



**Brawley City Council &
Successor Agency to Brawley
Community Redevelopment Agency
Regular Meeting Agenda
December 16, 2025 at 5:30 PM
City Council Chambers
383 Main Street
Brawley, California 92227**

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

JJ Galvan, Mayor
Timothy Kelley, Mayor Pro-Tempore
John Grass, Council Member
Perry Monita, Council Member
Gil Rebollar, Council Member

Ana Gutierrez, City Clerk
William S. Smerdon, Acting City Treasurer
William S. Smerdon, City Attorney
Rebecca Terrazas-Baxter, City Manager/
Executive Director

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA

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

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

Any member of the public is invited to submit public comments in advance of the meeting to be read at the meeting. Please email your questions to valerie.soncio@brawley-ca.gov or call 760-351-3048 any time before 2:30 PM, - December 16, 2025.

- a. Public Comments for Items not on the Agenda
- b. Presentation of Proclamation in recognition of Gustavo Rodriguez. Presented by Mayor JJ Galvan
- c. Presentation of Proclamation in recognition of Raul Bernal. Presented by Mayor JJ Galvan
- d. Presentation by Peter Martinez on the Women in Law Enforcement Seminar and Career Fair scheduled for January 30, 2026, at Imperial Valley College

3. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (One Case)

4. CONSENT AGENDA

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

- a. Approve City Council Meeting Minutes:
 - November 4, 2025
 - December 2, 2025
 - December 3, 2025 (Special Meeting Minutes)

(3 attachments)

- b. Approve Accounts Payable: November 15, 2025 to November 18, 2025.

(2 attachments)

- c. Approval of Authorization for the Imperial County Air Pollution Control District to Install and Maintain Air Quality Monitoring Equipment at Pat Williams Park or Ed Soto Field.

(3 attachments)

- d. Approval of Memorandum of Understanding regarding Imperial Valley Drug Coalition Law Enforcement Coordination Center.

(2 attachments)

- e. Approval of 2026 City Calendar.

(2 attachments)

- f. Approval of Resolution 2025-XX to Appoint Library Board Trustee.

(3 attachments)

- g. Approve Fiscal Year 2024/25 Development Impact Fee Reports.

(2 attachments)

5. REGULAR BUSINESS

- a. Potential Action to Approve Republic Services 2026 Consumer Price Index Rate Adjustment to Commercial and Residential Accounts. Presented by Silvia Luna, Finance Director.

(3 attachments)

- b. Potential Action to Update Job Description for Parks and Recreation Manager. Presented by Sylvia Vizcarra, Human Resources Administrator.

(4 attachments)

- c. Potential Action to Accept a Bait Vehicle Donation from Nationwide Bait Vehicle for Use in the Brawley Police Department's Auto Theft Prevention Program. Presented by Jonathan Blackstone, Assistant Chief.

(2 attachments)

6. CITY MANAGER REPORT

7. CITY COUNCIL MEMBER REPORTS

8. CITY ATTORNEY REPORT

ADJOURNMENT: *Regular Meeting January 06, 2026 @ 5:30 PM*, 383 Main Street, Brawley, California. Supporting Documents are available for public review in the Office of the City Clerk, 383 Main Street, Brawley, California 92227 - Monday through Friday during Regular Business Hours; Individuals who require special accommodations are requested to give 48 hours prior notice. Contact: Office of the City Clerk @ 760-351-3048.

Ana Gutierrez, City Clerk

**CITY OF BRAWLEY
CITY COUNCIL MEETING MINUTES
November 4, 2025**

4a

The City Council of the City of Brawley, California, met in a regular meeting at 5:30 p.m. at the City Council Chambers. The date, time, and place of said meeting were duly established. The City Clerk attests to the posting of the agenda pursuant to Cal. Govt. Code § 54954.2.

REGULAR MEETING:

Mayor Rebollar called the meeting to order at 5:30 p.m.

PRESENT: Monita, Grass, Galvan, Rebollar
PRESENT VIA ZOOM: None
ABSENT: Kelley

INVOCATION: CM Grass

PLEDGE OF ALLEGIANCE: CM Monita

1. **APPROVAL OF AGENDA**
Approved m/s/c Grass/Galvan/4-0

2. **CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Three Cases)
m/s/c Rebollar/Monita/4-0

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: City Manager
Management, Confidential & Unrepresented
Information was given to the Council, but no action was taken.

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

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Any member of the public is invited to submit public comments in advance of the meeting to be read at the meeting. Please email your questions to valerie.sonico@brawley-ca.gov or call 760-351-3048 anytime before 2:30 p.m. on November 4, 2025.

- a. Public Comments on Items not on the Agenda. **None**

4. CONSENT AGENDA**Approved: m/s/c Grass/Galvan/4-0**

- a. Approved City Council Meeting Minutes:
 - October 21, 2025 Meeting
 - October 24, 2025 Special Meeting
- b. Approved Accounts Payable: October 04, 2025, to October 17, 2025
- c. Approved to receive and file the First Quarter Fiscal Year 2025/26 Treasury Report for the Quarter Ended September 30, 2025.
- d. Approved Second Reading and Adoption of Ordinance 2025-06 Amending Brawley Municipal Code Chapter 16a, for the Purpose of Adopting a System of Registering Vacant Properties and Amending Standards for the Same.
- e. Approved Resolution 2025-44 to accept the FY 2025-2026 Office of Traffic Safety (OTS) Grant of \$80,000.00, Ratifying the Submission of the Grant Application, and Authorizing Execution of Related Grant Documents.
- f. Approved and awarded Western Avenue Improvements to Rove Engineering.
- g. Approved the Operational Agreement with Woman Haven, A Center for Family Solutions, and the Brawley Police Department for the period of October 1, 2025, through September 30, 2026, and authorized the Chief of Police to execute all relevant documents.
- h. Approved Letter of Support for City of Calexico's Advocacy for Proposition 4 Funding for New River Projects.
- i. Approved Letter of Support for the Imperial County Transportation Commission's Caltrans Planning Grant Application to Identify Transit-Oriented Development Opportunities within Imperial County.
- j. Approved Ratification of Purchase – Backhoe for Public Works Streets and Utilities Division.

Comments may be heard here:https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1**5. REGULAR BUSINESS**

- a. Potential action to receive and file the 2024/25 General Fund Year-End Budget Report, approve the amended budget carryovers from fiscal year 2024/25 to fiscal year 2025/26, and allocations to reserves. Presented by Silvia Luna, Finance Director.

m/s/c Galvan/Grass/4-0**Comments may be heard here:**https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

- b. Potential action to review and approve the revised City of Brawley Dress Code Policy as presented. Presented by Sylvia Vizcarra, Human Resource Administrator
m/s/c Rebollar/Monita/4-0
Comments may be heard here:
https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1
- c. Potential action to approve the Tyson Medical Foundation/Inferno's proposed Cattle Call Family Night event, including provisions for alcohol sales and road closure. Presented by John Tang, Interim Parks and Recreation Manager.
m/s/c Grass/Monita/4-0
Comments may be heard here:
https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1
- d. Potential action to approve a Memorandum of Understanding (MOU) with the Brawley Elementary School District (BESD) and the City of Brawley to implement a Youth Soccer Program (MLS GO) through the Brawley Police Department. Presented by: Jimmy Duran, Chief of Police.
m/s/c Grass/Monita/4-0
Comments may be heard here:
https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1
- e. Potential Action to Approve Budget Adjustment to FY 25-26 and Position Allocations for One Full-Time Firefighter and One Full-Time Limited Term Firefighter. Presented by Mike York, Fire Chief.
m/s/c Galvan/Monita/4-0
Comments may be heard here:
https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1
6. **CITY MANAGER REPORT**
Comments may be heard here:
https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1
7. **CITY COUNCIL MEMBER REPORTS**
Comments may be heard here:
https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1
8. **CITY ATTORNEY REPORT**
Comments may be heard here:
https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1
9. **INFORMATIONAL REPORTS**
Comments may be heard here:
https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

The meeting was adjourned at 7:14 p.m.

**CITY OF BRAWLEY
CITY COUNCIL MEETING MINUTES
December 2, 2025**

4a.1

The City Council of the City of Brawley, California, met in a regular meeting at 5:30 p.m. at the City Council Chambers. The date, time, and place of said meeting were duly established. The City Clerk attests to the posting of the agenda in accordance with Cal. Govt. Code § 54954.2.

REGULAR MEETING:

Mayor Rebollar called the meeting to order at 5:32 p.m.

PRESENT: Monita, Grass, Kelley, Galvan, Rebollar
PRESENT VIA ZOOM: None
ABSENT: None

INVOCATION: CM Grass

PLEDGE OF ALLEGIANCE: CM Monita

1. **APPROVAL OF AGENDA**
Approved m/s/c Kelley/Galvan/5-0

2. **CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Two Cases)

Information provided, no action taken.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: La Paloma Subdivision - Unit 1

Agency negotiator: City Manager and Public Works Director

Negotiating parties: La Paloma Development, Inc.

Under negotiation: Development Conditions

m/s/c/ Grass/Galvan/5-0

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

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Any member of the public is invited to submit written comments in advance of the meeting, which will be read aloud during the meeting. Please email your questions to valerie.sonico@brawley-ca.gov or call 760-351-3048 any time before 2:30 p.m. on December 2, 2025.

- a. Public Comments on Items not on the Agenda.

- ✓ Juan Rodel, Jr., Deputy Fire Chief.
- ✓ Kirk Mann, Executive Director of the Imperial Valley Housing Authority.
- ✓ Betsy Enders, resident regarding the new lights at the Lions Center.

Comments may be heard here:

https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

- b. Proclamation Honoring Chief of Police Jimmy Duran on Retirement. Presented by Mayor Gil Rebollar.

Comments may be heard here:

https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

4. PUBLIC HEARING 6:00 P.M.

- a. Public Hearing to consider the Adoption of the Citywide User and Regulatory Fee Study and Updated Master Fee Schedule.

1. Conduct the Public Hearing to receive comments on the Citywide User and Regulatory Fee Study.

❖ Sean Wilcox, Brawley resident, Calle Estrella.

Comments may be heard here:

https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

2. **Adopted** Resolution No. 2025-49, approving the updated Master Fee Schedule based on the results of the Citywide User and Regulatory Fee Study.

m/s/c Kelley/Monita/5-0

Comments may be heard here:

https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

3. **Approved** implementation of updated fees effective February 1, 2026, allowing for compliant noticing periods and administrative setup.

m/s/c Grass/Monita/5-0

Comments may be heard here:

https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

5. CONSENT AGENDA

Approved: m/s/c Kelley/Galvan/5-0

- a. **Approved** City Council Meeting Minutes:
- November 18, 2025
- b. **Approved** Accounts Payable: November 1, 2025, to November 14, 2025.
- c. **Approved** LED Sports Facility Lighting Replacement Project Change Order #1 for the Replacement of four (4) exterior light fixtures and fourteen (14) interior lights at the Lion Center Gym, and authorized the City Manager to sign any change orders in an amount not to exceed \$6900.00
- d. **Approved** the one-year Employment Contract for Armando Garibay, Information Technology Director, covering the term July 1, 2025, through June 30, 2026 (retroactive to July 1, 2025)

Comments may be heard here:

https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

6. REGULAR BUSINESS

- a. **Approved** the Request regarding deferral of Development Impact Fees for Roben Homes' The Dunes development in the Luckey Ranch Subdivision. Presented by Cristhian Barajas, Development Services Director.

m/s/c Galvan/Kelley/5-0

Comments may be heard here:

https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

- 4a.1
- b. **Authorized** the City Manager to execute the SCAG Planning Memorandum of Understanding for the Main Streets project to provide meaningful involvement and support the project's alignment with the Brawley community's needs. Presented by: Cristhian Barajas, Development Services Director.

m/s/c Kelley/Grass/5-0

Comments may be heard here:

https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

7. **CITY MANAGER REPORT**

Comments may be heard here:

https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

8. **CITY COUNCIL MEMBER REPORTS**

Comments may be heard here:

https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

9. **CITY ATTORNEY REPORT**

Comments may be heard here:

https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

The meeting was adjourned at 8:31 p.m.

Ana Gutierrez, City Clerk

**CITY OF BRAWLEY
December 3, 2025
SPECIAL MEETING**

4a.2

The City Council of the City of Brawley, California, met in special session at 5:30 p.m. in the Historic Hidalgo Hall. The date, time, and place of said meeting were duly established. The City Clerk attests to the posting of the agenda pursuant to Cal. Govt. Code § 54954.2.

SPECIAL MEETING:

Mayor Rebollar called the meeting to order at 5:36 p.m.

PRESENT: Monita, Grass, Kelley, Galvan, Rebollar,
PRESENT VIA ZOOM: None
ABSENT: None

INVOCATION: CM Grass

PLEDGE OF ALLEGIANCE: Mayor Pro Tempore Galvan

1. APPROVAL OF AGENDA

m/s/c Kelley/Grass/5-0

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

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- a. Public comments on items not on the Agenda.
None

3. SPECIAL BUSINESS

- a. Comments from outgoing Mayor Gil Rebollar
- ❖ Recognition from California State Senator Steve Padilla, presented by his representative, Larissa Navil De La Torre, in gratitude for your service as mayor.
 - ❖ Recognition from Congressman Dr. Raul Ruiz, presented by his representative, Sara Solorzano, in gratitude for your service as mayor.
 - ❖ Recognition from John Hawk, Chairman of the Imperial county Board of Supervisors.

b. Comments from Council Members.

c. Reorganization of Officers:

- 1) Appointment of Mayor/Chairperson JJ Galvan for the City Council, Successor Agency to Brawley Community Redevelopment Agency, Public Financing Agency, and Public Improvement Corporation
m/s/c Kelley/Rebollar/5-0
- 2) Appointment of Mayor Pro-Tempore Timothy Kelley for the City Council, Vice Chairperson for the Successor Agency to Brawley Community Redevelopment Agency, Vice Chairperson for the Public Financing Authority, and Vice President for the Public Improvement Corporation
m/s/c Galvan/Grass/5-0

a. Closing Comments from Mayor JJ Galvan.

ADJOURNMENT: Regular Meeting December 16, 2025 @ 6:00 PM, 383 Main Street, Brawley, California. Supporting Documents are available for public review in the Office of the City Clerk, 383 Main Street, Brawley, California 92227, Monday through Friday during regular business hours. Individuals who require special accommodation are requested to provide 48 hours' notice. Contact: Office of the City Clerk 760-351-3048.

Ana Gutierrez, City Clerk

The meeting adjourned at 6:04 p.m.

Ana Gutierrez, City Clerk

4a.2

City of Brawley

City Council

Dec 16, 2025

Agenda Item No. 4b

STAFF REPORT



To: City Council
From: Marcela Tapia, Assistant Finance Director
Prepared by: Jesse Sanchez, Sr. Accounting Assistant
Subject: Demand check registers processed from November 15, 2025 to November 28, 2025

RECOMMENDATION:

Approve demand check registers processed from November 15, 2025 to November 28, 2025.

BACKGROUND INFORMATION:

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

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	285	113	0.00	299,375.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	-65.00
Bank Drafts	7	7	0.00	241.09
EFT's	19	15	0.00	111,017.24
	311	141	0.00	410,568.80

Utility refunds included the following:

None.

FISCAL IMPACT:

No additional fiscal impact to approve these reports.

ALTERNATIVES:

None.

4b

ATTACHMENTS:

1. Check Report by Check Number

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

None.

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Rebecca Terrazas-Baxter, City Manager

Silvia Luna, Finance Director

Status – Date of Status

Approved – 12/05/2025

Approved – 12/04/2025



City of Brawley

4b.1

Check Report

By Check Number
Date Range: 11/15/2025 - 11/28/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: US Bank-US Bank Operating Account						
02075	Boot Barn	11/21/2025	EFT	0.00	214.30	1148
INV00521621	Invoice	11/19/2025	Safety Boots/W.Preciado/8/26/25	0.00	214.30	
02405	Brawley Analytical Inc.	11/21/2025	EFT	0.00	1,384.50	1149
001561	Invoice	11/19/2025	Water Testing/Labs 11/4/2025	0.00	450.00	
001565	Invoice	11/19/2025	Water Testing/Labs 10/29/25 & 11/5/25	0.00	934.50	
00478	Delta Dental	11/21/2025	EFT	0.00	9,132.37	1150
BE006779134	Invoice	11/18/2025	November 2025 Dental Insurance	0.00	9,132.37	
00575	Enterprise FM Trust	11/21/2025	EFT	0.00	50,737.82	1151
FBN5469444	Invoice	11/17/2025	R & M Cost/Unit Leases/Maint Fees/Nov 2...	0.00	50,737.82	
02571	Health and Human Resource Center Inc	11/21/2025	EFT	0.00	4.20	1152
E0357677	Invoice	11/18/2025	Employee Assitance Program/Dec 2025	0.00	4.20	
01001	Kemira Water Solutions Inc	11/21/2025	EFT	0.00	10,507.02	1153
9017914301	Invoice	11/19/2025	KEMIRA CHEMICAL AGREEMENT	0.00	10,507.02	
01347	Polydyne Inc	11/21/2025	EFT	0.00	7,830.97	1154
1975286	Invoice	11/19/2025	POLYDYNE CHEMICAL AGREEMENT	0.00	7,830.97	
02624	QQCW Topco LLC	11/21/2025	EFT	0.00	55.98	1155
ARB240637	Invoice	11/19/2025	Car Wash Membership/Oct 2025	0.00	55.98	
02405	Brawley Analytical Inc.	11/26/2025	EFT	0.00	1,524.50	1156
001581	Invoice	11/24/2025	Water Testing/Labs 11/10/25	0.00	450.00	
001586	Invoice	11/24/2025	Water Testing/Labs 11/12/25	0.00	429.50	
001592	Invoice	11/24/2025	Water Testing/Labs 11/5/25	0.00	645.00	
00248	Brenntag Pacific, Inc.	11/26/2025	EFT	0.00	10,392.86	1157
BPI562082	Invoice	11/25/2025	CHEMICAL DELIVERIES	0.00	5,196.43	
BPI564392	Invoice	11/25/2025	CHEMICAL DELIVERIES	0.00	5,196.43	
02279	Capture Technologies Inc.	11/26/2025	EFT	0.00	5,850.00	1158
87696	Invoice	11/25/2025	CAPTURE INV 87696	0.00	5,850.00	
02547	Finch, Thornton & Baird, LLP	11/26/2025	EFT	0.00	10,464.50	1159
212715	Invoice	11/25/2025	Legal Services	0.00	10,464.50	
00925	Johnson Controls Security Solutions	11/26/2025	EFT	0.00	392.82	1160
41890294	Invoice	11/24/2025	Alarm Monitoring/Admin/Dic 2025	0.00	392.82	
00145	Vestis Group, Inc.	11/26/2025	EFT	0.00	106.20	1161
5220602524	Invoice	11/24/2025	Mat/Dust Mop	0.00	106.20	
02762	World Book, Inc.	11/26/2025	EFT	0.00	2,419.20	1162
ARI0011659	Invoice	11/25/2025	Online Workbooks	0.00	2,419.20	
00433	Daniel Atondo	11/21/2025	Regular	0.00	-65.00	305726
00668	Francisco Mendoza	11/20/2025	Regular	0.00	68.85	307770
11-25Travel	Invoice	11/20/2025	Travel AdvLeadership & Account/Nov 21	0.00	68.85	
02831	Jonathan Pacheco	11/20/2025	Regular	0.00	1,946.62	307771
11-25Travel	Invoice	11/20/2025	Travel Adv/61 CNOA Annual Training/Nov ...	0.00	1,946.62	
02636	Jorge Diaz	11/20/2025	Regular	0.00	963.65	307772
11-25Travel	Invoice	11/20/2025	Travel Adv/61 CNOA Annual Training/Nov ...	0.00	963.65	

