



A G E N D A



**CITY OF IMPERIAL BEACH
CITY COUNCIL
PLANNING COMMISSION
PUBLIC FINANCING AUTHORITY
HOUSING AUTHORITY**

IMPERIAL BEACH REDEVELOPMENT AGENCY SUCCESSOR AGENCY

MARCH 19, 2014

**Council Chambers
825 Imperial Beach Boulevard
Imperial Beach, CA 91932**

REGULAR MEETING – 6:00 P.M.

THE CITY COUNCIL ALSO SITS AS THE CITY OF IMPERIAL BEACH PLANNING COMMISSION, PUBLIC FINANCING AUTHORITY, HOUSING AUTHORITY AND IMPERIAL BEACH REDEVELOPMENT AGENCY SUCCESSOR AGENCY

The City of Imperial Beach is endeavoring to be in total compliance with the Americans with Disabilities Act (ADA). If you require assistance or auxiliary aids in order to participate at City Council meetings, please contact the City Clerk's Office at (619) 628-2347, as far in advance of the meeting as possible.

REGULAR MEETING CALL TO ORDER

ROLL CALL BY CITY CLERK

PLEDGE OF ALLEGIANCE

AGENDA CHANGES

MAYOR/COUNCIL REIMBURSEMENT DISCLOSURE/COMMUNITY ANNOUNCEMENTS/REPORTS ON ASSIGNMENTS AND COMMITTEES

COMMUNICATIONS FROM CITY STAFF

PUBLIC COMMENT- *Each person wishing to address the City Council regarding items not on the posted agenda may do so at this time. In accordance with State law, Council may not take action on an item not scheduled on the agenda. If appropriate, the item will be referred to the City Manager or placed on a future agenda.*

PRESENTATIONS (1.1)

1.1* UPDATE ON NAVAL FACILITIES BY U.S. NAVAL CAPTAIN CHRISTOPHER SUND. (0620-80)

* No staff report

CONSENT CALENDAR (2.1-2.8) - *All matters listed under Consent Calendar are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items, unless a Councilmember or member of the public requests that particular item(s) be removed from the Consent Calendar and considered separately. Those items removed from the Consent Calendar will be discussed at the end of the Agenda.*

2.1 MINUTES.

Recommendation: Approve the minutes of the February 5, 2014 Regular City Council Meeting.

Any writings or documents provided to a majority of the City Council/Planning Commission/Public Financing Authority/Housing Authority/I.B. Redevelopment Agency Successor Agency regarding any item on this agenda will be made available for public inspection in the office of the City Clerk located at 825 Imperial Beach Blvd., Imperial Beach, CA 91932 during normal business hours.

CONSENT CALENDAR (Continued)

2.2 RATIFICATION OF WARRANT REGISTER. (0300-25)

Recommendation: Ratify the following registers: Accounts Payable Numbers 84125 through 84214 with a subtotal amount of \$1,293,662.57 and Payroll Checks/Direct Deposits 45777 through 45798 for a subtotal amount of \$120,684.97 for a total amount of \$1,414,347.54.

2.3 RESOLUTION NO. 2014-7463 APPROVING THE ENGINEER'S REPORT FOR PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS WITH SPECIAL ASSESSMENT DISTRICT AD-67M. (0345-10)

Recommendation:

1. Receive report; and
2. Approve and adopt resolution.

2.4 RESOLUTION NO. 2014-7464 DECLARING INTENT TO PROVIDE AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS IN A SPECIAL ASSESSMENT DISTRICT (AD 67M) AND SETTING A TIME AND A PLACE FOR THE PUBLIC HEARING THEREON. (0345-10)

Recommendation:

1. Receive report and
2. Approve and adopt the proposed resolution.

2.5 ADOPTION OF RESOLUTION NO. 2014-7460 ACCEPTING THE FISCAL YEAR 2012 STATE HOMELAND SECURITY PROGRAM REALLOCATIONS OF \$33,677 TO REIMBURSE THE CITY FOR THE PURCHASE OF (4) FIELD KITS: USAR TASK FORCE RIGGING; WATER RESCUE EQUIPMENT; CONFINED SPACE; AND CONCRETE SAW FOR THE FIRE-RESCUE DEPARTMENT; AND APPROPRIATING \$33,677 TO FUND THE EXPENDITURES RELATED TO THE FIELD KITS. (0250-05 & 0390-86 &)

Recommendation: Adopt resolution.

2.6 ADOPTION OF RESOLUTION 2014-7461 AMENDING CITY COUNCIL POLICY 420 THAT ESTABLISHES THE IMPERIAL BEACH FUND BALANCE RESERVE POLICY. (0300-95 & 0410-95)

Recommendation: Adopt resolution.

2.7 SECOND READING AND ADOPTION OF ORDINANCE NO. 2014-1144, AMENDING CHAPTER 10.28.020, SPECIAL SPEED ZONE DESIGNATED. (0750-60 & 0750-95)

Recommendation: That the City Council approves the reading by title, waives the reading in full and adopts Ordinance No. 2014-1144.

2.8 RESOLUTION NO. 2014-7465 TO CONFIRM THE REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM (RTCIP) PROJECT PLAN ADOPTED IN MARCH 2008. (0680-95)

Recommendation:

1. Receive report and
2. Adopt resolution.

ORDINANCES – INTRODUCTION/FIRST READING(3)

None.

PUBLIC HEARINGS (4)

None.

REPORTS (5.1)

5.1 FISCAL YEAR 2013-2014 (FY2014) MID-YEAR BUDGET UPDATE, FISCAL YEAR 2012-2013 (FY2013) AUDIT UPDATE AND CONSIDERATION OF RESOLUTION NO. 2014-7459 ADOPTING AND APPROVING PERSONNEL ADJUSTMENTS AND ADJUSTING THE FISCAL YEARS 2014-2015 BUDGET AND ADJUSTING THE FISCAL YEARS 2014-2015 SALARY & COMPENSATION PLAN ALLOCATING RECOMMENDED PERSONNEL CHANGES. (0310-10, 0330-30, 0510-20& 0520-75)

Recommendation: That the City Council:

1. Receive the Mid-Fiscal Year 2013-2014 Budget Update;
2. Receive the Fiscal Year 2012-2013 Financial Audit; and
3. Consider and adopt Resolution No. 2014-7459 approving personnel adjustments, amending the Fiscal Years 2014-2015 Salary & Compensation Plan and adjusting the Fiscal Years 2014-2015 Budget allocating the recommended personnel adjustments.

I.B. REDEVELOPMENT AGENCY SUCCESSOR AGENCY REPORTS (6)

None.

ITEMS PULLED FROM THE CONSENT CALENDAR (IF ANY)

ADJOURN REGULAR MEETING

The Imperial Beach City Council welcomes you and encourages your continued interest and involvement in the City's decision-making process.

FOR YOUR CONVENIENCE, A COPY OF THE AGENDA AND COUNCIL MEETING PACKET MAY BE VIEWED IN THE OFFICE OF THE CITY CLERK AT CITY HALL OR ON OUR WEBSITE AT

www.imperialbeachca.gov

_____/s/
Jacqueline M. Hald, MMC
City Clerk

MINUTES

CITY OF IMPERIAL BEACH
CITY COUNCIL
PLANNING COMMISSION
PUBLIC FINANCING AUTHORITY
HOUSING AUTHORITY
IMPERIAL BEACH REDEVELOPMENT AGENCY SUCCESSOR AGENCY

FEBRUARY 5, 2014

Council Chambers
825 Imperial Beach Boulevard
Imperial Beach, CA 91932

REGULAR MEETING – 6:00 P.M.

REGULAR MEETING CALL TO ORDER

MAYOR JANNEY called the Regular Meeting to order at 6:01 p.m.

ROLL CALL BY CITY CLERK

Councilmembers present: Bilbray, Spriggs (arrived at 6:10 p.m.), Bragg
Councilmembers absent: None
Mayor Present: Janney
Mayor Pro Tem Present: Patton
Staff Present: City Manager Hall, City Attorney Lyon, City Clerk Hald,
Public Safety Director Clark, Public Safety Director Levien

PLEDGE OF ALLEGIANCE

MAYOR JANNEY led everyone in the Pledge of Allegiance.

AGENDA CHANGES

None.

**MAYOR / COUNCIL REIMBURSEMENT DISCLOSURE / COMMUNITY ANNOUNCEMENTS /
REPORTS ON ASSIGNMENTS AND COMMITTEES**

COUNCILMEMBER BRAGG reported that at the MTS meeting of January 16, 2014, the Board exercised an option to utilize security on the Blue Line.

MAYOR PRO TEM PATTON reported that he and Councilmember Bilbray had meetings with the Sports Park Task Force and was hopeful that more information will be brought forward for City Council’s consideration in the near future.

MAYOR JANNEY thanked everyone for attending the State of the City Address.

COMMUNICATIONS FROM CITY STAFF

None.

PUBLIC COMMENT

JUNE ENGEL, I.B. Library Branch Manager, announced the launch of the Homework Club where Mar Vista High School students help elementary school students with their homework. She also spoke about the launch of the AARP Tax Help service where free tax help is available to seniors and low income people. She announced that two members of her staff were promoted.

CHUCK QUISENBERRY stated that he was thankful for the placement of the electronic sign announcing the City Council meeting.

KAYLI DAVIDSON requested a change to the City's ordinance to allow for short term rentals.

BRIAN BARRETO, External Affairs Manager, California American Water, announced that there will be a rate increase of approximately 22% to the average customer. He explained that as a result of the increase in cost for water from the City of San Diego, the increase on California American Water customers will be a direct water purchase pass-through. He announced an open house will be held on February 26th in the Community Room where California American Water staff will be available to assist customers with questions about their bills and also determine the impacts of the rate increase.

MAYOR JANNEY expressed disappointment that the City was not given advanced notice of the rate increase and asked that the City be given advanced notice in the future.

COUNCILMEMBER SPRIGGS stated that he would raise concern about the lack of notice and transparency with regard to the rate increase at the upcoming Metro JPA meeting.

PRESENTATIONS (1)

None.

CONSENT CALENDAR (2.1-2.4)

MOTION BY BRAGG, SECOND BY BILBRAY, TO APPROVE CONSENT CALENDAR ITEM NOS. 2.1 THRU 2.4. MOTION CARRIED UNANIMOUSLY.

2.1 MINUTES.

Approved the minutes of the November 20, 2013 Special City Council Meeting and the December 18, 2013 Regular City Council Meeting.

2.2 RATIFICATION OF WARRANT REGISTER. (0300-25)

Ratified the following registers: Accounts Payable Numbers 83814 through 83935 with a subtotal amount of \$971,301.67 and Payroll Checks/Direct Deposits 45713 through 45735 for a subtotal amount of \$152,389.35 for a total amount of \$1,123,691.02.

2.3 RESOLUTION NO. 2014-7450 RATIFYING THE PURCHASE OF COMPUTER BACKUP EQUIPMENT TO CPACINC.COM IN THE AMOUNT OF \$31,716.48. (1110-05)

Adopted resolution.

2.4 ADOPTION OF RESOLUTION NO. 2014-7449 RATIFYING THE CITY MANAGER'S SIGNATURE ON THE MOU BETWEEN THE CITY OF SAN DIEGO OFFICE OF HOMELAND SECURITY AND IMPERIAL BEACH REGARDING URBAN AREA SECURITY INITIATIVE (UASI) GRANT FUNDING IN AN AMOUNT OF \$964.13. (0250-63 & 0390-88)

Adopted resolution.

ORDINANCES – INTRODUCTION/FIRST READING (3)

None.

PUBLIC HEARINGS (4)

None.

REPORTS (5.1-5.3)

5.1 ADOPTION OF RESOLUTION NO. 2014-7447 AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT BETWEEN THE COUNTY OF SAN DIEGO, IMPERIAL COUNTY, OTHER CITIES AND OTHER PUBLIC SAFETY PARTNERS IN THE REGION FOR THE PURPOSE OF ESTABLISHING GOVERNANCE AND FUNDING FOR THE NEXT GENERATION REGIONAL COMMUNICATIONS SYSTEM (NextGen RCS). (0800-30)

CITY MANAGER HALL introduced the item.

PUBLIC SAFETY DIRECTOR CLARK reported on the item.

In response to Councilmember Spriggs' question regarding the high cost for the system, SUE WILLY, Regional Communications Systems Manager, explained that the system is one of the largest in California and that the size of the system and the number of radios drive up costs. She also stated that costs will be lowered by utilizing grants and by spreading the costs among all the agencies using the system.

MAYOR PRO TEM PATTON stated that the radios are one of the tools needed to help keep Imperial Beach safe.

MOTION BY SPRIGGS, SECOND BY PATTON, TO ADOPT RESOLUTION NO. 2014-7447 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA TO PARTICIPATE AS A PARTNER OF THE NEXT GENERATION REGIONAL COMMUNICATION SYSTEM (RCS) WITH THE COUNTY OF SAN DIEGO AND OTHER PARTICIPATING AGENCIES FOR THE PURPOSE OF GOVERNING, FUNDING, ACQUIRING AND IMPLEMENTING A REPLACEMENT EMERGENCY COMMUNICATIONS SYSTEM FOR THE REGION. MOTION CARRIED UNANIMOUSLY.

5.2 ADOPTION OF RESOLUTION NO. 2014-7448 AUTHORIZING THE CITY MANAGER VIA HIS DESIGNEE TO ACCEPT THE 2013 STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANT AWARDED TO THE IMPERIAL BEACH FIRE-RESCUE DEPARTMENT ON JANUARY 24, 2014, FOR THE PURPOSE OF HIRING FOUR (4) TEMPORARY FIREFIGHTER/PARAMEDIC POSITIONS TO ACHIEVE NFPA 1710 COMPLIANCE AND TO ENHANCE RESPONSE CAPABILITIES. (0390-88 & 0510-05)

CITY MANAGER HALL introduced the item.

PUBLIC SAFETY DIRECTOR CLARK reported on the item. He also responded to questions of City Council regarding the AFG grant for a Rescue Squad Vehicle. Should the AFG grant be denied, staff will return to City Council with a reduced cost alternative for a vehicle with the equipment handled separately.

MOTION BY BILBRAY, SECOND BY SPRIGGS, TO ADOPT RESOLUTION NO. 2014-7448 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER VIA HIS DESIGNEE TO ACCEPT THE 2013 STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANT AWARDED TO THE IMPERIAL BEACH FIRE-RESCUE DEPARTMENT ON JANUARY 24, 2014, FOR THE PURPOSE OF HIRING FOUR (4) TEMPORARY FIREFIGHTER/PARAMEDIC POSITIONS TO ACHIEVE NFPA 1710 COMPLIANCE AND TO ENHANCE RESPONSE CAPABILITIES. MOTION CARRIED UNANIMOUSLY.

5.3 RESOLUTION NO. 2014-7451 APPROVING CITY OF IMPERIAL BEACH FIVE YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) WHICH INCLUDES THE CAPITAL PROJECTS LIST, MAJOR MAINTENANCE INVENTORY AND PROFESSIONAL SERVICES AND PLANNING DOCUMENTS LIST AND APPROVING A TWO YEAR IMPLEMENTATION SCHEDULE. (0330-35)

CITY MANAGER HALL gave a PowerPoint Presentation on the item.

CHUCK QUISENBERRY stated that it is a good idea to have a plan. He expressed concern about spending \$300,000 to light a small portion of Seacoast Drive while spending 1/6 of that amount to light up the rest of the City. He was opposed to hiring more consultants, conducting more studies, eliminating parking, having tennis courts, and spending \$50,000 on a roundabout experiment. He supported the installation of more sidewalks.

MARK CAMOZZI requested that his portion of the alley get paved.

BRIAN PHILLIP BILBRAY stated that in the past each property owner paid for the paving of their own alleys. He further stated that to select certain alleys for paving may be problematic unless an enterprise fund is established. He spoke in support for consideration of roundabouts.

MAYOR PRO TEM PATTON supported the use of an all-call system.

In response to Councilmember Bragg, MAYOR JANNEY stated that the City Council's committee on alleys examined the possibility of going out for another vote for an alley assessment district. It was determined that it would be difficult to get a favorable vote so the matter was added to the CIP for consideration.

COUNCILMEMBER BRAGG commented that there was a positive domino effect with respect to improvements to areas where there were projects funded under the Façade Improvement and Clean and Green Programs.

COUNCILMEMBER SPRIGGS commended the City Manager and staff for their efforts on the CIP. He spoke in support for using a fund, particularly the Strategic Capital Reserve Fund, on projects that generate and support economic activity and have a return on investments. He spoke in support for addressing the alley paving issue and suggested the use of funds that are used for street improvements such as Gas Tax Funds, TransNet, or the Public Works Projects Reserves. He also suggested other options to help make alley paving possible such as having the City pay for a portion of the cost with the property owners paying for the rest, looking at lower cost paving materials such as asphalt and allowing the property owners to participate in solving the alley paving issue. He asked that staff return with other alley paving options for City Council's consideration.

CITY MANAGER HALL responded that the subcommittee did not put together a plan for how to address the alley problem. He said that funding is available and staff will return with priorities and suggestions on how to address the alley issue.

PUBLIC WORKS DIRECTOR LEVIEN reported on the public workshops for the Elm Avenue Pedestrian, Bicycle and Traffic Calming Accommodations project. Should this project be approved as part of the CIP, he anticipated meeting with the public again and presenting information to City Council in the future. He reported on the Residential Citywide Lighting Improvements Project.

COUNCILMEMBER SPRIGGS stated that the Residential Citywide Lighting Improvements project should be as high a priority as sidewalks and alleys as it is linked to community safety and quality of life. He requested more information on the costs and lighting options.

CITY MANAGER HALL stated that based on City Council's list of high priority CIP projects, staff will return to City Council in the future with detailed information and strategies on how to implement them.

COUNCILMEMBER BRAGG stated that she would prefer to have the Residential Citywide Lighting Improvements and Alley Improvements Projects raised to the highest priority. She requested that the plans for the Elm Ave. Pedestrian, Bicycle and Traffic Calming Project be presented to City Council in the future.

CITY MANAGER HALL stated that staff will return with a revised resolution that identifies the priorities of City Council.

MAYOR JANNEY suggested that criteria be set in place to assist the City Council with prioritization and guidance for implementing projects. He requested a map of the City showing the locations where there are no sidewalks, He spoke in support for spending Gas Tax Reserves, and for updating/reviewing the Big Picture document.

In response to questions from Councilmember Spriggs, CITY MANAGER HALL stated that staff will return to City Council with the high priority projects and include such information as start time/timeframe and specific details of each project. Staff will also revise the resolution to address funding.

COUNCILMEMBER SPRIGGS suggested that staff return with reasonable cost estimates, reasonable timelines and recommendations on what can be accomplished in the years ahead.

I.B. REDEVELOPMENT AGENCY SUCCESSOR AGENCY REPORTS (6)

None.

ITEMS PULLED FROM THE CONSENT CALENDAR (IF ANY)

None.

ADJOURNMENT

MAYOR JANNEY adjourned the meeting at 8:11 p.m.

James C. Janney, Mayor

Jacqueline M. Hald, MMC
City Clerk



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ANDY HALL, CITY MANAGER *AA*
MEETING DATE: MARCH 19, 2014
ORIGINATING DEPT.: ADMINISTRATIVE SERVICES *DES*
SUBJECT: RATIFICATION OF WARRANT REGISTER

EXECUTIVE SUMMARY:

Approval of the warrant register in the amount of \$ 1,293,662.57 and the payroll checks in the amount of \$120,684.97.

BACKGROUND:

None

ANALYSIS:

As of April 7, 2004 all large warrants above \$100,000 will be separately highlighted and explained on the staff report.

| Vendor: | Check: | Amount: | Description: |
|-------------------|--------|--------------|--|
| City of San Diego | 84133 | \$595,494.00 | Metro Wastewater, FY14/3 rd Qtr |
| San Diego Sheriff | 84158 | \$491,497.59 | Dec 2013 Law Enf Services |

The following registers are submitted for Council ratification:

| <u>WARRANT #</u> | <u>DATE</u> | <u>AMOUNT</u> |
|--------------------------------------|---------------------|-------------------------------|
| <u>Accounts Payable</u> | | |
| 84125-84169 | 02/28/2014 | \$ 1,188,283.46 |
| 84170-84171 | 03/04/2014 | \$ 11,927.00 |
| 84172-84214 | 03/06/2014 | \$ 93,452.11 |
| | Sub-Total | \$ 1,293,662.57 |
| <u>Payroll Checks/Direct Deposit</u> | | |
| 45777-45798 | P.P.E. 2/20/14 | \$ 120,684.97 |
| | Sub-Total | \$ 120,684.97 |
| | <u>TOTAL</u> | <u>\$ 1,414,347.54</u> |

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

Warrants are issued from budgeted funds and there is no additional impact on reserves.

RECOMMENDATION:

It is respectfully requested that the City Council ratify the warrant register.

Attachments:

1. Warrant Register

| CHECK DATE | CHECK NUMBER | VENDOR NAME | VENDOR # | | | | CHECK AMOUNT |
|--------------|--------------|--------------------------------|---------------------------|------------|----------|------------|--------------|
| ACCOUNT # | TRN DATE | DESCRIPTION | INVOICE | PO # | PER/YEAR | TRN AMOUNT | |
| 02/28/2014 | 84140 | FASTENAL | 909 | | | | 15.39 |
| 601-5060-436 | 30-02 | 01/28/2014 | VAULT BOLTS | CACHU34454 | 140007 | 07/2014 | 6.64 |
| 101-5010-431 | 21-23 | 01/27/2014 | STOP SIGN BOLTS | CACHU34427 | 140007 | 07/2014 | 8.75 |
| 02/28/2014 | 84141 | FIDELITY SECURITY LIFE INSURAN | 2476 | | | | 188.11 |
| 101-0000-209 | 01-18 | 02/13/2014 | PAYROLL AP PPE 2/06/14 | 20140213 | | 08/2014 | 89.85 |
| 101-0000-209 | 01-18 | 02/24/2014 | MARCH 2014 VISION | 02-24-2014 | | 08/2014 | 8.41 |
| 101-0000-209 | 01-18 | 02/27/2014 | PAYROLL AP PPE 2/20/14 | 20140227 | | 08/2014 | 89.85 |
| 02/28/2014 | 84142 | GOOGLE, INC. | 2009 | | | | 208.60 |
| 503-1923-419 | 20-06 | 02/05/2014 | JAN/FEB 2014 | 8969264 | 140190 | 08/2014 | 208.60 |
| 02/28/2014 | 84143 | HINDERLITER DELLAMAS & ASSOCIA | 111 | | | | 2,328.52 |
| 101-1920-419 | 20-06 | 02/04/2014 | JAN-MAR 2014 PROPERTY TAX | 0020002-IN | 140155 | 08/2014 | 2,025.00 |
| 101-1210-413 | 20-06 | 02/21/2014 | 1ST QTR SALES TAX AUDIT | 0021825-IN | 140155 | 08/2014 | 300.00 |
| 101-1920-419 | 20-06 | 02/21/2014 | 1ST QTR SALES TAX AUDIT | 0021825-IN | 140155 | 08/2014 | 3.52 |
| 02/28/2014 | 84144 | I B FIREFIGHTERS ASSOCIATION | 214 | | | | 270.00 |
| 101-0000-209 | 01-08 | 02/27/2014 | PAYROLL AP PPE 2/20/14 | 20140227 | | 08/2014 | 270.00 |
| 02/28/2014 | 84145 | ICMA RETIREMENT TRUST 457 | 242 | | | | 5,490.08 |
| 101-0000-209 | 01-10 | 02/27/2014 | PAYROLL AP PPE 2/20/14 | 101751339 | | 08/2014 | 5,490.08 |
| 02/28/2014 | 84146 | KAMAN INDUS TECHNOLOGIES | 583 | | | | 119.41 |
| 101-5010-431 | 28-01 | 02/06/2014 | HOSE ASSEMBLY | T780529 | 140010 | 08/2014 | 119.41 |
| 02/28/2014 | 84147 | KOA CORPORATION | 611 | | | | 3,067.50 |
| 101-5010-531 | 20-06 | 11/30/2013 | OCT 2013 -13TH ST BIKEWAY | JB32017X6 | 130874 | 04/2014 | 2,760.75 |
| 201-5000-532 | 20-06 | 11/30/2013 | OCT 2013 -13TH ST BIKEWAY | JB32017X6 | 130874 | 04/2014 | 306.75 |
| 02/28/2014 | 84148 | MCDUGAL LOVE ECKIS & | 962 | | | | 8,227.00 |
| 101-1220-413 | 20-02 | 01/31/2014 | JAN 14 RETAINER | 85352 | 140198 | 07/2014 | 8,227.00 |
| 02/28/2014 | 84149 | NBS GOVERNMENT FINANCE GROUP | 2299 | | | | 6,075.00 |
| 303-1250-413 | 20-06 | 01/30/2014 | 2010 ANNUAL REPORT | 1140144 | F14045 | 07/2014 | 1,525.00 |
| 303-1250-413 | 20-06 | 01/30/2014 | 2013 ANNUAL REPORT | 1140144 | F14045 | 07/2014 | 2,275.00 |
| 303-1250-413 | 20-06 | 01/30/2014 | 2003 ANNUAL REPORT | 1140144 | F14045 | 07/2014 | 2,275.00 |
| 02/28/2014 | 84150 | SEACOAST LANDSCAPING | 2557 | | | | 4,990.00 |
| 217-1240-413 | 20-06 | 02/19/2014 | C&G-837 HICKORY CT | 1016 | 140620 | 08/2014 | 4,990.00 |
| 02/28/2014 | 84151 | PARTNERSHIP WITH INDUSTRY | 1302 | | | | 1,098.63 |
| 101-6040-454 | 21-04 | 01/31/2014 | P/E 01/31/2014 | GS05195 | 140516 | 07/2014 | 329.59 |
| 101-6040-454 | 21-04 | 01/31/2014 | P/E 01/31/2014 | GS05195 | 140516 | 07/2014 | 329.59 |
| 101-6040-454 | 21-04 | 01/31/2014 | P/E 01/31/2014 | GS05195 | 140516 | 07/2014 | 439.45 |
| 02/28/2014 | 84152 | PRINCIPAL FINANCIAL GROUP | 2428 | | | | 1,199.56 |
| 101-0000-209 | 01-13 | 02/13/2014 | PAYROLL AP PPE 2/06/14 | 20140213 | | 08/2014 | 599.48 |
| 101-0000-209 | 01-13 | 02/27/2014 | PAYROLL AP PPE 2/20/14 | 20140227 | | 08/2014 | 600.08 |

