

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

Monday, April 24, 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"/> George 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.

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, April 10, 2023.
- b. Current Demands #45372 through #45416.

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUES:

2. UNFINISHED BUSINESS:

- a. Discussion Related Action** Responding to a Request by Holtville Little League for Financial Assistance with Expenditures Incurred for the Upkeep of Mack Park Baseball Facilities

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

3. NEW BUSINESS:

- a. Discussion/Related Action to Adopt RESOLUTION #23-14** Authorizing Award of a Contract for a Meets & Bounds Study to Precisely Identify City Boundaries

Nick Wells, City Manager

4. INFORMATION ONLY:

- a. Discussion Only** Regarding Traffic and Accident Information for Select Areas in Holtville

Nick Wells, City Manager

5. STAFF REPORTS

- a. **City Manager Report** - *Nick Wells*
- b. Finance Supervisor - *Adriana Anguis*
- c. Fire Chief - *Alex Silva*
- d. Water/Wastewater Supervisor - *Frank Cornejo*
- e. Public Works Foreman - *Alex Chavez*
- f. Building Inspector - *Raylene Tapiceria*

6. Items for future meetings *Poppy Proclamation*

7. ADJOURNMENT:

MEETING DATE: **04/24/23**

ITEM NUMBER **1 b**

Report Criteria:

Detail report type printed
Check.Check number = 45372-45416

Approvals
CITY MANAGER
FINANCE MANAGER
CITY ATTORNEY



Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount			
45372								
8x8, INC.	3795528	TELEPHONE	04/01/2023	53.65	53.65	45372	04/12/2023	ADMIN
	3795528	TELEPHONE	04/01/2023	53.65	53.65	45372	04/12/2023	
	3795528	TELEPHONE	04/01/2023	53.65	53.65	45372	04/12/2023	
	3795528	TELEPHONE	04/01/2023	53.66	53.66	45372	04/12/2023	
	3795528	TELEPHONE	04/01/2023	53.66	53.66	45372	04/12/2023	
45373								
ACE HARDWARE	D62462	CLEANING SUPPLIES	03/21/2023	75.62	75.62	45373	04/12/2023	PUBLIC WORKS FIRE
	D62895	TUB COPPER AND CUTT	03/23/2023	95.88	95.88	45373	04/12/2023	
	D63083	KEYS FOR WTP	03/24/2023	16.78	16.78	45373	04/12/2023	
	D63698	PLUMBING SUPPLIES	03/27/2023	32.90	32.90	45373	04/12/2023	
	D64245	BOLTS AND NUTS	03/29/2023	19.92	19.92	45373	04/12/2023	
	D64180	BOLTS AND NUTS	03/29/2023	33.42	33.42	45373	04/12/2023	
	D64347	BOLTS AND NUTS	03/30/2023	1.14	1.14	45373	04/12/2023	
	D60011	SCREWS	03/09/2023	10.78	10.78	45373	04/12/2023	
	D59994	SCREWS AND SUPPLIES	03/09/2023	53.92	53.92	45373	04/12/2023	
	D59731	KEYKRAFTER	03/08/2023	11.59	11.59	45373	04/12/2023	
	D59733	KEYKRAFTER	03/08/2023	5.80	5.80	45373	04/12/2023	
	D58124	PIPE CUTTER	02/28/2023	17.23	17.23	45373	04/12/2023	
	D57937	VALVES	02/27/2023	36.61	36.61	45373	04/12/2023	
	651723	CABLE TIES	02/28/2023	20.33	20.33	45373	04/12/2023	
45374								
ACME SAFETY & SUPPLY	155588-00	POOL SIGN	03/21/2023	398.36	398.36	45374	04/12/2023	PUBLIC WORKS
45375								
ADRIANA ANGUIS	MILEAGE M	MILEAGE FOR MARCH 20	04/03/2023	20.63	20.63	45375	04/12/2023	ADMIN
45376								
AFLAC	366548	INSURANCE PREMIUM	03/28/2023	8.08	8.08	45376	04/12/2023	ADMIN
	366548	INSURANCE PREMIUM	03/28/2023	147.57	147.57	45376	04/12/2023	
45377								
ARAMARK SERVICES, IN	#2000 APRIL	UNIFORM CHARGES	03/31/2023	224.71	224.71	45377	04/12/2023	PUBLIC WORKS
	#2000 APRIL	UNIFORM CHARGES	03/31/2023	478.92	478.92	45377	04/12/2023	
	#2000 APRIL	UNIFORM CHARGES	03/31/2023	487.00	487.00	45377	04/12/2023	
	#2000 APRIL	UNIFORM CHARGES	03/31/2023	122.66	122.66	45377	04/12/2023	
	#2000 APRIL	UNIFORM CHARGES	03/31/2023	114.99	114.99	45377	04/12/2023	
	#2000 APRIL	UNIFORM CHARGES	03/31/2023	114.99	114.99	45377	04/12/2023	
	#2000 APRIL	UNIFORM CHARGES	03/31/2023	206.98	206.98	45377	04/12/2023	
	#2000 APRIL	UNIFORM CHARGES	03/31/2023	206.98	206.98	45377	04/12/2023	
45378								
BABCOCK & SONS, INC.	CD30182-22	AMMONIA LAB ANALYSIS	04/04/2023	18.87	18.87	45378	04/12/2023	PUBLIC WORKS
	CD30180-22	BIOCHEMICAL OXYGEN	04/04/2023	174.58	174.58	45378	04/12/2023	
	CD30055-22	BIOCHEMICAL OXYGEN	04/03/2023	174.58	174.58	45378	04/12/2023	
	CD30052-22	ALUMINUM LAB ANALYSI	04/03/2023	18.87	18.87	45378	04/12/2023	
	CC30855-22	COPPER LAB ANALYSIS	03/12/2023	18.87	18.87	45378	04/12/2023	
	LC30016-227	E.COLI LAB ANALYSIS	03/12/2023	31.85	31.85	45378	04/12/2023	
	CC31488-22	OIL AND GREASE	03/17/2023	62.52	62.52	45378	04/12/2023	
	CC31219-22	TOTAL HARDNESS PACK	03/15/2023	37.75	37.75	45378	04/12/2023	
	CC31221-22	AMMONIA LAB ANALYSIS	03/15/2023	18.87	18.87	45378	04/12/2023	
	CC31220-22	COPPER LAB ANALYSIS	03/15/2023	18.87	18.87	45378	04/12/2023	
	CC31115-227	SOLIDS	03/14/2023	174.58	174.58	45378	04/12/2023	
	CC31101-22	LAB ANALYSIS	03/14/2023	1,557.85	1,557.85	45378	04/12/2023	
	LC30087-227	E.COLI LAB ANALYSIS	03/29/2023	31.85	31.85	45378	04/12/2023	
	CC32550-22	LAB ANALYSIS	03/29/2023	1,658.97	1,658.97	45378	04/12/2023	
	LC30095-227	E.COLI LAB ANALYSIS	03/29/2023	31.85	31.85	45378	04/12/2023	

