AGENDA
ITEM

8

AGENDA STAFF REPORT

DATE: December 6, 2017

TO: Mayor and City Council

APPROVED BY: Armando G. Villa, City Manager

PREPARED BY: David Dale, Public Works Director/City Engineer

SUBJECT: Accept Imperial Irrigation District (IID) Grant Funding in the amount of $150,000 under the Final 2017 Local Entity Mitigation Funding Grant Program for Sport Lighting at Joel Reisin Field and authorize City Manager to Sign Contract with the IID

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Recommendation:

Accept Imperial Irrigation District (IID) Grant Funding in the amount of $150,000 under the Final 2017 Local Entity Mitigation Funding Grant Program for Sport Lighting at Joel Reisin Field and authorize City Manager to Sign Contract with the IID.

Background:

On February 27, 2017, the City of Calexico submitted a grant application letter to the Imperial Irrigation District (IID) Board of Directors requesting funding to install adequate sport lighting at the three (3) ball fields located at the Joel Reisin Field, consisting of electric meter main service, individual lighting control system for each field, underground conduit and wiring, pole foundations, 50-foot steel poles with light fixtures and some power outlets. The estimated cost of said project was $295,000.

Discussion & Analysis:

On June 27, 2017, the Imperial Irrigation District (IID) Board of Directors awarded the City of Calexico $150,000 under Final 2017 LE Mitigation Funding Grant Program for Sport Lighting at Joel Reisin Field located at, Andrade Avenue and Sapphire Street. Due to the reduction in funding, the City will only be able to install adequate sport lighting at one (1) ball field. In order to receive the above-mentioned funds, the City of Calexico needs to execute the applicant's award contract and/or any necessary documentation to claim the funds granted. Therefore, Public Works Staff is requesting City Council authorization to authorize the City Manager to the execute all contracts agreements and/or any necessary documentation for Sport Lighting at Joel Reisin Field.

AGENDA ITEM

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Fiscal Impact:

IID Grant $150,000

Coordinated With:

Public Works Department.

Attachment(s):

1. Imperial Irrigation District (IID) Local Entity Applicant's Award Contract.

APPLICANT'S AWARD CONTRACT
IID LOCAL ENTITY MITIGATION
Final 2017 Local Entity Funding Grant Program
for Community Benefit and Business Expansion Projects

I. Information

1. Awarding Agency: Imperial Irrigation District, acting as the Local Entity
2. Grant Program: The Final 2017 LE Mitigation Funding Grant Program
3. Applicant: City of Calexico Public Works Department
4. Project: Sport Lighting at Joel Reisin Field
4. Funding Amount: $150,000

II. Introduction

1. The IID Board of Directors, acting as the Local Entity, functions to make grants and provide funds in order to help offset socioeconomic impacts resulting from land fallowing implemented within the IID water service territory in furtherance of the Quantification Settlement Agreement and related agreements. Land fallowing under these agreements creates conserved water for transfer and for environmental mitigation. The land fallowing and socioeconomic mitigation activities are governed in part by the revised fourth amendment, as modified and amended, to the agreement between IID and San Diego County Water Authority for the transfer of conserved water, dated October 10, 2003.

2. The Local Entity received more than 125 grant proposals for the Final 2017 Local Entity Mitigation Funding Grant Program for community benefit and business expansion projects. On June 27, 2017, the Local Entity authorized IID staff to facilitate the documentation of complete grant packages for the entities conditionally receiving awards, including the execution of the applicant's award contract, and then to administer grant awards under the Local Entity process for the Final 2017 Mitigation Grant Program.

3. As a condition to receiving a grant award from the Local Entity under the Final 2017 LE Mitigation Funding Grant Program, applicants must execute this award contract.

III. Complete Grant Package

1. The complete grant package shall consist of the following documents, all attached hereto and incorporated herein by this reference:

    a. Applicant's original grant proposal and any subsequent revisions (Exhibit A);
    b. Applicant's verification documentation/references submitted prior to disbursement of funds (Exhibit B);

c. Project budget, related milestones, and other project details as appropriate (Exhibit C);
d. List of documentation to be submitted to verify expenditures and milestones (Exhibit D);
e. Disbursement schedule (Exhibit E).

IV. Applicant's Acknowledgments and Representations

1. Applicant represents and warrants that the grant package documents submitted on behalf of applicant and identified above are all true and correct documents and contain truthful and accurate information. Applicant acknowledges that the Local Entity makes this award under the Final 2017 LE Mitigation Funding Grant Program for community benefit projects in reliance upon the truth and accuracy of the representations made by the applicant in the grant proposal letter and any subsequent revised documentation. If at any time the Local Entity determines that any material aspect of a representation made by applicant in the grant package documents was untruthful or inaccurate, and such untruthfulness or inaccuracy could reasonably be expected to adversely impact the determination of the Local Entity to authorize this award to applicant, the Local Entity may revoke and terminate all of the grant award to applicant and require repayment of any disbursed funds.

