

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

Monday, March 27, 2023

- | | | |
|---|---|--|
| <input type="checkbox"/> Ginger Ward, Mayor | <input type="checkbox"/> Michael Pacheco, Council Member | <input type="checkbox"/> Steve Walker, City Attorney |
| <input type="checkbox"/> Murray Anderson, Mayor Pro Tem | <input type="checkbox"/> George Morris, City Treasurer | <input type="checkbox"/> Jack Holt, City Engineer |
| <input type="checkbox"/> Mike Goodsell, Council Member | <input type="checkbox"/> Nick Wells, City Manager | <input type="checkbox"/> Jeorge Galvan, City Planner |
| <input type="checkbox"/> John Munger, Council Member | <input type="checkbox"/> Adriana Anguis, Finance Supervisor | <input type="checkbox"/> Alex Silva, Fire Chief |

THIS IS A PUBLIC MEETING

The Holtville City Council values your input if there is an issue on which you wish to be heard, for both items listed on the agenda and for items of general concern. The Mayor reserves the right to place a limit on each person's comments. Any public comments must include the individual's name and address for the record. Personal attacks on individuals and/or comments which are slanderous or which may invade an individual's personal privacy are not permitted.

CITY COUNCIL

MEETING CONVENED 5:30 PM

CLOSED SESSION PUBLIC COMMENTS: This is the time for the public to address the City Council on any item appearing on the Closed Session agenda for this meeting.

ADJOURN TO CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

(Government Code Section 54956.8)

Property: APN 045-281-004 formerly held by the former Holtville RDA *(S of Browning Trailer)*

Agency Negotiators: City Manager and City Attorney

Under Negotiation: Potential Sale

RECONVENE OPEN SESSION

PLEDGE of ALLEGIANCE:

INVOCATION:

CITY CLERK RE: Verification of Posting of the Agenda

EXECUTIVE SESSION ANNOUNCEMENTS:

GENERAL PUBLIC COMMENTS: The public may address the City Council on any item that DOES NOT appear on the agenda for this meeting within the purview of the City Council.

PROCLAMATION:

Autism Awareness in April
Gloria Brambila - Mother, Volunteer Advocate

1. 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.

- a. Approval of the Minutes from the Regular Meeting of Monday, March 13, 2023.
- b. Current Demands #45278 through #45328.

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUES:

2. **UNFINISHED BUSINESS:** *None*

3. **NEW BUSINESS:**

- a. **Discussion/Related Action to Adopt RESOLUTION #23-10** Authorizing an Application for the Sunset Rose Senior Apartments Project to the HCD California Housing Accelerator Program

Nick Wells, City Manager

- b. **Discussion/Related Action to Adopt RESOLUTION #23-11** Approving a Task Order for Design Engineering Services with The Holt Group for the East Ninth Street Sidewalk Improvements Project (Webb to Oak)

Nick Wells, City Manager

- c. **Discussion/Related Action to Adopt RESOLUTION #23-12** Approving Acceptance of the Gift of Property at Fourth Street and Chestnut Avenue (APN 045-633-022-000) from Campesinos Unidos

George Galvan, City Planner

4. **INFORMATION ONLY:** *None*

5. **STAFF REPORTS**

- a. **City Manager Report - Nick Wells**
- b. Finance Supervisor - *Adriana Anguis (Not provided)*
- c. Fire Chief - Alex Silva
- d. Water/Wastewater Supervisor - *Frank Cornejo*
- e. Public Works Foreman - *Alex Chavez*

6. **Items for future meetings**

7. **ADJOURNMENT:**



**CITY OF HOLTVILLE
MAYOR'S PROCLAMATION
Declaring April, 2023 as
Autism Awareness Month & April 2, 2023
as World Autism Awareness Day in Holtville**

WHEREAS, Autism is the result of a neurological disorder that affects the normal functioning of the human brain, and can affect anyone, regardless of race, ethnicity, gender, or socioeconomic background; and

WHEREAS, symptoms and characteristics of Autism may present themselves in a variety of combinations and can result in significant lifelong impairment of an individual's ability to learn, develop healthy interactive behaviors, and understand verbal, as well as nonverbal communication; and

WHEREAS, the Autism Spectrum Disorder (ASD) is a reality that affects millions of families every day and more children are being diagnosed, resulting in rates as high as one in forty-four children nationally with four times greater prevalence among boys than girls according to the Centers for Disease Control (CDC); and

WHEREAS, in April we recognize those with Autism achieving and breaking down barriers and recommit to helping those on the Autism Spectrum reach their full potential at all times; and

WHEREAS, while our nation has made progress in supporting those with ASD, we are only beginning to understand the factors behind the challenges they face; and

WHEREAS, as the effort to address Autism continues; doctors, therapists, and educators can help individuals with Autism overcome or adjust to its challenges and provide early, accurate diagnosis, appropriate education intervention, and therapy that are vital to future growth and development; and

WHEREAS, the City of Holtville, California proudly supports the annual observance of Autism Awareness Month and World Autism Awareness Day in the hope that it will lead to a better understanding of the Autism Spectrum Disorder, celebrating the work of advocates, professionals and family members, and all who work to build a brighter tomorrow alongside those with Autism.

NOW, THEREFORE, BE IT RESOLVED, that I, Ginger Ward, Mayor of the City of Holtville, along with the City Council, do hereby proclaim April, 2023 as Autism Awareness Month and April 2, 2023 as World Autism Awareness Day in the City of Holtville to raise public awareness, acceptance and inclusion of those with Autism and the myriad of issues surrounding the disorder, as well as to increase knowledge of the programs that have been and are being developed to support individuals with Autism and their families.

In witness hereof, I hereunto set my hand this 27th day of March, 2023.


Attest:

Ginger Ward, Mayor

Nicholas D. Wells, City Manager

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

Monday, March 13, 2023

MEETING DATE:	<u>3/27/23</u>
ITEM NUMBER	<u>1 a</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

The Regular Meeting of the Holtville City Council was held on Monday, March 13, 2023, at 5:30 pm in the Civic Center. Mayor Ginger Ward was present, as were Council Members Murray Anderson, Mike Goodsell, John Munger and Mike Pacheco. Also present were City Treasurer George Morris, City Attorney Steve Walker and City Manager Nick Wells.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

The Closed Session meeting was called to order at 5:30 PM. by Mayor Ginger Ward.

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Ward called the Open Session meeting to order at 6:09 PM.

PLEDGE OF ALLEGIANCE: *Mr. Pacheco led the Pledge of Allegiance.*

INVOCATION: *The Invocation was given by Mr. Goodsell.*

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

City Manager Nick Wells verified that the agenda was duly posted on Friday, March 10, 2023.

EXECUTIVE SESSION ANNOUNCEMENTS:

Mr. Walker reported that there was no reportable action from the Closed Session, but direction was given to staff to bring back further information on one matter.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

(Government Code Section 54956.8)

Property: APN 045-281-004 formerly held by the former Holtville RDA (S of Browning Trailer)

Agency Negotiators: City Manager and City Attorney

Under Negotiation: Potential Sale

No Reportable Action Taken

GENERAL PUBLIC COMMENTS:

Carlos Zaragoza (1809 Orchard Road) came representing Campesinos Unidos. They are proposing to dedicate a small parcel to the City of Holtville left over from the construction of the Via Zarada subdivision in the early 1990s. They are seeking a commitment from the City to accept the donation. Mr. Goodsell informed him that the Council is open to that action once any incumbencies attached to the property are removed.

Julie Browning, President of Holtville Little League came to share the League's plans and give updates. She reported that they have 160 kids participating on 11 teams this year. The league has made several repairs and improvements, some of which she is requesting the City's assistance in funding via a letter she presented to the City Manager. Mr. Anderson commended her for updating the Council and hopes the dialogue continues.

Undersheriff Bobby Benavidez made a return to Holtville to remind City leaders that the Imperial County Sheriff's Department shares the interest of the City are happy to continue our partnership to meet our law enforcement needs.

Jaysel Mendoza, District Representative for Senator Steve Padilla came to inform the Council of the upcoming "Tacos & Taxes" event, which will assist low income individuals (\$66,000 or less) with their tax return preparation and will be held on April 6, 2023, from 9 a.m. to 2 p.m. at IVC. The event will be hosted in partnership with Golden State Opportunity and Dreams for Change. Free tax services will be by appointment or walk-in. Mr. Munger asked for clarification as to whether if the income threshold is for dual or individual income. Ms. Mendoza promised to get an answer to the question at a later date.

Mr. Wells spoke asked her to relay thanks and appreciation to the Senator for participating in the Carrot Festival Parade and taking time to visit with City leaders that day.

RECOGNITION

***Holtville High School Wrestling Team
Coach CJ Johnston***

Mr. Anderson introduced Coach Johnston to recognize the team's third straight CIF Division 4 championship. Coach introduced the Council to Sophomore Ella Castro and Junior Mia Navarro from the Women's Wrestling Team, reporting that they started with 16 girls and maintained 11 on the team. Additionally, there are 14 students on the men's team, 4 of which are seniors - all present were introduced, as were assistant coaches Coach Castro, Navarro, and Irungary. Photos were taken of the athletes and coaches in attendance with the Council members.

1. CITY COUNCIL CONSENT AGENDA:

- a. Approval of the Minutes from the Regular Meeting of Monday, February 27, 2023.**
- b. Current Demands #45227 through #45277**

A motion was made by Mr. Goodsell and seconded by Mr. Anderson to approve the Consent Agenda as presented. The motion passed in the form of a roll call vote.

