

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

October 13, 2014

OPEN SESSION
6:00 PM

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

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

THIS IS A PUBLIC MEETING

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

CITY COUNCIL

CLOSED SESSION 5:30 PM

PUBLIC EMPLOYEE PERFORMANCE EVALUATION/DISCIPLINE/DISMISSAL/RELEASE:

(Government Code Section 54957(b) 1)

TITLE: City Clerk

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957.6)

Agency Negotiator: City Manager/City Attorney
Classified Employees

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:

(Government Code Section 54956.9(a))

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

CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

(Government Code Section 54956.9)

Property: APN 045-100-052, 045-204-015, 045-204-016, 045-243-004, 045-244-001, 045-261-039, 045-281-004, 045-292-016, 045-293-006, 045-293-007, 045-294-004, 045-330-060

Agency Negotiators: City Manager and City Attorney
Under Negotiation: Price and Terms of Payment

Property: Segments of Orange Avenue and Walnut Avenue Alley Way

Agency Negotiators: City Manager and City Attorney

Under Negotiation: Price and Terms of Payment for Licensing Agreement for Use of Public Right of Way with Bornt/IV Milling

CITY COUNCIL: Meeting Called To Order

INVOCATION:

PLEDGE OF ALLEGIANCE:

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 that is the subject of this Special meeting.** 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 City Council Meeting of September 22, 2014.
2. Current Demands #33742 To #33803.

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUE:

UNFINISHED BUSINESS:

None

NEW BUSINESS:

3. **Discussion/Related Action** to approve the Appropriation of 2014-2015 Funds Allocated from the State of California's Citizen Option for Public Safety (COPS) Program to Provide for Front Line Police Services – Nick Wells, City Manager

INFORMATION ONLY:

4. **Discussion only** regarding a Possible Agreement with Infratech Industries for Potential Placement of Floating Solar Array on City Water Ponds for the Purpose of Producing Power for the Water Treatment Facility – Nick Wells, City Manager
5. City Manager Report – Nick Wells
 - a. Quarterly Grant Report – Justina Arce
 - b. Quarterly Planning Report – Justina Arce
 - c. Public Works Foreman – Alex Chavez
 - d. Water/Wastewater Supervisor – Frank Cornejo
 - e. Police Chief– Manuel DeLeon

ADJOURNMENT:

I, Denise Garcia, Interim City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall on October 10, 2014.

①
**THE MINUTES OF THE REGULAR MEETING OF
THE HOLTVILLE CITY COUNCIL**

September 22, 2014

The regular meeting of the Holtville City Council was held on Monday, September 8, 2014 at 5:30 p.m. in the Civic Center. Council Members present were Richard Layton, Ginger Ward, Jim Predmore, David Bradshaw and Mike Goodsell. Staff members present were Alex Meyerhoff, Denise Garcia, Alex Silva and Nick Wells. City Attorney Steve Walker, City Engineer Jack Holt, and ~~City Planner Justina Arce~~, were also present. City Treasurer Pete Mellinger was absent.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

Mayor David Bradshaw called the meeting to order at 5:30 p.m.

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor David Bradshaw called the meeting to order at 6:06 p.m.

MEETING DATE:	10-13-14
APPROVED FOR AGENDA	
CITY MANAGER	<i>AW</i>
FINANCE MANAGER	
CITY ATTORNEY	

INVOCATION:

Mike Goodsell led the invocation.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by David Bradshaw

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

The Interim City Clerk verified that the agenda was duly posted on September 19, 2014.

EXECUTIVE SESSION ANNOUNCEMENTS:

None

PUBLIC EMPLOYEE PERFORMANCE EVALUATION/DISCIPLINE/DISMISSAL/RELEASE:

(Government Code Section 54957(b)(1))

TITLE: City Clerk

No Reportable Action Taken.

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957.6)

Agency Negotiator: City Manager/City Attorney

Classified Employees

No Reportable Action Taken.

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6)

City Manager Appointment

Employment Agreement

No Reportable Action Taken.

PENDING LITIGATION:

(Government Code Section 54956.9)

Perez vs. City of Holtville

No Reportable Action Taken.

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:

(Government Code Section 54956.9(a))

City of Holtville vs. Black Dog Farms

City of Holtville vs. Willowbend Mobile Home Park

No Reportable Action Taken.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

(Government Code Section 54956.9)

Property: APN 045-100-052, 045-204-015, 045-204-016, 045-243-004, 045-244-001, 045-261-039, 045-281-004, 045-292-016, 045-293-006, 045-293-007, 045-294-004, 045-330-060

Agency Negotiators: City Manager and City Attorney

Under Negotiation: Price and Terms of Payment

No Reportable Action Taken.

Property: Segments of Orange Avenue and Walnut Avenue Alley Way

Agency Negotiators: City Manager and City Attorney

Under Negotiation: Price and Terms of Payment for Licensing Agreement for Use of Public Right of Way with Born/IV Milling

No Reportable Action Taken.

PUBLIC COMMENTS:

None

PRESENTATIONS:

A proclamation was presented to 4-H All Stars representatives Bryanne Sanchez and Steven Johnson for recognition of October 5-11 as National 4-H Week.

A recognition award from the CA4 Health Safe Routes to School's Program was presented to Fire Chief Alex Silva by City Manager Alexander Meyerhoff for his participation and coordination in the Walk and Bike to School events in Holtville. Police Chief Manuel DeLeon was not present to accept his award.

CONSENT AGENDA:

1. Approval of the Regular Minutes of the City Council Meeting of September 15, 2014.

2. Current Demands #33703 To #33741.

A motion was made by Mr. Layton and seconded by Mrs. Ward to approve Consent Agenda items 1 and 2 with the following corrections to the minutes. Council Member Goodsell pointed out a typo and stated that the minutes should reflect that the agenda was posted on September 12, 2014, as verified by the Interim City Clerk.

City Attorney Steve Walker also noted that he neglected to report previously under Closed Session Announcements that the minutes from September 15th should reflect that a motion was made by Mrs. Ward and seconded by Mr. Predmore to appoint Nick Wells, Finance Manager, to the position of City Manager effective September 22, 2014 for a three year contract.

AYES: Layton, Ward, Predmore, Goodsell, Bradshaw

NOES: None

ABSENT: None

ABSTAIN: None

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:

Nick Wells, Finance Manager announced the birth of Josie Wells, his niece.

Jack Holt, City Engineer, reported that there was a hold up on the 9th Street Project however they were prepared to begin on the 29th with construction set to end in October.

UNFINISHED BUSINESS:

3. Discussion/Related Action to Adopt Resolution 14-30 Implementing the 2014 Statewide Emergency Water Conservation Regulations – Alexander Meyerhoff, City Manager

A motion was made by Mrs. Ward and seconded by Mr. Predmore to adopt Resolution 14-30 implementing the 2014 Statewide Emergency Water Conservation Regulations. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Layton, Ward, Predmore, Goodsell, Bradshaw
NOES: None
ABSENT: None
ABSTAIN: None

NEW BUSINESS:

4. Discussion/Related Action regarding Emergency Repair for Removal and Replacement of Manhole at 6th Street and Walnut – Alex Meyerhoff, City Manager

A motion was made by Mr. Predmore and seconded by Mr. Bradshaw to reimburse the sewer fund due to the emergency repair of a manhole at 6th Street and Walnut – Alexander Meyerhoff, City Manager. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Layton, Ward, Predmore, Goodsell, Bradshaw
NOES: None
ABSENT: None
ABSTAIN: None

5. Discussion/Related Action to Adopt Resolution 14-35 approving the allocation of funds for the 2013/14 Transportation Development Act Fiscal Year for the ADA Sidewalk Replacement Project – Justina Arce, City Planner

A motion was made by Mr. Bradshaw and seconded by Mrs. Ward to adopt **Resolution 14-35** approving the allocation of funds for the 2013/14 Transportation Development Act Fiscal Year for the ADA Sidewalk Replacement Project – Justina Arce, City Planner. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Layton, Ward, Predmore, Goodsell, Bradshaw
NOES: None
ABSENT: None
ABSTAIN: None

6. Discussion/Related Action regarding changes to the LTA 5-Year Program Project List – Justina Arce, City Planner

A motion was made by Mr. Predmore and seconded by Mr. Layton to accept the changes to the LTA 5-Year Program Project List. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Layton, Ward, Predmore, Goodsell, Bradshaw
NOES: None
ABSENT: None
ABSTAIN: None

- 7. Discussion/Related Action to authorize the City Engineer to prepare specifications and bid packet under the adopted Street Maintenance Plan Phase I – Justina Arce, City Planner**
A motion was made by Mr. Goodsell and seconded by Mrs. Ward to authorize the City Engineer to prepare specifications and bid packet under the adopted Street Maintenance Plan Phase I. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Layton, Ward, Predmore, Goodsell, Bradshaw
NOES: None
ABSENT: None
ABSTAIN: None

INFORMATION ONLY:

- 8. City Manager Report – Alex Meyerhoff**
- a. Finance Manager – Nick Wells**
 - b. Fire Chief – Alex Silva**
 - c. Police Chief – Manuel DeLeon**
 - d. Public Works Foreman – Alex Chavez**

Staff Reports

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

Audience member Jonathan Godwin inquired about the City Manager's report and the possibility of wild animals on the Alamo River Trail. City Manager Alex Meyerhoff informed him that there were animals in the area and advised him to not leave the designated path when walking in that area.

Audience member Edgar Ayon inquired about Mr. Meyerhoff's report regarding the section indicating that the Subway restaurant chain was interested in opening a location in Holtville.

ADJOURNMENT:

There being no further business to come before Council, Mayor Bradshaw adjourned the meeting at 7:15 p.m.

David Bradshaw, Mayor

Denise Garcia, Interim City Clerk

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CITY OF HOLTVILLE

Monthly Check Register

MEETING DATE:

10-13-14

APPROVED FOR AGENDA

Page: 1

CITY MANAGER

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FINANCE MANAGER

CITY ATTORNEY

Date : 10/10/2014 9:03:39 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 33742 Check Date : 9/19/2014 Vendor : 8183 THE VAN DYKE CORP.						
12	63955	9/19/2014	PMT # 9	CONTRACTOR PAYMENT # 9	OUTFALL MAIN	249,109.33
Invoice Amount : 249,109.33		Discount Amount : 0.00		Check Amount : 249,109.33		
Check Number : 33743 Check Date : 9/23/2014 Vendor : 8012 JIM NELSON CONSTRUCTION, INC.						
12	64093	9/23/2014	243	REMOVE AND REPLACE MANHOLE		PW 18,000.00
Invoice Amount : 18,000.00		Discount Amount : 0.00		Check Amount : 18,000.00		
Check Number : 33744 Check Date : 9/25/2014 Vendor : 8325 49er COMMUNICATIONS						
10	63993	9/22/2014	34065	BATTERIES FOR CLAM SHELL BK H		FD 215.75
Invoice Amount : 215.75		Discount Amount : 0.00		Check Amount : 215.75		
Check Number : 33745 Check Date : 9/25/2014 Vendor : 1065 ACME SAFETY & SUPPLY CO.						
10	63978	9/22/2014	91548-00	BARRICADES AND LIGHTS		PW 127.44
Invoice Amount : 127.44		Discount Amount : 0.00		Check Amount : 127.44		
Check Number : 33746 Check Date : 9/25/2014 Vendor : 1157 ACME STAFFING - YUMA						
11	63974	9/22/2014	DS090314	DRUG SCREEN FOR PUBLIC WORK		PW 47.00
12	63974	9/22/2014	DS090314	DRUG SCREEN FOR PUBLIC WORK		PW 47.00
Invoice Amount : 94.00		Discount Amount : 0.00		Check Amount : 94.00		
Check Number : 33747 Check Date : 9/25/2014 Vendor : 2401 ALL AMERICAN SEWER TOOLS						
12	63973	9/22/2014	41069	SWIVEL ; HOSE REEL		PW 496.99
Invoice Amount : 496.99		Discount Amount : 0.00		Check Amount : 496.99		
Check Number : 33748 Check Date : 9/25/2014 Vendor : 1796 ARAMARK SERVICES, INC.						
10	64051	9/22/2014	AUGUST 2014	UNIFORMS (PW)		507.21
11	64051	9/22/2014	AUGUST 2014	UNIFORMS (PW)		PW 364.02
12	64051	9/22/2014	AUGUST 2014	UNIFORMS (PW)		478.58
Invoice Amount : 1,349.81		Discount Amount : 0.00		Check Amount : 1,349.81		
Check Number : 33749 Check Date : 9/25/2014 Vendor : 2378 AT&T						
10	64107	9/23/2014	AUG. 2014	TELEPHONE CHARGES		748.86
11	64107	9/23/2014	AUG. 2014	TELEPHONE CHARGES		Admin 102.22
12	64107	9/23/2014	AUG. 2014	TELEPHONE CHARGES		80.99
Invoice Amount : 932.07		Discount Amount : 0.00		Check Amount : 932.07		
Check Number : 33750 Check Date : 9/25/2014 Vendor : 4617 BAJA DESERT TIRE						
10	63971	9/22/2014	25652	TIRE REPAIR		22.76
10	64066	9/22/2014	26499	NEW TIRE		PW 139.39
10	64067	9/22/2014	26683	FLAT REPAIR		12.00
10	64068	9/22/2014	26421	REPAIR ATV TIRE		12.00
Invoice Amount : 186.15		Discount Amount : 0.00		Check Amount : 186.15		
Check Number : 33751 Check Date : 9/25/2014 Vendor : 8324 BRENDON WOLFE						
10	63992	9/22/2014	EMT/B. WOLFE	REIMB. FOR EMT TEST		FD 70.00
Invoice Amount : 70.00		Discount Amount : 0.00		Check Amount : 70.00		
Check Number : 33752 Check Date : 9/25/2014 Vendor : 1534 CAL-GRADE, INC						
10	64063	9/22/2014	6054	CLASS 2 BASE, FILL SAND		PW 1,754.34

