

AGENDA (Revised)
REGULAR MEETING OF THE HOLTVILLE CITY COUNCIL
121 WEST FIFTH STREET, HOLTVILLE, CALIFORNIA

July 13, 2015
OPEN SESSION
6:00 PM

Ginger Ward, Mayor
Jim Predmore, Mayor Pro Tem
Mike Goodsell, Council Member
David Bradshaw, Council Member
Richard Layton, Council Member

Steve Walker, City Attorney
Denise Garcia, Interim City Clerk
Nick Wells, City Manager
Pete Mellinger, City Treasurer

THIS IS A PUBLIC MEETING

If there is an item on the agenda on which you wish to be heard, please come forward to the microphone at the time the item is being addressed. State your name for the record. All other items can be addressed during the Public Comments portion of the agenda. The Mayor reserves the right to place a time limit on each person asking to be heard.

CITY COUNCIL

CLOSED SESSION 5:30 PM

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957.6)re

Agency Negotiator: City Manager/City Attorney
Classified Employees

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6)

City Manager Evaluation
Evaluation Criteria

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:

(Government Code Section 54956.9(a))

City of Holtville vs. Black Dog Farms
City of Holtville vs. Willowbend Mobile Home Park

CITY COUNCIL: Meeting Called To Order

PLEDGE OF ALLEGIANCE:

INVOCATION:

CITY CLERK RE: Verification of Posting of the Agenda

EXECUTIVE SESSION ANNOUNCEMENTS: Steve Walker, City Attorney

PUBLIC COMMENTS: This is time for the public to address the City Council **on any item not appearing on the agenda** that is within the subject matter jurisdiction of the City Council. The Mayor reserves the right to limit the speaker's time. The Mayor will recognize you and when you come to the microphone, please state your name and address for the record. You are not allowed to make personal attacks on individuals or make comments which are slanderous or which may invade an individual's personal privacy.

CONSENT AGENDA:

The items on the Consent Agenda are to be approved without comment. Should any Council Member or member of the public wish to discuss any item, they may request that the item be removed from the Consent Agenda and placed on the New Business Agenda.

1. Approval of the Minutes from the Meeting of June 22, 2015.
2. Current Demands 34739 to 34852

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUE:

UNFINISHED BUSINESS:

None

NEW BUSINESS:

- 3. Discussion/Related Action** to Adopt **RESOLUTION #15-17** approving the Sick Leave Policy for Unrepresented, Unbenefited, Part-Time Employees, City Policy #300-08 – Denise Garcia, Personnel Technician
- 4. Discussion/Related Action** to Adopt **RESOLUTION #15-18** Accepting the Outfall Main Pipeline Improvements as Completed – **Justina Arce, City Planner**
- 5. Discussion/Related Action** regarding Adoption of **RESOLUTION #15-19** Awarding the Construction Contract to Pacific Hydrotech for Construction Services for the Holtville Wastewater Treatment Plant Improvement Project – **Justina Arce, City Planner**
- 6. Discussion/Related Action** to Adopt **RESOLUTION #15-20** Authorizing the City Clerk to Execute a Certificate of Acceptance for a Grant of Easement – **Justina Arce, City Planner**
- 7. Discussion/Related Action** to Direct Staff to Negotiate the Scope and Cost of a Contract with a Selected Qualified Firm to Perform Consultant Services in Fulfillment of the Sustainable Communities Planning Grant from the Department of Conservation – Nick Wells, City Manager
- 8. Discussion/Related Action** Regarding Surplus of Replaced Street Signs – Nick Wells, City Manager

INFORMATION ONLY:

- 9. Discussion Only** Regarding Establishment of a Committee to Make Recommendations on Animal Care and Control in the City and Assist in Implementation – Nick Wells, City Manager
- 10. Discussion Only** Regarding Average Development Impact Fees for Imperial County – Nick Wells, City Manager
- 11. City Manager Report** – Nick Wells
 - a.** Police Chief – Manuel DeLeon
 - b.** Water/Wastewater Supervisor – Frank Cornejo
 - c.** Public Works Supervisor – Alex Chavez
 - d.** Quarterly Planning Report – Justina Arce
 - e.** Quarterly Grant Report – Justina Arce
 - f.** City Engineer – Jack Holt

12. Items for Future Meetings:

ADJOURNMENT:

I, Denise Garcia, Interim City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall on July 10, 2015.

①

MEETING DATE:	7-13-15
APPROVED FOR AGENDA	
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

**THE MINUTES OF THE REGULAR MEETING OF
THE HOLTVILLE CITY COUNCIL**

June 22, 2015

The regular meeting of the Holtville City Council was held on Monday, June 22, 2015 at 5:30 p.m. in the Civic Center. Council Members present were, Mike Goodsell, Ginger Ward, and Jim Predmore. Richard Layton and David Bradshaw were absent. Staff members present were Nick Wells, Denise Garcia and Alex Silva. Martin Gonzalez was present in the absence of City Attorney Steve Walker. City Treasurer Pete Mellinger, City Engineer Jack Holt and City Planner Justina Arce were also present.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

Mayor Ginger Ward called the meeting to order at 5:29 p.m.

CITY COUNCIL & SUCCESSOR AGENCY OPEN SESSION MEETING CALLED TO ORDER:

Mayor Ginger Ward called the meeting to order at 6:03 p.m.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mayor Ginger Ward.

INVOCATION:

Pastor Richard Moore, Trinity Baptist Church Church

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

The Interim City Clerk verified that the agenda was duly posted on June 19, 2015.

EXECUTIVE SESSION ANNOUNCEMENTS:

None

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957.6)

Agency Negotiator: City Manager/City Attorney

Classified Employees

No Reportable Action Taken.

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6)

City Manager Evaluation

Evaluation Criteria

No Reportable Action Taken.

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:

(Government Code Section 54956.9(a))

City of Holtville vs. Black Dog Farms

City of Holtville vs. Willowbend Mobile Home Park

No Reportable Action Taken.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

1. Approval of the Regular Minutes of the City Council Meeting of June 8, 2015.

2. Current Demands #34709 To #34738.

A motion was made by Mr. Predmore and seconded by Mr. Goodsell to approve Consent Agenda item 1 & 2. The motion carried in the form of a roll call vote.

AYES: Ward, Goodsell, Predmore

NOES: None

ABSENT: Layton, Bradshaw

ABSTAIN: None

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:

Denise Garcia reported funds received by the City from I.I.D. were anticipated to go towards offering swim lessons at the City Pool this season.

Alex Silva stated that he thought the Ice Cream Social turned out great and was well attended. He also discussed the City's possibility of being called out for Mutual Aid Strike Team for fires in San Bernardino County.

City Treasurer thanked everyone for their support in the recent decision made by the Imperial Valley College Board members to name the College Agriculture Building, "Mellinger Hall".

Jim Predmore reported that he attended a SCAG meeting as well as the Ice Cream Social.

Ginger Ward reported that she attended the I.V.C. Board Meeting to show support for Pete Mellinger, and the naming of the College Agriculture Building after him. She also informed Council that she attended an award ceremony where I.I.D. presented a check in the amount of \$2,000 intended for the City of Holtville Summer Swim Program.

Mike Goodsell reported that he attended an Airport Land Use Meeting, and that he attended the Ice Cream Social, thanking Jim Predmore for his assistance at his booth.

UNFINISHED BUSINESS:

3. Discussion/Related Action to adopt RESOLUTION #15-14 Adopting the Budget for the 2015-2016 Fiscal Year – Nick Wells, City Manager

A motion was made by Mike Goodsell and seconded by Jim Predmore to adopt Resolution #15-14 Adopting the Budget for the 2015-2016 Fiscal Year. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Ward, Goodsell, Predmore

NOES: None

ABSENT: Bradshaw, Layton

ABSTAIN: None

NEW BUSINESS:

4. Discussion/Related Action regarding Adoption of RESOLUTION #15-16 Authorizing a One Time Payment of One Percent (1%) Cost of Living Adjustment to Permanent Full-Time Employees of the City of Holtville Covered Under the 2010 Memoranda of understanding for Management/Supervisory and Classified Personnel – Nick Wells, City Manager

A motion was made by Mr. Predmore and seconded by Mr. Goodsell to approve Resolution #15-16 authorizing a one-time payment of one percent (1%) cost of living adjustment to permanent full time employees of the City of Holtville covered under the 2010 Memorandum of Understanding for Management/Supervisory and Classified Personnel. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Ward, Goodsell, Predmore

NOES: None

ABSENT: Layton, Bradshaw

ABSTAIN: None

5. Discussion/Related Action regarding Adoption of RESOLUTION 15-15 Requesting FY 2014-15 Article 8e Funds for Bus Shelters/Benches – Justina Arce, City Planner

A motion was made by Mr. Goodsell and seconded by Mr. Predmore to adopt Resolution #15-15 requesting Article 8e Funds for bus shelters and benches. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Ward, Goodsell, Predmore

NOES: None

ABSENT: Layton, Bradshaw

ABSTAIN: None

6. Discussion/Related Action to Establish a Committee to Make Recommendations on Animal Care and Control in the City including Establishment of a “Trap-Neuter-Release” (TNR) Program – Nick Wells, City Manager

Direction was given to City Manager to form a five-person committee and to bring back information at the next meeting regarding the TNR Program.

INFORMATION ONLY:

7. Discussion Only regarding Average Development Impact Fees Imperial County Wide – City Manager, Nick Wells

Discussion Only; no action taken. Direction was given to City Manager to meet with Council Member Bradshaw directly and discuss specific fees for this item.

8. City Manager Report – Nick Wells

- a. Fire Chief – Alex Silva
- b. Water/Wastewater Supervisor – Frank Cornejo
- c. Public Works Supervisor – Alex Chavez

Written reports were provided by the following: City Manager, Water/Wastewater Supervisor, Fire Chief, and Public Works Foreman.

9. Items for Future Meetings

- None

ADJOURNMENT:

There being no further business to come before Council, Mayor Ward adjourned the meeting at 6:56 p.m.

Virginia Ward, Mayor

Denise Garcia, Interim City Clerk

Council Minutes 06/22/15

2

CITY OF HOLTVILLE Monthly Check Register

MEETING DATE:	7-13-15
APPROVED FOR AGENDA Page:	1
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

Date : 7/8/2015 9:14:00 AM
 User Name : Lee Ann

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Calendar Month/Year : <ALL> <ALL>						
Check Number : 34739		Check Date : 6/24/2015				
Vendor : 8360 WEST COAST RESOLUTION GROUP						
10	67981	6/23/2015	CASE#M15B1114	MEDIATION DEPOSIT FOR CITY OF <i>Holtville v. Black Dog</i>		975.00
Invoice Amount : 975.00		Discount Amount : 0.00		Check Amount :		975.00
Check Number : 34740		Check Date : 6/25/2015				
Vendor : 8161 A1 GOLF CARS						
12	68074	6/24/2015	4701	REPAIRS TO GOLF CART		<i>PW</i> 128.96
Invoice Amount : 128.96		Discount Amount : 0.00		Check Amount :		128.96
Check Number : 34741		Check Date : 6/25/2015				
Vendor : 2149 ACME STAFFING						
12	67839	6/16/2015	18065	TEMP. EMPLOYEE		840.40
12	67920	6/22/2015	18032	TEMP. EMPLOYEE		<i>PW</i> 840.40
12	68069	6/24/2015	18093	TEMP EMPLOYEE WWTP		<i>PW</i> 840.40
Invoice Amount : 2,521.20		Discount Amount : 0.00		Check Amount :		2,521.20
Check Number : 34742		Check Date : 6/25/2015				
Vendor : 1771 AIRWAVE COMMUNICATION						
10	68062	6/24/2015	428754	REPAIRS TO RADIO		<i>FD</i> 110.00
Invoice Amount : 110.00		Discount Amount : 0.00		Check Amount :		110.00
Check Number : 34743		Check Date : 6/25/2015				
Vendor : 7985 ALEJANDRO CHAVEZ						
11	67982	6/23/2015	7327	WORK BOOT REIMB.		<i>PW</i> 29.70
12	67982	6/23/2015	7327	WORK BOOT REIMB.		<i>PW</i> 29.70
Invoice Amount : 59.40		Discount Amount : 0.00		Check Amount :		59.40
Check Number : 34744		Check Date : 6/25/2015				
Vendor : 2401 ALL AMERICAN SEWER TOOLS						
12	67880	6/16/2015	51040	GAUGE; VACUUM PRESSURE; GAUGE		<i>PW</i> 141.96
Invoice Amount : 141.96		Discount Amount : 0.00		Check Amount :		141.96
Check Number : 34745		Check Date : 6/25/2015				
Vendor : 1433 APPLIED INDUSTRIAL TECHNOLOGIES						
12	67910	6/22/2015	7005361540	GLOVES		<i>PW</i> 133.27
Invoice Amount : 133.27		Discount Amount : 0.00		Check Amount :		133.27
Check Number : 34746		Check Date : 6/25/2015				
Vendor : 8363 ARTURO LOPEZ						
11	68009	6/23/2015	852 OAK	WATER DEPOSIT REFUNDED		<i>Admin</i> 135.95
Invoice Amount : 135.95		Discount Amount : 0.00		Check Amount :		135.95
Check Number : 34747		Check Date : 6/25/2015				
Vendor : 2378 AT&T						
10	68011	6/23/2015	JUNE 2015	PHONE CHARGES		737.37
11	68011	6/23/2015	JUNE 2015	PHONE CHARGES		<i>Admin</i> 103.27
12	68011	6/23/2015	JUNE 2015	PHONE CHARGES		80.00
Invoice Amount : 920.64		Discount Amount : 0.00		Check Amount :		920.64
Check Number : 34748		Check Date : 6/25/2015				
Vendor : 1452 AVAYA , INC.						
10	67996	6/23/2015	2733460302	TELEPHONE EQUIPMENT		<i>PD</i> 69.77
Invoice Amount : 69.77		Discount Amount : 0.00		Check Amount :		69.77
Check Number : 34749		Check Date : 6/25/2015				
Vendor : 4617 BAJA DESERT TIRE						
11	67813	6/15/2015	29748	TIRES FOR PW VEHICLE		<i>PW</i> 1,267.01
10	67814	6/15/2015	29416	TIRE FOR WATER TRUCK		449.68
Invoice Amount : 1,716.69		Discount Amount : 0.00		Check Amount :		1,716.69

CITY OF HOLTVILLE

Monthly Check Register

Date : 7/8/2015 9:14:00 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 34750 Check Date : 6/25/2015						
Vendor : 8166 BOUNDTREE						
10	67792	6/15/2015	81779480	MEDICAL SUPPLIES		315.12
Invoice Amount : 315.12		Discount Amount : 0.00		Check Amount :		315.12
Check Number : 34751 Check Date : 6/25/2015						
Vendor : 2232 BRENNTAG PACIFIC, INC.						
11	68071	6/24/2015	BPI532235	COPPER SULFATE		2,967.33
Invoice Amount : 2,967.33		Discount Amount : 0.00		Check Amount :		2,967.33
Check Number : 34752 Check Date : 6/25/2015						
Vendor : 1652 CARDIAC SCIENCE						
10	68054	6/24/2015	1653240	MEDICAL SUPPLIES		294.56
Invoice Amount : 294.56		Discount Amount : 0.00		Check Amount :		294.56
Check Number : 34753 Check Date : 6/25/2015						
Vendor : 7688 CINTAS FIRST AID & SAFETY						
10	67995	6/23/2015	5003120600	RESTOCK MEDICAL BOX AT CITY SHOP		88.34
Invoice Amount : 88.34		Discount Amount : 0.00		Check Amount :		88.34
Check Number : 34754 Check Date : 6/25/2015						
Vendor : 8119 CITY OF IMPERIAL						
10	67984	6/23/2015	1734	PLAN CHECK FOR APRIL 2015		660.27
Invoice Amount : 660.27		Discount Amount : 0.00		Check Amount :		660.27
Check Number : 34755 Check Date : 6/25/2015						
Vendor : 1031 COSTCO WHOLESALE						
10	67998	6/23/2015	31927	SUPPLIES FOR ICE CREAM SOCIAL		25.90
10	67999	6/23/2015	31845	SUPPLIES FOR COUNCIL MEETING		111.94
Invoice Amount : 137.84		Discount Amount : 0.00		Check Amount :		137.84
Check Number : 34756 Check Date : 6/25/2015						
Vendor : 2320 COUNTY MOTOR PARTS						
10	67790	6/15/2015	188974	WELDABLE STEEL		107.96
10	67821	6/15/2015	189058	BULB REPLACEMENT		5.57
10	67822	6/15/2015	189420	WELDABLE STEEL		20.27
10	67823	6/15/2015	189182	SCREW; WASHER		4.04
10	67827	6/15/2015	189008	WELDABLE STEEL		74.09
10	67841	6/16/2015	189145	FUSE; TERMINAL; CONNECTOR (C		28.06
10	67842	6/16/2015	189116	BATTERY TERMINAL		6.48
10	67843	6/16/2015	187919	BATTERY		139.16
10	67844	6/16/2015	187378	FUEL TANK		93.20
10	67924	6/22/2015	182919	REPAIR PARTS		28.82
11	68014	6/24/2015	190424	LIGHT BULB		49.03
10	68065	6/24/2015	189676	SPARK PLUG		3.11
Invoice Amount : 559.79		Discount Amount : 0.00		Check Amount :		559.79
Check Number : 34757 Check Date : 6/25/2015						
Vendor : 1907 COUNTY OF SAN DIEGO, RCS						
10	67940	6/22/2015	15HOLTFDN11	800 MHZ RADIOS		733.17
11	67940	6/22/2015	15HOLTFDN11	800 MHZ RADIOS		70.67
12	67940	6/22/2015	15HOLTFDN11	800 MHZ RADIOS		70.66
Invoice Amount : 874.50		Discount Amount : 0.00		Check Amount :		874.50
Check Number : 34758 Check Date : 6/25/2015						
Vendor : 7932 CR&R INCORPORATED						
10	68084	6/25/2015	MAY 2015	TRASH SERVICE FOR MAY 2015		(3,225.54)
13	68084	6/25/2015	MAY 2015	TRASH SERVICE FOR MAY 2015		17,835.34
Invoice Amount : 14,609.80		Discount Amount : 0.00		Check Amount :		14,609.80

CITY OF HOLTVILLE

Monthly Check Register

Date : 7/8/2015 9:14:00 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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Check Number : 34759 Check Date : 6/25/2015						
Vendor : 1435 DEL SOL MARKET						
10	68001	6/23/2015	2493	SUPPLIES FOR ICE CREAM SOCIAL	Council	14.90
10	68033	6/24/2015	2495	ICE CREAM FOR SOCIAL 6/12/15		92.28
Invoice Amount : 107.18		Discount Amount : 0.00		Check Amount :		107.18
Check Number : 34760 Check Date : 6/25/2015						
Vendor : 1845 DEPT OF JUSTICE						
10	67997	6/23/2015	102206	FINGERPRINT APPLICATIONS LIFE GUARDS	PW	96.00
Invoice Amount : 96.00		Discount Amount : 0.00		Check Amount :		96.00
Check Number : 34761 Check Date : 6/25/2015						
Vendor : 8337 DESERT VETERINARY GROUP						
10	68026	6/24/2015	124921	ANIMAL CARE/ DISPOSAL	ACO	67.00
Invoice Amount : 67.00		Discount Amount : 0.00		Check Amount :		67.00
Check Number : 34762 Check Date : 6/25/2015						
Vendor : 1010 ELMS EQUIPMENT RENTALS						
10	67879	6/16/2015	2106572-0001	CHAIN LOOP;	PW	196.25
Invoice Amount : 196.25		Discount Amount : 0.00		Check Amount :		196.25
Check Number : 34763 Check Date : 6/25/2015						
Vendor : 1248 EMERGENCY MEDICAL PRODUCTS, INC.						
10	67938	6/22/2015	1743617	MEDICAL SUPPLIES	FD	1,016.26
Invoice Amount : 1,016.26		Discount Amount : 0.00		Check Amount :		1,016.26
Check Number : 34764 Check Date : 6/25/2015						
Vendor : 4559 FASTENAL						
11	67838	6/16/2015	CAEL170786	REPAIR PARTS	PW	45.82
Invoice Amount : 45.82		Discount Amount : 0.00		Check Amount :		45.82
Check Number : 34765 Check Date : 6/25/2015						
Vendor : 4662 FERNANDO RUIZ, INC.						
10	67916	6/22/2015	124505	SAFETY TRAINING	PW	235.00
11	67916	6/22/2015	124505	SAFETY TRAINING		235.00
12	67916	6/22/2015	124505	SAFETY TRAINING		235.00
Invoice Amount : 705.00		Discount Amount : 0.00		Check Amount :		705.00
Check Number : 34766 Check Date : 6/25/2015						
Vendor : 2306 GALLS						
10	67907	6/22/2015	3634556	UNIFORM SHRTS	FD	468.05
Invoice Amount : 468.05		Discount Amount : 0.00		Check Amount :		468.05
Check Number : 34767 Check Date : 6/25/2015						
Vendor : 7847 GAS COMPANY						
11	67845	6/16/2015	JUNE 2015	FUEL	PW	29.75
11	68019	6/24/2015	FINAL BILL	CLOSING BILL FOR GAS AT CITY YARD		12.95
Invoice Amount : 42.70		Discount Amount : 0.00		Check Amount :		42.70
Check Number : 34768 Check Date : 6/25/2015						
Vendor : 1488 GREG BENTLY ELECTRIC						
10	68021	6/24/2015	2015087	ELECTRICAL WORK AT CITY POOL	PW	70.59
11	68072	6/24/2015	2015100	RECONNECT BLOWER MOTOR; RE		790.94
Invoice Amount : 861.53		Discount Amount : 0.00		Check Amount :		861.53
Check Number : 34769 Check Date : 6/25/2015						
Vendor : 1092 HACH COMPANY						
11	67833	6/16/2015	9406143	CALIBRATION KIT; LAMP ASSY	PW	563.47
Invoice Amount : 563.47		Discount Amount : 0.00		Check Amount :		563.47
Check Number : 34770 Check Date : 6/25/2015						
Vendor : 1471 HD SUPPLY WATERWORKS, LTD						

CITY OF HOLTVILLE

Monthly Check Register

Date : 7/8/2015 9:14:00 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>						
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11	67787	6/15/2015	D912264	COUPLING; STARGRIP RESTRAINT		878.89
11	67874	6/16/2015	D897028	COUPLINGS; WASHERS; BOXES; RI		2,742.76
Invoice Amount		: 3,621.65	Discount Amount		: 0.00	Check Amount : 3,621.65
Check Number		: 34771	Check Date		: 6/25/2015	
Vendor : 8353 HECTOR OROZCO						
10	68081	6/24/2015	JUNE 2015	CELL PHONE		64.08
Invoice Amount		: 64.08	Discount Amount		: 0.00	Check Amount : 64.08
Check Number		: 34772	Check Date		: 6/25/2015	
Vendor : 1015 HOLT GROUP, THE						
22	68034	6/24/2015	15-04-002	(361) CONSTRUCTION MANAGEME		13,164.00
22	68035	6/24/2015	15-04-003	(426) ENGINEERING SERVICES FOF		1,000.00
12	68036	6/24/2015	15-04-004	(004) WASTEWATER TREATMENT F		17,740.00
10	68037	6/24/2015	15-04-005	(440) PLAN CHECK FOR FLOATING		290.00
10	68038	6/24/2015	15-04-032	(047) GENERAL PLANNING SERVI		3,515.64
10	68039	6/24/2015	15-04-033	(207) BLDG. PERMITS AND HOME O		81.25
22	68040	6/24/2015	15-04-034	(315) ALAMO RIVER TRAIL		272.50
12	68041	6/24/2015	15-04-035	(323) WASTEWATER PLANT APPLIC		451.13
12	68042	6/24/2015	15-04-036	(327) SRF GRANT APPLICATION FO		75.48
22	68043	6/24/2015	15-04-037	(335) ICTC & MISC. TRASPORTATIO		217.50
22	68044	6/24/2015	15-04-038	(374) 9TH ST. IMPROVEMENTS (CEI		329.43
22	68045	6/24/2015	15-04-039	(383) RSTP WALNUT IMPROVEMEN		339.58
22	68046	6/24/2015	15-04-040	(391) ALAMO RIVER HCF GRANT AC		28.75
22	68047	6/24/2015	15-04-041	(394) 4TH ST. IMPROVEMENTS CED		365.00
12	68048	6/24/2015	15-04-042	(408) NAD BANK GRANT CONDITIO		115.00
10	68049	6/24/2015	15-04-043	(414) TENTATIVE PARCEL MAP FOF		57.50
22	68050	6/24/2015	15-04-044	(423) 5TH STREET SIDEWALK IMPR		678.75
22	68051	6/24/2015	15-04-045	(436) COMPLETE STREETS PLAN		86.25
10	68052	6/24/2015	15-04-046	(438) AUTO ZONE SITE PLAN REVIE		1,250.87
Invoice Amount		: 40,058.63	Discount Amount		: 0.00	Check Amount : 40,058.63
Check Number		: 34773	Check Date		: 6/25/2015	
Vendor : 1638 HOME DEPOT/GEFC						
10	67819	6/15/2015	2015531	REPAIRS WOOD BENCHES AT CITY		41.83
10	67820	6/15/2015	3010281	WOODS FOR SIDEWALK FRAMES		176.51
12	67831	6/15/2015	105*255922	PRESSURE WASHER WWTP		214.92
10	68029	6/24/2015	8455	SUPPLIES FOR CONCRETE WORK		39.92
10	68030	6/24/2015	122296	WATER COOLER; FRAMING HAMME		254.76
Invoice Amount		: 727.94	Discount Amount		: 0.00	Check Amount : 727.94
Check Number		: 34774	Check Date		: 6/25/2015	
Vendor : 4642 I.C. PUBLIC HEALTH DEPT. LAB.						
11	67828	6/15/2015	16924	WATER ANALYSIS		120.00
11	68073	6/24/2015	16999	WATER ANALYSIS		120.00
Invoice Amount		: 240.00	Discount Amount		: 0.00	Check Amount : 240.00
Check Number		: 34775	Check Date		: 6/25/2015	
Vendor : 1153 I.V. REGIONAL OCCUPATIONAL PROGRAM						
10	67986	6/23/2015	MAY 2015	FINGERPRINTING FEES FOR LIFEGUARDS		100.00
Invoice Amount		: 100.00	Discount Amount		: 0.00	Check Amount : 100.00
Check Number		: 34776	Check Date		: 6/25/2015	
Vendor : 1026 IMPERIAL IRRIGATION DISTRICT						
10	68003	6/23/2015	JUNE 2015 PARKS	ELECTRICITY PARKS		1,921.71
10	68004	6/23/2015	JUNE 2015	ELECTRICITY		4,909.79
11	68004	6/23/2015	JUNE 2015	ELECTRICITY		8,945.97

CITY OF HOLTVILLE

Monthly Check Register

Date : 7/8/2015 9:14:00 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
12	68004	6/23/2015	JUNE 2015	ELECTRICITY		4,250.16
Invoice Amount : 20,027.63		Discount Amount : 0.00		Check Amount :		20,027.63
Check Number : 34777		Check Date : 6/25/2015				
Vendor : 2137 IMPERIAL IRRIGATION DISTRICT (WATER)					PW	
11	67840	6/16/2015	JUNE 2015	RAW WATER CHARGES		4,898.00
Invoice Amount : 4,898.00		Discount Amount : 0.00		Check Amount :		4,898.00
Check Number : 34778		Check Date : 6/25/2015				
Vendor : 1027 IMPERIAL STORES						
10	67786	6/15/2015	555014	BLUE TRAFFIC PAINT; CONTAINER		61.27
10	67788	6/15/2015	688840	CABLE; SLIP HOOK; WIRE ROPE; U		47.33
11	67789	6/15/2015	555166	VALVE BOX		22.73
10	67791	6/15/2015	554107	KEYS		2.45
10	67794	6/15/2015	552591	CLEANING SUPPLIES; VEHICLE WA		34.97
10	67795	6/15/2015	552807	WHITE PAINT; FOR PARKING AREA		24.58
10	67796	6/15/2015	553037	WATER COOLER		24.83
10	67797	6/15/2015	553081	HSS DRILL BIT		2.84
10	67798	6/15/2015	553140	ANCHOR; GLUE; MARKERS		32.93
10	67799	6/15/2015	553462	VECHICLE WASH; TIRE FOAM; SCR		38.73
10	67800	6/15/2015	553609	DRAIN OPENER		10.50
10	67801	6/15/2015	553668	NEEDLE VALVE		12.43
10	67802	6/15/2015	553707	LIQUID GAIN; SPRING CLAMP		32.94
10	67803	6/15/2015	553732	GOO GONE; RAZOR BLADES		10.08
10	67804	6/15/2015	553917	CLEANING SUPPLIES		24.69
10	67805	6/15/2015	553965	BLACK ; CLEAR SPRAY PAINT		6.77
10	67806	6/15/2015	553969	BOOSTER CABLE		38.56
10	67807	6/15/2015	553971	CLEAR SPRAY PAINT		9.40
10	67808	6/15/2015	553976	CLEAR SPRAY PAINT		9.40
11	67816	6/15/2015	556098	CLEANING SUPPLIES		7.29
10	67817	6/15/2015	556132	CLEANING SUPPLIES		37.76
10	67818	6/15/2015	555781	HOSE REMNANT		8.31
11	67848	6/16/2015	554245	SLIP TEE; PVC SLIP CAP; BRUSH; E		33.79
10	67849	6/16/2015	554380	MASKING TAPE; METAL FINISH PA		23.75
10	67850	6/16/2015	554655	SPRAY NOZZLES		12.65
11	67851	6/16/2015	554489	ALCO TOOL; CABLE TIES		3.59
12	67851	6/16/2015	554489	ALCO TOOL; CABLE TIES		3.60
11	67852	6/16/2015	554435	CLEANING SUPPLIES		17.61
12	67852	6/16/2015	554435	CLEANING SUPPLIES		17.61
10	67853	6/16/2015	554713	PLUGS; COUPLINGS; CLEANOUT T		38.56
11	67854	6/16/2015	554715	YELLOW SPRAY PAINT		10.62
10	67855	6/16/2015	554729	PLUGS; ADAPTERS		12.43
10	67856	6/16/2015	554784	CONCRETE MIX FOR SAMAHA PAR		28.65
10	67857	6/16/2015	554815	RED PAINT; CHIP BRUSH		9.98
10	67858	6/16/2015	554848	TRASH BAGS; CARPENTER PENCIL		33.16
10	67859	6/16/2015	554856	FLAT WASHERS		6.50
10	67860	6/16/2015	555022	CONCRETE MIX		61.40
11	67861	6/16/2015	555049	FLEX COUPLING; FLEX CLAMP		18.85
10	67862	6/16/2015	555104	CONCRETE MIX (SIDEWALK 4TH ,		49.12
10	67863	6/16/2015	555109	MOWER STARTER ROPE		3.60
10	67864	6/16/2015	555178	SOCKETS		13.61
10	67865	6/16/2015	555231	ROPE; TARP STRAP		14.83
10	67866	6/16/2015	555355	ROUND UP; DOG FOOD		123.08