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	
	CC32354-22	ALUMINUM LAB ANALYSI	03/28/2023	18.87	18.87	45378	04/12/2023	
	CC32334-22	TOTAL ORGANIC CARBO	03/28/2023	169.86	169.86	45378	04/12/2023	
	LC30070-227	E.COLI LAB ANALYSIS	03/27/2023	31.85	31.85	45378	04/12/2023	
	CC32731-22	ALUMINUM LAB ANALYSI	03/31/2023	18.87	18.87	45378	04/12/2023	
	CC32729-22	LAB ANALYSIS	03/31/2023	1,033.63	1,033.63	45378	04/12/2023	
45379								
CALPERS	1000000016	LATE FEE	03/24/2023	.14	.14	45379	04/12/2023	ADMIN
45380								
CASELLE, INC.	124216	CONTRACT SUPPORT	04/01/2023	1,693.00	1,693.00	45380	04/12/2023	ADMIN
45381								
CODE EXXPERTS, LLC	2023-0010	WEBSERVICES FOR APR	03/31/2023	450.00	450.00	45381	04/12/2023	ADMIN
45382								
CONTROL SYSTEMS EN	2023-0314	WTP REPAIRS	03/14/2023	2,105.04	2,105.04	45382	04/12/2023	PUBLIC WORKS
45383								
COUNTY MOTOR PARTS	300493	UNIVERSAL PULLER	03/15/2023	28.44	28.44	45383	04/12/2023	PUBLIC WORKS
	300490	SUPPLIES	03/15/2023	212.98	212.98	45383	04/12/2023	
45384								
DYNAMIC CONSULTING	340721.04	CEDAR AVE SIDEWALK I	10/04/2022	5,947.46	5,947.46	45384	04/12/2023	ADMIN
	340721.03	CEDAR AVE SIDEWALK I	09/22/2022	21,868.82	21,868.82	45384	04/12/2023	
45385								
FERGUSON ENTERPRIS	2312580	COUPLING AND ADAPTE	02/27/2023	58.87	58.87	45385	04/12/2023	PUBLIC WORKS
	2371770	SERVICE KIT	03/15/2023	28.83	28.83	45385	04/12/2023	
	CM194248	PIPE	03/16/2023	97.38-	97.38-	45385	04/12/2023	
	2344755	PIPE SET	03/07/2023	97.38	97.38	45385	04/12/2023	
	2348594	PLUMBING SUPPLIES	03/08/2023	230.58	230.58	45385	04/12/2023	
	2395291	COUPLERS	03/24/2023	145.94	145.94	45385	04/12/2023	
45386								
FERNANDO RUIZ, INC.	164008	SAFETY SERVICES	04/01/2023	138.34	138.34	45386	04/12/2023	ADMIN
	164008	SAFETY SERVICES	04/01/2023	138.34	138.34	45386	04/12/2023	
	164008	SAFETY SERVICES	04/01/2023	138.33	138.33	45386	04/12/2023	
	164008	SAFETY SERVICES	04/01/2023	138.33	138.33	45386	04/12/2023	
	164008	SAFETY SERVICES	04/01/2023	138.33	138.33	45386	04/12/2023	
	164008	SAFETY SERVICES	04/01/2023	138.33	138.33	45386	04/12/2023	
45387								
HARBOR FREIGHT TOOL	1009135	CYLINDER PUMPS	03/01/2023	244.83	244.83	45387	04/12/2023	PUBLIC WORKS
45388								
HINDERLITER deLLAMAS	SIN026384	AUDIT SERVICES - SALE	03/30/2023	312.16	312.16	45388	04/12/2023	ADMIN
45389								
HOLT GROUP, THE	23-02-028	(506) SUNSET ROSE TEN	02/28/2023	6,941.38	6,941.38	45389	04/12/2023	ADMIN
	23-02-029	(507) MINI STORAGE GR	02/28/2023	1,825.00	1,825.00	45389	04/12/2023	
	23-02-024	(207) REVIEW OF BUILDI	02/28/2023	1,311.33	1,311.33	45389	04/12/2023	
	23-02-027	(504) ZONING CODE UPD	02/28/2023	4,970.00	4,970.00	45389	04/12/2023	
	23-02-030	(512) WEST 9TH ST BLOC	02/28/2023	835.00	835.00	45389	04/12/2023	
	23-02-025	(456) BOR GRANT ADMIN	02/28/2023	1,075.00	1,075.00	45389	04/12/2023	
	23-02-026	(489) ALAMO RIVER TRE	02/28/2023	2,070.00	2,070.00	45389	04/12/2023	
45390								
HOLTVILLE TRIBUNE	0101191	LEGAL ADVERTISING	03/30/2023	630.00	630.00	45390	04/12/2023	ADMIN
	0101190	LEGAL ADVERTISING	03/30/2023	630.00	630.00	45390	04/12/2023	
45391								
HOME DEPOT/GEFC	3022037	CEMENT FOR WTP	02/28/2023	82.40	82.40	45391	04/12/2023	PUBLIC WORKS
	9025125	CONCRETE MIX	03/24/2023	236.76	236.76	45391	04/12/2023	
	5974620	PARK SUPPLIES	03/08/2023	572.26	572.26	45391	04/12/2023	
	9025126	STAKES	03/24/2023	33.49	33.49	45391	04/12/2023	
45392								
HUMANE SOCIETY OF IM	JAN-MAR 20	ANIMAL CARE	04/04/2023	900.00	900.00	45392	04/12/2023	PUBLIC WORKS
45393								
I.C. PUBLIC HEALTH DEP	23133	COLIFORM WATER ANAL	03/07/2023	318.00	318.00	45393	04/12/2023	PUBLIC WORKS


Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	
45394								
I.C. SHERIFF'S DEPT	03312023-1	SHERIFF SERVICES APRI	04/03/2023	78,102.29	78,102.29	45394	04/12/2023	ADMIN
	03312023-1	SHERIFF SERVICES APRI	04/03/2023	8,476.00	8,476.00	45394	04/12/2023	
45395								
I.C. TREASURER - AUDIT	2021-2022 H	HOUSING AUTHORITY M	04/04/2023	669.72	669.72	45395	04/12/2023	ADMIN
45396								
IMPERIAL COUNTY	23-23	ICTC 3RD QUARTER FY 2	04/04/2023	671.49	671.49	45396	04/12/2023	ADMIN
45397								
IMPERIAL PRINTERS	23-856	BLANK 4 PART	03/19/2023	105.60	105.60	45397	04/12/2023	FIRE DEPT
	23-735	MEDICAL BILLING INVOI	03/17/2023	233.34	233.34	45397	04/12/2023	
45398								
JOHN GRAVES	4429	LED UPGRADES	03/01/2023	640.00	640.00	45398	04/12/2023	PUBLIC WORKS
45399								
LA BRUCHERIE IRRIGATI	259697C	COUPLERS	03/24/2023	49.95	49.95	45399	04/12/2023	PUBLIC WORKS
	259114C	WTP SUPPLIES	03/14/2023	157.12	157.12	45399	04/12/2023	
	259117C	PIPE FITTINGS	03/14/2023	211.69	211.69	45399	04/12/2023	
45400								
LEAGUE OF CA CITIES - I	1884	IMPERIAL COUNTY DIVIS	03/30/2023	60.00	60.00	45400	04/12/2023	ADMIN
	1884	IMPERIAL COUNTY DIVIS	03/30/2023	270.00	270.00	45400	04/12/2023	
45401								
LESLIE'S POOL SUPPLIE	00652-02-04	ALKALINE UP	03/30/2023	35.35	35.35	45401	04/12/2023	PUBLIC WORKS
45402								
MISSIONSQUARE	6319920	INSURANCE PREMIUM	04/05/2023	2,433.42	2,433.42	45402	04/12/2023	ADMIN
	6319920	INSURANCE PREMIUM	04/05/2023	1,212.49	1,212.49	45402	04/12/2023	
	6319920	INSURANCE PREMIUM	04/05/2023	643.76	643.76	45402	04/12/2023	
	6319920	INSURANCE PREMIUM	04/05/2023	267.01	267.01	45402	04/12/2023	
	6319920	INSURANCE PREMIUM	04/05/2023	342.15	342.15	45402	04/12/2023	
	6319920	INSURANCE PREMIUM	04/05/2023	147.60	147.60	45402	04/12/2023	
	6319920	INSURANCE PREMIUM	04/05/2023	154.84	154.84	45402	04/12/2023	
	6319920	INSURANCE PREMIUM	04/05/2023	154.72	154.72	45402	04/12/2023	
	6319920	INSURANCE PREMIUM	04/05/2023	57.28	57.28	45402	04/12/2023	
	6319920	INSURANCE PREMIUM	04/05/2023	490.54	490.54	45402	04/12/2023	
	6319920	INSURANCE PREMIUM	04/05/2023	562.28	562.28	45402	04/12/2023	
	6319920	INSURANCE PREMIUM	04/05/2023	811.00	811.00	45402	04/12/2023	
	6319920	INSURANCE PREMIUM	04/05/2023	508.57	508.57	45402	04/12/2023	
45403								
PEOPLEREADY,INC.	28024455	TEMP WORKER WWTP	04/04/2023	839.40	839.40	45403	04/12/2023	PUBLIC WORKS
	28030081	TEMP WORKER WWTP	04/04/2023	167.88	167.88	45403	04/12/2023	
	28012851	TEMP WORKER WWTP	03/28/2023	671.52	671.52	45403	04/12/2023	
	28024456	TEMP WORKER PARKS	04/04/2023	770.55	770.55	45403	04/12/2023	
45404								
PITNEY BOWES GLOBAL	3106027857	SENDPRO LEASE	03/26/2023	190.81	190.81	45404	04/12/2023	ADMIN
	3106027857	SENDPRO LEASE	03/26/2023	190.80	190.80	45404	04/12/2023	
	3106027857	SENDPRO LEASE	03/26/2023	190.80	190.80	45404	04/12/2023	
	3106025924	INSERTING MACHINE LE	03/24/2023	155.10	155.10	45404	04/12/2023	
	3106025924	INSERTING MACHINE LE	03/24/2023	155.10	155.10	45404	04/12/2023	
	3106025924	INSERTING MACHINE LE	03/24/2023	155.09	155.09	45404	04/12/2023	
45405								
PURCHASE POWER (PIT	#9843 APRIL	POSTAGE	04/01/2023	4.69	4.69	45405	04/12/2023	ADMIN
	#9843 APRIL	POSTAGE	04/01/2023	56.22	56.22	45405	04/12/2023	
	#9843 APRIL	POSTAGE	04/01/2023	29.87	29.87	45405	04/12/2023	
	#9843 APRIL	POSTAGE	04/01/2023	457.11	457.11	45405	04/12/2023	
	#9843 APRIL	POSTAGE	04/01/2023	457.11	457.11	45405	04/12/2023	
45406								
SERVICE MASTER	34768	JANITORIAL SERVICE	04/05/2023	1,947.80	1,947.80	45406	04/12/2023	ADMIN
45407								
SKOUSEN FARMS PARTN	965	HAULING SKOUSEN	03/10/2023	8,130.90	8,130.90	45407	04/12/2023	PUBLIC WORKS

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	
45408								
SPARKLETTS	9431538 040	PUBLIC WORKS WATER	04/01/2023	300.65	300.65	45408	04/12/2023	PUBLIC WORKS
45409								
STATE WATER RESOURC	JOSE OSUN	JOSE OSUNA CERTIFICA	04/04/2023	150.00	150.00	45409	04/12/2023	PUBLIC WORKS
45410								
SUNBELT RENTALS	137192511-0	LIGHT TOWER RENTAL	03/17/2023	112.87	112.87	45410	04/12/2023	PUBLIC WORKS
45411								
SWRCB ACCOUNTING O	13817 PROJ	CLEAN WATER STATE RE	03/07/2023	172,362.74	172,362.74	45411	04/12/2023	PUBLIC WORKS
	13817 PROJ	CLEAN WATER STATE RE	03/07/2023	56,226.69	56,226.69	45411	04/12/2023	
45412								
THATCHER CO.	20234001110	T-CHLOR	03/01/2023	10,346.38	10,346.38	45412	04/12/2023	PUBLIC WORKS
	20234001110	T-CHLOR	03/01/2023	8,905.39-	8,905.39-	45412	04/12/2023	
45413								
USA BLUEBOOK	224150	LAMP ASSEMBLY	01/05/2023	369.02	369.02	45413	04/12/2023	PUBLIC WORKS
	224265	COUPLING	01/05/2023	55.15	55.15	45413	04/12/2023	
	246111	RED RUBBER HOSE, ST	01/24/2023	742.51	742.51	45413	04/12/2023	
	224140	CONNECTOR, WATER M	01/05/2023	685.59	685.59	45413	04/12/2023	
	279005	FLEXFLO PUMP	02/23/2023	1,631.28	1,631.28	45413	04/12/2023	
	263932	MTOL TURBIDIMETER W	02/09/2023	4,191.69	4,191.69	45413	04/12/2023	
45414								
VISUAL EDGE IT	25AR160040	PRINTER	03/30/2023	9.88	9.88	45414	04/12/2023	ADMIN
	25AR160040	PRINTER	03/30/2023	9.88	9.88	45414	04/12/2023	
	25AR160040	PRINTER	03/30/2023	11.12	11.12	45414	04/12/2023	
	25AR160040	PRINTER	03/30/2023	11.12	11.12	45414	04/12/2023	
	25AR160040	PRINTER	03/30/2023	11.12	11.12	45414	04/12/2023	
45415								
XEROX FINANCIAL SERV	3955813	PRINTER LEASE	03/09/2023	163.86	163.86	45415	04/12/2023	ADMIN
	3955813	PRINTER LEASE	03/09/2023	163.86	163.86	45415	04/12/2023	
	3955813	PRINTER LEASE	03/09/2023	163.85	163.85	45415	04/12/2023	
	4046542	PRINTER LEASE	03/20/2023	88.56	88.56	45415	04/12/2023	
	4046542	PRINTER LEASE	03/20/2023	88.56	88.56	45415	04/12/2023	
	4046542	PRINTER LEASE	03/20/2023	88.56	88.56	45415	04/12/2023	
	4046542	PRINTER LEASE	03/20/2023	88.55	88.55	45415	04/12/2023	
	4046542	PRINTER LEASE	03/20/2023	88.55	88.55	45415	04/12/2023	
45416								
PINNACLE ENTERTAINM	FARMERS M	FARMERS MARKET APRI	04/01/2023	500.00	500.00	45416	04/20/2023	FARMERS MKT
Grand Totals:				<u>416,919.19</u>	<u>416,919.19</u>			

Report Criteria:

Detail report type printed
Check.Check number = 45372-45416

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	04/24/23
ITEM NUMBER	2 a
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 6, 2023

FROM: Nick Wells, City Manager

SUBJECT: *Request by Holtville Little League for Financial Assistance with Mack Park Baseball Field Expenditures*

NOTE: *At the request of Council, this item was held over from the last meeting in order that it may be heard by the entire group.*

ISSUE:

Shall the City Council approve financial assistance to the Holtville Little League for expenditures incurred for the upkeep of Mack Park baseball fields?

DISCUSSION:

Staff and the City Council were approached by a representative of the Holtville Little League (HLL) to consider financial assistance for recent expenditures incurred for the upkeep and improvement of the facilities at Mack Park. Specifically, a repair to the ceiling of the clubhouse structure was performed, improved irrigation was installed and specialized dirt was brought in to create a better playing surface on the infield. Their letter of request states that they incurred \$5,609.83 for those items and are requesting a 50% contribution from the City, seeking a reimbursement amount of \$2,804.92 (*Letter Attached*).