AYES: Anderson, Goodsell, Munger, Pacheco, Ward

NOES: None

ABSENT: None

ABSTAIN: None

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQUES:

Ms. Anguis reported that Finance has gotten a draft of the 2021-22 audit which is being reviewed. She is just beginning the annual monitoring process of the Senior Gardens Apartments. She is also working with other area municipal finance professionals to reconstitute the local chapter of CSMFO. Finally, she announced that she has completed work on a Masters in Public Administration.

Mr. Morris attended the California Mid-Winter Fair. He reported that the fair went well, and the weather was nice. He saw various old photographs in the buildings, many of which depicted Holtvillites, including Mr. Pacheco's brother Frank with his Grand Champion steer.

Mr. Pacheco reported that he was absent from the last meeting, but was able to attend the Vikings Energy Farm groundbreaking event.

Mr. Anderson attended his first IV Housing Authority Meeting. He was surprised to see how much business they had to conduct and the extent of their work. He also attended the review committee meetings to select the architect for the Public Safety Building.

Mr. Goodsell attended a CALCOG conference in Riverside where he learned quite a bit and took advantage of some networking opportunities. While there, he took the opportunity to visit the Cheech Marin Center for Chicano Art & Culture of the Riverside Art Museum, seeing several interesting exhibits, taking many pictures to show his high school students. He also attended the architect review committee meetings along with Mr. Anderson, as well as some ICTC responsibilities.

Mr. Munger also attended the IV Housing Authority Meeting with Mr. Anderson. On a subsequent trip to the IVHA units in Holtville, he was concerned about the safety and durability of a plastic ADA ramp that he saw. He is interested to see where funding can be found to improve those kinds of issues. He is looking to do more with the community.

Mr. Walker, Mr. Galvan and Mayor Ward had nothing to report at the time.

2. UNFINISHED BUSINESS: None

3. NEW BUSINESS:

a. Discussion/Related Action to Adopt RESOLUTION #23-08 Awarding a Contract for Construction of the Holtville Wetlands Project

George Galvan, City Planner

Mr. Galvan reviewed the history of the project, which has been in process with its current iteration since 2016, and with the bidding process. After that produced a budget shortfall, additional funds were sought and now procured through the Bureau of Reclamation. Now that additional funding has been secured, the low bidder has been contacted and is prepared to commence construction at the amount of their bid.

A motion was made by Mr. Pacheco and seconded by Mr. Goodsell to approve the action as presented. The motion passed in the form of a roll call vote.

AYES: Anderson, Goodsell, Munger, Pacheco, Ward

NOES: None

ABSENT: None

ABSTAIN: None

b. Discussion/Related Action to Designate the City of Holtville's Delegate and Alternate Representative to the 2023 SCAG Regional Conference & General Assembly, to be Held May 4-5, 2023, at the Desert Springs Resort & Spa in Palm Desert, California

Nick Wells, City Manager

Although Ms. Ward has traditionally functioned as the City's delegate in recent years, she is unable to attend this year's event. Mr. Goodsell expressed some reservation for the need to take time off from school, but sees the utility of participation and stated that he would be open to attending. Mr. Munger then stated that he would like to attend in more of an educational / support capacity.

A motion was made by Mr. Anderson and seconded by Mr. Pacheco to designate Mike Goodsell as the City's delegate and John Munger as the alternate to the 2023 SCAG Regional Conference and General Assembly in Palm Desert. The motion passed in the form of a roll call vote.

AYES: Anderson, Goodsell, Munger, Pacheco, Ward

NOES: None

ABSENT: *None*
ABSTAIN: *None*

c. Discussion/Related Action to Adopt RESOLUTION #23-09 Awarding an Architectural Services Contract to Rubio Medina, Architect, for Design of the Holtville Public Safety Buildings

Nick Wells, City Manager

Mr. Wells reported on the proposal evaluation process. Both Mr. Anderson and Mr. Goodsell reported that a fairly thorough process was followed to vet the candidates and a level of comfort was reached with the recommended firm.

A motion was made by Mr. Goodsell and seconded by Mr. Anderson to approve the list as amended. The motion passed in the form of a roll call vote.

AYES: *Anderson, Goodsell, Munger, Pacheco, Ward*
NOES: *None*
ABSENT: *None*
ABSTAIN: *None*

Given the history of this project over the last 20 years, Mr. Wells was expressed great excitement to be moving forward with this project, stating, "This is a big day for Holtville!"

4. INFORMATION ONLY: *None*

5. STAFF REPORTS:

- a. City Manager Report - *Nick Wells***
- b. Finance Supervisor - *Adriana Anguis***
- c. Police Chief - *Joe Conkey***
- d. Water/Wastewater Supervisor - *Frank Cornejo***

6. Items for Future Meetings: *Action on the Campesinos Unidos request*

7. ADJOURNMENT: *There being no further business to come before the Council, Mayor Ward adjourned the meeting at 7:32 PM.*

Nicholas D. Wells, Acting City Clerk

Ginger Ward, Mayor

MEETING DATE: 03/27/23

ITEM NUMBER 1 b

Report Criteria:

Detail report type printed
[Report]. Check Number = 45278-45350

Approvals

CITY MANAGER
FINANCE MANAGER
CITY ATTORNEY



Name	Invoice Number	Description	Invoice Date	Invoice Amount	Ch Am			
45278								
8x8, INC.	3755405	TELEPHONE	03/01/2023	52.69	52.69	45278	03/16/2023	ADMIN
	3755405	TELEPHONE	03/01/2023	52.69	52.69	45278	03/16/2023	
	3755405	TELEPHONE	03/01/2023	52.69	52.69	45278	03/16/2023	
	3755405	TELEPHONE	03/01/2023	52.69	52.69	45278	03/16/2023	
	3755405	TELEPHONE	03/01/2023	52.70	52.70	45278	03/16/2023	
45279								
ACE HARDWARE	D57883	WWTP SUPPLIES	02/27/2023	15.28	15.28	45279	03/16/2023	PUBLIC WORKS
	D58074	WTP SUPPLIES	02/28/2023	19.13	19.13	45279	03/16/2023	FIRE DEPT
	D57174	REDUCER AND ADAPTE	02/23/2023	44.33	44.33	45279	03/16/2023	
	D56829	SUPER GLUE	02/22/2023	5.37	5.37	45279	03/16/2023	
	D57050	BALL VALVE	02/23/2023	58.16	58.16	45279	03/16/2023	
	D58769	LED LIGHTS	03/03/2023	43.06	43.06	45279	03/16/2023	
	D58799	CLAMPS	03/03/2023	87.22	87.22	45279	03/16/2023	
	D59325	BATTERIES	03/06/2023	40.92	40.92	45279	03/16/2023	
	D58645	TRUFUEL	03/02/2023	17.22	17.22	45279	03/16/2023	
	D58541	LIGHTER	03/02/2023	3.87	3.87	45279	03/16/2023	
	D57817	CLEANING SUPPLIES	02/26/2023	85.11	85.11	45279	03/16/2023	
	D56873	WATER DISPENSER	02/24/2023	150.84	150.84	45279	03/16/2023	
	D58523	DOWEL FSC	03/02/2023	6.45	6.45	45279	03/16/2023	
	F39599	TOOL SUPPLIES	03/08/2023	360.48	360.48	45279	03/16/2023	
	D58048	FIRE DEPT SUPPLIES	02/28/2023	77.45	77.45	45279	03/16/2023	
	D50706	CLEANING SUPPLIES	01/24/2023	38.53	38.53	45279	03/16/2023	
	D51430	BOTTLE WATER	01/27/2023	10.75	10.75	45279	03/16/2023	
	D52013	VELCRO	01/30/2023	12.90	12.90	45279	03/16/2023	
	D53489	FIRE DEPT SUPPLIES	02/06/2023	31.86	31.86	45279	03/16/2023	
	D51939	CHAINSAW	01/30/2023	537.19	537.19	45279	03/16/2023	
	D51261	LED LAMP	01/27/2023	12.57	12.57	45279	03/16/2023	
	D51261	LED LAMP	01/27/2023	12.57	12.57	45279	03/16/2023	
	D51261	LED LAMP	01/27/2023	12.56	12.56	45279	03/16/2023	
	D57332	WEED CUTTER	02/24/2023	66.18	66.18	45279	03/16/2023	
	D58403	PIPES	03/01/2023	168.04	168.04	45279	03/16/2023	
	D58432	COUPLINGS	03/01/2023	27.99	27.99	45279	03/16/2023	
	D58441	PVC PIPES	03/01/2023	19.48	19.48	45279	03/16/2023	
	D58581	PADLOCK	03/02/2023	19.38	19.38	45279	03/16/2023	
	D58582	KEYS	03/02/2023	6.02	6.02	45279	03/16/2023	
	D58504	KEYS	03/02/2023	44.57	44.57	45279	03/16/2023	
	D58514	KEYS	03/02/2023	23.47	23.47	45279	03/16/2023	
	D58513	KEYS	03/02/2023	6.01	6.01	45279	03/16/2023	
	D58841	BATTERIES	03/03/2023	10.23	10.23	45279	03/16/2023	
	D58841	BETTERIES	03/03/2023	10.23	10.23	45279	03/16/2023	
	D51964	PLUMBING SUPPLIES	01/30/2023	66.32	66.32	45279	03/16/2023	
	D55726	SPRAY PAINT	02/16/2023	11.84	11.84	45279	03/16/2023	
	D59960	PARK SUPPLIES	03/09/2023	27.56	27.56	45279	03/16/2023	
	D59972	KEYS	03/09/2023	1.51	1.51	45279	03/16/2023	
	D59972	KEYS	03/09/2023	1.50	1.50	45279	03/16/2023	
	D59744	PARK SUPPLIES	03/08/2023	91.53	91.53	45279	03/16/2023	
	353665	DOG WASTE STATION	02/10/2023	801.44	801.44	45279	03/16/2023	
	D59879	DOG WASTE ATATION	03/08/2023	594.51	594.51	45279	03/16/2023	
	D59553	KEYS AND LOCK	03/07/2023	114.37	114.37	45279	03/16/2023	
	D59290	PVC	03/06/2023	53.86	53.86	45279	03/16/2023	
	D59562	PARK SUPPLIES	03/07/2023	290.55	290.55	45279	03/16/2023	