CITY OF HOLTVILLE

Monthly Check Register

Date : 7/8/2015 9:14:00 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
10	67867	6/16/2015	555400	BATTERIES		17.27
10	67868	6/16/2015	555427	LIQUID ACID ; BATTERIES		183.41
11	67869	6/16/2015	55438	DRYWAL SCREWS; 90 ELBOW		19.96
11	67870	6/16/2015	555442	WASP AND HORNET SPRAY		5.38
12	67871	6/16/2015	555506	BUG; ANT KILLER; EPOXY; SILICON		93.61
10	67872	6/16/2015	555510	CHAINSAW FILES		17.71
10	67873	6/16/2015	555524	SPRAY NOZZLE; POP UP SPRINKLE		41.47
10	67877	6/16/2015	550427	LIQUID ACID; BATTERIES		183.41
11	67912	6/22/2015	554979	BUSHING		6.96
12	67913	6/22/2015	554943	ADAPTERS; PVC CAPS		4.95
12	67914	6/22/2015	555762	CONCRETE MIX; CLEANING SUPPL		40.75
11	67917	6/22/2015	555438	DRYWL SCREEN; BRASS ELBOW		19.96
10	67923	6/22/2015	554434	CLEANING SUPPLIES; CARPET CLE		155.50
10	67925	6/22/2015	555571	CLEANING SUPPLIES		17.71
10	67926	6/22/2015	555289	CLEANING SUPPLIES		27.63
10	67927	6/22/2015	555186	BATTERY TERMINAL		1.52
10	67928	6/22/2015	555130	BATTERIES		6.45
10	67929	6/22/2015	554861	SAND BAGS		50.44
10	67930	6/22/2015	554717	TRASH BAGS		15.97
10	67931	6/22/2015	554635	CABLE TIES; LOCK		16.76
10	67932	6/22/2015	554623	ECHO BAR; CHAIN OIL		5.51
10	67933	6/22/2015	554577	AIR FILTERS		6.17
10	67934	6/22/2015	554456	TOOL BOX		10.50
10	67935	6/22/2015	554455	CARPET CLEANER		19.69
10	67936	6/22/2015	554440	CLEANING SUPPLIES; NAILS; HAMM		89.18
10	67937	6/22/2015	554408	CLEANING SUPPLIES		12.18
11	68015	6/24/2015	556427	HEAVY DUTY KNEE PADS		54.27
11	68016	6/24/2015	556452	WATER COOLER		37.79
10	68022	6/24/2015	556767	AIR FILTERS FOR A/C		37.74
11	68023	6/24/2015	556804	PIN PUNCH; TAPE RULE		40.38
11	68024	6/24/2015	556820	GLOVES		17.74
12	68024	6/24/2015	556820	GLOVES		17.75
10	68025	6/24/2015	556550	LIQUID ACID		215.78
10	68031	6/24/2015	556837	PAINT ROLLERS; POLES		36.95
10	68055	6/24/2015	556703	COOLER PUMP; TUBES; PUMP SCF		47.65
10	68056	6/24/2015	556705	DISTRIBUTION TUBES		5.12
10	68057	6/24/2015	556704	SPIDER HEAD		5.10
10	68058	6/24/2015	556699	PROPANE		6.10
10	68059	6/24/2015	556604	CLEANING SUPPLIES		13.93
10	68060	6/24/2015	746133	COVERALLS		192.19
10	68061	6/24/2015	556108	TRASH BAGS		15.97
10	68063	6/24/2015	555874	CLEANING SUPPLIES		16.83
10	68064	6/24/2015	555793	BATTERIES		17.27
11	68070	6/24/2015	556122	OUTLET		33.63
Invoice Amount	: 2,920.02		Discount Amount	: 0.00		Check Amount : 2,920.02

Check Number : 34779 Check Date : 6/25/2015

Vendor : 1757 IMPERIAL VALLEY ENVIRONMENTAL LAB

12	67830	6/15/2015	7503	LAB ANALYSIS		1,027.00
12	67911	6/22/2015	7515	LAB ANALYSIS		3,621.00
12	67915	6/22/2015	7498	LAB ANALYSIS		1,546.00
12	67919	6/22/2015	7487	LAB ANALYSIS		332.00

PW

CITY OF HOLTVILLE

Monthly Check Register

Date : 7/8/2015 9:14:00 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
12	68075	6/24/2015	7522	LAB ANALYSIS		1,027.00
Invoice Amount		: 7,553.00	Discount Amount	: 0.00	Check Amount	: 7,553.00
Check Number		: 34780	Check Date	: 6/25/2015		
Vendor		: 8323 IMPERIAL VALLEY HUMAN RESOURCES ASSOCIATION				
10	67978	6/23/2015	DENISE GARCIA	MEMBERSHIP RENEWAL		50.00
Invoice Amount		: 50.00	Discount Amount	: 0.00	Check Amount	: 50.00
Check Number		: 34781	Check Date	: 6/25/2015		
Vendor		: 1148 IMPERIAL VALLEY PRESS				
22	68010	6/23/2015	10825355	REQUEST FOR PROPOSALS	115 AND Grape Phase 2	484.50
Invoice Amount		: 484.50	Discount Amount	: 0.00	Check Amount	: 484.50
Check Number		: 34782	Check Date	: 6/25/2015		
Vendor		: 2303 J&S AG SUPPLIES				
10	67793	6/15/2015	56448	HOSES; FITTINGS		27.33
Invoice Amount		: 27.33	Discount Amount	: 0.00	Check Amount	: 27.33
Check Number		: 34783	Check Date	: 6/25/2015		
Vendor		: 8106 JAMES PREDMORE				
10	67979	6/23/2015	SCAG MTGS.	TRAVEL EXP. REIMB. SCAG MEETING	Council	135.00
Invoice Amount		: 135.00	Discount Amount	: 0.00	Check Amount	: 135.00
Check Number		: 34784	Check Date	: 6/25/2015		
Vendor		: 1110 JORDAN IMPLEMENT CO.				
12	67835	6/16/2015	P11886	VALVE; GSKT VALVE FOR BACKHO		536.85
Invoice Amount		: 536.85	Discount Amount	: 0.00	Check Amount	: 536.85
Check Number		: 34785	Check Date	: 6/25/2015		
Vendor		: 1262 L.N. CURTIS & SONS				
10	67809	6/15/2015	6047633-00	GOLD GEMINI XT GXTREME JACK		999.60
10	68067	6/24/2015	6231289	SERVICE TO DIESEL AIR TRAILER		3,385.66
Invoice Amount		: 4,385.26	Discount Amount	: 0.00	Check Amount	: 4,385.26
Check Number		: 34786	Check Date	: 6/25/2015		
Vendor		: 2278 LA BRUCHERIE IRRIGATION SUPPLY				
10	67811	6/15/2015	102687c	90 ELLS; 45 ELLS		12.42
10	67812	6/15/2015	102562c	90 ELLS; 45 ELLS; CONDITIONER FC		238.14
11	67837	6/16/2015	102221c	PUMP; COUPLING; TUBING		85.31
11	67918	6/22/2015	101561c	PVC PIPE; TUBING		80.89
Invoice Amount		: 416.76	Discount Amount	: 0.00	Check Amount	: 416.76
Check Number		: 34787	Check Date	: 6/25/2015		
Vendor		: 1564 LESLIE'S POOL SUPPLIES				
10	67876	6/16/2015	652-107279	SHOCK FOR POOL		205.19
Invoice Amount		: 205.19	Discount Amount	: 0.00	Check Amount	: 205.19
Check Number		: 34788	Check Date	: 6/25/2015		
Vendor		: 2143 LOWES BUSINESS ACCOUNT				
10	68027	6/24/2015	2447	BLINDS FOR OFFICE		25.64
10	68028	6/24/2015	1298	POWER TOOLS; BITS		333.73
Invoice Amount		: 359.37	Discount Amount	: 0.00	Check Amount	: 359.37
Check Number		: 34789	Check Date	: 6/25/2015		
Vendor		: 4619 LUIS M. ESTRADA				
10	67824	6/15/2015	1062	REPAIRS TO DUMP TRUCK		130.00
12	67829	6/15/2015	1061	REPAIRS TO BACKHOE JCB		630.00
Invoice Amount		: 760.00	Discount Amount	: 0.00	Check Amount	: 760.00
Check Number		: 34790	Check Date	: 6/25/2015		
Vendor		: 1971 METRON - FARNIER				
11	67878	6/16/2015	20568	METERS		1,620.00

CITY OF HOLTVILLE

Monthly Check Register

Date : 7/8/2015 9:14:00 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Invoice Amount : 1,620.00		Discount Amount : 0.00		Check Amount :		1,620.00
Check Number : 34791		Check Date : 6/25/2015				
Vendor : 8011 NICHOLAS WELLS						
10	67987	6/23/2015	JUNE 2015	MILEAGE	Admin	117.30
Invoice Amount : 117.30		Discount Amount : 0.00		Check Amount :		117.30
Check Number : 34792		Check Date : 6/25/2015				
Vendor : 1833 NOBEL SYSTEMS						
10	67985	6/23/2015	13579	GIS ANNUAL SUBSCRIPTION 2015-2	Admin	687.97
Invoice Amount : 687.97		Discount Amount : 0.00		Check Amount :		687.97
Check Number : 34793		Check Date : 6/25/2015				
Vendor : 1037 PARKER'S PHARMACY						
11	67921	6/22/2015	4785464	UPS SERVICE WTP	PW	39.65
11	68068	6/24/2015	4785409	UPS SERVICE		12.43
Invoice Amount : 52.08		Discount Amount : 0.00		Check Amount :		52.08
Check Number : 34794		Check Date : 6/25/2015				
Vendor : 1450 PITNEY BOWES GLOBAL FINANCE SERVICES LLC						
10	68002	6/23/2015	2643668	POSTAGE / FOLDING EQUIPMENT	Admin	97.63
11	68002	6/23/2015	2643668	POSTAGE / FOLDING EQUIPMENT		97.63
12	68002	6/23/2015	2643668	POSTAGE / FOLDING EQUIPMENT		97.63
Invoice Amount : 292.89		Discount Amount : 0.00		Check Amount :		292.89
Check Number : 34795		Check Date : 6/25/2015				
Vendor : 8361 QUALITY FRESH FARMS, INC.						
10	68005	6/23/2015	REFUND	REFUND BUSINESS LICENSE REFUND	Admin	100.00
Invoice Amount : 100.00		Discount Amount : 0.00		Check Amount :		100.00
Check Number : 34796		Check Date : 6/25/2015				
Vendor : 1176 QUILL CORPORATION						
10	67980	6/23/2015	5137937	OFFICE SUPPLIES		18.09
11	67980	6/23/2015	5137937	OFFICE SUPPLIES	PW	73.42
12	67980	6/23/2015	5137937	OFFICE SUPPLIES		73.42
10	67983	6/23/2015	4366455	OFFICE SUPPLIES		30.23
11	67983	6/23/2015	4366455	OFFICE SUPPLIES	Admin	30.23
12	67983	6/23/2015	4366455	OFFICE SUPPLIES		30.24
10	67993	6/23/2015	4646334	OFFICE SUPPLIES		50.06
11	67993	6/23/2015	4646334	OFFICE SUPPLIES		50.06
12	67993	6/23/2015	4646334	OFFICE SUPPLIES		50.07
10	68006	6/23/2015	4981248	OFFICE SUPPLIES		49.01
Invoice Amount : 454.83		Discount Amount : 0.00		Check Amount :		454.83
Check Number : 34797		Check Date : 6/25/2015				
Vendor : 1555 ROBERT S. NELSON AUTOMOTIVE						
10	68053	6/24/2015	10972	REPAIRS TO PICK UP	FD	65.92
Invoice Amount : 65.92		Discount Amount : 0.00		Check Amount :		65.92
Check Number : 34798		Check Date : 6/25/2015				
Vendor : 1443 SEARS COMMERCIAL ONE						
10	68066	6/24/2015	T547292	FURNITURE FOR FD	FD	863.98
Invoice Amount : 863.98		Discount Amount : 0.00		Check Amount :		863.98
Check Number : 34799		Check Date : 6/25/2015				
Vendor : 1043 SELLERS PETROLEUM						
10	67815	6/15/2015	CL75937	FUEL (PW)	PW	732.40
11	67815	6/15/2015	CL75937	FUEL (PW)		624.07
12	67815	6/15/2015	CL75937	FUEL (PW)		699.12
10	67825	6/15/2015	CL75936	FUEL (FD)	FD	608.55

CITY OF HOLTVILLE

Monthly Check Register

Date : 7/8/2015 9:14:00 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Invoice Amount : 2,664.14		Discount Amount : 0.00		Check Amount :		2,664.14
Check Number : 34800		Check Date : 6/25/2015				
Vendor : 8138 SERVICE MASTER						
10	67784	6/15/2015	31162	JANITORIAL SERVICES TO CITY BUILDING	PW	1,309.00
Invoice Amount : 1,309.00		Discount Amount : 0.00		Check Amount :		1,309.00
Check Number : 34801		Check Date : 6/25/2015				
Vendor : 7841 SPARKLETTS						
10	67785	6/15/2015	9431538060115	DRINKING WATER	PW	179.36
10	67826	6/15/2015	9439337-060115	DRINKING WATER	FD	40.42
Invoice Amount : 219.78		Discount Amount : 0.00		Check Amount :		219.78
Check Number : 34802		Check Date : 6/25/2015				
Vendor : 1109 SPRINT						
11	67834	6/16/2015	984297987-083	DATA LINE FOR WTP	PW	23.85
Invoice Amount : 23.85		Discount Amount : 0.00		Check Amount :		23.85
Check Number : 34803		Check Date : 6/25/2015				
Vendor : 2217 SUPERIOR READY MIX CONCRETE						
10	67810	6/15/2015	708614	GLOVES; LEVELS; FLOATS		125.32
10	68017	6/24/2015	712936	CONCRETE 7TH AND PINE		468.36
10	68018	6/24/2015	712935	SUPPLIES	PW	242.82
10	68020	6/24/2015	713613	EXPANSION JOINT; PVC GLOVES		36.05
Invoice Amount : 872.55		Discount Amount : 0.00		Check Amount :		872.55
Check Number : 34804		Check Date : 6/25/2015				
Vendor : 2389 TERMINIX OF IMPERIAL VALLEY						
10	67846	6/16/2015	MAY 2015	PEST CONTROL FOR CITY BUILDING	PW	240.00
Invoice Amount : 240.00		Discount Amount : 0.00		Check Amount :		240.00
Check Number : 34805		Check Date : 6/25/2015				
Vendor : 8331 TRACIE BAUGHN						
11	68082	6/24/2015	2037 ORANGE RD.	WATER DEPOSIT REFUND	Admin	234.34
Invoice Amount : 234.34		Discount Amount : 0.00		Check Amount :		234.34
Check Number : 34806		Check Date : 6/25/2015				
Vendor : 8002 U.S. FLAG and FLAGPOLE SUPPLY						
10	67941	6/22/2015	15-0565	FLAG POLE REPAIRS	PW	192.50
Invoice Amount : 192.50		Discount Amount : 0.00		Check Amount :		192.50
Check Number : 34807		Check Date : 6/25/2015				
Vendor : 1049 UNDERGROUND SERVICE ALERT						
10	67875	6/16/2015	520150320	DIG ALERTS	PW	22.50
Invoice Amount : 22.50		Discount Amount : 0.00		Check Amount :		22.50
Check Number : 34808		Check Date : 6/25/2015				
Vendor : 1260 USA BLUEBOOK						
12	67908	6/22/2015	667084	LAB SUPPLIES	PW	1,993.95
12	67909	6/22/2015	668972	VALVE; SEWAGE PUMP		1,098.32
Invoice Amount : 3,092.27		Discount Amount : 0.00		Check Amount :		3,092.27
Check Number : 34809		Check Date : 6/25/2015				
Vendor : 2524 VALLEY TESTING						
10	68000	6/23/2015	25516	PRE EMPLOYMENT DRUG TESTING	PW	84.00
Invoice Amount : 84.00		Discount Amount : 0.00		Check Amount :		84.00
Check Number : 34810		Check Date : 6/25/2015				
Vendor : 8362 VERITEXT						
10	68008	6/23/2015	SD2313471	CERTIFIED TRANSCRIP OF ANGEL Morales	Holtville v-BlackDogs	879.20
Invoice Amount : 879.20		Discount Amount : 0.00		Check Amount :		879.20

CITY OF HOLTVILLE

Monthly Check Register

Date : 7/8/2015 9:14:00 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 34811 Check Date : 6/25/2015						
Vendor : 2012 VERIZON WIRELESS						
10	68032	6/24/2015	JUNE 2015	CELL PHONE		203.34
11	68032	6/24/2015	JUNE 2015	CELL PHONE	Admin	220.86
12	68032	6/24/2015	JUNE 2015	CELL PHONE		121.21
Invoice Amount : 545.41		Discount Amount : 0.00		Check Amount :		545.41
Check Number : 34812 Check Date : 6/25/2015						
Vendor : 1231 WALKER & DRISKILL						
10	67988	6/23/2015	6707	ATTORNEY FEES (BLACK DOG)		2,749.50
10	67989	6/23/2015	6701	ATTORNEY FEES	Admin	1,742.50
10	67990	6/23/2015	6727	ATTORNEY FEES (PERSONNEL)		75.00
10	67992	6/23/2015	6708	ATTORNEY FEES (WILLOW BEND)		1,832.33
Invoice Amount : 6,399.33		Discount Amount : 0.00		Check Amount :		6,399.33
Check Number : 34813 Check Date : 6/25/2015						
Vendor : 1222 WAXIE SANITARY SUPPLY						
10	67939	6/22/2015	75322935	SUPPLIES (FD)	FD	121.72
Invoice Amount : 121.72		Discount Amount : 0.00		Check Amount :		121.72
Check Number : 34814 Check Date : 6/25/2015						
Vendor : 1058 XEROX CORPORATION						
10	67922	6/22/2015	79829324	COPIER LEASE AND USAGE	FD	103.41
10	67994	6/23/2015	79943003	COPIER LEASE AND USAGE	Admin	284.11
11	67994	6/23/2015	79943003	COPIER LEASE AND USAGE		109.11
12	67994	6/23/2015	79943003	COPIER LEASE AND USAGE		109.13
Invoice Amount : 605.76		Discount Amount : 0.00		Check Amount :		605.76
Check Number : 34815 Check Date : 6/25/2015						
Vendor : 1738 ZAMORA'S BACKFLOW						
11	67847	6/16/2015	1935	BACKFLOW TESTING	PW	250.00
Invoice Amount : 250.00		Discount Amount : 0.00		Check Amount :		250.00
Check Number : 34816 Check Date : 6/30/2015						
Vendor : 1065 ACME SAFETY & SUPPLY CO.						
10	68175	6/29/2015	97231	STOP STREET SIGNS	PW	475.20
Invoice Amount : 475.20		Discount Amount : 0.00		Check Amount :		475.20
Check Number : 34817 Check Date : 6/30/2015						
Vendor : 8041 AFLAC						
10	68179	6/29/2015	648614	PREMIUM	Admin	122.81
Invoice Amount : 122.81		Discount Amount : 0.00		Check Amount :		122.81
Check Number : 34818 Check Date : 6/30/2015						
Vendor : 1771 AIRWAVE COMMUNICATION						
10	68178	6/29/2015	604831	MAINTENANCE ON RADIOS	FD	236.00
Invoice Amount : 236.00		Discount Amount : 0.00		Check Amount :		236.00
Check Number : 34819 Check Date : 6/30/2015						
Vendor : 5360 AMERICAN LEGION EMBLEM SALES						
10	68169	6/29/2015	P2030 FLAG ORDE	BALANCE DUE ON FLAG ORDER	PW	5.77
Invoice Amount : 5.77		Discount Amount : 0.00		Check Amount :		5.77
Check Number : 34820 Check Date : 6/30/2015						
Vendor : 1796 ARAMARK SERVICES, INC.						
10	68108	6/29/2015	MAY 2015	UNIFORMS (PW)		645.06
11	68108	6/29/2015	MAY 2015	UNIFORMS (PW)	PW	531.10
12	68108	6/29/2015	MAY 2015	UNIFORMS (PW)		628.46
Invoice Amount : 1,804.62		Discount Amount : 0.00		Check Amount :		1,804.62

CITY OF HOLTVILLE

Monthly Check Register

Date : 7/8/2015 9:14:00 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 34821 Check Date : 6/30/2015						
Vendor : 1253 CALIFORNIA CONTRACTORS SUPPLIES, INC.						
10	68177	6/29/2015	80885	BOLT CUTTERS	FD	243.02
Invoice Amount : 243.02		Discount Amount : 0.00		Check Amount :		243.02
Check Number : 34822 Check Date : 6/30/2015						
Vendor : 8119 CITY OF IMPERIAL						
10	68147	6/29/2015	1737	PLAN CHECK FOR MAY 2015	Bldg/Planning	364.28
Invoice Amount : 364.28		Discount Amount : 0.00		Check Amount :		364.28
Check Number : 34823 Check Date : 6/30/2015						
Vendor : 2320 COUNTY MOTOR PARTS						
10	68123	6/29/2015	190172	BATTERY TERMINAL	PW	5.27
10	68124	6/29/2015	190170	FLASHER ELECTRO		28.49
Invoice Amount : 33.76		Discount Amount : 0.00		Check Amount :		33.76
Check Number : 34824 Check Date : 6/30/2015						
Vendor : 7699 CWEA						
11	68144	6/29/2015	ALEX CHAVEZ	MEMBERSHIP RENEWAL ALEJANDRO CHAVEZ	PW	156.00
Invoice Amount : 156.00		Discount Amount : 0.00		Check Amount :		156.00
Check Number : 34825 Check Date : 6/30/2015						
Vendor : 1435 DEL SOL MARKET						
10	68097	6/29/2015	2494	ICE CREAM FOR SOCIAL ON 6/12/1!	Council	84.76
12	68132	6/29/2015	2502	SUPPLIES FOR TRUCK DISPOSAL	PW	42.23
Invoice Amount : 126.99		Discount Amount : 0.00		Check Amount :		126.99
Check Number : 34826 Check Date : 6/30/2015						
Vendor : 8139 DEPARTMENT OF CONSERVATION						
10	68171	6/29/2015	FY 2014-15	STRONG MOTION INSTRUMENTATION	Building	242.60
Invoice Amount : 242.60		Discount Amount : 0.00		Check Amount :		242.60
Check Number : 34827 Check Date : 6/30/2015						
Vendor : 2312 DEPT. OF TOXIC SUBSTANCES CONTROL						
11	68174	6/29/2015	IN0008274	STATE CUPA PROGRAM (WTP)	PW	1.79
Invoice Amount : 1.79		Discount Amount : 0.00		Check Amount :		1.79
Check Number : 34828 Check Date : 6/30/2015						
Vendor : 4572 EMPIRE SOUTHWEST						
12	68122	6/29/2015	EPWK0362869	REPAIRS TO GENERATOR AT WWTP	PW	210.00
Invoice Amount : 210.00		Discount Amount : 0.00		Check Amount :		210.00
Check Number : 34829 Check Date : 6/30/2015						
Vendor : 8327 ERIC MARRS						
11	68106	6/29/2015	826228603	WORK BOOT REIMB.	PW	19.02
12	68106	6/29/2015	826228603	WORK BOOT REIMB.		19.03
Invoice Amount : 38.05		Discount Amount : 0.00		Check Amount :		38.05
Check Number : 34830 Check Date : 6/30/2015						
Vendor : 1536 FERGUSON ENTERPRISES, INC. #8423						
11	68133	6/29/2015	2042117	DISTRIBUTION REPAIR PARTS	PW	69.61
Invoice Amount : 69.61		Discount Amount : 0.00		Check Amount :		69.61
Check Number : 34831 Check Date : 6/30/2015						
Vendor : 7842 HAZARD CONSTRUCTION COMPANY						
22	68149	6/29/2015	16552	CONSTRUCTION PAYMENT # 6	4 th Street Project	4,940.00
Invoice Amount : 4,940.00		Discount Amount : 0.00		Check Amount :		4,940.00
Check Number : 34832 Check Date : 6/30/2015						
Vendor : 1015 HOLT GROUP, THE						
22	68150	6/29/2015	15-05-003	(361) CONSTRUCTION MANAGEMEN		13,164.00
12	68151	6/29/2015	15-05-004	(434) WASTEWATER TREATMENT F		8,870.00

CITY OF HOLTVILLE

Monthly Check Register

Date : 7/8/2015 9:14:00 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
10	68152	6/29/2015	15-05-005	(440) PLAN CHECK SERVICES FOR		3,255.00
22	68153	6/29/2015	15-05-120	(426) ENGINEERING SRVICES FOR		1,750.00
10	68154	6/29/2015	15-05-022	(047) GENERAL PLANNING SERVICI		1,356.87
10	68155	6/29/2015	15-05-023	(207) BLDG. PERMITS AND HOME O		744.08
22	68156	6/29/2015	15-05-024	(315) ALAMO RIVER TRAIL		279.94
12	68157	6/29/2015	15-05-025	(323) WASTEWATER PLANT APPLIC		760.33
22	68158	6/29/2015	15-05-026	(335) ICTC & MISC. TRANSPORATIC		902.50
10	68159	6/29/2015	15-05-027	(346) CDBG ASSISTANCE		277.50
22	68160	6/29/2015	15-05-028	(374) 9TH STREET EXTENSION CEC		265.78
22	68161	6/29/2015	15-05-030	(383) RSTP WALNUT IMPROVEMEN		755.09
22	68162	6/29/2015	15-05-031	(394) 4TH STREET SIDEWALK PRO.		689.63
12	68163	6/29/2015	15-05-032	(408) NAD BANK GRANT CONDITIO		170.71
10	68164	6/29/2015	15-05-033	(414) TENTATIVE PARCEL MAP FOF		86.25
10	68165	6/29/2015	15-05-034	(416) BORNT LOT LINE ADJUSTMEN		664.50
22	68166	6/29/2015	15-05-035	(423) NORTH SIDE OF 5TH STREET		1,498.75
22	68167	6/29/2015	15-05-036	(436) COMPLETE STREETS PLAN		463.75
10	68168	6/29/2015	15-05-037	(438) AUTO ZONE SITE PLAN REVIE		810.71
22	68170	6/29/2015	15-05-029	(377) CEDAR AVE. CMAQ		678.75
Invoice Amount	: 37,444.14		Discount Amount	: 0.00		Check Amount : 37,444.14

Check Number : 34833 Check Date : 6/30/2015

Vendor : 1389 HOLTVILLE FIREFIGHTERS ASSOCIATION

10	68173	6/29/2015	PP#13 DUES	FIRE DUES	<i>FD</i>	70.00
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Invoice Amount	: 70.00		Discount Amount	: 0.00		Check Amount : 70.00
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Check Number : 34834 Check Date : 6/30/2015

Vendor : 2297 IMPERIAL COUNTY SHERIFF'S DEPT.

