



AGENDA

**Special Meeting of the Calipatria City Council
City Council Chambers
125 North Park Avenue
Calipatria California 92233**

**Monday, June 30, 2025
6:00 PM**

Michael Luellen, Mayor
Javier Amezcua, Mayor Pro-Tem
Sylvia Chavez, Council Member
Fred Beltran, Council Member
Jesse Rivas, Council Member

Laura Gutierrez, City Manager
Gilbert G. Otero, City Attorney
Jane Hurtado, City Clerk

Jesse Llanas, Fire Chief
Cheryl Fowler, Police Chief
Edgar Self, Public Work Director

NOTICE TO THE PUBLIC

Notice is hereby given that the Mayor of the City of Calipatria has called a Special Meeting of the Calipatria City Council to consider the item on this agenda. This is a public meeting. Any member of the public is invited to attend.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE & INVOCATION:

PUBLIC COMMENTS: The City Council welcomes your input. **Please remember to shut off all cell phones.** Now is the time for any member of the public to speak to the Council. If there is an item on the agenda on which you wish to be heard, we ask that you please step to the podium and state your name and address for the record.

For matters not appearing on the agenda: If you wish to address the City Council concerning a matter and or any item not on the agenda but is within the City Council's jurisdiction you may do so now. We ask that you please step to the podium and state your name and address for the record.

The Mayor reserves the right to place a time limit of three (3) minutes on each person's presentation. It is requested that longer presentations be submitted to the City Clerk in writing 48 hours before the meeting.

ACTION ITEMS NEW/REGULAR BUSINESS (DISCUSSION/ACTION):

1. Approve/Disapprove: Approve Resolution No. 25-21, adopting the annual budget for the fiscal year beginning July 1, 2025, and ending on June 30, 2026.

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML-SC-JA

2. Approve/Disapprove: Approval of Administrative Analyst Job Description

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML- SC-JA

3. Approve/Disapprove: Approval of Public Works Crew Leader Job Description

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML- SC-JA

4. Approve/Disapprove: Approval Resolution No. 25-22, acceptance of Award No. 23305 from the Department of California Highway Patrol Cannabis Tax Fund Grant Program.

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML- SC-JA

ADJOURNMENT:

Adjournment of the Special Meeting of the Calipatria City Council. The next regular scheduled meeting of the City of Calipatria City Council is Tuesday, July 8, 2025, at 6:00 pm.

Motion to close meeting at: _____

MOTION: SECOND: VOTE:

I, JANE HURTADO, City Clerk of the City of Calipatria, California, DO HEREBY CERTIFY that the agenda was duly posted at Calipatria City Hall, 125 Park Avenue, Calipatria, California and on the City of Calipatria's website not less than 24 hours prior to the meeting per Government Code 54954-2.

Dated: June 27, 2025

RESOLUTION 25-21**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIPATRIA
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING
JULY 1, 2025, AND ENDING ON JUNE 30, 2026**

BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Calipatria as follows:

WHEREAS, the City is required to adopt an annual Budget and spending plan by June 30th of each fiscal year to allow the City to continue operations on July 1st of the new fiscal year; *and*

WHEREAS, that on June 20, 2025, the City Council was presented a draft budget and highlighted priorities funded in the Fiscal Year 2025-2026 Proposed City General Fund and Wastewater Budgets; *and*

BE IT FURTHER RESOLVED that the City Council of the City of Calipatria, hereby approves the FY 2025-2026 General Fund and Wastewater Budget.

PASSED, APPROVED, AND ADOPTED at a special meeting this 30th day of June 2025 by the following vote:

AYES:

NAYES:

ABSENT:

Michael Luellen, Mayor

ATTEST:

I, Jane Hurtado, City Clerk of the City of Calipatria, hereby certify that the above and foregoing to be a full, true, and correct Resolution 25-21 adopted by said City Council on this 30th day of June 2025.

Jane Hurtado, City Clerk

General Fund
Revenues vs Expenditures Summary

DESCRIPTION	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
<i>TOTAL GENERAL FUND REVENUE:</i>	<i>\$1,889,815.43</i>	<i>\$2,268,855.42</i>	<i>\$2,809,521.99</i>	<i>\$2,661,824.93</i>	<i>\$2,916,441.94</i>
City Council Expenses	0.00	9,761.66	31,698.00	21,371.31	31,348.00
City Clerk Expenses	0.00	25,494.32	27,100.82	20,097.06	19,345.28
Attorney Expenses	16,711.00	35,403.00	25,000.00	35,000.00	35,000.00
City Manager / Finance / Hr - City Hall	302,681.44	230,933.99	356,172.03	268,502.43	348,061.90
Community Buildings	23,511.53	94,219.80	169,589.04	93,489.04	160,094.90
Fire Department	558,632.95	483,427.82	554,720.28	580,744.52	545,078.11
Non-Departmental Expenses	196,626.19	180,439.86	296,408.01	298,714.57	282,164.90
Parks Department	85,144.62	209,815.81	269,768.11	217,717.12	288,295.95
Planning Expense	277,305.58	154,998.94	120,100.00	150,100.00	120,100.00
Police Department	339,545.16	585,714.88	695,217.52	765,747.05	868,628.85
Shop Department	28,433.83	7,063.73	28,100.00	15,500.00	19,000.00
Streets Department	40,252.61	167,593.34	298,895.04	193,954.95	262,283.32
Hilary	0.00	5,936.58	0.00	0.00	0.00
COVID-19	3,195.48	333.48	0.00	0.00	0.00
<i>TOTAL GENERAL FUND EXPENDITURES:</i>	<i>\$1,872,040.39</i>	<i>\$2,191,137.21</i>	<i>\$2,872,768.85</i>	<i>\$2,660,938.05</i>	<i>\$2,979,401.22</i>
<i>Difference:</i>	<i>\$17,775.04</i>	<i>\$77,718.21</i>	<i>(\$63,246.86)</i>	<i>\$886.88</i>	<i>(\$62,959.29)</i>

General Fund
Revenues

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-05-4811	ZONING / PLAN CHECK / MISC REVENUE			94,203.94	154,235.19	200,000.00	45,000.00	250,000.00
	<i>Planning Revenue</i>			<i>94,203.94</i>	<i>154,235.19</i>	<i>200,000.00</i>	<i>45,000.00</i>	<i>250,000.00</i>
01-00-4975	SQUARE CONVENIENCE FEE			0.00	921.77	1,000.00	1,700.00	2,000.00
01-17-4006	ANIMAL LICENSE REVENUE			590.00	125.00	0.00	0.00	0.00
01-17-4110	PROPERTY TAX REVENUE			33,792.37	34,791.63	45,000.00	48,461.92	55,000.00
01-17-4111	CURRENT UNSECURED PROPERTY TAX			2,029.89	2,238.78	5,000.00	2,500.00	3,500.00
01-17-4114	AIRCRAFT TAX			302.18	79.53	100.00	80.00	100.00
01-17-4210	FRANCHISE FEE REVENUE			25,110.88	27,340.73	30,000.00	35,530.91	38,000.00
	Southern California Gas Company	20,000.00						
	Time Warner Cable	8,000.00						
	Golden State Water	10,000.00						
01-17-4211	SALES TAX REVENUE			384,046.05	328,591.25	385,000.00	472,813.43	500,000.00
01-17-4212	REAL PROPERTY TRANSFER REVENUE			2,634.76	13,132.32	15,000.00	6,545.50	10,000.00
01-17-4214	HOUSING IN-LIEU REVENUE			18,502.00	17,652.00	18,502.00	15,951.00	15,951.00
01-17-4216	VEHICLE LICENSE FEE (VLF) SWAP IC			762,391.00	806,002.87	850,000.00	852,028.20	895,000.00
01-17-4310	BUSINESS LICENSE REVENUE			9,126.00	12,193.00	12,500.00	12,800.00	13,000.00
01-17-4510	SALE OF CITY PROPERTY (LAND, VEHICLES, EQUIPMENT)			0.00	0.00	5,000.00	0.00	15,500.00
	Fire Department Surplus Equipment	9,500.00						
	Police Department Surplus Equipment	2,500.00						
	Public Works Surplus Equipment	3,500.00						
01-17-4514	REFUNDS			0.00	653.04	0.00	0.00	0.00
01-17-4611	OTHER COURT FINES			895.11	40.72	5,000.00	0.00	1,000.00
01-17-4614	MOTOR VEHICLE LICENSE FEE			6,776.37	0.00	0.00	0.00	0.00
01-17-4817	MISCELLANEOUS REVENUE			133,273.56	65,180.36	50,000.00	13,500.00	10,000.00
01-17-4818	BUSINESS LICENSE PENALTY			0.00	0.00	0.00	157.00	250.00
01-17-4821	INSURANCE DIVIDENDS			0.00	1,215.52	0.00	1,249.76	1,300.00
01-17-4900	TRANSIENT OCCUPANCY TAX			12,324.59	16,155.68	15,500.00	8,000.00	5,000.00
01-17-4990	RETURNED CHECK CHARGE			297.99	0.00	300.00	0.00	300.00
01-17-4998	LEASE REVENUE			23,648.50	16,939.97	49,768.92	49,768.92	84,807.92
	AMR	10,228.44						
	Lamar Advertising	350.00						
	Laser Broadcast	3,117.48						
	Gila Electronic's of Yuma	3,000.00						

	P & T Enterprises	2,700.00						
	Estrada Towing	30,000.00						
	Tyson	30,000.00	78,000.00					
	State of CA - Prison (Radios)	5,412.00						
	Non-Departmental Revenue			1,415,741.25	1,343,254.17	1,487,670.92	1,521,086.64	1,650,708.92
01-25-4006	ANIMAL LICENSE REVENUE			0.00	0.00	500.00	600.00	600.00
01-25-4010	GRANT REVENUE			25,004.00	32,339.24	50,000.00	136,377.15	30,000.00
	Stonegarden	30,000.00						
01-25-4207	ANIMAL CONTROL FINES			0.00	0.00	500.00	0.00	2,500.00
01-25-4411	1/2 CENT SALES TAX (PROP 172)			0.00	20,139.90	34,800.00	45,370.92	21,600.00
01-25-4810	REPORTS/FINGERPRINTS/BIKE LICENSE/MISC			36.62	1,326.46	3,500.00	2,400.00	3,500.00
01-25-4851	POST REIMBURSEMENT			0.00	0.00	15,000.00	20,000.00	15,000.00
01-25-4960	POLICE CITATIONS			0.00	230.98	5,000.00	2,500.00	8,000.00
01-25-XXXX	CODE ENFORCEMENT CITATIONS			0.00	0.00	0.00	0.00	20,000.00
	Police Revenue			25,040.62	54,036.58	109,300.00	207,248.07	101,200.00
01-26-4121	STRIKE TEAM REIMBURSEMENT			27,585.70	20,271.60	0.00	42,389.05	0.00
01-26-4411	1/2 CENT SALES TAX (PROP 172)			0.00	20,139.90	34,800.00	45,370.92	21,600.00
01-26-4514	REFUNDS			451.00	7,380.00	0.00	1,517.00	0.00
01-26-4812	COUNTY FIRE CONTRACT			87,893.04	95,232.46	87,893.04	87,893.04	87,893.04
	Imperial County Fire Contract - Engine Housing	87,893.04						
01-26-4848	REPORTS MISC			1,590.00	12,806.94	3,500.00	4,405.00	4,200.00
01-26-4946	EMS FEES			0.00	0.00	5,000.00	0.00	4,000.00
01-26-4954	FIRE INSPECTION FEES			0.00	0.00	5,100.00	0.00	5,000.00
	Fire Revenue			117,519.74	155,830.90	136,293.04	181,575.01	122,693.04
01-40-4855	STATE HIGHWAY CONTRACT			5,775.00	6,825.00	6,300.00	6,300.00	6,300.00
	State Highway Maintenance	6,300.00						
	Street Revenue			5,775.00	6,825.00	6,300.00	6,300.00	6,300.00
01-41-4018	REDEVELOPMENT PROPERTY TAX TRUST FUND (RPTTF) RESIDUAL			96,646.27	219,600.88	110,000.00	153,716.00	155,000.00
01-41-4820	SUCCESSOR AGENCY ADMIN ALLOWANCE			46,879.00	22,888.00	135,311.00	30,000.00	30,000.00
	Successor Agency Admin Revenue			143,525.27	242,488.88	245,311.00	183,716.00	185,000.00
01-90-4010	GRANT REVENUE			0.00	8,200.00	27,500.00	30,000.00	77,500.00
	IID Dippy Duck Program	5,000.00						
	County of Imperial Community Grant Funds	2,500.00						
	Parks State Grants	70,000.00						
01-90-4022	SWIMMING PROGRAM SPONSORSHIP			0.00	0.00	0.00	2,615.43	3,000.00
01-90-4805	PARK RENTAL FEES, LIGHTS, ETC			0.00	40.00	1,000.00	250.00	1,000.00
	Park & Recreation Revenue			0.00	8,240.00	28,500.00	32,865.43	81,500.00
01-00-5500	OPERATIONAL TRANSFER IN			88,009.61	303,944.70	596,147.03	484,033.78	519,039.98
	TOTAL GENERAL FUND REVENUE			\$1,889,815.43	\$2,268,855.42	\$2,809,521.99	\$2,661,824.93	\$2,916,441.94

Fund Transfers in GF FY 2025 - 2026
(7959)

FUND

03	COPS FUNDING		131,830.48
	(2) Limited Term Police Officer	131,830.48	
09	Solid Waste		71,817.23
	City Manager (15%)	15,692.38	
	Accounting Assistant (30%)	17,778.44	
	Administrative Assistant (30%)	20,062.70	
	Account Clerk (35%)	16,520.59	
	Part-time Receptionist Clerk (30%)	1,763.12	
10	Gas Tax		98,845.67
	GF Street Expenses	98,845.67	
14	Cliff Hatfield Memorial Airport		26,228.33
	GF Street Expenses (10%)	26,228.33	
22	LTA MEASURE D		137,209.32
	GF Street Expenses	137,209.32	
32	RLF (FTHB)		26,554.47
	City Manager (5%)	7,846.19	
	Accounting Assistant (10%)	5,926.15	
	Administrative Assistant (10%)	6,687.57	
	Account Clerk (15%)	5,506.86	
	Part-time Receptionist Clerk (10%)	587.71	
33	RLF (HR)		26,554.47
	City Manager (5%)	7,846.19	
	Accounting Assistant (10%)	5,926.15	
	Administrative Assistant (10%)	6,687.57	
	Account Clerk (15%)	5,506.86	
	Part-time Receptionist Clerk (10%)	587.71	

519,039.98

General Fund - Expenditures
City Council

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-01-6001	SALARIES/WAGES			0.00	0.00	18,000.00	15,000.00	18,000.00
	(5) Councilmembers	18,000.00						
01-01-6900	BENEFITS EXPENSE			0.00	0.00	2,538.00	1,616.27	2,538.00
	(5) Councilmembers	2,538.00						
	<i>Salaries & Benefits:</i>			<i>\$0.00</i>	<i>\$0.00</i>	<i>\$20,538.00</i>	<i>\$16,616.27</i>	<i>\$20,538.00</i>
01-01-7004	MEETING/TRAVEL/EDUCATION			0.00	6,540.76	7,310.00	4,000.00	7,310.00
	Qrtly League of CA Cities Dinner(s)	600.00						
	(5) League of CA Cities - Annual Conference Oct 8-10 Long Beach	6,710.00						
01-01-7017	MISCELLANEOUS EXPENSES			0.00	3,220.90	3,350.00	200.00	3,000.00
	VOTING BOARD	2,500.00						
	As Needed	500.00						
01-01-7929	SAFETY / EQUIPMENT / CLOTHING			0.00	0.00	500.00	555.04	500.00
	(5) City Logo Shirts	500.00						
	<i>Maintenance & Operation:</i>			<i>\$0.00</i>	<i>\$9,761.66</i>	<i>\$11,160.00</i>	<i>\$4,755.04</i>	<i>\$10,810.00</i>
	<i>City Council Expenses:</i>			<i>\$0.00</i>	<i>\$9,761.66</i>	<i>\$31,698.00</i>	<i>\$21,371.31</i>	<i>\$31,348.00</i>

General Fund - Expenditures
City Clerk

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-02-6001	SALARIES/WAGES			0.00	21,957.89	13,679.85	13,679.85	13,679.85
	(95%) City Clerk ~ Stipend	13,679.85						
01-02-6015	MILEAGE REIMBURSEMENT			0.00	1,777.68	500.00	0.00	250.00
	City Clerk	250.00						
01-02-6900	BENEFITS EXPENSE			0.00	1,758.75	1,260.97	1,546.82	1,475.43
	(95%) City Clerk ~ Stipend	1,475.43						
	<i>Salaries & Benefits:</i>			\$0.00	\$25,494.32	\$15,440.82	\$15,226.67	\$15,405.28
01-02-7001	OFFICE SUPPLIES			0.00	0.00	500.00	2,400.00	500.00
	Specialty Supplies	500.00						
01-02-7004	MEETING/TRAVEL/EDUCATION			0.00	0.00	1,560.00	0.00	1,620.00
	Qrtly League of CA Cities Dinner(s)	120.00						
	League of CA Cities - City Clerks New Law & Elections	1,500.00						
01-02-7013	UTILITIES			0.00	0.00	0.00	368.00	720.00
	Cell Phone Stipend	720.00						
01-02-7017	MISCELLANEOUS EXPENSES			0.00	0.00	9,500.00	2,000.00	1,000.00
	Only if Needed	1,000.00						
01-02-7929	SAFETY / EQUIPMENT / CLOTHING			0.00	0.00	100.00	102.39	100.00
	City Logo Shirts	100.00						
	<i>Maintenance & Operation:</i>			\$0.00	\$0.00	\$11,660.00	\$4,870.39	\$3,940.00
	<i>City Clerk Expenses:</i>			\$0.00	\$25,494.32	\$27,100.82	\$20,097.06	\$19,345.28

