

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

August 8, 2016
OPEN SESSION
6:00 PM

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

Steve Walker, City Attorney
Denise Garcia, City Clerk
Nick Wells, City Manager
George Morris, 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)

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. Willowbend Mobile Home Park
Charles Simpson vs. City of Holtville

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:

(Government Code Section 54956.9(b))

Claim against the City by Jimenez

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 Regular Meeting of July 11, 2016.
2. Current Demands #36271 thru #36377.

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUE:

UNFINISHED BUSINESS:

None

NEW BUSINESS:

3. **Discussion/Related Action to Adopt RESOLUTION #16-29** Awarding Contract Design Engineering Services for the Ninth Street Palm to Olive Improvements Project – Nick Wells, City Manager
4. **Discussion/Related Action to Adopt RESOLUTION #16-30** Approving the Appropriation of Funds Allocated from the State of California’s Citizen Option for Public Safety (“COPS”) Program for the 2016-17 Year to Provide for Front Line Police Services – Hector Orozco, Finance Manager
5. **Discussion/Related Action** to Direct the City Manager and City Attorney to Negotiate and Finalize a Lease Agreement with ClearTalk Wireless for a Communications Tower on City Property – Nick Wells, City Manager
6. **Discussion/Related Action** Regarding Funding for the City of Holtville’s Summer Youth Program – Nick Wells, City Manager

INFORMATION ONLY:

7. **City Manager Report – Nick Wells**
 - a. Fire Chief – Alex Silva
 - b. Water/Wastewater Supervisor – Frank Cornejo
 - c. Public Works Foreman – Alex Chavez
 - d. Finance Department – Hector Orozco
 - e. Planning Quarterly Staff Report – Andrea Montano
 - f. Quarterly Grant Report – Justina Arce
8. **Items for future meetings**

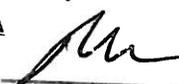
ADJOURNMENT:

I, Denise Garcia, City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall on August 5, 2016.

1

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

July 11, 2016

MEETING DATE:	8/8/16
APPROVED FOR AGENDA	
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	

The Regular Meeting of the Holtville City Council was held on Monday, July 11, 2016 at 5:30 p.m. in the Civic Center. Council Members present were David Bradshaw, Richard Layton, Mike Goodsell and Ginger Ward. Council Members Jim Predmore was absent. Staff members present were Nick Wells, Denise Garcia, Hector Orozco, and Alex Silva. City Attorney Martin Gonzalez was also present. City Engineer Jack Holt, City Planner Justina Arce, and George Morris were absent.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

Mayor Pro Tem Goodsell called the Closed Session meeting to order at 5:33 p.m.

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Pro Tem Goodsell called the meeting to order at 6:09 p.m.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mike Goodsell.

INVOCATION:

The invocation was led by Mayor Pro Tem Mike Goodsell.

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

City Clerk verified that the agenda was duly posted on Friday, July 8, 2016.

EXECUTIVE SESSION ANNOUNCEMENTS:

No action was taken; direction to staff

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957(b 1))

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. Willowbend Mobile Home Park

Charles Simpson vs. City of Holtville

No Reportable Action Taken.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:

(Government Code Section 54956.9(b))

Claim against the City by Jimenez

No Reportable Action Taken.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

1. Approval of the Regular Minutes of the City Council Meeting of June 27, 2016.

2. Approval of Demands #35221 thru #36270

A motion was made by Mr. Layton and seconded by Mr. Bradshaw to approve items 1 and 2 of the Consent Agenda. The motion carried in the form of a roll call vote.

AYES: Goodsell, Ward, Layton, Bradshaw

NOES: None

ABSENT: Predmore

ABSTAIN: None

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:

Chief Silva clarified items that were in his report he provided to Council.

Ginger Ward reported that she had been on vacation.

Nick Wells reported that there was a correction to the number of City employees who had attended Holtville High School that he had previously listed in his Management report. The total determined was seven, not six.

NEW BUSINESS:

3. Discussion/Related Action adopting RESOLUTION #16-28 Calling for an Election to Fill Three Vacant City Council Seats and One City Treasurer Seat – Denise Garcia, City Clerk

A motion was made by Mr. Bradshaw and seconded by Mr. Layton to adopt RESOLUTION #16-28 calling for an election to fill three vacant City Council seats and one City Treasurer seat. The motion carried in the form of a roll call vote.

AYES: Bradshaw, Ward, Goodsell, Layton

NOES: None

ABSENT: Predmore

ABSTAIN: None

4. Discussion/Related Action to Consider a Request by HDR Engineering to Extend the Contract for Construction Management/Resident Engineering for the WWTP Rehabilitation Project – Nick Wells, City Manager

A motion was made by Mr. Bradshaw and seconded by Ms. Ward to consider a request by HDR Engineering to extend the contract for construction management/resident engineering for the WWTP Rehabilitation Project with no authorization for an increase in contract amount at this time. The motion carried in the form of a roll call vote.

AYES: Bradshaw, Ward, Goodsell, Layton

NOES: None

ABSENT: Predmore

ABSTAIN: None

5. Discussion/Related Action to Designate a Delegate to the League of California Cities 2016 Annual Conference & Expo to be held October 5-7, 2016 in Long Beach, California – Nick Wells, City Manager

A motion was made by Mr. Goodsell and seconded by Mr. Layton to designate Jim Predmore as the Primary Delegate and Ginger Ward as the Alternate to attend the League of California Cities 2016 Annual Conference & Expo to be held October 5-7, 2016 in Long Beach, California. The motion carried in the form of a roll call vote.

AYES: Bradshaw, Ward, Goodsell, Layton

NOES: None

ABSENT: Predmore

ABSTAIN: None

INFORMATION ONLY:

6. City Manager Report – Nick Wells
 - a. Fire Chief – Alex Silva
 - b. Police Chief – Robert Benavidez
 - c. Water/Wastewater Supervisor – Frank Cornejo
 - d. Public Works Foreman – Alex Chavez

7. Items for Future Meetings

There being no further business to come before Council, Mayor Pro Tem Goodsell adjourned the meeting at 6:48 p.m.

Mike Goodsell, Mayor Pro Tem

Denise Garcia, City Clerk

CITY OF HOLTVILLE
Monthly Check Register

MEETING DATE:	08/08/16
ITEM NUMBER	2
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

Date : 8/4/2016 4:43:37 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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Invoice Amount : 205.00		Discount Amount : 0.00		Check Amount : 205.00		
Check Number : 36350 Check Date : 7/25/2016						
Vendor : 8106 JAMES PREDMORE						
10	73887	7/21/2016	2016 LEAGUE OF	REGISTRATION FOR LEAGUE OF CITI	COUNCIL	525.00
10	73888	7/21/2016	HOTEL FOR LEAGU	HOTEL ACCOMODATIONS FOR LEAGUE		458.50
Invoice Amount : 983.50		Discount Amount : 0.00		Check Amount : 983.50		
Check Number : 36351 Check Date : 7/25/2016						
Vendor : 8116 VANTAGE POINT TRANSFER AGENTS - 108793						
10	73891	7/21/2016	PP# 14 RETIREME	PP# 14 RETIREMENT AND PENSION R	ADMIN	3,537.96
11	73891	7/21/2016	PP# 14 RETIREME	PP# 14 RETIREMENT AND PENSION R		739.53
12	73891	7/21/2016	PP# 14 RETIREME	PP# 14 RETIREMENT AND PENSION R		873.34
Invoice Amount : 5,150.83		Discount Amount : 0.00		Check Amount : 5,150.83		
Check Number : 36352 Check Date : 7/25/2016						
Vendor : 1231 WALKER & DRISKILL						
10	73889	7/21/2016	7405	ATTORNEY FEES	ADMIN	1,862.50
10	73890	7/21/2016	7399	ATTORNEY FEES (WILLOW BEND)		460.00
Invoice Amount : 2,322.50		Discount Amount : 0.00		Check Amount : 2,322.50		
Check Number : 36353 Check Date : 7/28/2016						
Vendor : 8041 AFLAC						
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Invoice Amount : 122.81		Discount Amount : 0.00		Check Amount : 122.81		
Check Number : 36354 Check Date : 7/28/2016						
Vendor : 1327 ALLSTAR FIRE EQUIPMENT, INC.						
10	73961	7/27/2016	191379	LUG ADAPTOR	FD	91.88
Invoice Amount : 91.88		Discount Amount : 0.00		Check Amount : 91.88		
Check Number : 36355 Check Date : 7/28/2016						
Vendor : 1750 CARROT TOP INDUSTRIES						
10	73940	7/27/2016	31380700	FLAGS	FD	244.24
Invoice Amount : 244.24		Discount Amount : 0.00		Check Amount : 244.24		
Check Number : 36356 Check Date : 7/28/2016						
Vendor : 2320 COUNTY MOTOR PARTS						
10	73947	7/27/2016	209231	ENGINE DEGREASER; ULTRA GREY		20.49
11	73948	7/27/2016	206181	SUPPORT; WIRE BRUSH	PW	30.17
12	73948	7/27/2016	206181	SUPPORT; WIRE BRUSH	FD	30.17
10	73951	7/27/2016	209225	WATER PUMP; STEERING PUMP; HOSE		204.88
12	73965	7/27/2016	206484	FREIGHT FOR TRAILER HITCH		12.00
Invoice Amount : 297.71		Discount Amount : 0.00		Check Amount : 297.71		
Check Number : 36357 Check Date : 7/28/2016						
Vendor : 1009 DEPT OF TRANSPORTATION-ST OF CA						
10	73954	7/27/2016	SL-161013	SIGNALS AND LIGHTS APRIL THRU JU	PW	92.64
Invoice Amount : 92.64		Discount Amount : 0.00		Check Amount : 92.64		
Check Number : 36358 Check Date : 7/28/2016						
Vendor : 8680 DEVELOPMENT DESIGN & ENGINEERING, INC.						
22	73973	7/27/2016	11010	RESIDENT ENG. CONST. MANAGEMENT	115/GRAPE	4,450.00
Invoice Amount : 4,450.00		Discount Amount : 0.00		Check Amount : 4,450.00		
Check Number : 36359 Check Date : 7/28/2016						
Vendor : 1073 FIRE, ETC.						
10	73941	7/27/2016	91783	STEEL TOE STATION BOOTS (E)	FD	160.80

CITY OF HOLTVILLE

Monthly Check Register

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Calendar Month/Year : <ALL> <ALL>

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10	73974	7/27/2016	JULY 2016	CELL PHONE	ADMIN	60.00
Invoice Amount : 60.00		Discount Amount : 0.00		Check Amount :		60.00
Check Number : 36361		Check Date : 7/28/2016				
Vendor : 1015 HOLT GROUP, THE						
22	73981	7/28/2016	16-06-008	(315) COH ALAMO RIVER TRAIL	ALAMO RIVER	759.46
22	73982	7/28/2016	16-07-001	(315) COH ALAMO RIVER TRAIL CLO	TRAIL	4,729.25
Invoice Amount : 5,488.71		Discount Amount : 0.00		Check Amount :		5,488.71
Check Number : 36362		Check Date : 7/28/2016				
Vendor : 2137 IMPERIAL IRRIGATION DISTRICT (WATER)						
11	73966	7/27/2016	JULY - DEC.2016	SERVICE PIPE 2 PAR P005A	PW	100.00
Invoice Amount : 100.00		Discount Amount : 0.00		Check Amount :		100.00
Check Number : 36363		Check Date : 7/28/2016				
Vendor : 1027 IMPERIAL STORES						
10	73939	7/27/2016	576784	KEYS (Samaha Field)		7.23
10	73942	7/27/2016	576895	KEYS; LANYARD; WHISTLE		13.69
10	73943	7/27/2016	576622	SHOE POLISH; BATTERIES		17.25
10	73944	7/27/2016	576851	LIGHT BULBS; LED FLOOD;		80.15
10	73950	7/27/2016	576969	CLEANING SUPPLIES; BATTERIES		41.89
10	73953	7/27/2016	576720	CLEANING SUPPLIES		24.76
10	73955	7/27/2016	576566	FERRULES AND STOPS; BRAIDED WIRE		18.94
10	73956	7/27/2016	576639	SPRAYER BACK PACK		24.75
10	73957	7/27/2016	576613	TUBE TO REPAIR TIRE ON HAND TRU		7.06
12	73958	7/27/2016	576504	VINYL TUBING		1.88
Invoice Amount : 237.60		Discount Amount : 0.00		Check Amount :		237.60
Check Number : 36364		Check Date : 7/28/2016				
Vendor : 1757 IMPERIAL VALLEY ENVIRONMENTAL LAB						
12	73964	7/27/2016	8192	LAB ANALYSIS	PW	874.00
Invoice Amount : 874.00		Discount Amount : 0.00		Check Amount :		874.00
Check Number : 36365		Check Date : 7/28/2016				
Vendor : 1382 K-C WELDING & RENTAL, INC.						
10	73949	7/27/2016	65229	CHAIN SAW; CHAIN LOOP; OIL	PW	451.34
10	73959	7/27/2016	65002	RENTAL COMPACT ROLLER		251.01
Invoice Amount : 702.35		Discount Amount : 0.00		Check Amount :		702.35
Check Number : 36366		Check Date : 7/28/2016				
Vendor : 1094 LEAGUE OF CA CITIES						
10	73979	7/27/2016	NICHOLAS WELLS	LEAGUE OF CITIES REGISTRATION F	ADMIN	525.00
Invoice Amount : 525.00		Discount Amount : 0.00		Check Amount :		525.00
Check Number : 36367		Check Date : 7/28/2016				
Vendor : 4619 LUIS M. ESTRADA						
10	73960	7/27/2016	1114	REPAIRS TO DUMP TRUCK	PW	290.00
Invoice Amount : 290.00		Discount Amount : 0.00		Check Amount :		290.00
Check Number : 36368		Check Date : 7/28/2016				
Vendor : 1201 MARTIN & CHAPMAN						
10	73976	7/27/2016	2016374	NOMINATION PAPERS; BALLOT WORK	CITY CLERK	34.75
Invoice Amount : 34.75		Discount Amount : 0.00		Check Amount :		34.75
Check Number : 36369		Check Date : 7/28/2016				
Vendor : 8011 NICHOLAS WELLS						
10	73975	7/27/2016	JULY 2016	MILEAGE	ADMIN	149.04