10	68182	6/30/2015	053115-1	SHERIFF SERVICES FOR MAY 2015	<i>Sheriff</i>	74,405.19
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Invoice Amount	: 74,405.19		Discount Amount	: 0.00		Check Amount : 74,405.19
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Check Number : 34835 Check Date : 6/30/2015

Vendor : 1027 IMPERIAL STORES

10	68098	6/29/2015	556856	CLEANING SUPPLIES; TRASH CA		82.37
11	68099	6/29/2015	556273	WATER COOLER; SPIGOT		28.18
12	68099	6/29/2015	556273	WATER COOLER; SPIGOT		28.19
10	68100	6/29/2015	555780	REPAIR PARTS FOR CITY POOL		107.67
10	68101	6/29/2015	555662	ELBOWS; KEYS		63.43
10	68102	6/29/2015	555723	KEYS; KEY TAGS		3.02
10	68103	6/29/2015	556584	CLEANING SUPPLIES FOR CITY YA		10.95
11	68104	6/29/2015	556891	DISTRIBUTION REPAIR PARTS		29.49
11	68107	6/29/2015	190889	IND BELT		14.03
10	68109	6/29/2015	556501	ROUND UP		43.18
10	68110	6/29/2015	556491	GRASS SEED		33.52
10	68111	6/29/2015	556480	LIQUID NAILS		3.64
10	68112	6/29/2015	556478	GRASS SEED		43.14
10	68113	6/29/2015	556447	SOLENIOD		49.91
11	68114	6/29/2015	556413	PLASTIC SHEETING		32.61
10	68115	6/29/2015	556381	SPRINKLER PARTS		21.56
10	68116	6/29/2015	556378	SPRINKLER PARTS		18.55
10	68118	6/29/2015	556954	MOTOR OIL		16.49
10	68125	6/29/2015	555669	BOLT SNAP KEY RING		16.75
11	68127	6/29/2015	555724	COUPLING		7.50
10	68128	6/29/2015	556264	REPAIR PARTS		3.56
10	68129	6/29/2015	556267	BATTERIES		45.04

CITY OF HOLTVILLE

Monthly Check Register

Date : 7/8/2015 9:14:00 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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Invoice Amount : 702.78		Discount Amount : 0.00		Check Amount :		702.78
Check Number	: 34836	Check Date	: 6/30/2015			
Vendor	: 1757 IMPERIAL VALLEY ENVIRONMENTAL LAB					
12	68130	6/29/2015	7539	LAB ANALYSIS	PW	825.00
Invoice Amount : 825.00		Discount Amount : 0.00		Check Amount :		825.00
Check Number	: 34837	Check Date	: 6/30/2015			
Vendor	: 1110 JORDAN IMPLEMENT CO.					
12	68131	6/29/2015	P11380	VALVE; GASKET; FILTER	PW	20.69
Invoice Amount : 20.69		Discount Amount : 0.00		Check Amount :		20.69
Check Number	: 34838	Check Date	: 6/30/2015			
Vendor	: 2278 LA BRUCHERIE IRRIGATION SUPPLY					
10	68117	6/29/2015	104041	SPRINKLER PARTS	PW	393.58
10	68119	6/29/2015	104553C	SPRINKLER PARTS		176.72
Invoice Amount : 570.30		Discount Amount : 0.00		Check Amount :		570.30
Check Number	: 34839	Check Date	: 6/30/2015			
Vendor	: 8341 LABOR COMPLIANCE CONSULTANTS OF SO CALIFORNIA					
22	68145	6/29/2015	184	LABOR COMPLIANCE	Alamo River Trail	523.40
Invoice Amount : 523.40		Discount Amount : 0.00		Check Amount :		523.40
Check Number	: 34840	Check Date	: 6/30/2015			
Vendor	: 1298 LOCAL GOVERNMENT COMMISSION					
22	68183	6/30/2015	623-04	COMPLETE STREETS PLAN		28,829.30
Invoice Amount : 28,829.30		Discount Amount : 0.00		Check Amount :		28,829.30
Check Number	: 34841	Check Date	: 6/30/2015			
Vendor	: 1405 PITNEY BOWES - PURCHASE POWER					
10	68143	6/29/2015	JUNE 2015	POSTAGE	Admin	256.80
11	68143	6/29/2015	JUNE 2015	POSTAGE		765.14
12	68143	6/29/2015	JUNE 2015	POSTAGE		765.14
Invoice Amount : 1,787.08		Discount Amount : 0.00		Check Amount :		1,787.08
Check Number	: 34842	Check Date	: 6/30/2015			
Vendor	: 8364 SILVINO IMPERIAL					
12	68146	6/29/2015	JUNE 2015	REFRIGERTOR FOR WWTP	PW	175.00
Invoice Amount : 175.00		Discount Amount : 0.00		Check Amount :		175.00
Check Number	: 34843	Check Date	: 6/30/2015			
Vendor	: 1780 STATE WATER RESOURCES CONTROL BD. OPERATOR CERT.					
11	68184	6/30/2015	OP# 39537 D2	GRADE 2 RENEWAL JOSE G. LECHUGA	PW	60.00
11	68185	6/30/2015	OP#32998 T2	GRADE T2 RENEWAL JOSE G. LECHUGA		160.00
Invoice Amount : 220.00		Discount Amount : 0.00		Check Amount :		220.00
Check Number	: 34844	Check Date	: 6/30/2015			
Vendor	: 2217 SUPERIOR READY MIX CONCRETE					
10	68121	6/29/2015	714476	CONCRETE FOR 7TH AND PINE	PW	460.86
Invoice Amount : 460.86		Discount Amount : 0.00		Check Amount :		460.86
Check Number	: 34845	Check Date	: 6/30/2015			
Vendor	: 2389 TERMINIX OF IMPERIAL VALLEY					
10	68105	6/29/2015	01-0400189	PEST CONTROL	PW	240.00
Invoice Amount : 240.00		Discount Amount : 0.00		Check Amount :		240.00
Check Number	: 34846	Check Date	: 6/30/2015			
Vendor	: 1260 USA BLUEBOOK					
11	68134	6/29/2015	646222	BLOWER PACK WTP	PW	1,301.48
Invoice Amount : 1,301.48		Discount Amount : 0.00		Check Amount :		1,301.48
Check Number	: 34847	Check Date	: 6/30/2015			
Vendor	: 1022 VANTAGE POINT TRANSFER - 457					

CITY OF HOLTVILLE

Monthly Check Register

Date : 7/8/2015 9:14:00 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
10	68189	6/30/2015	N. WELLS 2014-1	PENSION CONTRIBUTION 2014-15	Admin	981.06
Invoice Amount		: 981.06	Discount Amount	: 0.00	Check Amount	: 981.06
Check Number		: 34848	Check Date		: 6/30/2015	
Vendor : 8116 VANTAGE POINT TRANSFER AGENTS - 108793						
10	68188	6/30/2015	PP# 13	PP# 13 RETIREMENT; PENSION REI	Admin	3,260.14
11	68188	6/30/2015	PP# 13	PP# 13 RETIREMENT; PENSION REI		1,014.01
12	68188	6/30/2015	PP# 13	PP# 13 RETIREMENT; PENSION REI		866.50
Invoice Amount		: 5,140.65	Discount Amount	: 0.00	Check Amount	: 5,140.65
Check Number		: 34849	Check Date		: 6/30/2015	
Vendor : 1783 VIC'S A/C						
10	68120	6/29/2015	51064	REPAIRS TO A/C @ CITY HALL	PW	75.00
Invoice Amount		: 75.00	Discount Amount	: 0.00	Check Amount	: 75.00
Check Number		: 34850	Check Date		: 6/30/2015	
Vendor : 1222 WAXIE SANITARY SUPPLY						
10	68176	6/29/2015	75349392	TOILET PAPER; BROWN TOWELS; (PW	678.16
Invoice Amount		: 678.16	Discount Amount	: 0.00	Check Amount	: 678.16
Check Number		: 34851	Check Date		: 6/30/2015	
Vendor : 1738 ZAMORA'S BACKFLOW						
11	68126	6/29/2015	1946	BACKFLOW TESTING	PW	50.00
Invoice Amount		: 50.00	Discount Amount	: 0.00	Check Amount	: 50.00
Check Number		: 34852	Check Date		: 7/6/2015	
Vendor : 2101 DESERT AUTO PLAZA						
10	68220	7/6/2015	844881	REPAIRS TO TAHOE	FD	1,874.31
Invoice Amount		: 1,874.31	Discount Amount	: 0.00	Check Amount	: 1,874.31

Total Number of Vendors	:	100	:	0.00
Total Number of Checks Printed	:	114		
Total Number of Voided Checks	:	0		
Largest Check Amount	:	74,405.19		
Total for all Checks Printed	:	306,617.08		
Total for Voided Checks	:	0.00		
Net Amount of Checks Printed	:	306,617.08		

Summary

Fund	Amount
10 GENERAL FUND	132,185.79
11 WATER	32,148.87
12 SEWER	52,739.93
13 TRASH	17,835.34
22 LOCAL TRANSPORTATION FUND - TDA	71,707.15

3

City of Holtville REPORT TO COUNCIL

MEETING DATE:	7-13-15
APPROVED FOR / GENERAL MANAGER:	
CITY MANAGER:	_____
FINANCE MANAGER:	_____
CITY ATTORNEY:	_____

DATE ISSUED: June 22, 2015

FROM: Denise Garcia, Personnel Technician

SUBJECT: Sick Leave Policy #300-08

ISSUE: Shall Council adopt Resolution #15-17 approving the Sick Leave Policy for Unrepresented, Unbenefited, Part-Time Employees, City Policy #300-08?

CITY MANAGER RECOMMENDATION:

Adopt Resolution #15-17 approving the Sick Leave Policy for Unrepresented, Unbenefited, Part-Time Employees, City Policy #300-08

FISCAL IMPACT:

All sick leave will be paid at the employee's current hourly wage. As with any unfunded liability, the fiscal impact to each fund is unpredictable and would vary for each employee based on their hourly rate and number of sick hours paid out.

DISCUSSION:

Effective July 1, 2015, California law (AB 1522) requires that all employees who have worked for more than 30 days for an employer be provided paid sick leave at the accrual rate of one hour of sick leave for every 30 hours worked, up to a minimum of 3 days or 24 hours of paid sick leave to be provided in a 12-month period. Certain use, accrual, and carryover provisions apply. Traditional sick leave policies that go beyond these minimum requirements can also be used, so long as they provide the minimum requirements. The attached policy is the bare minimum requirement to provide paid sick leave and satisfy AB1522.

The City currently provides its full-time employees with generous leave packages and encourages employees to plan and prepare for unforeseen emergencies by accruing sick leave. Part time employees have not been previously afforded such leave. Therefore a part time employee that is scheduled to work and has an illness or injury to themselves or their immediate family members may face financial uncertainties and other stresses that follow such an event.

CONCLUSION:

This policy will provide supervisors and part time employees with proper procedures and information on what to do if and when time off due to an illness or injury is requested. All procedures set forth in this policy are needed to protect and limit the City's liability exposure, to minimize abuse of leave, and to completely satisfy AB1522.

Respectfully Submitted,



Denise Garcia,
Personnel Technician

CITY OF HOLTVILLE

POLICY STATEMENT

Policy Statement No: 300-08

Adopted: July 13, 2015

Category: Personnel Policy

Subject: Sick Leave Policy for Unrepresented, Unbenefited, Part-Time Employees

Distribution: All Departments

I Purpose

California's AB1522, called the "Healthy Workplace, Healthy Family Act of 2014" (the "Act") was signed into law on September 10, 2014, and became effective January 1, 2015. The law requires employers to provide paid sick leave to assist employees who miss work due to their own illness or medical appointments or an illness or medical appointment of a qualified family member during their employment.

This policy is intended to satisfy the requirements set forth under the Act, codified in California Labor Code Sections 245-249 and Labor Code Section 2810.5.

II Policy

A. Eligibility

- i. A Part-time/hourly/seasonal, unbenefited employee qualifies for paid sick leave by working for the City of Holtville on or after July 1, 2015, for at least 30 days within a year.
- ii. Qualifying employees must satisfy a 90 day employment period before any accrued sick leave may be taken. For purposes of calculating this 90 day employment period only, length of employment shall be measured using the month of each employee's hire date such that an employee hired after the first day of the month is given credit for that entire month.
- iii. This policy applies only to unrepresented part-time/hourly/seasonal, unbenefited employees, not covered by Memorandums of Understanding, Agreements, or Contracts or the city's Personnel Rules and Regulations.
- iv. Employees categorized as regular, benefited employees, are not eligible for additional sick leave, as described in this policy. Regular benefited employees are eligible for paid sick leave under applicable Memorandums of Understanding and the City's Personnel Rules and Regulations.

B. Accrual

- i. Employees are eligible to accrue paid sick leave, beginning with their first day of employment or July 1, 2015, whichever is later.

- ii. Employees begin to accrue paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked beginning on the first day of employment.
- iii. Unused accrued sick leave hours will carry over from one year to the next, with July 1 as the carry over date for employee hired on or before July 1, 2015. For employees hired after July 1, 2015, a year is defined as the 12 month period from the employee's original month of hire.
- iv. Employees may not have a paid sick leave bank of more than forty-eight (48) hours at any time. When this limit (cap) is reached, no further sick leave hours will accrue, until the employee falls below the cap.

C. Use of Paid Sick Leave

- i. Employees may use accrued paid sick leave hours, beginning with their 90th day of employment with the City, subject to Section A (ii) above.
- ii. An employee may not use paid sick leave hours before they are accrued.
- iii. Employees may only use up to 24 hours of accrued sick leave in any one year.
- iv. The minimum charge to paid sick leave is set at one hour.
- v. An employee may submit an oral or written request to use paid sick leave for any purpose allowed by the California Healthy Workplace Healthy Family Act, such as:
 - a. An illness affecting the employee or a qualifying family member;
 - b. The diagnosis, care, or treatment of an existing health condition of the employee or qualifying family member;
 - c. Preventative care, such as annual physicals or flu shots for the employee or qualifying family member; or
 - d. For an employee who is a victim of domestic violence, sexual assault, or stalking, to take time off:
 - 1. To obtain or attempt to obtain any relief to help endure the health, safety, or welfare of the employee or the employee's child, such as a temporary restraining order, restraining order other injunctive relief;
 - 2. To seek medical attention, obtain services from a shelter, program, or rape crisis center;
 - 3. To obtain psychological counseling; separate itemized wage statement for that
 - 4. To participate in safety planning; or

5. To take other actions to increase safety from future incidents.
- vi. For purposes of this policy, the term "family member" is defined as:
 - a. A child, which includes a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis;
 - b. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse, registered domestic partner, or a person who stood in loco parentis when the employee was a minor;
 - c. A spouse;
 - d. A registered domestic partner;
 - e. A grandparent;
 - f. A grandchild; or
 - g. A sibling.

D. Employee Notification Obligations

- i. If the need for paid sick leave is foreseeable, the employee must provide reasonable advance written notice. For example, the employee's supervisor should be notified of a scheduled appointment with the employee's ensuing shift, but not less than three days prior to the scheduled appointment, if possible.
- ii. An employee may request to use paid sick leave on an unscheduled basis by calling his/her supervisor as soon as is practicable, but no later than within the first thirty (30) minutes of his/her scheduled start time, if possible.
- iii. The employee shall not be required to search for, or find, a replacement worker to cover the hours during which the employee uses paid sick leave, as a condition of using paid sick leave.
- iv. A supervisor, with the concurrence of the City Manager, or a designee, may require an employee to provide a written explanation from a physician, providing the reason for an unscheduled absence, and/or indicating that the employee is medically cleared to return to work. The employee must be told in advance of this requirement.

E. Payment of Paid Sick Leave

- i. Paid sick leave hours will be compensated at the employee's current hourly wage.
- ii. Paid sick leave will be paid no later than the payday for the next regular pay period after the sick leave was taken. The City would pay the employee not later than the following pay period and account for it in the wage stub or separate itemized wage statement for that following regular pay period. The employee is responsible for

ensuring accurate reflection of sick leave taken on the appropriate timesheets.

iii. Payment will be based on the employee's available accrue balance.

F. Separation from Employment

- i. Any accrued, but unused, sick leave hours, prior to the employee's last day of employment, are lost at the time of resignation, termination, retirement, layoff, or other separation from employment.
- ii. If an employee is rehired within one (1) year of the date of separation, any lost accrued sick leave hours will be reinstated, and available for the rehired employee to use. The employee shall not be required to wait 90 days from his/her rehire date before paid sick leave hours can be used.

G. Employer Notification and Recordkeeping Obligations

- i. The City shall provide employees with written notice, setting forth the amount of paid sick leave available for use. The notice will be provided in s separate writing, provided on the designated pay date with the employee's paycheck.
- ii. The City shall display a poster at each workplace that contains information specified in the Labor Code.
- iii. The City shall retain paid sick leave accrual and usage records for a period of at least three (3) years. Such records will document the hours worked and paid sick leave hours accrued and used by each employee. An employee may request access to his/her records in the same manner, regarding itemized wage statements.

Adopted by Resolution No. 15-17 on July 13, 2015.

CITY OF HOLTVILLE
ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF POLICY#300-08,
PAID SICK LEAVE FOR UNREPRESENTED, UNBENEFITED, PART-TIME EMPLOYEES

I acknowledge receipt of a copy of the City's Policy providing paid sick leave for unrepresented, unbenefited, part-time employees. I have read and understand my responsibilities under the policy, and I agree to abide by it. I understand that I will be subject to discipline for violating this policy, or subject to other appropriate sanctions for failing to fulfill my responsibilities as outlined in this policy.

I understand that I have a duty to cooperate and respond truthfully during any investigation taken to enforce this policy.

Print Name _____
Signature _____
Date _____

RESOLUTION NO. 2015-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLTVILLE ADOPTING A PAID SICK LEAVE POLICY, #300-06, PURSUANT TO THE HEALTHY WORKPLACE HEALTHY FAMILY ACT OF 2014 FOR UNREPRESENTED, UNBENEFITED, PART-TIME EMPLOYEES

WHEREAS, on September 10, 2014 the Governor of the State of California signed the Healthy Workplace Healthy Family Act of 2014 (the "Act"), providing paid sick leave for covered employees, effective January 1, 2015; and,

WHEREAS, the paid sick leave provisions of the Act take effect July 1, 2015; and,

WHEREAS, regular City employees (full time), who are currently covered by the City's Rules and Regulations, Memorandums of Understanding, Agreements, Contracts, benefits Resolution(s) or any other benefits policy, are provided with sick leave benefits that meet the minimum requirements of the Act; and,

WHEREAS, part-time, unbenefited employees are not covered by the City's Rules and Regulations, Memorandums of Understanding, Agreements, Contracts, benefits Resolution(s) or any other benefits policy; and

WHEREAS, the City of Holtville wishes to establish a paid sick leave policy, pursuant to the Act, applicable to the unrepresented part-time, unbenefited employees; and

WHEREAS, the Act allows the City to establish the accrual method, maximum accrual, and the minimum usage increment for paid sick leave.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HOLTVILLE, CALIFORNIA,
DOES HEREBY RESOLVE AS FOLLOWS:

1. The above recitals are true and correct, and incorporated herein by reference.
2. A sick leave policy for part-time, unbenefited employees of the City (attached hereto as Exhibit "A") is hereby adopted. In accordance with the requirements of the Act, the sick leave policy provides for the following:
 - a. An employee begins to accrue paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked beginning on the first day of employment. An employee is not eligible to begin using any accrued paid sick leave until the 90th day of employment with the City. Employees who have not worked in a 12 month period shall be considered a new employee for purposes of sick leave accrual and usage.
 - b. An employee is only allowed to use up to a maximum of 3 days or 24 hours of paid sick leave in a 12-month period.
 - c. Unused sick leave accrual shall be carried over to the following employee year, subject to a 48 hour limit; and
 - d. Paid sick leave shall be taken in increments of not less than one (1) hour.
 - e. Paid sick leave benefits shall be effective July 1, 2015, and shall remain in effect until modified, terminated or rescinded by subsequent Resolution of the City Council, or by changes to applicable State or Federal law.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Holtville, California held on the 13th day of July 2015.

CITY OF HOLTVILLE

By _____
Virginia Ward, Mayor

ATTEST:

By _____
Denise Garcia, Interim City Clerk

APPROVED AS TO FORM:

By _____
Steven Walker, City Attorney

STATE OF CALIFORNIA)
COUNTY OF IMPERIAL) ss
CITY OF HOLTVILLE)

I, Denise Garcia, Interim City Clerk of the City of Holtville, California, do hereby certify that the foregoing Resolution No. 15-17 was duly and regularly adopted at a regular meeting of the City Council of the City of Holtville, California, held on the 13th day of January, 2012, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

By _____
Denise Garcia, Interim City Clerk



4

MEETING DATE:	7-13-15
APPROVED FOR AGENDA	
CITY MANAGER	<i>[Signature]</i>
FINANCE MANAGER	
CITY ATTORNEY	

cc staff report

Report No. 12

To: Nicholas Wells, City Manager
Holtville City Council

From: Justina G. Arce, Grant Administrator

Date: July 13, 2015

Project: **Wastewater Outfall Main & Residential Collection Pipeline Project**
Accepting the Project for Grant Close-Out

Summary

Subject of Report:	Close-Out of Outfall Pipeline & Residential Collection Project
Project Location:	Intersection of Olive Avenue and Ninth Street to 1250 Kamm Road (Wastewater Treatment Plant) and Alleys between Ninth Street and Tenth Street
Pending Action:	Accept Project as Completed via Resolution 15-18
Zoning:	No Change
General Plan:	No Change
Environmental:	MND/Notice of Determination was filed on September 3, 2010 NEPA FONSI filed on January 19, 2011

INTRODUCTION & BACKGROUND

The City secured grant funding for the replacement of the Sanitary Sewer Outfall Main Pipeline Project and the Residential Wastewater Collection System Project, which were consolidated into one project to facilitate the design and construction process. The City secured funding through EPA's Border Environmental Cooperation's Planning and Development Assistance Program (PDAP) for the design phase. Funding for the Construction Phase was secured through USDA's Rural Assistance Program and with additional grant subsidies through EPA funded North American Development Bank's (NADBank)/Border Environment Infrastructure Fund (BEIF). The purpose of this staff report is to report on the completion of the project and request acceptance of improvements by Council as required by USDA and NADBank.

ISSUES FOR DISCUSSION

Project Scope- The project's scope of work included installation of a new 18-inch diameter PVC sanitary sewer collection outfall pipeline that replaced all of the existing deficient pipeline segments. Additionally, two sewer laterals were constructed along two residential block alleyways that had deficient and/or non-existing sewer collection services. The new sewer lines are located in the alleys between Ninth Street and Tenth Street for both segments: 1) between Orange Avenue and Fern Avenue 2) between Cedar Avenue and Pine Avenue. Additionally, an 8" diameter sewer collection pipeline was installed to correct existing deficiencies to a residential area west of Melon Avenue.

Project Status- The following is a brief overview of the project status:

- **Design Phase & Certification:** Design was 100% complete in **November 2012** by Webb & Associates, and final certification was obtained by BECC in May 2013, which is when the NADBank approved the project.
- **Construction Management Services:** The construction management services were awarded to Dynamic Consulting on **October 2013**. Construction Management Services are 99% Complete, pending final deliverables and project Close-Out.
- **Construction Services:** The construction contract was awarded The Van Dyke Corporation who entered into contract on **October 2013**. Construction is 100% complete pending only issuance of final retention funds. The final walkthrough was on February 18, 2015 and the Notice of Completion was filed on **June 2015**.
- **Grant Close-Out:** A Notice of Completion was signed by the City Manager on June 8, 2015 after a final walkthrough by the City Engineer, City Manager and City Staff during the month of February 2015. Both USDA and NADBank require action by the City Council, accepting the work as completed by The Van Dyke Corporation, hence the subject matter of this report.

Budget Overview-The final project costs for the construction phase was **\$5.9 Million**, including all change orders associated with additional work and additional construction management services. The City of Holtville did not have to incur any additional costs beyond those originally budgeted. Additional fund requests were covered by NADBank contingency monies.

FISCAL IMPACT

Grants-The City will be able to capture **\$1,289,831 Million** in USDA Grant Funds of the original \$1,628,000 obligated for the construction phase. An additional **\$2,139,093** in EPA BEIF Grant Funds will also be utilized. Total Grant Funds constitute 57% of construction costs.

Loans-The total USDA funds borrowed for reimbursement of soft costs and the construction of the project is \$2.75 Million. The USDA loan further refinanced an existing \$1.75, 2003 sewer bond note. The final debt to USDA is **\$4.5 Million** over a 40 year term at 2% with the first installment made in December of 2014. The Fiscal Impacts to the City are associated with the multiple reserves and debt service that have to be met for this funding partner in addition to other commitments being entered into for sewer facilities.

PENDING ACTION & RECOMMENDATION

The subject of this staff report is acceptance of the improvements as completed by The Van Dyke Corporation and as recommended by staff via the following action:

1. Adopt Resolution 15-18 Accepting the Outfall Main Pipeline and Residential Collection Pipeline Improvements as completed by The Van Dyke Corporation; or

Alternative

2. Not Adopt Resolution 15-18 and provide alternative directive to staff.

Should you have any questions and/or concerns regarding the information in this report, please feel free to contact Nicholas Wells at (760) 356-4574. Your comments are encouraged, written or verbal, and can also be forwarded to **jarce@theholtgroup.net**.

Attachments: Resolution 15-18

RESOLUTION NO. 15-18

A RESOLUTION OF THE HOLTVILLE CITY COUNCIL ACCEPTING THE CONSTRUCTION WORK COMPLETED FOR THE SANITARY SEWER OUTFALL MAIN PIPELINE AND RESIDENTIAL WASTEWATER COLLECTION SYSTEM PROJECT BY THE VAN DYKE CORPORATION

WHEREAS, the City of Holtville secured funding for a construction project consisting of the installation of a new 18-inch diameter PVC sanitary sewer main collection outfall pipeline, the construction of two residential sewer collection pipelines along two residential block alleyways that had deficient and/or non-existing sewer collection services, and via change order, the installation of a new 8" diameter collection pipeline west of Holtville, referred hereafter as "Project;" and

WHEREAS, the project was fully designed and constructed with partial funding from BECC through the Project Development Assistance Program (PDAP), primary funding from USDA through the Rural Assistance Program, and gap funding through NADBank under the EPA Funded Border Environmental Infrastructure Fund Program; and

WHEREAS, the construction services were awarded to, and completed by, The Van Dyke Corporation; and

WHEREAS, the City of Holtville staff, including the City Manager and the City Engineer, performed a final walk through of the completed project on February 18, 2015 and deemed it substantially complete in March 24th of 2015; and

WHEREAS, the City Manager executed a final Notice of Completion on June 8th 2015 that was subsequently filed with the Imperial County Clerk Recorder on June 10, 2015; and

WHEREAS, the City Council wishes to formally accept the project as constructed by The Van Dyke Corporation for the purpose of closing out the City's grant files; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Holtville does, certify that the above statements are true and correct, and that the City hereby accepts the Sanitary Sewer Outfall Main Pipeline and Wastewater Residential Collection System Project as constructed by The Van Dyke Corporation.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Holtville held on the 13th day of July 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ginger Ward, Mayor
City of Holtville

I, Denise Garcia, Interim City Clerk of the City of Holtville, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the City Council of said City of Holtville at a regular meeting thereof held on the 13th of July 2015, and that the same was approved by the Mayor of said City of Holtville on said date.

ATTEST:

Denise Garcia, Interim City Clerk



5

MEETING DATE:	7-13-15
APPROVED FOR AGENDA	
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	

cc staff report

Report No. 13

To: Nicholas Wells, City Manager
Holtville City Council

From: Justina Arce, Grant Administrator

Date: July 13, 2015

Project: **Wastewater Treatment Plant Improvement Project**
Award Construction Contract for WWTP Project

Summary

Subject of Report:	WWTP Project: Award of Construction Contract
Project Location:	1250 West Kamm Road
Pending Action:	Review Final Project Costs, Financing Commitments and Adopt Resolution 15-19 Awarding Construction Contract
Zoning:	No Change
General Plan:	No Change
Environmental:	CEQA MND Filed by Imperial County for CUP NEPA Categorical Exclusion Filed by EPA

INTRODUCTION & BACKGROUND

The City has been extended funding for the Wastewater Treatment Plant Improvement Project from both the State Water Resources Control Board Clean Water State Revolving Fund (CWSRF) Program and the Environmental Protection Agency's (EPA) Border Environment Infrastructure Fund (BEIF) Program administered by the North American Development Bank. The City has received funding through the State Water Resources Control Board under the CWSRF Program in the amount of **\$7.8 Million** (\$3.8 Million Subsidized Loan and \$4 Million Forgivable Loan-Grant for design and construction costs). A grant subsidy was also amended in June 2015 through EPA's Border Environment Infrastructure Fund (BEIF) program from \$3.5 Million to **\$6.9 Million** for construction cost increases resulting from the bids received in April 2015. The subject matter of this report is to update City Council on the changes in cost, financing commitments to date, and for Council to consider award of construction contract.

ISSUES FOR DISCUSSION

Project Scope- No changes to the scope of work have been made. The construction phase scope of work continues to include construction engineering and construction services for the following improvements:

- Installation of a Biolac® WaveOx system
- Construct new Septage Holding Tank with aeration system
- Construct a Packaged Headworks System: Fine Screen and Grit Chamber
- Construct new Biolac Wave Oxidation Basin with Two Clarifiers
- Construct new Air Blower Building for Biolac Wave Oxidation Basin
- Rehabilitate Secondary Effluent & Sludge Filtrate Pump Station
- Add a Laboratory Building & Upgraded Electrical
- Install Emergency Back-up Generator
- Construct Sludge Thickening, Containment, and Drying Waste Activated Station

Project Status- The following is a brief overview of the project status. Please be aware that the Regional Water Quality Control Board has been kept informed of project progress, on a quarterly basis, per the Cease and Desist Board Order.

- **Design Phase & Certification:** Design was 100% complete in **August 2013** by Lee & Ro, and final certification was obtained by BECC in **February 2014**.
- **Construction Management Services:** The Construction Management Service Contract was approved and entered into in **September 2014** with HDR.
- **Construction Bid Documents:** The Advertisement for Bids for Construction Services was significantly delayed due to funding agency review and approval with initial advertisement on **February 24, 2015**. Four bid proposals were received on **April 21, 2015**, the date of the bid opening.
- **Funding Commitments-** The Agreement for \$7.8 Million with the CWRCB has been executed pending modification only to shift funds from construction costs to soft costs, which will be handles administratively. The NADBank Sub-agreement was amended from \$3.5 Million to \$6.9 Million on **June 22, 2015** to cover remaining construction gaps and contingencies.
- **Construction Services-** Evaluations have been completed by internal staff with recommendations reviewed by the City's funding partners and pending City Council consideration and approval.
- **Public Participation-** A final public awareness mailer, in order to comply with funding requirements is scheduled for July. The purpose is to make citizens aware of final project costs.

Construction Bid Results- The City received a total of four bids. The lowest bid was from RHS Construction, however, a review of their submittal determined insufficient experience and qualifications. Pacific Hydrotech at \$11,733,600 was determined to be the lowest, responsive, experienced bidder (\$461,791 higher than RSH). The Pacific Hydrotech bid amount was much higher than the available construction budget and EOOPC of \$8,875,000 by \$2,858,600. However, the budget has been satisfied and adjusted via EPA's Approval of Deal Sheet Amendment 2 and the aforementioned Sub-Grant Agreement. The bid proposals submitted were as follows:

Bidder	Bid Amount
RSH Construction	\$11,271,809
Pacific Hydrotech Corporation	\$11,733,600
Steve P Rados, Inc.	\$14,625,000
Stanek Constructors, Inc.	\$13,713,000

BUDGET OVERVIEW AND FISCAL IMPACT

The total funding budget of **\$15.2 Million** (including \$1.1 Million in contingencies) is supported through numerous funding partners and the City's Enterprise Funds. The combined financial assistance of the project is noted below. Please refer to the attached **Sources and Uses Table (Exhibit A)** for a more detailed breakdown of use of funds.

<u>\$348,628</u>	EPA PDAP Program Grant (BECC)
<u>\$3,828,918</u>	CWSRF 1.9% Loan on 20 Year Term
<u>\$4,000,000</u>	CWSRF Forgivable Loan
<u>\$6,889,870</u>	EPA BEIF Program Grant (NADBank)
<u>\$148,500</u>	City of Holtville Sewer Fund Revenue
<u>\$15,215,916</u>	

The City's total Out-of-Pocket costs are estimated at \$3,977,418 of which most is structured as a low interest rate loan. This amount represents 26% of the overall project costs. The Fiscal Impacts to the City are associated with Debt repayment which is scheduled to begin one year after project construction. Additionally, multiple reserves have to be met for each funding partner.

PENDING ACTION & RECOMMENDATION

The subject of this staff report is for consideration of award of the construction contract. It is the recommendation of City Management and City Engineer to award the construction contract to Pacific Hydrotech Corporation. City Council should consider the following actions via attached Resolution 15-19 (**Exhibit B**):

1. Adopt Resolution 15-19 Awarding the Construction Contract to Pacific Hydrotech, for the Wastewater Treatment Plant Improvement Project in the amount of \$11,733,600; or

Alternative

2. Reject the bids received on April 21, 2015 and provide alternative directive to staff.

Should you have any questions and/or concerns regarding the information in this report, please feel free to contact Nicholas Wells at (760) 356-4574. Your comments are encouraged, written or verbal, and can also be forwarded to [**jarce@theholtgroup.net**](mailto:jarce@theholtgroup.net).

Attachments: Resolution 15-19

Exhibit B

RESOLUTION 15-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLTVILLE AWARDING THE CONSTRUCTION CONTRACT FOR THE HOLTVILLE WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT TO PACIFIC HYDROTECH CORPORATION

WHEREAS, the City of Holtville is operating under a Cease and Desist Board Order from the Regional Water Quality Control Board and has identified a Wastewater Treatment Plant Improvements Project for compliance with NPDES Permit No CA 0104361; and

WHEREAS, the City of Holtville has identified and wishes to implement a construction project to satisfy compliance with the aforementioned Board Order involving improvements to the Holtville Wastewater Treatment Plant, hereafter "Project;" and

WHEREAS, the City of Holtville's Application for project funding through the Clean Water State Revolving Fund (CWSRF) for Planning, Design, and Construction of the Holtville Wastewater Treatment Plant Improvement Project has been approved in the amount of **\$7,828,918**; and

WHEREAS, the City of Holtville's Application for construction funding assistance from the Border Environmental Infrastructure Fund (BEIF) Program for the Holtville Wastewater Treatment Plant Improvement Project has been approved for construction gap funding in the amount of **\$6,889,870**; and

WHEREAS, the City has secured a construction manager and has duly advertised for construction services which have resulted in bid proposals received on April 21, 2015 that were deemed satisfactory to the City; and

WHEREAS, the City of Holtville wishes to award the construction services contract to Pacific Hydrotech Corporation in the amount of \$11,733,600; and

NOW, THEREFORE BE IT RESOVLED BY THE CITY COUNCIL OF THE CITY OF HOLTVILLE, that the above statements are true and correct, and hereby award Holtville Wastewater Treatment Plant Improvement Project construction services to Pacific Hydrotech Corporation in the amount of \$11,733,600.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Holtville conducted on the 13th day of July 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ginger Ward, Mayor
City of Holtville

I, Denise Garcia, Interim City Clerk of the City of Holtville, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the City Council of said City of Holtville at a regular meeting thereof held on the 9th day of February 2015, and that the same was approved by the Mayor of said City of Holtville on said date, and that the same was adopted.

