

AGENDA
NOTICE OF MEETING BY TELEPHONE CONFERENCE CALL
of THE HOLTVILLE CITY COUNCIL
121 WEST FIFTH STREET - HOLTVILLE, CALIFORNIA
Monday, March 23, 2020

- | | | |
|---|--|--|
| <input type="checkbox"/> Ginger Ward, Mayor | <input type="checkbox"/> Michael Pacheco, Council Member | <input type="checkbox"/> Nick Wells, City Manager |
| <input type="checkbox"/> James Predmore, Mayor Pro Tem | <input type="checkbox"/> George Morris, City Treasurer | <input type="checkbox"/> Jack Holt, City Engineer |
| <input type="checkbox"/> Mike Goodsell, Council Member | <input type="checkbox"/> Steve Walker, City Attorney | <input type="checkbox"/> George Galvan, City Planner |
| <input type="checkbox"/> Richard Layton, Council Member | <input type="checkbox"/> Kariza Sambrano, City Clerk | <input type="checkbox"/> <i>Alex Silva, Fire Chief</i> |

PLEASE TAKE NOTICE that on Monday, March 23, 2020, at 6:00 PM, the Holtville City Council will hold a Meeting by Telephone Conference Call. The Agenda for this meeting is included. This notice and agenda also are available for public inspection at 121 W Fifth Street in Holtville, California and on the www.Holtville.ca.gov website. The call-in number is (605) 475-3220 and enter access code 649637#.

If there is an item on the agenda on which you wish to register comment or you have a general Public Comment, please submit a written statement to the City Clerk by 5pm in the City Hall dropbox (north side, by the Utility Department door) or via email at KPreciado@Holtville.ca.gov. Your name and address must be included for the record. The Mayor reserves the right to limit the length of statements being read into the record.

CITY COUNCIL
MEETING CONVENED 6:00 PM

PLEDGE of ALLEGIANCE:

INVOCATION:

CITY CLERK RE: Verification of Posting of the Agenda

- 1. NEW BUSINESS:**
 - a. Discussion/Related Action to Adopt RESOLUTION 20-06** Declaring a Local Emergency in Response to the COVID-19 Coronavirus Pandemic *Nick Wells, City Manager*
- 2. INFORMATION ONLY:** Emergency Documents
- 3. STAFF REPORTS**
 - a. City Manager Report - *Nick Wells***
 - b. Finance Supervisor - *Kariza Sambrano***
 - c. Fire Chief - *Alex Silva***
 - d. Water/Wastewater Supervisor - *Frank Cornejo***
 - e. Public Works Foreman - *Alex Chavez***
- 4. ADJOURNMENT:**

I, Kariza Preciado, Interim City Clerk of the City of Holtville, California, DO HEREBY CERTIFY that the foregoing agenda was duly posted at Holtville City Hall on Friday, March 20, 2020

City of Holtville

REPORT TO COUNCIL

MEETING DATE:	<u>03/23/20</u>
ITEM NUMBER	<u>1 a</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 18, 2020

FROM: Nick Wells, City Manager

SUBJECT: **Resolution No. 20-06** *Declaring a Local Emergency in Response to the COVID-19 Coronavirus Pandemic*

ISSUE:

Shall the City Council adopt Resolution No 20-06 , declaring a Local Emergency in response to the COVID-19 Coronavirus Pandemic?

DISCUSSION:

The COVID-19 novel Coronavirus (COVID-19), so designated as it is a viral contagion that had not been previously identified, was first detected in China in December, 2019. Although the pandemic, the virus and its spread have created many unanswered questions, what is known at this time is that the virus is transmitted through human contact, which has led to various regulations and recommendations regarding social gatherings and distancing.

Currently there are only two confirmed cases of COVID-19 in Imperial County, however, federal and state health officials/agencies indicate that the intensity and reach of infections will increase in the days and weeks to come. In order to help battle this spread, the City will utilize public outreach, staff and City resources to help educate and assist its citizens.

To provide the City with additional powers to coordinate local efforts and identify some of the resources that may be necessary to effectively manage the response as the situation continues to evolve, declaration of a local emergency is now necessary. It is necessary in addition to the County and State emergency declarations, as it gives the City of Holtville access to federal funding (if necessary), enforcement powers, as well as powers to override policies and procedures if needed, as provided in for Chapter 2.16 of the Holtville Municipal Code. Staff will continue to update the Council and the public as changes become necessary.

FISCAL IMPACT:

The estimated costs for responding to the novel COVID-19 are currently unknown, but are being assessed by staff. For the City of Holtville, at present, the primary costs are for training, supplies and personnel costs.

CITY MANAGER RECOMMENDATION:

It is recommended that the resolution be approved.