CITY OF HOLTVILLE

Monthly Check Register

Date : 8/4/2016 4:43:37 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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Invoice Amount : 2,391.12		Discount Amount : 0.00		Check Amount :		2,391.12
Check Number : 36371		Check Date : 7/28/2016				
Vendor : 1450 PITNEY BOWES GLOBAL FINANCE SERVICES LLC						
10	73968	7/27/2016	3100348075	POSTAGE EQUIPMENT LEASE	ADMIN	93.92
11	73968	7/27/2016	3100348075	POSTAGE EQUIPMENT LEASE		93.92
12	73968	7/27/2016	3100348075	POSTAGE EQUIPMENT LEASE		93.92
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Check Number : 36372		Check Date : 7/28/2016		Void Date : 7/28/2016		VOIDED
Vendor : 4575 PYRAMID CONSTRUCTION, INC.						
10	73952	7/27/2016	13880	MEDIUM ASPHALT; TACK OIL		1,339.20
Invoice Amount : 1,339.20		Discount Amount : 0.00		Check Amount :		1,339.20
Check Number : 36373		Check Date : 7/28/2016				
Vendor : 1443 SEARS COMMERCIAL ONE						
10	73969	7/27/2016	T339272	ELECTRIC BASKET BALL GAME	CITY POOL	118.61
10	73970	7/27/2016	T362523	FOOS BALL TABLE	HUT	107.95
10	73971	7/27/2016	T397266	TABLE TENNIS		309.04
Invoice Amount : 535.60		Discount Amount : 0.00		Check Amount :		535.60
Check Number : 36374		Check Date : 7/28/2016				
Vendor : 2083 THATCHER CO.						
11	73962	7/27/2016	240619	ALUMINUM SULFATE	PW	4,445.93
11	73963	7/27/2016	240621	T CHLOR		4,845.61
Invoice Amount : 9,291.54		Discount Amount : 0.00		Check Amount :		9,291.54
Check Number : 36375		Check Date : 7/28/2016				
Vendor : 2524 VALLEY TESTING						
11	73967	7/27/2016	27095	PRE EMPLOYMENT DRUG TEST FOR	PW	52.45
Invoice Amount : 52.45		Discount Amount : 0.00		Check Amount :		52.45
Check Number : 36376		Check Date : 7/28/2016				
Vendor : 2012 VERIZON WIRELESS						
10	73946	7/27/2016	9768656297	DATA LINE FOR FIRE ENGINE	FD	38.01
10	73972	7/27/2016	JULY 2016	CELL PHONE CHARGES	ADMIN	207.51
11	73972	7/27/2016	JULY 2016	CELL PHONE CHARGES		182.69
12	73972	7/27/2016	JULY 2016	CELL PHONE CHARGES		150.49
Invoice Amount : 578.70		Discount Amount : 0.00		Check Amount :		578.70
Check Number : 36377		Check Date : 7/28/2016				
Vendor : 4575 PYRAMID CONSTRUCTION, INC.						
22	73925	7/26/2016	3259 PMT #10	CONSTRUCTION PAYMENT # 10	ALAMO RIVER TRAIL	109,025.00
Invoice Amount : 109,025.00		Discount Amount : 0.00		Check Amount :		109,025.00

Total Number of Vendors	:	28	:	0.00
Total Number of Checks Printed	:	29		
Total Number of Voided Checks	:	1		
Largest Check Amount	:	109,025.00		
Total for all Checks Printed	:	146,078.73		
Total for Voided Checks	:	(1,339.20)		
Net Amount of Checks Printed	:	144,739.53		

CITY OF HOLTVILLE
Monthly Check Register

Date : 8/4/2016 4:43:37 PM

User Name : Lee Ann

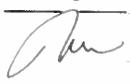
Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
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Summary

Fund	Amount
10 GENERAL FUND	13,249.72
11 WATER	10,490.30
12 SEWER	2,035.80
22 LOCAL TRANSPORTATION FUND - TDA	118,963.71

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	08/08/16
ITEM NUMBER	3
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: August 4, 2016
FROM: Nick Wells, City Manager
SUBJECT: **Resolution No. 16-29** *Authorizing the Execution of a Contract with Development Design & Engineering for Design of the Ninth Street (Palm to Olive) Improvements Project*

ISSUE:

Shall the City Council approve a resolution authorizing the City Manager to execute a contract with Development Design & Engineering of El Centro, California, to provide Design Engineering Services for the Ninth Street Palm to Olive Improvements Project?

PROJECT DESCRIPTION:

The proposed project involves improving the Ninth Street segment between Palm and Olive Avenues to designed capacity by undergrounding the final unlined Pear Canal section in the City. It will improve the roadway to 48 feet in width by widening to the north side of Ninth Street and improving the full roadway width pavement with curb, gutter and sidewalk along that north side. The undergrounding will need to be coordinated with and performed by IID.

DISCUSSION:

In September, 2015, the City Council authorized the submission of two applications to the Imperial County Transportation Commission (ICTC) for this project under the Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality Improvement (CMAQ) Program along with a corresponding matching fund commitment. The CMAQ portion of the application was chosen to receive the full amount of requested funding and was programmed for Fiscal Year 2016-17. Soon after, the RSTP portion of the project also scored extremely high and was also awarded the full requested allocation from that program for FY 2016-17.

Although a good portion of the project has been "designed" as a result designing of the last section (Cedar to Palm), there is still a good deal of work to be done to finalize plans for this section. The City's applications to ICTC estimated about \$50,000 for the Design phase of the project.

An RFP was issued on July 15, 2016, with advertisement in the Holtville Tribune, on the City's website and via direct email to past RFP respondents. Although multiple firms inquired about the project, only one firm, Development Design & Engineering, responded to the request. The City has worked with DD&E previously and found them to be competent. Their proposal included a "not to exceed" amount of \$52,765, which is reasonable given the estimate of \$50,000.

FISCAL IMPACT:

The combined CMAQ and RSTP funding for this project totals \$584,000, with an 11.47% local match of \$66,985, designated to come from LTA. With the "shovel ready" expectation that comes with these

grants, the City is expected to fund the Design phase, in addition to the 11.47% match. Also at this time, the project is expected to require additional funding beyond the match amount. It is hoped that not all of those funds can be requested and awarded at the time of construction, however the full potential exposure to the LTA Fund is presented in the table below.

PROJECT SEGMENT	<i>Estimated Costs</i>	
		LTA Exp
Engineering Design		\$52,765
IID Design/Right of Way	\$245,000	
Construction	\$415,000	
Total Estimated Costs	\$660,000	
Available Grant Funds	(\$584,000)	
Required Match 11.47%	(\$66,985)	\$66,985
Additional LTA Funding		\$9,015
TOTAL LTA COMMITMENT		\$128,765

CITY MANAGER RECOMMENDATION:

Given the high level of coordination with the IID over the next few months and the compressed for completion of the project within the current fiscal year, it is recommended that this bid be accepted and DD&E be awarded the Design contract.

ALTERNATIVES:

Not to authorize and forego funding.

RESOLUTION NO. 16-29

A RESOLUTION OF THE HOLTVILLE CITY COUNCIL AWARDING THE NINTH STREET PALM TO OLIVE IMPROVEMENTS PROJECT DESIGN ENGINEERING SERVICES CONTRACT

WHEREAS, the City of Holtville desires to engage in a construction project that includes undergrounding a section of the Pear Canal as well as pavement rehabilitating and installation of curb, gutter and sidewalk along the north side of Ninth Street between Palm and Olive Avenues; and

WHEREAS, the City of Holtville has received funding from both the Congestion Mitigation and Air Quality Improvement (CMAQ) Program and Regional Surface Transportation Program (RSTP) in the combined amount of \$584,000 for the Ninth Street Improvements Project; and

WHEREAS, the City of Holtville is required by the State of California Department of Transportation to provide local match funding of at least 11.47% for the Improvements on Ninth Street, which has been previously authorized by City Council via Resolutions 15-24 and 15-26; and

WHEREAS, the City of Holtville issued a Request for Proposals for Design Engineering Services in July, 2016; and

WHEREAS, a proposal for the aforementioned project was received and reviewed by a panel of Holtville City staff on August 3, 2016; and

WHEREAS, Development Design & Engineering, Inc. was the only respondent, but was determined to be a qualified bidder for the desired design engineering services with a cost proposal in an amount not to exceed \$52,325; and

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

Section 1. Awards the Ninth Street Improvements Project Design Engineering services contract to Development Design & Engineering, Inc. in an amount not to exceed \$52,325.

Section 2. Directs the City Manager to execute the necessary documents for that contract.

Section 3. That the foregoing is true, correct and adopted.

PASSED AND ADOPTED by the City of Holtville City Council at a regular meeting held on the 8th of August, 2016, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

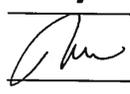
ABSENT:

ATTEST:

James Predmore, Mayor

Denise Garcia, City Clerk

City of Holtville
REPORT TO COUNCIL

Meeting Date	<u>08/08/16</u>
Item Number	<u>4</u>
City Manager	
Finance	_____
City Attorney	_____

DATE ISSUED: August 5, 2016
FROM: Hector Orozco, Accounting Supervisor
SUBJECT: Resolution No. 16-30 *Request for 2016-17 State COPS Funds*

ISSUE

Shall the City Council adopt Resolution No. 16-30 authorizing the City's 2016-17 request for appropriation of funds allocated to the City through the State of California's Citizen Option for Public Safety ("COPS") Program to provide frontline police services?

DISCUSSION

The Imperial County Executive Office, which administers the State's COPS funding locally, has notified the Finance Department that the City's 2016-17 allocation will soon be available in small increments until the full allocation is reached, either by the end of the fiscal year or beginning of next.

FISCAL IMPACT

Receipt of \$100,000 used towards police services.

RECOMMENDATION

Staff recommends that the resolution be adopted.

ALTERNATIVE

Not to adopt the Resolution and forego receipt of these funds

Respectfully Submitted,



Hector Orozco

RESOLUTION NO. 16-30

A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING THE APPROPRIATION OF 2016-2017 FUNDS ALLOCATED FROM THE STATE OF CALIFORNIA'S CITIZEN OPTION FOR PUBLIC SAFETY ("COPS") PROGRAM TO PROVIDE FOR FRONT LINE POLICE SERVICES

WHEREAS, the California State Legislators and the Governor appropriated monies in fiscal year 2016-17 to continue to allocate to local law enforcement agencies to help the fight against crime; and

WHEREAS, The program known as the *Citizens Option for Public Safety* ("COPS"), allocates funds to local agencies to be used for front line law enforcement services; and

WHEREAS, the State COPS Grant Funds for 2016-17 are in the process of being awarded to the City; and

WHEREAS, the City of Holtville will be awarded \$100,000 State COPS Grant Funds in quarterly increments upon City Council approval; and

WHEREAS, the funding of law enforcement officer salaries to provide patrols in and around schools and the business districts promotes and maintains safety for children and the general public;

NOW THEREFORE, BE IT RESOLVED:

- 1) That the City Council accepts the 2016-17 State COPS Grant funds in the amount of \$100,000.
- 2) That the funds will be designated to be expended as allowable expenditures under AB 3229 to fund law enforcement officer salaries.
- 3) That the foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Holtville, California, this 8th day of August, 2016.

James Predmore, Mayor

ATTEST:

I, Denise Garcia, City Clerk of the City of Holtville, California, DO HEREBY CERTIFY, that the foregoing Resolution was duly passed, approved and adopted at a regular meeting of the City Council of the City of Holtville, California, on the 8th day of August, 2016.

Denise Garcia, City Clerk

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	08/08/16
ITEM NUMBER	6
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: August 5, 2016

FROM: Nick Wells, City Manager

SUBJECT: *Discussion/Related Action Regarding Funding for the City of Holtville's Summer Youth Program*

ISSUE: What direction shall the City Council give to the City Manager regarding expenditures corresponding to up to \$10,000 in funding from the Imperial County Board of Supervisors intended to fund Summer Youth Activities in Holtville?

DISCUSSION: In May or June of this year, Supervisor Ray Castillo approached the City Manager and informed him that the Imperial County Board of Supervisors had available funding intended for various Summer Youth activities in Imperial County. As the Supervisor for Holtville's district, Mr. Castillo wanted to make certain that Holtville received funding. Originally offered as "about \$5,000," the City Manager requested \$10,000 in the event that additional funds were available. The full amount of those funds were allocated and ceremonially presented to the City at the June 28, 2016, Board of Supervisors meeting in El Centro.

The original suggestion by Supervisor Castillo was actually that the funds could be used for the City Pool. Initially, a letter was sent by the City Manager to the Clerk of the Board prior to the award being presented requesting funding to pay lifeguards at the Pool, but that was rejected and the City was instructed that the funding could not be used for employee salaries. At that point, a revised letter was submitted containing an alternative list of potential uses for the funds to be provided. Some confusion has arisen due to a description on the check that included "Summer Reading Program." That verbage was simply taken from that revised request letter and the list of potential uses of the funds. These funds were intended to be for City programs and to be used at the discretion of the City.

Of course the City's Pool requires substantial funding to stay healthy and usable. To date, a portion of the dollars have been used to purchase new materials for the Hut - books, games, etc. - but the rest of the funding was "used" for much-needed maintenance to the Pool facility and ongoing supplies. The \$10,000 amount was fairly easy to compile given the expenses of running the Pool. Attached is a breakdown of expenditures compiled by staff to apply to the funding to date.

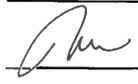
CITY MANAGER RECOMMENDATION: Given the need and services provided, the City could donate \$500 or more to the Library's Summer Reading Program and apply the balance to the attached expenditures.

- ALTERNATIVES**
- 1 - Retain all of the funds for City use
 - 2 - Donate more substantially to the Library program
 - 3 - Donate to various programs

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: August 8, 2016
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

	Meeting Date	<u>08/08/16</u>
	Item Number	<u>7</u>
Approvals	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 obtained multiple bids for repairs and ongoing maintenance, as well as potential solutions to our TTHM issue. 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 recently applied for funding of these repairs with SRF. The Holt Group was engaged to produce specifications so that the project can be considered “designed” for grant purposes. *Those specifications have almost been completed and the project will soon be ready to go to RFP. A conference call between staff and the Regional Board took place last week to discuss the need for additional time to get a project underway for these repairs.*

System Controls – Frank Cornejo obtained an updated estimate from TESCO in 2014 of about \$450k to replace the aged system. Frank had hoped that this project might be put off and the controls might “limp along” for another 18 months while we attacked other water issues and staff was able to investigate alternatives and potential funding sources. A recent failure in these controls caused a water break, which has brought this issue back to the “top of the stack” in problems to address. This issue is also addressed on the SRF application. THG subbed out the electrical portion of that work and we have been working with Delta Systems on that portion.

Rate Study – As previously reported to City Council, the profitability of the Water Enterprise is becoming problematic. Coupled with the issues listed above and the debt covenant to budget a net revenue of 120% of the annual debt service, we must explore the possibility of a rate adjustment. Through Sean Sterchi of the State Water Resources Control Board - Division of Drinking Water, Rural Community Assistance Corporation worked with the City to produce some preliminary analysis in a no-cost Water Rate Study. Staff is working with them to amend and refine that information.

Floating Solar – A contract was signed with Infratech Industries for the installation of a floating solar array on the City Water Ponds for the purpose of producing power for the Water Treatment facility in 2014. After the several rounds of plan checks, the plans passed review. Addenda to the contract were negotiated with Infratech regarding reduced consumption (necessitated by the current scaled-back size of the project’s first phase) and the Performance Period, which has lapsed. At this time, we are awaiting a revised Building Permit application to finalize commencement of the project. *Infratech representatives have contacted the City multiple times over the past few weeks, but we still await further submission.*

SEWER ENTERPRISE

WWTP Project – The \$15 million project to rehab the City’s Wastewater Treatment Plant, financed by the State Clean Water Revolving Fund along with BECC and the EPA through NADBank, is under

construction by Pacific Hydrotech. Last November, the City's WWTP Cease & Desist Order (and corresponding deadline for completing this project) were extended to 12/31/16. Most of the excavation and base concrete pouring has been completed and electrical wiring continues. At present, we are trending for an October/November completion of the plant operations works, however additional "clean-up" construction activities may stretch into February, 2017. Although most potential delays were addressed, due to tight windows for coordination of crucial equipment delivery/installation, contingency plans are being discussed and outlined that would allow for filling and seeding the main pond by October 1, even if flow is not fully established. This would allow the biological process to take hold and production of effluent would then be possible by the end of the year. ***Recent revisions to that schedule make a November 1 startup more likely. This puts the biologic process startup in a bit of flux due to colder temperatures. There were, however, discussions regarding utilization of portions of the old plant process along with the new Biolac structures to further treat the effluent from the new plant to help reach required effluent quality. A startup "grace period" is also acceptable to the Regional Board after the 12/31/16 deadline that might need to be invoked at that time.***

TRANSPORTATION PROJECTS

Fifth Street & Grape Avenue Pedestrian Roadway Improvement Project – This project essentially adds or improves curb, gutter and sidewalk on the north side of Fifth Street at Grape Avenue, using CMAQ funding coming through ICTC. Development Design & Engineering, Inc. was selected as the RE/CM and Pyramid Construction as the construction contractor. Work has been halted for some time as the construction contractor is at odds with Caltrans over materials submittals. The City recently issued a letter demanding action soon to avoid contracted repercussions on the contractor. A meeting was held at the Caltrans Construction office in Imperial a few weeks ago to hammer out details and get the project restarted. The problematic quick-setting concrete has now been sourced, however, the certification of the asphalt has expired, so that is being handled, but not expected to be as long a process. ***Pyramid informed me today that they expect to be in construction within 2 weeks.***

Walnut Avenue South Improvements Project – Proposed improvements consist of installation of AC pavement overlay and widening to 50' in width along the length of Walnut Avenue from Fourth to First Street. The ICTC scoring process resulted in the project being awarded 82% of the funds requested through RSTP in the total amount of \$498,000. The construction contract was awarded to Hal Hayes Construction of Riverside and the Resident Engineer/Construction Manager contract awarded to Athalye Consulting Engineers. ***Work has basically completed, with striping and punch list items left to address.***

Ninth Street Pear Canal Undergrounding to Olive Avenue Project – Over the past several years the Pear Canal dirt ditch along the north side of Ninth Street has all but been eliminated. The last project section from Cedar to Palm left only a small length of a couple hundred feet to Olive Avenue. Beyond that point, the canal is concrete lined. Funding from both the RSTP and CMAQ programs was secured for this project last year through Caltrans. ***Awarding a Design Engineering contract is on tonight's agenda.***

PUBLIC WORKS

PARKS

Pete Mellinger Alamo River Trail - The 4th phase of this project, which included trail improvements and bridge installations between the Holtville Skate Park and Earl Walker Park, is now complete. A revision to the planned trail head sign to reflect the name change to the "Pete Mellinger Alamo River Trail" has been installed and looks great. ***Recent additional funding was made available by State Parks to the***

project which allowed for the installation of delineators on a large portion of the Trail. City staff also painted the safety rails leading up to the bridges to make them blend in pretty seamlessly to the bridges and delineators. Finally, scheduling a dedication ceremony was discussed with the Mellinger family and that has been slated for September 2, 2016, at the Fourth Street trailhead.

