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

COMMUNITY DEVELOPMENT DEPARTMENT
• 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

Wastewater Treatment Plant
• Graffiti Abatement Program
• Roofing City Buildings
• El Dorado Family Apartments
• Countryside II Apartments
• Lotus Ranch Unit B2
• ADA Ramps Project
• ADA Compliant Restroom

Street Division
• Traffic Signal Repairs
• Shades For Filters
• Filter Gallery Ladders
• Replace Filter Media
• Raw Water Structure Electrical Panel
• Chlorine Conversion Gas to Bleach

Water Treatment Plant
• UV Trojan Disinfecting System
• Primary Clarifiers – Lobe Sludge Pump
• Upgrade Algae Sweep System
• Water Pump Concrete Structure Rehabilitation
• Rehabilitation of Secondary Clarifiers 1 & 2

Human Resources 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
• UtilityBox 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
• Partnership with Imperial Valley Desert Aquatics
• Partnership with Imperial Valley High School Swim Teams
• Create User friendly Online Payment System

Police Department
• Host CJPIA Trainings
• Battalion Chief Certified as Strike Team Leader
• Reduce Number of Emergency Responses to
• Issue Measure P Bonds for the New Library
• Obtain GFOA Distinguished Budget Excellence in Financial Reporting Courses for Adults at No Cost for Teens and Seniors and Community Use
• Resume Stepping Stones Program
• Partnership with IVC for Educational/Physical
• Work on Intergenerational Project
• Work on a User Friendly City Recreation Website
• Provide Movies in the Park Events
• National Youth Program Using Mini Bikes Program
• System to Address Daily Attendance
• Yoga at the Park Program for all Age Groups
• Adult and Senior Programming
• Submit Youth Community Access Grant
• Host Special Events
• Park Maintenance Management Plan
• Implement MyGov Work Order System
• Landscaping Contract Documents for Parks Maintenance Division

Human Resources Department Continued
• SLLP Overlay – Dogwood
• Imperial Avenue Extension Construction Phase I & II
• Alder Sewer Rehabilitation
• El Dorado Family Apartments
• Countryside II Apartments
• Lotus Ranch Unit B2
• ADA Ramps Project
• ADA Compliant Restroom
• COPS Grant
• Coffee With a Cop Program
• Re-Implement Traffic Safety Plan
• Groundbreaking for New Police Facility

Human Resources Department Continued
• Extra Benefits to Community
• Art Exhibits
• Teen Program
• Zip Book Program
• Volunteer Program
• Libraries on the Spectrum Program
• Preschool Story Hour
• Afterschool Program
• Future Library Design
• Domestic Highway Enforcement/HIDTA details
• Implement a Volunteer Services Program
• Expand the Reserve Police Officer Program
• Expand the Police Explorer Program
• Recruitment and Retention
• Comply with DOJ Radio Encryption Policy
• COPS Grant

Fire Department
• Attend CJPIA Trainings
• Battalion Chief Certified as Strike Team Leader
• Reduce Number of Emergency Responses to
• Issue Measure P Bonds for the New Library
• Obtain GFOA Distinguished Budget Excellence in Financial Reporting Courses for Adults at No Cost for Teens and Seniors and Community Use
• Implement MyGov Work Order System
• Landscaping Contract Documents for Parks Maintenance Division

Community Development Department Continued
Human Resources Department Continued

- Personnell 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