



**Brawley City Council &  
Successor Agency to Brawley  
Community Redevelopment Agency  
Regular Meeting Agenda  
February 3, 2026 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](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. CLOSED SESSION**

**CLOSED SESSION PUBLIC COMMENTS:** This is the time for the public to address the City Council on any item appearing on the Closed Session agenda for this meeting.

***ADJOURN TO 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)

***RECONVENE TO OPEN SESSION – 6:00 PM***

**3. 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.sonico@brawley-ca.gov](mailto:valerie.sonico@brawley-ca.gov) or call 760-351-3048 any time before 2:30 PM, - February 3, 2026.

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

**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:

- January 20, 2026

(1 attachment)

- b. Approve Accounts Payable: January 3, 2026 to January 16, 2026.

(3 attachments)

- c. Approve and Authorize Change Order 1 for the Library Shelving and Carpentry Work Project.  
(2 attachments)
- d. Approve Ratification of Cattle Call Arena and Park Lease Renewal Agreement Between the City and Cattle Call Rodeo Committee.  
(2 attachments)
- e. Approve Purchase of 11 New Getac Mobile Data Computers for Police Vehicles.  
(2 attachments)
- f. Approve Urban Water Management Plan Update.  
(4 attachments)
- g. Approve and Authorize Repair of Raw Water Pump (RWP) 103.  
(3 attachments)

**5. REGULAR BUSINESS**

- a. Presentation and Discussion Regarding Vehicle Towing Procedure. Presented by Jonathan Blackstone, Interim Chief of Police.  
(3 attachments)
- b. Potential Action to Approve Policy for Employee of the Month. Presented by Sylvia Vizcarra, Human Resources Administrator.  
(3 attachments)
- c. Discuss and Approve Mayoral Appointments to Boards, Commission & Committees with Council Representation. Presented by Ana Gutierrez, City Clerk.  
(2 attachments)

**6. CITY MANAGER REPORT**

**7. CITY COUNCIL MEMBER REPORTS**

**8. CITY ATTORNEY REPORT**

**9. INFORMATIONAL REPORT**

**ADJOURNMENT: *Regular Meeting February 17, 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  
January 20, 2026**

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 in accordance with Cal. Govt. Code § 54954.2.

**REGULAR MEETING:**

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

**PRESENT:** Rebollar, Monita, Kelley, Galvan  
**PRESENT VIA ZOOM:** Grass  
**ABSENT:** Grass

**1. APPROVAL OF AGENDA**

**Approved: m/s/c Rebollar/Monita/4-0**

**2. CLOSED SESSION**

**CLOSED SESSION PUBLIC COMMENTS:** This is the time for the public to address the City Council on any item appearing on the Closed Session agenda for this meeting.

**ADJOURN TO 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)

- **Cancelled Clean Water Ventures contract.**  
**Comments may be heard here:**  
[https://brawley-ca.granicus.com/ViewPublisher.php?view\\_id=1](https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1)

**RECONVENE OPEN SESSION – 6:00 PM**

**INVOCATION:** CM Rebollar

**PLEDGE OF ALLEGIANCE:** CM Monita

**3. 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.

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- a. Public Comments for items not on the Agenda.

**4. CONSENT AGENDA**

**Approved: m/s/c Rebollar/Monita/5-0**

**Rebollar/Yes Monita/Yes Grass/Yes Kelley/Yes Galvan/Yes**

- a. **Approved City Council Meeting Minutes:**
  - January 6, 2026
- b. **Approved Accounts Payable:** December 13, 2025, to January 2, 2026.

- c. **Approved** Authorization for the Imperial County Air Pollution Control District to Install and Maintain Air Quality Monitoring Equipment at Volunteer Park.
- d. **Approved** Amendment to the 2026 Calendar – June Meeting Dates.
- e. **Approved** Contract with Interwest Consulting Group Inc. for On-Call Plan Review Services.

**Comments may be heard here:**

[https://brawley-ca.granicus.com/ViewPublisher.php?view\\_id=1](https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1)

## 5. **REGULAR BUSINESS**

- a. Potential Action to Authorize a Reimbursement Agreement Between The Dunes Development and the City of Brawley for Right-of-Way Improvements. Presented by Cristhian Barajas, Development Services Director.

**m/s/c Rebollar/Kelley/5-0**

**Rebollar/Yes Monita/Yes Grass/Yes Kelley/Yes Galvan/Yes**

**Comments may be heard here:**

[https://brawley-ca.granicus.com/ViewPublisher.php?view\\_id=1](https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1)

- b. Potential Action to Waive Fee for Conditional Use Permit (CUP) 25-01. Presented by Cristhian Barajas, Development Services Director.

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

**Rebollar/Yes Monita/Yes Grass/Yes Kelley/Yes Galvan/Yes**

**Comments may be heard here:**

[https://brawley-ca.granicus.com/ViewPublisher.php?view\\_id=1](https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1)

- c. Presentation and Discussion Regarding City Staff's Efforts to Procure an Integrated Permitting, Inspection, and Business License Software Platform. Presented by Cristhian Barajas, Development Services Director.

**No Action – Presentation**

**Comments may be heard here:**

[https://brawley-ca.granicus.com/ViewPublisher.php?view\\_id=1](https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1)

- d. Receive and File Fiscal Year 2025/26 General Fund Q1 Budget Report and Potential Action to Approve the Recommended Budget Adjustments. Presented by Silvia Luna, Finance Director.

**m/s/c Rebollar/Kelley/5-0**

**Rebollar/Yes Monita/Yes Grass/Yes Kelley/Yes Galvan/Yes**

**Comments may be heard here:**

[https://brawley-ca.granicus.com/ViewPublisher.php?view\\_id=1](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](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](https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1)

## 8. **CITY ATTORNEY REPORT**

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## 9. **INFORMATIONAL REPORT**

**None**

The meeting was adjourned at 8:29 p.m.

# City of Brawley

City Council  
Feb 03, 2026  
Agenda Item No.



## STAFF REPORT

**To:** City Council  
**From:** Marcela Tapia, Assistant Finance Director  
**Prepared by:** Jesse Sanchez, Sr. Accounting Assistant  
**Subject:** Demand check registers processed from January 3, 2026 to January 16, 2026

### RECOMMENDATION:

Approve demand check registers processed from January 3, 2026 to January 16, 2026.

### 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	216	129	0.00	591,253.54
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-5,473.31
Bank Drafts	33	33	0.00	415,994.73
EFT's	22	14	0.00	114,820.00
	<b>271</b>	<b>178</b>	<b>0.00</b>	<b>1,116,594.96</b>

Utility refunds included the following:

#### Totals by Transaction Type and Revenue Code

Transaction Type	Revenue Code	Count	Amount
Refund	996 - 996	2	139.72
		<b>Refund Total:</b>	<b>139.72</b>
		<b>Total for Period:</b>	<b>139.72</b>

**FISCAL IMPACT:**

No additional fiscal impact to approve these reports.

**ALTERNATIVES:**

None.

**ATTACHMENTS:**

1. Check Report by Check Number
2. Monthly Transaction Report for Utility Refunds

**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 – 01/23/2026

Approved – 01/21/2026





City of Brawley

# 4b.1

## Check Report

By Check Number  
Date Range: 01/03/2026 - 01/16/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: US Bank-US Bank Operating Account</b>						
02405	Brawley Analytical Inc.	01/08/2026	EFT	0.00	2,784.50	1196
<a href="#">001694</a>	Invoice	01/06/2026	Water Testing/Labs Dec 3 & 23, 2025	0.00	1,714.50	
<a href="#">001697</a>	Invoice	01/06/2026	Water Testing/Labs 12/23/25	0.00	1,070.00	
00478	Delta Dental	01/08/2026	EFT	0.00	10,433.04	1197
<a href="#">BE006835036</a>	Invoice	01/06/2026	December 2025 Dental Insurance	0.00	10,433.04	
02299	Infosend Inc.	01/08/2026	EFT	0.00	4,603.80	1198
<a href="#">299457</a>	Invoice	01/07/2026	FY25-26 UB Mailing Services- Year 3	0.00	4,603.80	
02624	QQCW Topco LLC	01/08/2026	EFT	0.00	83.97	1199
<a href="#">ARB243776</a>	Invoice	01/06/2026	Car Wash Membership/Nov 2025	0.00	83.97	
02290	ScribSoft Holdings Inc.	01/08/2026	EFT	0.00	8.00	1200
<a href="#">PER00042493</a>	Invoice	01/06/2026	Permitium Handling Fees/Credit Card Fees...	0.00	8.00	
02772	Astyn Martinez	01/15/2026	EFT	0.00	100.00	1201
<a href="#">8-25Refund</a>	Invoice	08/26/2025	Refund/Facility Requested/Dance Recital/...	0.00	100.00	
02405	Brawley Analytical Inc.	01/15/2026	EFT	0.00	2,179.50	1202
<a href="#">001687</a>	Invoice	01/12/2026	Water Testing/Labs 12/22/25	0.00	450.00	
<a href="#">001700</a>	Invoice	01/12/2026	Water Testing/Labs 12/17/25	0.00	560.00	
<a href="#">001707</a>	Invoice	01/12/2026	Water Testing/Labs 12/29/25	0.00	450.00	
<a href="#">001713</a>	Invoice	01/12/2026	Water Testing/Labs Dec 10,17,23 & 30	0.00	719.50	
00248	Brenntag Pacific, Inc.	01/15/2026	EFT	0.00	7,005.25	1203
<a href="#">BPI571630</a>	Invoice	01/14/2026	CHEMICAL DELIVERIES	0.00	4,353.28	
<a href="#">BPI573428</a>	Invoice	01/14/2026	CHEMICAL DELIVERIES	0.00	2,651.97	
00575	Enterprise FM Trust	01/15/2026	EFT	0.00	47,842.75	1204
<a href="#">FBN5521437</a>	Invoice	01/14/2026	R & M Cost/Unit Lease/Maint Fees/Jan 20...	0.00	47,842.75	
02450	Governmentjobs.com Inc	01/15/2026	EFT	0.00	16,395.75	1205
<a href="#">INV-146126</a>	Invoice	01/14/2026	NeoGov Invoice	0.00	16,395.75	
02571	Health and Human Resource Center Inc	01/15/2026	EFT	0.00	333.90	1206
<a href="#">E0360587</a>	Invoice	01/13/2026	Employee Assitance Program/Feb 2026	0.00	4.20	
<a href="#">E0360588</a>	Invoice	01/13/2026	Employee Assistant Program/Feb 2026	0.00	329.70	
02299	Infosend Inc.	01/15/2026	EFT	0.00	14,863.57	1207
<a href="#">298969</a>	Invoice	01/14/2026	Processing Flyer/Mailing Services/WWTP	0.00	3,685.54	
<a href="#">299687</a>	Invoice	01/14/2026	Mailing Service- Fee Study- Community Ou...	0.00	5,118.41	
<a href="#">301395</a>	Invoice	01/14/2026	FY25-26 UB Mailing Services- Year 3	0.00	6,059.62	
02846	Mariana Paez	01/15/2026	EFT	0.00	355.00	1208
<a href="#">908991</a>	Invoice	01/12/2026	Chief's Duran Retirement Decoration/12/...	0.00	355.00	
01347	Polydyne Inc	01/15/2026	EFT	0.00	7,830.97	1209
<a href="#">1989567</a>	Invoice	01/15/2026	POLYDYNE CHEMICAL AGREEMENT	0.00	7,830.97	
02772	Astyn Martinez	01/12/2026	Regular	0.00	-100.00	306942
01364	Proforce Marketing	01/05/2026	Regular	0.00	-5,373.31	308047
00239	Brawley Police Sergeant's Asso	01/05/2026	Regular	0.00	450.00	308159
<a href="#">INV0007452</a>	Invoice	12/26/2025	Union Dues	0.00	150.00	
<a href="#">INV0007472</a>	Invoice	12/26/2025	Union Dues	0.00	300.00	
00240	Brawley Public Safety Employee	01/05/2026	Regular	0.00	1,800.00	308160
<a href="#">INV0007451</a>	Invoice	12/26/2025	Union Dues	0.00	50.00	

## Check Report

Date Range: 01/03/2026 - 01/16/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">INV0007471</a>	Invoice	12/26/2025	Union Dues	0.00	1,750.00	
00287	California State Disbursement	01/05/2026	Regular	0.00	2,008.59	308161
<a href="#">INV0007439</a>	Invoice	12/26/2025	Child Support Deductions	0.00	1,571.06	
<a href="#">INV0007463</a>	Invoice	12/26/2025	Child Support Deductions	0.00	437.53	
00660	Franchise Tax Boards State Of California	01/05/2026	Regular	0.00	750.00	308162
<a href="#">INV0007454</a>	Invoice	12/26/2025	Earnings Withholding	0.00	210.00	
<a href="#">INV0007473</a>	Invoice	12/26/2025	Earnings Withholding	0.00	540.00	
00799	Imperial County Sheriff Civil Division	01/05/2026	Regular	0.00	50.00	308163
<a href="#">INV0007440</a>	Invoice	12/26/2025	Earnings Withholdings	0.00	50.00	
01658	Teamsters Local #542	01/05/2026	Regular	0.00	939.00	308164
<a href="#">INV0007453</a>	Invoice	12/26/2025	Union Dues	0.00	939.00	
01717	United Way of Imperial County	01/05/2026	Regular	0.00	5.00	308165
<a href="#">INV0007449</a>	Invoice	12/26/2025	United Way Deductions	0.00	5.00	
00002	360 Business Products	01/08/2026	Regular	0.00	141.02	308167
<a href="#">OE-69383-1</a>	Invoice	01/06/2026	Ink Toner Cartridge	0.00	141.02	
00076	Allstar Fire Equipment Inc	01/08/2026	Regular	0.00	407.81	308168
<a href="#">269226</a>	Invoice	01/06/2026	Leather Structure Boots/F.Melendez	0.00	407.81	
00084	Alsco American Linen Div Steiner Corp	01/08/2026	Regular	0.00	206.98	308169
<a href="#">LYUM1930411</a>	Invoice	01/06/2026	Cleaning Services/Supplies/Admin	0.00	49.37	
<a href="#">LYUM1931258</a>	Invoice	01/06/2026	Cleaning Services/Supplies/WWTP	0.00	157.61	
02843	Arad Tatarian	01/08/2026	Regular	0.00	40.00	308170
<a href="#">12-25Reimburse2</a>	Invoice	01/07/2026	Auto Parking/Took Explorers to SeaWorld ...	0.00	40.00	
00176	Auto Zone Inc #2804	01/08/2026	Regular	0.00	173.03	308171
<a href="#">02804561042</a>	Invoice	01/06/2026	Water Hose Nozzle/Wax & Wash Soap	0.00	23.19	
<a href="#">02804564942</a>	Invoice	01/06/2026	Motor Oil/Paint&Rust Remover/Drain/Ch...	0.00	101.12	
<a href="#">02804587606</a>	Invoice	01/06/2026	Rust Dissolver/Pickup Tool	0.00	48.72	
00215	Biometrics4All Inc	01/08/2026	Regular	0.00	6.00	308172
<a href="#">BRWPD0040</a>	Invoice	01/06/2026	RELAY FEES/December 2025	0.00	6.00	
02292	Blu Bulk Transport Inc	01/08/2026	Regular	0.00	86.90	308173
<a href="#">2690293</a>	Invoice	01/06/2026	Bulk Spring Water Delivery/FD#1	0.00	46.90	
<a href="#">2690734</a>	Invoice	01/06/2026	Bulk Spring Water Delivery/FD#2	0.00	30.00	
<a href="#">2692741</a>	Invoice	01/06/2026	Rent Stainless Steel Tank IV/FD#1	0.00	5.00	
<a href="#">2692742</a>	Invoice	01/06/2026	Rent Stainless Steel Tank/FD#2	0.00	5.00	
00228	Brawley Ace Hardware	01/08/2026	Regular	0.00	1,083.67	308174
<a href="#">B60966/2</a>	Invoice	01/06/2026	Power Switch/Outlet/Wall Plate	0.00	32.55	
<a href="#">B64234/2</a>	Invoice	01/06/2026	Cooler	0.00	353.44	
<a href="#">B67804/2</a>	Invoice	01/06/2026	Power Outlet	0.00	56.53	
<a href="#">B68043/2</a>	Invoice	01/06/2026	Bit/Multi Screw/Christmas Lights	0.00	99.95	
<a href="#">B68196/2</a>	Invoice	01/06/2026	Paint/Roller/Wood Moulding/Screws	0.00	265.35	
<a href="#">B68709/2</a>	Invoice	01/06/2026	Bulb LED	0.00	70.68	
<a href="#">B69646/2</a>	Invoice	01/06/2026	Spray Paint/Cleaner Pads/Bottled Water	0.00	33.89	
<a href="#">B74155/2</a>	Invoice	01/06/2026	Kneepads/Drill Bit	0.00	45.65	
<a href="#">B74670/2</a>	Invoice	01/06/2026	Plastic Bucket	0.00	12.16	
<a href="#">B77038/2</a>	Invoice	01/06/2026	Meter LED	0.00	27.18	
<a href="#">X30825/2</a>	Invoice	01/06/2026	Paint Brush/Roller	0.00	18.24	
<a href="#">X30998/2</a>	Invoice	01/06/2026	Plastic Sheeting/Paint	0.00	68.05	
00232	Brawley Chamber of Commerce	01/08/2026	Regular	0.00	10,000.00	308175
<a href="#">24603</a>	Invoice	01/07/2026	Sponsorship of Brawley Cattle Call Parade	0.00	10,000.00	
00324	CDW Government Inc	01/08/2026	Regular	0.00	6,725.59	308176

## Check Report

Date Range: 01/03/2026 - 01/16/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">AH14D3Y</a>	Invoice	01/07/2026	Wireless Expansion Demo - Deployment 1	0.00	6,725.59	
02823	Chavez Tree Services LLC	01/08/2026	Regular	0.00	5,800.00	308177
<a href="#">01-25COB</a>	Invoice	11/25/2025	Palm tree Trimming	0.00	5,800.00	
00390	Conveyor Group	01/08/2026	Regular	0.00	432.00	308178
<a href="#">11830</a>	Invoice	01/06/2026	City website design and development	0.00	432.00	
02560	Desert RV Service & Towing LLC	01/08/2026	Regular	0.00	5,365.42	308179
<a href="#">2276</a>	Invoice	01/06/2026	Labor on Unit 3913	0.00	2,682.71	
<a href="#">2310</a>	Invoice	01/06/2026	Labor on Unit 3991	0.00	2,682.71	
00569	Empire Southwest LLC	01/08/2026	Regular	0.00	3,596.21	308180
<a href="#">EPWK0688993</a>	Invoice	01/06/2026	Trouble Shoot Coolant Leak	0.00	3,596.21	
02046	FCS International Inc	01/08/2026	Regular	0.00	2,994.30	308181
<a href="#">00078230</a>	Invoice	01/07/2026	Rancho Los Lagos - Technical Reports & A...	0.00	2,994.30	
00668	Francisco Mendoza	01/08/2026	Regular	0.00	150.00	308182
<a href="#">12-25Reimburse2</a>	Invoice	01/07/2026	ICC 2026 Registration Fee/Second Part	0.00	150.00	
00722	Government Training Agency	01/08/2026	Regular	0.00	115.00	308183
<a href="#">80898</a>	Invoice	01/06/2026	C & T Holding Facilities/Training/6/9/25/M...	0.00	115.00	
00759	Hinderliter, De Llamas & Associates	01/08/2026	Regular	0.00	900.00	308184
<a href="#">SIN057488</a>	Invoice	01/07/2026	Contract Services/October-December 2025	0.00	900.00	
00763	Home Grown Apparel	01/08/2026	Regular	0.00	645.42	308185
<a href="#">46162</a>	Invoice	01/06/2026	Explorers Shirts/Patch/Tie/Trousers/Taper...	0.00	151.57	
<a href="#">46163</a>	Invoice	01/06/2026	Explorer Uniform/Slate/Patch/Trousers/Ti...	0.00	139.15	
<a href="#">46164</a>	Invoice	01/06/2026	Explorer Uniform/Shirt/Patch/Trousers/Ta...	0.00	153.57	
<a href="#">46165</a>	Invoice	01/06/2026	Explorer Uniform/Polo/Patch/Pants/Belt	0.00	201.13	
00776	I. V. Termite & Pest Control	01/08/2026	Regular	0.00	55.00	308186
<a href="#">0358631</a>	Invoice	01/06/2026	Commercial Building/General Pest/FD	0.00	55.00	
02035	iClean Car Wash	01/08/2026	Regular	0.00	3,000.00	308187
<a href="#">BPD-December-2...</a>	Invoice	01/06/2026	December Car Wash/Mo Membership/PD	0.00	1,000.00	
<a href="#">BPD-November-2...</a>	Invoice	01/06/2026	November Car Wash/Mo Membership/PD	0.00	1,000.00	
<a href="#">BPD-October-20...</a>	Invoice	01/06/2026	October Car Wash/Mo Membership/PD	0.00	1,000.00	
02614	Imperial Flying Service, Inc.	01/08/2026	Regular	0.00	2,200.00	308188
<a href="#">11.01.2025</a>	Invoice	01/07/2026	Imperial Flying Services 2nd Year Contract	0.00	2,200.00	
00807	Imperial Landfill Inc	01/08/2026	Regular	0.00	143.57	308189
<a href="#">4136-000022819</a>	Invoice	01/06/2026	Animal Control Disposal	0.00	71.73	
<a href="#">4136-000022895</a>	Invoice	01/06/2026	Animal Control Disposal	0.00	71.84	
00823	Imperial Valley Press	01/08/2026	Regular	0.00	1,109.49	308190
<a href="#">1225156302</a>	Invoice	01/06/2026	Notice & Invitation/12/19/25	0.00	1,109.49	
00995	Kaz-Bros Design Shop	01/08/2026	Regular	0.00	179.44	308191
<a href="#">12826</a>	Invoice	01/06/2026	Flag Double Sided	0.00	179.44	
01025	LaBrucherie Irrigation Supp LLC	01/08/2026	Regular	0.00	382.47	308192
<a href="#">316206</a>	Invoice	01/06/2026	Plumbing Supplies	0.00	382.47	
02309	Mark Cano	01/08/2026	Regular	0.00	1,192.14	308193
<a href="#">1-26Travel</a>	Invoice	01/07/2026	Travel Adv/Drone as First Responder Cour...	0.00	1,192.14	
02558	Mark Storms	01/08/2026	Regular	0.00	1,132.56	308194
<a href="#">12-25Reimburse</a>	Invoice	01/07/2026	Auto Parking/Took Explorers to Seaworld ...	0.00	120.00	
<a href="#">1-26Travel</a>	Invoice	01/07/2026	Travel Adv/Drone as Frist Responder Cour...	0.00	1,012.56	
02344	Martin Angel Barajas	01/08/2026	Regular	0.00	1,868.75	308195
<a href="#">54</a>	Invoice	01/06/2026	Commercial Driver Training/Jayson Sanchez	0.00	975.00	