As you are probably aware, the City of Holtville owns Mack Park and performs varying levels of ongoing upkeep. This is primarily cutting the grass and weed abatement on an ongoing basis, but periodically, Public Works staff has performed minor repairs to the irrigation system, fencing and work on surrounding landscape. Water service, sewer service for the bathrooms and trash service are all provided by the City. IID billing is paid by the City as well, however, in years past, offset charges included an amount for use of the lights.

For their part, HLL has made many improvements over the years and have handled the irrigation oversight in recent years. The roles of the City and HLL have changes periodically depending on the efforts and wishes of the HLL leadership at different intervals.

Although the City has always reserved the right to use the fields if necessary, HLL has traditionally had nearly exclusive use of the fields for many years.

For some period of time the City was charging a nominal amount for use of the fields and the increased electricity usage during their season. A nominal fee of \$20 per night was last charged and collected in 2015. For some undetermined reason, the fees have not been charged or collected since that time.

An analysis of recent electricity usage demonstrates that approximately \$200 per month is the standard offseason IID bill, while that doubles to \$400 during the season. With approximately 20 nights of use per month (Monday through Friday times 4 weeks), the additional electricity consumption can easily be extrapolated to approximately \$10 per night.

Pursuant to conversations the Council has regarding youth sports and the increasing costs associated with maintaining parks facilities, staff had broached the subject of reinstating a nominal charge to HLL at the same meeting wherein they brought up the subject of City participation in those expenditures.

One item of discussion with staff has been to encourage HLL to invest in the facility, allowing a deduction for qualified expenditures from any fees charged by the City for its use.

FISCAL IMPACT:

Any revenue or expenditures incurred are attributed to the Parks Department, which falls under the General Fund.

ALTERNATIVES:

Staff proposes various alternatives in response to the request:

1. Fulfill the HLL request with a \$2,804.92 contribution from the Parks Department and the General Fund
2. Following guidelines in the Fee Schedule, charge HLL \$300 per month for Facility Use and \$20 per night for lights (approximately \$700 per month for 3 months, or a total of approximately \$2,800)
3. Following guidelines in the Fee Schedule, charge HLL \$300 per month for Facility Use and charge only \$10 per night for lights (approximately \$500 per month for 3 months, or a total of approximately \$2,000)
4. Net Option 1 with either Option 2 or Option 3.
5. Give staff alternate direction.

CITY MANAGER RECOMMENDATION:

Net Option 1 with Option 3, for a zero effect for the current year, with the understanding that fees will be assessed in the future, but consideration may be given for similar capital expenditures.

Attachment A

Little League Financial Assistance Request



HOLTVILLE LITTLE LEAGUE
P.O. BOX 686, HOLTVILLE, CA 92250



March 13, 2023

City of Holtville
Attn: Nick Wells
City Manager
121 W. 5th St
Holtville, CA 92250

Re: Request for financial help with Capital Projects.

Mr. Wells,

The 2023 Holtville Little League baseball season started in January 2023. Our goal has been/is to provide a fair, safe and well organized league for approximately 150-200 local youths to compete in. In trying to do so, we as a league, have had to make repairs/updates to Mack Park fields in order to have a safe place for the kids to play.

Over the course of the past few months, we have repaired the huge hole in the ceiling of the clubhouse, installed irrigation in the infield of "Old Mack Field" and brought in a load of clay to try to even out the fields. These three repairs totaled \$5,609.83. We are asking for the City of Holtville's help in paying for these repairs in the amount of \$2,804.92. All invoices have already been paid by Holtville little league.

As you know, the price of all goods has increased. We do have a few sources of revenue that fund our league. The primary source being player registration fees. We are proud to offer the lowest fees in the Imperial Valley, but they are still expensive for many families. The repairs made were a necessity, and we as a league did not feel it was the time to pass the expense to the families. In addition to the repairs, our largest expenses include: baseball equipment, uniforms, umpires, utilities, Little League fees, insurance, and field/property maintenance. So, again, we are kindly seeking help from the City of Holtville.


Thank you for your time and consideration,

Holtville Little League Board of Directors

Julie Browning - President (760) 996-4416

President: Julie Browning / Vice President: Erika Fregoso / Treasurer: Sara Hillfiker / Secretary: Ivana Zambrano / Player Agent: Lillian Aguirre /
Safety Manager: Greg Hoyt / Chief Umpire: Jaime Pacheco / Field Manager: Orlando Aguirre / Equipment Manager: Mitch Kellum /
Concessions Manager: Tonya Hawk / Voting Members: Ross Daniels

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	04/24/23
ITEM NUMBER	2 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.

In late March, at the behest of staff, THG prepared a Task Order proposal to continue and complete the necessary work for the full design of the project. Council requested that a Request for Proposals be issues in lieu of simply awarding the work to THG, so an RFP was prepared and advertised that week. Additionally, direct solicitation were sent via email to known area engineering design firms. THG was the only firm that submitted a proposal, resending their original task order proposal (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 grant program mandatory 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 - Give staff alternate direction.

Attachment A
THG Task Order for Services



James G. Holt, P.E.

Robert K. Holt, P.E.

Engineering ■ Planning ■ Surveying

April 18, 2023

Mr. Nicholas Wells
City Manager
City of Holtville
121 West 5th Street
Holtville, CA 92250

RE: Request for Proposals (RFP) for Design Engineering and Bidding Services for the East 9th Street Pedestrian Improvements between Ash Avenue and Oak Avenue Project – THG Proposal #2023-028

Dear Mr. Wells,

This Task Order is being prepared per the City of Holtville's ("City") request for Design Engineering and Bidding Services for the East 9th Street Pedestrian Improvements between Ash Avenue to Oak Avenue Project. The Holt Group, Inc. understands the City of Holtville has obtained funding through the Congestion Mitigation and Air Quality (CMAQ) and Local Partnership Program (LPP) for improvements to East 9th Street between Ash Avenue and Oak Avenue. The construction cost of the project was estimated to be \$380,451.50 when the grant application was submitted. The project design and bidding services are to be completed on an immediate and accelerated basis to maintain the viability of the project funding. The Holt Group, Inc. proposes to provide the City with Design Engineering and Bidding Services for this project based on the following scope of work.

SCOPE OF WORK

The Holt Group, Inc. will provide Design Engineering Services for the proposed roadway improvements in accordance with the City of Holtville's Standard Details and Specifications.

Design Engineering Services shall include the following:

- Field Survey Work
- Preparation of Improvement Plans
- Preparation of Specifications in accordance with FHWA guidelines including Proposal Forms
- Preparation of Quantity and Cost Estimates
- Coordination of Project Design with City Staff
- Coordination with Utility Purveyors regarding existing facilities
- Preparation of DBE Calculations
- Preparation of Traffic Control Plan
- Preparation of Erosion Control Plan

1601 N. Imperial Avenue ■ El Centro, CA 92243 ■ 760-337-3883 ■ Fax 760-337-5997
201 E. Hobsonway ■ Blythe, CA 92225 ■ 760-922-4658 ■ Fax 760-922-4660

Attachment A

THG Task Order for Services

Bidding Services shall include the following:

- Preparation of Schedule of Events
- Preparation and processing of the Legal Advertisement
- Preparation of the Plan Holder's List
- Distribution of Bid Set Documents to Plan Holders and Plan Rooms.
- Preparation of the Pre-Bid Conference Agenda and Attendance List
- Chair the Pre-Bid Conference
- Preparation of the Pre-Bid Conference Memorandum
- Coordination with Plan Holders during the bidding phase
- Preparation and Issuance of Addenda as required
- Assist in conducting the Bid Opening
- Preparation of the Bid Tabulation Form and review of received bids
- Processing of Contract Documents
- Preparation of Conformed Specifications

COST FOR PROPOSED SERVICES

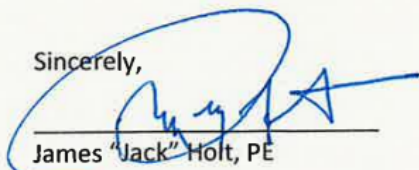
The Holt Group, Inc. proposes to provide **Design Engineering Services** per the items outlined in the Scope of Work for a Lump Sum amount of **\$46,642.00**.