Mac Park - City staff has been working with Holtville Little League to construct a second baseball diamond to the east of the current field. We recently met with Jimmy Abatti, the recognized baseball field “guru” in the Imperial Valley, about what needs to be done. Funding is being sought both through grants and donations. It is hoped that we can move this project forward soon. A new “point person” – Ben Williams – has been appointed by Little League, so that should help the process as well.

ADMINISTRATION

BUILDING PERMITS - The City has issued 77 building permits during 2016.

Clear Talk Cell Tower – The City was approached last year by Clear Talk Wireless for the purpose of replacing one of the light poles in Samaha Park with a taller pole that would then contain the lights topped by cellular communications equipment. The project has met with informal approval by both the Council and the Planning Commission and is now in the process of completing the requirements for California Environmental Quality Act (CEQA). *The proposed lease agreement is on tonight’s agenda.*

Holtville Estates – Permits for the remaining 6 homes in the project were pulled in April. As it nears completion, sales have been brisk - at present, only 6 or 7 homes remain to be sold in the development.

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. As the Service Area Plan has now been adopted, work will once again begin with the City and LAFCO to propose annexation and development. Although we are awaiting formal submission of project plans by the Melon, LLC group, staff recently met with Mr. Hawk and hopefully he/they are aware of the next steps that need to be taken. The group has now officially engaged Development Design & Engineering to assist in shepherding the project along. *A meeting of all the parties involved (Mr. Hawk, DD&E, LAFCO and City staff) was held last week at the DD&E offices to discuss moving forward.*

OTHER

Sustainable Communities General Planning Grant – The consultant selected to complete the Plan, Michael Baker International, has been working on gathering data and are currently scheduling some onsite visits to continue their work. The consultants were onsite for a workshop for the Housing Element portion of the plan. A draft of that section has been submitted and comments have been provided by staff. We will continue to provide information to keep the process moving. We have recently checked in with the consultant to insure that work is continuing and expect additional onsite collaboration soon.

Blossom Valley Inn – A Conditional Use Permit Application passed the Planning Commission in May to put the facility into full compliance. It is expected that the facility will soon be under new management and several changes will be forthcoming.

Farmers Markets – *I attended the Chamber of Commerce Board meeting last week and stressed the importance of getting on the planning of these events “yesterday.” After much discussion, the Chamber is hoping to hold a September event, October event and hold the November event*

in conjunction with the Veterans Day Parade. They also agreed that it is necessary to move the events into the alley of Holt Park or onto one of the streets to increase attendance.

3rd Annual Veteran's Day Parade – *After a little uncertainty, the event is slated to be held in Holtville once again on 11/11. Planning has already begun and the expectation is that this year will continue the growth we saw last year.*

Employee Trivia – *The Jose Luis Osuna recently celebrated his 50th birthday, Alex Chavez turned 35 and Felipe Patino will be 30 this weekend. Jorge Valle Gonzales has been added to the staff at the Water Plant (and breaks the streak of "Hector Orozco" hires!) Frank Cornejo (who just had a birthday last week) and Denise Garcia are about to celebrate 15 years of working at the City in September!*

MEETINGS & EVENTS RECENTLY ATTENDED:

- 07/11/16 Management Staff Meeting City Hall
- 07/11/16 Meeting w/ Glen Bornt re: Expansion / Street Lease IV Milling
- 07/13/16 ICTC Management Committee Meeting City of Calipatria
- 07/13/16 CCMA Meeting City of Calipatria
- 07/13/16 Water System Compliance Issues w/ State Board Confernce Call
- 07/14/16 Imperial-Mexicali Binational Alliance Meeting TBD
- 07/14/16 LCR Salton Sea Familiarization Tour City Hall
- 07/20/16 Conference on ICE Requirements at Detention Facility Confernce Call
- 07/25/16 Holtville City Council Meeting City Hall
- 07/26/16 Sewer Pretreatment Issues Discussion Confernce Call
- 07/27/16 WWTP - Monthly Progress Meeting WWTP Plant
- 07/28/16 Ninth & Melon Development, Melon, LLC Progress Meeting DD&E Offices
- 07/28/16 IVECA Board Meeting EC ED Offices
- 08/04/16 Holtville CofC Board Meeting Casa Blanca (Bornt Home-Holtville)

UPCOMING EVENTS:

- 08/08/16 Management Staff Meeting City Hall
- 08/08/16 Meeting w/ Lucky Recycling Reps re: Potential Lease of Property Imperial Palms
- 08/08/16 Holtville City Council Meeting City Hall
- 08/10/16 ICTC Management Committee & CCMA Meetings City of El Centro
- 08/11/16 Community Relations Council Imperial Regional Detention Facility
- 08/15/16 Holtville Planning Commission Meeting City Hall
- 08/22/16 CofC Teacher Welcome Luncheon IV Swiss Club
- 08/22/16 ~~Holtville City Council Meeting~~ Planned to be Cancelled City Hall
- 08/22/16 Meet w/ SCAG Rep re: GIS Intern City Hall
- 08/25/16 IVECA Board Meeting EC ED Offices
- 08/31/16 WWTP - Monthly Progress Meeting WWTP Plant
- 09/02/16 Pete Mellinger Alamo River Trail Dedication/Ribbon Cutting Fourth Street Trailhead
- 09/15/16 Holtville Farmers Market (Date Tentative) Holt Park
- 10/06/16 24 Carrot Gold Awards Banquet IV Swiss Club
- 10/20/16 Holtville Farmers Market (Date Tentative) Holt Park
- 11/11/16 3rd Annual Veterans Day Parade Fifth Street/Holt Park

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

Respectfully submitted,



Nicholas D. Wells
(760) 356-4574

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	08/08/16
ITEM NUMBER	7 a
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: August 4, 2016
FROM: Alex Silva, Fire Chief
SUBJECT: Monthly report for June, 2016

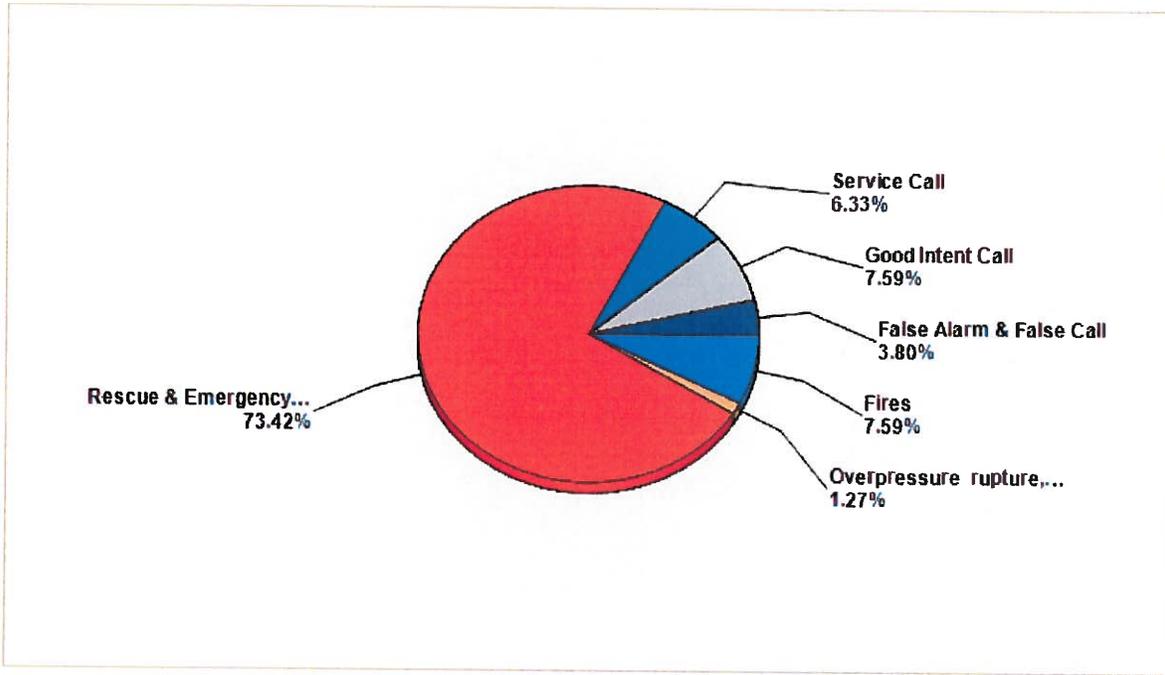
At the time of this report, we have a crew up in the Monterey Area fighting the Soberanes Fire. 45,800 acres have burn and as of now 25% contained. The Holtville Fire crew is headed by Firefighter Eddie Ramirez along with Reserve firefighters Carlos Lizarraga, John Burnworth and Bradley Kaufman. The crew started their assignment Sunday July 24, 2016 headed the north Los Angeles area for the Sand fire, two days later were reassigned to the Soberanes Fire, the crew is scheduled to return on August 7, 2016 after a 14 day deployment. I have checked in on the crew every day and they are in really good spirits. The following is the monthly report for the month of July 2016. During the fourth of July, the Holtville Fire Department held annual Hot Dogs at the City Pool, we cooked 150 hot dogs. We had no significant incidents in the city during the Fourth of July with fireworks. We patrolled the city along with ICSO, we had a lot of illegal fireworks in the area. We also sent an engine to assist during the Freedom Fest at IVC.

Emergency calls	79
Training hours	205
Residential inspections	34
Commercial inspections	8

Cordially submitted



Alex Silva
Fire Chief



Fires	6	7.59%
Overpressure rupture, explosion, or overheating - no fire	1	1.27%
Rescue & Emergency Medical Service	58	73.42%
Service Call	5	6.33%
Good Intent Call	6	7.59%
False Alarm & False Call	3	3.80%

Break down of incidents

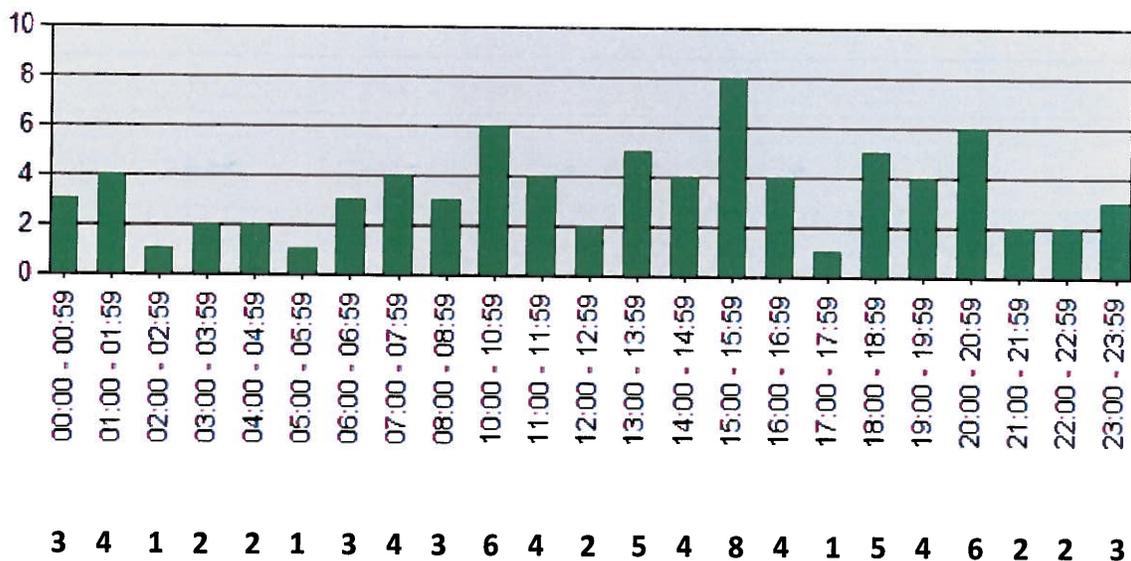
100 - Fire, other	2	2.53%
138 - Off-road vehicle or heavy equipment fire	1	1.27%
142 - Brush or brush-and-grass mixture fire	2	2.53%
171 - Cultivated grain or crop fire	1	1.27%
243 - Fireworks explosion (no fire)	1	1.27%
321 - EMS call, excluding vehicle accident with injury	55	69.62%
322 - Motor vehicle accident with injuries	2	2.53%
324 - Motor vehicle accident with no injuries.	1	1.27%
511 - Lock-out	1	1.27%
554 - Assist invalid	4	5.06%
600 - Good intent call, other	1	1.27%

611 - Dispatched & cancelled en route	3	3.80%
622 - No incident found on arrival at dispatch address	2	2.53%
700 - False alarm or false call, other	2	2.53%
733 - Smoke detector activation due to malfunction	1	1.27%
TOTAL INCIDENTS:	79	100