CITY OF HOLTVILLE

Monthly Check Register

Date : 10/10/2014 9:03:39 AM
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Invoice Amount : 1,754.34		Discount Amount : 0.00		Check Amount : 1,754.34		
Check Number : 33753		Check Date : 9/25/2014				
Vendor : 8119 CITY OF IMPERIAL						
10	64099	9/23/2014	1639	PLAN CHECK FEES FOR AUGUST 2014	Bldg	412.30
Invoice Amount : 412.30		Discount Amount : 0.00		Check Amount : 412.30		
Check Number : 33754		Check Date : 9/25/2014				
Vendor : 1958 COSTCO MEMBERSHIP						
10	64114	9/23/2014	RENEW 2014-15	COSTCO MEMBERSHIP	Admin	110.00
Invoice Amount : 110.00		Discount Amount : 0.00		Check Amount : 110.00		
Check Number : 33755		Check Date : 9/25/2014				
Vendor : 2320 COUNTY MOTOR PARTS						
10	63980	9/22/2014	173406	WIPER BLADES FOR TRUCK		18.94
12	63982	9/22/2014	173267	ADAPTER		1.91
11	63984	9/22/2014	173620	ADAPTERS; RUBBER AIR HOSE;	PW	88.66
10	63998	9/22/2014	173166	ANTIFREEZE; GAS CAP		35.37
10	63999	9/22/2014	173602	SOLENOID (FD)	FD	34.55
10	64000	9/22/2014	173702	BULBS (FD)		105.25
10	64001	9/22/2014	173571	BATTERIES; GAS CAP (FD)		539.91
11	64084	9/22/2014	174103	COUPLER		10.14
Invoice Amount : 834.73		Discount Amount : 0.00		Check Amount : 834.73		
Check Number : 33756		Check Date : 9/25/2014				
Vendor : 1845 DEPT OF JUSTICE						
11	64097	9/23/2014	053408	PRE EMPLOYMENT FINGERPRINT /	PW	32.00
Invoice Amount : 32.00		Discount Amount : 0.00		Check Amount : 32.00		
Check Number : 33757		Check Date : 9/25/2014				
Vendor : 1536 FERGUSON ENTERPRISES, INC. #8423						
11	63975	9/22/2014	1071141	PVC BEND; COUP; GRINDER; TAPE		190.65
22	64057	9/22/2014	1086268	PVC SEWER BEND; GASKET CAP; C		141.08
12	64058	9/22/2014	1033354	SEWER PIPE PVC COUP; SDL TEE	PW	404.70
11	64059	9/22/2014	1016452	BACKWATER VLV		87.36
Invoice Amount : 823.79		Discount Amount : 0.00		Check Amount : 823.79		
Check Number : 33758		Check Date : 9/25/2014				
Vendor : 7847 GAS COMPANY						
11	64083	9/22/2014	SEPT. 2014	GAS SERVICE	PW	25.12
Invoice Amount : 25.12		Discount Amount : 0.00		Check Amount : 25.12		
Check Number : 33759		Check Date : 9/25/2014				
Vendor : 1475 GIBSON & SCHAEFER						
22	64069	9/22/2014	55277	SLURRY; LABOR; SHORT LOAD	PW	249.18
Invoice Amount : 249.18		Discount Amount : 0.00		Check Amount : 249.18		
Check Number : 33760		Check Date : 9/25/2014				
Vendor : 1471 HD SUPPLY WATERWORKS, LTD						
11	63977	9/22/2014	C802243	6 FLG; STARGRIP; FLG RING; HEX E		10,075.27
12	64052	9/22/2014	C957201	THE BEVELER US STIHL; CLEANOU		541.11
12	64060	9/22/2014	C931064	SWR REPAIR COUPLING; CPLG; PV	PW	151.33
12	64061	9/22/2014	C944162	PVC SEWER; INCRESER; SEWER PI		501.24
Invoice Amount : 11,268.95		Discount Amount : 0.00		Check Amount : 11,268.95		
Check Number : 33761		Check Date : 9/25/2014				
Vendor : 1024 I.C. HEALTH DEPARTMENT						
11	64095	9/23/2014	16423	PRE EMPLOYMENT PHYSICAL	PW	56.00
Invoice Amount : 56.00		Discount Amount : 0.00		Check Amount : 56.00		

CITY OF HOLTVILLE

Monthly Check Register

Date : 10/10/2014 9:03:39 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 33762 Check Date : 9/25/2014						
Vendor : 4642 I.C. PUBLIC HEALTH DEPT.						
11	63987	9/22/2014	16429	WATER ANALYSIS		PW 540.00
Invoice Amount : 540.00		Discount Amount : 0.00		Check Amount :		540.00
Check Number : 33763 Check Date : 9/25/2014						
Vendor : 2297 IMPERIAL COUNTY SHERIFF'S DEPT.						
11	64100	9/23/2014	84604	PRE EMPLOYMENT FINGERPRINTS		PW 22.00
Invoice Amount : 22.00		Discount Amount : 0.00		Check Amount :		22.00
Check Number : 33764 Check Date : 9/25/2014						
Vendor : 1027 IMPERIAL STORES						
11	63981	9/22/2014	541003	MARKING PAINT		4.11
12	63983	9/22/2014	541023	CHAIN; CLEANING SUPPLIES		104.76
12	63986	9/22/2014	540475	REPAIR PARTS		117.19
10	63996	9/22/2014	540268	CABLE TIES; NOZZLE		28.93
10	63997	9/22/2014	540266	NOZZLE		18.68
10	64002	9/22/2014	541302	COOLERS; GATORADE; CUPS		105.71
10	64003	9/22/2014	541295	SAWZALL BLADE		25.91
10	64004	9/22/2014	540578	VEHICLE WASH		10.42
10	64006	9/22/2014	540624	RING TERMINAL; PUSH PINS		7.93
10	64007	9/22/2014	541062	REPAIR PARTS		3.21
10	64008	9/22/2014	541063	REPAIR PARTS		1.61
10	64009	9/22/2014	541167	TIRE FOAM; VEHICILE WASH		11.56
10	64012	9/22/2014	541199	CLEANING SUPPLIES; ORGANIZER		10.55
10	64013	9/22/2014	541170	LT DUTY HOSE; NOZZLE		25.93
10	64014	9/22/2014	540832	CLEANING SUPPLIES		28.04
10	64015	9/22/2014	540681	BATTERIES		34.54
10	64062	9/22/2014	540736	BRASS HD HOSE NOZZLE		13.38
10	64075	9/22/2014	541220	PRUNER; SLIP TEES; COUPLINGS; (51.29
10	64076	9/22/2014	541175	SPRINKLER PARTS		16.75
10	64077	9/22/2014	541259	SLIP TEE; PVC BUSHING		11.78
10	64078	9/22/2014	539943	BAKING SODA		2.70
11	64079	9/22/2014	539787	SHOVEL HANDLE		16.49
10	64080	9/22/2014	539156	ICE		2.38
10	64081	9/22/2014	541417	VALVE BOX; SLIP TEE; COUPLINGS		67.52
10	64082	9/22/2014	541418	PADLOCK		14.40
10	64085	9/22/2014	541042	BULBS FOR LIGHT STAND		14.43
10	64086	9/22/2014	541370	WEATHERSTRIP FOR SAND BLASTI		5.17
11	64087	9/22/2014	541444	REPAIR PARTS FOR BOBCAT SEAT		3.03
12	64087	9/22/2014	541444	REPAIR PARTS FOR BOBCAT SEAT		3.06
11	64088	9/22/2014	541188	PVC COMP COUPLING		44.61
10	64089	9/22/2014	541296	PLUNGER; DRAIN KING		24.31
10	64090	9/22/2014	541317	DRAIN OPENDER; CLEANING SUPP		76.70
10	64091	9/22/2014	541414	REPAIR PARTS FOR AIR COMPRES		70.44
12	64101	9/23/2014	541207	PLUG TAP		13.26
22	64113	9/23/2014	540837	CONCRETE (9TH STREET PROJEC		20.71
Invoice Amount : 1,011.49		Discount Amount : 0.00		Check Amount :		1,011.49
Check Number : 33765 Check Date : 9/25/2014						
Vendor : 8323 IMPERIAL VALLEY HUMAN RESOURCES ASSOCIATION						
10	63985	9/22/2014	DENISE GARCIA	ANNUAL HR CONFERENCE; MEMBERSHIP		Admin 50.00
Invoice Amount : 50.00		Discount Amount : 0.00		Check Amount :		50.00

CITY OF HOLTVILLE

Monthly Check Register

Date : 10/10/2014 9:03:39 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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Check Number : 33766 Check Date : 9/25/2014						
Vendor : 1148 IMPERIAL VALLEY PRESS, ASSOCIATED DESERT NEWSPAPER						
11	64098	9/23/2014	10732589	PUBLISH NOTICE OF PUBLIC WORKS	PW	315.08
12	64098	9/23/2014	10732589	PUBLISH NOTICE OF PUBLIC WORKS		315.08
Invoice Amount : 630.16		Discount Amount : 0.00		Check Amount :		630.16
Check Number : 33767 Check Date : 9/25/2014						
Vendor : 8158 IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY						
13	64096	9/23/2014	DUES FOR 2014-1	MEMBERSHIP DUES FOR 2014-15	Trash	12,275.66
Invoice Amount : 12,275.66		Discount Amount : 0.00		Check Amount :		12,275.66
Check Number : 33768 Check Date : 9/25/2014						
Vendor : 1110 JORDAN IMPLEMENT CO.						
11	64074	9/22/2014	P01112	REPLACE RIM ON BACKHOE	PW	454.19
12	64074	9/22/2014	P01112	REPLACE RIM ON BACKHOE		454.20
Invoice Amount : 908.39		Discount Amount : 0.00		Check Amount :		908.39
Check Number : 33769 Check Date : 9/25/2014						
Vendor : 1617 KME FIRE APPARATUS						
10	63995	9/22/2014	528766	LENS; LIGHTS REPAIR PARTS	FD	110.71
Invoice Amount : 110.71		Discount Amount : 0.00		Check Amount :		110.71
Check Number : 33770 Check Date : 9/25/2014						
Vendor : 1094 LEAGUE OF CA CITIES						
10	64125	9/23/2014	GEORGINA CAMACHO	REGISTRATION FOR LEAGUE CONF	Council	550.00
10	64126	9/23/2014	VIRGINIA WARD	REGISTRATION FOR LEAGUE CONF		550.00
Invoice Amount : 1,100.00		Discount Amount : 0.00		Check Amount :		1,100.00
Check Number : 33771 Check Date : 9/25/2014						
Vendor : 1564 LESLIE'S POOL SUPPLIES						
10	63972	9/22/2014	652-95722	CHEMICALS FOR CITY POOL	PW	328.27
Invoice Amount : 328.27		Discount Amount : 0.00		Check Amount :		328.27
Check Number : 33772 Check Date : 9/25/2014						
Vendor : 4619 LUIS M. ESTRADA						
12	64072	9/22/2014	1019	REPAIRS TO VACTOR VEHICLE	PW	390.00
Invoice Amount : 390.00		Discount Amount : 0.00		Check Amount :		390.00
Check Number : 33773 Check Date : 9/25/2014						
Vendor : 8111 NEWCASTLE FARMS LLC						
12	64137	9/25/2014	3249	REPAIRS TO WEST PUMP AT WWTF	PW	1,970.32
Invoice Amount : 1,970.32		Discount Amount : 0.00		Check Amount :		1,970.32
Check Number : 33774 Check Date : 9/25/2014						
Vendor : 1558 OFFICE DEPOT						
10	64017	9/22/2014	729233751001	OFFICE SUPPLIES	FD	59.39
10	64018	9/22/2014	729232623001	OFFICE SUPPLIES		11.32
Invoice Amount : 70.71		Discount Amount : 0.00		Check Amount :		70.71
Check Number : 33775 Check Date : 9/25/2014						
Vendor : 1037 PARKER'S PHARMACY						
11	63991	9/22/2014	4786703	UPS SERVICE FOR WTP	PW	21.70
10	64016	9/22/2014	4783665	UPS SERVICE (FD)	FD	11.20
Invoice Amount : 32.90		Discount Amount : 0.00		Check Amount :		32.90
Check Number : 33776 Check Date : 9/25/2014						
Vendor : 1450 PITNEY BOWES GLOBAL FINANCE SERVICES LLC						
10	64119	9/23/2014	2643668-SP14	POSTAGE EQUIPMENT		44.78
11	64119	9/23/2014	2643668-SP14	POSTAGE EQUIPMENT	Admin	44.78
12	64119	9/23/2014	2643668-SP14	POSTAGE EQUIPMENT		44.79
Invoice Amount : 134.35		Discount Amount : 0.00		Check Amount :		134.35

CITY OF HOLTVILLE Monthly Check Register

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Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 33777 Check Date : 9/25/2014						
Vendor : 1176 QUILL CORPORATION						
11	63988	9/22/2014	6899461	FAX MACHINE (WTP)	PW	140.39
10	64105	9/23/2014	4609061	INK CARTRIDGE (PD/FD)	FD	114.46
10	64109	9/23/2014	5684462	OFFICE SUPPLIES	Admin	49.94
10	64110	9/23/2014	70900314	OFFICE SUPPLIES		43.47
11	64110	9/23/2014	70900314	OFFICE SUPPLIES		43.47
12	64110	9/23/2014	70900314	OFFICE SUPPLIES		43.48
Invoice Amount : 435.21		Discount Amount : 0.00		Check Amount :		435.21
Check Number : 33778 Check Date : 9/25/2014						
Vendor : 1746 RDO EQUIPMENT CO.						
10	64073	9/22/2014	P83711	REPAIR PARTS FOR JOHN DEERE P	PW	211.59
10	64124	9/23/2014	P83712	STIHL PULL SAW		670.16
Invoice Amount : 881.75		Discount Amount : 0.00		Check Amount :		881.75
Check Number : 33779 Check Date : 9/25/2014						
Vendor : 1555 ROBERT S. NELSON AUTOMOTIVE						
10	64011	9/22/2014	10580	VEHCILE REPAIR	FD	95.56
Invoice Amount : 95.56		Discount Amount : 0.00		Check Amount :		95.56
Check Number : 33780 Check Date : 9/25/2014						
Vendor : 1043 SELLERS PETROLEUM						
10	63976	9/22/2014	CL70091	FUEL (PW)		1,202.47
11	63976	9/22/2014	CL70091	FUEL (PW)	PW	1,336.28
12	63976	9/22/2014	CL70091	FUEL (PW)		567.52
Invoice Amount : 3,106.27		Discount Amount : 0.00		Check Amount :		3,106.27
Check Number : 33781 Check Date : 9/25/2014						
Vendor : 1911 SENSUS METERING SYSTEMS						
11	64123	9/23/2014	ZA15006410	SENSUS SYSTEM SUPPORT (METE	PW	1,570.34
Invoice Amount : 1,570.34		Discount Amount : 0.00		Check Amount :		1,570.34
Check Number : 33782 Check Date : 9/25/2014						
Vendor : 8138 SERVICE MASTER						
10	64071	9/22/2014	30814	CLEANING SERVICES FOR CITY BLI	PW	1,309.00
Invoice Amount : 1,309.00		Discount Amount : 0.00		Check Amount :		1,309.00
Check Number : 33783 Check Date : 9/25/2014						
Vendor : 8112 SIERRA MATERIAL TESTING & INSPECTION, INC.						
22	64127	9/23/2014	374	MATERIAL SAMPLING (9TH STREET)	Project	336.00
Invoice Amount : 336.00		Discount Amount : 0.00		Check Amount :		336.00
Check Number : 33784 Check Date : 9/25/2014						
Vendor : 1938 STEWART TITLE COMPANY						
12	63956	9/19/2014	730662	PRELIMINARY REPORT 045-080-087	OUT FALL	400.00
12	63957	9/19/2014	730661	PRELIMINARY REPORT 045-080-043		400.00
Invoice Amount : 800.00		Discount Amount : 0.00		Check Amount :		800.00
Check Number : 33785 Check Date : 9/25/2014						
Vendor : 2318 SUNBELT RENTALS						
12	64053	9/22/2014	47957375-001	SAFETY CAN; FUNNEL		107.98
12	64054	9/22/2014	47651193-003	SET UP AND BREAK DOWN SEWEF		6,758.15
11	64055	9/22/2014	47689868-001	TRASH PUMP/ SUCTION; DISCHARC	PW	267.77
12	64056	9/22/2014	47651193-001	TRASH PUMP RENTAL		259.20
12	64070	9/22/2014	47647494-001	SHOOTING BOOM FORKLIFT (WAL		728.45
Invoice Amount : 8,121.55		Discount Amount : 0.00		Check Amount :		8,121.55
Check Number : 33786 Check Date : 9/25/2014						
Vendor : 2217 SUPERIOR READY MIX CONCRETE						