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Date Range: 01/03/2026 - 01/16/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">55</a>	Invoice	01/06/2026	Commercial Driver Training/Andres G. Fer...	0.00	893.75	
01183	McNeece Bros Oil Company	01/08/2026	Regular	0.00	324.83	308196
<a href="#">375226</a>	Invoice	01/06/2026	Fuel	0.00	45.89	
<a href="#">375251</a>	Invoice	01/06/2026	Fuel	0.00	51.11	
<a href="#">375273</a>	Invoice	01/06/2026	Fuel	0.00	24.84	
<a href="#">375322</a>	Invoice	01/06/2026	Fuel	0.00	42.46	
<a href="#">375365</a>	Invoice	01/06/2026	Fuel	0.00	27.00	
<a href="#">375419</a>	Invoice	01/06/2026	Fuel	0.00	43.19	
<a href="#">375510</a>	Invoice	01/06/2026	Fuel	0.00	37.51	
<a href="#">375545</a>	Invoice	01/06/2026	Fuel	0.00	52.83	
01891	NV5 Inc	01/08/2026	Regular	0.00	1,417.50	308197
<a href="#">492763</a>	Invoice	01/07/2026	Professional Srvcs Rendered/11/30/25/Ph...	0.00	1,005.00	
<a href="#">492768</a>	Invoice	01/07/2026	Professional Srvcs Rendered/11/30/25/Ph...	0.00	412.50	
02281	Omega Polygraph LLC	01/08/2026	Regular	0.00	1,500.00	308198
<a href="#">02159</a>	Invoice	01/06/2026	Pre-Employment Exams/12/15/25	0.00	1,500.00	
01358	Principal Life Insurance Company	01/08/2026	Regular	0.00	3,068.88	308199
<a href="#">12-25LifeInsuran...</a>	Invoice	01/06/2026	Life Insurance/December 2025	0.00	3,068.88	
02437	Print & Promotional Solutions Inc.	01/08/2026	Regular	0.00	345.43	308200
<a href="#">BH49005606A</a>	Invoice	01/06/2026	Note Cards	0.00	345.43	
01361	Pro Record Storage Inc	01/08/2026	Regular	0.00	415.60	308201
<a href="#">0032994</a>	Invoice	01/07/2026	Storage/Tracking/Shredding Srvcs/Admin/...	0.00	166.02	
<a href="#">0033064</a>	Invoice	01/07/2026	Storage/Tracking/Shredding/City Hall/Dec...	0.00	249.58	
01364	Proforce Marketing	01/08/2026	Regular	0.00	5,373.31	308202
<a href="#">582506</a>	Invoice	12/17/2025	PROFORCE INV 582506	0.00	5,373.31	
01421	Reddy Ice Corporation	01/08/2026	Regular	0.00	176.99	308203
<a href="#">1060465720</a>	Invoice	01/07/2026	Ice	0.00	176.99	
01443	Rick's Roadrunner Lock & Safe	01/08/2026	Regular	0.00	21.65	308204
<a href="#">23784</a>	Invoice	01/06/2026	Duplicate Keys/PD	0.00	21.65	
01453	RN Enterprises	01/08/2026	Regular	0.00	9,892.00	308205
<a href="#">2025-106</a>	Invoice	01/06/2026	Firmware Upgrade/CompactLogix	0.00	4,896.00	
<a href="#">2025-108</a>	Invoice	01/06/2026	Service Repair/Sensor Installation	0.00	4,996.00	
01526	San Diego County RCS	01/08/2026	Regular	0.00	3,843.00	308206
<a href="#">26BRAWFDN05</a>	Invoice	01/06/2026	Fire radios on the 800 MHz network/Nov...	0.00	1,647.00	
<a href="#">26BRAWPDN06</a>	Invoice	01/06/2026	Police radios on the 800 MHz network/De...	0.00	2,196.00	
01563	SHI	01/08/2026	Regular	0.00	2,061.84	308207
<a href="#">B20645941</a>	Invoice	01/17/2026	Copilot GCC Sub Add-on	0.00	2,061.84	
01569	Shred-It	01/08/2026	Regular	0.00	71.74	308208
<a href="#">8012987779</a>	Invoice	01/06/2026	STERI-Safe Budget Subscription/Jan 2026	0.00	71.74	
01596	Southern California Gas Co	01/08/2026	Regular	0.00	99.05	308209
<a href="#">12-25GasFD#1</a>	Invoice	01/06/2026	Natural Gas Consumption/11/7/25 - 12/10/...	0.00	32.54	
<a href="#">12-25GasFD#2</a>	Invoice	01/06/2026	Natural Gas Consumption 11/3/25 - 12/4/...	0.00	66.51	
01924	Spectrum	01/08/2026	Regular	0.00	169.99	308210
<a href="#">189457801120725</a>	Invoice	01/06/2026	Internet Service/FD#1/12/8/25 - 1/7/26	0.00	169.99	
00496	The Desert Review	01/08/2026	Regular	0.00	675.00	308211
<a href="#">4986</a>	Invoice	01/07/2026	Color Print Ad/12/31/25	0.00	675.00	
01649	T-Mobile USA Inc	01/08/2026	Regular	0.00	2,188.37	308212
<a href="#">12-25TMobileFD...</a>	Invoice	01/06/2026	Cellphone Usage/FD#2/11/21/25 - 12/20/...	0.00	35.08	
<a href="#">12-25TMobilePD</a>	Invoice	01/06/2026	On Call PD Cell Phone Usage/11/21/25 - 1...	0.00	2,153.29	

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Date Range: 01/03/2026 - 01/16/2026

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
01732 <a href="#">14357446 MT</a>	Valley Pest Services Inc Invoice	01/06/2026	01/08/2026 Monthly Pest Control/Admin	Regular	0.00 0.00	50.00 50.00	308213
01756 <a href="#">7-25Velasquez</a>	Vision Care Center Invoice	01/06/2026	01/08/2026 Safety Glasses/Julio Velasquez	Regular	0.00	257.00 257.00	308214
01757 <a href="#">824284339</a> <a href="#">824284350</a>	Vision Service Plan (CA), I Invoice Invoice	01/06/2026 01/06/2026	01/08/2026 Vision Insurance Plan C/January 2026 Vision Insurance Plan B/January 2026	Regular	0.00 0.00 0.00	2,345.45 1,489.60 855.85	308215
01772 <a href="#">83696645</a> <a href="#">83696646</a>	Waxie Sanitary Supply Invoice Invoice	01/06/2026 01/06/2026	01/08/2026 Janitorial Supplies/FD#2 Janitorial Supplies/FD#1	Regular	0.00 0.00 0.00	1,252.06 626.03 626.03	308216
01780 <a href="#">0080707732</a> <a href="#">0080707733</a>	Westair Gases & Equipment Inc Invoice Invoice	01/06/2026 01/06/2026	01/08/2026 Medical Oxygen/Cylinder Rental/Acetylene Oxygen Cylinder Rental	Regular	0.00 0.00 0.00	510.59 286.69 223.90	308217
01793 <a href="#">2866</a> <a href="#">2890</a>	William S Smerdon Invoice Invoice	01/06/2026 01/06/2026	01/08/2026 Attorney Services/11/3/25 - 11/27-25 Attorney Services/12/1/25 - 12/30/25	Regular	0.00 0.00 0.00	9,230.00 4,410.00 4,820.00	308218
00002 <a href="#">OE-QT-34985-1</a> <a href="#">WO-49234-1</a>	360 Business Products Invoice Invoice	01/14/2026 01/12/2026	01/15/2026 360 INV OE-QT-34985-1 Speakers/Mechanical Pencils/Pens/Highlig...	Regular	0.00 0.00 0.00	20,947.95 20,793.68 154.27	308221
00075 <a href="#">0467-001767519</a> <a href="#">0467-001768093</a>	Allied Waste Services #467 Invoice Invoice	01/12/2026 01/13/2026	01/15/2026 Solid Waste Services/December 2025 Street Sweeping Services/December 2025	Regular	0.00 0.00 0.00	163,200.52 140,739.24 22,461.28	308222
00084 <a href="#">LYUM1924410</a> <a href="#">LYUM1933318</a> <a href="#">LYUM1933324</a>	AlSCO American Linen Div Steiner Corp Invoice Invoice Invoice	01/13/2026 01/13/2026 01/12/2026	01/15/2026 Cleaning Srvcs/Supplies/PD Cleaning Srvcs/Supplies/PD Cleaning Srvcs/Supplies/WTP	Regular	0.00 0.00 0.00 0.00	478.77 184.03 209.55 85.19	308223
02703 <a href="#">2025-2370R</a>	American Asphalt South, Inc. Invoice	01/14/2026	01/15/2026 Various Street Improvements/Retention	Regular	0.00 0.00	73,669.79 73,669.79	308224
02023 <a href="#">41252</a>	Ashworth Leininger Group Invoice	01/14/2026	01/15/2026 Agreement	Regular	0.00 0.00	3,590.00 3,590.00	308225
00184 <a href="#">CL51518-2441</a> <a href="#">CL52040-2441</a>	Babcock Laboratories Inc Invoice Invoice	01/12/2026 01/12/2026	01/15/2026 Water Testing/Labs Water Testing/Labs	Regular	0.00 0.00 0.00	615.53 59.43 556.10	308226
00215 <a href="#">BRAWL0139</a>	Biometrics4All Inc Invoice	01/13/2026	01/15/2026 RELAY FEES/December 2025	Regular	0.00 0.00	27.50 27.50	308227
00217 <a href="#">2222404</a>	Blackstone Audio, Inc. Invoice	01/12/2026	01/15/2026 Audiobooks/Retail CD	Regular	0.00 0.00	379.25 379.25	308228
02715 <a href="#">05L8730277760</a>	BlueTriton Brands Inc Invoice	01/14/2026	01/15/2026 Bulk Water/Cooler Rental/Nov 2025	Regular	0.00 0.00	1,876.67 1,876.67	308229
00228 <a href="#">B66449/2</a> <a href="#">B76746/2</a> <a href="#">B79244/2</a> <a href="#">B80123/2</a> <a href="#">X30747/2</a> <a href="#">X32211/2</a> <a href="#">X32236/2</a>	Brawley Ace Hardware Invoice Invoice Invoice Invoice Invoice Invoice Invoice	01/14/2026 01/14/2026 01/14/2026 01/14/2026 01/14/2026 01/14/2026 01/14/2026	01/15/2026 PVC Cap/Tape Measure Paint Roller Paint Trash Bag/Dish Soap/Lysol Spray/Celular C... Hose Screws/Bolts Nuts & Washers Liquid Cleaner/Bottled Water	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00	309.71 31.72 11.95 104.36 72.79 48.93 3.46 36.50	308230
02668 <a href="#">43910</a>	Brawley Tire Shop Invoice	01/12/2026	01/15/2026 Tire Service/21 Backhoe	Regular	0.00 0.00	1,290.00 1,020.00	308231

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Date Range: 01/03/2026 - 01/16/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">43968</a>	Invoice	01/12/2026	Tire Service/Repair/1001	0.00	30.00	
<a href="#">44026</a>	Invoice	01/12/2026	Tire Service/20/79 Trailer	0.00	240.00	
00259	BSN Sports LLC	01/15/2026	Regular	0.00	481.37	308232
<a href="#">932169607</a>	Invoice	01/13/2026	Base Plug/Soccer Net	0.00	481.37	
00261	Burke Williams & Sorensen LLP	01/15/2026	Regular	0.00	385.00	308233
<a href="#">357559</a>	Invoice	01/12/2026	Professional Services Rendered Through 1...	0.00	385.00	
01863	C & R Hacienda Enterprises Inc	01/15/2026	Regular	0.00	1,810.20	308234
<a href="#">3-26</a>	Invoice	01/12/2026	Catering Srvc/Employee Appreciation Lun...	0.00	1,810.20	
00377	Clinical Laboratory of San Bernardino Inc	01/15/2026	Regular	0.00	620.00	308235
<a href="#">25L2209</a>	Invoice	01/12/2026	Water Testing/Labs	0.00	620.00	
00392	Core & Main LP	01/15/2026	Regular	0.00	364.53	308236
<a href="#">Y204987</a>	Invoice	01/14/2026	Plumbing Supplies	0.00	364.53	
02730	Cristhian Barajas	01/15/2026	Regular	0.00	464.00	308237
<a href="#">1-26Reimburse</a>	Invoice	01/14/2026	Membership Renewal/ULI/Invoice 6436046	0.00	464.00	
00458	David Pham	01/15/2026	Regular	0.00	963.65	308238
<a href="#">2-26Travel</a>	Invoice	01/14/2026	Travel Adv/Use of Force Training/Feb 10-12	0.00	963.65	
00462	David Trevino	01/15/2026	Regular	0.00	243.85	308239
<a href="#">1-26Travel</a>	Invoice	01/14/2026	Travel Adv/2025 CA Electrical Code Traini...	0.00	243.85	
00484	Department of Conservation	01/15/2026	Regular	0.00	594.27	308240
<a href="#">12-25</a>	Invoice	01/14/2026	Collected Strong Motion Fees/QE 12/31/25	0.00	594.27	
00485	Department of Justice	01/15/2026	Regular	0.00	4,108.00	308241
<a href="#">009967</a>	Invoice	01/13/2026	FED LVL Volteer-Billed/November 2025	0.00	150.00	
<a href="#">780949</a>	Invoice	01/14/2026	Fingerprint Apps/FBI/Various/Nov 2024	0.00	667.00	
<a href="#">821208</a>	Invoice	01/14/2026	Fingerprint Apps/Various/May 2025	0.00	1,714.00	
<a href="#">828293</a>	Invoice	01/14/2026	Fingerprint Apps/Various/June 2025	0.00	578.00	
<a href="#">835287</a>	Invoice	01/14/2026	Finger Apps/FBI/Various/July 2025	0.00	444.00	
<a href="#">842257</a>	Invoice	01/14/2026	Fingerprint Apps/FBI/Fed LVL/Various/Aug...	0.00	555.00	
00511	Division of the State Architect	01/15/2026	Regular	0.00	30.40	308242
<a href="#">12-25SBFees</a>	Invoice	01/12/2026	SB 1186 Fees Collected QE 12/31/2025	0.00	30.40	
01372	Downstream Aviation LP	01/15/2026	Regular	0.00	555.31	308243
<a href="#">8692</a>	Invoice	01/12/2026	XP Power Supply	0.00	555.31	
00569	Empire Southwest LLC	01/15/2026	Regular	0.00	3,661.72	308244
<a href="#">EMWK4175005</a>	Invoice	01/12/2026	Service Repair/Hydraulic Hoses/Lines/Bac...	0.00	1,001.56	
<a href="#">EPWK0693111</a>	Invoice	01/12/2026	Service Repair/Replace Voltage Regulator	0.00	2,660.16	
00595	Esgil LLC	01/15/2026	Regular	0.00	450.00	308245
<a href="#">3117610</a>	Invoice	01/13/2026	Plan Check Fees/122 Main Street/Dec 2025	0.00	450.00	
02046	FCS International Inc	01/15/2026	Regular	0.00	39,830.40	308246
<a href="#">00078486</a>	Invoice	01/14/2026	Rancho Los Lagos - Technical Reports & A...	0.00	39,830.40	
00657	Forensic Drug Testing Services Inc	01/15/2026	Regular	0.00	99.00	308247
<a href="#">2026-0040</a>	Invoice	01/12/2026	Employee Drug Prevention & Testing Prog...	0.00	99.00	
00714	Gold Coast Environmental	01/15/2026	Regular	0.00	6,156.50	308248
<a href="#">15056</a>	Invoice	01/14/2026	FLOW METER CALIBRATION 2025	0.00	6,156.50	
00820	Humane Society of Imperial County	01/15/2026	Regular	0.00	24,000.00	308249
<a href="#">01032026</a>	Invoice	01/14/2026	HUMANE SOC OCT-DEC 25	0.00	24,000.00	
00791	Imperial Co Transportation Commission	01/15/2026	Regular	0.00	3,334.64	308250
<a href="#">26-10</a>	Invoice	01/13/2026	2nd Qtr Distribution Cost/Membership Fee..	0.00	3,334.64	



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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	
00792	Imperial County Air Pollution	01/15/2026	Regular	0.00	0.50	308251
<a href="#">1-26 2536 PTO_2</a>	Invoice	01/14/2026	2026 APCD Permit Renewal/760 Willard A...	0.00	0.50	
00794	Imperial County Auditor	01/15/2026	Regular	0.00	110.00	308252
<a href="#">12-25PT</a>	Invoice	01/14/2026	County Portion/Parking Tickets 10/1/25 - ...	0.00	110.00	
02614	Imperial Flying Service, Inc.	01/15/2026	Regular	0.00	2,200.00	308253
<a href="#">12.01.2025</a>	Invoice	01/14/2026	Imperial Flying Services 2nd Year Contract	0.00	2,200.00	
00807	Imperial Landfill Inc	01/15/2026	Regular	0.00	2,950.85	308254
<a href="#">4136-000022909</a>	Invoice	01/14/2026	Biosolids hauling to landfill	0.00	2,950.85	
02708	J.D.M.L., Inc.	01/15/2026	Regular	0.00	8,173.00	308255
<a href="#">BRA25508-RET</a>	Invoice	01/14/2026	Demolition Contract/Retention	0.00	8,173.00	
00861	Jade Security Systems Inc	01/15/2026	Regular	0.00	34.99	308256
<a href="#">0230613</a>	Invoice	01/13/2026	Monitoring Electronic Security System/Fin...	0.00	34.99	
02838	Jose Francisco Flores Baltazar	01/15/2026	Regular	0.00	140.00	308257
<a href="#">11-25Soccer2</a>	Invoice	01/13/2026	Brawley Youth Soccer 2025/Nov 20/Semifi...	0.00	140.00	
02855	Josephine Calsada	01/15/2026	Regular	0.00	47.00	308258
<a href="#">12-25Reimburse</a>	Invoice	01/14/2026	Reimbursement Electrical Permit # 22000...	0.00	47.00	
01025	LaBrucherie Irrigation Supp LLC	01/15/2026	Regular	0.00	280.01	308259
<a href="#">317308</a>	Invoice	01/13/2026	PVC Glue	0.00	17.27	
<a href="#">317339</a>	Invoice	01/13/2026	PVC Pipe	0.00	13.71	
<a href="#">317595</a>	Invoice	01/13/2026	Wire Connector/Solenoid Repair Kit	0.00	56.15	
<a href="#">317638</a>	Invoice	01/13/2026	Valve	0.00	12.36	
<a href="#">317736</a>	Invoice	01/13/2026	Urinal Repair Kit	0.00	73.99	
<a href="#">317789</a>	Invoice	01/13/2026	Ell	0.00	14.90	
<a href="#">317821</a>	Invoice	01/12/2026	Pump with Hose	0.00	91.63	
01026	Landmark Consultants Inc	01/15/2026	Regular	0.00	5,527.50	308260
<a href="#">LE1325-48</a>	Invoice	01/14/2026	Ocotillo Geotech	0.00	3,492.50	
<a href="#">LE1325-49</a>	Invoice	01/14/2026	Geotech Services for B Street	0.00	2,035.00	
02344	Martin Angel Barajas	01/15/2026	Regular	0.00	975.00	308261
<a href="#">56</a>	Invoice	01/08/2026	Commercial Driver Trainin/James Sandoval	0.00	975.00	
02769	Mayra Alejandra Troncoso	01/15/2026	Regular	0.00	503.37	308262
<a href="#">1645</a>	Invoice	01/13/2026	Soccer Trophies/Medals	0.00	503.37	
01183	McNeece Bros Oil Company	01/15/2026	Regular	0.00	29.72	308263
<a href="#">375592</a>	Invoice	01/13/2026	Fuel	0.00	29.72	
02418	Michael Garcia	01/15/2026	Regular	0.00	954.81	308264
<a href="#">2-26Travel</a>	Invoice	01/14/2026	Travel Adv/Use of Force Training/Feb 10-12	0.00	954.81	
01231	Motorola Solutions Inc	01/15/2026	Regular	0.00	21,005.76	308265
<a href="#">8230551388</a>	Invoice	01/14/2026	MOTOROLA QT 3234955	0.00	21,005.76	
01891	NV5 Inc	01/15/2026	Regular	0.00	19,097.50	308266
<a href="#">492736</a>	Invoice	01/14/2026	Engineering Services	0.00	1,990.00	
<a href="#">492737</a>	Invoice	01/14/2026	Engineering Services	0.00	2,552.50	
<a href="#">492738</a>	Invoice	01/14/2026	Engineering Services	0.00	1,292.50	
<a href="#">492759</a>	Invoice	01/12/2026	Professional Srvcs/November 30/Phase 02	0.00	117.50	
<a href="#">492761</a>	Invoice	01/12/2026	Professional Srvcs/November 30/Phase 2...	0.00	95.00	
<a href="#">493572</a>	Invoice	01/14/2026	Engineering Services	0.00	10,752.50	
<a href="#">493573</a>	Invoice	01/14/2026	Engineering Services	0.00	2,297.50	
01282	O'Reilly Auto Parts	01/15/2026	Regular	0.00	13.57	308267
<a href="#">2648-190280</a>	Invoice	01/13/2026	Car Air Freshener	0.00	13.57	
01361	Pro Record Storage Inc	01/15/2026	Regular	0.00	30.94	308268