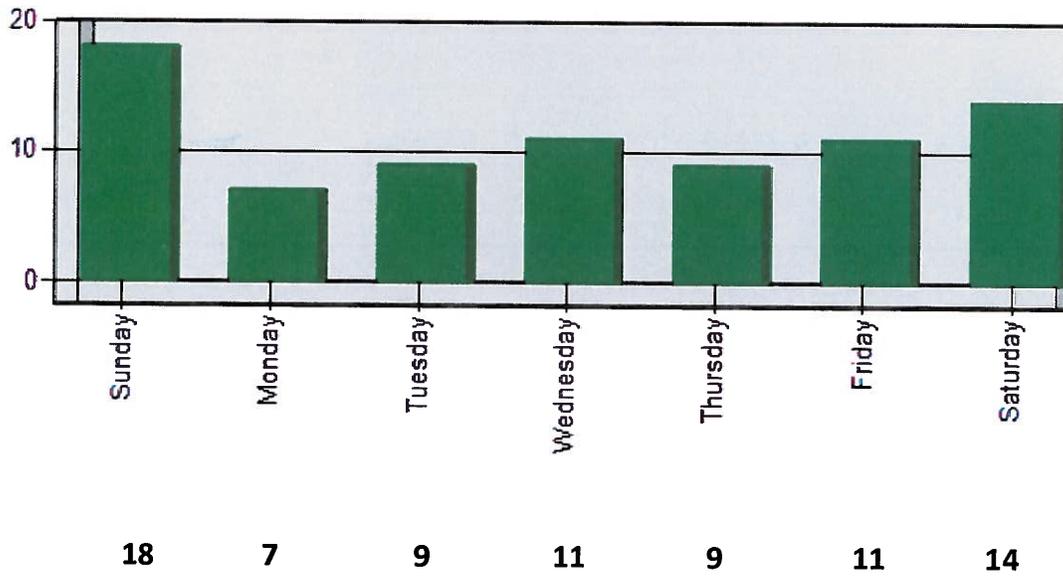
Actions taken

10 - Fire control or extinguishment, other	1	1.27%
11 - Extinguishment by fire service personnel	3	3.8%
12 - Salvage & overhaul	1	1.27%
14 - Contain fire (wildland)	2	2.53%
30 - Emergency medical services, other	1	1.27%
31 - Provide first aid & check for injuries	10	12.66%
32 - Provide basic life support (BLS)	16	20.25%
33 - Provide advanced life support (ALS)	29	36.71%
52 - Forcible entry	1	1.27%
55 - Establish safe area	1	1.27%
71 - Assist physically disabled	4	5.06%
73 - Provide manpower	4	5.06%
74 - Provide apparatus	2	2.53%
81 - Incident command	1	1.27%
86 - Investigate	10	12.66%
93 - Cancelled en route	3	3.8%
TOTAL:	89	

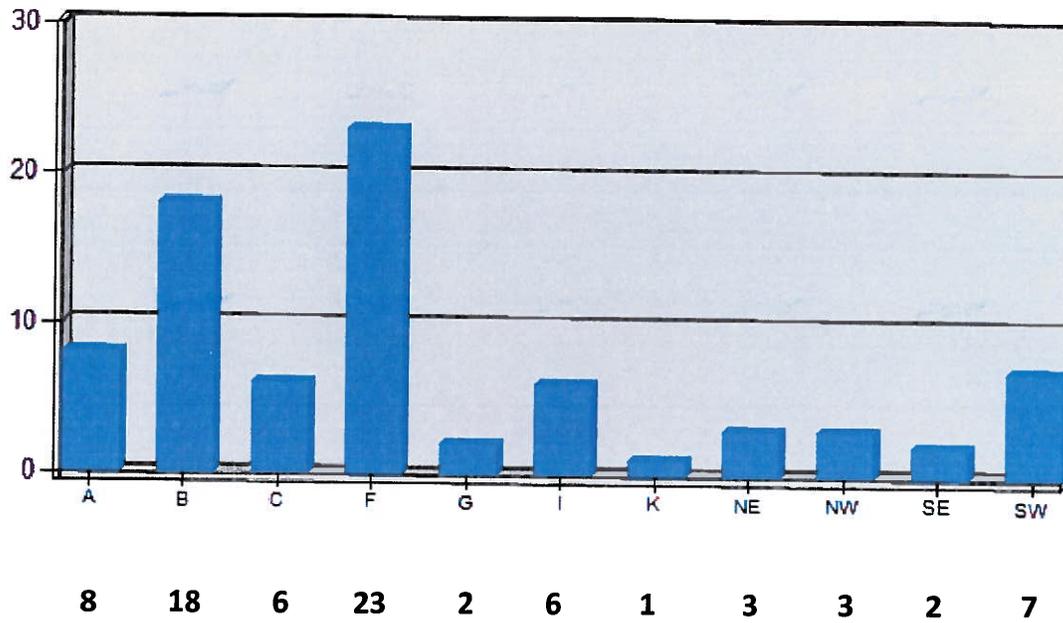
Hours of the day



Days of the week



Zones



City Pool report

Total of 1223 residents have enjoyed our city pool since opening day.

Totals

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
236	249	218	474	281	240	361

Average

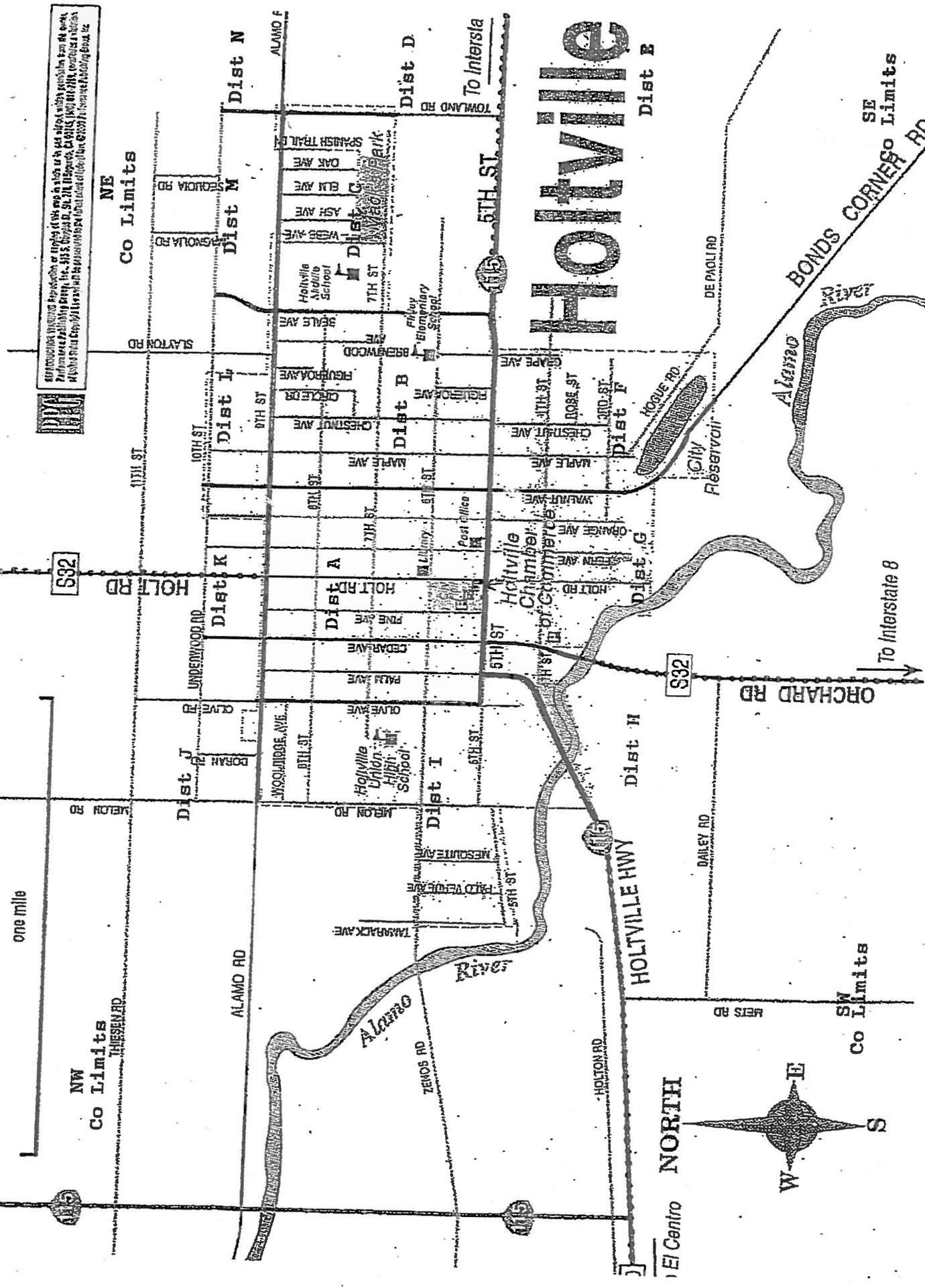
39	49	43	79	46	48	60
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Wednesdays are Boys and Girls Club days.

We didn't charge for entry on July 4th.

We shut down one day for maintenance of the pool on Tuesday July 26, 2016.


 SUPERIOR WATER SYSTEMS CORPORATION
 Performance of this map is subject to the availability of data from the water utility. The City of Holtville, Missouri, is not responsible for any errors or omissions in this map. For more information, contact the City of Holtville, Missouri, at 636.333.2222.



one mile

NW Co Limits

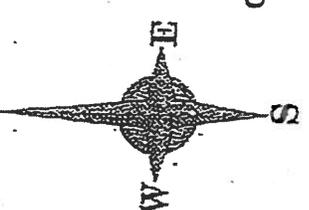
NE Co Limits

SW Co Limits

SE Limits

NORTH

El Centro



Holtville

HOLTVILLE HWY

ORCHARD RD

ALAMO RD

BONDS CORNER RD

Alamo River

Alamo River

City Reservoir

To Interstate 15

To Interstate 8

Co Limits

S32

S32

HOLT RD

ROBERT RD

MESQUITE RD

ALAMO RD

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	08/08/16
ITEM NUMBER	7 b
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: August 3, 2016
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 all operations, maintenance, and construction activities completed at the City's water & wastewater treatment facilities during the period between 07/21/16 to 08/03/16

Also attached to this report are photos of the current wastewater treatment plant improvements construction work.

Water Treatment Plant:

- Needle metering control valve was installed at raw water ponds headworks to accurately dose Sodium Permanganate feed rate.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

Waste Water Treatment Plant:

- WWTP staff completed dried biosolids removal/relocation from existing storage site in preparation for new drying beds installation work by Pacific Hydrotech.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

Waste Water Treatment Construction:

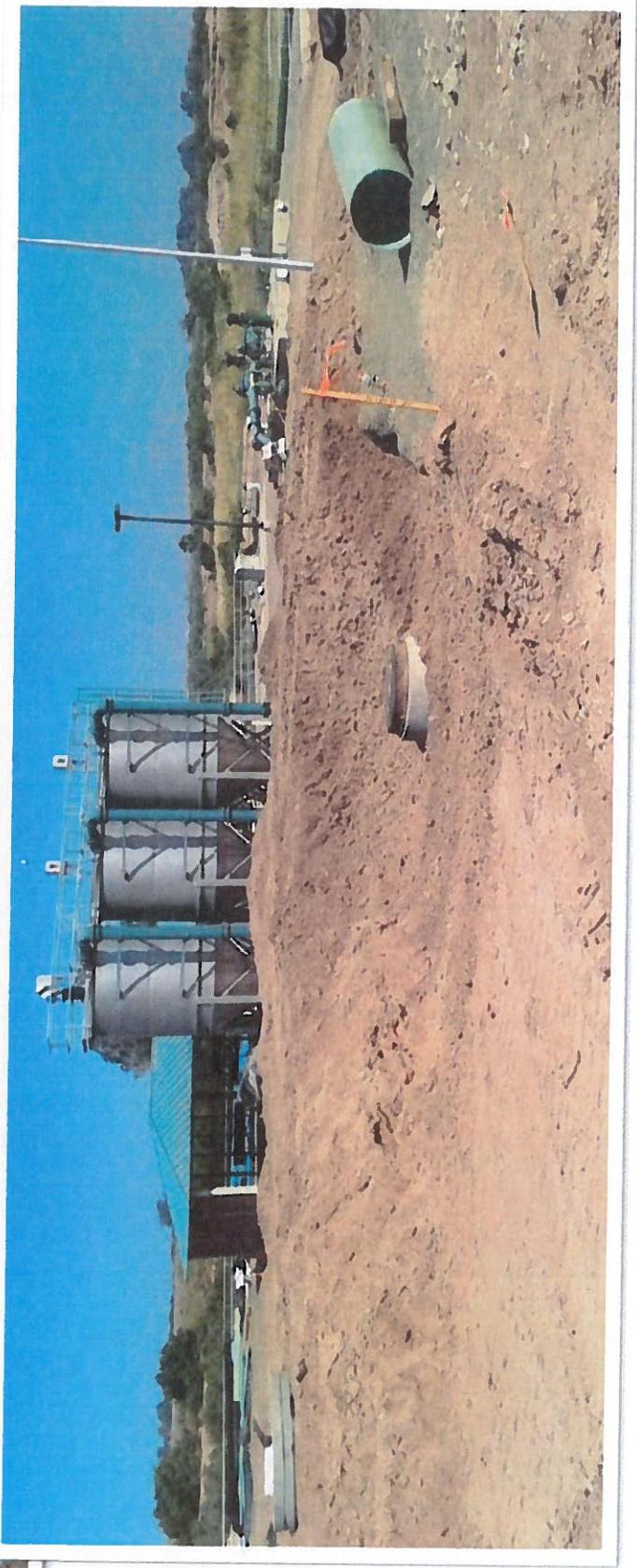
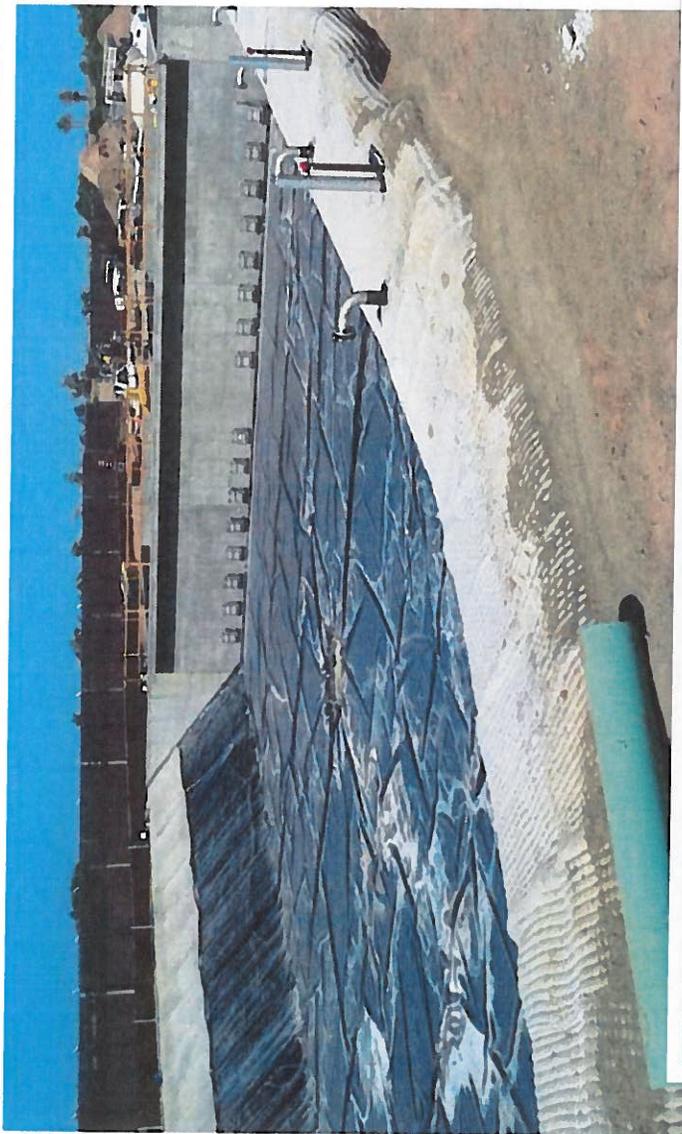
- **Pacific Hydro work crews completed epoxy coating application work in secondary clarifier structures.** *(see attached photos)*
- **Pacific Hydro work crews completed installation of perimeter wall/fence along south side of wastewater plant.** *(see attached photos)*
- **Pacific Hydro work crews completed installation of electrical cabinets inside main electrical room.** *(see attached photos)*
- **Pacific Hydro work crews began earthmoving operation for construction of new drying beds.** *(see attached photos)*