| CHECK DATE | CHECK NUMBER | VENDOR NAME | VENDOR # | | | | CHECK AMOUNT |
|--------------------|--------------|---------------------------|-------------|--------|----------|------------|--------------|
| ACCOUNT # | TRN DATE | DESCRIPTION | INVOICE | PO # | PER/YEAR | TRN AMOUNT | |
| 02/28/2014 | 84153 | PRINCIPAL FINANCIAL GROUP | 2525 | | | | 1,756.30 |
| 101-0000-209.01-12 | 01/16/2014 | PAYROLL AP PPE 1/09/14 | 20140116 | | 07/2014 | 801.07 | |
| 101-0000-209.01-12 | 01/30/2014 | PAYROLL AP PPE 1/23/14 | 20140130 | | 07/2014 | 700.41 | |
| 101-0000-209.01-12 | 02/24/2014 | FEB 2014 DENTAL PPO | FEB 2014 | | 08/2014 | 254.82 | |
| 02/28/2014 | 84154 | PRINCIPAL FINANCIAL GROUP | 2428 | | | | 1,199.56 |
| 101-0000-209.01-13 | 08/01/2013 | PAYROLL AP PPE 7/25/13 | 20130801 | | 02/2014 | 543.23 | |
| 101-0000-209.01-13 | 09/24/2013 | OCT 2013 VOLUNTARY LIFE | OCT 2013 | | 03/2014 | 11.00- | |
| 101-0000-209.01-13 | 01/30/2014 | PAYROLL AP PPE 1/23/14 | 20140130 | | 07/2014 | 684.73 | |
| 101-0000-209.01-13 | 02/24/2014 | VOLUNTARY LIFE INS PREMIU | FEB 2014 | | 08/2014 | 17.40- | |
| 02/28/2014 | 84155 | PRINCIPAL FINANCIAL GROUP | 2525 | | | | 1,756.25 |
| 101-0000-209.01-12 | 02/13/2014 | PAYROLL AP PPE 2/06/14 | 20140213 | | 08/2014 | 750.76 | |
| 101-0000-209.01-12 | 02/27/2014 | PAYROLL AP PPE 2/20/14 | 20140227 | | 08/2014 | 952.00 | |
| 101-0000-209.01-12 | 02/24/2014 | MAR 2014 DENTAL PPO | MAR 2014 | | 08/2014 | 53.49 | |
| 02/28/2014 | 84156 | PRINCIPAL FINANCIAL GROUP | 2414 | | | | 3,497.44 |
| 101-0000-209.01-14 | 01/16/2014 | PAYROLL AP PPE 1/09/14 | 20140116 | | 07/2014 | 551.94 | |
| 101-0000-209.01-14 | 01/30/2014 | PAYROLL AP PPE 1/23/14 | 20140130 | | 07/2014 | 541.62 | |
| 101-0000-209.01-16 | 01/30/2014 | PAYROLL AP PPE 1/23/14 | 20140130 | | 07/2014 | 511.76 | |
| 101-0000-209.01-21 | 01/30/2014 | PAYROLL AP PPE 1/23/14 | 20140130 | | 07/2014 | 672.04 | |
| 101-0000-209.01-16 | 02/13/2014 | PAYROLL AP PPE 2/06/14 | 20140213 | | 08/2014 | 511.76 | |
| 101-0000-209.01-21 | 02/27/2014 | PAYROLL AP PPE 2/20/14 | 20140227 | | 08/2014 | 672.44 | |
| 101-0000-209.01-14 | 02/24/2014 | FEB 2014 BASIC LIFE/AD&D/ | FEB 2014 | | 08/2014 | 35.88 | |
| 02/28/2014 | 84157 | RANCHO AUTO & TRUCK PARTS | 1685 | | | | 672.65 |
| 501-1921-419.28-16 | 01/29/2014 | FUEL FILTERS | 7693-183149 | 140016 | 07/2014 | 32.69 | |
| 501-1921-419.28-16 | 02/03/2014 | #147 ROTEX | 7693-183525 | 140016 | 08/2014 | 154.03 | |
| 501-1921-419.28-16 | 02/05/2014 | TERRACAIR DEF/FILTERS | 7693-183782 | 140016 | 08/2014 | 140.86 | |
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| 501-1921-419.28-16 | 02/06/2014 | GENERATOR BATTERY | 7693-183936 | 140016 | 08/2014 | 51.83 | |
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| 501-1921-419.28-16 | 02/13/2014 | #147 STANDARD RGLTR | 7693-184640 | 140016 | 08/2014 | 50.91 | |
| 501-1921-419.28-16 | 02/13/2014 | #147 PRESURE REG | 7693-184648 | 140016 | 08/2014 | 68.75- | |
| 501-1921-419.28-16 | 02/13/2014 | STOCK FILTERS/SPRK PLG | 7693-184657 | 140016 | 08/2014 | 56.86 | |
| 501-1921-419.28-15 | 02/13/2014 | MOTOR OIL | 7693-184659 | 140016 | 08/2014 | 38.75 | |
| 501-1921-419.28-16 | 02/20/2014 | FILTER/FUEL FILTER | 7693-185304 | 140016 | 08/2014 | 9.39 | |
| 501-1921-419.28-16 | 02/20/2014 | RADIATOR CAP/RTN FILTER | 7693-185333 | 140016 | 08/2014 | 2.11 | |
| 02/28/2014 | 84158 | SAN DIEGO COUNTY SHERIFF | 882 | | | | 491,497.59 |
| 101-3010-421.20-06 | 01/31/2014 | DEC 2013 LAW ENF SVCS | 01-31-2014 | | 06/2014 | 492,288.24 | |
| 101-0000-338.60-03 | 01/31/2014 | DEC 2013 TOW FEE CREDIT | 01-31-2014 | | 06/2014 | 790.65- | |
| 02/28/2014 | 84159 | SD AREA CHAPTER ICC | 1 | | | | 75.00 |
| 101-3040-424.28-12 | 02/20/2014 | 2014 MEMBERSHIP | 02-20-2014 | | 08/2014 | 75.00 | |
| 02/28/2014 | 84160 | SEIU LOCAL 221 | 1821 | | | | 1,237.13 |
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| 402-5000-532.20-06 | 01/31/2014 | JAN 2013 BAYSHORE BK PATH | 6 | 140263 | 07/2014 | | | 9,912.61 |
| 101-5000-532.20-06 | 01/31/2014 | JAN 2013 BAYSHORE BK PATH | 6 | 140264 | 07/2014 | | | 11,560.97 |
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| 02/28/2014 | 84162 | SKS INC. | 412 | | | | | 3,843.83 |
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| 02/28/2014 | 84163 | SPARKLETTS | 2341 | | | | | 48.99 |
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| 02/28/2014 | 84164 | TERRA BELLA NURSERY, INC. | 1946 | | | | | 90.37 |
| 101-6020-452.30-02 | 02/03/2014 | PLANTS | 111805 | 140031 | 08/2014 | | | 90.37 |
| 02/28/2014 | 84165 | T-MAN TRAFFIC SUPPLY | 2469 | | | | | 1,752.84 |
| 101-5010-431.21-23 | 02/05/2014 | FLINT-12"X30' | 1265 | 140091 | 08/2014 | | | 1,752.84 |
| 02/28/2014 | 84166 | US BANK | 2458 | | | | | 1,092.34 |
| 101-0000-209.01-20 | 02/27/2014 | PAYROLL AP PPE 2/20/14 | 20140227 | | 08/2014 | | | 1,092.34 |
| 02/28/2014 | 84167 | WAGE WORKS INC. | 2210 | | | | | 107.75 |
| 101-1920-419.29-04 | 02/19/2014 | MARCH ADMIN FEE | 125AI0297430 | 140161 | 08/2014 | | | 107.75 |
| 02/28/2014 | 84168 | WEST GROUP CTR | 826 | | | | | 128.52 |
| 101-1020-411.28-14 | 02/01/2014 | JAN 2014 INFO CHGS | 828910432 | 140187 | 08/2014 | | | 128.52 |
| 02/28/2014 | 84169 | WHITE CAP CONSTRUCTION SUPPLY | 1434 | | | | | 343.88 |
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| 03/04/2014 | 84170 | COUNTY RECORDER | 1818 | | | | | 50.00 |
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| 03/04/2014 | 84171 | SWRCB | 1 | | | | | 11,877.00 |
| 303-1250-413.20-06 | 03/04/2014 | SEACOAST DR SEWER REPAIR | 03-04-2014 | | 09/2014 | | | 11,877.00 |
| 03/06/2014 | 84172 | AGRICULTURAL PEST CONTROL | 123 | | | | | 95.00 |
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| 03/06/2014 | 84173 | AMERICAN MESSAGING | 1759 | | | | | 132.96 |
| 101-3020-422.27-05 | 03/01/2014 | MAR 2014 | L10740450C | 140093 | 09/2014 | | | 132.96 |
| 03/06/2014 | 84174 | AT&T | 2430 | | | | | 3,037.54 |
| 503-1923-419.27-04 | 02/20/2014 | 3372571583448 | 5151736 | | 08/2014 | | | 356.90 |
| 503-1923-419.27-04 | 02/20/2014 | 3393431504727 | 5150130 | | 08/2014 | | | 178.46 |
| 503-1923-419.27-04 | 02/20/2014 | 3393439371447 | 5152825 | | 08/2014 | | | 178.46 |
| 503-1923-419.27-04 | 02/20/2014 | 3393442323406 | 5153133 | | 08/2014 | | | 178.46 |
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| 601-5060-436.27-04 | 02/15/2014 | C602221236777 | 5137932 | | 08/2014 | | 19.95 |
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| 601-5060-436.27-04 | 02/15/2014 | C602224841777 | 5139011 | | 08/2014 | | 160.42 |
| 03/06/2014 | 84175 | AZTEC LANDSCAPING INC | 310 | | | | 3,080.00 |
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| 101-5010-431.21-04 | 02/28/2014 | FEB 2014 | 0025914-IN | 140099 | 08/2014 | | 1,540.00 |
| 03/06/2014 | 84176 | BODYWORKS COLLISION HOLDINGS 1 | 2489 | | | | 2,743.25 |
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| 101-0000-221.01-03 | 02/26/2014 | REFUND DEPOSIT COMM | 3820 | | 08/2014 | | 500.00 |
| 03/06/2014 | 84179 | CALIFORNIA AMERICAN WATER | 612 | | | | 8,197.93 |
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| 101-3030-423.27-02 | 02/07/2014 | 1015-210020153385 JAN 14 | 03-03-2014 | | 07/2014 | | 25.36 |
| 101-6040-454.27-02 | 02/05/2014 | 1015-210019027905 JAN 14 | 02-27-2014 | | 07/2014 | | 505.07 |
| 101-5010-431.27-02 | 02/07/2014 | 1015-210019278895 JAN 14 | 03-03-2014 | | 07/2014 | | 16.52 |
| 101-5010-431.27-02 | 02/07/2014 | 1015-210019279782 JAN 14 | 03-03-2014 | | 07/2014 | | 16.52 |
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| 601-5060-436.27-02 | 02/11/2014 | 1015-210018820255 | 03-05-2014 | | 07/2014 | | 6.60 |
| 101-6020-452.27-02 | 02/12/2014 | 1015-210019176128 JAN 14 | 03-06-2014 | | 07/2014 | | 6.60 |
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| 303-1264-413.27-02 | 02/21/2014 | 1015-210021114451 | JAN 14 | 03-17-2014 | 07/2014 | 16.48 | |
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| 101-5020-432.27-02 | 02/14/2014 | 1015-210020277854 | JAN14 | 03-10-2014 | 07/2014 | 62.83 | |
| 101-6020-452.27-02 | 02/14/2014 | 1015-210021082448 | JAN14 | 03-10-2014 | 07/2014 | 166.89 | |
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| 101-3020-422.27-02 | 02/14/2014 | 1015-210019335774 | JAN 14 | 03-10-2014 | 07/2014 | 114.55 | |
| 101-6020-452.27-02 | 02/20/2014 | 1015-210019176333 | JAN 14 | 03-14-2014 | 07/2014 | 100.00 | |
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| 03/06/2014 | 84188 | HAWTHORNE MACHINERY | 2560 | | | 1,571.40 | |
| 601-5060-436.30-22 | 02/20/2014 | WACKER NEUSON TRASH PUMP | | 30312801 | 140632 08/2014 | 1,571.40 | |
| 03/06/2014 | 84189 | IB BUSINESS IMPROVEMENT DISTRI | 487 | | | 750.00 | |
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| 03/06/2014 | 84195 | KEYSER MARSTON ASSOC INC | 620 | | | | 6,175.93 |
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| 502-1922-419.20-01 | 01/31/2014 | JAN 2014 | | 85353 | | 07/2014 | 3,345.23 |
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| 303-1250-413.20-01 | 01/31/2014 | JAN 2014 | | 85356 | | 07/2014 | 50.58 |
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| 303-1250-413.20-01 | 01/31/2014 | JAN 2014 | | 85354 | | 07/2014 | 368.48 |
| 03/06/2014 | 84199 | OFFICE DEPOT, INC | 1262 | | | | 1,143.88 |
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| 101-1130-412.30-01 | 02/20/2014 | BINDERS/DIVIDER TABS | | 698800738001 | 140001 | 08/2014 | 78.92 |
| 101-1210-413.30-01 | 02/20/2014 | STAPLER | | 698830839001 | 140001 | 08/2014 | 74.44 |
| 101-5020-432.30-01 | 02/20/2014 | MISC OFFICE SUPPLIES | | 698805184001 | 140001 | 08/2014 | 76.92 |

| CHECK DATE | CHECK NUMBER | VENDOR NAME | VENDOR # | | | | | CHECK AMOUNT |
|--------------------|--------------|----------------------------|-----------------|--------|----------|-----|----------|--------------|
| ACCOUNT # | TRN DATE | DESCRIPTION | INVOICE | PO # | PER/YEAR | TRN | AMOUNT | |
| 101-3020-422.30-01 | 02/07/2014 | BATTERIES/LABELS/MISC | 697944271001 | 140001 | 08/2014 | | 93.68 | |
| 101-1020-411.21-06 | 02/10/2014 | BINDERS/LABELS | 697951196001 | 140001 | 08/2014 | | 69.66 | |
| 101-1020-411.30-01 | 02/10/2014 | BINDERS/LABELS | 697951196001 | 140001 | 08/2014 | | 5.31 | |
| 101-1020-411.30-01 | 02/11/2014 | CLOCK | 697951321001 | 140001 | 08/2014 | | 37.79 | |
| 101-3020-422.30-01 | 02/13/2014 | 10 OUTLET SURGE PROTECTOR | 700185049001 | 140001 | 08/2014 | | 234.74 | |
| 101-1020-411.30-01 | 02/21/2014 | RETURNED CLOCK | 699121941001 | 140001 | 08/2014 | | 37.79- | |
| 03/06/2014 | 84200 | OFFICETEAM | 1266 | | | | 4,182.70 | |
| 101-1020-411.21-01 | 02/11/2014 | W/E 02/07/14 CARBALLO,S | 39759498 | 140421 | 08/2014 | | 1,108.00 | |
| 101-1020-411.21-01 | 02/17/2014 | W/E 02/14/14 CARBALLO,S | 39787632 | 140421 | 08/2014 | | 1,108.00 | |
| 101-1020-411.21-01 | 02/03/2014 | W/E 01/31/14 CARBALLO,S | 39693547 | 140421 | 07/2014 | | 1,108.00 | |
| 101-1020-411.21-01 | 02/24/2014 | W/E 02/21/14 CARBALLO,S | 39835359 | 140421 | 08/2014 | | 858.70 | |
| 03/06/2014 | 84201 | OPTIMIST CLUB OF I.B. | 1076 | | | | 900.00 | |
| 101-1010-411.28-08 | 02/05/2014 | 13/15 EDCO COMM GRANT | 13/14-14/15 | | 08/2014 | | 900.00 | |
| 03/06/2014 | 84202 | PADRE JANITORIAL SUPPLIES | 1430 | | | | 317.81 | |
| 101-1910-419.30-02 | 02/04/2014 | JANITORIAL SUPPLIES | 353345 | 140022 | 08/2014 | | 29.99 | |
| 101-1910-419.30-02 | 02/14/2014 | JANITORIAL SUPPLIES | 353641 | 140022 | 08/2014 | | 158.22 | |
| 101-6040-454.30-02 | 01/06/2014 | JANITORIAL SUPPLIES | 351395-1 | 140022 | 07/2014 | | 129.60 | |
| 03/06/2014 | 84203 | PARS | 2425 | | | | 400.00 | |
| 101-1920-419.20-06 | 02/10/2014 | DEC 2013 | 27968 | 140271 | 06/2014 | | 400.00 | |
| 03/06/2014 | 84204 | PRAXAIR DISTRIBUTION INC | 1652 | | | | 44.50 | |
| 501-1921-419.30-02 | 02/11/2014 | LIQUEFIED PETROLEUM | 48529145 | 140002 | 08/2014 | | 44.50 | |
| 03/06/2014 | 84205 | PRUDENTIAL OVERALL SUPPLY | 72 | | | | 369.63 | |
| 101-5020-432.25-03 | 02/05/2014 | 02/05/14 PW UNIFORMS | 30397417 | 140094 | 08/2014 | | 126.47 | |
| 101-5020-432.25-03 | 02/12/2014 | 02/12/14 PW UNIFORMS | 30398872 | 140094 | 08/2014 | | 116.72 | |
| 101-5020-432.25-03 | 02/19/2014 | 02/19/14 PW UNIFORMS | 30400326 | 140094 | 08/2014 | | 126.44 | |
| 03/06/2014 | 84206 | RANCHO AUTO & TRUCK PARTS | 1685 | | | | 99.48 | |
| 501-1921-419.28-16 | 02/24/2014 | #600 FILLR NECK/HINGE KIT | 7693-185809 | 140016 | 08/2014 | | 84.35 | |
| 501-1921-419.28-16 | 02/24/2014 | #600 COURTESY LAMP | 7693-185816 | 140016 | 08/2014 | | 7.06 | |
| 501-1921-419.28-16 | 02/25/2014 | #600 GAS CAP | 7693-185949 | 140016 | 08/2014 | | 8.07 | |
| 501-1921-419.28-16 | 02/26/2014 | LICENSE LAMP CLR | 7693-186013 | 140016 | 08/2014 | | 48.08 | |
| 501-1921-419.28-16 | 02/26/2014 | RETURN LICENSE LAMP CLR | 7693-186136 | 140016 | 08/2014 | | 48.08- | |
| 03/06/2014 | 84207 | ROBERT BACKER & ASSOCIATES | 1620 | | | | 675.00 | |
| 303-1250-413.20-06 | 01/08/2014 | DEC 2013 BREAKWATER SITE | 01-08-2014 | 140673 | 06/2014 | | 675.00 | |
| 03/06/2014 | 84208 | SIGN IT | 2563 | | | | 1,515.80 | |
| 101-3030-423.30-02 | 02/06/2014 | LG TRUCK GRAPHICS | 20741 | 140635 | 08/2014 | | 1,515.80 | |
| 03/06/2014 | 84209 | SPARKLETTS | 2341 | | | | 45.79 | |
| 101-3020-422.30-02 | 02/14/2014 | JAN/FEB 2014 | 12529930 021414 | 140102 | 08/2014 | | 45.79 | |
| 03/06/2014 | 84210 | VAN NRANKEN HUGHES TRUSTEE | 2 | | | | 42.75 | |
| 101-0000-344.76-03 | 02/26/2014 | OL REFUNDS | 0011238 | | 08/2014 | | 42.75 | |

| CHECK DATE | CHECK NUMBER | VENDOR NAME | VENDOR # | INVOICE | PO # | PER/YEAR | CHECK AMOUNT |
|--------------------|--------------|-----------------------|-----------------------|-------------|--------|----------|----------------|
| ACCOUNT # | TRN DATE | DESCRIPTION | | | | | TRN AMOUNT |
| 03/06/2014 | 84211 | VERIZON WIRELESS | 2317 | | | | 1,025.90 |
| 101-5020-432.27-05 | 02/08/2014 | | 01/09/2014-02/08/2014 | 9719718794 | | 07/2014 | 220.17 |
| 101-3040-424.27-05 | 02/08/2014 | | 01/09/2014-02/08/2014 | 9719718794 | | 07/2014 | 48.81 |
| 101-3020-422.27-05 | 02/08/2014 | | 01/09/2014-02/08/2014 | 9719718794 | | 07/2014 | 138.95 |
| 101-3030-423.27-05 | 02/08/2014 | | 01/09/2014-02/08/2014 | 9719718794 | | 07/2014 | 233.71 |
| 101-3070-427.27-05 | 02/08/2014 | | 01/09/2014-02/08/2014 | 9719718794 | | 07/2014 | 50.27 |
| 101-1230-413.27-05 | 02/08/2014 | | 01/09/2014-02/08/2014 | 9719718794 | | 07/2014 | 124.39 |
| 503-1923-419.27-05 | 02/08/2014 | | 01/09/2014-02/08/2014 | 9719718794 | | 07/2014 | 197.28 |
| 503-1923-419.27-05 | 02/08/2014 | | 01/09/2014-02/08/2014 | 9719718794 | | 07/2014 | 12.32 |
| 03/06/2014 | 84212 | WAXIE SANITARY SUPPLY | 802 | | | | 960.06 |
| 101-6040-454.30-02 | 02/05/2014 | JANITORIAL SUPPLIES | | 74411605 | 140013 | 08/2014 | 960.06 |
| 03/06/2014 | 84213 | WILD Coast | 1905 | | | | 900.00 |
| 101-1010-411.28-08 | 02/05/2014 | 13/15 EDCO COMM GRANT | | 13/14-14/15 | | 08/2014 | 900.00 |
| 03/06/2014 | 84214 | YMCA CAMP SURF | 867 | | | | 900.00 |
| 101-1010-411.28-08 | 02/05/2014 | 13/15 EDCO COMM GRANT | | 13/14-14/15 | | 08/2014 | 900.00 |
| DATE RANGE TOTAL * | | | | | | | 1,293,662.57 * |



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ANDY HALL, CITY MANAGER *AH*
MEETING DATE: MARCH 19, 2014
ORIGINATING DEPT.: PUBLIC WORKS *HAF*
SUBJECT: RESOLUTION NO. 2014-7463 APPROVING THE ENGINEER'S REPORT FOR PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS WITH SPECIAL ASSESSMENT DISTRICT AD-67M

EXECUTIVE SUMMARY:

Assessment District 67 is a State Route 75 lighting district set up to fund street lighting along State Route 75 within the City of Imperial Beach. Annually the District's parcels assessments are prepared by an Engineer and are approved by resolution. The attached Resolution No. 2014-7463 will accept the Assessment District 67M Engineer's Report.

BACKGROUND:

Assessments are established in a three step process. The steps are as follows:

- a call by City Council for the preparation of an Engineer's Report;
- preparation of an Engineer's Report; and
- a public hearing where the district participants can protest the assessments as found in the Engineer's Report.

On March 5, 2014 Council adopted resolution 2014-7457, initiating the proceedings for the annual levy of assessments and ordered the preparation of an Engineer's Report for Special Assessment District (AD-76M).

ANALYSIS:

The attached resolution (attachment 1) presents the "Report" of the Engineer on Assessment District 67M for the annual levy of assessments including plans and specifications, cost estimate, assessment diagram, and assessment of the estimated cost. The "Report" is included herewith as Attachment (2).

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

- Total AD - 67 budget - \$30,000
- Property Owner Assessment - \$12,041
- City General Fund - \$17,959

RECOMMENDATION:

1. Receive this report.
2. Approve and adopt the attached resolution.

Attachments:

- 1 Resolution No. 2014-7463
- 2 Exhibit A to Resolution No. 2014-7463 - Engineers Report

RESOLUTION NO. 2014-7463

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AUTHORIZING THE APPROVAL OF THE ENGINEER'S REPORT FOR PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS WITHIN A SPECIAL ASSESSMENT DISTRICT

WHEREAS, the City Council of the City of Imperial Beach, pursuant to the terms of the "Landscaping and Lighting Act of 1972", being Division 15, Part 2 of the Streets and Highway Code of the State of California, did by Resolution No. 2014-7457, initiate proceedings and ordered the preparation of an Engineer's "Report" for the annual levy of assessments within a special assessment district, said special assessment district known and designated as ASSESSMENT DISTRICT NO. 67-M (hereinafter referred to as the "Assessment District"); and

WHEREAS, there has now been presented Exhibit A to this City Council the "Report" as required by said Division 15 of the Streets and Highways Code and as previously directed by Resolution; and

WHEREAS, this City Council has now carefully examined and reviewed the "Report" as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the assessments, on a preliminary basis, have been spread in accordance with the benefits received from the improvements to be maintained, as set forth in said "Report."

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

SECTION 1. That the above recitals are all true and correct.

SECTION 2. That the "Report" as presented consists of the following:

- A. Plans and specifications describing the general nature, location and extent of the improvements to be maintained;
- B. Estimate of cost, including the amount of the annual installment for the forthcoming fiscal year;
- C. Diagram of the Assessment District;
- D. Assessment of the estimated cost.

Said "Report", as presented, is hereby approved on a preliminary basis, and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

SECTION 3. That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Engineer's "Report."

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 19th day of March 2014, by the following vote:

| | |
|----------------|------------------------|
| AYES: | COUNCILMEMBERS: |
| NOES: | COUNCILMEMBERS: |
| ABSENT: | COUNCILMEMBERS: |

JAMES C. JANNEY, MAYOR

ATTEST:

**JACQUELINE M. HALD, MMC
CITY CLERK**

AGENCY: CITY OF IMPERIAL BEACH
PROJECT: ASSESSMENT DISTRICT NO 67-M
(STREET LIGHTING)
TO: CITY COUNCIL

REPORT
"LANDSCAPING & LIGHTING ACT OF 1972"

The CITY COUNCIL of the CITY OF IMPERIAL BEACH, CALIFORNIA, has adopted a Resolution ordering the preparation and filing of an Engineer's "Report" pursuant to the provisions of the "Landscaping and Lighting Act of 1972", being Division 12, Part 2 of the Streets and Highways Code of the State of California, commencing with Section 22500 (the "Act"), for purposes of authorizing the levy of special assessments for certain work in a special assessment district known and designated as ASSESSMENT DISTRICT NO. 67-M (STREET LIGHTING) (hereinafter referred to as the "District").

This "Report", as ordered by the legislative body, is prepared and submitted in four parts, consisting of the following:

- PART I. PLANS AND SPECIFICATIONS:** The plans and specifications describe the general nature, location and extent of the improvements to be maintained during the next fiscal year, and said plans and specifications, as applicable, indicate the classes and types of improvement for each zone within the District.
- PART II. COST ESTIMATE:** The cost estimate includes all costs relating to maintenance of the improvements for the next fiscal year, including appropriate incidental expenses, as well as providing for surpluses or credits and contributions from any source, as applicable.
- PART III. ASSESSMENT DIAGRAM:** The Assessment Diagram indicates the exterior boundaries of the District, the boundaries of any zones within the District, as well as setting forth each individual lot or parcel. Each parcel is identified by a distinctive number or letter and the lines and dimensions of each lot shall conform to those as shown on the latest County Assessor's map.
- PART IV. ASSESSMENT SCHEDULE:** The assessment schedule sets for the net amount to be assessed upon all parcels and lands within the District, describing each assessable lot or parcel by reference to a specific number, and assessing the net amount upon the lots in proportion to the benefits to be received by each lot or parcel as shown on the above-referenced Diagram. All lots and parcels of land known as public property, as defined under Section 22663 of said "Landscaping and Lighting Act of 1972", have been omitted and are exempt from any assessment under these proceedings.

This "Report" is applicable for the maintenance of improvements within the District for the fiscal year commencing July 1, 2014 and ending June 30, 2015.

DATED: _____

ATKINS

ASSESSMENT ENGINEER
CITY OF IMPERIAL BEACH
STATE OF CALIFORNIA

PART I

PLANS AND SPECIFICATIONS

The plans and specifications for the works of improvements are on file in the Office of the City Clerk, available for public inspection. The plans and specifications show the general nature, location and extent of the improvements as installed and to be maintained.

IMPROVEMENTS

There are no improvements to be installed under these proceedings.

MAINTENANCE

A general description of the works of improvements to be financed and maintained under these proceedings are those generally described as follows:

San Diego Gas & Electric will be responsible for the lighting and maintenance of the new standards and lamps. The operating and maintenance will consist of energy costs, lamp maintenance, replacement of light standards as required and San Diego Gas & Electric ownership costs.

PART II
ESTIMATE OF COSTS

The total costs for installation and maintenance of the improvements are those as hereinafter set forth. Said cost estimate will also set forth the amount of any surplus or deficit in the improvement Fund to be carried over, as well as the amount of any contributions to be made from any other sources.

| I. <u>IMPROVEMENTS</u> | <u>AS PRELIMI- NARILY APPROVED</u> | <u>AS CONFIRMED</u> |
|--|---|--------------------------------|
| Estimated Cost of Improvements: | \$ <u>0.00</u> | \$ <u>0.00</u> |
| Estimated Incidental Costs and Expenses: | \$ <u>0.00</u> | \$ <u>0.00</u> |
| Estimated Total Cost: | \$ <u>0.00</u> | \$ <u>0.00</u> |
| Estimated Contributions: | \$ <u>0.00</u> | \$ <u>0.00</u> |
| Balance to Assessment: | \$ <u>0.00</u> | \$ <u>0.00</u> |
| | | |
| II. <u>MAINTENANCE</u> | <u>AS PRELIMI- NARILY APPROVED</u> | <u>AS CONFIRMED</u> |
| Estimated Cost of Maintenance: | \$ <u>30,000.00</u> | \$ <u>30,000.00</u> |
| Estimated Incidental Costs and Expenses: | \$ <u>0.00</u> | \$ <u>0.00</u> |
| Estimated Annual Maintenance Cost: | \$ <u>30,000.00</u> | \$ <u>30,000.00</u> |
| Contributions from Surplus: | \$ <u>17,959.00</u> | \$ <u>17,959.00</u> |
| Balance to Assessment: | \$ <u>12,041.00</u> | \$ <u>12,041.00</u> |
| | | |
| III. <u>ANNUAL NET ASSESSMENT</u> | \$ <u>12,041.00</u> | \$ <u>12,041.00</u> |

PART III

ASSESSMENT DIAGRAM

The assessment diagram sets forth (a) the exterior boundaries of the District, (b) the boundaries of any zones within the District, and (c) the lines of each lot or parcel of land within the District. The assessment diagram further identifies each lot or parcel by a distinctive number or letter, and for a detailed description of the lines and dimensions of any lot or parcel, reference is made to the County Assessor's map applicable for the next fiscal year, which map shall govern for all details concerning the lines and dimensions of such lots or parcels. A copy of the assessment diagram is attached hereto, shown in a reduced scale format as Exhibit "A".

PART IV**ASSESSMENT SCHEDULE**

The undersigned, authorized representative of the appointed ASSESSMENT ENGINEER, by virtue of the power vested pursuant to the Act, and by order of the legislative body, hereby make the following assessment to cover the estimated costs and expenses for the installation and maintenance of the works of improvements within the District for the next fiscal year. Said costs and expenses are generally as follows:

| | |
|---------------------------|---------------------|
| COST OF IMPROVEMENT | \$ <u>0</u> |
| COST OF MAINTENANCE | \$ <u>30,000.00</u> |
| INCIDENTAL EXPENSES | \$ <u>0</u> |
| TOTAL COSTS | \$ <u>30,000.00</u> |
| SURPLUS/DEFICIT | \$ <u>0</u> |
| CONTRIBUTION FROM SURPLUS | \$ <u>17,959.00</u> |
| ANNUAL ASSESSMENT | \$ <u>12,041.00</u> |

I do hereby assess and apportion the net amount of the costs and expenses upon the several parcels of land within the District liable therefore and benefited thereby, in proportion to the estimated benefits that each parcel receives, respectively, from said works of improvement and appurtenances, and said parcels are hereinafter numbered and set forth to correspond with the numbers as they appear on the attached assessment Diagram and the County Assessment Roll.

The Assessment Schedule refers to the County Assessment Roll for a description of the lots or parcels, and said Roll shall govern for all details concerning the description of the lots or parcels.

The net amount to be assessed upon the lands has been spread and apportioned by any formula in accordance with the benefits received from each parcel, and in my opinion, said costs and expenses have been apportioned in direct relationship to the benefits received from the works of improvements.

For a more specific statement as to the method and formula for the spread of the assessments, reference is made to the following list of annual assessments:

* * *

February 26, 2014

This assessment has been prepared pursuant to the "Landscaping and Lighting Act of 1972".

The net among to be assessed upon the lands and parcels within the boundaries of the District has been spread and apportioned in accordance with the benefits received from the improvements, and in my opinion the costs and expenses have been assessed in direct relationship to the benefits received from the maintenance of the works of improvement.

DATED: _____

ATKINS

ASSESSMENT ENGINEER
CITY OF IMPERIAL BEACH
STATE OF CALIFORNIA

A copy of said Assessment Roll and Engineer's "report" was filed in the Office of the City Clerk and the Superintendent of the Streets on the ____ day of _____.

CITY CLERK
CITY OF IMPERIAL BEACH
STATE OF CALIFORNIA

SUPERINTENDENT OF STREETS
CITY OF IMPERIAL BEACH
STATE OF CALIFORNIA

Final approval, confirmation and levy of the annual assessment and all matters in the Engineer's "Report" was made on the ____ day of _____, 2014 by the adoption of Resolution No. _____ by the City Council.

CITY CLERK
CITY OF IMPERIAL BEACH
STATE OF CALIFORNIA

ASSESSMENT ENGINEER CERTIFICATE

AGENCY: CITY OF IMPERIAL BEACH

PROJECT: ASSESSMENT DISTRICT NO 67-M

The City of Imperial Beach has previously authorized the formation of a special maintenance assessment district pursuant to the provisions of the "Landscaping and Lighting Act of 1972", being Division 15, Part 2 of the Streets and Highways Code of the State of California, said special assessment district known and designated as ASSESSMENT DISTRICT NO. 67-M.

Each year the assessments must be submitted for legislative confirmation, and at this time the Report is now read for presentation and setting of a public hearing.

Based upon the review of the undersigned Assessment Engineer, there are no new or increased assessments to be levied on any of the properties within the boundaries of the special maintenance Assessment District for the next ensuing fiscal year.

THE UNDERSIGNED HEREBY CERTIFIES, UNDER PENALTY OF PERJURY, AS FOLLOWS:

1. That I am the Assessment Engineer for the above-referenced special Assessment District and am responsible for the preparation of the annual Engineer's Report, including the assessments to be levied for the next ensuing fiscal year.
2. That upon review of the assessment, it is specifically stated that there will be no new or increased special assessments to be levied for the next fiscal year.

Based upon the above no additional public hearing, other than that setting forth the annual levy of assessment, shall be required, and the provisions of the Brown Act, being Government Code 54954.6, will not be applicable for these proceedings for the next fiscal year.