CITY OF HOLTVILLE

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Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
11	64064	9/22/2014	652945	CONCRETE, BOOM PUMP (4TH & H		PW 259.14
Invoice Amount : 259.14		Discount Amount : 0.00		Check Amount :		259.14
Check Number : 33787		Check Date : 9/25/2014				
Vendor : 1633 TACO SHOP						
12	64111	9/23/2014	445737-446161	FOOD PUBLIC WORKS EMPLOYEE		PW 16.38
10	64112	9/23/2014	445942	FOOD FOR FIRE FIGHTERS (FIRE O		63.00
10	64134	9/24/2014	446559	FOOD AFTER CLEAN UP ABATEMEI		FD 139.29
Invoice Amount : 218.67		Discount Amount : 0.00		Check Amount :		218.67
Check Number : 33788		Check Date : 9/25/2014				
Vendor : 4562 TESTAMERICA LABORATORIES, INC.						
12	64138	9/25/2014	55128672	ANNUAL BIOSOLIDS FOR WWTP		PW 1,685.25
Invoice Amount : 1,685.25		Discount Amount : 0.00		Check Amount :		1,685.25
Check Number : 33789		Check Date : 9/25/2014				
Vendor : 2083 THATCHER CO.						
11	63989	9/22/2014	233702	T CHLOR		PW 4,952.53
Invoice Amount : 4,952.53		Discount Amount : 0.00		Check Amount :		4,952.53
Check Number : 33790		Check Date : 9/25/2014				
Vendor : 1049 UNDERGROUND SERVICE ALERT						
10	63979	9/22/2014	820140315	DIG ALERT TICKETS		PW 24.00
Invoice Amount : 24.00		Discount Amount : 0.00		Check Amount :		24.00
Check Number : 33791		Check Date : 9/25/2014				
Vendor : 1503 VALLEY AUTO GLASS						
11	64065	9/22/2014	1023735	REPLACE WINDSHIELD		PW 91.70
12	64065	9/22/2014	1023735	REPLACE WINDSHIELD		91.70
Invoice Amount : 183.40		Discount Amount : 0.00		Check Amount :		183.40
Check Number : 33792		Check Date : 9/25/2014				
Vendor : 2012 VERIZON WIRELESS						
10	64102	9/23/2014	SEPT. 2014	CELL PHONE CHARGES		227.12
11	64102	9/23/2014	SEPT. 2014	CELL PHONE CHARGES		Admin 193.26
12	64102	9/23/2014	SEPT. 2014	CELL PHONE CHARGES		191.22
10	64135	9/24/2014	SEPTEMBER 2014	INTERNET SERVICE TO ENGINE LAPTOP		FD 38.01
Invoice Amount : 649.61		Discount Amount : 0.00		Check Amount :		649.61
Check Number : 33793		Check Date : 9/25/2014				
Vendor : 4580 VIKING TIRES						
11	63990	9/22/2014	3826	TIRE REPAIR		FD 6.00
12	63990	9/22/2014	3826	TIRE REPAIR		6.00
Invoice Amount : 12.00		Discount Amount : 0.00		Check Amount :		12.00
Check Number : 33794		Check Date : 9/25/2014				
Vendor : 1058 XEROX CORPORATION						
10	63994	9/22/2014	75761697	COPIER LEASE AND USAGE		FD 103.41
10	64108	9/23/2014	132314432	DELIVERY FEE FOR NEW COPIER		36.00
11	64108	9/23/2014	132314432	DELIVERY FEE FOR NEW COPIER		36.00
12	64108	9/23/2014	132314432	DELIVERY FEE FOR NEW COPIER		36.00
10	64121	9/23/2014	75484432	XEROX COPIER LEASE AND USAGE		Admin 215.97
11	64121	9/23/2014	75484432	XEROX COPIER LEASE AND USAGE		65.97
12	64121	9/23/2014	75484432	XEROX COPIER LEASE AND USAGE		50.98
Invoice Amount : 544.33		Discount Amount : 0.00		Check Amount :		544.33
Check Number : 33795		Check Date : 10/1/2014				
Vendor : 8041 AFLAC						
10	64160	10/1/2014	789540	PREMIUM		Admin 122.81
Invoice Amount : 122.81		Discount Amount : 0.00		Check Amount :		122.81

CITY OF HOLTVILLE

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Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 33796 Check Date : 10/1/2014						
Vendor : 2030 BLUE SHIELD OF CALIFORNIA						
10	64165	10/1/2014	OCT. 2014	HEALTH INSURANCE PREMIUM		4,709.80
11	64165	10/1/2014	OCT. 2014	HEALTH INSURANCE PREMIUM	Admin	3,661.20
12	64165	10/1/2014	OCT. 2014	HEALTH INSURANCE PREMIUM		1,918.00
Invoice Amount : 10,289.00		Discount Amount : 0.00		Check Amount :		10,289.00
Check Number : 33797 Check Date : 10/1/2014						
Vendor : 1105 CHEVRON						
10	64167	10/1/2014	SEPT. 2014	FUEL (FD)	FD	63.76
Invoice Amount : 63.76		Discount Amount : 0.00		Check Amount :		63.76
Check Number : 33798 Check Date : 10/1/2014						
Vendor : 1884 ESTRADA SYSTEMS GROUP, INC.						
10	64161	10/1/2014	5891	COMPUTER CONSULTING; WEBSIT		1,140.00
11	64161	10/1/2014	5891	COMPUTER CONSULTING; WEBSIT	Admin	420.00
12	64161	10/1/2014	5891	COMPUTER CONSULTING; WEBSIT		285.00
10	64162	10/1/2014	5914	WEB HOSTING RENEWAL SERVICE		120.00
Invoice Amount : 1,965.00		Discount Amount : 0.00		Check Amount :		1,965.00
Check Number : 33799 Check Date : 10/1/2014						
Vendor : 2403 HIGHLINE COOLING, LLC						
10	64168	10/1/2014	OCT. 2014	OFFICE RENT (PD/FD)	PD/FD	2,000.00
Invoice Amount : 2,000.00		Discount Amount : 0.00		Check Amount :		2,000.00
Check Number : 33800 Check Date : 10/1/2014						
Vendor : 1015 HOLT GROUP, THE						
10	64169	10/1/2014	14-08-001	(047) GENERAL PLANNING SERVIC		666.30
10	64170	10/1/2014	14-08-002	(207) BLDG. PERMITS AND HOME O		67.11
22	64171	10/1/2014	14-08-003	(271) SR 115 BRIDGE SAFETE-LU DI		367.50
12	64172	10/1/2014	14-08-004	(295) BECC SANITARY SEWER OUT		2,701.54
22	64173	10/1/2014	14-08-005	(315) ALAMO RIVER TRAIL		143.75
12	64174	10/1/2014	14-08-006	(323) WASTEWATER PLANT APPLIC		552.50
12	64175	10/1/2014	14-08-007	(327) SRF GRANT APPLICATION FO		163.75
22	64176	10/1/2014	14-08-008	(335) ICTC & MISC. TRANSPORATIO		308.75
22	64177	10/1/2014	14-08-009	(343) CALTRANS/5TH STREET IMPR		1,180.13
88	64178	10/1/2014	14-08-010	(349) WATER TANK FEMA FUNDING		28.75
22	64179	10/1/2014	14-08-011	(374) 9TH STREET EXTENSION & PE		1,532.50
22	64180	10/1/2014	14-08-012	(394) 4TH STREET SIDEWALK PROJ		937.50
10	64181	10/1/2014	14-08-013	(403) MELON LLC ANNEXATION		382.17
12	64182	10/1/2014	14-08-014	(408) NAD BANK GRANT CONDITIO		91.25
10	64183	10/1/2014	14-08-015	(414) TENTATIVE PARCEL MAP FOR		618.75
22	64184	10/1/2014	14-08-016	(423) NORTH SIDE OF 5TH STREET		622.00
10	64185	10/1/2014	14-08-017	(425) I.V. MILLING RIGHT OF WAY P		423.75
10	64186	10/1/2014	14-08-018	(427) SERVICE AREA PLAN UPDATE		86.25
10	64187	10/1/2014	14-08-019	(424) ATP GRANT APPLICATION		62.00
10	64188	10/1/2014	14-08-034	(000) MISC. ENGINEERING SERVIC		9,315.00
12	64189	10/1/2014	14-08-035	(152) WASTEWATER TREATMENT F		1,705.00
22	64190	10/1/2014	14-08-036	(361) BIDDING SERVICE FOR 4TH S		1,157.00
12	64191	10/1/2014	14-08-037	(417) CONSTRUCTION ADMIN. FOR		2,175.00
Invoice Amount : 25,288.25		Discount Amount : 0.00		Check Amount :		25,288.25
Check Number : 33801 Check Date : 10/1/2014						
Vendor : 1910 HUMANA						
10	64163	10/1/2014	OCT. 2014	DENTAL INSURANCE PREMIUM	Admin	737.48
11	64163	10/1/2014	OCT. 2014	DENTAL INSURANCE PREMIUM		335.65

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Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
12	64163	10/1/2014	OCT. 2014	DENTAL INSURANCE PREMIUM		282.43
Invoice Amount : 1,355.56		Discount Amount : 0.00		Check Amount :		1,355.56
Check Number : 33802		Check Date : 10/1/2014				
Vendor : 1489 PERMA						
10	64166	10/1/2014	2014.12	WORKERS' COMP. DEPOSIT	2014	7,441.25
11	64166	10/1/2014	2014.12	WORKERS' COMP. DEPOSIT	2014	5,535.50
12	64166	10/1/2014	2014.12	WORKERS' COMP. DEPOSIT	2014	5,115.25
Invoice Amount : 18,092.00		Discount Amount : 0.00		Check Amount :		18,092.00
Check Number : 33803		Check Date : 10/1/2014				
Vendor : 2055 VISION SERVICE PLAN						
10	64164	10/1/2014	OCT. 2014	VISION INSURANCE		123.17
11	64164	10/1/2014	OCT. 2014	VISION INSURANCE		81.29
12	64164	10/1/2014	OCT. 2014	VISION INSURANCE		58.05
Invoice Amount : 262.51		Discount Amount : 0.00		Check Amount :		262.51

Admin

Admin

Total Number of Vendors	62	0.00
Total Number of Checks Printed	62	
Total Number of Voided Checks	0	
Largest Check Amount	249,109.33	
Total for all Checks Printed	390,346.41	
Total for Voided Checks	0.00	
Net Amount of Checks Printed	390,346.41	

Summary

Fund	Amount
10 GENERAL FUND	39,889.06
11 WATER	31,540.92
12 SEWER	299,615.92
13 TRASH	12,275.66
22 LOCAL TRANSPORTATION FUND - TDA	6,996.10
88 FEMA WATER TANK PROJECT	28.75

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City of Holtville

REPORT TO COUNCIL

MEETING DATE:	10-13-14
APPROVED FOR AGENDA	<i>M</i>
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

DATE ISSUED: October 13, 2014
FROM: Nick Wells, City Manager
SUBJECT: Resolution 14-36 - *Request for 2014-15 State COPS Funds*

ISSUE

Shall the City Council adopt Resolution No. 13-36 authorizing the City’s 2014-15 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 2014-15 allocation will soon be available for disbursement. It was recommended that the request once again be made for use as payment of “*law enforcement officer salaries.*”

As with other State-funded programs, the availability of the funds has lagged considerably from past years. The City just recently received its final installment of 2013-14 COPS funds. In anticipation of current fiscal year funding becoming available, this request should be presented to the ICEO at once to assure timely distribution when the next funding allocation becomes available.

FISCAL IMPACT

\$100,000 will be appropriated to the City of Holtville’s State COPS Revenue Fund.

RECOMMENDATION

Staff recommends that the resolution be adopted.

ALTERNATIVE

Not to adopt the Resolution and forego receipt of these funds

Respectfully Submitted,



Nicholas D. Wells

RESOLUTION NO. 14-36

A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING THE APPROPRIATION OF 2014-2015 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 2014-15 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 2014-15 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 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 2014-2015 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 13th day of October, 2014.

David Bradshaw, Mayor

ATTEST:

I, Denise Garcia, Acting 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 13th day of October, 2014.

Denise Garcia, Acting City Clerk

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City of Holtville REPORT TO COUNCIL

MEETING DATE:	10-13-14
APPROVED FOR AGENDA	
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

DATE ISSUED: October 13, 2014
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

Throughout the current transition, the new City Manager has spent a great deal of time in “getting up to date” meetings with regard to the areas he had not worked directly on in his previous role as Finance Manager. As most of that gets accomplished, things should fall into a bit more of a standard pattern.

WATER ENTERPRISE

Tank Rehab – It has been previously presented that some corrosion has developed inside the 2.4 million gallon tank that was completed in 2010. We have been in contact with Jack Powell of *Utility Service Group* regarding repairs and ongoing maintenance, as well as potential solutions to our ongoing TTHM issues. A proposal is expected this week.

System Controls – The recent heavy rainstorms once again caused problems for the City’s Water Plant controls, flooding vaults and knocking out various systems. Frank Cornejo has been working with *TESCO* to obtain an updated estimate on replacement of the aged system.

