		Street Lights 6/6/20-6/30/20	59915	06/30/2020	07/23/2020	108.13
	IMPERIAL IRRIGATION DISTF		Street Lights 7/1/20-7/7/20	59915	07/01/2020	07/23/2020	30.24
							<u>164.53</u>
Total Dept. Parks, Landscape & Lighting:							164.53
Bernardo Padilla Land/Lighting:							164.53
Fund: 243 CFD 05-1 Victoria Park							
Dept: 195.000 Comm Fac Dist							
243-195.000-725.200	Electricity IMPERIAL IRRIGATION DISTF		Street Lights 6/6/20-6/30/20	59915	06/30/2020	07/23/2020	95.83
	IMPERIAL IRRIGATION DISTF		Street Lights 7/1/20-7/7/20	59915	07/01/2020	07/23/2020	26.81
							<u>122.64</u>
Total Dept. Comm Fac Dist:							122.64
Total Fund CFD 05-1 Victoria Park:							122.64
Fund: 244 CFD 05-4 Latigo Rancl							
Dept: 195.000 Comm Fac Dist							
244-195.000-725.200	Electricity IMPERIAL IRRIGATION DISTF		Street Lights 6/6/20-6/30/20	59915	06/30/2020	07/23/2020	102.19
	IMPERIAL IRRIGATION DISTF		Street Lights 7/1/20-7/7/20	59915	07/01/2020	07/23/2020	28.63

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							130.82
Total Dept. Comm Fac Dist:							130.82
d CFD 05-4 Latigo Ranch:							130.82
Fund: 245 CFD 05-3 La Paloma							
Dept: 195.000 Comm Fac Dist							
245-195.000-725.200 Electricity							
	IMPERIAL IRRIGATION DISTF		Street Lights 6/6/20-6/30/20	59915	06/30/2020	07/23/2020	249.15
	IMPERIAL IRRIGATION DISTF		Street Lights 7/1/20-7/7/20	59915	07/01/2020	07/23/2020	69.72
							318.87
Total Dept. Comm Fac Dist:							318.87
Fund CFD 05-3 La Paloma:							318.87
Fund: 246 CFD 06-1 Malan Park							
Dept: 195.000 Comm Fac Dist							
246-195.000-725.200 Electricity							
	IMPERIAL IRRIGATION DISTF		Street Lights 6/6/20-6/30/20	59915	06/30/2020	07/23/2020	83.05
	IMPERIAL IRRIGATION DISTF		Street Lights 7/1/20-7/7/20	59915	07/01/2020	07/23/2020	23.24
							106.29
Total Dept. Comm Fac Dist:							106.29
Fund CFD 06-1 Malan Park:							106.29
Fund: 247 CFD 07-1 Luckey Ranch							
Dept: 195.000 Comm Fac Dist							
247-195.000-725.200 Electricity							
	IMPERIAL IRRIGATION DISTF		Street Lights 6/6/20-6/30/20	59915	06/30/2020	07/23/2020	102.26
	IMPERIAL IRRIGATION DISTF		Street Lights 7/1/20-7/7/20	59915	07/01/2020	07/23/2020	28.56
							130.82
Total Dept. Comm Fac Dist:							130.82
Fund CFD 07-1 Luckey Ranch:							130.82
Fund: 248 CFD 07-2 Springhouse							
Dept: 195.000 Comm Fac Dist							
248-195.000-725.200 Electricity							
	IMPERIAL IRRIGATION DISTF		Street Lights 6/6/20-6/30/20	59915	06/30/2020	07/23/2020	6.36
	IMPERIAL IRRIGATION DISTF		Street Lights 7/1/20-7/7/20	59915	07/01/2020	07/23/2020	1.82
							8.18
Total Dept. Comm Fac Dist:							8.18
Fund CFD 07-2 Springhouse:							8.18
Fund: 501 Water							
Dept: 000.000							
501-000.000-205.200 Water depos							
	CORREA/MARCO ANTONIO//		Refund Deposit 1071 Street	59896	07/10/2020	07/23/2020	443.74
	CORREA/MARCO ANTONIO//		Refund Deposit 1561 Street	59896	07/10/2020	07/23/2020	1,209.82
	CRUZ/JACKELINE//		Refund Deposit 1273 J Street	59899	07/08/2020	07/23/2020	116.95
	MOLINA/JULIAN//		Rfnd Dep, Ovrpmt 654 SCCH	59924	07/06/2020	07/23/2020	200.68
	PARAMO/MERCY//		Rfnd Deposit 936 Calle Del Sol	59930	07/07/2020	07/23/2020	75.77
	SHAPR/ESMERALDA//		Rfnd Deposit 382 W B Street	59936	07/10/2020	07/23/2020	233.50
	SILVA/LEILANI DESIREE//		Rfnd Deposit 1675 C Street	59938	07/10/2020	07/23/2020	358.06

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							2,638.52
Total Dept. 000000:							2,638.52
Dept: 321.000 Water Treatment							
501-321.000-720.100	Office suppli 360 BUSINESS PRODUCTS///	OE-52832-2	Pens	59880	07/03/2020	07/23/2020	75.47
							75.47
501-321.000-720.300	Chemicals BRENNTAG PACIFIC INC.///	BPI62136	Sodium Hypochlorite	59891	07/09/2020	07/23/2020	1,942.97
							1,942.97
501-321.000-720.500	Electrical su ONESOURCE DISTRIBUTOR	S6470622.001	Clamp Meter, Slug Buster	59929	06/05/2020	07/23/2020	686.28
							686.28
501-321.000-720.600	Plumbing su CORE & MAIN LP///	M644937	Compressions, Couplings	59895	07/13/2020	07/23/2020	837.61
							837.61
501-321.000-721.100	Uniforms K-C WELDING RENTALS, INC	131065	Safety Boot/Pete Guzman	59919	07/07/2020	07/23/2020	167.78
							167.78
501-321.000-721.200	Other operat ELMS EQUIPMENT///	1091131-0001	Chain Loop, Weedeater Head	59903	07/08/2020	07/23/2020	102.31
	IMPERIAL HARDWARE CO., I	591226/2	Key, Sponges, Towels, Brush	59914	07/08/2020	07/23/2020	145.51
	IMPERIAL HARDWARE CO., I	591742/2	Utility Pump, Masks, Filters	59914	07/15/2020	07/23/2020	126.92
	IMPERIAL HARDWARE CO., I	591546/2	Towels, Hammer, Insect Killer	59914	07/13/2020	07/23/2020	52.32
	K-C WELDING RENTALS, INC	30935	Weedeater Line, Chain Loop	59919	07/15/2020	07/23/2020	204.65
	MALLORY SAFETY & SUPPLY	4870980	Respirators/COVID-19	59922	06/30/2020	07/23/2020	281.23
	RDO EQUIPMENT CO.///	P58209A2	Spraysuits	59934	07/08/2020	07/23/2020	35.34
	SPARKLETTS///	9689234 070120	Water, Cooler Rentals Jun 2020	59940	06/30/2020	07/23/2020	49.13
	USA BLUEBOOK, INC///	275539	Tube Assembly	59944	06/23/2020	07/23/2020	283.86
							1,281.27
501-321.000-721.900	Small tools & GRAINGER, INC.//W.W.//	9573354611	Abrasive Blaster	59907	06/26/2020	07/23/2020	282.59
	USA BLUEBOOK, INC///	276626	Forehead Thermometer/COVID-1	59944	06/24/2020	07/23/2020	118.09
							400.68
501-321.000-725.100	Water I. I. D.///		Canal Water/Mansfield 3056449	59909	06/30/2020	07/23/2020	15,166.00
							15,166.00
501-321.000-730.200	Technical se ALARM COMMUNICATION EX	09649	Alarm Monitoring/WTP	59885	07/16/2020	07/23/2020	105.00
	JADE SECURITY SYSTEMS, I	0168353	Alarm Monitoring/WTP Aug 2020	59918	07/10/2020	07/23/2020	59.98
							164.98
501-321.000-740.100	Repair & ma AIR CONDITIONING GUYS IN	11915	A/C Tune up	59883	07/06/2020	07/23/2020	594.00
							594.00
501-321.000-740.200	Cleaning ser ALSCO AMERICAN LINEN DI	LYUM1471488	Cleaning Services	59887	07/01/2020	07/23/2020	62.25
	ALSCO AMERICAN LINEN DI	LYUM1474408	Cleaning Services	59887	07/15/2020	07/23/2020	62.25
							124.50
501-321.000-740.400	Rent SPARKLETTS///	9689234 070120	Water, Cooler Rentals Jun 2020	59940	06/30/2020	07/23/2020	4.00
							4.00

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501-321.000-750.200	Communcial						
	VERIZON WIRELESS SERVIC	9858522938	Cell Phone Charges/Various	59946	06/30/2020	07/23/2020	34.00
	VERIZON WIRELESS SERVIC	9858522938	Cell Phone Charges/Various	59946	07/10/2020	07/23/2020	17.00
							51.00
							Total Dept. Water Treatment: 21,496.54
Dept: 322.000	Water Distribution						
501-322.000-720.600	Plumbing su						
	CORE & MAIN LP///	M640339	Corp Stop, Angle Meter Valve	59895	07/10/2020	07/23/2020	955.66
							955.66
501-322.000-721.200	Other operat						
	BAVCO BACKFLOW & VALVE	958830	Backflow Test Kit	59890	07/03/2020	07/23/2020	120.00
	IMPERIAL HARDWARE CO., I	591356/2	Trash Can, Stake, Wire	59914	07/09/2020	07/23/2020	54.32
							174.32
501-322.000-721.900	Small tools &						
	IMPERIAL HARDWARE CO., I	591546/2	Towels, Hammer, Insect Killer	59914	07/13/2020	07/23/2020	62.80
							62.80
501-322.000-725.200	Electricity						
	IMPERIAL IRRIGATION DISTF		Power Bills 5/29-6/29/20	59915	06/30/2020	07/23/2020	9,280.70
	IMPERIAL IRRIGATION DISTF		Power Bills 5/27-6/24/20	59915	06/26/2020	07/23/2020	897.74
							10,178.44
501-322.000-740.100	Repair & ma						
	DANIELS TIRE SERVICE///	226076261	Tire #79 Generator	59901	07/09/2020	07/23/2020	224.65
							224.65
501-322.000-750.200	Communcial						
	A T & T///		Telephone Services 6/7-6/30	59881	06/07/2020	07/23/2020	26.43
	A T & T///		Telephone Services 7/1-7/6	59881	07/01/2020	07/23/2020	6.60
	A T & T///		Telephone Services 7/7-8/6	59881	07/07/2020	07/23/2020	33.03
	VERIZON WIRELESS SERVIC	9858522938	Cell Phone Charges/Various	59946	06/30/2020	07/23/2020	35.95
	VERIZON WIRELESS SERVIC	9858522938	Cell Phone Charges/Various	59946	07/10/2020	07/23/2020	18.00
							120.01
							Total Dept. Water Distribution: 11,715.88
							Total Fund Water: 35,850.94
Fund: 511	Wastewater						
Dept: 331.000	Wastewater Collec						
511-331.000-440.730	Sewer servic						
	BAKER/GARY P//		Rfnd Ovrpmt 487 Adler Street	59889	07/06/2020	07/23/2020	34.74
	MOLINA/JULIAN//		Rfnd Dep, Ovrpmt 654 SCCH	59924	07/06/2020	07/23/2020	28.56
							63.30
511-331.000-721.200	Other operat						
	CORE & MAIN LP///	M640909	Manhole Cover, Frame	59895	07/09/2020	07/23/2020	757.46
							757.46
511-331.000-725.200	Electricity						
	IMPERIAL IRRIGATION DISTF		Power Bills 5/29-6/29/20	59915	06/30/2020	07/23/2020	566.06
							566.06
511-331.000-740.100	Repair & ma						
	HAAKER EQUIPMENT CO., IN	W60744	Repair Vactor Truck #105 Sewer	59908	06/30/2020	07/23/2020	8,729.17
							8,729.17
511-331.000-750.200	Communicat						
	VERIZON WIRELESS SERVIC	9858522938	Cell Phone Charges/Various	59946	06/30/2020	07/23/2020	17.00
	VERIZON WIRELESS SERVIC	9858522938	Cell Phone Charges/Various	59946	07/10/2020	07/23/2020	8.50

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							<u>25.50</u>
Total Dept. Wastewater Collection:							10,141.49
Dept: 332.000 Wastewater treatm							
511-332.000-721.200	Other operat SPARKLETTS///	9689234 070120	Water, Cooler Rentals Jun 2020	59940	06/30/2020	07/23/2020	112.65
							<u>112.65</u>
511-332.000-725.100	Water I. I. D.///		Canal Water/Oakley 3008245	59909	06/30/2020	07/23/2020	240.00
							<u>240.00</u>
511-332.000-725.200	Electricity IMPERIAL IRRIGATION DISTF IMPERIAL IRRIGATION DISTF		Power Bills 6/4-6/30/20 Power Bills 7/1-7/2/20	59915 59915	06/30/2020 07/08/2020	07/23/2020 07/23/2020	24,460.26 1,811.88
							<u>26,272.14</u>
511-332.000-730.200	Technical sei RN ENTERPRISES///	2020-141	Troubleshoot Controller	59935	05/30/2020	07/23/2020	380.00
							<u>380.00</u>
511-332.000-740.200	Cleaning ser MYLO JANITORIAL///	5072728	Pathogen Disinfection/WWTP	59926	07/07/2020	07/23/2020	250.00
							<u>250.00</u>
511-332.000-740.400	Rent SPARKLETTS///	9689234 070120	Water, Cooler Rentals Jun 2020	59940	06/30/2020	07/23/2020	15.75
							<u>15.75</u>
Total Dept. Wastewater treatment:							27,270.54
Total Fund Wastewater:							37,412.03
Fund: 531 Airport							
Dept: 351.000 Airport							
531-351.000-725.200	Electricity IMPERIAL IRRIGATION DISTF IMPERIAL IRRIGATION DISTF IMPERIAL IRRIGATION DISTF		Power Bills 6/3-6/30/20 Power Bills 7/1/20 Power Bills 5/29-6/29/20	59915 59915 59915	07/08/2020 07/08/2020 06/30/2020	07/23/2020 07/23/2020 07/23/2020	46.18 1.64 443.41
							<u>491.23</u>
Total Dept. Airport:							491.23
Total Fund Airport:							491.23
Fund: 601 Maintenance							
Dept: 802.000 Grounds & Facility							
601-802.000-725.200	Electricity IMPERIAL IRRIGATION DISTF		Power Bills 5/29-6/29/20	59915	06/30/2020	07/23/2020	29.99
							<u>29.99</u>
Dept. Grounds & Facility Maintenance:							29.99
Total Fund Maintenance:							29.99
Fund: 802 Payroll Clearing							
Dept: 000.000							
802-000.000-200.003	Federal tax v INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1142	07/24/2020	07/23/2020	1,962.77
							<u>1,962.77</u>
802-000.000-200.004	State tax wit						

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	EMPLOYMENT DEVELOPMEI		State Taxes	1141	07/24/2020	07/23/2020	238.52
							<u>238.52</u>
802-000.000-200.006	Social Secur INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1142	07/24/2020	07/23/2020	3,037.66
							<u>3,037.66</u>
802-000.000-200.007	Medicare De INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1142	07/24/2020	07/23/2020	710.39
							<u>710.39</u>
802-000.000-200.030	Employer pa INTERNAL REVENUE SERVIC INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1142	07/24/2020	07/23/2020	710.39
			Federal Payroll Taxes	1142	07/24/2020	07/23/2020	3,037.66
							<u>3,748.05</u>
						Total Dept. 000000:	<u>9,697.39</u>
						Total Fund Payroll Clearing:	<u>9,697.39</u>
						Grand Total:	<u>257,615.20</u>

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Check Number	Check Date	Status	Vendor Number	Vendor Name	Check Description	Amount
1144	07/31/2020	Printed	A368	AFLAC INC.	Cancer, ICU, Disability	2,460.80
1145	07/31/2020	Printed	C312	CA PUBLIC EMP. RETIREMENT SYST	Annual UAL Payment Classic	439,335.00
1146	07/31/2020	Printed	E101	EMPLOYMENT DEVELOPMENT DEPART.	State Taxes	6,221.44
1147	07/31/2020	Printed	I379	INTERNAL REVENUE SERVICE	Federal Payroll Taxes	64,925.74
1148	07/31/2020	Printed	P104	PUBLIC EMPLOYEES RETIREMENT	PERS 7/14/20-7/27/20	53,731.33

Total Checks: 5

Checks Total (excluding void checks): 566,674.31

Total Payments: 5

Bank Total (excluding void checks): 566,674.31

59950	07/31/2020	Printed	B364	360 BUSINESS PRODUCTS	Laminating Sheets	467.78
59951	07/31/2020	Printed	A366	AFLAC GROUP INSURANCE	Critical Care Withheld	265.65
59952	07/31/2020	Printed	A126	ALSCO AMERICAN LINEN DIV.	Cleaning Services	228.76
59953	07/31/2020	Printed	A785	AT&T	U-Verse Internet 7/17-8/16	80.25
59954	07/31/2020	Printed	B502	BABCOCK LABORATORIES, INC	Wastewater Analysis	2,934.00
59955	07/31/2020	Printed	B374	BAEZA'S HEATING & COOLING REPA	A/C Service & Repair -	123.49
59956	07/31/2020	Printed	B270	BRAWLEY TRAILER SUPPLY	Rfnd Bus Lic #0750 Ovrpmt	50.00
59957	07/31/2020	Printed	B747	BRENNTAG PACIFIC INC.	Sodium Hypochlorite	10,162.52
59958	07/31/2020	Printed	C9428	CALIFORNIA DEPARTMENT OF TAX	2nd Qtr 2020 Sales Tax Return	26.00
59959	07/31/2020	Printed	C889	CALIFORNIA STATE DISBURSEME	Deductions	1,089.56
59960	07/31/2020	Printed	C544	CANON FINANCIAL SERVICES, INC	Copier Leases/Police	691.89
59961	07/31/2020	Printed	C2188	CLINICAL LABORATORY OF	Various Testing	520.00
59962	07/31/2020	Printed	C110	COLUMBUS BANK & TRUST COMPA	Unreimbursed Medical &	248.84
59963	07/31/2020	Printed	D701	DAVID & SONS TRUCK REPAIR, INC	Repair PTO #18 Streets	588.00
59964	07/31/2020	Printed	D505	DEPARTMENT OF CONSERVATION	Collected Strong Motion Fees	658.36
59965	07/31/2020	Printed	D0157	DONE RIGHT HARDWARE	Shovel	10.76
59966	07/31/2020	Printed	D223	MANUEL DURAN	Translation/Park Signage	33.00
59967	07/31/2020	Printed	E145	ELMS EQUIPMENT	Repair Trimmer	400.65
59968	07/31/2020	Printed	F903	FIVE STAR ELECTRIC, INC.	Troubleshoot & Tests SCADA	700.00
59969	07/31/2020	Printed	F689	FRANCHISE TAX BOARD	Deductions	250.00
59970	07/31/2020	Printed	F409	FULLCOURT PRESS	Utility Bills, Electronic	1,966.78
59971	07/31/2020	Printed	H182	HACH COMPANY, INC.	Sensor Service Agreement	796.00
59972	07/31/2020	Printed	H104	HOLMAN PROFESSIONAL COUNSELING	Employee Assistance Aug 2020	515.66
59973	07/31/2020	Printed	I146	ICS	Calcium Hypochlorite Tablets	1,196.04
59974	07/31/2020	Printed	I329	IMPERIAL COUNTY SHERIFF CIV	Deductions	86.45
59975	07/31/2020	Printed	I419	IMPERIAL COUNTY TREASURER	Housing Authority In Lieu of	49,710.80
59976	07/31/2020	Void	07/31/2020		Void Check	0.00
59977	07/31/2020	Printed	I301	IMPERIAL HARDWARE CO., INC.	Chlorine, Reusable Ice	777.50
59978	07/31/2020	Printed	I103	IMPERIAL IRRIGATION DISTRIC	Power Bills 5/28-6/25/20	30,965.03
59979	07/31/2020	Printed	I443	IMPERIAL PRINTERS	Letterhead/Pretreatment	155.21
59980	07/31/2020	Printed	J371	JOHNSON CONTROLS SECURITY	Alarm Monitoring 8/1-8/31/20	254.53
59981	07/31/2020	Void	07/31/2020		Void Check	0.00
59982	07/31/2020	Printed	L920	LABRUCHERIE IRRIGATION SUPP	Tube	2,025.98
59983	07/31/2020	Printed	L502	LESLIE'S SWIMMING POOL	Replacement Vac Handles	24.64
59984	07/31/2020	Printed	L603	LIEBERT CASSIDY WHITMORE	F. Rodriguez Litigation	480.00
59985	07/31/2020	Printed	L245	LOCKE AIRE CONDITIONING &	Charge System/Refrigerant	676.00
59986	07/31/2020	Printed	M730	MALLORY SAFETY & SUPPLY LLC	Safety Vest	4,633.70
59987	07/31/2020	Printed	I131	NATIONAL INDUSTRIAL	Electrolyte Drink Mix	148.50
59988	07/31/2020	Printed	N944	NATIONAL PLAN COORDINATORS	Deferred Comp Plan #340233-01	4,905.00
59989	07/31/2020	Printed	N187	NATIONWIDE RETIREMENT SOLUTION	Deferred Compensation #05270	310.00
59990	07/31/2020	Printed	N119	BENNY NAVARRO	Refund Deposit 610 S 14th St	163.88
59991	07/31/2020	Printed	O233	O'REILLY AUTO PARTS	Battery/WTP Mule	106.48
59992	07/31/2020	Printed	O880	OFFICE DEPOT, INC.	Tape, Batteries	57.99
59993	07/31/2020	Printed	O113	OK RUBBER TIRES	Repair Tire #89 Parks	290.99

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Check Number	Check Date	Status	Vendor Number	Vendor Name	Check Description	Amount
59994	07/31/2020	Printed	O395	ONESOURCE DISTRIBUTORS, LLC	Relays	817.51
59995	07/31/2020	Printed	P372	PITNEY BOWES GLOBAL FINANCIAL	Postage Meter 3/30-6/29/20	237.78
59996	07/31/2020	Printed	P213	PRECISION ELECTRIC CO INC	Disassemble & Inspect Pump #4	990.00
59997	07/31/2020	Printed	R163	RDO EQUIPMENT CO.	Bolt Clamps	229.56
59998	07/31/2020	Printed	S2320	SUE SANDERS	Rfnd Ovrpmt 512 Terrace Circle	281.09
59999	07/31/2020	Printed	S495	SOUTHERN CALIFORNIA GAS CO.	193 926 4200 5 7/1-7/8/20	19.34
60000	07/31/2020	Printed	S760	SPECTRUM ADVERTISING	Upload Council Mtg 7/7/20	200.00
60001	07/31/2020	Printed	S694	STAPLES BUSINESS CREDIT	Disinfectant Wipes/COVID-19	149.39
60002	07/31/2020	Printed	S709	STATE WA RESOURCES CONTROL BD	Grade D2 Renewal/Omar	60.00
60003	07/31/2020	Printed	T204	RAQUEL TAPIA	Refund Deposit 464 Adler St	159.22
60004	07/31/2020	Printed	T027	TIGER SUPPLIES INC.	Digital Levels	550.00
60005	07/31/2020	Printed	U901	UNITED STATES POSTAL SERVIC	City Hall Postage Refill	2,714.23
60006	07/31/2020	Printed	U660	UNITED STATES TREASURY	Levy Proceeds - F Posada SSN	177.50
60007	07/31/2020	Printed	U110	UNITED WAY OF IMPERIAL COUNTY	United Way Deductions	19.00
60008	07/31/2020	Printed	V966	VALLEY PEST SERVICES, INC	Pest Control/Public Works	110.00
60009	07/31/2020	Printed	V079	VERIZON WIRELESS SERVICES L	Mobile Broadband/Public Works	38.01
60010	07/31/2020	Printed	W221	WAL-MART STORES, INC. #01-1555	Dividers, Binders	17.91

Total Checks: 61

Checks Total (excluding void checks): 126,547.21

Total Payments: 61

Bank Total (excluding void checks): 126,547.21

Total Payments: 66

Grand Total (excluding void checks): 693,221.52

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Fund: 101 General Fund							
Dept: 000.000							
101-000.000-205.302	Housing Autl IMPERIAL COUNTY TREASURY		Housing Authority In Lieu of	59975	01/02/2020	07/31/2020	49,710.80
							<u>49,710.80</u>
101-000.000-205.400	Sales tax pa CALIFORNIA DEPARTMENT OF		2nd Qtr 2020 Sales Tax Return	59958	06/30/2020	07/31/2020	-8.62
							<u>-8.62</u>
101-000.000-205.500	Strong motic DEPARTMENT OF CONSERVATION		Collected Strong Motion Fees	59964	06/30/2020	07/31/2020	658.36
							<u>658.36</u>
Total Dept. 000000:							50,360.54
Dept: 110.000 General Revenues							
101-110.000-410.800	Business lice BRAWLEY TRAILER SUPPLY		Rfnd Bus Lic #0750 Ovrpmt	59956	07/16/2020	07/31/2020	50.00
							<u>50.00</u>
101-110.000-440.600	Sale of maps CALIFORNIA DEPARTMENT OF		2nd Qtr 2020 Sales Tax Return	59958	06/30/2020	07/31/2020	20.93
							<u>20.93</u>
Total Dept. General Revenues:							70.93
Dept: 111.000 City Council							
101-111.000-730.200	Technical ser SPECTRUM ADVERTISING///	14737	Upload Council Mtg 7/7/20	60000	07/15/2020	07/31/2020	200.00
							<u>200.00</u>
Total Dept. City Council:							200.00
Dept: 112.000 City Clerk							
101-112.000-710.300	P E R S PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	496.08
							<u>496.08</u>
101-112.000-710.310	PERS UAL CA PUBLIC EMP. RETIREMENT	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	8,754.00
							<u>8,754.00</u>
101-112.000-720.100	Office suppli 360 BUSINESS PRODUCTS///	OE-53112-1	Manuscript Covers, Copy Paper	59950	07/23/2020	07/31/2020	24.88
							<u>24.88</u>
101-112.000-730.200	Technical ser DURAN/MANUEL// DURAN/MANUEL//	6105 6106	Translation/Utility User Tax Translation/Park Signage	59966 59966	07/17/2020 07/22/2020	07/31/2020 07/31/2020	18.00 15.00
							<u>33.00</u>
Total Dept. City Clerk:							9,307.96
Dept: 131.000 City Manager							
101-131.000-710.300	P E R S PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	632.83
							<u>632.83</u>
101-131.000-710.310	PERS UAL CA PUBLIC EMP. RETIREMENT	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	11,026.00
							<u>11,026.00</u>
Total Dept. City Manager:							11,658.83

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Dept: 151.000 Finance							
101-151.000-710.300	P E R S PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	1,261.39
							<u>1,261.39</u>
101-151.000-710.310	PERS UAL CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	16,668.00
							<u>16,668.00</u>
							18,929.39
101-151.000-720.100	Office suppli WAL-MART STORES, INC. #0	00433	Dividers, Binders	60010	07/28/2020	07/31/2020	17.91
							<u>17.91</u>
101-151.000-750.210	Postage UNITED STATES POSTAL SE		City Hall Postage Refill	60005	07/27/2020	07/31/2020	145.33
							<u>145.33</u>
							18,929.39
							Total Dept. Finance: 18,929.39
Dept: 152.000 Utility Billing							
101-152.000-710.300	P E R S PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	488.10
							<u>488.10</u>
101-152.000-710.310	PERS UAL CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	4,985.00
							<u>4,985.00</u>
101-152.000-720.100	Office suppli FULLCOURT PRESS///	36831	Utility Bills, Electronic	59970	07/23/2020	07/31/2020	1,966.78
							<u>1,966.78</u>
101-152.000-750.210	Postage UNITED STATES POSTAL SE		City Hall Postage Refill	60005	07/27/2020	07/31/2020	2,519.90
							<u>2,519.90</u>
101-152.000-750.750	Overages ar CALIFORNIA DEPARTMENT C		2nd Qtr 2020 Sales Tax Return	59958	06/30/2020	07/31/2020	1.85
							<u>1.85</u>
							9,961.63
							Total Dept. Utility Billing: 9,961.63
Dept: 153.000 Personnel							
101-153.000-710.300	P E R S PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	384.27
							<u>384.27</u>
101-153.000-710.310	PERS UAL CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	6,691.00
							<u>6,691.00</u>
101-153.000-730.100	Professional LIEBERT CASSIDY WHITMOF	1501336	F. Rodriguez Litigation	59984	06/30/2020	07/31/2020	480.00
							<u>480.00</u>
101-153.000-750.210	Postage UNITED STATES POSTAL SE		City Hall Postage Refill	60005	07/27/2020	07/31/2020	17.50
							<u>17.50</u>
							7,572.77
							Total Dept. Personnel: 7,572.77
Dept: 171.000 Planning							
101-171.000-710.300	P E R S PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	533.21
							<u>533.21</u>