Check Report

Date Range: 11/15/2025 - 11/28/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
02309	Mark Cano	11/20/2025	Regular	0.00	1,902.69	307773
11-25Travel2	Invoice	11/20/2025	Travel Adv/61 CNOA Annual Training/Nov ...	0.00	1,902.69	
00002	360 Business Products	11/21/2025	Regular	0.00	1,528.12	307774
CP-WO-48692-2-1	Credit Memo	11/03/2025	Headset	0.00	-24.07	
OE-QT-32017-2	Invoice	11/13/2025	Support Bar/Leg Post/Box File/Storage/Var..	0.00	1,722.88	
OE-QT-34709-1...	Credit Memo	10/20/2025	Office Furniture	0.00	-4,821.35	
OE-QT-35434-1	Invoice	11/19/2025	Storage Cabinet/Conference Table/Organi...	0.00	4,077.55	
WO-45278-1	Invoice	11/12/2025	Memo Books/Calculator/Pen	0.00	153.57	
WO-46747-1	Invoice	11/12/2025	Clamps/Markers/Binder/Mouse/Keyboard...	0.00	195.16	
WO-48692-1	Invoice	10/27/2025	Headset with microphone/Copy Paper/M...	0.00	83.59	
WO-48692-2	Invoice	10/27/2025	Headset with Microphone	0.00	24.07	
WO-48693-1	Invoice	10/27/2025	Mouse Pads/Rim Key Tags	0.00	30.70	
WO-48777-1	Invoice	11/10/2025	Bristol Paper/Wireless Desktop Combo	0.00	86.02	
00028	AE Consulting, Inc.	11/21/2025	Regular	0.00	44,820.00	307775
09516	Invoice	09/24/2025	Design engineering services for Runway 8/...	0.00	11,850.00	
09517	Invoice	11/19/2025	Design engineering services for Runway 8/...	0.00	13,220.00	
09518	Invoice	11/19/2025	Design engineering services for Runway 8/...	0.00	19,750.00	
00037	Air Med Care Network	11/21/2025	Regular	0.00	5,450.00	307776
7436/16049/251...	Invoice	11/18/2025	Reach Memembership 2025	0.00	5,450.00	
02616	Alexander Gonzalez	11/21/2025	Regular	0.00	200.00	307777
11-25Soccer	Invoice	11/19/2025	Brawley Youth Soccer 2025/Oct 29, Nov 1,...	0.00	200.00	
00075	Allied Waste Services #467	11/21/2025	Regular	0.00	22,461.28	307778
0467-001762490	Invoice	11/18/2025	Street Sweeping Services/Oct 2025	0.00	22,461.28	
00084	Alsco American Linen Div Steiner Corp	11/21/2025	Regular	0.00	261.17	307779
LYUM1921445	Invoice	11/19/2025	Cleaning Srvcs Supplies/PD	0.00	184.03	
LYUM1921451	Invoice	11/19/2025	Cleaning Srvcs/Supplies/WTP	0.00	77.14	
02825	Analya Camarena	11/21/2025	Regular	0.00	120.00	307780
11-25Soccer	Invoice	11/19/2025	Brawley Youth Soccer 2025/Oct 30, Nov 1...	0.00	120.00	
02816	April Hodgson	11/21/2025	Regular	0.00	126.31	307781
10-25Reimburse2	Invoice	11/18/2025	Rocket Copy/State of the City Invitations	0.00	71.45	
10-25Reimburse3	Invoice	11/18/2025	Walmart/State of the City Event/Beverages	0.00	33.89	
11-25Reimburse	Invoice	11/18/2025	VONS/Bottled Water/Veteran's Day Event	0.00	20.97	
00176	Auto Zone Inc #2804	11/21/2025	Regular	0.00	41.13	307782
02804548183	Invoice	11/19/2025	Seat Cover/Truck	0.00	41.13	
00184	Babcock Laboratories Inc	11/21/2025	Regular	0.00	2,170.24	307783
CK50458-2441	Invoice	11/19/2025	Water Testing/Labs	0.00	2,160.24	
SINV114268	Invoice	11/19/2025	Finance Charge/Invoice CF50112	0.00	10.00	
00194	Bavco Backflow & Valve Co	11/21/2025	Regular	0.00	510.35	307784
363707	Invoice	11/19/2025	Test Cock Valve/Ball Valve	0.00	393.47	
364095	Invoice	11/19/2025	Test Cock Valve	0.00	116.88	
00228	Brawley Ace Hardware	11/21/2025	Regular	0.00	2,890.20	307785
B41205/2	Invoice	11/18/2025	Key Duplicate	0.00	10.85	
B43349/2	Invoice	11/17/2025	Decorative Light/Decorations	0.00	63.29	
B44937/2	Credit Memo	11/17/2025	Decorations	0.00	-48.94	
B46343/2	Invoice	11/18/2025	Joint Compound	0.00	16.30	
B46476/2	Invoice	11/18/2025	Bit/Bolts Nuts & Washers/Clamp	0.00	57.16	
B46631/2	Invoice	11/18/2025	Water Filter/Bolts Nuts & Washer	0.00	7.31	
B46729/2	Invoice	11/17/2025	Pick Up Tool/Utility Knife/Padlock	0.00	71.08	
B46801/2	Invoice	11/17/2025	Mounting Tape	0.00	30.43	
B46804/2	Invoice	11/18/2025	Screws/Bolt Nuts & Washers/Tape/Saw/...	0.00	91.83	
B46812/2	Invoice	11/18/2025	Grab Hook	0.00	10.43	
B46828/2	Invoice	11/18/2025	Clevis Slip Hook	0.00	1.52	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
B47020/2	Invoice	11/18/2025	Auger Bit	0.00	17.39	
B47040/2	Invoice	11/18/2025	Saw Blade	0.00	20.65	
B47057/2	Invoice	11/18/2025	Screws	0.00	30.44	
B47177/2	Invoice	11/18/2025	Paint/Paint Kit Tray Set	0.00	238.06	
B47307/2	Invoice	11/18/2025	Bolts Nuts & Washers	0.00	19.84	
B47351/2	Invoice	11/18/2025	Bolts Nuts & Washers	0.00	2.61	
B47364/2	Invoice	11/18/2025	Hedge Shears/Water Filter/Bracket/Wood	0.00	125.16	
B47386/2	Invoice	11/18/2025	Key Duplicate	0.00	10.85	
B47397/2	Invoice	11/17/2025	Roller/Paint Tray/Bolts Nuts & Washers	0.00	51.58	
B47823/2	Invoice	11/17/2025	Trash Bags/Ant Killet/Soap/Bungee Cord	0.00	69.27	
B48008/2	Invoice	11/17/2025	Breaker Tester/Tape Measure/Battery/W...	0.00	87.04	
B48488/2	Invoice	11/17/2025	Paint/Roller/Caulking Caps	0.00	148.05	
B48558/2	Invoice	11/17/2025	Towels Shop Blue/Bit Holder/Padlock/Batt...	0.00	183.83	
B48722/2	Invoice	11/17/2025	Window Sealant/Drywall	0.00	27.06	
B49949/2	Invoice	11/17/2025	Squeegee Handle/Broom	0.00	53.27	
B50026/2	Invoice	11/17/2025	Pywood/Screws	0.00	83.22	
B50140/2	Invoice	11/17/2025	Batteries	0.00	23.91	
B50498/2	Invoice	11/18/2025	Padlock	0.00	34.78	
B50632/2	Invoice	11/17/2025	Pywood/Steel L Strap/Screws	0.00	87.89	
B50849/2	Invoice	11/18/2025	Caution Tape/Pickup Tool	0.00	85.88	
B50906/2	Invoice	11/17/2025	Pushbroom	0.00	84.79	
B50984/2	Invoice	11/18/2025	Staples	0.00	7.17	
B51094/2	Invoice	11/17/2025	Bleach/Flap Disc	0.00	60.19	
B51274/2	Invoice	11/18/2025	Safety Glasse/Gloves/Putty Knife	0.00	53.43	
B51652/2	Invoice	11/17/2025	Bolts Nuts & Washers	0.00	2.40	
B52675/2	Invoice	11/18/2025	PVC CAP	0.00	6.08	
B52679/2	Invoice	11/18/2025	PVC Connector	0.00	4.34	
B53270/2	Invoice	11/18/2025	Cleaning Cloth/Mount Adhesive/Sprinkler...	0.00	156.71	
B54472/2	Invoice	11/18/2025	LED mini/Container/Duster/Soap/Bucket	0.00	92.51	
J21127/5	Invoice	11/18/2025	Paint	0.00	398.09	
X28389/2	Invoice	11/18/2025	Paint Roller	0.00	17.38	
X28499/2	Invoice	11/18/2025	Spray Paint	0.00	28.02	
X28756/2	Invoice	11/18/2025	Propane Bulk Per Gallon	0.00	19.53	
X28797/2	Invoice	11/17/2025	Plastic Sheeting	0.00	35.87	
X28881/2	Invoice	11/17/2025	Marker/Steel Plumb/Tape Measure	0.00	30.63	
X29212/2	Invoice	11/18/2025	Ant Killer/Fly Trap/Hex Key/Screwdriver/B...	0.00	181.02	
	Void	11/21/2025	Regular	0.00	0.00	307786
	Void	11/21/2025	Regular	0.00	0.00	307787
	Void	11/21/2025	Regular	0.00	0.00	307788
00240	Brawley Public Safety Employee	11/21/2025	Regular	0.00	1,650.00	307789
INV0007184	Invoice	11/14/2025	Union Dues	0.00	50.00	
INV0007202	Invoice	11/14/2025	Union Dues	0.00	1,600.00	
00254	Brodart Company	11/21/2025	Regular	0.00	6,182.44	307790
M223415	Invoice	11/19/2025	Adult Book Plan Renewal	0.00	6,182.44	
02828	Bryan Velasquez	11/21/2025	Regular	0.00	100.00	307791
11-25Soccer	Invoice	11/19/2025	Brawley Youth Soccer 2025/Oct 30, Nov 1...	0.00	100.00	
00287	California State Disbursement	11/21/2025	Regular	0.00	2,008.59	307792
INV0007172	Invoice	11/14/2025	Child Support Deductions	0.00	1,571.06	
INV0007194	Invoice	11/14/2025	Child Support Deductions	0.00	437.53	
00300	Canon Solutions America	11/21/2025	Regular	0.00	254.00	307793
4041013174	Invoice	11/19/2025	Maintenance Equipment/Oct 2025	0.00	6.57	
4041013175	Invoice	11/19/2025	Maintenance Equipment Usage/PW/Nov 2...	0.00	247.43	
02824	Carlos Rodrigo Salinas Martinez	11/21/2025	Regular	0.00	140.00	307794
10-25Soccer2	Invoice	11/18/2025	Brawley Youth Soccer 2025/Referee/Oct 1...	0.00	60.00	
11-25Soccer	Invoice	11/19/2025	Brawley Youth Soccer 2025/Oct 30, Nov 1...	0.00	80.00	

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Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
00419 11-25ID478898	CWEA Invoice	11/19/2025	11/21/2025 Association Membership/Leslie Castaneda...	Regular	0.00 0.00	251.00 251.00	307795
00485 002190	Department of Justice Invoice	11/19/2025	11/21/2025 Finger Print Apps/WPN Renewal/CAI/POB...	Regular	0.00 0.00	202.00 202.00	307796
00493 319108	Desert Air Conditioning Inc Invoice	11/19/2025	11/21/2025 Service Repair/Replace Breaker	Regular	0.00 0.00	1,281.00 1,281.00	307797
02560 2085 2189	Desert RV Service & Towing LLC Invoice Invoice	11/20/2025 11/20/2025	11/21/2025 DESERT RV INV 2085 DESERT RV INV 2189	Regular	0.00 0.00 0.00	33,923.99 25,293.81 8,630.18	307798
00499 326307	Desert Veterinary Group Invoice	11/19/2025	11/21/2025 Euthanasia/Quantity 1/11/6/25	Regular	0.00 0.00	50.00 50.00	307799
02834 10-25Travel	Destiny Gonder Invoice	11/18/2025	11/21/2025 Travel Adv/Errands for State of the City/Mi..	Regular	0.00 0.00	21.00 21.00	307800
00531 INV322	EA Electric Invoice	11/19/2025	11/21/2025 Electrical/Inst. Work/Malan RTU/Pressure ...	Regular	0.00 0.00	2,530.61 2,530.61	307801
00626 240500	Farmers Land Leveling, Inc Invoice	11/19/2025	11/21/2025 Class II Base Delivered to WTP	Regular	0.00 0.00	2,086.70 2,086.70	307802
02046 00077876 00078015	FCS International Inc Invoice Invoice	11/19/2025 11/19/2025	11/21/2025 Rancho Los Lagos - Technical Reports & A... Rancho Los Lagos - Technical Reports & A...	Regular	0.00 0.00 0.00	11,959.90 6,471.90 5,488.00	307803
00629 9-059-26272	Federal Express Corp Invoice	11/19/2025	11/21/2025 Postage	Regular	0.00 0.00	60.98 60.98	307804
00657 2025-3281	Forensic Drug Testing Services Inc Invoice	11/18/2025	11/21/2025 Drug Prevention & Program Mgmt/Drug &...	Regular	0.00 0.00	538.90 538.90	307805
00660 INV0007185 INV0007203	Franchise Tax Boards State Of California Invoice Invoice	11/14/2025 11/14/2025	11/21/2025 Earnings Withholding Earnings Withholding	Regular	0.00 0.00 0.00	750.00 210.00 540.00	307806
00720 76719668 76772105 76772193 76854489 76953021 76968451 76973434 76977745 76982693 76986853 76991110 77031494 77044816	GovConnection Inc Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	11/19/2025 11/19/2025 11/19/2025 11/19/2025 11/19/2025 11/19/2025 11/19/2025 11/19/2025 11/19/2025 11/19/2025 11/18/2025 11/19/2025 11/19/2025	11/21/2025 Surface Laptop USB C Hub TV Wall Mount Google Business Annual Plan/5/29/25 - 5/... Memory Strap/Cable/Cat5e Jack/Connector/Ties/... Computer CPU/Graphics Card USB-C Adapter Surface Laptop Swappable Battery Hook and Loop Cable Wrap Transceiver Module WiFi Access Point/UNIFI MESH/Webcam	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	8,494.26 2,234.36 41.52 130.90 1,061.42 119.42 320.68 1,524.31 82.45 2,128.82 180.29 32.41 142.53 495.15	307807
00727 16446	Green Patch Landscaping Inc Invoice	11/19/2025	11/21/2025 Planter Mix	Regular	0.00 0.00	71.71 71.71	307808
00799 INV0007173	Imperial County Sheriff Civil Division Invoice	11/14/2025	11/21/2025 Earnings Withholdings	Regular	0.00 0.00	50.00 50.00	307809
00821 4984 5047	Imperial Valley Occupational Medicine Invoice Invoice	11/18/2025 11/18/2025	11/21/2025 Physical Exam/V.Ramirez/DOT DMV P. Me... Physical Exam/A.Tatarin/G.Murrieta/F.Go...	Regular	0.00 0.00 0.00	1,431.72 270.00 1,161.72	307810
00861	Jade Security Systems Inc		11/21/2025	Regular	0.00	296.95	307811

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
0228627	Invoice	11/19/2025	Service Repair/Entry Doors/Lion's Center	0.00	100.00	
0228721	Invoice	11/19/2025	Monitoring Electronic Security System/Par...	0.00	98.97	
0228769	Invoice	11/18/2025	Monitoring Electronic Security System/Fin...	0.00	34.99	
0228771	Invoice	11/19/2025	Monitoring Electronic Fire Alarm System/...	0.00	62.99	
02606	Jennissa J Herrera Soto	11/21/2025	Regular	0.00	20.00	307812
11-25Soccer	Invoice	11/19/2025	Brawley Youth Soccer 2025/Nov 4	0.00	20.00	
00979	K-C Welding Rentals Inc	11/21/2025	Regular	0.00	275.00	307813
H25740	Invoice	11/19/2025	Safety Boots/Refugio Martinez/11/11/25	0.00	275.00	
02251	Kimberly D. Turner	11/21/2025	Regular	0.00	299.00	307814
Invoice-7238	Invoice	11/20/2025	Leadership and Accountability/F.Mendoza...	0.00	299.00	
02833	Kurt Lopez	11/21/2025	Regular	0.00	65.00	307815
11-25Refund	Invoice	11/19/2025	Registration Refund/Youth Basketball Lea...	0.00	65.00	
01025	LaBrucherie Irrigation Supp LLC	11/21/2025	Regular	0.00	92.82	307816
OM51362	Invoice	11/19/2025	Coupler	0.00	15.23	
OM51388	Invoice	11/19/2025	Nipple/Sprinkler/Nozzle	0.00	77.59	
02821	Norma Bustamante	11/21/2025	Regular	0.00	40.00	307817
10-25Refund2	Invoice	11/19/2025	Refund/Facility Requested/Unused Rental...	0.00	40.00	
01286	Office Depot Inc	11/21/2025	Regular	0.00	42.51	307818
446571773001	Credit Memo	11/19/2025	Copy Paper/Tape	0.00	-55.89	
446573376001	Invoice	11/19/2025	Copy Paper/Tape	0.00	64.05	
446580393001	Invoice	11/19/2025	Organizer	0.00	34.35	
01282	O'Reilly Auto Parts	11/21/2025	Regular	0.00	145.69	307819
2648-182423	Invoice	11/19/2025	Motor Oil	0.00	27.18	
2648-182850	Invoice	11/19/2025	Glue	0.00	8.69	
2648-183181	Invoice	11/19/2025	Coolant/Wiper Fluid	0.00	109.82	
02811	Oscar Alejandro Anaya Mojica	11/21/2025	Regular	0.00	80.00	307820
11-25Soccer	Invoice	11/19/2025	Brawley Youth Soccer 2025/Nov 1	0.00	80.00	
02732	Pane & Panels Pro Cleaning LLC	11/21/2025	Regular	0.00	436.80	307821
1458	Invoice	11/19/2025	Service/Window Cleaning/HR/Admin Build...	0.00	436.80	
02715	Primo Brands	11/21/2025	Regular	0.00	158.50	307822
05H8730147066	Invoice	11/19/2025	Bulk Water/Cooler Rental/PD/Aug 2025	0.00	73.40	
05J8730147066	Invoice	11/19/2025	Bulk Water/Cooler Rental/PD/Nov 2025	0.00	38.48	
22780746 040425	Invoice	11/19/2025	Bulk Water/Cooler Rental/PD/April 2025	0.00	46.62	
01358	Principal Life Insurance Company	11/21/2025	Regular	0.00	2,834.98	307823
11-25LifeInsuran...	Invoice	11/18/2025	Life Insurance/November 2025	0.00	2,834.98	
01361	Pro Record Storage Inc	11/21/2025	Regular	0.00	47.94	307824
0032808	Invoice	11/18/2025	Storage/Tracking/Shredding/HR/Oct 2025	0.00	47.94	
02829	Rafael Contreras	11/21/2025	Regular	0.00	140.00	307825
11-25Soccer	Invoice	11/19/2025	Brawley Youth Soccer 2025/Nov 10	0.00	140.00	
02830	Roman Lopez Figueroa	11/21/2025	Regular	0.00	100.00	307826
11-25Soccer	Invoice	11/19/2025	Brawley Youth Soccer 2025/Nov 12	0.00	100.00	
01488	Roto Rooter	11/21/2025	Regular	0.00	180.00	307827
213458	Invoice	11/19/2025	Service Repair/575 J ST ML to main vent	0.00	180.00	
01526	San Diego County RCS	11/21/2025	Regular	0.00	2,409.50	307828
26BRAWPDN04	Invoice	11/19/2025	Police Radios on the 800MHz network/Oc...	0.00	2,196.00	
26BRAWPWN04	Invoice	11/19/2025	PW Radios on the 800MHz network/Octo...	0.00	213.50	
02328	SD Electric and Hvac/R Inc	11/21/2025	Regular	0.00	3,080.75	307829

