

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

Monday, March 11, 2024

- | | | |
|--|---|--|
| <input type="checkbox"/> Murray Anderson, Mayor | <input type="checkbox"/> Ginger Ward, Council Member | <input type="checkbox"/> Steve Walker, City Attorney |
| <input type="checkbox"/> John Munger, 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"/> Michael Pacheco, Council Member | <input type="checkbox"/> Adriana Anguis, Finance Supervisor | <input type="checkbox"/> Joe Conkey, Police 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 - 5:00

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

PUBLIC EMPLOYMENT:

(Government Code Section 54957)

City Manager Evaluation

Evaluation Criteria

RECONVENE OPEN SESSION - 6:00 PM

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, February 26, 2024.
- b. Current Demands #46550 through #46593.
- c. Action to Adopt RESOLUTION #24-12 Adopting a Revised Salary Schedule for the 2023-24 Fiscal Year.

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUES:

3. NEW BUSINESS:

- a. **Discussion/Related Action to Adopt RESOLUTION #24-07** Approving the Similar Use Determination, Conditional Use Permit and Variances for the Property Located at 625 E Fifth Street (APN 045-272-007) for New Construction of Labor Housing
Nick Wells, City Manager
- b. **Discussion/Related Action to Adopt RESOLUTION #24-08** Approving the Design for the Property located at 625 E Fifth Street (APN 045-272-007) for New Construction of Labor Housing
Nick Wells, City Manager
- c. **Discussion/Related Action to Adopt RESOLUTION #24-09** Approving the Extension of Sewer Services Outside of City Limits to the Property Located at 1991 Underwood Road (APN 050-216-001)
Nick Wells, City Manager
- d. **Discussion/Related Action to Adopt RESOLUTION #24-10** Approving the Extension of Water Utility Services Outside of City Limits to the Property Located at 1912 East Underwood Road (APN 050-211-012)
Nick Wells, City Manager
- e. **Discussion/Related Action to Adopt RESOLUTION #24-11** Awarding a Contract for Construction of the Ninth Street (Ash to Oak) Pedestrian Improvement Project
Nick Wells, City Manager

4. INFORMATION ONLY:

- a. **Discussion Only** Regarding Purchase of Vehicle for Public Works Department
Adriana Anguis, Finance Supervisor

5. STAFF REPORTS

- a. **City Manager Report - Nick Wells**
- b. Finance Supervisor - *Adriana Anguis*
- c. Police Chief - Joe Conkey
- d. Public Works Foreman - Alex Chavez

6. **Items for future meetings** *72-Hour & Trailer Parking Ordinance*
HHS Winter Sports CIF Recognition

7. ADJOURNMENT:

I, Yvette Rios, City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall and on the City of Holtville's website (www.Holtville.ca.gov) on Friday, March 8, 2024.

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

Monday, February 26, 2024

MEETING DATE:	<u>3/11/24</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, February 26, 2024, at 5:00 pm in the Civic Center. Mayor Murray Anderson was present, as were Council Members Ginger Ward, Mike Goodsell, Mike Pacheco, and John Munger. City Attorney Steve Walker, Fire Chief Alex Silva, City Treasurer George Morris, City Manager Nick Wells, and Assistant City Clerk Yvette Rios.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

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

PUBLIC EMPLOYMENT:

(Government Code Section 54957)

City Manager Evaluation
Evaluation Criteria

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Anderson called the Open Session meeting to order at 6:01 PM.

PLEDGE OF ALLEGIANCE: *Mr. Munger 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, February 23, 2024.

EXECUTIVE SESSION ANNOUNCEMENTS:

Mr. Walker reported that there was no reportable action from the Closed Session.

GENERAL PUBLIC COMMENTS: *No Public Comments were registered.*

1. CITY COUNCIL CONSENT AGENDA:

- a. Approval of the Minutes from the Regular Meeting of Monday, February 12, 2024.**
- b. Current Demands #46502 through #46549**

Mr. Anderson noted that there was old information on the minutes presented. Staff will correct this error.

A motion was made by Ms. Ward and seconded by Mr. Goodsell to approve the Consent Agenda with the correction. The motion passed in the form of a roll call vote.

AYES: *Anderson, Goodsell, Ward, Pacheco, Munger*

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQUES:

Ms. Rios reported that she attended a virtual training for Minerva reporting software and a virtual IVRMA meeting.

Mr. Wells shared that he has been working on the East & West Ninth Street Improvements Projects and reported that he attended the recent Planning Commission meeting where Peri & Sons Farms gave a presentation for the Farm Labor Housing Project.

Mr. Walker said that he is looking forward to the Mid-Winter Fair in Imperial.

Ms. Ward also attended the Planning Commission meeting as the Ex-Officio Member.

Mr. Goodsell, Mr. Munger, and Mr. Pacheco had nothing to report.

Mr. Morris shared that he watched the HFD use the new ladder truck to service the stadium lights at Samaha Park and thinks it is a positive act that the community was able to witness.

Chief Silva reported that the HFD did not receive any notable calls during the Carrot Festival and his department was able to accompany 25 students from the HUSD and two families from the Burn Institute on carnival rides with complimentary passes from the Holtville Chamber. He listed various safety and skills trainings that he and his staff will be attending as well as upcoming community events that they will participate in.

Mayor Anderson also attended the Planning Commission meeting and a Chamber Board meeting to review the festivities. He participated in the El Centro Mardi Gras Parade with InnerCare and he saw Big Bad Wolf perform.

2. UNFINISHED BUSINESS:

- a. Discussion/Related Action to Adopt RESOLUTION #24-05** Approving the Expenditure of Water Enterprise Funds for the Replacement of Three Variable Speed Drives for Redundant Water Pumps at the City Water Treatment Plant

Nick Wells, City Manager

Mr. Wells explained that a failure in the distribution pump controller (PLC) and (3) variable frequency drive units (VFDs) that occurred some weeks ago had prompted Mr. Cornejo, our Water Operations Consultant, to urge that these outdated systems be replaced. The replacement was postponed under the assessment that systems could remain functional until the new fiscal year. A major water break interfered with this plan and controls need to be repaired soon. The break was caused by a jockey pump that could not regulate flows, leading to high water pressures that ultimately burst weak pipes on Brentwood Avenue. Mr. Cornejo has been in contact with Eric Blom from Control Systems Engineering to repair the PLC and the (3) VFDs. Mr. Blom submitted a competitive estimate and is extensively familiar with the systems due to the fact that he designed them himself. Furthermore, as a capital improvement, this expense will not affect our current budget. For these reasons, staff recommends that the replacements be approved with services provided by Control Systems Engineering.

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

AYES: *Goodsell, Munger, Ward, Pacheco, Anderson*

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

3. NEW BUSINESS:

- a. Discussion/Related Action to Adopt RESOLUTION #24-04** Awarding a Contract for Engineering Design of the West Ninth Street Sidewalk Improvements Project

Nick Wells, City Manager

Mr. Wells explained that he delayed presenting bids for the RFP released for Engineering Design of the West Ninth Street Sidewalk Improvements Project because there were only a few replies. Ultimately a reply was received from two contractors. A selection committee made the decision

without the bid amount in consideration. LC Engineering was selected as the most qualified proposal due to their experience working with the City. Upon selection, the committee was able to learn that their bid aligned with the budget for design as well.

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

AYES: Goodsell, Munger, Ward, Pacheco, Anderson

NOES: None

ABSENT: None

ABSTAIN: None

b. Discussion/Related Action to Appoint a Permanent City Clerk

Mr. Wells, who has been the acting City Clerk for some years now, suggested that Yvette Rios is trained to fill the duties of the City Clerk position. Mr. Wells explained that Ms. Rios has been officially promoted to a full-time employee as of this week and released the final decision to the Council.

A motion was made by Mr. Goodsell and seconded by Ms. Ward to appoint Yvette Rios as City Clerk. The motion passed in the form of a roll call vote.

AYES: Goodsell, Munger, Ward, Pacheco, Anderson

NOES: None

ABSENT: None

ABSTAIN: None

Ms. Rios was sworn in by Mr. Wells.

4. INFORMATION ONLY:

a. Discussion Only Regarding Progress on Design of the Public Safety Building

Nick Wells, City Manager

Mr. Anderson commenced discussion by asking if anyone has seen or heard of any press or publicity related to the Public Safety Building. No one had relevant information to share regarding publicity. Mr. Wells shared that he received an email from Mr. Medina, the architect, requesting a meeting on the week of March 11th. They will make sure to coordinate with Mr. Anderson so that he may be involved in the meeting. Mr. Pacheco suggested that a schedule for the project be presented.

5. STAFF REPORTS:

a. City Manager Report - Nick Wells

Mr. Wells informed the Council of the Annual Turning Point Banquet

b. Finance Supervisor - Adriana Anguis

c. Fire Chief - Alex Silva

d. Water/Wastewater Consultant - Frank Cornejo

e. ~~Public Works Supervisor - Alex Chavez~~

Not Submitted

6. Items for Future Meetings: 72-hour & Trailer Parking Ordinance
HHS Winter Sports CIF Recognition

7. ADJOURNMENT: There being no further business to come before the Council, Mayor Anderson adjourned the meeting at 6:43 PM.