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
							533.21
101-171.000-710.310	PERS UAL						
	CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	7,222.00
							7,222.00
Total Dept. Planning:							7,755.21
Dept: 181.000 Information technr							
101-181.000-710.300	P E R S						
	PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	236.03
							236.03
101-181.000-710.310	PERS UAL						
	CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	101.00
							101.00
Total Dept. Information technology:							337.03
Dept: 191.000 Non-departmental							
101-191.000-720.100	Office suppli						
	360 BUSINESS PRODUCTS///	OE-53112-1	Manuscript Covers, Copy Paper	59950	07/23/2020	07/31/2020	73.49
							73.49
101-191.000-721.200	Other operat						
	IMPERIAL HARDWARE CO., I	592507/2	Hammer, Picture Hanger/Admin.	59977	07/24/2020	07/31/2020	4.83
	IMPERIAL HARDWARE CO., I	592457/2	Picture Hanger, Nails/Admin.	59977	07/23/2020	07/31/2020	7.06
							11.89
101-191.000-721.900	Small tools {						
	IMPERIAL HARDWARE CO., I	592507/2	Hammer, Picture Hanger/Admin.	59977	07/24/2020	07/31/2020	8.23
							8.23
101-191.000-725.200	Electricity						
	IMPERIAL IRRIGATION DISTF		Power Bills 5/28-6/25/20	59978	06/29/2020	07/31/2020	967.38
							967.38
101-191.000-730.200	Technical se						
	JOHNSON CONTROLS SECL	34566740	Alarm Monitoring 8/1-8/31/20	59980	07/11/2020	07/31/2020	254.53
	VALLEY PEST SERVICES, INC	14290277	Pest Control/Building Dept.	60008	06/12/2020	07/31/2020	30.00
							284.53
Total Dept. Non-departmental:							1,345.52
Dept: 211.000 Police Protection							
101-211.000-710.300	P E R S						
	CA PUBLIC EMP. RETIREMEN	100000016091322	Annual UAL Payment PEPRA	1145	07/01/2020	07/31/2020	6,431.00
	PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	12,657.07
							19,088.07
101-211.000-710.310	PERS UAL						
	CA PUBLIC EMP. RETIREMEN	100000016091332	Annual UAL Payment PEPRA	1145	07/01/2020	07/31/2020	2,354.00
	CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	26,221.00
	CA PUBLIC EMP. RETIREMEN	100000016091303	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	111,369.00
							139,944.00
101-211.000-725.200	Electricity						
	IMPERIAL IRRIGATION DISTF		Power Bills 5/28-6/25/20	59978	06/29/2020	07/31/2020	810.09
							810.09
101-211.000-740.400	Rent						
	CANON FINANCIAL SERVICE	21675258	Copier Leases/Police	59960	07/13/2020	07/31/2020	459.74
	PITNEY BOWES GLOBAL FIN	3103979682	Postage Major 3/30-6/29/20	59995	05/30/2020	07/31/2020	237.78
							697.52

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Total Dept. Police Protection:							160,539.68
Dept: 221.000 Fire Department							
101-221.000-710.300	P E R S						
	PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	7,148.74
							<u>7,148.74</u>
101-221.000-710.310	PERS UAL						
	CA PUBLIC EMP. RETIREMEN	100000016091313	Annual UAL Payment PEPRA	1145	07/01/2020	07/31/2020	2,148.00
	CA PUBLIC EMP. RETIREMEN	100000016091303	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	118,164.00
							<u>120,312.00</u>
101-221.000-750.210	Postage						
	UNITED STATES POSTAL SE		City Hall Postage Refill	60005	07/27/2020	07/31/2020	23.00
							<u>23.00</u>
Total Dept. Fire Department:							127,483.74
Dept: 231.000 Building Inspectio							
101-231.000-710.300	P E R S						
	PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	449.54
							<u>449.54</u>
101-231.000-710.310	PERS UAL						
	CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	10,465.00
							<u>10,465.00</u>
101-231.000-750.210	Postage						
	UNITED STATES POSTAL SE		City Hall Postage Refill	60005	07/27/2020	07/31/2020	7.00
							<u>7.00</u>
Total Dept. Building Inspection:							10,921.54
Dept: 241.000 Animal Control							
101-241.000-710.300	P E R S						
	PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	167.67
							<u>167.67</u>
101-241.000-710.310	PERS UAL						
	CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	2,921.00
							<u>2,921.00</u>
101-241.000-721.200	Other operat						
	IMPERIAL HARDWARE CO., I	592098/2	Trash Bags, Gloves	59977	07/20/2020	07/31/2020	51.63
							<u>51.63</u>
Total Dept. Animal Control:							3,140.30
Dept: 311.000 Engineering							
101-311.000-710.300	P E R S						
	PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	1,397.75
							<u>1,397.75</u>
101-311.000-710.310	PERS UAL						
	CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	10,715.00
							<u>10,715.00</u>
101-311.000-720.100	Office suppli						
	OFFICE DEPOT, INC.///	106843612001	Tape, Batteries	59992	07/17/2020	07/31/2020	57.99
							<u>57.99</u>
101-311.000-721.900	Small tools &						
	TIGER SUPPLIES INC.///	191371	Digital Levels	60004	06/26/2020	07/31/2020	550.00
							<u>550.00</u>

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101-311.000-730.200	Technical ser VALLEY PEST SERVICES, INC	14290371	Pest Control/Public Works	60008	06/16/2020	07/31/2020	35.00
							<u>35.00</u>
						Total Dept. Engineering:	12,755.74
Dept: 411.000 Community Develc							
101-411.000-710.300	P E R S PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	479.58
							<u>479.58</u>
101-411.000-710.310	PERS UAL CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	5,723.00
							<u>5,723.00</u>
101-411.000-750.210	Postage UNITED STATES POSTAL SE		City Hall Postage Refill	60005	07/27/2020	07/31/2020	1.50
							<u>1.50</u>
						Total Dept. Community Development:	6,204.08
Dept: 511.000 Parks							
101-511.000-710.300	P E R S PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	965.94
							<u>965.94</u>
101-511.000-710.310	PERS UAL CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	9,773.00
							<u>9,773.00</u>
101-511.000-720.600	Plumbing su IMPERIAL HARDWARE CO., I	590346/2	Coupling	59977	06/26/2020	07/31/2020	6.58
	IMPERIAL HARDWARE CO., I	591888/2	Coupling	59977	07/16/2020	07/31/2020	13.57
	LABRUCHERIE IRRIGATION :	OM11208	Ball Valve, Ell, Adapter, Pipe	59982	07/16/2020	07/31/2020	607.16
	LABRUCHERIE IRRIGATION :	OM11209	Sprinklers, Union Slip	59982	07/16/2020	07/31/2020	50.80
	RDO EQUIPMENT CO.///	P58509A2	Valve	59997	07/15/2020	07/31/2020	20.25
	RDO EQUIPMENT CO.///	P58504A2	Stem	59997	07/15/2020	07/31/2020	35.61
	RDO EQUIPMENT CO.///	P58542A2	Return Stem	59997	07/16/2020	07/31/2020	-35.61
							<u>698.36</u>
101-511.000-721.200	Other operat IMPERIAL HARDWARE CO., I	591974/2	Keys	59977	07/17/2020	07/31/2020	8.11
	IMPERIAL HARDWARE CO., I	591986/2	Insect Killer	59977	07/17/2020	07/31/2020	4.84
							<u>12.95</u>
101-511.000-725.200	Electricity IMPERIAL IRRIGATION DISTF		Power Bills 5/28-6/25/20	59978	06/29/2020	07/31/2020	835.14
							<u>835.14</u>
101-511.000-730.200	Technical ser ELMS EQUIPMENT///	2132056-0001	Tipping Fee/Concrete Disposal	59967	06/22/2020	07/31/2020	30.00
							<u>30.00</u>
101-511.000-740.100	Repair & ma BAEZA'S HEATING & COOLIN	2203	A/C Service & Repair -	59955	07/08/2020	07/31/2020	123.49
	CANON FINANCIAL SERVICE	21650957	Copier Lease, Usage/Building	59960	07/11/2020	07/31/2020	13.08
	ELMS EQUIPMENT///	0000010908120001	Repair Trimmer	59967	06/10/2020	07/31/2020	49.60
	OK RUBBER TIRES///	75198	Repair Tire #89 Parks	59993	07/15/2020	07/31/2020	42.91
							<u>229.08</u>
101-511.000-740.400	Rent CANON FINANCIAL SERVICE	21650957	Copier Lease, Usage/Building	59960	07/11/2020	07/31/2020	102.99
							<u>102.99</u>

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101-511.000-750.200	Communicat AT&T		U-Verse Internet 7/17-8/16	59953	07/16/2020	07/31/2020	80.25
							80.25
						Total Dept. Parks:	12,727.71
Dept: 521.000 Recreation & Lion:							
101-521.000-710.300	P E R S PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	343.64
							343.64
101-521.000-710.310	PERS UAL CA PUBLIC EMP. RETIREME	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	5,613.00
							5,613.00
101-521.000-720.100	Office suppli STAPLES BUSINESS CREDIT	7308741313-0-2	Correction Tape	60001	06/15/2020	07/31/2020	35.48
							35.48
101-521.000-720.300	Chemicals BRENNTAG PACIFIC INC./// BRENNTAG PACIFIC INC./// BRENNTAG PACIFIC INC.///	BPI63271 BPI64033 BPI58849	Sodium Hypochlorite Sodium Hypochlorite Sodium Hypochlorite PO #3229	59957 59957 59957	07/14/2020 07/16/2020 06/26/2020	07/31/2020 07/31/2020 07/31/2020	714.92 713.79 1,197.78
							2,626.49
101-521.000-720.600	Plumbing su LESLIE'S SWIMMING POOL///	00652-02-020185	Replacement Vac Handles	59983	07/17/2020	07/31/2020	24.64
							24.64
101-521.000-720.800	Janitorial suj STAPLES BUSINESS CREDIT STAPLES BUSINESS CREDIT	7308708809-0-01 7308752026-0-1	Disinfecting Spray/COVID-19 Disinfectant Wipes/COVID-19	60001 60001	06/12/2020 06/15/2020	07/31/2020 07/31/2020	14.20 34.90
							49.10
101-521.000-721.200	Other operat STAPLES BUSINESS CREDIT STAPLES BUSINESS CREDIT	7307509634-0-1 7308741313-0-1	Electronics Wipes Disposable Facial Masks/	60001 60001	06/01/2020 06/15/2020	07/31/2020 07/31/2020	37.12 27.69
							64.81
101-521.000-725.200	Electricity IMPERIAL IRRIGATION DISTF		Power Bills 5/28-6/25/20	59978	06/29/2020	07/31/2020	2,357.58
							2,357.58
101-521.000-730.200	Technical se VALLEY PEST SERVICES, INC	14290014	Pest Control/Lions Center	60008	06/04/2020	07/31/2020	45.00
							45.00
101-521.000-740.100	Repair & ma CANON FINANCIAL SERVICE	21650957	Copier Lease, Usage/Building	59960	07/11/2020	07/31/2020	13.08
							13.08
101-521.000-740.400	Rent CANON FINANCIAL SERVICE ELMS EQUIPMENT///	21650957 1090797-0001	Copier Lease, Usage/Building Excavator Rental	59960 59967	07/11/2020 06/08/2020	07/31/2020 07/31/2020	103.00 321.05
							424.05
						total Dept. Recreation & Lions Center:	11,596.87
Dept: 522.000 Senior Citizens Ce							
101-522.000-725.300	Natural gas SOUTHERN CALIFORNIA GA SOUTHERN CALIFORNIA GA		193 926 4200 5 6/8-6/30/20 193 926 4200 5 7/1-7/8/20	59999 59999	06/30/2020 07/10/2020	07/31/2020 07/31/2020	14.22 5.12
							19.34

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Total Dept. Senior Citizens Center:							19.34
Dept: 551.000 Library							
101-551.000-710.300	P E R S PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	610.52
							610.52
101-551.000-710.310	PERS UAL CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	10,380.00
							10,380.00
101-551.000-725.200	Electricity IMPERIAL IRRIGATION DIST		Power Bills 5/28-6/25/20	59978	06/29/2020	07/31/2020	967.38
							967.38
Total Dept. Library:							11,957.90
Dept: 551.100 Library Grant - LAI							
101-551.100-710.310	PERS UAL CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	3,702.00
							3,702.00
Total Dept. Library Grant - LAMBS:							3,702.00
Total Fund General Fund:							477,711.95
Fund: 211 Gas Tax							
Dept: 312.000 Street Maintenance							
211-312.000-710.300	P E R S PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	954.81
							954.81
211-312.000-710.310	PERS UAL CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	9,975.00
							9,975.00
211-312.000-720.600	Plumbing su LABRUCHERIE IRRIGATION :	OM11207	Sprinkler, Swing Joint/ROW	59982	07/16/2020	07/31/2020	21.46
	LABRUCHERIE IRRIGATION :	OM11189	Eil, Couplings, Tee, Adapter/	59982	07/15/2020	07/31/2020	18.68
							40.14
211-312.000-720.700	Construction IMPERIAL HARDWARE CO., I	592099/2	Concrete Mix, Pallette/Sidewalk	59977	07/20/2020	07/31/2020	193.56
							193.56
211-312.000-725.200	Electricity IMPERIAL IRRIGATION DIST		Power Bills 5/28-6/25/20	59978	06/29/2020	07/31/2020	178.43
							178.43
Dept. Street Maintenance & Improve.:							11,341.94
Total Fund Gas Tax:							11,341.94
Fund: 501 Water							
Dept: 000.000							
501-000.000-205.200	Water depos NAVARRO/BENNY//		Refund Deposit 610 S 14th St	59990	07/21/2020	07/31/2020	163.88
	TAPIA/RAQUEL//		Refund Deposit 464 Adler St	60003	07/17/2020	07/31/2020	159.22
							323.10
501-000.000-205.400	Sales tax pa CALIFORNIA DEPARTMENT C		2nd Qtr 2020 Sales Tax Return	59958	06/30/2020	07/31/2020	-19.85

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							-19.85
Total Dept. 000000:							303.25
Dept: 321.000 Water Treatment							
501-321.000-440.710	Water sales SANDERS/SUE//		Rfnd Ovrpmt 512 Terrace Circle	59998	07/17/2020	07/31/2020	281.09
							281.09
501-321.000-710.300	P E R S PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	1,544.15
							1,544.15
501-321.000-710.310	PERS UAL CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	13,007.00
							13,007.00
501-321.000-720.300	Chemicals BRENNTAG PACIFIC INC.///	BPI63272	Sodium Hypochlorite	59957	07/13/2020	07/31/2020	7,536.03
							7,536.03
501-321.000-720.500	Electrical sup ONESOURCE DISTRIBUTOR	S6483979.001	Relays	59994	07/01/2020	07/31/2020	817.51
							817.51
501-321.000-720.600	Plumbing su IMPERIAL HARDWARE CO., I	592335/2	Nipple, Tee	59977	07/22/2020	07/31/2020	32.52
	IMPERIAL HARDWARE CO., I	592350/2	Adapter	59977	07/22/2020	07/31/2020	4.84
	LABRUCHERIE IRRIGATION :	OM11313	Reverse Osmosis System	59982	07/22/2020	07/31/2020	194.03
	LABRUCHERIE IRRIGATION :	OM11340	Hose Mender, Adapter	59982	07/22/2020	07/31/2020	22.64
	LABRUCHERIE IRRIGATION :	OM11285	Tee, Adapter, Nipple, Bushing	59982	07/21/2020	07/31/2020	147.89
	LABRUCHERIE IRRIGATION :	OM11271	Adapter, Hose Clamp	59982	07/20/2020	07/31/2020	21.69
	RDO EQUIPMENT CO.///	P58664A2	Bolt Clamps	59997	07/20/2020	07/31/2020	11.68
							435.29
501-321.000-721.200	Other operat IMPERIAL HARDWARE CO., I	592309/2	Weed Burner, Towels	59977	07/22/2020	07/31/2020	13.82
							13.82
501-321.000-721.900	Small tools & IMPERIAL HARDWARE CO., I	592309/2	Weed Burner, Towels	59977	07/22/2020	07/31/2020	63.03
							63.03
501-321.000-730.100	Professional CLINICAL LABORATORY OF//	975555	Various Testing	59961	07/13/2020	07/31/2020	520.00
							520.00
501-321.000-740.100	Repair & ma FIVE STAR ELECTRIC, INC.///	2732	Troubleshoot & Tests SCADA	59968	07/22/2020	07/31/2020	700.00
	O'REILLY AUTO PARTS	2648-243292	Battery/WTP Mule	59991	07/23/2020	07/31/2020	106.48
							806.48
Total Dept. Water Treatment:							25,024.40
Dept: 322.000 Water Distribution							
501-322.000-710.300	P E R S PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	1,171.41
							1,171.41
501-322.000-710.310	PERS UAL CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	15,607.00
							15,607.00
501-322.000-720.100	Office suppli IMPERIAL PRINTERS///	20-2124	Drivers Reports	59979	06/16/2020	07/31/2020	43.99

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							43.99
501-322.000-720.300	Chemicals						
	ICS///	859	Calcium Hypochlorite Tablets	59973	06/12/2020	07/31/2020	609.23
							609.23
501-322.000-720.600	Plumbing su						
	LABRUCHERIE IRRIGATION :	OM11012	Adapter, Nipple, Bushing	59982	07/07/2020	07/31/2020	18.16
	LABRUCHERIE IRRIGATION :	OM11056	Adapter, Ell, Tee, Nipple	59982	07/08/2020	07/31/2020	36.97
	LABRUCHERIE IRRIGATION :	OM11037	Ball Valve, Tee, Coupling, Ell	59982	07/08/2020	07/31/2020	221.18
	LABRUCHERIE IRRIGATION :	201654c	Plastic Rock Cover	59982	07/10/2020	07/31/2020	406.98
	LABRUCHERIE IRRIGATION :	OM11188	Tube	59982	07/15/2020	07/31/2020	9.09
							692.38
501-322.000-721.200	Other operat						
	IMPERIAL HARDWARE CO., I	592232/2	Oil	59977	07/21/2020	07/31/2020	26.09
	IMPERIAL HARDWARE CO., I	592334/2	Poly Film	59977	07/22/2020	07/31/2020	58.17
	IMPERIAL HARDWARE CO., I	592386/2	Propane, Forklift Cylinder	59977	07/22/2020	07/31/2020	250.43
	MALLORY SAFETY & SUPPLY	4877423	Facial Masks/COVID-19	59986	07/13/2020	07/31/2020	62.86
							397.55
501-322.000-721.900	Small tools &						
	ICS///	858	Chlorinator	59973	06/09/2020	07/31/2020	586.81
							586.81
501-322.000-725.200	Electricity						
	IMPERIAL IRRIGATION DISTF		Power Bills 5/28-6/25/20	59978	06/29/2020	07/31/2020	24,734.45
							24,734.45
501-322.000-740.100	Repair & ma						
	DAVID & SONS TRUCK REPA	21591	Repair PTO #18 Streets	59963	05/11/2020	07/31/2020	588.00
	OK RUBBER TIRES///	74649	Repair Tire #55	59993	06/16/2020	07/31/2020	124.04
	OK RUBBER TIRES///	74822	Repair Tire #55	59993	06/25/2020	07/31/2020	124.04
							836.08
501-322.000-750.650	Taxes, Fees,						
	STATE WA RESOURCES COI	46036	Grade D2 Renewal/Omar	60002	07/21/2020	07/31/2020	60.00
							60.00
							Total Dept. Water Distribution: 44,738.90
							Total Fund Water: 70,066.55
Fund: 511 Wastewater							
Dept: 000.000							
511-000.000-205.400	Sales tax pa						
	CALIFORNIA DEPARTMENT C		2nd Qtr 2020 Sales Tax Return	59958	06/30/2020	07/31/2020	31.69
							31.69
							Total Dept. 000000: 31.69
Dept: 331.000 Wastewater Collec							
511-331.000-710.300	P E R S						
	PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	324.65
							324.65
511-331.000-710.310	PERS UAL						
	CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	5,689.00
							5,689.00
511-331.000-720.100	Office suppli						
	360 BUSINESS PRODUCTS///	WO-25382-1	Toner	59950	07/07/2020	07/31/2020	341.86
	IMPERIAL PRINTERS///	20-2346	Paper	59979	06/26/2020	07/31/2020	38.34
	IMPERIAL PRINTERS///	20-2123	Letterhead/Pretreatment	59979	06/16/2020	07/31/2020	72.88

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							453.08
511-331.000-721.200	Other operat						
	MALLORY SAFETY & SUPPLY	4877412	Gloves	59986	07/13/2020	07/31/2020	11.31
	MALLORY SAFETY & SUPPLY	4867511	Gloves, Safety Vest	59986	06/24/2020	07/31/2020	92.13
	MALLORY SAFETY & SUPPLY	4853613	Gloves, Fire Extinguisher	59986	06/01/2020	07/31/2020	109.86
	MALLORY SAFETY & SUPPLY	4879483	Safety Vest	59986	07/16/2020	07/31/2020	13.90
							227.20
511-331.000-721.900	Small tools &						
	DONE RIGHT HARDWARE///	127921	Shovel	59965	07/08/2020	07/31/2020	10.76
	MALLORY SAFETY & SUPPLY	4879768	Galvanized Cable, Blower Kit	59986	07/17/2020	07/31/2020	4,343.64
							4,354.40
511-331.000-725.200	Electricity						
	IMPERIAL IRRIGATION DISTF		Power Bills 5/28-6/25/20	59978	06/29/2020	07/31/2020	114.58
							114.58
Total Dept. Wastewater Collection:							11,162.91
Dept: 332.000 Wastewater treatm							
511-332.000-710.300	P E R S						
	PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	1,038.60
							1,038.60
511-332.000-710.310	PERS UAL						
	CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	13,559.00
							13,559.00
511-332.000-720.300	Chemicals						
	IMPERIAL HARDWARE CO., I	591582/2	Chlorine, Reusable Ice	59977	07/13/2020	07/31/2020	6.78
							6.78
511-332.000-720.600	Plumbing su						
	LABRUCHERIE IRRIGATION :	201607c	Ell, Tee, Nipple, PVC Pipe	59982	07/09/2020	07/31/2020	201.70
	LABRUCHERIE IRRIGATION :	OM11195	Union Slip, Coupling	59982	07/15/2020	07/31/2020	47.55
							249.25
511-332.000-721.200	Other operat						
	IMPERIAL HARDWARE CO., I	591582/2	Chlorine, Reusable Ice	59977	07/13/2020	07/31/2020	23.41
	NATIONAL INDUSTRIAL///	17750	Electrolyte Drink Mix	59987	07/13/2020	07/31/2020	148.50
							171.91
511-332.000-730.200	Technical ser						
	BABCOCK LABORATORIES, I	CG01656-2441	Wastewater Analysis	59954	07/22/2020	07/31/2020	388.00
	BABCOCK LABORATORIES, I	CG01621-2441	Wastewater Analysis	59954	07/22/2020	07/31/2020	159.00
	BABCOCK LABORATORIES, I	CG01681-2441	Wastewater Analysis	59954	07/23/2020	07/31/2020	605.00
	BABCOCK LABORATORIES, I	CG01678-2441	Wastewater Analysis	59954	07/23/2020	07/31/2020	103.00
	BABCOCK LABORATORIES, I	CG01679-2441	Wastewater Analysis	59954	07/23/2020	07/31/2020	212.00
	BABCOCK LABORATORIES, I	CG01136-2441	Wastewater Analysis	59954	07/16/2020	07/31/2020	795.00
	BABCOCK LABORATORIES, I	CG00332-2441	Wastewater Analysis	59954	07/07/2020	07/31/2020	159.00
	BABCOCK LABORATORIES, I	CG00584-2441	Wastewater Analysis	59954	07/09/2020	07/31/2020	251.00
	BABCOCK LABORATORIES, I	CG01012-2441	Wastewater Analysis	59954	07/15/2020	07/31/2020	159.00
	BABCOCK LABORATORIES, I	CG01025-2441	Wastewater Analysis	59954	07/15/2020	07/31/2020	103.00
							2,934.00
511-332.000-740.100	Repair & ma						
	HACH COMPANY, INC.///	12023301	Sensor Service Agreement	59971	07/07/2020	07/31/2020	796.00
	LOCKE AIRE CONDITIONING	40869	Install Schraeder Valve	59985	06/02/2020	07/31/2020	252.00
	LOCKE AIRE CONDITIONING	41013	Charge System/Refrigerant	59985	07/02/2020	07/31/2020	424.00
	PRECISION ELECTRIC CO IN	3-071289	Disassemble & Inspect Pump #4	59996	07/09/2020	07/31/2020	990.00
	RDO EQUIPMENT CO.///	P1510843	Filters #73 WWTP	59997	07/22/2020	07/31/2020	53.03
	RDO EQUIPMENT CO.///	P1510543	Filters #73 WWTP	59997	07/22/2020	07/31/2020	144.60

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City of Brawley

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
							2,659.63
511-332.000-740.200	Cleaning ser						
	ALSCO AMERICAN LINEN DIV	LYUM1475148	Cleaning Services	59952	07/20/2020	07/31/2020	109.23
	ALSCO AMERICAN LINEN DIV	LYUM1471715	Cleaning Services	59952	06/29/2020	07/31/2020	10.30
	ALSCO AMERICAN LINEN DIV	LYUM1473677	Cleaning Services	59952	07/13/2020	07/31/2020	109.23
							228.76
511-332.000-750.200	Communicat						
	VERIZON WIRELESS SERVIC	9858106888	Mobile Broadband/Public Works	60009	06/30/2020	07/31/2020	30.39
	VERIZON WIRELESS SERVIC	9858106888	Mobile Broadband/Public Works	60009	07/06/2020	07/31/2020	7.62
							38.01
Total Dept. Wastewater treatment:							20,885.94
Total Fund Wastewater:							32,080.54
Fund: 531 Airport							
Dept: 351.000 Airport							
531-351.000-710.310	PERS UAL						
	CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	8.00
							8.00
Total Dept. Airport:							8.00
Total Fund Airport:							8.00
Fund: 601 Maintenance							
Dept: 801.000 Vehicle Maintenance							
601-801.000-710.300	PERS						
	PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	148.44
							148.44
601-801.000-710.310	PERS UAL						
	CA PUBLIC EMP. RETIREMEN	100000016091294	Annual UAL Payment Classic	1145	07/01/2020	07/31/2020	64.00
							64.00
601-801.000-720.100	Office suppli						
	360 BUSINESS PRODUCTS///	OE-53088-1	Laminating Sheets	59950	07/22/2020	07/31/2020	27.55
							27.55
Total Dept. Vehicle Maintenance Shop:							239.99
Total Fund Maintenance:							239.99
Fund: 602 Risk Management							
Dept: 814.000 Employee Health E							
602-814.000-750.100	Insurance						
	HOLMAN PROFESSIONAL CC	INV2016242	Employee Assistance Aug 2020	59972	08/01/2020	07/31/2020	515.66
							515.66
Total Dept. Employee Health Benefits:							515.66
Total Fund Risk Management:							515.66
Fund: 802 Payroll Clearing							
Dept: 000.000							
802-000.000-200.001	Deferred cor						
	NATIONAL PLAN COORDINA		Deferred Comp Plan #340233-01	59988	07/31/2020	07/31/2020	4,905.00
							4,905.00
802-000.000-200.002	Deferred cor						

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	NATIONWIDE RETIREMENT :		Deferred Compensation #05270	59989	07/31/2020	07/31/2020	310.00
							310.00
802-000.000-200.003	Federal tax v						
	INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1147	07/31/2020	07/31/2020	20,937.51
	INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1147	07/31/2020	07/31/2020	104.79
							21,042.30
802-000.000-200.004	State tax wit						
	EMPLOYMENT DEVELOPMEI		State Taxes	1146	07/31/2020	07/31/2020	6,210.00
	EMPLOYMENT DEVELOPMEI		State Taxes	1146	07/31/2020	07/31/2020	11.44
							6,221.44
802-000.000-200.006	Social Secur						
	INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1147	07/31/2020	07/31/2020	17,616.92
	INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1147	07/31/2020	07/31/2020	123.14
							17,740.06
802-000.000-200.007	Medicare De						
	INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1147	07/31/2020	07/31/2020	4,172.85
	INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1147	07/31/2020	07/31/2020	28.81
							4,201.66
802-000.000-200.008	Retirement v						
	PUBLIC EMPLOYEES RETIRE		PERS 7/14/20-7/27/20	1148	07/31/2020	07/31/2020	20,296.91
							20,296.91
802-000.000-200.009	Wage assign						
	FRANCHISE TAX BOARD///			59969	07/31/2020	07/31/2020	100.00
	FRANCHISE TAX BOARD///			59969	07/31/2020	07/31/2020	150.00
	IMPERIAL COUNTY SHERIFF			59974	07/31/2020	07/31/2020	86.45
	UNITED STATES TREASURY,			60006	07/31/2020	07/31/2020	177.50
							513.95
802-000.000-200.012	United Fund						
	UNITED WAY OF IMPERIAL C		United Way Deductions	60007	07/31/2020	07/31/2020	19.00
							19.00
802-000.000-200.014	Child suppor						
	CALIFORNIA STATE DISBURS			59959	07/31/2020	07/31/2020	154.61
	CALIFORNIA STATE DISBURS			59959	07/31/2020	07/31/2020	342.00
	CALIFORNIA STATE DISBURS			59959	07/31/2020	07/31/2020	244.15
	CALIFORNIA STATE DISBURS			59959	07/31/2020	07/31/2020	58.61
	CALIFORNIA STATE DISBURS			59959	07/31/2020	07/31/2020	290.19
							1,089.56
802-000.000-200.021	Sect. 125 Ca						
	COLUMBUS BANK & TRUST		Unreimbursed Medical &	59962	07/31/2020	07/31/2020	248.84
							248.84
802-000.000-200.023	AFLAC Critic						
	AFLAC GROUP INSURANCE/		Critical Care Withheld	59951	07/31/2020	07/31/2020	265.65
							265.65
802-000.000-200.027	section 125						
	AFLAC INC.///		Cancer, ICU, Disability	1144	07/31/2020	07/31/2020	1,182.83
							1,182.83
802-000.000-200.028	section 125						
	AFLAC INC.///		Cancer, ICU, Disability	1144	07/31/2020	07/31/2020	1,277.97
							1,277.97
802-000.000-200.030	Employer pa						

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1147	07/31/2020	07/31/2020	4,172.85
	INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1147	07/31/2020	07/31/2020	17,616.92
	INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1147	07/31/2020	07/31/2020	28.81
	INTERNAL REVENUE SERVIC		Federal Payroll Taxes	1147	07/31/2020	07/31/2020	123.14
							<u>21,941.72</u>
						Total Dept. 000000:	101,256.89
						total Fund Payroll Clearing:	101,256.89
						Grand Total:	693,221.52

*TAS
07/31/2020*

CITY OF BRAWLEY
June 16, 2020

The City Council of the City of Brawley, California met in regular session at 6:00 PM, City Council Chambers, 383 Main, Brawley, California, the date, time and place duly established for the holding of said meeting. The City Clerk attests to the posting of the agenda pursuant to G.C. §54954.2.