General Fund - Expenditures
City Attorney - Contract

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-03-7003	PROFESSIONAL/TECHINCAL/CONTRACT			0.00	34,015.50	25,000.00	35,000.00	35,000.00
	Law Office of Gilbert Otero	25,000.00						
01-03-7990	LEGAL FEES - POLICE			656.25	93.75	0.00	0.00	0.00
01-03-7991	LEGAL FEES - FIRE			18.75	56.25	0.00	0.00	0.00
01-03-7992	LEGAL FEES - CITY HALL			15,175.00	1,237.50	0.00	0.00	0.00
01-03-7997	LEGAL FEES - CDBG			861.00	0.00	0.00	0.00	0.00
01-03-8006	LEGAL FEES - ABATEMENT			0.00	0.00	0.00	0.00	0.00
	<i>Maintenance & Operation:</i>			<i>\$16,711.00</i>	<i>\$35,403.00</i>	<i>\$25,000.00</i>	<i>\$35,000.00</i>	<i>\$35,000.00</i>
	<i>City Attorney Expenses:</i>			<i>\$16,711.00</i>	<i>\$35,403.00</i>	<i>\$25,000.00</i>	<i>\$35,000.00</i>	<i>\$35,000.00</i>

General Fund - Expenditures

City Manager / Finance / Human Resources ~ City Hall

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-16-6001	SALARIES/WAGES			211,980.66	155,498.60	183,671.60	183,671.60	180,291.72
	(70%) City Manager / CFO	88,200.00						
	(70%) Accounting Assistant	28,358.12						
	(70%) Administrative Assistant (Administrative Analysis)	33,677.28						
	(70%) Account Clerk	26,528.32						
	(70%) Receptionist / Clerk (Extra Help)	3,528.00						
01-16-6015	MILEAGE REIMBURSEMENT			1,382.03	180.78	0.00	0.00	0.00
	City Manager	0.00						
01-16-6400	OVERTIME			0.00	1,207.91	5,000.00	8,200.00	2,500.00
	Regular	2,500.00						
01-16-6900	BENEFITS EXPENSE			49,522.24	33,217.97	71,478.43	40,058.19	71,736.18
	(70%) City Manager / CFO	21,646.67						
	(70%) Accounting Assistant	13,124.91						
	(70%) Administrative Assistant (Administrative Analysis)	18,765.25						
	(70%) Account Clerk	17,171.04						
	(70%) Receptionist / Clerk (Extra Help)	837.06						
	Overtime	191.25						
	<i>Salaries & Benefits:</i>			\$262,884.93	\$190,105.26	\$260,150.03	\$231,929.79	\$254,527.90
01-16-7001	OFFICE SUPPLIES			12,337.55	5,465.52	1,000.00	1,500.00	1,200.00
	Specialized Departmental Supplies	1,200.00						
01-16-7002	DUES/SUBSCRIPTIONS			0.00	200.00	1,050.00	1,050.00	1,050.00
	CSMFO	300.00						
	ICMA	750.00						
01-16-7003	PROFESSIONAL/TECHINCAL/CONTRACT			268.70	16,003.31	75,415.00	19,179.26	75,935.00
	Leibert Cassidy Whitmore	5,535.00						
	REACH Air Medical Services	1,300.00						
	(60%) Moss, Levy, Hartziem (City Audits 20-21,21-22,22-23)	69,100.00						
01-16-7004	MEETING/TRAVEL/EDUCATION			0.00	3,525.96	4,277.00	2,594.16	3,729.00
	Qrtly League of CA Cities Dinner(s)	120.00						
	League of CA Cities - Annual Conference Oct 8-10 Long Beach	1,342.00						
	CalPERS - Annual Conference	1,000.00						
	California Society of Municipal Finance Officers - Annual Conference	1,267.00						
01-16-7013	UTILITIES			21,970.70	1,311.22	720.00	720.00	720.00
	Cell Phone Stipend	720.00						

01-16-7015	VEHICLE FUEL EXPENSE			5,219.56	387.35	4,160.00	2,300.00	2,500.00
01-16-7017	MISCELLANEOUS EXPENSES			0.00	668.04	5,000.00	2,200.00	2,500.00
	Only if Needed	2,500.00						
01-16-7107	TESTING			0.00	0.00	4,000.00	4,500.00	3,000.00
	Backgrounds, Drug Testing, Live Scan, Etc.	3,000.00						
01-16-7606	MAINTENANCE OF VEHICLE/EQUIPMENT			0.00	0.00	0.00	2,129.22	2,500.00
01-16-7929	SAFETY / EQUIPMENT / CLOTHING			0.00	70.23	400.00	400.00	400.00
	(4) City Logo Shirts	400.00						
	<i>Maintenance & Operation:</i>			<i>\$39,796.51</i>	<i>\$27,631.63</i>	<i>\$96,022.00</i>	<i>\$36,572.64</i>	<i>\$93,534.00</i>
01-16-8050	VEHICLE			0.00	13,197.10	0.00	0.00	0.00
	<i>Capital:</i>			<i>\$0.00</i>	<i>\$13,197.10</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
	<i>City Manager / Finance / Human Resources ~ City Hall Expenses:</i>			<i>\$302,681.44</i>	<i>\$230,933.99</i>	<i>\$356,172.03</i>	<i>\$268,502.43</i>	<i>\$348,061.90</i>

General Fund - Expenditures
Community Buildings Department

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-80-6001	SALARIES/WAGES			0.00	26,831.08	20,746.60	20,746.60	15,936.62
	(20%) Part-time Public Works Utility Worker	3,488.62						
	(2) PT Janitorial	12,448.00						
01-80-6900	BENEFITS EXPENSE			0.00	2,285.71	2,792.44	2,792.44	2,408.29
	(20%) Part-time PW Utility Worker	2,086.03						
	PT Janitorial	322.26						
	<i>Salaries & Benefits:</i>			<i>\$0.00</i>	<i>\$29,116.79</i>	<i>\$23,539.04</i>	<i>\$23,539.04</i>	<i>\$18,344.90</i>
01-80-7003	PROFESSIONAL/TECHINCAL/CONTRACT			0.00	1,377.08	1,500.00	800.00	500.00
	Fire Extinguisher Services	500.00						
01-80-7013	UTILITIES			15,777.25	24,060.41	18,300.00	23,000.00	23,000.00
	City Hall Golden State Water	3,000.00						
	City Hall Imperial Irrigation District	13,500.00						
	Spectrum (Phones)	5,000.00						
	Library Utilities	1,500.00						
01-80-7015	VEHICLE FUEL EXPENSE			0.00	220.95	500.00	0.00	0.00
	Vehicle fuel	0.00						
01-80-7016	SUPPLIES/EQUIPMENT			0.00	33.35	500.00	0.00	0.00
	As Needed	500.00						
01-80-7017	MISCELLANEOUS EXPENSES			0.00	2,232.76	20,000.00	15,000.00	17,500.00
	Christmas Décor (Buildings and Street Lights)	15,000.00						
	Only if Needed	2,500.00						
01-80-7104	M&O IMPROVEMENTS			0.00	11,861.14	75,000.00	28,000.00	50,000.00
	AC services/repair, lights, electrical, plumbing, roof repairs, and others as needed	50,000.00	25,000.00					
01-80-7106	CUSTODIAL SUPPLIES			0.00	2,760.29	3,500.00	2,300.00	3,500.00
	Cleaning Supplies	3,500.00						
01-80-7605	SMALL TOOLS			0.00	577.06	1,000.00	200.00	1,000.00
	Screwdrivers, wrenches, power tools, shovels & others as needed	1,000.00						
01-80-7606	MAINTENANCE OF VEHICLE/EQUIPMENT			0.00	389.25	0.00	400.00	500.00
01-80-7613	RENT OF EQUIPMENT			0.00	0.00	500.00	0.00	500.00
	Only if Needed	500.00						
01-80-7929	SAFETY/EQUIPMENT/CLOTHING			0.00	161.21	250.00	250.00	250.00
	Safety Clothing / Shoes / Gloves / Glasses / Hardhats / Water Jugs / Etc.	250.00						
	<i>Maintenance & Operation:</i>			<i>\$15,777.25</i>	<i>\$43,673.50</i>	<i>\$121,050.00</i>	<i>\$69,950.00</i>	<i>\$96,750.00</i>

01-80-7018	CAPITAL OUTLAY			7,734.28	21,173.19	25,000.00	0.00	45,000.00
	A/C ~ City Hall / Fire / Police / Rental Properties	20,000.00						
	Security Gates for Police /Fire Department	25,000.00						
01-80-8050	VEHICLE			0.00	256.32	0.00	0.00	0.00
	<i>Capital:</i>			\$7,734.28	\$21,429.51	\$25,000.00	\$0.00	\$45,000.00
	<i>Community Buildings Department Expenses:</i>			\$23,511.53	\$94,219.80	\$169,589.04	\$93,489.04	\$160,094.90

COMMUNITY BUILDINGS:
CITY HALL
CITY SHOP
FIRE DEPARTMENT
POLICE DEPARTMENT
COMMUNITY CENTER
CITY LIBRARY
OLD FIRE HOUSE
DELTA PUMP STATIONS ~ Wastewater Expenses
WASTEWATER LAB ~ Wastewater Expenses

General Fund - Expenditures
Fire Department

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-26-6001	FULL TIME SALARIES/WAGES			111,869.23	163,784.01	199,890.48	182,653.65	165,389.60
	Fire Chief	78,736.80						
	Captain	45,988.80						
	Firefighter	40,664.00	40,664.00					
01-26-6400	OVERTIME			0.00	6,850.55	5,000.00	28,957.97	5,000.00
	Regular	5,000.00						
01-26-6800	PAID CALL RESERVES			49,771.50	38,833.40	44,100.00	15,000.00	47,162.50
	(11) Part-time Firefighter	47,162.50						
01-26-6900	BENEFITS EXPENSE			79,915.04	62,433.31	102,839.40	92,789.67	88,340.11
	Fire Chief	35,137.30						
	Captain	19,937.91						
	Firefighter	18,778.06	18,778.06					
	(11) Part-time Firefighter	14,104.35						
	Overtime	382.50						
01-26-6963	STATION COVERAGE PART-TIME			145,280.75	93,545.72	69,750.00	35,767.40	72,286.50
	(11) Part-time Firefighter	72,286.50						
01-26-6996	STRIKE TEAM EXPENSE			8,012.75	2,905.47	0.00	68,780.76	0.00
	<i>Salaries & Benefits:</i>			\$394,849.27	\$368,352.46	\$421,579.88	\$423,949.45	\$378,178.71
01-26-7001	OFFICE EXPENSE			3,457.08	967.48	800.00	600.00	850.00
	Specialized Departmental Supplies	850.00						
01-26-7002	DUES/SUBSCRIPTIONS			11,821.29	50.00	2,930.00	17,095.07	17,850.00
	Imperial County Office of Emergency Services & Disaster Council	1,205.00						
	Imperial County Fire Department~Hazardous Incident Response Committee	195.00						
	Imperial Valley Fire Chiefs Association	250.00						
	IVECA	15,000.00						
	Genasys Connect	1,200.00						
01-26-7003	PROFESSIONAL/TECHINCAL/CONTRACT			46,023.06	46,400.00	62,210.40	68,000.00	62,919.40
	Incident reporting software - ESO	5,000.00						
	ESO Solutions, Inc	2,732.40						
	Department of Toxic Substance	1,850.00						
	City of Brawley - Dispatch Contract	48,398.00						
	County of San Diego RCS	4,000.00						
	Domain Networks	289.00						
	GSA-Budget & Fiscal - Reverse 911	650.00						

	FailSafe Testing (Annual Ladder Inspection)	1,235.00						
01-26-7004	MEETING/TRAVEL/EDUCATION			790.91	630.00	2,620.00	\$ 1,000.00	2,000.00
	Qrtly League of CA Cities Dinner(s)	120.00						
	Full-time Staff Training	2,000.00						
01-26-7010	LEGAL PUBLICATIONS			0.00	0.00	0.00	0.00	0.00
01-26-7013	UTILITIES			38,057.02	18,286.43	18,300.00	22,000.00	18,300.00
	Golden State Water	3,500.00						
	Imperial Irrigation District	10,000.00						
	Spectrum (Phones)	4,800.00						
01-26-7015	VEHICLE FUEL EXPENSE			40,123.87	16,976.23	19,000.00	16,000.00	18,000.00
	Vehicle Fuel	18,000.00						
01-26-7016	SUPPLIES/EQUIPMENT			9,629.87	4,104.17	1,500.00	6,000.00	500.00
	As Needed	500.00						
01-26-7017	MISCELLANEOUS EXPENSES			0.00	5,475.56	2,480.00	500.00	2,480.00
	Got Ice	500.00						
	Sparkletts Water	1,480.00						
	As Needed	500.00						
01-26-7106	CUSTODIAL SUPPLIES			0.00	65.70	800.00	100.00	500.00
	Cleaning Supplies	500.00						
01-26-7606	MAINTENANCE OF VEHICLE/EQUIPMENT			0.00	4,199.82	15,000.00	20,000.00	15,000.00
	Vehicle Maintenace & Equipment	15,000.00						
01-26-7929	SAFETY / EQUIPMENT / CLOTHING			0.00	1,745.67	2,500.00	2,500.00	5,000.00
	(3) Full-time Uniform Allowance \$1,000	3,000.00						
	Safety Supplies	2,000.00						
01-26-8007	ABATEMENT PROGRAM			1,865.07	55.99	0.00	0.00	10,000.00
	City Enforced Abatements	10,000.00						
	Maintenance & Operation:			\$151,768.17	\$98,957.05	\$128,140.40	\$153,795.07	\$153,399.40
01-26-7018	CAPITAL OUTLAY			6,400.00	0.00	0.00		10,000.00
	Rugged Laptop & Rugged 2-in-1 Tablet		11,935.30					
	(2) Handheld Radios ((4) next year)	10,000.00	40,000.00					
01-26-8017	EMS SUPPLIES			5,615.51	6,118.31	5,000.00	3,000.00	3,500.00
	Supplies	3,500.00						
	Cardiac Monitor		35,000.00					
01-26-8050	VEHICLE			0.00	10,000.00	0.00		0.00
	Capital:			\$12,015.51	\$16,118.31	\$5,000.00	\$3,000.00	\$13,500.00
	Fire Department Expenses:			\$558,632.95	\$483,427.82	\$554,720.28	\$580,744.52	\$545,078.11

General Fund - Expenditures
Non-Departmental / City Hall

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-17-7001	OFFICE SUPPLIES			0.00	2,851.61	8,000.00	6,500.00	7,500.00
	Envelopes, paper, pens, paper clips, checks, forms, business cards etc	8,000.00						
01-17-7002	DUES/SUBSCRIPTIONS			22,477.50	32,487.77	53,334.55	45,773.73	46,503.32
	SCAG	884.00						
	IVTA	9,280.00						
	LAFCO	4,000.00						
	Imperial Valley Press	200.00						
	League of California Cities	4,800.00						
	Imperial County Farm Bureau	300.00						
	HdL - Property Tax	6,300.00						
	HdL - Sales Tax	6,300.00						
	Archive Social (Social Media Data)	2,988.00						
	Adobe Pro	1,200.00						
	Canva Pro	119.99						
	Imperial County Assessors - Data Service	141.00						
	Imperial County Workforce Development (50 of 59)	2,250.00						
	IVEDC	1,000.00						
	Revize - Website	3,850.00						
	iDrive	150.00						
	Crash Plan	120.00						
	Microsoft	1,950.00						
	Nobel Systems	670.33						
01-17-7003	PROFESSIONAL/TECHINCAL/CONTRACT			28,522.04	23,626.17	14,400.00	72,000.00	34,200.00
	Larry Bennett Insurance	4,500.00						
	Imperial County Treasurer	2,500.00						
	AM Copiers, Inc.	1,200.00						
	Alejandro Estrada - IT Support	8,000.00						
	GAFCON	10,000.00						
	As needed	8,000.00						
01-17-7009	GENERAL INSURANCE			122,888.00	78,678.20	70,000.00	72,000.00	75,000.00
	(70%) Smith Kandal Insurance	75,000.00						
01-17-7010	LEGAL PUBLICATIONS			7,439.56	441.00	2,000.00	5,200.00	3,500.00
	IV Press / Holtville Tribune	3,500.00						
01-17-7017	MISCELLANEOUS EXPENSES			7,183.22	6,111.68	6,000.00	6,800.00	6,000.00