MEETING DATE:		<i>3/11/24</i>
ITEM NUMBER		<i>1 b</i>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

Report Criteria:
Report type: GL detail
Check.Type = {<->} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount		
46550								
03/06/2024	46550	IMPERIAL VALLEY	HG304970	10-31140-47850	8,500.00	8,500.00	TRUCK	PUBLIC WORKS
03/06/2024	46550	IMPERIAL VALLEY	HG304970	11-31510-47840	15,521.38	15,521.38	TRUCK	
Total 46550:						24,021.38		
46551								
03/07/2024	46551	8x8, INC.	4297706	10-12001-4425	53.87	53.87	TELEPHONE	ADMIN
03/07/2024	46551	8x8, INC.	4297706	10-12003-4425	53.88	53.88	TELEPHONE	
03/07/2024	46551	8x8, INC.	4297706	10-14020-4425	53.88	53.88	TELEPHONE	
03/07/2024	46551	8x8, INC.	4297706	11-31510-44250	53.88	53.88	TELEPHONE	
03/07/2024	46551	8x8, INC.	4297706	12-31620-4425	53.88	53.88	TELEPHONE	
Total 46551:						269.39		
46552								
03/07/2024	46552	ACE HARDWARE	427459	10-22080-4420	36.89	36.89	CLEANING SUPPLIES	PUBLIC WORKS FIRE DEPT
03/07/2024	46552	ACE HARDWARE	428318	10-31140-44200	45.89	45.89	PAINT SUPPLIES	
03/07/2024	46552	ACE HARDWARE	428355	10-31158-44200	5.38	5.38	WATER FOR MEETINGS	
03/07/2024	46552	ACE HARDWARE	428444	10-31150-44200	60.32	60.32	WEED KILLER	
03/07/2024	46552	ACE HARDWARE	428663	10-31158-44200	14.00	14.00	LIGHT BULB	
03/07/2024	46552	ACE HARDWARE	429453	10-31150-44200	18.31	18.31	FIRE ANT KILLER	
03/07/2024	46552	ACE HARDWARE	E09743	10-31150-44200	72.13	72.13	CEMENT	
03/07/2024	46552	ACE HARDWARE	E11425	11-31520-44200	48.44	48.44	PAINT TRAY AND PRIMER	
03/07/2024	46552	ACE HARDWARE	E11569	11-31510-44200	1.29	1.29	ADAPTER GROUND VINYL	
03/07/2024	46552	ACE HARDWARE	E11569	12-31620-4420	1.29	1.29	ADAPTER GORUND VINYL	
03/07/2024	46552	ACE HARDWARE	E12315	11-31510-44200	4.18	4.18	SHOP SUPPLIES	
03/07/2024	46552	ACE HARDWARE	E12315	12-31620-4420	4.18	4.18	SHOP SUPPLIES	
03/07/2024	46552	ACE HARDWARE	E12883	10-22080-4420	36.61	36.61	STORAGE BOX	
03/07/2024	46552	ACE HARDWARE	E12978	10-22080-4416	18.07	18.07	MARKERS	
03/07/2024	46552	ACE HARDWARE	E14745	10-22080-4420	79.02	79.02	PAINTING SUPPLIES	
03/07/2024	46552	ACE HARDWARE	E16031	10-31158-44200	9.26	9.26	ADHESIVE GLUE	
03/07/2024	46552	ACE HARDWARE	E19339	10-31158-44200	193.76	193.76	LED LIGHTS	
03/07/2024	46552	ACE HARDWARE	E19342	10-22080-4420	48.48	48.48	TV SURGE BOX	
03/07/2024	46552	ACE HARDWARE	E19430	10-22080-4420	12.92	12.92	PADLOCK	
03/07/2024	46552	ACE HARDWARE	E19727	10-31140-44200	14.01	14.01	SPRAY PAINT	
03/07/2024	46552	ACE HARDWARE	E19785	12-31620-4431	8.37	8.37	SEWER SUPPLIES	
03/07/2024	46552	ACE HARDWARE	E26204	10-31158-44200	56.01	56.01	STEEP STOOL	
Total 46552:						788.81		
46553								
03/07/2024	46553	ALEJANDRO ESTR	1456	10-12001-4510	90.00	90.00	MANAGEMENT INFO SERVICES	ADMIN PUBLIC WORKS FIRE DEPT
03/07/2024	46553	ALEJANDRO ESTR	1456	10-12003-4510	90.00	90.00	MANAGEMENT INFO SERVICES	
03/07/2024	46553	ALEJANDRO ESTR	1456	10-14020-4510	90.00	90.00	MANAGEMENT INFO SERVICES	
03/07/2024	46553	ALEJANDRO ESTR	1456	10-22080-4510	90.00	90.00	MANAGEMENT INFO SERVICES	
03/07/2024	46553	ALEJANDRO ESTR	1456	11-31510-45100	90.00	90.00	MANAGEMENT INFO SERVICES	
03/07/2024	46553	ALEJANDRO ESTR	1456	12-31620-4510	90.00	90.00	MANAGEMENT INFO SERVICES	
03/07/2024	46553	ALEJANDRO ESTR	1456	11-31520-45100	90.00	90.00	MANAGEMENT INFO SERVICES	
03/07/2024	46553	ALEJANDRO ESTR	1456	12-31610-4510	90.00	90.00	MANAGEMENT INFO SERVICES	
03/07/2024	46553	ALEJANDRO ESTR	1456	10-12003-4520	150.00	150.00	BUILDING PERMIT SYSTEM	
03/07/2024	46553	ALEJANDRO ESTR	1456	10-22080-4520	300.00	300.00	FIRE DEPT CONSULTING	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
03/07/2024	46553	ALEJANDRO ESTR	1456	11-31520-45200	600.00	600.00	WTP CONSULTING	
03/07/2024	46553	ALEJANDRO ESTR	1456	12-31610-4520	600.00	600.00	WWTP CONSULTING	
03/07/2024	46553	ALEJANDRO ESTR	1456	10-14020-4520	300.00	300.00	CITY HALL CONSULTING	
03/07/2024	46553	ALEJANDRO ESTR	1456	11-31510-45200	300.00	300.00	CITY HALL CONSULTING	
03/07/2024	46553	ALEJANDRO ESTR	1456	12-31620-4520	300.00	300.00	CITY HALL CONSULTING	
Total 46553:						3,270.00		
46554								
03/07/2024	46554	APPLIED INDUSTR	7028956161	12-31610-4420	342.72	342.72	GLOVES AND SPRAY	PUBLIC WORKS
Total 46554:						342.72		
46555								
03/07/2024	46555	BABCOCK & SONS	CA40343-22	11-31520-44301	18.87	18.87	ALUMINUM LAB ANALYSIS	PUBLIC WORKS
03/07/2024	46555	BABCOCK & SONS	CA40619-22	12-31610-4430	174.58	174.58	BIOCHEMICAL OXYGEN DEMA	
03/07/2024	46555	BABCOCK & SONS	CB41340-22	12-31610-4430	39.64	39.64	TOTAL HARDNESS PACKAGE	
03/07/2024	46555	BABCOCK & SONS	CB41346-22	11-31520-44301	178.35	178.35	TOTAL ORGANIC CARBON	
03/07/2024	46555	BABCOCK & SONS	CB41404-22	12-31610-4430	19.81	19.81	AMMONIA LAB ANALYSIS	
03/07/2024	46555	BABCOCK & SONS	CB41412-22	11-31520-44301	39.62	39.62	ALUMINUM LAB ANALYSIS	
03/07/2024	46555	BABCOCK & SONS	CB41787-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	
03/07/2024	46555	BABCOCK & SONS	CB41791-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS	
03/07/2024	46555	BABCOCK & SONS	CB41927-22	11-31520-44301	761.79	761.79	HALOACETIC ACIDS	
03/07/2024	46555	BABCOCK & SONS	CB41963-22	12-31610-4430	19.81	19.81	AMMONIA LAB ANALYSIS	
03/07/2024	46555	BABCOCK & SONS	CB41964-22	12-31610-4430	19.81	19.81	COPPER LAB ANALYSIS	
03/07/2024	46555	BABCOCK & SONS	CI303669-22	11-31520-44301	18.87	18.87	ALUMINUM LAB ANALYSIS	
03/07/2024	46555	BABCOCK & SONS	CI31220-227	12-31610-4430	174.58	174.58	BIOCHEMICAL OXYGEN DEMA	
03/07/2024	46555	BABCOCK & SONS	CJ31960-227	11-31520-44301	75.48	75.48	ALUMINUM LAB ANALYSIS	
03/07/2024	46555	BABCOCK & SONS	LB40043-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
03/07/2024	46555	BABCOCK & SONS	LJ30073-227	12-31610-4430	31.85	31.85	E.COLI LAB ANALYSIS	
Total 46555:						1,809.63		
46556								
03/07/2024	46556	CASELLE, INC.	131633	10-14020-4430	1,693.00	1,693.00	CONTRACT SUPPORT AND MAI	ADMIN
Total 46556:						1,693.00		
46557								
03/07/2024	46557	COUNTY MOTOR P	309288	11-31520-44200	15.06	15.06	GREASE FITTING KIT	PUBLIC WORKS
03/07/2024	46557	COUNTY MOTOR P	309840	12-31610-4428	205.45	205.45	FILTERS	
Total 46557:						220.51		
46558								
03/07/2024	46558	COUNTY OF SAN	24HOLTFDN	10-22080-4433	684.00	684.00	FIRE DEPT RADIOS	PUBLIC WORKS
03/07/2024	46558	COUNTY OF SAN	24HOLTFDN	11-31510-44330	14.25	14.25	PUBLIC WORKS RADIOS	FIRE DEPT
03/07/2024	46558	COUNTY OF SAN	24HOLTFDN	12-31620-4433	14.25	14.25	PUBLIC WORKS RADIOS	
Total 46558:						712.50		
46559								
03/07/2024	46559	DELL COMPUTER	1073273416	10-31158-44200	1,645.34	1,645.34	POWER SHELF	ADMIN
Total 46559:						1,645.34		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
46560								
03/07/2024	46560	DEPT. OF TOXIC S	IM0016878-1	11-31520-44300	159.50	159.50	WTP HAZARDOUS MATERIALS	PUBLIC WORKS
03/07/2024	46560	DEPT. OF TOXIC S	IM0016965-1	11-31510-44300	42.67	42.67	PW HAZARDOUS MATERIALS	
03/07/2024	46560	DEPT. OF TOXIC S	IM0016965-1	10-31140-44300	42.67	42.67	PW HAZARDOUS MATERIALS	
03/07/2024	46560	DEPT. OF TOXIC S	IM0016965-1	10-31150-44300	42.68	42.68	PW HAZARDOUS MATERIALS	
03/07/2024	46560	DEPT. OF TOXIC S	IM0016965-1	12-31620-4430	42.68	42.68	PW HAZARDOUS MATERIALS	
03/07/2024	46560	DEPT. OF TOXIC S	IM0017386-1	12-31610-4430	104.60	104.60	WWTP HAZARDOUS MATERIAL	
Total 46560:						434.80		
46561								
03/07/2024	46561	DESERT VETERIN	293468	10-21070-4430	407.00	407.00	EUTHANASIA	PUBLIC WORKS
Total 46561:						407.00		
46562								
03/07/2024	46562	DXP ENTERPRISE	54027517	12-31610-4784	3,249.22	3,249.22	NORD GEARBOX	PUBLIC WORKS
Total 46562:						3,249.22		
46563								
03/07/2024	46563	FERNANDO RUIZ, I	166754	10-31140-43150	87.50	87.50	SAFETY SERVICES	ADMIN PUBLIC WORKS
03/07/2024	46563	FERNANDO RUIZ, I	166754	10-31150-43150	87.50	87.50	SAFETY SERVICES	
03/07/2024	46563	FERNANDO RUIZ, I	166754	11-31510-43150	87.50	87.50	SAFETY SERVICES	
03/07/2024	46563	FERNANDO RUIZ, I	166754	12-31620-4315	87.50	87.50	SAFETY SERVICES	
03/07/2024	46563	FERNANDO RUIZ, I	166754	11-31520-43150	87.50	87.50	SAFETY SERVICES	
03/07/2024	46563	FERNANDO RUIZ, I	166754	12-31610-4315	87.50	87.50	SAFETY SERVICES	
Total 46563:						525.00		
46564								
03/07/2024	46564	FIRE-ETC	187324	10-22080-4420	558.36	558.36	MARK, AND FIRE GLOVES	FIRE DEPT
Total 46564:						558.36		
46565								
03/07/2024	46565	GILBERTO SOTO	FINAL BILL	11-00000-39620	183.90	183.90	FINAL BILL	UTILITIES
Total 46565:						183.90		
46566								
03/07/2024	46566	HARRIS COMPUTE	INHXT00002	10-14020-4420	625.50	625.50	A/P DEMANDS	ADMIN
03/07/2024	46566	HARRIS COMPUTE	INHXT00002	11-31510-44160	908.93	908.93	WATER BILLS	
03/07/2024	46566	HARRIS COMPUTE	INHXT00002	12-31620-4416	908.93	908.93	WATER BILLS	
Total 46566:						2,443.36		
46567								
03/07/2024	46567	HARTFORD	4817719693	10-11011-42310	58.81	58.81	INSURANCE PREMIUM	ADMIN
03/07/2024	46567	HARTFORD	4817719693	10-12001-4231	39.12	39.12	INSURANCE PREMIUM	
03/07/2024	46567	HARTFORD	4817719693	10-14020-4231	33.08	33.08	INSURANCE PREMIUM	
03/07/2024	46567	HARTFORD	4817719693	10-12003-4231	26.16	26.16	INSURANCE PREMIUM	
03/07/2024	46567	HARTFORD	4817719693	10-22080-4231	58.68	58.68	INSURANCE PREMIUM	
03/07/2024	46567	HARTFORD	4817719693	10-31140-42310	23.74	23.74	INSURANCE PREMIUM	
03/07/2024	46567	HARTFORD	4817719693	11-31530-42310	4.89	4.89	INSURANCE PREMIUM	
03/07/2024	46567	HARTFORD	4817719693	11-31510-42310	89.53	89.53	INSURANCE PREMIUM	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
03/07/2024	46567	HARTFORD	4817719693	11-31520-42310	19.56	19.56	INSURANCE PREMIUM	
03/07/2024	46567	HARTFORD	4817719693	12-31610-4231	161.08	161.08	INSURANCE PREMIUM	
03/07/2024	46567	HARTFORD	4817719693	12-31620-4231	89.54	89.54	INSURANCE PREMIUM	
Total 46567:						604.19		
46568								
03/07/2024	46568	HIGHLINE COOLIN	MARCH 202	10-21040-4438	1,000.00	1,000.00	MARCH 2024 RENT	ADMIN
03/07/2024	46568	HIGHLINE COOLIN	MARCH 202	10-22080-4438	1,000.00	1,000.00	MARCH 2024 RENT	
Total 46568:						2,000.00		
46569								
03/07/2024	46569	HOLT GROUP, THE	23-12-013	10-70002-4430	2,590.00	2,590.00	(523) BESS PLAN CHECK AND I	ADMIN
03/07/2024	46569	HOLT GROUP, THE	23-12-023	10-12003-4430	740.00	740.00	(526) 5TH STREET FARM LABO	
Total 46569:						3,330.00		
46570								
03/07/2024	46570	HOLTVILLE TRIBU	0101439	10-12003-4422	504.00	504.00	LABOR HOUSING PUBLIC HEA	ADMIN
Total 46570:						504.00		
46571								
03/07/2024	46571	HOME DEPOT/GE	1021578	11-31510-44310	199.81	199.81	SHOP SUPPLIES	PUBLIC WORKS
03/07/2024	46571	HOME DEPOT/GE	1021578	12-31620-4431	199.82	199.82	SHOP SUPPLIES	
03/07/2024	46571	HOME DEPOT/GE	9023363	10-31140-44310	186.04	186.04	CLEANING SUPPLIES	
03/07/2024	46571	HOME DEPOT/GE	9974600	10-31140-44200	483.14	483.14	SAND	
Total 46571:						1,068.81		
46572								
03/07/2024	46572	I.C. TAX COLLECT	045-633-022	10-31158-44301	44.45	44.45	PROPERTY TAXES VILLADORA	ADMIN
Total 46572:						44.45		
46573								
03/07/2024	46573	IMPERIAL PRINTE	24-425	10-14020-4420	383.67	383.67	OCCUPATIONAL LICENSE BOO	ADMIN
Total 46573:						383.67		
46574								
03/07/2024	46574	IV WATER SPECIA	22324	11-31520-44300	2,325.00	2,325.00	MONTHLY WATER AND WASTE	PUBLIC WORKS
03/07/2024	46574	IV WATER SPECIA	22324	12-31610-4430	2,325.00	2,325.00	MONTHLY WATER AND WASTE	
Total 46574:						4,650.00		
46575								
03/07/2024	46575	KLEINFELDER	1467658	23-80025-4430	2,800.00	2,800.00	ALAMO RIVER TRAIL SERVICES	ADMIN
Total 46575:						2,800.00		
46576								
03/07/2024	46576	LA BRUCHERIE IR	277999C	10-80127-4420	299.55	299.55	POOL SUPPLIES	PUBLIC WORKS