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1476	Invoice	11/19/2025	Service Repair/Electric Work/New Lights	0.00	3,080.75	
01604	Sports Boosters Inc	11/21/2025	Regular	0.00	99.00	307830
10992	Invoice	11/19/2025	Brawley High School/Booster Ad	0.00	99.00	
01717	United Way of Imperial County	11/21/2025	Regular	0.00	5.00	307831
INV0007182	Invoice	11/14/2025	United Way Deductions	0.00	5.00	
01738	Verizon Wireless	11/21/2025	Regular	0.00	1,407.58	307832
6127809826	Invoice	11/17/2025	Cell Phone Services/PD/10/7/25 - 11/6/25	0.00	1,407.58	
01768	Wal-Mart Stores Inc #01-1555	11/21/2025	Regular	0.00	80.86	307833
3212 0348 1345 ...	Invoice	11/19/2025	Pumpkin Carving Kit	0.00	38.00	
8429 6772 4070 ...	Invoice	11/19/2025	Aspirin/Markers/Glitter	0.00	42.86	
01772	Waxie Sanitary Supply	11/21/2025	Regular	0.00	2,020.99	307834
83610015	Invoice	11/19/2025	Janitorial Supplies/FD#1	0.00	909.50	
83610016	Invoice	11/19/2025	Janitorial Supplies/FD#2	0.00	909.50	
83617171	Invoice	11/19/2025	Janitorial Supplies/FD#1	0.00	42.87	
83617172	Invoice	11/19/2025	Janitorial Supplies/FD#2	0.00	42.87	
83623607	Invoice	11/19/2025	Janitorial Supplies/Lions Center	0.00	116.25	
01780	Westair Gases & Equipment Inc	11/21/2025	Regular	0.00	525.15	307835
0080700950	Invoice	11/19/2025	Medical Oxygen and ADM Compliance Ren...	0.00	295.02	
0080700951	Invoice	11/19/2025	Medical Cilinder Rental	0.00	230.13	
00002	360 Business Products	11/26/2025	Regular	0.00	428.50	307836
WO-48858-1	Invoice	11/24/2025	Copy Paper	0.00	311.50	
WO-48913-1	Invoice	11/13/2025	Envelopes/Binder/Pens	0.00	117.00	
01878	ACEC CA	11/26/2025	Regular	0.00	248.48	307837
200013898	Invoice	11/25/2025	2025 California Books/Enginnering Depar...	0.00	248.48	
02616	Alexander Gonzalez	11/26/2025	Regular	0.00	20.00	307838
11-25Soccer2	Invoice	11/24/2025	Brawley Youth Soccer 2025/Nov 13	0.00	20.00	
00073	Alliant Insurance Services Inc	11/26/2025	Regular	0.00	1,655.00	307839
9-25Insurance	Invoice	11/24/2025	Special Event Insurance/7/1/25 - 9/31/25	0.00	1,655.00	
00084	Alsco American Linen Div Steiner Corp	11/26/2025	Regular	0.00	143.21	307840
LYUM1922263	Invoice	11/24/2025	Cleaning Services/Supplies/WWTP	0.00	143.21	
00168	AT&T CalNet	11/26/2025	Regular	0.00	1,541.89	307841
10-25ATTCalnet	Invoice	11/24/2025	Telephone Services/Various Depts/9/20/2...	0.00	1,541.89	
00223	Border Tactical	11/26/2025	Regular	0.00	415.68	307842
A220904	Invoice	11/24/2025	Campaign Hat/M.Storms/J.Pacheco	0.00	415.68	
00228	Brawley Ace Hardware	11/26/2025	Regular	0.00	2,284.57	307843
B51041/2	Invoice	11/21/2025	Framing Nailer	0.00	466.54	
B51499/2	Invoice	11/21/2025	Screwdriver Set	0.00	152.17	
B51641/2	Invoice	11/21/2025	LED Bulb	0.00	70.68	
B51680/2	Invoice	11/21/2025	Grip Gloves	0.00	18.48	
B51703/2	Invoice	11/21/2025	Spackling Compound/Drywall	0.00	93.37	
B51733/2	Invoice	11/21/2025	Screws	0.00	9.34	
B51739/2	Invoice	11/21/2025	Screws	0.00	1.84	
B51964/2	Invoice	11/21/2025	Mallet/Staplegun/Staples/Tape Packet	0.00	65.86	
B52121/2	Invoice	11/21/2025	Paint Tape/Spraypaint	0.00	27.15	
B52158/2	Invoice	11/21/2025	Drill/Lysol Pack/Disinfectant/Saw/Tool Bag	0.00	342.14	
B52241/2	Invoice	11/21/2025	Tape/Propane Bulk	0.00	30.40	
B52314/2	Invoice	11/21/2025	Strap	0.00	17.36	
B52374/2	Invoice	11/21/2025	Propane Bulk	0.00	19.96	
B52553/2	Invoice	11/21/2025	Bag of Ice	0.00	10.85	
B52566/2	Invoice	11/21/2025	Pickup Tool/Trash Bags	0.00	90.23	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
B53178/2	Invoice	11/20/2025	Insect Killer	0.00	19.55	
B53229/2	Invoice	11/20/2025	Cleaning Cloth/Car Wash Soap	0.00	15.86	
B53425/2	Invoice	11/21/2025	Steel Handle	0.00	78.28	
B53502/2	Invoice	11/21/2025	Tape/Spackling Compound/Screw/Plywoo...	0.00	173.30	
B54226/2	Invoice	11/21/2025	Bit Set	0.00	65.24	
B54408/2	Invoice	11/20/2025	GFCI Outlet/Switch Ground	0.00	30.42	
B54470/2	Invoice	11/21/2025	Spraypaint	0.00	18.48	
B54565/2	Invoice	11/21/2025	Spraypaint	0.00	27.17	
B54605/2	Invoice	11/20/2025	LED Lights/Air Filter/Lampholder Cover/Ke...	0.00	176.40	
B54766/2	Invoice	11/21/2025	Color Samples	0.00	53.21	
B54839/2	Invoice	11/21/2025	Shoptowel/Rust Remover Lubricant/Unit ...	0.00	34.78	
B54878/2	Invoice	11/21/2025	Utility Knife/Hose Coupling	0.00	23.47	
J19015/5	Invoice	11/21/2025	Tray Item	0.00	29.75	
X28547/2	Invoice	11/21/2025	Battery Pack	0.00	14.13	
X28946/2	Invoice	11/21/2025	Motor Engine Oil	0.00	57.53	
X29086/2	Invoice	11/21/2025	Car Wash Soap/Cleaning Cloth/Glass Clea...	0.00	35.42	
X29306/2	Invoice	11/21/2025	Hose Nozzle	0.00	15.21	
	Void	11/26/2025	Regular	0.00	0.00	307844
	Void	11/26/2025	Regular	0.00	0.00	307845
02828	Bryan Velasquez	11/26/2025	Regular	0.00	40.00	307846
11-25Soccer2	Invoice	11/24/2025	Brawley Youth Soccer 2025/Nov 12	0.00	40.00	
00299	Canon Financial Services Inc	11/26/2025	Regular	0.00	2,902.91	307847
42139549	Invoice	11/24/2025	Contract Charge/Nov 2025/Library	0.00	105.36	
42139550	Invoice	11/24/2025	Main Overage Sep/Contract Charge Dec/...	0.00	490.93	
42139551	Invoice	11/24/2025	Maintenance Overage/Oct 2025/Library	0.00	3.25	
42139552	Invoice	11/24/2025	Copier Usg/Contract Chrg/City Hall/Library...	0.00	786.47	
42139553	Invoice	11/24/2025	Copier Usage/Contract Charge/PD/Nov 20...	0.00	941.58	
42139554	Invoice	11/25/2025	Maint Overage Oct/Contract Charge Nov...	0.00	123.97	
42139556	Invoice	11/24/2025	Maintenance/Contract Charge/Parks&Rec...	0.00	311.23	
42139557	Invoice	11/24/2025	Main Overage July & Contract Charge Nov...	0.00	140.12	
02824	Carlos Rodrigo Salinas Martinez	11/26/2025	Regular	0.00	60.00	307848
11-25Soccer2	Invoice	11/24/2025	Brawley Youth Soccer 2025/Nov 13 & 15	0.00	60.00	
02823	Chavez Tree Services LLC	11/26/2025	Regular	0.00	5,800.00	307849
01-25COB	Invoice	11/25/2025	Palm tree Trimming	0.00	5,800.00	
00387	Consolidate Electrical Dist	11/26/2025	Regular	0.00	188.56	307850
1964-1018410	Invoice	11/24/2025	Lamps	0.00	188.56	
00462	David Trevino	11/26/2025	Regular	0.00	100.00	307851
11-25Reimburse	Invoice	11/24/2025	CACEO Membership Dues/D.Trevino	0.00	100.00	
00473	Deere & Company	11/26/2025	Regular	0.00	77,354.18	307852
117838782	Invoice	11/25/2025	New riding lawn mower for Parks	0.00	77,354.18	
00485	Department of Justice	11/26/2025	Regular	0.00	225.00	307853
002793	Invoice	11/24/2025	FED LVL Volteer-Billed/October 2025	0.00	225.00	
02560	Desert RV Service & Towing LLC	11/26/2025	Regular	0.00	4,051.81	307854
2246	Invoice	11/24/2025	Utility Trailer/Install boards & wire lights	0.00	1,954.90	
2250	Invoice	11/24/2025	Towing/Ford-F150/VIN E17222	0.00	150.00	
2261	Invoice	11/24/2025	Perimeter Lights/2025 Ford Explorer	0.00	1,946.91	
00498	Desert Valley Power Systems	11/26/2025	Regular	0.00	1,088.36	307855
3310	Invoice	11/25/2025	Repair Automatic Transfer Switch	0.00	1,088.36	
00569	Empire Southwest LLC	11/26/2025	Regular	0.00	307.00	307856
EPWK0685497	Invoice	11/24/2025	Perform Transfer Switch/Contract Enrollm...	0.00	307.00	
02327	Garda CL West Inc. Lockbox #233209	11/26/2025	Regular	0.00	124.51	307857

Check Report

Date Range: 11/15/2025 - 11/28/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
20653379	Invoice	11/20/2025	Excess Items Shipped/October 2025	0.00	124.51	
02086	Glenn A. Rick Engineering & Development Com	11/26/2025	Regular	0.00	1,582.68	307858
0111384	Invoice	11/25/2025	Service Area Plan Update - Racho Los Lagos	0.00	1,582.68	
02818	Hugo Ortega Sr	11/26/2025	Regular	0.00	200.00	307859
INV0001	Invoice	11/25/2025	Referee Fees/8 Games	0.00	200.00	
00807	Imperial Landfill Inc	11/26/2025	Regular	0.00	71.73	307860
4136-000022774	Invoice	11/24/2025	Animal Control Disposal	0.00	71.73	
00809	Imperial Printers	11/26/2025	Regular	0.00	207.93	307861
25-2486	Invoice	11/24/2025	Signature Stamps	0.00	137.24	
25-2489	Invoice	11/24/2025	Business Cards/R.Baxter	0.00	70.69	
02839	Isabelle Sanchez	11/26/2025	Regular	0.00	100.00	307862
11-25Refund	Invoice	11/24/2025	Facility Requested Refund/Birthday Party/...	0.00	100.00	
02685	Jacob Carrillo	11/26/2025	Regular	0.00	621.38	307863
12-25Travel	Invoice	11/25/2025	Travel Adv/ARIDE Course/Dec 6-7	0.00	621.38	
00861	Jade Security Systems Inc	11/26/2025	Regular	0.00	34.99	307864
0228770	Invoice	11/25/2025	Monitoring Electronic Security System/Lib...	0.00	34.99	
00927	Jonathan Blackstone	11/26/2025	Regular	0.00	37.13	307865
10-25Reimburse	Invoice	11/24/2025	Walmart/HDMI Cable/Coupler for Office/...	0.00	37.13	
02838	Jose Francisco Flores Baltazar	11/26/2025	Regular	0.00	140.00	307866
11-25Soccer	Invoice	11/24/2025	Brawley Youth Soccer 2025/Nov 17	0.00	140.00	
02447	Juan A. Sandoval	11/26/2025	Regular	0.00	120.00	307867
10-25Reimburse	Invoice	11/24/2025	Physical Exam/CA DL Class B/J.Sandoval	0.00	120.00	
00968	Julian A Jimenez	11/26/2025	Regular	0.00	190.00	307868
10-25Reimburse	Invoice	11/24/2025	Physical Exam/CA DL Class B/J.Jimenez	0.00	132.00	
10-25Reimburse2	Invoice	11/24/2025	CA Drivers License Class B/J.Jimenez	0.00	58.00	
00995	Kaz-Bros Design Shop	11/26/2025	Regular	0.00	678.58	307869
14276	Invoice	11/24/2025	Decals/Cattle Call Badges	0.00	243.60	
14281	Invoice	11/24/2025	Banner/Explorers & Boxing	0.00	434.98	
00979	K-C Welding Rentals Inc	11/26/2025	Regular	0.00	52.18	307870
53573	Invoice	11/25/2025	Chain Loop	0.00	52.18	
01025	LaBrucherie Irrigation Supp LLC	11/26/2025	Regular	0.00	1,482.63	307871
314486	Invoice	11/24/2025	Pliers	0.00	134.54	
314562	Invoice	11/24/2025	Coupling	0.00	14.65	
314595	Invoice	11/24/2025	Fitting	0.00	11.97	
314634	Invoice	11/24/2025	Coupling/Tee/Bushing/Primer/Glue	0.00	268.58	
314637	Invoice	11/24/2025	Straw Hat	0.00	9.33	
314717	Invoice	11/24/2025	Coupling/PVC Pipe	0.00	54.05	
314733	Invoice	11/25/2025	Submersible Pump/Tube/Cutter/Solder	0.00	624.31	
314805	Invoice	11/24/2025	Valve/Diaphragm Assy/Solenoid	0.00	29.29	
314811	Invoice	11/25/2025	Adapter/Coupling/El/Cutter/Pipe	0.00	237.37	
314822	Invoice	11/25/2025	Coupling	0.00	3.37	
314910	Invoice	11/25/2025	Primer/El/Adpater/Hose/Pipe	0.00	95.17	
01096	Mallory Safety & Supply LLC	11/26/2025	Regular	0.00	407.82	307872
6257772	Invoice	11/25/2025	Gloves/Vest/Hat	0.00	175.40	
6295290	Invoice	11/25/2025	Safety Gloves/Nylon Gloves	0.00	232.42	
02309	Mark Cano	11/26/2025	Regular	0.00	1,132.36	307873
12-25Travel	Invoice	12/25/2025	Travel Adv/POST Management Course/M...	0.00	1,132.36	
01183	McNeece Bros Oil Company	11/26/2025	Regular	0.00	166.11	307874

Check Report

Date Range: 11/15/2025 - 11/28/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
373866	Invoice	11/25/2025	Diesel Fuel/Truck 26	0.00	166.11	
02717	Melissa Ortega	11/26/2025	Regular	0.00	40.00	307875
11-25Soccer	Invoice	11/24/2025	Brawley Youth Soccer 2025/Nov 12	0.00	40.00	
02811	Oscar Alejandro Anaya Mojica	11/26/2025	Regular	0.00	270.00	307876
11-25Soccer2	Invoice	11/24/2025	Brawley Youth Soccer 2025/Nov 13	0.00	100.00	
11-25Soccer3	Invoice	11/24/2025	Brawley Youth Soccer 2025/Nov 17 & 18	0.00	170.00	
01311	Packers Mini Storage	11/26/2025	Regular	0.00	126.50	307877
12-25Storage	Invoice	11/24/2025	Storage Unit B29/December 2025	0.00	126.50	
01340	Pitney Bowes Global Financial	11/26/2025	Regular	0.00	226.67	307878
3107484830	Invoice	11/24/2025	Postage Machine Lease/PD/9/30/25 - 12/...	0.00	226.67	
02715	Primo Brands	11/26/2025	Regular	0.00	1,778.25	307879
05K8730277760	Invoice	11/25/2025	Bulk Water/Cooler Rental/Oct 2025	0.00	1,778.25	
02437	Print & Promotional Solutions Inc.	11/26/2025	Regular	0.00	313.06	307880
BH49005468A	Invoice	11/24/2025	Foiled Business Card/Cano	0.00	313.06	
01374	Quadient Leasing USA Inc	11/26/2025	Regular	0.00	1,208.95	307881
Q2108812	Invoice	11/25/2025	Folding Inserter/Postage Lease/12/19/25 -...	0.00	1,208.95	
01453	RN Enterprises	11/26/2025	Regular	0.00	4,982.96	307882
2025-060	Invoice	11/25/2025	Annual Maintenance/Electric Power Contr...	0.00	4,334.00	
2025-083	Invoice	11/25/2025	Service Repair/AC Blowing Fuses/E. Stop B...	0.00	648.96	
01596	Southern California Gas Co	11/26/2025	Regular	0.00	106.84	307883
10-25GasCtr	Invoice	11/24/2025	Natural Gas Consumption/10/8/25 - 11/7/...	0.00	92.05	
11-25GasPool	Invoice	11/24/2025	Natural Gas Consumption/10/6/25 - 11/5/...	0.00	14.79	
01732	Valley Pest Services Inc	11/26/2025	Regular	0.00	470.00	307884
14355360 MT	Invoice	11/24/2025	Monthly Pest Control/Senior Center	0.00	75.00	
14356433 MT	Invoice	11/25/2025	Monthly Pest Control/Library	0.00	50.00	
14356435 MT	Invoice	11/24/2025	Monthly Pest Control/City Council	0.00	50.00	
14356436 MT	Invoice	11/24/2025	Monthly Pest Control/PD	0.00	50.00	
14356437 MT	Invoice	11/25/2025	Monthly Pest Control/Lawn Service/PW	0.00	60.00	
14356438 MT	Invoice	11/24/2025	Monthly Pest Control/Planning	0.00	50.00	
14356439 MT	Invoice	11/20/2025	Monthly Pest Control/City Hall	0.00	50.00	
14356440 MT	Invoice	11/20/2025	Rodent Control/City Hall	0.00	85.00	
01738	Verizon Wireless	11/26/2025	Regular	0.00	1,246.03	307885
6127809827	Invoice	11/24/2025	Cell Phone Services/PW/10/7/25 - 11/6/25	0.00	441.71	
6127809829	Invoice	11/25/2025	Cell Phone Services/Admin/10/7/25 - 11/6...	0.00	117.03	
6127809830	Invoice	11/25/2025	Cell Phone Services/Library/10/7/25 - 11/...	0.00	39.01	
6127809831	Invoice	11/25/2025	Cell Phone Svcs/Parks & Sr Center/10/7/25..	0.00	296.14	
6127809832	Invoice	11/25/2025	Cell Phone Services/Building/10/7/25 - 11...	0.00	79.02	
6127809833	Invoice	11/25/2025	Cell Phone Services/City Council/10/7/25 -...	0.00	195.05	
6127809834	Invoice	11/25/2025	Cell Phone Services/Finance/10/7/25 - 11/...	0.00	78.07	
02837	Victor Ramon Ramirez	11/26/2025	Regular	0.00	60.00	307886
11-25Soccer	Invoice	11/24/2025	Brawley Youth Soccer 2025/Nov 13	0.00	60.00	
01950	West Coast Arborist Inc	11/26/2025	Regular	0.00	7,957.60	307887
233859	Invoice	11/25/2025	Arborist services for City parks and facilities	0.00	355.25	
233863	Invoice	11/25/2025	Arborist services for City parks and facilities	0.00	6,749.75	
233864	Invoice	11/25/2025	Arborist services for City parks and facilities	0.00	852.60	
00836	Internal Revenue Service	11/26/2025	Bank Draft	0.00	2.98	DFT0004698
INV0007229	Invoice	11/14/2025	Medicare Taxes	0.00	2.98	
00836	Internal Revenue Service	11/26/2025	Bank Draft	0.00	12.78	DFT0004699
INV0007230	Invoice	11/14/2025	Social Security Taxes	0.00	12.78	

Check Report

Date Range: 11/15/2025 - 11/28/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00571	Employment Development Dept	11/26/2025	Bank Draft	0.00	2.27	DFT0004700
INV0007231	Invoice	11/14/2025	State Taxes	0.00	2.27	
00836	Internal Revenue Service	11/26/2025	Bank Draft	0.00	77.54	DFT0004735
INV0007288	Invoice	11/26/2025	Federal Taxes	0.00	77.54	
00836	Internal Revenue Service	11/26/2025	Bank Draft	0.00	20.36	DFT0004736
INV0007289	Invoice	11/26/2025	Medicare Taxes	0.00	20.36	
00836	Internal Revenue Service	11/26/2025	Bank Draft	0.00	87.04	DFT0004737
INV0007290	Invoice	11/26/2025	Social Security Taxes	0.00	87.04	
00571	Employment Development Dept	11/26/2025	Bank Draft	0.00	38.12	DFT0004738
INV0007291	Invoice	11/26/2025	State Taxes	0.00	38.12	

Bank Code US Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	285	113	0.00	299,375.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	-65.00
Bank Drafts	7	7	0.00	241.09
EFT's	19	15	0.00	111,017.24
	311	141	0.00	410,568.80

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	285	113	0.00	299,375.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	-65.00
Bank Drafts	7	7	0.00	241.09
EFT's	19	15	0.00	111,017.24
	311	141	0.00	410,568.80

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	11/2025	410,568.80
			410,568.80

City of Brawley

City Council
December 16, 2025
Agenda Item No 4c



STAFF REPORT

To: City Council
From: Emmet Fried, Assistant to the City Manager
Prepared by: Emmet Fried, Assistant to the City Manager
Subject: **Authorization for the Imperial County Air Pollution Control District to Install and Maintain Air Quality Monitoring Equipment at Pat Williams Park or Ed Soto Field**

RECOMMENDATION:

Staff recommends that the City Council approve the request from the Imperial County Air Pollution Control District to install and maintain air quality monitoring equipment at Pat Williams Park or Ed Soto Field as part of the New River Air Monitoring Project.

BACKGROUND INFORMATION:

The Imperial County Air Pollution Control District is implementing the New River Air Monitoring Project; a regional initiative aimed at improving air quality data collection in communities adjacent to the New River. This project is part of a broader effort to address environmental health concerns and provide real-time air quality information to residents.

As part of this initiative, the Imperial County Air Pollution Control District has identified Pat Williams Park and Ed Soto Field as strategic locations for the placement of air monitoring equipment. These sites were selected based on their proximity to the New River corridor and their accessibility for maintenance and data retrieval.

This agreement is voluntary, and the City may stop participating at any time upon providing a minimum thirty (30) days notice to ICAPCD and SCS Engineers who will be required to remove all equipment and electrical connections.

FISCAL IMPACT:

There is no fiscal impact to the City. All costs associated with the installation and maintenance of the monitoring equipment will be covered by Imperial County Air Pollution Control District through grant funding.

ALTERNATIVES:

Council could deny the request and forgo participation in the New River Air Monitoring Project.

ATTACHMENTS:

1. The proposed New River Air Quality Monitoring Equipment Installation and Maintenance Agreement.
2. Picture of Clarity Node Sensor

4c

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

Staff, Title or Consultant, Agency

, , ,

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Rebecca Terrazas-Baxter, City Manager

Siliva Luna, Finance Director

Status – Date of Status

Approved - 12/10/2025

Approved - 12/10/2025



4c.1

New River Air Quality Monitoring Equipment Installation and Maintenance Agreement

I, _____ voluntarily grant permission to Imperial County Air Pollution Control District and the approved air monitoring Contractor (SCS Engineers) to install one (1) PM2.5 sensor at a mutually agreed upon location at the following property: _____.

I agree to the following conditions:

- If applicable, I grant permission for the PM2.5 sensor to use the property's electricity and internet service. Air quality measurements collected by the sensor will be transmitted to SCS Engineers via the internet connection.
- I choose to participate in this program and I will make a commitment to work with SCS Engineers and Imperial County Air Pollution Control District (ICAPCD) to assure the proper installation of the PM2.5 sensor. This will include setting appointments to give inspectors and installers access to the residence/property to verify and install equipment.
- Term: The term of this Agreement shall be for three (3) years from the date of signing ("Original Term").
- I will provide ICAPCD and SCS Engineers with clear access to PM2.5 sensor for periodic inspection, maintenance, repair, or replacement. I will also provide access for occasional brief tours of the PM2.5 sensor, which will be led by SCS Engineers and ICAPCD. I understand that SCS Engineers and Imperial County Air Pollution Control District will coordinate for these brief tours of the PM2.5 sensor.
- I will notify SCS Engineers staff immediately if I observe any type of equipment malfunction, installation problems, potential weather damage, vandalism, or theft of the PM2.5 sensor. I understand I am not responsible for any damage or theft.
- I understand that I shall not tamper with the PM2.5 sensor in any manner.
- I understand I will not be deemed responsible and liable for any damage, loss, or injury of any kind or nature, to any ICAPCD or SCS Engineers personnel or property, caused by or resulting from or in connection with the installation and maintenance of the PM2.5 sensor, unless caused by or resulting from any negligent act or action on my part.