Mayor Kastner-Jauregui called meeting to order @ 6:03 PM

PRESENT: Couchman, Hamby, Kastner-Jauregui, Nava, Wharton
ABSENT: None

1. APPROVAL OF AGENDA

The agenda was **approved** as amended. m/s/c Hamby/Nava 5-0

Item 5 (a): Should read Update on the Emergency Construction Project at the Brawley Water Treatment Plant to replace components of two sedimentation basins.

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.

To maintain social distancing, in person attendance is strongly discouraged. Should a member of the public wish to provide public comments, please submit written comments via email to abenavides@brawley-ca.gov or contact the City Clerk's Office at 760/351.3080. The deadline to submit written comments or schedule telephonic participation is 6PM on June 16, 2020.

State of California Governor Gavin Newsom waived specific portions of the Brown Act by Executive Order for the period that social distancing measures are recommended and required by state and local public health officials. The waiver of Brown Act provisions requires:

- a. Members of the public are allowed to observe and address public meetings telephonically or through other electronic means.
- b. Procedures "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").
- c. Notice of the procedure is provided for making requests for such reasonable accommodation with the notice for any public meeting.

Brawley Public Library Board Members Crystal Duran and Judy Grant and Brawley Resident Robert Reyes submitted letters regarding the closure of the Brawley Public Main Library, encouraging the City to reconsider public access.

Mayor Kastner-Jauregui stated the closure of the Library is a result of the pandemic. City Staff will continue to explore options.

CM Bayon Moore stated that the City will look for different ways to potentially provide access during the period from July through December 2020 when physical closure is currently planned as a result of COVID. She reassured that there continues to be commitment to advancing literacy in the community and those option will be considered in the final budget presentation.

Brawley Resident Vicky Hernandez submitted an email expressing her concerns regarding speeding and safety in the 200 Block of A Street. The information will be shared with BPD for address.

CM Nava stated Mrs. Hernandez was in contact with him regarding the topic. He asked that staff take a look at stepped up enforcement or other deterrents to slow down traffic.

CM Wharton suggested the placement of the speed trailer.

CM Bayon Moore said this information would be forwarded to the Streets and Utilities Department at Public Works and the Police Department. A response will be developed based on the information shared and collected.

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.

The consent agenda was **approved** as submitted. m/s/c Couchman/Nava 5-0

AYES:	Couchman, Hamby, Kastner-Jauregui, Nava, Wharton
NAYES:	None
ABSENT:	None
ABSTAIN:	None

- a. **Approved** Accounts Payable: June 8, 2020 and June 12, 2020
- b. **Approved** Resolution No. 2020-34: Resolution of the City Council of the City of Brawley, California, Requesting the Board of Supervisors of the County of Imperial to Consolidate a General Municipal Election to be Held on November 3, 2020, with the School Election to be Held on the Date Pursuant to §10403 of the Elections Code.
- c. **Approved** Resolution No. 2020-35: Resolution of the City Council of the City of Brawley, California, Giving and Calling Notice of the Holding of a General Municipal Election to be held on Tuesday, November 3, 2020, for the Election of Certain Officers as Required by the Provisions of the Laws of the State of California Relating to General Law Cities.

4. REGULAR BUSINESS

- a. Update by Film Liaison Charla Teeters, Imperial County Film Commission re: Filming Activities for Fiscal Year 2019-2020 and Effects of COVID-19.

Charla Teeters, Executive Director provided an update on the current and proposed activities for Imperial County. Production completely halted in mid-March. There are many restrictions and guidelines in play. When the time comes for production to resume, the framework will be in place. She expressed The 2019/2020 was one of the slowest years. In the past, the region has averaged around 100 productions in a year. As of February, there were only 51 productions. The estimated economic impact of those 51 projects is around \$700,000. What the future looks like for filming in the Imperial Valley and what is being done during this time is what everybody is more concerned with at this point.

COVID-19 protocols for production will be reviewed very carefully for when it gets to that point, when film permits are being issued again. Those productions will need to sign off and understand local health regulations and what is expected. Currently, the Film Commission is trying to be proactive and stay in

contact with productions so when we they are ready, Imperial County is the destination choice. All events have been canceled until there is greater certainty.

b. Update on City of Brawley Declaration of Local Emergency as a Result of COVID-19 Pandemic

i. Overall Outlook Presented by Fire Chief Mike York

Fire Chief York provided an outlook of the current emergency. Imperial County Public Health Department tested 20,853 patients. Of that number, there are 4,389 positive cases, 992 remain active. The vast majority are recovering at home taking care of themselves. Of those active cases, 78 are currently hospitalized. Of those hospitalized, 18 are in ICU and there are zero ICU beds available between both hospitals. Surge capacity - the hospitals' ability to flex and accept more patients – is at 23 beds. None is currently in use, even though the ICUs are full. Patient transfers out of the County have allowed for address of critical patients. The number of ventilators that are in use between both hospitals is 34 of the available 76 ventilators. Over 3,300 positive cases have recovered. In the 92227 zip code, there are a total of 735 positive cases and in Imperial County, there are 52 deaths attributed to COVID-19. The 70-79 age group remains the most affected for deaths. Information coming from the South of the border through the region's Mexicali liaison reported 3,600 positive cases, 487 active and 638 recorded deaths. Mexicali has reported that both hospitals serving COVID patients are over 80% capacity.

The City is continuously working with local, state and federal partners to coordinate a continued response to the pandemic, securing PPE and supplies. The City departments continue to adapt to provide services within guidelines set by the State of California and Imperial County. Planning for service model changes is in progress. Imperial County is a region of high concern at all levels and is being monitored closely. The CDC is sending additional personnel into the area to assist with contact tracing and information gathering regarding the high percentage of positive cases.

The Imperial County Board of Supervisors submitted a letter to Governor Newsom requesting advancement to the next stage of recovery. The questions now are where does the region stand in terms of the roadmap to recovery. In Imperial County, the most challenging criteria is the goal of a 7 day average of less than 8% of the persons positive versus the persons that have been tested. The 7 day average is currently at 22.3%.

CM Couchman asked what is happening with the IVC facility. Is it full?

FC York said the IVC facility is staffed and opened and has not been reported to be full.

CM Bayon Moore indicated that IVC has 125 beds available and the patient census on June 14 was nine beds taken.

ii. Discussion and Potential Action to Extend the Local Emergency by Sixty Days.

CM Bayon Moore said the City is obligated every 60 days to review the status of the emergency and if necessary extend that period. This includes a timetable of another 60 days based on the health status of the area and the conditions that initially warranted the declaration.

The City Council **motioned** to extend the Local Emergency by Sixty Days. m/s/c Couchman/Nava 5-0

- c. Discussion and Potential Action to Approve Resolution No. 2020- : Resolution of the City Council of the City of Brawley, California Authorizing and Approving Interim Expenditures Prior to Adoption of the FY 2020-21 Overall Budget for the City of Brawley.

The City Council **approved** Resolution No. 2020-37: Resolution of the City Council of the City of Brawley, California Authorizing and Approving Interim Expenditures Prior to Adoption of the FY 2020-21 Overall Budget for the City of Brawley. m/s/c Hamby/Couchman 5-0

- d. Discussion and Potential Action to Approve Resolution No. 2020- : Resolution of the City Council of the City of Brawley, California Authorizing the Application for and Receipt of \$150,000 in Local Early Action Planning (LEAP) Program Funds.

The City Council **approved** Resolution No. 2020-38: Resolution of the City Council of the City of Brawley, California . Authorizing the Application for and Receipt of \$150,000 in Local Early Action Planning (LEAP) Program Funds. m/s/c Wharton/Nava 5-0

- e. Discussion and Potential Action to Approve Resolution No. 2020- : Resolution of the City Council of the City of Brawley, California Adopting a List of Projects for Fiscal Year 2020-2021 Funded by SB 1: The Road Repair and Accountability Act of 2017.

The City Council **approved** Resolution No. 2020-39: Resolution of the City Council of the City of Brawley, California Adopting a List of Projects for Fiscal Year 2020-2021 Funded by SB 1: The Road Repair and Accountability Act of 2017. m/a/c Couchman/Wharton 5-0

- f. Discussion and Potential Action to Approve Resolution No. 2020- : Resolution of the City Council of the City of Brawley, California Amending the FY 2019-2020 Budget in the amount of \$76,172.20 for Development / Street Facilities to Relocate AT&T Infrastructure.

The City Council **approved** Resolution No. 2020-40: Resolution of the City Council of the City of Brawley, California Amending the FY 2019-2020 Budget in the amount of \$76,172.20 for Development / Street Facilities to Relocate AT&T Infrastructure. m/s/c Couchman/Hamby 5-0

5. DEPARTMENTAL REPORTS

- a. Update on Emergency Construction Project at the Brawley Water Treatment Plant

The troughs of Sedimentation Basin No. 2 were installed and working as of Saturday, June 13, 2020. There are some issues due to the water filtering through the bolts and nuts. They will be adjusted or repaired when the contractor returns to install the troughs at Basin No. 1. Currently, Basin No. 2 is in a testing period for 14 to 30 days. Both basins are in automatic operation due for completion on July 13, 2020.

- b. Update on Emergency Replacement of Three Failing A/C Units at Brawley Police Department, Presented by Interim Police Chief Scott Sheppard.

The A/C project was completed. A crane brought on premises damaged the landscaping and underground piping that leads to the irrigation. The contractor was notified of the damages. More information will be shared as it becomes available.

6. CITY COUNCIL MEMBER REPORTS

- Couchman:** Recently met with a Gold Mining Company. Looking forward to the Finance Department window opening.
- Nava:** Received several calls from businesses. Some have had SBA Loans approved. The alley behind his G Street office was neglected for some time so a community clean up project was accomplished with help from Republic Services.
- Wharton:** There are many challenges with COVID-19. He recently attended the funeral services for El Centro Police Officer Efen Coronel.
- Hamby:** Had many conversations with people in the City regarding the closure of the Library. Spoke with the City Manager about trees along Cotton Rosser Street. Participated in a presentation at Pioneer’s Memorial Hospital to the National Guard. Wished a happy 50th wedding anniversary to Mayor Kastner-Jauregui and expressed gratitude for his son’s recent adoption.
- Kastner-Jauregui:** Welcomed a new hardware store that opened where Busy Bee Floral was located. Imperial Valley Business Recovery Task Force posters are circulating. Has seen cleanup around town. State representatives are in the valley to do an analysis on why so many COVID-19 cases are here. To date, 450 patients have been transferred out of the area. COVID-19 needs to be taken more seriously. The National Guard is present until July and there is a Public Information Campaign to follow guidelines.

7. CITY MANAGER REPORT

- a. She was invited to join a Virtual Town Hall with the Imperial County Association of Realtors. It was a chance to hear about where the market was right before the Emergency Declaration, what has happened in the last 60-90 days and then what some of the projects are going forward as financing opportunities and demand have shifted. It gave local agencies who participated, as well as the Health Department and County, the change to talk through what the next stages would look like with the State’s action to approve a variance.
- b. She provided an update on roadway projects on temporary delay due to COVID-19. Allen Street is set to resume this week. The City appreciates the patience of area residents who are experiencing some short-term inconveniences due to construction. Legion Road Phase II will be a topic for potential action at the next City Council Meeting. Phase III will follow, which will extend to Western city limits on Legion.
- c. COVID-19 presented some challenges for annual community clean up day activities. Republic Services has expressed ongoing openness for any local community group or committed community member who wishes to take on a project in their neighborhood. These arrangements are available during these unique times with support from Republic Services.
- d. The County of Imperial has been trying to work with cities on how to best position local businesses for reopening in the post COVID-19 era. As later stages of business openings become possible, certain guidelines have been published by the State of California for safe operations. City staff had the chance to join with the County to work with a local business to do a walk through of sorts. The intent was to increase awareness of what measures can be taken that are effective and cost efficient. Las Chabelas was the place of business and the Mayor assisted with securing their participation. It was a fruitful exercise for all parties.

- e. Staff direction is needed for the approaching November 2020 Election. A number of topics are particularly timely to revisit.
- 1) The Brawley Chamber of Commerce proposed that the Transient Occupancy Tax be directed to support operations at the Chamber. The TOT is currently set at 8% and represents an average of \$400,000 per year.
 - 2) An increase to the City Sales Tax rate was proposed by stakeholders interested in establishing a revenue source specifically for Public Safety. The sales tax in the City is currently at 7.25%.
 - 3) The City has a long history with the Utility Users Tax (UUT). It is currently set at 4% with a sunset. The last time it was on the ballot, the City contemplated no sunset and modernizing the language for different types of technologies. No changes were ultimately agreed upon. At this time, the UUT is scheduled to expire in May of 2022. There is only one window for renewal which is November 2020.
 - 4) Typically, in any given year there are multiple polling locations among City properties. The County Elections Department has begun to explore these options with the City Clerk and with an eye towards COVID-19 concerns.
 - 5) Whether there is a desire to transition the elected City Clerk position to an appointed City Clerk in future years, as it stands the current Office of the City Clerk position has an expiration to the term of November 2020 that aligns with several Council Members as well.

Timing and potential voter confusion regarding an increase in the Sales Tax and/or TOT could jeopardize the success of the UUT's renewal. The City Council **directed** staff to work with City Attorney on the wording for two Ballot Measures. The UUT renewal should be based on modern technologies and presented with a no sunset clause. A ballot measure regarding the appointment of the City Clerk (as opposed to election) should also be drafted for future consideration of the City Council.

8. CITY ATTORNEY None to report

9. CITY CLERK None to report.

10. CLOSED SESSION

JOINT POWERS INSURANCE AUTHORITY (JPIA) FOR INSURANCE CLAIMS DISCUSSION (California Government Code § 54956.9)

- a. The Legislative Body, as a Member of a Joint Powers Authority, formed for purposes of insurance pooling pursuant to California Government Code § 6500 et seq., will meet in closed session to discuss claims for the payment of tort liability losses, public liability losses, or workers compensation liability incurred by the Joint Powers Agency or a Local Agency Member of the Authority. There is 1 potential claim.

EXISTING LITIGATION (California Government Code §54956.9)

- a. Conference with Legal Counsel – Four (4) Cases

REAL PROPERTY NEGOTIATIONS (California Government Code §54956.8)

- a. Conference with Real Property Negotiator –

Address: APNs 047-231-013 and 047-231-014, Brawley, CA
Negotiator: City Manager
Negotiating Parties: R. Garcia Construction, Inc.
Under Negotiation: Rate and Terms

11. REPORT FROM CLOSED SESSION

- a. Conference with Real Property Negotiator –

Address: APNs 047-231-013 and 047-231-014, Brawley, CA
Negotiator: City Manager
Negotiating Parties: R. Garcia Construction, Inc.
Under Negotiation: Rate and Terms

m/s/c Wharton/Hamby/ 5-0 To Approve Rate and Terms

12. ADJOURNMENT @ 8:20 pm

Alma Benavides, City Clerk



July 10, 2020

To: The City of Brawley
Attn: Risk Management

RE: Claimant: Regina Kim vs. City of Brawley
 Date of Loss: 3/19/20
 Date Reported: 6/8/20
 Our File Number: 3001100 DBV

We have reviewed the above captioned claim and request that you take the action indicated below:

- **CLAIM REJECTION:** *Send a standard rejection letter to the claimant.*

Please provide us with a copy of the notice sent, as requested above. If you have any questions please contact the undersigned.

Very Truly Yours,

CARL WARREN & COMPANY

Debbi Been
Claims Examiner



CARL WARREN & COMPANY
Claims Management and Solutions

July 24, 2020

TO: The City of Brawley

ATTENTION: Alma Benavides

RE: Claimant: Jane Doe
Date of Loss: 6/21/20
Claim Filing Date: 7/24/20
Our File Number: 3001819

We have reviewed the above captioned claim and request that you take the action indicated below:

- **CLAIM REJECTION**: Send a standard rejection letter to the claimant with a proof of service addressed as follows:

Jane Doe c/o
Johnston, Hutchinson & Lira, LLP
350 S. Grand Ave., Suite 2220
Los Angeles, CA 90071

If you have any questions or concerns, do not hesitate to contact me.

Very truly yours,

CARL WARREN & COMPANY

Chris Kustra
Claims Manager

COUNCIL AGENDA REPORT
City of Brawley

Meeting Date: 08/04/2020

City Manager: 

PREPARED BY: Rosanna Bayon Moore, City Manager
Gordon R. Gaste, Planning Director, AICP CEP

PRESENTED BY: Rosanna Bayon Moore, City Manager

SUBJECT: PUBLIC HEARING - CDBG/COVID-CV1 Grant Application

CITY MANAGER RECOMMENDATION: Approve proposed City Council Resolution.

DISCUSSION: The California Department of Housing and Community Development (HCD) has announced the availability of new federal funds for the Community Development Block Grant Coronavirus Response Round 1 (CDBG-CV1). Funding for this Notice of Funding Availability (NOFA) is made available pursuant to the Coronavirus Aid, Relief, and Economic Security (CARES) Act signed into law March 27, 2020. The City application and required documentation must be submitted to HCD by August 31, 2020.

The NOFA provides funding for narrowly defined activities that meet National Objectives. The City of Brawley anticipates submitting an application as a non-entitlement City and receiving approximately \$126,725 in CDBG funds. The proposed activities are *Public Services Related to COVID-19 Support*. These funds may be used for up to three months of utility payments for Brawley seniors who meet the National Objective of Limited Clientele (LMC), as defined by income limits or presumed benefit. Eligible public services include retroactive and/or prospective utility payments for water, sewer, trash, power, telephone and natural gas. Payments may not span beyond a three month timeframe.

A public hearing is required to provide the public with an opportunity to make comments regarding the proposed use of grant funds.

FISCAL IMPACT: \$126,725 in Grant Funding

ATTACHMENTS: Resolution

RESOLUTION NO. 2020-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRAWLEY, CALIFORNIA APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM-CORONAVIRUS RESPONSE ROUND 1 (CDBG-CV1)NOFA DATED JUNE 5, 2020.

BE IT RESOLVED by the City Council of the City of Brawley as follows:

SECTION 1: The City of Brawley has reviewed and hereby approves the submission to the State of California of an application in the aggregate amount, not to exceed, of \$126,725.00 for the following CDBG-CV1 activities, pursuant to the June 2020 CDBG-CV1 NOFA:

Administration shall not exceed the maximum percentage of 17%.

Senior Citizen Utility Billing Assistance up to a maximum of \$126,725

SECTION 2: The City of Brawley acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 3: The City of Brawley hereby authorizes and directs the City Manager, or Finance Director, to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications.

SECTION 4: If an application is approved, the City Manager, or Finance Director, is authorized to enter into, execute and deliver the grant agreement (i.e., Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 5: If an application is approved, the (title of designated official), or Finance Director, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

APPROVED, PASSED AND ADOPTED at a regular meeting held on the 4th day of August 2020.

CITY OF BRAWLEY, CALIFORNIA

Norma Kastner-Jauregui, Mayor

ATTEST:

Alma Benavides, City Clerk

STATE OF CALIFORNIA)
COUNTY OF IMPERIAL)
CITY OF BRAWLEY}

I, ALMA BENAVIDES, City Clerk of the City of Brawley, California, DO
HEREBY CERTIFY that the foregoing Resolution No. 2020- was passed and adopted
by the City Council of the City of Brawley, California, at a regular meeting
held on the 4th day of August, 2020 and that it was so adopted by the
following roll call vote:

AYES:
NAYES:
ABSTAIN:
ABSENT:

DATED: August 4, 2020

Alma Benavides, City Clerk

RESOLUTION 2020-

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRAWLEY, CA
PROCLAIMING THE EXISTENCE OF AN ONGOING LOCAL EMERGENCY FOR
COVID-19.**

WHEREAS, in December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19) was first identified in Wuhan, China, impacting more than 75 countries, including the United States; and

WHEREAS, on January 30, 2020, the World Health Organization (WHO) declared the COVID-19 outbreak a Public Health Emergency of International Concern and on January 31, 2020, the United States Secretary of Health and Human Services declared a Public Health Emergency to aid the nation in responding to COVID-19; and

WHEREAS, on February 26, 2020, the Centers for Disease Control and Prevention (CDC) confirmed the first case of local person-to-person transmission of COVID-19 in the United States and this case raises the possibility of community transmission occurring in the general public; and

WHEREAS, Governor Gavin Newsom declared a State of Emergency by Executive Order on March 4, 2020 based upon the threat of COVID-19 in the State of California; and

WHEREAS, the County of Imperial Board of Supervisors ratified action taken declaring a local health emergency as of March 3, 2020 based on the imminent and proximate threat to public health from the introduction of COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency in response to COVID-19

WHEREAS, the Imperial County Health Officer issued orders on March 17, 2020 as a result of the COVID-19 worldwide pandemic with increasing transmission in California and the significant risk of widespread introduction and transmission throughout Imperial County; and

WHEREAS, the spread of COVID-19 at a rate comparable to the rate of spread in other areas will exceed locally available healthcare resources and create demands beyond the control of the services, personnel, equipment, and facilities of the City of Brawley; and

WHEREAS, the City of Brawley's ability to mobilize local resources, coordinate interagency response, accelerate procurement of vital supplies, use mutual aid and seek future reimbursement by the State and Federal governments will be critically important to successfully responding to COVID-19; and

WHEREAS, Chapter 9 of the Municipal Code for the City of Brawley provides for the preparation and implementation of plans for the protection of persons and property, the direction of the emergency organization and the coordination of emergency functions; and

WHEREAS, the City of Brawley first took decisive action on March 19, 2020 to declare a local emergency and limit the potential spread of COVID-19 necessary for the City of Brawley to reduce risk to the public and protect community health and safety; and

WHEREAS, these conditions warrant and necessitate that the City of Brawley ongoing declaration of the existence of a local emergency when actual or threatened conditions exist that are of extreme peril to the safety of persons and property within the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BRAWLEY, CALIFORNIA DOES HEREBY PROCLAIM A LOCAL EMERGENCY AS OF MARCH 19, 2020 AND GIVES AUTHORITY, PURSUANT TO CHAPTER 9 OF THE BRAWLEY MUNICIPAL CODE, TO THE DIRECTOR OF EMERGENCY SERVICES TO TAKE THE NECESSARY STEPS FOR THE PROTECTION OF LIFE, HEALTH AND SAFETY IN THE CITY OF BRAWLEY AND DOES HEREBY RESOLVE AS FOLLOWS:

1. It is hereby proclaimed that the foregoing is true, correct and adopted hereby.
2. It is hereby proclaimed and ordered that a local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Brawley. Such determination has been reviewed and shall be revisited by the City Council no less frequently than every sixty days until deemed no longer necessary.
3. It is hereby proclaimed and ordered that during the existence of said local emergency, the powers, functions and duties of the emergency organization of the City shall be those prescribed by State law, local ordinances and resolutions.
4. It is hereby proclaimed and ordered that a copy of this proclamation be forwarded to the County of Imperial Office of Emergency Services to be forwarded to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State law; that the Governor of California, pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in the City of Brawley under Imperial County; that the Governor waive regulations that may hinder response and recovery efforts; that response and recovery assistance be made under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.
5. The City Clerk shall certify to the adoption of this resolution.

APPROVED, PASSED AND ADOPTED at a regular meeting of the Brawley City Council held on August 4, 2020.

CITY OF BRAWLEY, CALIFORNIA

Norma Kastner-Jauregui, Mayor

ATTEST:

Alma Benavides, City Clerk

STATE OF CALIFORNIA}
COUNTY OF IMPERIAL}
CITY OF BRAWLEY}

I, **ALMA BENAVIDES**, City Clerk of the City of Brawley, California, **DO HEREBY CERTIFY** that the foregoing Resolution No. 2020- was passed and adopted by the City Council of the City of Brawley, California, at a regular meeting held on the 4th day of August, 2020 and that it was so adopted by the following roll call vote:

AYES:
NAYES:
ABSTAIN:
ABSENT:

DATED: August 4, 2020

Alma Benavides, City Clerk

COUNCIL AGENDA REPORT
City of Brawley

Meeting Date: 08/04/2020

City Manager: 

PREPARED BY: Mike York, Fire Chief

PRESENTED BY: Mike York, Fire Chief

SUBJECT: Brawley Fire Department - Emergency Repair of Ladder Truck

CITY MANAGER RECOMMENDATION: Approve Resolution No. 2020-___: Resolution of the City Council of the City of Brawley, CA Amending the Fiscal Year 2020/2021 City of Brawley Budget for the Fire Department in the Amount of \$78,630.69.

DISCUSSION: On April 7, 2020, the City Council of the City of Brawley approved a budget adjustment for Fiscal Year 2019/2020 in the amount of \$47,683.39 to perform repairs to the Fire Department's Pierce Ladder Truck. Following authorization, the truck was towed to South Coast Fire Equipment's facility located in Vista, California. The work to be performed included extensive repair to the truck's suspension, steering and braking systems, as well as repair to the truck's engine. During tear-down of the truck's engine, greater damage than anticipated was discovered, and replacement of the engine was recommended. Due to an increase in the scope of work and delays in the dealer receiving parts, the repairs were not completed or paid for in Fiscal Year 2019/2020.

A quote has been received from South Coast Fire Equipment in the amount of \$78,630.69 that encompasses all repairs identified to return the Ladder Truck to service. The suspension, steering and brake system service identified previously are now complete. Remaining repairs include replacement of the truck's engine and service to the aerial ladder mechanism that cannot be performed until the engine is in running condition.

The ladder truck was purchased new in 2009, and was in regular use until it was removed from service on March 11, 2020 per the dealer recommendations. It is the sole apparatus in the Brawley Fire Dept. fleet that performs the function of a Ladder Truck. Attempts have been made to obtain repair estimates from other qualified vendors and no response was received. The amount of \$78,630.69 is requested for emergency repairs needed to return the ladder truck to service.

FISCAL IMPACT: The project budget was not carried over into the FY 2020/21 Budget, Increase in BFD Expenditures of \$78,630.69

ATTACHMENTS: Copy of Repair quote; Resolution No. 2020-___: Resolution of the City Council of the City of Brawley, CA Amending the Fiscal Year 2020/2021 City of Brawley Budget for the Fire Department in the Amount of \$78,630.69

RESOLUTION NO. 2020-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRAWLEY,
CALIFORNIA AMENDING THE FISCAL YEAR 2020/2021 CITY OF
BRAWLEY BUDGET.

Amendment No. 2020-03: Department: Fire

WHEREAS, Minute Order dated July 21, 2020 adopted the Fiscal Year 2020-2021 City of Brawley Budget and appropriated expenses on a cost center basis; and

WHEREAS, adjustments to the FY 2020-2021 General Fund Budget have been determined to be necessary.

THEREFORE, BE IT RESOLVED, that the FY 2020-2021 City of Brawley Budget is hereby amended as follows:

REVENUE

BUDGET NUMBERS	ACCOUNT NAME	INCREASE	DECREASE
	General Fund Reserve		\$78,630.69
	TOTAL		\$78,630.69

EXPENDITURES

BUDGET NUMBERS	ACCOUNT NAME	INCREASE	DECREASE
101-221.000-740.100	Repairs & Maintenance Svcs	\$78,630.69	
	TOTAL	\$78,630.69	

REASON: Emergency repairs needed to return the Fire Department Ladder Truck to regular service.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Brawley City Council held August 4, 2020.