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 46576:						299.55		
46577								
03/07/2024	46577	LUIS M. ESTRADA	544	12-31610-4428	285.00	285.00	WWTP TRUCK REPAIRS	PUBLIC WORKS
Total 46577:						285.00		
46578								
03/07/2024	46578	MISSIONSQUARE	6478223	10-00000-2026	2,113.23	2,113.23	RETIREMENT	ADMIN
03/07/2024	46578	MISSIONSQUARE	6478223	10-00000-2027	800.17	800.17	RETIREMENT	
03/07/2024	46578	MISSIONSQUARE	6478223	10-12001-4240	657.76	657.76	RETIREMENT	
03/07/2024	46578	MISSIONSQUARE	6478223	10-14020-4240	287.28	287.28	RETIREMENT	
03/07/2024	46578	MISSIONSQUARE	6478223	10-22080-4240	349.58	349.58	RETIREMENT	
03/07/2024	46578	MISSIONSQUARE	6478223	10-12003-4240	158.88	158.88	RETIREMENT	
03/07/2024	46578	MISSIONSQUARE	6478223	10-31140-42400	159.06	159.06	RETIREMENT	
03/07/2024	46578	MISSIONSQUARE	6478223	11-31530-42400	58.72	58.72	RETIREMENT	
03/07/2024	46578	MISSIONSQUARE	6478223	11-31510-42400	506.05	506.05	RETIREMENT	
03/07/2024	46578	MISSIONSQUARE	6478223	11-31520-42400	380.64	380.64	RETIREMENT	
03/07/2024	46578	MISSIONSQUARE	6478223	12-31610-4240	454.88	454.88	RETIREMENT	
03/07/2024	46578	MISSIONSQUARE	6478223	12-31620-4240	524.50	524.50	RETIREMENT	
Total 46578:						6,450.75		
46579								
03/07/2024	46579	PEOPLEREADY,IN	28555072	12-31610-4140	1,323.39	1,323.39	TEMP WORKER WWTP	PUBLIC WORKS
03/07/2024	46579	PEOPLEREADY,IN	28555073	10-31150-41400	782.65	782.65	TEMP WORKER PARKS	
03/07/2024	46579	PEOPLEREADY,IN	28564789	12-31610-4140	1,323.39	1,323.39	TEMP WORKER WWTP	
03/07/2024	46579	PEOPLEREADY,IN	28564790	10-31150-41400	626.12	626.12	TEMP WORKER PARKS	
Total 46579:						4,055.55		
46580								
03/07/2024	46580	PERMA	INV208	10-17030-4310	302.00	302.00	LIABILITY PROGRAM 2023-24 Q	ADMIN
Total 46580:						302.00		
46581								
03/07/2024	46581	PURCHASE POWE	#9843 MARC	10-13010-4417	30.37	30.37	POSTAGE	ADMIN
03/07/2024	46581	PURCHASE POWE	#9843 MARC	10-14020-4417	85.91	85.91	POSTAGE	
03/07/2024	46581	PURCHASE POWE	#9843 MARC	10-22080-4417	28.64	28.64	POSTAGE	
03/07/2024	46581	PURCHASE POWE	#9843 MARC	10-12001-4417	26.90	26.90	POSTAGE	
03/07/2024	46581	PURCHASE POWE	#9843 MARC	12-31610-4417	16.49	16.49	POSTAGE	
03/07/2024	46581	PURCHASE POWE	#9843 MARC	11-31520-44170	1,321.69	1,321.69	POSTAGE	
Total 46581:						1,510.00		
46582								
03/07/2024	46582	QUILL CORPORATI	37268507	10-12003-4416	82.96	82.96	BLACK TONER	ADMIN
03/07/2024	46582	QUILL CORPORATI	37276810	10-12003-4416	85.74	85.74	BLACK TONER	PUBLIC WORKS
03/07/2024	46582	QUILL CORPORATI	37276810	10-14020-4416	10.84	10.84	OFFICE SUPPLIES	
03/07/2024	46582	QUILL CORPORATI	37276810	11-31510-44160	10.84	10.84	OFFICE SUPPLIES	
03/07/2024	46582	QUILL CORPORATI	37276810	12-31620-4416	10.85	10.85	OFFICE SUPPLIES	
Total 46582:						201.23		


Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
46583								
03/07/2024	46583	REDDY ICE	1060350797	10-22080-4420	56.57	56.57	ICE	FIRE DEPT
Total 46583:						56.57		
46584								
03/07/2024	46584	REXEL USA, INC.	S138811788	10-31150-44200	1,742.25	1,742.25	SAMAHA PARK BULBS	PUBLIC WORKS
Total 46584:						1,742.25		
46585								
03/07/2024	46585	RUBIO MEDINA, A	2304-022024	10-70001-4430	10,379.70	10,379.70	PUBIC SAFETY BUILDING PLAN	ADMIN
Total 46585:						10,379.70		
46586								
03/07/2024	46586	SWRCB-DWOCP	RICARDO R	11-31520-43120	90.00	90.00	RICARDO RUIZ DW 2024 RENE	PUBLIC WORKS
Total 46586:						90.00		
46587								
03/07/2024	46587	TURNING POINT M	2024 BANQU	10-17030-4432	550.00	550.00	SILVER DONATION	ADMIN
Total 46587:						550.00		
46588								
03/07/2024	46588	UNDERGROUND S	220240326	10-31140-44300	27.50	27.50	NEW TICKET CHARGES	PUBLIC WORKS
Total 46588:						27.50		
46589								
03/07/2024	46589	VISUAL EDGE IT	24AR154574	10-12001-4416	36.16	36.16	PRINTER	ADMIN
03/07/2024	46589	VISUAL EDGE IT	24AR154574	10-13010-4416	36.16	36.16	PRINTER	
03/07/2024	46589	VISUAL EDGE IT	24AR154574	10-14020-4416	36.16	36.16	PRINTER	
03/07/2024	46589	VISUAL EDGE IT	24AR154574	11-31510-44160	36.15	36.15	PRINTER	
03/07/2024	46589	VISUAL EDGE IT	24AR154574	12-31620-4416	36.15	36.15	PRINTER	
Total 46589:						180.78		
46590								
03/07/2024	46590	WALKER & DRISKI	13260	10-16026-4430	1,335.00	1,335.00	ATTORNEY FEES	ADMIN
Total 46590:						1,335.00		
46591								
03/07/2024	46591	WAXIE SANITARY	82301971	10-31158-44200	327.11	327.11	TOILET PAPER, SOAP	PUBLIC WORKS
03/07/2024	46591	WAXIE SANITARY	82311946	12-31610-4420	71.20	71.20	TOILET PAPER	
Total 46591:						398.31		
46592								
03/07/2024	46592	WYMORE, INC.	1233867	11-31520-44200	125.00	125.00	REPAIRS	PUBLIC WORKS
Total 46592:						125.00		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description
46593							
03/07/2024	46593	XEROX FINANCIAL	5451391	10-12001-4525	106.48	106.48	PRINTER LEASE
03/07/2024	46593	XEROX FINANCIAL	5451391	10-13010-4525	106.48	106.48	PRINTER LEASE
03/07/2024	46593	XEROX FINANCIAL	5451391	10-14020-4525	106.49	106.49	PRINTER LEASE
03/07/2024	46593	XEROX FINANCIAL	5451391	11-31510-45250	106.49	106.49	PRINTER LEASE
03/07/2024	46593	XEROX FINANCIAL	5451391	12-31620-4525	106.49	106.49	PRINTER LEASE
Total 46593:						532.43	
Grand Totals:						86,481.66	

Report Criteria:

Report type: GL detail
Check.Type = {<>} "Adjustment"

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>03/11/24</u>
ITEM NUMBER	<u>1 c</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 8, 2024
FROM: Nick Wells, City Manager
SUBJECT: *Resolution No. 24-12 Adopting a Revised 2023-24 Salary Schedule*

ISSUE:

Shall the City Council approve Resolution No. 24-12 Adopting a Revised 2023-24 Salary Schedule?

DISCUSSION:

Although the City's Salary Schedule that was formally adopted per standard practice for the current fiscal year contained caveats for the January 1 change in the California Minimum Wage requirements, there were multiple additional items affected by that occurrence that needed to be addressed. The only change for this version of the schedule is listed below.

1. The "Fire Chief" position has been shifted upward to Step 54, which at Step F reaches the necessary compensation level for an employee to be considered Salaried Exempt corresponding with recent change to the California Minimum Wage Law that took effect on January 1, 2024.

FISCAL IMPACT:

The only impact is in Fire, adding an additional \$2,080 in annual salary to the Fire Chief position, along with approximately 30% additional for employer taxes and benefits. This increase will be absorbed by the General Fund.

CITY MANAGER RECOMMENDATION:

It is recommended that the City Council adopt the Salary Schedule as presented.

ALTERNATIVE:

1. Adopt Resolution 24-12 as presented
2. Keep the position at the current compensation level, paying overtime for extra hours.
3. Choose not to adopt, giving alternate direction.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 24-12**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING
MODIFICATION TO THE 2023-24 SALARY SCHEDULE**

WHEREAS, the City of Holtville wishes to continue to provide convenient services to the residents of the City; and

WHEREAS, provision of these services requires continual updates to the staffing and compensation of City personnel; and

WHEREAS, the City desires to utilize multiple staffing profiles including full-time, part-time and seasonal positions; and

WHEREAS, Exhibit "A" contains the most current Salary Ranges and Steps for the City of Holtville's personnel, including proposed increases; and

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

1. Exhibit A is attached to this Resolution as the amended City of Holtville 2023-24 Salary Schedule.
2. The position of "Fire Chief" is hereby modified to reflect the current California Minimum Wage level on the Salary Schedule at Range 54.
3. The modified Salary Schedule will take effect immediately upon execution of this Resolution and is recognized to be retroactive to January 01, 2024.
4. The foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on this 11th day of March, 2024, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest: _____
Yvette Rios, City Clerk

Murray Anderson, Mayor

MANAGEMENT/SUPERVISORY PERSONNEL								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
FINANCE MANAGER	60	Hourly	31.00	32.55	34.18	35.89	37.68	39.56
		Per Pay	2,480	2,604	2,734	2,871	3,014	3,165
		Annual	64,480	67,704	71,089	74,644	78,376	82,295
WTP/WWTP SUPERVISOR	60	Hourly	31.00	32.55	34.18	35.89	37.68	39.56
		Per Pay	2,480	2,604	2,734	2,871	3,014	3,165
		Annual	64,480	67,704	71,089	74,644	78,376	82,295
PUBLIC WORKS SUPERVISOR	54	Hourly	25.07	26.32	27.64	29.02	30.47	32.00
		Per Pay	2,006	2,106	2,211	2,322	2,438	2,560
		Annual	52,146	54,753	57,491	60,365	63,383	66,552
FIRE CHIEF	54	Hourly	25.07	26.32	27.64	29.02	30.47	32.00
		Per Pay	2,006	2,106	2,211	2,322	2,438	2,560
		Annual	52,146	54,753	57,491	60,365	63,383	66,552
FINANCE SUPERVISOR	50	Hourly	23.91	25.11	26.36	27.68	29.06	30.52
		Per Pay	1,913	2,008	2,109	2,214	2,325	2,441
		Annual	49,733	52,219	54,830	57,572	60,451	63,473

PERMANENT FULL-TIME PERSONNEL (Classified)								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
PUBLIC WORKS FOREMAN	45	Hourly	23.55	24.73	25.96	27.26	28.63	30.06
		Per Pay	1,884	1,978	2,077	2,181	2,290	2,405
		Annual	48,984	51,433	54,005	56,705	59,540	62,517
WTP/WWTP Foreman	45	Hourly	23.55	24.73	25.96	27.26	28.63	30.06
		Per Pay	1,884	1,978	2,077	2,181	2,290	2,405
		Annual	48,984	51,433	54,005	56,705	59,540	62,517
WTPO III	45	Hourly	23.55	24.73	25.96	27.26	28.63	30.06
		Per Pay	1,884	1,978	2,077	2,181	2,290	2,405
		Annual	48,984	51,433	54,005	56,705	59,540	62,517
WWTPO II	45	Hourly	23.55	24.73	25.96	27.26	28.63	30.06
		Per Pay	1,884	1,978	2,077	2,181	2,290	2,405
		Annual	48,984	51,433	54,005	56,705	59,540	62,517
Accountant/GL Analyst	44	Hourly	22.96	24.11	25.31	26.58	27.91	29.30
		Per Pay	1,837	1,929	2,025	2,126	2,233	2,344
		Annual	47,757	50,145	52,652	55,284	58,049	60,951
BUDGET ANALYST	42	Hourly	22.44	23.56	24.74	25.98	27.28	28.64
		Per Pay	1,795	1,885	1,979	2,078	2,182	2,291
		Annual	46,675	49,009	51,459	54,032	56,734	59,571
PERSONNEL TECH.	42	Hourly	22.44	23.56	24.74	25.98	27.28	28.64
		Per Pay	1,795	1,885	1,979	2,078	2,182	2,291
		Annual	46,675	49,009	51,459	54,032	56,734	59,571
SENIOR ACCOUNT CLERK	42	Hourly	22.44	23.56	24.74	25.97	27.27	28.64
		Per Pay	1,795	1,885	1,979	2,078	2,182	2,291
		Annual	46,669	49,003	51,453	54,026	56,727	59,563
Building Inspector	36	Hourly	18.01	18.91	19.86	20.85	21.89	22.99
		Per Pay	1,441	1,513	1,589	1,668	1,751	1,839
		Annual	37,461	39,334	41,301	43,366	45,534	47,811
WTPO II	33	Hourly	20.00	21.00	22.05	23.15	24.31	25.53
		Per Pay	1,600	1,680	1,764	1,852	1,945	2,042
		Annual	41,600	43,680	45,864	48,157	50,565	53,093

PERMANENT FULL- TIME PERSONNEL (Classified) [Continued]

POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
WWTPO I	33	Hourly	20.00	21.00	22.05	23.15	24.31	25.53
		Per Pay	1,600	1,680	1,764	1,852	1,945	2,042
		Annual	41,600	43,680	45,864	48,157	50,565	53,093
Environmental Compliance Inspector	33	Hourly	20.00	21.00	22.05	23.15	24.31	25.53
		Per Pay	1,600	1,680	1,764	1,852	1,945	2,042
		Annual	41,600	43,680	45,864	48,157	50,565	53,093
ADMINISTRATIVE ASSIST	30	Hourly	17.75	18.64	19.57	20.55	21.58	22.65
		Per Pay	1,420	1,491	1,566	1,644	1,726	1,812
		Annual	36,920	38,766	40,704	42,740	44,876	47,120
PARK MAINT CREW LEADER	24	Hourly	17.16	18.02	18.92	19.86	20.86	21.90
		Per Pay	1,373	1,441	1,514	1,589	1,669	1,752
		Annual	35,693	37,477	39,351	41,319	43,385	45,554
WTPO I	24	Hourly	17.16	18.02	18.92	19.86	20.86	21.90
		Per Pay	1,373	1,441	1,514	1,589	1,669	1,752
		Annual	35,693	37,477	39,351	41,319	43,385	45,554
Dist. Collection OP./Oper. I	20	Hourly	16.43	17.25	18.11	19.02	19.97	20.97
		Per Pay	1,314	1,380	1,449	1,522	1,598	1,678
		Annual	34,174	35,883	37,677	39,561	41,539	43,616
MWIII	18	Hourly	16.14	16.95	17.79	18.68	19.62	20.60
		Per Pay	1,291	1,356	1,424	1,495	1,569	1,648
		Annual	33,571	35,250	37,012	38,863	40,806	42,846
PARKS MAINT WKR III	18	Hourly	16.14	16.95	17.79	18.68	19.62	20.60
		Per Pay	1,291	1,356	1,424	1,495	1,569	1,648
		Annual	33,571	35,250	37,012	38,863	40,806	42,846
PARKS MAINT WKR II	17	Hourly	16.00	16.68	17.51	18.39	19.31	20.27
		Per Pay	1,280	1,334	1,401	1,471	1,545	1,622
		Annual	33,280	34,694	36,429	38,251	40,163	42,171
Dist. Collection OP. OIT/Maint	16	Hourly	16.00	16.31	17.13	17.98	18.88	19.82
		Per Pay	1,280	1,305	1,370	1,439	1,510	1,586
		Annual	33,280	33,925	35,621	37,402	39,272	41,236
WWTPO IT	16	Hourly	16.00	16.31	17.13	17.98	18.88	19.82
		Per Pay	1,280	1,305	1,370	1,439	1,510	1,586
		Annual	33,280	33,925	35,621	37,402	39,272	41,236
MWII	16	Hourly	16.00	16.31	17.13	17.98	18.88	19.82
		Per Pay	1,280	1,305	1,370	1,439	1,510	1,586
		Annual	33,280	33,925	35,621	37,402	39,272	41,236
MWI	13	Hourly	16.00	16.28	17.09	17.95	18.85	19.79
		Per Pay	1,280	1,302	1,368	1,436	1,508	1,583
		Annual	33,280	33,862	35,556	37,333	39,200	41,160
PARKS MAINT WKR I	13	Hourly	16.00	16.28	17.09	17.95	18.85	19.79
		Per Pay	1,280	1,302	1,368	1,436	1,508	1,583
		Annual	33,280	33,862	35,556	37,333	39,200	41,160

