

2020 -2021

SCHEDULED PROJECTS



CITY CLERK

- Process Contracts/Agreements
- Insurance Tracking
- Scan City Records Past and Present into Laserfiche Software
- Implement Assembly Bill No. 2151 – Campaign Statements
- Laserfiche Avante - Document Management System

CITY COUNCIL

- Collaboration with other Governmental Agencies
- Facilitate Events that Promote and Encourage Civic and Cultural Engagement
- Foster Employee Participation in Transparent and Innovative Discussions Regarding Budget – Done through Budget Workshops
- Maximize Participation in Federal and State Grant Funding – Continue to apply for Grants
- Engage State/Federal Elected Representatives to Advocate for City/Hospital Projects – Request Support Letters for Various City/Hospital Projects
- Work with Agencies/Non-Profits to Maximize Community Enhancement Opportunities
- Encourage Fiscal Discipline to Maintain El Centro as an Economically Viable City - Spending on Needed Projects Only
- Support Information Sharing with the Region
- Promote Cultural Arts and Community Amenities – Use of Facilities with Various Agencies
- Advocate and Identify Solutions for Regional Challenges
- Workforce Development
- Restoration of the Salton Sea – Ongoing, City will Continue Sending Support Letters to our Legislature

CITY MANAGER'S OFFICE

- Strategic Planning 2021-2026
- EOC Coordination COVID-19 Pandemic
- Coordinate with Human Resources & City Attorney the Negotiation Process for Employment Contracts ending December 2021
- Negotiate Master Tax & Fiscal Impact Agreement with the County of Imperial
- RFP/Development of Capital Improvement Plan
- RFP/Lobbyist Contract
- Oversight of American Rescue Plan Act Expenditure Plan
- Measure P Project Facilitation

- Website Management and Monitoring
- Promoting City Events/Programs
- City Website Upgrade
- Annual Employee Awards Ceremony
- Day at the Ball Park
- Social Media Management
- Public Information Outreach
- Carry out Goals as Directed by City Council

Legal Division

- Respond to COVID-19 Legal Issues
- Allocate Resources to Meet Budget Expectations – Reduce Legal Costs
- Provide Legal Advice to the City Council, City Boards and Commissions, and City Staff
- Defend the City's Interest and Enforce City Codes without Litigation
- Defend the City's Interest in Litigation and Maximize Third Party Coverage
- Resolve Administrative Actions or Litigation
- Legislative Update and Case Law
- City Code Updates
- Review Contracts for Compliance
- Coordinate Negotiation Process for Employment Contracts ending December 2021

Information Technology Division

- Fiber Installation to Fire Station No. 2, Fire Station No. 3, Wastewater Treatment Plant and Public Library
- Harden Network Security
- Upgrade Munis Servers
- IT Maintenance and Support Performance
- Install Security Gates around City Hall
- Replace Employee Doors at City Hall

COMMUNITY DEVELOPMENT DEPARTMENT

- Update Accessory Dwelling Unit Ordinance
- Villa 320 Acre Site Project
- Housing Element Update 2021-2029
- Zoning Code Update
- All Phases and Issuance of Two Cannabis Business Permits
- Education on Building Codes
- Upgrade Permit Process
- Enforce Vacant Property Ordinance
- General Plan Update Implementation Plan

Community Development Department Continued

- Task Force to End Homelessness

COMMUNITY SERVICES DEPARTMENT

Economic Development Division

- Proposition 68 Grant Application for Gomez Park
- Rural Recreation and Tourism Grant
- Submit Per Capita Grant for Bucklin Park Obstacle Course
- Downtown Façade Improvement Program
- Affordable Housing & Sustainable Communities Grant for Lincoln/Waterman Site
- Sell excess City-Owned Property
- Work with Affordable Housing Developer on the Multi-family Development at Lincoln/Waterman
- Utility Box Art Program
- Mural Policy
- Microenterprise Loan Program
- De-federalization of City's Revolving Loan Fund
- COVID-19 Revolving Loan Fund
- Rental Assistance Program
- Utility Assistance Program
- IV Urban Forest Grants
- Administer Community Development Block Grant Program
- Graffiti Removal Program
- Housing Rehabilitation Program
- Veterans Wall
- Community Enhancement Task Force
- Friends of El Centro Community Services Foundation
- Business Incubator
- Administer Homekey Tiny Home Project
- Downtown Adhoc Committee

Aquatic Center Division

- American Red Cross Grant Application
- USA Let's Make a Splash Grant Application
- LA84 Grant Application
- Association of Aquatic Professionals Swim Lesson & Life Jacket Grant Application
- Pumpkin Splash 2021
- Partnership with Imperial Valley Desert Aquatics
- Partnership with Imperial Valley High School Swim Teams
- Create User friendly Online Payment System