ALTERNATIVE:

Not to authorize, giving staff alternate direction.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 20-06**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL DECLARING A LOCAL
EMERGENCY IN RESPONSE TO THE COVID-19 CORONAVIRUS PANDEMIC**

WHEREAS, an “emergency” as defined in Chapter 2.16 of the Holtville Municipal Code includes "the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as... epidemic...requiring the combined forces of other political subdivisions to combat;" and

WHEREAS, Section 101080 of the California Health & Safety Code authorizes the City to declare a local health emergency at such time as the City of Holtville determines that there is an epidemic; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared an emergency based upon the threat of the COVID-19 Coronavirus (COVID-19) within the state; and

WHEREAS, on March 5, 2020, the Imperial County ("County") declared a local health emergency throughout the County based on the imminent and proximate threat to public health from the introduction of the COVID-19 in Imperial County; and

WHEREAS, the City Council hereby finds that there is an imminent and proximate threat to public health by the introduction of COVID-19 in Imperial County, for the reasons set forth and that the use of emergency power is warranted to deal with this emergency; and

**NOW, THEREFORE, THE HOLTVILLE CITY COUNCIL DOES HEREBY
RESOLVE, DETERMINE AND AUTHORIZE AS FOLLOWS:**

1. That this Resolution is adopted and is effective immediately and until such time as revoked by the City Council or City Manager.
2. The City Manager as the Director of Emergency Services, and the Emergency Operations Center Coordinator shall have the authority set out in Chapter 2.16 of the City Code and as otherwise provided by state law and City policies and procedures.
3. The foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on the 23rd of March, 2020, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ginger Ward, Mayor

Attest: _____
Kariza Preciado, Interim City Clerk

MEETING DATE:	<u>03/23/20</u>
ITEM NUMBER	<u>2</u>
Approvals	CITY MANAGER <u></u>
	FINANCE MANAGER _____
	CITY ATTORNEY _____

Information Only:

Emergency Policies & Documents



CITY OF HOLTVILLE

121 West Fifth Street
Civic Center · Holtville, California 92250 · (760) 356-2912
"The Carrot Capitol of the World"

March 17, 2020

As most every citizen now knows, worldwide issues associated with the COVID-19 virus are on the minds of most everyone at this time. Recommended safety precautions have been constantly increasing in recent days.

Although Imperial County has to date not seen widespread cases of people affected by the virus, agencies throughout the county have been putting measures in place to assist in the protection of citizens to avoid the spread of problems as best as possible. One item that has become increasingly stressed by county, state and federal health agencies over recent days is limiting social contact as much as possible.

In response to these changing conditions, we ask the residents and community stakeholders within the City of Holtville to limit their visits and interactions at City facilities. We ask you adopt the follow precautionary measures whenever possible in lieu of visiting our facilities to conduct business:

- Contact our office or a specific department to determine whether or not your business can be conducted by phone, email or through our website, www.Holtville.ca.gov.
- If possible, utilize the drop box at the Utility Department on the north side of City Hall to pay bills by check or money order.
- All permit applications, plan checks, or general inquiries handled by the City's Building Department will be provided by appointment only. Please contact (760) 356-2912 to schedule your appointment.
- We will continue to take in-person cash payments if necessary.

If you have further questions, please contact City Hall at (760) 356-2912.

Sincerely,

Nick Wells, City Manager
NWells@Holtville.ca.gov



MEDIA ADVISORY:

City Assures Continuation of Essential Services, Encouraging the Use of Phone & Email

Holtville, California – As the COVID-19 pandemic evolves, local communities across the country are taking action to protect the health and well-being of residents and municipal workers. The City of Holtville is preparing to comply with the State of California and Imperial County Public Health Departments' orders to restrict activities that may exacerbate the spread of COVID-19.

Although the governor's declaration of March 19, 2020, requires all Californians to stay home and "shelter in place," City services are specifically exempted in the order. The City of Holtville will continue to provide essential services such as police, fire, water and sewer with contingency plans in place. Non-essential City functions are being modified with a focus on workplace safety and potential for COVID-10 spread.

With local, state and federal guidance, the City is implementing social distancing measures across all non-essential services. Significant service level changes have been identified and the City has implemented temporary suspension of activities organized at all park facilities. The City's COVID-19 Emergency Plan is posted at www.Holtville.ca.gov and will be periodically updated.