ATTEST:

Denise Garcia, Interim City Clerk
City of Holtville



6

MEETING DATE:	7-13-15
APPROVED FOR AGENDA	
CITY MANAGER	<i>M</i>
FINANCE MANAGER	
CITY ATTORNEY	

cc staff report

Report #1

To: Nicholas Wells, City Manager
Holtville City Council

From: Justina G. Arce, City Planner

Date: July 13, 2015

Project: AutoZone – Easement Dedication to City of Holtville

Summary:

Proponent:	Terra Mar Consulting Engineers for AutoZone
Project Location:	Southwest Corner of 5 th Street & Walnut Avenue (APN 045-282-010)
Pending Action:	Adopt Resolution 15-20 Authorizing the City Clerk to Execute a Certificate of Acceptance for a Grant of Easement
Zoning:	(D-B) Downtown-B Zone
General Plan:	(RC) Residential Commercial Mixed Use
Environmental:	Exemption

INTRODUCTION & BACKGROUND

Terra Mar is an Engineering firm representing AutoZone and is proposing a project in Holtville that would involve new construction of an AutoZone at the southwest corner of SR 115 and Walnut Avenue. The conceptual site plan and design plans were submitted to the City on November 7, 2014 with the corresponding formal applications and review fee. The Planning Commission approved the Project on December 2014 and the Final Plan Check was approved on April 2015. AutoZone has obtained all Land Use Entitlement from the City of Holtville, for the general merchandise retail store.

Since the project would be located within the D-B Zone it is subject to the adopted standards of the Downtown Code which call for a minimum pedestrian are along SR 115. The existing pedestrian improvements along 5th Street did not meet the required width specified in the Holtville Municipal Code Section 17.41.040-1 of ten (10) to fourteen (14) feet. Thus an easement dedication was required as a condition for project approval. The subject of this staff report is for City Council to consider acceptance of said easement and to authorize the City Clerk to execute a Certificate of Acceptance on behalf of the City.

ISSUES FOR DISCUSSION AND REVIEW

Existing Conditions – The current parcel consists of approximately a 140 feet x 300 feet area at the southwest corner of SR 115/5th Street and Walnut Avenue. The proposed easement will be adjacent to an existing Caltrans right of way and a pedestrian area approximately 560 feet in width immediately to the north. AutoZone proposes to grant an additional 4 feet x 140 feet easement area.

Proposed Improvements – The Holtville Municipal Code requires that the easement be used solely for pedestrian or landscaping improvements. Improvements on the subject easement will consist entirely of landscaping per approved landscaping plans. The developer will be responsible for the construction of all improvements on the subject easement.

Sidewalk Easement – AutoZone executed the requested easement on July 7, 2014 and it is enclosed hereto as **Attachment A** with corresponding **Exhibit A-Legal Description**. The proposed easement encompasses an area of 560 square feet measuring 4 feet x 140 feet area along the northern portion of the subject property as referenced under **Exhibit B-Plat Map**.

Certificate of Acceptance - Acceptance of the Grant of Easement is the subject matter of this report and pending Council action. The executed Grant of Easement has been issued for the benefit of the City of Holtville and the corresponding legal description and plat map have been reviewed and found acceptable by the City Engineer. City Council should consider acceptance of the Grant of Easement via Resolution 15-20 and authorize the City Clerk to execute the corresponding Certificate of Acceptance, and direct staff to record the Grant of Easement and corresponding attachments.

FISCAL IMPACTS

The aforementioned easement has been granted to the City of Holtville for a value of \$1. The cost is anticipated to be paid from the Local LTA Account. No additional foreseeable operation and maintenance costs are anticipated until which time the City Council determines to construct a full width sidewalk.

PENDING ACTION

It is being asked that City Council consider the following actions:

1. Adopt Resolution 15-20 accepting the Grant of Easement and authorizing the City Clerk to execute the Certificate of Acceptance and all actions associated with said transaction.

Alternative

2. Not adopt Resolution 15-20 and provide alternative directive to staff.

Should you have any questions and/or concerns regarding the information in this report, or would like additional information, please feel free to contact Justina G. Arce at (760) 337-3883.

Attachments:

Attachment A – Grant of Easement including:

- Exhibit A – Legal Description
- Exhibit B – Plat Map
- Exhibit C – Resolution 15-20
- Exhibit D – Certificate of Compliance

cc: Holtville Planning Commission

Recording Requested by and
Please Return to:

City of Holtville
Attention
Denise Garcia, Interim City Clerk
121 West 5th Street
Holtville, CA 92250

GRANT OF EASEMENT

A.P.N.: 045-293-001

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX IS **\$NO TAX DUE R & T 11931**

- Computed on the consideration or full value of property conveyed, OR
 Computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
 City of Holtville

GRANT OF EASEMENT FOR PUBLIC IMPROVEMENTS

That in consideration of One Dollar (\$1.00) in goods, services and valuable consideration, receipt of which is hereby acknowledged, AutoZone Parts Inc, a Nevada Corporation, as ("GRANTOR") hereby grants to the City of Holtville, a municipal corporation, in the County of Imperial, State of California ("GRANTEE"), as a voluntary donation, a perpetual, irrevocable easement for the right to construct, maintain, operate, or replace sidewalk and appurtenances in, upon, over, and across that certain real property situated in said County of Imperial particularly described as follows:

SEE ATTACHED:

- EXHIBIT "A" FOR LEGAL DESCRIPTION**
- EXHIBIT "B" FOR PLAT MAP**
- EXHIBIT "C" FOR RESOLUTION NO. 2015-20 ACCEPTING EASEMENT**
- EXHIBIT "D" CITY OF HOLTVILLE CERTIFICATE OF ACCEPTANCE**

Together with the right to enter upon and to pass and repass over and along said easement by said GRANTEE, its officers, agents, and employees and by the general public as a public use area, and whenever and wherever necessary for the purposes set forth above.

GRANTOR shall not place materials over the easement area.

GRANTOR and GRANTEE agree that GRANTOR shall be responsible for damage caused intentionally or by any negligent act or omission of GRANTOR or any of its officers, agents and employees, any contractor, his agents and employees, and any delivery supplier, his agents and employees engaged by GRANTOR.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto. The persons signing below represent he/she/they are the only party/parties with an interest in the property described herein.

By: AutoZone Parts, Inc, a
Nevada Corporation

By: [Signature] James C. Griffith
Title Vice President

By: [Signature]
Title MARIA LEGGETT
Vice President, Assistant General
Counsel & Assistant Secretary
**Approved by AutoZone
Legal & Business Personnel**

STATE OF Tennessee
COUNTY OF Shelby

[Signature] [Signature]

On July 7, 2015 before me, Laura Sharpe, personally appeared James C. Griffith
Maria Leggett
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of TN that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Laura Sharpe
Signature of Notary Public
4-27-2010



(Notary Seal)

EXHIBIT "A"
FIFTH STREET RIGHT OF WAY DEDICATION
LEGAL DESCRIPTION

PARCEL A

THE NORTHERLY 4.0 FEET OF LOT 1, BLOCK 39, TOWNSITE OF HOLTVILLE, IN THE CITY OF HOLTVILLE, COUNTY OF IMPERIAL, STATE OF CALIFORNIA, ACCORDING TO MAP NO. 908 ON FILE IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, A COPY OF SAID MAP BEING ON FILE IN THE OFFICE OF THE COUNTY RECORDER OF IMPERIAL COUNTY.

SAID PORTION OF LAND CONTAINS ±560 SQ. FT.

SHOWN ON THE ATTACHED EXHIBIT "B" AND MADE A PART OF THIS DOCUMENT:

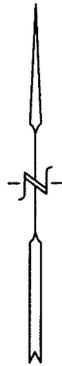
DATE: 05/18/2015



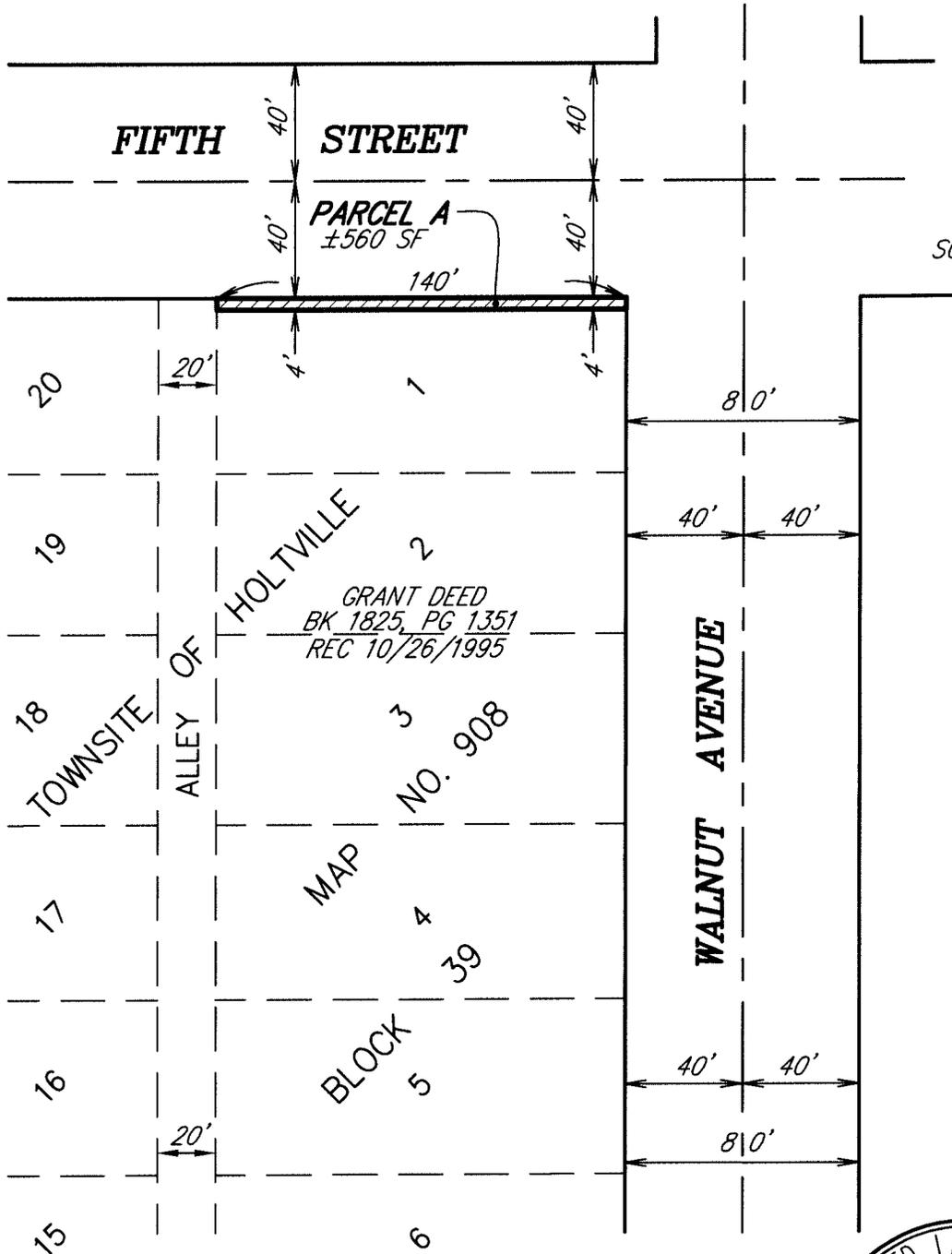
EXHIBIT "B"

FIFTH STREET RIGHT OF WAY DEDICATION

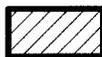
APN 045-293-001



SCALE: 1"=60'



LEGEND



PORTIONS DESCRIBED BY LEGAL

EXCEL ENGINEERING

LAND PLANNING - CIVIL ENGINEERING - SURVEYING
440 STATE PLACE - ESCONDIDO, CA 92029
(760) 745-8118 - FAX (760) 745-8134

DATE 05/18/2015



EXHIBIT "C"

RESOLUTION NO. 15-20

A RESOLUTION OF THE HOLTVILLE CITY COUNCIL AUTHORIZING THE CITY CLERK TO EXECUTE A CERTIFICATE OF ACCEPTANCE FOR A PUBLIC EASEMENT FROM THE PROPERTY WITH APN 045-293-001

WHEREAS, Terra Marra Engineering submitted a Site Plan for an AutoZone retail commercial facility to be located at 390 East 5th Street; and

WHEREAS, the City of Holtville Zoning Ordinance Section 17.41.030 requires a ten (10) to fourteen (14) foot wide area for the purpose of pedestrian walkways and landscaping; and

WHEREAS, the City of Holtville desires to obtain an easement dedication from property owners, AutoZone, Inc for public improvements within a section of APN 045-293-001 along 5th Street for compliance with aforementioned Ordinance Section; and

WHEREAS, AutoZone, Inc, has agreed to receive \$1.00 as compensation from the City of Holtville for the aforementioned easement and executed a Grant of Easement on July 7, 2015, for the aforementioned dedication; and

WHEREAS, the City of Holtville desires to accept the easement consisting of approximately 560 square feet of land along 5th Street, as referenced in Exhibit A and Exhibit B, Legal Description and Plat Map, respectively and incorporated hereto; and

NOW THEREFORE, BE IT RESOLVED that the City Council authorizes the City Clerk to execute a Certificate of Acceptance on behalf of the City of Holtville accepting an easement consisting of approximately 560 square feet from AutoZone, Inc.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Holtville held on the 13th day of July 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Ginger Ward, Mayor
City of Holtville

I, Denise Garcia, Interim City Clerk of the City of Holtville, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the City Council of said City of Holtville at a regular meeting thereof held on the 13th day of July 2015.

ATTEST:

Denise Garcia, Interim City Clerk

EXHIBIT “D”

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in the real property by a Grant of Easement document dated July 7, 2015 for a 560 square foot portion of Assessor’s Parcel Number 045-293-001 as authorized by AutoZone, Inc, a California Corporation, to the City of Holtville, a Municipal Corporation is hereby accepted by Resolution 15-20 of the Holtville City Council at a regularly scheduled council meeting on July 13 , 2015.

Dated: _____

City of Holtville

Denise Garcia,
Holtville Interim City Clerk

City of Holtville
REPORT TO COUNCIL

Meeting Date	<u>07/13/15</u>
Item Number	<u>7</u>
City Manager	
Finance	_____
City Attorney	_____

DATE ISSUED: July 13, 2015

FROM: Nick Wells, City Manager

SUBJECT: *Authorizing the City Manager to Negotiate the Scope and Cost of a Contract with a Selected Qualified Firm to Perform Consultant Services in Fulfillment of the Sustainable Communities Planning Grant from the Department of Conservation*

ISSUE:

Shall the City Council authorize the City Manager to enter negotiations with Michael Baker International for the scope and cost of a contract to perform services in fulfillment of the Sustainable Communities Planning Grant from the Department of Conservation?

DISCUSSION:

Under the Sustainable Communities Planning Grant and Incentives Program, the City was awarded the State of California's Strategic Growth Council a \$248,836 grant for work on its General Plan. The Grant is funded by Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. The purpose of the program is to assist local governments in meeting the challenges of adopting land use plans and integrating strategies to transform communities and create long term prosperity. Development of the City's General Plan will help identify programs and policies that promote active transportation opportunities while protecting Holtville's natural resources and preventing urban sprawl.

A Request for Proposals was issued to procure a consultant and 2 qualified firms responded. The review committee met and scored the proposals, with one coming up slightly above the other in scoring. The services to be provided by Michael Baker International were deemed to be more complete.

Some ambiguity in the RFP needs clarification in the final Scope of Work which might result in a nominal cost adjustment. Negotiations will of course attempt to keep the cost of services under the granted fund amount.

FISCAL IMPACT:

None.

CITY MANAGER RECOMMENDATION:

It is recommended that the City Council direct staff to negotiate a contract with Michael Baker International to be returned to the Council for approval.

ALTERNATIVES:

Take no action, select another consultant or provide alternative direction to staff.

City of Holtville
REPORT TO COUNCIL

Meeting Date	<u>07/13/15</u>
Item Number	<u>8</u>
City Manager	<u></u>
Finance	_____
City Attorney	_____

DATE ISSUED: July 13, 2015
FROM: Nick Wells, City Manager
SUBJECT: *Handling the Surplus of Small Items of Value, Such as Street Signs*

ISSUE:

Shall the City Council Authorize Developing a Policy for the Surplus of Small Items That May Have Value as “Collectibles,” Such as Replaced Street Signs?

DISCUSSION:

Recent Streets projects led to the replacement of several street signs throughout the City. They were placed in the Public Works Yard wherein a local resident saw them and asked if he could have them. The question arose as to whether they needed to be officially declared “Surplus,” if they had intrinsic value and/or if other residents (past and present) would be interested in acquiring such items.

One suggestion has been made to create a mechanism to sell these types of items - perhaps at a Farmers Market and/or at the Carrot Festival. That creates some logistical questions, but it was thought that the Council should weigh in on the subject.

FISCAL IMPACT:

Negligible income could be realized.

CITY MANAGER RECOMMENDATION:

It is recommended that the City Council direct staff to explore options for sale of these items.

ALTERNATIVES:

Take no action.

City of Holtville
REPORT TO COUNCIL

DATE ISSUED: July 13, 2015
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>07/13/15</u>
Item Number	<u>9</u>
Approvals	City Manager 
	Finance _____
	City Attorney _____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

DISCUSSION:

The City Council has given direction to staff to form a standing committee to make recommendations on Animal Care & Control in the City and assist in their implementation. The City has received continual comments from the public over the years regarding the care and control of the animal population in the City. From stray dogs to an expanding cat population to the number and type of pets that should be allowed, the City Council has had frequent input from the public in multiple petcentric areas.

Efforts are continually made to address issues, but given the limited resources of the City, it is difficult to see progress at times. During the last round of public comments, it was suggested that a committee be formed that included concerned citizens that may be able to do some of the work that is just not possible for the current staff to handle.

The following individuals have been contacted and have consented to join the committee:

- Richard Layton (Council Member)
- Mike Goodsell (Council Member)
- Anna Dhaliwal (Citizen)
- Laura Goodsell (Citizen)
- Kelli Young-Smith (Citizen)

The committee will meet in the coming weeks and begin discussions on topics that have previously been brought to the Council such as: establishment of a "Trap-Neuter-Release" (TNR) program, enhanced animal care facilities in the City, solutions to stray pets, etc.

City of Holtville
REPORT TO COUNCIL

DATE ISSUED: July 13, 2015
FROM: Nick Wells, City Manager
SUBJECT: *Average Development Impact Fees*

Meeting Date	<u>07/13/15</u>
Item Number	<u>10</u>
City Manager	<u></u>
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

DISCUSSION

The City Council recently approved a temporary reduction in some of its development impact fees to be more in line with other area agencies and attract local growth. Although the fees charged for General City services were and still are on the low end, impact fees for Water and Sewer were the highest in Imperial County. A request was subsequently made to recalculate based on the new levels and present where the City now falls in relation to the other cities in this region.

A more complete overhaul of these fees is probably in order and may be possible after the information associated with the Sustainable Communities Planning Grant is collected. As a precursor to those discussions, the attached information is being presented now.

CITY OF HOLTVILLE
Development Impact Fees Comparison (Imperial County Cities)

<i>Land Use: Single Family Residential/3 Bedroom Home - 1,800 Square Feet</i>												
City	Parks	Library	Police	General Gov't	Fire	Sewer	Water	Streets	Other	TOTAL	Schools	GRAND TOTAL
Holtville	\$88		\$139	\$96	\$204	\$2,444	\$2,450	\$0		\$5,421	\$5,346	\$10,767
Brawley	1,096	282	239	180	224	4,280	5,276	1,836	120	13,535	5,778	19,313
Calexico	1,517	766	684	87	712	2,884	3,707	1,121	457	11,935	10,080	22,015
Calipatria	200		300	0	300	1,200		0		2,000		2,000
El Centro	1,288	714	377	932	621	7,174	6,149	316		17,571	7,614	25,185
Imperial	1,505	264	242	254	116	1,845	2,214	515		6,954	7,290	14,244
Westmorland	836		208	386	293	6,458	3,597	180		11,957	3,276	15,233
<i>Rank (Hi-Lo)</i>	7	N/A	7	6	6	1	1	6	N/A	2	5	3
<i>Average</i>	\$933	\$506	\$313	\$276	\$353	\$3,755	\$3,899	\$567	\$289	\$9,910	\$6,564	\$15,537
<i>Deviation From Average</i>	(\$845)	N/A	(\$174)	(\$180)	(\$149)	(\$1,311)	(\$1,449)	(\$567)	N/A	(\$4,490)	(\$1,218)	(\$4,770)

<i>Land Use: Commercial Retail / Service - 2,000 Square Feet / 15,000 Square Foot Lot</i>												
City	Parks	Library	Police	General Gov't	Fire	Sewer	Water	Streets	Other	TOTAL	Schools	GRAND TOTAL
Holtville			\$148	\$104	\$216	\$4,133	\$3,953	\$0		\$8,554	\$940	\$9,494
Brawley			502	378	471	6,451	7,914	11,285	207	27,208	7,350	34,558
Calexico	\$994		759	85	790	3,199	4,113	1,243	507	11,691	7,650	19,341
Calipatria			500	0	500	1,200		0		2,200		2,200
El Centro			2,300	600	400	7,174	6,149	2,400		19,023	7,950	26,973
Imperial			449	471	216	1,845	2,214	1,794		6,989	8,100	15,089
Westmorland			400	741	562	5,038	1,726	1,502		9,968	5,260	15,228
<i>Rank (Hi-Lo)</i>	N/A	N/A	7	5	6	1	2	6	N/A	3	6	4
<i>Average</i>			\$723	\$340	\$451	\$4,149	\$4,345	\$2,604	\$357	\$12,233	\$6,208	\$17,555
<i>Deviation From Average</i>	N/A	N/A	(\$575)	(\$236)	(\$235)	(\$16)	(\$392)	(\$2,604)	N/A	(\$3,679)	(\$5,268)	(\$8,061)

Source: City officials / April, 2015 report by El Centro Planning Department

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: July 13, 2015
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>07/13/15</u>
Item Number	<u>11</u>
City Manager	
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

WATER ENTERPRISE

Tank Rehab – Corrosion has developed inside the 2.4 million gallon water storage tank that was completed in 2010. Staff sought solutions, obtaining bids for repairs and ongoing maintenance, as well as potential solutions to our TTHM issues. A general estimate was given to rehab the tank at \$225k-275k for the resurfacing and \$350k-400k for the aeration (TTHM solution) portion. The City procured multiple bids on solutions and staff has been investigating alternatives and potential funding sources. A recent meeting with Utility Service Group produced various proposed alternatives on the TTHM issue ranging from \$125,000 for a partial fix to \$900,000. Staff met to discuss the best course of action last month. Multiple solutions were proposed, so a preferred approach will be formalized and brought to Council to consider.

System Controls – Frank Cornejo worked with TESCO and obtained an updated estimate on replacement of the aged system of about \$450k. Frank has stated that this project might be put off and the controls might “limp along” for another 18 months while we attack other water issues. Staff has been investigating alternatives and potential funding sources.

Floating Solar – A contract was signed with *Infratech Industries* for the placement of a floating solar array on the City Water Ponds for the purpose of producing power for the Water Treatment facility. Staff is working with the folks at *Infratech* to accomplish this in the coming months. *Infratech*’s interaction with the IID is ongoing to help facilitate the viability of the project. ***The consultant with DD&E contacted the City last week and reported that most of the hurdles with IID have been cleared and the fourth iteration of the plans will be submitted to the Building Department and City Engineer for review this week.***

SEWER ENTERPRISE

WWTP Project – The \$15 million project to rehab the City’s Wastewater Treatment Plant is being financed through the State Clean Water Revolving Fund along with the Border Environmental Cooperation Commission and the Environmental Protection Agency through the North American Development Bank. HDR, the construction management company, has been engaged for some time. The construction bid opening produced 4 bids which were checked for accuracy, validity and qualification verification. Subsequent to that review, a recommendation was made by City staff, which was subsequently reviewed and affirmed by NADBank. A revised Deal Sheet between EPA and NADBank and the Sub-Agreement with the City were signed to increase the funding amount. ***The recommendation for the award of contract is being presented to the City Council tonight. Assuming that the recommendation moves forward, the contractor will be given a window of time to complete insurance and bond requirements. HDR has been put on notice and is tentatively planning a pre-construction meeting for the last week of July.***

TRANSPORTATION PROJECTS

Fifth Street & Grape Avenue Pedestrian Roadway Improvement Project – After completing construction on the south side of Fifth Street, the City received word from ICTC that funding was/is available under CMAQ to complete the north half of the intersection as a separate project. The Holt Group helped procure construction services and an encroachment permit with Caltrans. Pyramid Construction was recommended as the construction contractor month. Caltrans has now issued the encroachment permit, so construction will begin when a CM is secured. Due to procurement issues that arose from the Ninth and Fourth Street projects that carried forward to this project, the decision was made to re-advertise for a Resident Engineer/Construction Manager contractor. The ad ran last month and several firms contacted the City with interest. *The bids were due today (Monday, 7/13), so a contractor will be selected this week and the construction phase of the project can be scheduled to commence.*

Complete Streets Project – A team of consultants visited Holtville a few weeks ago to work on this project funded by an Environmental Justice Grant through the Department of Transportation. The purpose of the project is to review and recommend improvement to all forms of mobility in the City. A variety of workshops and community input led to several interesting preliminary recommendations, so we are awaiting their final report. I contacted the contractor on the project to get an update. They have been discussing the possibility of getting Caltrans to allow for amenities to help slow traffic as it enters town from the east on 115. *They feel as if they have gotten some traction with Caltrans on a level over the District 11 management, which they were anxious to include in a report to the City that they now expect to finalize soon.*

PUBLIC WORKS

PARKS

Alamo River Recreation Trail - The fourth phase of this project, which includes trail improvements and bridge installations between the Holtville Skate Park and Earl Walker Park, is nearly complete. The two bridges were set in place and the contractor (Pyramid Construction) completed site cleanup last month, which completed most of the project phase. The handrails adjacent to the bridges and the trailhead signs will take a few more weeks to be produced and installed to complete this project phase. *The City received several complaints about the “rumble strips” at the entrance to Earl Walker Park that were placed to keep construction vehicles from tracking mud onto the roadways. As the construction is substantially complete, a request was made and the contractor removed them last week.*

When Senator Ben Hueso was in town recently, we were able to give him a tour of the recent improvements. He seemed genuinely impressed with the Trail and he enthusiastically offered to assist the City in finding funding for the amenities needed to put the finishing touches on the route.

Earl Walker Park - I spoke with Bob Andrews last month regarding the sign off of SR115 that was badly damaged by the sun. He was planning to call the sign contractor and get it rectified.

BMX Park - City staff began last month to lay out a basic BMX track in the dirt pit adjacent to the new Skate Park. At this point, it will be a pretty simple “bare bones” facility, but it is hoped that grant funds can be found to develop it in coming years. Work has been temporarily halted until proper signage is procured to avoid any liability issues.

ADMINISTRATION

BUILDING PERMITS - *The City has issued 51 building permits during 2015.*

Auto Zone – The construction process began in earnest a few weeks ago and continues at a quick pace. The contractor has had several questions throughout the process that have been presented to the City Engineer for clarification.

FINANCE

Hector Orozco is now attacking the reporting for past years in the CDBG program. Officials with the CDBG program were down from Sacramento last month to discuss numerous past issues with the program in the City of Holtville. Although some work needs to be done, a path to solving some past issues has been developed. We will continue to report on progress as it develops. ***Also submitted last week were reports to the State for the Holtville Public Financing Authority.***

OTHER

Imperial Regional Detention Center – The Detention Facility continues to house over 700 detainees.

Holtville Estates - The second phase of the Holtville Estates 30-unit development is basically complete. Six homes have been sold and occupied and one is under contract. The contractor has submitted new plans to comply with new regulations that are under review by the Building Department. They expect to pull permits this month to begin work on the third phase of 7 additional homes.

Holtville Luxury Apartments – A project has been in the works for some time at the corner of Ninth and Melon, just outside the City limits. I recently met once again with John Hawk, who represents the landowners, about the project. As the Service Area Plan has now been adopted, work will once again begin with the City and LAFCO to propose annexation and development. ***A meeting has been proposed with LAFCO to discuss the best course of action with the project.***

Sustainable Communities General Plan Grant - A contractor to administer the grant was approved by Council in May. We worked with them to find qualified consultants through an RFP for proposals and ***a preferred firm was selected by the committee. We are asking tonight that the Council give direction to the City Manager to negotiate a scope of work and cost in keeping with the grant parameters.***

99 Cent Store Fire – As everyone is well aware, a fire destroyed the 99 Cent Store in Holtville on the evening of Sunday, April 26, 2015. That store was a total loss, but the 41 firefighters from 8 agencies in Imperial County were able to contain the blaze and save the adjacent buildings with minimal damage. All of the businesses west of George's Pizza were fairly unaffected and open the following morning. All of the affected businesses, with the exception of HC Tax Service, which needs some electrical work, and the 99 Cent Store itself are back up and running.