Floating Solar – Staff has been in discussions with *Infratech Industries* over several weeks regarding the potential placement of a floating solar array on the City Water Ponds for the purpose of producing power for the Water Treatment facility. Various members of the Council have seen the proposed system over that time. Staff will continue to explore the feasibility of this proposal going forward if the Council deems it a worthy expenditure of time.

Fourth Street Water Main Replacement – Staff has been working with the City Engineer to develop a scope of work and cost estimate to replace a portion of the Fourth Street Water Main between Fern Avenue and a point approximately 120’ east of Walnut Avenue. This segment runs approximately 1,000 linear feet and is comprised of a 14” concrete lined steel pipe. Staff has concluded that this project must be included as part of the larger Fourth Street Improvement Project. The project team will meet later this month to finalize a recommendation to Council.

SEWER ENTERPRISE

Outfall Main Replacement – The construction of the new 3.2 mile Outfall Main replacement pipeline continues with about 85% of the pipeline laid. For the past few weeks, the Van Dyke crew has concentrated on cleanup, grading and installation of sewer laterals on Section 5 (Thiesen Road from SR115 to Melon Avenue). Consequently, the pipe work and initial paving work there have been completed. Putting off paving on Section 5 until the pipe had been laid down the entirety of Thiesen had been discussed, but due to issues with traffic control, it became necessary to begin the paving of Section 5 prior to commencing work on the Melon/Thiesen Road intersection (Section 6).

During construction, two substandard trunk lines have been discovered that have required additional design and will necessitate change orders to construction. A private line serving a number of homes on the northwest corner of Alamo Road and Melon, as well as a line serving the residences just north of Thiesen and Melon have been deemed inadequate and require replacement. It is assumed at this point that the “Contingency” budgeted into the project will be sufficient to cover the design and construction of both lines, however, construction of the northern line will be held until the end of the OFM Project in case other contingencies exhaust that line item elsewhere.

WWTP Project – The \$11.9 million Wastewater Treatment Plant rehabilitation project continues to advance toward the start of construction. Through conferences with the various parties involved, we are confident that bid documents for the Wastewater Treatment Plant upgrade project are nearly finalized, which should allow for advertising a Request for Proposals from contractors soon.

TRANSPORTATION PROJECTS

Ninth Street Canal Undergrounding - The current phase of Ninth Street improvements includes the undergrounding of the existing Pear Canal between Cedar & Palm Avenues. The project also includes half street improvements of pavement, curb, gutter, sidewalks and driveway entrances. The City has paid IID for construction of the underground improvements of the canal. Construction was “completed” and the IID demobilized three weeks ago. Unfortunately, a substantial leak was subsequently discovered and the IID returned to the site to complete a repair. After they once again demobilized, several additional leaks in the pipe were found, forcing the IID to return once again. At that point (last week) the pipeline had to be re-excavated and fully repaired.

Public Works staff has installed water and sewer services to the adjacent residences. Following leak repairs by IID, Pyramid will install curbs, gutters, sidewalks and pavement. That construction is currently on hold until the IID completes their repairs, but it is hoped Pyramid can be back on the site this week and construction completed by the end of October.

Fourth Street Improvement Project - The Fourth Street Improvement project (funded by Caltrans) includes utility relocation, street widening and the installation of a Class I bikeway, curbs, gutters and sidewalks between Cedar & Walnut Avenues. Contracts with the Holt Group for construction management services, Sierra Materials Testing for Independent Assurance Testing and Hazard Construction for construction services have been approved by the City Council. Construction was to begin in November, but is pending design and approval of the water line replacement project.

Fifth Street & Grape Avenue Pedestrian Roadway Improvement Project – After completing construction on the south side of Fifth Street, the City received word from ICTC that funding was/is available under CMAQ to complete the north half of the intersection as a separate project.

The Holt Group is working on the RFP for construction services and encroachment permit with Caltrans. It is anticipated that the City will release the RFP this month.

ADMINISTRATION

BUILDING PERMITS

The City has issued 51 building permits to date this year.

FINANCE

ROPS 14-15B was completed and preparations continue for the 2013-14 audit.

PUBLIC SAFETY

POLICE

Family Dollar - Family Dollar Store was held up at on September 29, 2014. The perpetrator walked up on the manager as he was opening the store, demanding that they go in and empty the contents of the safe. Purportedly he got away with about \$5,000. The Sheriffs continue to pursue leads.

Probation Sweep - the Probation and the Narcotics Task Force conducted probation searches in Holtville on September 30. About 10 locations were on visited and 3 arrests were made.

FIRE

The Fire Department has been actively assisting the City Manager with Community Outreach, including coordination of the Walk to School events with elementary school children last week, Fire Prevention Week activities and significant input regarding Citywide recreational facilities.

PUBLIC WORKS

PARKS

Samaha Park Bathrooms - Work was completed on the sewer line serving the bathrooms at Samaha Park a few weeks ago and additional work was subsequently completed on the internal fixtures. Use of the facilities by the various sports leagues has begun, but there has already been an occurrence of them being left unlocked. A policy and/or procedure for their use needs to be discussed.

Tennis Courts – It was recently noted that the fence surrounding the tennis courts in Samaha Park had been badly damaged. Prior to the children and media being there for Walk to School Day, Fire Chief Silva requested that something be done to rectify the potential hazard. The Public Works

department decided to tackle the job internally and did a great job repairing both the framework and straightening out the chain link itself.

A request was made of the Council to convert those courts to basketball use. The Chief Silva took it upon himself to inquire with HUSD about basketball rims that had been taken down a few years ago. They had been stored and may be available to the City if it was deemed appropriate by the Council to convert that space.

Alamo River Recreation Trail - The fourth phase of this project includes trail and bridge improvements between Fern Avenue and Earl Walker Park. A Notice to Procure was issued which allowed the contractor to purchase long lead items such as the bridges, without starting the clock on the construction period. Pyramid Construction has ordered the bridges. It is anticipated that preparatory construction activities will begin this month, with the two bridges set to be delivered in late November. Construction should be completed in late December or early January.

OTHER

Nuisance Abatement - With the cooperation of both Public Works and the Fire Department, the City has worked to abate several issues in the past few weeks. An unoccupied residence on the 800 block of Olive was cleared of debris and a lien will be placed on the property. A tree on the 800 block of Pine fell into the street during the last big storm, which was removed by the PW crew; resident will be billed. Trees were also trimmed on the 700 block of Holt and along the 9th Street canal undergrounding project due to encroachment on city streets.

Imperial Regional Detention Center – The Detention Facility has been up and running for the past few weeks, taking the first detainees on September 22, 2014. At present, they are housing 408 detainees and will continue receiving approximately 20 per day until they reach their capacity of approximately 780. A ribbon cutting ceremony will be held on October 30, 2014, and it is hoped that all members of the Council can attend.

Holtville Estates - The Holtville Estates continues to build the second phase of their 30-unit development. One home was sold and is now occupied, a second is imminently going into escrow. They will be hosting a Chamber mixer tomorrow (Tuesday, October 14, 2014) and a Grand Opening is planned for the model homes on Saturday, October 25, 2014. The developer has invited the entire Council and hopes that you all can attend.

MEETINGS & EVENTS RECENTLY ATTENDED:

- 9/19 & 26 – Veteran’s Day Parade Committee *City Hall*
- 9/23 & 30 - Weekly WWTP Status *Conference Call*
- 9/24 - Alamo River Trail Walk with IV Press *Earl Walker Park*
- 9/24 – ICTC Technical Advisory Committee *ICTC Offices, EC*
- 9/25 – Met with Mark Gran & James Brownyard (Desert Valley Builders Association) *City Hall*
- 9/25 – Oversight Board to the RDA Successor Agency *City Hall*
- 9/26 – State Water Bond Public Outreach *Farm Bureau, EC*

- 9/29 - Met with Holtville Luxury Apartments Owners *City Hall*
- 9/30 – Issues, Information Review with Steve Walker *EC*
- 10/2 – Railroad Trestle Walk with Black Dog Attorney *Alamo Bridge*
- 10/2 – Holtville Specific Plan Update (Jeff Lyon & Brian Mooney) *City Hall*
- 10/2 & 9 – Outfall Main Progress Meeting *Van Dyke Trailer*
- 10/3 & 10 – Veteran’s Day Parade Committee *City Hall*
- 10/4 & 9 – Floating Solar Presentation (Infratech Industries) *City Hall*
- 10/8 – Walk to School *Samaha Park to Finley*
- 10/8 - ICTC Management Committee *City of EC*
- 10/8 – CCMA Meeting *City of EC*
- 10/8 – “Complete Streets” Project *Conference Call*
- 10/9 – Rotary Dictionary Giveaway *Finley School*

UPCOMING EVENTS:

- 10/20 - Planning Commission
- 10/27 - City Council
- 11/10 - City Council
- 11/11 - Veterans Day Parade (American Legion)
- 11/17 - Planning Commission
- 11/20 - ICTC Management Committee
- 11/24 - City Council
- 11/27 - Thanksgiving Day Turkey Trot 5K
- 11/28 - Christmas Tree Lighting
- 12/8 - City Council
- 12/10 - ICTC Management Committee
- 12/15 - Planning Commission
- 12/18 - Christmas in the Park (tentative)
- 12/22- City Council

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

Respectfully submitted,



Nicholas D Wells
(760) 356-4574

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MEETING DATE:	10-13-14
APPROVED FOR AGENDA	
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	



quarterly grant report

July – September 2014 Report

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

From: Justina G. Arce, Grant Administrator

Date: October 6, 2014

Projects: City Grant Applications/Projects

1. Alamo River Recreational Trails – Department of Parks & Recreation
2. BECC Application for Outfall Main & Residential Project (PDAP/BEIF)
3. SAFETEA – LU Demo Project No. 410-Congressional Apportionment
4. BECC Application for Wastewater Treatment Plant (PDAP/BEIF) FY 10/11
5. CWSRF Application for Wastewater Treatment Plant
6. FEMA Grant for the Water Tank Replacement Project
7. HCF Program Grant Application for Alamo River Conservation Project
8. USDA Grant Application for Outfall Main and Residential Collection Project
9. 4th Street Cedar to Walnut- Curb Gutter & Sidewalk-CMAQ Grant Application
10. 9th Street & Ditch Underground (Cedar to Palm)-RSTP Grant Application
11. Walnut Avenue South to 2nd Street Improvements- RSTP Grant Application
12. SR 115/5th Street Sidewalks Improvements – STPL
13. Cedar Sidewalk between 4th Street and 5th Street
14. Sustainable Communities Planning Grant for General Plan & SAP Update
15. SR 115/5th Street STIP Program Phase II Project (north side)
16. ATP Grant Application for Class I/Class II Core System Development

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 July 1, 2014 thru September 30, 2014, unless otherwise noted.* Further note that in order to save space, some immaterial history has been omitted, but is logged in prior reports should anyone wish to review at a future date.

- 1. Alamo River Recreational Trails-Department of Parks and Recreation (\$489,169.30)**
In August 2008 City Manager, Laura Fischer directed THG to prepare the resubmission of an application, which was prepared on September 2008. The application was strengthened due to an IID easement that was secured and the completed survey work. A full Staff Report and a copy of the application were submitted to City Council at the September 14, 2009 meeting.

On June 16, 2010, the City received a formal letter from the Department of Parks and Recreation, stating that the project had been awarded \$430,468 and that the City needed

to comply with NEPA, National Historic Preservation Act of 1966, and the State or local Transportation Improvement Plan. The Regional Transportation Plan listing and Preliminary Environmental Study were completed on January 3, 2011. A contract with the State was executed on July 25, 2011 by City Manager, Alex Meyerhoff and the City procured for design, bidding and construction services.

The resolution for selection of a consultant was presented to City Council in November 2011 by City Manager Alex Meyerhoff and action was delayed since matching funds were originally from RDA Fund. Since this was an adopted Regional Transportation Plan (RTP) project, City Council opted to use LTA funds and continue to move forward with the project.

On January 17, 2012, the City received a reimbursement check from the State for \$296,000. On January 23, 2012, City Council awarded the contract for design and engineering services to Mia Lehrer + Associates for \$134,325 and a Notice to Proceed was issued on March 21, 2012 to the consultant.

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

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

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

On February 3, 2014, the City received a letter from the State approving the change in scope of work. The project was re-bid by Mia Lehrer, per change in scope, and a bid opening was held on March 28, 2014. Three bids were received from Granite Construction (\$678,999), Hazard Construction (\$568,148), and Pyramid Construction (\$508,483). City management was in the process of negotiating with the availability of Class II base for trail pavement, location of fill export, and possibility of fill import.

Other elements such as rope railing, signage and bollards could be installed by the City at a future date in order to bring down project costs.

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

- Reduction of soil exporting costs per unit (\$29,580 in savings)
- Removal of installation of all three trash receptacles (\$4,800 in savings)-purchased under separate grant.
- Removal of installation of all rail track post & rope guide (\$17,520 in savings)
- Removal of installation of Alamo River Trail Sign (\$5,000 in savings)
- Removal of installation of bollards (\$10,000 in savings) to be installed at a future date by City staff.

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

Pyramid submitted a payment request in the amount of \$59,850.00 for the pre-fabricated bridges, which was paid by the City. The Holt Group, in turn, submitted Reimbursement #4 to the State for the material purchased. As of October 1, 2014, a Notice to Proceed had not yet been issued by Mia Lehrer to the contractor because there were some clarifications on design between Mia Lehrer and the Bridge manufacturer still pending. Modifications were made to engineering design during this report period.

A labor compliance officer has not been assigned to the project by City Management yet, but one is anticipated to be assigned before the Notice to Proceed is issued. Construction is anticipated to begin in late November.

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

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

On June 19, 2009, representatives from BECC, NADBank, and EPA met with City Staff and THG Staff to discuss the project's scope. The City was informed that by June 2, 2011, the City should have completed all design work, environmental clearance, and

public participation in order to complete BECC's Certification requirements. A meeting was coordinated and held by BECC with City Staff on August 5, 2009, to discuss the project's scope of work, project development schedule, construction fund sources, and roles and responsibilities.

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

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

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

On June 21, 2011, City Management, BECC Staff, and Albert A. Webb and Associates attended a Final Design Kick-off meeting held at City Hall to discuss the Scope of Work of the Final Design. On June 22nd, BECC Staff coordinated a Financing meeting between City Management, USDA, EPA, NADBANK, City Council, and Planning Commission to discuss viable financing options available thru USDA and NADBANK. A second meeting was conducted on the same date of June 22nd, between BECC Staff, City Planner, City Engineer, Councilmember Ludwig, Planning Commissioner Predmore, and Public Works Supervisor to discuss the Public Participation Process of the project by the Local Steering Committee.

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

Land Services costs to be more reasonable and presented the additional costs to Council for review at the October 10th meeting, and were approved by Council.