DATED: _____

ATKINS

ASSESSMENT ENGINEER
CITY OF IMPERIAL BEACH
STATE OF CALIFORNIA

THE ASSESSMENTS ARE THOSE AS CONFIRMED IN COLUMN I, UNLESS A DIFFERENT FIGURE APPEARS IN COLUMN II, AS MODIFIED.

| ASSESSMENT NUMBER | ASSESSORS TAX PARCEL | I. AMOUNT OF ASSESSMENT | II. ASSESSMENT AS MODIFIED |
|----------------------|-------------------------|-------------------------------|----------------------------------|
| 4 | 626-242-10 | \$199.31 | |
| 5 | 626-242-28 | \$126.63 | |
| 6 | 626-242-29 | \$26.06 | |
| 6A | 626-242-30 | \$76.09 | |
| 7 | 626-312-01 | \$212.31 | |
| 8 | 626-312-13 | \$252.17 | |
| 8A* | 626-312-15 | \$0.00 | |
| 8B* | 626-312-14 | \$0.00 | |
| 9 | 627-011-18 | \$242.64 | |
| 10 | 627-011-19 | \$199.31 | |
| 11 | 627-012-09 | \$86.66 | |
| 12 | 627-012-10 | \$121.32 | |
| 13 | 626-241-28 | \$88.39 | |
| 14 | 626-241-19 | \$86.66 | |
| 15 | 626-241-27 | \$213.18 | |
| 16 | 626-230-20 | \$213.18 | |
| 17 | 626-230-05 | \$199.31 | |
| 18 | 626-170-05 | \$86.66 | |
| 19 | 626-170-06 | \$86.66 | |
| 20 | 626-170-07 | \$86.66 | |
| 21 | 626-162-17 | \$250.44 | |
| 22 | 626-301-33 | \$173.31 | |
| 23 | 626-301-23 | \$86.66 | |
| 24 | 626-301-18 | \$277.30 | |
| 25 | 626-302-20 | \$106.59 | |
| 26 | 626-302-02 | \$121.32 | |
| 27 | 626-302-16 | \$259.97 | |
| 28 | 626-311-01 | \$128.25 | |
| 29 | 626-311-02 | \$86.66 | |
| 30 | 626-311-14 | \$112.65 | |
| 31 | 626-311-15 | \$86.66 | |
| 32 | 626-222-25 | \$111.79 | |
| 33 | 626-222-11 | \$155.98 | |
| 34 | 626-221-11 | \$86.66 | |
| 35 | 626-221-12 | \$86.66 | |
| 36 | 626-221-20 | \$259.97 | |
| 37 | 626-212-35 | \$147.32 | |
| 38 | 626-212-32 | \$86.66 | |
| 39 | 626-212-36 | \$239.17 | |
| 40 | 626-281-01 | \$259.97 | |
| 41 | 626-281-17 | \$167.25 | |
| 42 | 626-282-01 | \$86.66 | |
| 43 | 626-282-03 | \$86.66 | |
| 44 | 626-282-21 | \$86.66 | |
| 45 | 626-282-22 | \$86.66 | |
| 46 | 626-291-01 | \$86.66 | |

| ASSESSMENT NUMBER | ASSESSORS TAX PARCEL | I. AMOUNT OF ASSESSMENT | II. ASSESSMENT AS MODIFIED |
|----------------------|-------------------------|-------------------------------|----------------------------------|
| 47 | 626-291-15 | \$155.98 | |
| 48 | 626-291-14 | \$155.98 | |
| 49 | 626-211-08 | \$162.92 | |
| 50 | 626-211-07 | \$166.38 | |
| 51 | 626-211-06 | \$243.51 | |
| 52 | NOT USED | | |
| 53 | 626-202-19 | \$183.71 | |
| 54 | 626-201-06 | \$177.65 | |
| 55 | 626-201-11 | \$86.66 | |
| 56 | 626-250-02 | \$259.97 | |
| 57 | 626-250-03 | \$259.97 | |
| 58 | 626-250-04 | \$155.98 | |
| 59 | 626-250-05 | \$363.96 | |
| 60 | 626-250-06 | \$510.41 | |
| 61 | 626-070-59 | \$86.66 | |
| 62 | 626-070-58 | \$107.45 | |
| 63 | 626-070-33 | \$86.66 | |
| 64 | 625-140-08 | \$510.41 | |
| 65 | 625-140-20 | \$493.95 | |
| 66 | 625-140-21 | \$448.19 | |
| 66A | 625-140-22 | \$71.75 | |
| 67 | 625-140-05 | \$161.18 | |
| 68 | 625-140-17 | \$547.67 | |
| 69 | 626-250-11 | \$86.66 | |
| 70 | 626-250-12 | \$229.64 | |

* Properties are parcels from a subdivision after assessment district was formed. The subject parcels have no frontage on Palm Avenue and therefore have a \$0.00 assessment.

| ASSESSMENT NO: | ASSESSOR'S TAX PARCEL | OWNER'S NAME & ADDRESS | ASSESSMENT NO. ADDRESS |
|----------------|-----------------------|---|-----------------------------|
| 4 | 626-242-10 | Pacific Bell | None State Assessed |
| 5 | 626-242-28 | Imperial Beach Post No. 820 American Legion Dept. of California 1268 Palm Ave. Imperial Beach, CA 91932 | 1268-1274 Palm Ave. |
| 6 | 626-242-29 | American Legion Imperial Beach Post No. 820 1268 Palm Ave. Imperial Beach, CA 91932 | 1268 Palm Ave. |
| 6A | 626-242-30 | Post Housing 251 Autumn Dr #100 San Marcos, CA 92069 | None listed |
| 7 | 626-312-01 | Cabana Properties LLC 1253 Palm Ave. Imperial Beach, CA 91932-1727 | 1253 Palm Ave. |
| 8 | 626-312-13 | TERRILEE Enterprises, Inc. 5360 Eastgate Mall #G San Diego, CA 92121 | 700 13th Street |
| 8A | 626-312-15 | Chino Industrial Park 101 W Broadway #1450 San Diego, CA 92101-8288 | 720 13 th Street |
| 8B | 626-312-14 | Chino Industrial Park 101 W Broadway #1450 San Diego, CA 92101-8288 | 750 13 th Street |
| 9 | 627-011-18 | Palm 13 LLC 1129 Avenida Del Oceano El Cajon, CA 92019-3691 | 1311-1313 Palm Ave. |
| 10 | 627-011-19 | Casa Vista Estates 1285 Distribution Way Vista, CA 92081 | 1333 Palm Ave. |
| 11 | 627-012-09 | Locicero, Michael O & Louis J Young Montie R & Vergin M Family 4330 Grace Road Bonita, CA 91902 | 1337 Palm Ave. |
| 12 | 627-012-10 | Locicero, Michael O & Louis J Young Montie R & Vergin M Family 4330 Grace Road Bonita, CA 91902 | 1351 Palm Ave. |
| 13 | 626-241-28 | Marquez, Carole G. P.O. Box 122159 Chula Vista, CA 91912 | 1240 Palm Ave. |

Attachment 2

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|----|------------|---|---------------------|
| 14 | 626-241-19 | Nelson, Greg & Michelle 1220 5th Street Imperial Beach, CA 91932 | 1228 Palm Ave. |
| 15 | 626-241-27 | Zora, Fauzi O & Salam A. 151 Broadway Chula Vista, CA 91910 | 1200-1220 Palm Ave. |
| 16 | 626-230-20 | Imperial Beach Palm LLC 630 Rosecrans St. San Diego, CA 92106 | 1180 Palm Ave. |
| 17 | 626-230-05 | Bobo LLC 3035 Calle Allejandro Jamul, CA 92020 | 1158 Palm Ave. |
| 18 | 626-170-05 | Mikkelson, Frankie L 474 Naples St. Chula Vista, CA 91911 | 1144-1148 Palm Ave. |
| 19 | 626-170-06 | Hutchins Family Trust 07-23-2002 1138 Palm Ave. Imperial Beach, CA 91932-1619 | 1138 Palm Ave. |
| 20 | 626-170-07 | Moinat, Jean P MMNS & Wouter 18 Bahama Bend Coronado, CA 92118 | 1130 Palm Ave. |
| 21 | 626-162-17 | JP Morgan Chase Bank C/O JPMC Lease Administration 1111 Polaris Pkwy # 1J Columbus, OH 43240 | 1100 Palm Ave. |
| 22 | 626-301-33 | Goldman, Dean S. Trust 12-11-01 6363 Dwane Ave. San Diego, CA 92120 | 1101 Palm Ave. |
| 23 | 626-301-23 | Mikkelson, Frankie L/Smith, Kathryn 474 Naples St. Chula Vista, CA 91911 | 1115 Palm Ave. |
| 24 | 626-301-18 | McDonalds Corp. P.O. Box 182571 Columbus, Ohio 93218 | 1135 Palm Ave. |
| 25 | 626-302-20 | Martin, Michael & Gale Family Trust 04-12-06 1489 Connecticut St. Imperial Beach, CA 91932 | 1155 Palm Ave. |
| 26 | 626-302-02 | Wedelstedt, Edward J. 12740 E. Control Tower Rd. # J8 Englewood, CO 80112 | 1177-1179 Palm Ave. |
| 27 | 626-302-16 | Thrifty Oil Co. 13116 Imperial Hwy Santa Fe Springs, CA 90670 | 1185 Palm Ave. |
| 28 | 626-311-01 | Pacheco, Alejandra & Esther 760 8th St. Imperial Beach, CA 91932 | 1205 Palm Ave. |

February 26, 2014

Attachment 2

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|----|------------|---|---------------------------------|
| 29 | 626-311-02 | Pacheco, Alejandra & Esther 760 8th St. Imperial Beach, CA 91932 | 1215 Palm Ave. |
| 30 | 626-311-14 | Misleh, Anton 5716 Tulane St. San Diego, CA 92122 | 1221-1235 Palm Ave. |
| 31 | 626-311-15 | Sukimarket LLC 1239 Palm Ave. Imperial Beach, CA 91932-1716 | 1237-1239 Palm Ave. |
| 32 | 626-222-25 | Atchley 1992 C/O Leadingham Realty P.O. Box 1027 Imperial Beach, CA 91933 | 1058-1064 Palm Ave. |
| 33 | 626-222-11 | Shah Bankim M. & Nita 18038 Chieftan Ct. San Diego, CA 92127 | 1002-1012 Palm Ave. |
| 34 | 626-221-11 | Trieschman Family B. 08-12-993 C/O Gary Trieschman 672 10th St. Imperial Beach, CA 91932 | 670-672 10 th Street |
| 35 | 626-221-12 | International Coml & Leasing 5075 Surf Shoal Pt. San Diego, CA 92154 | 986 Palm Ave. |
| 36 | 626-221-20 | Darnell James P. Family 12-01-1985/Barton Mary J. Family 06-12-1990 310 B Avenue Coronado, CA 92118 | 950 Palm Ave. |
| 37 | 626-212-35 | Robinson Jay TR. 2727 Sunset Hills Escondido, CA 92025 | 940-942 Palm Ave. |
| 38 | 626-212-32 | McGrew Addis A 2005/Family Vaughn 01-11-1993 1211 Helix Ave. Chula Vista, CA 91911 | 932-938 Palm Ave. |
| 39 | 626-212-36 | Union Bank C/O Union Bank P.O. Box 7788 Newport Beach, CA 92658 | 900 Palm Ave. |
| 40 | 626-281-01 | A B Property Company INC LF Malone family Trust 06-11-94 E 30343 Canwood St. #200 Agoura Hills, CA 91301 | 907 Palm Ave. |
| 41 | 626-281-17 | Imperial Beach Community Clinic P.O. Box 459 Imperial Beach, CA 91933 | 949 Palm Ave. |

Attachment 2

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|----|------------|---|-----------------------|
| 42 | 626-282-01 | OConnor Joseph & Gallo, Michael 951 Palm Ave. Imperial Beach, CA 91932 | 715 Emory St. |
| 43 | 626-282-03 | Mason, John G. & Phyllis M 975 Palm Ave. Imperial Beach, CA 91932-1533 | 975 Palm Ave. |
| 44 | 626-282-21 | Duran, Rosa C. 02-24-2006 859 Carolina St. Imperial Beach, CA 91932 | 987-989 Palm Ave. |
| 45 | 626-282-22 | Wilson, Orisco L 3233 Doyle St. Riverside, CA 92504 | 995 Palm Ave. |
| 46 | 626-291-01 | Group Eight 3200 Highland Ave. #B4-2 National City, CA 91950 | 1003 Palm Ave. |
| 47 | 626-291-15 | Atomic Investments, Inc. 3200 Highland Ave. B4-2 National City, CA 91950 | 1025 Palm Ave. |
| 48 | 626-291-14 | Goycochea, Paulette T. 1085 Palm Ave. Imperial Beach, CA 91932 | 1085 Palm Ave. |
| 49 | 626-211-08 | Imperial Beach Promenade LLC C/O Property Tax Dept. 401 P.O. Box 4900 Scottsdale, AZ 85261 | 890 Palm Ave. |
| 50 | 626-211-07 | Imperial Beach Promenade LLC 162 South Rancho Rd. # B85 Encinitas, CA 92024 | 836-894 Palm Ave. |
| 51 | 626-211-06 | Drooz LLC 1701 Kelton Ave. Los Angeles, CA 90024-5507 | 800 Palm Ave. |
| 52 | NOT USED | | |
| 53 | 626-202-19 | Castro Ramon & Marian 04-29-1996 4291 Arista St. San Diego, CA 92103 | 740 Palm Ave. |
| 54 | 626-201-06 | Morgan George Jr. P.O. Box 1285 Spring Valley, CA 91979 | 720-730 Highway 75 |
| 55 | 626-201-11 | Farida Family 06-09-2006 13254 Devon Dr. Jamul, CA 91935 | 700-710 Highway 75 |
| 56 | 626-250-02 | Sawhney, Parmela S. 10-09-2002 301 Ocean Blvd. Coronado, CA 92118 | 701-707 Palm Ave. |

Attachment 2

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|-----|------------|---|--------------------------------|
| 57 | 626-250-03 | Imperial Beach Redevelopment Agency Successor Agency | 735 Palm Ave. |
| 58 | 626-250-04 | Imperial Beach Redevelopment Agency Successor Agency | 759 Palm Ave. |
| 59 | 626-250-05 | Imperial Beach Redevelopment Agency Successor Agency | 761-775 Palm Ave. |
| 60 | 626-250-06 | Imperial Beach Redevelopment Agency Successor Agency | 827 Palm Ave. |
| 61 | 626-070-59 | Arnold, Clifton J. And Edwin R. 2624 East 14th St. National City, CA 91950 | 698 Highway 75 |
| 62 | 626-070-58 | Lassman Survivors Trust 03-02-1990 74211 Via Pellestrina Palm Desert, CA 92260 | 690 Highway 75 |
| 63 | 626-070-33 | American Spectrum Dunham Props 19100 Von Karmen Ave. #900 Irvine, CA 92612 | Vacant Land |
| 64 | 625-140-08 | American Spectrum Dunham Props 19100 Von Karmen Ave. #900 Irvine, CA 92612 | 550 Highway 75 |
| 65 | 625-140-20 | Bernardo Shrss Project Owner L 3 San Joaquin Plz #100, Newport Beach, CA 92660 | 500 Highway 75 |
| 66 | 625-140-21 | Silver Strand Plaza LLC 24178 Park Riviera Calabasas, CA 91372 | Palm Ave. Vacant Commercial |
| 66A | 625-140-22 | Pacific Bell Wireless LF Silver Strand Plaza LLC | Palm Ave. State Assessed |
| 67 | 625-140-05 | Palm Avenue Properties/Pennell Family Properties 244 Palomar Street #A Chula Vista, CA 91911 | 650 Palm Ave. |
| 68 | 625-140-17 | Imperial Trailer Park LP 244 Palomar Street #A Chula Vista, CA 91911 | 674 Palm Ave. |
| 69 | 626-250-11 | Zoura Family Trust 3992 La Cresta Way Bonita, CA 91902 | Vacant Commercial |
| 70 | 626-250-12 | Zoura Family Trust 10-08-09 3189 Main St. Chula Vista, CA 91911 | 681 Highway 75 |

ASSESSMENT DIAGRAM FOR ASSESSMENT DISTRICT NO.67M(STREET LIGHTING)



I HEREBY CERTIFY THAT THE AREA WITHIN MAP SHOWING PROPOSED BOUNDARY OF ASSESSMENT DISTRICT PLAT NO. 67M, CITY OF IMPERIAL BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, AT A REGULAR MEETING THEREOF, HELD ON THE _____ DAY OF _____, 20____, BY ITS RESOLUTION NO. _____.

FILED IN THE OFFICE OF THE CITY CLERK THIS _____ DAY OF _____, 20____.

CITY CLERK OF IMPERIAL BEACH

RECORDED IN THE OFFICE OF THE SUPERINTENDENT OF STREETS THIS ____ DAY OF _____, 20____.

SUPERINTENDENT OF STREETS
CITY OF IMPERIAL BEACH

AN ASSESSMENT WAS LEVIED BY THE CITY COUNCIL ON THE LOTS, PIECES, AND PARCELS OF LAND SHOWN ON THIS _____ DAY OF _____, 20____, SAID ASSESSMENT DIAGRAM AND THE ASSESSMENT ROLL WERE RECORDED IN THE OFFICE OF THE SUPERINTENDENT OF STREETS OF SAID CITY ON THE _____ DAY OF _____, 20____. REFERENCE IS MADE TO THE ASSESSMENT ROLL RECORDED IN THE OFFICE OF THE SUPERINTENDENT OF STREETS FOR THE EXACT AMOUNT OF EACH ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND SHOWN ON THIS ASSESSMENT DIAGRAM.

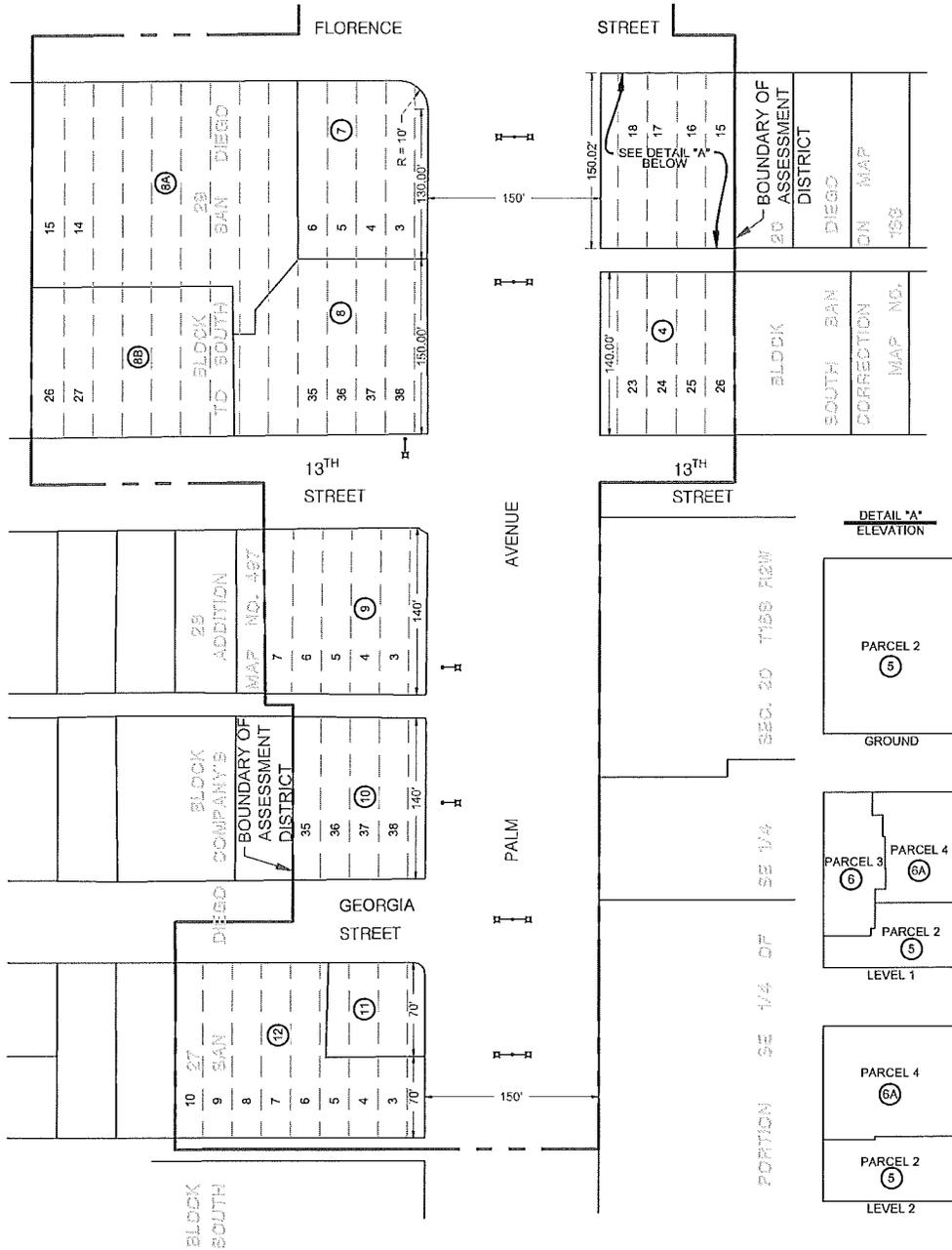
CITY CLERK, CITY OF IMPERIAL BEACH

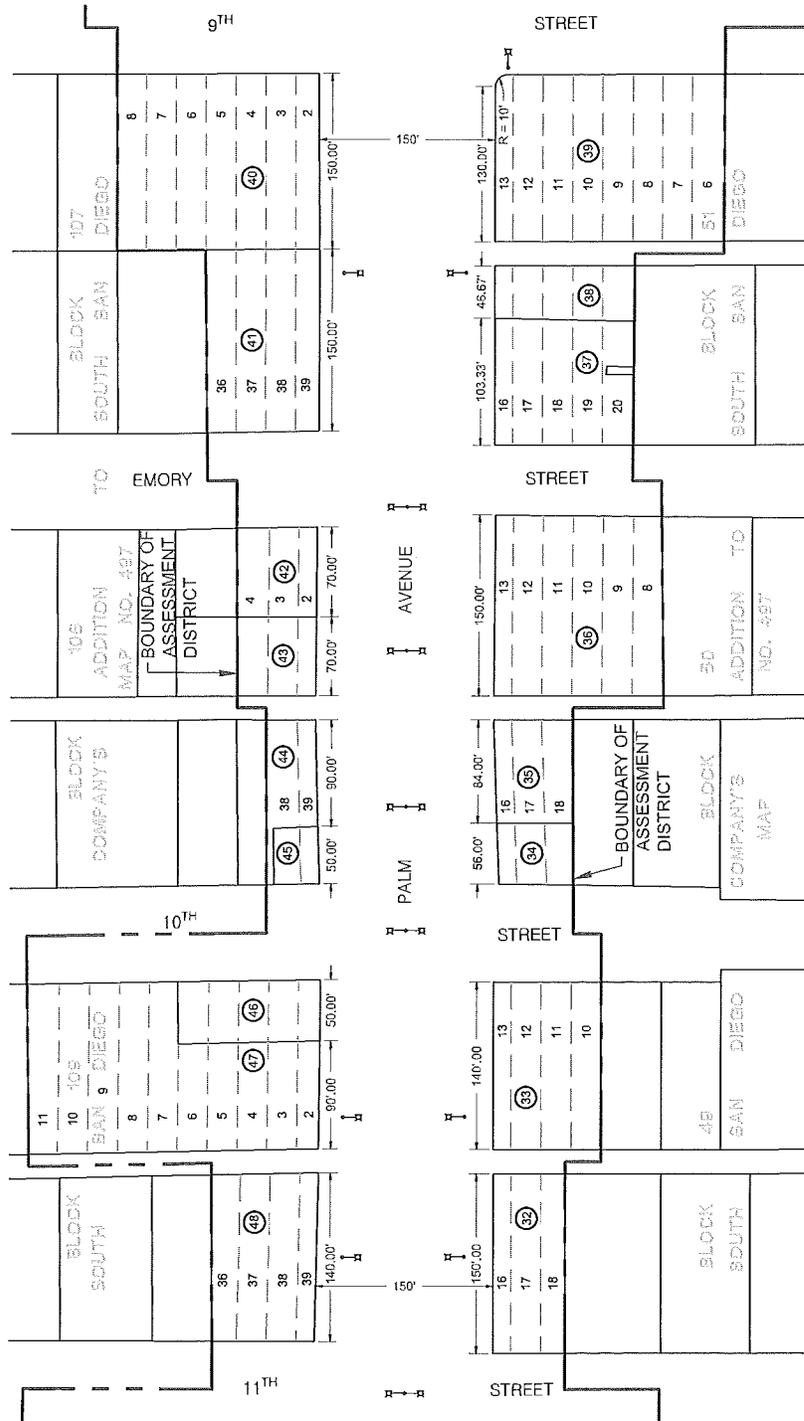
FILED THIS ____ DAY OF _____, 20____, AT THE HOUR OF ____ O'CLOCK IN BOOK OF MAPS OF ASSESSMENT DISTRICTS IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA.

COUNTY RECORDER OF COUNTY OF SAN DIEGO

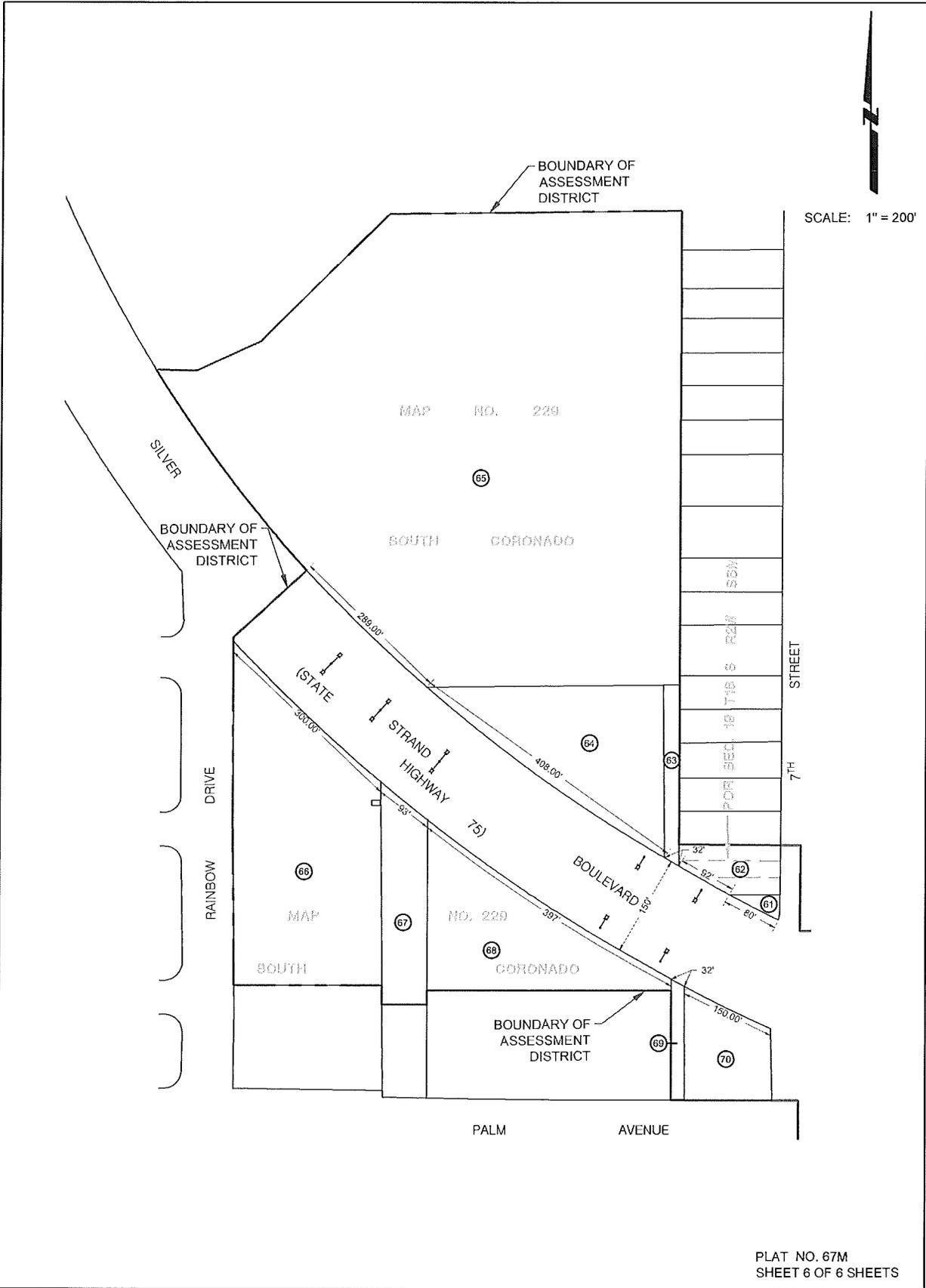
| | | |
|--------------------------------------|------|------------------|
| ENGINEER OF WORK: | | |
| ATKINS | | |
| 3570 Carmel Mountain Road, Suite 300 | | |
| San Diego, Ca 92130 | | |
| (858) 874-1810 | | |
| CARMEN C. KASNER R.C.E. 50856 | DATE | 92-13 JOB NO. |

PLAT NO. 67M
SHEET 1 OF 6 SHEETS





PLAT NO. 67M
SHEET 4 OF 6 SHEETS





AGENDA ITEM NO. 2.4

STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ANDY HALL, CITY MANAGER *AH*
MEETING DATE: MARCH 19, 2014
ORIGINATING DEPT.: PUBLIC WORKS *AH*
SUBJECT: RESOLUTION NO. 2014-7464 DECLARING INTENT TO PROVIDE AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS IN A SPECIAL ASSESSMENT DISTRICT (AD 67M) AND SETTING A TIME AND A PLACE FOR THE PUBLIC HEARING THEREON

EXECUTIVE SUMMARY:

This resolution, Resolution No. 2014-7464, sets the public hearing date, time and place for the adoption of the Lighting and Landscape Assessment District 67 (AD-67M) district parcel assessments. The Engineer's Report that proposes the district parcel assessments was approved in City Council by Resolution No. 2014-7463 on March 19, 2014.

BACKGROUND:

By Resolution 2014-7463, City Council approved the Engineer's "Report" for proceeding forth with the Annual Levy of Assessments for Assessment District 67M. To proceed with the special assessment district, City Council must make preliminary findings and set a time and place for a public hearing.