Respectfully Submitted,

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

Frank Cornejo.
Water/Wastewater Operations Supervisor
City of Holtville

WWTP Construction



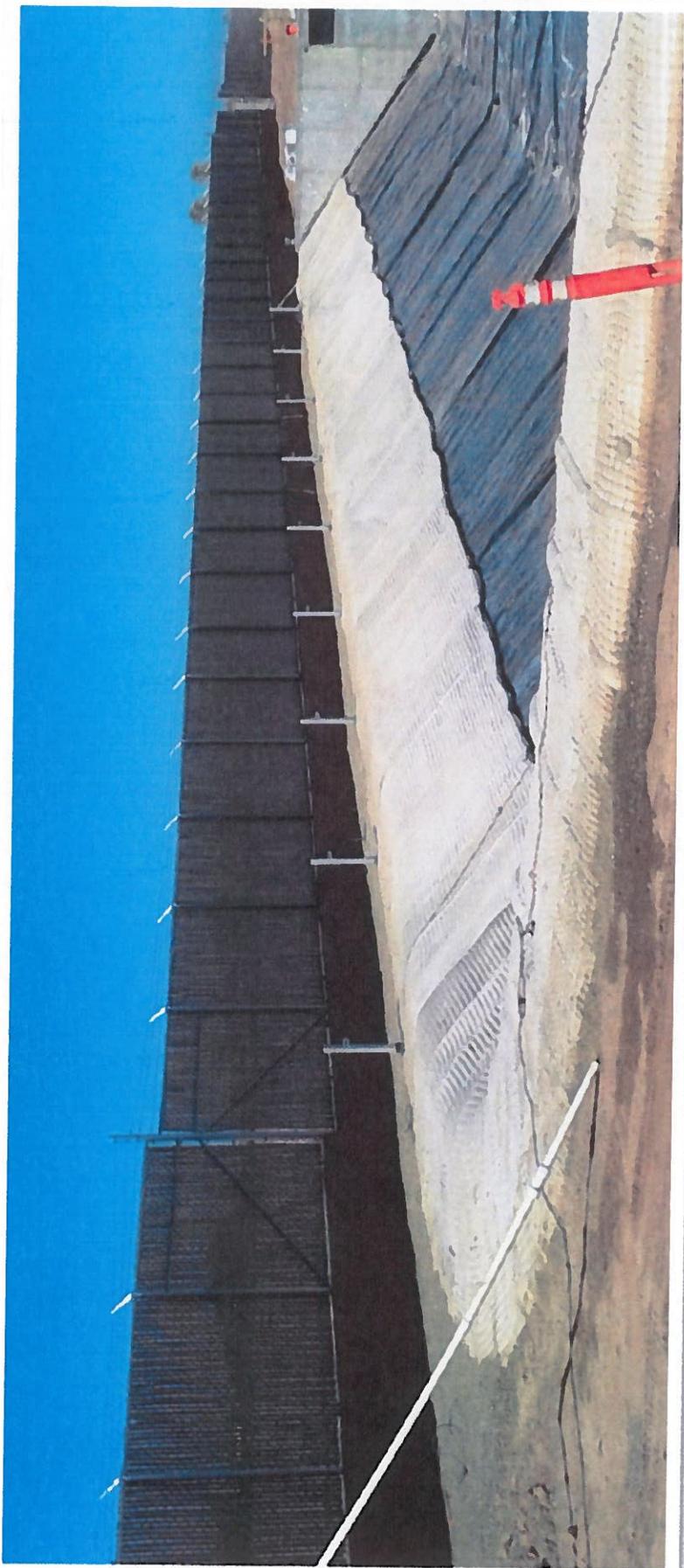
WWTP

Construction



WWTP Construction





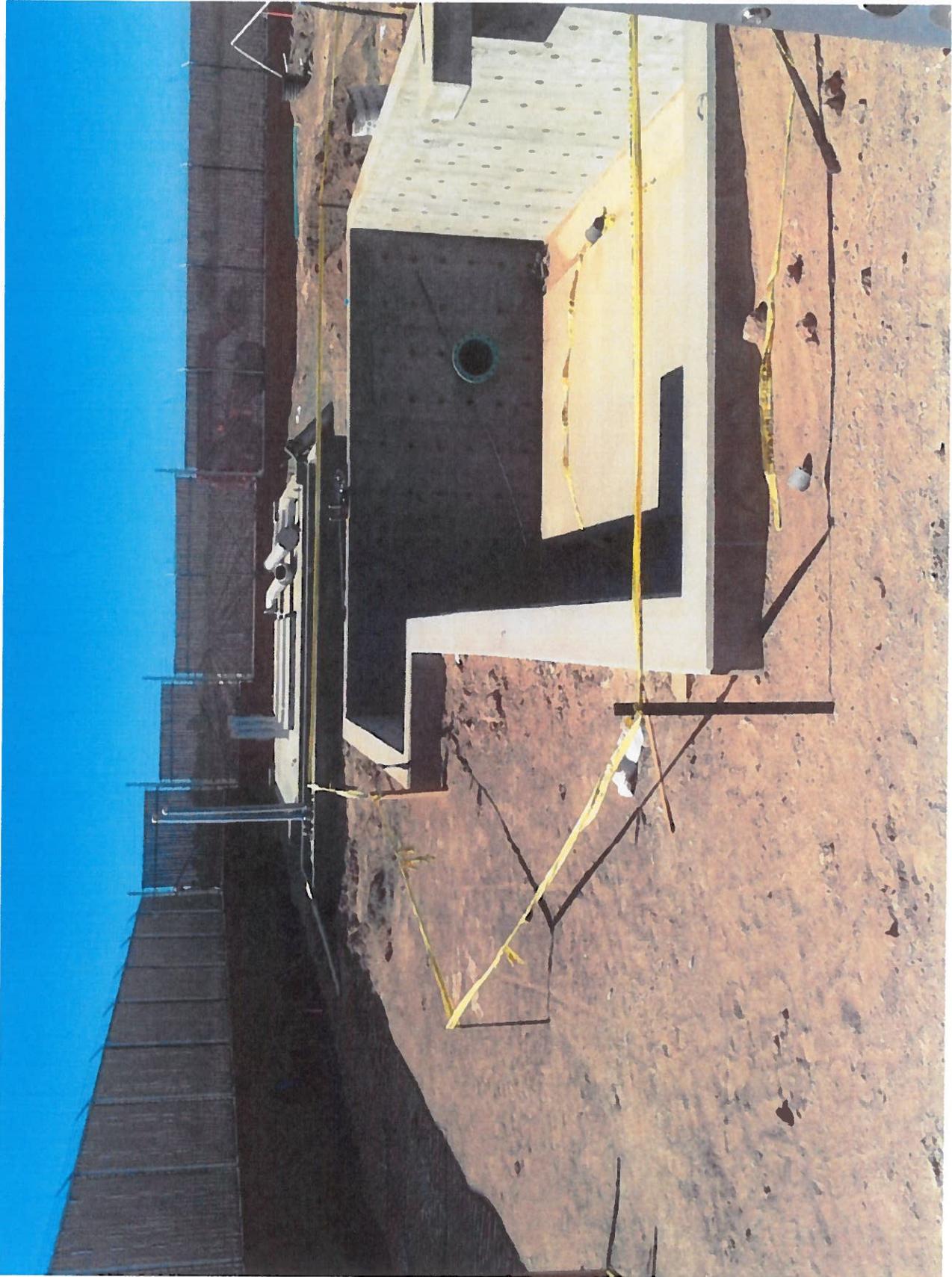
WWTP Construction



WWTP Construction



WWTP Construction



City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	08/08/16
ITEM NUMBER	7 c
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: August 3, 2016
FROM: Alex Chavez, Public Works Foreman
SUBJECT: Bi Monthly Report - Public Works

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

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

- Cleared sewer plugs at different locations in town.
- Repaired water service line leaks.
- Worked with the Sheriff's Department to clean up graffiti at park and around town.
- Patch potholes in different locations in town.
- Ran main sewer lines in different locations in town.
- Caught 5 dogs.
- Cleaned empty lot on 5th St. and Palo Verde Ave .
- Repaired water break in Figueroa Ave. alley
- Repaired sewer lateral at 330 Walnut Ave.
- Trimmed 12 palm trees at City pool.
- Trimmed trees in different location around town.
- Laid down 23 tons of asphalt around different location around town.
- Cleaned up concrete and trash on the Pete Mellinger Trail.
- Started painting crosswalks at different school location.

Respectfully Submitted,



Alejandro Chavez
Public Works

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	08/08/16
ITEM NUMBER	7 d
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: July 22, 2016
FROM: Hector Orozco, Accountant/GL Analyst
SUBJECT: Finance Department Update

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

12 month Income Statement Review of Major Funds - Excludes HOME, CDBG, Successor Agency and LTF

At June 30, 2016, revenues should be at least at 100% of projections, while expenditures should be at most 100% of budgeted amount.

General Fund

General fund generated a \$48,000 deficit at the end of FY 2015-16. This is attributed to the \$219,000 write off of accounts receivables.

Water Fund

Water fund revenues were 3% short of projections. Net revenues over expenses for the fiscal year were \$440,000. An additional \$279,000 in reduction of bond principal was distributed.

Sewer Fund

Sewer Revenues are 7% higher than projected and expenditures were 8% lower as well. Net revenues over expenses were \$459,000. In addition, a reduction in bond principal of \$79,000 was distributed.

Trash

Solid waste revenues were 2% higher than projected and generated surplus of \$16,000. The surplus reduces the deficit cash balance of 97,000 at July 1, 2015 to \$81,000 at June 30, 2016.

Local Transportation Authority

Revenues totaled \$509,106 which included Measure D Tax receipts totaling \$468,751, \$330 interest earnings and a \$40,025 transfer in from TCRF (fund 25).

Respectfully submitted,

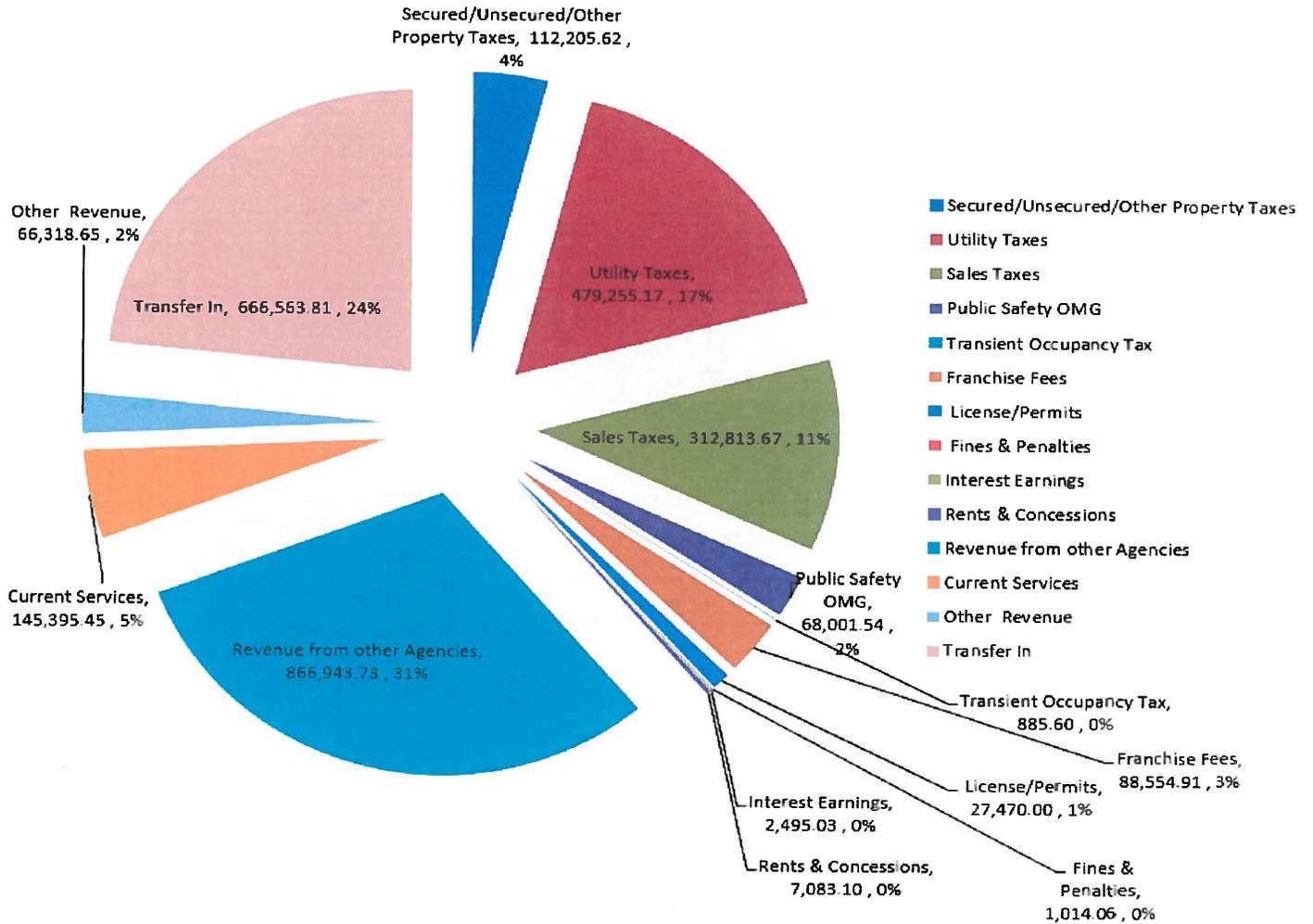


Hector Orozco

CITY OF HOLTVILLE
Income Statement - General Fund
For 12 Month Ending June 30, 2016

Revenue	Budget	YTD	% of Budget
Secured/Unsecured/Other Property Taxes	116,200.00	112,205.62	97%
Utility Taxes	446,500.00	479,255.17	107%
Sales Taxes	335,000.00	312,813.67	93%
Public Safety OMG	35,000.00	68,001.54	194%
Transient Occupancy Tax	1,100.00	885.60	81%
Franchise Fees	94,000.00	88,554.91	94%
License/Permits	28,125.00	27,470.00	98%
Fines & Penalties	2,800.00	1,014.06	36%
Interest Earnings	1,000.00	2,495.03	250%
Rents & Concessions	7,300.00	7,083.10	97%
Revenue from other Agencies	862,442.00	866,943.73	101%
Current Services	73,300.00	145,395.45	198%
Other Revenue	32,500.00	66,318.65	204%
Transfer In	625,000.00	666,563.81	107%
Total Revenues	2,660,267.00	2,845,000.34	107%
Expenditures			
Salaries	603,961.00	675,100.00	112%
Benefits	198,905.00	146,572.00	74%
Personal Expense	137,470.00	130,068.00	95%
Bad Debt Expense		219,687.49	
Materials and Supplies	1,555,136.00	1,654,000.00	106%
Capital Outlays/Transfer Out	39,486.00	67,621.00	171%
Total Expenditures	2,534,958.00	2,893,048.49	114%
Net Revenues over Expenses	\$ 125,309.00	\$ (48,048.15)	

Revenues by Source



CITY OF HOLTVILLE
Income Statement - Water Fund
For 12 Month Ending June 30, 2016

Revenue	Budget	YTD	% of Budget
Water Charges	1,590,500.00	\$ 1,544,891.08	97%
Interest Earnings	500.00	132.54	
Total Revenues	1,591,000.00	1,545,023.62	97%
Expenditures			
Salaries	292,355.00	302,966.73	104%
Benefits	121,886.00	110,258.05	90%
Personal Expense	12,850.00	16,902.41	132%
Materials and Supplies	446,650.00	404,882.47	91%
Capital Outlays	28,966.00	18,364.43	63%
Retirement of Principal			#DIV/0!
Interest Expense	243,642.00	226,397.34	93%
Capital Improvements	85,333.00		0%
Total Expenditures	1,231,682.00	1,079,771.43	88%
Transfer Out	25,000.00	25,000.00	100%
Net Revenues over Expenses	\$ 334,318.00	\$ 440,252.19	