For non-emergency matters, we urge the public to conduct City business by phone or via email, For utility bill payments, please use the Utility Department's drop box on the north side of City Hall for checks or money orders. **Cash will not be accepted until further notice! A new payment option is being offered as of today, PayPal, using the email address mail@Holtville.ca.gov. Be advised that a \$5 service fee will be added for each payment using the PayPal option.**

"In discussions with City Council and staff, we are hopeful that this crisis is mitigated by the measures being put in place. In exercising great caution, we have decided to minimize staff interaction with the public as much as is feasible, while working to create as many options as we can to continue ease of access," says City Manager Nick Wells. "We are still here to help, but please call in for service!"

Key City Contact Information

Administration, Billing & Finance (760) 356-2912
City Clerk / Records (760) 356-4685
Planning (760) 337-3883
Police: (760) 356-5960

If you have an emergency, please dial 9-1-1

Questions? Contact our office or a specific department to determine whether your business can be conducted by phone, email or through our website:

www.Holtville.ca.gov

Other Key Websites

Imperial County Department of Public Health
CA Department of Public Health
Centers for Disease Control (CDC)

<https://www.icphd.org>
<https://covid19.ca.gov/>
<https://www.cdc.gov/COVID19>

Administration & City Clerk

Public meetings of various boards and commissions to be postponed indefinitely
Alternative meeting formats to be used when necessary
Inquiries and responses redirected to phone and email
Meetings by appointment only

Finance / Utility Billing

Check & money order payments may use the Utility Department drop box on the north side of City Hall
PayPal, using the email address mail@Holtville.ca.gov may be used for electronic payment of utility charges. \$5 service fee will be added.
Meetings by appointment only

Parks & Recreation

Park restrooms closed
Gene Layton Pool is closed
No park and basketball court lights
No facility reservations or rentals for non-essential purposes
No special events
No youth or adult recreational, league or club play or practices at City properties
Inquiries and responses redirected to phone and email

Development Services (Planning, Building, Code Enforcement)

Inquiries and responses redirected to phone and email
Meetings by appointment only, including for building permits & planning applications
Alternative meeting formats encouraged
Necessity to meet determined on a case-by-case basis

Fire

All annual business fire re-inspections postponed
All station tours and presentations cancelled/postponed
Special requests for service to be reviewed on case-by-case basis
Meeting attendance discontinued or via teleconference unless essential to operations
Non-employees prohibited from entry to station
Inquiries and responses redirected to phone and email
Changes in response mode/staffing for incidents for non-life threatening emergencies anticipated
EOC activation pending

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<https://covid19.ca.gov/>
<https://www.cdc.gov/COVID19>



CITY OF HOLTVILLE

COVID-19 Emergency Action Plan

Prepared by Nick Wells, City Manager
Designated Director of Emergency Services

Effective: 03/20/2020

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: March 20, 2020
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>03/23/20</u>
Item Number	<u>3 a</u>
City Manager	<u></u>
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

COVID-19 Coronavirus

As you might expect, much time has been spent on this issue in the past few weeks, ramping up to nearly an all-consuming level at week's end. Several statements, ad hoc policies and reactions to increased directives have been attached. In some cases, these are the second iterations posted this week in response to those changing ground rules.

The City will basically continue to function in a somewhat "normal" capacity, as the services provided are deemed essential and excepted from the governor's order. We have had multiple staff meetings to discuss contingencies such as loss of key personnel, shift changes, high-volume local infections, etc. Although we know there could be challenges, we hope that, barring multiple staff issues, we can maintain continuity of service.

WATER ENTERPRISE

Water Treatment Plant Rehab – Upgrades to our Water Treatment Plant are necessary to deal with past TTHM issues in our finished water supply. Additionally, it has long been recognized that replacing the aged system controls is necessary. Finally, corrosion has developed inside the 2.4 million gallon water storage tank that was completed in 2010.

After about 3 years in the application process of receiving financing through the Clean Water State Revolving Fund (SRF), we finally received word that the funding had been fully approved in July, 2019. The fully executed agreement was received in late September. Juny at THG revised the timeline with an anticipated completion date of December, 2020. The Holt Group was selected to work along with Delta Systems to oversee the bidding process.

Staff and THG met with a representative of the State Water Board for a pre-construction meeting in late October to iron out project start requirements and reimbursement request procedures. A development in late November put construction bidding on hold when SRF requested that we convert the Design/Build project into 2 separate design and construction phases. This will delay the start of construction, but hopefully not impact the overall timeline too significantly, as further design was always necessary at this point. ***THG continues to work to complete the design work prior to bidding.***

Rate Study – The profitability of the Water Enterprise has been problematic in recent years. Coupled with the issues listed above and the debt covenant to budget a net revenue of 120% of the annual debt service, a rate adjustment has been explored. Although California Rural Water completed some preliminary analysis in a no-cost Water Rate Study for the purposes of the SRF grant application, it is now necessary that another rate study be completed, as the last one is well over a year old and was somewhat poor in its analysis.