## Check Report

Date Range: 01/03/2026 - 01/16/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">0033067</a>	Invoice	01/12/2026	Storage/Tracking/Shredding/HR/Dec 2025	0.00	30.94	
01373	Quadient Finance USA Inc	01/15/2026	Regular	0.00	500.00	308269
<a href="#">12-25Postage</a>	Invoice	01/14/2026	City Hall Postage	0.00	500.00	
01375	Quadient, Inc.	01/15/2026	Regular	0.00	116.01	308270
<a href="#">17899314</a>	Invoice	01/14/2026	Impress Postage-Domestic Mail/Tiers	0.00	116.01	
01380	R. Garcia Construction	01/15/2026	Regular	0.00	453.00	308271
<a href="#">1-26Reimburse</a>	Invoice	01/13/2026	Demolition Reimbursement/Permit 29113...	0.00	453.00	
01426	Republic Services, Inc	01/15/2026	Regular	0.00	1,696.72	308272
<a href="#">0467-001766839</a>	Invoice	01/12/2026	Biosolids Removal/Waste Containers/On C...	0.00	1,696.72	
01453	RN Enterprises	01/15/2026	Regular	0.00	4,917.00	308273
<a href="#">2025-101</a>	Invoice	01/12/2026	Electrical Srvc/Underground Run Electric C...	0.00	4,917.00	
01981	Rogers, Anderson, Malody And Scott, LLP	01/15/2026	Regular	0.00	7,500.00	308274
<a href="#">79561</a>	Invoice	01/14/2026	Citywide Auditing Services	0.00	7,500.00	
02078	Southwest Traffic Signal Service Co. Inc	01/15/2026	Regular	0.00	1,180.57	308275
<a href="#">84774</a>	Invoice	01/12/2026	Signal Tech/Aerial Srvc Truck/Markup	0.00	1,180.57	
01884	Sunbelt Rentals	01/15/2026	Regular	0.00	1,011.84	308276
<a href="#">174590668-0002</a>	Invoice	01/13/2026	Rental Service/Paint Sprayer	0.00	27.19	
<a href="#">174789169-0001</a>	Invoice	01/13/2026	Repair Service/Paint Sprayer	0.00	868.86	
<a href="#">178448706-0001</a>	Invoice	01/13/2026	Trimmer Line	0.00	115.79	
01668	The Holt Group	01/15/2026	Regular	0.00	17,850.00	308277
<a href="#">25-11-002</a>	Invoice	01/14/2026	Construction Management for the Pool Re...	0.00	17,850.00	
01649	T-Mobile USA Inc	01/15/2026	Regular	0.00	134.40	308278
<a href="#">12-25TMobileBld...</a>	Invoice	01/13/2026	Ipad Usage/Building Dept/11/21/25 - 12/2...	0.00	62.00	
<a href="#">12-25TMobilePW</a>	Invoice	01/12/2026	Ipad Usage/PW/11/21/25 - 12/20/25	0.00	72.40	
01709	Underground Service Alert of Southern CA	01/15/2026	Regular	0.00	159.81	308279
<a href="#">1220250089</a>	Invoice	01/12/2026	New Ticket Chargers/Monthly Database M...	0.00	110.00	
<a href="#">25-261977</a>	Invoice	01/12/2026	Ca State Fee for Regulatory Costs	0.00	49.81	
01768	Wal-Mart Stores Inc #01-1555	01/15/2026	Regular	0.00	493.42	308280
<a href="#">1242 2074 8166 ...</a>	Invoice	01/13/2026	Trash Cans	0.00	313.94	
<a href="#">8629 3609 4647 ...</a>	Invoice	01/13/2026	Halloween Supplies/Candy/Decorations	0.00	179.48	
01772	Waxie Sanitary Supply	01/15/2026	Regular	0.00	33.82	308281
<a href="#">83705060</a>	Invoice	01/13/2026	Janitorial Supplies/Lions Center	0.00	33.82	
01950	West Coast Arborist Inc	01/15/2026	Regular	0.00	31,737.40	308282
<a href="#">236654</a>	Invoice	01/14/2026	Tree planting at Latigo Park	0.00	31,737.40	
02594	William Jair Preciado-Ramos	01/15/2026	Regular	0.00	349.99	308283
<a href="#">10-25Reimburse</a>	Invoice	01/14/2026	Water Treatment Math/Certificate of Co...	0.00	349.99	
02852	Xavier Ramirez	01/15/2026	Regular	0.00	128.00	308284
<a href="#">1-26Basketball</a>	Invoice	01/14/2026	Youth Basketball 2026/12/29/25 & 1/2/26	0.00	128.00	
01802	Xerox Corporation	01/15/2026	Regular	0.00	464.24	308285
<a href="#">024963256</a>	Invoice	01/12/2026	Meter Usage/Charges/Admin/11/21/25 - ...	0.00	464.24	
00240	Brawley Public Safety Employee	01/15/2026	Regular	0.00	1,750.00	308286
<a href="#">INV0007521</a>	Invoice	01/09/2026	Union Dues	0.00	50.00	
<a href="#">INV0007539</a>	Invoice	01/09/2026	Union Dues	0.00	1,700.00	
00287	California State Disbursement	01/15/2026	Regular	0.00	2,008.59	308287
<a href="#">INV0007509</a>	Invoice	01/09/2026	Child Support Deductions	0.00	1,571.06	
<a href="#">INV0007531</a>	Invoice	01/09/2026	Child Support Deductions	0.00	437.53	



## Check Report

Date Range: 01/03/2026 - 01/16/2026

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
00660 <a href="#">INV0007522</a> <a href="#">INV0007540</a>	Franchise Tax Boards State Of California Invoice Invoice	01/09/2026 01/09/2026	01/15/2026 Earnings Withholding Earnings Withholding	Regular	0.00 0.00 0.00	675.04 210.00 465.04	308288
00799 <a href="#">INV0007510</a>	Imperial County Sheriff Civil Division Invoice	01/09/2026	01/15/2026 Earnings Withholdings	Regular	0.00 0.00	50.00 50.00	308289
01717 <a href="#">INV0007519</a>	United Way of Imperial County Invoice	01/09/2026	01/15/2026 United Way Deductions	Regular	0.00 0.00	5.00 5.00	308290
00233 <a href="#">INV0007450</a>	Brawley Firefighters Local #19 Invoice	12/26/2025	01/06/2026 Union Dues Fire Assoc	Bank Draft	0.00 0.00	805.00 805.00	DFT0004862
00836 <a href="#">INV0007479</a>	Internal Revenue Service Invoice	12/26/2025	01/09/2026 Medicare Taxes	Bank Draft	0.00 0.00	0.38 0.38	DFT0004884
00836 <a href="#">INV0007480</a>	Internal Revenue Service Invoice	12/26/2025	01/09/2026 Social Security Taxes	Bank Draft	0.00 0.00	1.68 1.68	DFT0004885
00836 <a href="#">INV0007483</a>	Internal Revenue Service Invoice	12/26/2025	01/09/2026 Federal Taxes	Bank Draft	0.00 0.00	46.65 46.65	DFT0004890
00836 <a href="#">INV0007484</a>	Internal Revenue Service Invoice	12/26/2025	01/09/2026 Medicare Taxes	Bank Draft	0.00 0.00	8.76 8.76	DFT0004891
00836 <a href="#">INV0007485</a>	Internal Revenue Service Invoice	12/26/2025	01/09/2026 Social Security Taxes	Bank Draft	0.00 0.00	37.36 37.36	DFT0004892
00571 <a href="#">INV0007486</a>	Employment Development Dept Invoice	12/26/2025	01/09/2026 State Taxes	Bank Draft	0.00 0.00	18.15 18.15	DFT0004893
00233 <a href="#">INV0007489</a>	Brawley Firefighters Local #19 Invoice	12/26/2025	01/06/2026 Union Dues Fire Assoc	Bank Draft	0.00 0.00	40.00 40.00	DFT0004898
01706 <a href="#">12222025</a>	U.S. Bank Corporate Invoice	01/05/2026	01/06/2026 US Bank Credit Card Charges	Bank Draft	0.00 0.00	20,429.19 20,429.19	DFT0004899
01784 <a href="#">109660970</a>	WEX Bank Invoice	01/07/2026	01/07/2026 Monthly Fuel Cost/Dec 2025	Bank Draft	0.00 0.00	24,986.11 24,986.11	DFT0004900
00031 <a href="#">INV0007504</a>	Aflac Inc Invoice	01/09/2026	01/09/2026 Cancer/ICU/Disability Withheld	Bank Draft	0.00 0.00	83.92 83.92	DFT0004901
00031 <a href="#">INV0007505</a>	Aflac Inc Invoice	01/09/2026	01/09/2026 Cancer/ICU/Disability Withheld	Bank Draft	0.00 0.00	1,007.38 1,007.38	DFT0004902
00031 <a href="#">INV0007506</a>	Aflac Inc Invoice	01/09/2026	01/09/2026 Cancer/ICU/Disability Withheld	Bank Draft	0.00 0.00	1,137.02 1,137.02	DFT0004903
01255 <a href="#">INV0007513</a>	National Plan Coordinators Invoice	01/09/2026	01/09/2026 Def Compensation/Plan #340233-01	Bank Draft	0.00 0.00	8,185.00 8,185.00	DFT0004908
01257 <a href="#">INV0007514</a>	Nationwide Retirement Solution Invoice	01/09/2026	01/09/2026 Def Compensation/Entity #05270	Bank Draft	0.00 0.00	18,112.50 18,112.50	DFT0004909
00233 <a href="#">INV0007520</a>	Brawley Firefighters Local #19 Invoice	01/09/2026	01/09/2026 Union Dues Fire Assoc	Bank Draft	0.00 0.00	845.00 845.00	DFT0004914
00836 <a href="#">INV0007523</a>	Internal Revenue Service Invoice	01/09/2026	01/09/2026 Federal Taxes	Bank Draft	0.00 0.00	29,876.30 29,876.30	DFT0004915
00836 <a href="#">INV0007524</a>	Internal Revenue Service Invoice	01/09/2026	01/09/2026 Medicare Taxes	Bank Draft	0.00 0.00	11,572.54 11,572.54	DFT0004916
00836 <a href="#">INV0007525</a>	Internal Revenue Service Invoice	01/09/2026	01/09/2026 Social Security Taxes	Bank Draft	0.00 0.00	49,482.30 49,482.30	DFT0004917

# Check Report

Date Range: 01/03/2026 - 01/16/2026

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount	Number
					Discount Amount	Payable Amount	
00571 <a href="#">INV0007526</a>	Employment Development Dept Invoice	01/09/2026	01/09/2026 State Taxes	Bank Draft	0.00 0.00	12,570.83 12,570.83	DFT0004918
00031 <a href="#">INV0007527</a>	Aflac Inc Invoice	01/09/2026	01/09/2026 Cancer/ICU/Disability Withheld	Bank Draft	0.00 0.00	415.23 415.23	DFT0004919
00031 <a href="#">INV0007528</a>	Aflac Inc Invoice	01/09/2026	01/09/2026 Cancer/ICU/Disability Withheld	Bank Draft	0.00 0.00	335.15 335.15	DFT0004920
01255 <a href="#">INV0007534</a>	National Plan Coordinators Invoice	01/09/2026	01/09/2026 Def Compensation/Plan #340233-01	Bank Draft	0.00 0.00	235.00 235.00	DFT0004925
00836 <a href="#">INV0007541</a>	Internal Revenue Service Invoice	01/09/2026	01/09/2026 Federal Taxes	Bank Draft	0.00 0.00	5,791.16 5,791.16	DFT0004930
00836 <a href="#">INV0007542</a>	Internal Revenue Service Invoice	01/09/2026	01/09/2026 Medicare Taxes	Bank Draft	0.00 0.00	4,279.62 4,279.62	DFT0004931
00836 <a href="#">INV0007543</a>	Internal Revenue Service Invoice	01/09/2026	01/09/2026 Social Security Taxes	Bank Draft	0.00 0.00	18,298.94 18,298.94	DFT0004932
00571 <a href="#">INV0007544</a>	Employment Development Dept Invoice	01/09/2026	01/09/2026 State Taxes	Bank Draft	0.00 0.00	3,217.33 3,217.33	DFT0004933
01368 <a href="#">INV0007554</a>	CalPERS Employees Retirement Invoice	01/14/2026	01/13/2026 Retirement Contributions P/R PD 12/26/25	Bank Draft	0.00 0.00	30,074.79 30,074.79	DFT0004947
01368 <a href="#">INV0007555</a>	CalPERS Employees Retirement Invoice	01/14/2026	01/13/2026 Retirement Contributions for P/R CITY 12/...	Bank Draft	0.00 0.00	70,410.93 70,410.93	DFT0004948
01368 <a href="#">INV0007556</a>	CalPERS Employees Retirement Invoice	01/14/2026	01/12/2026 Retirement Contributions for P/R PD 12/1...	Bank Draft	0.00 0.00	37,527.22 37,527.22	DFT0004949
01368 <a href="#">INV0007557</a>	CalPERS Employees Retirement Invoice	01/14/2026	01/13/2026 Retirement Contributions for P/R CITY 12/...	Bank Draft	0.00 0.00	65,231.29 65,231.29	DFT0004950
00275 <a href="#">12-25SB1473</a>	California Building Standards Commission Invoice	01/14/2026	01/12/2026 SB-1473 Permit Fees QE 12/2025	Bank Draft	0.00 0.00	153.00 153.00	DFT0004951
00277 <a href="#">12-25Sales Tax</a>	California Department of Tax & Fee Administrat Invoice	01/14/2026	01/12/2026 Q4 Sales & Use Tax Return/Period/10/1/25..	Bank Draft	0.00 0.00	779.00 779.00	DFT0004952

## Bank Code US Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	216	129	0.00	591,253.54
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-5,473.31
Bank Drafts	33	33	0.00	415,994.73
EFT's	22	14	0.00	114,820.00
	<b>271</b>	<b>178</b>	<b>0.00</b>	<b>1,116,594.96</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	216	129	0.00	591,253.54
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-5,473.31
Bank Drafts	33	33	0.00	415,994.73
EFT's	22	14	0.00	114,820.00
	<b>271</b>	<b>178</b>	<b>0.00</b>	<b>1,116,594.96</b>

## Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	1/2026	1,116,594.96
			<b>1,116,594.96</b>



City of Brawley

# Monthly Transaction Report

Date Range: 1/3/2026 - 1/16/2026

4b.2

Account Number	Name	Date	Type	Amount	Reference	Packet	Receipt			Adj Type			
01-7899-03	HEADRICK, GUADALUPE	1/5/2026	Refund	48.54	Check #: 308158	UBPKT09779							
							Revenue Code	Current	Plus 1	Plus 2	Plus 3	Plus 4	Balance
							996	48.54	0.00	0.00	0.00	0.00	48.54
							Aging Total:	48.54	0.00	0.00	0.00	0.00	48.54
01-9027-04	CASTRO, OSCAR GARCIA & FLOR	1/14/2026	Refund	91.18	Check #: 308220	UBPKT09845							
							Revenue Code	Current	Plus 1	Plus 2	Plus 3	Plus 4	Balance
							996	91.18	0.00	0.00	0.00	0.00	91.18
							Aging Total:	91.18	0.00	0.00	0.00	0.00	91.18

Transaction Grand Total for Period: 139.72

## Totals by Transaction Type

Transaction Type	Count	Amount
Refund	2	139.72
Total for Period:	2	139.72

## Totals by Transaction Type and Revenue Code

Transaction Type	Revenue Code	Count	Amount
Refund	996 - 996	2	139.72
	Refund Total:		139.72
	Total for Period:	2	139.72

## Totals by Revenue Code

Revenue Code	Count	Amount
996 - 996	2	139.72
Total for Period:	2	139.72

# City of Brawley

City Council  
February 03, 2026  
Agenda Item No 4c



## STAFF REPORT

**To:** City Council  
**From:** Petra Ortega, Library Manager  
**Prepared by:** Ana Gutierrez, Public Works Analyst  
**Subject:** **Authorize Change Order 1 for the Library Shelving and Carpentry Work Project.**

### RECOMMENDATION:

Authorize Change Order No. 1 to the Library Shelving and Carpentry Work Project in the amount of \$4,816.59 and authorize the City Manager to execute all documents regarding this Change Order.

### BACKGROUND INFORMATION:

On July 15, 2025, the City Council awarded a contract to Andrade Construction in the amount of \$63,800.00 for the Library Shelving and Carpentry Work Project. The project includes custom carpentry and shelving improvements to enhance library functionality.

During construction, unforeseen conditions related to existing electrical components were discovered. Modifications were required to ensure proper installation and coordination with the new shelving. These changes resulted in an increase to the contract amount of \$4,816.59.

Approval of Change Order No. 1 will finalize the project and allow the Library to fully utilize the newly installed shelving.

### FISCAL IMPACT:

The FY 2025/26 Capital Improvement Budget includes Project 2023-22, Library Bookcases Expansion, funded through Library Development Impact Fees. However, a budget adjustment using available Library DIF funds is required to complete the project, as outlined below:

460-551.400-800.300 - Expense - Improvements other than buildings ..... \$ 4,817.00

### ALTERNATIVES:

No alternative is recommended at this time.

### ATTACHMENTS:

1. Change Order

### 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 - 1/29/2026

Approved - 1/29/2026

4c



**CONTRACT CHANGE ORDER**

Date: February 3, 2026	Project Name: Library Bookshelves
To: Andrade Acquisitions dba Andrade Construction 1503 N Imperial Avenue, Suite 101 El Centro, CA 92243	Contractor: Andrade Construction
Attn. : Luis Andrade, President/Owner	Contract No.: Change No. 1
	Subject: Various items

**Description and Justification of Change in Scope:**

(1) Fix faulty outlets, remove plastic sheathing wires for ceiling light, install flush mount lights, and repair drywall patches.
---

**Cost Estimate for the Above:**

**Schedule A**

Item	Description	Qty	Unit	Unit Price	Total
1	Fix faulty outlets, remove plastic sheathing from wires for the ceiling light, install flush-mount lights, and repair drywall patches.	1	LS	\$ 4,816.59	\$ 4,816.59
	Subtotal				\$ 4,816.59
	Less 5% retention				-\$ 240.83
	<b>TOTAL AMOUNT OF THIS CHANGE ORDER:</b>				<b>\$ 4,575.76</b>

The contractor will be paid the agreed-upon price upon completion of the work. The above list prices include full compensation for all labor, materials tools, and equipment required to complete the work in compliance with plans and original contract specifications and to the satisfaction of the Director of Public Works. Specifications, where pertinent and not in conflict with the above, shall apply to these changes.

This work's time extension will be deferred. This document will become an amendment to the contract, and all provisions of the contract will apply thereto.

**TOTAL ADDITIVE CHANGE: \$63,800.00**

Current Contract amount:	\$63,800.00
Amount of Change:	\$ 4,816.59
New Contract amount:	\$68,616.59



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**CONTRACT CHANGE ORDER**

**CITY OF BRAWLEY:**

City: \_\_\_\_\_  
Construction Manager \_\_\_\_\_ Date \_\_\_\_\_

City: \_\_\_\_\_  
Library Manager \_\_\_\_\_ Date \_\_\_\_\_

City: \_\_\_\_\_  
City Manager \_\_\_\_\_ Date \_\_\_\_\_

City: \_\_\_\_\_  
Director of Finance \_\_\_\_\_ Date \_\_\_\_\_

**CONTRACTOR:**

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_



# City of Brawley

City Council  
February 03, 2026  
Agenda Item No 4d



## STAFF REPORT

**To:** City Council  
**From:** Emmet Fried, Assistant to the City Manager  
**Prepared by:** Emmet Fried, Assistant to the City Manager  
**Subject:** **Ratification of Cattle Call Arena and Park Lease Renewal Agreement Between the City and Cattle Call Rodeo Committee**

### RECOMMENDATION:

Staff recommends that the City Council ratify and affirm the lease agreement executed between the City and Cattle Call Rodeo Committee, thereby acknowledging the terms and conditions set forth therein and authorizing staff to proceed with all actions necessary to implement the agreement in accordance with its provisions.

### BACKGROUND INFORMATION:

City staff negotiated and executed a lease agreement with Cattle Call Rodeo Committee for property located in the City of Brawley, commonly known as the Cattle Call Arena and Park. The agreement was completed in accordance with standard procedures; however, Council ratification is required to ensure the agreement is formally recognized as part of the City's official records.

No changes to the agreement are proposed. This action is strictly a ratification of the existing, fully executed document.

### FISCAL IMPACT:

There is no fiscal impact associated with the ratification of this agreement.

### ALTERNATIVES:

Council may decline to ratify the agreement. This would leave the agreement without formal Council acknowledgment and may require staff to renegotiate terms or return with a revised agreement.

### ATTACHMENTS:

1. Cattle Call Arena and Park Lease Renewal 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 - 1/29/2026  
Approved - 1/29/2026

**CATTLE CALL ARENA AND PARK LEASE RENEWAL  
BETWEEN THE CATTLE CALL RODEO COMMITTEE  
AND THE CITY OF BRAWLEY**

4d.1

**1. PARTIES:**

This lease is hereby renewed as of the 1st day of June 2025 by and between the City of Brawley, California, a municipal corporation of the State of California ("Landlord") and Brawley Cattle Call Rodeo Committee, a California non-profit corporation ("Tenant").

**2. PREMISES:**

The Landlord and Tenant hereby renew the lease of that certain real property and other improvements located thereon and situated in the City of Brawley, State of California, commonly known as the Cattle Call Arena and Park according to the terms and conditions hereinafter set forth. The Cattle Call Arena and Park consists of an area of approximately 56 acres. The area subject to this Lease, referred to herein as the "Premises," is more thoroughly described in the attached Exhibit A and is incorporated herein by this reference.

**3. TERM:**

**Renewed Term.**

The term of this lease renewal shall be for ten (10) years, commencing July 1, 2025 and ending on June 30, 2035.

**Cancellation.**

Notwithstanding any other provision of this Lease, either party may cancel this agreement upon written notice to the other party at least ninety (90) days prior to the date of the intended cancellation.

**4. USE OF PREMISES:**

The Premises may be used for boarding of horses, farming and pasture on a year-round basis. In addition, the Tenant may also use the Premises for other purposes that comply with applicable laws and ordinances, subject to the Landlord's reasonable approval.

The area of the Premises where horse boarding will be located is designated as "horse boarding" in Exhibit A.

The area west of the horse boarding facilities, designated as "caretaker" in Exhibit A, is for housing associated with the horse boarding caretaker who may reside on premises on a year-round basis.

The area designated as "pasture" in Exhibit A will be maintained, farmed and used as pasture by the Tenant on a year-round basis. The Landlord acknowledges that pasture is actively farmed by the Tenant and any other permitted use may result in loss of income to the Tenant. The Landlord also acknowledges the utilization of the pasture for parking during the annual event referred to as the Cattle Call Rodeo.