2. Applicant acknowledges that there is no process to appeal award selections or amounts.

3. Applicant represents and warrants that the funding recipient is not an Imperial Irrigation District employee, spouse, sibling, parent, child or member of an employee's household.

4. Applicant agrees that funding from this grant award will be spent locally in support of Imperial County businesses to the maximum extent practicable and will benefit residents within the IID water service area.

5. Applicant agrees to comply with all local, state and federal laws and regulations, and agrees to furnish the Local Entity with evidence of permits or other documentation upon request. Applicant agrees that funding from this grant award will not be used to purchase alcoholic beverages, tobacco products, or other controlled substances or related products.

6. Applicant acknowledges that, as a condition of receiving the grant award from the Local Entity under the Final 2017 LE Mitigation Grant Program for community benefit and business expansion projects program, applicant must cooperate with all reporting requirements, audits and requests for site visits by the Local Entity. Records must be retained for a minimum of three years from the date of the last disbursement.

   Receipts and reports must be submitted to Local Entity staff as follows:

   Regular progress reports detailing program expenditures and program activities, along with receipts documenting grant funding expenditures and documentation verifying completion of milestones (Exhibit D). Expenditures must align with program budget as well as program goals and activities as described in applicant's grant

proposal letter and any authorized revisions.

Receipts and progress reports must be submitted on a quarterly basis from the date of execution of this contract.

Progress reports should include total grant expenditures to date, amount of grant funding remaining, documentation outlining completed milestones or goals achieved during the reporting period, and any other relevant information. Reports must be accompanied by a signed cover letter warranting the Local Entity grant monies were utilized for authorized project purposes. If a project is more than 60 days behind schedule, reports must also include a revised timeline for the project.

7. Upon project completion and/or within 60 days of the final expenditure of the grant funding, the applicant is required to send a project completion letter to the Local Entity summarizing the successes associated with the grant funding authorized for this Final 2017 Local Entity Mitigation Grant program project, and a final progress report (if appropriate).

8. Expenditures, objectives and milestones completed under this project will not overlap or duplicate expenditures, objectives and milestones submitted under previous programs completed with Local Entity funds.

9. If at any time grantee fails to comply with these requirements and conditions, the Local Entity may revoke and terminate all of the grant award to applicant under the Final 2017 LE Mitigation Funding Grant Program for community benefits and business expansion projects, and applicant may be required to return any distributed funds.

Signature: _____
Name: Armando G. Villa
Title: City Manager
Applicant (grantee): City of Calexico Public Works Department
Date: _____

Signature: _____
Name: Kevin E. Kelley
Title: General Manager
Grantor: Imperial Irrigation District
Date: _____

Exhibit A

Summary of grant proposal and revision documents submitted by **City of Calexico Public Works Department**, on file with the Local Entity program records at Imperial Irrigation District:

1. Original Project Proposal, 2 pages
2. Revised Description of Activities, 2 pages
3. List of Milestones, *included in revised description of activities*
4. Revised Project Budget, 2 pages

CITY OF CALEXICO

608 Heber Ave. 21
Calexico, CA 92231-2840
Tel: 760.768.2160
Fax: 760.768.0992
www.calexico.ca.gov

Public Works Department

February 27, 2017

Imperial Irrigation District
Board of Directors
Water Manager's Office
Local Entity Funding Request
333 East Barioni Boulevard
Imperial, CA 92251

Honorable Board of Directors,

The City of Calexico is formally requesting funding assistance from the Imperial Irrigation District Local Entity Program, for a Sports Facility Project at Joel Reisin Field, located at, Andrade Avenue and Sapphire Street.

With an estimated population of 41,000, Calexico is one of the largest cities in the Imperial County. The city is home to twenty-five (25) Park/Retention Basins which are heavily used by the residents, local schools, and visitors and let's not forget, the sport leagues on a daily basis, both youth and adults alike. Joel Reisin Field is located in the heart of the Northeast area of Calexico, a former retention basin turned community park/sports field is in need of countless upgrades, lighting being the most prominent. Currently the park is used by the Desert Sun Girls Softball League, with participants from throughout the entire valley and the Calexico Little League Association among other community organizations. The current lighting is a perimeter type system which only lights up a walking path and playground area, leaving the ballfields unusable after dusk and with the heat we endure in our region, early morning or after sunset is to only time to get out and be active.