The Holt Group, Inc. proposes to provide **Bidding Services** per the items outlined in the Scope of Work for a Lump Sum amount of **\$5,182.00**.

The total Lump Sum amount to provide Design Engineering and Bidding Services for this project is **\$51,824.00**

Thank you for this opportunity to be of service. We look forward to a successful project. Should you have any questions or concerns, please do not hesitate to contact me at (760) 337-3883 or jack@theholtgroup.net.

Sincerely,



James "Jack" Holt, PE
Principal Engineer

**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 issued a Request for Proposals on March 30, 2023, requesting proposals from qualified Professional Engineering firms to perform this work; and their office; and

WHEREAS, the City received one response in the form of a Task Order from The Holt Group to perform the the aforementioned requested services in the amount of **\$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. That funding for these services are authorized to come from Local Transportation Authority (LTA) funds and/or other Transportation-specific funding sources.
3. That the City Manager is hereby authorized and directed to execute any and all documents necessary for this purpose.
4. That the foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on this 24th day of April, 2023, by the following roll call vote:


AYES:

NOES:

ABSTAIN:

ABSENT:

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	04/24/23
ITEM NUMBER	3 a
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 24, 2023
FROM: Nick Wells, City Manager 23-14
SUBJECT: **Resolution No. 23-14** *Metes and Bounds Legal Description of the City Limits*

ISSUE:

Shall the City Council approve Resolution No. 23-14, authorizing a Task Order by The Holt Group for producing a Metes and Bounds legal description of the precise City Limits of Holtville?

DISCUSSION:

In the course of completing preliminary engineering work for the East Ninth Street project, The Holt Group engineers came to the realization that the project area is directly on the northern border of the city limits, which goes back to the first maps drawn of Holtville. Precise location of that imaginary line of demarcation can be attained, but a search of records (annexations and previous maps) must be performed to legally identify it.

A Metes and Bounds legal description of the City limits utilizes the information described above to mathematically calculate the precise location of the border lines. For many years, the Local Area Formation Commission (LAFCo) has recommended and prefers that the City have such work performed periodically, usually in the course of annexations to the City. As few of those have taken place over recent years, Holtville has not had such work done for that specific area.

Funding for the aforementioned East Ninth Street project requires that the entirety of the project area be within the grantee's jurisdiction. Without a completed Metes and Bounds legal description, we are unable to prove out that issue.

The issue came up prior to the last City Council meeting and given the request to RFP Design services, staff proactively advertised this function as well. In addition to advertising the request and posting it on the website, this RFP was also emailed directly to four local firms known to this type of work - primarily Professional Land Surveyors. A representative of one of the firms and met with staff to ask questions about the requested work. Once again, however, THG was the only firm that submitted a proposal. Their Task Order proposal is attached.

FISCAL IMPACT:

THG requested \$12,500.00 for performing this service. Although this work is necessary for the project, it is not specific to it, therefore it is not covered by the grant funding. It is, however, a necessary function for this and other streets projects, so staff recommends designating Local Transportation Authority (LTA) revenues as the source of funding.

CITY MANAGER RECOMMENDATION:

It is recommended that the resolution be approved.

ALTERNATIVE:

- 1 - Authorize preparation a Metes and Bounds legal description by The Holt Group.
- 2 - Give staff alternate direction.

Attachment A

THG Task Order for Services



James G. Holt, P.E.
Robert K. Holt, P.E.

Engineering ■ Planning ■ Surveying

April 18, 2023

Mr. Nicholas Wells
City Manager
City of Holtville
121 West 5th Street
Holtville, CA 92250

RE: Request for Proposals (RFP) for Professional Land Surveyor Services to Prepare Metes and Bounds Legal Description of the City of Holtville City Limits Project – THG Proposal #2023-023

Dear Mr. Wells,

The Holt Group, Inc. proposes to prepare maps, legal descriptions, and application requirements for the completion of a boundary annexation for the City of Holtville East Ninth Street Project. The Holt Group, Inc. assisted the City of Holtville with the acquisition of Congestion Mitigation and Air Quality (CMAQ) Improvement Program funds for the East Ninth Street Project and will continue to ensure the timely completion of the project. The Holt Group, Inc. proposes to complete these tasks based on the following:

SCOPE OF WORK

I. RECORDS SEARCH

In order to accurately determine the City Limits of the City of Holtville, it is imperative to search and acquire records such as recorded maps and annexation documents for the City of Holtville. The Holt Group, Inc. proposes to assist with the acquisition of the following items:

- 1. Annexation Documents** – The Holt Group, Inc. will search both city and county records for recorded annexation documents.
- 2. City and County Maps** – The Holt Group, Inc. will search both city and county records for recorded maps.
- 3. Other** – The Holt Group, Inc. will search for and acquire other miscellaneous maps and documents necessary for completion of the boundary annexation.

Attachment A

THG Task Order for Services

II. METES & BOUNDS LEGAL DESCRIPTION

The Holt Group, Inc. will prepare a metes and bounds legal description for the boundary annexation. The metes and bounds legal description will identify city boundaries and provide a geographical description that identifies the precise location of the City of Holtville City Limits.

III. APPLICATIONS

The Holt Group, Inc. will prepare and submit all applications necessary for the boundary annexation which includes but is not limited to applications from the Imperial County Local Agency Formation Commission (LAFCO) and the Imperial County Developmental Services Department.

SCHEDULE AND COST

It is anticipated that the entire scope of work would be completed in a four-week timeframe. The Holt group proposes to complete the work items outlined above at a time and material basis with a not-to-exceed cap of seven thousand five hundred dollars **\$12,500**. Additional time and costs may be necessary to accommodate any meeting requests beyond this timeframe.

EXCLUSIONS & ASSUMPTIONS

1. The preparation of a Record of Survey is excluded from the Proposal Scope of Work.
2. The establishment of Survey Monumentation is excluded from the Proposal Scope of Work.
3. The costs for Record Maps, Deeds, Official Records and similar documents shall be regarded as a reimbursable expense to be compensated for the actual document cost.
4. The costs for Title Reports, if required, shall be regarded as a reimbursable expense.
5. Recording Costs, if applicable, shall be paid by others.

Thank you for this opportunity to be of service. We look forward to a successful project. Should you have any questions or concerns regarding this communication, please do not hesitate to contact George Galvan or myself at (760) 337-3883 or jack@theholtgroup.net and jgalvan@theholtgroup.net.

Sincerely,



James "Jack" Holt, PE
Principal Engineer

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 23-14**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING A TASK
ORDER WITH THE HOLT GROUP TO PRODUCE A METES AND BOUNDS LEGAL
DESCRIPTION OF THE PRECISE CITY LIMITS OF HOLTVILLE**

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, funding requires that the City legally demonstrate that this project area is completely within the City's jurisdiction; and

WHEREAS, a Metes and Bounds legal description of the City limits must be completed to mathematically calculate the precise location of the City limit lines; and

WHEREAS, the Area Formation Commission (LAFCo) has recommended and prefers that the City have such work performed periodically, and have a current document on file with their office; and

WHEREAS, the City issued a Request for Proposals on March 30, 2023, requesting proposals from qualified Professional Land Surveyors to perform this work; and

WHEREAS, the City received one response in the form of a Task Order from The Holt Group to perform the the aforementioned requested services in the amount of **\$12,500**; and

WHEREAS, The Holt Group is fully apprised of the scope of this project and with the Holtville City limits in general, making the ideal firm to complete the document 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 **\$12,500.00** for services to complete a Metes and Bounds legal description of the City limits of Holtville.
2. That funding for these services are authorized to come from Local Transportation Authority (LTA) funds and/or other Transportation-specific funding sources.
3. That the City Manager is hereby authorized and directed to execute any and all documents necessary for this purpose.
4. That the foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on this 24th day of April, 2023, by the following roll call vote:

AYES:

NOES:


ABSTAIN:

ABSENT:

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: April 21, 2023
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>04/24/23</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 April to officially sign off the project as complete.