PUBLIC WORKS

TRANSPORTATION PROJECTS

Cedar Avenue Improvements Project (Orchard Bridge to Fourth Street) – This project was recently assigned a Federal ID#, so work will be starting on the securing a design engineer soon.

PARKS

Holtville Wetlands Project – A grant agreement document for approximately \$3 million to fund this project was received by the City from BoR late in 2016. Additionally, the City received notification that a \$20,000 grant was awarded by the County for signage and amenities. The Holt Group was selected to perform Grant Administration tasks and George Cairo Engineering for design services.

The design team has been significantly behind schedule. GCE finally produced a Record of Survey that was filed with the County in 2018. The County processed the first plan check and returned the submission to GCE with comments to be addressed. Cairo responded to the comments and resubmitted, however we have been unable to get a more recent update from Mr. Cairo. THG and staff will continue to apply pressure. The plans were finally resubmitted to the County in February. We hope to come to resolution soon and put the project out to bid. Staff has spoken with IC Public Works asking to help shepherd the project along as best as possible to avoid future delays.

Mellinger Alamo River Trail – A trails funding source was brought to our attention last year and a grant application was submitted to help refit the old railroad trestle while affecting repairs from the damage done in the Black Dog fire. We await a response on this.

Stormwater Conveyance – A large portion of the City's stormwater makes its way to the drainage ditch along the east side of Melon Avenue, which then drains into the Alamo River via a pipeline, open ditch and culvert. Most of that conveyance is through private property. It has long been recognized that the runoff creates a nuisance for one of the property owners and he has requested that we do something to alleviate the problem in the past. As the property is a produce storage facility, a recent mandatory food safety inspection revealed that the open ditch would require undergrounding. Staff and the City Engineer are currently working on solutions to the issue.

ADMINISTRATION

BUILDING PERMITS - The City issued **20** building permits thus far in 2020. A list of permits pulled by month is available on the City's website at <http://holtville.ca.gov/section.php?id=73>.

As you are aware, a new Building Inspector was recently hired. Alan Zarate has hit the ground running in his first week, so we are hoping for the best!

Holtville Luxury Apartments (± 150) – A project has been in the works for some time at the corner of Ninth and Melon, just outside the City limits. After many months of confusion regarding the process, the project's ownership group, led by John Hawk, engaged Development Design & Engineering in 2016 to assist in shepherding the project along.

DD&E forwarded most of the required initial environmental documents in early 2108 and the Environmental Review Committee met to review and comment on the project. A more extensive environmental examination of CEQA compliance has been completed by a consultant engaged by the proponent and their recommendations have been given to DDE. It is now expected that the project is very close to moving forward soon.

Staff has continuously stressed the need to address the handling of stormwater as this property is developed. A meeting held with THG and the project proponents in February, 2019, finally netted a viable plan for the stormwater handling. The City recently received word that the IID will be partially funding the undergrounding of the last section of open ditch for the Pear canal along Ninth Street, much of which is adjacent to this proposed project. We expect to be working with the project proponents to take advantage of this funding to help mitigate costs to be borne by the project construction. More information will follow in coming months.

AMG Mixed Use Development/Fern Crossing Apartments (± 44) – A project for a combination of apartments and retail on the block bound by Holt Avenue, Fern Avenue and Fourth Street was proposed by Pacific West Development. Preliminary conceptual maps and elevation renderings were presented to Planning Commission in April, 2018, with acceptance by the Commission and subsequently by this Council. Civil engineering plans were submitted the week of July 1, and Mr. Ortiz completed the plan review in August. The Holt Group reviewed the plans from a civil engineering perspective and made extensive additional comments. There has been a flurry of activity over the past few weeks as the developer races to meet a December 31 deadline for a funding source. Building permits were issued prior to Christmas and dirt work on the site commenced in January.

Torres Mixed Use Development – The owner of Cuchi’s Raspados proposed a mixed use development for property on Holt just south of Sixth Street. It will consist of a storefront, along with two apartments intended for her family’s use in the rear of the property. The project passed through Planning Commission, engineering and building review. Preliminary site work began in October. An issue developed regarding the setback requirement with respect to the existing neighboring building. They made a request for a variance, which was granted by the Planning Commission and have now made the building footprint marginally smaller to allow for an alley between their retail building and the apartments next door.

Dollar General – A portion of the Willowbend Mobile Home Park at Fifth and Palm was proposed for sale for the purpose of constructing of a Dollar General store. The builder (NNN Development), submitted their completed packet to Dollar General and was given the green light to proceed in July, 2019. A meeting was held on the site with the proponents in early August to clarify a few open items of discussion. The City received plans in late September, 2019, and after some comments, returned to the builder. The developer has now taken possession of the property and materials for construction have begun arriving on the site. *Final plan approval is currently in process. The developer is quite anxious and paid fees to both APCD and the School District this week, so this project gets ever closer.*

AMG Third Street Senior Apartments (± 33) – A second apartment project by AMG has been proposed in the area of Third and Grape. The City was asked to apply for HOME grant funding for the project. That application has been completed and submitted.