	Only if Needed	6,000.00						
01-17-7020	STATE COMPENSATION			2,577.37	0.00	78,356.00	41,700.52	50,000.00
	State Compensation Insurance Fund	50,000.00						
01-17-7049	ANIMAL CONTROL <i>(transferred to Police Budget)</i>			3,178.05	500.00	0.00	500.00	0.00
01-17-7057	HOUSING IN LIEU			0.00	17,555.88	17,555.88	15,126.38	15,200.00
	Imperial County Housing Authority	15,200.00						
01-17-7064	INTERFUND INTEREST EXPENSE			0.00	0.00	0.00	0.00	0.00
01-17-7090	BANK CHARGES			0.00	0.00	10,000.00	9,852.36	10,000.00
	Various Bank Charges	10,000.00						
01-17-7110	POSTAGE			0.00	23.36	8,000.00	6,500.00	7,500.00
01-17-7925	PROPERTY TAXES			320.38	16,761.58	16,761.58	16,761.58	16,761.58
	Imperial County Tax Collector	16,761.58						
01-17-8007	ABATEMENT PROGRAM			1,865.07	55.99	0.00	0.00	0.00
	<i>Maintenance & Operation:</i>			<i>\$196,451.19</i>	<i>\$179,093.24</i>	<i>\$284,408.01</i>	<i>\$298,714.57</i>	<i>\$272,164.90</i>
01-17-8025	TECHNOLOGY UPGRADE PROJECT			175.00	1,346.62	12,000.00	0.00	10,000.00
	Server	10,000.00						
	<i>Capital:</i>			<i>\$175.00</i>	<i>\$1,346.62</i>	<i>\$12,000.00</i>	<i>\$0.00</i>	<i>\$10,000.00</i>
	<i>Non-Departmental Expenses:</i>			<i>\$196,626.19</i>	<i>\$180,439.86</i>	<i>\$296,408.01</i>	<i>\$298,714.57</i>	<i>\$282,164.90</i>

General Fund - Expenditures
Parks Department

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-90-6001	SALARIES/WAGES			34,848.15	71,165.64	92,643.52	88,377.79	90,143.15
	(30%) Public Works Director	37,501.50						
	(30%) Public Works Crew Leader	11,696.64	877.25					
	(30%) Public Works Utility Worker	12,461.28						
	(30%) Public Works Utility Worker	11,104.94						
	(80%) Part-time Public Works Utility Worker	13,954.46						
	(3) Lifeguards	3,424.32						
01-90-6400	OVERTIME			0.00	446.97	4,250.00	204.00	5,000.00
	Regular	5,000.00						
01-90-6900	BENEFITS EXPENSE			16,123.74	12,330.54	29,270.59	22,049.34	28,399.80
	(30%) Public Works Director	9,525.72						
	(30%) Public Works Crew Leader	5,540.44	415.53					
	(30%) Public Works Utility Worker	5,681.90						
	(30%) Public Works Utility Worker	5,357.69						
	(80%) Part-time Public Works Utility Worker	1,428.72						
	Overtime	382.50						
	(3) Lifeguards	482.83						
	<i>Salaries & Benefits:</i>			\$50,971.89	\$83,943.15	\$126,164.11	\$110,631.13	\$123,542.95
01-90-7002	DUES/SUBSCRIPTIONS			0.00	0.00	0.00	1,699.00	1,699.00
	See My Legacy	1,699.00						
01-90-7003	PROFESSIONAL/TECHINICAL/CONTRACT			0.00	25.65	0.00	640.00	14,465.00
	Backflow Testing	640.00						
	Calipatria School District (Pool)	825.00						
	Run camera through Waterline from Canal to Caldwell Park	8,000.00						
	As needed	5,000.00						
01-90-7004	MEETING/TRAVEL/EDUCATION			0.00	22.50	2,036.00	400.00	1,920.00
	Qrtly League of CA Cities Dinner(s)	120.00						
	Playground Safety Course	1,800.00						
01-90-7013	UTILITIES			32,345.68	26,701.56	28,968.00	29,000.00	30,968.00
	Cell Phone Stipend	468.00						
	Golden State Water	18,000.00						
	Imperial Irrigation District	12,500.00						
01-90-7015	VEHICLE FUEL EXPENSE			1,827.05	3,262.94	4,000.00	4,800.00	4,500.00
	Vehicle and Equipment Fuel	4,500.00						

01-90-7017	MISCELLANEOUS EXPENSES			0.00	10.08	500.00	2,800.00	500.00
	Only if Needed	500.00						
01-90-7106	CUSTODIAL SUPPLIES			0.00	158.07	1,500.00	200.00	1,500.00
	Cleaning Supplies	1,500.00						
01-90-7605	SMALL TOOLS			0.00	3,570.87	4,500.00	1,200.00	4,500.00
	screwdrivers, wrenches, power tools, shovels & others as needed	4,500.00						
01-90-7606	MAINTENANCE OF VEHICLE/EQUIPMENT			0.00	10,467.70	25,000.00	5,800.00	22,500.00
	sprinklers,bubblers, pvc, copper, pex, JD mower, weedeater,	22,500.00						
	chainsaws, electrical, gazebos, play equipment, others as needed							
01-90-7613	RENT OF EQUIPMENT			0.00	0.00	3,000.00	2,500.00	2,500.00
	Only if Needed	2,500.00						
01-90-7929	SAFETY/EQUIPMENT/CLOTHING			0.00	1,395.35	1,500.00	1,700.00	1,800.00
	Safety Clothing/ Gloves / Glasses / Hardhats / Welding Helmet / Consumables	1,800.00						
	Maintenance & Operation:			\$34,172.73	\$45,614.72	\$71,004.00	\$49,040.00	\$85,153.00
01-90-7018	CAPITAL OUTLAY			0.00	0.00	20,000.00	0.00	70,000.00
	Gazebo Repairs / Replace	20,000.00						
	Fence Matching Grants (Little League Area), Benches, Trash Cans	50,000.00						
01-90-8018	EQUIPMENT OTHER			0.00	80,001.61	52,600.00	58,045.99	9,600.00
	Utility Truck \$50,000=1/3		16,666.67					
	Weed Eater Blower	2,100.00						
	Chainsaws	1,500.00						
	Generator Welder \$18,000 (1/3)	6,000.00						
01-90-8050	VEHICLE			0.00	256.33	0.00	0.00	0.00
	Capital:			\$0.00	\$80,257.94	\$72,600.00	\$58,045.99	\$79,600.00
	Parks Department Expenses:			\$85,144.62	\$209,815.81	\$269,768.11	\$217,717.12	\$288,295.95

General Fund - Expenditures
Planning Department

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-05-6001	SALARIES/WAGES			0.00	0.00	0.00	400.00	2,500.00
	(5) Planning Commissioners	2,500.00						
01-05-6900	BENEFITS EXPENSE			0.00	0.00	0.00	30.64	352.50
	(5) Planning Commissioners	352.50						
	<i>Salaries & Benefits:</i>			<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$430.64</i>	<i>\$2,852.50</i>
01-05-7001	OFFICE EXPENSE			0.00	18.49	100.00	100.00	100.00
	Forms, Name Plates, etc.	100.00						
01-05-7003	PROFESSIONAL/TECHNICAL/CONTRACT			277,305.58	154,980.45	120,000.00	150,000.00	120,000.00
	The Holt Group, GAFCON, California Consulting, 4-Leaf	120,000.00						
	<i>Maintenance & Operation:</i>			<i>\$277,305.58</i>	<i>\$154,998.94</i>	<i>\$120,100.00</i>	<i>\$150,100.00</i>	<i>\$120,100.00</i>
	<i>Planning Department Expenses:</i>			<i>\$277,305.58</i>	<i>\$154,998.94</i>	<i>\$120,100.00</i>	<i>\$150,100.00</i>	<i>\$120,100.00</i>

General Fund - Expenditures
Police Department

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-25-6001	FULL TIME SALARIES/WAGES			151,657.55	335,866.19	338,657.02	271,216.01	414,291.44
	Chief of Police	89,430.80						
	Sergeant	61,744.80						
	Corporal	60,216.00						
	Police Officer	48,448.40						
	Limited Term Police Officer	43,804.80	43,804.80					
	Limited Term Police Officer	47,846.40	47,846.40					
	Code Enforcement	42,681.60						
	ACO Stipend	1,949.44						
	PT Records Clerk (to Administrative Assistant)	18,169.20	37,452.00					
01-25-6400	OVERTIME			0.00	0.00	35,000.00	96,000.00	35,000.00
	Stonegarden	25,000.00						
	Regular	10,000.00						
01-25-6900	BENEFITS EXPENSE			87,171.73	90,038.76	143,428.81	76,309.00	163,479.16
	Chief of Police	31,129.53						
	Sergeant	26,222.16						
	Corporal	22,624.00						
	Police Officer	20,218.17						
	Limited Term Police Officer	19,359.11	19,359.11					
	Limited Term Police Officer	20,106.80	20,106.80					
	Code Enforcement	19,151.32						
	PT Records Clerk	1,841.44						
	ACO Stipend	149.13						
	Overtime	2,677.50						
	<i>Salaries & Benefits:</i>			\$238,829.28	\$425,904.95	\$517,085.83	\$443,525.01	\$612,770.60
01-25-7001	OFFICE EXPENSE			4,213.96	1,610.53	1,700.00	2,800.00	3,150.00
	Office Laser Jet Printer	400.00	400.00					
	Specialized Departmental Supplies	1,000.00						
	Glass White Boards	300.00						
	Wall Files (Report Writing Room)	50.00						
	General Office Supplies	1,200.00						
	Certification of Rabbits	200.00						
01-25-7002	DUES/SUBSCRIPTIONS			9,593.00	30,123.69	29,623.69	29,849.47	15,720.00
	IVECA	15,000.00						

	Veritone, Inc	500.00						
	California Police Chief's Association	220.00						
01-25-7003	PROFESSIONAL/TECHINCAL/CONTRACT			30,628.60	69,257.89	51,448.00	75,999.71	70,608.25
	City of Brawley (Dispatch Services)	48,398.00						
	County of San Diego RCS	2,400.00						
	GSA-Budget & Fiscal - Reverse 911	650.00						
	Lexipol	4,460.25						
	LEFTA	13,500.00						
	Genasys Connect	1,200.00						
01-25-7004	MEETING/TRAVEL/EDUCATION			1,000.00	598.00	16,750.00	23,000.00	16,770.00
	Background Investigations	1,500.00						
	(1) Gang Training (cost includes Per Diem)	150.00						
	Qrtly League of CA Cities Dinner(s)	120.00						
	POST Training Reimbursable	15,000.00						
01-25-7013	UTILITIES			23,639.79	16,662.58	18,360.00	13,000.00	21,960.00
	Golden State Water	2,160.00						
	Imperial Irrigation District	7,200.00						
	Spectrum (Phones)	4,800.00						
	Verizon Wireless	4,200.00						
	Cell Phone Stipend	3,600.00						
01-25-7015	VEHICLE FUEL EXPENSE			28,267.32	17,139.90	24,000.00	18,000.00	22,000.00
	Vehicle Fuel	18,000.00						
	Stonegarden Fuel	4,000.00						
01-25-7016	SUPPLIES/EQUIPMENT			3,333.64	489.05	1,750.00	13,000.00	16,750.00
	Ammo	10,000.00						
	Training Targets	250.00						
	Weapon and Ammo Safe	6,500.00						
01-25-7017	MISCELLANEOUS EXPENSES			39.57	259.24	6,000.00	6,800.00	12,500.00
	Drinking water tank	1,000.00						
	Lockers for Office Equip/Uniforms	1,500.00						
	Chairs (Heavy Duty)	1,500.00						
	Computer Monitors	1,500.00						
	Outfit 3 units with cages/Gtac mounts/Weapon Rack	6,000.00						
	Only if Needed	1,000.00						
01-25-7049	ANIMAL CONTROL			0.00	3,156.62	6,000.00	1,200.00	19,600.00
	Humane Society of Imperial County	6,000.00						
	Animal Care & Supplies	1,100.00						
	5 Stall Dog Kennels	10,000.00						
	Dog Supplies(Bed/Bowls/Vaccines/Food)	2,500.00						
01-25-7606	MAINTENANCE OF VEHICLE/EQUIPMENT			0.00	16,626.58	10,000.00	30,000.00	25,000.00

	Vehicle Maintenance & Equipment	25,000.00						
01-25-7929	SAFETY / EQUIPMENT / CLOTHING			0.00	3,885.85	7,000.00	12,400.00	10,800.00
	(6) Full-time Uniform Allowance \$1,000	6,000.00						
	(1) Code Enforcement Uniform Allowance \$500	500.00						
	(1) City Logo Shirts	100.00						
	Safety Supplies	800.00						
	Safety Equipment for Units	1,800.00						
	Uniform Patches (Class A&B)	1,000.00						
	Specialty Patches (Breast Cancer/Down Syndrum/Autism)	600.00						
	Maintenance & Operation:			\$100,715.88	\$159,809.93	\$172,631.69	\$226,049.18	\$234,858.25
01-25-7018	CAPITAL OUTLAY			0.00	0.00	5,500.00	96,172.86	21,000.00
	Outfit 3 units with emergency equipment	21,000.00						
	Purchase (3) Gtac		12,000.00					
	Purchase ACO Truck		10,000.00					
	Shades for Parking Lot		20,000.00					
	Capital:			\$0.00	\$0.00	\$5,500.00	\$96,172.86	\$21,000.00
	Police Department Expenses:			\$339,545.16	\$585,714.88	\$695,217.52	\$765,747.05	\$868,628.85

General Fund - Expenditures
Shop Department

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-50-6001	SALARIES/WAGES			10,711.83	827.24	0.00	0.00	0.00
01-50-6900	BENEFITS EXPENSE			8,843.57	374.46	0.00	0.00	0.00
	<i>Salaries & Benefits:</i>			\$19,555.40	\$1,201.70	\$0.00	\$0.00	\$0.00
01-50-7003	PROFESSIONAL/TECHINCAL/CONTRACT			0.00	0.00	0.00	1,200.00	0.00
01-50-7013	UTILITIES			8,878.43	3,540.37	6,600.00	9,500.00	8,200.00
	Golden State Water	2,400.00						
	Imperial Irrigation District	5,800.00						
01-50-7015	VEHICLE FUEL EXPENSE			0.00	39.00	2,000.00	0.00	0.00
	Equipment Fuel	0.00						
01-50-7104	M&O IMPROVEMENTS			0.00	12.89	5,000.00	2,000.00	4,000.00
	General Building Repairs	4,000.00						
01-50-7605	SMALL TOOLS			0.00	2,070.09	5,000.00	500.00	3,000.00
	Screwdrivers, wrenches, power tools, shovels & others as needed	3,000.00						
01-50-7606	MAINTENANCE OF VEHICLE/EQUIPMENT			0.00	199.68	8,000.00	1,800.00	2,500.00
	Pumps, generators, tools, mechanical tools, tenders, others as needed	2,500.00						
01-50-7613	RENT OF EQUIPMENT			0.00	0.00	500.00	0.00	500.00
	Only if Needed	500.00						
01-50-7929	SAFETY/EQUIPMENT/CLOTHING			0.00	0.00	1,000.00	500.00	800.00
	Safety Clothing/ Gloves / Glasses / Hardhats / Welding Helmet / Consumeables	800.00						
	<i>Maintenance & Operation:</i>			\$8,878.43	\$5,862.03	\$28,100.00	\$15,500.00	\$19,000.00
	<i>Shop Department Expenses:</i>			\$28,433.83	\$7,063.73	\$28,100.00	\$15,500.00	\$19,000.00

General Fund - Expenditures
Streets Department

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-40-6001	SALARIES/WAGES			20,547.26	80,932.42	97,456.00	97,456.00	97,019.15
	(40%) Public Works Director	50,002.00						
	(40%) Public Works Crew Leader	15,595.52	1,169.66					
	(40%) Public Works Utility Worker	16,615.04						
	(40%) Public Works Utility Worker	14,806.59						
01-40-6400	OVERTIME			0.00	0.00	4,250.00	6,800.00	5,000.00
	Regular	5,000.00						
01-40-6900	BENEFITS EXPENSE			7,060.63	17,355.48	36,195.04	24,300.00	35,190.17
	(40%) Public Works Director	12,700.96						
	(40%) Public Works Crew Leader	7,387.26	554.04					
	(40%) Public Works Utility Worker	7,575.87						
	(40%) Public Works Utility Worker	7,143.58						
	Overtime	382.50						
	<i>Salaries & Benefits:</i>			\$27,607.89	\$98,287.90	\$137,901.04	\$128,556.00	\$137,209.32
01-40-7002	DUES/SUBSCRIPTIONS			0.00	630.00	1,830.00	1,200.00	1,830.00
	International Municipal Signal Association	1,200.00						
	County of Marin/CALSA	630.00						
01-40-7003	PROFESSIONAL/TECHINCAL/CONTRACT			256.50	34.20	0.00	0.00	0.00
	Traffic Study as Requested by Traffic Advisory	0.00	35,000.00					
01-40-7004	MEETING/TRAVEL/EDUCATION			0.00	30.00	2,540.00	480.00	2,620.00
	Qrtly League of CA Cities Dinner(s)	120.00						
	International Municipal Signal Association	1,500.00						
	Roadway Repairs	1,000.00						
01-40-7013	UTILITIES			0.00	95.72	18,624.00	0.00	18,624.00
	Cell Phone Stipend	624.00						
	Imperial Irrigation District	18,000.00						
01-40-7015	VEHICLE FUEL EXPENSE			3,849.30	3,799.76	10,000.00	6,000.00	10,000.00
	Vehicle and Equipment Fuel	10,000.00						
01-40-7016	SUPPLIES/EQUIPMENT			8,034.99	4,350.80	35,000.00	9,200.00	35,000.00
	Street Signs, Cold Mix, Asphalt, Paints, Reflective Beads, Base, Gravel, Barricades, Cones etc	35,000.00						
01-40-7017	MISCELLANEOUS EXPENSES			503.93	11,832.53	2,500.00	100.00	7,500.00
	Paint & Signs as Requested by Traffic Advisory	5,000.00						
	As Needed	2,500.00						
01-40-7605	SMALL TOOLS			0.00	3,057.97	5,000.00	500.00	5,000.00