A full report on the Project Change Orders was received today. After some analysis, this will be reported to Council at the next (May 8) meeting.

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. *Per Council direction a Request for Proposals for Design Engineering and Bidding Services was issued in March, with responses due April 18. The only respondent was The Holt Group, with proposed action on the current agenda.*

An additional need arose for a Metes and Bounds legal description of the City limits to precisely identify the project area as being within the City's jurisdiction. A Request for Proposals to perform this service was issued in March, with responses due April 18. The only respondent was The Holt Group, with proposed action on the current agenda.

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. *It was decided that preliminary contact via telephone would be best. Staff is coordinating for a group call next week.*

Pine Avenue Sidewalks – Subsequent to the awards of funding for streets projects utilizing Federal Highways dollars through ICTC in early 2022, 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 was taken in March, so we await a kickoff meeting to start work. ***The contractor has submitted insurance and bond documents. We are awaiting some final approvals from the County of Imperial to begin.***

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 in March for this project. Staff worked to find multiple applicable firms for direct outreach on this project, which were contacted. ***The preferred firm was selected at the last Council meeting. We have made contact and are working on contract documents to begin.***

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.

Staff has begun to look at another grant opportunity through State Parks for the spur line to the Wetlands. As the Trestle Improvements and Wetlands projects are about to begin, the need for the Trail extension will soon be crucial.

Gene Layton Pool – After the Pool refurbishment project, of 2022, the final paperwork was submitted in the past few weeks to receive the State Parks funding that was the basis of the project. Utilizing additional funding received from the IID, staff has started on a project to get internet service to the area for a much-needed security system. ***Staff met with a State Parks representative last week to get the completion package signed off. We expect full grant fund reimbursement before summer.***

Mac Park – Working with Little League, Public Works staff is working to get the second field up to par and playable. It is expected to be fully ready for next year’s play.

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 in March and we await the final documents. The Single Audit was submitted on time and accepted, which is crucial for ongoing grant funding eligibility.

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 staff is currently working to incorporate requested changes. *The City Manager has had some back-and-forth conversations with Mr. Medina regarding contract language. Final issues were ironed out early this week, so a signed document is imminent.*

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. *A “Final” batch of changes was forwarded last week. We are awaiting scheduling a training session to take over administration and to “go live” soon!*

BUILDING PERMITS - The City has issued **31** 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.

Staff continues to conduct daily interaction with the project proponents via email for various necessary documents. The Building Inspector and the City Engineer have cleared the project to begin construction, so that part is in the hands of the builder at this point.

MEETINGS & EVENTS RECENTLY ATTENDED:

- 04/10/23 Department Head Meeting *City Hall*
- 04/10/23 Holtville City Council Meeting *City Hall*
- 04/11/23 Meeting w/ City Engineer *re: Various projects* *THG Offices (EC)*
- 04/11/23 Environmental Compliance in California *Webinar*
- 04/12/23 ICTC Management/CCMA Meetings *ICTC Offices*
- 04/12/23 Meeting w/ State Parks Rep *re: Pool/other projects* *Gene Layton Pool*
- 04/14/23 NW Vacation Day *(Out of Office)* *Fresno, CA*
- 04/17/23 Department Head Meeting *City Hall*
- 04/19/23 Conference w/ PS Building Architect *re: Go forward* *Teleconference*
- 04/20/23 IVEDC Board of Directors Meeting *Sun Community FCU (Imperial)*
- 04/20/23 Holtville Farmers Market & Street Fair *Holt Park*
-

UPCOMING EVENTS:

- 04/24/23 Department Head Meeting *City Hall*
- 04/25/23 ICTC Long Range Trans Plan Technical Advisory Committee *ICTC Offices (EC)*
- 05/01/23 Department Head Meeting *City Hall*
- 05/03 - 05/05/23 SCAG General Assembly & Annual Conference *Palm Desert, CA*
- 05/08/23 Department Head Meeting *City Hall*
- 05/08/23 Holtville City Council Meeting *City Hall*
- 05/10/23 ICTC Management/CCMA Meetings *County of Imperial*
- 05/12/23 Dancing w/ the Stars Event *Quechan Resort (Winterhaven)*
- 05/15/23 Mothers Day
- 05/15/23 Holtville Planning Commission Meeting *City Hall*
- 05/16/23 2023 Blue Angels Litho Presentation *City Hall*
- 05/17/23 IV Foreign Trade Zone Meeting *Web Conference*
- 05/18/23 Holtville Farmers Market & Street Fair *Holt Park*
- 05/19/23 Turning Point Banquet *Old Eucalyptus Schoolhouse (EC)*
- 05/22/23 Holtville City Council Meeting *City Hall*
- 05/25/23 League of Cities Division Dinner *(Tentative)* *Site TBA*
- 05/29/23 Memorial Day Observed *(City Hall Closed)*
- 06/20/23 Ice Cream Social *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 City Council

April 21, 2023

From: Adriana Anguis, Finance Supervisor

Subject: Bimonthly Report

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


The purpose of this report is to inform Council of City of Holtville Finance activities and updates since the last council meeting.

- Running all fund balances to start new budget.
- The department is currently making sure all financial transactions are posted correctly and is all up to date.
- Receiving budget requests from departments.
- Wrapping up the Holtville Gardens State Reports to submit next week.
- Water shutoffs, 16 total, all have been restored


Respectfully Submitted,

Adriana Anguis

Adriana Anguis
Finance Supervisor
City of Holtville

MEETING DATE:	<u>04/24/23</u>
ITEM NUMBER	<u>5 a</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>04/24/23</u>
ITEM NUMBER	<u>5 c</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 19, 2023
FROM: Alex Silva, Fire Chief
SUBJECT: Monthly Report for March 2023

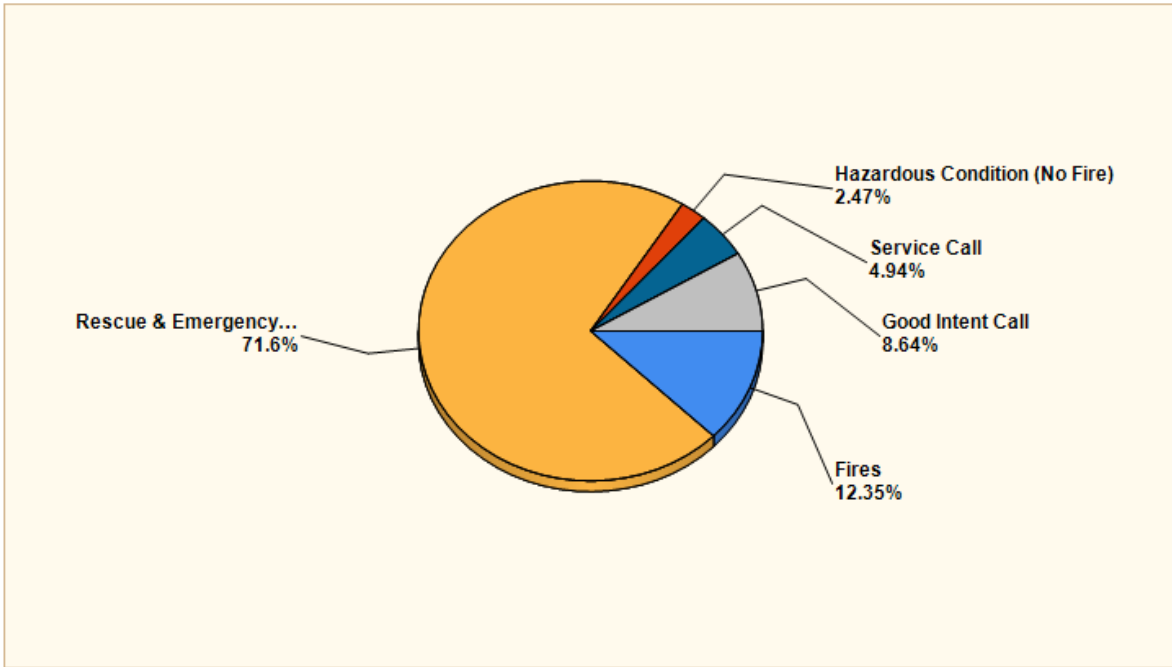
THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.