Census 2020 – An outreach committee of staff and community members was established to assist in getting out Holtvillites to participate in the US Census this Spring. It is hoped that the City’s residents see the importance of being fully counted! A kiosk will be available at City Hall for residents to utilize in responding to the Census throughout April, 2020, and additional items have been proposed to further increase participation. We have received many kudos for the work being done by Mayor Ward, Kariza and Haley along with their committee to get Holtville fully counted! *We are hopeful that the COVID-19 issues interrupt, but do not derail our efforts – stay engaged!*

MEETINGS & EVENTS RECENTLY ATTENDED:

- 03/09/20 Management Meeting *City Hall*
- 03/09/20 Conference on Various Legal Matters w/ Steve Walker *City Hall*
- 03/11/20 ICTC Management Committee & CCMA Meetings *City of Brawley*
- 03/16/20 Management Meeting *City Hall*
- 03/18/20 Imperial County OES Briefing *IC EOC (Heber)*
- 03/18/20 State of California Resource Briefing *Teleconference*
- 03/19/20 Governor's Office Briefing *re: COVID-19 Stay Home Order* *Teleconference*
- 03/20/20 Meeting w/ County Public Health *re: COVID-19 Issues* *Teleconference*
- 03/20/20 Special Management Meeting *re: COVID-19 Issues* *City Hall*

UPCOMING EVENTS:

- 03/23/20 Management Meeting *City Hall*
- 03/30/20 Management Meeting *City Hall*
- 04/13/20 Holtville City Council Meeting *(may be telephonic)* *City Hall*
- 04/27/20 Holtville City Council Meeting *(may be telephonic)* *City Hall*

Most future events cancelled or on hold

If you have any questions about any of the information presented, please feel free to contact me directly.

Respectfully submitted,



Nicholas D. Wells
(760) 356-4574

**City of Holtville
REPORT TO CITY COUNCIL**

DATE ISSUED: March 19, 2020
FROM: Kariza Preciado, Finance Supervisor
SUBJECT: Mid-Year Budget Review

MEETING DATE:	<u>03/23/20</u>
ITEM NUMBER	<u>3 b</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

General Fund

As of March 19, 2020 the General Fund has a \$336,859 revenue deficit. The City has received 63% of its projected revenue to date and 79% of its total budgeted expenditures. The City should see its revenues from other agencies such as OES reimbursements, Kinkaid Fire reimbursement and State COPS funding begin to trickle in at the next few months.

Water Fund

The water fund is seeing a revenue surplus of \$225,547. This is due to normal business activity. The total revenues collected as of March 19, 2020 are \$1,290,547 or 84% of the total budgeted amount.

Sewer Fund

As of March 5, 2020, Sewer has a revenue surplus of \$404,538. Business activities have continued normally with total revenues at 74% of the total budgeted amount and expenditures at 53%.

Trash

Trash has a revenue deficit of \$6,005 from regular business activity. The total expenditures for the month of March 2020 are \$12,455 to \$16,401 in revenues.

Respectfully submitted,



Kariza Preciado

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>03/23/20</u>
ITEM NUMBER	<u>3 c</u>
Approvals	CITY MANAGER <u></u>
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 16, 2020
FROM: Alex Silva, Fire Chief
SUBJECT: Monthly Report for February, 2020

**THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS
REQUIRED OF THE CITY COUNCIL.**

During the month of February, 2020 we had 96 calls. One of our busiest months. February brought us our Carrot Parade and Festival. We didn't have any significant calls during the week. We held some training with our schools. The following is the monthly report for February 2020.