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	
45280								
ADRIANA ANGUIS	MILEAGE FE	MILEAGE REIMBURSEME	03/02/2023	60.00	60.00	45280	03/16/2023	ADMIN
45281								
AFLAC	8699	INSURANCE PREMIUM	02/28/2023	8.08	8.08	45281	03/16/2023	ADMIN
	8699	INSURANCE PREMIUM	02/28/2023	147.57	147.57	45281	03/16/2023	
45282								
ALWAYS CLEAR POOLS	PERMIT #81	PERMIT# 815 - 813 BREN	03/13/2023	796.95	796.95	45282	03/16/2023	PUBLIC WORKS
45283								
APPLIED INDUSTRIAL TE	7026351898	GLOVES	02/22/2023	151.01	151.01	45283	03/16/2023	PUBLIC WORKS
45284								
AT&T MOBILITY	03112023	TELEPHONE CHARGES	03/03/2023	58.23	58.23	45284	03/16/2023	ADMIN
	03112023	TELEPHONE CHARGES	03/03/2023	44.20	44.20	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	44.20	44.20	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	86.95	86.95	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	46.53	46.53	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	46.53	46.53	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	86.95	86.95	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	43.48	43.48	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	43.47	43.47	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	23.27	23.27	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	23.26	23.26	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	46.53	46.53	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	46.53	46.53	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	44.20	44.20	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	46.53	46.53	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	86.95	86.95	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	46.53	46.53	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	23.27	23.27	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	23.26	23.26	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	23.27	23.27	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	23.26	23.26	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	11.63	11.63	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	11.63	11.63	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	11.63	11.63	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	11.64	11.64	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	10.06	10.06	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	10.06	10.06	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	10.06	10.06	45284	03/16/2023	
	03112023	TELEPHONE CHARGES	03/03/2023	10.06	10.06	45284	03/16/2023	
	1671X03112	FIRE DEPT PHONE	03/03/2023	44.20	44.20	45284	03/16/2023	
	1671X03112	FIRE DEPT SERVICES	03/03/2023	120.72	120.72	45284	03/16/2023	
45285								
AUTO ZONE COMMERC	5648648822	FLARES	03/02/2023	40.17	40.17	45285	03/16/2023	FIRE DEPT
	5648648788	SAFETY FLARE	03/02/2023	10.55	10.55	45285	03/16/2023	
	5648632008	REPLACEMENT BATTER	01/31/2023	6.14	6.14	45285	03/16/2023	
	5648632008	REPLACEMENT BATTER	01/31/2023	6.13	6.13	45285	03/16/2023	
45286								
BABCOCK & SONS, INC.	CC30267-22	BIOCHEMICAL OXYGEN	03/06/2023	174.58	174.58	45286	03/16/2023	PUBLIC WORKS
	CC30282-22	HALOACETIC ACIDS	03/06/2023	725.52	725.52	45286	03/16/2023	
	CC30283-22	ALUMINUM LAB ANALYSI	03/06/2023	18.87	18.87	45286	03/16/2023	
	LB30063-227	E.COLI LAB ANALYSIS	02/28/2023	31.85	31.85	45286	03/16/2023	
	LA30089-227	E.COLI LAB ANALYSIS	01/31/2023	29.77	29.77	45286	03/16/2023	
	LA30095-227	E.COLI LAB ANALYSIS	01/31/2023	29.77	29.77	45286	03/16/2023	
	LA30101-227	E.COLI LAB ANALYSIS	01/31/2023	31.85	31.85	45286	03/16/2023	
	CA32179-22	TOTAL DISSOLVED SOLI	01/31/2023	187.56	187.56	45286	03/16/2023	
	CA32180-22	AMMONIA LAB ANALYSIS	01/31/2023	476.56	476.56	45286	03/16/2023	
	CA32189-22	TOTAL ORGANIC CARBO	01/31/2023	158.76	158.76	45286	03/16/2023	

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	
	CA32193-22	TOTAL HARDNESS PACK	01/31/2023	35.28	35.28	45286	03/16/2023	
	CA32194-22	AMMONIA LAB ANALYSIS	01/31/2023	17.64	17.64	45286	03/16/2023	
	CA31957-22	BIOCHEMICAL OXYGEN	01/30/2023	174.58	174.58	45286	03/16/2023	
	CC30397-22	ALUMINUM LAB ANALYSI	03/07/2023	18.87	18.87	45286	03/16/2023	
	CC30388-22	E.COLI LAB ANALYSIS	03/07/2023	31.85	31.85	45286	03/16/2023	
	CC30379-22	BIOCHEMICAL OXYGEN	03/07/2023	174.58	174.58	45286	03/16/2023	
45287								
BORDER TACTICAL	A194969	EMBROIDERY	02/15/2023	25.00	25.00	45287	03/16/2023	FIRE DEPT
45288								
CAL UNIFORMS	2023-018	UNIFORMS	01/13/2023	917.90	917.90	45288	03/16/2023	FIRE DEPT
45289								
CANDELARIA RODRIGUE	FINAL BILL	FINAL BILL	03/07/2023	58.18	58.18	45289	03/16/2023	UTILITIES
45290								
CASELLE, INC.	123576	CONTRACT SUPPORT	03/01/2023	1,693.00	1,693.00	45290	03/16/2023	ADMIN
45291								
CITY OF IMPERIAL	2023-0032	CYBERSECURITY SERVI	02/15/2023	1,842.80	1,842.80	45291	03/16/2023	ADMIN
45292								
CONTROL SYSTEMS EN	2023-0301	ANNUAL VONAGE PONE	03/02/2023	356.40	356.40	45292	03/16/2023	PUBLIC WORKS
	2023-0302	ANNUAL CONAGE PHON	03/02/2023	213.60	213.60	45292	03/16/2023	
	2023-0128	WWTP REPAIRS - EXTRA	03/02/2023	11,716.07	11,716.07	45292	03/16/2023	
45293								
CORE & MAIN LP	S236051	TOOL SUPPLIES	01/19/2023	638.60	638.60	45293	03/16/2023	PUBLIC WORKS
	S236051	TOOL SUPPLIES	01/19/2023	638.60	638.60	45293	03/16/2023	
45294								
COUNTY MOTOR PARTS	299065	WWTP VEHICLE REPAIR	01/30/2023	843.13	843.13	45294	03/16/2023	PUBLIC WORKS
	299117	WWTP REPAIR SUPPLIE	01/31/2023	61.22	61.22	45294	03/16/2023	
	300072	DRAIN PAN	03/02/2023	14.54	14.54	45294	03/16/2023	
	298739	BUSHINGS	01/19/2023	20.02	20.02	45294	03/16/2023	
	298739	BUSHINGS	01/19/2023	20.02	20.02	45294	03/16/2023	
45295								
COUNTY OF SAN DIEGO,	23HOLTFDN	FIRE RADIOS	03/01/2023	684.00	684.00	45295	03/16/2023	PUBLIC WORKS
	23HOLTFDN	RADIOS 800MHZ NETWO	03/01/2023	14.25	14.25	45295	03/16/2023	FIRE DEPT
	23HOLTFDN	RADIOS 800MHZ NETWO	03/01/2023	14.25	14.25	45295	03/16/2023	
45296								
EMERGENCY MEDICAL P	2528576	MEDICAL KITS	02/20/2023	359.90	359.90	45296	03/16/2023	FIRE DEPT
45297								
FORESTRY SUPPLIERS, I	358914-00	INCIDENT RESPONSE P	02/23/2023	203.86	203.86	45297	03/16/2023	FIRE DEPT
45298								
GOLDEN BELL PRODUCT	18202	LIFT STATION DEGREAS	02/28/2023	1,912.88	1,912.88	45298	03/16/2023	PUBLIC WORKS
45299								
HARTFORD	4817760871	INSURANCE PREMIUM	03/01/2023	24.95	24.95	45299	03/16/2023	ADMIN
	4817760871	INSURANCE PREMIUM	03/01/2023	15.04	15.04	45299	03/16/2023	
	4817760871	INSURANCE PREMIUM	03/01/2023	15.02	15.02	45299	03/16/2023	
	4817760871	INSURANCE PREMIUM	03/01/2023	12.72	12.72	45299	03/16/2023	
	4817760871	INSURANCE PREMIUM	03/01/2023	22.56	22.56	45299	03/16/2023	
	4817760871	INSURANCE PREMIUM	03/01/2023	11.43	11.43	45299	03/16/2023	
	4817760871	INSURANCE PREMIUM	03/01/2023	13.11	13.11	45299	03/16/2023	
	4817760871	INSURANCE PREMIUM	03/01/2023	1.88	1.88	45299	03/16/2023	
	4817760871	INSURANCE PREMIUM	03/01/2023	45.91	45.91	45299	03/16/2023	
	4817760871	INSURANCE PREMIUM	03/01/2023	30.03	30.03	45299	03/16/2023	
	4817760871	INSURANCE PREMIUM	03/01/2023	131.47	131.47	45299	03/16/2023	
	4817760871	INSURANCE PREMIUM	03/01/2023	45.93	45.93	45299	03/16/2023	
45300								
HOME DEPOT/GECEP	1025083	SHOP SUPPLIES	01/31/2023	84.34	84.34	45300	03/16/2023	PUBLIC WORKS
	1025083	SHOP SUPPLIES	01/31/2023	84.34	84.34	45300	03/16/2023	
	6020352	SHOP TOOLS	02/15/2023	260.28	260.28	45300	03/16/2023	
	6020352	SHOP TOOLS	02/15/2023	260.28	260.28	45300	03/16/2023	