I acknowledge that I have been advised and understand that:

- The purpose of installing the PM2.5 sensor is to collect and report air quality data to SCS Engineers and ICAPCD for the purposes of air monitoring along the New River.
- SCS Engineers may inspect the PM2.5 sensor with advanced notice.
- The County of Imperial and Imperial County Air Pollution Control District staff are not required to provide any personal information.
- This agreement is voluntary and will be extended if needed.
- I may stop participating at any time. If I end my participation, I will provide a minimum thirty (30) days-notice to ICAPCD and SCS Engineers who will be required to remove all equipment and electrical connections.
- I acknowledge that I am at least 21 years of age.



4c.1

- SCS Engineers will hold me harmless and will be responsible for all loss or liability that results from installation or use of the PM2.5 sensor, except to the extent resulting from my gross negligence or willful misconduct.

Contractor and ICAPCD agree to the following conditions:

- SCS Engineers will check-in with the Imperial County Air Pollution Control District prior to accessing the PM2.5 sensor for periodic inspection, maintenance, repair, or replacement.
- SCS Engineers will communicate and report with the Imperial County Air Pollution Control District's Project Manager once the periodic inspection, maintenance, repair, or replacement is completed.

Date: _____

Name: _____

Signature: _____

Street Address: _____

Telephone: _____

E-Mail: _____

Additional Information

Property Type:

- ☐ School
☐ Residence
☐ Business
☐ Other (please describe):

Affiliation with Property:

- ☐ Property Owner
☐ Property Owner Representative
☐ Renter
☐ Other (please describe):

Monitoring Site (name as it will be publicly displayed):

Imperial County Air Pollution Control

Date: _____

Name (Printed): _____

Signature: _____

4c.2



City of Brawley

City Council

December 16, 2025

Agenda Item No 4d

STAFF REPORT



To: City Council
From: Jonathan Blackstone, Assistant Chief
Prepared by: William Smerdon, City Attorney
Subject: **Approve Memorandum of Understanding re Imperial Valley Drug Coalition Law Enforcement Coordination Center**

RECOMMENDATION:

Authorize the Police Department to execute the proposed MOU and delegate authority to the Chief of Police to execute the same.

BACKGROUND INFORMATION:

The Imperial Valley Drug Coalition (IVDC) has been in existence for approximately 20 years; the Brawley Police Department has been a member of IVDC since its inception and Chief Duran serves as member of its Board of Directors. The IVDC occupies the Law Enforcement Coordination Center (LECC).

The purpose of the IVDC is to promote an efficient and effective multi-agency approach to drug interdiction efforts in the IVDC area of operation. A large number of local, state, and federal law enforcement agencies are members of IVDC.

The LECC exists to provide a space that the member agencies can perform intelligence gathering, coordinate investigations and planning and co-location requirements. Funding for the LECC is provided by the Office of National Drug Control Policy through the Imperial Valley High Intensity Drug Trafficking Area Program (HIDTA).

Although the IVDC has been in existence for decades, it has never adopted a formal Memorandum of Understanding (MOU) between its member agencies. The enclosed MOU outlines the parameters for the participating law enforcement agencies to work collaboratively, for multi-agency counter narcotic and intelligence operations.

The MOU is of a voluntary nature and any signatory may withdraw their participation thirty (30) days after providing written notification to the IVCD Executive Board.

FISCAL IMPACT:

Each of the member agencies contribute the costs of operation of the IVDC, this expense has been included in the Police Department's budget for decades. There will not be any additional financial impact incurred by approving the proposed MOU.

ALTERNATIVES:**ALTERNATIVES:**

Council could direct the PD to discontinue its membership in the IVDC.

ATTACHMENTS:

1. IVDC LECC MOU

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

Staff, Title or Consultant, Agency

, , ,

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Rebecca Terrazas-Baxter, City Manager

Silvia Luna, Finance Director

Status – Date of Status

Approved - 12/10/2025

Approved - 12/10/2025

4d.1



**IMPERIAL VALLEY DRUG COALITION
LAW ENFORCEMENT COORDINATION CENTER**

MEMORANDUM OF UNDERSTANDING

January 1, 2025/December 31, 2028

**IMPERIAL VALLEY DRUG COALITION
LAW ENFORCEMENT COORDINATION CENTER**

4d.1

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IMPERIAL VALLEY DRUG COALITION

LAW ENFORCEMENT COORDINATION CENTER

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) outlines the parameters for the participating law enforcement agencies (LEA) listed in Section Seven of this document as to collocation, administration, sharing and flow of information in a High Intensity Drug Trafficking Area (HIDTA) multi-agency, counter-narcotic operational, and intelligence environment within the Imperial Valley Drug Coalition (IVDC), Law Enforcement Coordination Center (LECC).

I. Introduction

There is a recognized need for the law enforcement agencies collocated at the Imperial Valley Drug Coalition, Law Enforcement Coordination Center to share appropriate intelligence information thereby promoting efficient and effective multi-agency counter-drug enforcement efforts in the Imperial Valley Drug Coalition area of operation (AO). The IVDC LECC will house two mutually supporting divisions; the Operations Division and the Intelligence Division. The IVDC LECC will house HIDTA initiative intelligence and enforcement teams assigned to Imperial County. The Imperial Valley Drug Coalition (IVDC) will assign an Executive Director to manage the Operations Division and work with the Intelligence Division managers in the oversight and coordination of the activities of the Intelligence Division of the IVDC LECC. The IVDC will assign a Criminal Intelligence Specialist (CIS) Supervisor to manage the Intelligence Division and when necessary, consult with the DEA Intelligence Supervisor. The established IVDC Executive Board will govern the IVDC LECC and when appropriate, coordinate with the San Diego/Imperial Valley HIDTA. Utilizing the manpower and material resources of the IVDC LECC, the counter-drug enforcement, interdiction, investigative and prosecutorial capabilities of agencies at the federal, state, and local levels will be enhanced.

II. Mission

The mission of the IVDC LECC is to provide a facility to house HIDTA initiative intelligence and enforcement teams assigned to Imperial County to comply with HIDTA collocation requirements and to actively coordinate intelligence, interdiction, investigation and prosecution assets to detect, disrupt and dismantle major drug trafficking organizations (MDTO) utilizing the U.S./Mexico border and the ports of entry, as well as local narcotic trafficking organizations, within the Imperial Valley Drug Coalition AO. This mission statement addresses the San Diego/Imperial Valley HIDTA desired outcome strategy of fully coordinating enforcement operations along the U.S./Mexico border, in conjunction with adjacent HIDTA initiatives, to disrupt and dismantle significant MDTOs and cause an increase in the cost of business to drug traffickers. The execution of the mission will be guided by the principle that the key to effectiveness is the development and maintenance of the freest possible flow of information and intelligence sharing between participating agencies.

III. Membership

The IVDC is comprised of federal, state, and local law enforcement agencies that are currently members of the IVDC, to include those agencies eligible for HIDTA funding and that provide support to the IVDC.

The IVDC Executive Board, comprised of member agencies that are signatory members of this document, governs and provides guidance/direction as it pertains to overall functions, funding/budgeting issues, staffing and other related matters for the IVDC LECC. The IVDC Executive Board will meet on a monthly basis, virtual or in person, at least six times a year with all member agencies to facilitate a forum to discuss and provide guidance to the IVDC LECC. Executive Board members and their invited guests will be allowed to attend the IVDC Executive Board meetings. The IVLECC Executive Director will be advised in advance of any invited guests and requests to have them added to the agenda or address the Executive Board. Any new members or changes to this MOU will be determined by a majority of vote of the IVDC Executive Board.

A minimum of 51 % of the membership is required to constitute a quorum for the purposes of conducting a vote. Roberts "RULES of ORDER" will be used as a guideline to conduct executive board meetings. The Executive Board will elect a chairman and a vice-chairman to direct the meetings. The chairman will hold the position for one year with the option of one additional year if agreed upon by the Executive Board. The vice-chairman will assume the position of the chairman upon the termination of the term of chairman. The chairman and vice-chairman positions must be held by one state or local agency and one federal agency.

The IVDC HIDTA enforcement initiatives with separate governing boards may monitor the respective initiative and make recommendations to the IVDC Executive Board. The IVDC Executive Board consists of the members listed below.

Imperial Valley Drug Coalition Executive Board Members

Brawley Police Department

Bureau of Land Management

Calexico Police Department

California Highway Patrol (CHP)

California Department of Corrections and Rehabilitation

Drug Enforcement Administration (DEA)

El Centro Police Department

Federal Bureau of Investigation (FBI)

Imperial County District Attorney's Office

Imperial County Probation Department

Imperial County Sheriff's Office

Imperial Police Department

United States Attorney's Office

Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)

United States Bureau of Customs and Border Protection, Border Patrol (CBP/USBP)

United States Bureau of Customs and Border Protection, Office of Field Operations (CBP/OFO)

United States Immigration and Customs Enforcement (ICE), Homeland Security Investigations, San Diego (HSI-San Diego)

United States Marshals Service (USMS)

Westmorland Police Department

IV. Operations Division and Intelligence Division

The IVDC LECC is the principal coordination element of the Imperial Valley Drug Coalition and is organized, staffed, and equipped to assist in the planning, coordination and facilitation of multi-agency counter-drug special/regional enforcement operations targeting all DTOs operating within the IVDC area of operation. The IVDC LECC provides direct coordination with adjacent HIDTAs and other supporting initiatives along the southwest border.

The Executive Director of the IVDC LECC, shall provide oversight of the IVDC LECC. The Executive Director, as directed per the Memorandum of Understanding (MOU), will have management of the LECC "Operations Division" as defined in Section IV. (A), of the IVDC LECC MOU, which consists of one (1) Deputy Director, one (1) Facility Manager, one (1) Information Technology (IT) Network Administrator, one (1) IT Desktop Assistant, one (1) Crime Prevention/Training Coordinator, and one (1) Administrative Assistant; and any subsequently assigned staff member(s). The Executive Director will also provide oversight of the Intelligence Division in coordination with the Intelligence Supervisors. The Executive Director will oversee the preparation of the LECC budget, facility administration, long-term planning, and shall assist each participating agency commander of the IVDC in all matters of logistics and support as well as maintain an effective counter-drug initiative within the HIDTA guidelines. The Executive Director acting in his/her capacity shall provide direct supervision and management oversight over his/her staff.

The Operations Division and Intelligence Division will work together as mutually supporting elements. The supervisors of each division will coordinate efforts as they pertain to the IVDC LECC to demonstrate a functional counter-drug initiative.

A. Operations Division Responsibilities

The Operations Division in coordination with the participating agencies will be responsible for the conduct of deliberate planning and coordination of multi-agency, counter-drug special/regional enforcement operations; conducted in support of the IVDC counter-drug strategy. The Operations Division, in conjunction with the Intelligence Division, will develop, refine and coordinate plans and strategies through self-initiation and/or by request from member agencies of the IVDC.

The Operations Division will, in part, consist of the Imperial County Narcotic Task Force (ICNTF), the DEA Imperial Valley Major Mexican Traffickers (IVMMT) Task Force, the HSI Border Enforcement Security Task Force (BEST), the Imperial Valley Border Crime Suppression Team Task Force (IVBCST), the HSI Internet Crimes Against Children Task Force (ICAC), the Brawley Investigations Team (BIT), and the Imperial County Gang Intelligence Coalition (ICGIC). The ICNTF, IVMMT, IVBCST, and BEST Task Forces are collocated at the IVLECC. The IVDC Task Force initiatives are focused on a local, regional, national, and international, primary or secondary counter drug mission, or counter drug nexus, in accordance with the HIDTA mission and goals.

Direct management of the activities of the Operations Division and coordination oversight of the Intelligence Division will be the responsibility of the IVDC/LECC Executive Director. The duties of the IVDC/LECC Executive Director are outlined below, but not limited to the following:

- Assist in coordination and facilitation of multi-agency counter-drug enforcement efforts based on intelligence received from the Intelligence Division, requests from member agencies, or at the direction of the IVDC Executive Board.
- Summarize and present proposed counter-drug strategies, plans, and courses of action of the IVDC Executive Board.
- Prepare and present proposed counter-drug strategies, plans, and courses of action to the IVDC Executive Board.
- Responsible for the scheduling and conducting Initial Planning Conferences (IPC), Final Planning Conferences (FPC), and presentations on behalf of the Operations Division.
- Promote and conduct on-site liaison visits with member agencies.
- With assistance of the Deputy Director, prepare and manage a budget for the IVDC LECC.
- The IVDC LECC Executive Director will ensure an “open line of communication” and oversee coordination between the Operations Division and supervisors of the IVDC LECC Intelligence Division to promote information and data sharing.

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- The IVDC LECC Executive Director will be familiar with HIDTA policies and procedures pertaining to funding, purchasing, and equipment accountability. The IVDC LECC Executive Director will become familiar with purchasing policies and procedures of member agencies (local, state, and federal levels).
 - The IVDC LECC Executive Director will ensure that all HIDTA funding matters as they relate to the IVDC LECC Initiative are presented to the IVDC Chairman or IVDC LECC Executive Board for approval prior to sending any HIDTA funding request to the San Diego/Imperial Valley HIDTA Executive Committee for review and approval.
 - The IVDC LECC Executive Director will ensure executive level meetings and briefings are scheduled and that agendas are properly prepared in a timely manner so that IVDC LECC Executive Board members have sufficient notice on pertinent matters.
 - The IVDC LECC Executive Director will support the IVDC LECC Executive Board in ensuring effective fiscal and administrative management of the LECC.

B. Intelligence Division Responsibilities

The Intelligence Division, managed by the IVDC LECC Intelligence Supervisor, with the support of the Drug Enforcement Administration (DEA) Intelligence Supervisor, will collect, analyze, coordinate, and disseminate information to law enforcement agencies for their use to interdict and investigate illicit drug smuggling and trafficking, money laundering, and other criminal activity associated with drug trafficking within the IVDC AO. This will be accomplished through a collaborative effort with the IVDC member agencies, and other federal, state and local law enforcement agencies within the IVDC to include participation by those agencies having border responsibility as well as law enforcement agencies having responsibility for domestic drug investigations in the interior of Imperial County and throughout the United States. The Intelligence Division will support the intelligence processing and analytical needs of the Operations Division investigative personnel. Direct management of the activities of the Intelligence Division will be the responsibility of the IVDC Intelligence Supervisor assigned to the IVDC LECC and when necessary, request assistance and coordination of the DEA Intelligence Group Supervisor assigned to the IVDC LECC. The responsibilities of the IVDC LECC Intelligence Supervisor are outlined below, but not limited to the following:

- When possible coordinates intelligence activities with assigned DEA supervisor.
- Exercises supervisory oversight of personnel assigned to the Intelligence Division with the support of the assigned DEA supervisor.
- Responsible for day-to-day operations of Intelligence Division.
- Coordinates requests for investigative assistance by participating agencies.
- Prepare and present proposed intelligence reports, presentations, and courses of action to the Deputy Director, Executive Director, and the IVDC Executive Board.
- Provide tactical intelligence support and post seizure analysis for multi-agency counter-drug operations coordinated by the IVDC LECC Operations Division.
- Provide investigative support for on-going investigations as requested by member agencies.

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- Prepare intelligence products on drug trafficking trends, pattern analysis, and threat assessments.
 - Serve as recipient of, and repository for, local law enforcement agency drug trafficking information.
 - Ensure that intelligence collections and sharing is an on-going and continuous process.
 - Communicates and coordinates with the Deputy Director and Executive Director to ensure coordination with the Operations Division and support the overall operation of the IVDC LECC.

C. Organizational Chart (see Attachment A)

V. Funding

Funding for the IVDC LECC will be provided by and through San Diego/Imperial Valley HIDTA contingent on the availability of funding from the Office of National Drug Control Policy (ONDCP).

The proposed budget for the IVDC LECC will be prepared each year by the IVDC LECC Executive Director for the ensuing fiscal year for approval by the IVDC Executive Board and approval of the San Diego/Imperial Valley HIDTA Executive Board and ONDCP. The IVDC LECC Executive Director will provide assistance/support to HIDTA funded member agencies in the management of their respective budgets. All other budgetary issues will be submitted through and approved by the IVDC Executive Board as it pertains to HIDTA funding for the IVDC LECC facility/initiative. All budget management and requests for HIDTA funding will adhere to the policies and procedures set forth by ONDCP. All personnel expenses not provided for by the IVDC LECC budget will be the responsibility of the respective member agencies.

All funding for the ICNTF, IVMMT, BEST, IVBCST, ICAC and ICGIC unless specifically outlined in the IVDC LECC budget, will be the responsibility of those individual programs as enumerated in their respective memorandums of understanding and annual budget proposals.

VI. Operating Guidelines and Procedures

- A. Operations – The IVDC LECC will operate according to guidelines established in the current IVDC LECC MOU as agreed upon by the IVDC Executive Board. Changes to these guidelines must be approved by the IVDC Executive Board.
- B. Intelligence and Information Dissemination – All tactical and actionable intelligence and information developed within or generated by the Intelligence Division remains the property of the agency from which it was obtained. The IVDC LECC Intelligence Supervisor will be the primary intelligence coordinator and manager of the Intelligence Division. Each participating agency will control the dissemination of their information in accordance with the originating agency's

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established disclosure procedures. Access and/or release of sensitive information will be based on a need-to-know basis and the recommendations of the originating agency. The Intelligence Division must obtain permission from the controlling agency prior to the disclosure of information outside the IVDC LECC.

- C. Security – The Security Officer for the IVDC LECC is assigned by the Executive Director. DEA Imperial County District Office (ICDO) when necessary, will assist the IVDC LECC Executive Director, Deputy Director and Facility Manager with the IVDC LECC security.

Personnel assigned/collocated in the IVDC LECC at a minimum, must have a security clearance level appropriate to their employing agency and sufficient to allow them access to law enforcement sensitive information. Personnel requiring access to classified information must have the appropriate security clearance based on a current background investigation required for access to that information. As necessary, background checks will be conducted by agencies collocated in the IVDC LECC on those personnel requiring access to classified information.

1. General

- a. The IVDC LECC is designed and constructed to safeguard personnel, information, and sensitive law enforcement operations. This facility will meet or exceed DEA security requirements. To defend against physical intrusion, the perimeter of the building will be equipped with an Intrusion Alarm Detection System. This system will be monitored on a 24-hour basis by a qualified security company. In case of an activated alarm at the IVDC LECC, the Imperial Police Department will respond to the building to ascertain the cause of the alarm. Each time an alarm is activated, the monitoring facility will notify a designated IVDC LECC staff member (a call-out list is provided to the monitoring facility) and that person will coordinate until the cause of the alarm has been identified and resolved.
- b. All personnel assigned to/collocated in the IVDC LECC are required to properly store all files, documents, and data storage disks in a secure place within their office space, workstation, or designated secure file storage container. Personnel assigned to/collocated in the IVDC LECC will clear all documents from their desks and will lock all storage compartments at the end of each workday. All file cabinets and safes will also be inspected to ensure they are closed and locked.
- c. The IVDC LECC will store law enforcement sensitive and classified materials in approved storage containers. Access to those containers will be restricted and the containers will remain locked

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- c. The IVDC LECC will store law enforcement sensitive and classified materials in approved storage containers. Access to those containers will be restricted and the containers will remain locked

when not under the control of authorized and properly cleared personnel.

- d. The IVDC LECC will not maintain any classified material in this facility, unless properly stored in accordance with the respective agency's policies and procedures for storage of said classified material.
- e. Operations at the IVDC LECC are to be kept confidential by personnel assigned to/collocated in the IVDC LECC and participating agencies at all times.
- f. Security violations will be written in a security logbook maintained by the IVDC LECC Security Officer or Facility Manager. The IVDC LECC Executive Director and the IVDC Executive Board will be notified in writing of the security violation (s). All written notifications will include a course of action to remedy the violation (s). Corrections of violation (s) will be noted in writing.

2. Secured Area within the IVDC LECC

- a. Entry into the IVDC LECC facility and various doors within are controlled through the use of proximity card readers. These cards and the computerized access are the responsibility of the IVLECC Security Officer or Facility Manager. All personnel assigned to/collocated in the IVDC LECC will be issued a proximity card with the proper access level agreed upon by the IVDC LECC Executive Director, in consultation with the IVLECC Security Officer or Facility Manager, and the personnel's supervisor. Individuals who are not assigned to/or collocated at the IVDC LECC, but who still require access, will receive limited access, on a case-by-case basis, upon approval of the IVDC LECC Executive Director and the individual's parent agency. It will be the responsibility of the IVLECC Security Officer or Facility Manager and the IVDC LECC Executive Director (or his/her staff appointed designee) to maintain a log of personnel and their respective accessibility levels.
- b. The doors leading from the Operations Division to the Intelligence Division will be accessible through proximity card readers at all times when the IVDC LECC facility is being occupied by authorized personnel to allow for evacuation/escape during fire, earthquake, or any other emergency requiring evacuation of this facility.

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- c. A secure datacenter room contains separate, agency-specific securable rack, enclosures to house each agency-specific networking equipment, which will only be accessible to the IVLECC IT Network Administrator and those personnel cleared and authorized by their parent agency to have access to that agency specific secure enclosure. Each secure enclosure contains a separate locking device to be controlled by that specific agency, the IVLECC IT Network Administrator and the IVLECC Security Officer or Facility Manager. Only those personnel who have specified access will be allowed in this secured data-center, unless escorted by appropriate authorized personnel. It will be the responsibility of the IVLECC Security Officer or Facility Manager, and the IVDC LECC Executive Director (or staff appointed designee) to maintain a log of personnel and the systems to which access has been authorized.