ANALYSIS:

The attached resolution is a jurisdictional resolution under the "Landscaping and Lighting Act of 1972" proceedings, making preliminary findings and setting a time and place for public hearing to wit:

- Time/date - Wednesday, the 16th of April, 2014 at 6:00 p.m.,
- Location - regular meeting place of the City Council, the Council Chambers, City Hall, City of Imperial Beach, California.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

None

RECOMMENDATION:

1. Receive this report.
2. Approve and adopt the proposed resolution.

Attachments:

1. Resolution No. 2014-7464

RESOLUTION NO. 2014-7464

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, DECLARING ITS INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS IN A SPECIAL ASSESSMENT DISTRICT (AD 67M), AND SETTING A TIME AND PLACE FOR PUBLIC HEARING THEREON

WHEREAS, the City Council of the City of Imperial Beach, California, has previously formed a special assessment district pursuant to the terms of the "Landscaping and Lighting Act of 1972", being Division 15, Part 2 of the Streets and Highways Code of the State of California, said special assessment district known and designated as ASSESSMENT DISTRICT 67-M (hereinafter referred to as the "Assessment District"); and

WHEREAS, at this time the City Council is desirous to take proceedings to provide for the annual levy of assessments for the next ensuing fiscal year to provide for the costs and expenses necessary to pay for the maintenance of the improvements in said Assessment District; and

WHEREAS, there has been presented and approved by this City Council the Engineer's "Report", as required by law and this City Council is desirous of continuing with the proceedings for said annual levy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

RECITALS

SECTION 1. That the above recitals are all true and correct.

DECLARATION OF INTENTION

SECTION 2. That the public interest and convenience requires, and it is the intention of this legislative body, to levy and collect assessments to pay the annual costs and expenses for the maintenance and/or servicing of the improvements for the Assessment District, said improvements generally described as the maintenance of public street lighting improvements in Highway 75 within the City limits of the City of Imperial Beach.

That no new improvements or any substantial changes in existing improvements are proposed as a part of these proceedings.

BOUNDARIES OF MAINTENANCE DISTRICT

SECTION 3. That said works of improvements are of direct benefit to the properties within the boundaries of said Assessment District, which Assessment District the legislative body previously declared to be the area benefited by said works of improvement, and for particulars, reference is made to the boundary map as previously approved by this legislative body, a copy of which is on file in the Office of the City Clerk and open for public inspection, and is designated by the name of this Assessment District.

REPORT OF ENGINEER

SECTION 4. That the "Report" of the Engineer, as preliminarily approved by this legislative body, is on file with the City Clerk and open for public inspection. Reference is made to said "Report" for a full and detailed description of the improvements to be maintained, the boundaries of the Assessment District and any zones therein, and the proposed assessments upon assessable lots and parcels of land within the Assessment District. It is hereby further determined that there are no new and/or increases in any assessments from those as previously authorized and levied.

PUBLIC HEARINGS

SECTION 5. NOTICE IS HEREBY GIVEN THAT ON April 16, 2014, AT THE HOUR OF 6:00 P.M. A PUBLIC HEARING WILL BE HELD IN THE REGULAR MEETING PLACE OF THE CITY COUNCIL, BEING THE COUNCIL CHAMBERS, CITY HALL, IMPERIAL BEACH, CA, AT WHICH TIME AND PLACE THE LEGISLATIVE BODY WILL HEAR PROTESTS OR OBJECTIONS IN REFERENCE TO THE ANNUAL LEVY OF ASSESSMENTS AND TO ANY OTHER MATTERS CONTAINED IN THIS RESOLUTION. ANY PERSONS WHO WISH TO OBJECT TO THE PROCEEDINGS OR THE ANNUAL LEVY SHOULD FILE A WRITTEN PROTEST WITH THE CITY CLERK PRIOR TO THE TIME SET FOR THE PUBLIC HEARING.

NOTICE

SECTION 6. That the City Clerk is hereby authorized and directed to give notice as required by law by causing a copy of this Resolution to be published in the Eagle & Times, a newspaper of general circulation within said City; said publication to be completed not less than ten (10) days prior to the date set for the first public hearing.

PROCEEDINGS INQUIRIES

SECTION 7. For any and all information relating to these proceedings, including information relating to protest procedure, your attention is directed to the person designated below:

H.A. (Hank) Levien, Public Works Director
City of Imperial Beach
825 Imperial Beach Boulevard
Imperial Beach, CA 91932
Telephone: (619) 423-8311

Written protests may be addressed to the City Clerk at the above address.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 19th day of March 2014, by the following vote:

AYES: **COUNCILMEMBERS:**
NOES: **COUNCILMEMBERS:**
ABSENT: **COUNCILMEMBERS:**

JAMES C. JANNEY, MAYOR

ATTEST:

**JACQUELINE M. HALD, MMC
CITY CLERK**



AGENDA ITEM NO. 25

STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ANDY HALL, CITY MANAGER *AH*

MEETING DATE: MARCH 19, 2014

ORIGINATING DEPT.: PUBLIC SAFETY *spe*

SUBJECT: ADOPTION OF RESOLUTION NO. 2014-7460 ACCEPTING THE FISCAL YEAR 2012 STATE HOMELAND SECURITY PROGRAM REALLOCATIONS OF \$33,677 TO REIMBURSE THE CITY FOR THE PURCHASE OF (4) FIELD KITS: USAR TASK FORCE RIGGING; WATER RESCUE EQUIPMENT; CONFINED SPACE; AND CONCRETE SAW FOR THE FIRE-RESCUE DEPARTMENT; AND APPROPRIATING \$33,677 TO FUND THE EXPENDITURES REALTED TO THE FIELD KITS

EXECUTIVE SUMMARY:

The Fire-Rescue Department responds to potentially dangerous incidents. To work safely and efficiently fire personnel require equipment that has or will be updated or is new to the department to meet the challenges of the Urban Search and Rescue environment. Through the SHSGP FY2012 reallocation reimbursement funds Fire-Rescue is able to purchase (4) Field Kits: USAR Task Force Rigging; Water Rescue Swimmer; Confined Space Rescue Team; and Concrete Saw. The Public Safety Department recommends accepting the reallocation funds from the County of San Diego State Homeland Security Grant program.

The Fiscal Impact to the Fiscal Year 2013/2014 Budget will be to increase revenue to account 101-3020-422-3002, Operating Supplies by \$33,677; and increase expense to account 101-0000-338-6001, County Funding/Grant by \$33,677.

BACKGROUND:

The County of San Diego has been identified by the State Office of Emergency Services as the grantee and administrator of the State Homeland Security Grant Program. The Program provides financial assistance to address the unique equipment, training, planning and exercise needs of large, high-threat urban areas, and to assist them in building an enhanced and sustainable capacity to prevent, respond to and recover from emergency situations. The Unified Disaster Council, of which Imperial Beach is a voting member, then determines the formula for distribution of the funds among the various entities. For Fiscal Year 2012 the Unified Disaster Council voted to reallocate unused grant funds to jurisdictions that would benefit. The total discretionary funds reallocated to the City of Imperial Beach for Fiscal Year 2012 is \$33,677.

ANALYSIS:

In order to properly equip the Fire-Rescue Department to respond to natural disasters or certain emergency incidents Public Safety is purchasing the following (4) Field Kits:

- USAR Task Force Rigging
- Water Rescue Swimmer
- Confined Space Rescue Team
- Concrete Saw and Field kit

Field Kits include a variety of support equipment that will enhance the first responder's ability to safely and effectively perform lifesaving rescues.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

This action will result in total expenditures of \$33,677 to be fully reimbursed by the Fiscal Year 2012 State Homeland Security Grant. Adopting Resolution 2014-7460 to accept reimbursement from State Homeland Security will amend the Fiscal Year 2014 budget:

- Increase account 101-3020-422-3002, Operating Supplies
- Increase account 101-0000-338-6001, County Funding/Grant

RECOMMENDATION:

That the City Council adopt Resolution No. 2014-7460 accepting Fiscal Year 2012 State Homeland Security Grant Program reallocations of \$33,677 to reimburse the City for the purchase of (4) Field Kits: USAR Task Force Rigging; Water Rescue Swimmer; Confined Space Rescue; and Concrete Saw for the Fire-Rescue Department; and amend the budget by \$33,677 to increase revenue to account 101-3020-422-3002, Operating Supplies and increase account 101-0000-338-6001, County Funding/Grant.

Attachments:

1. Resolution No. 2014-7460
2. Budget Amendment
3. Reallocation Award Letter
4. Equipment List

RESOLUTION NO. 2014-7460

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, ACCEPTING REALLOCATION FUNDS OF \$33,677 FOR THE PURCHASE OF EQUIPMENT AWARDED THROUGH THE 2012 STATE HOMELAND SECURITY GRANT REALLOCATION PROGRAM BY THE SAN DIEGO OFFICE OF EMERGENCY SERVICES

WHEREAS, the County of San Diego has been identified as the grantee and administrator of the State Homeland Security Grant Program (SHSGP); and

WHEREAS, the SHSGP grant is dedicated to providing cities funding for equipment and training to strengthen emergency preparedness regionally; and

WHEREAS, the City Council approved acceptance of this grant with adoption of Resolution 2013-7399 on October 2, 2013; and

WHEREAS, the County of San Diego has reallocated \$33,677 to the City of Imperial Beach for the Fiscal Year 2012 SHSGP Award; and

WHEREAS, the Imperial Beach Fire-Rescue Department has identified equipment that needs to be replaced to operate life-saving missions safely and efficiently; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. Adoption of Resolution No. 2014-7460 accepting Fiscal Year 2012 SHSGP Reallocation Award
2. Approve Budget Amendment in the amount of \$33,670 to increase revenue to account 101-3020-3002, Operating Supplies; and increase expense to account 101-0000-338-6001, County Funding/Grant by \$33,670

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 19th day of March 2014, by the following vote:

| | | |
|----------------|------------------------|---------------------------------------|
| AYES: | COUNCILMEMBERS: | SPRIGGS, PATTON, BRAGG, JANNEY |
| NOES: | COUNCILMEMBERS: | NONE |
| ABSENT: | COUNCILMEMBERS: | BILBRAY |

JAMES C. JANNEY, MAYOR

ATTEST:

JACQUELINE M. HALD, MMC
CITY CLERK

Award Letter

From: Lewis, Brian
To: sturtevant@rsf-fire.org; micheel@rsf-fire.org; MTrottier@CityofSanteeCa.gov; bpaskie@alpinefire.org; jmoore@alpinefire.org; Dean_Roberts; Anne.Medley; glane@sandiego.gov; [David.Harrison.\(David.Harrison@carlsbadca.gov\)](mailto:David.Harrison.(David.Harrison@carlsbadca.gov))
Cc: Rea,Stephen; Brua,Anita
Subject: FY11 & FY12 SHSPG Reallocation Projects Award Notice & Workbook Approval
Date: Tuesday, January 21, 2014 9:28:04 AM
Attachments: [FY11 SHSG Workbook v 01-17-14.xlsx](#)
[FY12 SHSPG Workbook v 01-17-14.xlsm](#)
Importance: High

Dear Homeland Security Grant Partners,

This is a notification to inform you that your reallocation projects have been awarded and approved in the FY11 & FY12 SHSPG workbooks. I apologize for the delay, the state took longer than anticipated to approve the workbooks. **Your agency's deadline to expend the funds and have all paper work submitted to OES is March 31, 2014.** Attached are the modified workbooks that contain your agency's approved project.

| | Jurisdiction | Grant Year | Project Description | Cost |
|----|-----------------|------------|--|-----------|
| 5 | Rancho Santa Fe | FY11 | 800 MHz Radios | 36,957.00 |
| 6 | Santee | FY11 | Toughbook Mobile Data Terminals (MDT) | 9,192.00 |
| 7 | Alpine | FY11 | Rescue and MCI tools and Supplies | 3,067.00 |
| 8 | Imperial Beach | FY12 | USAR, Water Rescue, Confined Space Equipment | 19,888.00 |
| 9 | Imperial Beach | FY12 | Concrete Saw | 13,789.00 |
| 11 | San Diego | FY11 | 4G Wireless Modems for Portable Cameras | 60,000.00 |
| 12 | Carlsbad | FY12 | Touch Table System | 27,820.00 |

Please feel free to contact me if you have any questions or concerns.

Thank you,

Brian Lewis

Administrative Analyst
 County of San Diego Office of Emergency Services
 5580 Overland Avenue, Ste 100
 San Diego, California 92123
 ☎ NEW (858) 715-2208 | ✉ Brian.Lewis@sdcounty.ca.gov

OES Website: <http://www.sdcounty.ca.gov/oes/>

| GRANT DUE DATES: | |
|------------------|------------------------------------|
| FY13 SHSP | 50% Milestone Deadline: 06/06/2014 |
| | Final Date to Expend: 11/30/2014 |
| | Final Date to Submit: 12/31/2014 |
| FY13 EMPG | Final Date to Submit: 5/15/2014 |

Equipment List for FY2012 SHSGP Reallocation

(1) Urban Search and Rescue Task Force Rigging Kit includes:

(2) 1" Webs, (2) Fast Link Anchor Straps, (4) Adjustable Litter Straps, (1) FastLink Pick-Off Strap, (1) Load Release Strap, (1) Fire Rescue Harness, (2) Rescue Lifelines - 200', (5) Short Prusik Loops, (1) Rescue Rack, (5) Carabiners, (2) Edge Pads - XL, (2) Anchor Strap Sleeves - Med, (1) Edge Protector, (1) Pulley, (1) Rescue 8, (2) Gibbs Ascenders, (1) Litter Pack, (1) Gear Bag, (1) Truck Cache, (1) Litter Harness, (1) Patient Tie-In System

(4) Water Rescue Swimmer Kits - each kit includes:

(1) Pair NRS Paddling Gloves, (1) Pair NRS Workboot Wetshoe, (2) Water Rescue Gear Bags, (1) Pair US Divers SAR Swim Fins, (1) Diver Knife, (1) Water Rescue Tether, (1) C-Strobe with C-Clip, (1) Fox 40 Whistle

(1) Confined Space Rescue Team Kit - Kit includes:

(1) Lifesaver Victim Harness, (1) Lifesaver Victim Chest Harness, (1) Headlamp, (1) Gear Bag, (1) Fire Rescue Harness, (2) Knee Pads, (2) Carabineers, (1) Industrial Tripod, (6) Static-Pro Lifeline ropes various sizes, (4) Rope & Equipment Bags, (2) Load Release Straps, (1) Anchor Strap, (1) Anchor Strap Sleeve, (1) Anchor Strap Sleeve, (1) Anchor Plate, (5) Pulleys, (1) Born Entry-Ease, (4) Aluminum Oval Carabineers, (4) Tubular Webbing, (3) Sewn-Loop Prusiks, (2) Edge Pads - XL, (5) Riggers Gloves - Large, (3) Duffel Type Equipment Bags, (1) Sked Rescue System, (1) Full-Body Splint

Concrete Saw and field kit w/chain, kit includes:

(1) diamond plate aluminum case with divider and tray, (1) 15" concrete cutting chainsaw, (1) pump, (1) 1" x 10 ft suction hose with 1" female camlock fitting and 1 check valve (foot valve), (1) female and male adapter thread protector, (1) 1" Female and 1" male adaptor with camlock fitting, (1) 3/4x3/4" GHT brass hose to hose connector, (1) 3/4 x 25' 250 psi myti-flow woven hose (1) 1 1/2 female x 3/4 male adapter, (1) 1" female and 3/4 male adapter, (1) hydrant wrench, (1) 1 1/2 gallon fuel container, (1) 3 gallon fuel container with 5' fuel line, primer bulb, quick connect connectors, (1) 9 oz bottle cutters edge 2-cycle oil mix, (1) spray can of lubricant water displacer, (1) tool kit, (1) safety goggles, (1) hearing protectors, (1) 10x9 collapsible canvas water container for pump priming, 2 Mulit-cut Fire Rescue Saws - 20 inch



STAFF REPORT – POLICY ITEM
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ANDY HALL, CITY MANAGER *AH*
MEETING DATE: March 19, 2014
ORIGINATING DEPT.: CITY MANAGER
SUBJECT: ADOPTION OF RESOLUTION 2014-7461 AMENDING CITY COUNCIL POLICY 420 THAT ESTABLISHES THE IMPERIAL BEACH FUND BALANCE RESERVE POLICY

EXECUTIVE SUMMARY:

On November 20, 2013, the City Council directed staff to prepare a City Council Policy to be adopted by resolution that amends the current Imperial Beach Fund Balance Reserve Policy. Staff has prepared the appropriate amendments and the accompanying resolution for consideration by the City Council.

The policy will establish a minimum unassigned fund balance of 30% of annual General Fund expenditures, an assigned Economic Uncertainty Fund Balance of 10% of annual General Fund expenditures and a minimum fund balance of \$1 million for the Public Works Reserve Account.

BACKGROUND:

Following a discussion regarding the various accounts in the General Fund, the City Council directed staff to prepare an amendment to the current Fund Balance Reserve Policy to reflect the determination of the City Council in relation to fund balances and fiscal reserves. As indicated in the summary above, the policy will be amended to establish a minimum unassigned fund balance of 30% of annual General Fund expenditures, an assigned Economic Uncertainty Fund Balance of 10% of annual General Fund expenditures and a minimum fund balance of \$1 million for the Public Works Reserve Account.

ANALYSIS:

Staff has conducted the necessary research to determine that funding for the minimum standards established by the amended policy are available. Staff will continue to monitor the fund balances and provide an update to the City Council about the various fund balances on at least an annual basis. The previous policy adopted in 1991, indicated that the City should always maintain at least a 15% fund balance reserve. The City Council determined that a more conservative balance is in order given the recent economic downturn and the dissolution of Redevelopment Agencies.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

There is no additional fiscal impact by adopting the resolution and amending the policy.

RECOMMENDATION:

Adoption of Resolution 2014-7461 amending City Council Policy 420, Fund Balance Reserve Policy.

ATTACHMENTS:

1. Resolution 2014-7461
2. City Council Policy 420

RESOLUTION NO. 2014-7461

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AMENDING CITY COUNCIL POLICY 420 ESTABLISHING GENERAL FUND BALANCE RESERVES PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council has a fiduciary responsibility to create a fund balance reserve policy and allocate adequate funding to protect the City in times of economic distress and unforeseen emergency situations; and

WHEREAS, the City Council has adopted City Council Policy 420, General Fund Balance Reserve Policy that identifies the provisions of the fund balance standards for the City of Imperial Beach; and

WHEREAS, the City Council has determined that Policy 420 needs to be amended to better reflect the fund balance needs of the City; and

WHEREAS, it is in the best interests of the residents of the City to have an effective fund balance reserve policy,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach that the provisions of City Council Policy 420 are repealed in their entirety and amended to reflect the following together with general explanatory language:

- Policy 420 is amended to establish a minimum unassigned fund balance of 30% of annual General Fund expenditures.
- Policy 420 is amended to establish an assigned Economic Uncertainty Fund Balance of 10% of annual General Fund expenditures.
- Policy 420 is amended to establish a minimum fund balance of \$1 million in the Public Works Reserve Account.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 19th day of March 2014, by the following vote:

**AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:**

JAMES C. JANNEY, MAYOR

ATTEST:

**JACQUELINE M. HALD, MMC
CITY CLERK**

| CITY OF IMPERIAL BEACH COUNCIL POLICY | | |
|--|----------------------------------|---------------------------|
| SUBJECT: Fund Balance Reserve Policy | POLICY NUMBER: 420 | PAGE 1 OF 2 |
| ADOPTED BY: Resolution No. 2011-7039 AMENDED BY: Resolution No. 2013-7334 Resolution No. 2014-7461 | DATED: March 19, 2014 | |

BACKGROUND

The City Council has determined that it is in the best interest of the residents of Imperial Beach to maintain a minimum fund balance, or reserve, in several of the accounts established within the City's financial framework. The minimum standards are intended to be retained at all times, except in the event of an unforeseen emergency or fiscal crisis. The provisions of this policy are intended to be consistent with the Governmental Accounting Standards Board (GASB) Statement Number 54 which standardizes fund balance reporting and definitions. As such, fund balance is defined as the difference between assets and liabilities reported in a government fund. Specifically, the fund balances addressed in this policy, and further defined by GASB 54, include:

- Nonspendable Fund Balance
- Restricted Fund Balance
- Committed Fund Balance
- Assigned Fund Balance
- Unassigned Fund Balance

Because both nonspendable and restricted fund balance do not represent a true reserve that can be allocated by the City Council, minimum fund balance policies have not been established for these accounts. These accounts are generally loan receivables, debt service reserves, and inventory assets among other restricted items. Therefore, the provisions of this policy primarily address unrestricted fund balance or accounts on which the City Council has established internal restrictions. In other words, these funds can be allocated by the City Council in any manner the City Council determines to be in the best interest of the community.

After careful evaluation of the municipal cash flow, the potential for weather event and other calamities, the City Council, by resolution, has established the following fund balance reserve policies:

- General Fund Unassigned – Minimum of 30% of the annual General Fund expenditures with a maximum of 40% of the annual General Fund expenditures. If the Unassigned General Fund Balance exceeds 40%, the City Council will allocate the additional funds toward the completion of identified high priority projects in the Imperial Beach Capital Improvements Program.
- General Fund Economic Uncertainty – Minimum of 10% of the annual General Fund expenditures to be utilized only in the event of an unanticipated economic condition that requires an infusion of financial resources to maintain an acceptable level of necessary governmental services.

- Public Works Reserve – Minimum \$1 million to be utilized only in the event of an emergency requiring funds to provide for public safety, minimum levels of circulation or other authorized emergency situations.

The other fund balance accounts and internal service funds of the City are intended to allow more flexibility to respond to municipal needs and economic conditions. There are no minimum fund balance reserve requirements established for these accounts, but generally, the accounts should maintain ample reserves to serve their intended purpose. These accounts include, but may not be limited to:

- Public Works Strategic Capital Reserve
- Public Works Reserve
- Public Safety Communications Reserve
- Parks and Recreation Capital Reserve
- Vehicle Replacement Fund
- Risk Management Fund
- Technology Fund
- Facilities Maintenance Fund

This policy is established to provide a prudent level of protection against unforeseen events and economic conditions. The policy is also intended to be consistent with the provisions of GASB 54. The provisions of this policy shall not be superseded by any other policy or procedure.



**STAFF REPORT
CITY OF IMPERIAL BEACH**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ANDY HALL, CITY MANAGER *AH*
MEETING DATE: MARCH 19, 2014
ORIGINATING DEPT.: PUBLIC WORKS *AH*
SUBJECT: SECOND READING AND ADOPTION OF ORDINANCE NO. 2014-1144, AMENDING CHAPTER 10.28.020, SPECIAL SPEED ZONE DESIGNATED

EXECUTIVE SUMMARY:

Ordinance No. 2014-1144 revises and updates Ordinance No. 2013-1136 adopted April 5, 2013. This ordinance sets the speed limits for specific designated streets based on periodic speed studies. Ordinance No. 2013-1136 is being revised to be consistent with the California Manual on Uniform Traffic Control Devices (MUTCD) and AB 529 passed in 2011 and effective January 2012. The effect of these documents is to authorize greater flexibility to round down speed limits from the measured 85th percentile. Additionally this speed survey report includes a new speed survey conducted approximately 6-months after the Palm Avenue (3rd to 7th Streets) rehabilitation project was completed. The effect of this revision is a reduction of speed on Elm Avenue (7th Street to east City limits) from 30 MPH to 25MPH and the 85 percentile speed for Palm Avenue (3rd to Delaware Streets) will remain 35 MPH. The introduction and first reading of this ordinance took place at the City Council meeting of March 5, 2014.

BACKGROUND:

On April 5, 2013, the City Council adopted (second reading) Ordinance No. 2013-1136 amending Chapter 10.28.020, Special Speed Zone Designation, consistent with the FY 2012/13 traffic speed survey results. City streets were subsequently posted consistent with Ordinance No. 2013-1136. Following this adoption, staff became aware that there had been new legislation passed that was overlooked in the analysis of the FY 2012/13 speed survey data. The Traffic Engineer Consultant, KOA Corporation, has reevaluated the FY 2012/13 traffic survey data based on this legislation and submitted a new Speed Study Report dated February 2014. Additionally, the Traffic Engineer conducted a new speed survey on Palm Avenue (3rd to 7th Streets) following the Palm Avenue renovation project. The introduction and first reading of this ordinance took place at the City Council meeting of March 5, 2014.

ANALYSIS:

Attachment 2 (figure 2) shows the recommended speed limits of the street segments surveyed. All non-surveyed streets remain at the prima fascia speed of 25 mph. Attachment 3 is a copy of the speed survey less Appendices A and B. A complete copy of the report is on file with the City Clerk's office.

Attachment 4 is a copy of the municipal code section with proposed modifications in line out/underscore script.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

The speed survey amendment plus the September 2013 Palm Avenue speed survey cost was \$1,767.48. This amendment was paid through the Street Maintenance Division O&M budget.

The estimated cost to replace the speed limit signs on Elm Avenue is \$344.08 for materials and 3 man-hours labor.

RECOMMENDATION:

That the City Council approves the reading by title, waives the reading in full and adopts Ordinance No. 2014-1144.

Attachments:

1. Ordinance No. 2014-1144
2. Figure 2 (Recommended Speed Limit and Study Segment Locations)
3. Speed Survey Report dated February 2014. (Less appendices A and B)
4. Strike-out Underline of IBMC chapter 10.28

ORDINANCE NO. 2014-1144

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AMENDING SECTION 10.28.020 OF THE IMPERIAL BEACH MUNICIPAL CODE RELATED TO THE DESIGNATION OF SPECIAL SPEED ZONES

WHEREAS, California Vehicle Code (“CVC”) sections 22357 and 22358 provide that local entities may declare prima facie speed limits of more than 25 miles per hour on city streets on the basis of an engineering and traffic survey; and

WHEREAS, pursuant to CVC section 22358, the local authority may determine and declare the speed limits that are found most appropriate to facilitate the orderly movement of traffic and are reasonable and safe, and

WHEREAS, CVC section 627 provides that the engineering and traffic survey shall be in accordance with the methods determined by the California Department of Transportation and shall include consideration of prevailing speeds as determined by traffic engineering measurements, accident records, and highway, traffic, and roadside conditions not readily apparent to the driver, and may also consider residential density in conducting the traffic and engineering survey; and

WHEREAS, prima facie speed limits established under CVC sections 22357 and 22358 may not be enforced by radar unless the speed limit has been justified by an engineering and traffic survey within the last five, seven, or ten years, as provided in CVC section 40802; and

WHEREAS, CVC section 21351 authorizes a local authority to place and maintain or cause to be placed and maintained, such appropriate signs, signals, or other traffic control devices as may be necessary to properly indicate and carry out provisions of the CVC or local traffic ordinances or to warn or guide traffic; and

WHEREAS, in accordance with the foregoing provisions of the CVC, the City of Imperial Beach conducted an engineering and traffic survey in January/February 2013 and December 2013, establishing the current prima facie speed limits under Imperial Beach Municipal Code (“IBMC”) section 10.28.020; and

WHEREAS, pursuant to CVC section 40802, after a ten year period, the City of Imperial Beach must undertake a engineering and traffic survey to establish the basis for the prima facie speed limits in IBMC section 10.28.020; and

WHEREAS, the City of Imperial Beach hired a consultant, KOA Corporation, one of the leading traffic engineering firms in California, which completed an engineering and traffic survey pursuant to the foregoing CVC sections.

NOW, THEREFORE, the City of Imperial Beach hereby ordains as follows:

Section 1: The City of Imperial Beach is authorized to use radar enforcement of speed limits on local streets pursuant to the prima facie speed limits specified in the CVC and on other streets if the speed limits established by the City are consistent with the results of an engineering and traffic survey conducted according to the standards set forth in the CVC.

Section 2: The City Council of the City of Imperial Beach finds and declares that the 2013 Engineering and Traffic Survey for the City of Imperial Beach by KOA Corporation is in full compliance with the requirements of the CVC.

Section 3: Based on the findings and recommendations of the 2014 KOA Engineering and Traffic Survey for the City of Imperial Beach, section 10.28.020 entitled "Special speed zones designated" of the Imperial Beach Municipal Code is hereby amended to read as follows:

"It is determined that on the basis of a 2014 engineering and traffic investigation conducted by KOA Corporation, the prima facie speed limit shall be as set forth in this section on those streets or parts of the streets designated when signs are erected giving notice thereof:

| | |
|---|----|
| 13 th Street from State Route 75 to Imperial Beach Boulevard | 35 |
| 13 th Street from Imperial Beach Boulevard to Iris Avenue | 30 |
| 13 th Street from State Route 75 to Cypress Avenue | 30 |
| 15 th Street from Imperial Beach Boulevard to Iris Avenue | 30 |
| 9 th Street from State Route 75 to Imperial Beach Boulevard | 35 |
| 9 th Street from Imperial Beach Boulevard to south limit | 30 |
| Connecticut Street from Elm Avenue to Imperial Beach Boulevard | 25 |
| Elm Avenue from 7 th Street to East City Limits | 25 |
| Elm Avenue from Seacoast Drive to 7 th Street | 25 |
| Imperial Beach Boulevard from Seacoast Drive to Connecticut Street | 35 |
| Imperial Beach Boulevard from Connecticut Street to East City Limits | 35 |
| Palm Avenue from 3 rd Street to 7 th Street | 35 |
| Palm Avenue from Seacoast Drive to 3 rd Street | 25 |
| Rainbow Drive from State Route 75 to Palm Avenue | 30 |

| | |
|---|----|
| Seacoast Drive from Imperial Beach Boulevard to South limit | 25 |
| Seacoast Drive from Palm Avenue to Imperial Beach Boulevard | 25 |

Section 4: The prima facie speed limit for locations set forth in Section 3 hereof, shall be as set forth in Section 3 of this Ordinance when signs are erected giving notice thereof.

Section 5: Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

Section 6: The City Clerk is directed to prepare and have published a summary of this ordinance no less than five days prior to the consideration of its adoption and again within fifteen (15) days following adoption indicating votes cast.