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	
45301								
I.C. PUBLIC HEALTH DEP	23063	COLIFORM WATER ANAL	02/07/2023	318.00	318.00	45301	03/16/2023	PUBLIC WORKS
45302								
I.C. SHERIFF'S DEPT	02282023-1	SHERIFF SERVICES FEB	03/06/2023	74,050.73	74,050.73	45302	03/16/2023	POLICE
	02282023-1	SHERIFF SERVICES FEB	03/06/2023	8,476.00	8,476.00	45302	03/16/2023	
45303								
IMPERIAL COUNTY	NOV2022-00	ELECTRION SERVICES 1	02/24/2023	3,245.21	3,245.21	45303	03/16/2023	ADMIN
45304								
IMPERIAL IRRIGATION DI	PARKS ELE	PARKS ELECTRICITY	03/01/2023	2,413.48	2,413.48	45304	03/16/2023	ADMIN
	ELEC MARC	ELECTRICITY	03/01/2023	2,850.42	2,850.42	45304	03/16/2023	
	ELEC MARC	ELECTRICITY	03/01/2023	2,213.40	2,213.40	45304	03/16/2023	
	ELEC MARC	ELECTRICITY	03/01/2023	9,880.53	9,880.53	45304	03/16/2023	
	ELEC MARC	ELECTRICITY	03/01/2023	5,341.85	5,341.85	45304	03/16/2023	
	ELEC MARC	ELECTRICITY	03/01/2023	58.03	58.03	45304	03/16/2023	
	ELEC MARC	ELECTRICITY	03/01/2023	86.95	86.95	45304	03/16/2023	
	ELEC MARC	ELECTRICITY	03/01/2023	86.94	86.94	45304	03/16/2023	
45305								
IMPERIAL IRRIGATION DI	WATER TITL	TITLE 22 MONITORING P	02/28/2023	2,757.39	2,757.39	45305	03/16/2023	ADMIN
	#0303 WATE	WATER	03/01/2023	2,612.00	2,612.00	45305	03/16/2023	
45306								
J&S AG SUPPLIES	773265	VACTOR REPAIR	02/22/2022	107.89	107.89	45306	03/16/2023	PUBLIC WORKS
45307								
JADE SECURITY SYSTE	198584	SECURITY SYSTEM MON	03/10/2023	58.49	58.49	45307	03/16/2023	PUBLIC WORKS
	198584	SECURITY SYSTEM MON	03/10/2023	58.48	58.48	45307	03/16/2023	
45308								
K-C WELDING & RENTAL,	174700	BLK REDUCER	02/23/2023	15.13	15.13	45308	03/16/2023	PUBLIC WORKS
	174639	ELEMENT	02/22/2023	389.69	389.69	45308	03/16/2023	
	174038	BOLLARDS	02/09/2023	319.26	319.26	45308	03/16/2023	
	174038	BOLLARDS	02/09/2023	319.25	319.25	45308	03/16/2023	
45309								
LA BRUCHERIE IRRIGATI	258393C	WWTP SUPPLIES	03/01/2023	208.03	208.03	45309	03/16/2023	PUBLIC WORKS
	258298C	PLUMBING SUPPLIES	02/28/2023	2,186.56	2,186.56	45309	03/16/2023	
	258337C	PLUMBING SUPPLIES	02/28/2023	415.07-	415.07-	45309	03/16/2023	
	258673C	BALL VALVES	03/07/2023	263.62	263.62	45309	03/16/2023	
	258578C	PLUMBING SUPPLIES	03/06/2023	444.90	444.90	45309	03/16/2023	
45310								
LOWES BUSINESS ACCO	#5228 MARC	SUPPLIES FOR SHOP	03/01/2023	14.09	14.09	45310	03/16/2023	PUBLIC WORKS
	#5228 MARC	SUPPLIES FOR SHOP	03/01/2023	14.09	14.09	45310	03/16/2023	
45311								
MACIAS ELECTRIC, INC.	668	INSTALLATION OF POWE	03/07/2023	365.00	365.00	45311	03/16/2023	PUBLIC WORKS
45312								
METRON - FARNIER	37277	ANTENNAS	03/08/2023	6,721.50	6,721.50	45312	03/16/2023	PUBLIC WORKS
45313								
MISSIONSQUARE	6843149	RETIREMENT	03/09/2023	2,431.84	2,431.84	45313	03/16/2023	ADMIN
	6843149	RETIREMENT	03/09/2023	1,608.79	1,608.79	45313	03/16/2023	
	6843149	RETIREMENT	03/09/2023	643.76	643.76	45313	03/16/2023	
	6843149	RETIREMENT	03/09/2023	267.01	267.01	45313	03/16/2023	
	6843149	RETIREMENT	03/09/2023	342.15	342.15	45313	03/16/2023	
	6843149	RETIREMENT	03/09/2023	147.60	147.60	45313	03/16/2023	
	6843149	RETIREMENT	03/09/2023	154.84	154.84	45313	03/16/2023	
	6843149	RETIREMENT	03/09/2023	154.72	154.72	45313	03/16/2023	
	6843149	RETIREMENT	03/09/2023	57.28	57.28	45313	03/16/2023	
	6843149	RETIREMENT	03/09/2023	490.54	490.54	45313	03/16/2023	
	6843149	RETIREMENT	03/09/2023	562.28	562.28	45313	03/16/2023	
	6843149	RETIREMENT	03/09/2023	811.00	811.00	45313	03/16/2023	
	6843149	RETIREMENT	03/09/2023	508.57	508.57	45313	03/16/2023	

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	
45314								
MOSS, LEVY & HARTZHE	13580	AUDIT FISCAL YEAR END	02/28/2023	13,000.00	13,000.00	45314	03/16/2023	ADMIN
45315								
PEOPLEREADY,INC.	27976878	TEMP WORKER WWTP	03/07/2023	839.40	839.40	45315	03/16/2023	PUBLIC WORKS
	27932094	TEMP WORKER WWTP	02/07/2023	839.40	839.40	45315	03/16/2023	
	27918198	TEMP WORKER WWTP	01/31/2023	839.40	839.40	45315	03/16/2023	
	27967452	TEMP WORKER WWTP	02/28/2023	839.40	839.40	45315	03/16/2023	
	27967453	TEMP WORKER PARKS	02/28/2023	462.33	462.33	45315	03/16/2023	
	27976879	TEMP WORKER PARKS	03/07/2023	770.55	770.55	45315	03/16/2023	
45316								
PITNEY BOWES,INC. (SU	1022665210	RED INK CARTRIDGE	03/06/2023	47.70	47.70	45316	03/16/2023	ADMIN
	1022665210	RED INK CARTRIDGE	03/06/2023	47.69	47.69	45316	03/16/2023	
	1022665210	RED INK CARTRIDGE	03/06/2023	47.69	47.69	45316	03/16/2023	
45317								
QUILL CORPORATION	30951591	FIRE DEPT OFFICE SUPP	02/21/2023	190.23	190.23	45317	03/16/2023	ADMIN
	31031569	APC BACKUPS	02/24/2023	88.34	88.34	45317	03/16/2023	PUBLIC WORKS
	30951260	OFFICE SUPPLIES	02/21/2023	5.38	5.38	45317	03/16/2023	
	30951260	OFFICE SUPPLIES	02/21/2023	5.38	5.38	45317	03/16/2023	
45318								
RICK'S GROUP DIESEL, I	28870	TAHOE REPAIRS	01/20/2023	5,771.06	5,771.06	45318	03/16/2023	FIRE DEPT
45319								
ROBERT S. NELSON AUT	14538	TRUCK REPAIRS	02/26/2023	175.10	175.10	45319	03/16/2023	FIRE DEPT
	14538	TRUCK REPAIRS	02/26/2023	175.10	175.10	45319	03/16/2023	
45320								
SELLERS PETROLEUM	CL29705	FIRE DEPT FUEL	02/28/2023	1,378.38	1,378.38	45320	03/16/2023	PUBLIC WORKS
	CL29706	PUBLIC WORKS FUEL	02/26/2023	60.76	60.76	45320	03/16/2023	FIRE DEPT
	CL29706	PUBLIC WORKS FUEL	02/26/2023	462.51	462.51	45320	03/16/2023	
	CL29706	PUBLIC WORKS FUEL	02/26/2023	401.69	401.69	45320	03/16/2023	
	CL29706	PUBLIC WORKS FUEL	02/26/2023	320.05	320.05	45320	03/16/2023	
	CL29706	PUBLIC WORKS FUEL	02/26/2023	344.67	344.67	45320	03/16/2023	
	CL29706	PUBLIC WORKS FUEL	02/26/2023	254.91	254.91	45320	03/16/2023	
	CL29706	PUBLIC WORKS FUEL	02/26/2023	691.51	691.51	45320	03/16/2023	
	CL29706	PUBLIC WORKS FUEL	02/26/2023	447.67	447.67	45320	03/16/2023	
45321								
SERVICE MASTER	34732	JANITORIAL SERVICE	03/06/2023	1,947.80	1,947.80	45321	03/16/2023	ADMIN
45322								
STAPLES CREDIT	#3061 MARC	BUILDING INSPECTOR T	03/21/2023	33.51	33.51	45322	03/16/2023	BUILDING
45323								
TARGETSOLUTIONS LEA	INV67952	MAINTENANCE FEES	03/31/2023	205.65	205.65	45323	03/16/2023	FIRE DEPT
45324								
UNDERGROUND SERVIC	120230326	TICKET CHARGES	02/01/2023	45.00	45.00	45324	03/16/2023	PUBLIC WORKS
45325								
VALLEY TESTING	35260	PRE EMPLOYMENT DRU	02/28/2023	52.00	52.00	45325	03/16/2023	ADMIN
45326								
WALKER & DRISKILL	12565	ATTORNEY FEES	03/07/2023	645.00	645.00	45326	03/16/2023	ADMIN
45327								
WAXIE SANITARY SUPPL	81559914	CLEANING SUPPLIES	03/09/2023	87.79	87.79	45327	03/16/2023	PUBLIC WORKS
	81539003	TOILET PAPER, SUPPLIE	02/28/2023	492.00	492.00	45327	03/16/2023	
45328								
WYMORE, INC.	1228405	MIXER	02/22/2023	671.55	671.55	45328	03/16/2023	PUBLIC WORKS
Grand Totals:				<u>198,793.78</u>	<u>198,793.78</u>			


Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
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Report Criteria:

Detail report type printed

[Report].Check Number = 45278-45350

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>03/27/23</u>
ITEM NUMBER	<u>3 a</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 23, 2023
FROM: Nick Wells, City Manager
SUBJECT: **Resolution No. 23-10** *Authorizing an Application for the Sunset Rose Senior Apartments Project to the HCD California Housing Accelerator Program*

ISSUE:
Shall the City Council approve Resolution No. 23-10, Authorizing an Application for the Sunset Rose Senior Apartments Project to the California Housing and Community Development's Housing Accelerator Program?

DISCUSSION:
This action is intended to supercede the previous Resolution 22-36 of October, 2022, by amending the date listed for the Project Solicitation and Guidelines for the California Housing Accelerator Program.

In January, 2020, the City approved a Conditional Use Permit (CUP) for the construction of the Sunset Rose Senior Apartments project located at 704 East 3rd Street. The proposed project is to be constructed in two phases. The applicant submitted a Tentative Parcel Map (TPM) to subdivide one parcel into three to accommodate the first phase of the apartment complex in April, 2021. In November, 2021, the Planning Commission conducted a public hearing approving the Tentative Parcel Map, Conditions of Approval, and Report of Investigation.

The project will be funded through a variety of sources, including a previously-awarded \$5.8 million grant through the State HOME Investment Partnership Program (“HOME”) and tax credit programs, such as the California Housing Accelerator Loan program referenced in this action.

The California Housing Accelerator Loan program, like the original HOME funding, requires the City to apply for the funding and sub granting the funds to AMG for the construction of the project.

FISCAL IMPACT:
AMG is now requesting an amount not to exceed \$7,150,612.

CITY MANAGER RECOMMENDATION:
It is recommended that the City Council authorize the resolution as presented.

ALTERNATIVE:
Not to adopt, giving alternate direction.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 23-10**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL AUTHORIZING
AN APPLICATION SUBMISSION TO THE CALIFORNIA HOUSING ACCELERATOR
PROGRAM FOR THE PROPOSED SUNSET ROSE SENIOR APARTMENTS**

WHEREAS, the California Department of Housing and Community Development ("Department"), as authorized by Chapter 6.6 (commencing with Section 50672) of Part 2 of Division 31 of the Health and Safety Code, has issued a Project Solicitation and Guidelines, dated October 20, 2022, under its California Housing Accelerator program ("Solicitation"); and

WHEREAS, the City of Holtville ("Public Entity") is authorized and directed to submit an application in response to the Solicitation (the "Application"); and

WHEREAS, the Department will make a conditional commitment of California Housing Accelerator funds in reliance on the representations in that Application (the "California Housing Accelerator Loan"); and

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

1. That the City Council of the City of Holtville hereby authorizes and directs staff and its designees to act in connection with the Department's award of the California Housing Accelerator Loan.
2. That in connection with the California Housing Accelerator Loan, the City and its designees are authorized and directed to enter into, execute, and deliver an STD 213, Standard Agreement in an amount not to exceed \$7,150,612, and any and all other documents required or deemed necessary or appropriate to secure the California Housing Accelerator Loan from the Department and to participate in the California Housing Accelerator program, and all amendments thereto (collectively, the "California Housing Accelerator Loan Documents").
3. That the City acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement, and that the Solicitation and the Standard Agreement will be incorporated in the Standard Agreement by reference and made a part thereof. Any and all activities, expenditures, information, and timelines represented in the Application are enforceable through the Standard Agreement. Funds are to be used for the allowable expenditures, uses, and activities identified in the Standard Agreement.
4. That the Mayor and/or City Manager are hereby authorized to execute the Application and the California Housing Accelerator Loan Documents on behalf of the City.
5. That the foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on this 27th day of March, 2023, by the following roll call vote:

AYES:

NOES:


ABSTAIN:
ABSENT:

Ginger Ward, Mayor

Attest:

Nicholas D. Wells, City Manager
(Acting City Clerk)

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	03/27/23
ITEM NUMBER	3 b
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: March 24, 2023
FROM: Nick Wells, City Manager 23-11
SUBJECT: **Resolution No. 23-11** *Authorizing a Task Orders by The Holt Group for Design Engineering Services related to the Ninth Steet East (Webb to Oak) Sidewalk Improvements Project?*

ISSUE:

Shall the City Council approve Resolution No. 23-11, authorizing a Task Order by The Holt Group for Design services related to the Ninth Steet East (Webb to Oak) Sidewalk Improvements Project?

DISCUSSION:

In April, 2022, the City of Holtville was awarded funding for 3 transportation-related projects from a combination of state and federally-funded sources administered through Caltrans, including the Surface Transportation Block Grant Program (STBG) and the Congestion Mitigation and Air Quality (CMAQ) Program. These projects include the Ninth Street East project (installing curb, gutter and sidewalk along with street widening from Webb to Oak), the Ninth Street West project (installing curb, gutter and sidewalk along with street widening from Olive to Melon following the canal undergrounding project) and the Pine Avenue Sidewalk project that will improve or construct curb, gutter and sidewalk from Fourth Steet to Fifth Street.

In their role as the contract City Engineer, The Holt Group has begun preliminary engineering work on the first of these projects due to receive funding, the Ninth Street East Project. This is primarily necessary to justify funding allocation to Caltrans and secure their approval to proceed with the project. It also establishes parameters for the full design prior to securing the Design Engineer to finalize that work. Multiple challenges have been discovered in their initial investigation, including ownership/easement issues. That have required more extensive work than originally thought.

In the course of a conversation with City Planner Jeorge Galvan, also with The Holt Group, the City Manager suggested that due to the unusually extensive work required to get this project ready to move forward, it might be the best course of action to just have THG complete the entire project design. A quote for those services was requested and received (*attached*).

The programmed design funds will be expended irrespective of which firm is engaged to perform the work. As is frequently the case, THG restricted their fee to the program match amount. They have included performing bidding services in that quote, which is generally required of the Design Engineer.

FISCAL IMPACT:

The required Local Match portion for CMAQ grants is 11.47% and from the onset of the City's application for the funding, that dollar amount (\$51,824) was assumed to be expended in the Design phase. Resolution 22-14 identified that amount, designating Local Transportation Authority (LTA) revenues as the source of those matching funds.

Ninth Street East Improvements Webb Ave to Oak Ave	Design & Bidding	Construction
Local Funds (LTA/Gas Tax/SB1)	\$51,824	
Federal CMAQ Funds		\$400,000
Net Change to Project	\$51,824	\$400,000
	11.47%	88.53%

CITY MANAGER RECOMMENDATION:

It is recommended that the resolution be approved.

ALTERNATIVE:

- 1 - Authorize the Task Order for Design Engineering and Bidding services for The Holt Group.
- 2 - Direct staff to advertise a Request for Proposals for these services.
- 3 - Give staff alternate direction.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 23-11**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING A TASK
ORDER WITH THE HOLT GROUP FOR DESIGN ENGINEERING SERVICES FOR THE
EAST NINTH STREET SIDEWALK IMPROVEMENTS PROJECTS**

WHEREAS, the City of Holtville desires to complete construction of the curb, gutter and sidewalk on Ninth Street between Webb and Oak Avenues; and

WHEREAS, the City has received federal funding through the Congestion Mitigation and Air Quality Improvement Program (CMAQ) for \$400,000 to complete that project; and

WHEREAS, the City is required by the State of California Department of Transportation to provide local match funding of at least 11.47% for those improvement projects, which has been previously authorized by the City Council via Resolution 22-14; and

WHEREAS, the City has received a Task Order from The Holt Group to perform Design Engineering and Bidding services in relation to the aforementioned project totaling **\$51,824**; and

WHEREAS, The Holt Group is fully apprised of the scope of this project and with the Holtville streets system in general, making the ideal firm to complete the project design documents in a short time frame; and

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

1. That the Holtville City Council does hereby authorize a Task Order from the Holt Group in an amount not to exceed \$51,618.00 for Design Engineering and Bidding Services related to the East Ninth Street Sidewalk Improvements Project.
2. The Holtville City Council hereby authorizes and directs the City Manager to execute any and all documents necessary for this purpose.
3. The foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by the Holtville City Council at a regular meeting held on March 27, 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:


Nicholas D. Wells, City Manager
(Acting City Clerk)

Ginger Ward, Mayor

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: March 24, 2023
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>03/27/23</u>
Item Number	<u>5 a</u>
City Manager	<u></u>
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

WATER ENTERPRISE

Water Treatment Plant Rehab – The final element being handled at this point is the replacement of a finished water distribution pump and its integration in the electronics controls system. With all other work substantially complete, staff is working to coordinate an onsite inspection by the State Division of Financial Assistance in March or early April to officially sign off the project as complete.