Parks Maintenance Division

- Landscaping Contracts for the Lighting Landscaping Maintenance Districts
- Landscaping Contract Documents for Large Parks and Ballfields
- RFP for Parks and City facilities Cleaning and Janitorial Contracts
- Implement MyGov Work Order System
- Park Maintenance Management Plan

Recreation Division

- Host Special Events
- Submit Youth Community Access Grant Program Application
- Adult and Senior Programming
- Yoga at the Park Program for all Age Groups
- System to Address Daily Attendance and Community Use
- National Youth Program Using Mini Bikes Program
- Provide Movies in the Park Events
- Partnerships with ECRMC, Area of Aging Agency, Americorp and Imperial Public Health Department
- Work on a User Friendly City Recreation Website
- Work on Intergenerational Project for Teens and Seniors
- Partnership with IVC for Educational/Physical Courses for Adults at No Cost
- Resume Stepping Stones Program

FINANCE DEPARTMENT

- Obtain GFOA Certificate of Achievement for Excellence in Financial Reporting
- Obtain GFOA Distinguished Budget Presentation Award
- Issue Measure P Bonds for the New Library Building and Police Station
- Strategize and Develop a Financial Plan to Address Increasing CalPERS Cost

FIRE DEPARTMENT

- Reduce Number of Emergency Responses to Non-Critical Medical Calls
- Battalion Chief Certified as Strike Team Leader
- Reduce Number of EMS Calls to Medical Clinics
- Begin Update of City Disaster Plan
- Hazard Ranking of Commercial Properties
- Update of Pre-Fire Planning of Commercial Hazards

HUMAN RESOURCES DEPARTMENT

- Recruitment
- Health Insurance Committee Meetings
- Employee Benefit Administration
- Wellness Program
- Trainings
- Job Description Review

Human Resources Department Continued

- Personnel Requirements
- Host CJPIA Trainings
- Applicant Tracking through MUNIS
- Risk Management Evaluation

POLICE DEPARTMENT

- Obtain CALEA Accreditation
- Groundbreaking for New Police Facility
- Re-Implement Traffic Safety Plan
- Coffee With a Cop Program
- COPS Grant
- Edward Byrne Memorial Justice Assistance Grant
- Policy Updates [Lexipol]
- Comply with DOJ Radio Encryption Policy
- Recruitment and Retention
- Transition to a New CAD/RMS System
- Expand the Police Explorer Program
- Expand the Reserve Police Officer Program
- Implement a Volunteer Services Program
- Effort in Community Policing and Engagement
- Domestic Highway Enforcement/HIDTA details

PUBLIC LIBRARY

- Future Library Design
- Summer Reading Program
- Lunch and Snack Program
- Afterschool Program
- Preschool Story Hour
- 1,000 Books Before Kindergarten Program
- Art and Craft Program
- Family Treasure Night
- Libraries on the Spectrum Program
- Volunteer Program
- Adult Craft Program
- Zip Book Program
- Teen Program
- Book Signing
- Art Exhibits
- Meeting Rooms for Non-Profit Organizations
- Seek Grant Funding to Provide Extra Benefits to Community
- Reach Underserved Population

PUBLIC WORKS DEPARTMENT

Administration

- CR&R Contract Negotiation
- New City Library Project
- Police Station Project

Street Division

- Pothole Repairs
- Street Sign Cleanup and Replacements
- Alley Cleanup and Encampments
- Traffic Signal Repairs
- Annual Christmas Decorations
- Special Events Traffic Control
- Road Striping Maintenance

Engineering

- Alder Sewer Rehabilitation
- Imperial Avenue Extension Construction Phase I & II
- SLLP Overlay – Dogwood (Rehabilitation Dogwood Commercial to Villa)
- CMAQ – Traffic Signal Interconnect Project Construction
- Street Improvements
- ADA Compliant Restroom
- ADA Ramps Project
- Lotus Ranch Unit B2
- Countryside II Apartments
- El Dorado Family Apartments
- Ross Avenue Overlay
- North Date Undergrounding

Facility Maintenance

- Roofing City Buildings
- Graffiti Abatement Program
- Maintenance of City Buildings
- AC Maintenance Program
- Security Fencing for City Hall

Wastewater Treatment Plant

- Southern Pump Station
- Rehabilitation of Secondary Clarifiers 1 & 2
- Water Pump Concrete Structure Rehabilitation
- Primary Clarifiers 1 & 2
- Upgrade Algae Sweep System
- Primary Clarifiers – Lobe Sludge Pump
- UV Trojan Disinfecting System

Water Treatment Plant

- Chlorine Conversion Gas to Bleach
- Raw Water Structure Electrical Panel
- Replace Filter Media
- Filter Gallery Ladders
- Shades For Filters
- Raw Water Ponds Repair