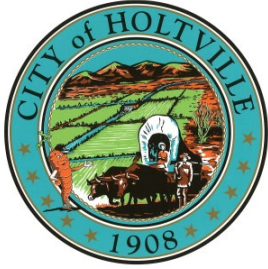
PERMANENT FULL-TIME PERSONNEL (Fire)

FIREFIGHTER - 53hr/wk	26	Hourly		16.00	16.28	16.69		
		Per Pay		1,792	1,823	1,869		
		Annual		46,592	47,407	48,593		

P/T HOURLY EMPLOYEES (NON-REPRESENTED)

	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Firefighter (Part Time)	10	Hourly	16.00					
LIFEGUARD - Seasonal	10	Hourly	16.00					
Swimming Instructor (Seasonal)	10	Hourly	16.00					

Administrative Assistant (Part Time)	10	Hourly	16.00	16.40	16.81	17.23	17.66	18.10
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City of Holtville Report to City Council

Meeting Date:	March 11, 2024
Item Number:	<u>3 a, b</u>
Approvals	City Manager _____
	Finance Manager _____
	City Attorney _____

To: Nicholas D. Wells, City Manager
Holtville City Council

From: George Galvan, City Planner

Prepared By: Alan Molina, Assistant Planner

Date: March 11, 2024

Project: Peri & Sons Farms of California, LLC - Labor Housing Similar Use Determination, Conditional Use Permit, and Variances

Summary:

Applicant:	Peri & Sons Farms of California LLC. and California Desert Properties LLC.
Project Location:	Northeast Corner of Fifth Street (State Route 115) and Chestnut Avenue, APN 045-272-007, (Refer to Attachment A – Vicinity Map)
Pending Action:	Approve Resolution 24-07 Approving a Similar Use Determination & Approve Resolution 24-08 Approving a Conditional Use Permit and Variances for the construction of a labor housing project within Downtown Holtville.
Zoning:	(D-B) Downtown-B Zone
General Plan:	(RC) Residential Commercial Mixed Use
Environmental:	Exempt – 15332 Infill Development

INTRODUCTION & BACKGROUND

On January 25, 2024, Peri & Sons (Applicant), submitted a Similar Use Determination, Conditional Use Permit, Variances, and Design Review application to allow the development of a labor-housing project at the northeast corner of Fifth Street (Highway 115) and Chestnut Avenue. Labor housing is not specifically listed as an allowed use within the Downtown B (D-B) zone, nor is it listed as a prohibited use. As such, the Applicant is requesting a Similar Use Determination. Because labor housing is not specifically addressed in the Zoning Ordinance, other discretionary approvals are also being requested. This includes a Conditional Use Permit and a Variance. The Planning Commission conducted a public hearing on February 20, 2024, to receive testimonies for and against the proposed project. The Planning Commission recommends a finding that labor housing is a similar use to multi-family residential housing

which is conditionally permitted in the D-B zone. The Planning Commission recommendation is based on the findings outlined in this Staff Report.

The Applicant is proposing to develop a 66-unit labor housing project to house an average of 190 agricultural workers with a maximum of 660 workers during the month of April. The workers are employed through an H-2A Visa Program for which the employer (Peri and Sons) must provide housing. The H-2A Program is authorized under the Immigration and Nationality Act (INA) and allows a U.S. employer to hire foreign workers on a temporary basis to perform agricultural work when there are not sufficient U.S. workers available. A condition of certification requires the U.S. Department of Labor to ensure that qualified U.S. workers are not available for the job and the employment of temporary foreign workers will not adversely affect the wages and working conditions of U.S. workers similarly employed. Additionally, the employer must provide full-time work that needs to be performed on a temporary or seasonal basis to obtain an H-2A temporary labor certification. The nature of the work must be tied to a certain time of the year by a recurring event or pattern, such as an annual growing cycle, normally lasting 10 months.

Vetting through the H-2A Program is a thorough process which must be reviewed by the State Workforce Agency (SWA), Chicago National Processing Center (NPC), and the United States Citizenship and Immigration Services (USCIS). Before the Department of Homeland's Security's USCIS can approve a visa petition for H-2A workers, the employer must first receive a temporary labor certification from the U.S. Department of Labor.

Regulations that govern the H-2A program require the Applicant to provide housing to H-2A workers who cannot reasonably return to their permanent residence at the end of the workday. The Applicant is currently housing these workers at various rental locations; however, that is not the best long-term option for the Applicant and its workers. As a result, the Applicant seeks to construct and maintain its own employee housing in accordance with all the legal requirements associated with the H-2A program. According to the Applicant, Peri & Sons has the experience necessary to bring this project to fruition as they have built a labor housing project that provides housing for over 2,000 H-2A workers.

H-2A employers may not discriminate against U.S. workers who seek employment, must accept referrals of U.S. workers, and cannot charge employees, directly or indirectly, fees or costs associated with the H-2A program. Qualified workers will be paid no less than \$19.75 per hour, work full time, have no housing costs, and ride company-provided transportation to and from work each day. Additional housing practices to be implemented by the Applicant include a 10:00 p.m. curfew, a prohibition against weapons, a prohibition against illicit drugs, and a limitation on alcohol consumption. Security and maintenance crews will be assigned at the project site to ensure housing rules are enforced and housing is kept clean and well-maintained on an annual basis.

The proposed project consists of six, two-story, buildings with a total of sixty-six (66) units. Each unit may house a maximum of ten (10) residents for a total capacity of 660 residents. The submitted floor plan shows that each unit will contain five bunk beds, an 8'x9'6" bath, and a 22'x12'6" kitchen/dining area. No laundry facility is included in the proposed project, but the Applicant has expressed that the

labor housing project will contain a laundry facility. Per the United States of America Department of Labor, Fact Sheet #26G: H-2A Housing Standards for Rental and Public Accommodations, one shower head for every 10 persons and one laundry facility for each 30 persons are required. The proposed project will contain 90 parking spaces within its gated facility.

According to the Applicant, the seasonal workforce is expected to be on average 45 workers during August and September and will increase to 150 workers from October to December. A slight increase to 173 workers is expected from January to March before the peak farming season during April and May when a maximum of 660 and 550 workers are expected to be needed, respectively. A 100% vacancy rate is expected during June and July as no agricultural workers will be employed. However, security and maintenance staff will be employed during these summer months to maintain the facility. The following are the anticipated shift times during the 2024 farming season:

- Greens harvest – 3pm to 2am (October through first week of April)
- Weeder, irrigators, tractor drivers – 7am to 4pm (August through March)
- Packing shed – April & May – run two shifts – the two cover approximately 24 hours
 - Mainline/Consumer shift 1 – 3am to 11:30am
 - Mainline shift 2 – 5pm to 1:30am
 - Consumers shift 2 – 12pm to 9pm
- Onion harvest – 7pm to 4am (April & May)

The project is to be located on a 2.06-acre site at the northeast corner of Fifth Street (Highway 115) and Chestnut Avenue (APN 045-272-007). The parcel is located within the Downtown B (D-B) zone which does not specifically list labor housing projects as an allowed use. The Zoning Code prohibits uses that are not specifically listed as an allowed use or conditionally permitted use. The Zoning Code, however, anticipated that not every conceivable land use can be listed so a Similar Use Determination is outlined in the Zoning Code that allows the City to make a determination that a proposed use is similar to, and not more detrimental than a use that is currently allowed or conditionally permitted in a particular zone. As such, the Applicant is requesting a Similar Use Determination on the basis that a multi-family residential housing is conditionally permitted in the D-B zone and that a labor housing project is similar to multifamily residential. If the City Council approves a Similar Use Determination, the Applicant also submitted a request for a Conditional Use Permit (CUP) and Variances for various items.

The Planning Commission held a public hearing on February 20, 2024, and made all the required findings pursuant to Government Code Section 65906. In order to approve a Similar Use Determination, the City must adopt specific findings that address that the subject use furthers the objectives of the zone, is compatible with and similar to one or more of the uses permitted in the zone where it is proposed to be located, and will not cause substantial reduction in the value of the property in the zone within which it is proposed to be located or any abutting zone. The Planning Commission also reviewed the Conditional Use Permit application based on required findings outlined in the Zoning Code. The findings shall address that the subject site is adequate in size and topography to accommodate the subject use

adhered to the applicable development standards and that streets and highways are adequate to sustain the quantity and kind of traffic generated by the subject use. The findings shall also address that the subject use will have no adverse effect upon abutting property and the conditions stated in the decision shall be deemed necessary to protect public health, safety, and general welfare. The request for Variances was also reviewed by the Planning Commission and was subject to finding that certain conditions exist in reference to the subject property. The findings shall address that because of special circumstances applicable to the subject property, the strict application of the Zoning Ordinance would deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zoning. Additionally, any Variance granted shall be subject to conditions that assure that the authorized adjustments do not constitute a grant of special privileges, will not be materially detrimental to the public, and will not adversely affect the General Plan adopted by the City.

ISSUES AND ANALYSIS

Existing Site Conditions – The project site is a 2.06-acre parcel which was previously occupied by the permanently closed Park Manor Hotel. The project site is currently developed with three separate buildings and a small carport that are to be demolished. An office and carport are located on the southeastern portion of the parcel. A 10-unit building is also currently located along the eastern boundary, as well as a 5-unit building along the northern boundary of the parcel.