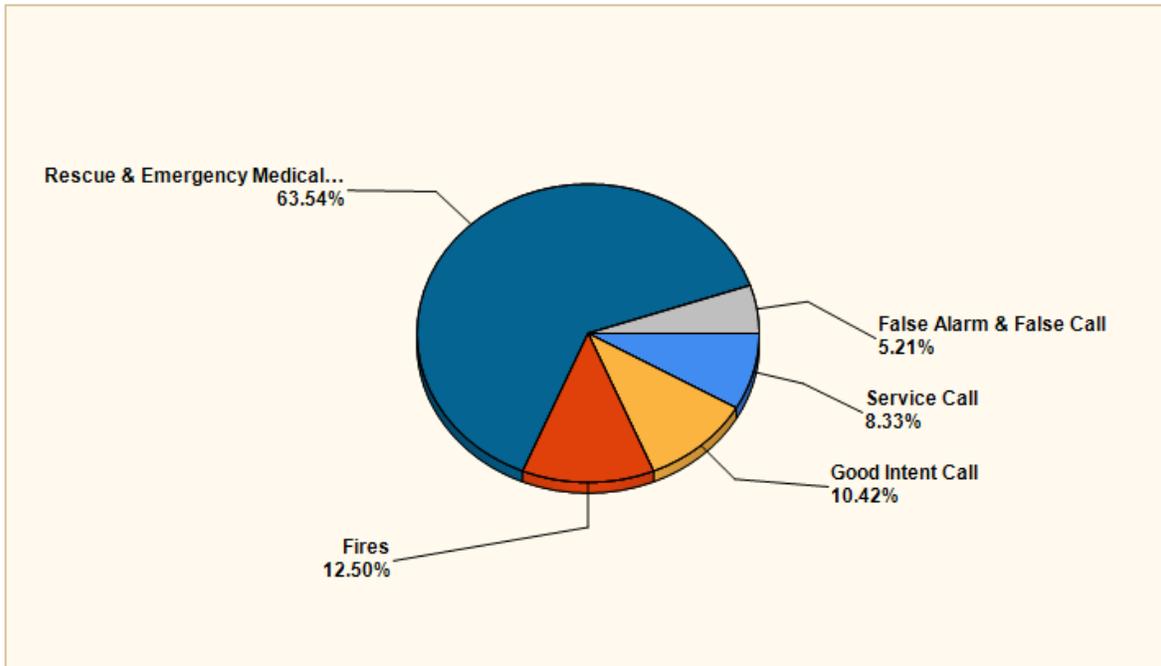
The following is the monthly report for February, 2020

Emergency calls	96
Training hours	226
Residential inspections	82
Commercial inspections	11

Cordially submitted



Alex Silva, Fire Chief



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	12	12.50%
Rescue & Emergency Medical Service	61	63.54%
Service Call	8	8.33%
Good Intent Call	10	10.42%
False Alarm & False Call	5	5.21%
TOTAL	96	100.00%

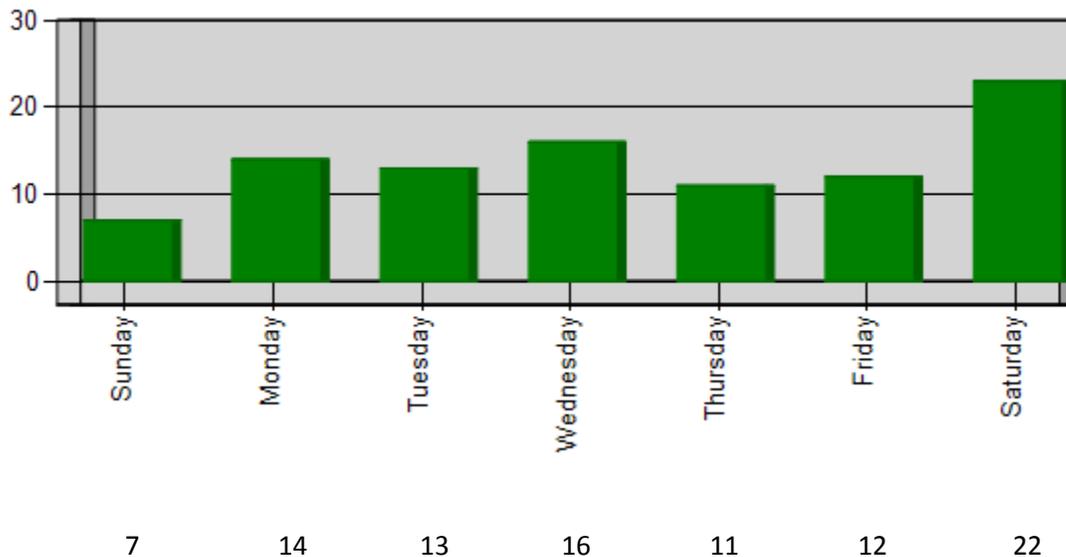
ACTION TAKEN	# INCIDENTS	PERCENTAGE
00 - Action taken, other	1	1.04%
11 - Extinguishment by fire service personnel	10	10.42%
12 - Salvage & overhaul	9	9.38%
14 - Contain fire (wildland)	2	2.08%
16 - Control fire (wildland)	1	1.04%
22 - Rescue, remove from harm	1	1.04%
31 - Provide first aid & check for injuries	3	3.13%
32 - Provide basic life support (BLS)	60	62.5%
46 - Decontaminate persons or equipment	2	2.08%
55 - Establish safe area	3	3.13%