3. Personnel Security

- a. The IVDC LECC Administrative Assistant under the guidance of the IVDC LECC Executive Director (or staff appointed designee) will be responsible for the monitoring of the general lobby area for visitors to the IVDC LECC facility. The Administrative Assistant will review the credentials of all law enforcement officials/personnel visiting the IVDC LECC. All non-law enforcement visitors will be required to produce a valid driver's license with a photograph, military identification card, or other acceptable photo identification. The Administrative Assistant will ensure the visitor fills out the visitor logbook, issue the appropriate visitor's badge, and notify the appropriate collocated personnel that a visitor is in the lobby.
- b. The IVDC LECC will issue (3) three different types of identification badges. All personnel assigned to/collocated in the IVDC LECC will be issued a proximity card containing their photo and name. All personnel assigned to/collocated in the IVDC LECC are required to display this proximity card at all times while in the IVDC LECC facility. Personnel assigned to/collocated in the IVDC LECC are responsible for the safe keeping of the issued proximity card and will report loss or damage of the proximity card to the IVLECC Security Officer or Facility Manager who will report the loss to the IVDC LECC Executive Director at the earliest reasonable time. Visitors to the IVDC LECC will be issued either a blue visitor pass (No Escort Required) or a red visitor pass (Escort Required). If an individual is discovered in the IVDC LECC facility without one of the aforementioned identification badges, they will be escorted to the reception (lobby) area to

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determine their status and ensure they are either issued the appropriate identification badge or escorted from the premises.

- c. It is the responsibility of all personnel assigned to/collocated in the IVDC LECC to ensure that any visitor accompanying them obtain the proper visitor identification badge before entering the facility.

VII. Participating Agencies

It is understood and agreed upon, agency funded personnel assigned to/collocated in the IVDC LECC Operations and Intelligence Divisions by signatory law enforcement agencies of this document will at times be tasked with agency specific duties. In order for the Operations and Intelligence Divisions to accomplish their missions, agency funded personnel assigned to/collocated in IVDC LECC should provide the overwhelming portion of their work time to the accomplishment of each division's mission. Fully HIDTA funded personnel should provide the overwhelming amount of their work time to the Intelligence or Operations Divisions in support of their respective missions. Collocated personnel who will experience time periods of absence from their IVDC LECC job duties should coordinate these absences with their IVDC LECC Supervisor, as well as their parent agency.

With the above in mind, personnel assigned to/collocated in the IVDC LECC will be assigned to different sections of the Operations Division or Intelligence Division to assist with IVDC LECC HIDTA mission and will be supervised by the Division or Task Force Supervisor in which they work. The parent agency, in coordination with the respective IVDC LECC Supervisor, will continue to supervise agency specific requests, policies, procedures, assignments, agency-specific administrative process, disciplinary matters, and appraisals.

The IVDC IVLECC goal will be the maximum participation possible by each IVDC member agency in both the Operations and Intelligence Divisions. The minimum goal will be for each member agency to have at least one agency funded or HIDTA funded personnel assigned to the Operations and Intelligence Divisions. When possible, every effort should be made by the IVDC Executive Board to achieve equity for all member agencies to have at least one HIDTA funded personnel, in accordance with HIDTA policy, assigned to the IVLECC or any IVDC initiative. The ability for all member agencies, in accordance with HIDTA policy, to have at least one assigned HIDTA funded personnel will result in the desired equity and ensure the HIDTA goal of a multi-agency, multi-jurisdictional approach to counter drug operations and investigations.

A. General

1. The primary focus of the IVDC is the area adjacent to and along the Southwest U.S./Mexico border with particular emphasis on the smuggling, trafficking, and distribution of illegal drugs in the IVDC AO in Southern California. It is clearly understood that any IVDC member law enforcement agency with a valid, verified

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requirement for service of the IVDC LECC Operations Division or Intelligence Division shall be provided with support and assistance when resources are available. The exception will be internal affairs investigations which should be conducted by the parent agency and will not be conducted at the IVDC LECC. The IVLECC Executive Director will be notified of any internal affairs conducted on personnel assigned to the IVLECC.

2. Participation in the IVDC includes law enforcement agencies in the IVDC area of responsibility with active primary or secondary counter narcotics missions or an identified mission to combat other criminal activity associated with drug trafficking. Participation in the IVDC LECC will require, along with the aforementioned, a requirement that the agency desiring to assign/collocate personnel or enforcement teams in the IVDC LECC facility be a signatory of this document.
3. Any requests for investigative support beyond the scope of the IVDC LECC mission may be approved by the IVDC LECC Deputy Director, Executive Director or IVDC LECC Executive Board.

B. Participants

Federal, state, and local law enforcement agencies with a vested participatory interest, based on an identified primary or secondary counter-drug enforcement mission, or an identified mission to combat other criminal activity associated with drug trafficking are considered eligible to participate in the IVDC and assign personnel to/collocate in the IVDC LECC in either the Operations Division or Intelligence Division as signatories of this document.

Brawley Police Department

Bureau of Land Management

Calexico Police Department

California Highway Patrol (CHP)

California Department of Corrections and Rehabilitation

Drug Enforcement Administration (DEA)

El Centro Police Department

Federal Bureau of Investigation (FBI)

Imperial County District Attorney's Office

Imperial County Probation Department

Imperial County Sheriff's Office

Imperial Police Department

United States Attorney's Office

Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)

United States Bureau of Customs and Border Protection, Border Patrol (CBP/USBP)

United States Bureau of Customs and Border Protection, Office of Field Operations (CBP/OFO)

United States Immigration and Customs Enforcement (ICE), Homeland Security Investigations (HSI-San Diego)

United States Marshals Service (USMS)

Westmorland Police Department

The California Army National Guard and Civil Air Patrol, although not signatories to this MOU, are operational assets in the IVDC LECC due to their individual counter-drug missions.

VIII. Structure/Functions

The IVDC LECC will house two distinct and mutually supporting Divisions:

A. Operations Division

Upon request from a participating agency of the IVDC or a law enforcement agency with a verified requirement for the services of the IVDC LECC, the Operations Division will assist in detailed planning, coordinated interdiction operations, and enforcement support for proactive investigative operations based on information developed from the Intelligence Division and information received from the requesting agency. The requesting agency and the IVDC LECC Executive Director will determine the manner in which resources will be employed most effectively to meet the requirements of the requesting agency and will ensure compliance with guidelines of the IVDC LECC MOU. The requesting agency may provide information developed from investigations or interdiction operations to the Intelligence Division for further analysis.

B. Intelligence Division

Upon request from a participating agency of the IVDC or a law enforcement agency with a verified requirement for the services of the IVDC LECC Intelligence Division, the Intelligence Division will provide investigative, tactical/post seizure, and strategic analytical support or intelligence products to the requesting agency. Investigative support will include telephone analysis (pen register/wire taps), document analysis and exploitation, prosecution preparation, and case briefings. The Intelligence Division will provide tactical support and post seizure analysis for interdiction and narcotic investigation operations by conducting database checks, preparing target folders, and analyzing seized documents. Any investigative leads developed as a result of the post seizure analysis will be disseminated to the appropriate agency for possible further action. The Intelligence Division will provide strategic intelligence products to include drug trafficking trends, patterns and threat assessments. The Intelligence Division will provide a post seizure analysis as requested by member agencies on a significant arrest or seizure. The IVDC LECC Intelligence Division Supervisor will assign, an analyst(s) to support each request and supervise the processing and dissemination of the agency specific information in accordance with the regulations of the requesting agency. The Intelligence Division will be responsible for providing relevant intelligence information derived from investigative support activities and from other intelligence activities to the Operations Division as permitted by the contributing agency for use in the enhancement of law enforcement counter drug efforts.

1. Information Management/Dissemination

- a. The IVDC LECC Operations and Intelligence Divisions personnel assigned to support federal, state, and local agencies will process requests for information (operational or intelligence). The IVDC LECC Executive Director will define the scope and determine the appropriate response to fulfill these requests. The Intelligence Division will coordinate with the San Diego Law Enforcement Coordination Center (SDLECC) to provide intelligence database checks based on non-availability of local law enforcement databases. The SDLECC Watch Center will provide all target and event de-confliction services. All investigative personnel assigned to the IVDC LECC and IVDC LECC Task Force personnel will be required to utilize the SDLECC for operational event and investigative target de-confliction.
- b. All information handled through and at the IVDC LECC Intelligence or Operations Divisions will be processed in compliance with each agency's rules and regulations governing the processing and dissemination of agency-specific information. To protect against the unauthorized disclosure or dissemination of information, no information will be released without the permission of the agency proprietor of said information.

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- c. Each participating law enforcement agency that is a signatory of this MOU will be required to utilize the SDLECC Watch Center for all operational event and investigative target deconfliction.
 - d. Any agency/organization that would like to implement an information technology project at the IVDC LECC must submit an Information Technology (IT) Project Proposal to the IVDC LECC Executive Director for review and final approval. The IVDC LECC Executive Director will review the IT Project Proposal with the Information Technology Network Administrator to ensure that the project is feasible, well planned, adequately funded, and to assess the impact of the project on the IVDC LECC IT infrastructure. IT Projects will not be executed at the IVDC LECC without written approval from the IVDC LECC Executive Director.

The IT project proposal must include the following elements:

Project Description

Project Purpose and Objectives

Project Management Overview

Project Scope

Risks

System Security

Project Budget Summary

IX. Facilities, Equipment, and Services

The participating agencies shall occupy the building (currently leased), that has a common address of 2417 La Brucherie Road, Imperial, California and located on the Imperial County Assessor's Parcel Number 043-770-20-01. This building is known as the Imperial Valley Drug Coalition Law Enforcement Coordination Center.

A. Facilities – The Imperial County Sheriff's Office, through the County of Imperial, leases the facility that houses the IVDC LECC from the Imperial Industrial Group. The facility consists of approximately 34,000 square feet and includes adequate secure parking. Funding for the IVDC LECC will be provided by and through San Diego/Imperial Valley HIDTA and is contingent on the availability of funding from ONDCP.

In keeping with the mandate included in the mission statement of the IVDC, the IVDC LECC architectural plan provides a generally open floor plan that ensures

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the free flow of information between participating agency personnel. The Operations Division and Intelligence Division are housed within the IVDC LECC with specified areas of the Intelligence Division separated physically within the facility to ensure the security of databases, restricted information, security control and network control systems.

B. Equipment - Agency equipment that is brought into the IVDC LECC will be maintained by the issuing agency and any computer related equipment and computer related servers will be approved by the Executive Director after consultation with the IT Network Administrator. Agency (non-HIDTA) purchased equipment placed in the facility will be reported to the IVLECC Facility Manager and will be added to a separate on-site equipment inventory. Equipment that is purchased by the IVDC LECC with HIDTA funds for the common use of personnel assigned to/collocated in the IVDC LECC will be maintained through funding provided by the overall annual HIDTA budget for the IVDC LECC.

The IVLECC Facility Manager, under the direction of the IVDC LECC Executive Director, will be responsible for maintaining an up-to-date inventory of HIDTA funded equipment that meets the monetary threshold and length of service for inventory inclusion per HIDTA policy. The IVDC LECC Executive Director or Deputy Director will have direct oversight of any service agreements purchased with HIDTA funding or any other funding for the IVDC LECC. The IVDC LECC Executive Director, Deputy Director, Facility Manager, or their assigned designee, will be the only points of contact for service and repair calls placed from the IVDC LECC.

C. Services - Most services for the IVDC LECC such as facilities rent, janitorial services, utilities, and maintenance will be funded by HIDTA through the IVDC LECC HIDTA budget. The basic service for telephones, including long distance services, installation of additional lines, and telephone equipment will be funded by HIDTA through the IVDC LECC annual budget.

X. Lease of Building Improvement Thereto

- A. Under this MOU each participating agency, to the extent permitted by federal (including, but not limited to, the Federal Tort Claims Act and the Anti-Deficiency Act) or state law, assumes financial responsibility for damage caused, occasioned, or contributed to in whole or in part, by any action, omission, fault or negligence, whether active or passive of the participating agency, its officers or employees in connection with or incident to its authorized use and occupation of the building, common areas, and parking areas leased by the Imperial County Sheriff's Office through the County of Imperial and serve as the IVDC LECC, unless the same be caused by the sole negligence or willful misconduct of another participating agency.

- 4d.1
- B. Notwithstanding Section X (A), in the event that more than one participating agency is held negligently or willfully responsible, those participating will bear their proportionate share of liability as determined in any such proceeding. Each side will bear their own costs and attorney fees. The tort liability of Federal agencies is limited by the Federal Tort Claims Act and other federal laws and does not permit indemnifications.
 - C. In the event the Imperial County Sheriff's Office through the County of Imperial's lease of the property identified in Section IX (A) of this document, is terminated within the first five years of its term, the cost of any specially requested tenant improvements to the LESSOR, but requested by a participating agency, shall be repaid to the LESSOR (their successors or assigns, if applicable) by the participating agency who requested the improvements. The repayment amount shall not exceed the un-amortized Tennant Improvement Budget set forth under the 1999 HIDTA grant. For any participating agency to be responsible for improvements, the participating agency must have requested the improvement in writing.
 - D. It is understood and agreed by participating agencies that no other entity or agency shall be permitted to utilize the IVDC LECC facility, unless and until said entity or agency becomes a signatory to this MOU and obtains approval of the IVDC Executive Board.

XI. Termination of Agreement

- A. As a signatory to this MOU, it is understood by all parties to be of a voluntary nature. Any signatory (agency) may withdraw their participation (30) thirty-days after providing written notification to the IVDC Executive Board and to other signatories of this agreement. The termination/withdrawal shall be effective upon the thirtieth day following the notification to the IVDC Executive Board, unless a later date is set forth.
- B. Not withstanding, in the event that any signatory agency of this agreement chooses to withdraw from the IVDC LECC or is removed from the IVDC LECC, that agency shall remain responsible and liable for any costs and obligations associated with those actions attributed to the withdrawing agency through the effective date of withdrawal/termination as per Section XI (A), including but not limited to their respective obligation pursuant to Section X.
- C. The IVDC Executive Board will have the authority to remove participating agencies from the IVDC LECC for any of the following violations of the MOU:
 - 1. Violations of security per this IVDC LECC MOU brought before the IVDC Executive Board and deemed serious enough by the Board to warrant removal of an agency from the IVDC LECC.

- 4d.1
2. Failure to follow directions of assigned supervisors.
 3. Failure to follow policies set forth in this MOU.

- D. In the event that the IVDC Executive Board elects or is forced to remove any participating agency that is a signatory of this document, the IVDC Executive Board will notify that agency in writing of its intent to take such action and such notice shall be provided in accordance with Section XI of this document.
- E. The agency receiving notification will have the opportunity to respond in writing within (30) thirty-days of receipt of the initial notice and to appeal the decision of the IVDC Executive Board. The IVDC Executive Board will make a final decision within thirty (30) days from the date the appeal is submitted.
- F. Access to the IVDC LECC by the agency being removed will terminate immediately upon notification by the IVDC Executive Board as outlined in Section XI. Any items considered the property of, and issued by, the IVDC LECC to the agency's personnel assigned to/collocated in the IVDC LECC shall be returned immediately to either the Intelligence Division IVDC LECC Intelligence Supervisor or the appropriate Operations Division Task Force Supervisor to which the agency's personnel were assigned. Items are to include the assigned proximity/access card and key, which will ultimately be recovered by the IVDC LECC Security Officer, Facility Manager, or Executive Director.
- G. The agency being removed shall be responsible for any and all costs incurred in the removal of any proprietary equipment owned by said agency being removed and shall complete the removal process within (15) fifteen-days of the final decision made by the IVDC Executive Board or earlier if the agency chooses to do so.
- H. Access to the facility may be reinstated if the IVDC Executive Board decides in favor of the appealing agency as outlined in Section XI (E).

XII. Notices

- A. Any notice by any signatory/participating agency of this MOU or the IVDC Executive Board to any other agency shall be personally delivered to the participating agency or sent by certified mail, return receipt requested, to the address appearing below in Section XVI of each participating agency's signature block in this MOU.
- B. Any signatory/participating agency of this MOU may change its address for notice by providing written notification to the IVDC Executive Board and to the other signatory agencies of this document.

- 4d.1
- C. Notices shall be deemed effective on the date of personal service or confirmed date of delivery as set forth on the certified mail return as applicable.

XIII. Authority

Each of the individuals executing this MOU on behalf of his/her respective agency represents and warrants that:

- A. He/She is duly authorized to execute and deliver this MOU on behalf of the participating agency as applicable.
- B. Such execution and delivery on behalf of the participating agency is in accordance with the terms of the Articles of Incorporation or Partnership, any by-laws, resolutions or MOU of the participating agency, if applicable.
- C. Such execution and delivery on behalf of the participating agency is duly authorized by the legislature and executive of the participating agency and is within the power and authority of the signatory as granted by such body or executive of the participating agency.
- D. This MOU is binding upon the respective parties in accordance with its terms.
- E. This MOU may be executed in counterparts.
- F. The term of this MOU shall be in effect from January 1, 2025 to December 31, 2028.

XIV. Nondiscrimination Clause

All participating agencies will comply with Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, the American With Disabilities Act (as incorporated in the Civil Rights Act of 1991), and all requirements imposed or pursuant to the regulations of the U.S. Department of Justice (28 C.F.R., Part 42, Sub-parts C, D, and F) issued pursuant to Title VI relating to discrimination of the grounds of race, color, creed, sex, age or national origin, handicap, and equal employment opportunities.

XV. Respective Responsibilities

To the extent permitted by federal or state law, each participating agency of the IVDC LECC shall be responsible for the acts of its participating officer(s) and shall incur any liabilities arising out of the service and activities of those officers while participating in the IVDC LECC. Personnel assigned to the IVDC LECC shall be deemed to be continuing under the employment of their jurisdictions and shall have the same powers, duties, privileges, responsibilities and immunities as are conferred upon them as federal agents or peace officers in their own jurisdictions.

**Imperial Valley Drug Coalition
Law Enforcement Coordination Center
Memorandum of Understanding
January 1, 2025/December 31, 2028**

XVI. Signatures

Jimmy M. Duran
Chief of Police
Brawley Police Department
351 Main Street
Brawley, California 92227

Robert Sawyer
Chief of Police
El Centro Police Department
150 North 11th Street
El Centro, California 92243

Armando Orozco
Chief of Police
420 E Fifth Street
Calexico, California 92231

Imperial Valley Drug Coalition
Law Enforcement Coordination Center
Memorandum of Understanding
January 1, 2025/December 31, 2028

4d.1

Ernesto Ruedas
Captain
California Highway Patrol
2331 N Imperial Avenue
Imperial, California 92251

Bruce Baenzinger
Parole Administrator
California Department of Corrections and Rehabilitation
765 Third Avenue Suite 200
Chula Vista, California 91910

Brian M. Clark
Special Agent in Charge
Drug Enforcement Administration
San Diego Field Division
4560 Viewridge Avenue
San Diego, California 92123

Imperial Valley Drug Coalition
Law Enforcement Coordination Center
Memorandum of Understanding
January 1, 2025/December 31, 2028

4d.1

Thomas W. French
Special Agent in Charge
Bureau of Land Management, Region 1
2800 Cottage Way
Sacramento, CA 95825

Stacey R. Moy
Special Agent in Charge
Federal Bureau of Investigation
10385 Vista Sorrento Parkway
San Diego, California 92121

George Marquez
District Attorney
Imperial County District Attorney's Office
939 West Main Street
El Centro, California 92243

Imperial Valley Drug Coalition
Law Enforcement Coordination Center
Memorandum of Understanding
January 1, 2025/December 31, 2028

4d.1

Dan Prince
Chief
Imperial County Probation Department
324 Applestill Road
El Centro, California 92243

Fred Miramontes
Sheriff
Imperial County Sheriff's Office
328 Applestill Road
P.O. Box 1040
El Centro, California 92244

Aaron Reel
Chief of Police
Imperial Police Department
424 S. Imperial Avenue
Imperial, California 92251

Imperial Valley Drug Coalition
Law Enforcement Coordination Center
Memorandum of Understanding
January 1, 2025/December 31, 2028

4d.1

Tara McGrath
Acting United States Attorney
United States Attorney's Office
880 Front Street, Room 6293
San Diego, California 92101

Christopher Bombardiere
Special Agent in Charge
Bureau of Alcohol, Tobacco, Firearms and Explosives, Los Angeles Field Division
550 North Brand Blvd Suite 800
Glendale, California 91203

Greg Bovino
Chief Patrol Agent
U.S. Customs and Border Protection
211 W. Aten Road
Imperial, California 92251

Imperial Valley Drug Coalition
Law Enforcement Coordination Center
Memorandum of Understanding
January 1, 2025/December 31, 2028

4d.1

Roque Caza
Port Director
U. S. Customs and Border Protection
200 E. First Street
Calexico, California 92231

Shawn Gibson
Special Agent in Charge
Homeland Security Investigations
United States Immigration Customs Enforcement
185 West "F" Street, Suite 600
San Diego, California 92101

Steven C. Stafford
United States Marshal
United States Marshal's Service
Southern District of California
333 W. Broadway, Suite 100
San Diego, California 92111

Imperial Valley Drug Coalition
Law Enforcement Coordination Center
Memorandum of Understanding
January 1, 2025/December 31, 2028

Lynn Mara
Chief of Police
Westmorland Police Department
355 N Center Street
Westmorland, California 92281

City of Brawley

City Council
December 16, 2025
Agenda Item No 4e



STAFF REPORT

To: City Council
From: Sylvia Vizcarra, Human Resources Administrator
Prepared by: Sylvia Vizcarra, Human Resources Administrator
Subject: **2026 Calendar**

RECOMMENDATION:

Staff recommends that the City Council approve the 2026 City Calendar, which includes the scheduled City Council meeting dates, observed City holidays, and bi-weekly payroll dates for the 2026 calendar year.