With the location of the New International Port of Entry, which is currently under construction, the City of Calexico finds itself with a dilemma, the border crossing route is being relocated from Imperial Avenue, west to Cesar Chavez Boulevard, where our current Lighted Ball-Fields are located (Fifth Street and Cesar Chavez Blvd.) rendering these facilities too dangerous not only for the children, but those trying to access and exit the area through the new expressway.

The proposed project is that of the installation of adequate sport lighting to the three Ball Fields located at the Joel Reisin Park Area, consisting of Electric Meter Main Service, Individual Lighting Control System for each Field, Underground Conduit and Wiring, Pole Foundations, 50 Foot Steel Poles with Light Fixtures and some Power Outlets.

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The estimated cost for this project is $295,000.00, including the IID estimate of $55,000.00 for the new electrical service, being brought from across the street to the Joel Reisin Field.

The proposed project has drawn support from the community at large. The International Brotherhood of Electrical Workers (IBEW) 569 has offered their assistance in labor and performing the electrical work. The City will provide the trenching, excavating, footings, concrete work and other labor as required. The Desert Sun Girls Softball League, the California District 22 Little League, the Calexico Little League Association, the Calexico Parents Athletic League (CPAL), the Local Schools, as well as other sport entities are in support of this project, as these organizations and their participants will benefit once a reality. If this project in not completed, along with the loss of the other two (2) fields, it would be detrimental community wide. The lighting of the Joel Reisin Field is essential for the safety of the children and public as previously mentioned, with the climate we experience here in the valley, the only safe time to play in the parks, is when the sun has gone down.

Copies of the Letters of Support, are available upon request.

If you have any questions and/or require additional information, please feel free to contact me.

Respectfully,

Nick Fenley
Public Works Manager
City of Calexico
Public Works Department
608 Heber Avenue
Calexico, CA 92231
☎:(760) 768-2160
🖷: (760) 768-0992
🖳: www.calexico.ca.gov
nfl@calexico.ca.gov

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Public Works Department

September 25, 2017

Imperial Irrigation District
Board of Directors
Water Manager's Office
Local Entity Funding Request
333 East Barioni Boulevard
Imperial, CA 92251

Re: 2017 Local Entity Funding

Honorable Board of Directors,

On behalf of the City of Calexico I would like to thank the Imperial Irrigation District (IID) Board of Directors for awarding the City $150,000 from the Imperial Irrigation District Local Entity Program, for a sports facility project at Joel Reisin Field, located at, Andrade Avenue and Sapphire Street. The City hereby accepts the grant funds, and intends to implement the proposed project.

The original scope of work on said project was to install adequate sport lighting at the three (3) ball fields located at the Joel Reisin Park Area, consisting of electric meter main service, individual lighting control system for each field, underground conduit and wiring, pole foundations, 50-foot steel poles with light fixtures and some power outlets. Due to the reduction in funding, the City will only be able to install adequate sport lighting at one (1) ball field.

The revised estimated cost for this project is $150,000.00, including the IID estimate of $55,000.00 for the new electrical service, being brought from across the street to the Joel Reisin Field.

Upon receiving the funding agreement and requirements, the City proposes the following tentative milestone and schedule:

Funding Agreement Execution	October 31, 2017
Complete Design Phase	January 30, 2018
Bidding Phase Completion	March 12, 2018
Award Construction Agreement	March 26, 2018
Begin Construction	April 2, 2018
End Construction	May 30, 2018
Project Completion	June 29, 2018

Viva Calexico!

September 25, 2017
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Enclosed please find the following documentation requested as per IID letter dated August 18, 2017:

1. Completed and signed W-9 form
2. Proof of California Franchise Tax Board

Proof of California Secretary of State is not available since the City is a municipality. The City will report the project progress to Angelita Topete, Department Analyst at the IID. Thank you again for your continuous support and the City looks forward in working with the IID to provide safe sports facilities for our community. If you have any questions and/or require additional information, please do not hesitate to contact Lilliana Falomir, Project Coordinator or myself at 760/768-2100.

Sincerely,

CITY OF CALEXICO

David Dale
Public Works Director/City Engineer

Cc: Armando G. Villa, City Manager

Topete, Angelita

From: David Dale <ddale@calexico.ca.gov>
Sent: Thursday, October 12, 2017 3:42 PM
To: Topete, Angelita
Subject: FW: IID Local Entity Grant Program
Attachments: Sport Lighting for Joel Reisin Field Cost Estimate.pdf; Sport Lighting for Joel Reisin Field Cost Estimate.xlsx; L to IID Regarding 2017 Local Entity Funding Recipient 09.25.17.pdf

Please see attached cost breakdown for the Reisen Field Lighting Project.