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

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

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

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

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

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

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

The audited Financial Statements for FY 11/12 were submitted to NADBank by the City on April 25, 2013 and NADBank was able to meet their May 9th Board Certification

meeting. The Final Public Meeting was also held on April 29th. THG also completed the Final Public Participation Report and submitted it to BECC on May 8th.

The City Mayor executed a Financing Agreement in the amount of \$1,359,887 on June 12th. This amount did not fulfill the identified gap of \$1.6 million, further identified in City Council Resolution 12-56 forwarded to EPA. Apparently there was an oversight by NADBank under which they assumed USDA funds were covering all construction costs (and refinance) when in actuality the USDA funds were reimbursing the City for other soft costs. EPA had requested a verification of soft costs from USDA before they could consider increasing the grant funding through BEIF. THG had been coordinating these submittals to USDA with the assistance of Ms. LeeAnn Chimits.

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

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

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

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

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

Dynamic Consulting Engineers (Construction Manager) had a contract date of October 9, 2013 and The Van Dyke Corporation of November 19, 2013. A No Objection to Contract for The Van Dyke Corporation was requested by the City on November 20th but not

approved by NADB until December 10th due to the insurance suitability being questioned by NADB. A Notice to Proceed was issued to Van Dyke on December 10, 2013.

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

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

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

- 3. Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) Demo Funding-(\$800,000)** – The City received \$800,000 in SAFETEA-LU Demo funds for SAFETEA-LU Demo Project No. 410 earmarked to “Improve Bridge 58-007 on SR 115 that crosses the Alamo River in Holtville and also project design and environmental analysis of a new bridge over the same River.” On July 22, 2008, the City submitted a legislative project change to Congressman Filner. The change requested to the legislative description was from the aforementioned Bridge Studies and Improvements to: “SR 115/Fourth Street Junction Improvement Project & Signage for Safe Routing of SR115 Traffic Flow.” Since the submission of that request, Congress made the decision to not process any legislative amendments to any SAFETEA-LU project listing. A complete Staff report for this project was prepared for the City Council Meeting of May 11, 2009. The project was programmed under Amendment 16 of the 2008 Regional Transportation Improvement Program.

THG Staff worked with Caltrans Bridge Engineer Kasim Mamdani to discuss potential scope of work and alternatives. As soon as a preliminary list of eligible activities was drafted, the items were presented to the PRC for discussion. The City Engineer drafted a scope of work and cost estimates for soil erosion control and on May 10, 2010, the authorization packet was submitted to Caltrans. On December 20, 2010, THG Staff submitted an Administrative Amendment request to ICTC to allow the City to process the

preliminary engineering phase of the project in fiscal year 2010-2011 and the amendment was approved on May 12, 2011.

The Authorization Packet for the PE phase was submitted to Caltrans on June 16, 2011. THG Project Engineers worked on scope of work associated with “soil stability improvements and safety improvements such as lighting for traffic, pedestrian, and bicyclists using the circulation improvements within the bridge 58-007 area.”

THG Engineering Staff prepared a preliminary work scope and cost estimates that were presented to the PRC on December 9, 2011. The Project Engineer discussed the issues along Bridge 58-007 and the proposed design to control soil erosion. On December 12, 2011, City Council reviewed the proposed project and approved the scope of work presented and authorized negotiation of contract for engineering services.

A contract was drafted for professional engineering services to be provided for Bridge 58-007 that entailed THG as the provider of these services to the City of Holtville. City Council approved the scope of services on January 9, 2012 designating THG as the provider for the engineering services. Project design was completed on April 27, 2012. A required Caltrans Encroachment Permit was submitted to the corresponding district offices on April 2, 2012. A field review with Caltrans was held on April 5, 2012 and it was requested that a Section 4F Resource be drafted due to the temporary closing of the existing bicycle lane. A Section 4F Resources was drafted by THG and found acceptable.

Environmental documentation was finalized on April 23, 2012 and the Right-of-way Certification was approved on April 27th. THG engineering staff worked with Caltrans to secure an encroachment permit. The encroachment permit and final design plans were approved on June 29, 2012. Subsequently, Caltrans approved the RFA for construction on July 8, 2012 and issued an E-76 to the City. Two progress invoices for the design phase had been submitted and two were received. The project was put out to bid on September 25th. The bids came in significantly higher than estimated and thus were rejected by City Management. The City Engineer had modified the work scope to scale back some of the improvements.

A pre-bid conference was conducted at Holtville City Hall on January 3, 2013. The project bid opening occurred on January 23rd and a total of two (2) bids were received from the following construction companies: Hazard Construction Company (\$727,944.50) and Pyramid Construction and Aggregates (\$1,239,917.54). The last invoice for design services was also submitted to Caltrans for reimbursement on March 12th.

Due to changing Caltrans policies, construction management services would need to be bid out, unless the City had a retained construction manager that was procured within the last three years. Additionally, Caltrans was enforcing restriction on the design team being allowed to be the construction management team. Based on these changes, THG was be unable to provide construction management services. In April 2013, the City was notified by Caltrans that this communication was in error, and that THG could continue CM under the master agreement at least through September 2013.

Construction Management- A request for proposals for construction management services were published on April 30th and May 7th. Proposals were submitted to the City on May 15th by two local firms, BJ Engineering (\$83,575) and Dynamic Consulting Engineers (\$81,870). Modification to the proposal received from Dynamic Consulting Engineers who was the lowest bidder was requested by the City Engineer as the amount exceeded the available budget. The City Engineer was able to negotiate the original proposal to \$75,315. City Council awarded the Construction Management contract to Dynamic Consulting Engineers at the June 10th Council meeting.

Construction- The City Engineer negotiated quantity costs reductions with the lowest bidder Hazard Construction Company that further resulted in a reduced scope of work.

The contractor agreed to those changes and the cost adjustment would be completed via a negative Change Order (No. 1) for a final proposal of \$673,496. City Council agreed to these changes and the contract was awarded at the June 10th Council meeting.

The Encroachment Permit Rider was approved by Caltrans on July 19, 2013. A pre-construction meeting was held with Caltrans, Dynamic Consulting Engineers, Hazard Construction, City Management and THG on October 1st.

The negative construction change order requested by City Council was processed by Hazard on September 6, 2013. City Management also made further project modifications associated with material due to some cost for fill dirt that had to be offset. The Award Packet was submitted to Caltrans on October 31, 2013. Also during this quarter there were two reimbursement requests submitted to Caltrans (Invoice #4 and Invoice #5) in December for design, construction management and construction services.

Existing poor site compaction discovered during grading activities resulted in a significant cost overrun that required some changes in design. Areas that were previously designed to be concrete under the bridge area were converted to rock mulch for a significant savings, under negative change order No. 2 of \$71,476. Subsequently, there was also a positive change order No. 3 of \$15,836 for rope rail and Class II base to stabilize the approach areas. There were also cost overruns in preliminary engineering associated with hydrology studies. Caltrans requested that a cost adjustment packet be submitted to transfer costs from the construction phase over to the preliminary engineering phase to cover the preliminary engineering invoice. It was also requested that the 5th reimbursement request be combined with the 4th reimbursement request. The modified invoice was re-submitted on February 13, 2014 as reimbursement request No. 4 and was still pending reimbursement as of March 31st. THG anticipated submitting the cost adjustment packet to Caltrans in April.

The City received the funds for Reimbursement request no. 4 on April 10th. A 5th reimbursement request was submitted on April 1st to Caltrans and the City was reimbursed on June 19th. City Management approved two change orders for construction engineering which exceed the maximum 15% cap to Dynamic Engineering and Landmark Consultants. THG requested an exception, but if not approved by Caltrans, the City LTA fund will be liable for an additional \$9,292. *Since the Lump Sum status had been previously defined, Caltrans District office informed the City on June 25th that they could not change the reimbursement ratio and a Cost Adjustment was not able to be processed, per Caltrans Headquarters.* The close-out packet had to reflect the costs at the reimbursement ratios that were approved at the time of Award which were 76.58% for preliminary engineering, 75.19% for construction and 72.91% for construction engineering, which resulted in \$60,970 of grant funds left at the table. It was anticipated that the close-out packet would be submitted in July 2014 once we received a determination on the construction engineering allowance.

The Close-Out Packet was submitted on August 26, 2014, however, Caltrans District office contacted the City over the possibility of adjusting the reimbursement rates back to 80% as they had had follow-up discussions with headquarters. The savings if approved would be an additional, approximate \$43,000. After discussion with City Council and City Management, it was determined to postpone the Close-Out of the project and attempt to gain the remaining funds. In the interim, The Holt Group prepared Progress Invoice #6 in the amount of \$190,890.32 and submitted it to Caltrans on September 30, 2014. It is anticipated that any approved cost adjustment would take six to eight weeks.

4. **BECC Wastewater Treatment Plant Application FY 10/11 (Anticipated Project Costs \$5,616,000.00, however as of December 31, 2013 costs were \$11,885,956)** – THG was given directive to prepare capital improvement applications through BECC.

City Council authorized the City Manager as the approving official for the required submittals on October 11, 2010. The project was for the rehabilitation of the existing plant and included related costs for environmental compliance and processing of State Revolving Fund Application. The WWTP Improvement Project application was forwarded to the BECC EPA Office on October 27, 2010 and copies were provided to the City Manager on October 28, 2010. By mid January 2011, BECC conducted field review visits to the project sites. The project was pre-selected and was in process for FY 11/12 BEIF-PDAP Prioritization.

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

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

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

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

Two teleconference meetings were conducted November through December 2012 with BECC to discuss the Certification Schedule, RFP for design services and concern over the pending SHPO Clearance. On December 10, 2012, City Council approved THG to proceed with the preparation of the RFP for design services for the WWTP, without the SHPO Clearance, in order to not further delay compliance of the Board Order. The final, advertised WWTP design RFP documents were submitted to BECC on December 13th.

The project advertised on December 20th and EPA Notified the City of Environmental Clearance on January 4, 2013. A meeting was held at THG office with BECC and Mr. Alex Meyerhoff (via phone) on February 21st to discuss pending action items to initiate the WWTP Project. These included submission of procurement data and contracts.

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

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

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

The Building Permit was submitted to BECC on October 23rd. A Second Public Meeting was also held on October 14th. The EOOPC was since then updated by both Lee & Ro and then adjusted by NADBank. Subsequently, BECC communicated that the City would need to hold a third public meeting to reflect the revised project costs and a financial assistance amount of \$3,559,910 under the BEIF Grant Program. The Final Public Meeting was held on November 25th by the City Council.

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

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

Construction Management Services: An Expression of Interest (EOI) for Construction Management was advertised by the City Engineer on February 27, 2014. The responses to the EOI were received on March 13, 2014 from a total of three firms from which a short list was established. Two of the responding firms were disqualified. Full proposals from the remaining firm (Dudek and Associates) was received on April 16, 2014 but

exceeded the available budget of \$887,500 by \$1,028,300. The bid was rejected and NADBank procured qualified firms a second time. The City was authorized to request one bid from HDR. The City requested a bid from HDR which came in at \$1,073,000. It was anticipated that the contingency would cover the \$185,500 gap. Selection of Construction Management Services were brought before City Council once the Sub-Grant Agreement for the project was approved by NADBank which was pending resolution regarding Disadvantaged Business Enterprise and American Iron & Steel Language requirements. EPA was working with NADBank to clear American Iron & Steel and DBE Language. ***The Construction Manager, HDR, was selected during this report period and a contract for services was executed on July 30, 2014.***

Construction Services: It was anticipated that the Request for Proposals for Construction would be advertised by May however, this was delayed due to the Construction Manager not yet being selected. The Advertisement for Bids for Construction Services was estimated to be advertised in August 2014. The construction bid opening date and evaluations were to be completed in September for potential recommendation to City Council by October 2014. ***This schedule had 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 will be published in October for potential recommendation to City Council in November 2014 or early December.***

5. **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 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 5 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.

6. **Water Tank Replacement Project - FEMA (\$2,735,413.00)**- The Easter Earthquake on April 4, 2010 caused damage to the City's 1.5 million gallon steel water storage tank. The City had the damage assessed by a structural engineer and requested assistance from FEMA for the replacement of the tank and submitted a Project Worksheet on June 14, 2010 to FEMA. The damaged water tank was demolished with the use of USDA funds on October 2010. On September 27, 2010, FEMA sent the City a notice of obligation to fund the replacement of the 1.5 million gallon water storage tank for a total of \$2,145,422 in FEMA funding and \$589,991 in Cal EMA funding for a total obligation amount of \$2,735,413.

Per FEMA Policy, the project was considered a large permanent project and had been allocated an 18 month completion timeline. On March 1, 2011, the City sent FEMA a letter requesting a time extension for the project's completion date. On March 23rd, FEMA sent the City a letter approving the time extension to November 6, 2012.

The first fund reimbursement for the demolition was submitted to Cal EMA on September 26, 2011. City Council also authorized the City Engineer at the September 12th meeting to move forward with the design of the project and geotechnical boring was completed in early October 2011.

The State had approved the project to include the UV disinfection system improvement project which would otherwise result in over a \$300,000 cost savings to the City. Additionally, the City had received \$53,077.00 under Reimbursement #1 for the demolition costs and the first progress report was also submitted to the State on October 2011. Design work was approximately 80% complete at the end of December 2011.

FEMA issued a project environmental clearance on February 1, 2012 and authorized the City to move forward with construction. The City received a Notice for Grant Monitoring Field Review dated January 31, 2012. City staff and THG worked together to gather all required documentation to be audited by Cal EMA's representative, Mr. Harry Price. The interview meeting was held on March 6th and only two findings were found. It was communicated that the City had 30 days to clear all findings prior to a findings letter being issued. Bid Protest Procedures were adopted by the City per Cal EMA's request and provided to Mr. Price on April 10th, thus clearing one of the findings.

The WTP improvement plans, specifications and contract documents had been completed on March 13, 2012. The plans were reviewed by the City Engineer, City and the CDPH and review comments were incorporated into project design documents. The project was advertised for bidding on March 13th and a bid opening was conducted on April 4th. Three proposals were received and on April 9th, the City Council awarded construction contract to J.R. Filanc Construction Company for \$2,557,000. The project was over the grant budget by \$23,367 as of the end of April. The City Finance Manager needed to ensure enough reserves were set aside inclusive of the 6.25% and any over budget amount. The second, third, and fourth reimbursement requests were submitted this quarter with the last fund reimbursement received on July 13th.

City Management was notified during the months of May and June that temporary and permanent repairs to the WTP Clarifiers associated with the leak (that had not been part

of the contracted work) were needed. A change order was required. It was anticipated that the changes in scope of work would exceed \$250,000 and were to be budgeted through the Water Fund as no additional grant monies were available. The City Engineer prepared updated cost estimates and change order recommendations for City Council review and consideration at the July Council Meeting.