Rate Study – The profitability of the Water Enterprise has been problematic in recent years. Coupled with the issues listed above and the debt covenant to budget a net revenue of 120% of the annual debt service, a rate adjustment has been explored. A formal Water Rate Study must be completed, which will be brought back for discussion soon.

TRASH ENTERPRISE

Staff continues to work handling changing regulation regarding organic waste recovery/diversion mandated by the state. A new ordinance with regulations was adopted in March, 2022.

CR&R proposed another substantial waste hauling price increase for this fiscal year. This after experiencing multiple issues about service quality during the Covid shutdown and subsequent recovery. After a City protest, CR&R offered to forestall and mitigate the increase (by approximately 75%), in return for a contract extension. With CalRecycle basically mandating reopening our existing hauler contract anyway, we can handle that extension, while adding protections against future disproportionate increases. The mitigated rate adjustment took effect in October, 2022, with action in September to agree in principle to an extension. Contract language is still being finalized, however CR&R has requested that it be executed soon, so expect action before the end of March.

Subsequent to that, additional issues with service cropped up. CR&R says that their corporate office has promised new trucks that have yet to be delivered, which has hampered their ability to service accounts. Talk has begun to put concerted pressure on the hauler to upgrade service or face consequences. These difficulties with timely pickups seem to have waned somewhat in recent weeks, which may be a result of the return of the local supervisor from a longtime illness. In any case, staff will continue to monitor.

PUBLIC WORKS

TRANSPORTATION PROJECTS

East Ninth Street Sidewalk Improvements – *preliminary design has been progressing on this project, with action on the current agenda to keep the project moving forward.*

Pear Canal Undergrounding/Ninth Street Improvements (Olive to Melon) – this project has been discussed for some time. Initial action to proceed was taken in early 2021. A deposit was forwarded to IID to begin design and multiple site visits with staff, the IID and City Engineer took place to discuss issues that need to be addressed in design. Undergrounding work was scheduled to take place in December 2021, however, delays were discussed in those meetings from the IID side which eventually led to construction work being pushed back. The City has been awarded funding through ICTC for the resulting necessary sidewalk and roadway improvements, however that funding will not be available until at least October, 2023, so this is not an issue from our standpoint. A recent conversation with Mr. Hawk revealed that he is waiting for this project to take place to begin working in earnest to begin construction.

The current construction challenge for IID is that this project will make it difficult to continue to service several nearby County-area residences served by surface water. It was determined that incentivizing these properties to convert to City water would be in the best interest of the project. We are still working to persuade the outside properties to convert to City service. At the outset of the outreach, 4 of the 8 or 9 property owners have applied for City service. Staff has been in recent talks with IID about another round of letters to the remaining residents to encourage them to switch. The need for a companion communication from IID was reiterated at a meeting at their headquarters a few months ago. Staff met with IID representatives in February to finalize a strategy for converting existing users of surface water to City water, which is the only stumbling block to finalizing design. IID has identified that only three properties remain that need conversion. Staff will be coordinating with IID for face-to-face discussions with these customers in coming weeks. We will continue to follow up on this issue.

Pine Avenue Sidewalks – Subsequent to the recent awards of funding for streets projects utilizing Federal Highways dollars through ICTC, another year of projects was quickly requested to be added. Holtville submitted a project to capture CMAQ dollars to add sidewalks to either side of Pine Avenue between Fourth and Fifth Streets. Action to approve was taken in October.

PARKS

Holtville Wetlands Project – In late 2016, approximately \$3 million was granted to the City through the US Bureau of Reclamation (BoR). THG was selected for Grant Administration tasks and George Cairo Engineering (GCE) for design services. GCE was significantly behind schedule from the outset, but finally produced a Record of Survey that was first filed with the County in 2018. The plan check process proved to be extremely slow with holdups by both the County and GCE. THG and staff applied pressure throughout the process, with an eventual approval in 2021.

Monthly status conferences with BoR began in March 2021 after representatives expressed concern over project progress. Due to difficulties with GCE and Covid, we were given an 18-month extension on the grant agreement that was set to expire on July 30, 2021. The extension was approved by BoR in April, 2021.

Authorization was given to release a construction RFP in August, 2021 and was advertised in early 2022. Only one bid was submitted, which was significantly over (+/- \$1.4 million) the construction budget. A status conference was held with BoR to strategize and discuss options, as staff began working on potential solutions, such as augmented grant funds from other sources and “value engineering” to trim the cost of the project. The contractor has committed to holding their bid for a few more months.

The BoR representative, Jeremy Brooks, has been extremely helpful in moving the project along. In September, he was able to secure funding to bridge the gap to pay for construction. A letter officially requesting the additional funding with a revised budget was forwarded to BoR in October. That funding was officially awarded in early February, so we expect the project to start up soon. Staff has had discussion with IID regarding the reinitialization of the project and their assistance in the construction phase. Staff is working to schedule an “all hands” meeting soon. ***Action to officially award the construction contract is on tonight's agenda.***

Railroad Trestle Repair – A grant was secured from the California Natural Resources Agency to repair the railroad trestle burned in a river bottom fire several years ago. This is necessary to connect the Trail to east side of the river and eventually the future Wetlands area. After over a decade and a half of being somewhat unsightly and unusable, the trestle will soon be fixed cosmetically and usable for pedestrian and non-motorized traffic. Documentation was finally signed for this grant in late October, 2021, The City Engineer completed the technical specification for the Scope of Work in June 2022 for the RFP. A decision was made to forestall the bid process a bit to allow construction costs to come down from current highs. An extension was secured in early October from the funding agency to allow this extra time. An RFP for Design services was advertised this month on this project. ***Staff worked to find multiple applicable firms for direct outreach on this project, which were contacted early this week.***

At the SCAG event in May, 2022, the City Manager had multiple discussions about a Trail extension from the Trestle to the Country Club area, then to the UC Research station and eventually to Hwy 111 for easier access to IVC with active transportation options. The idea was well-received and staff will be meeting with other agencies about the concept in the future. Subsequently, the head of Public Works for the County was brought in and he was enthusiastically supportive. This will be explored in a future Active Transportation funding cycle.

Mellinger Alamo River Trail - A grant application through River Partners, a non-profit that deals in habitat restoration, for a project that would be a good complement to our Wetlands trail spur, was unsuccessful in 2022. RP has recently contacted staff to discuss another potential submission.

ADMINISTRATION

Audits – Staff continues work with auditors examining the 2021-22 Fiscal Year. Auditors were onsite in in early February to wrap up their process. Draft audits were forwarded to City staff in early March for review. ***The drafts were approved this week and we await the final documents.***

Public Safety Lot/New Construction – subsequent to Council approval to procure Architecture services to design Phases I (Fire Apparatus Bay) and Phase II (PS Administration & Fire Dormitories) the City Manager met with the City Engineer and City Planner to discuss parameters for a Request for Proposals. The RFP for Architecture was advertised in early February, with responses due by the end of the month. Staff had multiple interactions with interested architectural firms leading up to the deadline.

Two responses were received and a committee met multiple times to select a preferred firm. Staff made several calls to check in with past clients. A recommendation has been made by the committee and action to engage an architect, which was approved by City Council. ***Contract documents were forwarded to Rubio Medina, Architect and he is currently reviewing them.***

Website Redesign – Conveyor Group was engaged in March to oversee a redesign of the City's aged site. They recently presented their first mockup of the site and staff will be interfacing with them over the next few weeks to get the site implemented. A demo version has been provided. Work on editing that version will be a priority this week. Several changes were suggested and incorporated to the site. We are currently working on gathering pictures and other content to upload. Submissions are welcome! Some of this has been forwarded in recent weeks and we are working to keep the progress going.

BUILDING PERMITS - The City has issued **20** building permits thus far in 2023. A list of permits pulled by month is available on the City's website at <http://holtville.ca.gov/section.php?id=73>.

Melon, LLC Housing Project (± 50) – A project has been in the works for some time at the northeast corner of Ninth and Melon, just outside the City limits. After years of confusion regarding the process, the project’s ownership group, led by John Hawk, engaged Development Design & Engineering in 2016 to assist in shepherding the project along. DD&E completed CEQA compliance and a Mitigated Negative Declaration was adopted by the Planning Commission and City Council in late 2020.

The project was presented at Planning Commission in October 2020 and drew a good deal of public opposition. PC action pushed the project forward with a designation of allowing R-1 or R-2 development, with Council accepting the PC recommendation in November, 2020. The more dense R-2 zoning designation would allow up to 8 units per acre or approximately 65 units. The annexation was approved by LAFCo in February, 2021. We await further submission from the project proponent.

Word has trickled back to staff that Mr. Hawk is once again actively entertaining the thought of selling off this project. The CM recently met with a developer that is highly interested in acquiring the project. A site visit and further discussion seemed promising.