The Tenant shall have exclusive use of the Premises depicted in Exhibit A, in addition to the entire facility known as Cattle Call Park, on an annual basis during the term of this lease, commencing sixty (60) days

4d.1  
prior to the commencement of the Cattle Call Rodeo, continuing through the entire event and ending a sufficient time after completion of the Cattle Call Rodeo. The post-event time is for the purpose of repairing and restoring the Premises to its pre-event condition.

The Tenant acknowledges that Cattle Call Park is a public facility that serves the needs of the community at large. The Landlord acknowledges that the Tenant has invested substantial time and resources to improve and maintain the premises for primarily equestrian purposes. As such, non-equestrian uses associated with the pasture and arena shall be scheduled with a minimum of sixty (60) day advance notice to the Tenant. In addition, non-equestrian uses in the Cattle Call Arena shall require a bond of no less than \$10,000.00 to be used to compensate for the cost to bring the arena ground back to previous condition. City and Rodeo committee to determine assessment of the time and labor associated with restoration efforts to achieve pre-event conditions. The Tenant shall provide a rate schedule to the City for approval. Following non-equestrian events in the arena, an itemized statement of costs associated with restoration shall be prepared by the Tenant. It shall be the non-equestrian facility user's financial responsibility to offset costs of restoration.

#### Event Approval and Notice Requirement

1. Notice Requirement: The Tenant shall be provided with a minimum of sixty (60) days' prior written notice for any event requesting use of the arena floor.
2. Approval Authority: The City Council shall have final authority to approve or deny any such event. However, approval shall not be granted if the Tenant notifies the Landlord of any the following:
  - a. Arena Condition Risk – The proposed event poses a substantial risk of irreparable damage to the condition of the arena floor or associated facilities;
  - b. Equine Boarding Impact – The proposed event will significantly endanger horse boarding operations or the health and safety of boarded horses;
  - c. Safety and Compliance – The proposed event fails to meet applicable safety, regulatory, or operational standards necessary for the proper use of the arena.
3. Notification Requirement: In the event that the Tenant objects to the proposed event for any of the foregoing reasons, the Tenant must notify the City Manager of the objection within thirty (30) days of receiving notice of the proposed event.
4. Mitigation Opportunity: If feasible, the Landlord shall provide the event organizer an opportunity to propose reasonable mitigation measures to address the identified concerns before a final denial is issued.

The Tenant shall not commit or permit the commission of any acts on the Premises which, in any way,

violate or conflict with any applicable law, statute, ordinance or governmental rule or regulations, whether now in force or hereinafter enacted, governing the Premises.

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**5. RENT:**

The "Rent" shall be that sum of Tenant's income from the use of the Premises, after the deduction of all reasonable expenses. Reasonable expenses shall encompass preparations for the annual Cattle Call Rodeo, maintenance of the horse boarding operations, arena and pasture, in addition to debt service, if any, associated with the Tenant's use and improvement of the Premises.

An annual meeting shall be held between the Landlord and Tenant to review the prior year's revenues and expenditures.

The Rent shall be utilized in accordance with paragraph 9 below. Rent shall exclude revenues received by the Tenant from sources other than the Cattle Call Rodeo and horse boarding operations, including, but not limited to gifts or bequests.

**6. CONDITION OF PREMISES:**

The Tenant is in actual possession of the Premises and accepts the Premises, as well as the existing improvements, in their present condition.

**7. UTILITIES:**

The Landlord shall be responsible for all treated water, power and trash. The Tenant shall be responsible for raw water for the Premises.

**8. INSURANCE:**

**Insurance Requirements.**

Except as specifically set forth herein, the Tenant agrees to maintain insurance in accordance with City of Brawley requirements throughout the term of the renewed Lease. The following insurance coverage will be provided by the Tenant:

**Commercial General Liability Insurance.**

Commercial General Liability Insurance shall be maintained on an occurrence form or equivalent. Total limits for all coverage shall be no less than \$1,000,000 per occurrence, and \$2,000,000 general aggregate. Said coverage shall include the Cattle Call Rodeo. The Landlord, the Landlord's employees and agents shall be added as additional insureds using an ISO form. Coverage shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance, primary or excess, available to the landlord or any employee or agent of the Landlord. Coverage shall not be limited to the vicarious liability or supervisory role of any additional insured.

Subject to the Landlord's prior approval as to form and limits of liability, the Tenant shall maintain Commercial General Liability Insurance covering the Cattle Call Rodeo, farming and horse boarding activities, in addition to Tenant Director and Officer Liability Insurance.

**Workers Compensation and Employer's Liability.**

The Tenant shall obtain Workers Compensation and Employer's Liability Coverage on a policy form providing Workers Compensation statutory benefits as required by law. Employer liability limits shall be no less than \$1,000,000 per accident or disease. This policy shall waive any right of subrogation with respect to Landlord, its employees or agents. Said policy shall be required only if the Tenant has employees.

**Proof of Insurance.**

Tenant shall provide evidence of the insurance required herein, satisfactory to the Landlord, consisting of Certificate(s) of Insurance, referencing the coverage required and additional insured endorsements. Certificate(s) are to reflect that the insurer will provide 30 days' notice of any cancellation of coverage. Any failure on the part of the Landlord to obtain proof of insurance required under this Agreement in no way waives any right or remedy of the Landlord, or any additional insured, in this or any other regard.

**Notification of Claims.**

The Tenant shall provide immediate notice to the Landlord of any claim or loss against the Tenant that includes the Landlord as a defendant. The Landlord assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any claim likely to involve Landlord.

**9. APPLICATION OF RENT FOR ALTERATIONS, ADDITIONS AND IMPROVEMENTS:**

Capital improvements shall be developed in collaboration with the City of Brawley. Projects shall be proposed and approved by the Landlord prior to performance. Building permits and As Built Drawings shall be required for facility improvements if deemed needed by the Landlord. The Tenant and Landlord shall agree in writing on alterations, improvements or additions in or about the Premises.

The Rent shall be applied for agreed alterations, additions or improvements. The Landlord will not unreasonably withhold its agreement to improvements, alterations or additions proposed by the Tenant. It is contemplated that Rent will be used to improve and maintain the Premises, including, but not limited to, structures, buildings, fences, plumbing, electrical, sprinkler systems and landscaping.

**10. MAINTENANCE AND REPAIRS:**

4d.1

The Tenant agrees to maintain the Premises in good order and repair, reasonable use and wear thereof and damage by act of God excepted, and to maintain the same in good and safe condition. Such maintenance responsibility shall relate to Tenant's use contemplated by this agreement.

**11. DESTRUCTION OF PREMISES:**

If, during the term of the renewed lease, the Premises are totally or partially destroyed from a risk covered by the insurance described in paragraph 8, rendering the premises totally or partially inaccessible or unusable, the Landlord shall, in its sole and unfettered discretion, determine whether it will restore the Premises or terminate the Lease.

**12. INDEMNIFICATION:**

Except for the sole negligence of the Landlord, the Tenant shall defend, indemnify and keep and hold the Landlord, including the Landlord's officers, employees and agents, their successors and assigns, harmless from any and all costs, liability, damage or expense (including costs of suit and fees and expenses of legal services) claimed by anyone by reason of injury to or death of persons, or damage to or destruction of property, including property of the Tenant, sustained in, on or about the demised premises or arising out of the Tenant's use or occupancy thereof, as a proximate results of the acts or omissions of the Tenant, its employees and agents, or its contractors, licensees, invites or subtenants, their successors and assigns or arising out of the condition of the property. The Landlord shall, by appropriate, written notice to the Tenant, advise the Tenant as soon as practicable regarding any potential liability of Tenant under this Section.

**13. ASSIGNMENT AND SUBLETTING:**

The Tenant shall not voluntarily or by operation of law assign, transfer, sublet, mortgage, or otherwise transfer or encumber all or any part of the Tenant's interest in this Lease or in the Premises, except with the Landlord's prior written consent. Agreements relating to horse boarding are permissible, but shall not exceed month-to-month terms.

**14. DEFAULT:**

It is agreed between the parties hereto that if the Tenant shall default and breach any other covenant or provision of the Lease, then the Landlord, after giving the proper notice required by law, may re-enter the Premises and remove any property and any and all persons therefrom in the manner allowed by law. The Landlord may, at its option, either maintain this Lease in full force and effect or, in the alternative, terminate this Lease. In addition, the Landlord may pursue any other rights and remedies which the Landlord may have against the Tenant by reason of such default as provided by law.

**15. SURRENDER:**

On the last day of the term of this Lease, the Tenant shall surrender the Premises to Landlord in good condition, broom clean, ordinary wear and tear excepted.

**16. HOLDING OVER:**

If the Tenant, with the Landlord's written consent, remains in possession of the Premises after expiration or termination of the term of this Lease, such possession by Tenant shall be deemed to be a tenancy from month-to-month upon all of the provisions of this Lease applicable to such a month-to-month tenancy.

**17. STATUS OF CURRENT LEASES:**

The Tenant and Landlord acknowledge and agree that each has fully complied with the terms of the Tenant's existing occupancy and mutually release the other from any obligations arising pursuant thereto prior to the signing of this Lease. The parties waive the provisions of Section 1542 of the Civil Code of the State of California, which provides as follows:

1542. General release; extent. A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."

**18. ATTORNEYS' FEES:**

If either party brings an action against the other party for any breach hereof, the prevailing party therein shall be entitled to recover from the other party its reasonable attorney's fees and costs of suit.

**19. TAXES:**

The Tenant shall pay all taxes, real and personal, if any, levied against the Premises and improvements thereto related to the Tenant's use or occupation of the Premises.

**20. BINDING ON SUCCESSORS AND ASSIGNS:**

Each provision of this Lease performable by the Tenant shall be deemed both a covenant and a condition. The terms, conditions, and covenants of this Lease shall be binding upon and shall inure to the benefit of each of the parties hereto, their heirs, personal representatives, successors and assigns.

**21. NOTICES:**

Whenever under this Lease a provision is made for any demand, notice or declaration of any kind, it shall be in writing and served personally, or sent by registered or certified United States mail, postage prepaid, addressed as follows:

**Landlord**

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

**Tenant**

Brawley Cattle Call Rodeo Committee  
P. O. Box 1336  
Brawley, CA 92227

Such notice shall be deemed received within forty-eight (48) hours from the time of mailing, if mailed as provided for in this paragraph.

**22. WAIVERS:**

No waiver by the Landlord of any provision herein shall be deemed a waiver of any other provision hereof



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or of any subsequent breach by the Tenant of the same or any other provisions.

The parties hereto have executed this Lease on the date first above written.

LANDLORD

TENANT

CITY OF BRAWLEY

BRAWLEY CATTLE CALL RODEO COMMITTEE, INC.

A handwritten signature in black ink, appearing to be "Gil Rebollar", written over a horizontal line.

By Gil Rebollar, Mayor

A handwritten signature in blue ink, appearing to be "Danny Williams", written over a horizontal line.

By: Danny Williams, Chairman

APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to be "William Smerdon", written over a horizontal line.

William Smerdon, City Attorney



Exhibit A

# 4d.1



# City of Brawley

City Council  
February 03, 2026  
Agenda Item No 4e



## STAFF REPORT

**To:** City Council  
**From:** Jonathan Blackstone, Interim Chief of Police  
**Prepared by:** John Tang, Commander  
**Subject:** Purchase of 11 New Getac Mobile Data Computers for Police Vehicles

### RECOMMENDATION:

Potential action to approve the procurement of 11 new Getac V120 Mobile Data Computers (MDC) for police use.

### BACKGROUND INFORMATION:

The police department's current MDC is the Getac V110, acquired over 5 years ago. Since that time, the devices have approached the end of their operational life and now require replacement to ensure continued functionality and compliance. The existing Getac V110 units will no longer meet the federal government-mandated standards and will need to be replaced.

As a solution, the department has identified the most cost-effective option. The proposed replacement, the Getac V120, not only meets all required compliance standards but also allows for the utilization of existing hardware infrastructure. This approach eliminates the need to purchase a completely new installation package, thereby resulting in significant cost savings. The proposed cost per Mobile Data Computer (MDC) is \$5,224.00, which includes docking stations, warranty coverage, and applicable taxes.

The police department has received a proposal from Code 3, which submitted a comprehensive proposal for the transaction. This proposal incorporates Sourcwell pricing, a cooperative purchasing program that provides municipal entities with access to competitive, low-cost rates without supplementary charges. By using Sourcwell, the department seeks to promote cost efficiency and transparency in the procurement process, capitalizing on the program's streamlined, fiscally responsible approach to acquiring essential equipment or services.

### FISCAL IMPACT:

The FY 2025/26 Police Department Operating Budget includes sufficient appropriations to fund the purchase of this equipment under the Equipment Account 101-211.000-800.400.

### ALTERNATIVES:

The council may elect not to approve.

### ATTACHMENTS:

1. Proposal

**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 - 1/29/2026

Approved - 1/29/2026

4e



# 4e.1 PROPOSAL

Date: 1/14/2026

Quote: 26-020

Armando Garibay  
Brawley Police Dept.  
351 Main Street  
Brawley, CA 92227  
760-351-8805

Thanks for your business!  
Quote expires **2/14/2026\***

Customer ID: BPDCA001

Salesperson	Project	Payment Terms	Contract#
Michelle Best	Getac V120	Net 30	Sourcwell: 020624-SYN

Part#	Description	Qty	Unit Price	Ext. Price
<b>VV3P2YEABGCX</b>	Getac V120 - Intel Core Ultra 7 255H Processor, 12.2 with Windows Hello Webcam, Win 11 Pro x64 with 16GB RAM + TAA, 512GB PCIe SSD (user swappable), Sunlight Readable (WUXGA LCD, Touch Screen), Stylus, US Keyboard, US Power Cord, Membrane Backlit Keyboard, WIFI, Bluetooth, 5G Sub-6, Dedicated GPS, Passthrough, Standard Batteries (2-pack), Hard Handle, Large Bumper, 3 Year Bumper-2-Bumper Warranty	11	\$3875	\$42,625
<b>GE-SVTBNFX5Y</b>	Getac Bumper to Bumper + Extended Warranty- Tablet (Year 4 & 5)	-	\$529	<b>*Optional</b>
<b>5433GB820504</b>	V120 - Gamber-Johnson, 7160-2091-14, Vehicle Dock, with lite port replication, with Quad Pass-through, with screen support (ex. vehicle adapter)	11	\$613	\$6743
<b>GAD2X8</b>	Getac 120W 11-16V, 22-32V DC Vehicle adapter (Bare Wire), 3 year warranty	11	\$98	\$1078
<b>GDKBU9</b>	Getac Rugged Keyboard, 3 year warranty (US)	11	\$214	\$2354
Subtotal				\$52,800.00
CA Recycle				\$44.00
Sales Tax				\$4620.00
Shipping				\$0.00
Total				<b>\$57,464.00</b>



We offer financing & Leasing, device buyback, and rugged device insurance coverage, just ask!  
CCs add 2.89%. Purchasing contracts add 1-2% (GSA, OMNIA, NCPA, Sourcwell, PEPPM, SLP, DIR)

# City of Brawley

City Council  
February 03, 2026  
Agenda Item No 4f



## STAFF REPORT

**To:** City Council  
**From:** Romualdo Medina, Public Works Director  
**Prepared by:** Ana Gutierrez, Public Works Analyst  
**Subject:** Urban Water Management Plan Update

### RECOMMENDATION:

Authorize an Agreement with Lee & Ro in an amount not to exceed \$43,359.00, for the update of the City's Urban Water Management Plan (UWMP) and authorize the City Manager to execute all documentation regarding this Agreement.

### BACKGROUND INFORMATION:

The UWMP is a state-mandated planning document established by the California Legislature and overseen by the California Department of Water Resources (DWR). Urban water suppliers are required to update and adopt their UWMP every five years. The City of Brawley must submit its updated UWMP to DWR by July 2026.

The UWMP update includes reviewing existing water supply and demand data, preparing UWMP chapters in accordance with DWR guidelines, coordinating with City staff, supporting required public hearings, providing assistance with adoption, and completing the final submittal to DWR.

The UWMP serves as a long-range planning document evaluating the City's existing and projected water supplies, water demands, water reliability, conservation measures, and contingency planning over a 20-year planning horizon. State law requires urban water suppliers that serve more than 3,000 customers or deliver more than 3,000 acre-feet of water annually to prepare and adopt a UWMP every five years.

The City's most recent UWMP was adopted in 2021. An update is now required to maintain compliance with state law and to remain eligible for certain state funding and grant opportunities.

Staff requested proposals from firms on the City's on-call list and received the following proposals:

- Lee & Ro \$43,359.00
- Psomas \$74,900.00
- The Holt Group \$78,260.00

Based on cost-effectiveness, the staff is recommending awarding the Agreement to Lee & Ro.

### FISCAL IMPACT:

The total cost of \$43,359.00 will be funded through the Water Treatment Plant FY 2025/26 Operating Budget. However, a budget adjustment is needed to allocate sufficient funds to the Professional Services account as follows:

Professional Services, expense - 501-321.000-730.100 ..... \$ 5,300.00

**ALTERNATIVES:**

No alternative is recommended at this time.

**ATTACHMENTS:**

- 1. Agreement with Lee & Ro
- 2. Psomas Proposal
- 3. The Holt Group Proposal

**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 - 1/29/2026  
Approved - 1/29/2026





4f.1

**CITY OF BRAWLEY  
CONSULTING SERVICES CONTRACT  
PROFESSIONAL ENGINEERING SUPPORT SERVICES  
FOR  
THE WATER TREATMENT PLANT  
URBAN WATER MANAGEMENT PLAN UPDATE**

- 1.0 **The Parties.** This Contract is made by and between the City of Brawley ("City") and Lee & Ro, Inc. ("Consultant").
- 2.0 **Paragraph Headings and Definitions.** Paragraph headings in this Contract are for convenience only and are not to be construed to define, limit, expand, interpret, or amplify the provisions of this Contract. When initially capitalized in this Contract or amendments hereto, the following words or phrases shall have the meanings specified:
- 2.1 **Professional Efforts.** Those efforts that a competent, experienced, and prudent Consultant would use to perform and complete the requirements of this Contract on time, exercising the degree of care, competence, and prudence customarily imposed on a Consultant performing similar work in the State of California.
- 2.2 **Contract.** This Contract, including all referenced documents, is between City and Consultant for the performance of the Work, and any subsequent written modifications or amendments executed by City and Consultant.
- 2.3 **Consultant.** The legal entity that executes this Contract with the City to perform the Work.
- 2.4 **Force Majeure.** An act of God, or event beyond the control of a party, including an act or omission of government, act or omission of civil or military authority, strike or lockout, act of a public enemy, war, blockade, insurrection, riot, epidemic, landslide, earthquake, fire, storm, lightning, flood, washout, or civil disturbance which could not have been avoided through the exercise of reasonable care and prudence.
- 2.5 **Contract Manager.** The title of the person designated by the City to be its representative with authority to act for the City regarding this Contract and the Work of Consultant.
- 2.6 **Work.** All or a part or phase of the obligations undertaken by the Consultant according to the Contract.
- 3.0 **Time of Contract.** Consultant shall perform the services required under this Contract within 120 calendar days from the date of the Contract.
- 4.0 **Scope of Work.** The city hereby retains and engages Consultant, and Consultant accepts such engagement to Provide Professional Engineering Support Services for the update of the Urban Water Management Plan.
- 4.1 Details of the Scope of Work are contained in the Proposal to provide Engineering Support for the Urban Water Management Plan dated January 12, 2026, attached herewith as Exhibit A and by this reference made a part hereof.
- 5.0 **Manner of Compensation.** For the performance of services rendered under this Contract, the City will pay the Consultant a fee based on the following, subject to the limitation of the maximum expenditure provided herein:
- 5.1 **Maximum Fee.** The maximum fee under this Contract is Two Hundred Ten Thousand Nine Hundred Twenty-Six Dollars 00/100 (\$43,359.00) without prior express written consent of the City. If the consultant anticipates the need for services exceeding the amount, the City shall be notified immediately in writing. Details of the Fee Proposal are included as part of Exhibit A.
- 5.2 **Extra Work.** Consultant shall not perform extra work of any kind without prior express written consent of City.

## 6.0 Payment

The city shall pay the consultant for services rendered hereunder, based on a monthly invoice for the period ending on the final day of each month. The city shall pay each invoice within 30 days after receipt. Invoices shall include the project description, the description and breakdown of costs, the month in which such costs were incurred, total expenses billed to date, the invoice number, and the invoice date. All invoices shall be sent to the City. Attention: Rom Medina. See Section 22.2, "Notice and Communications".

- 6.1 Compensation. Monthly progress payments shall be billed and based on work completed. The progress of the work and payment due shall be recorded on a Progress Payment Form, the appearance of which will be approved by the City. See Exhibit B for a sample of a typical invoice.
- 6.2 Billing Dispute. In the event City disputes the amount of an invoice, it shall notify Consultant within 20 days of receipt of the invoice and otherwise timely pay any undisputed portion of the invoice.

## 7.0 Records and Audits

- 7.1 Books and Records. Consultant shall maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to the City.
- 7.2 Audit. The city may audit the time-based and reimbursable expenses for any given Work Order. The city shall not have access to the Consultant's composition of fixed overhead rates or lump sums, the financial makeup of payroll burdens, or any costs expressed as a percentage of direct labor costs.
- 7.3 Document Retention. Consultant shall maintain all above documents and records, which demonstrate performance under this Contract for a minimum of three years, or for any longer period required by law, from the date of termination or completion of this Contract.

## 8.0 Control of Work.

Consultant shall report on all Work performed for City through City's Contract Manager and any designated representatives. Consultant shall comply with any coordination and completion criteria specified by City, and shall diligently prosecute each phase of the Work.

## 9.0 Ownership of Documents

- 9.1 Documents. Original project documents, including reproducible record prints of drawings, calculations, estimates, designs, specifications, field notes and data prepared in the course of performing the Work with the exception of those standard details and specifications regularly used by the Consultant in its normal course of business shall upon payment of all amounts rightfully owed by the City to the Consultant herein become the property of City. All final reports including reconnaissance reports, pre-feasibility reports, and feasibility reports shall be the property of the City. Consultant may retain copies of said documents and reports. Any reuse or modification of such Documents for purposes other than those intended herein shall be provided at the City's sole risk and without liability to the Consultant.
- 9.2 Confidentiality. In performing services under this Contract Consultant will gain access to proprietary information concerning City's business and operations. All ideas memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to the Consultant in connection with the performance of this Contract shall be held confidential by Consultant. Consultant shall not, without the prior written consent of City, use such materials for any purposes other than the performance of the work under this Contract. Nor shall such materials be disclosed to any person or entity not connected with the performance of the work under this Contract. Nothing furnished to Consultant, which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs relating to the project for which Consultant's services are rendered, or any publicity pertaining to the Consultant's services under this Contract in any magazine, trade paper, newspaper, television or radio production or other similar media without the prior written consent of City.