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Imperial Beach, California, held the 5th day of March 2014; and thereafter **PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Imperial Beach, California, held on the 19th day of March 2014, by the following roll call vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

JAMES C. JANNEY, MAYOR

ATTEST:

JACQUELINE M. HALD, CMC
CITY CLERK

APPROVED AS TO FORM:

JENNIFER LYON
CITY ATTORNEY

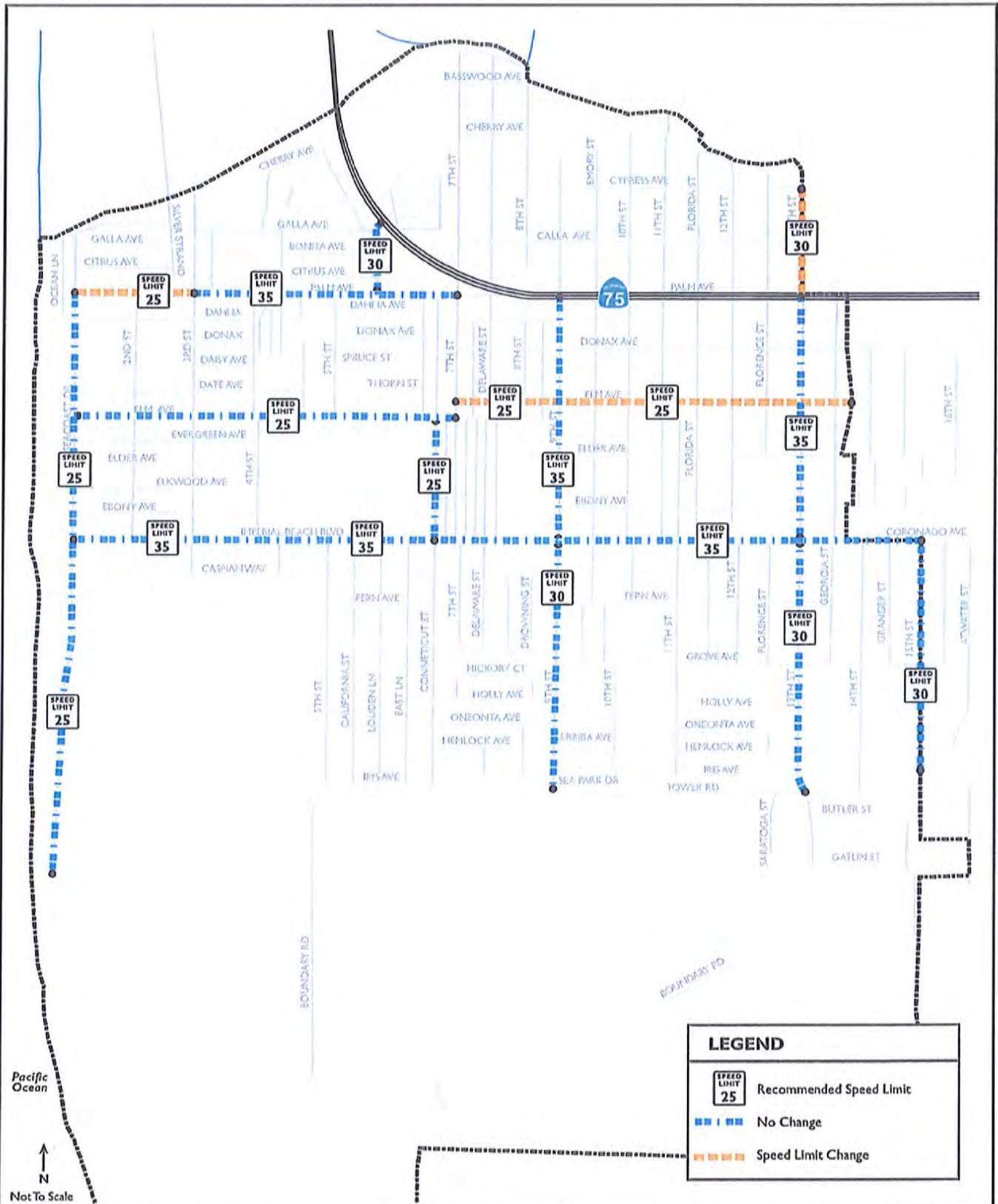


Figure 2
Recommended Speed Limit and Study Segment Locations

2014 rev. City of Imperial Beach
City-Wide Speed Surveys

2013 City of Imperial Beach City-Wide Speed Surveys

February 2014

Prepared for:

City of Imperial Beach
825 Beach Blvd.
Imperial Beach, CA 91932
(619) 423-8223

Prepared by:



2251 San Diego Avenue, Suite B-110
San Diego, CA 92110-2926
Tel: (619) 683-2933
Fax: (619) 683-7982

Job No: JB32018

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Appendices

- Appendix A – Speed Survey, Segment Information
- Appendix B – Speed Survey, Data Location Collection Information

I. Introduction

The City of Imperial Beach, in conformance with the California Vehicle Code, has requested the following speed survey for selected roadways within the City. Section 40802 of the California Vehicle Code requires that an Engineering and Traffic Survey be conducted every five (5) years on streets where the enforcement of speed limits involves the use of radar or other electronic devices that measure the speed of moving vehicles. The provisions of this section apply to all streets except local streets and roads either defined by the latest functional usage and federal-aid system maps, or which meet certain conditions pertaining to the number of travel lanes, streets width, adjacent land uses and distance between traffic control devices.

An Engineering and Traffic Survey is defined in Section 627 of the Vehicle Code as a survey which shall include consideration of the following traffic engineering measurements:

1. Actual prevailing speeds as determined by traffic engineering measurements
2. Accident records
3. Highway, traffic and roadside conditions not readily apparent to the driver

In order to obtain current information, the City Council contacted KOA Corporation to conduct a comprehensive Engineering and Traffic Survey of speed limits on selected arterial/collector and local streets in the city.

Figure 1 shows the study segment locations and the existing posted speed limits on each segment.

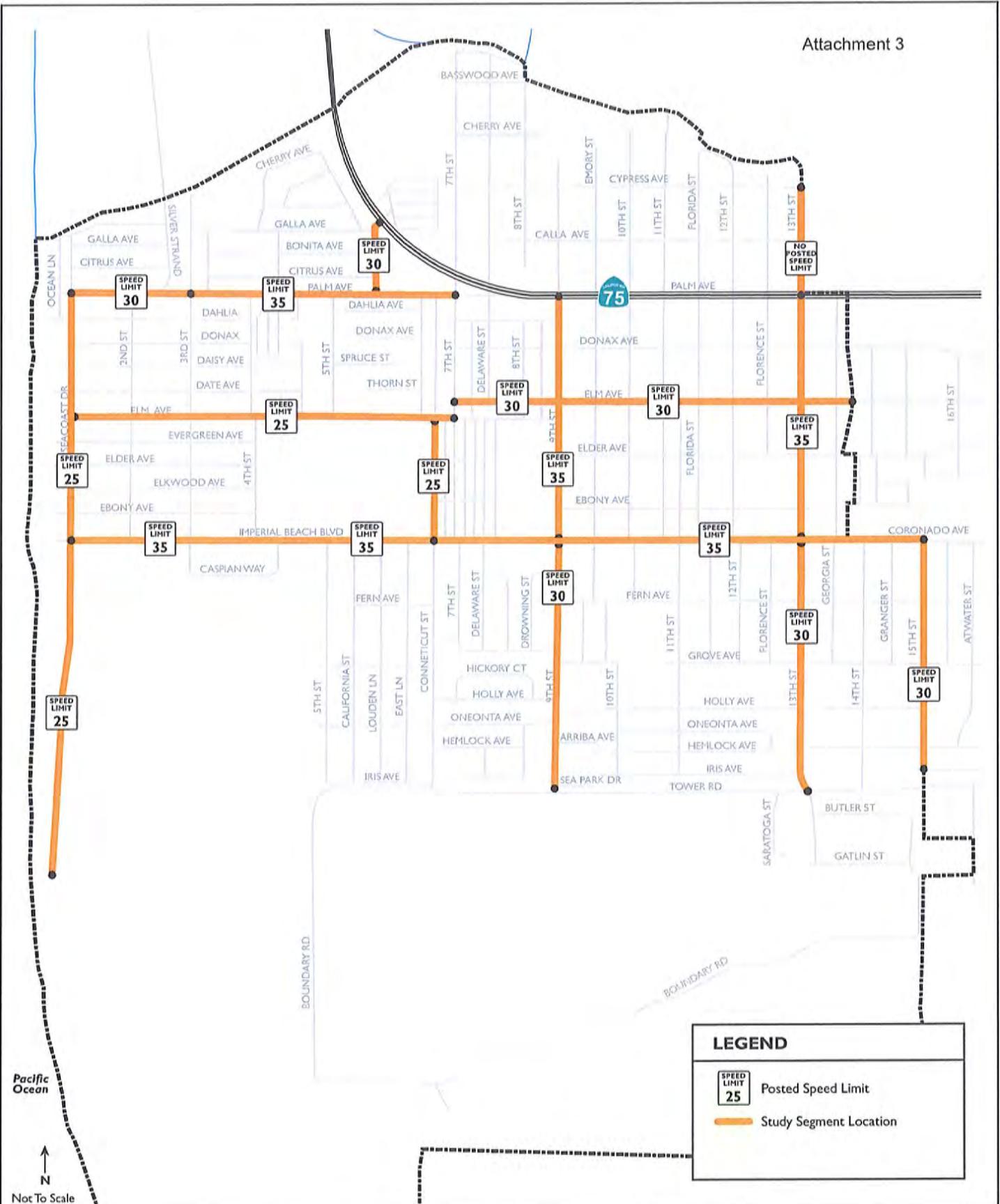


Figure 1
Study Segment Location and Posted Speed Limits

2. Survey Methodology

The procedure used for the Engineering and Traffic Survey is based on the provisions of Section 627 of the California Vehicle Code and on the general guidelines of the State of California Department of Transportation (Caltrans) *Traffic Manual*, Chapter 8. A brief description of the procedure is presented below:

1. Measurement of Actual Prevailing Speeds

The actual speed of typically 100 vehicles¹ on each street segment was measured using a calibrated radar meter. Both directions of travel were surveyed. From this data, the prevailing or 85th percentile speed (speed at or below which 85 percent of the vehicles sampled were traveling), ten miles per hour pace speed (increment of ten miles per hour containing the greatest number of measurements) and percent of the vehicles in the pace were determined.

2. Accident Records

KOA Corporation reviewed the accident reports provided by the City for the period from January 2009 through December 2011, which were the three most recent available years of data. The number of accidents for each segment was used to calculate the accident rate, which is defined as the number of accidents per million vehicle miles (acc/mvm) of travel on that segment. The total number of accidents per segment does not include intersection accidents, only midblock accidents, and accidents more than 50 feet from an intersection. The accident rate for each segment was then compared to the most recent (2009) average for similar type roads found in Caltrans District II, as taken from the publication "*Collision Data on California State Highways – 2009*" (road miles, travel accidents, accident rates), published by Caltrans. This information is shown on the survey summary sheets.

3. Traffic and Roadside Conditions

Each route was driven and notations made of its features, especially those readily apparent to reasonable drivers, as well as those that might be combined with other factors to justify downward or upward speed zoning. These features are listed in the speed summary sheets for each segment.

¹ Or a minimum of 60 observations if taken on a low volume segment

3. Summary and Recommendations

As a part of the City of Imperial Beach 5-year program, KOA Corporation has performed speed surveys at 16 segment locations. It is recommended that all posted speed limits remain as existing with the exception of the following changes:

- **Palm Avenue from Seacoast to 3rd Street:** Decrease the speed limit from 30 mph to 25 mph based on the surveyed 85th percentile speed.
- **Elm Avenue from 7th Street to East City Limits:** Decrease the speed limit from 30 mph to 25 mph based on the surveyed 85th percentile speed and the segment has an unusually high accident rate combined with having the character of a residential street.
- **13th Street north of Palm Avenue/SR75:** Since it does not have a posted speed limit prior to the study, 13th Street north of Palm Avenue is recommended for a 30 mph limit based on the survey.

Table 1 and Figure 2 show the recommended speed limits on all study segments. Table 2 contains details of accidents, surveyed speeds and the recommended speed limits for each segment. Appendix A contains the summary sheets, photos and speed survey data collected for each segment. Appendix B contains a summary sheet for approximate radar survey locations.

Table 1 – Recommended Speed Limits

| Street | From | To | Direction | Multilane | 85th Percentile | Posted Speed | Recommendation | Rationale/Note |
|---------------------|--------------------|--------------------|-----------|-----------|-----------------|--------------|------------------|--|
| 9 th St | SR75 | Imp Bch Blvd | NB | Yes | 41 | 35 | Stay with 35 mph | Post at nearest 5 mph increment below the 85 th percentile and make both directions consistent |
| 9 th St | SR75 | Imp Bch Blvd | SB | Yes | 39 | | | |
| 9 th St | Imp Bch Blvd | South limit | NB | Yes | 38.7 | 30 | Stay with 30 mph | The location of an elementary school crosswalk across 9 th and Holly and the street ends in a dead end cul-de-sac |
| 9 th St | Imp Bch Blvd | South limit | SB | Yes | 39 | | | |
| 13 th St | Cypress Ave | SR75 | SB | Yes | 35 | None | Introduce 30 mph | Post at nearest 5 mph increment below the 85 th percentile |
| 13 th St | Cypress Ave | SR75 | NB | Yes | 34.2 | | | |
| 13 th St | SR75 | Imp Bch Blvd | NB | Yes | 36 | 35 | Stay with 35 mph | Post at nearest 5 mph increment below the 85 th percentile |
| 13 th St | SR75 | Imp Bch Blvd | SB | Yes | 36 | | | |
| 13 th St | Imp Bch Blvd | Tower Rd | SB | Yes | 32.2 | 30 | Stay with 30 mph | Post at nearest 5 mph increment below the 85 th percentile |
| 13 th St | Imp Bch Blvd | Tower Rd | NB | Yes | 31 | | | |
| 15 th St | Imp Bch Blvd | Iris Ave | NB/SB | No | 33.7 | 30 | Stay with 30 mph | Post at nearest 5 mph increment below the 85 th percentile |
| Connecticut St | Elm Ave | Imp Bch Blvd | NB/SB | No | 30 | 25 | Stay with 25 mph | "Prima facie" 25 mph, for residential district |
| Elm Ave | Seacoast Dr | 7 th St | EB/WB | No | 32 | 25 | Stay with 25 mph | "Prima facie" 25 mph, for residential district |
| Elm Ave | 7 th St | East city limits | EB/WB | No | 31 | 30 | Lower to 25 mph | It has an unusually high accident rate combined with having the character of a residential street |
| Imp Bch Blvd | Seacoast Dr | Connecticut St | EB | Yes | 35 | 35 | Stay with 35 mph | Post at nearest 5 mph increment below the 85 th percentile |
| Imp Bch Blvd | Seacoast Dr | Connecticut St | WB | Yes | 35.7 | | | |
| Imp Bch Blvd | Connecticut St | East city limits | EB | Yes | 38 | 35 | Stay with 35 mph | Post at nearest 5 mph increment below the 85 th percentile |
| Imp Bch Blvd | Connecticut St | East city limits | WB | Yes | 38.2 | | | |

Table 1 – Recommended Speed Limits (Continued)

| Street | From | To | Direction | Multilane | 85th Percentile | Posted Speed | Recommendation | Rationale/Note |
|-------------|--------------------|--------------------|-----------|-----------|-----------------|--------------|------------------|---|
| Palm Ave | Seacoast Dr | 3 rd St | EB/WB | No | 27 | 30 | Lower to 25 mph | Post at nearest 5 mph increment below the 85 th percentile |
| Palm Ave | 3 rd St | Delaware St | EB/WB | Yes | 38 | 35 | Stay with 35 mph | Post at nearest 5 mph increment below the 85 th percentile |
| Rainbow Dr | SR75 | Palm Ave | NB/SB | No | 34 | 30 | Stay with 30 mph | Post at nearest 5 mph increment below the 85 th percentile |
| Seacoast Dr | Palm Ave | Imp Bch Blvd | NB/SB | No | 25 | 25 | Stay with 25 mph | Post at the 85 th percentile |
| Seacoast Dr | Imp Bch Blvd | Southern terminus | NB/SB | No | 29 | 25 | Stay with 25 mph | "Prima facie" 25 mph, for residential district |

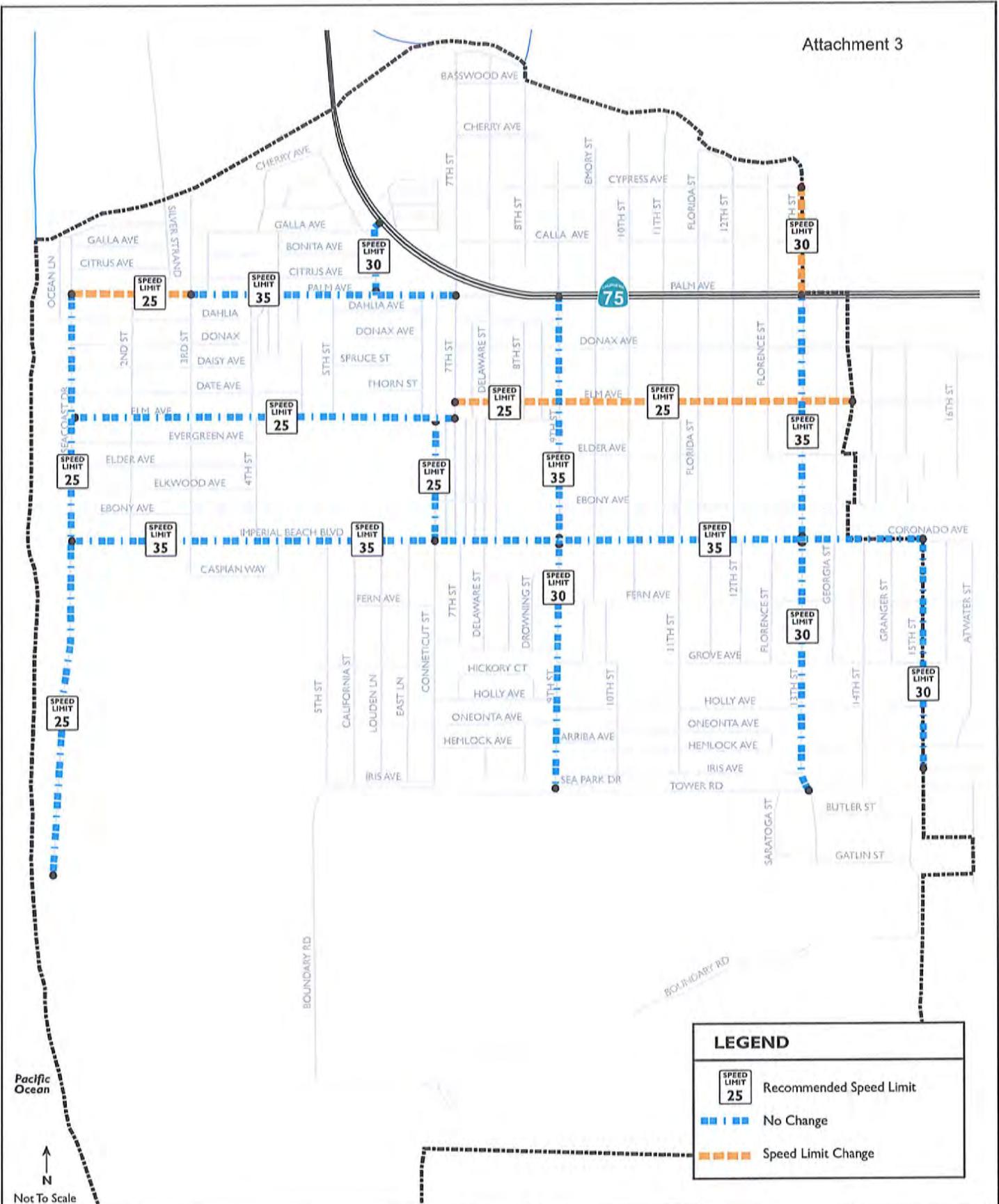


Figure 2
Recommended Speed Limit and Study Segment Locations

Table 2 – Accident Data

| Street Segment | From | To | ADT, Weekday | 2009-2011 Accidents | Number of Years | Calculated ADT | Length of Segment | Accident Rate | Lanes | Expected Acc Rates |
|----------------------|---------------------|------------------------------------|--------------|---------------------|-----------------|----------------|-------------------|---------------|-------|--------------------|
| 9 th St. | Palm Ave. | Imp Bch Blvd. | 6,065 | 3 | 3 | 6,065 | 2670 | 0.89 | 4 UD | 2.51 |
| 9 th St. | Imp Bch Blvd. | Sea Park Dr. | 3,376 | 0 | 3 | 3,376 | 2680 | 0.00 | 4 UD | 2.51 |
| 13 th St. | Cypress Ave. | Palm Ave. | 1,683 | 1 | 3 | 1,683 | 1320 | 2.17 | 2 | 1.56 |
| 13 th St. | Palm Ave. | Imp Bch Blvd. | 9,171 | 5 | 3 | 9,171 | 2670 | 0.98 | 4 UD | 2.51 |
| 13 th St. | Imp Bch Blvd. | Tower Rd. | 10,077 | 6 | 3 | 10,077 | 2730 | 1.05 | 4 UD | 2.51 |
| 15 th St. | Imp Bch Blvd. | Iris Ave. | 2,746 | 0 | 3 | 2,746 | 2670 | 0.00 | 2 | 1.56 |
| Connecticut St. | Elm Ave. | Imp Bch Blvd. | 2,806 | 0 | 3 | 2,806 | 1330 | 0.00 | 2 | 1.56 |
| Elm Ave. | Seacoast Dr. | 7 th St. | 2,466 | 1 | 3 | 2,466 | 4210 | 0.46 | 2 | 1.56 |
| Elm Ave. | 7 th St. | East City Limit | 2,196 | 6 | 3 | 2,196 | 4320 | 3.05 | 2 | 1.56 |
| Imp Bch Blvd. | Seacoast Dr. | Connecticut St. | 3,985 | 7 | 3 | 3,985 | 4000 | 2.12 | 2 | 1.56 |
| Imp Bch Blvd. | Connecticut St. | East City Limits | 14,418 | 15 | 3 | 14,418 | 5350 | 0.94 | 4 D | 1.89 |
| Palm Ave. | Seacoast Dr. | 3 rd St. | 13,151 | 4 | 3 | 13,151 | 1320 | 1.11 | 2 | 1.56 |
| Palm Ave. | 3 rd St. | Delaware St. | 12,672 | 7 | 3 | 12,672 | 3280 | 0.81 | 4D | 1.89 |
| Rainbow Dr. | SR75 | Palm Ave. | 4,325 | 0 | 3 | 4,325 | 870 | 0.00 | 2 | 1.56 |
| Seacoast Dr. | Palm Ave. | Imp Bch Blvd. | 3,534 | 3 | 3 | 3,534 | 2660 | 1.54 | 2 | 1.56 |
| Seacoast Dr. | Imp Bch Blvd. | Encanto (to the southern terminus) | 2,279 | 1 | 3 | 2,279 | 2750 | 0.77 | 2 | 1.56 |

4. Certification

This report constitutes an Engineering and Traffic Survey of speed limits within the City of Imperial Beach. The existing speed limits were reviewed for adequacy in terms of adjacent land use, functional classification, traffic demands, speed surveys along individual roadways and speed limit continuity with neighboring jurisdictions. Traffic and roadside conditions not readily apparent to motorists were also considered.

The data collection technique is in compliance with Division 17, Section 10802 (B) of the California Vehicle Code. The following reference materials were also used in the preparation of this Traffic and Engineering Survey:

1. *California Vehicle Code* dated 2012
2. *California Manual of Uniform Traffic Control Devices (CA MUTCD)* – dated 2012

All data utilized in this report is on file in the Engineering Department, City of Imperial Beach, 635 South Highway 101, CA 92075

The firm of KOA Corporation on behalf of the City of Imperial Beach has prepared this document.

I, J. Arnold Torma, do hereby certify that I am a Registered Traffic Engineer in the State of California. I have conducted this study for the City of Imperial Beach, and this report was prepared under my supervision. Its contents are true and accurate to the best of my knowledge.



J. Arnold Torma, TE

APPENDIX A Speed Survey

Segment Information

- **Summary Sheet**
- **Segment Photos**
- **Speed Survey Date**

Attachment 4
Strikeout-Underline of Imperial Beach Municipal Code chapter 10.28

Chapter 10.28. SPECIAL SPEED ZONES

10.28.010. Authority to designate special speed limits.

Wherever it has been determined upon the basis of engineering and traffic investigation that the speed permitted by State law on streets within the City be increased or decreased as necessary for safe operation of

vehicles, the City Council may, by ordinance action, increase or decrease the prima facie speed limit. The prima facie speed limit shall become operative when signs have been erected on the streets or parts of streets giving notice thereof.

10.28.020. Special speed zones designated.

It is determined that on the basis of a ~~2014~~2013 engineering and traffic investigation conducted by KOA Corporation, the prima facie speed limit shall be as set forth in this section on those streets or parts of the streets designated when signs are erected giving notice thereof:

| Name of Street or Portion Affected | Declared Prima Facie Speed Limit (in Miles per Hour) |
|--|---|
| 13th Street from State Route 75 to Imperial Beach Boulevard | 35 |
| 13th Street from Imperial Beach Boulevard to Iris Avenue | 30 |
| 13th Street from State Route 75 to Cypress Avenue | 30 |
| 15th Street from Imperial Beach Boulevard to Iris Avenue | 30 |
| 9th Street from State Route 75 to Imperial Beach Boulevard | 35 |
| 9th Street from Imperial Beach Boulevard to South City Limit | 30 |
| Connecticut Street from Elm Avenue to Imperial Beach Boulevard | 25 |
| Elm Avenue from 7th Street to East City Limits | 30 <u>25</u> |
| Elm Avenue from Seacoast Drive to 7th Street | 25 |
| Imperial Beach Boulevard from Seacoast Drive to Connecticut Street | 35 |
| Imperial Beach Boulevard from Connecticut Street to East City Limits | 35 |
| Palm Avenue from 3rd Street to 7th Street | 40 <u>35</u> |
| Palm Avenue from Seacoast Drive to 3rd Street | 25 |
| Rainbow Drive from State Route 75 to Palm Avenue | 30 |
| Seacoast Drive from Imperial Beach Boulevard to South City Limit | 25 |
| Seacoast Drive from Palm Avenue to Imperial Beach Boulevard | 25 |



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ANDY HALL, CITY MANAGER *AH*

MEETING DATE: MARCH 19, 2014

ORIGINATING DEPT.: PUBLIC WORKS *AH L*

SUBJECT: RESOLUTION NO. 2014-7465 TO CONFIRM THE REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM (RTCIP) PROJECT PLAN ADOPTED IN MARCH 2008

EXECUTIVE SUMMARY:

Resolution No. 2014-7465 confirms that the Regional Transportation Congestion Improvement Program (RTCIP) project plan approved in March 2008 remains in effect. Upon adoption of Resolution No. 2014-7465 staff will sign and forward a letter to TransNet Independent Taxpayer Oversight Committee (ITOC) confirming the "project plan." The RTCIP project approved in March 2008 stated "Design and construct vehicle, bicycle and public transit circulation and pedestrian access improvements along and across State Route 75 between 7th Street and 9th Street and 9th Street intersection."

BACKGROUND:

Resolution No. 2008-6601 adopted March 19, 2008 implemented the TRANSNET Extension ordinance and expenditure plan, RTCIP project plan for State Route 75. Annually by April 1st, the City is required to forward a letter to the ITOC confirming that the City's program approved and submitted to the ITOC is still in effect and has not materially changed since adoption by City Council in 2008. The RTCIP project approved in March 2008 stated "Design and construct vehicle, bicycle and public transit circulation and pedestrian access improvements along and across State Route 75 between 7th Street and 9th Street and 9th Street intersection."

ANALYSIS:

The RTCIP project plan is to be funded in part, or all, through a Transportation Uniform Mitigation Fee program for the purpose of defraying actual or estimated costs of constructing planned regional transportation facilities. Imperial Beach Ordinance No. 1067 established a requirement and procedure for the imposition of development impact fees to share in the costs of the design and construction of local and regional transportation facilities. The development impact fee is levied on each new residential unit constructed within the City after July 1, 2008.

It is staff's belief that the project plan approved in March 2008 remains the best use of funds collected from the development impact fee.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

There is no direct cost incurred by confirming the RTCIP project plan. However there is a cost to the City for the failure to confirm the project plan in that the funds collected would be transferred to SANDAG to fund State Highway projects in other parts of San Diego County.

RECOMMENDATION:

1. Receive this report.
2. Adopt resolution no. 2014-7465 authorizing City staff to sign and forward a letter to ITOC confirming the RTCIP project plan approved in March 2008.

Attachments:

1. Resolution No. 2014-7465
2. Letter to TransNet Independent Taxpayer Oversight Committee

RESOLUTION NO. 2014-7465**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, TO CONFIRM THE REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM (RTCIP) PROJECT PLAN ADOPTED IN MARCH 2008**

WHEREAS, Resolution No. 2008-6601 adopted March 19, 2008 implemented the TRANSNET Extension ordinance and expenditure plan , Regional Transportation Congestion Improvement Program (RTCIP) project plan for State Route 75; and

WHEREAS, annually by April 1st, the City is required to forward a letter to the TransNet Independent Taxpayer Oversight Committee (ITOC) confirming that the City's program approved and submitted to the ITOC is still in effect and has not materially changed since adoption by City Council in 2008; and

WHEREAS, the RTCIP project approved in March 2008 stated "Design and construct vehicle, bicycle and public transit circulation and pedestrian access improvements along and across State Route 75 between 7th Street and 9th Street and 9th Street intersection"; and

WHEREAS, the RTCIP project plan is to be funded in part, or all, through a Transportation Uniform Mitigation Fee program for the purpose of defraying actual or estimated costs of constructing planned regional transportation facilities; and

WHEREAS, Imperial Beach Ordinance No. 1067 established a requirement and procedure for the imposition of development impact fees to share in the costs of the design and construction of local and regional transportation facilities; and

WHEREAS, the development impact fee is levied on each new residential unit constructed within the City after July 1, 2008; and

WHEREAS, staff recommends that the project plan approved in March 2008 remains the best use of funds collected from the development impact fee; and

WHEREAS, there is no direct cost incurred by confirming the RTCIP project plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The above recitals are true and correct.
2. This legislative body confirms the RTCIP project plan adopted in Resolution No. 2008-6601.
3. The Public Works Director is authorized to sign and forward the RTCIP project plan confirmation letter to ITOC.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 19th day of March 2014, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

JAMES C. JANNEY, MAYOR

ATTEST:

**JACQUELINE M. HALD, MMC
CITY CLERK**



City of Imperial Beach, California

PUBLIC WORKS DEPARTMENT

825 Imperial Beach Blvd., Imperial Beach, CA 91932 Tel: (619) 423-8311 Fax: (619) 429-4861

March 19, 2014

Jonathan Tibbits, Chair
TransNet Independent Taxpayer Oversight Committee
c/o San Diego Association of Governments
401 B Street, Suite 800
San Diego, CA 92101

Dear Mr. Tibbits:

The City of Imperial Beach submitted a funding program to the *TransNet* Independent Taxpayer Oversight Committee (ITOC) on March 27, 2008 in accordance with the Regional Transportation Congestion Improvement Program (RCTIP) requirements contained within the *TransNet* Extension Ordinance. In accordance with the reporting requirements of the Ordinance, this is to confirm that the program approved and submitted to you March 27, 2008 is still in effect and has not materially changed.

Should you have any questions regarding our RTCIP funding program, please contact Hank Levien, Public Works Director at telephone no. 619-628-1369 or via e-mail at hlevien@imperialbeachca.gov.