I have spoken with the attorney for the Trans as well as Mr. Tran himself over the past few weeks. ***The cleanup of the building began several weeks ago and has moved fairly quickly. Design engineers are being engaged to assist in reconstruction.***

MEETINGS & EVENTS RECENTLY ATTENDED:

- 06/22/15 Management Staff Meeting *City Hall*
- 06/22/15 Meeting with Fire Prevention Services re: Vehicle Abatement *City Hall*
- 06/22/15 Meeting with Holtville Trailer Park Owner *City Hall*
- 06/25/15 IVECA Board Meeting *EC ED Offices*
- 06/29/15 Management Staff Meeting *City Hall*
- 06/30/15 Meeting w/ Steve W re: Willowbend, Various Issues *City Hall*
- 07/01/15 Meeting with R Daniels/M Johnson re: Boys & Girls Club *City Hall*
- 07/02/15 ICTC Technical Advisory Committee Meeting *ICTC Offices*
- 07/06/15 Management Staff Meeting *City Hall*
- 07/07/15 Investment Strategies Discussion *Teleconference*
- 07/08/15 ICTC Management Committee Meeting *City of Calipatria*
- 07/08/15 CCMA Meeting *City of Calipatria*
- 07/08/15 Conference w/ C Johnson of IC Tax Collector's Office *City Hall*
- 07/10/15 Veteran's Day Parade Committee *City Hall*

UPCOMING EVENTS:

- 07/13/15 Management Staff Meeting *City Hall*
- 07/13/15 Holtville City Council Meeting *City Hall*
- 07/14/15 Meeting with Caltrans Representatives *District 11 San Diego Office*
- 07/15/15 Arbitration Hearing on Blackdog Matter *San Diego*
- 07/16/15 Recreational Trails Funding Seminar *Conference Call*
- 07/20/15 Management Staff Meeting *City Hall*
- 07/21/15 Meeting LAFCO re: Bornt Lot Boundary Issue *LAFCO Offices*
- 07/22/15 OEDC Meeting *IID Offices (El Centro)*
- 07/23/15 IVECA Board Meeting *EC ED Offices*
- 07/27/15 Holtville City Council Meeting *City Hall*
- 07/30/15 Pre-Construction Meeting-WWTP Rehabilitation *City Hall*
- 08/06/15 SCAG Cap & Trade Seminar *ICTC Offices*
- 09/09/15 ICTC Management Committee Meeting *City of El Centro*
- 09/09/15 CCMA Meeting *City of El Centro*
- 11/11/15 2nd Annual Veteran's Day Parade *Fifth Street/Holt Park*
- TBD Emergency Operations Training *City Hall*

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

11a

City of Holtville

Report to Council

MEETING DATE:	7-13-15
APPROVED FOR AGENDA	
CITY MANAGER	M
FINANCE MANAGER	
CITY ATTORNEY	

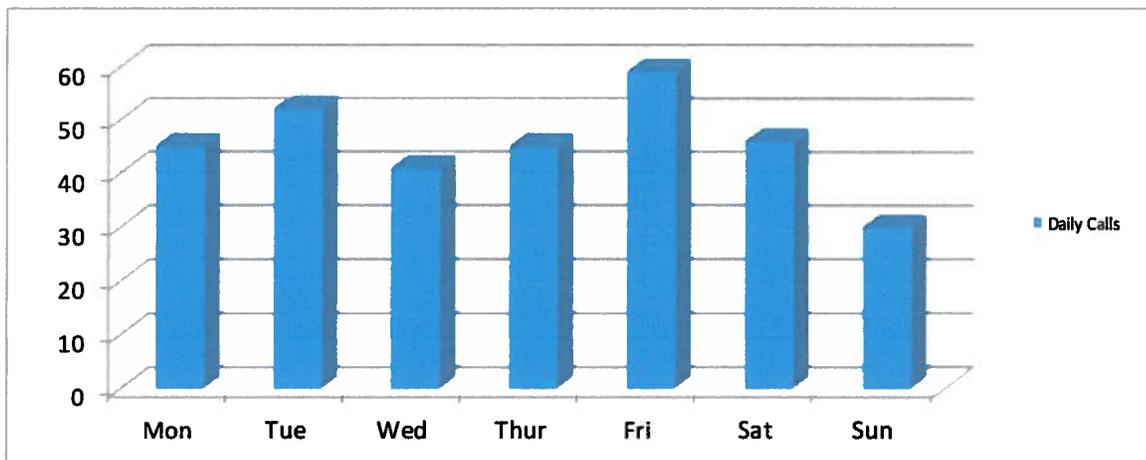
Date Issued: July 7, 2015
From: Sergeant Manuel De Leon, Chief of Police
Subject: Holtville Sheriff's Monthly Report – June 2015

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

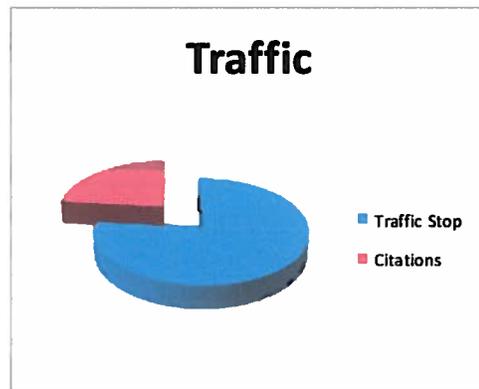
The following is a summary of statistics for the Holtville Sheriff's Deputies for the month of June 2015.

Calls For Service:

- **282** total incident reports, which were entered into Spillman Computer Database by the Imperial County Sheriff's Dispatch Center. These calls consisted of requests for Sheriff's services.
- The highest volume of calls for service occurred on **Friday** with **59 calls**. The highest volume of calls occurred from **10:00 p.m. to 11:00 p.m.**

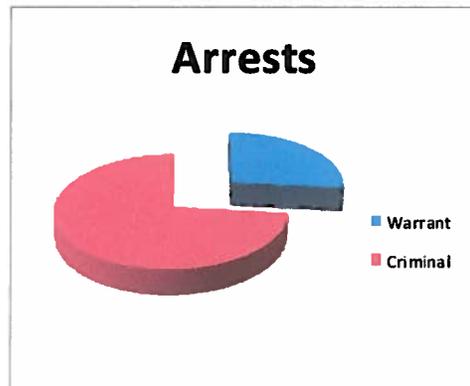


<i>Traffic</i>	<i>Total</i>
Traffic Stops	79
Citations Issued	24
Traffic Collisions	2
DUI's	1



<i>Crimes</i>	<i>Total</i>
Burglary	4
911 Calls - Hangups	6
Vandalism	6
Disturbing the Peace	16
Narcotic Offenses	5

<i>Arrests</i>	<i>Total</i>
Warrants	4
Criminal	11
Total	15



<i>Miscellaneous</i>	<i>Total</i>
Animal Problem	1
Alarm Calls	25
Deputy Request	8

The following is a brief summary of incidents and events that the Holtville Police Department has been involved in during the month of June 2015.

- On June 2, 2015, Sr. Deputy Figueroa conducted probation checks with the Probation department. One arrest was made for violation of probation.
- On June 5, 2015, Sr. Deputy Figueroa provided a presentation on Cyber-Bullying to the Holtville Middle School.
- On June 8, 2015, I attended the Holtville City Council Meeting at City Hall.
- On June 9th and June 10th, Deputies attended the Holtville Middle School and Holtville High School graduations.
- On June 16, 2015, a stolen laptop was recovered through an investigation and returned to the victim.
- On June 24, 2015, Sheriff R. Loera presented the Boys and Girls Club with a donation for \$1000.00 dollars.
- On June 25, 2015, Deputy E. Contreras and Deputy A. Contreras attended training on Motorcycle Gangs at the Law Enforcement Coordination Center in Imperial.
- On June 28, 2015, Deputy E. Contreras arrested two subjects with stolen property. The stolen property was tied to a recent burglary within the city of Holtville.
- On June 29, 2015, The Imperial County Sheriff's Dive Team conducted dive training at the City of Holtville swimming pool.
- Sr. Deputy D. Lindberg was on his yearly vacation for the majority of June 2015.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Manuel De Leon', with a horizontal line extending from the end of the signature.

Sergeant Manuel De Leon

116

City of Holtville

REPORT TO CITY COUNCIL

MEETING DATE:	7-13-15
APPROVED FOR AGENDA	
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

DATE ISSUED: July 8th, 2015

FROM: Frank Cornejo
Water/Wastewater Operations Supervisor

SUBJECT: Water / Wastewater Plant Operations & Maintenance Summary

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 the operations and maintenance activities completed at the City's water-wastewater treatment facilities during the period between 06/17/15 to 07/08/15.

Also attached to this report is an updated spreadsheet detailing both the 2015 year-to-date violations related to NPDES Permit (*ammonia*) noncompliance for our wastewater facility.

Water Treatment Plant:

- Staff replaced packing gland/seals and lubricated Raw Water Turbine Pump #2.
- Staff replaced inlet water supply piping and valves to chlorine tablet feed system.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

Waste Water Treatment Plant:

- Staff took south 18' secondary clarifier out-of-service for sludge withdrawal valve repair work.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'FC', with a vertical line through the middle of the letters.

Frank Cornejo.
Water/Wastewater Operations Supervisor
City of Holtville



California Integrated Water Quality System Project (CIWQS)

Mandatory Minimum Penalty Report

This MMP Report shows only mandatory minimum penalty violations associated with Water Code sections 13385(h) and (i) and 13385.1(a).

[VIEW PRINTER FRIENDLY VERSION](#) | [EXPORT THIS REPORT TO EXCEL](#)

SEARCH CRITERIA: [\[REFINE SEARCH\]](#) | [\[NEW SEARCH\]](#) | [\[GLOSSARY\]](#)

Region (7), County (Imperial) Occurred between 1/1/2015 and 12/31/2015

Region	Agency	Facility	WDID	MMP Exempt Violations	Serious Reporting Violations	Serious Effluent Violations	Chronic Violations	Vio w/ MMP Enf	Vio Fully Resolved (Paid and Historical)	Vio w/o MMP Enf	Total MMP Vios
7	Calexico City	Calexico City WWTP	7A130101011	0	0	0	1	0	0	1	1
7	Calipatria City	Calipatria City WWTP	7A130102041	0	0	1	1	0	0	2	2
7	Holtville City	Holtville City WWTP	7A130105011	0	0	0	22	0	0	22	22
7	Imperial ID	Imperial ID Grass Carp Hatchery	7A130128015	0	0	0	8	0	0	8	8
7	Seeley Cnty WD	Seeley CWD WWTP	7A130111013	0	0	0	4	0	0	4	4
TOTAL (PAGE)				0	0	1	36	0	0	37	37
TOTAL (REPORT)				0	0	1	36	0	0	37	37

Violation: An instance of non-compliance

Serious Reporting Violation: Defined by California Water Code section 13385.1 as a failure to file a discharge monitoring report pursuant to Section 13383 for each period of 30 days following the deadline for submitting the report, if the report is designed to ensure compliance with limitations contained in waste discharge requirements that contain effluent limitations.

Serious Effluent Violation: Serious violation as defined by California Water Code section 13385(h). Waste discharge exceeds the effluent limitation for a Group I pollutant by 40% or more (CAT1), or a Group II pollutant by 20% or more (CATs).

Chronic Violation: Chronic violation as defined by California Water Code section 13385(i). To be counted as a chronic violation, there must be 3 preceeding violations within a 180 day period. The fourth non-serious violation that occurs within the 180 day period is an MMP violation.

11c

**City of Holtville
REPORT TO COUNCIL**

MEETING DATE:	7-13-15
APPROVED FOR AGENDA	
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

DATE ISSUED July 8th , 2015
FROM: Public Works Foreman
SUBJECT: Bi Monthly Report.

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.
- Ran main sewer lines in different locations in town.
- Repaired bathrooms at the City pool.
- Caught 4 dogs and 3 cat.
- Laid down asphalt chippings in problem alleys around town.

Respectfully Submitted,



Alejandro Chavez
Public Works Foreman
City of Holtville





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planning staff report

MEETING DATE:	7-13-15
APPROVED FOR AGENDA	
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	

2015 Quarterly Report No. 2

To: Holtville City Council
Holtville Planning Commission
Nicholas Wells, City Manager

From: Justina G. Arce, City Planner

Date: July 8, 2015

Projects: Private Planning Permits (in order of submittal)

1. Daniels Tentative Parcel Map
2. Melon LLC Annexation GP Amendment & Pre-zone
3. Bornt Lot Line Adjustment & Lot Merger
4. Auto Zone Sign and Site Plan Review
5. *Clear Talk Tower CUP*
6. *Rangel Variance From Set-Backs*

City Planning Projects

7. Wetlands Trail Easement Acquisition from IID
8. Service Area Plan Update Coordination
9. Off-site Improvements for Family Dollar Store

This Planning Staff Report covers the period from *April 1, 2015 through June 30, 2015*, unless otherwise specified. The purpose of the following communication is to provide a summary report to the City of Holtville of the planning work currently being performed by The Holt Group in regards to planning and development projects in the City, and more specifically the projects referenced above and further detailed below.

PRIVATE DEVELOPER PLANNING APPLICATIONS

1. **Daniels Tentative Parcel Map** - Ross Daniels submitted a Uniform Application to the City to process a Parcel Split (Minor Tentative Parcel Map) and paid review fees on September 19, 2013. A Tentative Map with Legal Descriptions was submitted to the City for review, as prepared by Nicklaus Engineering. A letter was sent to the project Engineer on October 1, 2013 informing them that the submittal was being rejected as it did not comply with the requirements in the submittal checklist.

A revised Tentative Parcel Map was resubmitted on January 14, 2014 and redlines were subsequently provided on January 22, 2014 as several of the original comments had not been addressed. A third submittal of the annexation map was provided by Nicklaus Engineering on February 25, 2014 and, after minor modifications, it was accepted by the City on February 26, 2014.

The City proceeded with notifying potentially impacted utility and public agencies, including several City departments, regarding the proposed Parcel Split on March 4, 2014. The City received comments from three (3) agencies and their comments were incorporated into a Report of Investigation and Conditions of Approval prepared by City Staff for consideration

by the Planning Commission. The Planning Commission held a public hearing on March 17, 2014 to consider Parcel Split, but then tabled the item until April.

On April 21st the Planning Commission approved PC Resolution 14-15, approving the Tentative Parcel Map 14-01 and recommending conditions of approval to the City Council. The recommended Conditions of Approval included recommendations on off-site improvements consisting of curb gutter and sidewalk, and half width street improvements along the project frontage with Cedar Avenue. The City Council met on May 12th to consider adopting the Conditions of Approval recommend by the Planning Commission. The Applicant voiced his disagreement with conditions requiring the off-site improvements. City Council agreed to table the item for the next meeting in order for the City Attorney to prepare alternatives. In a letter sent to the City Council on May 22, 2014, the applicant requested the City Council waive the off-site improvement requirements per Municipal Code Section 16.09.030 citing “extraordinary” circumstances. City Council approved the exception and modified the Conditions of Approval to remove off-site requirements on May 26 via Resolution 14-15. A letter was sent to the Applicant with instructions on Final Map requirements on June 18th. The applicant had not submitted the final documentation as of June 30, 2014.

A Final Map was submitted on August 25, 2014 by Nicklaus Engineering, however the Final Map as presented did not comply with the Subdivision Map Act requirements. Additionally, a licensed surveyor had not signed the plans. A letter providing direction was sent to Andy Klakulak of Nicklaus Engineering on August 28, 2014. The City was informed that the project’s original California licensed surveyor had passed away during the summer. Another agent in the firm would be obtaining his California license before the end of the year and a resubmission would be done at that time.

As of December 31, 2014, the City had not received an updated plan. The anticipated surveyor did not receive his license. Alternative options were being considered by the applicant. As of March 31, 2015, the City had still not received an updated plan.

New plans were received on May 22, 2015 but were inadequate. The Surveyor was notified on June 8, 2015 and base maps were provided for his use. Follow up was also made with Ross Daniels with options on how to proceed. Revised plans were not resubmitted as of the end of June 2015.

- 2. Melon LLC Annexation, General Plan Amendment & Zone Change-*** A formal application for the proposed Annexation, General Plan Amendment and Zone Change were received on September 4, 2014 from Jeff Lyons, agent representative for Melon LLC. The initial review determined that the application was unacceptable and incomplete including some of the following reasons: 1) the application did not have a specific project identified and no site plan was prepared which is an Annexation requirement from both LAFCo and the City, 2) none of the required studies were submitted for environmental assessment such as hydrology and traffic, and 3) corresponding application fees were not submitted. A letter communicating our findings was sent to Mr. Jeff Lyons on September 8, 2014 and with cc’s to Mr. John Hawk, property owner. Subsequently the City was copied on a letter from LAFCo to John Hawk, rejecting their Annexation application due to lack of a project and insufficient information for project assessment for CEQA compliance. As of September 30, 2014, a resubmission had not been received. The City was notified by Mr. Lyons that the project has no developer partner and their intent was to annex without a project and that they were unaware of a development requirement. As of December 31, 2014, a resubmission had not been received. As of March 31, 2015, a resubmission had not been received, however, Mr. Hawk did attend the March 16 Planning Commission meeting and discussed in general under public comments a new multifamily proposal.

As of the end of June 2015, a project had not been submitted to planning staff for review.

3. **Bornt Lot Line Adjustment & Lot Merger**- On September 8, 2014, 2014, Jeff Lyon on behalf of Alan and Mary Bornt submitted an application for a Lot Line Adjustment affecting parcel(s) 045-330-073 and 045-340-025 owned by Alan L. and Mary L. Bornt and parcel(s) 045-330-07 and 045-340-029 owned by Donald K. and Donna J. Osborne. The purpose of the lot-line adjustment was to transfer property from Mr. Don Osborne to the Bornt farming operation. The application was deemed inadequate for processing because: 1) the lot line adjustment map was missing required information, such as existing structures and their location, utilities, dimensions, adjacent access roads and driveways, easements, rights-of-way, and correct size text on map, 2) grant deeds for all properties were not included, and 3) legal descriptions and Plat were not shown on a separate 8.5" x 11" size sheet, and thus a letter providing directive on the matter was mailed to Mr. Jeff Lyons on September 15, 2014 with copies to Alan Bornt. As of September 30, 2014 a resubmission had not been received.

Mr. Lyons resubmitted a modified packet on October 31, 2014, however, legal descriptions and plat maps were not submitted as noted above because field work had not been completed. Subsequently, Mr. Lyons submitted the legal descriptions and plat maps on November 12, 2014. A first review was completed and issues were noted. Of specific concern was that a lot merger was being concurrently proposed with a multi-jurisdictional parcel owned by Don Osborne. The Lot Line Adjustment between the recently annexed Bornt Property (County Merger 0016) and Osborne Parcel 045-330-071, within the City Limits, would be pretty straight forward and current submission would only require slight modification of the boundaries of the "remaining" Osborne City Parcel 045-330-071 so that it conforms to City adopted standards for minimum lot-width requirements. The merger between the remaining Osborne City Parcel 045-330-071 and Osborne County Parcel 045-240-029 has these same issues as the Bornt's original request and would also require for Osborne County Parcel 045-340-029 to be annexed before any lot merger with Osborne City Parcel 045-330-071 can take place. Planning Staff followed up with Imperial County and LAFCo who continue to be in agreement with the City's position. Field work had still not been done as of December 31, 2014. As of March 31, 2015, no additional submittals were made to the City. A letter would go out in April regarding lack of activity and interest in continuing lot line adjustment.

The letter did not go out as a meeting with Management and planning staff was instead scheduled and held on May 27, 2015. Attendees included Alan Bornt, AJ Bornt, and Mary Bornt. Discussion ensued regarding property boundaries and challenges. Mr. Alan Bornt indicated that they would attempt a meeting with Mr. Don Osborne regarding the Maple Avenue issues as the Bornts were unaware it belonged to the parcel they are purchasing from Don Osborne.

On June 18, 2015, Jeff Lyons forwarded to Nick Wells and Jurg Heuberger of LAFCo some de-annexation proposals that would involve an additional parcel also owned by Don Osborne. Mr. Lyons followed up on July 1st regarding a response and included City Planning in the email. Subsequently, Mr. Lyons was forwarded a checklist of procedures along with the corresponding application, fee and deposit requirements. He was advised that applications through LAFCo and Imperial County would need to be processed concurrently and that copies needed to be submitted to the City as well.

4. **Auto Zone Sign, Design and Site Plan Review**- Real Estate agents contacted the City Manager early in the summer of 2014 regarding the proposed location of an Auto-Zone store at the southwest corner of 5th street and Walnut. Although some conceptual drawings had been submitted, no official applications had been received. Auto-Zone did request in September the confirmation of sign standards and a letter was forwarded to the attention of Mr. Isaac Uitenbreoek of Jones Sign regarding sign standards and restriction. On September 23, Terra Mar Engineering contacted the City requesting information on entitlement process and development standards, all of which were forwarded that same week. As of September 30, 2014 no additional inquiries had been made.

An application and fee for a Site Plan Review was submitted to City Hall on Friday, November 7, 2014. An application for Design Review was also part of the packet. The Project Review Committee met on November 10, 2014 to review the project and make recommendations to the Planning Commission. A Public Hearing was duly noticed in the Holtville Tribune. On December 15, 2014, the City of Holtville Planning Commission reviewed the Sign, Design, and Site Plans and issued on conditions of approval. One of the conditions was to incorporate a more traditional design to the building instead of the modern block style.

On December 19, 2014 Terra Marr submitted revised floor plans and elevations to incorporate design recommendations made in the Design Review. Planning Staff reviewed the modifications, as authorized by the Planning Commission. On December 22, a letter was sent to TerraMar Engineering communicating additional modifications to the elevations attached with a redlined version of the elevations showing these modifications.

On January 8, 2015, a letter was sent to TerraMar regarding the required payment of Development Impact Fees, which was determined to total \$62,058.88. The letter gave instructions on completing the City Fee Payment Certification form prior to building permit issuance. On January 28, 2015, a letter was sent to Ms. Arce from Caltrans regarding access on SR-115. The letter explained that Caltrans was no longer opposed to the use of the driveway for this project, and that any work performed within the Caltrans right-of-way would require review and approval by Caltrans and an Encroachment permit.

On February 2, 2015, TerraMar Engineer submitted a final submittal of design elevations, Project Specifications, Geotechnical Investigation Report and Structural Calculations. On February 3, 2015, a response letter was sent to TerraMar Engineering that determined that the design elevations submitted by TerraMar on February 2, 2015 were generally consistent with recommendations provided to them and that the City formally approved the design.

On February 19, 2015, a letter was sent to the I.C. Planning Department, I.C. Assessor's Office, I.C. Building Department, City of Holtville Fire Department, Holtville Police Department, Holtville Public Works, City of Holtville, IID Power, IID Water, AT&T, Time Warner Cable, Southern California Gas Company, and the Holtville Postmaster regarding the address re-assignment for APN 045-293-001. The letter explained that the aforementioned APN was a vacant property that is seeking a building permit for a new commercial operation and will be reassigned an address from 453 Walnut Avenue, Holtville, CA to 390 East 5th Street, Holtville, CA.

On February 20, 2015, TerraMar Engineering submitted a complete civil and building packet to the City of Holtville which included the following: Grading Plans, Building Plans, Geotech Report, Drainage Report, Title Report, Cost Estimates, Building Plans, and Building Plan Calculations. On March 4, 2015, Plan Check #1 was completed and a letter was sent to TerraMar Engineering explaining the plan check findings, the conditions of approval still pending, and included redlined plans.

On April 14, 2015, TerraMar Engineering submitted a revised set of plans to the City of Holtville. On April 21, 2015, a Final Plan Check was completed and a letter was sent to TerraMar Engineering explaining the plan check findings, conditions of approval still pending, and included redlined plans.

On April 27, 2015, TerraMar Engineering submitted a Roadway Dedication packet, which included a first draft of the legal description and plat map. A review of this packet was completed and a letter was sent to TerraMar Engineering on May 11, 2015, explaining the review findings and including a redlined legal description and plat map. The final dedication documents were received on May 19, 2015 and were found acceptable. The Grant of Easement was drafted by Staff in late June and forwarded to AutoZone Parts, Inc on June 30th for execution.

5. **Clear Talk Tower Conditional Use Permit** - *The City received an incomplete application packet from Victor Gillespie on June 22, 2015 for the installation of a Telecommunication Tower at Samaha Park. A letter was drafted by the City Planner with guidance on general requirements and applicable fees and further forwarded a copy of the applicable Municipal Code Sections to the applicant (Ordinance 442). The City's letter went out on June 23, 2015. No additional submissions had been received as of June 30, 2015.*
6. **Rangel Variance on Set-Back Requirements**- *The subject property, 860 Fig, has a history of non-conforming construction. The City and property owner first became aware of the issues in 2012 when then property owner Javier Fregoso wanted a permit to reconstruct a carport after a storm resulted in a tree causing major damage to the existing structure. It was determined at that time that the carport encroached onto the private property of the abutting parcel and was not permitted for reconstruction. The property was subsequently sold to Ruben Rangel, apparently without proper disclosure of the existing conditions.*

Mr. Rangel was advised of the existing conditions by the City Planning Department on June 4, 2015 after the City reviewed their building permit application and site plan for the reconstruction of a garage and patio. In order to resolve the compliance issues, the applicant proposed to instead reconstruct a carport strictly within the property boundaries, but in order to meet acceptable width requirements, the side set-back would be encroached upon by four feet and a Variance was formally applied for on June 26, 2015. The Planning Commission is scheduled to consider the variance at the July 20, 2015 meeting.

CITY PLANNING PROJECTS

7. **Wetlands Trail Easement Acquisition from IID** - The City has actively been working on securing a pathway, the approximate distance of .52 miles from the Alamo River Recreational trail to Zenos Road in order to connect to the Holtville Wetlands. City Staff met with IID officials who were willing to gift the required easements as long as the City provides the legal descriptions and plat maps. A portion of the Habitat Conservation Fund grant received in 2012 was to be used to create a conceptual pathway from the current trail to the wetlands based on existing topography. The concept is complete and the City Manager authorized the preparation of the legal description and plat maps to be presented to the IID. A Preliminary Title Report was ordered and obtained on August 1, 2013 and the survey Staff has been working on preparing the easements. It is anticipated that the easements will be drafted for review by The Holt Group Staff during the third quarter.

The legal descriptions and plat maps were completed by survey staff on December 4, 2013. On December 6, 2013, Staff submitted an enclosure letter to Randy Gray of IID Real Estate, providing the legal descriptions and plat map for a 20-foot wide easement. Randy Gray was contacted on December 27, 2013 to obtain a project status update. Mr. Gray informed that he had circulated the easement documentation and that thus far, other departments had accepted the legal documentation, as prepared.

The IID reviewed the Legal Description and Plat Map and found them acceptable on March 10, 2014. The same day, IID Staff notified the City that they would prefer the City enter into a Site Access Agreement and Encroachment Permit rather than the proposed Grant of Easement. Planning staff forwarded on April 1, 2014 the draft Site Access Agreement to the City Attorney for his review and comment.

The draft Site Access Agreement was presented to City Council on April 28th where the Agreement was approved. The agreement was then executed with the proper City signatures and delivered to the IID on May 12, 2014 for their review and execution. As of June 30, 2014, the Agreement still being reviewed internally and will be released once any revisions have been processed by the IID. The final Site Access Agreement was received on April 14, 2014 by The Holt Group and the original was forwarded to the City Manager on April 17,

2014. The next steps for this project are to complete the environmental and be shovel ready at the next opportunity for grant funding. No additional updates were available as of June 30, 2015.

8. **Mooney Service Area Plan Update Assistance** - The City Engineer and City Planner met with staff from the Mooney Planning Collaborative regarding the Service Area Plan update and then provided them with the following requested items via email and FTP Site:

General Information - Current Land Use Plan, Current Zoning Map and Adopted Standards Details and Specifications; Water Information - CAD Water Pipeline Map and Smith Subdivision Water Loop Study; Wastewater - Wastewater Treatment Plant Final Project Description, Sewer Pipeline Map, and Current Sewer Rate Table; Fire Protection - Public Safety Building Site Plan and Project Description; Law Enforcement - Executed Contract with Imperial County Sheriff's Office; Transportation- Sidewalk Study, Downtown Code Street Regulating Plan, and Bicycle Master Plan; Parks & Recreation - Wetlands Trail Link Plan, Park Location Map and Skate Park Master Plan; Solid Waste - Contract with CR&R; Drainage - Melon Road & 9th Street Drainage Study Prepared for Rancho Mira Vista Subdivision and 3rd Street Drainage Study.

A draft of the Service Area Plan was provided for review to the City Planner and City Engineer on April 24, 2014. Planning and engineering comments and supplemental data were prepared and provided to Mooney Planning Collaborative via email on May 3, 2014 consisting of supporting information for Administrative Facilities, Drainage Facilities, Wastewater Facilities, and Water Facilities. Mooney Planning Collaborative forwarded to planning staff a list of additional information required on May 13, 2014 and staff provided the following information to the Mooney Planning Collaborative: Planning & Engineering Fee Schedule, Plans for City retention basins, IVDA and City of Holtville Memorandum of Understanding, 9th Street Traffic Counts, Street Master Plan, and City Booster Pump Station plans.

The Final Draft of the focused Service Area Plan was submitted to City Management on August 14, 2014. Upon review, the City Manager may begin processing for formal adoption by initiating a Public Hearing at the Planning Commission level. Since Melon LLC has determined not to have a project, this project is no longer a priority item. No additional updates were available as of December 31, 2014. The Holtville Planning Commission reviewed the draft Service Area Plan at the March 16, 2015 meeting and recommended adoption to City Council. LAFCo held a public hearing on March 26, 2015 and approved the Service Area Plan as submitted. Council is anticipated to take adoption action in April via Resolution. *City Council adopted the Service Area Plan on April 27, 2015. This item will be removed from further reporting.*

9. **Family Dollar Retail Store Off-Site Improvements Compliance** - The Family Dollar was issued a Certificate of Occupancy on December 13, 2013 on the understanding that several pending items be addressed. Of primary concern are the two street lights associated with the project, which were not installed prior to the time that the Certificate of Occupancy was issued by the City Manager, as they were on back order and not available until January 2014. During the week of January 12, 2014 the two street lights were installed, however, IID notified City Staff on January 21, 2014 that the street lights were missing the electrical wiring necessary to light them. The City was asked to wire the light poles.

City Staff contacted Boos Development West on January 21, 2014 regarding the missing electrical wires asking them to coordinate the pending work. On March 10, 2014 City Staff contacted IID staff and verified that no work had been completed. The same day the City sent a letter to Boos Development West communicating that the street lights remain to be installed properly which is their requirement. As of the date of this report, there has been no response from Boos Development West.

Additionally, the City Planner issued a final inspection on November 13, 2013 which stipulated the need for a bond, or some other acceptable assurance from the Owner, to ensure that the plants and trees will be replaced if they fail to mature within a two year period of Occupancy Permit Issuance. The City Manager accepted a warranty letter on December 13, 2013. The three California palm trees planted along 5th Street within City easement did not survive, as did other landscaping. A letter was sent on March 26, 2014 to Golden Valley Construction, the contractor who planted the palm trees, requesting they honor the one year guarantee and replace them. Michael Honz, General Manager for Golden Valley Construction, communicated to City staff that he intendeds on honoring the guarantee and expects to replace the palm trees by the end of April 2014.

The last contact with Golden Valley Construction was on July 8, 2014 and July 9, 2014. Michael Honz, General Manager, stated that he has been asked by the City Manager to substitute the palm trees with a different tree species. He will contact the City Manager for confirmation on how to proceed with the replacement.

Vasanthi Okuma, project development manager for Boos Development West, was last contacted on July 9, 2014. She stated that Boos Development West and the IID were in dispute regarding who is responsible to install the wire, as IID's street light construction diagrams provided to the Family Dollar construction contractor, did not indicate to wire the street light. Boos Development West is no longer directly involved with the property, as it has been transferred to Family Dollar, but will continue working with City Management to resolve this pending issue.