David Dale, PE, PLS
Public Works Director/City Engineer
760-768-2100 Engineering
760-768-2195 Office Direct

From: Topete, Angelita [mailto:ATopete@IID.com]
Sent: Monday, September 25, 2017 1:21 PM
To: Lilliana Falomir <falomirl@calexico.ca.gov>; Local Entity <LocalEntity@IID.com>
Cc: David Dale <ddale@calexico.ca.gov>
Subject: RE: IID Local Entity grant program letter dated August 18, 2017

Thank you for your submission and I look forward in reviewing your acceptance letter and supporting documentation. The next 2 weeks will be a period of review and drafting an official agreement; I will keep you posted on this development.

IID
A century of service.

Angelita Topete
Department Analyst
Water Administration Department
Phone (760) 339-9244
Ext. 7244
Fax (760) 339-9262

Email: atopete@iid.com
www.iid.com

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CITY OF CALEXICO
PUBLIC WORKS DEPARTMENT
SPORT LIGHTING AT JOSE REISIN FIELD
PROPOSED COST ESTIMATE
OCTOBER 2017

		LOCAL ENTITY FUNDING	TOTAL
1	PRELIMINARY ENGINEERING	10,000	10,000
2	ELECETRICAL SERVICE (IID)	55,000	55,000
3	CONSTRUCTION CAPITAL	85,000	85,000
	TOTAL	150,000	150,000

Exhibit B

Summary of business verification documents submitted by **City of Calexico Public Works Department**, on file with the Local Entity program records at Imperial Irrigation District:

1. W-9
2. Internal Revenue Service Form 941 and related documents

I have read and understand my expectations and commitments. _____

Exhibit C

The Local Entity funds being granted to City of Calexico Public Works Department will be used to develop an education center classroom and grooming facility. Grant funds will be used to achieve the following milestones:

1) March 31, 2018 – Complete project design;
2) May 31, 2018 – Request bids, review submitted bids, award construction agreement;
3) June 30, 2018 – Begin construction;
4) July 31, 2018 – Complete construction.
5) Target project completion date: September 30, 2018.

Funding from the Final 2017 Local Entity Mitigation Funding Grant Program will be used to achieve the near-term milestones outlined above and may include, but are not limited to, the following:

- Engineering: $10,000
- Electrical Service: $55,000
- Construction: $85,000

I have read and understand my reporting expectations. _____

Exhibit D

City of Calexico Public Works Department agrees to submit the following documentation to verify milestones and expenditures:

1) Expense reports, submitted at least quarterly, itemizing all project-related expenses;
2) Receipts/paid invoices for all expenses;
3) Copy of bid packet;
4) Copies of advertisements requesting bids;
5) Summary list of received bids;
6) Dated progress photos of construction;
7) Photos of completed facility.

Exhibit D

expense report

2017 IID Local Entity Grant Program
Detailed Expense Report Summary

Report # 1

Grantee's Name: City of Calexico Public Works Dept **Period(s) Covered**

Award Amount: $150,000.00 from <enter date> to: <enter date>

	Date	Description	Company / Vendor	Budget Line Item charge to	Cost / Amount	PROJECT TOTAL
1						$ -
2						$ -
3						$ -
4						$ -
5						$ -
6						$ -
7						$ -
8						$ -
9						$ -
10						$ -
11						$ -
12						$ -
13						$ -
14						$ -
15						$ -
16						$ -
17						$ -
18						$ -
19						$ -
20						$ -
21						$ -
22						$ -
23						$ -
24						$ -
25						$ -
26						$ -
27						$ -
28						$ -
29						$ -
30						$ -
31						$ -
32						$ -
33						$ -
34						$ -
35						$ -
				Total This Period	$ -	$ -
				Remaining Balance		$150,000.00

Please enter expenses on log. Log and copies of actual receipts must be submitted to localentity@iid.com
Questions? Call (760) 339-9244 Angelita Topete

Page 1 11/25/17

I have read and understand
the disbursement schedule _____

Exhibit E

schedule of disbursements

Local Entity will disburse funds to City of Calexico Public Works Department, on the following schedule:

1. First disbursement: 50% of approved funds: $75,000 – disbursed up front after final acceptance of grant agreement;
2. Second disbursement: 40% of approved funds: $60,000 – disbursed up front after submission of all required reports and documentation verifying expenditure of 90% of funds from the first disbursement;
3. Final disbursement: 10% of approved funds: $15,000 – disbursed as a reimbursement after submission of all required reports and documentation verifying expenditure of 100% of project funds and completion of 100% of milestones.