The fifth, sixth, and seventh reimbursement requests were submitted this quarter with last fund reimbursement received on October 15, 2012. City Council reviewed Change Order No. 1 for clarifier leak emergency repair (\$40,000) and Change Order No. 2 for clarifier leak permanent repairs (\$115,090) at the July 23rd meeting. After review of Change Orders and budget impacts, directive was provided by Council to move forward with the submittal of Change Orders to CalEMA/FEMA for review and funding consideration. The Change Orders were submitted to the agency on September 11, 2012.

The City received a letter from Cal EMA dated September 20, 2012 stating that Cal EMA did not support the City's request for additional funding for Change Orders No. 1 and 2, as the project had already been granted Improved Project status. The City finalized the scope approved under the FEMA Contract and recorded the Notice of Completion on November 6th. The City also submitted a letter dated December 17th to Cal EMA requesting project close-out procedures and release of 10% retention. A response was received on January 8, 2013, which requested final reporting forms. The eighth and ninth (final) reimbursement requests were also submitted and received this quarter. The only amount pending drawdown was \$268,177.78 which corresponded to the 10% retention pending formal close-out. The retention could not be drawn because the City was still pending to complete the City Hall Repair Project and Flag Pole file close-out.

THG proceeded to complete close-out forms required for the Water tank Project, however, the City Hall Repair and Flag Pole Projects also needed to be closed concurrent with the Water Tank Project in order for the City to obtain the pending reimbursement of \$268,178. Follow up was made with City Management in April 2013 on pending documents for the City Hall Repair project. THG gathered the pending documents and completed the Water Tank Close-out Packet, which was submitted to CalEMA on June 21st. The retention reimbursement was not issued until the packet was reviewed and all items were cleared by the State.

THG followed up with CalEMA during the third quarter and it was communicated that the close-out packet was still under review. The City expected a response by November. Follow up was made again with CalEMA during the fourth quarter and it was communicated on October 7th that the close-out packet was still under review. A "Federal Subgrantee Closeout" letter from Cal OES dated February 21st was received by the City in March. The State communicated that if the City concurred with final FEMA funding, then the City did not have to wait for the 60 day appeal period to close-out the grant. The City reviewed the letter and concurred with final FEMA funding and issued a letter to CalEMA on March 6th communicating that the City waived the 60 days appeal period, and requested the processing of the CDAA final closeout.

This project was officially closed by Cal OES on May 14, 2014. On June 4th, Mr. Smith, State representative, communicated that the payment request would be sent to the State Controller's Office for processing in early June and reimbursement would be issued in 60-90 days. *The City received the final reimbursement on August 4, 2014 in the amount of \$267,731 (with a discrepancy of \$447.00). Staff will follow up to clarify the discrepancy. This project will be removed from further reporting.*

- 7. 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 and also notified regarding a mandatory HCF Grant Administration Workshop on September 19th in Costa Mesa California. The City Finance Manager and THG Grant Manager attended the workshop. It was communicated at the workshop that the project could not be initiated without the execution of a State contract.

Project design commenced in October 2012 and plans were 95% complete. The City received a letter dated November 6, 2012 that included the fully executed Grant Contract and also requested that a deed restriction be recorded on the title to the subject property.

Project Design was 100% complete. On March 6, 2013, City Council was presented with options to meet the State's requirements on land control. One option was for the property to be transferred from the Successor Agency to the Holtville Redevelopment Agency to the City of Holtville and the second option was for a Land Tenure Agreement to be put in place between the Successor Agency and the City of Holtville. City Council provided directive to the legal department to move forward with the transfer of the property. A reimbursement would not be submitted until land tenure issues were addressed.

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

Follow up was made with the City Attorney in September on the status of the transfer of the property and it was communicated that he was in the process of working with the City Manager on a list of properties to be transferred from the Redevelopment Successor

Agency to the City of Holtville for submittal to the Finance Board. The project was re-advertised for bid and a total of two bids were received from Hazard Construction (\$149,607) and Pyramid Construction (\$133,944). The City awarded the construction contract at the October 14th City Council meeting to Pyramid Construction.

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

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

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

The final invoice and close-out packet was submitted to the State in July. Please note that the final invoice was not be reimbursed until the transfer of the property to the City of Holtville was complete and a deed restriction was recorded. The transfer was still pending as of June 30th. City Management continues to handle this with assistance from the City Attorney.

The City paid the final July invoice in September, thus allowing submission for final reimbursement to the State along with the Close-Out Packet. A Close-Out packet was officially submitted to the State on September 30, 2014. A total of \$193,000 is pending reimbursement from the State. 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.

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

On October 12, 2011, the USDA Area Specialist requested Health and Safety Violation letters issued to the City and the three most recent City Financial Audits. The Violation letters were provided to USDA and it was communicated that the Financial Audits would be submitted as soon as they were available from the auditors. The City's FY 2008/09 and 2009/10 Financial Audits were later submitted to Mr. Daniel Cordona, Area

Specialist, on December 5th. THG submitted a Sources and Uses Table to Mr. Cordona on December 20th per his request for review on possible refinance options for the City. The City Manager also forwarded the unaudited financial statement for 10/11. The City submitted the Short Lived Asset Schedule to USDA on February 27, 2012.

A site visit was scheduled by Mike Starinsky, USDA State Engineer and Pete Yribarra, Community Programs Specialist in early March. Subsequently, USDA issued a letter on March 19, 2012 inviting the City to submit a formal application for \$6,128,000 (\$4.5 million loan + \$1,628,000 grant). The application needed to be submitted by April 13, 2012.

On March 26, 2012, City Council provided directive for the noticing, posting, and publishing of a public hearing to be held before City Council on April 9, 2012 to discuss and consider the submission of the USDA application. The Public Hearing was held on April 9th and directive was provided to move forward with the full application.

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

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

THG worked with City Management on gathering loan conditions for submission to USDA. A memo dated November 26th was issued to the City Finance Manager with pending loan conditions to be fulfilled by the Finance Department. On December 14th a binder with loan conditions completed by THG was submitted to USDA. The loan conditions submitted were the following: Insurance & Bonding Requirements, 5.b and 5.c; Civil Rights & Equal Opportunity, 6.a-d; Written Agreements for Professional Services, 7.b; Land & Rights-of-Way, 8.a-b; Permits, 9.a; Environmental 10.a; Engineering & Construction Documents, 11.a and 11.c; Operating Budget, 15.a-b. Per follow up with USDA on January 9th all the outstanding loan conditions were pending from the City's Finance Department.

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

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

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

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

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

The final bond and close-out documents were submitted to USDA by RW&G in January 2014. Three disbursements were made to the City during this quarter in January (\$123,362 for soft costs & construction costs), February (\$366,936 for construction costs) and March (\$182,197 for construction costs). Construction was in progress with eighty-five percent (85%) complete for the Residential Collection project and twenty percent (20%) complete for the Outfall Main project as of March 31st. There were a total of three change orders for this reporting period amounting to \$65,667 of which USDA covers 70% as of March 31, 2014.

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

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

- 9. 4th Street Curb/Gutter/Sidewalk (Cedar to Walnut) – CMAQ Grant (\$844,000.00) –**
As of January 3, 2012 this project had not been previously contemplated or designed and was being considered under the application process for CMAQ funding available for fiscal year 2011-2012. ICTC overlooked funding availability and projects had to be ready to be obligated in the fiscal year. The required application was submitted on January 5, 2012. Most of the south side of Fourth Street from Cedar Avenue to Walnut Avenue had no existing sidewalk. Shoulder was composed of dirt or native material adversely contributing to air quality standards during the peak season of the packing sheds.

It was recommended to not submit the CMAQ application for funding available for fiscal year 2011-2012 due to the estimated project costs and the few funding available for the following fiscal year. ICTC announced a CMAQ call for projects on February 27, 2012 for fiscal years 2012-2013 to 2015-2016 with applications due no later than April 13, 2012. It was reasoned that the Fourth Street Sidewalks project had a better opportunity of receiving funding if an application was submitted for this round of CMAQ. It was determined that the project had to be divided into two phases to increase the opportunities of getting funding with a total estimated cost of \$844,000.00. Holtville City Council approved on April 9, 2012 the submittal of the application for the Fourth Street Sidewalks project. A minimum local match of 11.47% estimated in the amount of \$96,000.00 combined was required.

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

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

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

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

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

THG also identified a big discrepancy in programming of funds. The City originally requested Preliminary Engineering (PE), Right-of-Way (ROW), and Construction (CON) allocations from ICTC, but unfortunately ROW was not programmed. THG contacted

ICTC in June to communicate the discrepancy and it was noted as their oversight. It was requested by ICTC that the City complete another Project Sheet for the Federal Transportation Improvement Plan (FTIP) modification. The Project Sheet intended to correct the programming omissions, and funds reduction in August, under Amendment No. 13-12.

It was subsequently communicated by ICTC staff on July 30th that a funding phase would not be added under an Administrative Modification. Thus, the 4th Street Project Programming was processed under Formal Amendment 13-13 on September 3, 2013. At the September 26th ICTC monthly meeting it was communicated that ICTC received revised CMAQ Apportionments for FY 13/14 and a reduction of \$47,000 would be applied to the project under Administrative Amendment 13-13. The City opted to reduce the project scope within the reduced budget. The Design Phase was in progress. A preliminary environmental study was completed by THG and submitted to Caltrans on June 14, 2013. Caltrans subsequently determined that a Phase I Environmental would be required. The City Manager contracted Rincon to perform these services at the cost of \$3,500.00. Rincon completed an Initial Site Assessment on November 14, 2013 that was submitted to Caltrans on November 22nd for review. The Initial Site Assessment was approved by Caltrans and a Categorical Exclusion was issued on December 4th by Caltrans.

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

It was anticipated that a Request for Authorization for Right-of-Way packet would be submitted to Caltrans on January 2014 and that all ROW issues would be cleared with utility companies by early February so that the final construction packet could be submitted to Caltrans by the March 1, 2014 deadline.

City managements and PRC's directive was for the design to be able to accommodate a Class I Bike Lane along 4th Street in the future as funding became available. Design plans were completed in March. THG submitted the Right-of-Way Certification packet to Caltrans on February 21, 2014 and right-of-way certification approval was received on March 13, 2014. The Request-for-Authorization for Construction packet was submitted to Caltrans on March 13, 2014. The City received the E-76 authorization from Caltrans on May 6th.

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

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

10. 9th Street Underground & Street Improvement (Cedar to Palm) – RSTP Grant (\$453,000.00) – As of January 3, 2012 this project was a fully designed project under ARRA II that remained unfunded. Funding was available under RSTP for fiscal year 2012-2013. The required application was to be submitted no later than February 24, 2012. It was proposed to widen and rehabilitate the north side of 9th street between Cedar Avenue and Palm Avenue and underground the Pear Lateral, an earth-lined, open channel to include curb, gutter, and sidewalks. It was also proposed to improve the road from the current 22 feet width to its designed width of 60 feet. Total project costs were estimated to be \$453,000.00.

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

THG Staff verified through Caltrans, the Pear Lateral underground, which consists of Phase I, is considered a ROW expense and thus eligible to be completed with RSTP funding. THG submitted easement documentation to Caltrans. Caltrans findings were pending as of June 19, 2012.

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

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

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

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

Staff submitted the environmental documentation requested, including environmental information document and requested studies on April 25, 2013. On the same day Caltrans Staff informed that they would be contacting City Staff for a meeting regarding the environmental status of the proposed project. A meeting was held on May 20, 2013, which included the City Manager, at which time Caltrans Staff stated that an

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

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

It was determined by Caltrans, on November 6th, that the RFA for ROW packet would not need to be re-submitted. Caltrans issued the E-76 for ROW on October 30th authorizing the expenditure of right-of-way funds. Agreements and deposit amounts were pending from IID Water and IID Power in order to move forward with the right-of-way improvements phase of the project.

The City issued deposit checks to IID Power on February 6th and IID Water on February 10th in order to move forward with the right-of-way phase of the project. Prior to moving forward into the street construction phase, the City needed to obtain right-of-way certification. There were some issues with IID Water Department not wanting to submit a utility agreement but issues were cleared and a utility agreement was received on April 1st. All right-of-way issues were cleared and a right-of-way certification approval was issued by Caltrans on April 4th. The request-for-authorization to move forward with construction was also submitted to Caltrans on April 4th and was still under review. The first reimbursement request was submitted to Caltrans in March and reimbursed on April 22nd for right-of-way services. The E-76 authorization for construction was approved by Caltrans on May 6th.

City Council authorized the City Engineer to advertise the bid for construction services on May 12th. The construction services were advertised for bid on May 16, 2014. The project bid opening occurred on June 17, 2014 at 2 P.M. and bids were received from Pyramid Construction and Aggregates (\$275,929), Hazard Construction Company (\$289,589) and Masters Construction (\$296,616). The lowest bid came in at \$275,929 from Pyramid Construction. The City Manager procured services for construction management and Quality Assurance Program and Testing services. Construction, construction management, and QAP services were awarded by Council in late July.

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

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

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

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

There was no activity to report during the 1st quarter due to funds being programmed until FY 15/16. No further reporting will be made on this project until the end of 2014.

- 12. SR 115/5th Street Sidewalk Improvements (South) – STPL (\$424,000.00)** – The City of Holtville was allocated federal STPL funds proposed to be used for the SR 115/5th Street sidewalk and/or crosswalk improvements. Specifically, the long term plans of the City were to construct a sidewalk from the Grape Avenue intersection east, connecting to improvements constructed under the Orchard View Apartments project. Another section

was chosen to be improved which is between Chestnut and Grape Avenue and south side of SR 115/5th Street. The City of Holtville was awarded STPL funds in the amount \$300,000 for construction "improvements along SR 115/Fifth Street".

On December 12, 2011 City Council authorized Holtville City Manager to negotiate a professional service agreement for sidewalk/crosswalk improvements along SR 115/5th Street. In the month of January 2012 City Council selected THG to provide professional services for the design work to complete the improvement plans and approved the Agreement for Services. Design work was initiated and improvement plans were completed. A Caltrans Encroachment Permit was submitted to the corresponding district offices on April 2, 2012. Environmental Documentation was submitted and approved on April 3, 2012. A section of the project was within the right-of-way of a private property. Per Caltrans requirements just compensation was given to the affected property owner for the portion of property that was affected by the project. It was determined that a Waiver Valuation process was the correct approach since the portion of property being affected had a value of less than \$10,000.00. A fair market value was completed to determine just compensation for the property owner.