CITY OF BRAWLEY, CALIFORNIA

Norma Kastner-Jauregui, Mayor

ATTEST:

Alma Benavides, City Clerk

STATE OF CALIFORNIA}
COUNTY OF IMPERIAL}
CITY OF BRAWLEY}

I, **ALMA BENAVIDES**, City Clerk of the City of Brawley, California, **DO HEREBY CERTIFY** that the foregoing Resolution No. 2020- was passed and adopted by the City Council of the City of Brawley, California, at a regular meeting held on the 4th day of August 2020 and that it was so adopted by the following roll call vote:

AYES:
NAYES:
ABSTAIN:
ABSENT:

DATED: August 4, 2020

Alma Benavides, City Clerk

COUNCIL AGENDA REPORT
City of Brawley

Meeting Date: 8/4/2020

City Manager: 

PREPARED BY: Guillermo Sillas, P.E., Public Works Director

PRESENTED BY: Guillermo Sillas, P.E., Public Works Director

SUBJECT: Wildcat Drive / IID Best Canal Undergrounding - Phase 2

CITY MANAGER RECOMMENDATION: Authorize Phase 2 payment in the amount of \$494,736 to Imperial Irrigation District for the undergrounding of Best Canal undergrounding from S. First Street to S. Imperial Avenue to Dogwood Road for future reimbursement by the Latigo Ranch Subdivision.

DISCUSSION: On March 12, 2019, the City of Brawley requested IID's consideration of the Best Canal Undergrounding Phase 2 project (from South First Street to S. Imperial Avenue / Dogwood Road) in the IID Indirect Pipeline Fund Program. On April 30, 2019, the IID Board of Directors approved the City's request. The IID Indirect Pipeline Fund will provide 75% of eligible project costs; the City is responsible for the remaining 25% of eligible projects costs and 100% of ineligible project costs.

The total estimated cost of the pipeline is \$1,870,500 (design, construction and \$129,480 for relocation of power facilities). The scope of work for Phase 2 includes the removal of existing concrete lining, installation of approximately 1,844 feet of 60-inch diameter ADS pipe, installation of 148 feet of reinforced concrete pipe and the installation of all required appurtenances within the dedicated right-of-way provided for this project. The City of Brawley is responsible for 25% of the construction cost, excluding the cost for removal or relocation of any power or other utilities for which the City is 100%.

IID is ready to proceed with the construction project of Phase 2. Project construction is typically scheduled within 90 days after receipt of the construction phase deposit, depending on material procurement schedules and the ability to schedule a canal water outage.

Description	Estimated Project Costs	City of Brawley Match	IID Indirect Fund Program
Design & Construction of Pipeline	\$1,741,019	\$435,255	\$1,305,764
Relocation of Power Facilities (ineligible expense)	\$ 129,481	\$129,481	-
Total Project Cost	\$1,870,500	\$564,736	\$1,305,764
Design Deposit		-\$ 70,000	
Remainder		\$494,736	

The City of Brawley previously deposited \$70,000 with IID for the design of Phase 2. In order to proceed with Phase 2 construction of the Best Canal pipeline project, the IID requires payment in the amount of \$494,736. It is IID's intention to take this construction item to the IID Board for potential action on August 18, 2020.

FISCAL IMPACT: \$494,736 from FY 2020/21 Fund 451; the advance of funds will be paid from Development Impact Fees and will be 100% reimbursed by the Latigo Ranch Subdivision.

ATTACHMENTS: IID Letter Dated July 20, 2020



IID

A century of service.

www.iid.com

Since 1911

July 20, 2020

Mr. Guillermo Sillas, P.E.,
Public Works Director/City Engineer
City of Brawley
180 S. Western Avenue
Brawley, CA 92227

Dear Mr. Sillas:

Subject: Best Canal Pipeline (Phase II) from South First Street to Dogwood Road; MWD Indirect Fund - IID Project No. 2.00118

The Imperial Irrigation District's Water Engineering Section finalized the design for Phase II of the pipelining of the Best Canal for the City of Brawley's proposed street improvements on the southerly half of the existing dirt road along Wildcat Drive from South First Street to Dogwood Road. The project is located in the east ½ of Section 5, T.14.S, and R.14.E. The scope of work for Phase II, includes the removal of existing concrete lining, installation of approximately 1,844 feet of 60-inch diameter ADS pipe, installation of 148 feet of reinforced concrete pipe and the installation of all required appurtenances within the dedicated right-of-way provided for this project. Phase I of the Best Canal Pipeline from south Western Avenue to First Street was recently completed by IID's forces.

On March 12, 2019, the city of Brawley requested IID to include the pipelining of the Best Canal from South First Street to Dogwood Road in the IID Indirect Pipeline Fund Program. On April 30, 2019, the IID Board of Directors approved the request from the city. The IID indirect pipeline fund will provide for the 75 percent of eligible project costs and the city will be responsible for the remaining 25 percent of eligible projects costs and for 100 percent of ineligible project costs.

The estimated cost of the pipeline is \$1,870,500 (design, construction and \$129,480 for relocation of power facilities). The city of Brawley is responsible for 25 percent of the construction cost, excluding the cost for removal or relocation of any power or other utilities, for which the city is 100 responsible. IID is ready to proceed with the construction phase of the project. Project construction is typically scheduled within 90 days after receipt of the construction phase deposit, depending on material procurement schedules and the ability to schedule a canal water outage.

Description	Estimated Project costs	City of Brawley Share cost	IID Indirect Fund Program
Design, and Construction pipeline cost	\$1,741,019	\$435,255	\$1,305,764
Relocation of Power Facilities	\$ 129,481	\$129,481	
Total Project Cost	\$1,870,500	\$564,736	\$1,305,764
Design Deposit		-\$ 70,000	
Remainder		\$494,736	

IID previously received a design deposit of \$70,000. In order to proceed with construction of the Phase II of the Best Canal pipeline project, please send payment in the amount of **\$494,736**, payable to Imperial Irrigation District, with a copy of this letter, and the completed attached forms (Project Construction Phase Payment form, and Terms and Conditions form) to:

Imperial Irrigation District
 Water Department
Attention: Engineering Services Section
 333 E. Barioni Blvd.
 P.O. Box 937
 Imperial, CA 92251

Upon receipt of the required submittals, IID will proceed with the scheduling and the construction of this phase of the project. In the event the deposit and the other documents are not received within 30 days of the date of this letter, the project will be closed, and the city will be billed or refunded accordingly as outlined in IID's policies.

Mr. Guillermo Sillas
July 20, 2020
Page 3

If you have any questions, please do not hesitate to contact Manuel Ortiz, principal engineer, at (760) 339-9272 or by e-mail at mortiz@iid.com.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ismael Gomez' with a stylized flourish underneath.

Ismael Gomez, P.E.
Assistant Manager/Chief Civil Engineer
Engineering Services

MO:cm
Attachments

cc: Rosanna B. Moore, City Manager, City of Brawley
John Rodrigues, General Superintendent, Water Department
Martha Huerta-Gatlin, Project Manager, Water Department
Manuel Ortiz, Principal Engineer, Water Department
Randy Gray, Right-of-Way Agent III, Real Estate

COUNCIL AGENDA REPORT
City of Brawley

Meeting Date: 08/042020

City Manager: 

PREPARED BY: Andy Miramontez, Senior Civil Engineer

PRESENTED BY: Guillermo Sillas, Public Works Director

SUBJECT: Contract Change Order No. 1 to Contract No. 2019-03 - Water Treatment Plant Sedimentation Basin Improvement Project

CITY MANAGER RECOMMENDATION: Authorize Contract Change Order No. 1 to Contract 2019-03 Water Treatment Plant Sedimentation Basin Improvement Project in the amount of \$38,214.07 to Gierlich Mitchell, Inc. and authorize the City Manager to execute all documentation in relation to this project.

DISCUSSION: The City of Brawley issued Contract No. 2019-03 Water Treatment Plan Sedimentation Basin Improvement Project to Gierlich Mitchell, Inc. in the amount of \$988,000.00. During the construction process, two additional topics were encountered.

First, it was discovered that one of the actuators that controls the sludge removal pump at the Water Treatment Plant is not working properly and replacement is needed. The Sedimentation Basin uses pumps and actuators to remove sludge from the basin. Without pumps and actuators, proper treatment cannot be performed.

Secondly, the opportunity to resolve an outstanding need to replace a Variable Frequency Drive (VFD) was identified. The Water Treatment Plant typically utilizes four raw water pumps to move treated water and provide system pressure to the City's water service area. VFD units control the motors by adjusting their speed based on system pressure set points and water demand. As the water demand increases, the VFD increases pressure and output. As the water demand decreases, the VFD slowly decreases water pressure and output. The VFD helps maintain a linear water pressure and production output, minimizing oscillation and water hammer within the distribution system, protecting the City's water distribution piping system and related facilities.

Approximately, five years ago the City replaced a single VFD and identified one remaining VFD as the most aged remaining unit for future replacement. The capital project is part of the FY 2020/21 approve Water Treatment Plant budget.

1 – **Actuator Replacement:** Remove existing actuator. Furnish and install new actuator with fabricated spacer plate. Actuator Model SQ10.2/AM01.1 **\$9,482.73**

2 – **Raw Water Pump VFD:** Replace Variable Speed Drive for one Raw Water Pump with Emerson/Control Technique 60 HP Model H300 VFD Drive Package. **\$28,731.34**. This item was included in the Budget for FY 2020-2021.

The Contractor will be paid the agreed price upon completion of the work. The above listed price includes full compensation for all labor, materials, tools and equipment required to complete the work in compliance with plans and original contract specifications and to the satisfaction of the Director of Public Works. The revised total contract amount is **\$1,036,214.07**.

The Changer Order document shall become an Amendment to the Contract and all provisions of the Contract shall apply thereto.

FISCAL IMPACT: \$38,214.07 (Fiscal Year 2020/2021) water fund account 501.321.000.800.300

ATTACHMENTS: Quotes



R&B Automation, Inc.
 PO Box 892470
 Temecula, CA 92589-2470
 CSLB No. 958126
 Phone Number: 951-693-0170
 Fax Number: 951-693-0190

Quote

Date	Quote Number
5/13/2020	6580

Terms	RBA Project No.
Net 30	_City of Brawle...

Name / Address

City of Brawley
 Attn:Mariano Valenzuela

FOB	Delivery
Temecula	10-12 Weeks

Description	Qty	Cost	Total
Attention: Mariano Valenzuela Auma SG to SQ10.2 Replacement			
Auma SQ10.2/AM01.1 Actuator Replacement with fabricated spacer plate. Existing Unit: Auma SGBV10 (SN: 1298US4376020)	1	6,140.00	6,140.00T
Prevailing Wage Field Service to install R&B supplied Auma actuator.	1	1,630.00	1,630.00
Please Note: Any additionally Visits / Time / Parts / Material will be billed additionally.			

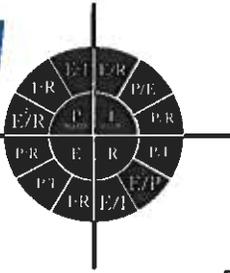
	Subtotal	\$7,770.00
	Sales Tax (7.75%)	\$475.85
	Total	\$8,245.85

We are pleased to submit our quotation covering the items above. If we can be of further assistance, please do not hesitate to call upon us.

This quote is valid for 30 days

Stoffel Electric

CA STATE LIC.# 818232



Estimate

Date	Estimate #
1/9/2020	67

760-353-4500
 PO Box 1655
 El Centro, CA 92244

Name / Address
City Of Brawley Water Plant Atten. Rudy Nunez 760 Willard Ave. Brawley, CA 92227

Project Address	Terms
760 Willard Ave Brawley CA	Net 30

Description	Total
<p>This quote includes one Emerson/Control Technique 60 HP Model H300 VFD Drive Package, Material and labor to install and commission. We will have to modify the metal support for proper installation and support.</p> <p>This unit will take the place of the existing Robicon drive that has failed and perform all functions as required to run a 50HP 460 volt motor that is attached to a Raw Water pumps. All SCADA functions as old drive will be replaced. Emerson got bought out by Nidec so there is a slight variation as to the drive next to this one that was installed back in 2017. But overall all the same capability and functions remain the same.</p> <p>Some features that this new drive will have are. but not limited to: Thru-door disconnect circuit breaker for Lock out Tag Out purposes, 60HP Heavy Duty Rating. HOA station. Run Fault Indication. LCD Keypad mounted on Door, Filtering reactors on input and output. Estimated Delivery from factory is 10 weeks.</p> <p>This quote includes shipping / freight charges and all applicable fees to deliver to job site.</p> <p>We have concluded that it is also necessary to upgrade conductors to motor and some control cables that will not reach. Extending them will eliminate the need of splicing. We will conduct a harmonics test to check for interference and possible isolation measures needed to be taken before VF drive is installed and setup. We will also remove motor wiring and check insulation on winding. Maintenance and lubrication of motor bearings. Proper grounding bonds from drive to motor will be installed and perform megging of grounds and conductor leads. This work must be performed before the Emerson drive arrives and is installed. Any damage or repairs needed to the existing motor will not be covered by this estimate.</p> <p>Material Labor</p>	<p>15,808.60T 7,950.00</p>

Thank you for the opportunity to quote your project.	Subtotal	\$23,758.60
All material is guaranteed to be as specified. All work is to be completed in a workman like manner according to standard practices. Any alteration from description from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado or other necessary insurance, Our workers are fully covered by Workman's Compensation Insurance.	Sales Tax (7.75%)	\$1,225.17
	Total	\$24,983.77

Signature _____

COUNCIL AGENDA REPORT
City of Brawley

Meeting Date: 08/04/2020

City Manager: 

PREPARED BY: Guillermo Sillas, P.E., Public Works Director/City Engineer

PRESENTED BY: Guillermo Sillas, P.E., Public Works Director/City Engineer

SUBJECT: Resolution 2020- to Approve Development Agreement and Bonds for Ocotillo Springs Apartments.

CITY MANAGER RECOMMENDATION: Approve the proposed Resolution 2020- to accept Development Agreement and Bonds for the Construction of Ocotillo Springs Apartments.

DISCUSSION: Brawley Pacific Associates III, LLC submitted Improvement Plans to construct Ocotillo Springs Apartments Complex at the remainder parcel of FM 26-83 also being a portion of lot 37 of Brawley Subdivision No. 1, City of Brawley, County of Imperial, State of California, APN 047-320-103. The improvement plans have been reviewed and approved by Public Works, a cost estimate has been provided and approved as well. The City requested the owner to enter into a Development Agreement with the City and to provide bonds to secure the improvements associated with this development. Resolution 2020- has been prepared to approve the Agreement.

FISCAL IMPACT: None

ATTACHMENTS: Resolution 2020- .
Revised Development Agreement
Site Plan

RESOLUTION NO. 2020-

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRAWLEY,
CALIFORNIA ACCEPTING ENTER INTO A DEVELOPMENT
AGREEMENT FOR THE CONSTRUCTION OF OCOTILLO SPRINGS
APARTMENTS APN 047-320-103.**

WHEREAS, Developer desires to develop the property located at the remainder parcel of FM 26-83 also being a portion of lot 37 of Brawley Subdivision No. 1, City of Brawley, County of Imperial, State of California, APN 047-320-103 to construct Ocotillo Springs Apartments; and

WHEREAS, as a condition of providing a Construction Permit, the CITY requested certain improvements of Brawley Pacific Associates III, LLC ("DEVELOPER" hereinafter referenced); and

WHEREAS, the DEVELOPER has provided and the CITY has approved improvement plans and an engineer's cost estimate for the required improvements; and

WHEREAS, to guarantee the performance of those improvements, the City requested the DEVELOPER to enter into a Development Agreement and post securities in the form of bonds as follows:

- a. A performance and guarantee bond in the amount of \$739,332.15;
- b. A payment bond in the amount of \$739,332.15;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BRAWLEY, CALIFORNIA DETERMINES AND ORDERS AS FOLLOWS:

1. The DEVELOPER agrees and acknowledges that the CITY is entitled to impose conditions for the construction of the improvements on the development. To that end, the CITY will require the DEVELOPER to post bonds in a form acceptable to the CITY in amounts aforementioned pursuant to the development agreement.
2. The DEVELOPER agrees and acknowledges that the CITY is entitled to withhold the issuance of building permits to commence work on the development until the DEVELOPER posts bonds in a form suitable to the CITY for the values approved by the CITY's engineering staff that reflects the current costs of all the improvements required by the conditions of approval and improvement plans.
3. The DEVELOPER agrees to construct the required improvements within 18 months following the execution of the Development Agreement.
4. This agreement shall be binding on the DEVELOPER's successors and assigns.
5. The terms of this agreement shall be performed in Imperial County, California

6. The person executing this agreement on behalf of the DEVELOPER hereby represents that he or she has to authority to bind Brawley Pacific Associates III, LLC to the terms and conditions hereof.

APPROVED, PASSED AND ADOPTED at a regular meeting of the Brawley City Council held on August 4, 2020.

CITY OF BRAWLEY, CALIFORNIA

Norma Kastner-Jauregui, Mayor

ATTEST:

Alma Benavides, City Clerk

**STATE OF CALIFORNIA}
COUNTY OF IMPERIAL}
CITY OF BRAWLEY}**

I, **ALMA BENAVIDES**, City Clerk of the City of Brawley, California, **DO HEREBY CERTIFY** that the foregoing Resolution No. 2020- was passed and adopted by the City Council of the City of Brawley, California, at a regular meeting held on the 4th day of August, 2020 and that it was so adopted by the following roll call vote:

**AYES:
NAYES:
ABSTAIN:
ABSENT:**

DATED: August 4, 2020

Alma Benavides, City Clerk

Recording Requested By:

City of Brawley

And When Recorded Mail To:

Alma Benavides, City Clerk
City of Brawley
383 Main Street
Brawley, CA 92227

**SUBDIVISION AGREEMENT AND IMPROVEMENT
SECURITY BOND (CITY OF BRAWLEY)**

SUBDIVISION AGREEMENT

(Government Code Section 66462 and Section 66463)

- (S1) Subdivision: Ocotillo Springs
- (S2) Effective Date: August 4, 2020
- (S3) Completion Period: February 4, 2022

THESE PARTIES ATTEST TO THE PARTIES' AGREEMENT HERETO:

CITY COUNCIL APPROVAL:

SUBDIVIDER/DEVELOPER:

Brawley Pacific Associates III, LLC,

By: _____
Norma Kastner-Jauregui, Mayor

By: _____

Its: _____
Title

APPROVAL RECOMMENDED:

**APPROVED AS TO FORM - CITY
ATTORNEY:**

By: _____
Guillermo Sillas, City Engineer

By: _____
William S. Smerdon, City Attorney

(NOTE: All signatures to be acknowledged.
If Subdivider is incorporated, signatures
must conform with the designated
representative groups pursuant
to Corporations Code §313).

ATTEST:

By: _____
Alma Benavides, City Clerk

ACKNOWLEDGMENT
(By Individual, Partnership or Corporation)

ACKNOWLEDGMENT

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

State of California
County of _____ }

On _____ before me, _____
(insert name and title of the officer)

Personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature _____ (Seal)

1. **PARTIES, DATE AND LEGAL DESCRIPTION.** Effective on the above date, the City of Brawley, California, hereinafter called ("City"), and the above named Subdivider and Developer, mutually promise and agree as follows concerning this Subdivision. The legal description for this Subdivision is as follows:

A PORTION OF LOT 37, BRAWLEY SUBDIVISION NO. 1, IN THE CITY OF BRAWLEY, COUNTY OF IMPERIAL, STATE OF CALIFORNIA, ACCORDING TO MAP NO. 56 ON FILE IN BOOK 1, PAGE 40 OF OFFICIAL MAPS, ON FILE IN THE OFFICE OF THE COUNTY RECORDER OF IMPERIAL COUNTY DESCRIBED AS FOLLOWS: SAID PORTION OF LOT 37 ALSO BEING A PORTION OF THE REMAINDER PARCEL OF FINAL MAP RECORDED IN BOOK 26 AT PAGE 83 OF FINAL MAPS IN THE OFFICE OF THE IMPERIAL COUNTY RECORDER. BEGINNING AT THE SOUTHWEST CORNER OF SAID REMAINDER PARCEL AND SAID LOT 37; THENCE NORTH 00°11'22" EAST, ALONG THE WEST LINE OF SAID REMAINDER PARCEL AND SAID LOT 37, A DISTANCE OF 627.29 FEET TO THE NORTHWEST CORNER OF SAID REMAINDER PARCEL AND SAID LOT 37; THENCE NORTH 89°58'22" EAST, ALONG THE NORTH LINE OF SAID REMAINDER PARCEL AND SAID LOT 37, A DISTANCE OF 30.00 FEET; THENCE SOUTH 00°11'22" WEST, PARALLEL WITH THE WEST LINE OF SAID REMAINDER PARCEL AND SAID LOT 37 A DISTANCE OF 498.36 FEET TO THE NORTHWEST CORNER OF LOT 5 OF FINAL MAP RECORDED IN BOOK 26 AT PAGE 83 OF FINAL MAPS IN THE OFFICE OF THE IMPERIAL COUNTY RECORDER; THENCE SOUTH 00°11'22" WEST, ALONG THE WEST LINE OF SAID LOT 5, A DISTANCE OF 111.90 FEET TO THE SOUTHWEST CORNER OF SAID LOT 5; THENCE SOUTH 41 °20'55" EAST, ALONG THE SOUTHWEST LINE OF SAID LOT 5, A DISTANCE OF 22.70 FEET TO THE SOUTH LINE OF SAID LOT 37; THENCE SOUTH 89°59'27" WEST, ALONG THE SOUTH LINE OF SAID LOT 37, A DISTANCE OF 45.05 FEET TO THE POINT OF BEGINNING.

2. **IMPROVEMENTS.** Subdivider/Developer agrees to install certain improvements (both public and private) as shown in the improvement plans dated 07/29/2020, attached hereto as Exhibit A, and other improvements as required by City Ordinance or Regulation, conditions of approval for the development.

Developer shall complete all of said Work and improvements (hereinafter called "Work") within the above completion period from the date hereof as required by the California Subdivision Map Act (Government Code Section 66410 and following), in a good workmanlike manner, in accordance with accepted construction practices and in a manner equal or superior to the requirements of the City Code and rulings made thereunder; and where there is a conflict between the improvement plans, City Code or conditions of approval, the stricter requirements shall govern.

3. **IMPROVEMENT SECURITY:** Upon executing this Agreement, the Subdivider/Developer shall, pursuant to Government Code Section 66499, and the City Code, provide as security to the City:
 - A. For Performance and Guarantee of the Work: Corporate surety bond in a form acceptable to City in the sum of Seven Hundred Thirty-Nine Thousand Three Hundred Thirty-Two, 15/100 dollars (\$739,332.15), which represents the estimated cost of the Work.

With this security, the Subdivider/Developer guarantees performance of all of the Work under this Agreement and warranty of the Work for one (1) year after its completion and acceptance against any defective workmanship, materials or unsatisfactory performance. Engineer's estimates are for the purpose of estimating the cost of the Work for establishing the dollar value of the security and shall not define or limit the scope of the Subdivider/Developer's or surety's obligations to perform all of the Work under this agreement.

- B. For Payment: Corporate surety bond in a form acceptable to City in the sum of Seven Hundred Thirty-Nine Thousand Three Hundred Thirty-Two, 15/100 dollars (\$739,332.15), which represents one hundred percent (100%) of the estimated cost of the Work.

With this security, the Subdivider/Developer guarantees payment to the contractor, to his subcontractors, and to persons renting equipment or furnishing labor or materials to them or to the Subdivider/Developer.

Upon acceptance of the Work as complete by the City Council and upon request of the Subdivider/Developer, the amount of the securities may be reduced in accordance with the Government Code Sections 66497, et. seq. The improvement security required herein for faithful performance of this Agreement may be reduced in amount, but not more often than once per month, as the Work is completed. In no event shall this security be reduced until progress reports are submitted to the City, and the City determines that the Work in fact has been completed and the amount by which the security shall be reduced. The determination by the City as to the completion of Work or improvement and the amount by which the security shall be reduced shall be conclusive. In no event, however, shall the amount of the performance security be reduced to an amount less than ten percent (10%) until the liability established by all parts and subsections of this Agreement is satisfied. Payment security may be reduced only in accordance with Government Code §66499.7.

4. GUARANTEE AND WARRANTY OF WORK. Subdivider/Developer guarantees that said Work shall be free from defects in material or workmanship and shall perform satisfactorily for a period of one (1) year from and after the City Council accepts the Work as complete in accordance with Government Code Section 66499.7. Developer agrees to correct, repair, or replace, at his expense, any defects in said Work.
5. PLANT ESTABLISHMENT WORK. Subdivider/Developer agrees to perform plant establishment work for landscaping installed under this agreement. Said plant establishment work shall consist of adequately watering plants, replacing unsuitable plants, doing weed, rodent and other pest control, and other work

reasonably determined by the Public Works Department to be necessary to ensure establishment of plants.

Said plant establishment work shall be performed for a period of one (1) year from and after the City Council accepts the work as completed.

6. IMPROVEMENT PLAN WARRANTY. Subdivider/Developer warrants the improvement plans for the Work are adequate to accomplish the Work as promised in Section 2. If, at any time before the City Council accepts the Work as complete or during the one year guarantee period, said improvement plans prove to be inadequate in any respect, Subdivider/Developer shall make whatever changes are necessary to accomplish the Work as promised.
7. NO WAIVER BY CITY. Inspection of the Work and/or materials, or approval of Work and/or materials or statement by any officer, agent or employee of the City indicating the Work or any part thereof complies with the requirements of this Agreement, or acceptance of the whole or any part of said Work and/or materials, or payments therefor, or any combination or all of these acts, shall not relieve the Subdivider/Developer of its obligation to fulfill this Agreement as prescribed; nor shall the City thereby be estopped from bringing any action for damages arising from the failure to comply with any of the terms and conditions hereof.
8. INDEMNITY. Subdivider/Developer shall defend, hold harmless and indemnify the indemnitees from the liabilities as defined in this section:
 - A. The indemnitees benefited and protected by this promise are the City and its elective and appointive boards, commissions, officers, agents and employees.
 - B. The liabilities protected against are any liability or claim for damage of any kind allegedly suffered, incurred or threatened because of actions defined below, and including personal injury, death, property damage, inverse condemnation, or any combination of these, and regardless of whether or not such liability, claim or damage was unforeseeable at any time before the City reviewed said improvement plans or accepted the Work as complete, and including the defense of any suit(s), action(s) or other proceeding(s) concerning said liabilities and claims, except to the extent those claims arise from the negligence or willful misconduct of City.
 - C. The actions causing liability are any act or omission (negligent or non-negligent) in connection with the matters covered by this Agreement and attributable to the Developer, contractor, subcontractor or any officer, agent or employee of one or more of these.

- D. **Non-Conditions.** The promise and agreement in this section are not conditioned or dependent on whether or not any indemnitee has prepared, supplied or reviewed any plan(s) or specification(s) in connection with this Work or Subdivision, or has insurance or other indemnification covering any of these matters, or that the alleged damage resulted partly from any negligent or willful misconduct of any indemnitee.
9. **COSTS.** Subdivider/Developer shall pay when due all the costs of the Work including inspections thereof and relocating existing utilities required thereby.
10. **SURVEYS.** Subdivider/Developer shall set and establish survey monuments in accordance with the filed map and to the satisfaction of the City Engineer before acceptance of any Work as complete by the City Council.
11. **NON-PERFORMANCE AND COSTS.** If Subdivider/Developer fails to complete the Work within the time specified in this Agreement and subsequent extensions, or fails to maintain the Work, the City may proceed to complete and/or maintain the Work by contract or otherwise, and Subdivider/Developer agrees to pay all costs and charges reasonably incurred by the City (including, but not limited to: engineering, inspection, surveys, contract, overhead, etc.) in completing the Work, within thirty (30) days after receipt of demand from City.

Subdivider/Developer hereby consent to entry on the Subdivision property by the City and its forces, including contractors, as necessary to complete and/or maintain the Work as provided herein.

Once action is taken by City to complete or maintain the Work, Subdivider/Developer agrees to pay all costs reasonably incurred by the City in doing so, even if Subdivider/Developer or Subdivider subsequently completes the Work.

Should City sue to compel performance under this Agreement or to recover costs incurred in completing or maintaining the Work, Subdivider/Developer agrees to pay reasonable attorneys' fees, and all other expenses of litigation reasonably incurred by City in connection therewith, even if Subdivider/Developer subsequently proceeds to complete the Work.

12. **RECORD MAP.** In consideration hereof, City shall allow Subdivider/Developer to file and record the Final Map for said Subdivision.
13. **MONUMENT SECURITY.** Subdivider/Developer shall file or deposit with the City a monument bond or security as applicable in the sum of ___ pursuant to Sections 66496 and 66499 of the Government Code of the State of California.
14. **ENGINEERING FEES.** Subdivider/Developer shall pay to the City an engineering fee of Two percent (2%) of the estimated construction cost.