	Screwdrivers, wrenches, power tools, shovels, auger welder & others as needed	5,000.00						
01-40-7606	MAINTENANCE OF VEHICLE/EQUIPMENT			0.00	4,047.95	5,000.00	3,000.00	5,000.00
	Vehicles and Multiple Equipment	5,000.00						
01-40-7613	RENT OF EQUIPMENT			0.00	0.00	5,000.00	0.00	5,000.00
	Only if Needed	5,000.00						
01-40-7929	SAFETY/EQUIPMENT/CLOTHING			0.00	1,117.97	1,500.00	1,000.00	1,500.00
	Safety Clothing / Shoes / Gloves / Glasses / Hardhats / Water Jugs / Etc.	1,500.00						
	Maintenance & Operation:			\$12,644.72	\$28,996.90	\$86,994.00	\$21,480.00	\$92,074.00
01-40-7018	CAPITAL OUTLAY			0.00	0.00	15,000.00	0.00	15,000.00
	Street Light Improvements ~ Downtown	15,000.00						
	Speed Humps		80,000.00					
01-40-8018	EQUIPMENT OTHER			0.00	38,001.61	59,000.00	43,918.95	18,000.00
	Utility Truck \$50,000=1/3		16,666.67					
	Quick Saw	1,000.00						
	Jack Hammer	2,500.00						
	Asphalt Equipment		50,000.00					
	Generator Welder \$18,000 (1/3)		6,000.00					
	Pressure Washer Trailer	6,500.00						
	Street Sweeper		450,000.00					
	Sweeper Broom	8,000.00						
01-40-8050	VEHICLE			0.00	2,306.93	0.00	0.00	0.00
	Capital:			\$0.00	\$40,308.54	\$74,000.00	\$43,918.95	\$33,000.00
	Streets Department Expenses:			\$40,252.61	\$167,593.34	\$298,895.04	\$193,954.95	\$262,283.32

General Fund - Expenditures
HILARY

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-98-7001	OFFICE EXPENSE			0.00	13.89	0.00	0.00	0.00
01-98-7004	MEETING/TRAVEL/EDUCATION			0.00	69.03	0.00	0.00	0.00
01-98-7017	MISCELLANEOUS EXPENSES			0.00	5,936.58	0.00	0.00	0.00
	<i>Hilary Expenses:</i>			<i>0.00</i>	<i>6,019.50</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>

General Fund - Expenditures
COVID-19

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
01-99-7013	UTILITIES/MAINTENANCE/SUPPLIES			3,195.48	333.48	0.00	0.00	0.00
	<i>COVID-19 Expenses:</i>			<i>3,195.48</i>	<i>333.48</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>

Wastewater Fund
Wastewater Treatment Plant

ACCT NO.	DESCRIPTION	Current Budget Detail	Next Year	ACTUALS 2022-2023	ACTUALS 2023-2024	BUDGET 2024-2025	PROPOSED 2024-2025	PROPOSED 2025-2026
06-06-4010	GRANT REVENUE			0.00	92,610.00	150,000.00	150,000.00	0.00
06-06-4021	OVERHEAD REVENUE SEWERS			6,478.24	6,369.32	6,500.00	6,500.00	6,500.00
06-06-4115	LATE CHARGES			1,484.12	12,999.18	1,400.00	16,800.00	15,000.00
06-06-4511	RENT OF CITY PROPERTY			21,879.11	22,426.09	22,973.07	22,426.09	22,973.07
	C & J Feed Barn	22,973.07						
06-06-4515	SEWER CHARGES			530,980.78	595,622.55	650,000.00	685,000.00	715,000.00
06-06-4947	DELINQUENT CHARGES			31,799.31	5,894.88	20,000.00	5,000.00	5,000.00
	Wastewater Revenue:			\$592,621.56	\$735,922.02	\$850,873.07	\$885,726.09	\$764,473.07

06-00-6900	BENEFITS EXPENSE			(8,819.07)	(367.72)	0.00	0.00	0.00
06-06-6001	SALARIES/WAGES			97,440.56	128,675.35	224,430.99	145,543.93	222,654.84
	(30%) Public Works Director	37,501.50						
	(30%) Public Works Utility Worker Crew Leader	11,696.64						
	(30%) Public Works Utility Worker	12,461.28						
	(30%) Public Works Utility Worker	11,104.94						
	Part-time WW Supervisor	42,924.00						
	Part-time WW Operator	28,978.60						
	(30%) City Manager / CFO	37,800.00						
	(30%) Accounting Assistant	12,153.48						
	(30%) Administrative Analyst	14,433.12						
	(30%) Account Clerk	11,369.28						
	(30%) Receptionist / Clerk (Extra Help)	1,512.00						
	(5%) City Clerk ~ Stipend	719.99						
06-06-6015	MILEAGE REIMBURSEMENT			1,403.79	1,377.26	1,200.00	1,400.00	1,500.00
06-06-6031	WASTEWATER OPERATION EXPENSE			78,787.80	69,907.94	0.00	60,102.04	60,000.00
06-06-6900	BENEFITS EXPENSE			43,057.28	33,153.10	59,148.24	44,330.50	58,521.07
	(30%) Public Works Director	9,525.72						
	(30%) Public Works Utility Worker Crew Leader	5,540.44						
	(30%) Public Works Utility Worker	5,681.90						
	(30%) Public Works Utility Worker	5,357.69						
	Part-time WW Supervisor	3,735.19						
	Part-time WW Operator	2,668.36						
	(30%) City Manager / CFO	9,277.15						
	(30%) Accounting Assistant	5,624.96						

	(30%) Administrative Analyst	5,629.58						
	(30%) Account Clerk	5,151.31						
	(30%) Receptionist / Clerk (Extra Help)	251.12						
	(5%) City Clerk ~ Stipend	77.65						
	Salaries & Benefits:			\$211,870.36	\$232,745.93	\$284,779.23	\$251,376.47	\$342,675.90
06-06-7001	OFFICE SUPPLIES			1,993.37	448.71	1,000.00	1,300.00	1,000.00
	Printing Supplies, Log Books, Notepads	1,000.00						
06-06-7002	DUES/SUBSCRIPTIONS			0.00	58,293.05	65,000.00	500.00	66,259.00
	Annual Permit Discharge	24,687.00						
	Annual Permit Municipal CS	3,453.00						
	Annual Permit WWTP	13,119.00						
	CWEA, AWWA, WWTP Licensing, other as needed	10,000.00						
	Annual Pump Permit	5,000.00						
	As Needed	10,000.00						
06-06-7003	PROFESSIONAL/TECHINCAL/CONTRACT			1,093.16	165,095.49	180,000.00	165,000.00	215,000.00
	The Holt Group, GAFCON, California Consulting	70,000.00						
	Vadium Municipal Software	600.00						
	Sewer Emergency Repairs	50,000.00						
	(40%) Moss, Levy, Hartziem (City Audits 20-21,21-22,22-23)	59,400.00						
	Prop 218 Rate Study	35,000.00						
06-06-7004	MEETING/TRAVEL/EDUCATION			0.00	595.25	5,030.00	546.60	5,030.00
	Qrtly League of CA Cities Dinner(s)	30.00						
	TriState, WEF Tech, others as needed for certification/regula	5,000.00						
06-06-7009	GENERAL INSURANCE			0.00	33,358.80	35,000.00	49,201.58	35,000.00
	(30%) Smith Kandal Insurance	35,000.00						
06-06-7013	UTILITIES			351,594.17	164,861.81	171,468.00	96,233.71	125,868.00
	Cell Phone Stipend	468.00						
	Imperial Irrigation District	120,000.00						
	Golden State Water	600.00						
	Spectrum (phones)	4,200.00						
	Underground Service Alert	600.00						
	Calipatria Solar, LLC	45,600.00						
06-06-7015	VEHICLE FUEL EXPENSE			1,758.40	8,118.12	10,000.00	4,532.28	10,000.00
	Vehicle and Equipment Fuel	10,000.00						
06-06-7017	MISCELLANEOUS EXPENSES			0.00	27,242.24	30,000.00	14,163.29	30,000.00
	Lab equipment, testing supplies, nets, samplers/equipment, reagents monitoring systems, regulatory/compliance, others as needed	30,000.00						
06-06-7060	CHEMICALS			0.00	79,731.80	150,000.00	70,404.71	150,000.00
	Brenntag	150,000.00						
06-06-7104	M&O IMPROVEMENTS			0.00	127,111.36	135,000.00	912.54	235,000.00

	Motors & control centers, power disconnects, headworks screens	135,000.00						
	Master Lagoon	100,000.00						
06-06-7106	CUSTODIAL SUPPLIES			0.00	101.58	500.00	488.82	700.00
	Cleaning Supplies	700.00						
06-06-7107	LAB/TESTING			0.00	29,914.20	30,000.00	25,910.72	30,000.00
	Babcock laboratories, others as needed	30,000.00						
06-06-7110	POSTAGE			0.00	5,428.93	10,000.00	2,266.11	10,000.00
06-06-7605	SMALL TOOLS			0.00	1,999.21	2,500.00	2,380.81	2,500.00
	Screwdrivers, wrenches, power tools, shovels & others as needed	2,500.00						
06-06-7606	MAINTENANCE OF VEHICLE/EQUIPMENT			0.00	43,790.04	100,000.00	160,654.53	100,000.00
	pumps, generators, tools, mechanical tools, tenders, others as needed	100,000.00						
06-06-7613	RENT OF EQUIPMENT			0.00	345.03	5,000.00	1,914.29	5,000.00
	Only if Needed	5,000.00						
06-06-7925	PROPERTY TAXES			0.00	296.94	296.94	320.12	350.00
06-06-7929	SAFETY/EQUIPMENT/CLOTHING			0.00	1,121.51	1,000.00	960.62	1,200.00
	Safety Clothing/ Gloves / Glasses / Hardhats / Welding Helmet / Consumeables	1,200.00						
	Maintenance & Operation:			\$356,439.10	\$747,854.07	\$931,794.94	\$597,690.73	\$1,022,907.00
06-06-7018	CAPITAL OUTLAY			28,795.52	0.00	5,000.00	0.00	5,000.00
	A/C Unit	5,000.00						
	Liner Repair		500,000.00					
06-06-8018	EQUIPMENT OTHER			0.00	47,993.58	49,000.00	43,949.55	40,000.00
	Utility Truck \$50,000=1/3		16,666.67					
	Camera		70,000.00					
	Lagoon Master		75,000.00					
	Generator Welder \$18,000 (1/3)		6,000.00					
	Vactor Jetter		550,000.00					
	4" Silent Pump		80,000.00					
	Ditch Witch Vacuum (used)	40,000.00						
	Water Truck		150,000.00					
	Camera		70,000.00					
06-06-8028	IMPROVEMENTS OTHER THAN BUILDINGS			0.00	105,378.81	100,000.00	70,046.12	100,000.00
	Manhole repair/replacement	100,000.00						
06-06-8050	VEHICLE			0.00	7,962.82	0.00	0.00	0.00
	Capital:			\$28,795.52	\$161,335.21	\$154,000.00	\$113,995.67	\$145,000.00
06-06-7056	ANNUAL PERMIT FEES			50,259.00	0.00	0.00	0.00	0.00
	Other:			\$50,259.00	\$0.00	\$0.00	\$0.00	\$0.00
	Wastewater Expenses:			\$647,363.98	\$1,141,935.21	\$1,370,574.17	\$963,062.87	\$1,510,582.90
	Difference:			(54,742.42)	(406,013.19)	(519,701.10)	(77,336.78)	(746,109.84)



Administrative Analyst Job Description

Salary Schedule: Misc
Range: 34
Adoption: June 30, 2025

DESCRIPTION:

Under the direction of the City Manager (or designee), performs a variety of complex duties related to the collection, analysis, interpretation and reporting of data related to organization-wide policy planning and system implementation; coordinate fiscal activities to ensure adequate staffing and resources for organizational operations; coordinate activities with related departments to ensure organizational effectiveness; assist in the development of goals, objectives, policies, work standards and administrative control systems. Performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Administrative Analyst is distinguished from the Administrative positions within the City, receives general direction from the City Manager (or designee) and exercises direct supervision over assigned staff. Employees are expected to demonstrate a significant amount of independence and initiative in assuming a wide range of responsibilities.

DUTIES:

Position performs the essential functions and responsibilities:

- Perform a variety of complex duties related to the collection, analysis, interpretation and reporting of data related to organization-wide policy planning and system implementation; participate in the development and review of policies, procedures and legislation affecting organizational activities and determine departmental impact; assist in ensuring analysis and implementation activities comply with established laws and regulations.
- Coordinate activities with related departments to ensure organizational effectiveness; collaborate with other departments and agencies to ensure cross-functional projects such as class studies, redistricting, fee scheduling, capital projects and others align with organization-wide goals and objectives; monitor, evaluate and provide assistance regarding program enhancement and modification.
- Schedule appointments, meetings and maintain departmental schedules; make reservations for trainings, meetings and other travel accommodations for departmental personnel as directed.
- Research and analyze programs, theories and practices for implementation in organizational departments and activities; maintain working knowledge of current organizational practices, policies and theories; utilize research findings in the development of organizational corrective action plans; assist in the development of goals, objectives, policies, procedures, work standards and administrative control systems.
- Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to ensure accuracy, completeness and compliance with established requirements and procedures; provide input concerning employee evaluations as requested.
- Provide consultation to personnel and outside agencies regarding research findings, organizational improvement initiatives and related issues concerning departmental

- effectiveness; assist in developing operational policies utilizing research findings and complying with department standards and objectives as required.
- Prepare and maintain a variety of records, reports and documentation related to fiscal activities, organizational effectiveness, projects, programs, findings, studies and assigned duties.
 - Provide technical information and assistance to various administrators concerning organizational activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
 - Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
 - Operate standard office equipment including a calculator, copier, fax machine, computer and assigned software.
 - Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to assigned organizational functions; assist in the modification of programs and procedures to ensure compliance with local, State and Federal requirements as appropriate.
 - Attend and participate in a variety of meetings; serve on various committees as required; participate on various committees and present committee recommendations to management; serve as management liaison to various boards, committees and citizen advisory groups as assigned.
 - Assist in the development and implementation of economic development plans and programs.
 - Participate in the development and implementation of new or revised programs, systems, procedures and methods of operation; compile and analyze data and make recommendations regarding staffing, equipment and research.
 - Assist in the research and development of alternative funding sources and ensure compliance with Federal, State, City and other funding agencies; comply with the City's accounting and reporting requirements and applicable laws, regulations and professional accounting practices.
 - Prepare and submit City Council agenda reports and various other commission, committee and staff report and correspondences regarding assigned activities; confer with management staff regarding provision of administrative and support services.
 - Maintain accurate records and files; develop retention schedules for the storage of records.
 - Assist, coordinate and organize community events; represent the City to residents in explaining City policies; provide outreach and public education programs to the community through various media sources such as local news outlets, social media and the City's website.

OTHER DUTIES:

- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITIES (KSA'S) THAT ARE DESIRED:

Knowledge of:

- Principles, practices and techniques of organizational data collection, analysis and change implementation.
- Techniques and methods of administrative analysis including fundamentals of operations research.
- Local governmental organization, legislative procedures and legal practices.
- Project management and contract administration.

- Current organizational practices and theories.
- Research and statistical evaluation techniques.
- Analysis of complex organizational statements and reports.
- Applicable laws, codes, regulations, policies and procedures.
- Financial and statistical record-keeping techniques.
- Principles of training and providing work direction.
- Preparation of fiscal statements, organizational reports and related documentation.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of complex duties related to the collection, analysis, interpretation and reporting of data related to organization-wide policy planning and system implementation.
- Coordinate fiscal activities to assure adequate staffing and resources for organizational operations.
- Coordinate activities with related departments to assure organizational effectiveness.
- Participate in the development and review of policies, procedures and legislation affecting organizational activities.
- Train and provide work direction and guidance to assigned personnel.
- Serve as liaison to personnel and outside agencies regarding budget and funding, resource allocation, organizational and policy-related issues.
- Assist in diagnosing organizational problems and participate in the development of solutions to increase efficiency and productivity.
- Provide consultation to organizational department personnel and outside agencies.
- Monitor, evaluate and provide recommendations regarding program enhancement and modification.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain accurate statistical records.
- Analyze research data and prepare reports, summaries and recommendations.
- Meet schedules and timelines.
- Operate standard office equipment including a computer and assigned software.
- Determine appropriate course of action within clearly defined guidelines.