The project site is located at the northeast corner of Fifth Street (State Route 115) and Chestnut Avenue. A single-family residence and Saint Paul’s Lutheran Church, zoned (R-3) multi-family, are abutting the project site’s northern boundary. A mini-storage, parking lot, and union food market, zoned D-B, are across the street from the project site’s southern boundary. A single-family residence and multi-family complex, zoned D-B, and a vacant lot and a single-family residence, zoned (R-3) multi-family, are across the street from the project site’s western boundary. A car wash, zoned D-B, and a vacant lot and Town House, zoned (R-3) multi-family, are across the street from the project site’s eastern boundary (**Attachment A – Vicinity Map**).

Proposed Improvements – The proposed project consists of six separate two-story buildings totaling 65,450 square feet. The buildings will contain a total of 66 units with a capacity of 10 residents per unit equaling a maximum of 660 residents. The development will be paved and provide eighty-six (86) regular parking spaces and four (4) ADA compliant parking spaces. All unpaved areas will be landscaped. The total onsite and offsite landscape provided will be approximately 9,740 square feet and 4,423 square feet, respectively. The project site will be accessed from proposed driveways along the northeast and northwest corner of the parcel. The existing driveways along Fifth Street will remain but will not be utilized.

Environmental – The proposed project was reviewed for consistency with the California Environmental Quality Act (CEQA) and it was determined that the project is exempt from CEQA. The project is exempt per Class 32- Infill Development Projects. Infill development projects are those that are consistent with

the applicable General Plan designation as well as zoning designations and regulations. If the proposed project is found to be similar to a use that is currently allowed in the D-B zone, then the project is consistent with the General Plan. These types of projects are no more than five acres, substantially surrounded by urban uses and will not result in significant effects to traffic, noise, air quality or water quality.

Similar Use Determination – The subject site is located within the D-B Zone which is governed by the Downtown Code. The Downtown Zoning is intended to preserve, and protect the existing, historic, and unique character of the downtown area by requiring new construction, remodels, and existing construction to complement the existing built environment. The D-B zone allows and encourages mixed use residential and commercial to further promote the goals, objectives, and policies of the General Plan Housing Element. Labor Housing is not a use that is specifically listed in the Zoning Code, and the Zoning Code prohibits any uses that are not listed as an allowed or conditionally permitted use for that particular zone. The Zoning Code does, however, provide a method for which the City Council can make a determination that a particular use is similar to one that is already allowed in that zone and therefore should be allowed.

Section 17.14 of the Zoning Code sets forth a process by which a City can conduct a Similar Use Determination to find that an unlisted, proposed use is similar to, or not more detrimental than a use that is permitted by right or conditionally permitted. As such, Peri & Sons submitted an application for a Similar Use Determination on the basis that labor housing is similar to multifamily residential use which is conditionally permitted in the D-B Zone. Section 17.41.030(B) defines “multifamily residential” as a building designed and intended for occupancy by two or more families living independent of each other, each in a separate dwelling unit, which may be owned individually or by a single landlord (e.g., duplex, triplex, quadplex, apartment house, condominium). As previously mentioned, each ten-bedroom unit provides independent living facilities from each other unit since they contain a bathroom, kitchen, and dining area. There are similarities between labor housing and multifamily residential, but they are not the same. Multi-family residences are occupied by residents on a somewhat permanent basis, but the proposed labor housing is more transient in nature, similar to a hotel or motel, but occupants will be staying for periods longer than those at a hotel or motel. Hotels and motels are permitted by right in the D-B zone. Occupancy rates will fluctuate in the proposed project based on demand for farmworkers. According to the Applicant, the following estimates are the current housing needs that their farm anticipates for the 2024 farming season:

Worker counts by month

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
185	165	170	660	550	0	0	35	55	150	150	150

FINDINGS RELATED TO SIMILAR USE DETERMINATION

In order to determine that a proposed use is similar to an existing allowed use, specific findings must be made by the Planning Commission as outlined in Chapter 17.14 of the Holtville Municipal Code. Upon completion of the investigation, the Planning Commission made the following findings and recommended approval to the City Council. Upon receipt of the Planning Commission recommendation, the City Council may adopt or reject the Planning Commission's recommendation.

- **The use furthers the objectives of the zone;**

The Downtown zoning is intended to preserve and protect the historic and unique character of Downtown Holtville to continue to be the pedestrian-oriented shopping, dining, entertainment, and living center of Holtville. The Downtown Code further encourages the development of mixed use residential and commercial. In order to encourage commercial development in Downtown Holtville, a strong residential base must be present. The proposed labor housing will provide a population base that will be staying in Holtville and spending their dollars wherever and whenever possible.

- **Field investigations have disclosed that the subject use and its operations are compatible with the uses permitted in the zone where the use is proposed to be located;**

Per Section 17.41.050, the D-B Zone applies to areas of the downtown/central business district that offer a variety of mixed commercial, retail, and residential uses. Furthermore, the D-B Zone offers more opportunity for redevelopment and infill residential development. The proposed project will create infill residential development that is compatible with the conditionally permitted multifamily residential use. Based on testimonies received during the Planning Commission's public hearing, the Planning Commission did find that the proposed use is compatible with those allowed in the D-B zone. Compatibility was determined on the basis that the proposed labor housing will not adversely impact the surrounding uses with regards to noise, traffic, cleanliness, and average number of people.

- **The subject use is similar to one or more uses permitted in the zone where the use is proposed to be located; and**

The proposed labor housing is similar to multi-family residential use which is conditionally permitted by Section 17.41.050 of the Zoning Ordinance. Farmworkers will be sleeping, eating, and living in the proposed project in much the same way as residents live, eat, and sleep in a multi-family residential housing. The living arrangements in the proposed project are more similar to a dormitory in that individuals share the various units and there are no separate bedrooms in each unit. Similar to multi-family residences, each unit will have its own bathroom, kitchen, living room, and dining room. And, similar to multi-family housing, laundry facilities will also be provided.

- **The subject use will not cause substantial reduction in the value of the property in the zone within which it is proposed to be located or in any abutting zone.**

The proposed project will create infill residential development that complements the existing built environment. The labor housing will abut a church, mini storage, parking lot, food market, carwash, and residential developments. Per Section 17.41.060(C), the development standards are intended to preserve the compact, walkable, historic downtown core while stimulating economic development in the commercial heart of the city. The proposed project will induce new spending within the local economy as the Applicant will bring an influx of workers to the City of Holtville who will shop and dine at local businesses. The proposed project will utilize architecture that is consistent with the aesthetics outlined in the Downtown Code. As such, the project is not anticipated to result in the reduction of property values.

Per Section 17.41.050 of the Zoning Ordinance, the D-B zone is characterized by a predominance of commercial and retail uses, with complementary light industrial use, mixed use, and residential units. The proposed project will redevelop a vacant lot and maximize the use of land by creating infill residential development within the Downtown Zone.

Conditional Use Permit – Uses permitted subject to a Conditional Use Permit are those uses necessary for the development of community, having inherent qualities or characteristics which, unless provided for, would cause such uses to be incompatible or inharmonious with adjacent or nearby permitted uses. Should the labor housing be considered as a similar or less impactful use than multifamily residential uses, a CUP will be required since multifamily residential uses are conditionally allowed and not permitted by right within the D-B zone.

FINDINGS RELATED TO THE CONDITIONAL USE PERMIT

The Planning Commission recommends the following findings to be considered in accordance with adopted procedures and State Statutes in support of the project and granting of a CUP:

- **That the site for the proposed use is adequate in size and topography to accommodate said use, and all yards, spaces, walls and fences, parking, loading and landscaping are adequate to properly adjust such use with the land and uses in the vicinity;**

The site for the proposed use is adequate in size and topography to accommodate said use as it is able to meet all yards and spaces requirements. A condition of approval has been incorporated to install decorative fencing such as wrought iron or decorative masonry walls around the perimeter of the project site. If standards for multi-family residential were to be strictly applied to the project, there would not be enough parking spaces based on the ratio of 1.75 spaces per unit. In this manner, the proposed 66-unit project would require 116 parking spaces to comply with the parking ratio requirement enforced upon residential uses within the D-B zone. However, the project, as a labor-housing project, appears to contain a sufficient amount of parking spaces. Workers residing in this project are seasonal employees and will not have their own cars. Rather, Peri and Sons will provide transportation to and from job sites by

utilizing the CalVans system. These vans will also be available to the workers to travel to and from grocery stores, entertainment centers, and other destinations. For these reasons, sufficient parking is provided.

Per the Institute of Transportation Engineers (ITE) website, the ITE is an international membership association of transportation professional who work to improve mobility and safety for all transportation system users and help build smart livable communities. The ITE is responsible for developing technical resources including transportation standards and recommended practices. Most City used standards are based on the standards and recommended practices of ITE; however, there could not be found any standards made by the ITE regulating labor housing developments.

- **That the site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use;**

The proposed site is accessed by two 25 feet wide driveway entrances/exits with adequate vision clearance along Chestnut Avenue and Figueroa Avenue. These access drives can support the traffic generated by the proposed project. The weeder, irrigators, and tractor drivers shift are from 7am to 4pm from August through March. While the shift begins around the morning rush hour, only a small number of vans will be required to transport the employees of this shift and no significant traffic delay is expected. The green harvest shift will run concurrently with the weeders, irrigators, and tractor drivers shift from October through the first week of April. Green harvest shift time is from 3pm to 2am and it is expected that no more than 10 vans will be required to transport employees. While the shift begins around the time K-12 students leave school, 5 vans may exit through the driveway along Chestnut Avenue and the other 5 vans may exit through the driveway along Figueroa Avenue to minimize traffic congestion.

During the peak farming season in the months of April and May, the maximum number of farmworkers allowed to reside within the proposed project is 660 and 550, respectively. A maximum of 47 vans will be required during the peak farming season distributed across the Mainline/Consumer shift 1 from 3am to 11:30am, Mainline shift 2 from 5pm to 1:30am, and Consumers shift 2 from 12pm to 9pm. The Mainline/Consumer shift 1 and Consumers shift 2 are not expected to cause traffic delays since the pickup and drop off times occur during light traffic hours. While the Mainline shift 2 begins during rush hour, 8 vans may exit through the driveway along Chestnut Avenue and the other 8 vans may exit through the driveway along Figueroa Avenue to minimize traffic congestion. In this manner, the streets and highways will be adequate in width and pavement type to carry the quantity and kind of traffic generated by the labor-housing annually.