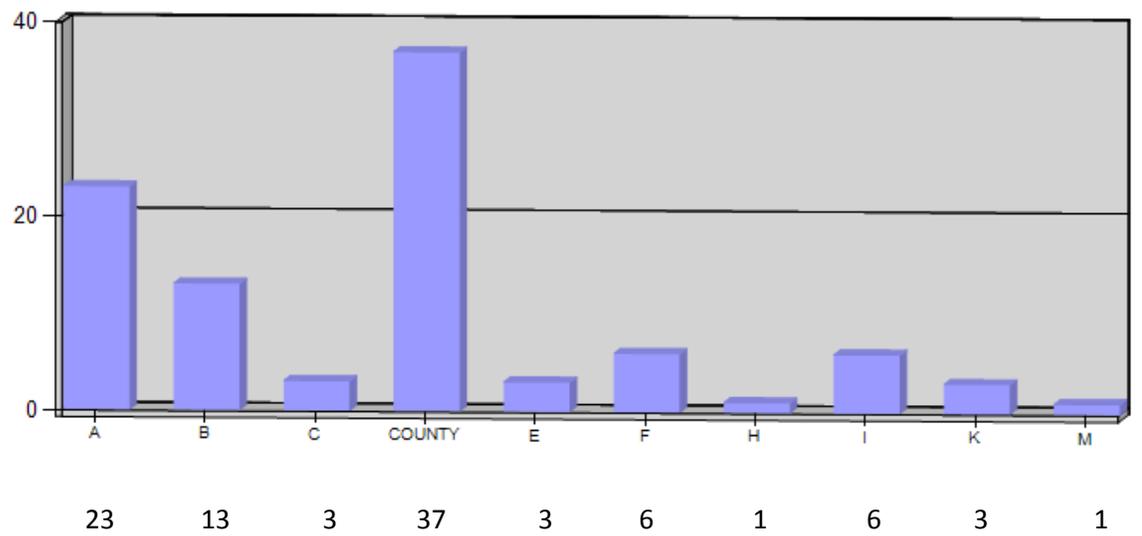
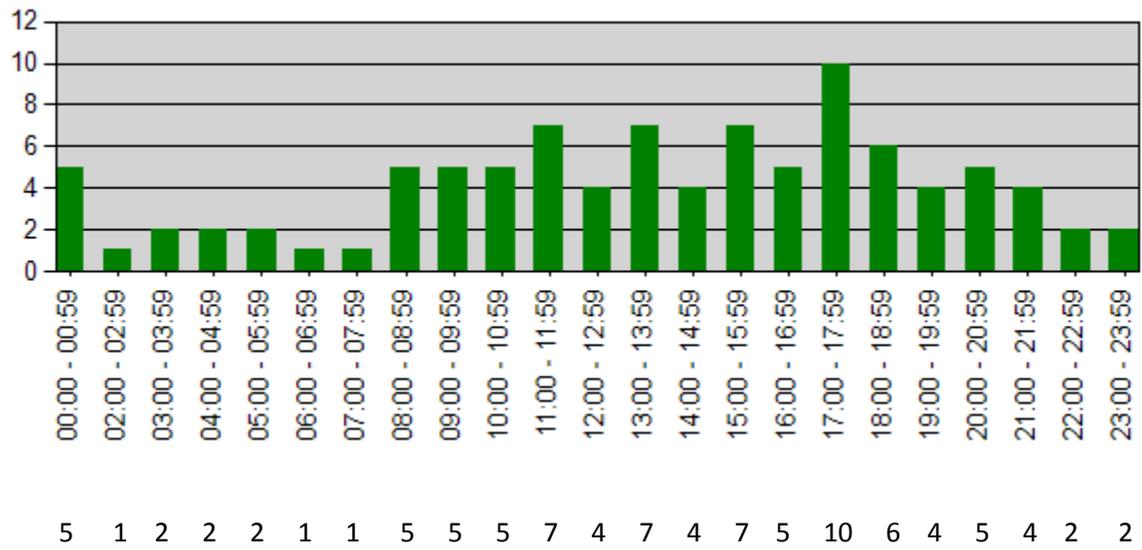
63 - Restore fire alarm system	3	3.13%
71 - Assist physically disabled	4	4.17%
73 - Provide manpower	2	2.08%
84 - Refer to proper authority	1	1.04%
86 - Investigate	7	7.29%
87 - Investigate fire out on arrival	1	1.04%
93 - Cancelled en route	7	7.29%