Education and Experience:

Any combination equivalent to: Bachelor's degree in business administration, public administration or related field and three (3) years experience performing professional level administrative analysis duties.

Licenses and other Requirements:

Valid Class C driver's license and an acceptable driving record must be maintained.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Fast-paced environment with changing priorities.

Physical Demands: 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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Contact with dissatisfied or hostile individuals.

DISASTER SERVICE WORKERS:

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

CLASS SPECIFICATION WAIVER:

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.



Public Works Crew Leader Job Description

Salary Schedule: Misc
Range: 32
Adoption: June 30, 2025

DESCRIPTION:

Under general supervision of the Public Works Director (or designee), performs a variety of tasks as a working lead person engaged in the supervision, scheduling and coordination of operations and personnel assigned in the repair and maintenance of streets, storm-drains, parks including irrigation system and playground, airport facilities and public buildings. Performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The Crew Leader classification is distinguished from the Utility Worker as the Crew Leader receives general direction from the Public Works Director and exercises direct supervision over assigned staff. Employees are expected to demonstrate a significant amount of independence and initiative in assuming a wide range of responsibilities.

DUTIES:

Position performs the essential functions and responsibilities:

- Plans, schedules and supervises the work activities of Utility Workers responsible for the maintenance, and repair of streets, storm-drains, parks, airport facilities and public buildings.
- Assists in the development of policies and procedures; recommends programs, projects and assigns to the Public Works Director. Monitors work activities to ensure safe work practices, work quality and accuracy. Develops and maintains short and long-range maintenance schedules for assigned areas.
- Establishes performance goals for crew and individual employees; participates in the selection of Utility Workers; assumes responsibility for motivating and evaluating assigned personnel.
- Participates in the selection, training and supervision of entry level Utility Workers. Performs evaluation of assigned personnel and initiates disciplinary procedures as appropriate according to the personnel policy.
- Train and evaluate job performance of Utility Workers, instruct employees in proper work methods and standards; monitor crew work quality; ensure adherence to time schedules and safe work practices, provide performance feedback and input into performance reviews.
- Coordinates activities with other public agencies, Caltrans, school district, public utilities, developers and the general public.
- May respond to after hours and on weekends on call-outs and assist in the management of major incidents or disasters.
- Develops schedules and methods for performing assigned duties, maintains appropriate records and documents, which may include time sheets, work orders, inventories and plans.
- Maintains maintenance schedules for light and heavy equipment, lift station pumps, sewer jetter, etc. Ensures use of all equipment by department staff.

- Conducts safety meetings as necessary to ensure department personnel follow safety procedures.
- Participates and assists the Public Works Director in budget preparation, administers and monitors approved budget expenditures, prepares cost estimates, orders supplies, tools and materials.
- Develops and maintains street maintenance programs and schedules, supervises traffic control signing and assigns crosswalk painting.
- Establishes positive working relationships with representatives of community organizations, state and local agencies. City administrators, staff and the general public.
- When necessary is responsible for initiating corrective action.
- May work varying schedules and attend various meetings as directed by the Public Works Director (or designee).
- Performs other duties as may be assigned by the Public Works Director (or designee).

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITIES (KSA'S) THAT ARE DESIRED:

Knowledge and Application of:

- Standard tools, equipment, materials, methods and techniques used in general construction, maintenance and repair.
- Basic practices, procedures, methods and materials involved in the maintenance and repair of streets, wastewater system, building and facilities.
- Use of hand and power tools used in maintenance and repair.
- Appropriate health and safety precautions and procedures.
- Basic record-keeping techniques.
- Proper lifting techniques.

Ability to Perform and Successfully Apply Skill In:

- Perform a variety of general activities involved in the maintenance of repair of City streets, alleys, grounds, wastewater system, buildings, facilities and other City-owned properties.
- Operate a variety of equipment such as backhoes, trucks, mowers, tractors, edger's, chainsaws and various hand and power tools.
- Perform routine maintenance duties including light construction, plumbing, concrete work, framing and demolition.
- Repair or replace a variety of fixtures, parts, components and equipment.
- Install electrical fixtures, lights, pipe and wires.
- Perform grounds maintenance activities in the beautification of grounds and landscaped areas.
- Observe health and safety regulations.
- Perform heavy manual labor as needed.
- Communicate effectively both orally and writing.
- Understand and follow oral written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and compile routine records related to work performance.

Education and Experience:

Must be at least 18 years of age at appointment.

Any combination equivalent to: Graduation from high school or equivalent GED; two years increasingly responsible maintenance experience.

License/Certificate:

Valid Class C driver's license and an acceptable driving record must be maintained.

- Certified Playground Safety Inspector Certification (must complete within six months)

WORKING CONDITIONS:

Physical Demands- 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate maintenance equipment and tools.
- Seeing to perform maintenance work.
- Sitting and standing for extended periods of time.
- Lifting (up to 50 lbs), carrying, pushing or pulling heavy objects as assigned by the position.
- Walking over rough or uneven surfaces.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Heavy physical labor.
- Climbing ladders.

WORKING ENVIRONMENT:

Indoor/Outdoor environment; seasonal heat and cold or adverse weather conditions; regular exposure to fumes, dust, dirt, oil and grease; noise from equipment operation; evening, weekend or variable hours and driving a vehicle to conduct work.

HAZARDS:

Contact with dissatisfied or hostile individuals; Exposure to dust and fumes; Working on ladders and scaffolding with occasional lifting of objects up to 50 pounds; working around and with machinery with moving parts; and working at heights.

DISASTER SERVICE WORKERS:

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

CLASS SPECIFICATION WAIVER:

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

RESOLUTION 25-22**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIPATRIA
FOR ACCEPTANCE OF AWARD NO. 23305 FROM THE DEPARTMENT OF
CALIFORNIA HIGHWAY PATROL CANNABIS TAX FUND GRANT PROGRAM**

BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Calipatria as follows:

WHEREAS, the Calipatria Police Department applied for the State of California Department of California Highway Patrol Cannabis Tax Fund Grant Program; *and*

WHEREAS, the Calipatria Police Department received notification of conditionally approved funding in the amount to of \$409,286.35; *and*

WHEREAS, the Grant covers the cost for Personnel (overtime), Travel, Equipment, and Other Direct Costs for Calipatria Police Department; *and*

WHEREAS, the Calipatria Police Department agrees to comply with the Terms and Conditions set forth in the Grant Agreement; *and*

NOW, THEREFORE, BE IT RESOLVED that the City Manager or her designee is hereby authorized and empowered to execute in the name of the CITY OF CALIPATRIA POLICE DEPARTMENT all documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure funds and implement the approved grant or payment project.

PASSED, APPROVED, AND ADOPTED at a special meeting this 30th day of June 2025 by the following vote:

AYES:

NAYES:

ABSENT:

Michael Luellen, Mayor

ATTEST:

I, Jane Hurtado, City Clerk of the City of Calipatria, hereby certify that the above and foregoing to be a full, true, and correct Resolution 25-21 adopted by said City Council on this 30th day of June 2025.

Jane Hurtado, City Clerk

1. GRANT TITLE FY25/26 CTFGP Law Enforcement - Calipatria Police Department	
2. NAME OF ORGANIZATION/AGENCY Calipatria Police Department	
3. ORGANIZATION/AGENCY SECTION TO ADMINISTER GRANT Calipatria Police Department	
4. PROJECT PERFORMANCE PERIOD From: 07/01/2025 To: 06/30/2026	5. PURCHASE ORDER NUMBER
6. GRANT OPPORTUNITY INFORMATION DESCRIPTION Law Enforcement grants provide financial assistance to allied agencies for the education, prevention, and the enforcement of laws related to driving under the influence of alcohol and other drugs, including cannabis and cannabis products. The intent of the program is to educate the public regarding the dangers of impaired driving, enforce impaired driving laws on the roadway, and improve the Organization/Agency's effectiveness through training and development of new strategies.	
7. FUNDS ALLOCATED UNDER THIS GRANT AGREEMENT SHALL NOT EXCEED \$409,286.35	
8. TERMS AND CONDITIONS The Grantee agrees to complete the Project, as described in the Project Description. The Grantee's Grant Application, and the California Code of Regulations, Title 13, Division 2, Chapter 13, Sections 1890.00-1890.27, are hereby incorporated into this Grant Agreement by reference. The parties hereto agree to comply with the Terms and Conditions of the following attachments: <ul style="list-style-type: none"> Schedule A – Project Description, Problem Statement, Goals and Objectives, and Method of Procedure Schedule B – Detailed Budget Estimate Schedule B-1 – Budget Narrative We, the officials named below, hereby swear, under penalty of perjury under the laws of the State of California, that we are duly authorized to legally bind the Grant recipient to the above-described Grant Terms and Conditions. IN WITNESS WHEREOF, this Grant Agreement is executed by the parties hereto.	
9. APPROVAL SIGNATURES A. AUTHORIZED OFFICIAL OF ORGANIZATION/AGENCY Name: Laura Gutierrez Title: City Manager Phone: (760) 348-2674 Address: 125 North Park Avenue Calipatria, CA 92233 E-Mail: l_gutierrez@calipatria.com <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>(Signature)</i> </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>(Date)</i> </div> </div>	B. AUTHORIZED OFFICIAL OF CHP Name: Andrew Beasley Phone: (916) 843-4360 Title: Captain Fax: (916) 322-3169 Address: 601 North 7th Street Sacramento, CA 95811 E-Mail: ABeasley@chp.ca.gov <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>(Signature)</i> </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>(Date)</i> </div> </div>
C. ACCOUNTING OFFICER OF CHP Name: M. V. Fojas Phone: (916) 843-3531 Title: Commander Fax: (916) 322-3159 Address: 601 North 7th Street Sacramento, CA 95811 E-Mail: Michelle.Fojas@chp.ca.gov <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>(Signature)</i> </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>(Date)</i> </div> </div>	10. AUTHORIZED FINANCIAL CONTACT TO RECEIVE REIMBURSEMENT PAYMENTS Name: Laura Gutierrez Title: City Manager Phone: (760) 348-2674 Address: 125 North Park Avenue Calipatria, CA 92233

TERMS AND CONDITIONS

Grantee shall comply with the California Code of Regulations, Title 13, Division 2, Chapter 13 Section 1890, et seq. and all other Terms and Conditions noted in this Grant Agreement. Failure by the Grantee to comply may result in the termination of this Grant Agreement by the California Highway Patrol (hereafter referred to as State). The State will have no obligation to reimburse the Grantee for any additional costs once the Grant Agreement has been terminated.

A. EXECUTION

1. The State (the California Highway Patrol) hereby awards, to the Grantee, the sum of money stated on page one of this Grant Agreement. This funding is awarded to the Grantee to carry out the Project set forth in the Project Description and the terms and conditions set forth in this Grant Agreement.
2. The funding for this Grant Agreement is allocated pursuant to California Revenue and Taxation Code Section 34019(f)(3)(B). The Grantee agrees that the State's obligation to pay any sum under this Grant Agreement is contingent upon availability of funds disbursed from the California Cannabis Tax Fund to the State. If there is insufficient funding, the State shall have the option to either: 1) terminate this Grant Agreement; whereby, no party shall have any further obligations or liabilities under this Grant Agreement, or 2) negotiate a Grant Agreement Amendment to reduce the grant award and scope of work to be provided under this Grant Agreement.
3. The Grantee is not to commence or proceed with any work in advance of receiving notice that the Grant Agreement is approved. Any work performed by the Grantee in advance of the date of approval by the State shall be deemed volunteer work and will not be reimbursed by the State.
4. The Grantee agrees to provide any additional funding, beyond what the State has agreed to provide, pursuant to this Grant Agreement, and necessary to complete or carry out the Project, as described in this Grant Agreement. Any modification or alteration of this Grant Agreement, as set forth in the Grant Application submitted by the Grantee and on file with the State, must be submitted in writing thirty (30) calendar days in advance to the State for approval.
5. The Grantee agrees to complete the Project within the timeframe indicated in the Project Performance Period, which is on page one of this Grant Agreement.

B. PROJECT ADMINISTRATION

1. The Grantee shall submit all reimbursements, progress, performance, and/or other required reports concerning the status of work performed in furtherance of this Grant Agreement on a quarterly basis, or as requested by the State.
2. The Grantee shall provide the State with a final report showing all Project expenditures, which includes all State and any other Project funding expended, within sixty (60) calendar days after completion of this Grant Agreement.
3. The Grantee shall ensure all equipment which is purchased, maintained, operated, and/or developed is available for inspection by the State.
4. Equipment purchased through this Grant Agreement shall be used for the education, prevention, and enforcement of impaired driving laws, unless the Grantee is funding a portion of the purchased price not dedicated to impaired driving and that portion is not part of the Project costs. Equipment purchased under this Grant Agreement must only be used for approved Project-related purposes, unless otherwise approved by the State in writing.
5. Prior to disposition of equipment acquired under this Grant Agreement, the Grantee shall notify the State via e-mail, and by telephone, by calling the California Highway Patrol, Impaired Driving Section, Cannabis Grants Unit at (916) 843-4360.

TERMS AND CONDITIONS

C. PROJECT TERMINATION

1. Grantee or the State may terminate this Grant Agreement at any time prior to the commencement of the Project. Once the Project has commenced, this Grant Agreement may only be terminated if the party withdrawing provides thirty (30) calendar days written notice of their intent to withdraw.
 - a. If by reason of force majeure the performance hereunder is delayed or prevented, then the term end date may be extended by mutual consent for the same amount of time of such delay or prevention. The term "force majeure" shall mean any fire, flood, earthquake, or public disaster, strike, labor dispute or unrest, embargo, riot, war, insurrection or civil unrest, any act of God, any act of legally constituted authority, or any other cause beyond the Grantee's control which would excuse the Grantee's performance as a matter of law.
 - b. Grantee agrees to provide written notice of an event of force majeure under this Grant Agreement within ten (10) calendar days of the commencement of such event, and within ten (10) calendar days after the termination of such event, unless the force majeure prohibits Grantee from reasonably giving notice within this period. Grantee will give such notice at the earliest possible time following the event of force majeure.
2. Any violations of law committed by the Grantee, misrepresentations of Project information by the Grantee to the State, submission of falsified documents by the Grantee to the State, or failure to provide records by the Grantee to the State when requested for audit or site visit purposes may be cause for termination. If the Project is terminated for the reasons described in this paragraph, the State will have no obligation to reimburse the Grantee for any additional costs once the Grant Agreement has been terminated.
3. The State may terminate this Grant Agreement and be relieved of any payments should the Grantee fail to perform the requirements of this Grant Agreement at the time and in the manner herein provided. Furthermore, the Grantee, upon termination, shall return grant funds not expended by the Grantee as of the date of termination.
4. If this Grant Agreement is terminated, the State may choose to exclude the Grantee from future Grant Opportunities.

D. FINANCIAL RECORDS

1. The Grantee agrees the State, or their designated representative, shall have the right to review and to copy all records and supporting documentation pertaining to the performance of this Grant Agreement. Grantee agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated or required by law. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Furthermore, the Grantee agrees to include a similar right for the State to audit all records and interview staff in any subcontract related to performance of this Grant Agreement.

E. HOLD HARMLESS

1. The Grantee agrees to indemnify, defend, and save harmless the State, its officials, agents and employees from any and all claims and losses accruing or resulting to any and all Grantee's staff, contractors, subcontractors, suppliers, and other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, agency, firm, corporation who may be injured or damaged by the Grantee in performance of this Grant Agreement.

TERMS AND CONDITIONS

F. NONDISCRIMINATION

1. The Grantee agrees to comply with State and federal laws outlawing discrimination, including, but not limited to, those prohibiting discrimination because of sex, race, color, ancestry, religion, creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics), sexual orientation, political affiliation, position in a labor dispute, age, marital status, and denial of statutorily-required employment-related leave. (GC 12990 [a-f] and CCR, Title 2, Section 8103.)

G. AMERICANS WITH DISABILITIES ACT

1. The Grantee assures the State it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

H. DRUG-FREE WORKPLACE

1. The Grantee shall comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - i. The dangers of drug abuse in the workplace.
 - ii. The person's or Organization/Agency's policy of maintaining a drug-free workplace.
 - iii. Any available counseling, rehabilitation, and employee assistance programs.
 - iv. Penalties that may be imposed upon employees for drug abuse violations.
 - c. Every employee who works on the Project will:
 - i. Receive a copy of the company's drug-free workplace policy statement.
 - ii. Agree to abide by the terms of the company's statement as a condition of employment on the Grant Agreement.
2. Failure to comply with these requirements may result in suspension of payments under this Grant Agreement, or termination of this Grant Agreement, or both, and Grantee may be ineligible for award of any future Grant Agreements if the department determines that any of the following has occurred:
 - a. The Grantee has made false certification or violated the certification by failing to carry out the requirements, as noted above. (GC 8350 et seq.)