No additional updates were available as of December 31, 2014. Staff will determine the cost of the remaining work to present to management for consideration of City action to complete said work and/or petition to IID for cost subsidy. On January 26, 2015, City Staff contacted Joel Perez of IID via phone and e-mail to inquire on the possibility of IID completing the wiring of the street lights. On January 28, 2015, Joel Perez communicated via e-mail that after reviewing the project's documentation, IID would complete the energizing of Street Lights #1217799 and #1217800 at no cost to the City, as long as IID received a letter from the City that authorizes IID to put the two street lights on the City's Street Lighting Billing account. On February 2, 2015, a letter was e-mailed to Joel Perez of IID from the City that requested the wiring of the two street lights along with the authorization to place the lights on the City's Street Lighting Billing account. Mr. Perez responded on February 2 that IID would move forward with the process. The corner light was energized but the light on Cedar Avenue had challenges. City was notified in March 2015 by IID that the pole on Cedar Avenue was unable to be wired, perhaps due to a split conduit underground, and that a contractor would need to investigate the reason for the wire not being able to go through.

Should you have any questions and/or concerns regarding the information in this report, please feel free to contact Justina G. Arce at (760) 337-3883 or City Manager Nicholas Wells at (760) 356-4574.



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MEETING DATE:	7-13-15
APPROVED FOR AGENDA	
CITY MANAGER	
FINANCE MANAGER	

quarterly grant report

April - June 2015 Report

To: Nicholas Wells, City Manager
Holtville City Council
Holtville Planning Commission

From: Justina G. Arce, Grant Administrator

Date: July 8, 2015

Projects: City Grant Applications/Projects

1. Alamo River Recreational Trails – Department of Parks & Recreation
2. BECC Application for Outfall Main & Residential Project (PDAP/BEIF)
3. BECC Application for Wastewater Treatment Plant (PDAP/BEIF) FY 10/11
4. CWSRF Application for Wastewater Treatment Plant
5. HCF Program Grant Application for Alamo River Conservation Project
6. USDA Grant Application for Outfall Main and Residential Collection Project
7. 4th Street Cedar to Walnut- Curb Gutter & Sidewalk-CMAQ Grant Application
8. 9th Street & Ditch Underground (Cedar to Palm)-RSTP Grant Application
9. Walnut Avenue South to 2nd Street Improvements- RSTP Grant Application
10. Cedar Sidewalk between 4th Street and 5th Street
11. Sustainable Communities Planning Grant for General Plan & SAP Update
12. SR 115/5th Street STIP Program Phase II Project (north side)

The purpose of the following memo is to provide a summary report to the City of Holtville of the planning work currently being performed by The Holt Group in regards to the City's grant applications and grant administration projects, and more specifically the projects referenced above and detailed below. *Updates are in bold italics and for the time period of April 1, 2015 thru June 30, 2015*, unless otherwise noted. Further note that in order to save space, some immaterial history has been omitted, but is logged in prior reports should anyone wish to review at a future date.

1. Alamo River Recreational Trails-Department of Parks and Recreation (\$489,169.30)

In August 2008 City Manager, Laura Fischer directed THG to prepare the resubmission of an application, which was prepared on September 2008. The application was strengthened due to an IID easement that was secured and the completed survey work. A full Staff Report and a copy of the application were submitted to City Council at the September 14, 2009 meeting. On June 16, 2010, the City received a formal letter from the Department of Parks and Recreation, stating that the project had been awarded \$430,468 and that the City needed to comply with NEPA, National Historic Preservation Act of 1966, and the State or local Transportation Improvement Plan. The Regional Transportation Plan listing and Preliminary Environmental Study were completed on January 3, 2011. A contract with the State was executed on July 25, 2011 by City Manager, Alex Meyerhoff and the City procured for design, bidding and construction services.

The resolution for selection of a consultant was presented to City Council in November 2011 by City Manager Alex Meyerhoff and action was delayed since matching funds

were originally from RDA Fund. Since this was an adopted Regional Transportation Plan (RTP) project, City Council opted to use LTA funds and continue to move forward with the project. On January 17, 2012, the City received a reimbursement check from the State for \$296,000. On January 23, 2012, City Council awarded the contract for design and engineering services to Mia Lehrer + Associates for \$134,325 and a Notice to Proceed was issued on March 21, 2012 to the consultant.

Mia Lehrer held a public meeting on May 7, 2012 and also presented design concepts to two High School Classes. The consultant communicated its challenge of site amenities not being found at the cost budgeted. THG provided Mia Lehrer with a number of facility specifications in order to keep the design within budget. Mr. Jeff Hutchins, project manager suggested elimination of a restroom facility, however, the City communicated that no amenities should be eliminated as the State would need to authorize a change in the scope of work. The State agency communicated that scope changes would be feasible but that a formal request needed to be submitted to DPR as amenities were a scoring factor.

The proposed design was presented to the PRC on August 8, 2012 and subsequently to the PC on August 20, 2012. Selected amenities were forwarded to Mia Lehrer. Also, the Third Progress Status Report was prepared and submitted to the DPR on September 10, 2012. The 60% design plans were submitted on November 2, 2012 and staff requested that Mia Lehrer make additional revisions to the trail pathway, landscaping and civil grading as well as alternative restroom options. The 90% design plans were submitted on December 6, pending only the final geotechnical report. Authorization to advertise the bid for the construction of the Project was approved by City Council on December 10th. The final plan check was completed and comments on minor edits were issued to Mia Lehrer on March 5, 2013.

A progress grant report was submitted to the State on April 17, 2013. Jeff Hutchins held a pre-bid meeting on June 18th. The bid opening date had been extended to July 16th via addendum #3. The City received a total of two bids: Pyramid Construction (\$1,021,279) and Hazard Construction (\$853,128). Some of the improvements engineered by Mia Lehrer resulted in significant cost overruns. At the direction of the City Manager, THG reviewed the construction bid items and prepared a memo to City Management dated September 4th on potential items that could be removed from the project scope to lower project costs and subsequently submitted a request to the DPR on August 15th for a reduced project scope of work. A response was received from the State on August 16, 2013 requesting a letter describing the scope of work change, a revised Application, Cost Estimate, and Site Plan. On December 27, 2013, the letter describing the scope of work change, a revised Application, Cost Estimate, and Site Plan were submitted to the State.

On February 3, 2014, the City received a letter from the State approving the change in scope of work. The project was re-bid by Mia Lehrer, per change in scope, and a bid opening was held on March 28, 2014. Three bids were received from Granite Construction (\$678,999), Hazard Construction (\$568,148), and Pyramid Construction (\$508,483). City management was in the process of negotiating with the availability of Class II base for trail pavement, location of fill export, and possibility of fill import. Other elements such as rope railing, signage and bollards could be installed by the City at a future date in order to bring down project costs.

Cost reductions of \$66,900 were successfully negotiated by THG with Pyramid Construction in June 2014 for the following items:

- Reduction of soil exporting costs per unit (\$29,580 in savings)
- Removal of installation of all three trash receptacles (\$4,800 in savings)-purchased under separate grant.
- Removal of installation of all rail track post & rope guide (\$17,520 in savings)
- Removal of installation of Alamo River Trail Sign (\$5,000 in savings)

- Removal of installation of bollards (\$10,000 in savings) to be installed at a future date by City staff.

City Council awarded the construction contract to Pyramid Construction on June 9, 2014. The kick-off meeting was held on June 27th and subsequently THG issued a memorandum to Mia Lehrer on July 2nd to communicate and recap construction management requirements expected of Mia Lehrer for the construction phase of the project. It was determined by Mia Lehrer and the City Manager to only issue a Notice to Procure (pending acceptable contract documents) for the bridge equipment and that a Notice to Proceed on Construction would take place in September.

Pyramid submitted a payment request in the amount of \$59,850.00 for the pre-fabricated bridges, which was paid by the City on July 11, 2014. The Holt Group, in turn, submitted Reimbursement #4 to the State for the material purchased on July 1st, 2014 and the City was reimbursed on December 9th, 2014. A Notice to Proceed was issued by Mia Lehrer to the contractor on November 18th 2014 after some clarifications on design between Mia Lehrer and the Bridge manufacturer were resolved.

The project was subsequently and temporarily halted until a Labor Compliance Officer was brought on board and construction management inspection scope of work was agreed to. A Labor Compliance contract was approved by City Council on December 8th, 2014. David Dale of Dynamic Engineering was also brought in to perform daily inspection/construction management services at a cost not to exceed \$12,000 since Mia Lehrer was unable to complete the daily inspections as required. This amount would be deducted from their contract. Construction began on December 15th, 2014.

Construction Management Service invoices were also paid in January averaging \$17,000 to Mia Lehrer and North Gardens Management. Pyramid Construction was also paid \$175,249.80 on January 20th, 2015. The Holt Group, in turn, submitted Reimbursement #5 on January 27, 2015 to the State for the incurred costs, in the total amount of \$192,181.00.

In January 23, 2015, City Council approved Construction Change Order #1 in the amount of \$52,070.20, for a change in scope that would require piling to be constructed using the "Wet Shaft" method of placement.

On February 25, 2015, Semi Annual Reports were submitted to the Office of Grants and Local Services. On March 25, 2015, The Holt Group submitted Reimbursement #6 to the State for additional construction management costs in the total amount of \$20,702.00. This Reimbursement included two Labor Compliance payment requests in the amount of \$1,530 and \$578, two North Gardens Management construction management payment requests in the amount of \$3,400 and \$3,740, and a Pyramid Construction construction services payment request in the amount of \$11,454.18.

On May 12, 2015, The Holt Group submitted Reimbursement #7 to the State for Construction costs from Pyramid Construction in the total amount of \$131,480. Two payment requests remain to be paid. The final walkthrough by Mia Lehrer was completed in May 19, 2015, however a Notice of Completion had not been filed as of June 30, 2015 due to pending guard rails schedule to be install between July 20 and July 24. A Close-Out packet will be submitted as soon as the Notice of Completion is filed.

2. **BECC/NADBank Wastewater Collection System Application for Outfall Main (& Residential Collection System) (Anticipated Project Cost \$4,895,000.00, however, as of December 31, 2013 Final Cost was \$7,337,500)** – THG, Inc was given directive to prepare capital improvement applications through BECC by City Manager, Laura Fischer. The project was for the replacement of the existing Outfall Main between Olive Avenue and the Holtville Wastewater Plant as described in the existing 2006 study

prepared by THG which included related costs for environmental compliance and ROW acquisition. The application was forwarded to the BECC Office on October 13, 2008. City Management was notified on November 3, 2008, that the City had met all the eligibility criteria for this project and that it would move on to the next phase. In late November of 2008, BECC Staff requested additional information regarding billing efficiency and collection ratios. BECC Project Engineers drove through the Project Site of the Outfall Main on January 21, 2009 and were provided with back-up information. On June 4, 2009, the City Manager, Laura Fischer, was notified by BECC that the project was selected for EPA's US-Mexico Border Planning and Development Assistance Program for planning and technical assistance. Construction amounting up to \$2,786,557 for the project had not been secured yet, but BEIF funds could possibly become available upon completion of the certification process.

On June 19, 2009, representatives from BECC, NADBank, and EPA met with City Staff and THG Staff to discuss the project's scope. The City was informed that by June 2, 2011, the City should have completed all design work, environmental clearance, and public participation in order to complete BECC's Certification requirements. A meeting was coordinated and held by BECC with City Staff on August 5, 2009, to discuss the project's scope of work, project development schedule, construction fund sources, and roles and responsibilities.

RFP coordination was handled by BECC and City Management and the scope of work was drafted by BECC. On November 10, 2009, BECC conducted a kick off meeting at City Hall with the selected consultant to discuss the project scope and timeline. The PER was 30% complete and was submitted to BECC for review on December 18, 2009. On December 29, 2009, the Environmental Initial Consultation Letter was sent out to Project Stakeholders. The environmental consultation period ended January 18, 2010. On April 19, 2010, the 90% PER was completed by THG Engineering Staff and submitted to the City, BECC and Utility providers for review and comment. The project team met with IID, Southern California Gas Company, IC Planning, IC Public Works, and IC Environmental Health on May 5, 2010, to review potential ROW and utility conflict issues. On May 28, 2010, THG Engineers submitted the 100% complete PER to BECC. The project's PER was reviewed and approved by BECC on June 14, 2010.

The Environmental Information Document (EID) under NEPA and the Initial Study under CEQA was completed in draft and was submitted on May 5, 2010 for City EEC Review and BECC/EPA review. In addition, a Biological Study was deemed necessary and was requested from Marie Barrette and was completed on June 14, 2010. The MND Certification was drafted and approved for recommendation by the PC on July 19, 2010. On July 26, 2010, the City Council reviewed and approved the Certification of the MND and a Notice of Determination was filed at the County Recorder's office.

City Management proposed the use of short term bonds to finance the project. The information was presented to City Council on March 14, 2011. City Council approved the financial plan and asked Management to move forward with pursuing short term bonds. On March 22nd, City Manager Laura Fischer prepared a letter to Mr. Mora regarding project status. The City Engineer completed the Scope of Work and received City Council approval on April 25th. The RFP was advertised on May 10th and the bid opened on May 27th. The proposal was awarded to Albert A. Webb and Associates on June 13, 2011, during the City Council meeting. The award was approved via resolution 11-14 in the amount of \$381,800.

On June 21, 2011, City Management, BECC Staff, and Albert A. Webb and Associates attended a Final Design Kick-off meeting held at City Hall to discuss the Scope of Work of the Final Design. On June 22nd, BECC Staff coordinated a Financing meeting between City Management, USDA, EPA, NADBANK, City Council, and Planning Commission to discuss viable financing options available thru USDA and NADBANK. A second

meeting was conducted on the same date of June 22nd, between BECC Staff, City Planner, City Engineer, Councilmember Ludwig, Planning Commissioner Predmore, and Public Works Supervisor to discuss the Public Participation Process of the project by the Local Steering Committee.

On September 13, 2011, a meeting was conducted with Webb & Associates, Hale Engineering, THG, and BECC to review the 30% design work in progress. Webb & Associates communicated that they had completed the surveying and mapping for the sewer pipeline and that utility research was 95% complete. Webb & Associates also communicated that they under budgeted their costs and submitted a proposal on August 3rd to the City and BECC for review for a total of \$99,288.00 for additional title reports, easement, right-of-way, legal descriptions, plats, and record of survey. In addition, additional fees were submitted for land appraisal and property negotiation fees for an estimated \$154,000.00. Accelerated Land Services also provided a cost estimate of \$67,000.00 for property negotiations, completing land appraisals, and other required items to obtain right of ways and easements. The City Engineer believed Accelerated Land Services costs to be more reasonable and presented the additional costs to Council for review at the October 10th meeting, and were approved by Council.

The Public Participation Presentation for the project was prepared by THG and a meeting was held on October 28, 2011 with the Local Steering Committee to review the First Public Meeting and to schedule the same. On November 4th, the City posted the First Public Meeting Notice and published it in the Holtville Tribune for November 21st. The City also distributed Project Fact Sheets on December 19, 2011 to local partners (Holtville Chamber of Commerce, Holtville Unified School District, Campesinos Unidos, California Rural Legal Assistance) for project awareness.

A Second Public Meeting Notice was also posted on December 28, 2011 and published in the Holtville Tribune for February 6, 2012 to discuss project environmental findings and project status. Copies of the Second Public Meeting Notice were sent to all residents abutting the Wastewater Outfall Main and Residential Lines. A meeting was held on January 31, 2012 with the Local Steering Committee to review Second Public Meeting Presentation, progress and status of the Outfall Project 60% design. The Second Public Meeting was held on February 6, 2012 and comments were received from three (3) residents. A response on comments were issued to the residents in February 2012.

Three (3) easements were secured for the residential alley between Cedar and Pine Avenue and one (1) right-of-way for the residential alley between Orange and Fern Avenue. One (1) easement had also been secured for the outfall main pipeline as of April 12, 2012. As of June 29th, 2012, the City had secured all nine (9) alleyway easements and one (1) easement for the outfall main pipeline. The 90% plans were completed on September 12th. At that time an updated EOOPC dated August 15, 2012 was prepared which identified a \$1,661,400 gap. A follow up meeting was held in which BECC, EPA, NADBank and USDA reviewed the revised EOOPC. It was communicated by NADBank that the gap would be covered through BEIF if funding was secured through USDA. Council took action on September 18, 2012 to secure the agency commitments.

Council authorized the City Attorney to file for eminent domain proceedings at the October 10, 2012 special meeting. All easements were secured by early December. On December 11th THG submitted a copy of all easements, encroachment permits, Service Agreement between THG and City and Operation and Maintenance Schedule to NADBank.

The 100% plans were completed and submitted to BECC on December 14th. Teleconference meetings were conducted with BECC to discuss the Outfall Main Project Construction Management Procurement and Certification Schedule. The updated EOOPC along with other requested documents were also submitted to BECC on December 17th.

A meeting was held at THG office with Roberto Molina from BECC and Mr. Alex Meyerhoff (via phone) on February 21, 2013 to discuss the Outfall Main Project Construction Management Procurement and Certification Schedule. It was discussed at the meeting that items that remained pending were associated with Financial Data from the City Finance Manager and if audited financials were submitted by the end of March, then the project would be placed on the NADBank Board certification by May 9, 2013.

During January thru March 2013 review period, THG also submitted three (3) Reimbursement Requests to BECC for design with the final one submitted on March 7, 2013. A First and Second Project Status Report were also submitted by March 7, 2013. A Technical Assistance Agreement (modification 2) was also issued on March 26, 2013 to the City allowing an extension request to April 5, 2013, since the previous agreement had expired on February 15th.

The audited Financial Statements for FY 11/12 were submitted to NADBank by the City on April 25, 2013 and NADBank was able to meet their May 9th Board Certification meeting. The Final Public Meeting was also held on April 29th. THG also completed the Final Public Participation Report and submitted it to BECC on May 8th. The City Mayor executed a Financing Agreement in the amount of \$1,359,887 on June 12th. This amount did not fulfill the identified gap of \$1.6 million, further identified in City Council Resolution 12-56 forwarded to EPA. Apparently there was an oversight by NADBank under which they assumed USDA funds were covering all construction costs (and refinance) when in actuality the USDA funds were reimbursing the City for other soft costs. EPA had requested a verification of soft costs from USDA before they could consider increasing the grant funding through BEIF. THG had been coordinating these submittals to USDA with the assistance of Ms. LeeAnn Chimits.

Procurement Phase: THG/City Engineer had been disqualified by NADBank as eligible for the provision of Construction Management Services associated with this project. The City Engineer had, however, been provided with directive by the City Manager to perform all bidding and construction manager procurement duties on behalf of the City. Construction procurement documents that had been prepared and submitted by Webb in December were reviewed and revised by NADBank, USDA, and subsequently by THG on behalf of the City. Publication was authorized by NADBank on July 3rd and the RFP was published on July 9th.

As of October 1, 2013, there were a total of twelve procurement meetings held with the City, THG, NADBank, EPA, BECC, and USDA to discuss progress of construction procurement documents and procurement of a construction manager. Final costs had been determined based on bids received. The City submitted a request to NADBank to amend sub-agreement as the executed Financing Agreement in the amount of \$1,359,887 did not fulfill the full identified gap. EPA approved a final Deal Sheet for \$2,139,093 on September 30, 2013 to fulfill this gap.

Construction Management Procurement – An Expression of Interest (EOI) was advertised by the City Engineer on July 26, 2013. Responses to the EOI were received on August 5, 2013 from a total of eight firms from which a short list was established. Full proposals were requested from five firms. The City received a total of two proposals by the August 30th deadline. Evaluations were completed on September 9, 2013. The lowest proposal was from Dynamic Consulting Engineers for \$536,717 and subsequently negotiated down to \$497,147. City Council took action on September 23rd for Award of Construction Management Contract with the condition that a contract not be executed by the City and Contractor until funding was secured for the remaining gap. NADBank rejected the resolution and requested that City Council hold a second meeting to review and adopt a revised resolution awarding the contract after a Deal Sheet was in place in order to remove the contingency language. Council awarded the contract via a modified resolution.

Construction Contractor Procurement –The Request for Proposals for Construction Services were advertised on July 9th and July 16th. A non-mandatory pre-bid for interested contractors took place on July 25, 2013 and the construction bid opening took place on August 16, 2013 and a total of 5 bids were received. Evaluations were completed in August. The lowest responsive bid was from The Van Dyke Corporation at \$4,941,950 which was awarded by City Council at the October 14th regular meeting.

THG had also prepared Monthly Progress Reports for October, November and December as required by the Construction Assistance Grant Agreement BEIF No. CA-3030 (Annex 1). A quarterly Wastewater Connections Report was also submitted on October 31st per Annex 3.

Dynamic Consulting Engineers (Construction Manager) had a contract date of October 9, 2013 and The Van Dyke Corporation of November 19, 2013. A No Objection to Contract for The Van Dyke Corporation was requested by the City on November 20th but not approved by NADB until December 10th due to the insurance suitability being questioned by NADB. A Notice to Proceed was issued to Van Dyke on December 10, 2013.

THG had prepared Monthly Progress Reports for January, February, and March inclusive of Annex 1 (Project Progress Report), Annex 2 Funding Sources and Annex 3.1 (quarterly Wastewater Connections Report). Construction was in process with an eighty-five percent (85%) completion status for the Residential Collection project and twenty percent (20%) complete for the Outfall Main project as of March 31st. There had been a total of three change orders for this reporting period amounting to \$65,667 and covered by contingency set-aside. During this period, staff also processed sewer connection agreements for seven (7) property owners and obtained LAFCo authorization for the same. The new connections should have been fully connected in early April.

Monthly Progress Reports for April, May, and June were prepared. Construction was one hundred percent (100%) complete for the Residential Collection project and fifty-eight percent (58%) complete for the Outfall Main project as of June 30th. There were a total of five change orders for April to June reporting period amounting to \$40,768 and covered by contingency set-aside. There were also two new water connections for properties outside the City Limits that were not anticipated and that did not receive formal authorization from City Council. It was anticipated that these new water connections along with several other sewer connections that were identified as not having a service agreement in place would be brought before City Council at the end of July or early August.

Monthly Progress Reports for July and August were prepared and submitted to NADBank. There have been a total of two change orders during the July through September reporting period amounting to -\$75,435.47 and returning to the contingency set aside. Construction of the Outfall was 86.2% complete as of the end of September. Connection of private sewer laterals had not yet begun for this phase of the project. During this report period, the extension of a new 8" diameter pipeline, from Melon Avenue to serve the residents along Alamo Road, was discussed and conceptually approved by the funding agencies to be covered by contingency monies. Mr. Jack Holt began preparing the specifications in September for the proposed extension. An engineer's opinion of probable cost had not yet been prepared as of the end of September.

Monthly Reports for September, October, and November were submitted to NADBank. There were two approved change order during this report period totaling \$34,015.99 with an extension of time on one through January 2, 2015 for the contractor and a subsequent change order for an extension of time through March 3rd, 2015.

Construction was in progress with 95% completion for the Outfall Main project as of December 30th. The 8" diameter pipeline extending over to the Eberli properties was

under construction. There were also a total of four new private lateral connections constructed during the last quarter.

Monthly Reports for December, January, and February were submitted to NADBank. Construction was 100% complete for the Outfall Main project as of March 3rd 2015. Dynamic communicated that there were still some change orders that needed to be administratively processed before the project could be fully closed out. The Final Close-Out packet from the Construction Management team is still pending to NADBank as of March 31st as Dynamic continues to work on “as built” drawings.

NADBank Monthly Reports were completed for April, May and June. A Notice of Completion was filed on June 8, 2015. However, as of June 30, 2015, Dynamic continues to work on clearing all County permits for laterals and final retentions had not been paid by any of the funding agencies. Close-Out documentation will be provided to City Management by Dynamic as soon as the City Council takes action to accept the project as constructed. Planning Staff has completed the respective resolution and Council will be considering project acceptance at the July 13, 2015 meeting.

- 3. BECC/NADBank Wastewater Treatment Plant Application FY 10/11 (Anticipated Project Costs \$5,616,000.00, however as of December 31, 2013 costs were \$11,885,956)** – THG was given directive to prepare capital improvement applications through BECC. City Council authorized the City Manager as the approving official for the required submittals on October 11, 2010. The project was for the rehabilitation of the existing plant and included related costs for environmental compliance and processing of State Revolving Fund Application. The WWTP Improvement Project application was forwarded to the BECC EPA Office on October 27, 2010 and copies were provided to the City Manager on October 28, 2010. By mid January 2011, BECC conducted field review visits to the project sites. The project was pre-selected and was in process for FY 11/12 BEIF-PDAP Prioritization.

Mr. Mora scheduled a meeting for July 13, 2011, to discuss the project’s pre-selection status and the tasks necessary to move forward with the project. The meeting attendees were City Management, BECC, EPA, NADBANK, USDA, and the Regional Water Board. The primary purpose of the pre-selection meeting was to review 11/12 fiscal year Prioritization Process Results, discuss BECC Program guidelines and expectations, review the eligible WWTP Project considered for funding and required activities to advance funding opportunities, BECC Certification, and project implementation. Subsequently, the City submitted a formal commitment letter to BECC on September 27, 2011 informing of the City’s commitment to proceed with the WWTP Project.

Grant funding for 50% of the design was officially awarded through BECC via a letter dated May 11, 2012 under EPA Region 9’s US-Mexico Border PDAP. A meeting was held with BECC on June 14, 2012 to discuss BECC Certification requirements and WWTP PER Review. The Design would focus on the preferred alternative identified under the PER and more specifically described as the Biolac[®] Wave Oxidation (Integral Clarifier) System alternative. The City received a comments report dated June 22, 2012 from BECC communicating that the PER had been reviewed and that PER modifications were being requested. The requested changes were six (6) as follows: 1) Capacity consideration for septage holding tank of 25,000 gallons seems an over built, the City should reconsider the adequate volume needed; 2) Addition of proper laboratory and offices building inclusion to the improvements; 3) Clearer understating of the type of industrial discharges to the WWTP, quantities and characteristics; 4) Plan on tracking the tanker trucks irregularly dumping wastewater to the WWTP; 5) A biosolids-handling plan has to be described more in detail. The plan should include the sludge thickening process to be utilized, along with sludge windrowing, drying, storage and landfill application; and 6) Emergency backup generator should be considered. The comments

report communicated that a response was required from the City to communicate if recommendations were accepted in order to authorize BECC to move forward with RFP Scope of Work development.

The letter also stated that BECC would be providing 50% of design costs up to \$500,000. The PER modifications would be covered by the awarded PDAP funding, the City would simply need to provide documentation of the Lee & Ro RFP Process. Once the PER was updated, the RFP process for the design phase would be initiated. A letter on funding status dated June 18, 2012 was also submitted to the RWQCB to provide an update on the funding milestone deadline of June 27, 2012.

The City's response to BECC's comments and RFP documentation was submitted on July 30, 2012 to Mr. Joel Mora. The RFP was tentatively scheduled to be advertised on October 19, 2012, but delayed since EPA had not received project clearance from the State Historic Preservation Officer (SHPO).

Two teleconference meetings were conducted November through December 2012 with BECC to discuss the Certification Schedule, RFP for design services and concern over the pending SHPO Clearance. On December 10, 2012, City Council approved THG to proceed with the preparation of the RFP for design services for the WWTP, without the SHPO Clearance, in order to not further delay compliance of the Board Order. The final, advertised WWTP design RFP documents were submitted to BECC on December 13th. The project advertised on December 20th and EPA Notified the City of Environmental Clearance on January 4, 2013. A meeting was held at THG office with BECC and Mr. Alex Meyerhoff (via phone) on February 21st to discuss pending action items to initiate the WWTP Project. These included submission of procurement data and contracts.

Lee and Ro, Inc. and Albert A. Webb Associates, Inc. forwarded proposals for the design of the Holtville WWTP on February 14th. A Selection Committee assembled by City Management met on February 19th to review the consulting engineering proposals and recommend a design consultant on a qualification based selection. At the February 25th Council Meeting, the City Council accepted the recommendation of the Selection Committee, which was to award the contract to Lee & Ro in the amount of \$697,256. A kick-off meeting was held on March 19, 2013 by Lee & Ro with IID, EPA, BECC, Landmark and THG to discuss the project design and schedule.

THG Drafted a Public Participation Plan, which was reviewed and approved by City Council. The First Public Presentation was also reviewed and authorized by the Local Steering Committee on June 28, 2013. The Local Steering Committee also reviewed the 30% design plans and scheduled the first public meeting for July 15th. The City and THG also held a meeting with NADBank on June 11th to discuss the projects design status. Lee & Ro had completed 30% of the design plans in June and the City Engineer reviewed the plans and issued comments. A meeting was held with Lee & Ro on July 24th to review the 90% design plans. The Local Steering Committee also met on August 6th to review the 90% design plans and scheduled the final public meeting. The final design plans were completed in August and submitted to BECC for review. A total of three reimbursement requests were also submitted by the City for design costs.

The August EOOPC was \$8,866,000 which was \$1,775,910 over the SRF construction commitment. There was a total project costs gap of \$3,371,790. A meeting was held with NADBank in September to discuss the financial gap and it was communicated that assistance could be provided through the BEIF Program. NADBank requested that the City submit twenty-nine documents for an analysis. The first submittal to BECC was made on September 18th with only the Building Permit pending.

The Building Permit was submitted to BECC on October 23rd. A Second Public Meeting was also held on October 14th. The EOOPC was since then updated by both Lee & Ro and then adjusted by NADBank. Subsequently, BECC communicated that the City would

need to hold a third public meeting to reflect the revised project costs and a financial assistance amount of \$3,559,910 under the BEIF Grant Program. The Final Public Meeting was held on November 25th by the City Council.

A total of two reimbursement requests and two progress reports were submitted to BECC between October and December with the most current submitted on December 6th. The draft Project Certification Document was published on December 15, 2013 which initiated the 30 public notification process before a formal proposal could be advertised.

The project was certified by BECC on February 25, 2014, however the City had not received the Construction Assistance Grant Agreement from NADBank as it was pending issues associated with Buy American Clause and Disadvantaged Business Enterprise Goals which are required by the primary lender the CWSRF but rejected by NADBank. The issue was being resolved by EPA who was the origin of funding for both programs to some extent. Lee & Ro was in the process of completing the specifications with the required language.

Construction Management Services: An Expression of Interest (EOI) for Construction Management was advertised by the City Engineer on February 27, 2014. The responses to the EOI were received on March 13, 2014 from a total of three firms from which a short list was established. Two of the responding firms were disqualified. Full proposals from the remaining firm (Dudek and Associates) was received on April 16, 2014 but exceeded the available budget of \$887,500 by \$1,028,300. The bid was rejected and NADBank procured qualified firms a second time. The City was authorized to request one bid from HDR. The City requested a bid from HDR which came in at \$1,073,000. It was anticipated that the contingency would cover the \$185,500 gap. Selection of Construction Management Services were brought before City Council once the Sub-Grant Agreement for the project was approved by NADBank which was pending resolution regarding Disadvantaged Business Enterprise and American Iron & Steel Language requirements. EPA was working with NADBank to clear American Iron & Steel and DBE Language. The Construction Manager, HDR, was selected during this report period and a contract for services was executed on July 30, 2014.