AMG Sunset Rose Senior Apartments (± 33) – The City was asked to apply for HOME grant funding for a second apartment project by AMG & Associates, proposed in the area of Third and Grape. In July, the City received word that the HOME Program loan has been awarded for this project. This will create some long-term oversight by the City, but it does continue to add housing. A subdivision map has been submitted for the property, which is under review. A consultant to administer this grant was engaged in May. An application for additional subsidized financing was approved by the City in late November and documents are being finalized by HCD for the award. A meeting was held with the Grant Administrator last month to plan next steps.

A pre-submittal meeting was held in early November to discuss necessary aspects to the construction with the project proponent, including offsite improvements. Much of the discussion centered on handling stormwater. This will be ongoing. Plans were submitted in late November. The City Building Inspector and The Holt Group completed the plan check in January and sent the first batch of comments to the developer. Funding requires the developer to have building permits in hand by March 3. An extension to late March was granted, however. AMG addressed all substantive issues and permits were issued in late February. We continue to work with them on a few ancillary issues, but discussions are productive and positive. Final map and the necessary proposed lot split were approved in late February as well.

Another flurry of emails and documents this week brought a paperwork deficiency to light this week, which necessitated an action on the agenda for this meeting.

MEETINGS & EVENTS RECENTLY ATTENDED:

- 03/13/23 Department Head Meeting City Hall
- 03/13/23 Holtville City Council Meeting City Hall
- 03/16/23 Holtville Farmers Market & Street Fair
- 03/17/23 Meet w/ Assemblyman Garcia re: Potential Health Care District Legislation Zoom Conf
- 03/20/23 Department Head Meeting City Hall
- 03/22/23 Call w/ EC City Attorney re: Tax Sharing Agreements w/ County Telephone Conference
- 03/22/23 Bus Shelter Groundbreaking Ceremony Holt Park
- 03/22/23 Status Conference w/ HOME Consultant re: Sunset Rose Progress Telephone Conference
- 03/23/23 Ad Hoc City Manager Meeting re: Tax Sharing Agreements w/ County EC City Hall
- 03/23/23 IVRMA TAC Meeting Zoom Conference
- 03/23/23 League of Cities Division Dinner Town Pump (Westmorland)
- 03/24/23 NW Vacation Day (Out of Office) Scottsdale, AZ

UPCOMING EVENTS:

- 03/27/23 Department Head Meeting City Hall
- 03/27/23 Holtville City Council Meeting City Hall
- 03/28/23 MTC Community Relations Meeting Imperial Regional Detention Center
- 03/29/23 IID Citizen Engagement Civic Center
- 03/30/23 CLoC City Managers Executive Committee Zoom Conference
- 04/01/23 Trash Clean-up Day Old PW Yard
- 04/01/23 Holtville Rotary Pulled Pork Contest Holt Avenue
- 04/06/23 IVEDC Executive Committee Meeting IVEDC Offices (Imperial)
- 04/07/23 Good Friday Observed (City Hall Closed)
- 04/09/23 Easter Sunday
- 04/10/23 Holtville City Council Meeting City Hall
- 04/12/23 ICTC Management/CCMA Meetings ICTC Offices
- 04/12 - 04/14/23 CLoC City Leaders Summit Sacramento, CA
- 04/17/23 Holtville Planning Commission Meeting City Hall
- 04/20/23 IVEDC BoD Meeting IVEDC Offices (Imperial)
- 04/20/23 Holtville Farmers Market & Street Fair Holt Park
- 04/29/23 Meeting w/ Mechanics Bank re: Municipal Investing Holtville Branch
- 05/03 - 05/05/23 SCAG General Assembly & Annual Conference Palm Desert, CA
- 05/17/23 IV Foreign Trade Zone Meeting Web Conference
- 05/18/23 Holtville Farmers Market & Street Fair Holt Park


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

Respectfully submitted,



Nicholas D. Wells
(760) 356-2831

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>03/27/23</u>
ITEM NUMBER	<u>5 c</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 21, 2023
FROM: Alex Silva, Fire Chief
SUBJECT: Monthly Report for February 2023

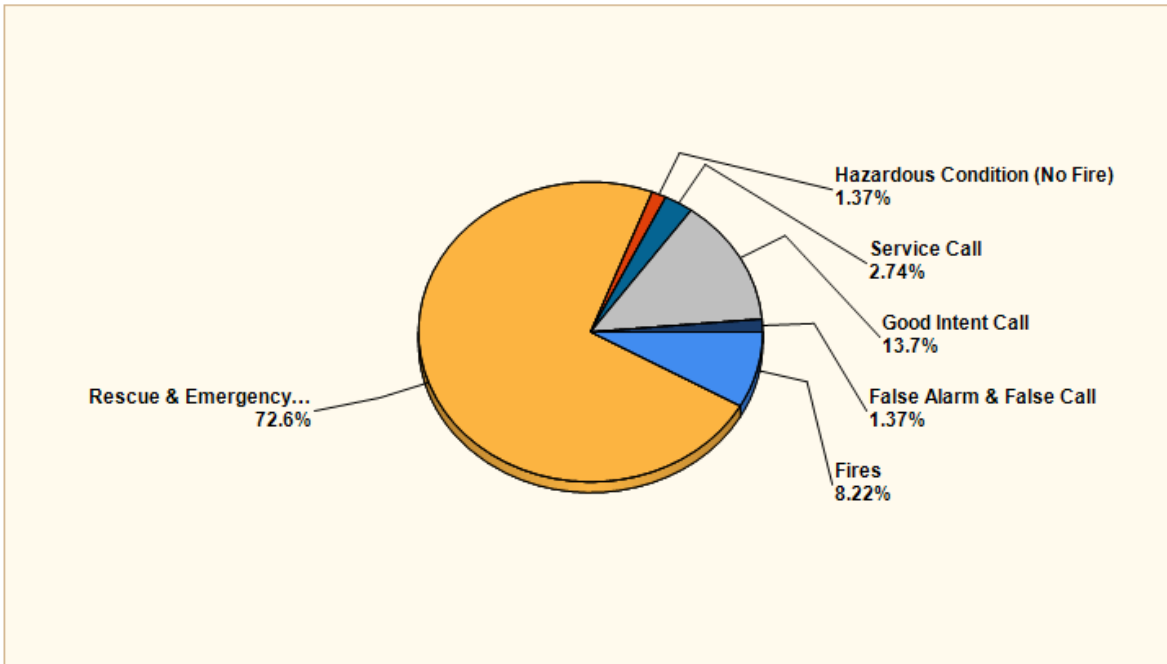
THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.

During the month of February, as all of Holtville we were excited to participate in all of the Carrot Festival activities. We started the festivities by taking 16 kids to the carnival as part of our acknowledgement of the academic achievement. Kids were able to get on all the rides with the ICSO deputies and Holtville Fire firefighters. The parents appreciated that the City has the best interest of the local school kids. Thank you to Sgt. Conkey and his crew for assisting us during this great event. We entered the Carrot Parade. We didn't have any significant calls at the parade or carnival. We did have a busy day throughout the city. The following is the monthly report for the month of February 2023.