TOTAL: 117

TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
6	\$775,000.00	\$35,600.00	\$810,600.00	\$135,100.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2020-092	02/05/2020	746 - Carbon monoxide detector activation, no CO	\$0.00	\$100.00	\$100.00	0.01%
2020-094	02/05/2020	111 - Building fire	\$500,000.00	\$20,000.00	\$520,000.00	64.15%
2020-105	02/10/2020	322 - Motor vehicle accident with injuries	\$4,000.00	\$0.00	\$4,000.00	0.49%
2020-119	02/14/2020	137 - Camper or recreational vehicle (RV) fire	\$20,000.00	\$10,000.00	\$30,000.00	3.70%
2020-121	02/14/2020	142 - Brush or brush-and-grass mixture fire	\$1,000.00	\$500.00	\$1,500.00	0.19%
2020-132	02/18/2020	111 - Building fire	\$250,000.00	\$5,000.00	\$255,000.00	31.46%





City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>03/23/20</u>
ITEM NUMBER	<u>2 d</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 17, 2020

FROM: Frank Cornejo
Water/Wastewater Operations Supervisor

SUBJECT: Water / Wastewater Plant Operations & Maintenance Summary

INFORMATION ONLY FOR CITY COUNCIL – NO ACTION REQUIRED AT THIS TIME

The purpose of this report is to inform council of all operations and maintenance activities carried out at the City's Water/Wastewater treatment facilities during the period between 03/03/20 to 03/17/20.

Also included with this report is a summary of all Pretreatment Program related activities conducted during the 1st Quarter of 2020.

WATER TREATMENT PLANT:

- Staff completed electrical and plumbing modifications to the clearwell emergency pump.
- Staff completed installation of new MicroTol Turbidity analyzer on Filter #3.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records resolved as required.

WATER TREATMENT PLANT:

- Staff assisted contractor with loading of Class B biosolids for annual hauling to Hidden Valley Farms in Dateland, AZ.
- Tom Watson Electric Co. completed replacements of SCADA server emergency backup batteries and put system back into service.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

PRETREATMENT PROGRAM:

FOG INSPECTIONS: (submitted by Hector Orozco by Lui Garza)

Taco shop: On 2/5/20 We inspected the restaurant and followed up on the issue of overflowing grease. The trap was cleaned, and all the fat had been removed. The grease trap room was also cleaned and in ok condition. Ketzia provided us with filled out BMPs and they passed inspection. The issue was resolved in a timely manner.

DONUT AVE - On 2/13/20 Hector spoke with Ernesto and followed up on the findings from the previous inspection. Fortunately, this time around the grease trap was back in clean shape and the BMPs logs were being filled out correctly. The grease trap had some floating grease on top, but it passed inspection. Ernesto was notified of our intent to continue regular visits to ensure proper grease trap FOG maintenance.

PALMITAS - On 02/20/20 Hector inspected the restaurant and met with Ofelia (shift mgr.). The grease trap was in better condition but still needed to remove solids from bottom. BMPs were filled out but some information missing. Ofelia was given a verbal warning to have the issues fixed before we returned for our next inspection or a written warning would be given.

Wong's Kitchen - On 2/5/20 We inspected the restaurant and met with Wong (owner). The grease trap was clean, and he provided us with his up to date BMP logs. Inspection passed.

Highline Cooling - On 02/5/20 Hector and I inspected the facility. Their ammonia system is a closed loop system that will not affect the city's sewer system. They also have sensors throughout the facility to alert for any possible leaks down to 25 ppm. Their chemical room had a drain system that led to the sewer but that has been sealed off with cement in order to avoid any spillage into the city's sewer. There is a small lift station within the premises of the facility, we recommended that they install a high level alarm in order to avoid a sewer spill in the event that their pump fails. We will follow up with them on this during their next inspection.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Frank Cornejo', with a stylized flourish at the end.

Frank Cornejo, Water/Wastewater Operations Supervisor
City of Holtville

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>03/23/20</u>
ITEM NUMBER	<u>3 e</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 20, 2020
FROM: Alex Chavez, Public Works Foreman
SUBJECT: Bi Monthly Report - Public Works

THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.

The purpose of this report is to inform Council of Public Works activities since the last council meeting. Public Works has been actively working on or completed the following:

- Cleared sewer plugs at different locations in town.
- Repaired water service line leaks.
- Worked with the Sheriff's Department to clean up graffiti at park and around town.
- Patch potholes in different locations in town.
- Caught 2 dogs and 4 cats.
- Completed 2019 Cross Connection program.
- Completed 2019 Hydrant flushing program.
- Pumped out Apple Court retention basin.
- Pumped out storm water on 6th St. in front of Little Vikes.
- Installed 2 one-inch water meters.
- Installed 6 ¾-inch water meters.

Respectfully Submitted,



Alejandro Chavez
Public Works Foreman