15. DATE OF COMPLETION. The completion of improvements required hereunder and the date of completion shall be determined by the City Engineer and said date of completion shall be specified on the first page of this Agreement.
16. FEES. Developer shall pay such fees as have been duly established by City.
17. CONDITIONS OF APPROVAL. Improvement Plans associated with this Subdivision/Development are approved with the following Conditions:
 - A. Final Plans and Recorded Documents. Each plan sheet shall be signed and stamped by the Engineer of record. Signed Improvement Plans, Water, sewer, and storm drain studies shall be delivered and approved by the City of Brawley Public Works Department. Copies of the recorded documents for the easements securement and supporting documents shall be delivered to the City of Brawley Public Works Department.
 - B. Landscaping. Landscaping and irrigation plans are required to be submitted for review and approval during the submittal phase of the project prior to commencing construction activities. Retention Basin shall be covered with filter fabric and rock at minimum for erosion protection.
 - C. Full width of 18th Street shall be constructed along the entire length of the project property.
 - D. Utility Coordination. Prior to commencing the construction activities, all the affected utility purveyors such as IID Water, IID Power, Southern California Gas Company, AT&T, Spectrum, etc. for the encroachment to their existing facilities and for the new services required shall be contacted to comply with their requirements/provisions. The Contractor shall secure all the necessary permits prior to the commencement of construction activities.
 - E. Easements. All easements required for the proposed facilities to be installed for the project shall be secured prior to the commencement of the construction activities. Copies of the draft and recorded easement documents (legal descriptions and plats) shall be provided to the City of Brawley for review/record.
 - F. Submittal Phase. The Contractor shall submit all the Submittals required for the Offsite Improvements to the City of Brawley Public Works Department for their review and approval.

- G. SWPPP/WDID No. A SWPPP (hard copies in a notebook binder and a pdf copy) with a WDID No. and NOI shall be submitted to the City of Brawley prior to the commencement of the construction activities. A final SWPPP with Inspection Reports, Annual Reports, NOT, etc. shall be provided to the City of Brawley at time of completion.
- H. Fencing. During the design phase, it was acknowledged by the Developer that Fencing Plans shall be prepared and submitted to the City of Brawley as submittal documents for the City of Brawley's review and comments/approval.
- I. As-Built Plans. As-Built information shall be maintained and As-Built Plans shall be prepared during the construction activities. At the end of the construction activities, the Developer shall submit Final As-Built Plans for Onsite and Offsite Improvements, prepared, signed and stamped by a registered professional engineer, prior to obtaining a Certificate of Occupancy. Any changes to the design grades shall be illustrated on the as-built plans, especially the revised grades and slopes to the ADA compliant facilities.
- J. Maintenance of Facilities. Maintenance provisions shall include but not limited to the following facilities:
- Onsite storm drainage facilities (including Housekeeping for mosquito abatement);
 - Landscaping

COUNCIL AGENDA REPORT
City of Brawley

Meeting Date: 08/04/2020

City Manager: 

PREPARED BY: Tyler Salcido, Finance Director

PRESENTED BY: Tyler Salcido, Finance Director

SUBJECT: ERP Software and SaaS Services - Tyler Technologies Incode

CITY MANAGER RECOMMENDATION: Adopt City Council Resolution Approving Agreement with Tyler Technologies, Inc. and authorizing the City Manager to execute all related documents on behalf of the City.

DISCUSSION: Since July 2009, the City has utilized Fundbalance from Tyler Technologies, Inc. (Tyler) for its general ledger, accounts payable, utility billing, and payroll applications. The Fundbalance software was designed for use by agencies much smaller than the City of Brawley. The Finance Department is the only department with direct access to the City's financial information and data. No other departments can access data in real time and must rely on Finance for all information the departments may need. In addition, due to the limitations of Fundbalance, many of the City's processes are manual and inefficient, requiring over-reliance on paper documents and antiquated paper forms.

In Fiscal Year 2019-2020, a working group was formed with Finance and Information Systems team members to explore the potential modernization and upgrade of the City's current Enterprise Resource Planning (ERP) software. The City received three responses from its requests for quotes and software demonstrations. Multiple demonstrations were provided to the City with an array of City departments participating.

Based on cost considerations, software demonstrations, staff input, and reviews from other California local agencies, the Finance Director and Information Systems Manager have selected Incode from Tyler as the City's future ERP solution.

The first year costs for Incode, including one-time set-up fees, data conversion, and software as a service (SaaS) fees are estimated at \$209,366. SaaS costs for years 2 through 5 will be \$79,706. Year one costs are included in the adopted budget for FY2020-2021. The costs allocation to each Fund are:

- Year 1 costs of \$209,366
 - General Fund \$88,624
 - Enterprise and Special Funds \$120,742
- Years 2 through 5 annual costs of \$79,706
 - General Fund \$33,740
 - Enterprise and Special Funds \$45,966

The ERP system implementation, data conversion and rollout is estimated to take 12 to 18 months. The rollout scope of work is broken down into six implementation stages:

- 1. Initiate & Plan
- 2. Assess & Define
- 3. Build and Validate
- 4. Final Testing & Training
- 5. Production Cutover
- 6. Phase/Project Closure

Finance and Information Systems Management will serve as the lead contacts throughout the implementation process, working closely with the Tyler’s implementation team. Staff anticipates running both systems concurrently for approximately 3 to 4 months before migrating over to Incode completely sometime in FY 2020-2021.

FISCAL IMPACT: Year 1: \$209,366, Years 2-5: \$79,706 annually

ATTACHMENTS: Resolution 2020-
Tyler Technologies, Inc. Software as a Service Agreement

RESOLUTION NO. 2020-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRAWLEY, CALIFORNIA
AUTHORIZING ENGAGEMENT OF TYLER TECHNOLOGIES, INC. IN THE AMOUNT OF
\$209,366 FOR FIRST YEAR IMPLEMENTATION FEES OF AN ENTERPRISE
RESOURCE PLANNING SOFTWARE SOLUTION.

WHEREAS, the City of Brawley (City) is committed to providing accurate and timely financial information, Financial Statements, and Utility Billings to its users and customers; and

WHEREAS, the City has developed a plan to modernize and upgrade its Enterprise Resource Planning (ERP) software and financial reporting; and

WHEREAS, Tyler Technologies, Inc. (Tyler) offers public agencies ERP solutions; and

WHEREAS, staff has reviewed multiple ERP solutions and determined that the Tyler Incode ERP solution provides the best and most cost effective ERP solution for the City's current reporting needs.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Brawley that the City Manager is hereby authorized to execute the Agreement and all related documents on behalf of the City, incurring first year costs of \$209,366 and an estimated \$79,706 in years three through five.

APPROVED, PASSED AND ADOPTED at a regular meeting of the Brawley City Council held on August 4, 2020.

CITY OF BRAWLEY, CALIFORNIA

Norma Kastner-Jauregui, Mayor

ATTEST:

Alma Benavides, City Clerk

STATE OF CALIFORNIA)
COUNTY OF IMPERIAL)
CITY OF BRAWLEY)

I, ALMA BENAVIDES, City Clerk of the City of Brawley, California, DO
HEREBY CERTIFY that the foregoing Resolution No. 2020- was passed and adopted
by the City Council of the City of Brawley, California, at a regular meeting
held on the 4th day of August, 2020 and that it was so adopted by the following
roll call vote:

AYES:
NAYES:
ABSTAIN:
ABSENT:

DATED: August 4, 2020

Alma Benavides, City Clerk



SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **“Agreement”** means this Software as a Services Agreement.
- **“Business Travel Policy”** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **“Client”** means the City of Brawley, California.
- **“Data”** means your data necessary to utilize the Tyler Software.
- **“Data Storage Capacity”** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **“Defect”** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **“Defined Users”** means the number of users that are authorized to use the SaaS Services. The Defined Users for the Agreement are as identified in the Investment Summary.
- **“Developer”** means a third party who owns the intellectual property rights to Third Party Software.
- **“Documentation”** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **“Effective Date”** means the date by which both your and our authorized representatives have signed the Agreement.
- **“Force Majeure”** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **“Investment Summary”** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **“Invoicing and Payment Policy”** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **“SaaS Fees”** means the fees for the SaaS Services identified in the Investment Summary.



- **“SaaS Services”** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.
- **“SLA”** means the service level agreement. A copy of our current SLA is attached hereto as [Exhibit C](#).
- **“Statement of Work”** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as [Exhibit E](#).
- **“Support Call Process”** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as [Schedule 1](#) to [Exhibit C](#).
- **“Third Party Hardware”** means the third party hardware, if any, identified in the Investment Summary.
- **“Third Party Products”** means the Third Party Software and Third Party Hardware.
- **“Third Party Services”** means the third party services, if any, identified in the Investment Summary.
- **“Third Party Software”** means the third party software, if any, identified in the Investment Summary.
- **“Third Party Terms”** means, if any, the end user license agreement(s) or similar terms for the Third Party Software, as applicable.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **“we”, “us”, “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

SECTION B – SAAS SERVICES

1. **Rights Granted.** We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Users only. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(9). The foregoing notwithstanding, to the extent we have sold you perpetual licenses for Tyler Software, if and listed in the Investment Summary, for which you are receiving SaaS Services, your rights to use such Tyler Software are perpetual, subject to the terms and conditions of this Agreement including, without limitation, Section B(4). We will make any such software available to you for download.
2. **SaaS Fees.** You agree to pay us the SaaS Fees. Those amounts are payable in accordance with our Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Users and amount of Data Storage Capacity. You may add additional users or additional data storage capacity on the

terms set forth in Section H(1). In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s).

3. Ownership.

3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.

3.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

3.3 You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to carry out our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.

4. Restrictions. You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.

5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process set forth in Section C(9), below, the SLA and our then current Support Call Process.

6. SaaS Services.

6.1 Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 18. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for so long as you are timely paying for SaaS Services. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our compliance report(s) or its equivalent. Every year thereafter, for so long as the NDA is in effect and in which you make a written request, we will provide that same information.

6.2 You will be hosted on shared hardware in a Tyler data center or in a third-party data center. In either event, databases containing your Data will be dedicated to you and inaccessible to our other customers.

6.3 Our Tyler data centers have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or

component failure. In the event any of your Data has been lost or damaged due to an act or omission of Tyler or its subcontractors or due to a defect in Tyler's software, we will use best commercial efforts to restore all the Data on servers in accordance with the architectural design's capabilities and with the goal of minimizing any Data loss as greatly as possible. In no case shall the recovery point objective ("RPO") exceed a maximum of twenty-four (24) hours from declaration of disaster. For purposes of this subsection, RPO represents the maximum tolerable period during which your Data may be lost, measured in relation to a disaster we declare, said declaration will not be unreasonably withheld.

- 6.4 In the event we declare a disaster, our Recovery Time Objective ("RTO") is twenty-four (24) hours. For purposes of this subsection, RTO represents the amount of time, after we declare a disaster, within which your access to the Tyler Software must be restored.
- 6.5 We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.
- 6.6 We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will work with you to schedule and execute such a test on a mutually agreeable schedule. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.
- 6.7 We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned Data.
- 6.8 We provide secure Data transmission paths between each of your workstations and our servers.
- 6.9 Tyler data centers are accessible only by authorized personnel with a unique key entry. All other visitors to Tyler data centers must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.
- 6.10 Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about->

us/compliance, and in the event of any change in our status, will comply with applicable notice requirements.

SECTION C –PROFESSIONAL SERVICES

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.
2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.
3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. Cancellation. If travel is required, we will make all reasonable efforts to schedule travel for our personnel, including arranging travel reservations, at least two (2) weeks in advance of commitments. Therefore, if you cancel services less than two (2) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) non-refundable expenses incurred by us on your behalf, and (b) daily fees associated with cancelled professional services if we are unable to reassign our personnel. We will make all reasonable efforts to reassign personnel in the event you cancel within two (2) weeks of scheduled commitments.
5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.
7. Background Checks. For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.
8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with

us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).

9. Maintenance and Support. For so long as you timely pay your SaaS Fees according to the Invoicing and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, we will:

9.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);

9.2 provide support during our established support hours;

9.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;

9.4 make available to you all releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and

9.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with any applicable release life cycle policy.

We will use all reasonable efforts to perform support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain your VPN for backup connectivity purposes.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (b) application design; (c) other consulting services; or (d) support outside our normal business hours as listed in our then-current Support Call Process. Requested services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.

SECTION D – THIRD PARTY PRODUCTS

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
2. Third Party Software. As part of the SaaS Services, you will receive access to the Third Party Software and related documentation for internal business purposes only. Your rights to the Third Party Software will be governed by the Third Party Terms.
3. Third Party Products Warranties.
 - 3.1 We are authorized by each Developer to grant access to the Third Party Software.
 - 3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.
 - 3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.
4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.

SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per our Invoicing and Payment Policy, subject to Section E(2).
2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within fifteen (15) days of notice of our intent to do so.

SECTION F – TERM AND TERMINATION

1. Term. The initial term of this Agreement is five (5) years from the first day of the first month following the Effective Date, unless earlier terminated as set forth below. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.
2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section E(2).
 - 2.1 Failure to Pay SaaS Fees. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.
 - 2.2 For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section H(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section H(3).
 - 2.3 Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.
 - 2.4 Lack of Appropriations. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.
 - 2.5 Fees for Termination without Cause during Initial Term. If you terminate this Agreement during the initial term for any reason other than cause, Force Majeure, or lack of appropriations, or if we terminate this Agreement during the initial term for your failure to pay SaaS Fees, you shall pay us the following early termination fees:
 - a. if you terminate during the first year of the initial term, 100% of the SaaS Fees through the date of termination plus 25% of the SaaS Fees then due for the remainder of the initial term;
 - b. if you terminate during the second year of the initial term, 100% of the SaaS Fees through the date of termination plus 15% of the SaaS Fees then due for the remainder of the initial term; and

- c. if you terminate after the second year of the initial term, 100% of the SaaS Fees through the date of termination plus 10% of the SaaS Fees then due for the remainder of the initial term.

SECTION G – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.

- 1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or your willful infringement.
- 1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.
- 1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

- 2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of PCI-DSS requirements or a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for personal injury or property damage to the extent caused by your negligence or willful

misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. **DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**
4. **LIMITATION OF LIABILITY. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) DURING THE INITIAL TERM, AS SET FORTH IN SECTION F(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (B) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS G(1) AND G(2).**
5. **EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**
6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least \$1,000,000; (b) Automobile Liability of at least \$1,000,000; (c) Professional Liability of at least \$1,000,000; (d) Workers Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella Liability of at least \$5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION H – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.

3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.
4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.
8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.

10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.
11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.
12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.
16. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:

- (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
- (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
- (c) a party receives from a third party who has a right to disclose it to the receiving party; or
- (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

18. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.

19. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.

20. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.

21. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.

22. Contract Documents. This Agreement includes the following exhibits:

- Exhibit A Investment Summary
- Exhibit B Invoicing and Payment Policy
Schedule 1: Business Travel Policy
- Exhibit C Service Level Agreement
Schedule 1: Support Call Process
- Exhibit D Web Services – Hosted Application Terms
- Exhibit E Statement of Work

SIGNATURE PAGE FOLLOWS



IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

City of Brawley

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Address for Notices:

Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

Address for Notices:

City of Brawley
383 Main Street
Brawley, CA 92227
Attention: Tyler Salcido



Exhibit A Investment Summary

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

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Sales Quotation For

Tyler Salcido
 City of Brawley
 383 Main St
 Brawley , CA 92227-2414
 Phone: +1 (760) 344-9222
 Email: tsalcido@brawley-ca.gov

Quoted By: Kip Winget
 Quote Expiration: 9/13/2020
 Quote Name: City of Brawley, LGD-Fin, UB
 Quote Number: 2020-105694
 Quote Description:

Tyler Software and Related Services - SaaS

Description	Impl. Hours	Impl. Cost	Data Conversion	# Years	Annual Fee
Financial Management Suite					
Core Financials	148	\$19,240	\$5,500		\$12,345
Purchasing	36	\$4,680	\$0		\$4,294
Fixed Assets	24	\$3,120	\$0		\$2,362
Project Accounting	20	\$2,600	\$0		\$3,435
Personnel Management Suite					
Personnel Management (Includes Position Budgeting)	116	\$15,080	\$3,250		\$7,167
Employee Self Service (Employee Portal)	32	\$4,160	\$0		\$0
Benefits Enrollment	12	\$1,560	\$0		\$1,444
ExecuTime					
ExecuTime Time & Attendance - Up to 150ee	50	\$6,500	\$0		\$4,054
ExecuTime Time & Attendance Mobile Access License	0	\$0	\$0		\$1,104
ExecuTime Advanced Scheduling Mobile	0	\$0	\$0		\$865
Advanced Scheduling - Up to 50ee	48	\$6,240	\$0		\$4,152
Customer Relationship Management Suite					
Utility CIS System	172	\$22,360	\$6,500		\$7,566
Mobile Service Orders	8	\$1,040	\$0		\$597
Cashiering	44	\$5,720	\$0		\$2,589
Tyler Content Manager					
Tyler Content Manager Standard Edition (TCM SE)	48	\$6,240	\$0		\$6,082
Community Development					
Incode Permitting and Code Enforcement	92	\$11,960	\$0		\$7,388
Incode Licensing	32	\$4,160	\$0		\$3,959
Permitting Online Component	0	\$0	\$0		\$900
Licensing Online Component	0	\$0	\$0		\$900

Tyler Hosted Applications						
Utility Billing Online Component	0	\$0	\$0	\$0	\$0	\$1,320
Notifications for Utility Billing	0	\$0	\$0	\$0	\$0	\$0
IVR Solution for Utility Billing	0	\$0	\$0	\$0	\$0	\$0
Tyler U	0	\$0	\$0	\$0	\$0	\$1,433
Hosting Fee	0	\$0	\$0	\$0	\$0	\$5,750
<i>Sub-Total:</i>			\$114,660	\$0	\$0	\$79,706
TOTAL:	882	\$0	\$114,660	\$0	\$0	\$79,706

Other Services						
Description	Quantity	Unit Price	Extended Price	Extended Price	Maintenance	
Import Interface (using ExecuTime)	1	\$0	\$0	\$0	\$0	\$0
Export Interface (using ExecuTime)	1	\$0	\$0	\$0	\$0	\$0
Project Management	1	\$5,000	\$5,000	\$5,000	\$0	\$0
TOTAL:				\$5,000		\$0

Summary	
Total Tyler SaaS	One Time Fees Recurring Fees
Total Tyler Services	\$0 \$79,706
Total Third Party Hardware, Software and Services	\$119,660 \$0
Summary Total	\$0 \$0
	\$119,660 \$79,706

Detailed Breakdown of Conversions (Included in contract total)						
Description	Hours	Unit Price	Programming Fee	Extended Price	Extended Price	
Financial Management Suite						
General Ledger Master		\$1,750	\$1,750	\$1,750	\$1,750	
General Ledger History		\$750	\$750	\$750	\$750	
Accounts Payable Master		\$2,000	\$2,000	\$2,000	\$2,000	
Accounts Payable History		\$1,000	\$1,000	\$1,000	\$1,000	
Personnel Management Suite						
Personnel Management -Payroll Master		\$2,250	\$2,250	\$2,250	\$2,250	
Personnel Management -Payroll History		\$1,000	\$1,000	\$1,000	\$1,000	
Customer Relationship Management Suite						
Utility Billing History		\$1,000	\$1,000	\$1,000	\$1,000	
Utility Billing Master		\$5,500	\$5,500	\$5,500	\$5,500	
						<i>Less Discount:</i>
						\$15,250
						Total:
						\$0

Comments

- NOTICE- Travel Expenses are Not Included in the totals. They will be billed as incurred based on Federal IRS per diem standards.
- Travel Expenses will be billed as incurred according to Tyler's standard business travel policy.
 - Core Financials includes general ledger, budget prep, bank recon, AP, Express, CellSense, a standard forms pkg, output director, positive pay, secure signatures (qty 2).
 - Utility CIS System includes collections, tax lien process and import, utility payment import, a standard forms pkg., output director and one Utility handheld meter-reader interface.
 - Cashiering supports credit/debit cards via ETS, includes PCI Compliant, a cash collection interface, a cashiering receipt import)
 - Incode Utility Billing Online Component displays the current status (late, cut off etc), the action needed to avoid penalty, current balance, deposits on file (optional), last payment date, last payment amount, payment arrangements on file, last bill amount, last bill date, bill due date, contracts on file and status, transaction history (online payments). Payment packet is created to be imported to utility system. Address information includes legal description, precinct, school district, and services at address(subject to data availability). Includes consumption history by service (including graphs), request for service (optional), information change request (optional), security -SSL (secure socket layer). Note that the customer pays \$1.25 fee per transaction for payment on-line.
 - Notification for Utility Billing (\$0.10 per call) includes Customer notification by phone (call late notices and general notifications). Call lists are automatically generated and the account is updated after the call. It includes a custom message for each call type and the call message can be in English or Spanish. It generates reports based on call results. Note: The Utility will be billed at the rate specified above for all the calls made. The Utility will be billed quarterly by Tyler Technologies for calls conducted.
 - General Ledger conversions include Chart of Accounts - additional fee for historical views.
 - Accounts Payable conversions include Vendor Master Only - additional fee for historical views.
 - Personnel Management/Payroll conversions include employee master information. This includes master record, addresses, contact and dependent information, state and federal tax setup, direct deposit information, as well as state specific retirement. Additional fee for historical views.
 - Utility Billing conversions include contacts/properties/accounts, service meter info - meter inventory, transaction/consumption/read history, metered services, non-metered service. Additional fee for historical views.
 - Incode IVR Solution for Utility Billing-The payment packet is created in centralized cash collections. The IVR system gives the customer an account balance, the customer makes the payment by phone, and the account manager is updated with the payment record. NOTE: There is a \$1.25 per transaction fee associated with the IVR that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.
 - Permitting Online displays project status, projects for payment, and schedule/re-schedule inspections. It has security -SSL (Secure socket Layer), payment processing (credit card), and the payment packet is created to be imported to the Permitting System. Note that the customer pays \$1.25 fee per transaction for payment on-line.

Comments

- Licensing Online displays license status, license for payment, has Security-SSL (Secure Socket Layer) and payment processing via credit card. Payment packet is created to be imported to Licensing System. Customer pays \$1.25 fee per transaction for payment on-line.
- Hosting User Fee includes 10 users. Hosting includes Basic Network Services and Disaster Recovery Services.



Exhibit B

Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. **SaaS Fees.** SaaS Fees are invoiced on an annual basis, beginning upon: (a) the start of Stage 3 of the Statement of Work, attached hereto as Exhibit E, or (b) January 15, 2021 Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.
2. **Other Tyler Software and Services.**
 - 2.1 *VPN Device:* The fee for the VPN device will be invoiced upon installation of the VPN.
 - 2.2 *Implementation and Other Professional Services (including training):* Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary.
 - 2.3 *Consulting Services:* If you have purchased any Business Process Consulting services, if they have been quoted as fixed-fee services, they will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module. If you have purchased any Business Process Consulting services and they are quoted as an estimate, then we will bill you the actual services delivered on a time and materials basis.
 - 2.4 *Conversions:* Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
 - 2.5 *Requested Modifications to the Tyler Software:* Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.

2.6 *Other Fixed Price Services*: Other fixed price services are invoiced as delivered, at the rates set forth in the Investment Summary. For the avoidance of doubt, where “Project Planning Services” are provided, payment will be due upon delivery of the Implementation Planning document.

Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.

Change Management Services: If you have purchased any change management services, those services will be invoiced in the following amounts and upon the following milestones:

Acceptance of Change Management Discovery Analysis	15%
Delivery of Change Management Plan and Strategy Presentation	10%
Acceptance of Executive Playbook	15%
Acceptance of Resistance Management Plan	15%
Acceptance of Procedural Change Communications Plan	10%
Change Management Coach Training	20%
Change Management After-Action Review	15%

3. Third Party Products.

3.1 *Third Party Software License Fees*: License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.

3.2 *Third Party Software Maintenance*: The first year maintenance for the Third Party Software is invoiced when we make it available to you for downloading.

3.3 *Third Party Hardware*: Third Party Hardware costs, if any, are invoiced upon delivery.

3.4 *Third Party Services*: Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.

3.5 *Tyler Notify Minutes and Messages*: Tyler Notify Minutes and Messages are invoiced when we make Tyler Notify available to you. Subsequent fees for minutes and messages, at our then-current rates, will be due when you request additional minutes and messages and they are made available to you.

4. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B at Schedule 1. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.



Exhibit B
Schedule 1
Business Travel Policy

1. Air Travel

A. Reservations & Tickets

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee’s private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee’s office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a “mid-size” or “intermediate” car. “Full” size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler’s TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler’s work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

“No shows” or cancellation fees are not reimbursable if the employee does not comply with the hotel’s cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



Exhibit C Service Level Agreement

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in the Support Call Process.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Attainment: The percentage of time the Tyler Software is available during a calendar quarter, with percentages rounded to the nearest whole number.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during which the Tyler Software is not available for your use. Downtime does not include those instances in which only a Defect is present.

Service Availability: The total number of minutes in a calendar quarter that the Tyler Software is capable of receiving, processing, and responding to requests, excluding maintenance windows, Client Error Incidents and Force Majeure.

III. Service Availability

The Service Availability of the Tyler Software is intended to be 24/7/365. We set Service Availability goals and measures whether we have met those goals by tracking Attainment.

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support incident number.

You must document, in writing, all Downtime that you have experienced during a calendar quarter. You must deliver such documentation to us within 30 days of a quarter's end.

The documentation you provide must evidence the Downtime clearly and convincingly. It must include, for example, the support incident number(s) and the date, time and duration of the Downtime(s).

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of a Client Error Incident or Force Majeure). We will also work with you to resume normal operations.

Upon timely receipt of your Downtime report, we will compare that report to our own outage logs and support tickets to confirm that Downtime for which we were responsible indeed occurred.

We will respond to your Downtime report within 30 day(s) of receipt. To the extent we have confirmed Downtime for which we are responsible, we will provide you with the relief set forth below.

c. Client Relief

When a Service Availability goal is not met due to confirmed Downtime, we will provide you with relief that corresponds to the percentage amount by which that goal was not achieved, as set forth in the Client Relief Schedule below.

Notwithstanding the above, the total amount of all relief that would be due under this SLA per quarter will not exceed 5% of one quarter of the then-current SaaS Fee. The total credits confirmed by us in one or more quarters of a billing cycle will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Every quarter, we will compare confirmed Downtime to Service Availability. In the event actual Attainment does not meet the targeted Attainment, the following Client relief will apply, on a quarterly basis:

Targeted Attainment	Actual Attainment	Client Relief
100%	98-99%	Remedial action will be taken.
100%	95-97%	4% credit of fee for affected calendar quarter will be posted to next billing cycle
100%	<95%	5% credit of fee for affected calendar quarter will be posted to next billing cycle

You may request a report from us that documents the preceding quarter’s Service Availability, Downtime, any remedial actions that have been/will be taken, and any credits that may be issued.

IV. Applicability

The commitments set forth in this SLA do not apply during maintenance windows, Client Error Incidents, and Force Majeure.

We perform maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

V. Force Majeure

You will not hold us responsible for not meeting service levels outlined in this SLA to the extent any failure to do so is caused by Force Majeure. In the event of Force Majeure, we will file with you a signed request that said failure be excused. That writing will at least include the essential details and circumstances supporting our request for relief pursuant to this Section. You will not unreasonably withhold its acceptance of such a request.



Exhibit C Schedule 1 Support Call Process

Support Channels

Tyler Technologies, Inc. provides the following channels of software support:

- (1) Tyler Community – an on-line resource, Tyler Community provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (2) On-line submission (portal) – for less urgent and functionality-based questions, users may create unlimited support incidents through the customer relationship management portal available at the Tyler Technologies website.
- (3) Email – for less urgent situations, users may submit unlimited emails directly to the software support group.
- (4) Telephone – for urgent or complex questions, users receive toll-free, unlimited telephone software support.

Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – www.tylertech.com – for accessing client tools and other information including support contact information.
- (2) Tyler Community – available through login, Tyler Community provides a venue for clients to support one another and share best practices and resources.
- (3) Knowledgebase – A fully searchable depository of thousands of documents related to procedures, best practices, release information, and job aides.
- (4) Program Updates – where development activity is made available for client consumption

Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Clients may receive coverage across these time zones. Tyler’s holiday schedule is outlined below. There will be no support coverage on these days.

New Year’s Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Issue Handling

Incident Tracking

Every support incident is logged into Tyler’s Customer Relationship Management System and given a unique incident number. This system tracks the history of each incident. The incident tracking number is used to track and reference open issues when clients contact support. Clients may track incidents, using the incident number, through the portal at Tyler’s website or by calling software support directly.

Incident Priority

Each incident is assigned a priority number, which corresponds to the client’s needs and deadlines. The client is responsible for reasonably setting the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain “characteristics” may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the client towards clearly understanding and communicating the importance of the issue and to describe generally expected responses and resolutions.

Priority Level	Characteristics of Support Incident	Resolution Targets
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client’s remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler’s responsibility for lost or corrupted Data is limited to assisting the client in restoring its last available database.
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of Data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler’s responsibility for loss or corrupted Data is limited to assisting the client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack. For non-hosted customers, Tyler’s responsibility for lost or corrupted Data is limited to assisting the client in restoring its last available database.

Priority Level	Characteristics of Support Incident	Resolution Targets
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days. Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

Incident Escalation

Tyler Technology’s software support consists of four levels of personnel:

- (1) Level 1: front-line representatives
- (2) Level 2: more senior in their support role, they assist front-line representatives and take on escalated issues
- (3) Level 3: assist in incident escalations and specialized client issues
- (4) Level 4: responsible for the management of support teams for either a single product or a product group

If a client feels they are not receiving the service needed, they may contact the appropriate Software Support Manager. After receiving the incident tracking number, the manager will follow up on the open issue and determine the necessary action to meet the client’s needs.