Sincerely,

Hank Levien
Public Works Director



AGENDA ITEM NO. 5.1

**STAFF REPORT
CITY OF IMPERIAL BEACH**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ANDY HALL, CITY MANAGER *AH*

MEETING DATE: MARCH 19, 2014

ORIGINATING DEPT.: CITY ADMINISTRATION

SUBJECT: FISCAL YEAR 2013-2014 (FY2014) MID-YEAR BUDGET UPDATE, FISCAL YEAR 2012-2013 (FY2013) AUDIT UPDATE AND CONSIDERATION OF RESOLUTION NO. 2014-7459 ADOPTING AND APPROVING PERSONNEL ADJUSTMENTS AND ADJUSTING THE FISCAL YEARS 2014-2015 BUDGET AND ADJUSTING THE FISCAL YEARS 2014-2015 SALARY & COMPENSATION PLAN ALLOCATING RECOMMENDED PERSONNEL CHANGES

EXECUTIVE SUMMARY:

Staff is providing the City Council a Fiscal Year (FY) 2014 mid-year budget update and an update on the FY2013 audit. Staff will also be recommending that the City Council adopt Resolution No. 2014-7459 approving personnel adjustments and amending the FY2014 and FY 2015 Salary & Compensation Plan and adjusting the FY2015 Budget allocating personnel adjustments. For budgeting purposes, all recommended salary adjustments have been calculated to include all applicable employee benefits. The Employee Costs for the FY2014 budget are \$6,937,152. It is estimated that, even with the recommended personnel changes, expenditures will be within budget. The other costs are estimated to come in under budget by nearly \$193,000 for FY2014. In addition, there is \$241,966 reserved as "Net Earnings" in the FY2014 Budget that was intended to accommodate mid-year changes. Additionally, staff recommends that any savings in the "Other Costs" and "Bottom Line Retainage" of the FY2014 budget be applied to Fund Balance, if not needed for other purposes, to accommodate the recommended personnel changes. If approved by the City Council, the recommended personnel changes would increase Employee Costs for the FY2015 Budget to \$7,164,538, but would also be within the original budget estimate of \$7,167,978 for Employee Costs. The "Other Costs" estimate for FY2015 would be higher primarily as a result of the expected conversion to new accounting software, which has not yet occurred. However, the proposed accounting software requires lower annual maintenance costs and the FY2015 Budget also has \$110,529 in additional Net Earnings that will be used to offset this increase. Therefore, if the City Council approves staff's recommendations, the net effect is that the Fiscal Years 2014-2015 budget will be unchanged.

BACKGROUND:

On May 15, 2013, the City Council adopted Resolution No. 2013-7333 approving the City's Fiscal Years 2014-2015 Operating Budget. Having recently passed the halfway point of year one of this two-year budget period, staff has prepared a detailed mid-year FY2014 budget update. This analysis outlines progress to date in both Revenues and Expenses. In summary, the City is on track to meet budgeted Revenue while staying within the Expense limits set in the budget.

Additionally, the FY2013 audit has been completed and is being submitted to the City Council for acceptance. The audit includes the Auditors Report, Management Discussion and Analysis, Detailed Financial Statements and other Audit Papers.

Finally, as part of the mid-year budget update, staff is recommending personnel adjustments and amendments to the Fiscal Years 2014-2015 Salary & Compensation Plan and the FY2014 Budget allocating those personnel adjustments. Under Ordinance No. 41 and current adopted City Personnel Rules, the City Manager maintains the authority to establish or revise wages, salaries and materials, etc., for appointive staff and City employees as a matter of business and operational necessity and as subsequently approved by the City Council. All classifications are subject to modification due to changes in departmental organization, professional expertise and knowledge, budgetary limitations or considerations, city size and population growth of the community, and administrative direction. Specifications for job classifications are also periodically reviewed and updated to assure the validity of each class specification, to maintain compliance with all applicable federal or state labor laws, during the preparation of competitive examinations and to be utilized during employee labor relations discussions.

ANALYSIS:

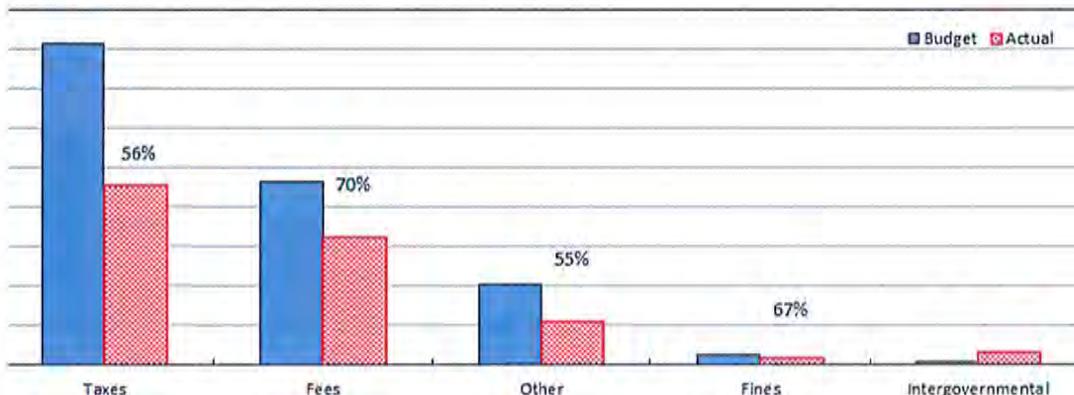
FY2014 General Fund Mid-Year Analysis – Revenues

The following analyzes the General Fund Revenues and Expenses as of March 2014. With 67% of the current fiscal year complete, the Tax Revenue is at 56% of the budget. This is due in part to the irregular nature of tax revenue and when it is received and, therefore, staff expects to finish the year above budget in tax revenue. The other revenues are below pace due to the

City of Imperial Beach

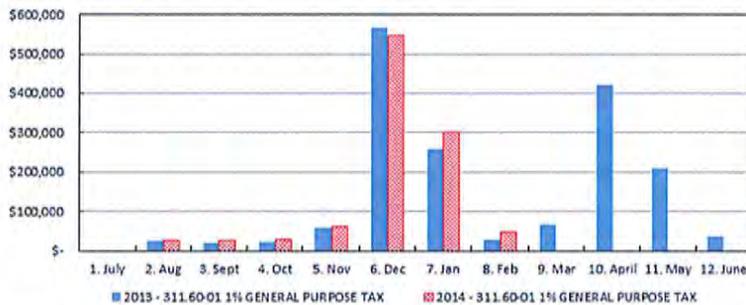
Budget to Actual (FY2014)
 General Fund Revenue Budget

Current as of 03/05/2014
 % of Year Complete 67%



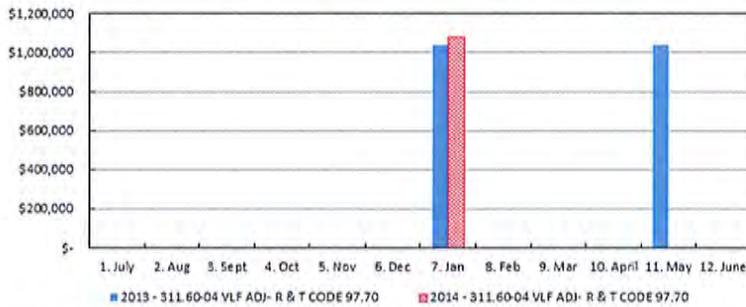
grant that has been awarded but not yet received to install surveillance cameras. This category will also be on budget.

A closer look at the components of the General Fund Revenues indicates that the following sources will also come in slightly above budget: property tax, vehicle license tax, and transient occupancy tax. It appears that the City's sales tax, however, will come in below budget. This is likely due to budget assumptions pertaining to the new hotel and restaurant, and is not an indication of actual activity. However, it should also be noted that the Revenues estimate *does not* include revenue from two new restaurants (Filippi's and SEA180) which will ultimately have a positive impact on sales tax revenue. The net impact of these revenues is that they will offset one another to be budget neutral.



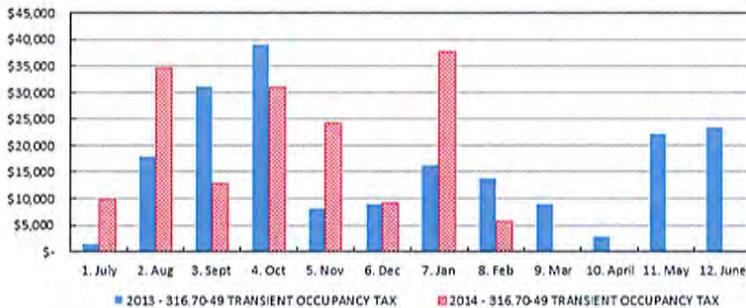
| | 2013 | 2014 |
|---------------------|--------------|--------------|
| FY Actual/Budget | \$ 1,727,271 | \$ 1,700,000 |
| Received to Date | \$ 979,364 | \$ 1,048,576 |
| % of Budget Earned | 57% | 62% |
| % of Year Completed | 66% | 66% |

Notes:
 Expect to exceed budget slightly
 Net Change to budget **\$ 27,000**



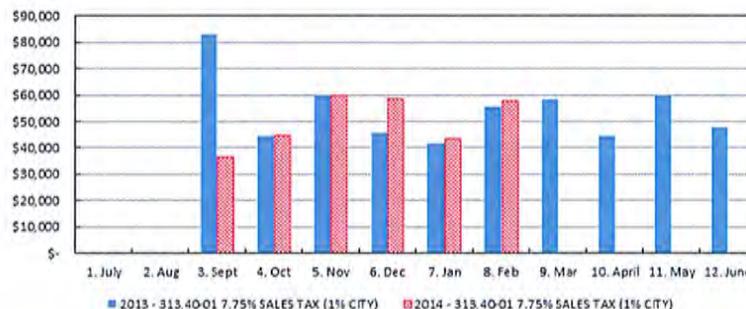
| | 2013 | 2014 |
|---------------------|--------------|--------------|
| FY Actual/Budget | \$ 2,080,549 | \$ 2,080,000 |
| Received to Date | \$ 1,040,275 | \$ 1,073,618 |
| % of Budget Earned | 50% | 52% |
| % of Year Completed | 66% | 66% |

Notes:
 HDL estimate is \$2,147 K
 Net Change to budget **\$ 67,000**



| | 2013 | 2014 |
|---------------------|------------|------------|
| FY Actual/Budget | \$ 223,612 | \$ 333,332 |
| Received to Date | \$ 136,381 | \$ 165,642 |
| % of Budget Earned | 61% | 50% |
| % of Year Completed | 66% | 66% |

Notes:
 New hotel is open (\$370K adtl/yr)
 Net Change to budget **\$ 29,000**



| | 2013 | 2014 |
|---------------------|------------|------------|
| FY Actual/Budget | \$ 661,251 | \$ 744,000 |
| Received to Date | \$ 329,550 | \$ 300,720 |
| % of Budget Earned | 50% | 40% |
| % of Year Completed | 66% | 66% |

Notes:
 HDL Budget is \$655,000 not \$744,000
 However, excludes new restaurants
 Net Change to budget **\$ (89,000)**

City of Imperial Beach Staff Report
 Financial Update, Personnel Adjustments, Amending the Salary
 & Compensation Plan & Budget
 March 19, 2014
 Page 4 of 18

FY2014 General Fund Mid-Year Analysis – Expenses

As mentioned earlier, the FY2014 General Fund expense is expected to be on budget. In detail, it is revealed that some departments have experienced one-time events causing a negative budget variance. However, this is offset by other departments that also had a one-time event that was positive to the budget. The net is an offset. In addition, there is retained revenue that is factored into the budget if needed.

City of Imperial Beach
 Budget to Actual (FY2014)
 General Fund Expense Budget

Current as of 03/05/2014
 Percent of Year Completed 67%

| | Employee Costs | | | Other Costs | | |
|---|---------------------|---------------------|--------------|----------------------|---------------------|--------------|
| | Budget | Actual | Percent Used | Budget | Actual | Percent Used |
| 101-1010 GENERAL FUND MAYOR/CITY COUNCIL | \$ 86,425 | \$ 60,431 | ↓ 70% | \$ 83,032 | \$ 62,416 | ↓ 75% |
| 101-1020 GENERAL FUND CITY CLERK | \$ 224,827 | \$ 149,804 | ↓ 67% | \$ 83,503 | \$ 31,413 | ↑ 38% |
| 101-1110 GENERAL FUND CITY MANAGER | \$ 277,002 | \$ 312,731 | ↓ 113% | \$ 88,698 | \$ 54,182 | ↑ 61% |
| 101-1120 GENERAL FUND ECONOMIC DEVELOPMENT | \$ 51,949 | \$ 36,969 | ↓ 71% | \$ 53,600 | \$ - | ↑ 0% |
| 101-1130 GENERAL FUND PERSONNEL | \$ 111,913 | \$ 96,970 | ↓ 87% | \$ 91,627 | \$ 59,474 | ↓ 65% |
| 101-1210 GENERAL FUND ADMINISTRATIVE SERVICES | \$ 359,486 | \$ 209,199 | ↑ 58% | \$ 202,751 | \$ 173,799 | ↓ 86% |
| 101-1211 GENERAL FUND TREASURY | \$ 74,313 | \$ 43,254 | ↑ 58% | \$ 1,800 | \$ 7,930 | ↓ 441% |
| 101-1220 GENERAL FUND CITY ATTORNEY | | | ↑ 0% | \$ 205,000 | \$ 101,965 | ↑ 50% |
| 101-1230 GENERAL FUND COMMUNITY DEVELOPMENT | \$ 377,814 | \$ 279,412 | ↓ 74% | \$ 139,622 | \$ 82,965 | ↑ 59% |
| 101-1910 GENERAL FUND FACILITIES MAINTENANCE | \$ 94,843 | \$ 51,110 | ↑ 54% | \$ 188,007 | \$ 85,964 | ↑ 46% |
| 101-1920 GENERAL FUND NON DEPARTMENTAL | \$ - | \$ 11,206 | ↑ 0% | \$ 375,118 | \$ 101,803 | ↑ 27% |
| 101-3010 GENERAL FUND LAW ENFORCEMENT CONTRACT | \$ 44,381 | \$ 28,251 | ↑ 64% | \$ 6,362,219 | \$ 3,205,230 | ↑ 50% |
| 101-3020 GENERAL FUND FIRE PROTECTION | \$ 1,498,541 | \$ 1,015,541 | ↓ 68% | \$ 681,403 | \$ 399,576 | ↑ 59% |
| 101-3030 GENERAL FUND OCEAN/BEACH SAFETY | \$ 1,031,381 | \$ 600,053 | ↑ 58% | \$ 497,824 | \$ 251,457 | ↑ 51% |
| 101-3035 GENERAL FUND JR LIFEGUARD PROGRAM | \$ 18,780 | \$ 8,208 | ↑ 44% | \$ 30,500 | \$ 1,731 | ↑ 6% |
| 101-3040 GENERAL FUND BUILDING AND HOUSING INSP | \$ 259,664 | \$ 149,506 | ↑ 58% | \$ 93,469 | \$ 47,256 | ↑ 51% |
| 101-3050 GENERAL FUND ANIMAL CONTROL | \$ 16,109 | \$ 10,289 | ↑ 64% | \$ 259,002 | \$ 129,755 | ↑ 50% |
| 101-3070 GENERAL FUND CODE ENFORCEMENT | \$ 97,304 | \$ 36,905 | ↑ 38% | \$ 73,029 | \$ 45,443 | ↑ 62% |
| 101-3080 GENERAL FUND AVA | \$ 5,096 | \$ 3,458 | ↓ 68% | \$ 3,050 | \$ - | ↑ 0% |
| 101-5010 GENERAL FUND STREET MAINTENANCE | \$ 356,812 | \$ 218,926 | ↑ 61% | \$ 686,326 | \$ 399,232 | ↑ 58% |
| 101-5020 GENERAL FUND ADMINISTRATION | \$ 401,882 | \$ 256,585 | ↑ 64% | \$ 220,149 | \$ 156,558 | ↓ 71% |
| 101-5040 GENERAL FUND SOLID WASTE MANAGEMENT | \$ 30,427 | \$ 16,765 | ↑ 55% | \$ 54,504 | \$ 29,305 | ↑ 54% |
| 101-5050 GENERAL FUND STORM WATER | \$ 153,427 | \$ 89,433 | ↑ 58% | \$ 177,648 | \$ 118,760 | ↓ 67% |
| 101-6010 GENERAL FUND RECREATION | \$ 52,398 | \$ 63,404 | ↓ 121% | \$ 63,110 | \$ 25,868 | ↑ 41% |
| 101-6020 GENERAL FUND PARK MAINTENANCE | \$ 135,677 | \$ 99,320 | ↓ 73% | \$ 335,505 | \$ 180,795 | ↑ 54% |
| 101-6030 GENERAL FUND SENIOR SERVICES | \$ 32,545 | \$ 12,963 | ↑ 40% | \$ 68,939 | \$ 45,980 | ↓ 67% |
| 101-6040 GENERAL FUND TIDELANDS MAINTENANCE | \$ 575,235 | \$ 365,442 | ↑ 64% | \$ 337,945 | \$ 201,434 | ↑ 60% |
| 501-1921 VEHICLE REPLACEMENT/MAINT VEHICLE REPLACEMENT | \$ 166,943 | \$ 107,899 | ↓ 65% | \$ 1,437,065 | \$ 749,637 | ↑ 52% |
| 502-1922 RISK MANAGEMENT FUND RISK MANAGEMENT | \$ 116,505 | \$ 50,557 | ↑ 43% | \$ 519,125 | \$ 307,796 | ↑ 59% |
| 503-1923 TECHNOLOGY/COMMUNICATIONS INFORMATION TECHNOLOGY | \$ 285,473 | \$ 181,860 | ↑ 64% | \$ 285,448 | \$ 226,317 | ↓ 79% |
| Grand Total | \$ 6,937,152 | \$ 4,566,450 | 66% | \$ 13,699,018 | \$ 7,284,039 | 53% |
| Projected Cost to end of FY14 | | \$ 6,930,000 | | | \$ 13,506,000 | |
| Projected Budget Surplus (Deficit) | | \$ 7,152 | | | \$ 193,018 | |
| Bottom line net revenue retained in budget | | \$ 241,966 | | | | |

FY2013 Audit

The FY2013 Audit (the "Audit") has been completed and is available for review. A hard copy of the Audit is provided as backup. In addition, the Audit has been published on the City website. For a comprehensive analysis of the financial performance of the City, please refer to the Management Discussion and Analysis contained in the Audit. Below are the highlights from that analysis:

- The assets and deferred outflows of resources of the City exceeded its liabilities at the close of the most recent fiscal year by \$85,227,390 (net position). Of this amount, \$22,040,712 represents unrestricted net position, which may be used to meet the government's ongoing obligations to citizens and creditors.
- At the close of the current fiscal year, the City's governmental funds reported combined fund balances of \$30,202,918, a decrease of \$4,845,291 in comparison with the prior year. Capital projects funded by 2010 tax allocation bonds are the primary reason the City's fund balance declined. Approximately 17.5% of this amount (\$5,292,383) is available for spending at the government's discretion (unassigned fund balance).
- At the end of FY2013, unrestricted fund balance (the total of the committed, assigned, and unassigned components of fund balance) for the general fund was \$11,124,610, or approximately 66% of total general fund expenditures. The total of the unassigned component is \$5,611,069 or approximately 33% of total general fund expenditures.



Recommended Personnel & Job Classification Changes

Over the recent years, the City has gone through personnel changes including layoffs, voluntary departures, and position vacancies which have increased the workload of the current staff. Despite these personnel changes and challenges, City employees remain well trained, possess important institutional knowledge, and continue to provide a high level of service to the residents of Imperial Beach.

Periodically, the City assesses staffing levels within the organization to ensure that adequate resources are in place for desired service levels, to identify areas of enhancement of service and to accommodate staffing requirements. Management staff has performed such a review of each department and has assessed and is recommending proposed changes to facilitate the efficiency and effectiveness of the organization in dealing with the public and responding to the many and varied requirements and projects expected of city staff:

The impact of the staffing changes on the FY2014 and FY2015 budgets will continue to be monitored and identified and, if necessary, additional amendments will be recommended. However, as discussed in greater detail below, all recommended changes are within current budget limits.

The following are staff's recommended personnel and job classification changes by department:

ADMINISTRATIVE SERVICES/FINANCE DEPARTMENT

Financial Services Assistant and Senior Account/Clerk Technician to Senior Accountant

The Financial Services Assistant and Senior Accountant/Clerk Technician positions are two existing job classifications in the City's Salary and Compensation Plan. As part of the voluntary separation program approved by the City Council in April 2012, the Financial Services Assistant retired in December 2012, leaving that position vacant, after which that position was eliminated from the budget. The City's Senior Accountant/Clerk Technician performs a variety of professional accounting, financial analysis and reporting functions in support of City-wide operations. However, higher level responsibilities are currently needed from this position to support the service needs of the City.

Staff recommends, therefore, that a "Senior Accountant" job classification be created to provide direct, higher level assistance to the Administrative Services/Finance Director in all aspects of financial governance of the City. The duties and responsibilities for this position have been prepared and are provided in the attached proposed job description and include some of the responsibilities of the recently-vacated Finance Supervisor position. In order to ensure proper fiscal control, staff's recommendation is to reclassify two current employees into the newly-established Senior Accountant position. The Senior Accountant position is classified as a confidential, non-represented position.

One of the employees who would become a Senior Accountant is already classified as confidential. To facilitate this staffing need, staff recommends that the position of Financial Services Assistant be replaced by one of the Senior Accountant positions.

The other employee who would become a Senior Accountant is currently represented by the Service Employees International Union, Local 221 (SEIU) and, therefore, would require a

change to Confidential status. This position title would be changed from Senior Account/Clerk Technician to Senior Accountant.

Network Systems Technician from Part-Time to Full-Time

In December 2013, the Network Systems Administrator left the City and the position was not filled. The department is currently operating with a temporary employee under the direction of the Administrative Services/Finance Director. Staff recommends that this individual be permanently hired as the Network Systems Technician, with the responsibilities and job duties already identified in the City's existing job classification for this position. This position is classified as a confidential, non-represented position.

Account/Clerk Technician

The Finance Department is currently staffed with three (3) Accountant/Clerk Technician's and one contracted temporary staff to assist primarily with the roles of Accounts Payable, Accounts Receivable, Payroll, Business Licensing, and general accounting functions that required a full-time position. Staff is recommending creating a fourth Accountant/Clerk Technician which will enable the department to continue to operate efficiently. The recruitment process will be initiated after July 1, 2014. In addition, staff recommends the salary range be increased as described below in the fiscal analysis.

CITY CLERK'S OFFICE

Deputy City Clerk

The Deputy City Clerk position was established to assist the City Clerk in carrying out the programs and activities of the City Clerk's Department and serves as City Clerk in the absence of the City Clerk. The specific duties and responsibilities of the Deputy City Clerk have been updated and are included in the attached job description for this job classification. Since December 2010, the Deputy City Clerk position has been left vacant due to budget constraints. Since that time, the duties of the Deputy City Clerk have been fulfilled by the City Clerk, the Clerk Typist and the City Manager's Administrative Secretary II.

Since December 2013, the Clerk Typist position has been vacant. The duties of the Clerk Typist and Deputy City Clerk are currently being fulfilled by temporary staff and the City Manager's Administrative Secretary II. Staff recommends, therefore, proceeding with the recruitment and hiring of a Deputy City Clerk while keeping the Clerk Typist position vacant until further notice.

PUBLIC SAFETY/FIRE DEPARTMENT

Office Specialist (Part-Time) to Administrative Assistant (Full-Time)

The Office Specialist position serves as the Front Office Manager for the Public Safety Department. In carrying out this function, the Office Specialist provides many administrative services in support of the Public Safety Department and the Public Safety Director/Fire Chief.

Due to budget constraints, the Public Safety Department has, for several years, been limited to a part-time position (either contract or City staff) to provide administrative support to assist with

this department's office workload. Oftentimes, this required the department to assign required administrative activities to volunteers and management, hindering the ability to maximize customer service, optimize fiscal management, pursue grants, and achieve citywide public safety initiatives for the good of the City and the community. The Public Safety Department has a high level of public contact in the areas of fire prevention, inspection, and hazard mitigation; citizen complaints; special event inquiries and applications; animal control; as well as cross agency inquiries and efforts. The department also has a significant fiscal processing workload, including billing and revenue processing, purchasing, grant processing, and contractual issues. Additionally, the department handles a variety of Administrative Citation cases related to Fire Inspection services and Animal Control and, as with all departments of the City, there is a constant flow of correspondence from the Public Safety Director/Fire Chief, the Management Analyst (Emergency Services Coordinator) and the Fire/Safety Inspector.

The responsibilities described above have risen to a level that necessitates a full-time employee. Staff recommends, therefore, that the Part-Time Office Specialist position be reclassified as a full-time "Administrative Assistant" and that recruitment be conducted to select an employee for this position. As part of the recommended personnel changes affecting three City departments (Public Safety, Public Works and Community Development), the "Administrative Assistant" position would be created as a newly-proposed job classification into which the City's two SEIU-represented employees currently filling the position of Administrative Secretary II would be assigned along with the hiring of the Public Safety Administrative Assistant. A proposed job classification has been created for this position to reflect the duties and responsibilities required of this position and the Salary and Compensation Plan is also proposed to be adjusted for this job classification as discussed below. A copy of the Administrative Assistant job description is attached to this staff report.

Management Analyst to Emergency Services Coordinator

The Management Analyst position coordinates emergency services for the City of Imperial Beach. In carrying out this function, this position provides direct support to the Public Safety Director/Fire Chief and, among other duties, develops, implements, and establishes practical exercises that activate the City's Emergency Management Plan for training of the City Manager, Department Heads, Mayor and City Council, and activates the Department Operations Center (DOC) and City Emergency Operations Center, while also supporting City labor contract negotiations, Information Technology, budget preparation, and conducting analysis and research in support of the department's objectives.

Prior to 2008, the Public Safety Director was assisted by a Deputy Fire Chief and a full-time Administrative Secretary I. Due to the budget constraints experienced over the past several years, the Deputy Fire Chief and the Office Manager positions were eliminated, and temporary staff personnel were utilized for office duties. The Administrative Secretary I position was later restored at part-time, and a Management Analyst position was then created to provide assistance to the Public Safety Director/Fire Chief. This staffing addressed mid-level organizational and analytical needs of the department, but left an emergency services and higher level management gap in the department.

In order to meet the staffing needs of the Public Safety Department and to provide appropriate and expected levels of service to the community, staff recommends reclassification of the position of Management Analyst to the position of "Emergency Services Coordinator." The position of Emergency Services Coordinator would provide mid-management support to the

Public Safety Director/Fire Chief and would carry out the duties and responsibilities described in the attached job description for this newly-established position.

PUBLIC WORKS DEPARTMENT

Environmental Program Specialist

The City's Environmental Program Specialist resigned in December 2013 to take an Analyst position with the County of San Diego. This position has remained vacant since the departure of the City's former staff member. Staff reviewed the job description for the Environmental Program Specialist and has prepared the attached job description which accurately describes the duties identified for the Environmental Program Specialist. The SEIU ratified the changes to the job description on February 20, 2014 and the City initiated the recruitment for this position this month.

Custodian

In July 2013, the City's Custodian staff member also took advantage of the City's Voluntary Separation Program and retired. Since then, the City has been receiving custodial services on a contract basis from Jani-King of California until the City's custodial services needs could be assessed. Staff has reviewed the job description for the Custodian and prepared the attached job description which accurately describes the duties identified for this position. The SEIU ratified the changes to the job description on February 20, 2014. The Human Resources Department will initiate recruitment for this position as soon as practical.

Administrative Secretary II to Administrative Assistant

Upon the dissolution of the former Redevelopment Agency (RDA) in 2012, the Public Works' Administrative Secretary II was tasked to assist with the department's Capital Improvements Program (CIP) project administration. Although the nature of the administrative duties were unchanged, the added administrative work with CIP projects was significant and required some shifting of previously assigned tasks with more reliance on independent or less supervised work. This shift in supervisory oversight and independent work was never compensated. As noted above, therefore, staff recommends that this position be reclassified to Administrative Assistant and that the salary band be increased as described below in the fiscal analysis.

Public Works Superintendent to Public Works Operations and Construction Manager

Along with the dissolution of the former RDA, the City's Public Works Inspector took advantage of the City's Voluntary Separation Program and retired, leaving that position vacant. However, the level of the City's public works construction and major maintenance work continued through the use of remaining tax allocation bond funds and other funding sources. In order to facilitate the City's capital projects, it is necessary to have dedicated construction management as part of each and every ongoing project in order to maintain the quality of the construction and compliance with applicable construction plans. Although construction management can be outsourced through a consultant at a cost, it is more efficient and reliable to have this professional skill in house and thus the assignment of the additional duties for the Public Works Superintendent. As such, staff recommends reclassifying the Public Works Superintendent to the "Public Works Operations and Construction Manager" and further recommends a change in the salary band for this position as discussed below.

COMMUNITY DEVELOPMENT DEPARTMENT

Part-Time Building/Code Compliance Specialist to Full-Time Code Compliance Officer

After the departure of both the City's full-time and part-time Code Compliance Officers, the Community Development Department attempted to staff the Code Compliance Division with two part-time Code Compliance Officers. After the departure of one of these part-time employees, however, and based upon staffing needs, it was decided during the Fiscal Years 2014-2015 budget preparation that one full-time Code Compliance Officer might provide more optimal service and efficiency. The Current budget, therefore, provides for the hiring of a full-time Code Compliance Officer. Since adoption of the budget, and based upon analysis by staff and consultation with the City's new Building Official, staff recommends that the current part-time Building/Code Compliance Specialist be promoted to the budgeted full-time Code Compliance Officer. This position, whose responsibilities include much of the same administrative support to both the Code Compliance and Building divisions presently provided by the Building/Code Compliance Specialist, will continue that administrative support and will also be tasked with higher level code compliance responsibilities and duties. Additionally, the current part-time Code Compliance Officer position will continue to be staffed to maintain the budgeted allocation of 1 ½ employees in support of both the Code Compliance Division and Building Division in the Community Development Department. The part-time Building/Code Compliance Specialist position would remain unfilled at this time.

Administrative Secretary II to Administrative Assistant

One of the departments and positions most affected by the dissolution of the former RDA was the Community Development Department and the Administrative Secretary II position. Administrative and clerical support for this department has been extensive and ever-changing. In an effort to recognize this, and as noted above, one part of the recommended personnel changes affecting three divisions of the Community Development City department is the creation of an "Administrative Assistant" position into which the position of Administrative Secretary II would be assigned. A proposed job description has been created for the position of Administrative Assistant to reflect the duties and responsibilities required. The Salary and Compensation Plan is also proposed to be adjusted for this job classification as discussed below. A copy of the Administrative Assistant job description is attached to this staff report.