It is hereby agreed that the following information is not considered to be confidential under this Agreement:

- a. Information already in the public domain:
- b. Information disclosed to Consultant by a third party who is not under a confidentiality obligation:



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- c. Information developed by or in the custody of Consultant before entering into this Agreement;
  - d. Information developed by Consultant through its work with other clients; and
  - e. Information required to be disclosed by law or regulation including, but not limited to, subpoena, court order, or administrative order.

#### 10.0 Duties of Consultant

- 10.1 Degree of Care. In the performance of its services hereunder, Consultant shall exercise that degree of skill and judgment commensurate with that which is normally exercised by recognized professional Consultants in the same discipline, with respect to services of a similar nature, in accordance with all applicable rules, laws and regulations at the same time and in the same locality.
- 10.2 Licenses. Consultant represents to City that it has all licenses, permits, qualifications, insurance, and approvals of whatsoever nature, which are legally required of Consultant to practice its profession. Consultant represents to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Contract, any licenses, permits, insurance, and approvals which are legally required of Consultant to practice its profession.
- 10.3 Correction of Improper Services. Consultant shall perform or correct any portions of the work not performed in accordance with the standard of care specified herein, provided that Consultant is notified in writing of nonconformity within a reasonable time after discovery by City of the nonconforming service. The consultant shall perform the remedial services at no additional cost to the City.

#### 11.0 Suspension

The city may, upon 10 calendar days written notice, direct the Consultant to suspend performance on any or all of the services under the Contract for a specified period of time. If any suspension is not occasioned by the fault of Consultant, this Contract may be supplemented to compensate Consultant for extra costs incurred due to the suspension, provided that any claim for adjustment is supported by appropriate cost documentation, subject to audit, and asserted within twenty days after the date City issues a notice for resumption of the services under the Contract. Consultant shall be entitled to an extension to any work schedule to the extent a delay was caused by the suspension. Upon receipt of a suspension notice, Consultant shall (1) discontinue the Work under the Contract, (2) place no further orders or subcontracts, (3) suspend all orders and subcontracts, (4) protect and maintain all completed Work, and (5) otherwise mitigate City's costs and liabilities for those areas of work suspended. Services under the Contract shall be resumed by Consultant after such suspension on 10 calendar days' written notice from City.

#### 12.0 Termination

Under the terms hereunder, City may, at any time and for any reason, terminate this Contract upon not less than 21 days written notice to Consultant. Under such circumstances, this Contract shall terminate on the date set forth in such written notice.

- 12.1 Termination for Cause. If Consultant shall fail to diligently, timely, and expeditiously perform any of its respective obligations under this Contract, and such failure shall have continued for 10 days after City has delivered written notice thereof to Consultant; or Consultant shall make a general assignment for the benefit of its creditors, a receiver or trustee shall have been appointed on account of Consultant's insolvency, Consultant otherwise shall be or become insolvent, or an order for relief shall have been entered against Consultant under Chapter 7 or Chapter 11 of Title 11 of the United States Code, or Consultant otherwise shall be in default under the Contract and such default shall not have been cured within 10 days after City has delivered written notice to Consultant; then, City, upon 7 days prior written notice to Consultant, immediately may terminate this Contract for a cause.
  - 12.1.1 Upon termination of this Contract for cause, Consultant shall be entitled only to payment of that portion of services performed for which Consultant has not been paid and which Consultant has satisfactorily performed, up to the date of such termination; provided, however, that: No allowance shall be included for any out-of-pocket costs and expenses incurred by Consultant because of the termination of this Contract.
  - 12.1.2 Nothing contained in this Contract shall limit in any manner any rights or remedies otherwise available to City because of a default by Consultant under this Contract including, without

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limitation, the right to seek full reimbursement from Consultant for all costs and expenses incurred or to be incurred by City because of Consultant's default hereunder and which City would not have otherwise incurred if Consultant had not defaulted hereunder.

- 12.2 Termination For Convenience - If City terminates this Contract for reasons other than those set forth above Consultant shall be entitled to payment for services performed which have not been paid to Consultant and which shall compensate Consultant for all services actually and satisfactorily performed by Consultant up to the date of such termination.
- 12.3 Duties of Consultant Upon Termination - Upon any termination of this Contract Consultant shall:
- 12.3.1 Discontinue all of its services under the Contract from and after the date of the notice of termination, except as may be required to complete any item or portion of work to a point where discontinuance will not cause the unnecessary waste or duplicative work or cost.
  - 12.3.2 Cancel, or, if so directed by City, transfer to City all or any of the commitments and Contracts made by Consultant relating to the services, to the extent they may be canceled or transferred by Consultant.
  - 12.3.3 Transfer to City in the manner, to the extent, and at the time directed by City, all supplies, materials, and other property produced as a part of, or acquired in the performance of Consultant's services.
  - 12.3.4 Take such other actions as City may reasonably direct.

### 13.0 Insurance

Without limiting Consultant's indemnification of City, and before the commencement of Work, Consultant agrees to provide insurance per the requirements set forth herein. If Consultant uses existing coverage to comply with these requirements and that coverage does not meet the requirements, the Consultant agrees to modify the existing coverage to do so. The following coverages will be provided by Consultant and maintained on behalf of the City and in accordance with the following requirements:

- 13.1 Commercial General Liability Insurance. Commercial General Liability coverage is at least as broad as Insurance Services Office form CG 00 01. No claims made or modified occurrence forms will be accepted. Total limits for all coverages shall be no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. Coverage shall include bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. The policy shall be endorsed to provide that the City of Brawley and its officers, officials, employees, and agents are additional insureds. This provision shall also apply to any excess policies.
- 13.2 Business Auto Liability Insurance. Business auto coverage at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of Consultant arising out of or in connection with the Work to be performed under this Agreement, including coverage for any owned, hired non-owned, or rented vehicles. Limits shall be no less than \$1,000,000 combined single limit per accident.
- 13.3 Workers' Compensation. Workers' Compensation coverage providing workers' compensation statutory benefits as required by law and Employer's Liability Insurance of no less than \$1,000,000 per accident. Consultant shall submit to City, along with the certificate of insurance, a Waiver Subrogation endorsement in favor of City of Brawley, its officers, agents, and employees. (This provision shall not apply if Consultant has no employees performing work under this Agreement, however, in such case, Consultant must sign the "Certificate of Exemption from Workers Compensation Insurance" included below.

- 13.4 Professional Liability Insurance. Professional Liability (Errors and Omissions) insurance covering the services to be performed in connection with this Agreement shall be maintained with policy limits of not less than \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and the Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this Agreement.

#### 14.0 Indemnification

##### For Professional Liability

When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, and hold harmless City and all of its officials, employees, and agents ("Indemnified Parties") from and against any losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or sub-consultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this agreement.

##### For other than Professional Liability

Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, and hold harmless City, and any of its employees, officials, and agents from and against any liability (including for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceeding, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or agency for which Consultant is legally liable, including by not limited to officers, employees or subcontractors of Consultant.

#### 15.0 Relationship of Parties

Consultant shall, for all purposes, be an independent contractor as to City, and under no circumstances shall the relationship of employer and employee arise between the agents or employees of Consultant and City.

#### 16.0 Assignment and Subcontracting

- 16.1 Non-Assignment. A substantial inducement to City for entering into this Contract is the professional reputation, experience, and competence of the Consultant. Assignments of any or all rights, duties, or obligations of the Consultant under this Contract will be permitted only with the express consent of the City. Consultant shall not subcontract any portion of the work to be performed under this Contract without the written authorization of City. If City consents to such subcontract, the Consultant shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Contract shall create any contractual relationship between City and subcontractor nor shall it create any obligation on the part of the City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise is required by law.

- 16.2 Successors and Assigns. This Contract shall be binding upon the successors and assigns of each of the parties hereto in respect to all of the provisions hereof. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any of the parties, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the parties to this Contract.

#### 17.0 Laws and Regulations

The consultant will comply in the performance of the Contract with all laws and regulations applicable to the Consultant in its performance of the Contract.

#### 18.0 Force Majeure

In the event either party by reason of a Force Majeure is rendered unable to perform its duties under this Contract then upon the party giving written notice of the particulars and estimated duration of Force Majeure to

4f1

the other party within 5 calendar days after knowledge of the occurrence of the Force Majeure, the party may have the time for performance of its duties extended for the period equal to the time performance is delayed by the Force Majeure. The effects of the Force Majeure shall be remedied with all reasonable dispatch, and the party giving notice shall use Best Efforts to eliminate and mitigate all consequences. A Force Majeure for which notice has not been given shall be an unexcused delay.

**19.0 Attorneys' Fees**

If either party to this Contract shall bring any action, claim, appeal, or alternative dispute resolution proceedings, for any relief against the other, declaratory or otherwise, to enforce the terms of or to declare rights under this Contract (collectively, an Action), the losing party shall pay to the prevailing party a reasonable sum for attorney's fees and costs incurred in bringing and prosecuting such Action and/or enforcing any judgment, order, ruling, or award (collectively, a Decision) granted therein. Any Decision entered in such Action shall provide for the recovery of attorneys' fees and costs incurred in enforcing such Decision. The court or arbitrator may fix the amount of reasonable attorneys' fees and costs at the request of either party. For the purposes of this paragraph, attorneys' fees shall include, without limitation, fees incurred in the following: (1) post-judgment motions and collection actions; (2) contempt proceedings; (3) garnishment, levy, and debtor and third party examinations; (4) discovery; and (5) bankruptcy litigation. "Prevailing party" within the meaning of this paragraph includes, without limitation, a party who agrees to dismiss an Action on the other party's payment of the sums allegedly due or performance of the covenants allegedly breached, or who obtains substantially the relief it seeks.

**20.0 Governing Law and Venue**

This Contract shall be interpreted in accordance with the substantive and procedural laws of the State of California. All actions or proceedings arising in connection with this Contract shall be tried and litigated exclusively in State court located in the County of Imperial, State of California, and Federal court located in the County of San Diego, State of California. The aforementioned choice of venue is mandatory, thereby precluding the possibility of litigation between the parties with respect to or arising out of this Contract in any jurisdiction other than that specified in this paragraph. Each party hereby waives any right it may have to assert the doctrine of forum non conveniens or a similar doctrine or to object to venue with respect to any proceeding brought in accordance with this paragraph and stipulates that the State and Federal courts located in the Counties of Imperial and San Diego, respectively, California, shall have in person jurisdiction and venue over each of them for the purpose of litigating any dispute or proceeding arising out of or related to this Contract. Each party hereby authorizes service of process sufficient for personal jurisdiction in any action against it at the address and in the manner for the giving of notice as set forth in this Contract.

**21.0 Integration**

This Contract and any exhibits hereto, as well as other documents referred to in this Contract, constitute the entire Contract between the parties with regard to the subject matter hereof and thereof. This Contract supersedes all previous Contracts between or among the parties. There are no Contracts, representations, or warranties between or among the parties other than those outlined in this Contract.

**22.0 Authorized Representatives and Notices**

22.1 Representatives. Before the commencement of the work under the Contract, City and Consultant shall agree on the designation of a representative authorized to act on behalf of each party.

22.2 Notice and Communications. All communications relating to the day-to-day activities under this Contract shall be exchanged between the representatives of the City and the Consultant. All legal notices and communications required under or related to this Contract shall be in writing and shall be delivered personally or mailed by certified mail, postage prepaid, return receipt requested, to the representatives of City and Consultant identified below. Notice shall be effective on the date of delivery.

4f.1

TO: City of Brawley  
Romualdo Medina, Public Works Director  
Operations  
180 South Western Avenue  
Brawley, CA 92227  
Phone: (760) 587-4047  
Fax: (760) 344-5612  
E-mail: [rmedina@brawley-ca.gov](mailto:rmedina@brawley-ca.gov)

TO: Lee & Ro, Inc.  
Jay Jung, P.E./Project Manager  
1199 South Fullerton Road  
City of Industry, CA 91748  
Phone: (626) 912-3391  
Fax: (626) 912-2015  
E-mail: [jay.jung@lee-ro.com](mailto:jay.jung@lee-ro.com)

22.3 A party may change or supplement the information exchanged concerning authorized representatives and notices by giving the other party written notice of the new information in the manner set forth above.

**23.0 Waiver**

The failure of the City to insist upon strict performance of any of the terms and conditions of this Contract, or to exercise or delay the exercise of any rights or remedies provided by this Contract or by law, or the acceptance of work or payment for work shall not release Consultant from any of the responsibilities or obligations imposed by law or by this Contract and shall not be deemed a waiver of any right of City to insist upon strict performance of this Contract. None of the provisions of the Contract shall be considered waived by either party except when such waivers are agreed upon in writing by the parties.

**24.0 Survival of Obligations and Liabilities**

The termination, cancellation, or acceptance of the work under the Contract shall not relieve Consultant of its obligations for work completed before the effective date of such termination, cancellation, or acceptance, nor shall it relieve Consultant of its liabilities at law or under this Contract.

**25.0 Severability**

If any provision of this Contract or the application thereof to any person or circumstance shall, at any time or to any extent, be invalid or unenforceable, the remainder of this Contract shall not be affected thereby, and each such provision shall be valid, and enforceable to the fullest extent permitted by law. However, if either party in good faith determines that the finding of illegality or unenforceability adversely affects the material consideration for its performance under this Contract such party may, by giving written notice to the other party, terminate this Contract.

**26.0 Execution and Effective Date.** This Contract has been executed by the duly authorized officers of the parties and shall be effective as of the 3rd day of February 2026.

**Dated:** \_\_\_\_\_, 2026.

**CITY OF BRAWLEY**

**By:** \_\_\_\_\_  
Rebecca Terrazas-Baxter, City Manager

**Lee & Ro**

**ATTEST:**

**By:** \_\_\_\_\_  
Dhiru Patel, P.E., President

**By:** \_\_\_\_\_  
Ana Gutierrez, City Clerk





Celebrating 40 years  
as partners in possibility.

1199 South Fullerton Road  
City of Industry, CA 91748

626-912-3391  
lee-ro.com

## EXHIBIT A

# 4f.1

January 12, 2026

Mr. Omar Balderas, Assistant Chief Operator  
City of Brawley, Public Works Department  
760 Cotton Rosser Drive  
Brawley, CA 92227

### **Subject: Proposal for Engineering Support – 2025 Urban Water Management Plan Update**

Dear Mr. Balderas:

In response to your e-mail request on November 18, 2025, LEE + RO is pleased to submit this proposal for the 2025 Urban Water Management Plan (UWMP) Update required by the State of California Urban Water Management Planning Act of 1983 as amended (Act) and the Water Conservation Act of 2009 (SBx7-7). In the 2025 UWMP, City shall assess the reliability of water source over a 20-year planning time frame, describe demand management measure and water shortage contingency plans, report progress toward meeting a targeted 20 percent reduction in per-capita urban water consumption by the year 2030, and discuss the use and planned use of recycled water.

As an urban water supplier with 3,000 or more water service connections and supplying 3,000 or more acre-feet of water per year, the City of Brawley is required by the UWMP Act, as contained in California Water Code (CWC), to prepare an UWMP update every 5 years. The update will include compiling relevant data, demographic analyses of the City's service area, projecting population and water demand growth, updating per capita usage, updating information on recycled water, updating assessments of the City's conservation efforts, and recommending water strategies to meet future water demands.

The City has prepared and submitted to the California Department of Water Resources (DWR) its previous UWMP in 2020. There have been changes to the UWMP requirements with each 5-year submittal, and the changed requirements for 2025 are expected to be even more significant. LEE + RO will use the City's 2020 UWMP for preparing the City's 2025 UWMP Update along with all associated DWR review comments. The revised 2025 UWMP Guidebook (Draft and Final, when issued. DWR's target release is January 2026) will be used to develop the 2025 UWMP Update. The 2025 UWMP Update will be based on information drawn from multiple sources both inside the City and outside the City. In order to complete the update to meet the DWR deadline, LEE + RO will aggressively pursue all required information. LEE + RO will contact, and initial information requests from all necessary agencies after the Notice to Proceed (NTP) is issued. LEE + RO will follow-up with City staff and outside sources weekly to obtain the necessary information. The scope of services is outlined in **Exhibit 1**.

The City shall submit an electronic copy of its adopted 2025 UWMP to the DWR by July 1, 2026. Therefore, LEE + RO. will submit the Draft 2025 UWMP report to the City for review within 12 weeks from the NTP. Following 2 weeks of the review period, the Final 2025 UWMP report will be submitted to the City within 4 weeks. LEE + RO, Inc. will assist the City for public review, hearing adoption, and submission to DWR.

LEE + RO proposes the total not-to-exceed fee of **\$43,359** and our fee proposal spreadsheet (**Exhibit 2**) is attached.

We sincerely appreciate the opportunity to submit this proposal. Please contact me if you have any questions or comments.

Respectfully Submitted,

LEE + RO, Inc.



Jay Jung, PE  
Project Manager  
(626) 667-5342  
jay.jung@lee-ro.com

Encl:   **Exhibit 1 – Scope of Work**  
          **Exhibit 2 – Fee**  
          **Exhibit 3 – Standard Hourly Billing Rate**  
          **Exhibit 4 – Other Direct Costs**



## EXHIBIT 1

### SCOPE OF WORK

#### 2025 Urban Water Management Plan Update

LEE + RO will provide a comprehensive scope of work for this project including performing all work necessary to produce the 2025 Urban Water Management Plan Update. The 2025 UWMP Update will be prepared in compliance with all relevant State Acts with the guidance of the DWR's new 2025 Guidebook. The scope of services (task description) is as follows:

##### **Task 1 Project Management, Meeting, and Data Collection**

LEE + RO will meet with City staff as required in support of the project and coordinate overall plan, objectives, scope, schedule, approach and methodology, deliverable, and expectations for the Project. LEE + RO will review background information and relevant data in support of the project. A review meeting will be held after submission of the Draft Report to receive comments from the City and discuss any issues identified during the review.

##### **Task 2 Demand, Supply, and Demographic Analysis**

- 1) LEE + RO will obtain population projection data from appropriate California Department of Finance (DOF) sources. LEE + RO will compare demand projections presented in various City reports and update those projections based on current and projected service area demographics, population projections, and relevant economic and weather conditions.
- 2) LEE + RO will prepare historic demand and population data and calculations for the baseline per capita usage according to the SBx7-7 Methodologies. In addition, LEE + RO will review the City's conservation targets in the previous 2020 UWMP and recommend the most appropriate water use target for the City.
- 3) LEE + RO will identify existing and planned water supply quantities to meet the demand projections for groundwater and recycled water. LEE + RO will review the relevant groundwater management plan and incorporate its data and findings as appropriate.

##### **Task 3 Plan Preparation and Contents**

LEE + RO will prepare the City's 2025 UWMP Update pursuant to CWC Sections 10610 through 10656, ensuring that the City's new 2025 UWMP addresses all areas required by the Act including, but not limited to:

- 1) Requirements listed in the upcoming 2025 Guidebook.
- 2) Description of how demand will be met through each hydrologic year type.
- 3) Description of service area, including current and projected population, climate and other demographic factors that affect water supply management planning.
- 4) Detailed description of all water supply sources.
- 5) Identification and quantification of existing and planned water supply sources, including potential sources such as desalinated water.
- 6) Updated description of the reliability of supply including vulnerability to seasonal or climactic change.
- 7) Updated supply and demand comparison in 5-year increments.
- 8) Description of any water quality problems.
- 9) SBx7-7 reporting requirements, including calculated baseline per-capita usage and water conservation targets (from Task 2) as well as interim water conservation targets.
- 10) Updated description of the City's implementation of the various Demand Management Measures.



- 11) Updated water shortage contingency plan, including updated Stages of Actions and Catastrophic Supply Interruption Plan sections.
- 12) Updated list of mandatory prohibitions during water shortages.
- 13) Updated description of relevant opportunities for water transfer or exchanges.
- 14) Review of the Demand Management Measures (DMM) for completeness and verification that they meet the requirements of the California Urban Water Conservation Council (CUWCC).

#### Task 4

##### 2025 UWMP Deliverables

The LEE + RO will coordinate the organization of the report with the City. It is anticipated that the UWMP can largely be organized to follow the format of the previous 2020 Guidebook, with the following sections:

- 1) Introduction and Overview
- 2) Plan Preparation
- 3) System Description
- 4) Water Use Characterization
- 5) Baselines and Targets
- 6) System Supplies
- 7) Water Supply Reliability and Drought Risk Assessment
- 8) Water Shortage Contingency Planning
- 9) Demand Management Measures
- 10) Plan Adoption, Submittal, and Implementation
- 11) LEE + RO will prepare a Draft Report and submit to the City three (3) hard copies and one (1) electronic copy in PDF format.
- 12) LEE + RO will prepare a Final Draft Report and submit to the City three (3) hard copies and one (1) electronic copy in PDF format.
- 13) LEE + RO will prepare a Final Report, incorporating any comments from the public hearing and including the adoption resolution and submit ten (10) hard copies and one (1) electronic copy in PDF format.

#### Task 5

##### Public Outreach and Adoption Assistance

- 1) LEE + RO will be available to assist the City in coordinating with relevant agencies as needed for adoption of the UWMP.
- 2) The City will be responsible for involvement of the public and outreach efforts. LEE + RO will be prepared to attend and respond to any questions about the UWMP at: A public hearing, A City Council meeting for adoption. These meetings may or may not be combined depending on the anticipated extent of public review and comments.
- 3) LEE + RO will prepare the adopted Final Report by incorporating any comments from the public hearing and adding the adoption resolution into the Final Draft Report.
- 4) LEE + RO will also assist the City in submission of the adopted UWMP to DWR, relevant cities and counties, and the California State Library. As applicable, LEE + RO will complete the UWMP checklist and submit the UWMP.