Construction Services: It was anticipated that the Request for Proposals for Construction would be advertised by May however, this was delayed due to the Construction Manager not yet being selected. The Advertisement for Bids for Construction Services was estimated to be advertised in August 2014. The construction bid opening date and evaluations were to be completed in September for potential recommendation to City Council by October 2014. This schedule has been significantly delayed as of the end of September. HDR had to be allowed time to review the construction bid documents, and comments were received from HDR on September 30, 2014. It is anticipated that the advertisement for bid for construction services would be published in October for potential recommendation to City Council in November 2014 or early December.

HDR completed their review and comment by November 25, 2014. The Bid Documents, however, were not approved by NADBank in October of 2014 and instead significant restructuring and itemization was requested on by NADBank which were out of the norm of all engineering firms involved (Lee&Ro, HDR, and THG). Discussions ensued between EPA and NADBank and the City on whether HDR was fulfilling their contract. HDR made some modifications and appealed on others and submitted the report to NADBank on December 15th, 2014. NADBank responded on December 19th, 2014 with some modest additional changes which were completed by Lee & Ro.

Monthly progress reports were completed for January, February and March 2015. On February 9, 2015, the City of Holtville City Council authorized a Construction bid advertisement and the bid advertisement went up on February 24, 2015. The City Engineer issued a couple of addendums and as a result, the bid opening was delayed

through April 14, 2015. It was anticipated that an award recommendation would come to Council by the end of April.

NADBank Monthly Progress Reports were completed for April, May, and June 2015. NADBank completed their bid evaluation review on June 16, 2015 and the Sub-Grant Agreement was received on June 22, 2015 in the amount of \$6,889,870. City Council may now consider award of contract for construction services. Action is scheduled before the July 13, 2015 Council Meeting.

4. **Wastewater Treatment Plant CWSRF Financial Assistance Application to the State Water Resources Control Board (\$6,000,000.00 however as of December 31, 2013 costs were \$11,885,956)** – On December 13, 2010, City Council approved resolution 10-53, allowing THG and City Staff to prepare an Application for the WWTP Project. The project's scope of work included vital rehabilitation work that addressed the City's NPDES Permit. On January 10, 2011, a reimbursement resolution was also taken to the Holtville City Council for their consideration. Although the City was not on the State Priority List, the State encouraged the City to submit an application. Per Ms. Chase, if the City completed the application prior to the opening of the project priority list, SWRCB would possibly consider an amendment to include the City's project.

THG worked with the Finance Manager to obtain pending financial documents and City audits. Additional items that would be needed included the Rate Study by Raftelis and the Preliminary Engineering Report by Lee & Ro and were still pending as of July 2011. On December 8, 2011, an application packet was finalized and sent to the State for funding consideration. THG also requested a Bond Counsel Legal Opinion letter from RW&G on December 21st regarding the City's ability to incur additional debt.

A staff report dated March 22, 2012 was presented to Council on preliminary underwriting for the application. The City submitted all required information to the State with the exception of the bond counsel letter, and 10/11 Fiscal Year Audit, Sewer Cash Reserves and Uses and Operation Budget and Cash Flow Projections which were pending by the Finance Manager. Preliminary findings by the State indicated that the City was eligible for Principle Forgiveness, but limited based on their economic data and MHI. In March, the State communicated that there were still funds in Category 1, for severely disadvantaged communities and that the City qualify if it raised rates by at least \$1.77 per month. Directive had been provided by Council to move forward with a minimum \$1.77 rate increase.

The City's financial budget was not available until June 1, 2012, which was not early enough for the State to complete its underwriting within their 11/12 fiscal year, and as such the Small Communities Capitalization Grant (SCCG) funds available to CWSRF were exhausted. It was communicated on June 6th by the underwriter that the availability of principal forgiveness for the 12/13 fiscal year under the SCCG would be determined after State 12/13 budget adoption. On July 5, 2012 the City submitted all financial documents pending from the City audit and final budget to CWSRF. Additionally, the USDA Loan Commitments were also forwarded to CWSRF on September 25th after the City Council took action to accept the USDA/BECC/BEIF financing packet for the Outfall Packet, thus relieving the sewer fund of some existing debt. CWSRF requested that the City provide the rate increase amounts needed to cover the City's debt (USDA and proposed CWSRF) equal to 1.20 times the total annual debt service and operation and maintenance costs, after considering any required reserves. The City Finance Manager was tasked with completing this information so it could be presented to City Council and provided to CWSRF.

The City Manager completed the Sewer Rate financial review in December and the Proposition 218 Sewer Rate Notice was posted and issued to all property owners and

service users. A copy of the notice and proposed rates were submitted to CWSRF on December 31, 2012 and published in the Holtville Tribune on January 4th.

On February 11, 2013, City Council reviewed a revised EOOPC prepared by Lee & Ro that incorporated changes to scope of work due to BECC's laboratory building recommendations, Imperial County's CUP recommendations, and omissions from original PER that resulted in a project cost increase. THG informed SRF about the revised scope and EOOPC for a total project cost of \$8,222,546. It was communicated by Ms. Chase that assistance could be provided through SRF for the additional costs and on February 25th Council approved an updated Dedicated Sources Resolution and subsequently, a final Facility Plan Approval that incorporated all costs, schedule, and terms issued by CWSRF was also approved on March 18th. Please note however, that SRF required conditions to be met by June 2013 and due to the delay in the audited financials, it was no longer feasible for the City to meet all these conditions within that deadline.

The audited Financial Statements for FY 11/12 were submitted to NADBank by the City on April 25, 2013 and NADBank was able to meet their May 9th Board Certification meeting. An extension was requested from SRF on April 24th as it was evident that the June deadline would not be met. SRF approved the extension in May, granting the City 120 days to execute the SRF agreement and meet the conditions which included USDA paying off the 2003 and 2011 outstanding bonds (by October 28, 2013) before the SRF Loan could board. A First Supplemental Trust Agreement for the 2003 Bonds and First Amendment to Installment Sale Agreement for the 2011 Bonds resolutions were passed by Council on August 26, 2013. The Resolutions enabled the SRF loans to board prior to the USDA Loans and while the 2003 and 2011 Bonds remain on the books.

An amended Facility Plan Approval (FPA) was approved by City Council on October 28th and the executed document was submitted to the State on October 31st. A formal agreement was still pending to be issued by the State due to the agreement being reviewed by the State's legal department and an extension to April 29, 2014 had been granted by the State for the execution of the agreement. The agreement was executed by the City and submitted to the State on February 5, 2014. The First Disbursement Request was also submitted to the State on April 3rd for reimbursement of 50% of design costs in the amount of \$340,786. Please refer to the BECC Wastewater Treatment Plant Project section above for construction management and construction status.

The First Disbursement Request was reimbursed on April 30, 2014 for 50% of design costs. The First Quarterly Progress Report was submitted to the State on May 2nd. Please refer to the BECC Wastewater Treatment Plant Project section above for construction management and construction status.

As noted in prior section 4 of this staff report, the Construction Manager, HDR, was selected during the July to September report period and the contract for services was executed on July 30, 2014. HDR had to be allowed time to review the construction bid documents, and comments were received from HDR on September 30, 2014. It is anticipated that the advertisement for bid for construction services will be published in October for potential recommendation to City Council in November 2014 or early December. Reimbursement #2 for final design costs and bidding services will be processed once the construction bids come in and a final cost determines whether any contract modifications with SRF would be necessary. The quarterly progress report was submitted to Ms. Bridget Chase on November 3, 2014. If and when changes to the satisfaction of NADBank are prepared, the final edits will need to be forwarded to the CWSRF.

Quarterly Progress report #4 was submitted to Ms. Bridget Chase on January 22, 2015. As previously noted, NADBank approved of the bid documents submitted by HDR, in

February and on February 9, 2015, the City Council authorized a Construction bid advertisement with a bid opening scheduled for April 14, 2015.

Quarterly Progress Report #5 was submitted to Ms. Bridge Chase on May 11, 2015. Addendum's 3, 4, 5, pushed the bid opening date to April 21, 2015. On April 21, at 2:00 P.M., the bid opened and four (4) bids were submitted: RSH Construction (\$11,271,809), Pacific Hydrotech Corporation (\$11,733,600), Steve P. Rados, Inc. (\$14,625,000), and Stanek Constructors, Inc. (\$14,713,000). NADBank completed their bid evaluation review on June 16, 2015 and the Sub-Grant Agreement was received on June 22, 2015 to cover the financing Gap. Planning Staff prepared a Final Budget Approval and Approval of Award request and submitted the packet to the CWSRF on June 25, 2015.

5. **Alamo River Habitat Conservation Project - Department of Parks and Recreation Habitat Conservation Fund Program Grant Application (\$193,700.00)**- On September 26, 2011, City Council approved resolution 11-32, allowing City Staff to prepare an Application for the Department of Parks and Recreation Habitat Conservation Fund Program for improvements to the Alamo River area surrounding the SR 115 overpass. The State had a call for projects under the Habitat Conservation Fund Program for Trails with a statewide budget of \$2,000,000 per year and would award grants on a competitive basis for projects that protected, restored, enhanced wildlife habitat, and acquired or developed trails which would bring urban residents into Park and/or wildlife areas. The proposed project would incorporate landscaping and buffers to protect wildlife from human intrusion, and to protect trail users.

THG Staff prepared the application and all required attachments in coordination with City Staff. The application was submitted to the State on September 29, 2011. A letter dated October 14, 2011 was received by the City acknowledging that the State had received an application from the City and that no further action was needed at that time. A letter dated February 1, 2012 was received from the State indicating that there were three items needing clarification: 1) The non-construction (or pre-construction) costs in the Cost Estimate/Grant Scope Form exceed 25% of the grant and match amounts, 2) The CEQA Certification Form required the Authorized Representative's signature, and 3) the Topographic Map appeared to be complete except that the project elements as described in the grant scope should also be included. On February 15, 2012, a response with information requested on all three items was submitted to the State and cleared.

A site visit was held between the City Planner, a project engineer, and the Department of Parks and Recreation Staff on May 18, 2012 to view the project site. Habitat vegetation data and concepts on proposed links to Class I Bike Lane and Alamo River Recreational Trail were presented at the visit. A coyote was viewed at the trail and Mr. Pete Millinger happened to be on the site that day feeding raccoons. Overall, the visit went well and it was communicated by the State representative that a determination on funding would anticipated July 2012.

The City received a grant award notice dated September 18, 2012 indicating that the City was awarded \$193,700 in grant funds for the project and also notified regarding a mandatory HCF Grant Administration Workshop on September 19th in Costa Mesa California. The City Finance Manager and THG Grant Manager attended the workshop. It was communicated at the workshop that the project could not be initiated without the execution of a State contract.

Project design commenced in October 2012 and plans were 95% complete. The City received a letter dated November 6, 2012 that included the fully executed Grant Contract and also requested that a deed restriction be recorded on the title to the subject property. Project Design was 100% complete. On March 6, 2013, City Council was presented with options to meet the State's requirements on land control. One option was for the property

to be transferred from the Successor Agency to the Holtville Redevelopment Agency to the City of Holtville and the second option was for a Land Tenure Agreement to be put in place between the Successor Agency and the City of Holtville. City Council provided directive to the legal department to move forward with the transfer of the property. A reimbursement would not be submitted until land tenure issues were addressed.

The project was advertised for bid in April 17th & April 24th and bids opened on May 21st. The bids came in too high with the lowest bidder coming in at \$239,977. A letter was issued to bidders rejecting the bids received and the project scope was modified to reduce some of the areas that exceeded budget. It was communicated by the City Attorney that he was working with the City Finance Manager on completing a report to the Department of Finance for approval of the transfer of the subject property from the Successor Agency to the City of Holtville.

Follow up was made with the City Attorney in September on the status of the transfer of the property and it was communicated that he was in the process of working with the City Manager on a list of properties to be transferred from the Redevelopment Successor Agency to the City of Holtville for submittal to the Finance Board. The project was re-advertised for bid and a total of two bids were received from Hazard Construction (\$149,607) and Pyramid Construction (\$133,944). The City awarded the construction contract at the October 14th City Council meeting to Pyramid Construction.

Follow up was made with the City Attorney during the fourth quarter and it was communicated that the transfer of the property to the City of Holtville was still in process. City Management communicated that on November 22nd the City submitted a Property Management Plan to the Department of Finance communicating the disposition of the properties currently owned by RDA and how those properties would be handled by the City, including the Alamo River property.

A Notice of Completion was filed on December 19, 2013. THG worked on the close-out documents and reimbursement request, however, the reimbursement request was unable to be processed by the State until the transfer of the property to the City of Holtville was complete and a deed restriction is recorded.

After tallying all project invoices incurred to date, it was determined that there was a small amount of grant funds still available. A concrete drinking fountain and three trash receptacles were purchased by the City. THG submitted the First Reimbursement request on March 10th. It was communicated by the State that reimbursement requests could not be processed until the transfer of the property to the City of Holtville was complete and a deed restriction was recorded. City Management continued to handle this with assistance from the City Attorney.

The final invoice and close-out packet was submitted to the State in July. Please note that the final invoice was not be reimbursed until the transfer of the property to the City of Holtville was complete and a deed restriction was recorded. The transfer was still pending as of June 30th. City Management continues to handle this with assistance from the City Attorney. The City paid the final July invoice in September, thus allowing submission for final reimbursement to the State along with the Close-Out Packet. A Close-Out packet was officially submitted to the State on September 30, 2014.

A total of \$193,000 was pending reimbursement from the State as of December 30th. The City cannot be reimbursed until the transfer of the property from RDA to the City of Holtville is complete and a deed restriction is recorded. The transfer was still pending as of September 30th. City Management will continue to handle this with assistance from the City Attorney. A reminder email was sent to City Management/City Attorney on December 22nd, 2014 and staff forwarded a status update to the State in early January.

On February 25, 2015, a HCF Status Report was submitted to the Office of Grants and Local Services reporting that 100% of the project was completed as of September 2014,

with total grant funds in the amount of \$193,700.00, and that the project was within budget and scope. The deed transfer was still pending. City Manager Wells indicated in January that the Department of Finance was reviewing the City submittals. *As of June 30, 2015, there were no updates to be made.*

6. **USDA Outfall Main Pipeline & Residential Collection System Project –Rural Development Waste Disposal Grant Program (Anticipated Project Cost \$4,895,000.00, however, as of December 31, 2013 Final Cost was \$7,337,500)-** The City had actively been seeking grant funding for the Wastewater Outfall Main Pipeline and Residential Collection System project. A Pre-Application for the Wastewater Outfall Main Pipeline and Residential Collection System project was mailed to the United States Department of Agriculture Rural Development local office on October 7, 2011 per City Management directive. The submission entailed the preparation of the application form and sixteen required attachments. BECC communicated to the City that in order to move forward with the project, the City needed to search for viable financing sources and obtain matching funds for the project. Please refer to the BECC Wastewater Collection System Application for Outfall Main and Residential Collection System Section above for more information on grant funding issued through BECC for this project.

On October 12, 2011, the USDA Area Specialist requested Health and Safety Violation letters issued to the City and the three most recent City Financial Audits. The Violation letters were provided to USDA and it was communicated that the Financial Audits would be submitted as soon as they were available from the auditors. The City's FY 2008/09 and 2009/10 Financial Audits were later submitted to Mr. Daniel Cordona, Area Specialist, on December 5th. THG submitted a Sources and Uses Table to Mr. Cordona on December 20th per his request for review on possible refinance options for the City. The City Manager also forwarded the unaudited financial statement for 10/11. The City submitted the Short Lived Asset Schedule to USDA on February 27, 2012.

A site visit was scheduled by Mike Starinsky, USDA State Engineer and Pete Yribarra, Community Programs Specialist in early March. Subsequently, USDA issued a letter on March 19, 2012 inviting the City to submit a formal application for \$6,128,000 (\$4.5 million loan + \$1,628,000 grant). The application needed to be submitted by April 13, 2012. On March 26, 2012, City Council provided directive for the noticing, posting, and publishing of a public hearing to be held before City Council on April 9, 2012 to discuss and consider the submission of the USDA application. The Public Hearing was held on April 9th and directive was provided to move forward with the full application.

On April 13, 2012, the complete grant application was submitted to USDA. USDA issued an Obligation Commitment and Letter of Conditions to the City on April 26th, obligating \$4.5 million in loan funds and \$1,628,000 in grant funds. At the end of June, THG gathered all documentation to satisfy conditions, should the City wish to move forward with these terms. There are eighteen (18) loan conditions, which conditions include City Certification, Reserve Accounts, Insurance, Security Requirements, Permits, Emergency Response Plan, and similar documentation.

An updated EOOPC dated August 15, 2012 was prepared, which identified a \$1,661,400 gap. A follow up meeting was held in which BECC, EPA, NADBank, and USDA reviewed the revised EOOPC. It was communicated by NADBank that the gap may be covered through the BEIF Program if funding was secured through USDA. City Council reviewed USDA loan conditions on September 18, 2012 and approved funding through USDA and BEIF.

THG worked with City Management on gathering loan conditions for submission to USDA. A memo dated November 26th was issued to the City Finance Manager with pending loan conditions to be fulfilled by the Finance Department. On December 14th a binder with loan conditions completed by THG was submitted to USDA. The loan

conditions submitted were the following: Insurance & Bonding Requirements, 5.b and 5.c; Civil Rights & Equal Opportunity, 6.a-d; Written Agreements for Professional Services, 7.b; Land & Rights-of-Way, 8.a-b; Permits, 9.a; Environmental 10.a; Engineering & Construction Documents, 11.a and 11.c; Operating Budget, 15.a-b. Per follow up with USDA on January 9th all the outstanding loan conditions were pending from the City's Finance Department.

A site visit was scheduled for January 9, 2013 with the California Rural Water Association for the preparation of a Vulnerability Assessment (VA) Plan and update to the City's Emergency Response Plan (ERP) to satisfy condition number 16. These plans were completed on January 17, 2013. The preparation and update of the plans were at no cost to the City as USDA covered the costs. THG worked with City Management on gathering loan conditions for submission to USDA this quarter. On January 15th THG submitted loan condition documents to USDA with the exception of financial documents pending from the Finance Manager.

Subsequent to the letter dated February 15th to USDA, NADBank and BECC communicated a conflict in project schedules between the anticipated NADBank Certification process and USDA's loan closing schedule. An extension request letter was submitted to USDA in April 2013, which was more consistent with the NADBank certification process, under the assumption that audited financials would be submitted by March 30, 2013. USDA also communicated that there were other outstanding loan conditions pending from the City's Finance Department including bond documentation.

USDA approved an extension to October 25, 2013 via an Amendment to Letter of Conditions, dated April 24th. City Management had also been working with RW&G on completing the USDA bond documents. THG also submitted a reimbursement request and soft cost invoices to USDA in order to determine the full gap in financing to submit to NADBank. The only items holding the USDA funding was completion of bond documents, procurement through NADBank process, and financials from City Management including Certification of Users, Documentation of Property Insurance & Fidelity Bond, copy of Bond Counsel Services Agreement, and Updated Operating Budget at Time of Loan Closing. Copies of other soft cost contracts also needed to be submitted including Construction Management Service Contract and Contractor Contract Agreement which were currently under procurement.

Under the directive of RW&G, City Council formed a new joint powers authority. "Holtville Parking Authority" was formed due to uncertainty regarding the status of the Public Financing Authority once the Successor Agency ceases to exist. This was in consideration of the fact that the existing Holtville Public Financing Authority was formed pursuant to an agreement between the City and the former RDA. Being that the USDA bonds would have a term of 40 years, which was a long span, it was recommended the formation of a new joint powers authority, to avoid the uncertainty. The draft USDA bond documents were submitted to USDA in September by RW&G for review. The USDA bond documents were scheduled for adoption at the October 14th Council meeting, however was postponed due to USDA being on shutdown and not being able to review the documents. Please refer to item No. 2 in this report for the procurement status of this project.

The USDA Bond documents were reviewed by USDA in December and adopted by City Council on December 9th. All conditions were submitted to USDA with the exception of the final bond and close-out documents, which were expected to be submitted by RW&G by the third week of January 2014. The USDA loan officially closed on December 10th and a disbursement in the amount of \$2,123,547 (for soft costs, bond refinance & construction completed) was made to the City on December 12th.

The final bond and close-out documents were submitted to USDA by RW&G in January 2014. Three disbursements were made to the City during this quarter in January

(\$123,362 for soft costs & construction costs), February (\$366,936 for construction costs) and March (\$182,197 for construction costs). Construction was in progress with eighty-five percent (85%) complete for the Residential Collection project and twenty percent (20%) complete for the Outfall Main project as of March 31st. There were a total of three change orders for this reporting period amounting to \$65,667 of which USDA covers 70% as of March 31, 2014.

Three disbursements were made to the City during this quarter in April (\$234,593 for construction costs), May (\$253,392 for construction costs) and June (\$246,169 for construction costs). Construction was in progress with one hundred percent (100%) completion for the Residential Collection project and fifty-eight percent (58%) completion for the Outfall Main project as of June 30th. There were a total of five change orders for this reporting period amounting to \$40,768 of which USDA covers 70%. There were a total of eight (8) change orders to date.

There were three disbursements made to the City during this quarter in July (\$252,402.31 for construction costs), August (\$248,648.45 for construction costs) and September (\$249,109.33 for construction costs). Construction is currently in progress with one hundred percent (100%) completion for the Residential Collection project and 86.2% completion for the Outfall Main project as of September 30th. There have been a total of two change orders for this reporting period amounting to -\$75,435.47.

There were three disbursements made to the City during in October (\$271,588.11 for construction costs), November (\$263,245.40 for construction costs) and December (\$153,226.47 for construction costs). Construction was in progress with one hundred percent (100%) completion for the Residential Collection project and 95% completion for the Outfall Main project as of December 30th.

There was one disbursement made to the City during this quarter in January (\$260,885.11 for construction costs). Construction was one hundred percent (100%) complete for the Residential Collection project and 100% complete for the Outfall Main project as of March 31st. Final payments and reimbursements were still pending for and Dynamic Engineering was working on final "as built" plans to complete project close-out.

A Notice of Completion was filed on June 8, 2015. However, as of June 30, 2015, Dynamic continues to work on clearing all County permits for laterals and final retentions had not been paid by any of the funding agencies. Close-Out documentation will be provided to City Management by Dynamic as soon as the City Council takes action to accept the constructed project as required by USDA. Planning Staff has completed the respective resolution and Council will be considering project acceptance at the July 13, 2015 meeting.

7. 4th Street Curb/Gutter/Sidewalk (Cedar to Walnut) – CMAQ Grant (\$844,000.00) –

As of January 3, 2012 this project had not been previously contemplated or designed and was being considered under the application process for CMAQ funding available for fiscal year 2011-2012. ICTC overlooked funding availability and projects had to be ready to be obligated in the fiscal year. The required application was submitted on January 5, 2012. Most of the south side of Fourth Street from Cedar Avenue to Walnut Avenue had no existing sidewalk. Shoulder was composed of dirt or native material adversely contributing to air quality standards during the peak season of the packing sheds.

It was recommended to not submit the CMAQ application for funding available for fiscal year 2011-2012 due to the estimated project costs and the few funding available for the following fiscal year. ICTC announced a CMAQ call for projects on February 27, 2012 for fiscal years 2012-2013 to 2015-2016 with applications due no later than April 13, 2012. It was reasoned that the Fourth Street Sidewalks project had a better opportunity of receiving funding if an application was submitted for this round of CMAQ. It was determined that the project had to be divided into two phases to increase the opportunities

of getting funding with a total estimated cost of \$844,000.00. Holtville City Council approved on April 9, 2012 the submittal of the application for the Fourth Street Sidewalks project. A minimum local match of 11.47% estimated in the amount of \$96,000.00 combined was required.

The complete CMAQ Application (10 hard copies) and emission calculations were submitted on April 13, 2012. On April 30, 2012, the City was informed that \$755,000 had been secured for the fourth street project. The funds were not programmed as June 30, 2012. Design funds would be available on FY 12-13 and construction funds were anticipated to be available on FY 13-14.

THG gathered all pertinent information to authorize the design phase. Communication was received on October 15, 2012 from Caltrans stating that the City was in non-conformance with OMB Circular A-133 Single Audit Requirements as the FY 10/11 Single Audit was still pending. As a result, Caltrans suspended new federal authorizations for the City of Holtville until the single audit reporting was met.

The FY 10/11 Single Audit was completed and submitted to Caltrans on November 15th for compliance with OMB Circular. THG completed the Request for Authorization for Preliminary Engineering and submitted the packet to Caltrans on November 28th. Emission reductions calculations were submitted to Caltrans on January 11th. The State Controller's Office was not forwarded the 2010/11 Single Audit Report until January 21st, which had posed some delay. Caltrans had communicated that they would need clearance from the State Controller's Office in order to proceed with the project. Caltrans received clearance from the State Controller's Office and proceeded with the project.

It was communicated by ICTC on February 28, 2013 that due to a reduction in CMAQ funds for the 12/13 FY, the City of Holtville's funds for Preliminary Engineering would be reduced from \$56,000 to \$49,000. The City submitted a revised Exhibit 3-O Finance Letter on March 19th per Caltrans request with revised CMAQ amount. THG drafted a memo to City Management to ensure that the LTA Budget reflects these changes.

The City received a Supplemental Agreement for the Preliminary Engineering (PE) Phase of the project on May 2013. The agreement was executed and submitted to Caltrans on May 17th. It was noted that the agreement reflected the original allocation amount of \$56,000. The design was in progress and scheduled to be completed by August 2013. In the interim, a Request for Allocation of Right-of-Way Phase was needed to cover expenses associated with any utility relocation costs.

THG also identified a big discrepancy in programming of funds. The City originally requested Preliminary Engineering (PE), Right-of-Way (ROW), and Construction (CON) allocations from ICTC, but unfortunately ROW was not programmed. THG contacted ICTC in June to communicate the discrepancy and it was noted as their oversight. It was requested by ICTC that the City complete another Project Sheet for the Federal Transportation Improvement Plan (FTIP) modification. The Project Sheet intended to correct the programming omissions, and funds reduction in August, under Amendment No. 13-12.

It was subsequently communicated by ICTC staff on July 30th that a funding phase would not be added under an Administrative Modification. Thus, the 4th Street Project Programming was processed under Formal Amendment 13-13 on September 3, 2013. At the September 26th ICTC monthly meeting it was communicated that ICTC received revised CMAQ Apportionments for FY 13/14 and a reduction of \$47,000 would be applied to the project under Administrative Amendment 13-13. The City opted to reduce the project scope within the reduced budget. The Design Phase was in progress. A preliminary environmental study was completed by THG and submitted to Caltrans on June 14, 2013. Caltrans subsequently determined that a Phase I Environmental would be required. The City Manager contracted Rincon to perform these services at the cost of

\$3,500.00. Rincon completed an Initial Site Assessment on November 14, 2013 that was submitted to Caltrans on November 22nd for review. The Initial Site Assessment was approved by Caltrans and a Categorical Exclusion was issued on December 4th by Caltrans.

Fourth Street is also a Class I Bike Path and as such, the sidewalk design was taken into account a future bike line. The City Manager requested keeping the same design as Grape Avenue for a shared sidewalk/bike-lane. The Design was in progress, however, there were numerous utility issues that could be affected by the Design of the ROW inclusive of future Class 1 bike-lane. The PRC met briefly to discuss the options on January 2, 2014, however, further directive was provided to staff for an aerial view of ROW and proposed improvements to be brought back to the PRC. The requested exhibit was completed by THG and delivered to the City on January 7, 2014.

It was anticipated that a Request for Authorization for Right-of-Way packet would be submitted to Caltrans on January 2014 and that all ROW issues would be cleared with utility companies by early February so that the final construction packet could be submitted to Caltrans by the March 1, 2014 deadline. Design plans were completed in March. THG submitted the Right-of-Way Certification packet to Caltrans on February 21, 2014 and right-of-way certification approval was received on March 13, 2014. The Request-for-Authorization for Construction packet was submitted to Caltrans on March 13, 2014. The City received the E-76 authorization from Caltrans on May 6th.

The second reimbursement request was submitted to Caltrans on April 10th and reimbursed May 6th for design services. Council authorized the City Engineer to advertise the bid for construction services on May 27th. Bids were due to the City on July 22nd and Council awarded the construction contract on July 28th. City management is currently in the process of procuring for construction management and Quality Assurance Program and Testing services. The City will need to have in place CM and QAP services prior to award of construction contract.

Bids were received and finalized for QAP Services, Construction Management Services and Construction Services and taken to City Council on August 13, 2014 for action. The selected firms were MTGL for QAP Services, The Holt Group for Construction Management Services, and Hazard Construction Company for Construction Services. Additionally, reimbursement #3 was submitted to Caltrans on September 15, 2014 in the amount of \$14,700.14 for the final design costs.

Reimbursement #3 was received by the City on October 8, 2014. A construction contract was not entered until November. The Award Packet was submitted to Caltrans on November 20, 2014 and a Notice to Proceed was officially issued to Hazard Construction on November 25th, 2014. Some traffic control took place in December, but the project did not officially begin construction until after the holidays.

On March 10, 2015, Construction Contract Change Order #1 was approved for Pyramid construction to authorize completion of the segment between Orange Avenue and Walnut Avenue (the initial amount was \$17,807.00, with 42 calendar days also being added as part of the change order). As quantities were expended for that last segment, additional costs would be incurred. On March 25, 2015, Reimbursement Request #4 was submitted to Caltrans in the amount of \$219,025.12. This Reimbursement Request included Pyramid Construction Payment Requests #1 (\$93,600.65), #2 (\$9,405.00), and #3 (\$137,379.50) for Construction services, and construction engineering services.

On April 13, 2015, Caltrans communicated that Reimbursement Request #4 would not be reimbursed pending Construction Management documentation of proper procurement from management. On April 27, 2015, Reimbursement Request #4A(Progress) was submitted to Caltrans in the amount of \$212,812.97, which only included Construction services. On May 28, 2015, Reimbursement Request #5 was

submitted to Caltrans in the amount of \$124,009.76. On June 12, 2015, Caltrans contacted The Holt Group to inform them that Caltrans had made a filing error and had no filed documentation of submitted Reimbursement Request #4A(Progress). To correct this, Reimbursement Request #4A and #5 were combined and will be processed as Reimbursement Request #4A(Progress) in the combined amount of \$336,822.73.

The project was completed on May 11, 2015 and a Notice of Completion was filed on June 1, 2015. A reimbursement for the final retention costs will be processed in July, however, staff will be unable to draw \$80,627 in engineering and QAP costs until the procurement issues are cleared by management.