On occasion, the priority or immediacy of a software support incident may change after initiation. Tyler encourages clients to communicate the level of urgency or priority of software support issues so that we can respond appropriately. A software support incident can be escalated by any of the following methods:

- (1) Telephone – for immediate response, call toll-free to either escalate an incident’s priority or to escalate an issue through management channels as described above.
- (2) Email – clients can send an email to software support in order to escalate the priority of an issue
- (3) On-line Support Incident Portal – clients can also escalate the priority of an issue by logging into the client incident portal and referencing the appropriate incident tracking number.

Remote Support Tool

Some support calls require further analysis of the client’s database, process or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Support is able to quickly connect to the client’s desktop and view the site’s setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.



Exhibit D Web Services – Hosted Application Terms

Tyler Technologies, Inc. will provide you with the hosted applications indicated in the Investment Summary. The terms and conditions contained in this document only apply to our provision of those applications. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

1. Hosted Applications. We will provide you with any of the following hosted applications as indicated in the Investment Summary.
 - 1.1. *Web Services*: Our Web Services are designed to enable you to easily establish a presence on the Internet. Our Web Hosting and Design is composed of our Web Hosting and Design Publishing Component and other miscellaneous components. These components may be used independently or in conjunction with each other.
 - 1.2. *Utility Billing On-Line*: Our Utility Billing On-Line Component allows you to make available certain information from your utility billing system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: Consumption information, service level information, requests for service, accounting information and the opportunity to pay their Utility Bill over the Internet using a credit card.
 - 1.3. *Court On-Line*: Our Court On-Line Component provides the ability for municipal court fines to be paid by credit card via the Internet. This system interfaces seamlessly with our Incode Municipal Court System.
 - 1.4. *On-Line Records Search*: Our On-Line Records Search Component allows you to display citations and/or docket information. The website can be available for public view or locked down to secured access only. This system interfaces seamlessly with our INCODE Municipal Court System.
 - 1.5. *Building Projects On-Line*: Our Building Projects On-Line Component allows you to make available certain information from your building projects system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: Building project status, inspection results, inspection scheduling and the opportunity to pay their building projects over the Internet using a credit card.
 - 1.6. *Business License On-Line*: Our Business License On-Line Component allows you to make available certain information from your business license system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: business license status, business license renewal and the opportunity to pay their business license

over the Internet using a credit card.

- 1.7. *Accounts Receivable On-Line*: Our Accounts Receivable On-Line Component allows you to make available certain information from your accounts receivable system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: current balance, contract status, and the opportunity to pay the accounts receivable over the Internet using a credit card.
 - 1.8. *Call Center On-Line*: Our Call Center On-Line Component allows you to make available certain information from your call center system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: current and past incidents, create a new incident and view status of incident.
 - 1.9. *Property Tax On-Line*: Our Property Tax On-Line Component allows you to make available certain information from your Property Tax System to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: parcel number, receipt number, tax amount due, and the opportunity to pay the Property Tax over the Internet using a credit card.
 - 1.10. *Sales Tax On-Line*: Our Sales Tax On-Line Component allows you to make available certain information from your Sales Tax System to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data to pay outstanding Sales Tax balances over the Internet using a credit card.
 - 1.11. *Code Enforcement Online*: Our Code Enforcement Online component allows you to make available certain information from your code enforcement system to citizens with Internet access. This information is posted to your website, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to data which can include: Incident Status, Incident Results.
2. Term. We will grant you access to the hosted applications provided you timely pay all associated fees. The term of your subscription will commence on the Effective Date and will continue for five (5) years. Thereafter, the term will be automatically extended in separate one (1) year periods. Either party may cancel this subscription to the hosted applications upon sixty (60) days written notice to the other.
 3. Nature of Website. We shall maintain a website for you, allowing a user to access relevant data provided by you. This data may include information from your Tyler Software system. This website will be capable of accepting payments via Secured Socket Layer (SSL) encryption and credit card or debit card charge.
 4. Data Procurement. You must set up a merchant account with Electronic Transaction System Corporation or authorized.net to be solely used for our Web Service transactions. The merchant account must be set up to fund to your bank account. You are responsible for all fees and expenses of the merchant account. You must install and run Tyler Web Services to allow us to transfer the necessary data from your system to our servers on a real time basis. Certain information, such as payment

information, must be conveyed to you. We will be responsible for transferring such information to you on a regular basis. Tyler Web Services requires a dedicated IP address; assignment of this address is your responsibility. While we assume responsibility for data transfer, we are not responsible for accuracy of data transferred.

5. Limited License. Your license to use the hosted applications will automatically terminate upon cancellation of this subscription, or upon your failure to timely pay fees or otherwise comply with these terms and conditions.
6. Ownership of Data. All data you provide to us for the purposes of generating the website shall remain your property. Should you terminate your subscription, we shall return to you any such data in our possession.
7. Fees. You agree to pay the initial fee and annual subscription fees as stated in the Investment Summary and in accordance with our Invoicing and Payment Policy. We may increase the per-transaction fee for online payment no more than once per year with sixty (60) days prior written notice.



Exhibit E
Statement of Work

Statement of Work

Tyler Technologies

Prepared for:

City of Brawley
Tyler Salcido
400 Main Street, Brawley, CA 92227

Prepared by:

Kip Winget
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Tyler Technologies, Inc.
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1. Executive Summary

1.1 Project Overview

The Statement of Work (SOW) documents the Project Scope, methodology, roles and responsibilities, implementation Stages, and deliverables for the implementation of Tyler products.

The Project goals are to offer City of Brawley the opportunity to make the City of Brawley more accessible and responsive to external and internal customer needs and more efficient in its operations through:

- Streamlining, automating, and integrating business processes and practices
- Providing tools to produce and access information in a real-time environment
- Enabling and empowering users to become more efficient, productive and responsive
- Successfully overcoming current challenges and meeting future goals

1.2 Product Summary

Below, is a summary of the products included in this Project, as well as reference to the City of Brawley’s functional area utilizing the Tyler product(s). Refer to the Implementation Stages section of this SOW for information containing detailed service components.

[PRODUCT]	[APPLICATION]
Incode	Financials
Incode	Personnel Management
Incode	Utility Billing
Incode	CRM
ExecuTime	Advanced Scheduling
ExecuTime	Time & Attendance

1.3 Project Timeline

The Project Timeline establishes a start and end date for each Phase of the Project. Developed during the Initiate & Plan Stage and revised as mutually agreed to, if needed, the timeline accounts for resource availability, business goals, size and complexity of the Project, and task duration requirements.

1.4 Project Methodology Overview

Tyler bases its implementation methodology on the Project Management Institute’s (PMI) Process Groups (Initiating, Planning, Executing, Monitoring & Controlling, and Closing). Using this model, Tyler developed a 6-stage process specifically designed to focus on critical project success measurement factors.

Tailored specifically for Tyler’s public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to Scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the City of Brawley’s complexity, and organizational needs.

2. Project Governance

The purpose of this section is to define the resources required to adequately establish the business needs, objectives, and priorities for the Project; communicate the goals to other project participants; and provide support and guidance to accomplish these goals. Project governance also defines the structure for issue escalation and resolution, Change Control review and authority, and organizational Change Management activities.

The preliminary governance structure establishes a clear escalation path when issues and risks require escalation above the project manager level. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The path below illustrates an overall team perspective where Tyler and the City of Brawley collaborate to resolve project challenges according to defined escalation paths. In the event project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City of Brawley steering committee become the escalation points to triage responses prior to escalation to the City of Brawley and Tyler executive sponsors. As part of the escalation process, each project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City of Brawley and Tyler executive sponsors serve as the final escalation point.

2.1 Client Governance

Depending on the City of Brawley's organizational structure and size, the following governance roles may be filled by one or more people:

2.1.1 Client Project Manager

The City of Brawley's project manager(s) coordinate project team members, subject matter experts, and the overall implementation schedule and serves as the primary point of contact with Tyler. The City of Brawley project manager(s) will be responsible for reporting to the City of Brawley steering committee and determining appropriate escalation points.

2.1.2 Steering Committee

The City of Brawley steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation of the Project's value throughout the organization. Oversees the City of Brawley project manager(s) and the Project and through participation in regular internal meetings, the City of Brawley steering committee remains updated on all project progress, project decisions, and achievement of project milestones. The City of Brawley steering committee also provides support to the City of Brawley project manager(s) by communicating the importance of the Project to all impacted departments. The City of Brawley steering committee is responsible for ensuring the Project has appropriate resources, provides strategic direction to the project team, for making timely decisions on critical project issues or policy decisions. The City of Brawley steering committee also serves as primary level of issue resolution for the Project.

2.1.3 Executive Sponsor(s)

The City of Brawley's executive sponsor provides support to the Project by allocating resources, providing strategic direction, and communicating key issues about the Project and the Project's overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated project issues. The executive sponsor engages in the Project, as needed, in order to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day project activities. The executive sponsor empowers the City of Brawley steering committee, project manager(s), and functional leads to make critical business decisions for the City of Brawley.

2.2 Tyler Governance

2.2.1 Tyler Project Manager

The Tyler project manager(s) have direct involvement with the Project and coordinates Tyler project team members, subject matter experts, the overall implementation schedule, and serves as the primary point of contact with the City of Brawley. As requested by the City of Brawley, the Tyler project manager(s) provide regular updates to the City of Brawley's steering committee and other Tyler governance members.

2.2.2 Tyler Implementation Management

Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. Tyler project manager(s) consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler project manager(s) or with the City of Brawley management, as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level. The name(s) and contact information for this resource will be provided and available to the project team.

2.2.3 Tyler Executive Management

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the project team and collaborates with other Tyler department managers, as needed, in order to escalate and facilitate implementation project tasks and decisions. The name(s) and contact information for this resource will be provided and available to the project team.

2.3 Acceptance and Acknowledgment Process

All Deliverables and Control Points must be accepted or acknowledged following the process below. Acceptance requires a formal sign-off while acknowledgement may be provided without formal sign-off at the time of delivery. The following process will be used for accepting or acknowledging Deliverables and Control Points:

- The City of Brawley shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept or acknowledge each Deliverable or Control Point. If the City of Brawley does not provide acceptance or acknowledgement within five

(5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

- If the City of Brawley does not agree the particular Deliverable or Control Point meets requirements, the City of Brawley shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The City of Brawley shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the City of Brawley does not provide acceptance or acknowledgement within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

3. Overall Project Assumptions

3.1 Project, Resources and Scheduling

- Project activities will begin after the Agreement has been fully executed.
- The City of Brawley has the ability to allocate additional internal resources if needed. The City of Brawley also ensures the alignment of their budget and Scope expectations.
- The City of Brawley and Tyler ensure that the assigned resources are available, they buy-into the change process, and they possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, buy-in, and knowledge.
- Tyler and City of Brawley provide adequate resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases can result in Project delays if there are not sufficient resources assigned to complete all required work as scheduled.
- Changes to Project Plan, availability of resources or changes in Scope may result in schedule delays, which may result in additional charges to the Project.
- Tyler provides a written agenda and notice of any prerequisites to the City of Brawley project manager(s) ten (10) business days prior to any scheduled on site or remote sessions.
- Tyler provides notice of any prerequisites to the City of Brawley project manager(s) a minimum of ten (10) business days prior to any key deliverable due dates.
- City of Brawley users complete prerequisites prior to applicable scheduled activities.
- Tyler provides guidance for configuration and processing options available within the Tyler software. The City of Brawley is responsible for making decisions based on the options available.
- In the event the City of Brawley may elect to add and/or modify current business policies during the course of this Project, such policy changes are solely the City of Brawley's responsibility to define, document, and implement.
- The City of Brawley makes timely Project related decisions in order to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Decisions left unmade may affect the schedule, as each analysis and implementation session builds on the decisions made in prior sessions.
- Tyler considers additional services out of Scope and requires additional time and costs be requested via Change Request approved through the Change Control process.

- The City of Brawley will respond to information requests in a comprehensive and timely manner, in accordance with the Project Plan.

3.2 Data Conversion

- The City of Brawley is readily able to produce the data files needed for conversion from the Legacy System in order to provide them to Tyler on the specified due date(s).
- Each Legacy System data file submitted for conversion includes all associated records in a single approved file layout.
- The City of Brawley understands the Legacy System data extract(s) must be provided to Tyler in the same format each time unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget, and resource availability may occur and/or data in the new system may be incorrect.
- During this process, the City of Brawley may need to correct data scenarios in the Legacy System prior to the final data pull. This is a complex activity and requires due diligence by the City of Brawley to ensure all data pulled includes all required data and the Tyler system contains properly mapped data.

3.3 Data Exchanges, Modifications, Forms and Reports

- The City of Brawley ensures the 3rd party data received conforms to a Tyler standard format.
- The 3rd party possesses the knowledge of how to program their portion of the interaction and understands how to manipulate the data received.
- Client is on a supported, compatible version of the 3rd party software or Tyler standard Data Exchange tools may not be available.
- The City of Brawley is willing to make reasonable business process changes rather than expecting the product to conform to every aspect of their current system/process.
- Any Modification requests not expressly stated in the contract are out of Scope. Modifications requested after contract signing have the potential to change cost, Scope, schedule, and production dates for project Phases. Modification requests not in Scope must follow the Project Change Request process.

3.4 Hardware and Software

- Tyler will initially Install the most current generally available version of the purchased Tyler software.

- The City of Brawley will provide network access for Tyler modules, printers, and Internet access to all applicable City of Brawley and Tyler project staff.
- The City of Brawley has in place all hardware, software, and technical infrastructure necessary to support the Project.
- The City of Brawley's system hardware and software meet Tyler standards to ensure sufficient speed and operability of Tyler software. Tyler will not support use of software if the City of Brawley does not meet minimum standards of Tyler's published specifications.

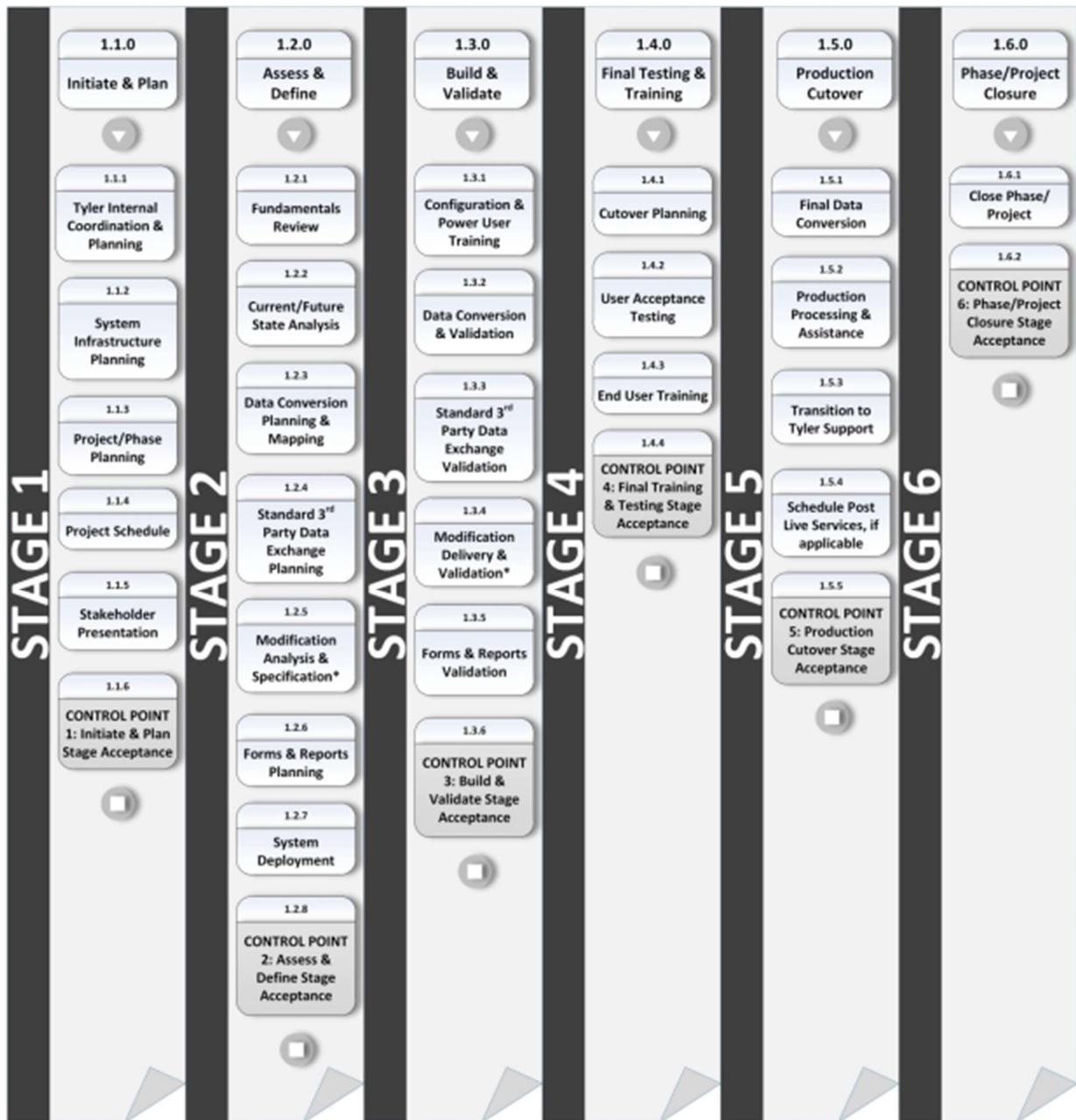
3.5 Education

- Throughout the Project lifecycle, the City of Brawley provides a training room for Tyler staff to transfer knowledge to the City of Brawley's resources, for both onsite and remote sessions. The City of Brawley will provide staff with a location to practice what they have learned without distraction. If Phases overlap, the City of Brawley will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The training room is set up in a classroom setting. The City of Brawley determines the number of workstations in the room. Tyler recommends every person attending a scheduled session with a Tyler Consultant or Trainer have their own workstation. However, Tyler requires there be no more than two (2) people at a given workstation.
- The City of Brawley provides a workstation which connects to the Tyler system for the Tyler trainer conducting the session. The computer connects to a City of Brawley provided projector, allowing all attendees the ability to actively engage in the training session.
- The City of Brawley testing database contains the Tyler software version required for delivery of the Modification prior to the scheduled delivery date for testing.
- The City of Brawley is responsible for verifying the performance of the Modification as defined by the specification.
- Users performing user acceptance testing (UAT) have attended all applicable training sessions prior to performing UAT.

4. Implementation Stages

4.1 Work Breakdown Structure (WBS)

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “work packages.” The work packages, shown below each Stage, contain the high-level work to be done. The detailed Project Plan, developed during Initiate & Plan and finalized during Assess & Define, will list the tasks to be completed within each work package. Each Stage ends with a “Control Point”, confirming the work performed during that Stage of the Project.



* - If included in project scope

1.1 Initiate & Plan (Stage 1)

The Initiate & Plan Stage creates a foundation for the Project through identification of City of Brawley and Tyler Project Management teams, development of implementation management plans, and the provision and discussion of system infrastructure requirements. City of Brawley participation in gathering information is critical. Tyler Project Management teams present initial plans to stakeholder teams at Stage end.

1.1.1 Tyler Internal Coordination & Planning

Prior to Project commencement, Tyler management staff assigns project manager(s). Tyler provides the City of Brawley with initial Project documents used in gathering basic information, which aids in preliminary planning and scheduling. City of Brawley participation in gathering requested information by provided deadlines ensures the Project moves forward in a timely fashion. Internally, the Tyler project manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the City of Brawley’s team. During this step, Tyler will work with the City of Brawley to establish the date(s) for the Project/Phase Planning session.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Tyler Internal Coordination & Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Assign Tyler project manager	A	R	I						I			I								
Provide initial Project documents to Client	A	I	R						C			I								
Sales to Implementation knowledge transfer	A	I	R						C											
Internal planning and phase coordination		A	R					C												

1.1.2 System Infrastructure Planning

The City of Brawley provides, purchases or acquires hardware according to hardware specifications provided by Tyler and ensures it is available at the City of Brawley’s site. The City of Brawley completes the system infrastructure audit, ensuring vital system infrastructure information is available to the Tyler implementation team, and verifies all hardware compatibility with Tyler solutions.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	System Infrastructure Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide system hardware specifications			I					R	A			I						C		
Make hardware available for Installation			I					C				A						R		
Install system hardware, if applicable			I					C				A						R		
Complete system infrastructure audit			I					C				A						R		

1.1.3 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify Applications to implement in each Phase (if applicable), and discuss implementation timeframes. The Tyler project manager(s) deliver an Implementation Management Plan, which is mutually agreeable by City of Brawley and Tyler.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Project/Phase Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform Project/Phase Planning		A	R								I	C	C			I				
Deliver implementation management plan		A	R									C	C	I						

1.1.4 Project Schedule

Client and Tyler will mutually develop an initial Project Schedule. The initial schedule includes, at minimum, enough detail to begin Project activities while the detailed Project Plan/schedule is being developed and refined.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Project Schedule																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop initial Project Schedule		A	R	I								C	I	I						
Deliver Project Plan and schedule for Project Phase		A	R	I						I	I	C	C	I	I	I				
Client reviews Project Plan & initial schedule			C							I	A	R	C	C		C				
Client approves Project Plan & initial schedule			I							I	A	R	C	C	I	I		I	I	I

1.1.5 Stakeholder Presentation

City of Brawley stakeholders join Tyler project manager(s) to communicate successful Project criteria, Project goals, Deliverables, a high-level milestone schedule, and roles and responsibilities of Project participants.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Stakeholder Presentation																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Present overview of Project Deliverables, Project Schedule and roles and responsibilities		A	R	I					I	I	I	C	I	I	I	I		I	I	I
Communicate successful Project criteria and goals			I							R	C	A	C	I	I	C	I	I		

1.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Assess & Define Stage is dependent upon Tyler's receipt of the Stage Acceptance.

1.1.6.1 Initiate & Plan Stage Deliverables

- Implementation Management Plan
 - Objective: Update and deliver baseline management plans to reflect the approach to the City of Brawley's Project.
 - Scope: The Implementation Management addresses how communication, quality control, risks/issues, resources and schedules, and Software Upgrades (if applicable) will be managed throughout the lifecycle of the Project.
 - Acceptance criteria: City of Brawley reviews and acknowledges receipt of Implementation Management Plan.
- Project Plan/Schedule
 - Objective: Provide a comprehensive list of tasks, timelines and assignments related to the Deliverables of the Project.
 - Scope: Task list, assignments and due dates
 - Acceptance criteria: City of Brawley acceptance of schedule based on City of Brawley resource availability and Project budget and goals.

1.1.6.2 Initiate & Plan Stage Acceptance Criteria

- Hardware Installed
- System infrastructure audit complete and verified
- Implementation Management Plan delivered
- Project Plan/Schedule delivered; dates confirmed
- Stakeholder Presentation complete

1.2 Assess & Define (Stage 2)

The primary objective of Assess & Define is to gather information about current City of Brawley business processes and translate the material into future business processes using Tyler Applications. Tyler uses a variety of methods for obtaining the information, all requiring City of Brawley collaboration. The City of Brawley shall provide complete and accurate information to Tyler staff for analysis and understanding of current workflows and business processes.

1.2.1 Fundamentals Review

Fundamentals Review provides functional leads and Power Users an overall understanding of software capabilities prior to beginning current and future state analysis. The primary goal is to provide a basic understanding of system functionality, which provides a foundation for upcoming conversations regarding future state processing. Tyler utilizes a variety of methods for completing fundamentals training including the use of eLearning, videos, documentation, and walkthroughs.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Assess & Define																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Schedule fundamentals review & provide fundamentals materials & prerequisites, if applicable		A	R	I								C	I		I				I	
Complete fundamentals materials review and prerequisites			I								A	R		I					C	
Ensure all scheduled attendees are present			I	I						A	R	C		I						
Facilitate fundamentals review			A	R								I	I	I						

1.2.2 Current/Future State Analysis

City of Brawley and Tyler evaluate current state processes, options within the new software, pros and cons of each option based on current or desired state, and make decisions about future state configuration and processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Current/Future State Analysis																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide Current/Future State analysis materials to the City of Brawley, as applicable		A	R	I								C	I		I					
Conduct Current & Future State analysis			A	R								I	C	I	C					
Provide pros and cons of Tyler software options			A	R								I	C	I	C					
Make Future State Decisions according to due date in the Project Plan				I	I							C	A	R	I	C	I			
Record Future State decisions			A	R								I	C	I	C					

1.2.3 Data Conversion Planning & Mapping

This entails the activities performed to prepare to convert data from the City of Brawley’s Legacy System Applications to the Tyler system. Tyler staff and the City of Brawley work together to complete Data Mapping for each piece of data (as outlined in the Agreement) from the Legacy System to a location in the Tyler system.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Data Conversion Planning & Mapping																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review contracted data conversion(s) options			A	R	I							C	C		C			C		
Map data from Legacy System to Tyler system			I	C	I							A	C		C			R		
Pull conversion data extract			I		I							A	C		C			R		
Run balancing Reports for data pulled and provide to Tyler			I		I							A	C		R			I		
Review and approve initial data extract		A	I	C	R							I						I		
Correct issues with data extract, if needed			I	C	C							A	C		C			R		

1.2.4 Standard 3rd Party Data Exchange Planning

Standard Data Exchange tools are available to allow clients to get data in and out of the Tyler system with external systems. Data exchange tools can take the form of Imports and Exports, and Interfaces.

A Standard Interface is a real-time or automated exchange of data between two systems. This could be done programmatically or through an API. It is Tyler’s responsibility to ensure the Tyler programs operate correctly. It is the City’s responsibility to ensure the third party program operates or accesses the data correctly.

The City and Tyler Project Manager(s) will work together to define/confirm which Data Exchanges are needed (if not outlined in the Agreement). Tyler will provide a file layout for each Standard Data Exchange.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Standard 3 rd Party Data Exchange Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review Standard or contracted Data Exchanges			A	R								C	I		I			C		
Define or confirm needed Data Exchanges			I	C								A	C		C			R		

1.2.5 Modification Analysis & Specification, if contracted

Tyler staff conducts additional analysis and develops specifications based on information discovered during this Stage. The City of Brawley reviews the specifications and confirms they meet City of Brawley’s needs prior to acceptance. Out of Scope items or changes to specifications after acceptance may require a Change Request.

Tyler’s intention is to minimize Modifications by using Standard functionality within the Application, which may require a City of Brawley business process change. It is the responsibility of the City of Brawley to detail all of their needs during the Assess and Define Stage. Tyler will write up specifications (for City of Brawley approval) for contracted program Modifications. Upon approval, Tyler will make the agreed upon Modifications to the respective program(s). Once the Modifications have been delivered, the City of Brawley will test and approve those changes during the Build and Validate Stage.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Modification Analysis & Specification, if contracted																				
	TYLER								CLIENT												
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator	
Analyze contracted modified program requirements			A	C			R					C	C	I	C				C		
Develop specification document(s)	A		I	C			R					I	I		I				I		
Review specification document(s); provide changes to Tyler, if applicable			I	C			C					A	R	I	C				C		
Sign-off on specification document(s) and authorize work			I				I				A	R	C	I	I				C		

1.2.6 Forms & Reports Planning

City of Brawley and Tyler project manager(s) review Forms and Report needs. Items that may be included in the Agreement are either Standard Forms and Reports or known/included Modification(s). Items not included in the Agreement could be either City of Brawley-developed Reports or a newly discovered Modification that will require a Change Request.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Forms & Reports Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review required Forms output			A	R									C	I	C			I		
Review and complete Forms options and submit to Tyler			I			I						A	R		C					
Review in Scope Reports			A	R								I	C		C					
Identify additional Report needs			I	C								A	R		C					
Add applicable tasks to Project schedule		A	R	I		C						C	I		I			I		

1.2.7 System Deployment

The Tyler Technical Services team Installs Tyler Applications on the server (hosted or client-based) and ensures the platform operates as expected.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	System Deployment																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Install contracted software on server	A		I					R				I							C	
Ensure platform operates as expected	A		I					R				I							C	

1.2.8 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Build & Validate Stage is dependent upon Tyler's receipt of the Stage Acceptance.