Senior Planner

The position of Senior Planner is vitally important to the City. Over the past few years, the responsibilities and duties of this position and of the planning staff as a whole has seen a noticeable increase in activity. The recent completion of the Pier South Hotel, the approval of the Breakwater project by the Department of Finance, the new County Library project and the Bernardo Shores project, have also resulted not only in a workload increase in and of themselves, but have also resulted in a dramatic increase in development and business interest in the City. This increase has resulted in a steadily expanding workload and level of responsibility for all planning staff. Additionally, with the assumption of the role of Assistant City Manager by the Community Development Director in January 2012, a much higher level of responsibility has been assumed by both the Senior Planner and City Planner. In an effort to retain valuable and skilled staff and to compensate them at an appropriate level, therefore, staff is recommending that the pay range for the Senior Planner position be adjusted to "Range 69"

as more specifically described below. If approved by the City Council, the recommended change would also assist this department in succession planning for future professional growth of the City's Senior Planner.

City Planner

In an effort to keep pace with the workload increase in the Community Development Department as discussed above, the duties and responsibilities of the City Planner position continue to expand. Additionally, higher level regional planning responsibilities have been assigned to the City Planner as a result of the expanding duties of the Assistant City Manager/Community Development Director. In an effort to fairly compensate this important staff position, therefore, staff is recommending that the City Planner salary band be adjusted as described below. Based upon a recent county-wide salary survey for City/Principal Planners, this adjustment would still be below the median of the 13 cities surveyed with a similar classification.

Assistant City Manager/Community Development Director

The role and responsibilities of the Assistant City Manager/Community Development Director have continued to expand steadily over the past few years and, most recently, over the past year. In addition to overseeing the on-going wind-down of the former RDA, the increased interest from developers and businesses exploring opportunities in Imperial Beach indicates that this workload will likely continue to increase or, at the very least, remain quite steady. Although many planning responsibilities of this position have been delegated to the City and Senior Planner positions as noted above, large-scale projects such as the Breakwater Project, Bikeway Village, Habitat for Humanity, Bernardo Shores, and the Palm Avenue Mixed Use and Commercial Corridor Master Plan Project will continue to require significant attention from this position. Additionally, other on-going responsibilities including general oversight of the Human Resources Department and leading the City Management's labor negotiation team will continue to require dedicated attention. As such, staff recommends that the salary band for this position be adjusted to allow for additional and more competitive compensation as negotiated and approved by the City Manager.

CITY MANAGER AND HUMAN RESOURCES DEPARTMENTS

Administrative Secretary II to Management Analyst

The Management Analyst position more efficiently fulfills the wide-ranging obligations now being served by the Administrative Secretary II position, and allows for greater flexibility in completing management level responsibilities within the purview of the City Manager and Mayor and City Council, while providing for improved interaction, coordination and productivity within all departments. Enhanced public information services and capabilities are achieved by this proposed realignment. Additionally, this recommended personnel change addresses the growing demand for increased effective communication and interaction with residents, community organizations and related governmental agencies. Staff recommends, therefore, that the position of Administrative Secretary II in the City Manager Department (a Confidential, non-represented position) be reclassified as Management Analyst. A corresponding salary band adjustment is also recommended as described below.

Human Resources Analyst to Human Resources Manager

In December 2012, the Human Resources (HR) Manager also took advantage of the City's Voluntary Separation Program and retired. As a cost savings measure, staff proposed not filling the HR Manager position and instead reclassifying the HR Technician to HR Analyst to provide the required human resources support to the City. The duties performed by the HR Manager have been a vital part of City operations. The City's current HR Analyst has now assumed the responsibility of the former HR Manager for well over a year. This has involved taking over the day-to-day HR responsibilities of the City. By keeping the HR Manager position vacant and reassigning those job responsibilities to the position of HR Analyst, the City has saved approximately \$89,590 per year. In addition, the existing monthly salary range for the HR Analyst is lower than similar positions in other cities within San Diego County which contributed to the savings based upon a county-wide survey conducted by City staff. Staff recommends, therefore, that the HR Analyst be promoted to the position of HR Manager with a corresponding salary band adjustment for this position as described below.

Office Specialist (Part-Time/Confidential)

After evaluating the reassignment of the Administrative Secretary II in the City Manager's Office to Management Analyst, and because the HR department consists of one staff person with no backup support, staff recommends creating a new half time (part-time) Office Specialist (confidential) position to the organizational structure to support the HR and City Manager's Office in an effort to enhance the efficiency of the day-to-day operations of these departments. The proposed compensation for this position is described below in the Fiscal Impact analysis.

FISCAL IMPACT:

ADMINISTRATIVE SERVICES DEPARTMENT

Financial Services Assistant and Senior Account/Clerk Technician to Senior Accountant

After review of the attached job description, staff recommends that the monthly salary "range" for the Senior Accountant position be set at "Range 63" which is \$5,242 - \$6,690 per month. Staff further recommends that this position be classified as a Confidential, unrepresented position. If approved by the City Council, the effective date of this change will be the first day after the pay period following adoption of Resolution No. 2014-7459. The SEIU ratified the changes to the Senior Account/Clerk Technician on March 11, 2014.

Network Systems Technician from Part-Time to Full-Time

Staff recommends changing the part-time Network Systems Technician to a full-time confidential, unrepresented position. There are no changes to the salary and job description for this position. If approved by the City Council, the effective date of this change will be the first day after the pay period following adoption of Resolution No. 2014-7459. The SEIU ratified the proposed changes to the Network Systems Technician position on March 11, 2014.

Accountant/Clerk Technician

In order for the City to retain highly skilled employees, staff recommends that the monthly salary "range" for this position be set at "Range 49" which is \$3,759 - \$4,799 per month (\$21.68 -

\$27.68/hour) and that a fourth Account/Clerk Technician position be created. If approved by the City Council, the effective date of this change will be the first day after the pay period following adoption of Resolution No. 2014-7459. The SEIU ratified the changes to the Accountant/Clerk Technician salary on March 11, 2014.

CITY CLERK'S OFFICE

Deputy City Clerk

Management staff reviewed the job description for the Deputy City Clerk and has prepared the attached job description which properly describes the duties identified for Deputy City Clerk. Based upon a salary survey conducted for this position, staff recommends adjusting the monthly salary "Band" to be set at \$4,102 to \$4,992 per month, which was the median band of the cities surveyed. Staff further recommends that the position be classified from Confidential to a Mid-Management position. If approved by the City Council, the effective date of this change will be the first day after the pay period following adoption of Resolution No. 2014-7459. If approved by the City Council, the Human Resources Department will initiate recruitment as soon as practical.

PUBLIC SAFETY/FIRE DEPARTMENT

Office Specialist (Part-Time) to Administrative Assistant (Full-Time)

In 2013 Public Safety was working on upgrading the Office Specialist position to full-time, however the incumbent left the City for full-time work with another agency. In order to immediately address this critical position, the department contracted for temporary staffing, but now on a full-time basis. After reviewing existing positions in the City, it was determined that an Administrative Secretary II was the best fit for the needs of the department. As noted above, however, staff is currently recommending reclassifying those employees filling this position into a newly-created position of "Administrative Assistant." Hiring this full-time position will attract and help retain individuals possessing a high level of technical, interpersonal, and organizational skills required for the corresponding responsibilities. Management reviewed the job description for the Administrative Secretary II and has prepared the attached new job description for Administrative Assistant which properly describes the duties identified for this position. Staff further recommends that the monthly salary "range" for the Administrative Assistant be set at "Range 45" which is \$3,386 - \$4,322 per month (\$19.54 - \$24.94/hourly). If approved by the City Council, the effective date for this personnel change will be the first day of the pay period following adoption of Resolution No. 2014-7459. The SEIU ratified the changes to the job description and salary on March 11, 2014. The Human Resources Department will initiate recruitment for this position as soon as practical.

Management Analyst to Emergency Services Coordinator

The title Emergency Services Coordinator more accurately describes the responsibilities of this position and attached job description. This was determined by identifying the needs of the City and comparing them to other cities with similar positions. In addition, staff recommends adjusting the monthly salary "band" to be set at \$5,840 - \$7,420 per month and that this position continue to be classified as a Mid-Management position. If approved by the City Council, the effective date of this change will be the first day after the pay period following adoption of Resolution No. 2014-7459.

PUBLIC WORKS DEPARTMENT

Environmental Program Specialist

Management staff reviewed the job description for the Environmental Program Specialist and has prepared the attached job description which accurately describes the duties identified for this position. The salary range for Environmental Program Specialist position will remain unchanged. The SEIU ratified the changes to the job description on February 20, 2014 and the City initiated recruitment this month.

Custodian

Management staff reviewed the job description for the Custodian and has prepared the attached job description which accurately describes the duties identified for the Custodian position. The SEIU ratified the changes to the job description on February 20, 2014. Staff recommends that the monthly salary "range" for the Custodian be set at "Range 29" which is \$2,406 - \$3,071 per month (\$13.88 – \$17.72/hourly). The Human Resources Department will initiate recruitment as soon as practical.

Administrative Secretary II to Administrative Assistant

Management reviewed the job description for the Administrative Secretary II and, in keeping with the recommendation for both the Public Safety and Community Development departments, staff recommends the creation of the job classification and has prepared the attached job description for "Administrative Assistant" which properly describes the duties identified for this position. Staff further recommends that the monthly salary "Range" for the Administrative Assistant be set at "Range 45" which is \$3,386 - \$4,322 per month (\$19.54 - \$24.94/hourly). If approved by the City Council, the effective date of this change will be the first day of the pay period following adoption of Resolution No. 2014-7459. The SEIU ratified the changes to the job description and salary on March 11, 2014.

Public Works Superintendent to Public Works Operations and Construction Manager

The Public Works Superintendent performs the management and supervision of the following four major divisions within the City of Imperial Beach: Street Maintenance, Sewer (Wastewater) Maintenance, Fleet (vehicle and equipment) Maintenance and Grounds & Facilities Maintenance. Upon the dissolution of the former RDA, it became necessary to add to this position the role of Public Works Inspector for all public capital projects due to the retirement of the full-time Public Works Inspector. Additionally, the Public Works Superintendent position was assigned a greater oversight of private projects that have a public project impact, such as adjacent sidewalks, driveways, cross gutters, and ADA compliant intersection ramp improvements due to the reduction in employees within the Public Works Department. This increased level of responsibility was never compensated when assigned in 2012. Staff reviewed the job description for the Public Works Superintendent and has prepared the attached job description which properly describes the duties to "Public Works Operations and Construction Manager" and recommends adjusting the monthly salary "band" be set at \$6,200 to \$8,525 per month. If approved by the City Council, the effective date of this change will be the first day after the pay period following adoption of Resolution No. 2014-7459.

COMMUNITY DEVELOPMENT DEPARTMENT

Part-Time Building/Code Compliance Specialist to Full-Time Code Compliance Officer

As noted above, staff is recommending that the part-time Building/Code Compliance Specialist be promoted into the currently-budgeted, full-time position of Code Compliance Officer. The established pay "range" for this position is "Range 48" which is \$3,667 - \$4,682 and will remain unchanged. The SEIU ratified this personnel change on March 11, 2014.

Administrative Secretary II to Administrative Assistant

Management staff reviewed the job description for the Administrative Secretary II and is recommending the creation of a new job classification of Administrative Assistant for this position. Staff has prepared the attached job description which properly describes the duties identified for the Administrative Assistant. Staff further recommends that the monthly salary "range" for the Administrative Assistant be set at "Range 45" which is \$3,386 - \$4,322 per month (\$19.54 - \$24.94/hourly). If approved by the City Council, the effective date will be the first day of the pay period following adoption of Resolution No. 2014-7459. The SEIU ratified the changes to the job description and salary on March 11, 2014.

Senior Planner

Staff recommends adjusting the monthly salary "range" for the Senior Planner to "Range 69" which is \$6,082 - \$7,760 per month (\$35.09 - \$44.77/hourly). Based upon a survey of other cities in the county, the comparable salary for the position of Senior Planner ranges from \$6,091 to \$8,750 per month. The recommended pay range would be slightly above the median for a Senior Planner. If approved by the City Council, the effective date of this change will be the first day of the pay period following adoption of Resolution No. 2014-7459. The SEIU ratified this salary change on March 11, 2014.

City Planner

Staff recommends adjusting the monthly salary "Band" for the City Planner to be \$6,388 to \$8,154 per month. Based upon a survey of other cities in the county, the comparable salary for the position of City/Principal Planner ranges from \$6,831 to \$9,612 per month. This recommended pay band would be below the median of the cities surveyed. If approved by the City Council, the effective date of this change will be the first day of the pay period following adoption of Resolution No. 2014-7459.

Assistant City Manager/Community Development Director

Management staff recommends adjusting the monthly salary "band" for the position of Assistant City Manager/Community Development Director to \$11,158 to \$13,755 per month. If approved by the City Council, the effective date of this change will be the first day of the pay period following adoption of Resolution No. 2014-7459.

CITY MANAGER, CITY COUNCIL AND HUMAN RESOURCES DEPARTMENTS

Administrative Secretary II to Management Analyst

The Administrative Secretary II position serving the City Manager's Office is recommended to be reclassified to Management Analyst. This position fulfills managerial responsibilities exhibiting a higher level of accountability, visibility, and utility to the City Manager and Council of benefit to the city. Staff recommends that the monthly salary range for the Management Analyst be set at the salary "band" of \$4,740 to \$6,209 per month. If approved by the City Council, the effective date will be the first day of the pay period following adoption of Resolution No. 2014-7459.

Human Resources Analyst to Human Resources Manager

The HR Department is comprised of one staff member (the HR Analyst) with no back up support. The current staff member assumes a wide-range of responsibilities including recruitment, selection, classification and compensation, benefit administration, workers' compensation, leave and disability management, labor relations, risk management/safety and related day-to-day functions. In other organizations, staff in the HR Departments has structure roles with HR Directors instead of an HR Managers. The HR Manager is an appointed department head classification. Based upon a survey of other cities in the county, the comparable monthly salary for the position of HR Manager ranges from \$8,340 to \$12,932 per month. Staff recommends that the monthly salary range for the HR Manager be set at the "Band" of \$7,349 to \$9,435 per month. If approved by the City Council, the effective date of this change will be the first day of the pay period following adoption of Resolution No. 2014-7459.

Office Specialist (Part-Time/Confidential)

Due to the duties and responsibilities of the new half time (part-time) Office Specialist, which will include access to confidential City information, this position will be classified as a Confidential Appointive Employee with no benefits and no Union representation. The salary range for this classification is already set at "Range 29" which is \$13.88 – \$17.72 per hour under the City's Fiscal Years 2014-2015 Salary & Compensation Plan and will remain as is. Management staff reviewed the existing job description for the Office Specialist and has prepared the attached job description which properly describes the duties identified for the Office Specialist (Confidential) for the HR and City Manager Offices. Staff would initiate recruitment immediately following adoption of Resolution No. 2014-7459 by the City Council.

BUDGET IMPACT OF RECOMMENDED PERSONNEL CHANGES

The following table incorporates all the personnel changes described above and as included in Resolution No. 2014-7459 into the current FY2014 Budget. For budgeting purposes, all recommended salary adjustments have been calculated to include all applicable employee benefits. The Employee Costs for the FY2014 budget is \$6,937,152. Even with these recommended changes, it is estimated that we will be within budget. The other costs in the FY2014 budget are estimated to come in under budget by nearly \$193,000. In addition, there is \$241,966 reserved as "Net Earnings" in the FY2014 Budget which is designed to accommodate mid-year budget changes. Staff recommends, therefore, that any savings in "Other Costs" and the "Bottom Line Retainage" be applied to the City's Fund Balance if not needed for other purposes.

ENVIRONMENTAL DETERMINATION:

The information presented and the actions recommended are not a project as defined by CEQA.

RECOMMENDATION:

That the City Council:

1. Receive the Mid-Fiscal Year 2013-2014 Budget Update;
2. Receive the Fiscal Year 2012-2013 Financial Audit; and
3. Consider and adopt Resolution No. 2014-7459 approving personnel adjustments, amending the Fiscal Years 2014-2015 Salary & Compensation Plan and adjusting the Fiscal Years 2014-2015 Budget allocating the recommended personnel adjustments.

Attachments:

1. Resolution No. 2014-7459
2. Job Descriptions
3. Fiscal Year 2012-2013 Financial Audit

RESOLUTION NO. 2014-7459**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, ADOPTING AND APPROVING PERSONNEL ADJUSTMENTS AND ADJUSTING THE FISCAL YEARS 2014-2015 BUDGET AND AMENDING THE FISCAL YEARS 2014-2015 SALARY AND COMPENSATION PLAN ALLOCATING RECOMMENDED PERSONNEL CHANGES**

WHEREAS, the provisions of Ordinance No. 41 of the City of Imperial Beach provides that the City Manager maintains the authority under Ordinance No. 41 and under current adopted City Personnel Rules to establish or revise wages, salaries and materials, etc., for appointive staff and City employees as business and operational necessity subsequently approved by the City Council; and

WHEREAS, job classifications and salary are periodically reviewed and updated to assure the validity of each class specification, to maintain compliance with all labor laws, to prepare competitive examinations, and to retain well-trained employees that possess important institutional knowledge; and

WHEREAS, management staff have performed a personnel review of each department to assess the levels of staffing requirements within the organization to ensure that adequate resources are in place, to enhance the efficiency and effectiveness of the organization in dealing with the public, and to respond to the many and varied requirements and projects expected of city staff; and

WHEREAS, the Service Employees International Union, Local 221 ("SEIU") is the exclusive bargaining agent and representative of the City's Miscellaneous Classified Service; and

WHEREAS, the City and SEIU met and conferred in good faith and agreed to the personnel changes outlined below.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The above recitals are true and correct.
2. The City Council hereby approves the following personnel, job description and salary adjustments:
 - a. Create two Senior Accountant positions with the salary set at "Range 63" \$5,242 - \$6,690 monthly; Confidential non-represented position.
 - b. Change the part-time Network Systems Technician to full-time and reclassify the position from being represented to a Confidential position.
 - c. Change the salary range of the Accountant/Clerk Technician to "Range 49" \$3,759 - \$4,799 monthly; position remains as a represented position.
 - d. Adjust the salary band of the Deputy City Clerk to "Band" \$4,102 - \$4,992 monthly, update job description and reclassify from Confidential to a Mid-management position.
 - e. Reclassify the Administrative Secretary II title to Administrative Assistant for the Public Works Department, Community Development Department and subsequently the Public Safety Department and change the monthly salary to "Range 45" \$3,386 - \$4,322 monthly with the position remaining a represented position.
 - f. Reclassify the part-time Office Specialist for the Public Safety Department to full-time Administrative Assistant and set the salary at "Range 45" \$3,386 - \$4,322 monthly with the position remaining a represented position.
 - g. Reclassify the Management Analyst for the Public Safety Department to

- Emergency Services Coordinator and set the salary to "Band" \$5,840 - \$7,420 monthly with the position remaining a Mid-Management position.
- h. Approve changes to the Environmental Program Specialist job description with the established pay to remain unchanged and the position to remain as a represented position.
 - i. Approve changes to the Custodian job description and change the salary range to "Range 29" \$2,406 - \$3,071 monthly with the position remaining a represented position.
 - j. Reclassify the Public Works Superintendent to Public Works Operations and Construction Manager and set the salary to "Band" \$6,200 - \$8,525 monthly with the position remaining as a Mid-Management position.
 - k. Promote the part-time Building/Code Compliance Specialist to full-time Code Compliance Officer with the established pay to remain unchanged and the position to remain a represented position.
 - l. Adjust the salary range of the Senior Planner to "Range 69" \$6,082 - \$7,760 monthly with the position to remain as a represented position.
 - m. Adjust the salary of the City Planner to "Band" \$6,388 - \$8,154 monthly with the position to remain as a Mid-Management position.
 - n. Adjust the salary band of the Assistant City Manager/Community Development Director to "Band" \$11,158 - \$13,755 monthly with the position remaining as a Department Head position.
 - o. Reclassify the Administrative Secretary II in the City Manager's Office to Management Analyst and set the salary to "Band" \$4,740 - \$6,209 monthly with the position to be a Mid-Management position.
 - p. Adjust the salary of the Human Resources Manager to "Band" \$7,349 - \$9,435 monthly with the position remaining a Department Head position.
 - q. Create a part-time Office Specialist for the Human Resources and City Manager Offices, approve the job description and set the salary at "Range 29" \$13.88 - \$17.72 an hour with the position to be a Confidential, non-represented position.
3. The City Council hereby approves those compensation and benefits normally provided to employees represented by SEIU, Management, Mid-management and Confidential employees in addition to those benefits described under the Benefit Summary of the Salary & Compensation Plan for Fiscal Years 2014-2015.
 4. The City Council hereby amends the Fiscal Years 2014-2015 Salary & Compensation Plan and adjusts the Fiscal Years 2014-2015 Budget allocating the recited personnel adjustments.
 5. The City Council hereby establishes the effective date of these changes to be the first day of the pay period following adoption of Resolution No. 2014-7459.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 19th day of March 2014, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

JAMES C. JANNEY, MAYOR

ATTEST:

JACQUELINE M. HALD, MMC
CITY CLERK

City of Imperial Beach
POSITION DESCRIPTION

| | | | |
|------------------------|--|-------------------------------|--------------|
| Title: | Senior Accountant | Job Number: | 4040 |
| Department: | Administrative Services/Finance | Worker's Comp Number: | 8810 |
| Division: | Administrative Services/Finance | Employee Labor Group: | None- |
| Date: | March 19, 2014 | Appointed Confidential | |
| Resolution No.: | 2014-7459 | | |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

GENERAL PURPOSE

Under general direction, to perform professional accounting and financial analysis and reporting functions supporting City-wide operations; to develop and implement financial record keeping procedures; to assist in the preparation of complex financial reports; and to provide assistance in various accounting and financial analysis activities; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Administrative Services/Finance Director. May assist in supervision of subordinate accounting personnel, temporary and volunteer staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Supervise the preparation of the City Payroll and supporting documentation; monitor current City Memoranda of Understanding (MOUs) and IRS regulations for payroll compliance; respond to inquiries regarding payroll procedures, MOU interpretations and tax related filing and deductions; work with the Human Resources to process employee benefits and billing procedures.
- Check and processes documents involved in financial transactions.
- Prepare financial posting and journal entry.
- Assist in preparation of financial reports and budgets.
- Assist professional staff in collection financial information.
- Investigate and correct accounting errors.
- Assist auditors in obtaining information.
- May make recommendations for improving accounting system.
- Maintain project accounting reports on developer fund.
- Coordinate with State, Federal and Local Agencies in reference to grant funds.
- Handles improvement Assessment Bonds.

- Audit accounts payable, accounts receivable, receipts, petty cash, payroll and other accounting records and transactions.
- Monitor cash flow including fund transfers and other bank wire transfers; audit petty cash and prepare request for City Hall petty cash reimbursements.
- Reconcile bank statements and accounts with the general ledger and cashbook; create updated investment schedules to calculate complex interest allocations.
- Analyze accounting and financial reporting requirements; establish appropriate procedures; develop accounting forms and new internal control procedures.
- Prepare changes to chart of accounts, make budget adjustments and prepare adjusting journal entries.
- Reconcile investment accounts; prepare Treasurer's report and staff reports for City Council action.
- Collect, compile and analyze information for budget development and preparation of appropriate financial reports; participate in preparing the Comprehensive Annual Financial Report.
- Assist in preparing for year end auditing procedures; prepare accounts payable, accounts receivable and related reports for auditors.
- Ensure compliance with State and Federal laws.
- May oversee the processing of invoices for payment and cash receipts.
- May oversee the development and maintenance of accounts payable, cash receipt procedures.
- May participate in the selection of staff; coordinate staff training; assign work activities and projects; monitor work activities to ensure compliance with established policies and procedures; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; evaluate operations and activities of assigned areas.
- Perform related duties and responsibilities as required.

DESIRED MINIMUM QUALIFICATIONS

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in this specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in this specification. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge of:

Principles and practices of accounting including general ledger, debit, credit, journal entries and audit procedures; methods and techniques of preparing journal entries; generally accepted accounting principles; basic principles and practices of fund accounting; mathematical principles; principles and practices of financial record keeping and reporting; modern office procedures, methods and computer equipment. pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform a variety of professional accounting and financial analysis functions; complete detailed accounting transactions; reconcile various financial statements with the general ledger and make adjustments as necessary; monitor cash flow and maintain petty cash funds; maintain accurate and current financial records; prepare accurate financial statements and reports; perform mathematical calculations with speed and accuracy; operate a variety of office equipment including a computer and associated word processing applications; participate in budget development; analyze complex financial transactions and formulas; communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions; establish and maintain effective relationships with those contacted in the course of work.

EDUCATION, EXPERIENCE AND LICENSING

Any combination equivalent to education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a related field.

Experience:

At least three (3) years of increasingly responsible technical accounting experience, including general ledger. Intermediate to advance experience in Microsoft Office and specifically in Excel.

Licensing:

Possession of or ability to obtain, prior to employment, a valid Class "C" California driver's license with a safe, satisfactory driving record.

WORK AND PHYSICAL ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms, stand, walk, bend and use hands and fingers, handle, feel or operate objects. Occasionally the employee is required to climb or balance, stoop, kneel, crouch, or crawl. On a continuous basis, the employee is required to sit at desk for long periods of time; intermittently stand and walk. Intermittently twist and reach office equipment above and below shoulders; use telephone, write or use keyboard to communicate through written means; use a computer keyboard on a regular and continuing basis; lift or carry up to 25 pounds. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. There is some exposure to the external environment when going to outlying offices. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

TOOLS AND EQUIPMENT

Basic office equipment, including office telephone, personal computer, printer, ten-key calculator, facsimile, copier, and postage machine.

City of Imperial Beach
POSITION DESCRIPTION

| | | | |
|------------------------|--------------------------|---------------------------------|-------------|
| Title: | Deputy City Clerk | Job Number: | 4010 |
| Department: | City Clerk | Worker's Comp Number: | 8810 |
| Division: | City Clerk | Employee Labor Group: | None |
| Date: | March 19, 2014 | Appointed Mid-Management | |
| Resolution No.: | 2014-7459 | | |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

GENERAL PURPOSE

Under general direction, assist the City Clerk in carrying out the programs and activities of the City Clerk's Department and serve as City Clerk in the absence of the City Clerk as directed. Assist in the preparation of agendas, minutes and related documents. Responsible for the preparation, storage and retrieval of official City documents. Maintain records management system. Respond to Public Records Act requests, and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the City Clerk. May assist in supervision and training of clerical/administrative personnel, temporary and volunteer staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist in the daily operations of the City Clerk's Office.
- Assist in the preparation, assembly and distribution of City Council agenda packets.
- Attend and takes minutes for meetings when needed.
- Transcribe from digitally recorded meetings, the minutes and actions when needed.
- Maintain the City's Records Management Program, including development, distribution, filing and archiving of all official City documents, coordinating the storage, archiving and destruction of records, and indexes documents for ease of retrieval, and cross-referencing.
- Participate in development of training materials and assists in organization-wide training sessions on records management related topics.
- Maintain and process contract files, resolutions, ordinances, public notices, including handling of confidential information.
- Coordinate the retrieval of records to respond to Public Records Act requests.
- Assist the public and City employees by providing information and research relating to the City's documents.

- Read, interpret and apply rules and directions related to State and Federal election law, the Political Reform Act, the Maddy Act, the Brown Act, Public Records Act and local ordinances.
- Prepare a variety of reports, forms, notices and correspondence.
- Proofread typed materials for grammatical and procedural accuracy.
- Assist the City Clerk in the planning and conducting of municipal elections and other legal requirements of the department.
- Assist with processing Fair Political Practices Commission (FPPC) filings.
- Update the City Clerk's web page including agendas, actions, minutes, committees, and voter and election information.
- Prepare post and distribute legal notices.
- Serve in the absence of the City Clerk.
- May train and supervise support staff.

DESIRED MINIMUM QUALIFICATIONS

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in this specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in this specification. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge and Abilities of:

- Interpret, explain, and apply applicable Federal, State, and local laws, codes, regulations, policies, and procedures.
- Provide information and organize material in conformance with policies and legal requirements.
- Interpret a variety of public documents including contracts and ordinances.
- Prepare official minutes, resolutions and ordinances.
- Prepare clear and concise reports.
- Compose correspondence independently.
- Perform technical administrative work involving the use of independent judgment and personal initiative.
- Evaluate and develop improvements in operations, procedures, policies and methods.
- Participate in the retention and destruction of official records in accordance with applicable laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Meet and deal tactfully and effectively with the public.
- Ability to attend evening meetings.
- Microsoft Office Programs and Adobe Acrobat.

EDUCATION, EXPERIENCE AND LICENSING

Any combination equivalent to education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Graduation from a high school or GED equivalent is required, preferably supplemented by an Associate's Degree or equivalent education (i.e., minimum completed California units equal to 60 semester/90 quarter) from an accredited educational institution with major course work in public administration, business administration or a related field.

Experience:

Five (5) years of experience in a full range of clerical or secretarial functions, including public contract and records management, and considerable experience in administrative and technical duties related to the work of a City Clerk's Office. Or, two (2) years of municipal experience as an Administrative Clerk, Administrative Assistant, Secretary, or Senior Records Clerk, where the applicant has the skills and knowledge necessary to perform the duties of the position.

Licensing:

Possession of or ability to obtain, prior to employment, a valid Class "C" California driver's license with a safe, satisfactory driving record.

WORK AND PHYSICAL ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms, stand, walk, bend and use hands and fingers, handle, feel or operate objects. Occasionally the employee is required to climb or balance, stoop, kneel, crouch, or crawl. On a continuous basis, the employee is required to sit at desk for long periods of time; intermittently stand and walk. Intermittently twist and reach office equipment above and below shoulders; use telephone, write or use keyboard to communicate through written means; use a computer keyboard on a regular and continuing basis; lift or carry up to 25 pounds. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. There is some exposure to the external environment when going to outlying offices. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

TOOLS AND EQUIPMENT

Basic office equipment, including office telephone, personal computer, printer, calculator, facsimile, copier, and postage machine.

Position Description

Title: Administrative Assistant
Department: Public Works, Community Development
& Fire Department
Division: Administration
Date: March 19, 2014

Job Number: 5014
Workers' Comp Number: 8810
Employee Labor Group: SEIU
Reso. No. 2014-7459

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

GENERAL PURPOSE

Under general supervision, to perform a wide variety of highly responsible administrative and clerical support to the department head and/or department; to perform routine administrative duties for a department such as budget, departmental programs and functions; to provide information and assistance to the public regarding departmental policies and procedures; and to perform related duties as assigned.