# 4f.1

City of Brawley  
Engineering Support –  
2025 Urban Water Management Plan Update

## EXHIBIT 2 - FEE

TASK NO.	PROJECT TASK	HOURS PER LABOR CATEGORY AND BILLING RATE (\$/HR). SEE BILLING RATE SCHEDULE FOR LABOR CLASSIFICATION.					TOTAL LABOR HOURS	LABOR COST (\$)	OTHER DIRECT COSTS (ODCS)	TOTAL FEES (\$)
		E7	E5	E4	T4	A2				
		\$295	\$222	\$205	\$167	\$119				
1	Project Management, Meeting, and Data Collection	8		14		6	28	\$5,944	\$500	\$6,444
2	Demand, Supply, and Demographic Analysis	10		22		2	34	\$7,698		\$7,698
3	Plan Preparation and Contents	5		20		2	27	\$5,813		\$5,813
4	2025 UWMP Deliverables	12		60	4	10	86	\$17,698	\$500	\$18,198
5	Public Outreach and Adoption Assistance	6		12		4	22	\$4,706	\$500	\$5,206
	<b>TOTAL NOT-TO-EXCEED</b>	<b>41</b>	<b>0</b>	<b>128</b>	<b>4</b>	<b>24</b>	<b>197</b>	<b>\$41,859</b>	<b>\$1,500</b>	<b>\$43,359</b>

### Exhibit 3 - Billing Rate Schedule

Billing rates are effective From November 1, 2025 to October 31, 2026.

Billing rates are subject to an annual increase on November 1st of every year.

PERSONNEL CLASSIFICATION			BILLING RATES (\$/HOUR)
<b>ENGINEERS</b>			
Engineer 9	<b>E9</b>	Chief Engineer	\$362
Engineer 8	<b>E8</b>	Managing Engineer	\$330
Engineer 7	<b>E7</b>	Supervising Engineer	\$295
Engineer 6	<b>E6</b>	Principal Engineer	\$262
Engineer 5	<b>E5</b>	Senior Engineer	\$222
Engineer 4	<b>E4</b>	Engineer	\$205
Engineer 3	<b>E3</b>	Associate Engineer	\$184
Engineer 2	<b>E2</b>	Assistant Engineer	\$136
Engineer 1	<b>E1</b>	Junior Engineer	\$113
<b>CAD / DESIGNERS</b>			
Designer 6	<b>T6</b>	Principal Designer	\$244
Designer 5	<b>T5</b>	Senior Designer	\$187
Designer 4	<b>T4</b>	Designer	\$167
Designer 3	<b>T3</b>	Associate Designer	\$158
Designer 2	<b>T2</b>	Assistant Designer	\$126
Designer 1	<b>T1</b>	Junior Designer	\$108
<b>FIELD PROFESSIONALS</b>			
Field Professional 5	<b>F5</b>	Senior Resident Engineer	\$222
Field Professional 4	<b>F4</b>	Resident Engineer	\$205
Field Professional 3	<b>F3</b>	Senior Inspector	\$184
Field Professional 2	<b>F2</b>	Inspector	\$136
Field Professional 1	<b>F1</b>	Assistant Inspector	\$113
<b>ADMINISTRATIVE</b>			
Administrative 4	<b>A4</b>	Senior Contract Manager	\$159
Administrative 3	<b>A3</b>	Contract Manager	\$150
Administrative 2	<b>A2</b>	Senior Word Processor	\$119
Administrative 1	<b>A1</b>	Word Processor / Admin. Assistant	\$99

## Exhibit 4 - Other Direct Costs

(Effective from November 1, 2025 to October 31, 2026)

<b>Automobile Mileage</b>	IRS Published Rate
<b>In-house Reproduction</b>	\$0.08 / sheet (8.5 x 11 Bond B & W)
	\$0.20 / sheet (8.5 x 11 Bond Color)
	\$0.15 / sheet (11 x 17 Bond B & W)
	\$0.50 / sheet (11 x 17 Color)
	\$1.25 / sheet (24 x 36 Bond)
<b>Mylar Original Drawing</b>	\$8.00 / sheet (24 x 36 or 22 x 34)
<b>Computers &amp; Work Stations</b>	No Charge
<b>Subconsultant Mark-up</b>	Subconsultant Invoice Amount Plus 5%
<b>Bulk Reproduction by Outside Printing Firm</b>	Invoice amount plus 10% Handling Charge
<b>Overnight Mailing, Air Fare, Project-Specific Software, Equipment Rental, etc.</b>	At Cost

**EXHIBIT B**  
**Typical Monthly Invoice**  
**Consultant's Letterhead**

**City of Brawley**

**Project Title:** Engineering Support Services for the Urban Water Management Plan

**Services from: (Date) to (Date)**

Total Contract Amount  
 Previously Billed  
 Current Billing  
 Billed to Date  
 Amount Remaining  
 Total This Invoice

\*Percent Completion shall be justified and be part of the invoice.

Attach backup information, if applicable.

January 12, 2026

Mr. Omar Balderas  
Assistant Chief Operator  
**CITY OF BRAWLEY PUBLIC WORKS**  
760 Cotton Rosser Drive  
Brawley, CA 94553

Subject: Proposal for Preparation of City of Brawley 2025 UWMP

Dear: Mr. Balderas

Psomas is uniquely qualified to prepare the City of Brawley's 2025 Urban Water Management Plan (UWMP). Over the years, Psomas staff members, including the proposed project team, have prepared numerous UWMPs for California municipalities, including the Cities of El Centro, Anaheim, Martinez, and Beverly Hills. Psomas prepared the 2015 and 2020 UWMPs for the City of El Centro which have similar characteristics to the City of Brawley when it comes to water supply reliability and planning due to the neighboring location and the same source of water supply from the Imperial Irrigation District (IID), the City's wholesale agency.

For each of the Psomas' previous UWMPs, State Department of Water Resources (DWR) approval was obtained after the initial review or following quick answers to their staff's questions. Our past related experience as well as our familiarity with the Urban Water Management Planning Act, as amended, will benefit the City on this project. We have also kept current on the recent changes made by DWR staff for the 2025 Plans through close communication with their staff and participation in workshops and webinars on the new draft Guidebook to prepare 2025 UWMPs, dated November 2025. Psomas will keep abreast of any changes through close communication with DWR staff regarding any changes in the final Guidebook.

Psomas will coordinate closely with City staff and IID during the preparation of this 2025 Plan. Frequent communication with the City's assigned Project Manager and staff regarding information obtained and key decisions will also be maintained. To streamline the schedule and make City review of draft material less burdensome, Psomas will submit draft UWMP sections individually or in logical groupings as they are prepared.

Psomas will coordinate with the City for timely completion of the 2025 UWMP. DWR's deadline for submittal on the State's website portal is July 1, 2026. To meet this deadline, the UWMP will need to be approved at a noticed City Council public hearing sometime in June and with noticing requirements stipulated by the Water Code. Additionally, the draft of the UWMP needs to be posted on the City's website at least two weeks prior to the public hearing.

Psomas will work diligently within this timeframe to complete the City's 2025 Plan to our typical standards that will meet the stringent DWR requirements.

We appreciate the opportunity to present our proposal to prepare the City of Brawley 2025 UWMP and look forward to discussing it with you in further detail. Our proposed scope of work and estimated fee per task is attached. We propose to conduct the project on a time and materials basis in accordance with our standard billing rates for a not-to-exceed fee of \$74,900. Please feel free to contact Kim Alexander at (714) 481-7919 should you have any questions regarding this proposal.

Sincerely,

**P S O M A S**



Maira Salcedo, PE  
Vice President

Attachments – Scope of Work, Fee Schedule

**PROPOSAL FOR  
CITY OF BRAWLEY 2025 URBAN WATER MANAGEMENT PLAN**

**Proposal Table of Contents**

Following is a Table of Contents for this proposal for quick reference to a particular section:

<b>Section</b>	<b>Page</b>
1 – Methodology/Project Approach.....	3
2 – Relevant Project Experience/References.....	4
3 – Project Team.....	5
4 – Estimated Work Hour Breakdown.....	6
5 – Project Schedule .....	6

**1. Methodology/Project Approach**

Psomas and our Project Manager, Kim Alexander, specifically have a broad knowledge of UWMP development including regional experience. Ms. Alexander acted as Project Engineer on four 2020 UWMPs, including for the City of El Centro, coordinating with City staff on preparation, adoption, and filing with DWR.

Psomas will coordinate closely with IID regarding their ability to supply water during normal and drought conditions pursuant to DWR's requirements. We will also coordinate with IID staff to ascertain their direction in regional planning, where they are in the process of preparing and approving their UWMP, and assumptions they're using for retail agency growth and demand projections.

Psomas will include documentation within the City's UWMP addressing local and regional water conservation efforts and their effectiveness over the years, which are decreasing reliance on Delta water supplies.

From experience, we have learned that using the standard DWR Guidebook outline, by section, for preparation of the UWMPs will expedite DWR staff's review and approval of your UWMP as well as sticking to the standard DWR Excel table numbering and formats. In cases



where additional tables are needed to properly explain reporting, these tables can be included in the report but numbered such that DWR's standard numbering stays intact. The tasks to complete this work effort include the following:

- Project management, QA/QC, and meetings (on-line)
- Collect and analyze data and service area information
- Coordinate with IID & outside agencies
- Evaluate water resource reliability – supply vs. demand
- Report on compliance with SBx7-7 target
- Evaluate Demand Management Measures (DMMs)
- Review Water Shortage Contingency Plan (WSCP)
- Complete Drought Risk Assessment (DRA)
- Report on energy use, seismic risk assessment, and water loss
- Analyze water quality impacts on reliability
- Manage public participation and notifications
- Prepare Draft 2025 UWMP Report and City Council presentation
- Prepare and submit Final 2025 UWMP Report

## **2. Relevant Project Experience/References**

Since 1995, Psomas has been and continues to be influential in developing successful UWMPs in accordance with the Urban Water Management Planning Act of 1983, as amended (Act). Psomas has also prepared numerous successful Water Supply Assessments and Verifications as required by SB 610 and SB 221. Our experience in the preparation of these documents will be instrumental in preparing the City of Brawley 2025 UWMP. Since 2000, Psomas has prepared 38 UWMPs for California cities, water districts and investor-owned utilities. Our proposed Project Manager and Project Team have been involved in the preparation of the majority of those Plans including El Centro's 2015 and 2020 UWMPs.

### 3. Project Team

Key staff involved in the preparation of the City of Brawley's 2025 UWMP is shown below.

**Kimberly Alexander, PE** will serve as project manager for this assignment. Kim has prepared and assisted on the preparation of a number of Psomas' previous UWMPs, Water Supply Assessments and Water Loss Audits. She is very familiar with the elements that must be properly addressed to meet the requirements of the UWMP Act and has a keen knowledge and understanding of the City's water supply and regional reliability. As Project Manager, Ms. Alexander will utilize and supervise additional engineering staff, as needed, to prepare essential information, including such items as water demand forecasts, water supply forecasts, baseline water usage factors, water loss summaries, and 20x2020 water conservation targets. She has kept current with new requirements and understands the efforts needed to address these requirements.

**Michael Swan, PE**, will provide quality assurance/quality control (QA/QC) for this project. He has managed the preparation of over twenty UWMPs in the last four cycles (2005, 2010, 2015, and 2020) and provided QA/QC on another eight UWMPs.

### 4. Estimated Work Hour Breakdown

Based on our understanding of the requirements of the UWMP Act, DWR requirements and knowledge of the City's water system, we have prepared the following spreadsheet showing anticipated level of work effort by staff, by major task. We have not included printing of any hard copies as we will be providing the MS Word file, Excel files for all tables and a PDF copy of the final document. Additionally, the DWR filing is on-line. We could include hard copies as an option or the City could have them printed, as needed, from the included PDF. We have included assistance in preparing a presentation to City Council and will assist in making the presentation as long as it is a virtual meeting, as we haven't included attendance of any in-person meetings at the City.

Task No.	Task Description	QA/QC Manager	Proj. Manager	Staff Engineer	Admin. Asst.	Total Hours	Total Fee
<i>Rates</i>		\$275	\$230	\$140	\$130		
1	Project Management, QA/QC, and Meetings (on-line)	8	20	0	2	30	\$7,060
2	Collect and Review Data	0	20	8	2	30	\$5,980
3	Coordinate with IID & Outside Agencies	2	8	0	0	10	\$2,390
4	Collect and Analyze Service Area Information	1	4	4	0	9	\$1,755
5	Evaluate Water Resources Reliability - Demand vs. Supply	1	20	12	0	33	\$6,555
6	Evaluate Demand Management Measures	1	8	0	0	9	\$2,115
7	Water Shortage Contingency Plan	1	20	0	0	21	\$4,875
8	Drought Risk Assessment	1	24	0	0	25	\$5,795
9	Energy Use, Seismic Risk Assessment and Water Loss Summary	1	16	12	0	29	\$5,635
10	Analyze Water Quality Impacts on Reliability	1	12	0	0	13	\$3,035
11	Manage Public Participation and Notifications	1	8	0	1	10	\$2,245
12	Prepare Admin Draft 2020 UWMP Report and Council Presentation	8	60	20	8	96	\$19,840
13	Prepare and Submit Final 2020 UWMP Report	4	20	10	4	38	\$7,620
<b>Total</b>		<b>30</b>	<b>240</b>	<b>66</b>	<b>17</b>	<b>353</b>	<b>\$74,900</b>

## 5. Project Schedule

Following the tasks in the Work Hour Breakdown, our anticipated Project Schedule is detailed as follows with virtual meetings planned for Kick-off, Agency Coordination, Draft UWMP review, and City Council Public Hearing.

- Estimated Date of Issuance of Notice to Proceed January 2026
- Initial Virtual Meeting with Key City Staff February 2026
- Coordinate with IID and Other Relevant Agencies As Needed
- Prepare Water Demand Projections 2025 – 2050 March 2026
- Prepare Initial Draft Sections of UWMP and Submit for City Review April 2026
- Submit Complete Draft UWMP to City for Review Mid-May 2026
- Assist in Preparation of Presentation for Public Hearing at City Council May 2026
- Meet Virtually with City Staff to Review Draft UWMP Late May 2026

- Prepare/Submit Final Administrative Draft UWMP Early June 2026
- Post UWMP on City website and publish notice in local newspaper 3 weeks and 2 weeks prior to Public Hearing
- Submit Public Hearing/City Council Adoption June 2026
- Final UWMP to City, DWR and State Library July 1, 2026

**Closing**

We appreciate the opportunity to present our proposal to prepare the City of Brawley 2025 UWMP Update and look forward to discussing it with you in further detail. Please feel free to contact Kim Alexander at (714) 481-7919 should you have any questions regarding this proposal.



The  
Holt  
Group, Inc.

Engineering ■ Planning ■ Construction Management

Robert K. Holt, PE  
James G. "Jack" Holt, PE  
Timothy M. Holt, AIA  
Lindsay A. Holt, AICP, MPA  
Fumi Hamanaka Galvan, PE, LS  
George Galvan, AICP

Fred Goldman, PhD, PE  
Sripavani Gudipati, PE  
Tung Hsieh, PE, PLS  
Jesus "Juny" Marmolejo, PE  
Sameer Patel, PE  
Rolando Sanchez, PE

413

January 13, 2026

Mr. Rom Medina  
Director of Public Works & Operations  
City of Brawley  
180 South Western Avenue  
Brawley, California 92227

**Re: City of Brawley 2025 Urban Water Management Plan**  
THG Proposal Number 2026-005

Dear Mr. Medina,

Water suppliers such as the City of Brawley must update their Urban Water Management Plan (UWMP) every five years as required by State Law. The current round of update must be completed, adopted, and submitted to the California Department of Water Resources no later than July 1, 2026. The UWMP describes how the City of Brawley's water system operates based on its customers, water supplies, and service area. The UWMP must analyze supply conditions and water-use variability, integrate local land-use changes, development, plans, population growth, and anticipate infrastructure improvements. Community involvement through public hearing hearings and making the UWMP available for review before each hearing is an integral part of the update process. Suppliers that do not address Water Code requirements in their UWMP are not eligible for water-related grants or loans from the State.

The City of Brawley, through its Chief Water Treatment Plant Operator, reached out to the Holt Group (THG) to obtain a quote for updating the City's UWMP. THG's team of experienced civil engineers and land use planners are well qualified to update the UWMP in compliance with the California Water Code and guide the City through the adoption and submittal process. Since its establishment in 1984, THG has completed numerous infrastructure planning documents in southern California and Western Arizona. Senior staff assigned to this project each have at least 25 years of experience which includes the preparation of Water and Wastewater Treatment Plant Master Plans, Infrastructure Service Area Plans, and obtaining millions of dollars in grant and loan funding for civil improvement projects. THG is pleased to submit this proposal for updating the City of Brawley's 2026 Urban Water Management Plan.

## SCOPE OF WORK

THG will provide services under the direction of the City of Brawley. The following Scope of Work to be completed is in compliance with the California Urban Water Management Planning Act and the 2025 Urban Water Management Plan Guidebook.

1601 North Imperial Avenue ■ El Centro, CA 92243 ■ 760-337-3883 ■ Fax 760-337-5997

201 East Hobsonway ■ Blythe, CA 92225 ■ 760-992-4658 ■ Fax 760-922-4660

36951 Cook Street, Suite 103 ■ Palm Desert, CA 92211 ■ 760-328-5280 ■ Fax 760-328-5281

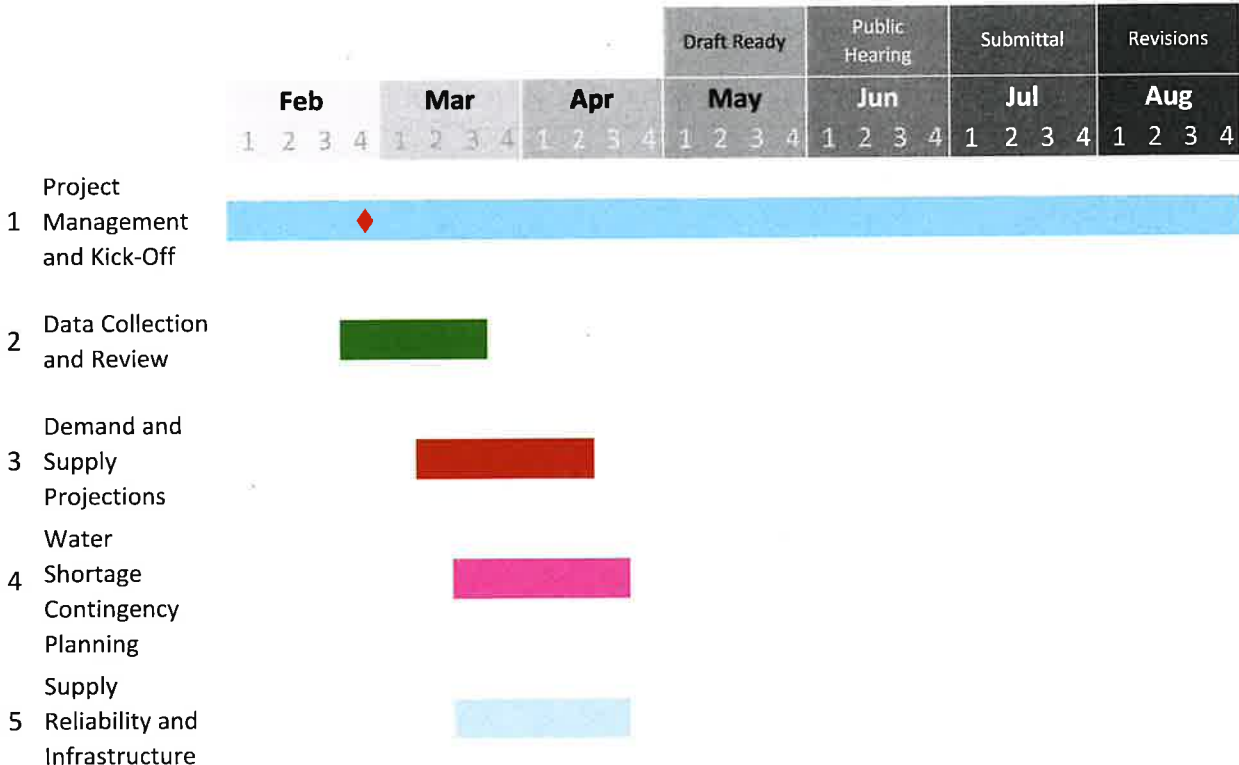


1. **Project Management and Kick-Off** – Conduct an initial meeting with City staff to confirm the scope, data needs, and schedule. Review the 2020 UWMP and relevant technical reports. Address any changes, vulnerabilities, and inconsistencies. Maintain documentation and records throughout the process.
2. **Data Collection and Review** – Compile and review historical water use, supply, and infrastructure data from the City, including water demand from major customers. Identify gaps or updates needed for planning purposes. Enhance UWMP's beyond the minimum requirements by incorporating a more detailed analysis, any related regional plans, and addressing issues like sustainable growth, affordability, and any water management challenge.
3. **Demand and Supply Projections** – Develop updated 20-year projections for water demand and supply, including retail demands for water customers, considering population growth, land use, and climate variability. Include strategies that help reduce water demand and conserve resources, to ensure the community's minimum health and safety of water needs are met, and how agencies are helping maintain their reliable supplies and reduce the impact of supply interruptions.
4. **Supply Reliability and Infrastructure Assessment** – Evaluate current and planned water supplies, treatment capacity, and delivery infrastructure to assess system reliability under normal, dry, and multiple-dry-year scenarios. Have the coordination among wholesalers, retailers, cities, counties, and other agencies, along with recommended enhanced outreach to improve plan quality and drought resilience. Such as submittal tables and reporting requirements that support state review, regulatory compliance, and eligibility for funding.
5. **Water Shortage Contingency Planning** – Prepare contingency plans detailing shortage levels, triggers, water use reduction measures, and emergency response procedures in accordance with state requirements. Outline clear communication protocols to keep customers, stakeholders, and the general public informed about current water supply conditions and required conservation actions.
6. **Conservation and Sustainability Strategies** – Identify strategies for water conservation, drought management, and climate resilience to support sustainable long-term water management. Strategies should ensure continued water service reliability and enhance a community's ability to adapt to potential water shortages driven by climate change, population growth, and other factors affecting water availability. Use the Water Conservation Tracking Tool for more accurate information as needed.
7. **Regulatory Compliance and Documentation** – Ensure all plans meet the requirements of the California Urban Water Management Planning Act and related regulations, including proper reporting formats and documentation. All documentation should be prepared to support the California Department of Water Resources (DWR) review, and final deliverables shall be suitable for submittal to DWR and for use in grant eligibility, regulatory review, and long-term agency planning.