1.2.8.1 Assess & Define Stage Deliverables

- Completed analysis Questionnaire
 - Objective: Gather and document information related to City of Brawley business processes for current/future state analysis as it relates to Tyler approach/solution.
 - Scope: Provide comprehensive answers to all questions on Questionnaire(s).
 - Acceptance criteria: City of Brawley acceptance of completed Questionnaire based on thoroughness of capturing all City of Brawley business practices to be achieved through Tyler solution.
- Data conversion summary and specification documents
 - Objective: Define data conversion approach and strategy.
 - Scope: Data conversion approach defined, data extract strategy, conversion and reconciliation strategy.
 - Acceptance criteria: Data conversion document(s) delivered to the City of Brawley, reflecting complete and accurate conversion decisions.
- Modification specification documents, if contracted
 - Objective: Provide comprehensive outline of identified gaps, and how the modified program meets the City of Brawley's needs.
 - Scope: Design solution for Modification.
 - Acceptance criteria: City of Brawley accepts Modified Specification Document(s) and agrees that the proposed solution meets their requirements.
- Completed Forms options and/or packages
 - Objective: Provide specifications for each City of Brawley in Scope form, Report and output requirements.
 - Scope: Complete Forms package(s) included in agreement and identify Report needs.
 - Acceptance criteria: Identify Forms choices and receive supporting documentation.
- Installation checklist
 - Objective: Installation of purchased Tyler software.
 - Scope: Tyler will conduct an initial coordination call, perform an installation of the software included in the Agreement, conduct follow up to ensure all tasks are complete, and complete server system administration training, unless the City of Brawley is hosted.
 - Acceptance criteria: Tyler software is successfully installed and available to authorized users, City of Brawley team members are trained on applicable system administration tasks.

1.2.8.2 Assess & Define Stage Acceptance Criteria

- Tyler software is installed.

- Fundamentals review is complete.
- Required Form information complete and provided to Tyler.
- Current/Future state analysis completed; Questionnaires delivered and reviewed.
- Data conversion mapping and extractions completed and provided to Tyler.

1.3 Build & Validate (Stage 3)

The objective of the Build & Validate Stage is to prepare the software for use in accordance with the City of Brawley’s needs identified during the Assess and Define Stage, preparing the City of Brawley for Final Testing and Training.

1.3.1 Configuration & Power User Training

Tyler staff collaborates with the City of Brawley to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. Tyler staff will train the City of Brawley Power Users to prepare them for the Validation of the software. The City of Brawley collaborates with Tyler staff iteratively to Validate software configuration.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Build & Validate																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform configuration			A	R								I	R		I					
Power User process and Validation training			A	R								I	C	I	C				I	
Validate configuration			I	C								A	C		R			C		

1.3.2 Data Conversion & Validation

Tyler completes an initial review of the converted data for errors. With assistance from the City of Brawley, the Tyler Data Conversion Team addresses items within the conversion program to provide the most efficient data conversion possible. With guidance from Tyler, the City of Brawley reviews specific data elements within the system and identifies and Reports discrepancies in writing. Iteratively, Tyler collaborates with the City of Brawley to address conversion discrepancies prior to acceptance.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Data Conversion & Validation																				
	TYLER								CLIENT												
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator	
Write and run data conversion program against Client data		A	I	C	R														C		
Complete initial review of data errors		A	I	C	R							I	I						C		
Review data conversion and submit needed corrections				I	C	I						A	C		R				C		
Revise conversion program(s) to correct error(s)		A	I	C	R							I	I		C				C		

1.3.3 Standard 3rd Party Data Exchange Validation

Tyler provides training on Data Exchange(s) and the City of Brawley tests each Data Exchange.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Standard 3 rd Party Data Exchange Validation																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Train Data Exchange(s) processing in Tyler software			A	R								C	I	I				C	I	
Coordinate 3 rd Party Data Exchange activities			I	I								A	C		C			R		
Test all Standard 3 rd party Data Exchange(s)			I	C								A	C	I	R			C		

1.3.4 Modification Delivery & Validation, if contracted

Tyler delivers in Scope Modification(s) to the City of Brawley for preliminary testing. Final acceptance will occur during the Final Testing and Training Stage.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Modification Delivery & Validation, if contracted																				
	TYLER								CLIENT												
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator	
Develop and deliver contracted modified program(s)		A	I	C	I		R					I	C	I	C				I		C
Test contracted modified program(s) in isolated database				I	C			C				A	C		R				C		
Report discrepancies between specification and delivered contracted modified program(s)				I	I			I				A	R		C				C		
Make corrections to contracted modified program(s) as required		A	I	C	I		R					I	C		C				I		

1.3.5 Forms & Reports Validation

Tyler provides training on Standard Forms/Reports and the City of Brawley tests each Standard Form/Report.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Forms & Reports Validation																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Standard Forms & Report training			A	R								I	C		C			I		
Test Standard Forms & Reports			I	C		C						A	C		R			C		

1.3.6 Control Point 3: Build & Validate Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Final Testing & Training Stage is dependent upon Tyler's receipt of the Stage Acceptance.

1.3.6.1 Build & Validate Stage Deliverables

- Initial data conversion
 - Objective: Convert Legacy System data into Tyler system.
 - Scope: Data conversion program complete; deliver converted data for review.
 - Acceptance criteria: Initial error log available for review.
- Data conversion verification document
 - Objective: Provide instructions to the City of Brawley to verify converted data for accuracy.
 - Scope: Provide self-guided instructions to verify specific data components in Tyler system.
 - Acceptance criteria: City of Brawley accepts data conversion delivery; City of Brawley completes data issues log.
- Installation of Modifications on the City of Brawley's server(s) *except for hosted Clients
 - Objective: Deliver Modification(s) in Tyler software.
 - Scope: Program for Modification is complete and available in Tyler software, Modification testing.
 - Acceptance criteria: Delivery of Modification(s) results in objectives described in the City of Brawley-signed specification.
- Standard Forms & Reports Delivered
 - Objective: Provide Standard Forms & Reports for review.
 - Scope: Installation of all Standard Forms & Reports included in the Agreement.
 - Acceptance criteria: Standard Forms & Reports available in Tyler software for testing in Stage 4.

1.3.6.2 Build & Validate Stage Acceptance Criteria

- Application configuration completed.
- Standard Forms & Reports delivered and available for testing in Stage 4.
- Data conversions (except final pass) delivered.
- Standard 3rd party Data Exchange training provided.
- Modifications delivered and available for testing in Stage 4.
- The City of Brawley and Tyler have done a review of primary configuration areas to Validate completeness and readiness for testing and acceptance in Stage 4.

1.4 Final Testing & Training (Stage 4)

During Final Testing and Training, Tyler and the City of Brawley review the final Cutover plan. A critical Project success factor is the City of Brawley understanding the importance of Final Testing and Training and dedicating the resources required for testing and training efforts in order to ensure a successful Production Cutover.

1.4.1 Cutover Planning

City of Brawley and Tyler project manager(s) discuss final preparations and critical dates for Production Cutover. Tyler delivers a Production Cutover Checklist to outline Cutover tasks to help prepare the City of Brawley for success.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	Cutover Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Cutover Planning Session		A	R	C							I	I	C	C	C			C	C	
Develop Production Cutover Checklist		A	R	C						I	I	C	C	I	I			C		

1.4.2 User Acceptance Testing (UAT)

The City of Brawley performs User Acceptance Testing to verify software readiness for day-to-day business processing. Tyler provides a Test Plan for users to follow to ensure proper Validation of the system.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	User Acceptance Testing (UAT)																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Deliver Test Plan for User Acceptance Testing		A	R	C								I	I							
Perform User Acceptance Testing			I	C							A	R	C	C	C	I	I	C	I	
Accept modified program(s), if applicable			I	I			I				A	R	C	I	C			C		
Validate Report performance			I	C		C						A	C		R			C		

1.4.3 End User Training

End Users attend training sessions to learn how to utilize Tyler software. Training focuses primarily on day-to-day City of Brawley processes that will be delivered via group training, webinar, eLearnings and/or live training sessions.

Unless stated otherwise in the Agreement, Tyler provides one occurrence of each scheduled training or implementation topic with up to the maximum number of users as defined in the Agreement, or as otherwise mutually agreed. City of Brawley users who attended the Tyler sessions may train any City of Brawley users not able to attend the Tyler sessions or additional sessions may be contracted at the applicable rates for training.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	End User Training																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Conduct user training sessions			A	R								C	I		I	I		I	I	
Conduct additional End User training sessions			I								I	A	C	I	R	I	I	I	I	

1.4.4 Control Point 4: Final Testing & Training Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Production Cutover Stage is dependent upon Tyler's receipt of the Stage Acceptance.

1.4.4.1 Final Testing & Training Stage Deliverables

- Production Cutover checklist
 - Objective: Provide a detailed checklist outlining tasks necessary for production Cutover.
 - Scope: Dates for final conversion, date(s) to cease system processing in Legacy System, date(s) for first processing in Tyler system, contingency plan for processing.
 - Acceptance criteria: Definition of all pre-production tasks, assignment of owners and establishment of due dates.
- User Acceptance Test Plan
 - Objective: Provide testing steps to guide users through testing business processes in Tyler software.
 - Scope: Testing steps for Standard business processes.
 - Acceptance criteria: Testing steps have been provided for Standard business processes.

1.4.4.2 Final Testing & Training Stage Acceptance Criteria

- Production Cutover Checklist delivered and reviewed.
- Modification(s) tested and accepted, if applicable.
- Standard 3rd party Data Exchange programs tested and accepted.
- Standard Forms & Reports tested and accepted.
- User acceptance testing completed.
- End User training completed.

1.5 Production Cutover (Stage 5)

City of Brawley and Tyler resources complete tasks as outlined in the Production Cutover Plan and the City of Brawley begins processing day-to-day business transactions in the Tyler software. Following Production Cutover, the City of Brawley transitions to the Tyler support team for ongoing support of the Application.

1.5.1 Final Data Conversion, if applicable

The City of Brawley provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final data conversion. The City of Brawley may need to manually enter into the Tyler system any data added to the Legacy System after final data extract.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Final Data Conversion, if applicable																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide final data extract			C		I						I	A	C	I	I	I	I	R		
Provide final extract balancing Reports			I		I							A	C		R			I		
Convert and deliver final pass of data		A	I	I	R							I	I		I			C		
Validate final pass of data			I	C	C						I	A	C		R			C		
Load final conversion pass to Production environment			I		I						I	A	C	I	C			R		

1.5.2 Production Processing & Assistance

Tyler staff collaborates with the City of Brawley during Production Cutover activities. The City of Brawley transitions to Tyler software for day-to day business processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Production Processing & Assistance																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Production processing			C	C						I	I	A	R	R	R	R	R	R	I	I
Provide production assistance			A	R				C				I	C	C	C	C	C	C		

1.5.3 Transition to Tyler Support

Tyler project manager(s) introduce the City of Brawley to the Tyler Support team, who provides the City of Brawley with day-to-day assistance following Production Cutover.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Transition to Tyler Support																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop internal support plan			I								A	R	C	C	C	C		C	C	C
Conduct transfer to Support meeting	A	I	C					R				C	C	C	C	I	I	C	I	I

1.5.4 Schedule Post-Production Services, if applicable

Tyler provides post-production services if included in the Agreement. Prior to scheduling services, the Tyler project manager(s) collaborate with City of Brawley project manager(s) to identify needs.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Schedule Post-Production Services, if applicable																				
	TYLER								CLIENT												
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator	
Identify topics for post-production services			C	C								A	R	I	C					I	
Schedule services for post-production topics		A	R	I								C	C	I	C					I	

1.5.5 Control Point 5: Production Cutover Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Phase/Project Closure Stage is dependent upon Tyler's receipt of this Stage Acceptance.

1.5.5.1 Production Cutover Stage Deliverables

- Final data conversion, if applicable
 - Objective: Ensure (in Scope) Legacy System data is available in Tyler software in preparation for production processing.
 - Scope: Final passes of all conversions completed in this Phase.
 - Acceptance criteria: Data is available in production environment.
- Support transition documents
 - Objective: Define strategy for on-going Tyler support.
 - Scope: Define support strategy for day-to-day processing, conference call with City of Brawley Project Manager(s) and Tyler support team, define roles and responsibilities, define methods for contacting support.
 - Acceptance criteria: the City of Brawley receives tools to contact support and understands proper support procedures.

1.5.5.2 Production Cutover Stage Acceptance Criteria

- Final data conversion(s) delivered.
- Processing is being done in Tyler production.
- Transition to Tyler support is completed.
- Post-live services have been scheduled, if applicable.

1.6 Phase/Project Closure (Stage 6)

Project or Phase closure signifies full implementation of all products purchased and encompassed in the Phase or Project. The City of Brawley moves into the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Support).

1.6.1 Close Phase/Project

The City of Brawley and Tyler project manager(s) review the list of outstanding Project activities and develop a plan to address them. The Tyler project manager(s) review the Project budget and status of each contract Deliverable with the City of Brawley project manager(s) prior to closing the Phase or Project.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 6	Close Phase/Project																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review outstanding Project activities and develop action plan		A	R	C								C	C	I	C	I		C		
Review Project budget and status of contract Deliverables		A	R							I	I	C								

1.6.2 Control Point 6: Phase/Project Closure Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. This is the final acceptance for the Phase/Project.

1.6.2.1 Phase/Project Closure Stage Deliverables

- Phase/Project reconciliation report
 - Objective: Provide comparison of contract Scope and Project budget.
 - Scope: Contract Scope versus actual, analysis of services provided and remaining budget, identify any necessary Change Requests or Project activity.
 - Acceptance criteria: Acceptance of services and budget analysis and plan for changes, if needed.

1.6.2.2 Phase/Project Closure Stage Acceptance Criteria

- Outstanding Phase or Project activities have been documented and assigned.
- Phase/final Project budget has been reconciled.
- Tyler Deliverables for the Phase/Project are complete.

2 Roles and Responsibilities

2.1 Tyler Roles and Responsibilities

Tyler assigns project manager(s) prior to the start of each Phase of the Project. The project manager(s) assign additional Tyler resources as the schedule develops and as needs arise. One person may fill multiple project roles.

2.1.1 Tyler Executive Management

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the City of Brawley's overall organizational strategy.
- Authorizes required project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Offers additional support to the project team and is able to work with other Tyler department managers in order to escalate and facilitate implementation project tasks and decisions.
- Acts as the counterpart to the City of Brawley's executive sponsor.

2.1.2 Tyler Implementation Management

- Acts as the counterpart to the City of Brawley steering committee.
- Assigns initial Tyler project personnel.
- Works to resolve all decisions and/or issues not resolved at the Project Management level as part of the escalation process.
- Attends City of Brawley steering committee meetings as necessary.
- Provides support for the project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.

2.1.3 Tyler Project Manager

The Tyler project manager(s) provides oversight of the Project, coordination of resources between departments, management of the project budget and schedule, effective risk and issue management, and is the primary point of contact for all Project related items.

- Contract Management
 - Validates contract compliance throughout the Project.
 - Ensures Deliverables meet contract requirements.
 - Acts as primary point of contact for all contract and invoicing questions.
 - Prepares and presents contract milestone sign-offs for acceptance by City of Brawley project manager(s).
 - Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.
- Planning

- Update and deliver Implementation Management Plan.
- Defines project tasks and resource requirements.
- Develops initial project schedule and full scale Project Plan.
- Collaborates with City of Brawley project manager(s) to plan and schedule project timelines to achieve on-time implementation.
- Implementation Management
 - Tightly manages Scope and budget of Project; establishes process and approval matrix with the City of Brawley to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
 - Establishes and manages a schedule and resource plan that properly supports the Project Plan that is also in balance with Scope/budget.
 - Establishes risk/issue tracking/reporting process between the City of Brawley and Tyler and takes all necessary steps to proactively mitigate these items or communicates with transparency to the City of Brawley any items that may impact the outcomes of the Project.
 - Collaborates with the City of Brawley's project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
 - Sets a routine communication plan that will aide all project team members, of both the City of Brawley and Tyler, in understanding the goals, objectives, current status and health of the project.
- Team Management
 - Acts as liaison between project team and Tyler manager(s).
 - Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
 - Provides direction and support to project team.
 - Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.
 - Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
 - Assesses team performance and adjusts as necessary.
 - Interfaces closely with Tyler developers to coordinate program Modification activities.
 - Coordinates with in Scope 3rd party providers to align activities with ongoing project tasks.

2.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Performs problem solving and troubleshooting.
- Follows up on issues identified during sessions.
- Documents activities for on site services performed by Tyler.
- Provides conversion Validation and error resolution assistance.
- Recommends guidance for testing Forms and Reports.
- Tests software functionality with the City of Brawley following configuration.
- Assists during Production Cutover process and provides production support until the City of Brawley transitions to Tyler Support.
- Provides product related education.

- Effectively facilitates training sessions and discussions with City of Brawley and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- Conducts training (configuration, process, conversion Validation) for Power Users and the City of Brawley's designated trainers for End Users.
- Clearly documents homework tasks with specific due dates and owners, supporting and reconciling with the final Project Plan.
- Keeps Tyler project manager(s) proactively apprised of any and all issues which may result in the need for additional training, change in schedule, change in process decisions, or which have the potential to adversely impact the success of the Project prior to taking action.

2.1.5 Tyler Sales

- Provide sales background information to Implementation during Project initiation.
- Support Sales transition to Implementation.
- Provide historical information, as needed, throughout implementation.

2.1.6 Tyler Software Support

- Manages incoming client issues via phone, email, and online customer incident portal.
- Documents and prioritizes issues in Tyler's Customer Relationship Management (CRM) system.
- Provides issue analysis and general product guidance.
- Tracks issues and tickets to timely and effective resolution.
- Identifies options for resolving reported issues.
- Reports and escalates defects to Tyler Development.
- Communicates with the City of Brawley on the status and resolution of reported issues.

2.2 City of Brawley Roles and Responsibilities

City of Brawley resources will be assigned prior to the start of each Phase of the project. One person may be assigned to multiple project roles.

2.2.1 City of Brawley Executive Sponsor

- Provides clear direction for the Project and how the Project applies to the organization's overall strategy.
- Champions the Project at the executive level to secure buy-in.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the City of Brawley steering committee level as part of the escalation process.
- Actively participates in organizational change communications.

2.2.2 City of Brawley Steering Committee

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.

- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Provides management support for the project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
 - Cost
 - Scope
 - Schedule
 - Project Goals
 - City of Brawley Policies

2.2.3 City of Brawley Project Manager

The City of Brawley shall assign project manager(s) prior to the start of this Project with overall responsibility and authority to make decisions related to project Scope, scheduling, and task assignment, and communicates decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the City of Brawley project manager(s) do not have the knowledge or authority to make decisions, he or she engages the correct resources from City of Brawley to participate in discussions and make decisions in a timely fashion to avoid Project delays.

- Contract Management
 - Validates contract compliance throughout the Project.
 - Ensures invoicing and Deliverables meet contract requirements.
 - Acts as primary point of contact for all contract and invoicing questions.
 - Signs off on contract milestone acknowledgment documents.
 - Collaborates on and approves Change Requests, if needed, to ensure proper Scope and budgetary compliance.
- Planning
 - Review and acknowledge Implementation Management Plan.
 - Defines project tasks and resource requirements for City of Brawley project team.
 - Collaborates in the development and approval of the initial Project Plan and Project Plan.
 - Collaborates with Tyler project manager(s) to plan and schedule Project timelines to achieve on-time implementation.
- Implementation Management
 - Tightly manages Project budget and Scope and collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
 - Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the Project Plan, as a whole, that is also in balance with Scope/budget.
 - Collaborates with Tyler Project manager(s) to establishes risk/issue tracking/reporting process between the City of Brawley and Tyler and takes all necessary steps to proactively

- mitigate these items or communicates with transparency to Tyler any items that may impact the outcomes of the Project.
- Collaborates with Tyler Project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the Project.
- Routinely communicates with both City of Brawley staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the Project by all team members.
- Team Management
 - Acts as liaison between project team and stakeholders.
 - Identifies and coordinates all City of Brawley resources across all modules, Phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
 - Provides direction and support to project team.
 - Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.
 - Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
 - Assesses team performance and takes corrective action, if needed.
 - Provides guidance to City of Brawley technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
 - Coordinates in Scope 3rd party providers to align activities with ongoing Project tasks.

2.2.4 City of Brawley Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Attends and contributes business process expertise for current/future state analysis sessions.
- Identifies and includes additional subject matter experts to participate in Current/Future State Analysis sessions.
- Provides business process change support during Power User and End User training.
- Completes performance tracking review with client project team on End User competency on trained topics.
- Provides Power and End Users with dedicated time to complete required homework tasks.
- Act as an ambassador/champion of change for the new process.
- Identifies and communicates any additional training needs or scheduling conflicts to City of Brawley project manager.
- Prepares and Validates Forms.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
 - Task completion
 - Stakeholder Presentation
 - Implementation Management Plan development
 - Schedule development

- Maintenance and monitoring of risk register
- Escalation of issues
- Communication with Tyler project team
- Coordination of City of Brawley resources
- Attendance at scheduled sessions
- Change Management activities
- Modification specification, demonstrations, testing and approval assistance
- Conversion Analysis and Verification Assistance
- Decentralized End User Training
- Process Testing
- User Acceptance Testing

2.2.5 City of Brawley Power Users

- Participate in Project activities as required by the project team and project manager(s).
- Provide subject matter expertise on City of Brawley business processes and requirements.
- Act as subject matter experts and attend current/future state and validation sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout Project.
- Participate in Conversion Validation.
- Test all Application configuration to ensure it satisfies business process requirements.
- Become Application experts.
- Participate in User Acceptance Testing.
- Adopt and support changed procedures.
- Complete all Deliverables by the due dates defined in the Project Plan.
- Demonstrate competency with Tyler products processing prior to Production Cutover.
- Provide knowledge transfer to City of Brawley staff during and after implementation.

2.2.6 City of Brawley End Users

- Attend all scheduled training sessions.
- Become proficient in Application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all Deliverables by the due dates defined in the Project Plan.
- Utilize software to perform job functions at and beyond Production Cutover.

2.2.7 City of Brawley Technical Support

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Extracts and transmits conversion data and control reports from City of Brawley's Legacy System per the conversion schedule set forth in the Project Plan.
- Coordinates and adds new users and printers and other Peripherals as needed.
- Validates all users understand log-on process and have necessary permission for all training sessions.
- Coordinates Interface development for City of Brawley third party Data Exchanges.

- Develops or assists in creating Reports as needed.
- Ensures onsite system hardware meets specifications provided by Tyler.
- Assists with software Installation as needed.

2.2.8 City of Brawley Upgrade Coordinator

- Becomes familiar with the Software Upgrade process and required steps.
- Becomes familiar with Tyler’s releases and updates.
- Utilizes Tyler Community to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the City of Brawley’s Software Upgrade process.
- Assists with the Software Upgrade process during implementation.
- Manages Software Upgrade activities post-implementation.
- Manages Software Upgrade plan activities.
- Coordinates Software Upgrade plan activities with City of Brawley and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder sign-offs to upgrade production environment.

2.2.9 City of Brawley Project Toolset Coordinator

- Ensures users have appropriate access to Tyler project toolsets such as Tyler University, Tyler Community, Tyler Product Knowledgebase, SharePoint, etc.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

2.2.10 City of Brawley Change Management Lead

- Validates users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

5. Incode Conversion Summary

5.1 Utility Billing - Standard

- Utility Contact Information
- Utility Mailing and Billing Addresses
- Utility Parcels
- Account Master - (Average monthly payment, deposits, bank drafts, comments/notes)
- Meters/Services
- Transaction History – Includes current year plus one prior year
- Read History

5.2 Utility Billing – Legacy/Historical Views

- Unlimited historical transactions provided by client can be converted by Tyler into historical views

6. Financial Conversion Summary

This document is a summary of what is included in the standard conversion for Tyler Technologies Financial Suite. Items not listed below are generally assumed to not be eligible for electronic data conversion.

6.1 Client Responsibilities

- Data in Tyler's Standard Data Layouts or approved formats
- Provide data definitions
- Provide matching reports & screen shots with the provided data
- Review conversion during setup and go-live

6.1.1 General Ledger

Standard Conversion Includes:

- Full chart of accounts listing, descriptions, and corresponding account types
- Element (segment) values and descriptions
- Summarized budget figures for current fiscal year
- Unlimited historical transactions as provided by client.

NOTE: Training will be provided on how to import additional budget years from Excel.

6.1.2 Accounts Payable

Standard Conversion Includes:

- Vendor master information, address, primary contact, and NOTES
- Unlimited historical transactions as provided by client.

6.1.3 Personnel Management

Standard Conversion Includes:

- Basic employee information – employee master, address, primary contact, dates, phone numbers, dependents, **NOTES**
- Employee Deductions & Taxes
- Employee Direct Deposit Information
- Employee Leave Balances
- Employee Retirement
- Rates/Base Pay (salary / hourly compensation)
- Unlimited historical transactions provided by client.

NOTE: Employee positions/deductions will be created according to recommended best business practices.

6.1.4 Applications not converted

- Bank Reconciliation
- Employee Self Services/Time & Attendance

6.1.5 Custom Conversion Services

Tyler is able to provide custom conversion services for clients who need services beyond what the standard conversion offers. An estimate can be provided for these services, and actual time and materials are billed. The following are a few examples of items that are **not included** in the standard conversion and can be addressed through custom conversion services:

- Data cleaning; including but not limited to name clean-up and data fixes
- Converting from multiple sources of data
- Changing configuration after sign-off
- Work Order historical data
- Purchase Order historical data
- Inventory

6.2 Data Extract

The standard conversion includes converting from a single source of data. If data is stored in multiple databases or data is provided in multiple formats custom conversion services may be required. Below are the approved formats:

- Microsoft SQL Server database
- Microsoft Access database
- Delimited ASCII text files with headers (pipe “|” delimited is preferred)
- Excel spreadsheets – with flat data and headers, not grouped in report fashion
- PROGRESS database

To ensure that no data is corrupted, staff should exit the software prior to pulling the data and restrict processing of any transactions during this time.

It is important to understand that the conversion will not “rehabilitate” old data. The conversion process does not clean up or correct problems in old data; data is converted one for one. For example, if the current system allowed punctuation, the new software will also display data with the exact same punctuation after the conversion. If data manipulation is desired, please contact your Project Manager to assist in preparing a work order for these services.

Tyler Technologies deploys several methods of transferring files across the internet. For client’s sensitive data, we use Secure File Transfer Protocol (SFTP) servers because it is our policy to never transmit sensitive data across the Internet. If your data requires more sensitive measures please contact your assigned Project Manager. All data uploads and downloads are performed via secure connections. Prior to any data uploads you must compress your data. Your Project Manager will provide you with instructions containing your SFTP user name and password along with a tool for compressing your data.

6.2.1 Matching Reports

Matching reports are essential to your conversion. These will be used to determine the validity of the entire conversion. Please ensure the extracted data corresponds to these reports, as the conversion will not be able to be verified if this is not the case. See Appendix C for a full listing of necessary reports.

6.2.2 Screenshots

Screenshots are an important piece of Tyler being able to verify the location of data, how it appears in the legacy system, and that the data is converting correctly. These should be taken and provided at the same time the data pull is done. Screenshots are needed for each section being converted as well as any different variations of the same screen. Certain processes and field selections can drive variations in screen designs. We recommend a variety of examples ranging from your most complex cases that utilize every aspect of your legacy system to common cases. Showing every screen that is available for complex cases gives us insight into how we can convert your legacy data and accommodate your complex processes. See Appendix C for a full listing of necessary screenshots.

6.2.3 Duplicate Entry

Unless otherwise noted, it is assumed all data conversion elements will be converted once. While the timing of each data conversion element will be scheduled out between the Client and Tyler's Project Managers, once an element has been converted and delivered, it will not be converted again and duplicate entry between the current legacy system and Incode 10 will be required for a period of time until Incode 10 becomes the live system of record.

3 Glossary

Word or Term	Definition
Application	A computer program designed to perform a group of coordinated functions, tasks or activities for the benefit of the user.
Change Control	A systematic approach for managing change governing how Change Requests will be received, assessed and acted on.
Change Management	An approach for ensuring that changes are thoroughly and smoothly implemented and that the lasting benefits of change are achieved. The focus is on the global impact of change with an intense focus on people and how individuals and teams move from the current situation to the new one.
Change Request	A form used as part of the Change Control process whereby changes in the Scope of work, timeline, resources, and/or budget are revised and agreed upon by participating parties.
Consumables	Items that are used on a recurring basis, usually by Peripherals. Examples: paper stock or scanner cleaning kits.
Control Point	Occurring at the end of each Stage, the Control Point serves as a formal client review point. Project progress cannot continue until the client acknowledges the agreed upon Deliverables of the Stage have been met or agree on an action plan to make the Deliverable acceptable and move to next Stage while executing final steps of current Stage.
Cutover	The point when a client begins using Tyler software in production.
Data Exchange	A term used to reference Imports and Exports, and Interfaces which allow data to be exchanged between an external system and Tyler software.
Data Mapping	The process of mapping fields from the Legacy System to the appropriate location in the new system from one or more sources.
Deliverable	A tangible or intangible object/document produced as a result of the Project that is intended to be delivered to a client (either internal or external) or vendor at a specific time.
End User	The person for whom the software is designed to use on a day-to-day basis.
Forms	A document which is typically printed on a template background and only captures data for one record per page. Forms are provided to entity customers whether internal (employees) or external (citizens).
Imports and Exports	A process within the system that a user is expected to run to consume (Import) or produce (Export) a specifically defined file format/layout.
Interface	A real-time or automated exchange of data between two systems.