- **That the proposed use will have no adverse effect upon abutting property; and**

It is not expected that the proposed project will have any adverse effect upon abutting property. The Applicant will employ security to enforce housing rules and maintenance crews to ensure the gated facility is well-maintained. The traffic caused by the proposed project is not a concern

since the employer will offer transportation to residents to the workplace at set shift times plus the occasional excursion for shopping and dining. Regarding noise, the proposed project is not expected to cause more noise than the typical multi-family development. The site layout conforms to the setback standards set upon residential uses to minimize any noise from reaching abutting properties. Regarding litter, three trash enclosures are included within the gated facility which may be sufficient to meet the needs of residents. Onsite maintenance crews will be employed to keep the facility clean and well-maintained.

- **That the conditions stated in the decision are deemed necessary to protect public health, safety and general welfare.**

The proposed Conditions of Approval are consistent with the City's adopted standards, and deemed necessary to protect the public health, safety and general welfare of the community and neighboring projects.

Variance Review – The Applicant also submitted a Variance request for relief from various development standards. As an unlisted use, development standards are not outlined in the Zoning Code for labor-housing projects. While most development standards can be met, the requirements for density, parking, and landscaping are problematic.

A Variance is issued to a landowner to build a structure or engage in some action not otherwise permitted under the current zoning regulation. Issuance of a Variance is governed by California Government Code Section 65906 which stipulates: “the owner must demonstrate how absent this Variance he/she would otherwise suffer unique hardship under the general zoning regulation because this particular parcel is different from the others to which the regulation applies due to its size, shape, topography, location, or surroundings.”

The Applicant is requesting the following Variances:

1. **Density.** The Applicant is requesting a Variance to increase the allowable unit density to sixty-six (66) dwelling units.
2. **Parking.** The Applicant is requesting a Variance to reduce the amount of required parking spaces to ninety (90) parking spaces.
3. **Landscaping.** The Applicant is requesting a Variance to reduce the number of trees required in surface parking lots.

Per Section 17.62.020, the City, before it may grant a Variance, shall make a finding that, in the evidence presented, all four of the following conditions exist in reference to the proposed project:

- A. Because of special circumstances applicable to subject property, including size, shape, topography, location or surrounding, the strict application of the provisions of this title would deprive subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification;**

1. **Density Variance:** The proposed project size is 2.06-acres, and the D-B zone allows a maximum density of 20 dwelling units per acre. This means that the project site has a maximum density of 41 units. Since the proposed project is not a multi-family residence, another way of looking at density is the maximum number or average number of persons residing in the project. According to the U.S. Census 2020 data, the average household size in the City of Holtville is 3.7 people. The average household size of 3.7 people in a 41-unit development would result in 152 residents. The total estimated workforce that will need housing during the 2024 farming season is 2,270 workers or 190 workers per month on average. The proposed project would house on a monthly average 25% more residents than a typical multifamily residential use. The Planning Commission recommended approval of a 66-unit labor housing even though the proposed project exceeds density limits. The Applicant argues that the unique nature of labor-housing is a special circumstance with regards to density requirements. The Planning Commission concurs with the Applicant's reasoning.
2. **Parking Variance:** Per Section 17.41.090, 1.75 spaces per unit are required for residential uses in the D-B zone. As such a 66-unit development would require 116 parking spaces, which would not be satisfied by the proposed parking lot consisting of 90 parking spaces. However, as a labor-housing project, 90 parking spaces appear to be sufficient to meet the demands of said use. The Applicant will offer transportation to residents from the housing facility to the workplace and areas within the City of Holtville to conduct shopping and dining. The transportation provided will consist of vehicles with an occupancy capacity of fifteen (15) people, including a qualified driver. During the peak farming season, around April, a total of six hundred sixty (660) agricultural employees are anticipated to need housing. This means that around forty-seven (47) vehicles will be needed to transport the maximum number of residents proposed within the labor housing facility. An additional forty-three (43) parking spaces are provided in case other employees such as security and maintenance personnel require parking availability, or the Applicant decides to move his/her business to another location. It is important to note that the new owner will have to accommodate for the deficient number of parking spaces if another land use is proposed within the subject site.

If the City Council were to enforce a maximum unit density of 41 units, the labor housing facility would not require a parking Variance since there would be enough space to accommodate the 72 parking spaces required based on the ratio of 1.75 spaces per unit. As previously mentioned, there could not be found any standards or common practices regarding labor housing developments made by the ITE.
3. **Landscaping Variance:** Per Section 17.41.100(D)(1)(xi), in surface parking lots, trees should be installed at a ratio of one tree per three parking stalls for the perimeter of the parking lot, and one tree per six spaces for the interior of the parking lot. The Applicant requested a Variance from this requirement based on the grounds that the number of required parking stalls would need to be reduced and they are already requesting a Variance under the parking requirements. The surface parking lot tree ratio is based upon the number of provided parking spaces. Subject to the City Council parking Variance approval, the proposed project would provide a total of 90

parking spaces. This would necessitate thirty (30) trees within the perimeter of the parking lot and fifteen (15) trees within the interior of the parking lot. Per the submitted site plan, only two trees are provided within the interior of the parking lot. The use of landscaping is enforced to complement the architecture, minimize the impact of incompatible land uses, and establish a transition between adjacent developments. New development should look established as quickly as possible and utilize landscaping to provide shade and minimize visual and environmental impacts.

The Planning Commission recommended granting a Variance for the landscape requirement. If the City Council were to approve the landscaping Variance, the project shall maintain sufficient interior trees and incorporate trees along all street frontages every 30 feet on center.

B. The Variance granted shall be subject to such conditions as will assure that the adjustment authorized by the Planning Commission shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which subject property is situated;

1. **Density Variance:** As previously mentioned, based on the average household size of 3.7 people, a 41-unit development would result in 152 residents. The monthly average number of 190 residents within the labor housing project is 25% higher than the multi-family average but is still within an acceptable range. In making its recommendation, the Planning Commission determined that because the average number of people residing in the labor-housing is within a similar range as a multi-family housing, the proposed density does not constitute the granting of a special privilege.
2. **Parking Variance:** The granting of the Variance for parking would not constitute a special privilege, as the nature of this project is a unique land use within the City of Holtville Zoning Ordinance. If approved by the City Council, any future proposed labor housing projects shall follow similar limitations set upon this project.
3. **Landscaping Variance:** If the Variance for parking requirements is granted, the total amount of landscaping would then be reduced. Required landscaping inside parking lots is intended to provide shade and aesthetic value from the street perspective. Some shading is provided by the buildings and the building also provides screening from the street view, so granting a Variance for landscaping in the parking lot does not constitute the granting of a special privilege. Landscaping along the street frontages will still be provided in accordance with the development standards.

C. The granting of the Variance will not be materially detrimental to the public health, safety, convenience or welfare, or injurious to property and improvements in the same vicinity and zone in which the project is located; and

1. **Density Variance:** The proposed project will not be materially detrimental to the public health, safety, convenience, or welfare nor injurious to the general public as the proposed project will be able to accommodate 660 residents within the project site. The increase in allowable unit

density will not create any foreseeable negative impacts upon the community, as previously explained throughout this report.

2. **Parking Variance:** The proposed project will not be materially detrimental to the public health, safety, convenience, or welfare nor injurious to the general public as the proposed project will be able to accommodate 660 residents and not necessitate more than 90 parking spaces. The reduction of required parking spaces at the proposed project site will not create any foreseeable negative impacts upon the community, as previously explained throughout this report.
3. **Landscaping Variance:** The proposed project without the required landscaping requirements may be materially detrimental to the public health, safety, convenience or welfare, or injurious to the general public as landscaping standards are enforced to minimize visual and environmental impacts. Shade trees within and around the perimeter of the parking lot are required as average high temperatures in the City of Holtville may exceed 100 degrees during the summer.

D. The granting of such Variance will not adversely affect the General Plan adopted by the City.

1. **Density Variance:** The proposed Variance does not change any of the General Plan's Goals and Objectives.
2. **Parking Variance:** The proposed Variance does not change any of the General Plan's Goals and Objectives.
3. **Landscaping Variance:** The proposed Variance does not change any of the General Plan's Goals and Objectives.

COMPLIANCE WITH DEVELOPMENT STANDARDS

The conceptual drawings provided include a concept Site Plan, Floor Plan, Lighting Plan, Landscape Plan, and Elevation Plan with proposed building colors, attached hereto as **Attachment B – Conceptual Site Plans**. Consideration to site layout, orientation, location of building, signs, other structures, open spaces, landscaping, lighting and other architectural features were preliminarily assessed by staff. The findings presented below are based on the project information submitted and consistent with Chapter 17.41 of the Holtville Municipal Code which establishes development standards in an effort to preserve and protect the existing, historic, and unique character of a pedestrian friendly Downtown:

- **Site Layout and Orientation** – The proposed layout is consistent with the Downtown Code recommended Half Block Liner. Per Section 17.41.060, buildings within the D-B zone require a minimum side yard setback of zero (0) feet, a minimum rear yard setback of twenty (20) feet, and a build-to front line maximum of ten (10) feet. It is important to note that “build-to line” means an urban setback dimension that delineates the maximum distance from the property line a front or street side building facade can be placed. Per the submitted site plans, the proposed project has side yard setbacks of five (5) feet, a rear yard setback of thirty-one (31) feet, and a build-to front line setback of seven feet and two inches (7’2”).
- **Building Height** – Per Section 17.41.060, buildings within the D-B zone require a maximum height limit of forty-five (45) feet. Per the submitted elevation plans, the proposed project

consists of two stories and has a maximum height limit of thirty-one feet and eight inches (31'8"). The project meets the maximum building height restriction.

- **Architectural Style and Consistency with Downtown Code** – Per Section 17.41.100(C), the purpose of the architectural standards section is to guide improvements, renovations, and future development in downtown Holtville to be consistent with the vision and goals for the area. Due to the lack of architecture definition, conditions of approval have been incorporated to address architectural requirements. Per Section 17.41.100(E), in Downtown Holtville, lighting fixtures within developments should be attractively designed to complement the architecture of the project and surrounding development, and should improve the visual identification and safety of residences and businesses to create an inviting atmosphere. The lighting plan lacks information regarding lighting fixtures; as such, lighting requirements have been incorporated within the conditions of approval.

Per Section 17.41.100(D), landscaping provisions emphasize the use of landscaping to complement the architecture, minimize the impact of incompatible land uses, and to establish a transition between adjacent developments. All areas downtown that are not covered by structures, walkways, driveways, and parking spaces should generally utilize a three-tiered hierarchy of plants: grasses and groundcovers, shrubs, and trees. New development should look established as quickly as possible and utilizing mature trees and accent plants in landscaping is encouraged to achieve this. Per Section 17.41.100(1)(b)(ix), parking facilities shall attain a minimum 35 percent tree canopy coverage within 15 years of completion of construction to provide shade and minimize visual and environmental impacts. The proposed project contains five trees along the frontages of Chestnut Avenue and Figueroa Avenue and six trees along the street frontage of East Fifth Street. Since landscaped areas do not provide groundcover, shrubs, accent plants, and shade, landscaping requirements have been incorporated as a condition of approval.