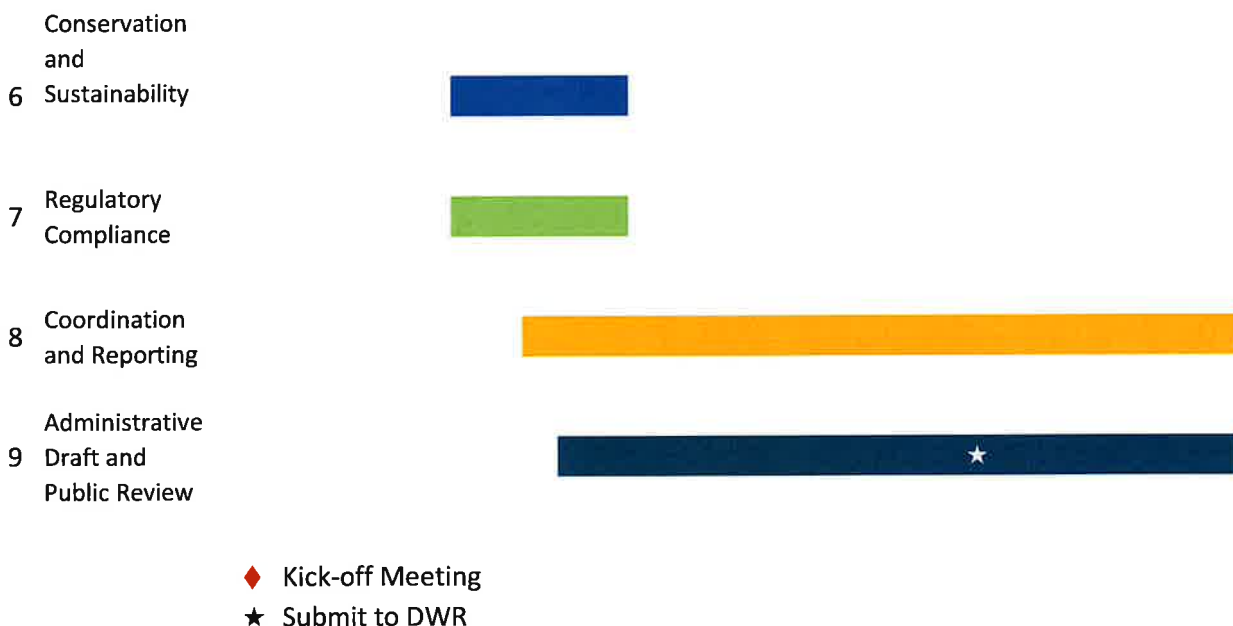
8. **Coordination and Reporting** – Maintain coordination with the City to ensure consistency in methodology, assumptions, and data where appropriate. The coordination will support consistent and accurate reporting and minimize inconsistencies to any related analysis and deliverables.
9. **Prepare Administrative Draft and Public Review Draft versions of the UWMP** – Assist staff in public hearing presentations. Submit final plan electronically through the DWR portal by July 1, 2026. Address any DWR review comments and resubmit final documents. Staff should ensure compliance with DWR requirements, water codes, and incorporate any new regulatory updates into the plan.

## Schedule

To ensure the City is able to meet the July 1, 2026, submittal deadline, THG will assign dedicated staff that will complete a UWMP Administrative Draft by May 2025. THG will schedule a meeting with the City to discuss, review, and incorporate any City comments. THG will provide a final UWMP draft for public review and comment and City Council adoption by June 2026. Meeting the July 1, 2026 submittal deadline is contingent on an authorization to proceed with work by February 3, 2026.







## Cost Proposal

The Holt Group, Inc. proposes to provide its services on an hourly rate, not-to-exceed basis of \$78,260. If the scope of work for these services is increased or expanded, an adjustment in the service item compensation may be requested. The Hourly Rates charged will be in accordance with the Agreement Hourly Rate Schedule between the City of Brawley and The Holt Group, Inc. The anticipated itemized UWMP Update item costs are as follows:

### Not to Exceed Fee based on an Hourly Rate Basis

Item No.	Service Item	Not to Exceed Fee
1.	Project Management & Kick-Off	\$ 12,840.00
2.	Data Collection & Review	\$ 10,860.00
3.	Demand & Supply Projections	\$11,690.00
4.	Supply Reliability and Infrastructure Assessment	\$6,580.00
5.	Water Shortage Contingency Planning	\$5,630.00
6.	Conservation & Sustainability Strategies	\$ 5,920.00
7.	Regulatory Compliance & Documentation	\$ 10,320.00
8.	Coordination & Reporting	\$ 4,480.00
9.	Prepare Administrative Draft & Public Review Draft Versions of the UWMP	\$ 9,940.00
	<b>GRAND TOTAL</b>	<b>\$ 78,260.00</b>





The  
Holt  
Group, Inc.

# 4f.3

We thank you in advance for considering our proposal to update the City of Brawley 2026 Urban Water Management Plan. We have an energized and dedicated team ready to assist the City meet the submittal deadline of July 1, 2026, to remain compliant with requirements of SB X7-7 (Water Conservation Act of 2009).

California Water Code Section 10608.56 makes the City ineligible for water grants or loans unless it has a compliant UWMP. Meeting the July 1, 2026, submittal deadline will ensure the City remains eligible for California Water Resources Board funding opportunities including but not limited to: Storm Water Grant Program; Drinking Water State Revolving Fund; and Drought Funding.

THG's work will focus on updating the service area description; water use characterization; normal-year water supply characterization; water service reliability and drought risk assessment; water shortage contingency plan; demand management measures; and compliance with current State Water Code to meet water consumption reduction goals. A critical component of the plan update is public engagement, outreach, and input. THG has a niche understanding of the community and is culturally competent to effectively conduct outreach activities.

To achieve the required UWMP public outreach and July 1, 2026, submittal deadline, a notice to proceed with work is required by February 3, 2026. Should the City require THG to further expand on the proposed scope of work, please don't hesitate to contact George Galvan via email at [jgalvan@theholtgroup.net](mailto:jgalvan@theholtgroup.net). This proposal is valid for 30 days from the cover letter date.

Sincerely,

James G. "Jack" Holt, P.E.

Secretary/Chief Financial Officer

# City of Brawley

City Council  
February 03, 2026  
Agenda Item No 4g



## STAFF REPORT

---

**To:** City Council  
**From:** Romualdo Medina, Public Works Director  
**Prepared by:** Ana Gutierrez, Public Works Analyst  
**Subject:** **Authorize Repair of Raw Water Pump (RWP) 103.**

### RECOMMENDATION:

Authorize the repair of Raw Water Pump (RWP) 103 and approve the use of the Sole Source Procurement Method in an amount not to exceed \$56,775.32.

### BACKGROUND INFORMATION:

The City of Brawley Water Treatment Plant operates four raw water pumps (RWPs) with a combined capacity of approximately 3,500 gallons per minute (GPM). These pumps are essential for initiating and driving the water treatment process through various stages. Under normal operating conditions, two pumps meet water production demands, while the remaining pumps provide redundancy to ensure uninterrupted service during contingencies.

Raw Water Pump 103 has failed, significantly reducing system redundancy and compromising the City's ability to respond to operational contingencies, particularly during periods of high water demand, as typically experienced during the summer months.

RWP 103 was sent to Brax Company for evaluation and repair. Brax Company provided a proposal totaling \$56,775.32, which includes the following scope of work:

- Removal
- Transportation
- Evaluation
- Repair
- Reinstallation
- Startup

Due to the specialized nature of the equipment, the proprietary components involved, and the use of a crane to lift the equipment, the staff is utilizing the Sole Source Procurement Method to ensure proper repair and a timely return to service.

### FISCAL IMPACT:

Upon evaluation of the urgent need to replace this pump, the Public Works Department has decided to repurpose funding allocated for Project 2025-17 to support the repair of this pump. Therefore, the funding will come from the Water Treatment Plant Capital Improvement Budget, GL account 501-321.000-800.400.

**ALTERNATIVES:**

None at this time.

**ATTACHMENTS:**

1. SOLE SOURCE JUSTIFICATION
- 2.

**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 - 1/29/2026

Approved - 1/29/2026



City of Brawley, Finance Dept.  
400 Main Street  
Brawley, CA 92227  
760-344-8941

### SELECT OR SOLE SOURCE JUSTIFICATION FORM

Select/Sole Source purchases may be made in a non-competitive manner only when in the best interest of the City and when the price is considered reasonable. Attach this form and other supporting documents if available, to the purchase Requisition.

Sole or Select Source: Defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements. The requesting department is responsible for supplying written justification, approved by the department director or designee with signing authority for these purchases.

Complete responses must be provided for all of the following items.

Vendor name	Brax Company Inc.
Amount of purchase	\$ 56,775.32

**THE PURCHASE REQUEST IS RESTRICTED TO ONE VENDOR FOR THE REASONS STATED BELOW:**

**1. Why is the purchase of goods or services restricted to this vendor?**

Brax Company Inc is an expert company on water and wastewater pumps. Company manufactures components for equipment necessities. Brax Company Inc has been rehabilitating all other pumps within the Water Plant.

**What market research was conducted to substantiate no competition, including evaluation of other items considered?**

Any company who might quote for repair and rehabilitate must disassemble motor and pump, then transport it to their facility and then submit quotes for their findings. All this will create a cost just for inspection without repairing equipment. More time and cost will accrue if multiple companies inspect equipment.



**PRICE ANALYSIS:**

**3. How was the price offered determined to be fair and reasonable?**

Brax Company Inc performs all work and repairs. The company has its own electricians, machinists, labor crew, cranes and engineers to make sure equipment lasts its life expectancy. All this included le invoices from different agencies/companies.

in one quote instead of multiple

Prepared By  
Omar Balderas- Assistant Chief WTP  
  
Approved By  
Romualdo Medina, Public Works  
Director

  
Signature  
12-04-25  
Date Signed  
  
  
Signature  
1-20-26  
Date Signed



## PROCESS AND PUMP EQUIPMENT

31248 Valley Center Rd | Valley Center CA 92082 | 760 749-2209

2115 S. Hellman Suite H | Ontario CA 91761 | 909 923- 9809

3559 Landco Dr #A | Bakersfield CA 93308 | 661 432 -2729

### Bill To:

CITY OF BRAWLEY  
WASTE WATER TREATMENT  
180 S. WESTERN AVE  
BRAWLEY, CA 92227

### Ship To:

374 CATTLE CALL DRIVE #368  
BRAWLEY, CA 92227  
USA

Project RAW WATER PUMP 103

**DUE TO TARIFFS CHANGES  
PRICES MAY CHANGE WITHOUT  
NOTICE.**

## Quote

Quote #	61779
Date	11/19/2025
Sales Person	VJS
Written By	MIKE BURKEY
Terms	Net 30
Freight	PREPAID & ADD

Part Number	Qty	Description	Unit	Total
		PROVIDE CREW AND CRANE TO REMOVE RAW WATER PUMP #102 FROM THE SITE. TRANSPORT TO BRAX FACILITY FOR COMPLETE INSPECTION. RECONDITION THE BOWL ASSEMBLY WITH NEW WEAR RINGS, BEARINGS, & SHAFTING, REPLACE SEAL GLAND AND NEW MECHANICAL SEAL, SANDBLAST AND EPOXY COAT ID/OD OF ALL WETTED ITEMS. ASSEMBLE AND DELIVER TO THE SITE, INSTALL AND TEST SYSTEM OPERATION.  PUMP: FAIRBANKS 17H- 1STG 3500GPM AT 35 FTDH 1190RPM, 10.25" IMP TRIM MOTOR: USEM 50HP VSS 365VP, TEFC  ESTIMATED LEAD TIME FOR REINSTALLATION 10-12 WEEKS ARO. LEAD TIME SUBJECT TO CHANGE WITHOUT NOTICE.  FREIGHT WILL BE ADJUST TO THE ACTUAL AMOUNT AT THE TIME OF INVOICING.		
	1	FAIRBANKS 17H-7000 BEARING KIT 1STG		
	5	BRONZE 660 9 1/2 X 10 1/2		
	60	SHAFT 2 3/16 RD 416SS PSQ		
	315.5	SHAFT 1 1/4 RD 416SS PSQ		
	2	1-1/4" FSB RUBBER BEARING		
	1	SEAL GLAND SM 1 - 1.50 SHAFT		
	1	AES SCUZI 1.25" SSC/SSC MECHANICAL SEAL		
	1	SS SEAL FLUSH LINE AND FITTINGS		
	1	COOLBLUE INDUCTIVE ABSORBERS (TO PREVENT PREMATURE MOTOR FAILURE DUE TO BEARING FLUTING FROM VFD-INDUCED SHAFT GROUNDING)		
	1	MISC GASKETS AND FITTINGS		
	1	TOTAL MATERIAL		
			12,357.45	12,357.45T

INSTALLATION AND START UP SERVICE AVAILABLE. PLEASE ASK YOUR BRAX REPRESENTATIVE FOR MORE DETAILS

CREDIT CARD PAYMENTS WILL INCUR A 3.5% FEE



## PROCESS AND PUMP EQUIPMENT

31248 Valley Center Rd | Valley Center CA 92082 | 760 749-2209

2115 S. Hellman Suite H | Ontario CA 91761 | 909 923- 9809

3559 Landco Dr #A | Bakersfield CA 93308 | 661 432 -2729

Bill To:

CITY OF BRAWLEY  
WASTE WATER TREATMENT  
180 S. WESTERN AVE  
BRAWLEY, CA 92227

**DUE TO TARIFFS CHANGES  
PRICES MAY CHANGE WITHOUT  
NOTICE.**

# 4g.2

## Quote

Quote # 61779  
Date 11/19/2025  
Sales Person VJS  
Written By MIKE BURKEY  
Terms Net 30  
Freight PREPAID & ADD

Ship To:

374 CATTLE CALL DRIVE #368  
BRAWLEY, CA 92227  
USA

Project RAW WATER PUMP 103

Part Number	Qty	Description	Unit	Total
	1	LABOR PER ESTIMATE LABOR TO INCLUDE THE FOLLOWING: PULL AND INSTALL PUMP EQUIPMENT. MACHINE BOWLS AND IMPELLERS, FAB WEAR RINGS MACHINE ALL NEW LINESHAFTS, NEW HEADSHAFT MACHINE NEW CAST IRON SEAL CONTAINER REASSEMBLE SHORT COUPLED PUMP, CHECK SHAFT RUN OUT TOUCH UP EPOXY COATING, PREP FOR SHIPMENT TRANSPORT EQUIPMENT TO SITE, INSTALL, CHECK RUN OUT TO MAKE SURE IT IS THE SAME AS WHEN IT LEFT THE SHOP. PERFORM START UP AND OBSERVE THE OPERATION.  **NOTE** LABOR TO PULL AND INSTALL QUOTED AT PREVAILING WAGE RATES. CERTIFIED PAYROLL	15,710.00	15,710.00
	1	HEAT TREAT ITEMS, PREP & SANDBLAST ALL WETTED PARTS ID/OD, FUSION BOND EPOXY WITH TOP COAT BLUE ON OD OF DISCHARGE HEAD AND SEAL GLAND.  NOTE: THERE IS A CHANCE THAT THE EQUIPMENT DOES NOT PASS THE SAND BLASTING PORTION OF THE PROCESS. ONCE THE HEAT TREATMENT AND SAND BLASTING ARE DONE THE EQUIPMENT WILL BE INSPECTED. A STATUS ON THE MATERIAL WILL BE GIVEN.  NOTE: THIS IS AN ESTIMATED COST AND WILL BE ADJUSTED TO THE ACTUAL AMOUNT.	14,692.79	14,692.79
	1	RENTAL - CRANE PULL & INSTALL ESTIMATED AND WILL BE ADJUSTED TO THE ACTUAL AMOUNT OF TIME IT TAKES TO COMPLETE THE WORK.	3,928.65	3,928.65

INSTALLATION AND START UP SERVICE AVAILABLE. PLEASE ASK YOUR BRAX  
REPRESENTATIVE FOR MORE DETAILS

CREDIT CARD PAYMENTS WILL INCUR A 3.5% FEE



# City of Brawley

City Council  
February 03, 2026  
Agenda Item No 5a



## STAFF REPORT

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**To:** City Council  
**From:** Jonathan Blackstone, Interim Chief of Police  
**Prepared by:** Jonathan Blackstone, Interim Chief of Police  
**Subject:** **Vehicle Towing Procedure**

### RECOMMENDATION:

Staff recommends that the City Council receive and file this informational report on the Police Department's towing procedures. This report is provided for transparency and general understanding of current practices; no policy changes or Council action are requested at this time.

### BACKGROUND INFORMATION:

The Police Department is responsible for enforcing state and local laws related to vehicle parking, abandoned vehicles, and vehicle impoundment. Towing is used as a tool to maintain public safety, ensure roadway access, and address violations that cannot be resolved through citation alone.

This report provides an overview of current towing procedures, legal requirements, and operational practices. It is intended to inform the City Council and the public about how towing decisions are made and how the process is managed.

### FISCAL IMPACT:

There is no direct fiscal impact associated with receiving this report. Towing fees are paid from the Police Department Budget and are paid directly to the contracted tow provider. Any administrative fees collected by the City offset program costs.

### ALTERNATIVES:

The City Council may consider the following alternatives:

1. Direct staff to return with additional analysis, data, performance measures, or other information.
2. Offer guidance to staff on potential changes to towing-related policies, administrative fee structures, or enforcement priorities.
3. Request that a future workshop or study session be scheduled to allow for a more in-depth review of towing practices, community impacts, or related enforcement matters.
4. Receive and file the report without providing further direction.



#### ATTACHMENTS:

1. BPD Policy 510 Vehicle Towing and Release
2. City Towing Services: Policy, and Operational Procedures

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

Staff, Title or Consultant, Agency

Emmet Fried, Assistant to the City Manager,

#### REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Silvia Luna, Finance Director

Rebecca Terrazas-Baxter, City Manager

Status – Date of Status

Approved - 1/29/2026

Approved - 1/29/2026

## Vehicle Towing and Release

### 510.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the Brawley Police Department. Nothing in this policy shall require the Department to tow a vehicle.

### 510.2 STORAGE AND IMPOUNDS

When circumstances permit, for example when towing a vehicle for parking or registration violations, the handling employee should, prior to having the vehicle towed, make a good faith effort to notify the owner of the vehicle that it is subject to removal. This may be accomplished by personal contact, telephone or by leaving a notice attached to the vehicle at least 24 hours prior to removal. If a vehicle presents a hazard, such as being abandoned on the roadway, it may be towed immediately.

The responsibilities of those employees towing, storing or impounding a vehicle are listed below.

#### 510.2.1 VEHICLE STORAGE REPORT

Department members requesting towing, storage, or impound of a vehicle shall complete CHP Form 180 and accurately record the mileage and a description of property within the vehicle (Vehicle Code § 22850). A copy of the storage report should be given to the tow truck operator, and the original shall be submitted to the Records Division as soon as practicable after the vehicle is stored.

#### 510.2.2 REMOVAL FROM TRAFFIC COLLISION SCENES

When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer shall have the driver select a towing company, if possible, and shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested, a company will be selected from the rotational list of towing companies in the Communications Center.

If the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer shall request the dispatcher to call the official towing garage for the City of Brawley. The officer will then store the vehicle using a CHP Form 180.

#### 510.2.3 STORAGE AT ARREST SCENES

Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this department to provide reasonable safekeeping by storing the arrestee's vehicle subject to the exceptions described below. The vehicle, however, shall be stored whenever it is needed for the furtherance of the investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be stored (e.g., traffic hazard, high-crime area).

## *Vehicle Towing and Release*

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The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of storing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic-related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the driver was arrested.
- Whenever the licensed owner of the vehicle is present, willing, and able to take control of any vehicle not involved in criminal activity.
- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene. In such cases, the owner shall be informed that the Department will not be responsible for theft or damages.

### **510.2.4 IMPOUNDMENT AT SOBRIETY CHECKPOINTS**

Whenever a driver is stopped at a sobriety checkpoint and the only violation is that the operator is driving without a valid driver's license, the officer shall make a reasonable attempt to identify the registered owner of the vehicle (Vehicle Code § 2814.2). The officer shall release the vehicle to the registered owner if the person is a licensed driver, or to another licensed driver authorized by the registered owner, provided the vehicle is claimed prior to the conclusion of the checkpoint operation.

If the vehicle is released at the checkpoint, the officer shall list on his/her copy of the notice to appear the name and driver's license number of the person to whom the vehicle is released.

When a vehicle cannot be released at the checkpoint, it shall be towed (Vehicle Code § 22651(p)). When a vehicle is removed at the checkpoint, it shall be released during the normal business hours of the storage facility to the registered owner or his/her agent upon presentation of a valid driver's license and current vehicle registration.

### **510.2.5 DRIVING A NON-CITY VEHICLE**

Vehicles which have been towed by or at the direction of the Department should not be driven by police personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or to comply with posted signs.

### **510.2.6 DISPATCHER'S RESPONSIBILITIES**

Upon receiving a request for towing, the dispatcher shall promptly telephone the specified authorized towing service. The officer shall be advised when the request has been made and the towing service has been dispatched.

When there is no preferred company requested, the dispatcher shall call the next firm in rotation from the list of approved towing companies and shall make appropriate entries on that form to ensure the following firm is called on the next request.

*Vehicle Towing and Release*

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**510.3 TOWING SERVICES**

The City of Brawley periodically selects a firm to act as the official tow service and awards a contract to that firm. This firm will be used in the following situations:

- (a) When it is necessary to safeguard a vehicle due to the inability of the owner or operator to take the required action.
- (b) When a vehicle is being held as evidence in connection with an investigation.
- (c) When it is otherwise necessary to store a motor vehicle. This would include situations involving the recovery of stolen or abandoned vehicles, and the removal of vehicles obstructing traffic in violation of state or local regulations.

**510.4 VEHICLE INVENTORY**

All property in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage form. This includes the trunk and any compartments or containers, even if closed and/or locked. Members conducting inventory searches should be as thorough and accurate as practical in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while in police custody, to provide for the safety of officers, and to protect the Department against fraudulent claims of lost, stolen, or damaged property.

**510.5 SECURITY OF VEHICLES AND PROPERTY**

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, officers should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft, or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

**510.6 RELEASE OF VEHICLE**

The Department will maintain a listed, 24-hour telephone number to provide information regarding impoundment of vehicles and the right of the registered owner to request a storage hearing. Releases for towed vehicles will be made available during regular, non-emergency business hours (Vehicle Code § 14602.6).