SUPERVISION RECEIVED & EXERCISED

Works under the general supervision of the Department Head and/or designee. May supervise clerical, temporary and volunteer staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide administrative support functions for assigned programs including budgeting, purchasing, or other specialized department programs.
- Collect, compile, and analyze information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including financial, budget, or administrative issues or questions.
- Performs independent professional and technical public administration duties in all assigned areas of the administrative program.
- Performs management studies and makes reports and recommendations.
- Participate in special projects and provide administrative support including research of new programs and services, budget analysis and preparation, and feasibility analyses.
- Consult with business, citizens, personnel, consultants, governmental agencies, and associations to obtain or impart factual information.
- May prepare applications, budgets, reports, resolutions, graphics, amendments, and justifications for grants and special funding.
- May assist with annual audit and financial plan documents preparation; collect, organize, and compile information related to City and subsidiary audits.
- Establish and maintain a variety of files and records in systems for retrieval by staff; determine subject and nature of files, cross-referencing and storage of this information in active, inactive or purge status.

- Perform a variety of other clerical tasks as minor duties or back up to staff, including but not limited to, data entry, copying, recordkeeping, filing, and processing standard business forms.
- Screen calls, visitors, and mail; answers questions and provides information to City staff and the public regarding City and departmental procedures and policies; follows up on sensitive customer complaints and inquiries.
- Participate in administrative duties relating to the assigned office.
- Research, compile, analyze, and summarize data for special projects.
- Prepare various comprehensive reports.
- Verifies and reviews materials, applications, records, and reports for completeness and conformance with established regulations and procedures.
- Establish and maintain a variety of files and records of information pertinent to the administration of the Department and specific programs.
- Maintain department supplies and equipment; contacts vendors and orders supplies as necessary.
- May maintain calendar of activities, meetings, and various events for assigned staff and meeting rooms.
- Coordinate travel arrangements.
- Attend a variety of meetings.
- Prepare presentation materials for meetings.
- Prepare and compile agenda packets; may clerk, take and prepare minutes of official board, committee, or commission meetings.
- Perform other related duties and responsibilities as assigned by the Department Head and/or designee

DESIRED MINIMUM QUALIFICATIONS

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in this specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in this specification. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge of:

- Basic knowledge of general city policies, procedures and practices.
- Research and reporting methods, techniques, and procedures.
- Basic public relations techniques.
- Modern office procedures, methods, and computer software and hardware including management information systems and office automation.
- Principles and procedures of record keeping.
- Principles of mathematics and statistics.
- Proper English usage, grammar, punctuation and spelling.

Ability to:

- Demonstrate excellent customer service.
- Understand pertinent procedures and functions quickly and apply them without immediate supervision;

- Maintain accurate records;
- Read, understand and apply difficult materials;
- Proofread and detect errors in keyboarding, spelling, grammar, and punctuation;
- Plan and organize work to meet deadlines;
- Prepare and present reports in tabular, graphic and narrative form;
- Plan and schedule work assignments, set priorities for, train, evaluate, select and recommended discipline of subordinates;
- Establish and maintain effective relationships with those contacted in the course of work;
- Basic public relations techniques;

EDUCATION, EXPERIENCE AND LICENSING

Any combination equivalent to education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Graduation from a high school or GED equivalent, including specialized secretarial and business training. Four (4) years of progressively responsible journey-level administrative/clerical and journey-level secretarial experience. Intermediate to advanced experience in Microsoft Office.

Experience:

Some administrative and analytical experience, preferably within a local government environment, in the collection, compilation, and analysis of data involving financial, budgetary, or administrative issues is highly desirable

Licensing:

Possession of or ability to obtain, prior to employment, a valid Class "C" California driver's license with a safe, satisfactory driving record.

WORK AND PHYSICAL ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms, stand, walk, bend and use hands and fingers, handle, feel or operate objects. Occasionally the employee is required to climb or balance, stoop, kneel, crouch, or crawl. On a continuous basis, the employee is required to sit at desk for long periods of time; intermittently stand and walk. Intermittently twist and reach office equipment above and below shoulders; use telephone, write or use keyboard to communicate through written means; use a computer keyboard on a regular and continuing basis; lift or carry up to 10 pounds. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level with the exception of the position at Public Works in which it is not carpeted and the noise level is above moderate levels since it is often open to the outside area. There is some exposure to the external environment when going to outlying offices. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

TOOLS AND EQUIPMENT

Basic office equipment, including office telephone, personal computer, printer, ten-key calculator, facsimile, copier, postage machine, scanner and large plotter machine.

City of Imperial Beach
POSITION DESCRIPTION

| | | |
|--------------------|---------------------------------------|-----------------------------------|
| Title: | Emergency Services Coordinator | Job Number: 3022 |
| Department: | Public Safety Department | Worker's Comp Number: 8810 |
| Division: | Public Safety Department | Employee Labor Group: None |
| Date: | March 19, 2014 | Appointed Mid-Management |
| Reso. No.: | 2014-7459 | |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

GENERAL PURPOSE

Under general direction, to supervise, coordinate, and participate in various public safety and administrative functions in the Public Safety Department including: to plan, organize, and coordinate the activities of the City's Emergency Services program; to coordinate Public Safety Department activities with other agencies and City departments; to serve as the Assistant to the Fire Chief related to Fire-Rescue Department policies and activities; and to provide highly responsible technical support to the Public Safety Director/Fire Chief and City Management; to manage procurement, contract administration, budget development/management, policy development/enforcement; to provide complex analysis and professional level research; performs work requiring significant independent judgment, and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the Public Safety Director/Fire Chief. May exercise supervision over professional, technical, clerical or other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Develop, implement and maintain comprehensive emergency disaster preparedness plans and City Emergency Operations Center plans.
- Develop, implement, and establish practical exercises that activates the City's Emergency Management Plan for training of the City Manager, Department Heads, Mayor and City Council.
- Activate Department Operations Center (DOC) and City Emergency Operations Center (EOC) when required.
- Work with regional partners on emergency plans and projects that cross jurisdictions utilizing Automatic Aid and Mutual Aid agreements.
- Prepare Disaster Declarations for City Management.

- Represents the City on regional emergency and disaster related boards and committees.
- Coordinate with other City departments to provide services during major incidents.
- Provide logistical support to the Fire Chief during major incidents.
- Provide continuity in the absence of the Public Safety Director/Fire Chief until command staff arrives.
- Participate in contract negotiations with the Port of San Diego, San Diego Sheriff's Department, American Medical Response, and Chula Vista Animal Control; and provides contract compliance oversight.
- Serve as the assistant to the Fire Chief related to Fire-Rescue responsibilities.
- Directly supervises the administrative staff and contract Animal Control Officer; direct, coordinate and review the work plan for assigned staff; assign work activities and projects; monitor work flows; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Manage Special Events, Animal Control, and department budget.
- Oversee Public Safety administrative and information technology functions related to coordination and interoperability for Fire-Rescue, Sheriff, Lifeguard, Fire Dispatch and National Fire Information Reporting, Regional Communications System (RCS), American Medical Response (AMR) and Animal Control.
- Support the Public Safety Director/Fire Chief in all major Public Safety objectives.
- Prepare and manage local, state, and federal grants.
- May support the City's Labor Management team with labor negotiation analysis.
- May support the City with Information Technology.
- May support the City with budget preparation.
- Conduct analysis and research of a complex nature in support of the department's objectives.
- Coordinate and participate in communication with schools, the community, media, and other agencies.
- Coordinate and participate in responses to information requests by various sources including the public, the media, other agencies, City Management, and the courts.
- Performs professional-level research, administrative and analytical support duties; select, adapt and apply appropriate research and statistical techniques.
- May assumes management responsibility for services and activities of assigned specialized program areas with City-wide impact; coordinates assigned activities with those of other divisions and outside agencies and organizations.
- Prepare manual, form, handbook, and procedures as needed.
- Supervise, coach and mentor staff; build and maintain positive working relationship with co-workers, other employees and the public using principles of good customer service.
- Perform related duties and responsibilities as required.

DESIRED MINIMUM QUALIFICATIONS

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in this specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in this specification. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge:

- Emergency preparedness plan development and implementation
- Regional emergency management governance and resources
- Emergency incident command principles
- Local and federal grant resources
- Grant preparation and administration
- Special event coordination
- Modern and complex administrative support principles and practices.
- Methods and techniques of contract administration.
- Principles of municipal budget preparation and control.
- Principles and practices of public administration.
- Operations and functions of municipal government.
- Methods and techniques of research, analysis and statistical and analytical report preparation.
- English usage, spelling, grammar and punctuation.
- Methods and techniques of grant application and administration.
- Principles and practices of public speaking.
- Principles and procedures of financial record keeping and reporting.
- Modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications.
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Perform responsible and difficult administrative support duties involving the use of independent judgment and personal initiative.
- Organize and coordinate projects and prioritize activities to meet established deadlines.
- Participate in the development and administration of goals, objectives, and procedures for assigned areas.
- Prepare and administer assigned budgets.
- Interpret and apply administrative and departmental policies and procedures.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
- Perform administrative and analytical activities in support of assigned department.
- Understand the organization and operation of the assigned area as necessary to assume assigned responsibilities.

- Operate a variety of office equipment including a computer and associated word processing applications.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION, EXPERIENCE AND LICENSING

Any combination equivalent to education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a related field.

Experience

At least five (5) years of responsible professional-level administrative or analytical experience in a municipal agency, public safety or other emergency service environment.

Licensing:

Possession of or ability to obtain, prior to employment, a valid Class "C" California driver's license with a safe, satisfactory driving record.

WORK AND PHYSICAL ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Standard office environment. Occasional exposure to temperature swings from indoor to outdoor temperatures; exposure to dust from atmosphere and volumes of paper; work schedule is an 80-hour bi-weekly work period. Duties may require working evenings and weekends. Work characteristics are both formal and informal; both autonomous and team-oriented; having both routine and variable tasks; with variable pace and pressure. Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Continuous fine finger dexterity to manipulate small tools and equipment; Frequent walking, standing, sitting, side-to-side turning of neck; firm grasp to lift and move equipment; Occasional bending and stooping, squatting, reaching at and above shoulder height, pushing/pulling, twisting at waist, upward and downward flexion of neck; lifting of objects weighing up to 25 lbs. from below waist to above shoulder level. See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment. Hear in the normal audio range with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. There is some exposure to the external environment when going to outlying offices. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

TOOLS AND EQUIPMENT

Basic office equipment, including office telephone, personal computer, printer, calculator, facsimile, copier, and postage machine.

City of Imperial Beach
POSITION DESCRIPTION

| | | | |
|---------------------|---|------------------------------|------------------|
| Class Title: | Environmental Program Specialist | Job Number: | 900 |
| Department: | Public Works | Worker's Comp Number: | 8810 |
| Division: | Environmental Program | Employee Labor Group: | SEIU |
| Date: | March 19, 2014 | Reso. No. | 2014-7459 |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

GENERAL PURPOSE

Performs a variety of environmental program management and related administrative, analytical and other support-related duties and functions. Assists the Environmental Program Manager by setting and achieving Division goals, objectives, and priorities for a variety of programs and services. Ensures City's ability to comply with current and future state mandated regulations and coordinates regulatory/environmental activities with other sections, divisions, departments and outside public agencies.

Implement environmental programs related to water quality management, solid waste management, household hazardous waste management, and other environmental programs as assigned. Maintain records and City database for environmental program activities and prepares reports as required. Provides analyses of program implementation and recommendations to meet compliance with local, state and federal regulations. Conducts field inspections, safety inspections, responds to storm water violations, and recommends the means and methods whereby full compliance is achieved. Coordinates Division staff training and corrects safety deficiencies; coordinates and implements new rules and regulations required by state and local agencies; interact with the public during field investigations and inspections; assists in budget preparation and administration. Supervises and performs special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Works under the direct supervision of the Environmental Program Manager. This position may supervise an intern or volunteer staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Duties will include, but are not limited to coordination, monitoring, assessment, and reporting of all City environmental programs to the Environmental Program Manager on regulatory/environmental matters. Monitor and enforce the City's solid waste, stormwater, and fats, oils, and grease (FOG) ordinances. Act as a City representative for solid waste management, storm water management, hazardous materials management, and other applicable environmental programs, including compliance with all CalRecycle, State Water Resources Control Board, Department of Toxic Substances Control, and Air Resources Board requirements. Work successfully as part of a group comprised from various agencies and represent the City in meeting the objectives of environmental programs.

Ensure compliance with the City's National Pollution Discharge Elimination System (NPDES) permit issued by the San Diego Regional Water Quality Control Board. The City's storm water program includes the implementation and maintenance of Best Management Practices (BMPs) for new and existing developments, proactive enforcement of storm water ordinance code violations, implementation of monitoring and inspection programs, and facilitation of public participation and education programs.

Act as a City representative in all facets of the management of the current solid waste agreement and implementation of waste management program. Implement and maintain the City's Household Hazardous Waste Element (HHWE), Source Reduction and Recycling Element (SRRE), and Hazardous Materials Business Plan. Work with hazardous materials trained staff to ensure compliance with all Federal, State and local workplace safety laws, codes and regulations. Support the Department in the management of the current Safety Data Sheet (SDS) program. Communicate with citizens, staff, elected officials and others doing business with the City. Assist in the management of City recycling program, including education and outreach.

Prepare regulatory reports, memorandums, presentations, and other compliance documentation on behalf of the City. Provide general office support as needed. Attend and participate in local, regional, and watershed workgroup meetings and stay abreast of new trends and innovations in the environmental management field; perform related duties and responsibilities as requested or assigned.

DESIRED MINIMUM QUALIFICATIONS

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in this specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in this specification. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge of:

Municipal administration and budget management; laws and regulations relating to water operations; principles of research and statistical analysis; and personal computer and spreadsheet software. Standard practices, methods, tools, equipment and materials involved in solid waste and environmental management-related to tasks, activities and

education. Pertinent Federal, State and local laws, codes and regulations. Modern office practices, methods and equipment.

Ability to:

Conduct complex and technical administrative work, interpret and apply laws, rules and regulations, and deal effectively with other City personnel, representatives of public/private agencies, and the general public. Analyze problems, identify solutions, project the consequences of proposed actions, and implement recommendations. Work in Microsoft Office programs: Word, Excel and Access. Carry out assigned projects to completion. Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs. Must have excellent written and oral communication skills.

EDUCATION, EXPERIENCE AND LICENSING

Any combination equivalent to education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Graduation from a four-year college or university with a major in Public Administration, Urban Planning, Environmental Studies or a related field is desirable.

Experience

Three (3) years of responsible experience in environmental management and regulatory compliance, one (1) year of which is in the collection, analysis and presentation of statistical data in the field of environmental management, public health or public administration. Additional experience in the environmental management field may be substituted for up to two years of college coursework on a year for year basis.

Licensing:

Possession of or ability to obtain, prior to employment, a valid Class "C" California driver's license with a safe, satisfactory driving record.

WORK AND PHYSICAL ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Sit, stand, walk, kneel, crouch, stop, squat, crawl, twist, climb, pull and wear protective apparel; exposure to cold, heat, wet and/or humid conditions, noise, outdoors, chemicals, toxic substances, fumes and/or airborne particles, foul odors, solid and liquid waste, effluents, bacteria, viruses, and traffic hazards; Drive to different sites

and locations, getting in and out of vehicles frequently (sedan or trucks) without assistance. Lift 5 to 15 pounds on a daily basis with occasional lifting of up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonably accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in an office environment. However, while performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the outside work environment is usually low to moderate.

TOOLS AND EQUIPMENT

Motorized vehicles for driving purposes; any tools and equipment appropriate to environmental management activities including water quality monitoring and measuring of Fats, Oils, and Grease; personal computer, including word-processing and spreadsheet programs; calculator; copy and fax machines; telephone; mobile or portable radio.

City of Imperial Beach
POSITION DESCRIPTION

| | | | |
|--------------------|---------------------------------|------------------------------|------------------|
| Title: | Custodian | Job Number: | 9020 |
| Department: | Public Works | Worker's Comp Number: | 9420 |
| Division: | Grounds & Facilities | Employee Labor Group: | SEIU |
| Date: | March 19, 2014 | Resolution No.: | 2014-7459 |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

GENERAL PURPOSE

Under general supervision, to perform a variety of custodial and building tasks in the care, cleaning and general maintenance of City facilities; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management or supervisory staff. Generally does not supervise. May supervise temporary employees or community service workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Maintain inventory of custodial supplies, materials, and equipment.
- Identify and label all chemicals used in the course of work in accordance to OSHA requirements; remove work-related hazardous waste materials.
- Use a variety of cleaning equipment, chemical solutions and materials in cleaning rooms, halls, stairways, windows, walls, restrooms, kitchens, furniture, wastebaskets and recycling receptacles.
- Fill and replenish supplies; refill paper and other sanitary dispensers.
- Sweep, mop, strip/wax, and polish floors.
- Vacuum and spot clean rugs and carpets.
- Clean and sanitize restrooms and buildings, including sinks, urinals, toilets, drinking fountains, mirrors, and light fixtures.
- Clean windows, walls and blinds.
- Dust and polish furniture, woodwork, fixtures, countertops and equipment.
- Empty and clean waste receptacles and ash cans.
- Operate, maintain and properly care for standard equipment used in the course of works.
- Inspect and maintain assigned custodial equipment and small tools keeping them in proper operating condition.

- Lock and unlock doors before and after business hours.
- Occasionally may set up and remove tables, chairs, and equipment for special events, activities, and meetings.
- Drive City vehicles to travel between various City facilities.
- Keep work-related records.
- Clean sidewalks and trash in front of City buildings.
- Pick up litter from around buildings and grounds.

DESIRED MINIMUM QUALIFICATIONS

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in this specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in this specification. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge of:

Operations, services and activities of a custodial program; methods, materials, and equipment used in custodial work; methods and techniques of cleaning and preserving floors, furniture, walls and fixtures; proper methods of storing equipment, materials and supplies; safe work practices including the use of personal protective equipment; English language; skill in operation of listed tools and equipment.

Ability to:

Perform general custodial duties as assigned; work independently and to complete daily activities according to work schedule; understand and follow written and oral instructions in English; communicate orally and in writing in English; use and operate equipment, supplies, tools and materials properly and safely; establish and maintain effective working relationships with employees and members of the public; work independently or with minimal supervision; work evening, nights, weekends, and holidays during special events or as requested.

EDUCATION, EXPERIENCE AND LICENSING

Any combination equivalent to education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Graduation from high school or equivalent.

Experience:

Two (2) years experience performing duties comparable to those of a custodian, janitor, commercial maintenance worker, or related work.

Licensing:

Possession of or ability to obtain, prior to employment, a valid Class "C" California driver's license with a safe, satisfactory driving record.

WORK AND PHYSICAL ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms, stand, walk, bend and use hands and fingers, handle, feel or operate objects, tools, or controls.

The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear in the normal range with or without correction.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds with assistance. Must see in the normal vision range with or without correction to read labels on cleaning equipment and supplies and instructions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The major part of the employee's time is spent indoors but also in the outdoor environment. Work is during the day, evenings and/or weekends and includes holidays. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock. There is exposure to noise, dust, water, and cleaning agents.

TOOLS AND EQUIPMENT

The operation of motorized vehicles and power equipment, vacuums, floor polishers, common hand and power tools, rubber gloves, sponges, mops, rags, squeegees, vacuums, buckets, brooms, mobile radios and cell phones, ladders and step stools.

**City of Imperial Beach
Position Description**

| | | | |
|--------------------|---|--|------------------|
| Title: | Public Works Operations and Construction Manager | Job Number: | 3075 |
| Department: | Public Works | Worker's Comp Number: | 9420 |
| Division: | Public Works | Employee Labor Group: | None |
| Date: | March 19, 2014 | Appointed Mid-Management Reso. No.: | 2014-7459 |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

GENERAL PURPOSE

Under administrative direction of the Public Works Director, plans, organizes, supervises and implements the public works activities of all proletarian divisions of the Department of Public Works; holds essential responsibility for the maintenance of public facilities and the protection of public liability; provides technical advice on public works operations and maintenance; inspects a variety of public and private projects within City's right-of-way to ensure quality control and compliance with approved plans, specifications, standards, or contract provision; assists in the review and development of construction design and bid specifications for capital improvement projects, and ensures that all project schedules, costs, and overall quality performance objectives are met; periodically prepare construction design and bid specifications for certain CIP projects; acts with a high degree of independence; develops methods and procedures to solve problems encountered; supervises the subordinate Public Works Supervisory divisional staff; and when directed, acts for the Public Works Director in his absence.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the Public Works Director. Supervises incumbents in the Public Works Supervisor classification series (i.e. Fleet, Grounds & Facilities, Street, and Sewer) and other subordinate staff assigned to the Public Works Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Supervise City-wide programs for street maintenance, drainage system maintenance, building maintenance, parks and landscape maintenance and pavement preservation; Participate in the long-range planning of street, drainage, building, parks, landscape, and pavement projects; make periodic inspections of work in progress and upon completion; To determine and implement safety procedures; Conduct routine to advanced inspections for compliance with plans and specifications of capital improvement projects during various stages of construction; Compile detailed data of construction progress and inspection results, and prepare various reports on daily operations and activities; Perform preliminary and final inspections including

reviewing plans and specifications and preparing punch list prior to project acceptance to assure compliance with City standards; Inspect public facilities, construction projects, and maintenance related to City department projects and private development in the right-of-way; Assist in the development, management, and completion of maintenance agreements, Public Works projects, and other contracts; Prepares bid specifications and requests for proposals; Participate in contract negotiations and monitors contracted services; Prepare and maintain control over proletarian division budget and maintenance and operating costs; Make recommendations to the Department Head; Coordinate division activities with other City departments, outside agencies, contractors and utilities; Keep department time reports and payroll records; Supervise and evaluate subordinate personnel; Administer monthly staff training and safety programs; Provide timely responses to citizen complaints and resolve problems of emergency matters; Respond to emergency situations as necessary, including those occurring after normal working hours, and perform related duties as required.

Peripheral Duties:

Acts as an operational and supervisory officer of the Department. The employee is responsible to the Public Works Director relative to the efficient and effective administration of the public works function of the Department. Exercises supervision over Divisional supervisory and support staff, making assignments, setting priorities, and training and reviewing work. Responsible for preparing evaluations, recommending employment, and effectively recommending disciplinary action to the Department Director. The position maintains considerable independence in selection and development of work methods and procedures.

Under direction of Public Works Director, institutes programs or services to accomplish assignments in accordance with established Department goals and objectives. Develop methods and procedures and solves problems encountered using independent professional judgment. As assigned, may serve in the absence of the Public Works Director.

The employee is accountable for the effective supervision of personnel and the quality of services directed. Both routine and unusual problems are handled by the Public Works Operations and Construction Manager. While the general parameters of the job are defined, the employee is expected to select and put into effect work procedures and practices which will lead to the effective accomplishments of division goals.

Contacts are primarily with employees supervised for purposes of work review and Public Works Director for obtaining direction. Contacts with utility companies, contractors, engineers, and architects are for the coordination of construction activity in the City's right-of-way. There are also contacts with employees from other departments where employees respond to questions related to coordination of activities of the division. In addition, employee responds to citizen complaints regarding City activities in the public right-of-way.

DESIRED MINIMUM QUALIFICATIONS

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in this specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in this specification. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge of:

- Knowledge of the methods, materials and equipment involved in street, drainage systems, traffic signal, street lighting systems, coastal facilities, grounds and tree trimming maintenance and repair.
- Characteristics and uses of asphalt, concrete and other paving materials.
- Development of reports on facility conditions and need for improvement projects.
- Public administration and management principles
- Principles and practices of budget development and administration.
- Civil engineering design and construction principles and practices
- Building code design and construction procedures and requirements
- General principles of sanitary and storm water engineering
- Development review processes and procedures
- Principles and practices of contract negotiation and administration
- Public Works project bidding requirements
- Administrative principles and methods including goal setting, program development and implementation, employee supervision.
- Safety regulations, safe work practices and safety equipment related to the work.
- Codes, regulations and guidelines pertaining to the work.
- Computer applications related to the work.
- Good customer service/relations.

Ability to:

- Plan, organize, supervise and maximize available resources to meet program and service goals
- Estimate project costs and carry out work programs
- Prepare, administer and monitor a division budget; analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action
- Prepare and present clear and concise administrative and technical reports
- Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
- Select, motivate and evaluate staff and provide for their training and development.
- Develop and implement goals, objectives, policies, procedures, work standards and management controls.
- Read and interpret engineering plans and specifications and to interpret them to others
- Understand and carry out oral and written instructions

- Prepare a variety of reports and presentations
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs
- Prepare, organize and maintain inspection field and office data, reports and systems; ability to perform required mathematical computations.
- Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.
- Coordinate, manage, and track multiple construction project activities on several projects concurrently
- Plan, assign, lead and/or review the work of subordinate staff and contractors
- Oversee and/or develop plans, specifications, reports, and bid documents
- Anticipate and evaluate project risks, identify mitigating factors, and resolve problems among staff, contractors, other agencies, industry representatives, and the public
- Supervise major construction projects to ensure compliance with approved plans
- Administer change orders and contract compliance with applicable laws and regulations
- Exercise independent judgment and initiative within general policy guidelines.
- Establish and maintain effective working relationships with those encountered in the course of the work.

EDUCATION, EXPERIENCE AND LICENSING

Any combination equivalent to education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalents to a bachelor's degree from an accredited college or university with major course work in engineering, public administration, business administration, or a closely related field. A master's degree is highly desirable.

Experience:

Five (5) years of experience in municipal public works construction and maintenance work, including three (3) years in a supervisory or administrative capacity.

Licensing:

Possession of or ability to obtain, prior to employment, a valid Class "C" California driver's license with a safe, satisfactory driving record.

WORK AND PHYSICAL ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, stand, walk, move, climb, carry, bend, kneel, crawl, reach, handle, pull, and push; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing the duties of this job, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; deal with changing, intensive deadlines; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee normally works under typical office conditions and is occasionally exposed to outside weather conditions and wet or humid conditions. The employee regularly works near moving mechanical parts, in high, precarious places, and is exposed to toxic or caustic chemicals, fumes or airborne particles, risk of electrical shock, and vibration. The employee occasionally works in street/road traffic. The noise level is occasionally moderately loud.

TOOLS AND EQUIPMENT USED

Motorized vehicles for driving purposes; any tools and equipment appropriate to Field Engineering activities; personal computer, including word processing, spreadsheet and database software; 10- key calculator; phone; copy machine; fax machine.

City of Imperial Beach
POSITION DESCRIPTION

| | | | |
|--------------------|------------------------------|-------------------------------|--------------|
| Title: | Office Specialist | Job Number: | 4050 |
| Department: | HR & City Manager | Worker's Comp Number: | 8810 |
| Division: | HR & City Manager | Employee Labor Group: | None- |
| Date: | March 19, 2014 | Appointed Confidential | |
| Reso. No.: | 2014-7459 | | |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

GENERAL PURPOSE

Under general supervision, performs a variety of administrative and clerical duties in support of the Human Resources and City Manager's Office with counter customer service support and relations, calendar appointment maintenance, requests for information, data processing, word processing, recordkeeping, filing, recruitments, employee relations, and related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Human Resources Manager and/or designee. Incumbent does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Schedule appointments, coordinate meetings, and maintain calendars for management.
- Coordinate facility arrangements and meeting room set up.
- Respond to telephone, in-person, and e-mail inquiries and either provide request for information, transfer calls, or take appropriate messages for follow-up.
- Coordinate and finalize travel requests for management; process and follow-up on travel expense reports and requests for reimbursement.
- Prepare and maintain confidential correspondence and reports.
- Consult with business, citizens, personnel, consultants, governmental agencies, and associations to obtain or impart factual information.
- Establish and maintain a variety of files and records in systems for retrieval by staff; determine subject and nature of files, cross-referencing and storage of this information in active, inactive or purge status.

- Perform a variety of other clerical tasks as assigned, including but not limited to, data entry, copying, recordkeeping, filing, scheduling, correspondence, sorting and distribution of mail, and process standard business forms.
- Compose type and edit correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.
- Maintenance and processing of accounting records and financial transactions in the City's data base management computer system related to accounts payable.
- Assist with employment recruitments.
- Assist with employment benefits.
- Conduct, study and respond to surveys on personnel practices, policies, position classifications, salary and benefit compensation and programs, and other related matters as assigned. Perform data entry and prepare related reports; prepare and maintain a variety of files, logs, and records.
- Perform other duties of similar nature or level as assigned.

DESIRED MINIMUM QUALIFICATIONS

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in this specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in this specification. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge of:

Modern office practices and procedures; basic knowledge of accounting principles and practices; basic principles of business mathematics, basic letter writing and report preparation; knowledge of methods and equipment such as computers and applicable software applications, including Microsoft Office programs: Word, Excel, Outlook, Publisher, and PowerPoint; basic understanding principles and methods of recruitment, human resources functions, data collection and survey methods; filing and record keeping; pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

Exercise good judgment and confidentiality in maintaining critical and sensitive information; interpret and apply policies and procedures, maintain and update accurate and confidential records and files; respond to requests and inquiries from City employees and the general public; research and respond to requests for information; research, compile, analyze, and interpret data; use proper English usage, grammar, punctuation and spelling; work under steady pressure with frequent interruptions and a high degree of public contact by phone, email or in person; organize duties to meet priorities and deadlines, coordinate projects, and adapt to changing priorities; work cooperatively with other departments; understand and carry out oral and written instruction; communicate clearly and concisely, both orally and in writing; establish and maintain effective relationships with those contacted in the course of work.

EDUCATION, EXPERIENCE AND LICENSING

Any combination equivalent to education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Graduation from a high school or GED equivalent; an associate's degree from an accredited college or university with major course work in business administration, public administration, or human resources management or a related field is highly desirable.

Experience:

At least two (2) years of clerical staff support experience in general office practices such as typing, filing and word processing with intermediate experience in Microsoft Office.

Licensing:

Possession of or ability to obtain, prior to employment, a valid Class "C" California driver's license with a safe, satisfactory driving record.

WORK AND PHYSICAL ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms, stand, walk, bend and use hands and fingers, handle, feel or operate objects. Occasionally the employee is required to climb or balance, stoop, kneel, crouch, or crawl. On a continuous basis, the employee is required to sit at desk for long periods of time; intermittently stand and walk. Intermittently twist and reach office equipment above and below shoulders; use telephone, write or use keyboard to communicate through written means; use a computer keyboard on a regular and continuing basis; lift or carry up to 10 pounds. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. There is some exposure to the external environment when going to outlying offices. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

TOOLS AND EQUIPMENT

Basic office equipment, including office telephone, personal computer, printer, ten-key calculator, facsimile, copier, and postage machine.

ATTACHMENT NO. 3

**WILL BE PROVIDED AT
OR PRIOR TO THE
MARCH 19, 2014
CITY COUNCIL MEETING**