BACKGROUND INFORMATION:

Each year, the City prepares an annual calendar that consolidates key dates for organizational planning and operations. This includes:

City Council meeting dates
Observed City holidays
Pay dates

The calendar assists all departments in scheduling activities, managing payroll, planning staffing levels, coordinating public meetings, and ensuring compliance with City procedures. The 2026 calendar has been revised in coordination with the Human Resources and Finance Departments. Finance has verified the payroll dates, and Council meeting dates have been incorporated based on the established schedule for 2026.

Historically, the annual City Calendar is brought before the City Council for review and approval as an informational/consent item.

FISCAL IMPACT:

There is no direct fiscal impact associated with approval of the 2026 City Calendar. All listed holidays and payroll dates are consistent with the adopted Memoranda of Understanding, Personnel Rules, and standard payroll obligations for the fiscal year.

ALTERNATIVES:

1. Approve the 2026 City Calendar as presented.
2. Provide direction for revisions and bring back an updated calendar at a future Council meeting.

3. Do not approve the calendar at this time and provide alternative direction to staff.

ATTACHMENTS:

1. Calendar 2026

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

Staff, Title or Consultant, Agency

, , ,

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Silvia Luna, Finance Director

Rebecca Terrazas-Baxter, City Manager

Status – Date of Status

Approved - 12/10/2025

Approved - 12/10/2025

4e

4e.1

Holidays noted are not for all employees
Refer to your MOU for more information

City of Brawley

City Council
December 16, 2025
Agenda Item No 4f



STAFF REPORT

To: City Council
From: Petra Ortega, Library Manager
Prepared by: Petra Ortega, Library Manager
Subject: Potential Action to Appoint Library Board Trustee

RECOMMENDATION:

Discussion and Potential Action to Approve Resolution 2025- : Resolution of the City Council of the City of Brawley, California, appointing one member to the Brawley Public Library Board of Trustees with a service term ending June 30, 2028.

BACKGROUND INFORMATION:

The Library Board of Trustees has one vacancy with a term of service ending June 30, 2028. On September 10, 2025, a notice was published in the Desert Review, advertising and requesting applications for individuals interested in serving on the Library Board of Trustees. We had one applicant who withdrew, so the vacancy was posted again on the library's social media accounts in November. We have received one application from Daniela Vega. Staff is requesting that the city council approve the resolution of the appointment.

FISCAL IMPACT:

None

ALTERNATIVES:

No alternatives are recommended; Council may elect not to approve the resolution and/or extend the application period.

ATTACHMENTS:

1. Resolution
2. Resume

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

Staff, Title or Consultant, Agency

, , ,

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency
Silvia Luna, Finance Director
Rebecca Terrazas-Baxter, City Manager

Status – Date of Status
Approved - 12/10/2025
Approved - 12/10/2025

RESOLUTION NO. 2025 - XX

4f.1

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRAWLEY,
CALIFORNIA APPOINTING MEMBERS TO FILL VACANCIES ON THE
BRAWLEY LIBRARY BOARD OF TRUSTEES.**

WHEREAS, Resolution No. 89-50, adopted on May 15, 1989, provides that terms for appointments will be made to June 30th; and

WHEREAS, The City Council of the City of Brawley appointed Elizabeth Lorenzen to the Library Board of Trustees with the term of service ending June 30, 2028, and

WHEREAS, Elizabeth Lorenzen submitted her resignation from her position on the Library Board of Trustees, and

WHEREAS, a notice was published in the Desert Review on September 10, 2025, requesting applications for interest in serving on the Library Board of Trustees vacancy; and

WHEREAS, the application of Daniela Vega having been received and reviewed by the City Council of the City of Brawley,

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

That the following individual is appointed to fill the vacancy on the Brawley Public Library Board of Trustees that expires on June 30, 2028.

1. Daniela Vega

APPROVED, PASSED AND ADOPTED at a regular meeting of the Brawley City Council held on December 16, 2025.

CITY OF BRAWLEY, CALIFORNIA

JJ Galvan, Mayor

ATTEST:

Ana Gutiérrez, City Clerk

I, ANA GUTIERREZ, City Clerk of the City of Brawley, California, **DO HEREBY CERTIFY** that the foregoing Resolution No. 2025 - was passed and adopted by the City Council of the City of Brawley, California, at a regular meeting held on the 16th day of December 2025 and that it was so adopted by the following roll call vote:

AYES:

NAYES:

ABSTAIN:

ABSENT:

DATED: December 16, 2025

Ana Gutierrez, City Clerk

Daniela Vega
E: [REDACTED] | C: [REDACTED] | Brawley, CA

PROFESSIONAL EXPERIENCE

Organizer

August 2024–Present

American Civil Liberties Union of San Diego & Imperial Counties (ACLU-SDIC)

- Identify and develop community and member leaders to be committed advocates for their communities
- Increase civic engagement in the regio
- Lead campaigns based on issue priorities
- Track, analyze and enforce current laws and pending legislation in issue areas

Labor Relations Representative

December 2021–August 2024

California School Employees Association (CSEA)

- Identify and develop member leaders, chapter officers and stewards to be committed advocates for their union
- Serve as lead negotiator/researcher in collective bargaining to provide guidance and preparation to service area
- Foster relationships with local union chapters, District leadership, local community leaders and School Board officials
- Track, analyze and enforce current laws and pending legislation impacting employees at local education agencies

Child Welfare Policy Assistant

April 2021–November 2021

Association of Community Human Service Agencies (ACHSA)

- Provided policy and advocacy support to 86 child welfare, juvenile justice, and mental health non profit agencies
- Researched and reported on local, state, and federal policy and reform topics
- Drafted reports, briefs, and advocacy materials (e.g. letters of support, FAQs, fact sheets, background memos)
- Authored 2 articles per month related to child welfare and juvenile justice policy and program implementation issues

Operations Coordinator

November 2019–April 2021

KIPP Ignite Academy

- Managed external digital communications via social media, the school website, and family communications
- Performed needs assessments and coordinated distribution of resources to families
- Maintained electronic and paper data collection and filing systems, including confidential student and personnel files
- Organized school-wide events, fundraisers and community presentations

LEADERSHIP

Dream Resource Center (DRC) Alumni Council

March 2021–April 2022

UCLA Labor Center

- Worked in coalition with DRC staff and 8 council members to advance the goals of the alumni network
- Developed and set a foundation for DRC alumni involvement
- Created alumni engagement through programming and events
- Supervised and mentor 5 Dream Summer fellows during their summer fellowship

RESEARCH

Fellow

December 2016–September 2019

Mellon Mays Undergraduate Fellowship

- Researched oral history, labor movements, and gender gaps in agricultural labor in the Imperial Valley County
- Filed an IRB and interviewed women involved in Lettuce Strike of 1979 in Imperial Valley
- Presented research at URSCA at Whittier College (2018), Southern California Conference for Undergraduate Research (2017), and Mellon Mays Undergraduate Fellowship Conference (2017)

EDUCATION

Whittier College | Whittier, CA

May 2019

Bachelor of Arts in History
Bachelor of Arts in Spanish

City of Brawley

City Council
December 16, 2025
Agenda Item No 4g



STAFF REPORT

To: City Council
From: Silvia Luna, Finance Director
Prepared by: Silvia Luna, Finance Director
Subject: Fiscal year 2024/25 Development Impact Fee Reports

RECOMMENDATION:

Receive and file the fiscal year 2024/25 Development Impact Fee Reports

BACKGROUND INFORMATION:

Development Impact Fees (DIF) are imposed on new construction to help offset impacts created by new development on City facilities and infrastructure. The State Mitigation Fee Act requires the City to annually report on the receipts and expenditures of DIF Funds for the last five years within 180 days of the close of the fiscal year. The City must use, or pledge to use, the developer fees on City facilities and infrastructure within five years of receipt; or present findings if that was not the case.

The required analysis has been completed (Attachment 1) and in all cases the City has complied with the time limit to expend or commit fees for future projects. The City has two development project category fees subject to State requirements: Infrastructure and Development Impact Fees (DIF). Annually, the City reports on the following:

- Brief description on the type of fee in the account or fund;
- Amount of the fee;
- Beginning and ending balance of the account or fund;
- Amount of fees collected and interest earned;
- Each public improvement on which fees were expended, the amount of expenditures, and total percentage of the project completed and costs funded with the fee;
- Description of each inter-fund transfer, loan, and the public improvement funded.

Each year these reports are also provided to the Desert Valley Builders Association (DVBA), the Coalition of Labor Agriculture and Business, and The Gas Company for review and comment.

FISCAL IMPACT:

None to receive and file the annual report.

ALTERNATIVES:

No alternatives are recommended. These annual reports are a requirement of Government Code § 66006.

ATTACHMENTS:

1. 1.2024/25 Annual Development Impact Fee Report

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

Staff, Title or Consultant, Agency

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Silvia Luna, Finance Director

Rebecca Terrazas-Baxter, City Manager

Status – Date of Status

Approved - 12/10/2025

Approved - 12/10/2025

City of Brawley

General Government Facilities Impact Fee, Fund 451

Government Code 66000 Calculation

FY 2024-2025

4g.1

The General Government Services Facilities includes those facilities used by the City to provide basic governmental services and public facilities maintenance services, exclusive of public safety.

Land Use	Fee Amount
Single Family	\$180.18 per unit
Mutli-Family	\$135.30 per unit
Commercial	\$189.09 per 1,000 bldg.sq.ft.
Industrial	\$48.51 per 1,000 bldg. sq. ft.

Account Description	Beginning Fund Balance	FY 2024-2025	Ending Fund Balance
Revenues & Other Sources			
Developer fees		15,152	
Interest income		14,890	
Miscellaneous Revenue			
Total Sources		30,042	
Expenditures & Other Uses			
Transfers out - Capital Improvement Project Fund		0	
Preliminary Study		0	
Administration		0	
Design		0	
Engineering		0	
Construction		0	
Equipment		0	
Total Uses		0	
Total Available	\$ 394,503	\$ 30,042	\$ 424,545

Five Year Test

Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30th
Revenues Collected from 2021	11,467
Revenues Collected from 2022	24,125
Revenues Collected from 2023	102,493
Revenues Collected from 2024	30,042
Revenues Collected from 2025	30,042
Total Ending Fund Balance	198,170

Result : Five Year Spent Test was met in accordance with Government Code 66001.

Capital Improvement Facilities

Capital Improvement Facilities Actual Expenses	FY 2024-2025	% Complete	% funded with fee
	\$ -	0%	0%
Total	\$ -		

Anticipated Future Projects	FY 2025-26	% Complete	% funded with fee
2025-08 City Hall Expansion (Records)	40,000		
Public Works Parking Lot Paving	100,000	0%	34%
Planning IT Equipment Acquisition	10,000	0%	34%
FY 2025/26 Budget - Other	3,000		
Total Anticipated Future Projects	\$ 153,000		

In FY 2020/21 this fund was seperated so that each DIF fund could have it's own Fund, therefore, the reconciled balances at FY ending 2019/20 and activity in FY 2020/21 were transferred into the individually created DIF Funds. This allows the City to report activity easier, reconcile balances quickly, and increase transparency over the collection and use of these funds.

City of Brawley

Police Facilities Impact Fee, Fund 452

Government Code 66000 Calculation

FY 2024-2025

49.1

The Police Facilities includes those facilities used by the City. In order to serve new development through build out, the City identified the need for one additional police station, one police substation, police vehicles, communication center and equipment, and police equipment.

Land Use	Fee Amount
Single Family	\$239.25 per unit
Mutli-Family	\$179.52 per unit
Commercial	\$251.13 per 1,000 bldg.sq.ft.
Industrial	\$64.35 per 1,000 bldg. sq. ft.

Account Description	Beginning Fund Balance	FY 2024-2025	Ending Fund Balance
Revenues & Other Sources			
Developer fees		19,677	
Interest income		9,984	
Total Sources		29,661	
Expenditures & Other Uses			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration			
Design			
Engineering			
Construction		87,273	
Equipment			
Total Uses		87,273	
Total Available	\$ 243,019	\$ (57,612)	\$ 185,406

Five Year Test

Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30th
Revenues Collected from 2021	-
Revenues Collected from 2022	-
Revenues Collected from 2023	130,727
Revenues Collected from 2024	25,019
Revenues Collected from 2025	29,661
Total Ending Fund Balance	185,407

Result : Five Year Spent Test was met in accordance with Government Code 66001.

Capital Improvement Facilities

Capital Improvement Facilities Actual Expenses	FY 2024-2025	% Complete	% funded with fee
2024-05 New Conference Rooms	49,288	21%	100%
Evidence and Property Room Renovation	37,985	100%	100%
Total	\$ 87,273		

Anticipated Future Projects	FY 2025-26	% Complete	% funded with fee
2024-05 New Conference Rooms	189,712	79%	100%
FY 2025/26 Budget - Other	3,000		100%
2026-01 Patrol Room Expansion	180,000		100%
Total Anticipated Future Projects	372,712		

No loans or transfers were made from this fund in FY 2024/25.

City of Brawley

Fire Facilities Impact Fee, Fund 453

Government Code 66000 Calculation

FY 2024-2025

4a.1

The Fire Facilities includes those facilities used by the City to protect life and property. The City identifies the need for additional fire protection facilities, equipment, and fire fighters as build out of the community occurs. In order to serve new development through build out in Brawley, the City identified the need for one new fire station, one new fire substation, and fire vehicles.

Land Use	Fee Amount
Single Family	\$224.40 per unit
Mutli-Family	\$168.30 per unit
Commercial	\$235.29 per 1,000 bldg.sq.ft.
Industrial	\$60.39 per 1,000 bldg. sq. ft.

The fee is based upon the attached formula and data sheet and varies from project to project.

Account Description	Beginning Fund Balance	FY 2024-2025	Ending Fund Balance
Revenues & Other Sources			
Developer fees		18,452	
Interest income		6,883	
Total Sources		25,336	
Expenditures & Other Uses			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration			
Design			
Engineering			
Construction		0	
Equipment			
Total Uses		0	
Total Available	\$ 155,376	\$ 25,336	\$ 180,712

Five Year Test

Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30th
Revenues Collected from 2021	0
Revenues Collected from 2022	0
Revenues Collected from 2023	1,941
Revenues Collected from 2024	153,435
Revenues Collected from 2025	25,336
Total Ending Fund Balance	180,712

Result : Five Year Spent Test was met in accordance with Government Code 66001.

Capital Improvement Facilities

Capital Improvement Facilities Actual Expenses	FY 2024-2025	% Complete	% funded with fee
Main Fire Station (Upgrade)	\$ 252,093.00	84%	100%
Total	\$ 252,093.00		

Anticipated Future Projects	FY 2025-26	% Complete	% funded with fee
2026-02 Fire Station 1 -Downstairs Expansion	\$ 250,000	0%	100%
Design Expenses - New Fire Station	\$ 80,000		
FY 2025/26 Budget -Other	3,000		
Total Anticipated Future Projects	\$ 333,000		

No loans or transfers were made from this fund in FY 2024/25.

City of Brawley

Animal Control Facilities Impact Fee, Fund 454

Government Code 66000 Calculation

FY 2024-2025

4g.1

The Animal Control Facilities includes those facilities used by the City to provide basic animal control services.

Land Use	Fee Amount
Single Family	\$10.89 per unit
Mutli-Family	\$8.25 per unit
Commercial	\$11.55 per 1,000 bldg.sq.ft.
Industrial	\$2.97 per 1,000 bldg. sq. ft.

The fee is based upon the attached formula and data sheet and varies from project to project.

Account Description	Beginning Fund Balance	FY 2024-2025	Ending Fund Balance
Revenues & Other Sources			
Developer fees		898.36	
Interest income		801.93	
Total Sources		1,700	
Expenditures & Other Uses			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration			
Design			
Engineering			
Construction			
Equipment			
Total Uses		0	
Total Available	21,236	1,700	22,937

Five Year Test

Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30th
Revenues Collected from 2021	5,858
Revenues Collected from 2022	6,104
Revenues Collected from 2023	7,802
Revenues Collected from 2024	1,473
Revenues Collected from 2025	1,700
Total Ending Fund Balance	22,937

Result : Five Year Spent Test was met in accordance with Government Code 66001.

Capital Improvement Facilities Actual Expenses

Capital Improvement Facilities	FY 2024-2025	% Complete	% funded with fee
None	\$ -		
Total	\$ -		

Anticipated Future Projects	FY 2025-26	% Complete	% funded with fee
Animal Holding Facility (Dog Kennels)	\$ 20,000	0	25%
FY 2025/26 Budget -Other	3,000		
Total Anticipated Future Projects	\$ 23,000		

No loans or transfers were made from this fund in FY 2024/25.

City of Brawley

Transportation Facilities Impact Fee, Fund 455

Government Code 66000 Calculation

FY 2024-2025

Transportation Facilities includes infrastructure necessary to provide safe and efficient vehicular access throughout the City. In order to meet the transportation demand of new development through buildout, the City identified the need for new road construction and equipment.

Land Use	Fee Amount
Single Family	\$1,836.45 per unit
Mutli-Family	\$1,285.68 per unit
Commercial	\$5,642.34 per 1,000 bldg. sq. ft.
Industrial	\$938.19 per 1,000 bldg. sq. ft.

The fee is based upon the attached formula and data sheet and varies from project to project.

Account Description	Beginning Fund Balance	FY 2024-2025	Ending Fund Balance
Revenues & Other Sources			
Developer fees		53,631	
Interest income		50,977	
Miscellaneous Revenue			
Total Sources		104,608	
Expenditures & Other Uses			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration			
Design			
Engineering			
Construction		0	
Equipment			
Total Uses		0	
Total Available	1,194,484	104,608	1,299,092

Five Year Test

Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30th
Revenues Collected from 2021	368,123
Revenues Collected from 2022	497,877
Revenues Collected from 2023	178,657
Revenues Collected from 2024	149,827
Revenues Collected from 2025	104,608
Total Ending Fund Balance	1,299,091

Result : Five Year Spent Test was met in accordance with Government Code 66001.

Capital Improvement Facilities

Capital Improvement Facilities Actual Expenses	FY 2024-2025	% Complete	% funded with fee
		0%	0%
Total	\$ -		

Anticipated Future Projects	FY 2025-26	% Complete	% funded with fee
Downtown Redevelopment Project	\$ -		23%
Wildcat Drive Improvements, 2019-04	-		12%
Total Anticipated Future Projects	\$ -		

No loans or transfers were made from this fund in FY 2024/25.

City of Brawley

Water Capacity, Fund 456

Government Code 66000 Calculation

FY 2024-2025

4g.1

The purpose of the Water Capacity Charge is to mitigate the impact of a growth in customers (i.e., new service connections) to the City's existing public water system. The charge is directly related to the need for expanded water service capacity caused by development.

Land Use	Fee Amount
5/8 x 3/4 inch per water meter	\$ 5,275.90
3/4 inch per water meter	\$ 7,914.20
1 inch per water meter	\$ 13,190.10
1 1/2 inch per water meter	\$ 26,379.50

The fee is based upon the attached formula and data sheet and varies from project to project.

Account Description	Beginning Fund Balance	FY 2024-2025	Ending Fund Balance
Revenues & Other Sources			
Developer/Capacity fees		470,637	
Interest income		65,183	
Miscellaneous Revenue			
Total Sources		535,820	
Expenditures & Other Uses			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration			
Design			
Engineering			
Construction		500,000	
Equipment			
Total Uses		500,000	
Total Available	1,713,368	35,820	1,749,188

Five Year Test Using First In First Out Method	
Unspent Funds Represent Ending Fund Balance	June 30th
Revenues Collected from 2021	323,672
Revenues Collected from 2022	351,825
Revenues Collected from 2023	190,415
Revenues Collected from 2024	347,456
Revenues Collected from 2025	535,820
Total Ending Fund Balance	1,749,188
Result : Five Year Spent Test was met in accordance with Government Code 66001.	

Capital Improvement Facilities			
Capital Improvement Facilities Actual Expenses	FY 2024-2025	% Complete	% funded with fee
Waterline Construction, Meter Installations & Street R	\$ 500,000.00	80%	100%
Total	\$ 500,000.00		

Anticipated Future Projects	FY 2025-26	% Complete	% funded with fee
2021-16 Install automatic flusher station at SDSU, 20	97,000	0	100%
2025-13 Main Street from Eastern to Best Road Resu	200,000		
FY 2025/26 Budget - Other	33,000		
Total Anticipated Future Projects	\$ 330,000		

No loans or transfers were made from this fund in FY 2024/25.

City of Brawley

Wastewater Capacity, Fund 457

Government Code 66000 Calculation

FY 2024-2025

4g.1

The purpose of the Wastewater Capacity Charge is to mitigate the impact of a growth in customers (i.e., new service connections) to the City's existing public wastewater system. The charge is directly related to the need for expanded wastewater service capacity caused by development.

Land Use	Fee Amount
5/8 x 3/4 inch per water meter	\$ 4,279.80
3/4 inch per water meter	\$ 6,451.20
1 inch per water meter	\$ 10,752.00
1 1/2 inch per water meter	\$ 21,504.00

The fee is based upon the attached formula and data sheet and varies from project to project.