- (a) Vehicles removed pursuant to Vehicle Code § 22850 shall be released after proof of current registration is provided by the owner or the person in control of the vehicle and after all applicable fees are paid (Vehicle Code § 22850.3; Vehicle Code § 22850.5).
- (b) Vehicles removed that require payment of parking fines or proof of valid driver's license shall only be released upon presentation of proof of compliance, proof of payment, completion of affidavit, and payment of applicable fees related to the removal (Vehicle Code § 22651 et seq., Vehicle Code § 22652 et seq., Vehicle Code § 22850.3; Vehicle Code § 22850.5).

## *Vehicle Towing and Release*

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- (c) A vehicle removed pursuant to Vehicle Code § 14602.6(a) shall be released to the registered owner or his/her agent with proof of current registration, proof of a valid driver's license, and applicable fees paid prior to the end of the 30-day impoundment period under any of the following circumstances:
  - 1. The vehicle was stolen.
  - 2. If the driver reinstates his/her driver's license or acquires a license and provides proof of proper insurance.
  - 3. Any other circumstance as set forth in Vehicle Code § 14602.6.
  - 4. When there is no remaining community caretaking need to continue impound of the vehicle or the continued impound would not otherwise comply with the Fourth Amendment.
- (d) An autonomous vehicle removed under authority of Vehicle Code § 22651(o)(1)(D) shall be released to the registered owner or person in control of the autonomous vehicle if the requirements of Vehicle Code § 22651(o)(3)(B) are met.

Personnel whose duties include releasing towed vehicles should consult the Vehicle Code under which the vehicle was towed or impounded for any specific requirements prior to release.

Employees who suspect that a vehicle was impounded in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the registered owner or his/her agent to request a hearing, as described in the Vehicle Impound Hearings Policy.

### **510.7 TOWING FOR EXPIRED REGISTRATION**

Prior to a member removing a vehicle that is found to have expired registration for more than six months, the member shall verify that no current registration exists with the Department of Motor Vehicles (DMV). If current registration exists with the DMV, the vehicle shall not be removed (Vehicle Code § 22651(o)(1)(A)).



# **City Towing Services: Policy, and Operational Procedures**

A comprehensive overview of Brawley's towing rotation system, compliance requirements, and operational procedures for municipal towing services.

5a.2







# Tow Rotation System: How It Works

# 5a.2

The Brawley Police Department maintains an approved rotation list of qualified towing companies. Providers must submit a comprehensive application demonstrating compliance with California Vehicle Code requirements and municipal standards.

Once approved, companies enter a systematic rotation where each call constitutes one turn, moving the provider to the bottom of the list regardless of completion status (fails to answer phone, response time exceeds 15 mins, unable to respond). Tow agencies' shall not assign a call to other firms.

01

## Application Submission

Complete detailed requirements

02

## Approval Process

Chief of Police review

03

## Rotation Entry

Added to active list





## Core Operational Requirements

1

### 24/7 Availability

- Providers must respond to all calls from the Brawley Police Department on a continuous basis, seven days per week.

2

### California Vehicle Code Compliance

- Full adherence to all state laws governing tow agency operations, consistent with industry standards.

3

### Minimum Insurance Coverage

- Maintain required insurance levels with immediate notification of expiration dates or cancellations to the Chief of Police.

4

### Property Safeguarding

- Complete responsibility for securing all property contained within towed or stored vehicles.



CURRENT PROVIDERS

# Approved Towing Companies

All Ways Towing

Hawkins Towing

J&M Towing

Desert RV

# Vehicle Towing and Release

5a.2



## **510.2 Storage and Impounds**

When circumstances permit, for example when towing a vehicle for parking or registration violations, the handling employee should, prior to having the vehicle towed, make a good faith effort to notify the owner of the vehicle that it is subject to removal. This may be accomplished by personal contact, telephone or by leaving a notice attached to the vehicle at least 24 hours prior to removal. If a vehicle presents a hazard, such as being abandoned on the roadway, it may be towed immediately.

### **510.2.2 Removal From Traffic Collision Scenes**

When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer shall have the driver select a towing company, if possible, and shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested, a company will be selected from the rotational list of towing companies in the Communications Center. If the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer shall request the dispatcher to call the official towing garage for the City of Brawley. The officer will then store the vehicle using a CHP Form 180



# Dispatch Protocol and Rotation Logic

# 5a.2

## When Dispatch Initiates the Call

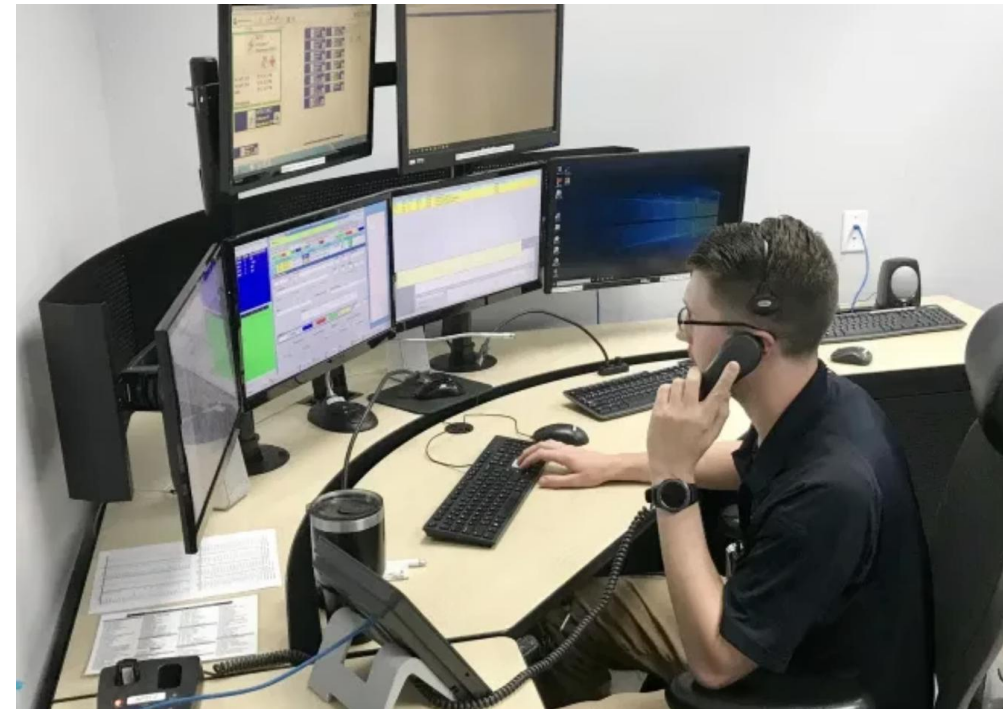
- **Arrest-Related Tows:** Department follows strict rotation sequence
- **Code Violation Removals:** Next company on rotation list contacted
- **Collisions (Owner Unavailable):** Rotation applies automatically
- **Dispatch maintains a list of tow rotation:** Date, time, case number, lic. Plate, RO, tow company, dispatch badge #, note if tow was unavailable.
- **15-Minute Rule:** Excessive response times trigger bypass authority



If a tow agency is unreachable, unable to respond, or cancelled due to delays, they move to the bottom of the list—counting as their turn.

## Owner-Requested Scenarios

- When the vehicle owner is present at an accident scene, they may request their preferred towing company or ask dispatch to call on their behalf.\*





# Owner Rights and Direct Contact Options



# 5a.2

## When Can Owners Choose Their Own Provider?

Vehicle owners retain the right to contact towing companies directly under specific circumstances that don't require immediate police intervention.



### Traffic Accidents with Owner Present

If the owner is on-scene and the vehicle is inoperable, they may select any qualified provider



### Mechanical Breakdowns

Owners experiencing vehicle failures may arrange private towing services at their discretion



This policy balances municipal oversight with consumer choice, ensuring fair access to towing services while maintaining operational standards and public safety priorities.

Front:



*"Serving With Passion"*

Back:

Tow Companies used by the Brawley Police Department:

All Ways Tow 1647 Main St, Brawley Ph: 760-351-1354

Hawkins Tow 1631 Main St, Brawley Ph: 760-344-4400

J & M Tow 1624 Main St, Brawley Ph: 760-351-0400

Desert RV 1552 Main St, Brawley Ph: 760-351-8809

5a.2

5a.2



*"Serving With Passion"*



# City of Brawley

City Council  
February 03, 2026  
Agenda Item No 5b



## STAFF REPORT

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**To:** City Council  
**From:** Sylvia Vizcarra, HR Administrator  
**Prepared by:** Sylvia Vizcarra, HR Administrator  
**Subject:** **Policy - Employee of the Month**

### RECOMMENDATION:

Adopt the Employee of the Month Recognition Policy to formally recognize outstanding employee performance and authorize the associated incentives, including one paid day off, a \$50 gift card, and a certificate of recognition; and adopt a Resolution of the City Council of the City of Brawley approving the Employee of the Month Recognition Program and finding that the program serves a public purpose.

### BACKGROUND INFORMATION:

The City recognizes the important role employee engagement, morale, and recognition play in maintaining a productive and positive workplace. While departments currently acknowledge employee contributions informally, the City does not have a standardized, organization-wide recognition program.

The concept for establishing a formal Employee of the Month Recognition Program was initiated by Mayor J.J. Galvan, who expressed interest in creating a consistent, Citywide approach to recognizing exceptional employee performance and public service. Following this direction, City staff developed the proposed policy framework, incentives, and implementation process for Council consideration.

The proposed Employee of the Month Recognition Policy establishes a structured and equitable process to recognize employees who demonstrate exceptional performance, professionalism, teamwork, customer service, initiative, and commitment to the City's values. Employees selected through this program are those who consistently go above and beyond their regular duties and exemplify excellence in public service.

The Employee of the Month Program serves a public purpose by encouraging and rewarding exceptional employee performance, which in turn promotes accountability, efficiency, and high-quality service delivery to the community. Recognizing employees who demonstrate exemplary conduct and performance reinforces behaviors that enhance organizational effectiveness and improve service outcomes for residents. While certain program elements include nominal incentives, such recognition is intended to support employee motivation and retention and to advance the City's operational goals, not to provide a private benefit.

Employees may be nominated by supervisors or peers through a standardized nomination process. Nominations will be reviewed by a designated committee to ensure consistency, transparency, and fairness. One employee will be selected each month and formally recognized.

Recognition under the proposed program will include:

- One (1) paid day off
- A \$50 gift card
- A certificate of recognition

5b

As part of the policy development process, City staff conferred with representatives of the City's recognized labor unions via email to provide an opportunity for input and to ensure the proposed program aligns with existing Memoranda of Understanding. No conflicts with current labor agreements were identified.

#### **FISCAL IMPACT:**

The fiscal impact associated with the Employee of the Month program is limited and manageable.

Estimated costs include:

- \$50 gift card per month (approximately \$600 annually)
- One paid day off per month, which is not expected to result in additional staffing or overtime costs and will be managed within existing departmental operations

The FY 2025/26 budget includes sufficient funds to support implementation of this program under the Employee Appreciation Awards line item.

#### **ALTERNATIVES:**

1. Do not adopt the policy and continue informal recognition practices.
2. Modify the incentives, such as eliminating administrative leave or adjusting the gift card amount.
3. Change the recognition frequency, such as quarterly rather than monthly.

#### **ATTACHMENTS:**

1. Employee of the Month Policy
- 2.

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

Staff, Title or Consultant, Agency

Rebecca Terrazas-Baxter, City Manager, ,

#### **REPORT APPROVAL(S):**

Staff, Title or Consultant, Agency

Rebecca Terrazas-Baxter, City Manager

Silvia Luna, Finance Director

Status – Date of Status

Approved - 1/29/2026

Approved - 1/29/2026

# Employee of the Month Policy

## City of Brawley

### 1. Purpose

The purpose of the Employee of the Month (EOM) Program is to formally recognize and celebrate City of Brawley employees who consistently demonstrate exceptional performance, teamwork, customer service, and contributions that advance the City's mission and core values. The program is intended to promote a culture of excellence, boost employee morale, and encourage outstanding service across the organization.

### 2. Program Overview

The Employee of the Month Program provides monthly recognition to one employee who exemplifies outstanding service and performance beyond normal job expectations. Recognition will occur at a designated time determined by the City Manager's Office and Human Resources.

### 3. Eligibility

All regular full-time and part-time employees of the City of Brawley are eligible for nomination. Temporary employees, interns, volunteers, and contractors are not eligible.

Employees currently subject to progressive discipline (e.g., written reprimand, suspension) are not eligible for nomination during the period of discipline.

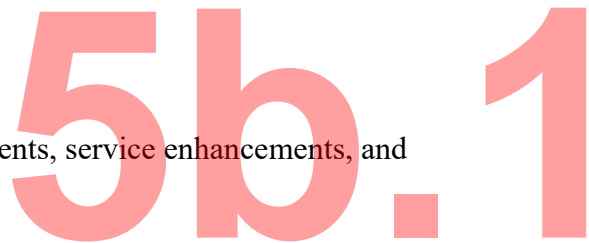
### 4. Nomination Process

1. Employees may be nominated by any City employee, regardless of department.
2. Nominations do not need to be submitted by a department head or supervisor.
3. Self-nominations are not permitted.
4. Each nomination must include specific examples describing the employee's contributions and achievements.
5. Nominations must be submitted using the City's Employee of the Month Nomination Form (Attachment A).
6. Nominations may be submitted at any time.
7. Completed forms should be submitted to Human Resources.

### 5. Selection Criteria

Nominees should demonstrate one or more of the following:

- Consistently excellent performance beyond job expectations
- Exceptional customer service to internal or external customers

- 
- Initiative and innovation that drive process improvements, service enhancements, and cost savings
  - Teamwork and cooperation with peers and leadership
  - Significant contributions to goals, special projects, or community outcomes
  - Positive embodiment of City's core values

## **6. Selection Committee**

The Employee of the Month will be selected by a committee consisting of:

- The City Manager, or designee (e.g., executive or department director), and
- A Human Resources representative

The committee will review all eligible nominations and select one Employee of the Month based on the established criteria.

## **7. Recognition and Award**

The Employee of the Month honoree will receive:

- A Certificate of Recognition
- Recognition on the City's social media platforms and website
- A \$50 Visa gift card
- One (1) additional paid day off, to be used in accordance with City policies and subject to supervisory approval. For part-time employees, the paid day off shall be equal to the employee's regularly scheduled work hours for one shift.

Recognition may occur at a designated time (e.g., city council meeting, monthly staff meeting or employee gathering).

## **8. Administration and Records**

Human Resources shall maintain all nomination materials, selection documentation, and award records for administrative and reporting purposes.

The program shall be administered in a fair, consistent, and nondiscriminatory manner.

## **9. Program Review**

The Employee of the Month Program and this policy shall be reviewed annually by Human Resources to ensure effectiveness, consistency with City goals, and compliance with applicable laws and policies.

## **10. Effective Date**

The policy shall become effective upon approval by the City Council.

# City of Brawley Employee of the Month Nomination Form

## Nominee Information

- Employee Name: \_\_\_\_\_
- Department: \_\_\_\_\_
- Position Title: \_\_\_\_\_

## Nominator Information

- Name: \_\_\_\_\_
- Job Title/Department: \_\_\_\_\_

## Criteria (check all that apply)

- ☐ Consistently excellent performance beyond job expectations
- ☐ Exceptional customer service to internal or external customers
- ☐ Initiative and innovation that drive process improvements, service enhancements, and cost savings.
- ☐ Teamwork and cooperation with peers and leadership
- ☐ Significant contributions to City goals, special projects, or community outcomes
- ☐ Positive embodiment of City core values

## Description of Nominee's Contributions

Please attach a separate page with a detailed explanation of why the employee deserves recognition. Include specific examples of their work, behavior, or accomplishments. Consider addressing the following:

- What actions or achievements demonstrate exceptional performance?
- How did the employee go above and beyond their regular duties?
- How did the employee's work positively impact coworkers, the department, or the community?
- How did the employee demonstrate teamwork, leadership, innovation, or adherence to City values?
- Any measurable results or outcomes (e.g., completed project ahead of schedule, positive feedback from customers, improved efficiency)?

*You may also include supporting documentation (e.g., emails, reports, letters of appreciation) along with the attached page.*

## Certification

I certify that the information provided is accurate to the best of my knowledge.

Nominator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed form to Human Resources.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRAWLEY APPROVING THE EMPLOYEE OF THE MONTH RECOGNITION PROGRAM**

**WHEREAS**, the City Council of the City of Brawley recognizes that employee performance, dedication, and service are critical to the effective delivery of public services; and

**WHEREAS**, the City desires to establish a formal Employee of the Month (EOM) Program to recognize employees who demonstrate exceptional performance, teamwork, customer service, innovation, and contributions that advance the City's mission and core values; and

**WHEREAS**, the proposed Employee of the Month Program provides non-base, non-pensionable recognition, including a certificate of recognition, acknowledgment through City communication channels, a nominal gift card, and one additional paid day off; and

**WHEREAS**, the program is intended to be administered in a fair, objective, and nondiscriminatory manner and does not alter wages, hours, or other terms and conditions of employment established by Memoranda of Understanding (MOUs), personnel rules, or applicable law; and

**WHEREAS**, Human Resources will administer the program, maintain records, and review the program annually to ensure consistency with City goals, labor agreements, and applicable regulations; and

**WHEREAS**, The City Council desires to approve the program to ensure transparency and public accountability.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The City Council finds that the proposed **Employee of the Month Recognition Program** serves a public purpose; and
2. The **Employee of the Month Recognition Program** and associated policy are hereby approved; and
3. The City Manager, or designee, is authorized to administer the program consistent with the approved policy.
4. Awards provided under the program are **non-pensionable** and shall not be considered compensation for CalPERS or other retirement purposes.
5. Implementation of the program for represented employees shall be subject to applicable meet-and-confer requirements under the Meyers-Milias-Brown Act (MMBA), as determined by the City.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the Brawley City Council held on \_\_\_\_\_, 2026.

CITY OF BRAWLEY, CALIFORNIA

\_\_\_\_\_  
**JJ Galvan**, Mayor

**ATTEST:**

\_\_\_\_\_  
**Ana Gutierrez**, City Clerk

I, ANA GUTIERREZ, City Clerk of the City of Brawley, California, DO HEREBY CERTIFY that the foregoing Resolution No. 2026- was passed and adopted by the City Council of the City of Brawley, California, at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_ 2021, and that it was so adopted by the following roll call vote:

**AYES:**

**NAYES:**

**ABSTAIN:**

**ABSENT:**

**DATED:** \_\_\_\_\_

\_\_\_\_\_  
**Ana Gutierrez**, City Clerk



# City of Brawley

City Council  
February 03, 2026  
Agenda Item No 5c



## STAFF REPORT

**To:** City Council  
**From:** Ana Gutierrez, City Clerk  
**Prepared by:** Ana Gutierrez, City Clerk  
**Subject:** **Mayoral Appointments to Boards, Commissions & Committees with Council Representation.**

### RECOMMENDATION:

Approve the Mayor's appointments and reappointments to the City's Boards, Commissions, and Committees requiring City Council representation, as listed below.

### BACKGROUND INFORMATION:

Pursuant to the Brawley Municipal Code and established City Council policy, the Mayor is authorized to make appointments to various Boards, Commissions, and Committees that include City Council representation. These appointments ensure effective communication between the City Council and advisory bodies and support the ongoing operations and oversight of City programs and services.

Appointments are generally made annually or as needed due to term expirations, vacancies, or changes in Council assignments.

### FISCAL IMPACT:

None

### ALTERNATIVES:

None at this time.

### ATTACHMENTS:

1. Appointment List

### 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 - 1/29/2026

Approved - 1/29/2026

# City of Brawley

City Council  
February 03, 2026  
Agenda Item No 5c



## STAFF REPORT

**To:** City Council  
**From:** Ana Gutierrez, City Clerk  
**Prepared by:** Ana Gutierrez, City Clerk  
**Subject:** **Mayoral Appointments to Boards, Commissions & Committees with Council Representation.**

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### ALTERNATIVES:

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### ATTACHMENTS:

1. Appointment List

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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

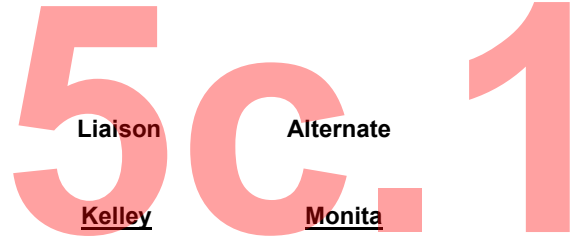
Approved - 1/29/2026

Approved - 1/29/2026

**MAYORAL APPOINTMENTS  
TO  
BOARDS, COMMISSIONS & COMMITTEES WITH COUNCIL REPRESENTATION  
FEBRUARY 3, 2026**

5c.1

Board/Commission/Committee	Delegate	Alternate
Brawley Chamber of Commerce Board of Directors	<u>Galvan</u>	<u>Grass</u>
Imperial County Air Pollution Control District Board of Directors	<u>Grass</u>	<u>Monita</u>
Imperial County Emergency Food & Shelter Program (EFSP)	<u>Monita</u>	*Will Appoint*
Imperial County Transportation Commission (ICTC)	<u>Rebollar</u>	<u>Galvan</u>
Imperial County Local Transportation Authority (LTA)	<u>Rebollar</u>	<u>Galvan</u>
Imperial County Service Authority for Freeway Emergencies (SAFE)	<u>Monita</u>	<u>Galvan</u>
Imperial County Valley Emergency Communication Authority (IVECA)	<u>Monita</u>	<u>Rebollar</u>
League of California Cities	<u>Rebollar</u>	<u>Kelley</u>
Imperial Valley Regional Public Safety Training Authority	<u>Monita</u>	<u>Rebollar</u>
North County Coalition of the Arts (NOCCA)	<u>Rebollar</u>	<u>Galvan</u>
Imperial County Overall Economic Development Commission	<u>Grass</u>	*Will Appoint*
California Joint Powers Insurance Authority	<u>Rebollar</u>	<u>Monita</u>
Southern California Assn. of Governments (SCAG) General Assembly	<u>Kelley</u>	<u>Grass</u>



**Board/Commission/Committee**

**Liaison**

**Alternate**

**Airport Advisory Commission**

**Kelley**

**Monita**

**Imperial Valley Housing Authority**

**Rebollar**

**Galvan**

**Library Board of Trustees**

**Monita**

**Grass**

**Parks & Recreation Advisory Commission/Youth Commission**

**Galvan**

**Grass**

**Planning Commission**

**Grass**

**Kelley**

**Community Improvement Committee**

**Galvan**

**Rebollar**