Emergency calls	73
Training hours	148

Cordially submitted

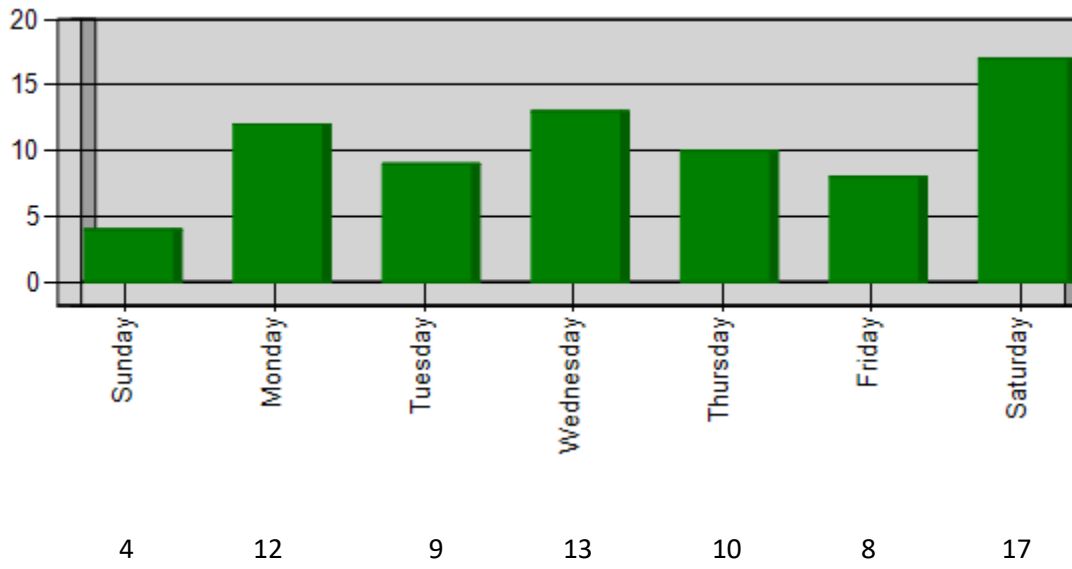
Alex Silva
Fire Chief



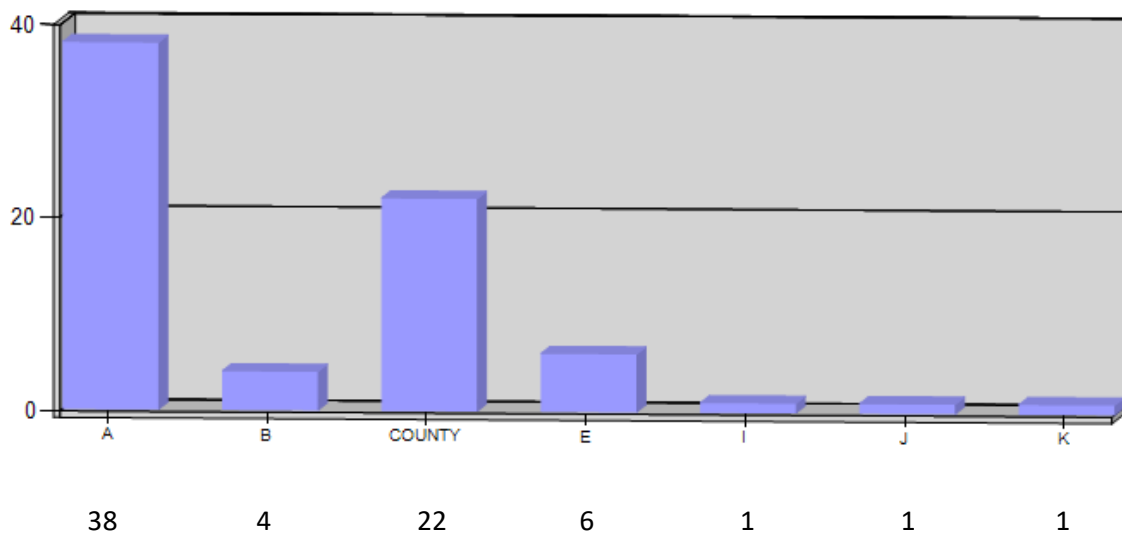
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	8.22%
Rescue & Emergency Medical Service	53	72.6%
Hazardous Condition (No Fire)	1	1.37%
Service Call	2	2.74%
Good Intent Call	10	13.7%
False Alarm & False Call	1	1.37%
TOTAL	73	100%

ACTION TAKEN	# INCIDENTS	PERCENTAGE
00 - Action taken, other	1	1.37%
10 - Fire control or extinguishment, other	1	1.37%
11 - Extinguishment by fire service personnel	3	4.11%
12 - Salvage & overhaul	1	1.37%
14 - Contain fire (wildland)	1	1.37%
31 - Provide first aid & check for injuries	6	8.22%
32 - Provide basic life support (BLS)	52	71.23%
70 - Assistance, other	1	1.37%
71 - Assist physically disabled	2	2.74%
73 - Provide manpower	1	1.37%
86 - Investigate	5	6.85%
93 - Cancelled en route	7	9.59%
TOTAL:	81	

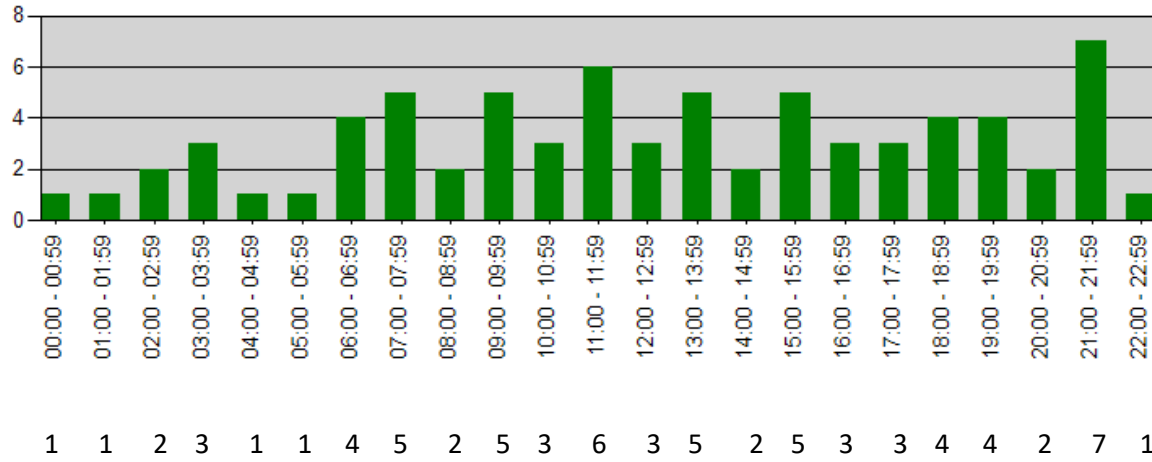
Days of the week



Zones



Hours of the day



City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<i>03/27/23</i>
ITEM NUMBER	<i>5 d</i>
Approvals	CITY MANAGER
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: March 22ndth, 2023

FROM: Frank Cornejo
Water/Wastewater Operations Supervisor

SUBJECT: Water / Wastewater Plant Operations & Maintenance Summary

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

The purpose of this report is to inform council of the most current Water/Wastewater Treatment Plant performance data.

WATER TREATMENT PLANT:

I am pleased to inform council that after the aeration system upgrades to our 2.4 MG storage tank, The City of Holtville has remained in full compliance with DBP Rule limits for TTHM's and HAA5's Summarized below for your review is an updated spreadsheet including data for the 1st Quarter 2023.

Stage 2 DBP-Quarterly TTHM Report for Disinfection Byproducts Compliance and Operational Evaluation (in µg/L or ppb)															
System Name:		City of Holtville				System No.:				1310005		Year: 2023		Quarter: 1st	
Year:		2021				2022				2023					
Quarter:		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.		
Site 9		62.0	73.0	79.0	61.0	58.0	32.0	41.0	50.0	34.0					
Running Annual Average		79	70	66	69	68	58	48	45	39					
Meets MCL ?		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
Operational Evaluation Level OEL		73	60	70	69	64	46	43	43	40					
OEL≤MCL?		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
Site 10		63.0	73.0	69.0	64.0	58.0	32.0	34.0	35.0	30.0					
Running Annual Average		76	68	68	67	66	56	47	40	33					
Meets MCL ?		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
Operational Evaluation Level OEL		70	62	74	68	62	47	40	34	32					
OEL≤MCL?		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
Distribution System Entrance		64.0	74.0	67.0	57.0	52.0	28.0	23.0	35.0	23.0					
Running Annual Average		74	66	63	66	63	51	40	35	27					
Meets MCL ?		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
Operational Evaluation Level OEL		68	58	66	64	57	41	32	30	26					
OEL≤MCL?		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes					

WASTEWATER TREATMENT PLANT:

As noted in the spreadsheet below, effluent ammonia levels have continued to remain in compliance during the fourth quarter of 2022.

NPDES Permit No. CA0104361

Month/Year	Influent Flow Average (MGD)	Influent Flow Minimum (MGD)	Influent Flow Maximum (MGD)	Influent BOD mg/L	Effluent BOD mg/L	Influent TSS mg/L	Effluent TSS mg/L	Influent Ammonia, ppm	Effluent Ammonia, ppm	Effluent E. Coli
Jan-22	0.4008	0.3297	0.45	815.0	0.0	1700.0	0.5	40.0	0.0	1.8
Feb-22	0.3984	0.3442	0.4611	940.0	0.0	3100.0	1.0	37.0	0.1	1.8
Mar-22	0.3908	0.3239	0.4786	1300.0	0.0	6433.0	1.2	41.0	0.0	2.0
Apr-22	0.3707	0.3197	0.4249	880.0	0.0	4550.0	2.0	35.0	0.0	3.2
May-22	0.3422	0.3016	0.3935	928.0	0.0	2876.0	2.6	48.0	0.0	2.2
Jun-22	0.3433	0.1439	0.4378	557.5	0.0	1330.0	1.8	53.0	0.0	1.9
Jul-22	0.343	0.2844	0.3795	874.0	0.0	2380.0	0.6	50.0	0.0	2.0
Aug-22	0.3579	0.2778	0.4148	636.0	0.0	3440.0	1.2	44.0	0.0	2.0
Sep-22	0.381	0.2933	0.5529	712.5	0.0	3950.0	1.5	39.0	0.0	2.0
Oct-22	0.3785	0.3316	0.4232	925.0	0.0	3875.0	1.5	49.0	0.0	2.0
Nov-22	0.3627	0.3232	0.3972	672.0	0.0	2740.0	0.8	55.0	0.0	2.2
Dec-22	0.3646	0.3065	0.4242	1050.0	0.0	2200.0	1.3	50.0	0.0	2.2
AVERAGES-	0.3695	0.2983	0.4365	857.5	0.0	3214.5	1.3	45.1	0.0	2.1


Respectfully Submitted,



Frank Cornejo.
Water/Wastewater Operations Supervisor
City of Holtville

**City of Holtville
REPORT TO COUNCIL**

DATE ISSUED March 23, 2023
FROM: Public Works Foreman
SUBJECT: Bimonthly Report.

MEETING DATE:	<u>03/27/23</u>
ITEM NUMBER	<u>5 e</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

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

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

- Cleared sewer plugs at various locations in town.
- Repaired water service line leaks.
- Worked with the Sheriff’s Department to clean up graffiti at park and around town.
- Took down Christmas lights at City Hall and Public Works yard.
- Replaced sewer ring and cover on the 600 Blk of Walnut alley.
- Repaired water break on 8th St. at Lewis Home.
- Setup road closure for Farmers market.
- Replaced 5 one-inch meters.
- Replaced 5 ¾ inch meters.
- Caught 4 dogs.

Respectfully Submitted,

Alejandro Chavez
Public Works Foreman
City of Holtville