Account Description	Beginning Fund Balance	FY 2024-2025	Ending Fund Balance
Revenues & Other Sources			
Developer/Capacity fees		430,610	
Interest income		118,271	
Total Sources		548,880	
Expenditures & Other Uses			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration			
Design			
Engineering			
Construction			
Equipment			
Total Uses		0	
Total Available	3,165,864	548,880	3,714,745

Five Year Test
Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30th
Revenues Collected <i>from prior years</i>	1,764,819
Revenues Collected from 2021	612,284
Revenues Collected from 2022	281,299
Revenues Collected from 2023	155,639
Revenues Collected from 2024	351,824
Revenues Collected from 2025	548,880
Total Ending Fund Balance	3,714,745

Result : Five Year Spent Test was met in accordance with Government Code 66001.

Capital Improvement Facilities

Capital Improvement Facilities Actual Expenses	FY 2024-2025	% Complete	% funded with fee
None	\$ -		
Total	\$ -		

Anticipated Future Projects	FY 2025-26	% Complete	% funded with fee
2025-22 Eastern New Sewer Line Capacity	\$ 250,000.00		
FY 2025/26 Budget - Other	3,000		
Total Anticipated Future Projects	\$ 253,000		

No loans or transfers were made from this fund in FY 2024/25.

City of Brawley

Storm Water Facilities Facilities Impact Fee, Fund 458

Government Code 66000 Calculation

FY 2024-2025

49.1

The Storm Water Facilities include facilities necessary to ensure proper collection of storm water throughout the City. In order to meet the necessary protection levels from storm water runoff generated by new development through build out, the City identified the need for certain storm water facilities.

Land Use	Fee Amount
Single Family	\$93.39 per unit
Mutli-Family	\$47.52 per unit
Commercial	\$66.99 per 1,000 bldg.sq.ft.
Industrial	\$53.13 per 1,000 bldg. sq. ft.

The fee is based upon the attached formula and data sheet and varies from project to project.

Account Description	Beginning Fund Balance	FY 2024-2025	Ending Fund Balance
Revenues & Other Sources			
Developer fees		6,885	
Interest income		6,915	
Total Sources		13,800	
Expenditures & Other Uses			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration			
Design			
Engineering			
Construction			
Equipment			
Total Uses			
Total Available	188,513	13,800	202,312

Five Year Test

Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30th
Revenues Collected from 2021	56,617
Revenues Collected from 2022	51,411
Revenues Collected from 2023	68,789
Revenues Collected from 2024	11,696
Revenues Collected from 2025	13,800
Total Ending Fund Balance	202,312

Result : Five Year Spent Test was met in accordance with Government Code 66001.

Capital Improvement Facilities

Capital Improvement Facilities Actual Expenses	FY 2024-2025	% Complete	% funded with fee
None	\$ -		
Total	\$ -		

Anticipated Future Projects	FY 2025-26	% Complete	% funded with fee
FY 2025/26 Budget - Other	3,000		
Total Anticipated Future Projects	\$ 3,000		

No loans or transfers were made from this fund in FY 2024/25.

City of Brawley

Parks and Recreation Facilities Impact Fee, Fund 459

Government Code 66000 Calculation

FY 2024-2025

The Parks and Recreation Facilities will serve the residents of Brawley by providing facilities for recreation while enhancing the community's appeal and quality of life. The Parks and Recreation Facilities fee finances the acquisition of new park facilities to serve new residential development through buildout.

Land Use	Fee Amount
Single Family	\$1,096.26 per unit
Muti-Family	\$822.03 per unit
Commercial	N/A
Industrial	N/A

Fee amount/schedule by type

Account Description	Beginning Fund Balance	FY 2024-2025	Ending Fund Balance
Revenues & Other Sources			
Developer fees		42,986	
Interest income		8,474	
Total Sources		51,461	
Expenditures & Other Uses			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration			
Design			
Engineering			
Construction			
Equipment		98,097	
Total Uses		98,097	
Total Available	531,652	(46,636)	485,016

Five Year Test

Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30th
Revenues Collected from <i>prior years</i>	70,064
Revenues Collected from 2021	169,407
Revenues Collected from 2022	58,646
Revenues Collected from 2023	49,623
Revenues Collected from 2024	85,816
Revenues Collected from 2025	51,461
Total Ending Fund Balance	485,016

Result : Five Year Spent Test was met in accordance with Government Code 66001.

Capital Improvement Facilities

Capital Improvement Facilities Actual Expenses	FY 2024-2025	% Complete	% funded with fee
Scott Pace Park Play Equipment	98,096.71	100%	100%
Total	\$ 98,097		

Anticipated Future Projects	FY 2025-26	% Complete	% funded with fee
2023-14 Alyce Gereaux Park Shade Project	128,526		100%
FY 2025/26 Budget - Other	30,000		
Total Anticipated Future Projects	\$ 158,526		

No loans or transfers were made from this fund in FY 2024/25.

City of Brawley

Library Facilities Impact Fee, Fund 460

Government Code 66000 Calculation

FY 2024-2025

49.1

The Library Facilities will serve the residents of Brawley by promoting literacy and learning, as well as, providing an improved quality of life. The Library Facilities fee finances the expansion of existing library facilities and the acquisition of new library volumes.

Land Use	Fee Amount
Single Family	\$281.82 per unit
Mutli-Family	\$211.53 per unit
Commercial	N/A
Industrial	N/A

Account Description	Beginning Fund Balance	FY 2024-2025	Ending Fund Balance
Revenues & Other Sources			
Developer fees		22,249	
Interest income		20,373	
Total Sources		42,622	
Expenditures & Other Uses			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration			
Design			
Engineering			
Construction			
Equipment		4,989	
Books			
Total Uses		4,989	
Total Available	539,158	37,634	576,792

Five Year Test

Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30th
Revenues Collected from 2021	153,490
Revenues Collected from 2022	149,884
Revenues Collected from 2023	193,446
Revenues Collected from 2024	37,350
Revenues Collected from 2025	42,622
Total Ending Fund Balance	576,792

Result : Five Year Spent Test was met in accordance with Government Code 66001.

Capital Improvement Facilities

Capital Improvement Facilities Actual Expenses	FY 2024-2025	% Complete	% funded with fee
Library Technology Room Equipment	\$ 4,988.81	100%	100%
Total	\$ 4,988.81		

Anticipated Future Projects	FY 2025-26	% Complete	% funded with fee
2025-07 Library Restroom Reconfiguration (Moderniz	100,000		100%
2023-22 Library BookCases Expansion	40,000		100%
Total Anticipated Future Projects	\$ 140,000		

No loans or transfers were made from this fund in FY 2024/25.

City of Brawley

City Council
December 16, 2025
Agenda Item No 5a



STAFF REPORT

To: City Council
From: Silvia Luna, Finance Director
Prepared by: Silvia Luna, Finance Director
Subject: **Republic Services 2026 consumer price index rate adjustment to commercial and residential accounts**

RECOMMENDATION:

Approve a 4% consumer price index (CPI) rate increase to current refuse services for commercial and residential customers in the City of Brawley provided by Republic Services effective January 1, 2026.

BACKGROUND INFORMATION:

On August 10, 2006, Allied Waste Transportation Services, Inc., ("Allied") entered into an exclusive franchise to collect and dispose of Solid Waste and Franchised Recyclables from Residential, Commercial and Industrial sites within the City of Brawley. Four amendments have been approved as follows:

Amendment No. 1 – Incorporated street sweeping services and extended the initial term of the Agreement for a ten-year period to September 1, 2026.

Amendment No. 2 – Modified the street sweeping schedule.

Amendment No. 3 - Amended Section 8.6 – Recycling Services, specially adding Multi-Family Bin Services.

Amendment No. 4 - Adopted a more indicative Consumer Price Index (CPI) for the purpose of establishing annual rate adjustments. The CPI for All Urban Consumers (CPI-U) for the Western Urban Area, Size B/C as published by the United States Department of Labor, Bureau of Labor Statistics for the latest twelve-month period for which statistics are available. The CPI rate of October 1st of each year shall go into effect on January 1st for the contract year going forward. Furthermore, the CPI shall not be increased more than four percent (4%) at any one annual anniversary.

The City has been discussing the annual CPI increase and implementation of the unfunded State mandate for organic waste recycling with Republic Services. Both parties have agreed to continue discussions related to the extraordinary cost of organic waste recycling and implement the CPI adjustment as outlined in the Agreement.

Based on the CPI index, the CPI increase would be 5.06%. However, the City is subject to a 4.0% cap on the annual CPI increase. This increase would be effective January 1, 2026. If approved, Staff will include a bill message in the next billing cycle referencing the rate adjustment.

FISCAL IMPACT:

Rate adjustments are passed through to utility customers. Residential accounts are billed in advance by the City for the following month; fees are collected by the City, and remitted to Republic Services on a monthly basis. The current monthly residential rate of \$28.36 would increase by \$1.13 to \$29.49.

Commercial customers are billed directly by Republic Services, pricing varies by size of bin and collection intervals, but are also subject to the CPI increase. A three-yard bin for commercial services with weekly pick up (including organic waste recycling) is currently \$205.97 and would increase by \$8.24 to \$214.21.

ALTERNATIVES:

The annual CPI increase is an agreed upon term, therefore, no alternatives are recommended.

ATTACHMENTS:

1. Republic Services Letter dated October 27,2025
2. Consumer Price Index for Urban Water, Sewer and Trash 2025

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

Staff, Title or Consultant, Agency

Shirley Moreno, Operations Manager, , Republic Services

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Rebecca Terrazas-Baxter, City Manager

Silvia Luna, Finance Director

Status – Date of Status

Approved - 12/10/2025

Approved - 12/10/2025



5a.1

Monday, October 27, 2025

Rebecca Terrazas-Baxter
Brawley City Manager
383 Main Street
Brawley, CA 92227

Dear Mrs. Terrazas-Baxter,

We are pleased to present for your review the annual solid waste rate adjustment as outlined in our Solid Waste Collection Service Agreement between the City of Brawley and Allied Waste Transportation, Inc., dba Republic Services of Imperial.

Our longstanding partnership is built on transparency and adherence to the terms we've established together. As specified in our agreement, the annual rate adjustment is calculated using the latest rolling 12-month average in the Consumer Price Index (CPI) for All Urban Consumers: Water, Sewer and Trash Collection Services, as published by the U.S. Bureau of Labor Statistics.


The current year-over-year CPI increase stands at 5.06%. However, in keeping with the protective provisions of our agreement—which caps any single-year CPI increase at four percent (4.0%), Republic Services is requesting a four percent (4.0%) rate adjustment effective January 1, 2026. This cap ensures rate stability for the community while allowing us to maintain the high-quality service standards Brawley residents deserve.

We deeply value our collaborative relationship with the City of Brawley and remain grateful for the trust you've placed in us to serve your community. Republic Services takes great pride in our partnership with the City and our shared commitment to providing reliable solid waste and recycling services to Brawley residents. Together, we're working to keep Brawley clean, sustainable, and thriving.

Should you have any questions about this rate adjustment or wish to discuss any aspect of our services, I welcome the opportunity to connect. Please feel free to reach me directly at (760) 222-7605.

Thank you for your continued partnership and collaboration.

Sincerely,


Shirley Moreno
Operations Manager
Republic Services of Imperial

cc: Peter Sterenberg, General Manager, Republic Services

5a.2

Consumer Price Index - All Urban Consumers
Original Data Value

Series Id: CUUR0000SEHG
Not Seasonally Adjusted
Area: U.S. city average
Item: Water and sewer and trash collection services
Base Period: DECEMBER 1997=100
Years: 2007 to 2020

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2007	140.634	141.349	141.806	142.184	142.552	142.805	144.181	144.972	145.246	145.488	146.376	146.878
2008	148.277	149.057	149.315	149.536	150.069	150.554	152.063	154.134	154.264	155.557	156.193	156.390
2009	157.275	157.638	158.052	158.698	159.517	159.831	161.403	163.136	163.429	164.591	164.962	165.204
2010	166.857	168.078	168.521	169.116	169.825	169.745	171.156	172.491	172.833	173.360	174.094	174.543
2011	175.754	177.194	177.694	178.033	178.521	178.640	179.820	180.762	181.569	181.916	182.254	182.758
2012	183.984	185.499	186.280	187.473	187.788	188.489	189.750	191.927	191.833	192.370	192.921	193.237
2013	194.553	195.505	195.981	196.319	196.727	196.989	198.173	198.736	198.804	199.759	200.004	200.203
2014	201.169	202.149	202.657	203.084	203.124	203.396	205.022	206.171	206.363	207.633	208.562	209.414
2015	210.243	211.397	211.738	212.153	212.542	212.863	213.873	215.844	216.173	216.380	217.004	217.386
2016	218.370	219.036	219.649	220.506	221.360	221.396	221.358	222.554	223.111	223.420	224.399	224.745
2017	226.411	227.277	227.553	228.133	228.396	228.599	229.008	229.772	230.142	230.614	231.522	231.842
2018	232.977	233.858	234.215	235.141	235.878	236.493	237.186	238.439	238.512	238.936	241.774	242.204
2019	241.606	242.011	242.611	243.49	243.774	244.322	244.943	245.549	245.903	246.74	247.364	247.567
2020	248.846	249.751	250.359	250.673	250.921	251.435	252.401	253.974	254.266	254.781	255.650	256.456
2021	257.722	258.763	259.204	259.581	259.542	260.4	261.706	262.81	263.747	264.278	264.580	265.365
2022	268.128	269.521	269.621	270.419	270.844	271.925	273.097	274.984	276.759	276.892	277.824	278.464
2023	281.461	283.663	284.166	285.052	286.322	287.457	289.005	290.975	291.279	291.683	292.694	292.915
2024	297.079	298.751	299.183	300.178	299.987	300.652	302.106	303.311	305.117	306.336	308.015	308.234
2025	310.239	313.344	313.925	314.82	315.585	316.851	318.244	319.403	319.867			

City of Brawley

City Council
December 16, 2025
Agenda Item No 5b



STAFF REPORT

To: City Council
From: Sylvia Vizcarra, Human Resources Administrator
Prepared by: Sylvia Vizcarra, Human Resources Administrator
Subject: **Update Job Description for Parks & Recreation Manager**

RECOMMENDATION:

Approve the revised job description for the Parks & Recreation Manager position.

BACKGROUND INFORMATION:

The Parks & Recreation Manager is a key position within the City's organizational structure, reporting directly to the City Manager. The position is responsible for overseeing parks, recreation programs, volunteer and leisure services, community engagement, facility rentals, special events, and overall division operations.

During the recent recruitment process for the Parks & Recreation Manager position, staff observed that very few applicants met the minimum qualifications under the previous job description. Feedback from HR and recruitment metrics indicated that the education and experience requirements were overly restrictive, limiting the pool of candidates with relevant, practical experience.

The updated job description reflects the current scope and evolving needs of the Parks & Recreation Manager position, including responsibilities such as capital project participation, budget oversight, staff supervision, program evaluation, and community engagement. Updating the description provides an opportunity to clearly articulate expectations, responsibilities, and qualifications, ensuring the position remains competitive and aligned with organizational goals.

Proposed Revisions

The revised job description incorporates the following key changes:

1. Education and Experience Requirements:

- o Maintains a preferred Bachelor's degree but allows applicants to qualify with progressively responsible experience in parks, recreation, municipal programming, community engagement, public facility management, or related fields.
- o Provides a clear pathway for applicants without a degree: 8 years of relevant experience or a combination of education and experience using a 2:1 substitution ratio.
- o Clarifies supervisory experience as highly desirable.
- o These changes aim to broaden the applicant pool while ensuring candidates have the skills needed to perform the role successfully.

2. Updated Basic Function:

o Expands the description of the position's responsibilities to include planning, coordinating, developing, and supervising parks and recreation programs, staff, operations, special events, and facility rentals.

3. Representative Duties:

o Provides more detailed descriptions of responsibilities, including budget oversight, program development, staff supervision, community engagement, capital project participation, grant management, and compliance with laws and regulations.

o Clearly articulates expectations for reporting, communications, and leadership within the division.

4. Knowledge and Abilities:

o Updates terminology and examples to reflect current best practices in parks and recreation management, community engagement, program evaluation, and public facility operations.

5. Licenses and Certifications:

o Clarifies mandatory and desirable certifications for the position.

6. Working Conditions and Physical Demands:

o Updates language to reflect typical duties in both indoor and outdoor environments, including potential irregular schedules and physical activity requirements.

Rationale for Revision

The revised job description is intended to broaden the applicant pool, clarify expectations and ensure the position reflects the evolving needs of the Parks and Recreation Division. By allowing relevant, progressively responsible experience to substitute for formal education, the City can attract a wider range of qualified candidates who have practical, directly related experience in parks, recreation, municipal programming, community engagement, or public facility management. The updated description also provides a more comprehensive overview of the responsibilities of the position, including program development, staff supervision, budget oversight, capital project participation, grant management, and community engagement. Clarifying these expectations helps both applicants and staff understand the scope and importance of t

FISCAL IMPACT:

There is no fiscal impact associated with approving the revised job description. Recruitment costs will be absorbed within the existing Human Resources budget.

ALTERNATIVES:

1. Approve the revised job description as recommended by staff.
2. Request further revisions to the job description, which could include modifications to the education, experience, or responsibilities sections prior to approval.
3. Retain the current job description without changes, recognizing that this could continue to limit the applicant pool and may not reflect the updated organizational and operational needs for the Parks & Recreation Division.

ATTACHMENTS:

1. Original Job Description

- 2. Updated Job Description
- 3. Marked-Up Version

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

Staff, Title or Consultant, Agency

, , ,

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Rebecca Terrazas-Baxter, City Manager

Silvia Luna, Finance Director

Status – Date of Status

Approved - 12/10/2025

Approved - 12/10/2025

5b

Parks and Recreation Manager

Class Concept

BASIC FUNCTION:

Under the administrative direction of the City Manager or his/her designee, the Parks and Recreation Manager plans, directs, coordinates, develops and supervises parks and recreation staff, operations, and programs. Responsibilities include, but are not limited to, administration of parks and recreation services; development and oversight of recreation, volunteer, and leisure programs; management of special events; and oversight of rentals and public use of City parks and facilities including the public pool, community center, and special-use facilities. Performs related work as required.

Examples of Duties

REPRESENTATIVE DUTIES:

- Plans, directs, coordinates and evaluates the daily operations and activities of the Parks and Recreation Division in alignment with City administrative direction.
- Assists in the development, revision, and implementation of division policies, procedures, goals, and objectives.
-
- Develops, implements, and supervises recreation, volunteer, and special event programs that promote community engagement and meet community needs.
- Assists in the development of the division's annual operating and capital budgets, and monitors revenue and expenditure transactions.
- Coordinates inter-jurisdictional or multi-agency projects with school districts, county departments, nonprofit organizations, and other governmental or community partners.
- Participates in and supports the development, implementation, and monitoring of capital improvement projects and long-range facility planning for parks and recreation facilities.
- Prepares, submits, and administers grant applications; oversees grant-funded projects and ensures compliance with reporting requirements for the division.
- Identifies operational needs, challenges, and opportunities; develops and implements solutions to improve efficiency, service quality, and community satisfaction.
- Represents the Parks and Recreation Division at community meetings, public forums, professional conferences and citywide initiatives.
- Ensures division programs, operations, and facilities comply with applicable Federal, State, and local laws, regulations, codes, standards, and City policies.
- Prepares and delivers oral and written staff reports, agenda items, program evaluations, presentations, and correspondence to the City Manager, City Council, boards, commissions, and community groups.
- Supervises, trains, schedules, and evaluates division staff and volunteers; participates in recruitment, selection, performance management, and employee development activities for the division.

- Oversees the development of program materials, marketing content, operational manuals, and related administrative documentation.
- Establishes and maintains cooperative and effective working relationships with City departments, advisory bodies, outside organizations, and community stakeholders.
- Oversees and coordinates special events and facilitates facilities rentals with community organizations, outside agencies, and other City departments.

OTHER DUTIES:

Perform related duties as assigned

Typical Qualifications**KNOWLEDGE AND ABILITIES:**

- Knowledge of principles and practices of parks and recreation administration, program development, and community services.
- Knowledge of applicable Federal, State, and local laws, codes, regulations, and standards related to parks operations, recreation programming, facility use, and public safety.
- Knowledge of methods and practices of park acquisition, planning, development, and maintenance.
- Knowledge of City and division policies, procedures, rules and regulations.
- Knowledge of principles of public administration, including organization, human resources, management, and fiscal planning.
- Knowledge of best practices in customer service, community engagement, program evaluation, and public relations.
- Knowledge of principles and practices of budget development, financial analysis, and grant administration.
- Ability to plan, develop, implement, and evaluate comprehensive parks, recreation, and community service programs.
- Ability to interpret, apply, and ensure compliance with applicable laws, regulations, policies, codes, and standards.
- Ability to establish and maintain effective working relationships with employees, community members, partner agencies, and elected officials.
- Ability to prepare and review documents related to land development, capital projects, facility designs and environmental studies.
- Ability to analyze operational needs and problems; identify solutions; and implement improvements.
- Ability to supervise, motivate, develop, and evaluate staff and volunteers.
- Ability to prepare and administer budgets; monitor revenues and expenditures; and manage grant funding.
- Ability to communicate clearly and effectively, both orally and in writing, including preparing staff reports, agenda items, correspondence, and public presentations.

- Ability to work cooperatively in a team environment to meet City and division goals and objectives.