During the month of March 2023, we started to prepare for the upcoming wildland fire season. All Holtville Fire personnel participated and completed the yearly wildland red card training. The red card training included a 3 mile run with a 40 lb back pack, fire shelter deployment, low band radio training, hose deployment and wildland hand tools. The Brush truck was taken for its yearly preventive maintenance. We attended few career days with the Imperial Valley. "Chief" and I attended the Burn Institute bowling with burn survivors from the Imperial Valley. HFD staff held a fill a boot for the Burn Institute at 5th and Holt Avenue, we raised over \$1900. The following is the monthly report for the month of March, 2023.

Emergency Calls	81
Training hours	224

Cordially submitted

Alex Silva
Fire Chief



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	10	12.35%
Rescue & Emergency Medical Service	58	71.6%
Hazardous Condition (No Fire)	2	2.47%
Service Call	4	4.94%
Good Intent Call	7	8.64%
TOTAL	81	100%

ACTION TAKEN	# INCIDENTS	PERCENTAGE
10 - Fire control or extinguishment, other	2	2.47%
11 - Extinguishment by fire service personnel	6	7.41%
13 - Establish fire lines (wildfire)	1	1.23%
16 - Control fire (wildland)	1	1.23%
30 - Emergency medical services, other	1	1.23%
31 - Provide first aid & check for injuries	7	8.64%
32 - Provide basic life support (BLS)	50	61.73%
45 - Remove hazard	1	1.23%

64 - Shut down system	1	1.23%
71 - Assist physically disabled	3	3.7%
73 - Provide manpower	2	2.47%
86 - Investigate	3	3.7%
87 - Investigate fire out on arrival	1	1.23%
92 - Standby	2	2.47%
93 - Cancelled en route	5	6.17%

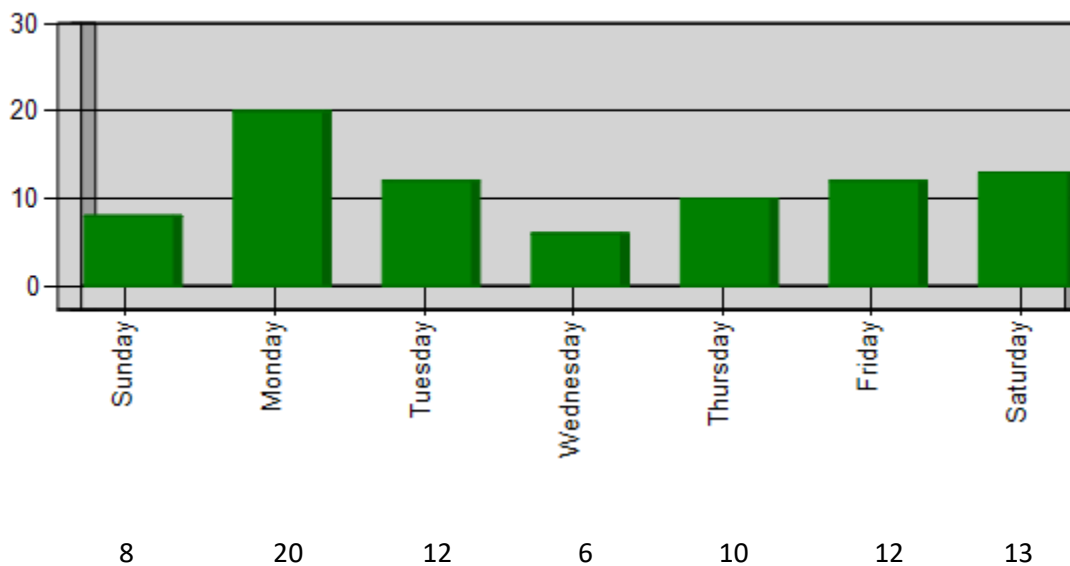
TOTAL: 86

Monetary loss

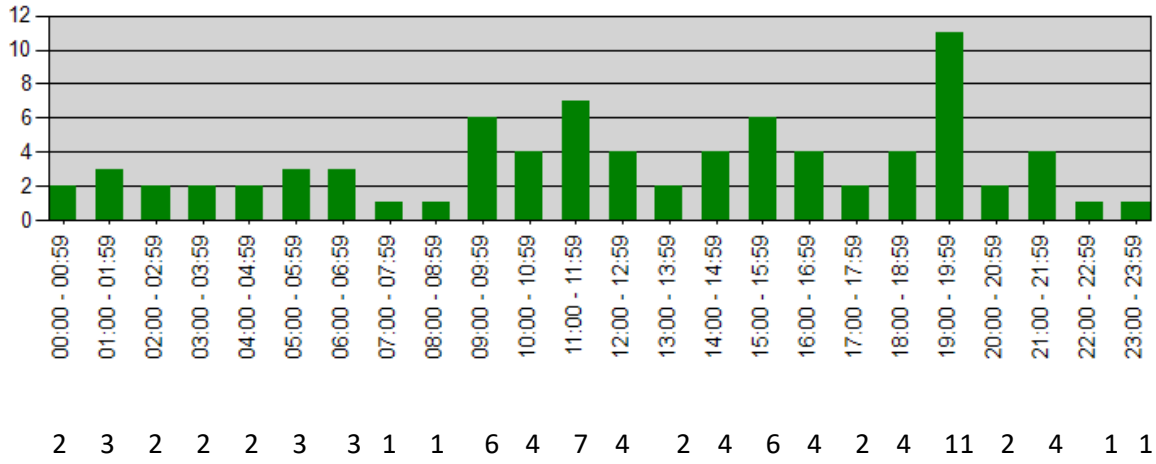
TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
3	\$48,500.00	\$40,000.00	\$88,500.00	\$29,500.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2023-202	03/16/2023	322 - Motor vehicle accident with injuries	\$40,000.00	\$40,000.00	\$80,000.00	90.40%
2023-206	03/18/2023	111 - Building fire	\$5,000.00	\$0.00	\$5,000.00	5.65%
2023-248	03/31/2023	131 - Passenger vehicle fire	\$3,500.00	\$0.00	\$3,500.00	3.95%