Fair market value of \$4,200.00 was determined as just compensation for the subject property. An offer was made and was found acceptable by Ms. Mireya R. Lopez Leyva, property owner. On May 17, 2012 the Grant of Easement for the portion of the subject property was recorded with Imperial County. THG staff obtained approval of design plans and Encroachment Permit on June 29, 2012. The RFA documentation was submitted to Caltrans Head Quarters for approval on June 29, 2012. As of June 29, 2012, THG engineering staff obtained Caltrans approval of design plans and the Encroachment Permit.

The City received the official authorization to proceed with construction from Caltrans on July 24th via the Authorization to Proceed (E-76 form). The project went out to bid and the bids came in over budget. Bid summaries were as follows: Granite Construction Company bid \$574,909.14, Pyramid Construction and Aggregates, Inc. bid \$360,055.68, and Hazard Construction Co. bid \$474,556.50. On October 22, 2012, City Council awarded the construction contract to Pyramid Construction and Aggregates, Inc. for \$360,055.68. An Award Packet was also prepared and submitted to Caltrans. Construction of the project was scheduled to begin in January and was scheduled to be completed in March 2013, but was running behind schedule. A funds draw could not be made until a formal approval of the Award Packet was completed by Caltrans.

It was communicated by Caltrans that the contractor was required to use a truck mounted attenuator (TMA). While the use of TMA was discussed with the Contractors during the Pre Construction Conference in November 2, 2012 it was not included in the Project plans and specifications. Engineer staff requested from Caltrans an exemption due to the 35 MPH speed limit at this section of SR 115/ 5th Street, but it was subsequently denied. Pyramid Construction had presented an initial amount for the change order of \$42,000 to acquire the TMA. It was proposed that traffic control phases be combined and possible removal of some of the scope from the north east corner of the intersection. It was anticipated that this would balance the costs out to a zero cost change order. Instead of these changes, a revised traffic control plan was prepared and approved by Caltrans which resulted in a net change order for the contractor of \$23,000, approved by the City Manager in May.

The First Reimbursement Request was submitted on May 15th. THG also submitted procurement documents requested by Caltrans on May 22nd. A second progress invoice was anticipated to be submitted by the end of July. A second progress invoice was submitted to Caltrans on September 3rd. Net change orders in the amount of \$4,100 were received for QAP services from Sierra and Landmark that needed to be reviewed and approved by Caltrans prior to submittal for reimbursement.

The QAP services change orders from Sierra and Landmark were approved by Caltrans on December 4th. An attempt was made in December to try and obtain additional funding to cover all the approved change orders, to no avail. Caltrans had also requested that a Cost Adjustment packet be submitted to reflect all projects costs and available programmed amounts. THG submitted the Cost Adjustment packet in late January 2014 once all final project costs were known. As of December 31, 2013, the first and second progress invoices were approved and reimbursements received. The third reimbursement request submitted on December 17th was still pending reimbursement from Caltrans as of December 31st.

Additional funding did become available and it was determined to retain all improvements on the north side reserved as an independent project to make use of new funding programming. "Phase II" was reported in this staff report as a separate item. With these changes, the contractor completed the Punch List and we anticipated that a Notice of Completion would be recorded during the following reporting period.

Directive was provided by Caltrans on February 19th to re-submit the third reimbursement request using a revised STIP form. The third reimbursement request was submitted on March 7, 2014 with a new exhibit template and was pending reimbursement as of March 31st. A final invoice was pending from Pyramid as of March 31st. A Notice of Completion was finally recorded on May 16th and the third reimbursement request was received on June 17th. The project ended with a gap of \$36,072. THG worked with ICTC to see if additional funds are available that could assist with the project gap. A final invoice and close-out packet was submitted to Caltrans in July.

Additional funds were made available for the full gap and a Cost Adjustment Packet was submitted on August 8, 2014 and approved within two weeks of submission. The Final Invoice and Close-Out packet was submitted to Caltrans on September 15th The final reimbursement due to the City is in the amount of \$51,615.59 and had not yet been received as of the date of this staff report.

13. **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.
14. **Sustainable Communities Planning Grant Application for GP & SAP Update (\$295,000)**- Directive was provided by City management to assess the opportunity to apply for funds under the Sustainable Communities Planning Grant. The Sustainable Communities Planning Grant was funded by Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. The purpose of the program was to assist local governments in meeting the challenges of adopting land use plans and integrating strategies to transform communities and create long term prosperity.

On January 27th, during a joint meeting with the Planning Commission and City Council, directive was provided on the submittal of a grant application for the update of the General Plan and Service Area Plan. Both of the planning documents were outdated and

eligible for funding under the Sustainable Communities Grant Program. The application was submitted on February 24th. A notice on awards was anticipated prior to June 2014.

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

The Holt Group Provided the State the following submittals on July 29, 2014 in order to obtain clearance and move forward with execution of a formal grant agreement:

- ***Payee Data Record (PDR) Original***
- ***Grantee Contact Information Form 2014***
- ***Attachment A- Work Plan***
- ***Attachment B- Budget***

As of September 30, 2014, a grant agreement had not yet been received by City Management. Follow up was done with the State and delays were attributed to the assignment of a new project manager.

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

It was communicated in February by ICTC and Caltrans that new STIP funds had become available that could be used to complete the north side of the SR 115/5th Street project. Directive was provided by City management to pursue these STIP funds for a phase II project. ICTC provided directive for the submittal of Project Programming Request and an Allocation Request packet through Caltrans. The Allocation Request packet was submitted to Caltrans on March 24th.

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

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

The City was approached by Mr. Luis Medina of Caltrans to request twice the funding based on the amount of funds that had been returned to the region from other projects that had lost their obligations. The Holt Group Submitted a revised allocation packet on July 18, 2014 with the intent of adding scope modifications at a later date, including the installation of the bus shelter as planned and designed by the City. The funds were successfully allocated and a total of \$314,625 in grant funding was issued to the City per the E-76 which authorized the City to proceed with construction. Staff's intentions

are to modify the project scope to include the bus shelter with the additional funds allocated. This will entail a revalidation of the environmental documents and a recertification of the right-of-way documents. The Holt Group has already initiated these actions and clearance is anticipated by the end of October so that the bids can include the added scope of work. We anticipate bringing this project back to City Council for action no later than November.

16. ATP Grant Application for Class I/Class II Core System Development (\$1,000,000)

– THG assessed the potential competitiveness of an Active Transportation Program Grant Application that was due May 21, 2014 and provided Management with local opportunities. The Active Transportation Program Grant was funded by the federal Transportation Alternative Program funds, federal Highway Safety Improvement Program funds and State Highway Account funds. This was the first funding cycle of the program. The goals of the program were to increase the proportion of trips accomplished by biking and walking, increase the safety and mobility of non-motorized users, advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals, enhance public health, including reduction of childhood obesity. The second objective was to ensure that disadvantaged communities, such as the City of Holtville, fully shared in the benefits of the program. There was an estimated \$360 million available statewide.

On April 7th a Public Hearing was held during the Planning Commission meeting to present the opportunity to the community and to receive public input before providing a recommendation to City Council. The Planning Commission's recommendation was for the submittal of a Class I and Class II Bike Lanes along 4th Street, Grape Avenue and 6th Street linking public centers and high density residential zones. The project also included the construction of curb, gutter and sidewalk along an approximate 1,490 LF block segment that was lacking sidewalk between Walnut Avenue and Grape Avenue. The item was placed for action at the April 14th City Council meeting.

City Council reviewed the proposed ATP application at the April 14th meeting and recommended that the item be tabled for review of other possible projects. On May 22nd City Council recommended that the project incorporate a Class II bike lane along 7th Street and not 6th Street. The application submittal and a local match commitment were approved at the meeting and the application was forwarded to Caltrans, ICTC, and SCAG on May 19th.

The ATP program is divided into State and Regional shares. The City of Westmorland received \$985,000 under the Statewide Program. Westmorland had documentation of a pedestrian/vehicle accident on the State route that resulted in a child's death. The regional share that was available to Imperial County was \$718,000, and nine (9) local projects were evaluated. Based on scoring criteria, including cost to benefit ratios, the City of El Centro had the strongest application and thus recommended to SCAG for funding which resulted in a successful allocation.

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



(5b)

MEETING DATE:	10-13-14
APPROVED FOR AGENDA	
CITY MANAGER	<i>[Signature]</i>
CITY ATTORNEY	

planning staff report

2014 Quarterly Report No. 3

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

From: Justina G. Arce, City Planner

Date: October 6, 2014

Projects: Private Planning Permits (in order of submittal)

1. Daniels Tentative Parcel Map
2. IV Milling Design Review/Site Plan Review
3. IV Milling Conditional Use Permit
4. IV Milling Right-of-Way Abandonment
5. Ojeda Car Wash Site Plan Review
6. *Melon LLC Annexation GP Amendment & Pre-zone*
7. *Born Lot Line Adjustment*
8. *Auto Zone Sign and Site Plan Review*

City Planning Projects

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

This Planning Staff Report covers the period from July 1, 2014 through September 30, 2014, unless otherwise specified. The purpose of the following communication is to provide a summary report to the City of Holtville of the planning work currently being performed by The Holt Group in regards to planning and development projects in the City, and more specifically the projects referenced above and further detailed below.

PRIVATE DEVELOPER PLANNING APPLICATIONS

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

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

The City proceeded with notifying potentially impacted utility and public agencies, including several City departments, regarding the proposed Parcel Split on March 4, 2014. The City received comments from three (3) agencies and their comments were incorporated into a Report of Investigation and Conditions of Approval prepared by City Staff for consideration by the Planning Commission. The Planning Commission held a public hearing on March 17, 2014 to consider Parcel Split, but then tabled the item until April.

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

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

2. **IV Milling Conditional Use Permit** - IV Milling approached the City in December proposing to construct a warehouse facility in the Downtown-B Zone. Warehousing is not a land use allowed by right in the Downtown-B Zone. A Conditional Use Permit would be required for the construction of the warehouse. A letter was sent to Simon Bornt of IV Milling on December 27, 2013 informing him of the land use requirements and the applications required to move forward with the land use entitlement process. The Project Review Committee met on January 2, 2014 and expressed their support of the proposed land use. Preliminary meetings were held of January 8th and a second PRC meeting at the request of the client on January 24th regarding the ROW issues. Due to the numerous parcels surrounding the project site owned by the Bornts, the Bornt Trust and IV Milling, the existing developments have not been confined to the respective parcel boundaries and have affected public right-of-ways. An application and applicable fees were submitted to the City on January 30th, 2014.

The Holtville Planning Commission held a duly noticed public hearing on February 18, 2014 which was tabled at the request of Mr. Glen Bornt who shared his concern with a number of the conditions. A site visit was performed by Ginger Ward, Georgina Camacho, the City Manager and the City Planner on February 21st. The Planning Commission met, as scheduled, on February 26, 2014 and approved Conditional Use Permit 14-02 via PC resolution 14-02. The conditions were modified to incorporate requirements to remedy the ROW violations that would be applicable unless the Applicant reached an agreement with City Council. Additionally, a hold harmless/indemnification agreement requirement was imposed.

The Applicant, Mr. Glen Bornt, submitted a letter on March 7, 2014, appealing to the City Council the Planning Commission's findings and, more specifically, twelve conditions stipulated in CUP 14-02 associated with Right-of-Way (ROW). Mr. Bornt specified that the reason for the appeal was his intention to have City right-of-way abandoned and therefore certain conditions should not be applicable.

City Council held a duly noticed public hearing on March 31, 2014 to consider the appeal and, finding no error in the Planning Commission's findings and determinations, the Council affirmed the Planning Commission's Decision and noted that if and when Council takes action on the private use of public right-of-way, a determination of applicability would be made at the time. As of June 30, 2014, the Conditional Use Permit had not been executed by the Applicant or submitted to City Staff for recordation at the County.

As of September 30, 2014, the Conditional Use Permit had not been executed by the Applicant or submitted to City Staff for recordation at the County. Mr. Steve Walker, City Attorney continues to work on an interim Licensing Agreement for use of the Public right-of-way.

3. **IV Milling Design Review/Site Plan Review** - IV Milling submitted a Site Plan for a courtesy review on December 12, 2013 for the construction of an 18,700 SF pre-manufactured, corrugated metal building to be used for the warehousing of seeds. The pre-manufactured building would front Orange Avenue between 5th and 4th Street (south of Viking Tire) and be situated within the D-B Zone. There were various omissions in the submitted Site Plan, but the Project Review Committee did meet on January 2, 2014 to review the project for consistency with the Downtown Code, discuss right-of-way issues, off-site improvements, and made recommendations regarding the same.

The Planning Commission agreed with the PRC recommendations and incorporated them into Conditional Use Permit 14-02, which was approved on February 18, 2014 via Resolution 14-02 at a duly noticed Public Hearing. The applicant, Mr. Glen Bornt, submitted a letter to appeal certain improvement conditions included in Conditional Use Permit 14-02, but was denied as explained in the previous item of this Staff Report. As of June 30, 2014, no improvement plans had been submitted to City Staff for review. *As of September 30, 2014, no improvement plans had been submitted to City Staff for review.*

4. **IV Milling Right-of-Way Abandonment** – Simon Bornt on behalf of IV Milling submitted an Application for Street/Easement/Alley Vacation and Abandonment on March 19, 2014 for a segment of Orange Avenue and a segment of the alleyway between Orange Avenue and Walnut Avenue both in between 5th Street and 4th Street. After a review of the application packet the applicant was notified that it was incomplete as several of the documents referenced contained inaccurate information and the application fee was not paid for in full.

Mr. Bornt, forwarded revised exhibits to City Staff on April 3, 2014 and requested the City's review before they were notarized. The applicant was notified on April 4th 2014 that the packet was missing the draft deeds of conveyance for the proposed public right-of-way as well as a "Consent for Closure Street/Easement/Alley" for one of the nearby properties having APN 045-293-001.

Additional directive was provided to the applicant at the request of the City Manager. In a letter dated April 30, 2014, staff communicated that the Right-of-Way Abandonment will require a Zoning Code and General Plan Amendment to remove Orange Avenue and communicated the corresponding deposit and fees. A revised ROW application packet was submitted to the City on June 17, 2014. The ROW packet contained revised plat maps, legal descriptions, and the pending consent form from the property owner in the vicinity of the site. However the two plat maps did not show how the right-of-way was to be distributed among the surrounding parcels and suggested a lot merger. No deed of conveyance was included in

the packet nor was the required concurrent amendment application submitted. A letter reiterating these outstanding issues was sent to Mr. Bornt on June 19, 2014. As of June 30, 2014, the City had not received the pending information.

During the reporting period, Mr. Bornt began working on a Licensing Agreement in coordination with the City Manager and the City Attorney. As of September 30, 2014, the City had not received the pending information to process a formal right-of-way abandonment and this application may no longer be necessary if the Licensing Agreement meets all the applicant's needs.