EDUCATION AND EXPERIENCE:

- A Bachelor's degree in parks and recreation, public administration, or a closely related field is preferred but not required.
- Applicants may substitute additional progressively responsible, directly related experience for formal education at a ratio of two (2) years of experience for one (1) year of education.
- Supervisory experience is highly desirable.
- Minimum Qualifications:
 - With a Bachelor's degree: Three (3) years of progressively responsible experience in parks, recreation, municipal programming, community engagement, public facility management, or closely related field.
 - OR
 - Without a Bachelor's degree: Eight (8) years of progressively responsible, directly related experience in parks, recreation, municipal programming, community engagement, public facility management or closely related field.

LICENSES AND CERTIFICATIONS:

- Must possess and maintain a valid California Driver's License,
- Certifications in CPR/First Aid, Aquatic Facility Operations (AFO), Certified Park and Recreation Professional (CPRP), or similar credentials are desirable but not required.

Other Class Spec Title 1

WORKING CONDITIONS

ENVIRONMENT

- Work will be performed in an indoor office and recreation setting, as well as outdoor park, recreation, and facility environments.
- Work schedule may include evenings, weekends, holidays and occasional emergency or after-hours response.
- Duties may occur on uneven, slippery or variable surfaces and in varying weather conditions.

PHYSICAL DEMAND

- Ability to stand or walk for extended periods of time.

- Ability to climb, stoop, kneel or crouch, or lift light-to-moderate objects as needed for program or event support.

This position is designated as an at-will position.

Reasonable accommodations may be made for otherwise qualified individuals with disabilities who require and request such accommodations.

Other Class Spec 2

DISASTER SERVICE WORKERS

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law. The employees working for the City of Brawley take this responsibility seriously. Disaster plans are continuously being evaluated, drills are scheduled, and employees engage in training where they practice executing emergency support services.

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

5b.2

Parks and Recreation Manager

Class Concept

BASIC FUNCTION:

Under the administrative direction of the City Manager or his/her designee, the Parks and Recreation Manager plans, directs, coordinates, develops and supervises parks and recreation staff, operations, and programs. Responsibilities include, but are not limited to, administration of parks and recreation services; development and oversight of recreation, volunteer, and leisure programs; management of special events; and oversight of rentals and public use of City parks and facilities including the public pool, community center, and special-use facilities. Performs related work as required.

Examples of Duties

REPRESENTATIVE DUTIES:

- Plans, directs, coordinates and evaluates the daily operations and activities of the Parks and Recreation Division in alignment with City administrative direction.
- Assists in the development, revision, and implementation of division policies, procedures, goals, and objectives.
- Develops, implements, and supervises recreation, volunteer, and special event programs that promote community engagement and meet community needs.
- Assists in the development of the division's annual operating and capital budgets, and monitors revenue and expenditure transactions.
- Coordinates inter-jurisdictional or multi-agency projects with school districts, county departments, nonprofit organizations, and other governmental or community partners.
- Participates in and supports the development, implementation, and monitoring of capital improvement projects and long-range facility planning for parks and recreation facilities.
- Prepares, submits, and administers grant applications; oversees grant-funded projects and ensures compliance with reporting requirements for the division.
- Identifies operational needs, challenges, and opportunities; develops and implements solutions to improve efficiency, service quality, and community satisfaction.
- Represents the Parks and Recreation Division at community meetings, public forums, professional conferences and citywide initiatives.
- Ensures division programs, operations, and facilities comply with applicable Federal, State, and local laws, regulations, codes, standards, and City policies.
- Prepares and delivers oral and written staff reports, agenda items, program evaluations, presentations, and correspondence to the City Manager, City Council, boards, commissions, and community groups.
- Supervises, trains, schedules, and evaluates division staff and volunteers; participates in recruitment, selection, performance management, and employee development activities for the division.
- Oversees the development of program materials, marketing content, operational manuals, and related administrative documentation.
- Establishes and maintains cooperative and effective working relationships with City departments, advisory bodies, outside organizations, and community stakeholders.

- Oversees and coordinates special events and facilitates facilities rentals with community organizations, outside agencies, and other City departments.

OTHER DUTIES:

Perform related duties as assigned

Typical Qualifications

KNOWLEDGE AND ABILITIES:

- Knowledge of principles and practices of parks and recreation administration, program development, and community services.
- Knowledge of applicable Federal, State, and local laws, codes, regulations, and standards related to parks operations, recreation programming, facility use, and public safety.
- Knowledge of methods and practices of park acquisition, planning, development, and maintenance.
- Knowledge of City and division policies, procedures, rules and regulations.
- Knowledge of principles of public administration, including organization, human resources, management, and fiscal planning.
- Knowledge of best practices in customer service, community engagement, program evaluation, and public relations.
- Knowledge of principles and practices of budget development, financial analysis, and grant administration.
- Ability to plan, develop, implement, and evaluate comprehensive parks, recreation, and community service programs.
- Ability to interpret, apply, and ensure compliance with applicable laws, regulations, policies, codes, and standards.
- Ability to establish and maintain effective working relationships with employees, community members, partner agencies, and elected officials.
- Ability to prepare and review documents related to land development, capital projects, facility designs and environmental studies.
- Ability to analyze operational needs and problems; identify solutions; and implement improvements.
- Ability to supervise, motivate, develop, and evaluate staff and volunteers.
- Ability to prepare and administer budgets; monitor revenues and expenditures; and manage grant funding.
- Ability to communicate clearly and effectively, both orally and in writing, including preparing staff reports, agenda items, correspondence, and public presentations.
- Ability to work cooperatively in a team environment to meet City and division goals and objectives.

EDUCATION AND EXPERIENCE:

- A Bachelor's degree in parks and recreation, public administration, or a closely related field is preferred but not required.
- Applicants may substitute additional progressively responsible, directly related experience for formal education at a ratio of two (2) years of experience for one (1) year of education.
- Supervisory experience is highly desirable.

- Minimum Qualifications:
 - o With a Bachelor's degree: Three (3) years of progressively responsible experience in parks, recreation, municipal programming, community engagement, public facility management, or closely related field.

OR

- o Without a Bachelor's degree: Eight (8) years of progressively responsible, directly related experience in parks, recreation, municipal programming, community engagement, public facility management or closely related field.

LICENSES AND CERTIFICATIONS:

- Must possess and maintain a valid California Driver's License,
- Certifications in CPR/First Aid, Aquatic Facility Operations (AFO), Certified Park and Recreation Professional (CPRP), or similar credentials are desirable but not required.

Other Class Spec Title 1

WORKING CONDITIONS

ENVIRONMENT:

- Work will be performed in an indoor office and recreation setting, as well as outdoor park, recreation, and facility environments.
- Work schedule may include evenings, weekends, holidays and occasional emergency or after-hours response.
- Duties may occur on uneven, slippery or variable surfaces and in varying weather conditions.

PHYSICAL DEMAND:

- Ability to stand or walk for extended periods of time.
- Ability to climb, stoop, kneel or crouch, or lift light-to-moderate objects as needed for program or event support.

This position is designated as an at-will position.

Reasonable accommodations may be made for otherwise qualified individuals with disabilities who require and request such accommodation.

Other Class Spec 2

DISASTER SERVICE WORKERS

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law. The employees working for the City of Brawley take this responsibility seriously. Disaster plans are continuously being evaluated, drills are scheduled, and employees engage in training where they practice executing emergency support services.

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

Parks and Recreation Manager

Class Concept

BASIC FUNCTION:

Under the administrative direction of the City Manager or his/her designee, the Parks and Recreation Manager assists in the planning, directing, coordinating, developing and supervising of parks and recreation staff, operations, and programs. Responsibilities include, but are not limited to, volving administration, of parks, and recreation services; development and oversight of, recreation, volunteer, and leisure programs; management of special events; and oversight of rentals and public use of City parks and facilities including the public pool, community center, and special-use facilities. Performs related work as required.

Examples of Duties

REPRESENTATIVE DUTIES:

- Assists in the planning, directing, coordinating and evaluating the daily operations and-of-the-overall activities of the Parks and Recreation Divisiondepartment in alignment with City administrative direction.
- Assists in the development, revision, and implementation of division policies, and procedures, goals, and objectives concerning parks and recreation services.
- Schedules all activities within the department including recreation programs and work schedules
- Develops, implements, and supervises recreation, volunteer, and special event programs that promote community engagement and meet community needs.
- Assists in the development of the divisiondepartment's annual operating and capital budgets, and monitors revenue and expenditure transactions.
- Coordinates major inter-jurisdictional or multi-agency projects (involvingwith school districts, county departments, nonprofit organizations, and other governmental or community partnersetc.)
- Participates in and supports Assists in the development, implementation, and monitoring of capital improvement facilities and capital projects and long-range facility plannings for parks and recreation facilities.
- Prepares, submits, and administers grant applications; oversees grant-funded projects and ensures compliance with reporting requirements for the division department
- Identifies operational needs, challenges, and opportunities; develops and implements problems and formulates appropriate solutions to improve efficiency, service quality, and community satisfaction.
- Represents the Parks and Recreation Division at community Attends meetings, public forums, professional conferences and citywide initiatives, and speaks before community and civic organizations, City Council and other groups concerning the activities of the department

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- ~~Identifies operational problems and formulates appropriate solutions~~Ensures division programs, operations, and facilities comply with applicable Federal, State, and local laws, regulations, codes, standards, and City policies.
- Prepares ~~and delivers oral and written staff~~ reports, agenda items, program evaluations, presentations, and correspondence ~~to the City Manager, City Council, boards, commissions, and community groups.~~
- ~~Supervises, trains, schedules, and evaluates division staff and volunteers; participates in recruitment, selection, performance management, and employee development activities for the division.~~Provides general supervision to the divisions of the department
- ~~Assists in the establishment of goals and policies related to the social needs of the community.~~Oversees the development of program materials, marketing content, operational manuals, and related administrative documentation.
- ~~Establishes and maintains functional and cooperative and effective working~~ relationships with various City departments, advisory bodies, outside organizations, and community stakeholders, commissions and boards
- ~~Oversees and coordinates all special events and facilitates facilities rentals with community organizations, with~~ outside agencies, ~~and as well as other~~ City departments.

OTHER DUTIES:

Perform related duties as assigned

Typical Qualifications

KNOWLEDGE AND ABILITIES:

- Knowledge of ~~modern concepts~~principles and practices of parks and recreation administration, ~~program development, and community services.~~
- Knowledge of ~~applicable Federal, State, and local~~ laws, codes, ~~and regulations, and standards~~ related to parks ~~operations, and recreation~~ programming, facility use, and public safety.
- Knowledge of methods ~~and practices~~ of park acquisition, ~~planning, long range and current planning for parks and recreation programs, and the development, and maintenance, of parks and recreation programs~~
- ~~Knowledge of principles and practices in planning, acquiring, developing, operating and maintaining parks and recreational facilities~~
- Knowledge of City and ~~departmental~~division policies, procedures, rules and regulations.
- ~~Knowledge of principles of~~Public administration, ~~principles and theory~~ including organization, general administration, human resources, management, and fiscal managementplanning.
- ~~Knowledge of best practices in customer service, community engagement, program evaluation, and public relations.~~

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- Knowledge of principles and practices of budget development, financial analysis, and grant administration.
- Ability to plan, ~~draft and develop~~, implement, and evaluate a comprehensive parks, ~~and Recreation, and community service~~ programs.
- Ability to interpret, apply, and ensure compliance with applicable laws, regulations, policies, codes, and standards.
- Ability to establish and maintain effective working relationships with ~~fellow employees, community members, partner agencies, and elected officials, and the general public~~
- Ability to prepare and review documents related to land development, capital projects, facility designs and environmental studies.
- ~~Ability to ensure that departmental activities conform to Federal, State and local laws and regulations~~
- Ability to analyze operational needs and problems; identify solutions; and implement improvements, resolve departmental operational problems
- Ability to effectively supervise, motivate, develop, and evaluate and manage subordinate ~~employees~~ staff and volunteers, ~~staff~~
- Ability to prepare and administer annual budgets, ~~and~~ monitor revenues and expenditures; and manage grant funding.
- Ability to communicate clearly and effectively, both orally and in writing, including preparing staff reports, agenda items, correspondence, and public presentations.
- Ability to work ~~effectively in a positive manner~~ cooperatively in a team environment to meet City and division the operational goals and objectives, ~~of the City and the department~~

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EDUCATION- AND AND EXPERIENCE:

- A Bachelor's degree in parks and recreation, public administration, or a closely related field is preferred but not s required.
- Applicants may substitute additional progressively responsible, directly related experience for formal education at a ratio of two (2) years of experience for one (1) year of education.
- Supervisory experience is highly desirable.
- Minimum Qualifications:
 - With a ~~Three~~ Bachelor's degree: Three (33) years of progressively responsible experience in parks, recreation, municipal programming, community engagement, public facility management, services administration or closely related field ~~is required.~~
 - OR
 - Without a Bachelor's degree: Eight (8) years of progressively responsible, directly related experience in parks, recreation, municipal programming, community engagement, public facility management or closely related field.
- ~~Must possess a valid California Driver's license~~

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LICENSES AND CERTIFICATIONS:

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- Must possess and maintain a valid California Driver's License.
- Certifications in CPR/First Aid, Aquatic Facility Operations (AFO), Certified Park and Recreation Professional (CPRP), or similar credentials are desirable but not required.

Other Title 1**Other Class Spec Title 1**

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WORKING CONDITIONS**ENVIRONMENT**

- Work will be performed in an indoor ~~recreation or office~~ and recreation setting environment, as well as outdoor park, recreation, and facility environments.
- Work schedule may ~~be irregular and may include~~ evenings, weekends, ~~some~~ holidays and occasional emergency or after-hours response, ~~to off duty calls~~
- ~~Duties Work~~ may occur on uneven, slippery or ~~variable~~ uneven surfaces and in varying weather conditions.

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PHYSICAL DEMAND

- ~~Ability May be required~~ to stand or walk for ~~long~~ extended periods of time.
- ~~Ability May be required~~ to climb, stoop, kneel or crouch, or lift light-to-moderate objects as needed for program or event support.

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-This position ~~as been is~~ designated as an at-will position.

~~Reasonable accommodations may be made. Some of these requirements may be accommodated~~ for otherwise qualified individuals with disabilities who ~~requireing~~ and ~~requesting~~ such accommodations.

Other Class Spec 2**DISASTER SERVICE WORKERS**

~~Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law. The employees working for the City of Brawley take this responsibility seriously. Disaster plans are continuously being evaluated, drills are scheduled, and employees engage in training where they practice executing emergency support services.~~

5b.3

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

DRAFT

City of Brawley

City Council
December 16, 2025
Agenda Item No 5c



STAFF REPORT

To: City Council
From: Jonathan Blackstone, Assistant Chief
Prepared by: Mark Cano, Interim Police Commander
Subject: **Consideration and Approval to Accept a Bait Vehicle Donation from Nationwide Bait Vehicle for Use in the Brawley Police Department's Auto Theft Prevention Program**

RECOMMENDATION:

Staff recommends that the City Council approve the acceptance of a bait vehicle from Nationwide Bait Vehicle and authorize the City Manager or designee to execute any necessary agreements related to the deployment and use of the vehicle.

BACKGROUND INFORMATION:

Auto theft remains a significant concern in the City of Brawley and the surrounding Imperial Valley region. In response to this ongoing issue, the Brawley Police Department has explored innovative and proactive strategies to deter and apprehend auto theft suspects.

Nationwide Bait Vehicle, a company specializing in law enforcement support tools, has offered to provide the City of Brawley with a fully equipped bait vehicle at no cost. The vehicle is outfitted with covert surveillance and tracking technology designed to assist law enforcement in real-time monitoring and recovery of stolen vehicles.

FISCAL IMPACT:

There is no fiscal impact to the City or the Brawley Police Department. The bait vehicle and associated technology are provided at no cost. Minor operational costs (e.g., fuel, routine maintenance) will be absorbed within the department's existing budget.

ALTERNATIVES:

Council may elect not to approve

ATTACHMENTS:

1. Vehicle Use Agreement

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

Staff, Title or Consultant, Agency

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Rebecca Terrazas-Baxter, City Manager

Silvia Luna, Finance Director

Status – Date of Status

Approved - 12/10/2025

Approved - 12/10/2025

VEHICLE USE AGREEMENT BETWEEN CITY OF BRAWLEY AND
NATIONWIDE MUTUAL INSURANCE COMPANY

THIS AGREEMENT, entered into this 12TH day of NOVEMBER, 2025, by and between CITY OF BRAWLEY, a municipal corporation (hereinafter referred to as "CITY OF BRAWLEY") acting by and through the Brawley Police Department ("BRAWLEY POLICE DEPARTMENT"), and NATIONWIDE MUTUAL INSURANCE COMPANY ("NATIONWIDE") and agree as follows:

1. NATIONWIDE will provide to the BRAWLEY POLICE DEPARTMENT, a 2016 Ford F150 VIN: 1FTMF1C87GKE25477 (the "vehicle"), for use exclusively by the BRAWLEY POLICE DEPARTMENT in pursuit of law enforcement activities related to the investigation of insurance fraud or an insurance related crime. Any use of the vehicle by the BRAWLEY POLICE DEPARTMENT that is outside of the specific scope set forth herein, is a material breach of this Agreement upon which NATIONWIDE may terminate this agreement and require the return of the vehicle.
2. The BRAWLEY POLICE DEPARTMENT understands and acknowledges that it is accepting the vehicle "as is." NATIONWIDE is not making nor has made any representations regarding the condition of the vehicle. The BRAWLEY POLICE DEPARTMENT has had reasonable opportunity to inspect the vehicle and, by executing this agreement, accepts the condition of said vehicle. Prior to or within forty-eight hours (48) of the execution of this agreement, NATIONWIDE will transfer title of the vehicle to the CITY OF BRAWLEY. CITY OF BRAWLEY understands and acknowledges that it nor the BRAWLEY POLICE DEPARTMENT cannot use the vehicle until title has been properly transferred and recorded. CITY OF BRAWLEY agrees and acknowledges that it currently has and will maintain insurance coverage for the vehicle equal to the insurance coverage for the BRAWLEY POLICE DEPARTMENT's regular fleet.
3. In exchange for and in consideration of the use of the aforementioned vehicle BRAWLEY POLICE DEPARTMENT agrees to provide NATIONWIDE with quarterly reports. These reports must include: 1) number of times the vehicle was deployed; 2) number of arrests made due to use of the vehicle; 3) current condition of the vehicle; and 4) number of vehicles recovered. These quarterly reports shall be sent to SIU Consultant Leonard Smith via email smithL84@nationwide.com. Failure to provide these reports is a material breach of this agreement upon which NATIONWIDE may terminate this agreement and require the return of the vehicle.
4. BRAWLEY POLICE DEPARTMENT further agrees to release, indemnify, and hold NATIONWIDE and its officers, directors, employees, agents, attorneys, affiliates and subsidiaries and their successors and assigns, harmless from any and all injuries, claims,

5c 1

losses, and expenses, including attorneys' fees, experts' fees, court costs and damages whatsoever arising out of or in any way related to, but not limited to, Nationwide's furnishing of the vehicle to BRAWLEY POLICE DEPARTMENT, and any use, operation or maintenance of the vehicle described herein, during the term of this agreement. The BRAWLEY POLICE DEPARTMENT shall, at its own cost and expense, defend any and all suits which may be brought against NATIONWIDE, either alone or in conjunction with others upon any such liability or claim or claims and shall satisfy, pay and discharge any and all judgments and fines that may be recovered against NATIONWIDE in any such action or actions, provided, however, that NATIONWIDE shall give the BRAWLEY POLICE DEPARTMENT written notice of any such claims or demand.

5. The BRAWLEY POLICE DEPARTMENT further agrees to return the above described vehicle immediately upon the conclusion of its auto theft investigation, within thirty days upon the request of NATIONWIDE or two (2) years after execution of the agreement, whichever occurs earliest. If, after two (2) years, each Party herein has mutual interest in extending this agreement, such extension can occur by written authorization from each Party.
6. The BRAWLEY POLICE DEPARTMENT will maintain the operability of the vehicle while in the possession of the BRAWLEY POLICE DEPARTMENT. NATIONWIDE recognizes the risk of loss or damage to the vehicle associated with this agreement and will not require the BRAWLEY POLICE DEPARTMENT to restore the vehicle to its original condition. The BRAWLEY POLICE DEPARTMENT agrees that, upon return of the vehicle to NATIONWIDE, it will transfer the vehicle's title to NATIONWIDE.
7. A waiver by NATIONWIDE of any breach of any term, covenant, or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained herein, whether of the same or a different character.
8. This Agreement shall be interpreted under, and enforced by the laws of the State of California excepting any choice of law rules which may direct the application of laws of another jurisdiction. The Agreement and obligations of the parties are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successors of those authorities.) Any suits brought pursuant to this Agreement shall be filed with the courts of the County of Imperial, State of California._____.
9. This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties hereto, and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied

covenant shall be held to vary the provisions hereof. Any modification of this Agreement will be effective only by written execution signed by both CITY OF BRAWLEY and NATIONWIDE.

10. This Agreement may be executed by facsimile (or other similar electronic transmission) and in counterparts, each of which shall be deemed to be an original, and both of which, taken together, shall constitute one agreement binding on both parties. Notwithstanding the foregoing, each Party agrees to execute an original of this Agreement and to promptly provide the other Party with an original signature.

NATIONWIDE MUTUAL INSURANCE COMPANY

Signature

Date

By: Claire McDonald

Title: Director, Special Investigation Unit

(A Municipal Corporation)

Signature

Date

By: _____

Title: _____

POLICE DEPARTMENT RECOMMENDATION FOR APPROVAL:

Signature

Date

By: _____

Title: _____