I. LAW ENFORCEMENT AGENCIES

1. All law enforcement Organization/Agency/Agency Grantees shall comply with California law regarding racial profiling. Specifically, law enforcement Organization/Agency/Agency Grantees shall not engage in the act of racial profiling, as defined in California Penal Code Section 13519.4.

TERMS AND CONDITIONS

J. LABOR CODE/WORKERS' COMPENSATION

1. The Grantee is advised and made aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Grantee affirms to comply with such provisions before commencing the performance of the work of this Grant Agreement, (refer to Labor Code Section 3700).

K. GRANT APPLICATION INCORPORATION

1. The Grantee agrees the Grant Application and any subsequent changes or additions approved or required by the State is hereby incorporated into this Grant Agreement.

L. STATE LOBBYING

1. The Grantee is advised that none of the funds provided under this Grant Agreement may be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a state official, whose salary is supported by this Grant Agreement, from engaging in direct communications with the state or local legislative officials, in accordance with customary state and/or local practice.

M. REPRESENTATION AND WARRANTIES

1. The Grantee represents and warrants that:
 - a. It is validly existing and in good standing under the laws of the State of California, has, or will have the requisite power, authority, licenses, permits, and the like necessary to carry on its business as it is now being conducted and as contemplated in this Grant Agreement, and will, at all times, lawfully conduct its business in compliance with all applicable federal, state, and local laws, regulations, and rules.
 - b. It is not a party to any Grant Agreement, written or oral, creating obligations that would prevent it from entering into this Grant Agreement or satisfying the terms herein.
 - c. If the Grantee is a Nonprofit Organization/Agency, it will maintain its "Active" status with the California Secretary of State, maintain its "Current" status with the California Attorney General's Registry of Charitable Trusts, and maintain its federal and State of California tax-exempt status. If the Grantee subcontracts with a Nonprofit as part of this Grant Agreement, the Grantee shall ensure the Nonprofit will maintain its "Active" status with the California Secretary of State, maintain its "Current" status with the California Attorney General's Registry of Charitable Trusts, and maintain its federal and State of California tax-exempt status.
 - d. All of the information in its Grant Application and all materials submitted are true and accurate.

N. AIR OR WATER POLLUTION VIOLATION

1. Under the state laws, the Grantee shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

TERMS AND CONDITIONS

O. GRANTEE NAME CHANGE

1. Grantee agrees to immediately inform the State, in writing, of any changes to the name of the person within the Organization/Agency/Agency with delegated signing authority.
2. An Amendment is required to change the Grantee's name, as listed on this Grant Agreement. Upon receipt of legal documentation of the name change, the State will process the Amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said Amendment.

P. RESOLUTION

1. A county, city, district, or other local public body shall provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body, which by law, has authority to enter into a Grant Agreement, authorizing execution of the Grant Agreement.

Q. PAYEE DATA RECORD FORM STD. 204

1. This form shall be completed by all non-governmental Grantees.

R. FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA GOVERNMENT AGENCY TAXPAYER ID FORM

1. This form shall be completed by all Grantees.

S. CONFLICT OF INTEREST

1. This section serves to make the Grantee aware of specific provisions related to current or former state employees. If Grantee has any questions regarding the status of any person rendering services or involved with the Grant Agreement, the Grantee shall contact the State (California Highway Patrol, Impaired Driving Section, Cannabis Grants Unit) immediately for clarification.
2. Current State Employees:
 - a. No officer or employee shall engage in any employment, activity, or enterprise, from which the officer or employee receives compensation or has a financial interest, and which is sponsored or funded by any state agency, unless the employment, activity, or enterprise is required, as a condition of regular state employment.
 - b. No officer or employee shall contract on their own behalf, as an independent Grantee, with any state agency to provide goods or services.
3. Former State Employees:
 - a. For the two-year period from the date they left state employment, no former state officer or employee may enter into a contract in which they engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to this Grant Agreement while employed in any capacity by any state agency.
 - b. For the 12-month period from the date they left state employment, no former state officer or employee may enter into a contract with any state agency if they were employed by that state agency in a policy-making position in the same general subject area as the proposed Grant Agreement within the 12-month period prior to their leaving state service.
4. The authorized representative of the Grantee Organization/Agency, named within this Grant Agreement, warrants their Organization/Agency and its employees have no personal or financial interest and no present or past employment or activity, which would be incompatible with

TERMS AND CONDITIONS

participating in any activity related to this Grant Agreement. For the duration of this Grant Agreement, the Organization/Agency and its employees will not accept any gift, benefit, gratuity or consideration, or begin a personal or financial interest in a party who is associated with this Grant Agreement.

5. The Grantee Organization/Agency and its employees shall not disclose any financial, statistical, personal, technical, media-related, and/or other information or data derived from this Grant Agreement, made available for use by the State, for the purposes of providing services to the State, in conjunction with this Grant Agreement, except as otherwise required by law or explicitly permitted by the State in writing. The Grantee shall immediately advise the State of any person(s) who has access to confidential Project information and intends to disclose that information in violation of this Grant Agreement.
6. The Grantee will not enter into any Grant Agreement or discussions with third parties concerning materials described in paragraph five (5) prior to receiving written confirmation from the State that such third party has a Grant Agreement with the State, similar in nature to this one.
7. The Grantee warrants that only those employees who are authorized and required to use the materials described in paragraph 5 will have access to them.
8. If the Grantee violates any provisions in the above paragraphs, such action by the Grantee shall render this Grant Agreement void.

T. EQUIPMENT-USE TERMS

1. The Grantee agrees any equipment purchased under this Grant Agreement shall be used for impaired driving efforts.
2. Law Enforcement Projects:
 - a. Oral Fluid Drug Screening Devices and Cannabis/Marijuana Breath Testing Equipment - The Grantee agrees to ensure all personnel using road-side drug testing equipment, including oral fluid drug testing devices and/or cannabis/marijuana breath testing devices, purchased with grant funds from this Grant Agreement, are trained to recognize alcohol and drug impairment. At a minimum, personnel using these devices should receive Standardized Field Sobriety Testing training. These personnel are also encouraged to attend Advanced Roadside Impaired Driving Enforcement and Drug Recognition Evaluator training. Prior to using these devices, the Grantee agrees to obtain permission from their local prosecutor's office, establish a policy ensuring appropriate use, and require the staff using these devices to receive appropriate training, which may include training from the manufacturer. This will help ensure the equipment is used appropriately. The Grantee shall advise the State (California Highway Patrol, Impaired Driving Section, Cannabis Grants Unit) of any legal challenges or other items of significance that may affect the use or legal acceptance of these devices. Additionally, the State may request additional information about the performance of these devices, including information about their use, accuracy, and feedback from personnel using the devices.
 - b. Law Enforcement Vehicles – The Grantee agrees any law enforcement vehicles purchased with Grant funds, from this Grant Agreement, will be primarily used for the enforcement of driving under the influence laws and/or providing public education, related to the dangers of driving under the influence. Additionally, any vehicle purchased using funds from this Grant Agreement shall comply with all California Vehicle Code and California Code of Regulation requirements. The State may require the Grantee to mark these vehicles with a decal and/or emblem, indicating the vehicle is used for driving under the influence enforcement.

Schedule A

Calipatria Police Department

All grant awards, including any adjustments to requested funding, were made by the Cannabis Grants Unit based on the merits of the Grant Application, scale of operation, and in accordance with the Request for Application (RFA) requirements and associated regulations. As a result, not all Project activities and items detailed in Schedule A are applicable. Refer to Schedule B - Detailed Budget Estimate for approved Budget line items and Project activities. Project activities and items that are not clearly identified/specified in the Grant Agreement must be submitted to and approved by CGU prior to purchase.

Project Description

The Calipatria Police Department will have multi-pronged approach to have the best outcome and be more efficient, and effective;

- (1) The Calipatria Police Department has several officers whom are SFST's certified. If awarded funding from this grant, we will send five police officers to get full D.R.E certification. This will have a significant impact with the availability of DRE deputies for public safety and successful prosecution county-wide.
- (2) The Calipatria Police Department will increase enforcement efforts to curb the increase in DUI/DUID incidents. We will conduct 2 DUI/DUID sobriety checkpoints, 40 saturation details, 10 details per quarter with the funds and equipment made available by this grant.

Problem Statement & Proposed Solution

Problem Statement:

The Calipatria Police Department has seen and uptake in impaired driver incidents which can be attributed to the opening of 12 local marijuana dispensaries throughout the county of Imperial. The number of marijuana dispensaries doubled within the last year and at a steady pace. The world renown Glamis Sand Dunes also attracts a multitude of visitors to the Imperial County from across the county and the world. Slab City is located in the unincorporated township of Niland, CA which approximately 7 miles north of the city of Calipatria CA. Slab City is and unincorporated, off the grid alternative lifestyle community consisting largely of transients, snowbirds, outcasts, and people who often time absconded from the law. These individuals rely on our city's resources such as for groceries, fuel, High School Education (9th-12th), as Niland, CA. has limited resources for them.

The Imperial County consistently sees approximately, 135,000 visitors during the opening season of the sand dunes Imperia County Sand Dunes Recreation Area (ISDRA) and through the major holidays from October 31st through April 30th. This tremendous influx of recreational visitors also creates an increase of Driving Under the Influence and Driving Under the Influence of Drugs (DUI/DUID) incidents, as well as fatalities. Highway 111, Highway 115 are major intersection that run through the city of Calipatria and these Highways are the main pathway to travel and access the Imperial Sand Dunes Recreational Areas.

Proposed Solution:

If awarded, The Calipatria Police Department will be able to conduct a campaign of city-wide of informational presentations aimed at the most risk and susceptible demographic within our city Calipatria, which is the teenage high school age children from 9-12th grades. The public information campaign will focus on the risks of marijuana use and marijuana derivatives, such as edibles, vape pens, etc. We will also increase (40 Patrol Saturation Details) significantly saturation patrols specifically targeting impaired drivers in areas where law enforcement data reflects arrests and traffic accidents related to DUI/DUID. If awarded The Calipatria Police Department will conduct 2 DUI/DUID sobriety checkpoints. Furthermore, if awarded the Calipatria Police Department will send five Calipatria Police Officers to be trained in Standardized Field Sobriety Testing (SFST's), Advance Roadside Impaired Drivers Enforcement (ARIDE), and Drug Recognition Expert (DRE). These officers will be thoroughly trained and become expert at identifying impaired drivers under the influence of alcohol, cannabis, and other stimulants, The benefits of multiple officers certified in training will ensure the roadways are safer and to assist as expert witness testifying for successful prosecutions. The City of Calipatria is surrounded by unincorporated townships under the Imperial County Sheriff's Office Jurisdiction which often times runs on minimal staffing and unable to assist in DUI/DUID investigations. The Imperial County is designated as a High Intensity Drug Trafficking Area per US Drug Enforcment Agency based on the fact that the Imperial County is a corridor for illegal narcotics and weapons traveling north through the Imperial County through Highway 111 and Highway 115 which run through the City of Calipatria.

Schedule A

Performance Measures/Scope of Work

This anti-DUI/DUID campaign will be the significant decrease in DUI/DUID related incidents. These community awareness campaign events will be presented by Drug Recognition Expert Officer whom will provide statistical data regarding, arrest, and current cannabis products, impair driving, vehicular accidents related to DUI/DUID. This will be accomplished through saturation patrols and highway enforcement details mainly targeting areas where statistical data reflects DUID arrest and DUID accidents targeting corridors such as Highway 111 and Highway 115. We will also increase significantly our presence through saturation patrols specifically targeting DUI/DUID drivers. These saturation and highway enforcements should immediately curb the incidents directly attributed to DUI/DUID, paired with the 2 DUI/DUID sobriety checkpoints conducted. A moderate quantitative goal of DUI/DUID reduction rates should be at minimum 20%-25%. Statistics for enforcement activities will be compiled on a quarterly basis for statistical purposes and data collection. Please refer to the following timeline.

The Calipatria Police Department is requesting funding to purchase and outfit two patrol vehicle that will utilize 100 percent to conduct DUI/DUID saturation details, sobriety checkpoints and for the DUI/DUID campaign awareness, and an enclosed trailer to haul the checkpoint equipment. The Calipatria Police Department has limited patrol vehicles which are already assigned to patrol and other areas. There is also a shortage an extended wait for patrol vehicles from our local dealerships. If awarded, the Calipatria Police Department will send 4 officers and 1 sergeant with the first 6 months of being awarded for full DRE certification. The Calipatria Police Department understands that drug Recognition Expert courses have prerequisites like the Standardized Field Sobriety Test (SFST), Advance Roadside Impairment Driving Enforcement (AIRDE), Drug Recognition Expert (DRE) Course, and an in-field DRE evaluation.

40 DUI Saturation Patrol (Q1=1, Q4=1) Aimed to reduce DUI/DUID deaths by 10%, which will improve roadways safety in the community

5 Drug Recognition Experts (DRE)

2 DUI Checkpoints (Q1=1, Q4=1) Aimed to reduce DUI/DUID by 20-25%, which will reduce the number of impaired drivers in the community

4 Educational Presentations at local high schools, (Q1=1, Q2=1, Q3=1, Q4=1): Aim to contact at least 100 students each quarter to increase awareness of driving under the influence. The presentations will educate students on the implications of driving impaired.

2 Portable light towers with cart and generator for DUI Checkpoints (Q1=Purchase, Q2= Receive, Q2-Q4=Use to complete DUI Checkpoints and education): We will use the balloon light at DUI Checkpoint to conduct DUI/SFST evaluations.

2 Message boards with generators: We will utilize the Message Boards to notify the public of an approaching DUI Checkpoint. In between DUI Checkpoints, we will display educational messaging against driving under the influence.

30 High Visibility traffic cones with cart for setting DUI Checkpoints (Q1=Purchase, Q2= Receive, Q2-Q4=Use to complete DUI Checkpoints and education)

30 High Visibility Traffic Delineators with cart for setting DUI Checkpoints (Q1=Purchase, Q2=Receive, Q2-Q4= Use to complete DUI Checkpoints and education)

1 12x8 enclosed cargo trailer for transporting all of DUI Checkpoint equipment (Q1= Purchase, Q2= Receive, Q2-Q4= Use to complete DUI Checkpoints and education)

1 2025 Ford F150 Truck for towing the DUI/DUID equipment and cargo trailer to the DUI Checkpoint (Q1= Purchase, Q2= Receive, Q2-Q4= Use to complete DUI Checkpoints and education)

1 2025 Ford Expedition for and support/transport vehicle to assist with DUI/DUID Saturation and Checkpoints (Q1=Purchase, Q2=Received, Q2-Q4= Use to complete DUI/DUID Checkpoints and educations)

Schedule A

Project Performance Evaluation

Funds from this grant will be used to establish a DUI/DUID enforcement detail where officers who sign up will be expected to concentrate their efforts on the evaluation of potential DUIDUID drivers. Enforcement statistics will be turned in on a daily activity report (DAR) at the completion of the operation to be compiled for review, analysis, and quarterly reporting. This data and statistical information will be available upon request or in audited.

Program Sustainability

The effects of the initial roll out of this special enforcement detail should long outlive the funding provided by this grant. Our officers and staff will undoubtedly have a better understanding and a higher level of expertise in relation to the enforcing of DUI/DUID laws. Local school districts should also experience a positive outcome to our continued educational presentations on the dangers and effects of DUI/DUID, to the point that this educational campaign would become a staple during the school year across the school age demographics (9-12 grades). Officers will continue to search for and evaluate potential DUI/DUID drivers, along with the equipment that this grant would allow our agency for long term DUI/DUID enforcement.

Administrative Support

The Calipatria Police Department has been previously awarded funding through other federal, state, and local grant fund. We have developed and trained key staff who are assigned to implement, manage, and maintain grant funded projects such as this one. Our department has extensive experience in dealing with the US Customs and Border Protection Stonegarden grant, the National Department of Highway Enforcement (DHE) Traffic Enforcement Saturation grant, as well as the California Off-Highway grant. Our department is well equipped to implement a specialized enforcement detail similar to the previously listed grant enforcement details. Our department's history of being able to secure and maintain grant funding only speaks to the level of responsibility and proficiency our department illustrates in dealing with these grants.