Install	References the initial installation of software files on client services and preparing the software for use during configuration. The version currently available for general release will always be used during the initial install.
Legacy System	The system from which a client is converting.
Modification	Modification of software program package to provide individual client requirements documented within the Scope of the Agreement.
Peripherals	An auxiliary device that connects to and works with the computer in some way. Examples: mouse, keyboard, scanner, external drive, microphone, speaker, webcam, and digital camera.
Phase	A portion of the Project in which specific set of related products are typically implemented. Phases each have an independent start, Production Cutover and closure dates but use the same Implementation Plans as other Phases within the Project. Phases may overlap or be sequential and may have the same Tyler project manager and Tyler project team or different individuals assigned.
Power User	An experienced client person or group who is (are) an expert(s) in the client business processes, as well as knowledgeable in the requirements and acceptance criteria.
Project	The Project includes all implementation activity from Plan & Initiate to Closure for all products, Applications and functionality included in a single Agreement. The Project may be broken down into multiple Phases.
Project Plan	The Project Plan serves as the master blueprint for the Project. As developed, the Project schedule will become a part of the Project Plan and outline specific details regarding tasks included in the Project Plan.
Project Planning Meeting	Occurs during the Plan & Initiate Stage to coordinate with the Client project manager to discuss Scope, information needed for project scheduling and resources.
Questionnaire	A document containing a list of questions to be answered by the client for the purpose of gathering information needed by Tyler to complete the implementation.
RACI	A chart describing level of participation by various roles in completing tasks or Deliverables for a Project or process. Also known as a responsibility assignment matrix (RAM) or linear responsibility chart (LRC).
Reports	Formatted to return information related to multiple records in a structured format. Information is typically presented in both detail and summary form for a user to consume.
Scope	Products and services that are included in the Agreement.

Software Upgrade	References the act of updating software files to a newer software release.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project and requires acknowledgement before continuing to the next Stage. Some tasks in the next Stage may begin before the prior Stage is complete.
Stakeholder Presentation	Representatives of the Tyler implementation team will meet with key client representatives to present high level Project expectations and outline how Tyler and the Client can successfully partner to create an environment for a successful implementation.
Standard	Included in the base software (out of the box) package.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project -specific activities and Deliverables Tyler will provide to the client.
Test Plan	Describes the testing process. Includes “Test Cases” to guide the users through the testing process. Test cases are meant to be a baseline for core processes; the client is expected to supplement with client specific scenarios and processes.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.



Fiscal Year 2020 - 2021

Monthly Staffing Report for August 1, 2020

Updated: 07/31/2020

Full-time Regular EE Groups	Authorized Positions	Filled Positions	Vacant Positions	Notes
Building & Community Develop.	4	4	0	
Finance	8	8	0	
Fire	17	13	4	Recruitment in process for (3) Fire Cpts and (1) FF.
Personnel & Risk Management	1	1	0	
Information Technology	1	1	0	
Library	1	1	0	
Parks & Recreation	9	9	0	Interim Director
Planning	2	2	0	
Police	40	38	2	Dispatcher and Police Officer. Two Dispatchers and one Police Officer in backgrounds.
Public Works	36	33	3	Utility Leadman. Asst WWTP Chief starts 8/11, Asst Civil Engineer starts 8/3.
Records Management/City Clerk	3	3	0	Clerk as 2 positions
Council Members	5	5	0	
Treasurer	1	1	0	
City Manager	1	1	0	
Total	129	120	9	

Groups	Limited Term Positions	Temp & Part time Positions	Temp Agency Positions	
Planning/CDS	0	0	0	
Fire - Reserve/Call Paid	0	15	0	
Finance		0		
Library	0	0	0	
Parks & Recreation	0	3	0	One temp for parks maintenance; one temp covering for a person on medical leave. One temp for CFDs. Closed recruitment for a Senior Center Coordinator.
Police	0	0	0	
Public Works	0	0	0	
Records Management	0	0	0	

Prepared by: Shirley Bonillas, Personnel & Risk Management Administrator



CITY OF BRAWLEY
INVESTMENT PORTFOLIO REPORT
As of March 31, 2020



Cash	Financial Institution	Par Value	Market Value	% Yield	Quarterly Earnings	% of Portfolio	Purchase Date	Maturity Date
	Union Bank	\$ 12,393,972.77	\$ 12,393,972.77	0.00	\$ -		N/A	N/A
	Multi-Bank Securities	\$ 388,186.04	\$ 388,186.04	0.00	\$ -		N/A	N/A
	Total Cash	\$ 12,782,158.81	\$ 12,782,158.81		\$ -	27.99%		

	Local Agency Investment Fund (LAIF)	\$ 15,338,729.16	\$ 15,453,478.42	1.89	\$ 77,197.41	33.59%	N/A	N/A
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Non-Negotiable Certificates of Deposit (sorted by maturity date)

Financial Institution	Par Value	Market Value	% Yield	Quarterly Earnings	% of Portfolio	Purchase Date	Maturity Date
Sun Community Federal Credit Union	\$ 1,500,000.00	\$ 1,500,000.00	2.02	\$ 6,455.10		01/17/19	01/17/20
Community Valley Bank	\$ 1,000,000.00	\$ 1,000,000.00	2.20	\$ 5,736.52		06/10/19	06/10/20
First Imperial Credit Union	\$ 1,025,650.04	\$ 1,025,650.04	2.50	\$ 6,375.80		09/08/19	09/08/20
First Imperial Credit Union	\$ 1,025,650.04	\$ 1,025,650.04	2.50	\$ 6,375.80		09/08/19	09/08/20
Total Non-Negotiable Certificates of Deposit	\$ 4,551,300.08	\$ 4,551,300.08		\$ 24,943.22	9.97%		

Negotiable Certificates of Deposit (sorted by maturity date)

CUSIP	Financial Institution	Par Value	Market Value	% Yield	Estimated Qtrly Earnings	% of Portfolio	Purchase Date	Maturity Date
45780PAL9	Institution for Savings in Newport	\$ 247,000.00	\$ 248,012.70	2.04	\$ 1,265.88		07/31/15	07/31/20
26266NS32	EnterBank USA	\$ 245,000.00	\$ 245,916.30	1.74	\$ 1,071.88		10/16/15	10/16/20
31938QP57	First Business Bank	\$ 245,000.00	\$ 245,913.85	1.74	\$ 1,071.88		10/16/15	10/16/20
32082BEB1	First Merchants Bank	\$ 245,000.00	\$ 245,181.30	1.79	\$ 1,102.50		10/30/15	10/30/20
05580ADF8	BMW Bank of North America	\$ 245,000.00	\$ 246,727.25	2.23	\$ 1,378.13		11/18/15	11/18/20
95960NJ7	Western State Bank	\$ 245,000.00	\$ 246,986.95	1.63	\$ 1,010.63		02/19/16	02/19/21
140420XR6	Capital One Bank USA NA	\$ 245,000.00	\$ 246,602.30	1.68	\$ 1,041.25		04/06/16	04/06/21
981571CE0	Worlds Foremost Bank	\$ 200,000.00	\$ 200,960.00	1.74	\$ 875.00		05/05/16	05/05/21
48040PBE4	Jonesboro State Bank	\$ 245,000.00	\$ 245,107.80	1.74	\$ 1,071.88		05/20/16	05/20/21
90348JAR1	UBS Bank USA	\$ 245,000.00	\$ 245,955.50	1.64	\$ 1,010.63		06/07/16	06/07/21
06062QXG4	Bank of Baroda	\$ 245,000.00	\$ 247,126.60	1.83	\$ 1,133.13		11/23/16	11/23/21
92834CCB6	Vision Bank of Iowa	\$ 245,000.00	\$ 246,741.95	1.73	\$ 1,071.88		11/30/16	11/30/21
58733ADN6	Mercantile Commerce Bank	\$ 245,000.00	\$ 247,989.00	2.02	\$ 1,255.63		12/09/16	12/06/21
33767AR78	First Bank	\$ 245,000.00	\$ 248,706.85	2.16	\$ 1,347.50		12/30/16	12/30/21
61747MG54	Morgan Stanley Bank N.A.	\$ 245,000.00	\$ 250,086.20	2.44	\$ 1,531.25		01/18/18	01/18/22
87164YQB3	Synchrony Bank	\$ 245,000.00	\$ 250,110.70	2.35	\$ 1,470.00		04/07/17	04/07/22
949763GF7	Wells Fargo Bank	\$ 245,000.00	\$ 244,695.71	2.40	\$ 1,470.00		04/12/17	04/12/22
02587CEM8	American Express Federal Savings Bank	\$ 245,000.00	\$ 249,226.25	2.31	\$ 1,439.38		05/03/17	05/03/22
856285AW1	State Bank of India New York	\$ 245,000.00	\$ 250,652.15	2.39	\$ 1,500.63		05/30/17	05/31/22
795450A70	Sallie Mae Bank	\$ 245,000.00	\$ 250,235.65	2.30	\$ 1,439.38		06/21/17	06/21/22
02587DV47	American Express Centurion Bank	\$ 247,000.00	\$ 251,643.60	2.30	\$ 1,451.13		08/08/17	08/08/22
14042RHM6	Capital One Natl Assn	\$ 247,000.00	\$ 252,584.67	2.29	\$ 1,451.13		08/23/17	08/23/22
319141HU4	First Bank of Highland Park	\$ 245,000.00	\$ 249,478.60	2.11	\$ 1,316.88		09/20/17	09/20/22
62384RAB2	Mountain America Federal Credit Union	\$ 245,000.00	\$ 250,463.50	2.24	\$ 1,408.75		10/12/17	10/12/22
33715LAV2	First Technology Federal Credit Union	\$ 245,000.00	\$ 250,179.30	2.20	\$ 1,378.13		10/16/17	10/17/22
06740KLD7	Barclays Bank Delaware	\$ 245,000.00	\$ 250,473.30	2.24	\$ 1,408.75		10/18/17	10/18/22
20033AXS0	Comenity Capital Bank	\$ 245,000.00	\$ 250,514.95	2.24	\$ 1,408.75		10/23/17	10/24/22
01748DAY2	Allegiance Bank	\$ 245,000.00	\$ 249,926.95	2.15	\$ 1,347.50		11/03/17	11/03/22
87270LAY9	TIAA FSB	\$ 245,000.00	\$ 249,975.95	2.15	\$ 1,347.50		11/21/17	11/22/22
38148PTQ0	Goldman Sachs Bank	\$ 245,000.00	\$ 251,913.90	2.43	\$ 1,531.25		11/29/17	11/29/22
45581EAP6	Industrial & Comm. Bank of China USA	\$ 245,000.00	\$ 252,056.00	2.43	\$ 1,531.25		12/22/17	12/22/22
17312QQ36	Citibank NA	\$ 245,000.00	\$ 259,504.00	3.11	\$ 2,021.25		07/24/18	07/24/23



CITY OF BRAWLEY
INVESTMENT PORTFOLIO REPORT
As of March 31, 2020

Negotiable Certificates of Deposit (sorted by maturity date - Continued)

CUSIP	Financial Institution	Purchase Price	Market Value	% Yield	Estimated Qtrly Earnings	% of Portfolio	Purchase Date	Maturity Date
58404DET4	Medallion Bank Salt Lake City	\$ 249,000.00	\$ 254,109.48	2.05	\$ 1,307.25		07/22/19	07/24/23
395731LAG3	Greenstate Credit Union	\$ 249,000.00	\$ 252,558.21	1.87	\$ 1,182.75		08/30/19	08/30/23
61760AL56	Morgan Stanley Private Bank	\$ 247,000.00	\$ 254,997.86	2.22	\$ 1,420.25		07/05/19	07/05/24
90352RAM7	US Alliance Fed Credit Union	\$ 245,000.00	\$ 246,097.60	1.99	\$ 1,225.00		09/19/19	09/19/24
499724AK8	Knoxville TVA Employees Cr Union	\$ 245,000.00	\$ 249,591.30	1.91	\$ 1,194.38		11/26/19	11/26/24
474067AU9	Jefferson Financial Credit Union	\$ 245,000.00	\$ 246,656.20	2.03	\$ 1,255.63		12/10/19	12/10/24
538036HP2	Live Oak BKG CO Wilmington NC	\$ 249,000.00	\$ 252,570.66	1.82	\$ 1,151.63		01/24/20	01/20/25
59013KFJ0	Merrick Bank South Jordan UT	\$ 249,000.00	\$ 251,992.98	1.77	\$ 1,120.50		01/31/20	01/31/25
75472RBB6	Raymond James Bank St Petersburg FL	\$ 247,000.00	\$ 249,383.55	1.73	\$ 1,080.63		02/14/20	02/14/25
02554DBQ9	American Eagle Bank Chicago IL	\$ 249,000.00	\$ 243,691.32	1.12	\$ 684.75		03/13/20	03/13/25
73319FAF6	Poppy Bank Santa Rosa CA	\$ 245,000.00	\$ 239,754.55	1.12	\$ 673.75		03/18/20	03/18/25
29260MAV7	Encore Bank Little Rock AR	\$ 249,000.00	\$ 244,234.14	1.17	\$ 715.88		03/25/20	03/25/25
07815ABE6	Bell Bank Fargo ND	\$ 245,000.00	\$ 239,717.80	1.12	\$ 673.75		03/26/20	03/26/25
79772FAF3	San Francisco Fed Cr Union CA	\$ 245,000.00	\$ 239,712.90	1.12	\$ 673.75		03/27/20	03/27/25
694231AC5	Pacific Enterprise Bank Irvine CA	\$ 248,000.00	\$ 243,230.96	1.07	\$ 651.00		03/31/20	03/31/25
Total Negotiable Certificates of Deposit		\$ 11,507,000.00	\$ 11,629,949.24		\$ 57,171.50	25.20%		

U.S. Agency Obligations (sorted by maturity date)

CUSIP	Issuer	Purchase Price	Market Value	% Yield	Estimated Qtrly Earnings	% of Portfolio	Purchase Date	Maturity Date	Moody/S&P
313663N76	Federal Natl Mtg Assn	\$ 1,000,000.00	\$ 1,001,360.00	1.62	\$ 4,062.50		08/10/16	08/10/21	AAA/AA+
313664EU3	Federal Natl Mtg Assn	\$ 490,000.00	\$ 490,450.80	1.59	\$ 1,960.00		10/28/16	10/28/21	AAA/AA+
Total U.S. Agency Obligations		\$ 1,490,000.00	\$ 1,491,810.80		\$ 6,022.50	3.26%			
Total Investment Portfolio		\$ 45,669,188.05	\$ 45,908,697.35		\$ 165,334.63	100.00%			

This quarterly report accurately reflects all City of Brawley's pooled investments. It is in conformity with the City's Investment Policy. The City has sufficient cash flow to meet six months expenditures. LAIF and Multi-Bank Securities, Inc. statements are the source of market values.

August 4, 2020

William S. Smerdon, Treasurer



CITY OF BRAWLEY INVESTMENT PORTFOLIO REPORT As of June 30, 2020



Cash	Financial Institution	Par Value	Market Value	% Yield	Quarterly Earnings	% of Portfolio	Purchase Date	Maturity Date
	Union Bank	\$ 17,868,512.92	\$ 17,868,512.92	0.00 %	-		N/A	N/A
	Multi-Bank Securities	\$ 54,243.72	\$ 54,243.72	0.00 %	-		N/A	N/A
	Total Cash	\$ 17,922,756.64	\$ 17,922,756.64			34.91%		

	Local Agency Investment Fund (LAIF)	\$ 15,415,926.57	\$ 15,491,661.86	1.41 %	52,014.98	30.02%	N/A	N/A
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Non-Negotiable Certificates of Deposit (sorted by maturity date)

Financial Institution	Par Value	Market Value	% Yield	Quarterly Earnings	% of Portfolio	Purchase Date	Maturity Date
Sun Community Federal Credit Union	\$ 1,500,000.00	\$ 1,500,000.00	2.02 %	7,663.10		01/17/19	01/17/20
Community Valley Bank	\$ 1,054,802.67	\$ 1,054,802.67	0.75 %	5,827.69		06/10/20	06/10/21
First Imperial Credit Union	\$ 1,025,650.04	\$ 1,025,650.04	2.50 %	6,415.12		09/08/19	09/08/20
First Imperial Credit Union	\$ 1,025,650.04	\$ 1,025,650.04	2.50 %	6,415.12		09/08/19	09/08/20
Total Non-Negotiable Certificates of Deposit	\$ 4,606,102.75	\$ 4,606,102.75		\$ 26,321.03	8.97%		

Negotiable Certificates of Deposit (sorted by maturity date)

CUSIP	Financial Institution	Par Value	Market Value	% Yield	Estimated Qtrly Earnings	% of Portfolio	Purchase Date	Maturity Date
45780PAL9	Institution for Savings Newbury Port MA	\$ 247,000.00	\$ 247,454.48	2.04 %	1,265.88		07/31/15	07/31/20
26266NS32	EnterBank USA	\$ 245,000.00	\$ 246,173.55	1.74 %	1,071.88		10/16/15	10/16/20
31938QP57	First Business Bank Madison WI	\$ 246,195.60	\$ 246,195.60	1.74 %	1,071.88		10/16/15	10/16/20
32082BEB1	First Merchants Bank Muncie IN	\$ 245,000.00	\$ 245,357.70	1.79 %	1,102.50		10/30/15	10/30/20
05580ADF8	BMW Bank of North America	\$ 245,000.00	\$ 246,989.40	2.23 %	1,378.13		11/18/15	11/18/20
95960NJ17	Western State Bank Devils Lake ND	\$ 245,000.00	\$ 248,089.45	1.62 %	1,010.63		02/19/16	02/19/21
140420XR6	Capital One Bank USA Glen Allen VA	\$ 245,000.00	\$ 248,336.90	1.67 %	1,041.25		04/06/16	04/06/21
981571CE0	Worlds Foremost Bank Sydney NE	\$ 200,000.00	\$ 202,632.00	1.72 %	875.00		05/05/16	05/05/21
90348JAR1	UBS Bank USA Salt Lake City UT	\$ 245,000.00	\$ 248,312.40	1.62 %	1,010.63		06/07/16	06/07/21
06062QXG4	Bank of Baroda New York NY	\$ 245,000.00	\$ 250,733.00	1.80 %	1,133.13		11/23/16	11/23/21
92834CCB6	Vison Bank of Iowa Ames IA	\$ 245,000.00	\$ 250,461.05	1.71 %	1,071.88		11/30/16	11/30/21
58733ADN6	Mercantile Commerce Bank Coral Gables FL	\$ 245,000.00	\$ 251,615.00	1.99 %	1,255.63		12/09/16	12/06/21
33767AR78	First Bank Santurce Puerto Rico	\$ 245,000.00	\$ 252,384.30	2.13 %	1,347.50		12/30/16	12/30/21
61747MG54	Morgan Stanley Bank Salt Lake City UT	\$ 245,000.00	\$ 253,753.85	2.41 %	1,531.25		01/18/18	01/18/22
87164YQB3	Synchrony Bank	\$ 245,000.00	\$ 254,537.85	2.31 %	1,470.00		04/07/17	04/07/22
949763GF7	Wells Fargo Bank Sioux Falls SD	\$ 245,000.00	\$ 252,093.98	2.33 %	1,470.00		04/12/17	04/12/22
02587CEM8	American Express Federal Savings Bank	\$ 245,000.00	\$ 254,111.55	2.26 %	1,439.38		05/03/17	05/03/22
856285AW1	State Bank of India New York	\$ 245,000.00	\$ 255,539.90	2.34 %	1,500.63		05/30/17	05/31/22
795450A70	Sallie Mae Bank Salt Lake City UT	\$ 245,000.00	\$ 255,358.60	2.25 %	1,439.38		06/21/17	06/21/22
02587DV47	American Express Centurion Bank	\$ 247,000.00	\$ 257,228.27	2.25 %	1,451.13		08/08/17	08/08/22
14042RHM6	Capital One Natl Assn McLean VA	\$ 247,000.00	\$ 258,221.21	2.24 %	1,451.13		08/23/17	08/23/22
319141HU4	First Bank of Highland Park IL	\$ 245,000.00	\$ 255,395.35	2.06 %	1,316.88		09/20/17	09/20/22
62384RAB2	Mountain America FCU West Jordan UT	\$ 245,000.00	\$ 256,458.65	2.19 %	1,408.75		10/12/17	10/12/22
33715LAV2	First Technology FCU Mtn View CA	\$ 245,000.00	\$ 256,238.15	2.15 %	1,378.13		10/16/17	10/17/22
06740KLD7	Barclays Bank Delaware	\$ 245,000.00	\$ 256,551.75	2.19 %	1,408.75		10/18/17	10/18/22
20033AXSO	Comerity Capital Bank Salt Lake City UT	\$ 245,000.00	\$ 256,603.20	2.19 %	1,408.75		10/23/17	10/24/22
01748DAY2	Allegiance Bank Houston TX	\$ 245,000.00	\$ 256,137.70	2.10 %	1,347.50		11/03/17	11/03/22
87270LAV9	TIAA FSB Jacksonville FL	\$ 245,000.00	\$ 256,385.15	2.10 %	1,347.50		11/21/17	11/22/22
38148PTQ0	Goldman Sachs Bank New York	\$ 245,000.00	\$ 258,239.80	2.37 %	1,531.25		11/29/17	11/29/22
45581EAP6	Industrial & Comm. Bank of China USA	\$ 245,000.00	\$ 258,504.40	2.36 %	1,531.25		12/22/17	12/22/22
17312QQ36	Citibank NA Sioux Falls SD	\$ 245,000.00	\$ 267,148.00	3.02 %	2,021.25		07/24/18	07/24/23
58404DET4	Medallion Bank Salt Lake City UT	\$ 249,000.00	\$ 262,408.65	1.99 %	1,307.25		07/22/19	07/24/23



CITY OF BRAWLEY INVESTMENT PORTFOLIO REPORT As of June 30, 2020

Negotiable Certificates of Deposit (sorted by maturity date - Continued)

CUSIP	Financial Institution	Purchase Price	Market Value	% Yield	Estimated Qtrly Earnings	% of Portfolio	Purchase Date	Maturity Date
395731AG3	Greenstate Cr Union North Liberty IA	\$ 249,000.00	\$ 261,168.63	1.81	\$ 1,182.75		08/30/19	08/30/23
61760AL56	Morgan Stanley Private Bank NY	\$ 247,000.00	\$ 265,043.35	2.14	\$ 1,420.25		07/05/19	07/05/24
90352RAM7	US Alliance FCU Rye NY	\$ 245,000.00	\$ 245,999.60	1.99	\$ 1,225.00		09/19/19	09/19/24
499724AK8	Knoxville TVA Employees Cr Union	\$ 245,000.00	\$ 259,940.10	1.83	\$ 1,194.38		11/26/19	11/26/24
474067AU9	Jefferson Financial Credit Union	\$ 245,000.00	\$ 247,092.30	2.03	\$ 1,255.63		12/10/19	12/10/24
538036HP2	Live Oak BKG CO Wilmington NC	\$ 249,000.00	\$ 263,188.02	1.75	\$ 1,151.63		01/24/20	01/20/25
59013KFJ0	Merrick Bank South Jordan UT	\$ 249,000.00	\$ 262,640.22	1.70	\$ 1,120.50		01/31/20	01/31/25
75472RBB6	Raymond James Bank St Petersburg FL	\$ 247,000.00	\$ 259,965.03	1.66	\$ 1,080.63		02/14/20	02/14/25
02554DBQ9	American Eagle Bank Chicago IL	\$ 249,000.00	\$ 254,602.50	1.07	\$ 684.75		03/13/20	03/13/25
73319FAF6	Poppy Bank Santa Rosa CA	\$ 245,000.00	\$ 250,495.35	1.07	\$ 673.75		03/18/20	03/18/25
29260MAV7	Encore Bank Little Rock AR	\$ 249,000.00	\$ 255,137.85	1.12	\$ 715.88		03/25/20	03/25/25
07815ABE6	Bell Bank Fargo ND	\$ 245,000.00	\$ 250,463.50	1.07	\$ 673.75		03/26/20	03/26/25
79772FAF3	San Francisco Fed Cr Union CA	\$ 245,000.00	\$ 250,458.60	1.07	\$ 673.75		03/27/20	03/27/25
694231AC5	Pacific Enterprise Bank Irvine CA	\$ 248,000.00	\$ 254,090.88	1.12	\$ 651.00		03/31/20	03/31/25
Total Negotiable Certificates of Deposit		\$ 11,262,000.00	\$ 11,645,936.77		\$ 56,099.63	21.93%		

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CA State Obligations (sorted by maturity date)

CUSIP	Issuer	Purchase Price	Market Value	% Yield	Estimated Qtrly Earnings	% of Portfolio	Purchase Date	Maturity Date	Moody/S&P
13063CLW8	Ca. State GO Bonds	\$ 292,780.83	\$ 298,250.00	1.12	\$ 3,158.75		05/04/20	10/01/24	AA2/AA-
13063DFT0	Ca. State Var Purp GO Ref Bonds	\$ 117,061.33	\$ 119,300.00	1.13	\$ 1,250.00		05/04/20	10/01/24	AA2/AA-
13063CLW8	Ca. State GO Bonds	\$ 488,226.29	\$ 495,095.00	1.01	\$ 5,153.75		05/08/20	10/01/24	AA2/AA-
13063CQC7	Ca. St Tax Exempt Var Purp GO Bonds	\$ 240,966.41	\$ 245,257.90	1.01	\$ 2,562.50		05/08/20	11/01/24	AA2/AA-
Total CA State Obligations		\$ 1,139,034.86	\$ 1,157,902.90		\$ 12,125.00	2.22%			

Medium-term Notes (sorted by maturity date)

CUSIP	Issuer	Purchase Price	Market Value	% Yield	Estimated Qtrly Earnings	% of Portfolio	Purchase Date	Maturity Date	Moody/S&P
06747PSM2	Barclays Bank PLC Med Term Notes	\$ 1,000,000.00	\$ 996,750.00	2.00	\$ 5,000.00		05/29/20	05/29/24	A1/A
Total CA State Obligations		\$ 1,000,000.00	\$ 996,750.00		\$ 5,000.00	1.95%			
Total Investment Portfolio		\$ 51,345,820.82	\$ 51,821,110.92		\$ 151,560.64	100.00%			

This quarterly report accurately reflects all City of Brawley's pooled investments. It is in conformity with the City's Investment Policy. The City has sufficient cash flow to meet six months expenditures. LAIF and Multi-Bank Securities, Inc. statements are the source of market values.

August 4, 2020

William S. Smerdon, Treasurer

Investment Portfolio Summary

June 30, 2020

• Cash & Cash Equivalents	\$33,414,418	65%
• Non-Negotiable CDs	\$ 4,606,103	9%
• Negotiable CDs	\$11,645,937	22%
• CA State Obligations	\$ 1,157,903	2%
• Medium-term Notes	\$ 996,750	2%
• Total Portfolio	\$51,821,111	100%

Investment Activity

January 2020

Securities Purchased:

- Non-Negotiable CDs
- Sun Community FCU \$1,527,992 2.02%
- Negotiable CDs
- Live Oak BKG Co. \$249,000 1.85%
- Merrick Bk South \$249,000 1.80%

Securities Redeemed:

- Negotiable CDs
- Merrick Bk So. Jordan \$245,000 3.60%
- Baycoast Bk Mass. \$245,000 3.00%

Investment Activity

February 2020

Securities Purchased:

- Negotiable CDs
- Raymond James Bank St. Petersburg FL \$247,000 1.75%

Securities Redeemed:

- Negotiable CDs
- Silvergate Bank La Jolla CA \$249,000 2.40%

Investment Activity

March 2020

Securities Purchased:

• Negotiable CDs			
• Poppy Bank Santa Rosa CA	\$245,000	1.10%	
• American Eagle Bank Chicago IL	\$249,000	1.10%	
• Encore Bank Little Rock AR	\$249,000	1.15%	
• San Francisco FCU	\$245,000	1.10%	
• Bell Bank Fargo ND	\$245,000	1.10%	
• Pacific Enterprise Bank Irvine CA	\$248,000	1.05%	

Investment Activity

March 2020 cont.

Securities Redeemed:

• Negotiable CDs			
• Grant County Bank Ulysses KS	\$245,000		1.50%
• JP Morgan Chase Bk Columbus OH	\$245,000		3.50%
• Anchor D Bank Texhoma OK	\$249,000		2.35%
• Frontier Bank Madison NE	\$248,000		1.55%
• First Choice Bank Cerritos CA	\$245,000		1.50%
• Bank of Newport RI	\$245,000		2.00%

Investment Activity

April 2020

Securities Redeemed:

- Negotiable CDs
- Jonesboro State Bank LA \$245,000 1.75%
- U.S. Agency Obligations
- Federal Natl Mtg Assn \$490,000 1.60%

Investment Activity

May 2020

Securities Purchased:

- California State Obligations
- CA State GO Bonds \$292,781 1.12%
- CA State Var Purp GO Ref Bonds \$117,061 1.13%
- CA State GO Bonds \$488,226 1.01%
- CA St Tax Exempt Var P GO Bonds \$240,966 1.01%

- Medium-Term Notes
- Barclays Bk Med Term Notes \$1,000,000 2.00%

Investment Activity

May 2020 cont.

Securities Redeemed:

- U.S. Agency Obligations
 - Federal Natl Mtg Assn
- | | | |
|--|-------------|--------|
| | \$1,000,000 | 1.625% |
|--|-------------|--------|

Investment Activity

June 2020

Securities Purchased:

- Non-Negotiable CDs
- Community Valley Bank \$1,000,000 2.20%

Securities Redeemed:

- Non-Negotiable CDs
- Community Valley Bank \$1,054,803 0.75%

Maturity Distribution