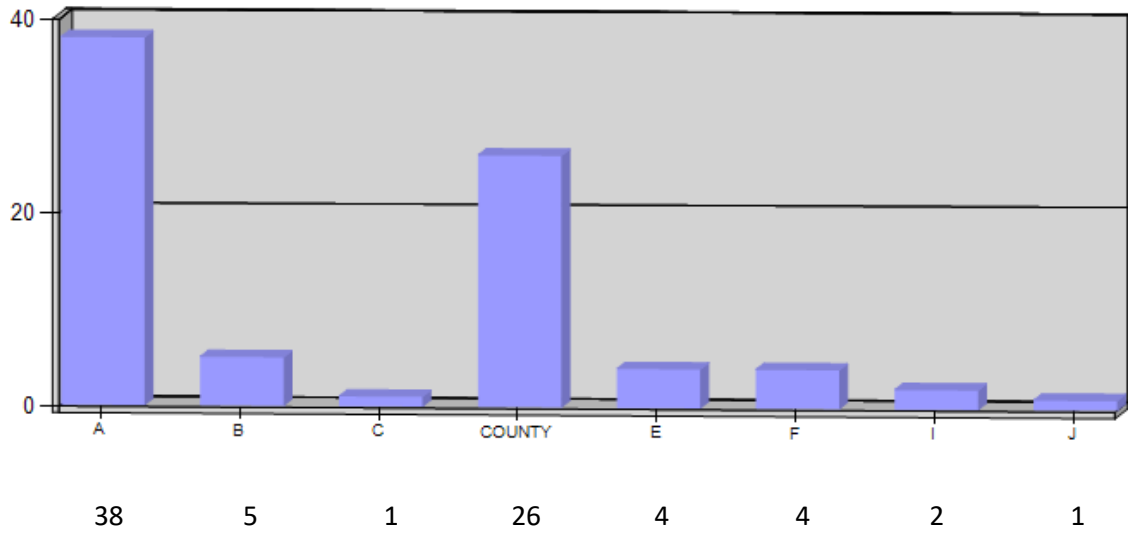
Days of the week




Hour of the day



Zones



City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>04/24/23</u>
ITEM NUMBER	<u>5 d</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 19th, 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 all operations and maintenance activities carried out at the Water & Wastewater treatment facilities during the period between 04/05/23 to 04/19/2023.

Water Plant:

- Control Systems Engineering completed installation of mounting bracket extensions for ultrasonic level sensors on all four filter cells (*see first photo*).
- Brax & Control Systems Engineering completed installation of refurbished Finished Water Transfer Pump #3, and connected to new 40 HP Variable Frequency Drive (VFD) unit (*see second photo*).
- Water plant staff completed all required monthly samples, and submitted all regulatory reports as required during this period.

Wastewater Plant:

- Wastewater plant staff completed annual cleaning of septic waste receiving station holding cells 1 & 2, and replaced aeration diffuser nozzles.
- Wastewater plant staff completed all required monthly samples, and submitted all regulatory reports as required during this period.

Respectfully Submitted,



Frank Cornejo.
Water/Wastewater Operations Supervisor
City of Holtville




Ultrasonic Filter Cell Level Transducers



New FWTP #2 Inverter Rated 40 HP Motor

**City of Holtville
REPORT TO COUNCIL**

DATE ISSUED April 21, 2023
FROM: Public Works Foreman
SUBJECT: Bimonthly Report.

MEETING DATE:	<u>04/24/23</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.

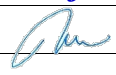
The purpose of this report is to inform Council of Public Works activities since the last council meeting. Public Works has been actively working on or completed the following:

- 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.
- Setup road closure for Farmers market.
- Check 5 Backflow assembly devices.
- Replaced 3 one-inch meters.
- Replaced 15 ¾ inch meters.
- Caught 5 dogs.

Respectfully Submitted,

Alejandro Chavez
Public Works Foreman
City of Holtville

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>04/24/23</u>
ITEM NUMBER	<u>5 f</u>
Approvals	CITY MANAGER <u></u>
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 12, 2023

FROM: Raylene Tapiceria

SUBJECT: Building Inspections Quarterly Rej 01/01/23 to
04/01/23

**THIS REPORT IS PROVIDED TO THE CITY COUNCIL FOR THEIR INFORMATION
NO ACTION IS REQUIRED AT THIS TIME**

The purpose of this report is to inform Council of Building Inspection activities during the period of January through April, 2023.

1 Current Commercial Inspections:

502 Holt Ave.

Final Roofing 1/27/2023

708 E. 5th St.

Ongoing

35 Minor & Partial Inspections

<u>TYPE</u>	<u>#</u>	<u>TYPE</u>	<u>#</u>	<u>TYPE</u>	<u>#</u>	<u>TYPE</u>	<u>#</u>	<u>TYPE</u>	<u>#</u>
Roof Nailing	4	Roofing	4	Replace A/C	0	Windows	1	Gas	1
Water Heater	1	Insulation	1	Electrical	7	Pool Demo	0		
Framing	4	Plumbing	1	Lath	1	Roof Collapse	0		
Set Back	0	Rebar	2	Solar Panels	0	Concrete	2		
Underlyment Paper	4	Footing	2	Drywall Nail	1	Signs	0		

31 Permits received Final Inspections

(for Windows, Upgraded Electrical Panels, Pool Demos, Solar Panels and A/C Units.)

- 901 Cedar Ave. - New Garage (1/26/2023)
- 820 Webb Ave. - Front Patio (3/16/2023)
- 502 Holt Ave. - Roofing (1/27/2023)
- 604 E. 6th St. - Asbestos (3/24/2023)
- 838 Palm Ave. - Roofing (2/01/2023)
- 621 Pine Ave. - Upgraded Electrical (3/14/2023)
- 940 Cedar Ave. - New Home (2/16/2023)
- 705 Fern Ave. - Upgraded Electrical (3/30/2023)
- 577 Cedar Ave. - Water Heater (2/22/2023)
- 705 Fern Ave. - New Garage (3/09/2023)

Plan Review / Building Permits

- 502 Holt Ave. (Reroof)
- 845 Walnut Ave. (Reroof)
- 820 Webb Ave. (Patio/Driveway)
- 704 E. 3rd. St. (New Senior Apartments)
- ## Palm Ave. (Reroof)
- 705 Fern Ave. (New Garage)
- 722 E. 6th St. (Two classrooms/sound room)
- 577 Cedar Ave. (Water Heater)
- 927 Chestnut Ave. (New Garage door)
- 570 Orange Ave. (Water Heater)
- 621 Pine Ave. (Upgraded Electrical Panel)
- 470 Holt Ave. (New windows/Commercial doors)
- 915 Chestnut Ave. (Upgraded Electrical Panel)
- 515 Artesia Ave. (New Patio)
- 604 E. 6th St. (Remove Asbestos/Remodel)
- 616 Maple Ave. (New windows/Upgraded electrical panel/Reroof)
- 820 E. 5th St. (New storage units/residential home/Adu/Commercial Building)
- 570 Holt Ave. (New bathroom/Utility room)
- 439 E. 8th St. (New Signs)
- 876 Ash Ave. (Reroof)
- 846 Orange Ave. (Solar Panels)
- 117 E. 8th St. (Reroof)
- 828 Oak Ave. (New Patio)
- 628 E. 6th St. (Solar Panels)
- 502 Olive Ave. Unit #7 (ADA Ramp)
- 805 Orange Ave. (New Patio)
- 217 W. 7th St. (New Shade)
- 745 Maple Ave. (New Shade)
- 524 E. 7th St. (New Laundry Room)
- 505 Mesquite Ave. (New Shade)
- 950 Orange Ave. (New Pool/Spa)
- 901 Cedar Ave. (New Garage)

Red Tags

- 470 Holt Ave. (Working with no Permit)
- 868 Orange Ave. (Structure Damage)
- 217 W. 7th St. (Working with no Permit)
- 117 W. 7th St. (Working with no Permit/Business License)
- 439 E. 5th St. (Working with no Permit/Business License)

Respectfully Submitted,

Raylene Tapiceria
Building Inspector