Schedule B

Detailed Budget Estimate

Award Number	Organization/Agency	Total Amount
23305	Calipatria Police Department	\$409,286.35

Cost Category	Line Item Name	Total Cost to Grant
Other Direct Costs	DUI Trailer - Decals/Graphics	\$2,000.00
	DUI Patrol Vehicle - Decals/Graphics	\$4,000.00
	DUI Checkpoint Materials & Supplies	\$19,426.37
	Category Sub-Total	\$25,426.37
Personnel	DUI Checkpoint	\$6,510.67
	DUI Saturation Patrol	\$130,213.44
	SFST/DUI/DUID Planning and Management Training-Attend	\$903.14
	DRE Field Certification - Attend	\$13,021.34
	DRE Training - Attend	\$23,438.42
	ARIDE Training - Attend	\$5,208.54
	SFST Training - Attend	\$7,812.81
	Category Sub-Total	\$187,108.36
Travel	SFST/DUI/DUID Planning & Management Training - Attend Travel	\$990.30
	DRE Field Certification - Attend Travel	\$5,933.25
	DRE Training - Attend Travel	\$14,138.00
	ARIDE Training - Attend Travel	\$3,628.25
	SFST Training - Attend Travel	\$4,780.75
	Category Sub-Total	\$29,470.55
Equipment	Message Board	\$35,469.68
	DUI Trailer	\$8,629.00
	DUI Patrol Vehicle (Expedition)	\$69,510.82
	DUI Patrol Vehicle (Truck)	\$53,671.57
	Category Sub-Total	\$167,281.07
Grant Total		\$409,286.35

Schedule B-1 Budget Narrative

Calipatria Police Department

Prior to engaging in grant-funded Saturation Patrols, DUI Checkpoints, or other enforcement activities in areas where the grantee does not have primary traffic jurisdiction, the grantee should consult with the agency having primary traffic jurisdiction.

Other Direct Costs

DUI Checkpoint Materials & Supplies

\$19,426.37

25 Orange cones with reflective covering = \$696.25, 25 Orange delineators with reflective covering = \$1,021.25, 2 Carts for transporting, setting and collecting cones at Checkpoints = \$209.00 and 1 stop sign with stand = \$181.20, Estimated tax @8% percent of \$2107.70 = \$163.36 and shipping cost of \$743.11 for a grand total cost of \$3,014.17

Two Towable/portable Ballon Light Towers valued at \$6,199.99 per unit for a total of \$12,399.98 for 2 Light Towers. Two Honda 2200 generators valued at \$1,461.54 per unit for a total of \$2,923.08 for 2 Generators. The estimated Discount Public Safety is \$929.99, taxes \$1,269.13 and shipping cost of \$750.00 for a grand total cost of \$16,412.20. Generators will be used for the balloon light towers.

DUI Patrol Vehicle - Decals/Graphics

\$4,000.00

Same cost for the two vehicles. Decals for 2 vehicles *\$900= \$1,800 and labor for 2 vehicles * \$1,100 = \$2,200 for a total cost of vehicles \$4,000

DUI Trailer - Decals/Graphics

\$2,000.00

Police & DUI Safety Message decals for Enclosed trailer = \$900.00, installation= \$1,100.00 for a total cost of = \$2,000.00.

Personnel

SFST Training - Attend

\$7,812.81

SFST Training-Attended Travel (24 OT hours) for 4 officers (96 hours) = \$5,602.80 *7.65% Benefits=\$428.61 and 1 Sergeant (24hours) = \$1,654.80 *7.65% Benefits=\$126.59 for a grand total of \$7,812.81 this will be regular time pay.

ARIDE Training - Attend

\$5,208.54

ARIDE Training-Attend Travel; (16 hours) for 4 officers (64 hours) = \$3,735.20 *7.65% Benefits = \$285.74 and 1 Sergeant (16 hours) = \$1,103.20 *7.65% = \$84.39 for a grand total of = \$5,208.54 this is my regular time pay.

DRE Training - Attend

\$23,438.42

DRE Classroom training - Attend Travel (72 hours) for 4 officers (288 hours) = \$16,808.40 *7.65% Benefits = \$1,285.84 and 1 Sergeant (72 hours) = \$4,964.40 *7.65% Benefits = \$379.78 for a grand total of = \$23,438.42 this is my regular time pay.

DRE Field Certification - Attend

\$13,021.34

DRE Field Certification-Attend Travel (40 hours) for 4 officers (160 hours) = \$9,338.00 *7.65% Benefits = 714.36 and 1 Sergeant (40 hours) = \$2,758.00 *7.65% Benefits = \$210.99 for a grand total of = \$13,021.34

Schedule B-1 Budget Narrative

Calipatria Police Department

Prior to engaging in grant-funded Saturation Patrols, DUI Checkpoints, or other enforcement activities in areas where the grantee does not have primary traffic jurisdiction, the grantee should consult with the agency having primary traffic jurisdiction.

SFST/DUI/DUID Planning and Management Training-Attend

\$903.14

SFST/DUI/DUID Classroom-Attend Travel (8hours) for 1 officer (8 hours) = \$487.60 *7.65% Benefits = \$37.30 and 1 Chief (8 hours) = \$351.36 *7.65% Benefits = \$26.88 for a grand total of =\$903.14 this is my regular time pay.

DUI Saturation Patrol

\$130,213.44

40 Saturation details (10 hours) saturation details for 2nd quarter and 15 each for 3rd and 4th quarter. 4 officers per saturation detail (1,600 hours) = \$93,380.00 * 7.65% Benefits = \$7,143.57 and 1 Sergeant per saturation detail (400 hours) = \$27,580.00 *7.65% Benefits = \$2,109.87 for a grand total of =\$130,213.44 this will be overtime pay.

DUI Checkpoint

\$6,510.67

2 DUI Checkpoints; (10 hours) 1 - 3rd quarter and 1 - 4th quarter. 4 Officers per DUI checkpoint (80 hours) = \$4,669.00 *7.65% Benefits = \$357.18 and 1 Sergeant per DUI checkpoint (20 hours) = \$1,379.00 *7.65% Benefits = \$105.49 for a total of \$1,484.49 for a grand total of =\$6,510.67 this will all be overtime pay.

Travel

SFST Training - Attend Travel

\$4,780.75

SFST Training-Attend, Anaheim, California SFST training; Officers will travel by vehicle, at 390 miles roundtrip @0.67 cents per mile =\$264.65 x 5 Officers = \$1,323.25; Per Diem @ 3 day training @ \$55.00 a day = \$166.50 X 5 Officers = \$832.50; Lodging @\$175.00 per day for 3 days = \$525.00 X 5 Officers = \$2,625.00; Vehicle miles \$1,323.25 + Per Diem \$32.50 + Lodging \$2,625.00 for a total cost =\$4,780.75

ARIDE Training - Attend Travel

\$3,628.25

ARIDE Training-Attend, Anaheim, California, ARIDE training; Officers will travel by vehicle, at 390 miles round trip @ 0.67 cents per mile = \$264.65 X 5 Officers = \$1,323.25, Per Diem @ 2 day training @ 55.50 a day = \$111.00 X 5 Officers = \$555.00, Lodging @ 175.00 per day for 2 days = \$350.00 X 5 Officers = \$1,750.00, Vehicles miles=\$1,323.25 + Per Diem \$555.00 + Lodging \$1,750.00 for a grand total of \$3,628.25

DRE Training - Attend Travel

\$14,138.00

DRE Classroom Training-Attend, Anaheim, California Drug Recognition Expert Training-Attend Travel; Officers will travel by vehicle 390 miles roundtrip two times for a total of 780 miles @0.67 cents per mile = \$522.60 X 5 Officers = \$2,613.00, Per Diem 10 day training @55.50 per day = \$555.00 X 5 Officers = \$2,775.00, Lodging @175.00 per day for 10 days = \$1,750.00 X 5 Officers = \$8,750.00. Vehicle miles \$2,613.00 + Per Diem \$ 2,775.00 + Lodging \$ 8,750.00 for a grand total of \$14,138.00

DRE Field Certification - Attend Travel

\$5,933.25

DRE in-Field Certification-Attend, Anaheim, California, DRE in-Field Certification; Officers will travel by vehicle at 390 miles round trip @0.67 cents per mile=\$264.65 X 5 Officers = \$1,323.25, Per Diem 4 day training @ 55.50 a day +\$222.00 X 5 Officers =\$1,110.00, Lodging @ 175.00 per day for 4 days = \$700.00 X 5 Officers - \$3,500.00. Vehicle miles \$1,323.25 + Per Diem \$1,110.00 + Lodging \$3,500.00 for a grand total cost of \$5,933.25

Schedule B-1 Budget Narrative

Calipatria Police Department

Prior to engaging in grant-funded Saturation Patrols, DUI Checkpoints, or other enforcement activities in areas where the grantee does not have primary traffic jurisdiction, the grantee should consult with the agency having primary traffic jurisdiction.

SFST/DUI/DUID Planning & Management Training - Attend Travel

\$990.30

SFST/DUI/DUID Classroom training-Attend, Anaheim, California, SFST/DUI Planning and Management Certification, 2 Officers will travel by vehicle at 390 miles roundtrip @0.67 cents per mile =\$264.65 X2 Officers =\$529.30, Per Diem 1 day training @55.50 a day= \$55.50 X 2 Officers = \$111.00, Lodging @ 175.00 per day for 1 day = \$175.00 X 2 Officers = \$350.00. Vehicles miles \$529.30 + Per Diem \$111.00 + Lodging \$350.00 for a grand total cost of \$990.30

Equipment

DUI Patrol Vehicle (Truck)

\$53,671.57

One Ford F150 Police Rated truck with towing package = \$49,688.00, Estimated tax @ 7.75% percent =\$3,850.02, Doc Fees = \$132.75 for a grand total cost of \$53,671.57

DUI Patrol Vehicle (Expedition)

\$69,510.82

1 2025 Ford Expedition Active Police SUV with towing package = \$64,388.00, Estimated tax @7.75 percent of \$64,388.00 is \$4,990.07, Doc and Ca. fees = \$132.75 for a grand total cost of \$69,510.82

DUI Trailer

\$8,629.00

2025 Enclosed 8X12 tandem cargo trailer for hauling/storing DUI/Educational equipment =\$7,405.00, Estimated tax@7.75% =573.89 and doc fee of \$650.11 for a grand total cost =\$8,629.00

Message Board

\$35,469.68

Two 3X6 Mini Matrix message Board with modem option (change message via phone/internet) to be used for Education/DUI Checkpoint. The price for each unit is \$15,495.00. Calipatria Police Department is requesting funding for two for a total of \$30,990.00. The shipping total is \$1,923.00, estimated California at 8.25% percent of \$30,990.00 is \$2,556.68 for a total cost of \$35,469.68. Message boards will be using solar panel array.

Department of California Highway Patrol
Cannabis Tax Fund Grant Program

Quick-Reference Guide

07.01.25

CANNABIS GRANTS UNIT

Table of Contents

IMPORTANT DATES.....	3
QUARTERLY REPORTING	4
Performance Plan & Achievements.....	4
REIMBURSEMENT REQUESTS.....	5
Expenses and Budget Categories.....	5
Personnel	5
Travel	7
Equipment	9
Consultants/Contracts	10
Other Direct Costs	11
EDUCATION AND OUTREACH.....	11
Education Events and Presentations.....	11
Outreach Materials and Advertising	12
MODIFICATIONS	12
Budget Modification Request.....	12
Project Contact Change Request.....	13
PROJECT PERFORMANCE REVIEW	13
Monitoring/Site Visits	13
CLOSEOUT	14
Achievements and Expenses	14
AUDITING	14
Requirements & Principles	14

Quick-Reference Guide

This Quick-Reference Guide was developed to provide the California Highway Patrol's (CHP), Cannabis Grants Unit (CGU), Cannabis Tax Fund Grant Program (CTFGP) Grantees, with grant program guidance. It is not intended to replace the Terms & Conditions in your Grant Agreement, or any rules established in the program regulations. All items contained in this Quick-Reference Guide are subject to change.

Please be sure to read California Code of Regulations (CCR) (Title 13, Division 2, Chapter 13) posted on the CHP's website to ensure successful participation in the program.

IMPORTANT DATES

ONE YEAR PROJECTS

FY25-26 Quarterly Reporting and Reimbursement Request Due Dates

Quarter	Reporting Period	Due Date
Q1	July 1 – September 30	October 14, 2025
Q2	October 1 – December 31	January 14, 2026
Q3	January 1 – March 31	April 14, 2026
Q4/Closeout	April 1 – June 30	August 31, 2026

TWO YEAR PROJECTS

FY25-27 Quarterly Reporting and Reimbursement Request Due Dates

Quarter	Reporting Period	Due Date
Y1 Q1	July 1 – September 30	October 14, 2025
Y1 Q2	October 1 – December 31	January 14, 2026
Y1 Q3	January 1 – March 31	April 14, 2026
Y1 Q4	April 1 – June 30	July 14, 2026
Y2 Q1	July 1 – September 30	October 14, 2026
Y2 Q2	October 1 – December 31	January 14, 2027
Y2 Q3	January 1 – March 31	April 14, 2027
Y2 Q4/Closeout	April 1 – June 30	August 31, 2027

QUARTERLY REPORTING

Performance Plan & Achievements

Grantees are required to report quarterly on achieved Project goals and activities (referred to as Achievements within the Performance Plan in the Grant Management System) that occurred during the Reporting Period. If you are not submitting Achievements and/or Expenses during any Reporting Period, a Project Status is still required (ex: Q1 – Project Status). The Project Status provides an opportunity to tell a story about the Project as a whole, including success stories, obstacles faced, and future plans (do not repeat stats from other Achievements). Please only report on grant-funded Project activities in your current Project.

Grantees will utilize the Grant Management System (GMS = AmpliFund) to submit all quarterly Achievements by the due dates listed in this guide under “Importance Dates”. Please contact your Grant Administrator if a deadline cannot be met. **CGU reserves the right to request additional information, as needed.** CGU may request the following information:

Individual Project Activity Updates

- Progress
- Completed tasks
- Additional details

Required Project Status Updates

Q1-Q3 – Project Status

- Success stories
- Obstacles faced
- Future plans

Q4 – Project Status/Closeout

- Summary of completed Project
- Success Stories
- Obstacles faced
- Project goals/activities not accomplished
- Justification for unspent grant funds

Training

- Course name
- Location
- Date(s)
- Organization/Agency or entity providing training
- Roster/Certification of Completion(s), if applicable
- Clarification/justification of hours

DUI Saturation Patrol (SP)/Checkpoint (C)

- Number of patrols (SP)
- Number of cars through (C)
- Number of stops (SP)
- Number of SFST (SP/C)
- Number of DUI/DUID Arrests (SP/C)
- Number of citations/warnings (SP)
- Number of cars screened (C)

Education and Outreach

- Event/Presentation name
- Location (in-person or virtual)
- Event/Presentation dates (must be within Project Performance Period)
- Agenda/Topics covered
- Attendance list/number of attendees
- Photos of event, presentation, and/or outreach materials

Crime Lab/Coroner's Testing

- Statistical information
- Advances in Testing
- Progress in reducing turnaround time
- Number of impaired driving deaths
- Drug Trends

REIMBURSEMENT REQUESTS

Expenses and Budget Categories

Reimbursement Requests shall not be submitted until a Grant Agreement is fully executed. A Grant Agreement is deemed fully executed when an electronically signed Grant Agreement, approved Board Resolution, and completed FI\$Cal Form are on file with CGU. Once Executed, a Grant Administrator will be assigned to your Organization/Agency.

Payments are issued on a reimbursement-basis only, and payment advances are not allowed. Grantees shall submit Reimbursement Requests on a quarterly basis for approved achievements and expenses relating to the Project goals and activities that occurred during the Reporting Period through the GMS. Budget Categories for requesting reimbursement may include Personnel, Travel, Equipment, Consultants/Contracts, and/or Other Direct Costs.

In the GMS, Grantees will create one Expense line item per Project activity. Do not split one Project activity across multiple Expense line items. Reimbursement Requests must be submitted by an authorized contact of the Organization/Agency. It is the responsibility of the authorized contact to verify:

- All Reimbursement Requests are eligible.
- Amounts do not exceed the budget line-item totals.
- Expense line-items are posted to the correct Budget Category and Budget line-item.
- Supporting documentation is attached and uploaded to **each** Expense line item.

Please allow enough time for the Grant Administrator to review the submitted information to ensure a Reimbursement Request is submitted by the due date. **CGU reserves the right to request additional information, as needed.**

Note: Reimbursement Requests, consisting of Expense line-items (Budget), Achievements (Performance Plans) and supporting documentation are due within 14 calendar days of the due dates, with the exception of the fourth quarter, which is due within 60 calendar days of the due date. All due dates can be found under "Important Dates". Please contact your Grant Administrator if a deadline cannot be met.

CGU reserves the right to withhold approving and/or processing Reimbursement Requests if the Grantee is, at any time, not adhering to the statutes or regulations governing the grant program, and if the Grantee has any outstanding supporting documentation, Achievements, or Project closeouts.

Personnel

Personnel costs include direct compensation for budgeted staff time and benefits for grant-funded activities. **Services must be rendered within the Project Performance Period to receive reimbursement.**

Budgeted Staff Time

Budgeted staff time costs may include staff time worked beyond the normal established work

Quick-Reference Guide

schedule for all employees. Overtime is reimbursable at a higher than normal rate of pay, in accordance with the Grantee's established overtime policy.

Personnel/administrative costs shall be consistent with prevailing wages for contractual services or the organizational salary scale for staff.

Backfill

Backfill costs may include an overtime rate for budgeted staff time for a qualified person to replace an employee attending a training course (ex: Drug Recognition Evaluator (DRE) Training). Training course must be specified in the Grant Agreement and approved by CGU prior to staff attending the course(s). Backfill is not to be used to pay the personnel costs for an officer attending a training/conference. It is to be used to pay the overtime necessary for another officer to replace a shift the attending officer was scheduled to work during the time of the training/conference.