CITY OF HOLTVILLE
Income Statement - Sewer Fund
For 12 Month Ending June 30, 2016

Revenue	Budget	YTD	% of Budget
Revenue from other Agencies	-	\$ -	
Sewer Charges	1,405,000.00	1,497,690.58	107%
Other Revenue	3,100.00	1,950.00	63%
Interest Earnings	2,000.00	5,306.34	265%
		-	
Total Revenues	1,410,100.00	1,504,946.92	107%
Expenditures			
Salaries	272,820.00	324,649.47	119%
Benefits	110,900.00	86,688.37	78%
Personal Expense	11,000.00	12,974.87	118%
Materials and Supplies	274,150.00	268,031.65	98%
Capital Outlays	73,916.00	40,904.77	55%
Retirement of Principal			#DIV/0!
Interest Expense	87,158.00	87,710.00	101%
Reserve Funds	85,745.00	-	0%
Transfer Out	225,000.00	225,000.00	100%
Total Expenditures	1,140,689.00	1,045,959.13	92%
 Net Revenues over Expenses	 \$ 269,411.00	 \$ 458,987.79	

CITY OF HOLTVILLE
Income Statement - Trash Fund
For 12 Month Ending June 30, 2016

Revenue	Budget	YTD	% of Budget
Sold Waste - Recycling	27,500.00	\$ 26,613.17	97%
Sold Waste	212,500.00	219,386.59	103%
Total Revenues	<u>240,000.00</u>	<u>245,999.76</u>	102%
Expenditures			
Advertising	-	300.00	
Professional & Specialized Services	200,000.00	217,189.87	109%
Contributions to Other Agencies	13,500.00	12,600.04	93%
Total Expenditures	<u>213,500.00</u>	<u>230,089.91</u>	108%

Net Revenues over Expenses	<u>\$ 26,500.00</u>	<u>\$ 15,909.85</u>
General Checking		
Cash Balance		

For Month Ending June 30, 2016	\$ (80,989.68)
For Month Ending June 30, 2015	\$ (96,899.53)
For Month Ending June 30, 2014	\$ (141,021.97)
For Month Ending June 30, 2013	\$ (151,418.37)
For Month Ending June 30, 2012	\$ (165,275.30)

CITY OF HOLTVILLE
Income Statement - Local Transportation Authority (LTA)
For 12 Month Ending June 30, 2016

Revenue	Budget	YTD	% of Budget
Measure D Tax Revenue	475,000.00	\$ 468,751.03	99%
Interest Earnings		330.38	
Transfer In		40,025.00	
Total Revenues	<u>475,000.00</u>	<u>509,106.41</u>	107%
Expenditures			
Special Department Supplies		-	
Advertising		-	
Professional & Specialized Services		59.90	
Professional Services Planning		-	
Professional Services Design & Engineering		-	
Professional Services Construction		-	
Total Expenditures		<u>59.90</u>	
Transfer Out	150,000.00	150,000.00	100%
Net Revenues over Expenses	<u>\$ 325,000.00</u>	<u>\$ 359,046.51</u>	



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Planning Staff report

2016 Quarterly Report No. 2

MEETING DATE:

8/8/16

APPROVED FOR AGENDA

CITY MANAGER

FINANCE MANAGER

CITY ATTORNEY

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

From: Andrea Montano, Assistant Planner

Date: July 8, 2016

Projects: Private Planning Permits (in order of submittal)

1. Melon LLC Annexation GP Amendment & Pre-zone
2. Bornt Lot Line Adjustment & Lot Merger
3. Clear Talk Tower CUP
4. Osborne Jurisdictional Boundary Change & Pre-Zone
5. Higgins Lot Merger (canceled)
6. Blossom Valley Conditional Use Permit-5th Street
7. Four-plex Site Plan Review & Alley Dedication

City Planning Projects

8. Wetlands Trail Link & Acquisition from IID
9. **Elizabeth Potts Estate Alley Dedication**

This Planning Staff Report covers the period from *April 1, 2016, through June 30, 2016*, 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. **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 due to, but not limited to 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, dated September 8 2014, 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 development partner and the intent of the property owner 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, 2015 Planning Commission meeting and discussed in general under public comments of a new multifamily proposal. As of the end of June 2015, a project had not been submitted to planning staff for review.

On September 4, 2015, Mr. Sager and Mr. Hawk met with the City Planner and City Engineer to discuss concept plans. It was determined that the plans were missing pertinent information such as all of the utility connections, proposed off-site improvements, and stormwater facilities. It was noted at the meeting that they did not have a developing partner yet. The City Planner provided direction on the information needed, and the issues that must be addressed. She noted the importance of having a development partner as a development agreement and eventual bond would be required for the off-site facilities. They were also informed that the new reduction in impact fees would be in effect for three years and their project could realize a savings of over \$100,000 if permitted within that timeframe. Mr. Sager and Mr. Hawk noted that they understood what needed to be done and left no submission with staff. As of December 31, 2015, no submissions had been made and there were no updates to report.

The City Manager had opportunity to meet with the applicants during the first quarter regarding progress. However, as of March 31, 2016, no submissions were made and there was no progress to report to City Council for the first quarter.

Another meeting was requested by Mr. John Hawk and held on May 4, 2015 at Holtville City Hall with Nick Wells and Justina Arce. The project status was discussed at the meeting and Mr. Hawk appeared surprised that LAFCo had rejected their annexation application. A copy of the September 8, 2014 letter from LAFCo, addressed to him, was provided to Mr. Hawk. Mr. Hawk was again advised that a development project needed to be defined and addressed in order to move forward with the annexation. The City Manager recommended that Mr. Hawk seek assistance from consulting firms experienced in development and how DD&E might be able to provide the needed services.

2. **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 Bornt's 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 involved 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. As of September 30, 2015 no formal applications had been submitted. As of December 31, 2015, no additional submissions were made and there were no updates to report.

This project continues to be contingent of the boundary adjustment application (annexation/de-annexation). As of March 31, 2016, no additional submissions had been made and there is no progress to report. *There was no activity during the second quarter.*

3. **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.

The potential lease agreement was presented to City Council on August 24, 2015 for review prior to the applicant making any substantial investment on the required submittals. City Council was generally agreeable with the proposal. As of September 30, 2015, no additional submissions had been made.

On October 13, 2015, a letter was sent to Victor Gillespie regarding a preliminary review, permitting and site zoning. The letter reiterated required fees, documentation, and procedures for processing, as well as the need for a Zone Change/Text Amendment prior to CUP issuance. Mr. Gillespie was in contact with Mr. Nick Wells in early January 2016, but no submissions were received.

Although the Open Space Zone does not outright, or conditionally allow "Communications Facilities," the City's adopted Communications Ordinance allows for community facilities in public property as long as there is a lease in place. A public hearing was scheduled before the Planning Commission for April 18, 2016 to review the project and proposed Public Benefit Agreement; however, staff had insufficient information as of the end of March to make some of the required findings. Of specific importance was the pending Radio Frequency Exposure Report. Since the code is clear in that a permit is contingent upon the finding that the communications facility shall be sited or operated in such a manner that it does not pose, either by itself or in combination with other such facilities, a potential threat to public health. To that end, no communications facility or combination of facilities shall

produce at any time power densities that exceed the current FCC adopted standards for human exposure to RF fields. Certification that a facility meets this standard is required. A copy of the report and/or certification from the FCC needs to be submitted.

Quorum was not met, therefore the April 18th meeting was rescheduled to May 16, 2016. A meeting was held between the City Planner and Clear Talk representatives to go over the details of items required prior to action. The scheduled meeting before the Planning Commission was held on May 16, 2016. It was noted that the project application continued to be substantially incomplete. The Planning Commission was informed that a change in approach had been directed from the "Single User Approval by the Planning Commission with Option for Colocation Modifications by City Council in Compliance with CEQA" to "Multiple User Approval with CEQA Certification by the Planning Commission with Option for Restrictions by the City Council". Due to this change, a CEQA Review is required before the planning commission can proceed.

An Information Request Form was sent to him on May 16th noting that the following items were pending for formal review and placement for action: fees (\$300 fee and \$1,000 deposit) and the Site Analysis per code requirements and a Radio Frequency Exposure Report if satellite facilities were incorporated. Subsequently, Mr. Gillespie, submitted payment for CEQA review on May 25th. As of the end of June, no additional reports had been received; however, the City Manager and City Attorney authorized staff on July 6th to move forward with project under the limited site analysis previously prepared.

4. **Osborne Jurisdictional Changes & Pre-Zone** - On July 27, 2015, the City of Holtville received communication from GS Lyon Consultants on behalf of Donald Osborne regarding the partial de-annexation of a portion of APN 045-330-071 and pre-zone and annexation of a portion of APN 045-340-029, both owned by Mr. Osborne. The subject area for de-annexation is approximately 0.97 acres in size and the subject area for annexation is approximately 0.33 acres in size. The jurisdictional boundary adjustment is being requested so that a subsequent legal parcel boundary adjustment between an abutting property owned by Alan and Mary Bornt and the aforementioned Osborne properties can be accommodated. A future lot line adjustment will allow Alan and Mary Bornt to obtain a legal title on property currently purchased/leased from Mr. Osborne. LAFCo recommended that City Council provide preliminary support of the proposed jurisdictional changes. On August 24, 2015, the Holtville City Council passed Resolution CC 15-21, in support of the partial de-annexation of 045-330-071, and the pre-zone and partial annexation of APN 045-340-029. As of September 30, 2015, a formal application had not been received by the proponents.

On October 13, 2015, a letter was sent to Jeffrey Lyons regarding application submittal requirements, explaining the requirement of a uniform application, title documents, annexation fees, plat map, and legal description.

On November 2, 2015, a LAFCO Application was submitted to LAFCO by Mr. Osborne. On November 11, 2015, the application was accepted for filing by LAFCO. Although a reminder of pending submission was emailed to Jeff Lyons on November 17, 2015 with cc's to the Bornt's, there was no City application or fees submitted to the City of Holtville as of December 31, 2015 for proposed jurisdictional changes. Mr. Lyons indicated on November 18, 2015 that he was working with Mr. Osborne and his clients in getting the required information together.

Mr. Jeff Lyons communicated on February 16 that the engineering team was working on the field survey to verify that all physical improvements match the current legal descriptions. An application had not been received as of the end of March. ***There was no activity to report during the second quarter.***

5. **Higgins Lot Merger/Site Plan Review**- Earnest and Teresa Higgins, the Applicants, submitted a Lot Merger Application on October 21, 2015 to merge properties on APN's 045-390-051 and 045-390-053, to build a single family home and future shop, and to allow for required setbacks and house position on lots. The properties are currently vacant lots and are located on the northwest corner of 9th Street and Cedar Avenue. A Site Plan detailing the proposed lot merger was submitted on October 12, 2015. Before the lot merger and site plan review could take place, it required the approval of an annexation and pre-zone. LAFCo, approved of the annexation via LAFCo Resolution 2016-01 on January 28, 2016, which now allowed for City Staff to move forward with the lot merger and site plan review.

The recent recording of the annexation triggered the discovery of, by the County Assessor's office, a Certificate of Compliance that was recorded back in 1980, but that for whatever reason was not reflected on the map until now. Parcels 045-390-053 and -051 are now new parcel 045-390-073, thus, no additional process is required to consider the two old APN's as one legal parcel. This item will be removed from further reporting as all remaining site plan reviews are administrative functions.

This item required additional council action and was not removed from reporting. On April 25, 2016 City Council resolved the issues regarding an exemption for offsite improvements. Council ruled that the existing off sites were adequate. Therefore Council granted the exception for off-site improvement via Resolution 16-16. This report item will now be removed from reporting.

6. **Blossom Valley Retirement Inn Conditional Use Permit-5th Street**- In December 2015, City Staff was contacted by Arnold Lovio of Wholesale Direct Real Estate to request a zoning verification of the parcel on APN 045-296-004 and inquire whether an assisted living facility was allowed by right within the given zone. City Staff communicated in a letter to Mr. Lovio on December 24, 2015, that a CUP would be required for operation because it is located in the Downtown B-Zone where Residential/Group Care Facilities containing more than six beds are only allowed under a CUP. Additionally, it was noted that the non-conforming trailers further affected compliance with the land use.

A complete application packet for a CUP was submitted to the City of Holtville on March 17, 2016. Although they are requesting a permit for a 200 bed facility, they are only licensed for 175 beds. It is further unclear whether the 5th Street Facility can accommodate all of the 175 Beds or if it is split to the second modular building that was proposed for 45 beds. The State of California has only issued one license for 175 beds.

The licensing issues were cleared with the state in that the residential care facility is permitted for 175 beds and the group day care for 45 beds. The public hearing was scheduled for April 18th before the Planning Commission. Quorum was not met at the; therefore the meeting was rescheduled to May 16, 2016. The Public Hearing was held before the Planning Commission and no opposition was noted. A letter was sent out to Blossom Valley Retirement Inn, informing them of the approved CUP, and instructions for the execution of the CUP prior to recording. An executed copy was recorded on June 17, 2016 at the County Recorder's Office. This item will now be removed from further reporting.

7. **Four Plex and Alley Dedication**- A site plan review application and building permit application were submitted by Cadd Works, Inc. on March 16, 2016 for construction of a four-plex at 521 Chestnut Avenue (APN 450-271-005) which is zoned R-3 Multi-family. The submittal for the 3,594 square foot complex included improvement plans which were reviewed by City staff. On March 23, 2016, City Staff sent a letter to Salvador Franco of Cadd Works, Inc. rejecting the site plan for the following reasons: 1) the parcel had incorrect dimensions and did not depict the alleyway area to be dedicated to the City of Holtville and

2) the site plan did not contain building setbacks, a grading plan, and other pertinent information.

On April 6, 2016 City Staff issued another letter to Salvador Franco discussing the site plan that was re-submitted on April 1, 2016. The site plan that was re-submitted was inconsistent with the requested information of March 23, 2016. The site plan noted issue: 1) The parcel had incorrect dimensions and did not depict the alleyway area to be dedicated to the City of Holtville, 2) Missing dimensions 3) There was no Landscaping plan, and no Grading Plan, 4) The trash exposure did not meet the minimum side yard setback of 10 feet, and 5) The proposed wood fence height in the front yard did not meet standards. ***There was no further activity to report during the second quarter.***

CITY PLANNING PROJECTS

8. **Wetlands Trail Link/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.

No additional updates were available as of September 30, 2015. As of December 31, 2015, there were no updates to report. Activity on Wetlands has now reactivated this project as of March 2016. ***City Council authorized staff to obtain cost estimates to complete biological and cultural studies pending for environmental compliance.***

Biological Study cost estimates were requested from Baker International, & Barret's Biological in April. Also in April, a Cultural Study cost estimate was requested from Brian F. Smith and Associates. The costs from Baker International were \$8,980, Barret's

Biological were \$3,670, and Brian F. Smith and Associates \$4,300. Council approved at the May 5th meeting the biological study services from Barret's Biological and the Cultural Study from Brian F. Smith and Associates. A consultation to the NAHC was filed on May 27th for a sacred lands search and to obtain a contact list of the tribes to be contacted for initial consultation. The Initial Study has been completed and it is anticipated that the Environmental Evaluation Committee will review in July.