8. **9th Street Underground & Street Improvement (Cedar to Palm) – RSTP Grant (\$453,000.00)** – As of January 3, 2012 this project was a fully designed project under ARRA II that remained unfunded. Funding was available under RSTP for fiscal year 2012-2013. The required application was to be submitted no later than February 24, 2012. It was proposed to widen and rehabilitate the north side of 9th street between Cedar Avenue and Palm Avenue and underground the Pear Lateral, an earth-lined, open channel to include curb, gutter, and sidewalks. It was also proposed to improve the road from the current 22 feet width to its designed width of 60 feet. Total project costs were estimated to be \$453,000.00.

An RSTP application was submitted on February 24, 2012 requesting \$453,000.00 in funding identifying the 9th Street Project as first priority. ICTC announced that projects would be selected for funding by a scoring process. Each agency that had applications submitted had a representative to form part of the quorum that scored the project applications. Holtville's City Manager attended the scoring process on April 12, 2012. The 9th Street Underground and Street Improvements project had an excellent score and was awarded the full \$453,000 requested to be programmed in two fiscal years, 12-13 and 13-14.

THG gathered all pertinent information to authorize the right-of-way phase. The City Planner worked on completing the Preliminary Environmental Study for 9th Street Cedar to Palm. The Initial Consultation and Claim letters were mailed to utility agencies on October 15, 2012 for review and comment on the project.

Communication was received on October 15, 2012 from Caltrans stating that the City was in non-conformance with OMB Circular A-133 Single Audit Requirements as the FY 10/11 Single Audit had been pending. As a result, Caltrans suspended new federal authorizations for the City of Holtville until the single audit reporting requirements were met. The City's auditor informed THG that they anticipated the FY 10/11 Single Audit to be finalized by October 2012. The FY 10/11 Single was completed and submitted to Caltrans on November 15th for compliance with OMB Circular.

A meeting was held on November 11th with the IID-Power Department to discuss improvements to the Pear Ninth Street Ditch Canal. THG also contacted and obtained Claim Letters from six utility companies and to complete the Right-of-Way Certification packet for submittal to Caltrans. The Preliminary Environmental Study was also submitted to Caltrans on December 14, 2012. It was communicated that the review period would last 30 days. In the interim, property owners were being notified of the upcoming scheduled improvements.

This project had a Request for Authorization deadline of April 1, 2013. When the environmental division requested additional studies on March 13, 2013, the City Manager placed the project on hold until further LTA information became available. The City Manager authorized the preparation of the pending \$2,500 Air Quality Analysis on April 1, 2013, but Urban Crossroads could not perform the traffic study to determine operational impacts until after the Easter break to obtain an accurate traffic count. As of April 16, 2013, the information was not available.

Staff submitted the environmental documentation requested, including environmental information document and requested studies on April 25, 2013. On the same day Caltrans Staff informed that they would be contacting City Staff for a meeting regarding the environmental status of the proposed project. A meeting was held on May 20, 2013, which included the City Manager, at which time Caltrans Staff stated that an environmental information document was not necessary. City Staff noted previous email communication sent by Caltrans regarding said requests and it became evident that the Lead Environmentalist was not familiar with his staff requests and the City's submissions. At the meeting, City Staff agreed to send additional documentation requested by Caltrans as follows: Visual Impact Assessment, Historic Property Survey Report for residences abutting the project site and a Historic Resources Evaluation Report for the canal area (IID Lateral). The Visual Impact Assessment was prepared and sent to Caltrans on June 4, 2013 by THG and was subsequently reviewed by a Landscape Architect and approved by Caltrans on June 13, 2013. As it relates to the Historic Property Survey Report and Historic Resources Evaluation Report, the study had to be prepared by a licensed archeologist, and thus THG contacted various qualified archaeological firms and the Chambers Group was able to complete the work at a cost of \$8,000. The City Manager executed the contract with Chambers Group on June 13, 2013. The Chambers Group drafted both the Historic Property Survey Report and Historic Resources Evaluation Report on June 26, 2013 and the report was forwarded to Caltrans Staff on the same day. The documents were under review by Caltrans' Archaeologist.

Environmental issues had delayed the scheduled obligation of this project and resulted in the potential loss of funds. As of August 29th, the obligation deadline, Caltrans had not completed their review which was further pending concurrence of findings from the State Historic Preservation Officer. THG provided City Management with a memo dated September 6th on project delay issues and a letter was submitted to Mark Baza of ICTC on the same day to request a programming shift of the right-of-way funds from 12/13 FY to 13/14. Both the right-of-way allocation and construction allocation was expended in the 13/14 FY. ICTC communicated that they would do their best to secure ROW funds for the City for the 13/14 FY and make this project a priority given the City's due diligence to clear environmental and comply with all requests and Caltrans continued support of the project. The City received Categorical Exclusion for the project on September 25th and as soon as the funds were reprogrammed the right-of-way authorization packet was re-submitted.

It was determined by Caltrans, on November 6th, that the RFA for ROW packet would not need to be re-submitted. Caltrans issued the E-76 for ROW on October 30th authorizing the expenditure of right-of-way funds. Agreements and deposit amounts were pending from IID Water and IID Power in order to move forward with the right-of-way improvements phase of the project. The City issued deposit checks to IID Power on February 6th and IID Water on February 10th in order to move forward with the right-of-way phase of the project. Prior to moving forward into the street construction phase, the City needed to obtain right-of-way certification. There were some issues with IID Water Department not wanting to submit a utility agreement but issues were cleared and a utility agreement was received on April 1st. All right-of-way issues were cleared and a right-of-way certification approval was issued by Caltrans on April 4th. The request-for-authorization to move forward with construction was also submitted to Caltrans on April 4th and was still under review. The first reimbursement request was submitted to Caltrans in March and reimbursed on April 22nd for right-of-way services. The E-76 authorization for construction was approved by Caltrans on May 6th.

City Council authorized the City Engineer to advertise the bid for construction services on May 12th. The construction services were advertised for bid on May 16, 2014. The project bid opening occurred on June 17, 2014 at 2 P.M. and bids were received from Pyramid Construction and Aggregates (\$275,929), Hazard Construction Company

(\$289,589) and Masters Construction (\$296,616). The lowest bid came in at \$275,929 from Pyramid Construction. The City Manager procured services for construction management and Quality Assurance Program and Testing services. Construction, construction management, and QAP services were awarded by Council in late July.

Bids were received and finalized for QAP Services, Construction Management Services and Construction Services and taken to City Council on July 14, 2014 for action. The selected firms were Sierra Material Testing and Inspection for QAP Services, The Holt Group for Construction Management Services, and Pyramid Construction & Aggregates for Construction Services. Construction began in September, first by IID for the undergrounding of the lateral and by the end of the month by Pyramid Construction & Aggregates to initiate construction of street improvements. Additionally, reimbursement #2 was submitted to Caltrans on September 30, 2014 in the amount of \$31,209.55 for the first construction invoice. The project is anticipated to be completed by the end of October.

The undergrounding of the Pear Ninth Street Canal was completed on October 17, and Reimbursement #2 was received by the City on October 28, 2014. The IID pipe leaked after the initial installation of by the IID during the construction period which caused some delays. There was also a compaction issue that was presented to the City one day before the water needed to be conveyed through the pipeline.

Pyramid began street work at the project site on October 20, 2014. Change Order Number 1 was approved by the City of Holtville on November 4, 2014. Change Order 1 approved the installation of a new 4 foot diameter manhole within Ninth Street to be aligned with an 8 inch diameter branch pipeline. The associated work resulted in an additional \$9350 in cost. Change Order #2 was presented to Council on November 10, 2014 to improve the 10.5 foot wide deteriorated pavement strip along the south side of Ninth Street and the northwest intersection of Cedar and Ninth Street.

Reimbursement #3, in the amount of \$82,587 was prepared and submitted to Caltrans on November 11, 2014. Reimbursement #4, in the amount of \$132,810 was prepared and submitted to Caltrans on December 11, 2014. As of the end of the year, reimbursement #3 had already been received by the City.

Change Order #3 was approved by the City of Holtville on December 17, 2014. Change Order #3 approved providing temporary traffic control sign and devices for an extended period. The associated work resulted in an additional \$2,023.00. Change Order #4 was approved by the City of Holtville on December 17, 2014 and approved the balancing of overruns and underruns on certain Construction items. The associated work resulted in an additional \$12,631. These changes resulted in a final project cost of \$596,690 or \$41,379 over the original budget. Staff worked on getting additional grant funding in the amount of \$39,381. The cost adjustment request was completed before the end of the year and authorized by Caltrans on January 6th.

Reimbursement #4, in the amount of \$132,809.64, was received by the City on January 13, 2015. Change Order #5 was also approved by the City of Holtville in January 2015. Change Order #5 approved 64 additional days to the contract due to delays by IID, pipeline leaks, and final location of the planting of trees. The associated work did not result in any additional costs to the contract. All close out documentation was being obtained and it was anticipated that a close out packet would be submitted to Caltrans in early April. The Final Payment (#5) would be submitted at that time.

A close out packet was submitted to Caltrans on April 6, 2015, which included Reimbursement Request #5 for \$73,696.39, which included Construction and Construction Engineering invoices. On April 30, 2015, Caltrans communicated that Reimbursement Request #5 would not be reimbursed pending Construction Management documentation of proper procurement from management. On May 6,

2015, Reimbursement Request #5A(Progress) was submitted to Caltrans in the amount of \$26,173.93, which only included Construction services. On June 5, 2015, two packets with documentation of proper procurement for Sierra Material and The Holt Group were submitted to Caltrans. As of June 30, 2015, no determinations had been made on the submittals. The remaining \$53,679.50 in construction engineering costs are still pending to be authorized as eligible or not.

9. **Walnut Avenue South Improvements – RSTP Grant (\$91,000.00)** – As of January 3, 2012 this project was a fully designed project under ARRA II that remained unfunded. Funding was available under RSTP for fiscal year 2012-2013. The required application had to be submitted no later than February 24, 2012. This roadway section consisted of a 3 foot wide A.C. pavement section. The length of this street section was 2,750 feet: from Fourth Street to First Street. The street segment was in poor condition and exhibited areas of street failure due to the heavy truck traffic. Proposed improvements from Fourth to First Street line consisted of cold planing (grinding) the existing A.C. pavement 2 inches in depth with the existing cracks to be crack sealed. A stress absorbing membrane interlayer (SAMI) would be placed over the existing A.C. pavement after cold planing and crack sealing were completed to impede reflective cracking through the new A.C. pavement overlay. After SAMI is placed, a new 4 inch A.C. pavement overlay would be installed along the length of Walnut Avenue. It was also proposed to widen Walnut Avenue from the current 35 feet width to 50 feet in width, its designed capacity, to align with the newly improved Walnut Avenue Street section which was located north of Fourth Street. Curb, Gutter and Sidewalk along the Westside would also be needed but not currently into the design and may be an additional \$5,000 to design to grade. Also, a new 2-inch by 6-inch treated board was installed along the pavement edge of all other areas for support. Total project costs was estimated to be \$591,000.00 and an additional \$10,000 - \$15,000 for the additional sidewalk if preferred.

An RSTP application was submitted on February 24, 2012 requesting \$591,000.00 in funding identifying the Walnut Avenue Project as second priority. ICTC announced that projects would be selected for funding by a scoring process. Each agency that had applications submitted had a representative to form part of the quorum that would be scoring the project applications. Holtville's City Manager attended the scoring process on April 12, 2012. The Walnut Avenue South Improvements project scored high enough and was awarded 82% of the funds requested in the total amount of \$498,000 to be programmed in the 15-16 fiscal year. It was requested by City Management to decrease the scope of work for the Walnut Avenue Improvements project to be within budget of the amount.

THG staff was in communication with ICTC regarding the programming of the received RSTP funds. It was communicated that the funds would be submitted for programming to SCAG around August 2012. Since funds were to be programmed for FY 15-16, no immediate actions associated with this project were anticipated.

Environmental documents and a Federal ID Packet was prepared and submitted to Caltrans on April 10, 2015 with a finance number assigned on April 23, 2015. Administration staff is in the process of clearing right-of-way issues and has contacted all utility agencies. It is anticipated that a Caltrans ROW Certification may be obtained no later than August 2015.

10. **Cedar Sidewalk between 4th Street and 5th Street CMAQ Grant (\$135,000.00)**-The City Manager submitted a CMAQ project application on April 13, 2012 to replace three vehicles currently used by the Public Works and Fire Department with new CNG fuel operated vehicles. On April 30th, the City was informed that \$120,000 had been granted for the CNG vehicles, however, as a result of the Federal Highway Administration notification issued on May 1st regarding new policies on purchases of alternative fuel

vehicles, the City would be unable to benefit from an adequate reimbursement. The City decided to transfer \$120,000.00 in CMAQ funds for the 15/16 FY to the Cedar Avenue Sidewalks Improvement Project via Resolution 12-46 on July 9th. Cedar Avenue lacked sidewalks and was considered as one of the more logical alternatives. The east side of Cedar Avenue was proposed to be improved with curb, gutter, and sidewalk between 4th Street and 5th Street. There was no activity to report during the third quarter due to funds being programmed until FY 15/16. No activity will be reported until FY 15/16.

Administrative Staff is currently working on Environmental documents to receive environmental certification and to obtain a Federal ID Number.

11. Sustainable Communities Planning Grant Application for GP & SAP Update (\$295,000)

Directive was provided by City management to assess the opportunity to apply for funds under the Sustainable Communities Planning Grant. The Sustainable Communities Planning Grant was funded by Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. The purpose of the program was to assist local governments in meeting the challenges of adopting land use plans and integrating strategies to transform communities and create long term prosperity.

On January 27th, during a joint meeting with the Planning Commission and City Council, directive was provided on the submittal of a grant application for the update of the General Plan and Service Area Plan. Both of the planning documents were outdated and eligible for funding under the Sustainable Communities Grant Program. The application was submitted on February 24th. A notice on awards was anticipated prior to June 2014.

On June 6th an email was received from Natalie Garcia from the California Strategic Growth Council congratulating the City on a great proposal and to notify that an official award letter would be issued to the City within the next couple of weeks. As of June 30th, the award letter was pending issuance. The award letter outlined next steps, including a list of information needed to begin the contracting process.

The Holt Group Provided the State the following submittals on July 29, 2014 in order to obtain clearance and move forward with execution of a formal grant agreement: Payee Data Record (PDR) Original; Grantee Contact Information Form 2014; Attachment A- Work Plan; Attachment B- Budget. As of September 30, 2014, a grant agreement had not yet been received by City Management. Follow up was done with the State and delays were attributed to the assignment of a new project manager.

On November 25, 2014, the State contacted the Holt Group with notification that the State has been working on the grant agreement packets and they should arrive soon via email. After the agreements are signed and completed, it will take approximately 4-5 weeks for the grant agreements to go through the DOC approval and signature process. As of December 30, 2014, the agreements had not been issued by the State, thus a follow up was made to the State representative. Indeed they have had some delays in addition to the holidays and it is anticipated that agreements will reach the City in January.

State Agreements were received by the City and executed on January 14, 2015. Subsequently, the City authorized the procurement of grant administration services at the Council meeting of February 9, 2015. RFP's were issued on March 20, 2015 and proposals were due April 2nd and it is anticipated that awards would be made in April 2015. *Grant administration services were awarded to California Consulting at the April 27, 2015 City Council meeting. This item will be transferred to management reporting.*

12. SR 115/5th Street STIP Program Phase II Project - North side (~~\$157,320~~ \$314,626)

It was communicated in February by ICTC and Caltrans that new STIP funds had become available that could be used to complete the north side of the SR 115/5th Street project. Directive was provided by City management to pursue these STIP funds for a phase II

project. ICTC provided directive for the submittal of Project Programming Request and an Allocation Request packet through Caltrans. The Allocation Request packet was submitted to Caltrans on March 24th.

Subsequent to the Allocation Request, City staff updated and satisfied the standard certification packets as follows: 1) Preliminary Environmental Study for Environmental Clearance and Categorical Exclusion determination; 2) a Right-of-way certification packet; and 3) an Authorization for Construction packet. A Preliminary Environmental Study (PES) was updated and re-submitted to Caltrans on March 27th. On March 28th, THG submitted Exhibit 13-A Short Form ROW Certification to Caltrans with required utility exhibits. THG was also in the process of completing the Request for Authorization for Construction packet and anticipated submitting the packet in May, upon receipt of a Categorical Exclusion and ROW Certification which were submission requirements. Environmental clearance and ROW certification were pending as of March 31st. The City received Environmental clearance on April 16th and ROW certification on April 17th. Environmental documents were also submitted directly to CTC on May 27th per Caltrans directive.

It was communicated in June by ICTC that STIP funds would not be available for the project at a local level and the project did not make it to the CTC agenda. Subsequently, ICTC communicated that there were unused CMAQ funds that would be allocated to the project for the 13/14 FY. ICTC issued a concurrence letter to Caltrans in July communicating allocation of project funds. An updated RFA for Construction packet was submitted in July reflecting new funding source. Per ICTC, the allocation by CTC was scheduled to occur in July under an administrative modification.

The City was approached by Mr. Luis Medina of Caltrans to request twice the funding based on the amount of funds that had been returned to the region from other projects that had lost their obligations. The Holt Group Submitted a revised allocation packet on July 18, 2014 with the intent of adding scope modifications at a later date, including the installation of the bus shelter as planned and designed by the City. The funds were successfully allocated and a total of \$314,625 in grant funding was issued to the City per the E-76 which authorized the City to proceed with construction. Staff's intentions are to modify the project scope to include the bus shelter with the additional funds allocated. This will entail a revalidation of the environmental documents and a recertification of the right-of-way documents. The Holt Group has already initiated these actions and clearance is anticipated by the end of October so that the bids can include the added scope of work. We anticipate bringing this project back to City Council for action no later than November.

Environmental clearance and re-validation was still pending as of the end of December. The existing location of an AT&T utility pole caused additional review by Caltrans Environmental. On December 4, 2014, Sandi Marks of AT&T submitted a Claim Form which claimed that two AT&T cable poles in the project scope required relocation with 100% of the costs charged to the City. However, it was communicated to AT&T in an e-mail on December 18, 2014 that the City has senior rights over the street and that utility relocation should be an AT&T responsibility. This required a resubmittal of the AT&T Claim Form which was approved on January 6th. These changes should enable staff to obtain ROW clearance in January.

On February 5, 2015, Chris Cortez of Time Warner Cable submitted a Claim Form which claimed that Overhead lines in the project scope required relocation, with Time Warner Cable covering 100% of the relocation costs. On February 12, 2015, Joel Perez of the Imperial Irrigation District submitted a Claim Form which claimed that IID had Overhead Power lines in the project scope which would not require relocation. With all necessary claim forms submitted, The Holt Group completed the Right-of-Way Re-Certification packet and submitted to Caltrans on February 10th, 2015. On February 17th, 2015, Bruce

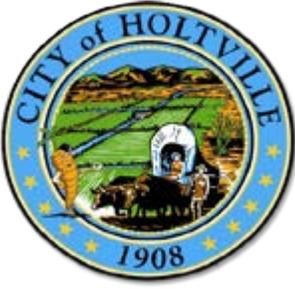
Berlau, the Local Program Coordinator from Caltrans approved the right of way certification.

The project was advertised for construction services on February 25, 2015, with a bid opening of March 31st, 2015. The bid results were Pyramid Construction submitting a bid of \$228,733.25 and Granite Construction submitting a bid of \$329,309.00. Consequently, City Management issued an RFP for construction management services on March 18, 2015 and proposals are anticipated in April.

Due to unforeseen delays, the lapse of time between E-76 issuance and an initial reimbursement draw was over a six month period and placed the project at risk of de-obligation. Strategically it was determined to submit a reimbursement for the bid advertisement which is unusually and typically not authorized due to size of reimbursement, however a special concession was made by Caltrans. On March 16, 2015, Reimbursement Request #1 was submitted to Caltrans in the amount of \$1,863.68. Reimbursement Request #1 included a February 24, 2015 IV Press Advertising Invoice for construction services.

Reimbursement #1, in the amount of \$1,863.68, was received by the City on April 16, 2015. The City issued a Request for Proposal for Construction Management services on April 17, 2015 with proposals due on May 18, 2015. Two bids for Construction Management services were received on May 18, by Dynamic Consulting Engineering (\$57,165) and Development Design and Engineering (\$41,890). Due to only two (2) bids being received, which falls shorts of the required three (3), and the lack of adequate publication (web-site or newspaper), it was determined that the process did not meet the minimum requirements established by Caltrans and the City Manager has gone out to bid again.

Should you have any questions and/or concerns regarding the information in this report, please feel free to contact me at (760) 337-3883.



cc staff report

CC Report No. 1

Meeting Date	<u>07/13/15</u>
Item Number	<u>11f</u>
City Manager	<u></u>
Finance	_____
City Attorney	_____

To: Holtville City Council
Nick Wells, City Manager

From: James G. "Jack" Holt, City Engineer

Date: July 7, 2015

Project: Wastewater Treatment Plant (WWTP) Improvement Project

Summary

Subject of Report:	Approval of increase to the value of the Construction Engineering Services Agreement between the Design Engineer (Lee & Ro, Inc. and the City of Holtville) for the construction of the Wastewater Treatment Plant
Project Location:	1250 West Kamm Road in Holtville
Pending Action:	Approve adjustment to the Construction Engineering Service Fee
Zoning:	No Change
General Plan:	No Change
Environmental:	CEQA Exemption Filed by City of Holtville for Rehabilitation Project on November 29, 2010 CEQA NOD & MND Filed by Imperial County for CUP on October 15, 2012 NEPA FONSI Filed by EPA on January 4, 2013

INTRODUCTION & BACKGROUND

The current City of Holtville Wastewater Treatment Plant NPDES Permit (Order No. R7-2011-0020) contains stringent ammonia nitrogen removal requirements. The maximum average monthly ammonia concentration in the plant effluent was reduced to 1.9mg/L or lower (3.6 mg/L maximum daily) beginning on May 19, 2009. The existing trickling filter process has a limited capacity to remove ammonia without the addition of an external ammonia removal process. On May 13, 2009, the City requested the Regional Water Quality Control Board (RWQCB) issue a Cease and Desist Order (CDO) for the City of Holtville WWTP regarding any outstanding priority pollutants and the final effluent ammonia limits until such time as the City completed improvements to the wastewater treatment plant. In compliance with the California Water Code (CWC), the RWQCB issued a CDO (Order No. R7-2009-61) on September 17, 2009 that waived the mandatory minimum penalties for the City. The CDO established a schedule to prepare and implement a pollution prevention plan pursuant to the CWC. An amended CDO extending the dates for the completion of the wastewater treatment upgrades was adopted by the RWQCB (Order No. R7-2011-0016) on January

20, 2011. The amended CDO required the Preliminary Engineering Report (PER) be submitted to the RWQCB by September 27, 2011. The PER prepared by Lee & Ro, Inc. dated September 2011 was approved by Resolution 11-37 at the Holtville City Council Meeting of September 26, 2011. The amended CDO required the design of plant improvements be completed by March 27, 2013 and completion of wastewater treatment plant improvements by August 17, 2014. The City of Holtville did not meet the design completion milestone of March 27, 2013 as the project design had not been initiated. City of Holtville correspondence dated February 7, 2013 was forwarded to the RWQCB requesting the CDO design and final wastewater treatment plant improvements completion dates be extended. On March 21, 2013, the RWQCB approved Special Board Order R7-2013-0029 extending the CDO completion date for the construction of the Holtville WWTP to December 31, 2015.

The wastewater treatment plant design documents were completed by Lee and Ro, Inc. in August 2013. The Construction Manager, HDR has been engaged by the City of Holtville. The bidding of the project has been completed and the Holtville City Council is to consider awarding the contract for the construction of the wastewater treatment plant to Pacific Hydrotech in the amount of \$11,733,600 at the July 13, 2015 City Council Meeting. A pre-construction conference has been tentatively scheduled for July 30, 2015 and the Notice to Proceed has been tentatively scheduled to be issued to Pacific Hydrotech on August 3, 2015. The financing agreements between SRF and Nadbank and the City of Holtville were executed in July 2015. The financing is "in place" to start construction on the wastewater treatment plant.

The contract for construction support services, to be completed by the design engineer, Lee and Ro, Inc. has not been executed by the City of Holtville and Lee and Ro, Inc.. The review of construction submittal documents is required by the design engineer and will be required immediately after the Notice to Proceed is issued to the contractor. Construction project delays will occur if the design engineer is not engaged at the commencement of the construction project to complete submittal reviews.

ISSUES FOR DISCUSSION

Amendment to the Construction Engineering Services Budget to be provided by Lee and Ro, Inc.

The City of Holtville had previously approved a budget of \$177,300.00 for construction engineering services to be provided by Lee and Ro, Inc. At the conclusion of the bidding phase, Nadbank requested that Issued for Construction/Conformed improvement plans be prepared. The preparation of Issued for Construction/Conformed Improvement Plans requires that the improvement plans be modified to incorporate the applicable Request for Information (RFI) and Addenda issued during the Bidding Phase. The preparation of Issued for Construction/Conformed Improvement Plans was not part of the scope of work for Construction Engineering Services to be completed by Lee and Ro, Inc. for the budgeted amount of \$177,300.00. As Lee and Ro has stamped the engineering plans with civil, electrical and structural seals and is responsible for the design document plan alterations, the conformed plan revisions must be completed by Lee and Ro, Inc. Lee and Ro, Inc. has requested that the City of Holtville consider the approval for an amendment of \$18,453.00 to the previously approved budget to prepare the Nadbank requested Issued for Construction/Conformed Improvement Plans.

FISCAL IMPACT

As previously noted the City of Holtville has budgeted the amount of \$177,300.00 for construction engineering services to be completed by Lee and Ro, Inc. The scope of work did not include the preparation of Issued for Construction/Conformed Improvement Plans. The table below summarizes the updated funding sources and uses for total design costs:

TYPE OF WORK	CONSTRUCTION ENGINEERING FEE	FUNDED AMOUNTS BECC/BEIF (Grant)	FUNDED AMOUNTS SRF	CITY CONTRIBUTION (Sewer Fund)
Construction Engineering Services provided by Lee and Ro, Inc.	\$177,300	\$0.00	\$177,300	\$0
Preparation of Issued for Construction/Conformed Improvement Plans and Specifications	\$18,453			\$18,453
TOTAL	\$195,753	\$0.00	\$177,300	\$18,453

SRF will be funding \$177,300 of the construction support services scope of work. The City of Holtville would be required to fund the additional \$18,453 for the preparation of the Issued for Construction/Conformed Improvement Plans from the City of Holtville Sewer Fund.

RECOMMENDATION AND PENDING ACTION

It is recommended that the Holtville City Council approve the increase in budget for construction engineering services to be provided by Lee and Ro, Inc. in the amount of \$18,453 to prepare the Nadbank requested Issued for Construction/Conformed Improvement Plans.

Alternatives

1. Provide an alternative directive to staff.

Should you have any questions and/or concerns regarding the information in this report, please feel free to contact Jack Holt at (760) 337-3883. Your comments are encouraged, written or verbal, and can also be forwarded to jack@theholtgroup.net.

AGENDA
**REGULAR MEETING OF THE SUCCESSOR AGENCY TO THE HOLTVILLE
REDEVELOPMENT AGENCY**
121 WEST FIFTH STREET, HOLTVILLE, CALIFORNIA

July 7, 2015

OPEN SESSION
6:00 PM

Ginger Ward, Chairperson
Jim Predmore, Vice-Chairperson
David Bradshaw, Board Member
Richard Layton, Board Member
Mike Goodsell, Board Member

Steve Walker, Agency Attorney
Denise Garcia, Interim City Clerk
Nick Wells, Executive Officer
Pete Mellinger, City Treasurer

THIS IS A PUBLIC MEETING

If there is an item on the agenda on which you wish to be heard, please come forward to the microphone at the time the item is being addressed. State your name for the record. All other items can be addressed during the Public Comments portion of the agenda. The Chairman reserves the right to place a time limit on each person asking to be heard.

SUCCESSOR AGENCY: Meeting called to order

PUBLIC COMMENTS: This is time for the public to address the Successor Agency **on any item not appearing on the agenda** that is within the subject matter jurisdiction of the Successor Agency. The Chairperson reserves the right to limit the speaker's time. The Chairperson will recognize you and when you come to the microphone, please state your name and address for the record. You are not allowed to make personal attacks on individuals or make comments which are slanderous or which may invade an individual's personal privacy.

CONSENT AGENDA:

The items on the Consent Agenda are to be approved without comment. Should any Council Member or member of the public wish to discuss any item, they may request that the item be removed from the Consent Agenda and placed on the New Business Agenda.

1. Approval of the Minutes from the Successor Agency Meeting of June 22, 2015.

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES & COMMUNIQUÉS

NEW BUSINESS:

None

ADJOURNMENT:

I, Denise Garcia, Interim City Clerk of the City of Holtville, California, and Secretary of the Successor Agency, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall on July 9, 2015.

NOTICE

In compliance with the American Disabilities Act (ADA), the City of Holtville will make reasonable efforts to accommodate persons with qualified disabilities. If you require special assistance, please contact the City Clerk's office at 760-356-3013 at least 48 hours in advance of the meeting.

Any writings or documents provided to a majority of the Holtville City Council regarding any item on this agenda will be made available for public inspection in the City Clerk's office located at City Hall, 121 W. 5th St, during normal business hours.

MEETING DATE: 7-13-15

APPROVED FOR AGENDA

CITY MANAGER

FINANCE MANAGER

CITY ATTORNEY

**THE MINUTES OF THE REGULAR MEETING OF THE SUCCESSOR AGENCY TO
THE HOLTVILLE REDEVELOPMENT AGENCY
June 22, 2015**

The regular meeting of the Successor Agency to the Holtville Redevelopment Agency was held on Monday, June 22, 2015 at 5:30 p.m. in the Civic Center. Board Members present were Mike Goodsell, Ginger Ward, and Jim Predmore. Richard Layton and David Bradshaw were absent. Staff members present were Nick Wells, Denise Garcia and Alex Silva. Martin Gonzalez was present in the absence of City Attorney Steve Walker. City Treasurer Pete Mellinger, City Engineer Jack Holt and City Planner Justina Arce were also present.

SUCCESSOR AGENCY TO THE HOLTVILLE REDEVELOPMENT AGENCY MEETING

CALLED TO ORDER:

Mayor Ward called the meeting to order at 6:56 p.m.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

1. Approval of the Minutes from the Successor Agency Meeting of June 8, 2015.

A motion was made by Mr. Predmore and seconded by Mr. Goodsell to approve Consent Agenda Item 1. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Ward, Predmore, Goodsell

NOES: None

ABSENT: Layton, Bradshaw

ABSTAIN: None

NEW BUSINESS:

None

ADJOURNMENT:

There being no further business to come before the Board, Mrs. Ward adjourned the meeting at 6:57 p.m.

Virginia Ward, Chairperson

Denise Garcia, Interim Secretary