5. **Ojeda Car Wash Design and Site Plan Review** - Mr. Ojeda submitted a conceptual site plan for a car wash to be located at the northeast corner of Orange Avenue and Fifth Street in the Downtown B-Zone. After some discussion and at the direction of the City Manager, it was determined that the Car Wash may be considered a retail commercial use allowed by right in the Downtown B Zone, subject to such finding by the Planning Commission. Planning staff met on June 4th with Mr. Ojeda and conducted a courtesy review of the site plan. Ms. Arce further provided the applicant and his contractor with the necessary application forms for the design review and site plan review, along with planning fee schedule and development impact fees per their request. As of June 30, 2014, the City had not received an application packet.

A formal application had not been received as of September 30, 2014. Since the project proponent has not been in further contact with the City, this item will be removed from further reporting until a formal application is received.

6. **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. The initial review determined that the application was unacceptable and incomplete including some of the following reasons: 1) the application did not have a specific project identified and no site plan was prepared which is an Annexation requirement from both LAFCo and the City, 2) none of the required studies were submitted for environmental assessment such as hydrology and traffic, and 3) corresponding application fees were not submitted. A letter communicating our findings was sent to Mr. Jeff Lyons on September 8, 2014 and with cc's to Mr. John Hawk, property owner. Subsequently the City was copied on a letter from LAFCo to John Hawk, rejecting their Annexation application due to lack of a project and insufficient information for project assessment for CEQA compliance. As of September 30, 2014, a resubmission had not been received.*
7. **Bornt Lot Line Adjustment-** *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.*

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

CITY PLANNING PROJECTS

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

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

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

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

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

General Information - Current Land Use Plan, Current Zoning Map and Adopted Standards Details and Specifications; Water Information - CAD Water Pipeline Map and Smith Subdivision Water Loop Study; Wastewater - Wastewater Treatment Plant Final Project Description, Sewer Pipeline Map, and Current Sewer Rate Table; Fire Protection - Public Safety Building Site Plan and Project Description; Law Enforcement - Executed Contract with Imperial County Sheriff's Office; Transportation- Sidewalk Study, Downtown Code

Street Regulating Plan, and Bicycle Master Plan; Parks & Recreation - Wetlands Trail Link Plan, Park Location Map and Skate Park Master Plan; Solid Waste - Contract with CR&R; Drainage - Melon Road & 9th Street Drainage Study Prepared for Rancho Mira Vista Subdivision and 3rd Street Drainage Study.

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

The Final Draft of the focused Service Area Plan was submitted to City Management on August 14, 2014. Upon review, the City Manager may begin processing for formal adoption by initiating a Public Hearing at the Planning Commission level.

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

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

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

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

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

has been transferred to Family Dollar, but will continue working with City Management to resolve this pending issue. ***No additional updates were available as of September 30, 2014.***

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.

cc: Steve Walker, City Attorney

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**City of Holtville
REPORT TO COUNCIL**

MEETING DATE:	10-13-14
APPROVED FOR AGENDA	<i>m</i>
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

DATE ISSUED: October 1, 2014
FROM: Public Works Supervisor
SUBJECT: Bi Monthly Report.

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

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

- Clear sewer plugs at different locations in town.
- Repaired water service line leaks.
- Assisted in the rehabilitation of a manhole on 9th St. and Cedar Ave. and coating of the manhole on 6th and Walnut Ave.
- 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.
- Installed 3-4 inch laterals for the 9th St. project.
- Repair bathrooms at Samaha Park.

Respectfully Submitted,

Alejandro Chavez
Public Works Foreman
City of Holtville

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City of Holtville

REPORT TO CITY COUNCIL

MEETING DATE:	10-13-14
APPROVED FOR AGENDA	AK
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	

DATE ISSUED: October 8th, 2014

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 the Council of the operations and maintenance activities completed at the City's water-wastewater treatment facilities during the period between 09/16/14 to 10/08/14.

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

Water Treatment Plant:

- Staff completed replacement (at 5000 hrs.) of ultraviolet lamps on both Trojan UV system trains.
- Staff replaced all (3) chlorine injectors and replaced aged tubing at all injection points.
- Staff took regular samples, maintained operational records, and performed all other routine maintenance as required.

Waste Water Treatment Plant:

- Staff replaced diffused air-lift piping in Parkson-Dynasand filter units #2 and 3.
- Wastewater plant staff took regular samples, maintained operational records, and performed all other routine maintenance as required.

Respectfully Submitted,

Frank Cornejo.
Water/Wastewater Operations Supervisor
City of Holtville



Mandatory Minimum Penalty Report

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

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

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

Region (7), County (Imperial) Occurred between 1/1/2014 and 12/31/2014

Region	Agency	Facility	WDID	MMP Exempt Violations	Serious Reporting Violations	Serious Effluent Violations	Chronic Violations	Vio w/ MMP Enf	Vio Fully Resolved (Paid and Historical)	Vio w/o MMP Enf	Total MMP Vios
7	Brawley City	Brawley City WWTP	7A130100011	0	0	0	1	0	0	1	1
7	CALIPATRIA CITY	CALIPATRIA CITY WWTP	7A130102041	0	0	0	1	0	0	1	1
7	Holtville City	Holtville City WWTP	7A130105011	13	0	0	9	0	0	9	9
7	Imperial Irrigation District	IMPERIAL ID GRASS CARP HATCHERY	7A130128015	0	0	0	9	0	0	9	9
7	Imperial Irrigation District	Imperial ID El Centro GS	7A130128003	0	0	0	21	0	0	21	21
7	Niland SD	Niland SD WWTP	7A130109011	0	0	3	0	0	0	3	3
7	Ormand, Peter M	Peter M Ormand Date Gardens MHP	7A131057011	0	0	0	2	0	0	2	2
TOTAL (PAGE)				13	0	3	43	0	0	46	46
TOTAL (REPORT)				13	0	3	43	0	0	46	46

Violation: An instance of non-compliance

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

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

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

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City of Holtville

Report to Council

MEETING DATE:	10-13-14
APPROVED FOR AGENDA	<i>M</i>
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

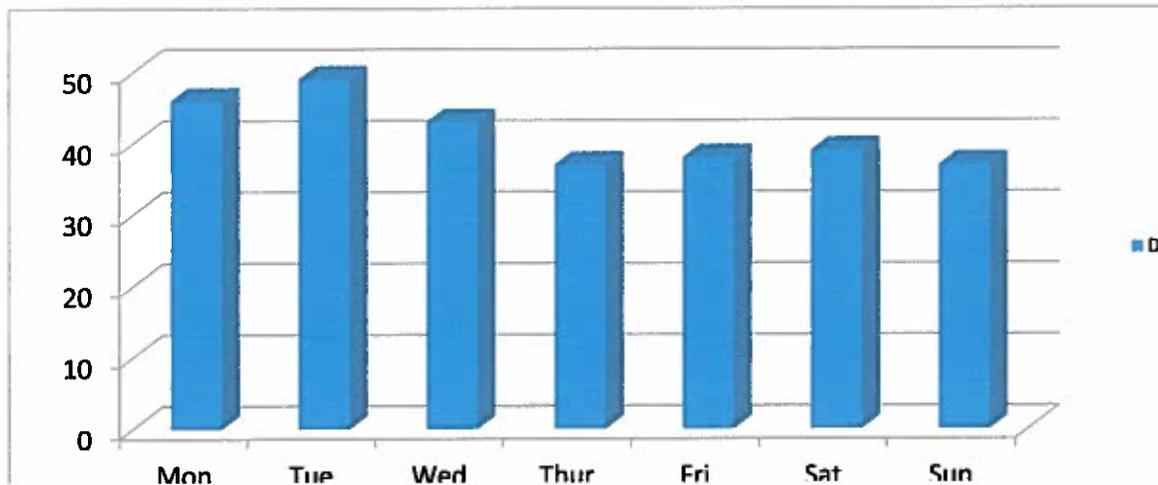
Date Issued: October 7, 2014
From: Sergeant Manuel De Leon, Chief of Police
Subject: Holtville Sheriff's Monthly Report – September 2014

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

The following is a summary of statistics for the Holtville Sheriff's Deputies for the month of September 2014.

Calls For Service:

- **271** total incident reports, which were entered into Spillman Computer Database by the Imperial County Sheriff's Dispatch Center. These calls consisted of requests for Sheriff's services.
- The highest volume of calls for service occurred on **Tuesday** with **49 calls**. The highest volume of calls occurred from **5:00 p.m. to 6:00 p.m.**

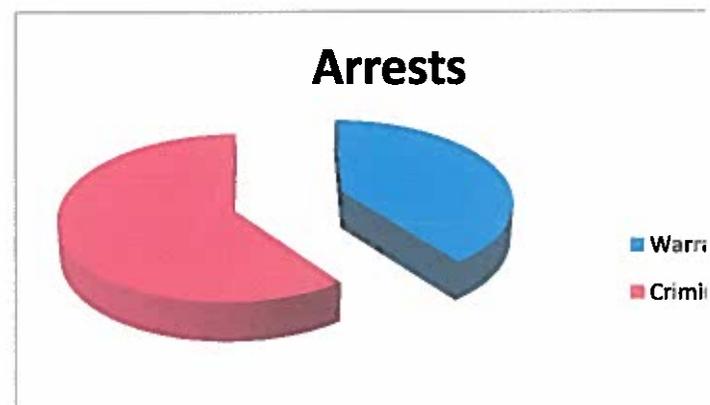


<i>Traffic</i>	<i>Total</i>
Traffic Stops	95
Citations Issued	24
Traffic Collisions	6
DUI's	2



<i>Crimes</i>	<i>Total</i>
Burglary	2
911 Calls - Hangups	1
Vandalism	3
Disturbing the Peace	11
Narcotic Offenses	3

<i>Arrests</i>	<i>Total</i>
Warrants	6
Criminal	9
Total	15



<i>Miscellaneous</i>	<i>Total</i>
Animal Problem	6
Alarm Calls	12
Deputy Request	3

During the month of September, the Holtville Deputy Sheriffs have been active within the community. The following is a brief summary of incidents and events that the Holtville Police Department has been involved in.

- On September 2, 2014, Deputy Ayala sustained minor injuries after being in a scuffle with a male subject who was later arrested for resisting arrest.
- On September 8, 2014, all Holtville assigned patrol units were stenciled with "City of Holtville".
- On September 8, 2014, I attended the Holtville City Council Meeting at the Holtville Civic Center.
- On September 11, 2014, Holtville Deputies, Holtville Fire Department, and I participated at a 9-1-1 remembrance assembly for students at Finley Elementary School.
- On September 17, 2014, I attended a meeting at the Public Health Department with the Imperial County Safe Routes to School Group.
- On September 19, 2014, Alex Meyerhoff, Fire Chief Silva and I met with Celso Ruiz regarding Walk to School Event on October 6-8.
- On September 24, 2014, I attended a county meeting with the Child Abuse Response Team as the District Attorney's Office.
- On September 25, 2014, I attended a farewell luncheon for Alex Meyerhoff at the Holtville Civic Center.
- On September 29, 2014, Deputies responded to a robbery at the Family Dollar store. A picture of the suspect has been released and the case is currently being worked on by the South County Investigations Unit of the Sheriff's Office.

Deputy Zamora also returned on September 12 after a two week vacation.

Respectfully submitted,

Sergeant Manuel De Leon

①
**THE MINUTES OF THE REGULAR MEETING OF THE SUCCESSOR AGENCY TO
THE HOLTVILLE REDEVELOPMENT AGENCY**

September 22, 2014

The regular meeting of the Successor Agency to the Holtville Redevelopment Agency was held on Monday, September 8, 2014 at 5:30 p.m. in the Civic Center. Board Members present were Richard Layton, Ginger Ward, Jim Predmore, David Bradshaw and Mike Goodsell. Staff members present were Alex Meyerhoff, Denise Garcia, and Nick Wells. City Attorney Steve Walker, City Engineer Jack Holt, Fire Chief Alex Silva, and City Planner Justina Arce were also present. City Treasurer Pete Mellinger was absent.

**SUCCESSOR AGENCY TO THE HOLTVILLE REDEVELOPMENT AGENCY MEETING
CALLED TO ORDER:**

Mayor Bradshaw called the meeting to order at 7:16 p.m.

MEETING DATE	10-13-14
APPROVED FOR AGENDA	
CITY MANAGER	<i>[Signature]</i>
FINANCE MANAGER	
CITY ATTORNEY	

CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

(Government Code Section 54956.9)

Property: APN 045-292-016, 045-293-006, and 045-293-007

Agency Negotiators: City Manager and City Attorney

Under Negotiation: Price and Terms of Payment

No Reportable Action Taken

Property: APN 045-100-052, 045-204-015, 045-204-016, 045-243-004, 045-244-001, 045-261-039, 045-281-004, 045-292-016, 045-293-006, 045-293-007, 045-294-004, 045-330-060

Agency Negotiators: City Manager and City Attorney

Under Negotiation: Price and Terms of Payment

No Reportable Action Taken

EXECUTIVE SESSION ANNOUNCEMENTS:

None

PUBLIC COMMENTS:

None

CONSENT AGENDA:

1. Approval of the Minutes from the City Council Meeting of September 8, 2014.

A motion was made by Mr. Goodsell and seconded by Mrs. Ward to approve Consent Agenda item #1.

AYES: Layton, Ward, Predmore, Bradshaw, Goodsell

NOES: None

ABSENT: None

ABSTAIN: None

ADJOURNMENT:

There being no further business to come before the Board, Mr. Bradshaw adjourned the meeting at 7:18 p.m.

David Bradshaw, Chairperson

Denise Garcia, Interim Secretary

Successor ⁽²⁾ Agency

CITY OF HOLTVILLE
Monthly Check Register

MEETING DATE:	10-13-14
APPROVED FOR AGENDA	Page 1
CITY MANAGER	<i>AL</i>
FINANCE MANAGER	
CITY ATTORNEY	

Date : 10/10/2014 9:04:19 AM
User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number	: 1758	Check Date	: 9/25/2014			
Vendor	: 1231 WALKER & DRISKILL					
91	63970	9/22/2014	6242	ATTORNEY FEES		62.50
Invoice Amount	: 62.50	Discount Amount	: 0.00	Check Amount	:	62.50

Total Number of Vendors	:	1	:	0.00
Total Number of Checks Printed	:	1		
Total Number of Voided Checks	:	0		
Largest Check Amount	:	62.50		
Total for all Checks Printed	:	62.50		
Total for Voided Checks	:	0.00		
Net Amount of Checks Printed	:	62.50		

Summary

Fund	Amount
91 RPTTF Fund - RDA Successor Agency	62.50