9. *Elizabeth Potts Estate Alley Dedication- Elizabeth Underwood, representative of the Elizabeth Potts Estate, contacted the City of Holtville on April 1st in regards to dedicating a private section of the alleyway between Chestnut and Maple Avenue, and 5th and 6th Street. A letter was sent to Ms. Underwood on May 27th informing her that the City received her request to dedicate private property, and provided a sample grant deed to her that she would need to coordinate from her mother's estate and return to the City. As of June 30, 2016, no dedication paperwork had been received.*

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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quarterly grant report

April - June 2016 Report

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

From: Justina G. Arce, Grant Administrator

Date: July 8, 2016

MEETING DATE:	8/8/16
APPROVED FOR AGENDA	<i>[Signature]</i>
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

Projects: City Grant Applications/Projects

1. Alamo River Recreational Trails – Department of Parks & Recreation
2. BECC Application for Wastewater Treatment Plant (PDAP/BEIF) FY 10/11
3. CWSRF Application for Wastewater Treatment Plant
4. HCF Program Grant Application for Alamo River Conservation Project
5. Walnut Avenue South to 2nd Street Improvements- RSTP Grant Application
6. Cedar Sidewalk between 4th Street and 5th Street
7. SR 115/5th Street STIP Program Phase II Project (north side)
8. 6th Street RSTP Call for Projects 2015
9. 9th Street Phase III RSTP/CMAQ Call for Projects 2015
10. State Waterboards DWSRF Application
11. Wetlands BOR Grant
12. *Community Benefit Program-Wetlands Look-Out Project*
13. *Sustainable Communities Benefit Grant-GP and SAP*

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, 2016, thru, June 30, 2016*, 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 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 July 10, 2015, the City was notified by the California Department of Parks and Recreation that additional RTP grant funds were available for projects that had encountered cost overruns. Since the Alamo River project had cost overruns as well as Construction bid items that had to be removed to fit the budget, the project was eligible to apply for additional funding. On July 14, 2015, a packet requesting additional funds was submitted to the Department of Parks and Recreation. The packet included a letter from the City Manager explaining the need for additional funds, a revised RTP application, a revised Cost Estimate form, and a revised schedule of events.

The City received a letter on September 17, 2015, informing them that the Office of Grants and Local Services (OGALS) recommended approval of a portion of the requested additional funds in the amount of \$255,353 to the Federal Highway Administration (FHWA). FHWA approved the additional funds for this project on July 30, 2015, bringing the total new grant amount to \$685,821. OGALS notified the City that an amended grant contract would be delivered soon.

On December 11, 2015, the State contacted the City Planner to let her know the City was out of compliance with the OMB Circular Single Audit requirements and it could affect funding. City finance staff was addressing this item with the auditor.

A status report was delivered to the Department of Parks and Recreation on January 8, 2016. The City of Holtville received the new grant agreement on February 17. Signatures were coordinated from Nick Wells and returned to the State on March 2, 2016 stipulating funds had to be drawn by the end of the fiscal year, but would not be released unless compliance with the OMB Circular Audit were submitted by the March 31, 2016 deadline. The Single Audit was successfully filed.

In the interim, all the different components of the last trail sign are scheduled to arrive by mid May for installation immediately to follow, according to the Contractor. This will enable the City to process the final close-out documents by the June 2016 deadline.

A Notice of Completion was filed and recorded on May 26, 2016. The City of Holtville received and paid final invoices from Pyramid Construction, North Gardens Management, and Mia Lehrer & Associates. The Holt Group, in turn, submitted Final Reimbursement under the second grant on May 30, 2016 in the amount of \$231,534.46 for total costs incurred (minus 12% match). At the direction of the City Manager, the grant was closed and slightly over \$100,000 was left at the State level. Funds were not intended to be drawn since the construction items were never reinstated into the Pyramid Construction Contract by City Management and the Construction Manager.

The State contacted the Holt Group and communicated that all funds should be expended given that if they had disencumbered Federal Funds it would not look well for their performance and it may further affect the City of Holtville under future funding requests. After receiving authorization from the City Manager, The Holt Group, coordinated a thirty day extension from the State of California and a Change Order with Pyramid Construction, obtaining current Insurance Certification for scope of work to be completed within twenty five days. The added scope consisted of rail posts and guide and installation of trash receptacles that had been stored at Public Works.

2. **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.

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.

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. 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 was scheduled for the July 13, 2015 Council Meeting.

NADBank Monthly Progress Reports were completed for July, August, and September 2015. The City awarded the Construction contract to Pacific Hydrotech for Construction Services at the July 13, 2015 City Council meeting. A Notice to Proceed was issued on July 29, 2015. Change Order #1 and #2 were in progress during September. Change Order #1 addressed DBE changes and had zero costs and no extension of time. Change Order #2 was associated with potable water systems.

NADBank monthly progress reports were submitted for October, November, and December 2015. On October 6, 2015, Change Orders #1 and #2 were accepted by the

City as well as Change Order #3 which was for IID design fees. On October 22, 2015, NADBank sent a letter to the City approving Change Orders #1-#3 which increased the construction contract amount by \$103,746.26 to be paid out of grant contingency monies. The Construction Management firm was coordinating fund draws from NADBank within approved amounts for construction funding.

NADBank monthly progress reports were submitted for January, February, and March 2016. The first invoice for construction management services by HDR was submitted on March 8, 2016. The invoice was rejected by NADBank because it was inconsistent with the submitted proposal and award contract for tasks, personnel, and costs. Revisions or request for change order were requested from HDR. As of March 29th 2016, an invoice resubmittal had not been received from HDR. The billing delay from HDR has posed an issue as HDR has not paid some of the sub-consultants (surveyor) and they had halted work needed to continue to the project. A follow up with HDR indicated that they would be able to speed up schedule and get back on track. Currently, the construction schedule is 57% lapsed but only 37% complete.

NADBank monthly progress reports were submitted for April, May, and June, 2016. Change Orders #4 and #5 were approved during this quarter. Change Order #1 was for services to IID Power in the amount of \$13,879.56 and #5 was for additional work at the 18" diameter sewer line and demolition of a tank at the aeration basin for an additional cost of \$21, 447.81. Both amounts were approved to be paid with contingency funds through NADBank. HDR has further submitted invoices for construction management services during this quarter. HDR coordinated all fund draws from NADBank within approved amounts for funding.

There was an issue, however, with the lapsed contract between the City and HDR that has resulted in approval of payment for services to HDR from NADBank being denied until an amended contract term is reached. As of June 30, 2016 an amended contract had not yet been submitted to NADBank.

3. **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.

The City awarded the Construction contract to Pacific Hydrotech for Construction Services at the July 13, 2015 City Council meeting. A Notice to Proceed was issued on July 29, 2015. Quarterly Progress Report #6 was submitted to Ms. Bridge Chase in August 2015. Change Order #1 and #2 were in progress as noted under Item #4. The Amendment #1 was received by the State on September 11. On September 16, 2015, the City Manager approved Amendment No. 1 to the Finance Agreement and e-mailed and mailed the State Water Resources Control Board. The amendment shifted funds to soft costs from Construction. City Staff was preparing to submit Reimbursement #2 in October.

On October 26, 2015, Reimbursement #2 in the amount of \$464,437.82 was submitted electronically and via mail to CWSRF. Reimbursement #2 included Construction Invoices #1 and #2 in the reimbursable amount of \$368,073.89, The Holt Group Administration and Richards, Watson, and Gershon invoices in the amount of \$11,821.93, Lee & Ro Design Invoice for \$7,842, and The Holt Group bidding invoices in the amount of \$88,700.

Quarterly Progress Report No. 7 was submitted to Bridget Chase on November 10, 2015. On November 10, 2015, Reimbursement #3 in the amount of \$257,587 was submitted electronically and via mail to CWSRF. Reimbursement #3 included Construction Invoice #3 in the reimbursable amount of \$191,204, The Holt Group Procurement invoices in the amount of \$55,900, and Administration invoices in the amount of \$10,483. Reimbursement #4 in the amount of \$367,787 was submitted electronically and via mail to CWSRF on December 16, 2015. Reimbursement #4 included Pacific Hydrotech Construction Invoice #4 in the reimbursable amount of \$258,479 and Lee & Ro Engineering Construction support invoices #1-4 in the amount of \$109,308.

The quarterly construction progress report was submitted to the State on November 11, 2015. The City received Reimbursement #2 from the State in the amount of \$464,437 on November 25, 2015, and Reimbursement #3 from the State in the amount of \$257,587 on December 18, 2015.

Reimbursement Request #5 in the amount of \$209,457 was submitted electronically and via mail to CWSRF on January 19, 2016. Reimbursement Request #5 included Pacific Hydrotech Invoice #5 in the reimbursable amount of \$209,457. The City received Reimbursement #4 from the State in the amount of \$367,787 on January 20, 2016.

Quarterly Progress Report No. 8 was submitted on February 2, 2016, and covered the periods of 11/1/2015 through 12/31/2015. The report was prepared in advance to cover for Calendar Year reporting beginning in 2016. The next report would be completed in early April and cover January – March 2016. Additionally reimbursement #6 in the amount of \$224,605 was submitted on February 17, 2016. Reimbursement #6 included Pacific Hydrotech Invoice #6 and one (1) Lee and Ro invoice and reimbursement was received on March 14th.

The City received Reimbursement #6 from the State in the amount of \$224,605 on March 2, 2016. Reimbursement Request #7 in the amount of \$294,324 was submitted on March 16, 2016. The request included a Pacific Hydrotech Construction invoice in the amount of \$270,237 and a Lee & Ro Construction Management invoice in the amount of \$24,087. The state approved this request on March 21, 2016.

On April 11, 2016, request for Reimbursement #8 was submitted in the amount of \$557,307 which included a Pacific Hydrotech Construction invoice of \$538,127.42 and a total of \$19,180 in invoices from The Holt Group for Construction Assistance Services. On May 02, 2016 the City received Reimbursement #8 in the amount of \$557,307. Reimbursement #9 for construction Services from Pacific Hydrotech in the amount of \$242,904 was submitted on May 12, 2016 and received on June 12th.

Reimbursement Request #10 in the amount of \$229,838 was submitted to SRF on June 13, 2016. The reimbursements included only construction costs due to Pacific Hydrotech. Additionally, during this quarter the State representatives performed a site visit on June 15, 2016 at the WWTP and no issues were raised.

4. **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 be 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.

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.

As of September 30, 2015, there were no updates on grant progress, however, at the request of the City Manager, The Holt Group prepared Redevelopment Agency Land Profiles for submission to the Department of Finance in support of the land transfer.

City Manager Nick Wells continued to work on Supplemental information for all the properties during the month of December with a successful outcome for the Habitat Conservation Fund project area. Subsequently, the City Planner forwarded restrictive language to be used for the Grant Deeds in compliance with the State requirements. As soon as the Deeds are filed by the City Attorney, a copy would be sent to the State and the funds may be drawn.

The City Planner followed up with Steve Walker on January to provide Deed restriction language and again in February to check on status. As of March 31, 2016 the transfer and Deed Restriction were still pending. The final draw, therefore, has not been able to be initiated.

The last follow up with City Management and Legal Counsel regarding status of land transfer was made on May 30, 2016, at which time the transfer and Deed Restriction was still pending. On June, 3, 2016, at the request of Mr. Steve Walker, a legal description and plat map that had been prepared back in 2013 by The Holt Group, were forwarded to his attention for the purpose of completing this task. The recorded deed was received from the City Attorney on July 7, 2016 and forwarded to the State.

5. **Walnut Avenue South Improvements – RSTP Grant (591,000.00)** – 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.

Environmental documents and a Federal ID Packet were prepared and submitted to Caltrans on April 10, 2015 with a finance number assigned on April 23, 2015. Administration staff was in the process of clearing right-of-way issues and has contacted all utility agencies. It is anticipated that a Caltrans ROW Certification would be obtained no later than August 2015. A ROW Certification packet was completed and submitted to Caltrans on July 30, 2015. The packet included documentation on all utilities in the project area from the City of Holtville, AT&T, Time Warner Cable, SoCal Gas, IID Power, and IID Water. The packet included information on utilities that would be relocated, including: 11 power poles by IID Power (at no cost to the City), and a City owned water valve which would be included as a construction bid item. IID Water initially claimed that the project would require an IID Water encroachment permit due to the project encroaching on the Pear City Ditch Canal. However, after more detailed research into the matter, it was determined the project would not encroach on IID Water facilities. Once this was cleared and a new utility claim letter was submitted by IID Water, a Right of Way certification was issued by Caltrans on September 17, 2015. An approval to advertise was planned to be presented to City Council in late October or early November, but delayed. The City Manager would need to also concurrently procure construction engineering services during the same timeframe following E-76 approval.

On November 18, 2015, the Request for Authorization to Proceed with Construction packet was submitted electronically and via mail to Caltrans. The E-76 Authorizing the City to Proceed had not been received from Caltrans as of December 2015. Caltrans had not initiated a review of the packet due to backlog.

Caltrans reviewed the packet in January and on January 27, 2016, the E-76 Authorizing the City to Proceed with Construction was issued by District 11. The E-76 authorized a total project cost of \$562,295, with \$497,799 of federal funds. At a City Council meeting on February 8, 2016, the City Engineer was authorized to advertise for Construction services. The advertisement was published on Friday February 12th and 19th with the bid opening on March 22, 2016. A pre-bid conference was held on February 26, 2016 at Holtville City Hall. Three (3) construction bids were received from Granite Construction, Hazard Construction, and Hal Hays Construction. The lowest construction bid was received from Hal Hays Construction for \$486,684. The City Manager also procured services for construction management. Award of contracts will be considered by City Council at the April 11th meeting.

On April 11, 2016 Construction Contract was awarded via Resolution 16-13 to Hal Hayes Construction at \$486,684 and to Athalye Consulting Engineering via Resolution

16-12 for construction management services at \$65,904. Although Athalye was not the lowest bid received, it was determined by the panelists to be the most professional and responsive bid. The pre-construction conference was held on May 26th with Fumi Galvan of The Holt Group, Inc. providing technical assistance. In the interim, The Holt Group planning staff has prepared the Award Packet documentation to Caltrans in order to facilitate future fund draws and reimbursements. The complete packet was received by Caltrans on May 30, 2016.

Although the packet was received by Caltrans, it was unable to be processed because according to their records, the City had not executed the Supplemental Agreement that had been forwarded to management in March 2016. The Holt Group requested that an additional copy be sent and be properly addressed to Mr. Nick Wells.

Construction did initiate in June. The City Engineer had to call a meeting with the Athalye Construction Management team given that there was reported absence of their presence at the project site, thus daily reporting was not taking place as required under the contract terms. The issue appears to be resolved. The City Manager was also informed that Athalye had been bought out by another company. The City attorney is reviewing the request for new contract issuance. Once that determination is made, the necessary paperwork to be coordinated with Caltrans will need to be determined.

6. **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 completed Environmental documents. On August 6th, a PES Certification Packet was submitted to Caltrans, which included the Preliminary Environmental Study and CEQA Notice of Exemption. Certification by Caltrans was received on September 15 and staff has moved forward to the Right-of-Way Certification Phase. On September 2, 2015, Initial Consultation letters with Utility Claim Forms were delivered to AT&T, IID Water and Power, City of Holtville Public Works, Time Warner Cable, and Southern California Gas Company. The Right of Way certification packet was in progress and should be submitted to Caltrans for review by the end of October 2015.

On October 13, 2015, City Staff received communication from Jason Rhines of the SoCal Gas Company that SoCal Gas possibly had facilities in the project vicinity that would be affected by the project. Mr. Rhines communicated that once design plans are complete, he would review them to make a determination on facilities affected. City Staff communicated with Jason to inform him that the SoCal Gas facilities were outside of the project scope. On October 26, 2015, AT&T and IID Power submitted executed Utility Claim forms stating that no facilities of their respective agencies would be affected by the project. On November 4, SoCal Gas and Time Warner Cable submitted executed Utility Claim forms stating that no facilities of their respective agencies would be affected.

On November 10, 2015, Right of Way Certification packet was submitted to Caltrans. Caltrans communicated to City staff that ROW Certification could not be issued until an encroachment permit was obtained. The Design firm would obtain the encroachment

permit. City Management had not yet procured for the design services as of the end of 2015 but it was anticipated services will be procured in early 2016.