Benefits

Benefit costs may include employer contributions or expenses for basic health care, vacation, sick leave, retirement, social security, and/ or other similar expenses. Personnel benefit costs must be calculated in proportion to the actual time worked on the Project activity.

Supporting Documentation

Personnel supporting documentation must be an official document (ex: electronic payroll report). Personnel timesheets are not required as supporting documentation; however, they must be kept on file at your Organization/Agency and readily available for auditing purposes, in addition to the electronic payroll report. Submitted personnel timesheets, activity logs, etc. must include all signatures.

For each Project activity, please ensure the following information is provided:

- Project activity name
- Project activity date
- Employee name and classification
- Number of hours worked on Project activity
- Rate of pay (notate whether regular or overtime pay)
- Salary total (rate x hours)
- Benefits percentage
- Total for salary and benefits combined

If the official document does not include all information above, please submit a supporting spreadsheet. Example below.

Project Activity	Project Activity Date	Name and Classification	Hours	OT Rate	Salary Total	Benefit %	Total Personnel Cost
DUI Saturation Patrol	08/01/23	Officer Bob Smith	5.00	\$79.97	\$399.85	10%	\$439.84
DUI Saturation Patrol	08/01/23	Sergeant Jessica Williams	5.00	\$80.00	\$400.00	10%	\$440.00
DUI Saturation Patrol	08/25/23	Officer John Miller	4.50	\$79.97	\$359.87	10%	\$395.85
DUI Saturation Patrol	08/25/23	Officer Joe Adams	4.50	\$82.50	\$371.25	10%	\$408.38
DUI Saturation Patrol	08/25/23	Officer Bob Smith	4.50	\$85.46	\$384.57	10%	\$423.03
DUI Saturation Patrol	09/02/23	Officer Joe Adams	6.00	\$80.00	\$480.00	10%	\$528.00
DUI Saturation Patrol	09/02/23	Sergeant Jessica Williams	6.00	\$79.97	\$479.82	10%	\$527.80
DUI Saturation Patrol	09/02/23	Officer Bob Smith	6.00	\$79.97	\$479.82	10%	\$527.80
DUI Saturation Patrol	09/02/23	Officer John Miller	6.00	\$82.50	\$495.00	10%	\$544.50
TOTAL							\$4,235.19
SFST Training	10/23/23 - 10/25/23	Officer Bob Smith	16.00	\$79.97	\$1,279.52	10%	\$1,407.47
SFST Training	10/23/23 - 10/25/23	Officer Joe Adams	16.00	\$85.46	\$1,367.36	10%	\$1,504.10
SFST Training	11/06/23 - 11/08/23	Officer John Miller	16.00	\$80.00	\$1,280.00	10%	\$1,408.00
SFST Training	11/06/23 - 11/08/23	Sergeant Jessica Williams	16.00	\$82.50	\$1,320.00	10%	\$1,452.00
TOTAL							\$5,771.57

Quick-Reference Guide

Travel

Travel costs may include in-state and out-of-state Project-related conferences, seminars, workshops, and trainings approved by CGU. The most economical mode of travel, in terms of direct expenses to the Project, must be used.

NOTE: If the name and type of conference/training is not included in the Grant Agreement, **CGU approval for the conference/training must be obtained prior to travel.** To request CGU approval please provide the following information via e-mail to your Grant Administrator:

- Travel date(s)
- Location of the conference/training
- Employee Name and Classification
- Name of existing budget line item that will cover these travel costs.

Travel must occur within the Project Performance Period to receive reimbursement.

Out-of-State

Grantees shall use the out-of-state lodging reimbursement rates established by their Organization/Agency; however, meals and incidentals will be reimbursed at the State travel rates.

In-State

Grantees shall not exceed the travel rates paid to exempt, excluded, and represented State of California employees and will be reimbursed at the State travel rates. Any costs beyond State travel rates will be at the expense of the Grantee. For additional information, visit the California Department of Human Resources (CalHR) website: [Travel Reimbursements - CalHR](#).

Travel Expense Examples

- Lodging to attend conferences/trainings (must have CGU approval prior to attending)
- Mileage (based on current State rate) or fuel expenses
- Per Diem for approved meals (based on current State rate)
- Rental car fees
- Commercial airline fares
- Parking fees
- Bridge tolls
- Taxi or bus fares

Meals cannot be claimed if they are provided by the hotel, training, conference, etc. Snacks and continental breakfasts, such as rolls, juice, and coffee, are not considered meals. Refer to CalHR for the travel timeframes for when meals can be claimed.

NOTE: Please complete one Travel Claim Form per trip, per employee, and submit with the required supporting documentation through the GMS. For each trip, per employee, submit travel expense in their entirety; do not split across multiple Reporting Periods or Expense line items in the GMS. The Start Date is the first day of paid travel and the End Date is the last day of paid travel. Your Grant Administrator will provide an electronic copy of the form.

Quick-Reference Guide

Supporting Documentation

Travel supporting documentation may include a paid receipt, paid invoice, or paid online confirmation (ex: airline, rental car) that **must show a paid in full/zero balance. Proof of payment, stay, or travel may be requested.**

In addition to a Travel Claim Form, please ensure the following information is provided:

- Trip name
- Traveler name
- Location
- Travel dates (must be within Project Performance Period / when paid travel begins & ends)
- Purpose of trip
- Start and end time of travel (when paid travel begins & ends)
- Total expense for reimbursement, and
- Zero balance, proof of payment, stay, or proof of travel.

Lodging

Please include an itemized receipt that is pre-printed (folio) with the attendee's name, hotel name, address, charges, and a paid in full/zero balance.

Mileage or Ridesharing

Please include a mapped route with start/finish address and locations, and a paid in full/zero balance or proof of payment. For ridesharing companies such as Lyft, the receipt must also contain the attendee's name.

Per Diem

Individual receipts for meals are not required but must be kept on file at your Organization/Agency must be on file and readily available for auditing purposes. Refer to CalHR for the travel timeframes for when meals can be claimed.

Excess Lodging Request

If attending an **in-state**, CGU-approved conference, and the conference blocked room rate exceeds the State travel rate, Grantees may submit an Excess Lodging Request **prior to booking travel**.

Please copy and paste the below bullets in an e-mail (Subject line = Excess Lodging Request) to your Grant Administrator and provide an answer for **each** bullet:

- Conference name
- Location
- Conference dates (must be within Project Performance Period)
- Conference blocked room rate
- Difference between conference blocked room rate and state travel room rate
- Detailed justification for Excess Lodging Request

Excess Lodging Requests will only be allowed under special circumstances with CGU approval. Excess Lodging Requests are effective once approved by CGU. If prior CGU approval is not received, Reimbursement Requests containing an excess lodging room rate will not be approved and travel costs will be reimbursed at the State travel rate.

Quick-Reference Guide

Equipment

Equipment costs include grant -funded purchases of non-expendable, tangible, personal property having a normal useful life of more than one year and an acquisition cost of at least \$5,000 or more per asset (ex: four identical assets which cost \$1,250 each, for a \$5,000 total, would not be considered an equipment purchase).

Equipment not specified in the Grant Agreement must be submitted to and approved by CGU prior to purchase. Equipment should be purchased at the beginning of the Project Performance Period to ensure it is utilized when completing corresponding Project activities. Equipment must be purchased and received within the Project Performance Period to receive reimbursement.

Supporting Documentation

Equipment supporting documentation may include a paid receipt or paid invoice but **must show a paid in full/zero balance or proof of payment**. Please ensure the following information is provided:

- Vendor name
- Purchase date (must be within Project Performance Period)
- Invoice number
- Item(s) purchased
- Total expense for reimbursement
- Zero balance or proof of payment
- VIN/Serial numbers (included on invoice or in photo), and
- Photo(s) of equipment item

Paid accrued taxes must be submitted with a copy of a paid receipt or paid invoice containing a paid in full/zero balance or proof of payment for the correlating equipment purchase. Please include the tax percentage and proof of payment for the accrued taxes. **Please submit both paid accrued taxes and equipment expenses in their entirety; do not split across multiple Reporting Periods or Expense line items in the GMS.**

Messaging

Equipment, such as vehicles (ex: car, motorcycle), DUI Trailers, etc., must be marked, indicating that they are primarily used for Driving Under the Influence (DUI) Enforcement and display a message supporting DUI Enforcement. Magnetically affixed decals and messaging will not be accepted.

Messaging types may include:

- Decal (ex: window, door)
- Wrap (ex: entire DUI Trailer)

Messaging examples may include:

- DUI Enforcement
- DUI/DUID Education and Outreach
- "Always Designate a Sober Driver" or other DUI message

Messaging and Grantee logos must be submitted to and approved by CGU prior to purchase/display.

Quick-Reference Guide

NOTE: By submitting equipment supporting documentation, the Grantee certifies that equipment was added to the inventory log at the Organization/Agency and can verify the location. Any equipment purchased with grant funds may be subject to review during site visits/audits and is property of the purchasing Organization/Agency.

Equipment Management Requirements

California Code of Regulations Section 1890.19

The following requirements apply to all equipment purchased with grant funds:

- Equipment shall only be used for its intended purpose for the duration of its useful life.
- Grantees shall keep equipment purchased with grant funds maintained in safe working order and stored securely.
- To be eligible for reimbursement, Grantees must purchase and receive equipment prior to the close of the Project Performance Period.
- Lost or stolen equipment purchased with grant funds, within five years of the date of loss or theft, shall be reported immediately to CGU by the Grantee (if applicable, the Grantee shall send a copy of the police report to CGU).
- Prior to disposition of equipment purchased with grant funds, the Grantee shall notify CGU via e-mail and dispose of the equipment, in accordance with the Grantee's Organization/Agency policy.

Consultants/Contracts

Contracted services shall be utilized in direct support of Project activities. The Grantee shall be responsible for the Contractor's compliance with program regulations, the Grant Agreement, and Project requirements. Contracted services shall not affect the Grantee's overall responsibility for the management of the Project.

A copy of the Contract and/or Scope of Work must be submitted to and approved by CGU prior to commencement of work. Services must be rendered within the Project Performance Period to receive reimbursement.

While Nonprofits are categorized as Consultants/Contracts, the guidance for all Budget Categories still applies. See the applicable Budget Category in this guide for additional information.

Supporting Documentation

Consultants/Contracts supporting documentation should allow CGU to determine if invoiced expenses are permissible, reasonable, and necessary for the performance of the Project. Supporting documentation may include a paid receipt or paid invoice but must show a paid in full/zero balance or proof of payment. If applicable, please ensure the following information is provided:

- Time study, and
- Detailed activity report

Other Direct Costs

Other Direct Costs include Operational Costs. Supplies and materials may be purchased, provided the items are claimed at a cost no higher than the original purchase price paid by the Grantee.

Other Direct Costs not specified in the Grant Agreement must be submitted to and approved by CGU prior to purchase. Other Direct Costs should be purchased at the beginning of the Project Performance Period to ensure they are utilized when completing corresponding Project activities. Other Direct Costs must be purchased and received within the Project Performance Period to receive reimbursement.

Supporting Documentation

Other Direct Costs supporting documentation may include a paid receipt or paid invoice but must show a paid in full/zero balance or proof of payment. Please ensure the following information is provided:

- Vendor name
- Purchase date (must be within Project Performance Period)
- Invoice number (if applicable)
- Item(s) purchased
- Total expense for reimbursement, and
- Zero balance or proof of payment

Registration Fees

Please ensure the following information is provided:

- Conference/Training name
- Attendee name
- Location
- Conference date(s) (must be within Project Performance Period)
- Total expense for reimbursement
- Zero balance or proof of payment, and
- Proof of attendance (ex: copy of badge, agenda, handout)

EDUCATION AND OUTREACH

Education Events and Presentations

Education Events and Presentations may include community meetings, cannabis industry outreach, school outreach programs, high school/college presentations, and education programs. Prior to conducting presentations, please share the content/presentation with your Grant Administrator. **Education Events and Presentations must occur within the Project Performance Period to receive reimbursement.**

Quick-Reference Guide

When reporting Education/Outreach Achievements, please provide:

- Photos
- Educational content
- Impact data (ex: number of attendees, list of public establishments), and
- Address/location if contact was made in person or virtual (include platforms).

Outreach Materials and Advertising

Outreach Materials and Advertising may include press releases, social media postings, brochures, flyers, PowerPoint presentations, billboards, print advertisements, and radio advertisements.

Outreach Materials and Advertising must be submitted to and approved by CGU prior to airing, publication, or distribution. Outreach Materials and Advertising should be purchased at the beginning of the Project Performance Period to ensure they are utilized when completing corresponding Project activities. Outreach Materials and Advertising must be purchased, received, and aired/run/displayed within the Project Performance Period to receive reimbursement.

Messaging

All messaging and Grantee logos must be submitted to and approved by CGU prior to purchase/display.

Messaging verbiage must include both:

- The statement, "Funded by the CHP Cannabis Tax Fund Grant Program", and
- Educational message against impaired driving

MODIFICATIONS

Budget Modification Request

Grantees seeking to reallocate grant funds to accomplish the intent of the original Grant Agreement and Project activities may submit a Budget Modification Request in Q1, Q2, or Q3. In Q4, Budget Modification Requests will only be allowed under special circumstances with CGU approval.

Please copy and paste the below bullets in an e-mail (Subject = Budget Modification Request) to your Grant Administrator and provide an answer for **each** bullet for **each** reallocation of grant funds:

- Requested item(s) and/or service(s)
- Explanation of reasons/circumstances that justify the modification.
- Description of how requested item(s) and/or service(s) will positively improve the Project
- Description of potential implications if the Budget Modification is not approved
- Budget line item name(s) you are transferring *from*

Quick-Reference Guide

- Budget line item name(s) you are transferring *to*
- Amount(s) for reallocation

Budget Modification Requests will become effective once approved by CGU. If prior CGU approval is not received, Reimbursement Requests shall be denied. CGU and the Grantee shall retain copies of all Budget Modification Request documents.

Project Contact Change Request

Grantees requesting to update personnel contacts during the Project Performance Period must submit a Project Contact Change Request.

Please copy and paste the below bullets in an e-mail (Subject = Project Contact Change Request) to your Grant Administrator and provide an answer for **each** bullet for **each** change:

- Effective date
- Current Project contact name (first and last) & title
- Telephone number
- E-mail address
- Mailing address
- New Project contact name (first and last) & title
- Telephone number
- E-mail address
- Mailing address

PROJECT PERFORMANCE REVIEW Monitoring/Site Visits

CGU may conduct a Project Performance Review to determine progress towards the completion of the Project. Project Performance Reviews may be accomplished by desk review, questionnaire, site visits, and/or other means of review. The Project Performance Review may be conducted before, during, or at the end of the Project Performance Period.

CLOSEOUT

Achievements and Expenses

Achievements

Grantees are required to report on achieved Project goals and activities (Achievements) that occurred during the Project Performance Period and provide a final Project Status/Closeout Achievement (ex: Q4 – Project Status/Closeout) by the due date listed in this guide under Important Dates. Please ensure the following information is provided:

- Detailed summary of completed Project
- Success stories
- Obstacles faced
- Project goals/activities not accomplished
- Justification for unspent grant funds

Expenses

In addition to Achievements, and if applicable, Grantees will submit a final Reimbursement Request with required supporting documentation **within sixty calendar days** after the completion of the Project, or the end date, as specified in the Grant Agreement or amended Grant Agreement, whichever comes first. Please ensure the following information is provided:

- Supporting documentation for Expenses
- Subcontracted work, notice of completion (if applicable), and
- Photos of completed Project goals and activities (if applicable)

Please allow enough time for the Grant Administrator to review the submitted information to ensure a Reimbursement Request is submitted by the due date. **CGU reserves the right to request additional information, as needed.**

AUDITING

Requirements & Principles

Record Retention

Grantees shall retain all documents, records, receipts, and financial accounts pertinent to the Project necessary to substantiate the purpose for which grant funds were spent, for **five years** from the expiration of the Grant Agreement.

Audit Requirements

Auditors may request, but are not limited to, the following documentation:

- Job/Source code
- Components of indirect/administrative costs reimbursed by the grant
- Reports of employees by position/title, including job descriptions and staff time/benefits reimbursed by the Grant
- Timesheets signed by the employee and supervisor for staff time reimbursed by the grant

Quick-Reference Guide

- Invoices, canceled warrants for Contracts, materials, services, and supplies
- All Contracts and Service Agreements reimbursed by the Grant
- Vehicle records/mileage logs for transportation cost, including the Grantee's relevant policies, processes, and documentation pertaining to usage costs and mileage rates
- Vehicle Identification Numbers, equipment serial numbers, title, and photographs of equipment purchases reimbursed by the grant

Basic Principles

- Maintain complete records and keep on file at the Organization/Agency.
- Be prepared and have records readily available for an audit and/or site visit.
- Reimbursements cannot exceed actual costs expended for a Project activity.
- Request reimbursement for Expenses only once.
- Respond to requests in a timely manner.

If you have any questions, please contact the CGU at (916) 843-4360.