The procurement data was prepared in March 2016 with the assistance of the City Engineer due to the environmental mitigation measures required to be addressed by the design team and the varying grades along the street due to the old railway. Professional services were advertised in late March and an award is anticipated to go to City Council in April.

On April 07, 2016, Proposals for Design Engineering were reviewed at Holtville City Hall. Only two firms submitted a proposal for design services. The review panel determined that Dynamic Consulting Engineering was the most qualified responsive bidder with a cost proposal in the amount of \$18,325. On April 11, 2016 Dynamic Engineering was awarded Consulting Engineering Contract via Resolution 16-11. As of June 17, 2016 the design had not yet been completed nor had an encroachment permit for the subject project been requested from Caltrans thus an RFA for Construction was unable to be submitted.

This project had been significantly behind schedule since construction funds were programmed for 15/16 Fiscal Year. On June 20, 2016, ICTC notified Nick Wells that based on the delay of the submission of the RFA for Construction of this project; ICTC will need to redirect the funds to another project (in another jurisdiction). ICTC reiterated that it is ICTC's priority to not lose federal funds for the region. The design and services contracted with Dynamic Engineering will continue to be completed in case funding becomes available in the future. This project will be removed from further reporting.

7. **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. 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 short 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.

Proposals for Construction Management services were re-submitted to the City on June 15, 2015. Four (4) firms submitted a proposal: Development Design & Engineering (\$47,335), Athalye Consulting Engineering (\$50,819.84), Dynamic Consulting Engineers

(\$55,770), and Hill International (\$73,867.50), with Development Design & Engineering being the low bidder. On July 27, 2015, the City awarded the Construction contract to Pyramid Construction for Construction services in the amount of \$228,733.25 and the Construction Management contract to Development Design & Engineering for Construction Management services in the amount for \$47,335. The Pyramid Construction contract included QAP services to be performed by Kleinfelder and the Development Design & Engineering contract included QAP services to be performed by Sierra Materials Testing and Inspection. CM services exceed allowable percentage by 5.69%, and thus a special exemption was required.

An Award Packet was submitted to Caltrans on October 1st, 2015. ***Reimbursement Request #2, for construction management in the amount of \$3,050.00,*** was submitted on October 1st, 2015, as well, since the project was at risk of de-obligation due to lapse of time between reimbursement requests.

On October 22, 2015, Anh-Vu of Caltrans communicated to City Staff that Caltrans had questions regarding increase in scope for Award Packet. Justina Arce responded via e-mail that the increase in scope was due to the addition of a bus shelter, which was previously approved by Caltrans thus clearing changes in cost.

DD&E had some difficulty obtaining a double rider permit from Caltrans and construction didn't initiate as of the end of December 2015. Pyramid Construction was still working on material submittals and construction was expected to initiate on February 1, 2016. Construction did not initiate in during the first quarter as previously expected. A meeting was scheduled with Caltrans on March 30, 2016 to try to resolve the ongoing issues.

On April 22, 2016, Reimbursement Request #3 was submitted in the amount of \$2,151.27 for construction management services in order to prevent de-obligation since the project had not seen any construction progress. DD&E had originally suspended a performance clause in August of 2015 which was revoked in April 27, 2017 with directive to Pyramid Construction to resume activities no later than June 6, 2016.

The City Engineer was asked to coordinate a special meeting with Caltrans in June to resolve the delays. A meeting was held with Shawn Rizzutto of Caltrans on June 13, 2016. Mr. Rizzutto made some recommendations regarding the last pending submittal issue (according to the Contractor and the DDE resident engineer at the meeting). At the meeting Shawn reminded the project team that previously submitted submittals need to be rechecked to make sure they are still valid (as it's been a year since we started the process).

As of June 29, 2016 there were still submittal issues (some of the submittals approved last year had expired). Pyramid Construction is still subject to the re-start date of June 6, 2016. The agreed construction ending date is August 4, 2016 and if they are not done by then, they are subject to Liquidated Damages. On June 29, 2016 the third invoice from DD&E was received for construction management services in the amount of \$4,230.00. As of the end of June, construction had not yet been initiated.

8. **RSTP 6th Street Call for Projects 2015 (\$584,000)** -- The Regional Surface Transportation Program (RSTP) 2015 Call for Projects was opened on August 1st, 2015. After a review of which streets in Holtville were in need of improvements and would have a strong score in the application, it was determined by City Council, at the September 14, 2015 City Council meeting, to submit two applications for the RSTP program. The RSTP Project Application with priority #2 was for 6th Street Pavement Improvements between Holt and Melon Avenue in the grant amount of \$584,000. The applications were to be scored in October.

On October 28, 2015, a meeting was held at ICTC offices to review RSTP by all agencies and allocate funds to the projects. The City of Holtville's RSTP Project received a high

score and was chosen to receive funding in Fiscal Year 16/17 strictly based on scoring. Virginia Mendoza of ICTC shared the project scores for all RSTP projects. The City of Holtville received the 3rd highest scores for the 6th Street project, out of 16 RSTP applications.

Virginia Mendoza of ICTC reported that the projects would be submitted for approval by ICTC in the April 26, 2016 formal amendment. Planning Staff will initiate environmental and right-of-way documentation during the second quarter of 2016.

It was documented at the May 26, 2016 ICTC TAC meeting that 6th Street had been programmed correctly for the 16/17 Fiscal year. Planning Staff has initiated development of the Preliminary Environmental Study to submit to Caltrans as soon as the FHWA approval comes through. The design is not funded with Federal monies, but rather LTA. The City Manager will need to procure preparation of the plan sheets and specification to ensure design is completed before the end of calendar year 2016. It is anticipated the procurement will be solicited in July.

9. **9th Street Phase III RSTP/CMAQ Call for Projects 2015 (\$559,000)** -- The Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality Improvement Program 2015 Call for Projects was opened on August 1st, 2015. After a review of which streets in Holtville were in need of improvements and would have a strong score in the application, it was determined by City Council, at the September 14, 2015 City Council meeting, to submit two applications for 9th Street, one under the RSTP program and one for CMAQ along with a corresponding match commitment. The RSTP Project Application with priority #1 was for 9th Street Phase III Pavement Improvements and Utility Underground from Palm to Olive Avenue in the grant amount of \$432,000. The CMAQ Application submitted for 9th Street was complimentary for Sidewalk Installation from Palm to Olive Avenues in the amount of \$127,000. Both applications were submitted on September 23, 2015. The applications were to be scored in October.

On October 22, 2015, a meeting was held at ICTC offices to review 19 CMAQ applications submitted by all agencies and allocate funds to the projects. The City of Holtville's CMAQ Sidewalk Project received a very high score and was chosen to receive funding in Fiscal Year 16/17, in the full amount requested for CMAQ funding (\$127,000). The October 22 meeting only covered CMAQ projects, and it was determined that a meeting on November 19, 2015 would allocate funds for RSTP projects as well as formally accept allocated projects.

On October 28, 2015, Virginia Mendoza of ICTC shared the project scores for all RSTP projects. The City of Holtville received the 2nd highest scores for the 9th Street project, out of 16 applications. On November 19, 2015, a meeting was held at ICTC offices to allocate funding for RSTP projects. Both of the City's applications were successful in receiving funding.

On January 26, 2016, programming sheets were submitted to ICTC to request the combination of the RSTP and CMAQ project into one federal aid project, instead of two separate projects. Virginia Mendoza of ICTC reported that the projects would be submitted for approval by ICTC in the April 26, 2016 formal amendment. Planning Staff will initiate environmental documentation during the second quarter of 2016.

Since the programmed funds are for right-of-way and construction, it is essential that the City have the project designed by September 2016 in order to meet the upcoming Caltrans deadlines. *It was documented at the May 26, 2016 ICTC TAC meeting that 9th Street had been programmed correctly for the 16/17 Fiscal year. Environmental and ROW Clearance will be initiated during the 3rd quarter, however, ROW Certification is unable to be obtained absent design plans. The City Engineer assisted in drafting of the scope of work and it is anticipated the procurement will be solicited in early July.*

10. State Water Board DWSRF Application for Water Tank & System Improvements- The City of Holtville has been experiencing Trihalomethane (TTHM) violations in the Water Treatment Plant since the second quarter of 2013. The existing 2.4 MG Water Storage Tank located on 4th Street was installed in 2010 and has been experiencing some corrosion caused by a high chlorine concentration. The Holtville Water Treatment plant is unable to comply with California Division of Drinking Water (DDW) requirements without an addition to the water treatment processes. Additionally, the electrical panel requires some modifications/improvements. Funding sources to clean the tank, install a Trihalomethane Removal System (TRS), and modify/improve the electrical panel were examined and the Drinking Water State Revolving Fund was a viable option for the City.

At a City Council meeting on February 22, 2016, City Council adopted Resolution 16-04 and Resolution 16-06 authorizing Submission of a Financial Assistance Application and approving a Reimbursement Agreement to the State Water Resources Control Board for the Water Tank & System Improvement Project for costs incurred. The application consists of four independent packages as noted below along with their progress:

- **General Application Packet-** The General Application Packet consisted of project summaries, general budget and schedules along with managerial information and site control data. The General Packet was submitted to the State on February 23, 2016.
- **Environmental Packet-** The Environmental Packet consisted of CEQA documents, and evaluations for Federal Environmental Coordination including but not limited to Clean Air Act, Endangered Species, Environmental Justice, Flood Plain Management, National Historic Preservation Act, Migratory Bird Treaty Act, Protected Wetlands, and Clean Water Act, along with their respective back-up and/or calculations. A Sacred Lands Request was submitted to the Native American Heritage Commission on January 26, 2016, and a response of no sacred lands was received on January 29, 2016, along with a list of Tribal Representatives to be contacted about the project. An Initial Tribal Consultation was delivered to these Tribal Representatives on February 1, 2016, with information on the project and an invitation to comment on behalf of their respective tribe. The Environmental Packet was submitted to the State on March 7, 2016.
- **Technical Packet-** The Technical Packet consists of several technical forms, water conservation documentation and water management procedures. Also required was the preparation of a Preliminary Engineering Report (including Maps of existing and proposed improvements, detailed estimates, detailed project schedule and compliance information). Under the Technical & Managerial Form the following back-up was required: Water System & Service Area Map, Operator Certifications, Water Conservation Efforts, Water Supply commitments, Identification of Potential Contaminants, Water Plans, Operations Plan, Training Plan, Emergency Response Plan and Management Policies, including a Financial Policy. Due to the absence of a Financial Policy a sample was drafted for management review. Additionally, City Management had to develop a 5 year CIP Program to be used for Projections and include a discussion on proposed Rate Increase (dependent on rate study) and Prop 218 compliance procedures. This packet was 90% complete as of March 31, 2016. As of March 31, 2016 the 5 Year CIP and Financial Policy are pending review and approval by the City Manager and the Bid Packet is pending completion by the City Engineer. *Approval of CIP and corresponding five year projects were still pending review and approval by City Management as of June 30, 2016. The Bid Packet was also pending completion.*

- **Financial Packet**-The Financial Packet consists of information associated with the water rates and revenue and expenditure projections including existing debt and reserves. This packet will be contingent upon a rate study. Once the study is initiated by the City Manager and adopted by City Council, it may be necessary for City Council to pledge revenues to any potential new debt not covered by the DWSRF grant. It is anticipated that this packet will not be completed until May 2016. *As of June 30, 2016, the CIP, Corresponding 5 Year Projections, and Rate Study were still pending review and approval by the City Manager.*
- **Technical Assistance Request**-*The Holt Group Inc submitted a Technical Assistance request to the DWSRF Program on May 26th for a Rate Study through DWSRF resources. The request was processed and contact was initiated by Georgette Lynch of the California Rural Water Association. The CRWA Team requested a number of reports and data of the City's water system which was coordinated by The Holt Group, Inc. The draft results were forwarded to the City Manager on June 22, 2016 for his review and comment.*

11. United States Bureau of Reclamation Holtville Wetlands Grant (\$3,000,000)- The Holtville-Alamo River Wetlands Project (Project) has been a long-time collaboration among the City of Holtville, the Imperial Irrigation District (IID), the County of Imperial, the Salton Sea Authority (SSA), the local wildlife conservation group Desert Wildlife Unlimited (501.3c), and Reclamation. In the early 2000's, Reclamation deeded 15 acres to the City of Holtville, IID deeded 16 acres, and the City of Holtville added the remaining acres for the 57.71 acre Project site. All engineering, environmental analysis, permitting, and other work was completed by 2006 in anticipation of construction funding, which did not come to fruition with the nation's economic downturn.

In February 2016, the City of Holtville was apprised of a potential funding opportunity and on March 2nd a Stakeholder meeting was held at Holtville City Hall with IID, Wildlife Unlimited, Ms. Valerie Simon, BOR Staff/Salton Sea Manager. Subsequently the team worked together to put in a proposal for full allocation of the grant funds. On March 23rd, Ms. Simon informed the project team that the project met the criteria as a non-competitive grant and a fully executed contract is anticipated by June of 2016.

During the month of March and April, The Holt Group, Inc was contact for coordination of the following: 1) Capacity of City for Grant Management, 2)Refinement of scope of work and stakeholders, 3) status of 401 Certification, 404 Permits, Streambed Alteration Agreement with DF&W, 3) Project Milestones and Construction Schedule, 4) Status and Mitigation for Cultural and Environmental Impacts, 5) Refinement of Budget and Final Cost Estimates. On May 26, 2016, it was determined by BOR staff that the State would need to work directly with City Manager Nick Wells for remaining documentation.

12. Community Benefit Program-Wetlands Look-Out Project Application-*On April 08, 2016 The Application window for the Community Benefit Program opened. On April 22, the City Manager requested that The Holt Group submit an application to fund for a Look-Out area at the Alamo River Wetlands in order to be able to use the BOR grant as a match. The completed application was forwarded to Nick Wells on April 28, 2016 for review and execution. The final packet was submitted to the County on May 2, 2016. The Public Benefit Program Review Committee presented a recommendation for funding to the County Board of Supervisor under which it was recommended that the City of Holtville be awarded \$20,000. The City will need to determine whether to make use of the funds since the estimated cost of the look-out is \$84,000. Imperial County will be asking the City to enter into an agreement, thus direction should be provided to management as to whether the City should commit the remaining costs (estimated at \$64,000) from General Fund/Park Funds.*

13. Sustainable Communities Planning Grant-The Sustainable Communities Planning 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 grant is to assist the City in meeting the challenges of adopting land use plans and integrating strategies to transform communities and create long term prosperity. The City was awarded \$248,836 (after minor State adjustment) for the General Plan and Service Area Plan Update and related services.

Procurement for professional services was authorized by City Council on February 9, 2015 and RFP's were issued on March 20, 2015. Grant Administration Services were awarded to California Consultants. Two bids were received on June 25, 2015 from Michael Baker International and from Ricki Engineering Company for development of the General Plan and Service Area Plan. Contract for professional services was awarded to Michael Baker International via Resolution 15-22 on August 24, 2015.

As of the end of April, there had been no State Reporting completed, nor had any invoices been prepared and or process. The Holt Group, Inc. has been asked by City Management to assist with some of the administration tasks. Subsequently, The Holt Group, Inc followed up with Baker International regarding invoicing status and coordinated invoices consistent with the awarded contract for services. On May 9, 2016 Michael Baker International submitted the first set of invoices and Reimbursement Request Number 1 was forwarded to the State on June 9th. Howard Blackson is attempting to coordinate the next public workshop with the City Manager for the month of July.

Please note that the aforementioned grants entail grant reporting and grant administration of which The Holt Group has been delegated at some level. This is not to say that The Holt Group is the Project Manager for all of the aforementioned grant funded projects. The construction management firm and/or resident engineer for each respective construction project is in essence the Project Manager and reports directly to the City Manager.