Per Section 17.41.100(C)(6), the finished grade of the fence should be presented to the street on the front and street side yard of properties on corner lots. Per the submitted site plan, a new 6-foot wrought iron fence is proposed along the north property boundary line and between structures along street frontages. A condition of approval for Design Review has been incorporated by the Planning Commission to include a wrought iron fence which fully encloses the proposed project. Per Section 17.41.100(B)(3), refuse containers and services facilities shall be screened from view by solid masonry walls with wood or metal doors. The submitted site plan indicates three refuse containers to be located within the proposed parking lot but is missing screening information. As such, trash enclosure requirements have been incorporated as a condition of approval. No signage is being proposed at this time; however, conformance to the Downtown Zone sign requirements has been incorporated as a condition of approval. The site plan also does not identify any form of flood management and drainage plans will be required to be submitted to the City of Holtville as a condition of approval.

- **Parking** – Were the project to be considered a similar use with similar impacts to multifamily residential uses and upon issuance of a Conditional Use Permit by the City Council, it would

need to comply with the parking standards set forth in the Downtown Code within the D-B Zone. The proposed parking type is consistent with the Downtown Code recommended Surface Parking – Behind Building. Per Section 17.41.090, residential uses within the D-B zone require 1.75 parking spaces per unit. The proposed project consists of sixty-six (66) total units which require one hundred sixteen (116) parking spaces to comply with the parking ratio requirement. Per the submitted site plan, the proposed project will consist of ninety (90) total parking spaces divided into eighty-six (86) 9'x20' parking spaces and four (4) ADA compliant parking spaces. As previously mentioned, the site may or may not be adequate to accommodate the required number of parking spaces, depending on the classification of use and the standards to be applied. If the project is determined to be similar to multifamily residential use, then there would not be enough space to accommodate the 116 parking spaces required based on the ratio of 1.75 spaces per unit. The City Council will need to consider a Variance from the required parking standards per Section 17.62 of the City of Holtville Municipal Code.

- **Density of Residential Units** – Per Section 17.41.060, the maximum allowable residential development in downtown Holtville is 20 dwelling units per acre as determined by the General Plan Land Use Map. The proposed project site is 2.06 acres, equaling a maximum allowable density of 41 units. Per the submitted site plan, the proposed project consists of 66 units. This exceeds the maximum allowable density, and the City Council will need to consider a Variance from the required area-wide maximum allowable residential development (density) standards per Section 17.62 of the City of Holtville Municipal Code. Subject to approval, a condition of approval has been incorporated to limit the maximum capacity of residents during April and May to 660 and 550 persons, respectively.
- **Traffic & Safety** – The proposed project is bound by three roadways: Chestnut Avenue to the west (in good condition), East 5th Street to the south (in good condition), and Figueroa Avenue to the east (in good condition). The entire west, south, and east side is surrounded by a curb & gutter, and sidewalk that is in good condition. Three existing 30-foot driveways are located on the south side of the property and will not be used or altered. The circulation and access to and from the property is restricted to a 25-foot driveway entrance at the northwest end of the property along Chestnut Avenue and another at the northeast end of the property along Figueroa Avenue. The two proposed driveways contain the required vision clearance, and no additional requirements are necessary. During peak farming season, a maximum of 47 vans will be required to transport the maximum number of farmworkers allowed to reside within the labor-housing. The 47 vans will not be used at the same time but rather distributed across three different shifts. Mainline/Consumer shift 1 is from 3am to 11:30am, Mainline shift 2 is from 5pm to 1:30am, and Consumers shift 2 is from 12pm to 9pm. Mainline/Consumer shift 1 and Consumers shift 2 are not expected to cause traffic delays since the pickup and drop off times occur during light traffic hours. While Mainline shift 2 occurs during rush hour, the estimated 16 required vans may exit through the driveway along Chestnut Avenue and Figueroa Avenue to minimize traffic congestion, as previously explained throughout this report.

- **Consistency with General Plan and Downtown Code** – The proposed project is consistent with the City of Holtville General Plan. Per Land Use Goal 1, a balanced land use pattern that provides a complete range of housing and employment opportunities, from its agricultural industry to its mixed-use center, is desired to ensure that revenue generation matches the City’s responsibility for provision and maintenance of public services and facilities. As it relates to the Downtown Code, if the City Council determines that the proposed use is similar to an existing allowed use, then the proposed use is consistent with the requirements of the General Plan and the Zoning Code. Additionally, the Conditions of Approval would allow the project to meet the development standards outlined in the Zoning Code.

PUBLIC CONCERNS

The concerns voiced by the public to the Planning Commission on February 20, 2024, were the following:

1. *Since the Downtown zone is used for businesses, the proposed labor housing project is not compatible with the D-B zone.*

Per Section 17.41.050 the City of Holtville Zoning Ordinance, the D-B zone applies to areas of the downtown/central business district that offers a variety of mixed commercial, retail, and residential uses. The area is characterized by a predominance of commercial and retail uses, with complementary light industrial use, mixed use, and residential units. The proposed project offers the opportunity for infill residential development that will increase spending within the downtown area.

2. *The is an insufficient supply of grocery stores to satisfy the demand for groceries that 660 residents will need.*

The Applicant stated that residents will be encouraged to shop and dine at local businesses but will also be offered weekly transportation to big grocery stores in other cities like El Centro.

3. *Is there enough utility capacity to serve the proposed project?*

The City Manager confirmed that the City of Holtville has the capacity to serve sewer, water, and power services to the proposed project. It is important to note that, subject to approval, the Applicant will need to address stormwater issues. The project is required to comply with City Standards and Specifications to connect to the City’s infrastructure system.

4. *A letter was submitted stating that downtown is not intended to have housing along Main Street. If the labor housing is located at the subject site, then it would be preferred for it to consist with a maximum of 41 units.*

Housing, in the form of multi-family housing, is conditionally permitted in Downtown Holtville. This requires discretionary approval by the City and does not specifically allow it “by right”. The

resident who submitted the letter only objects to housing along Main Street. It is important to note that Orchard View Apartments is located on Main Street, albeit on the eastern end of Main Street.

PUBLIC REVIEW

The City Council may approve or deny the Similar Use Determination, Conditional Use Permit, and Variances after a Public Hearing is held and all the required findings have been made pursuant to Government Code Section 65906. A Public Hearing Notice (**Attachment C – Public Hearing Notice**) for the proposed project was posted in the Holtville Tribune on February 29, 2024, and mailed to all property owners within 300-foot radius of the proposed project site on March 1, 2024.

CITY COUNCIL PENDING ACTION

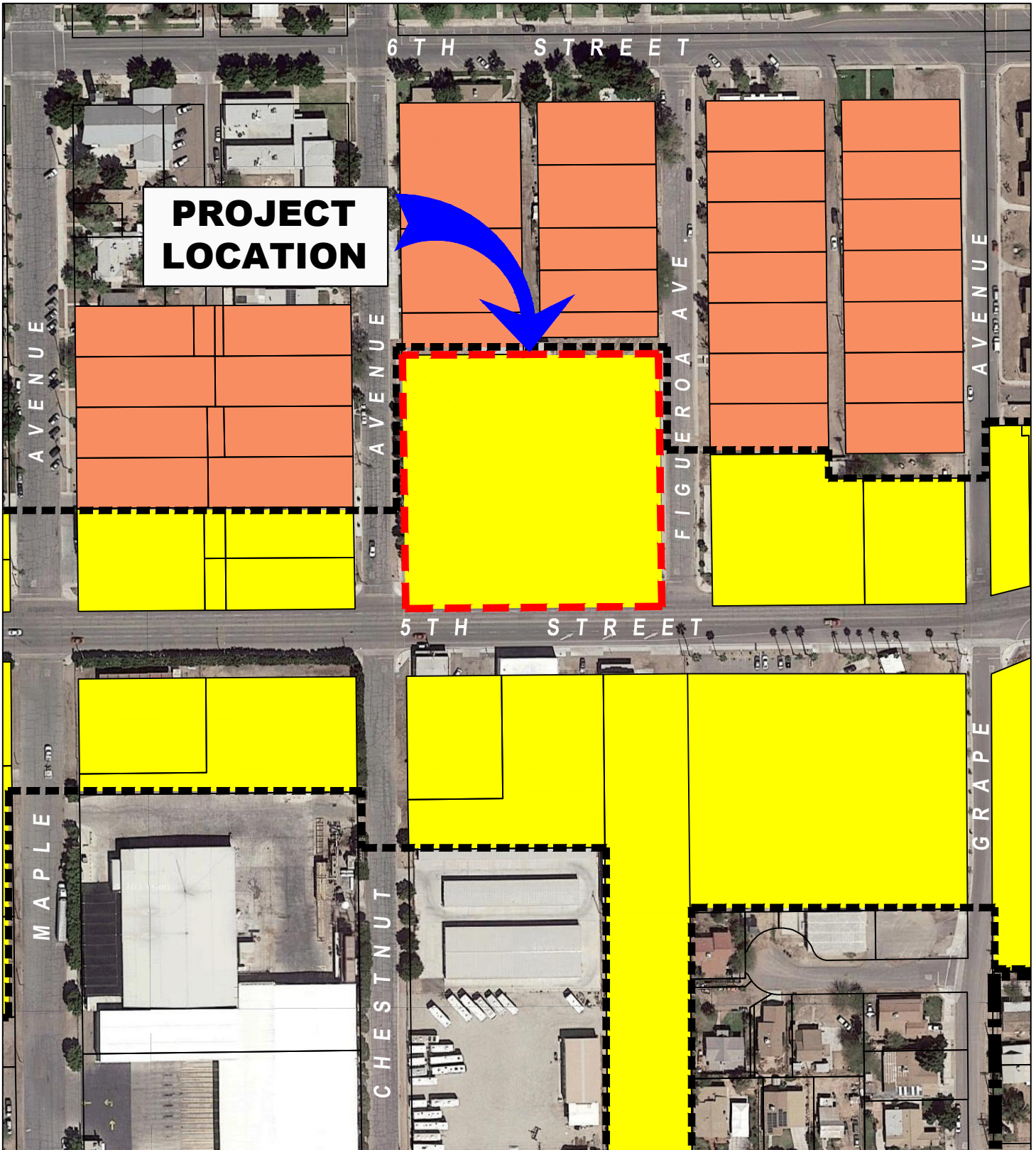
Staff recommends that the City Council conduct the Public Hearing for the proposed Similar Use Determination, Conditional Use Permit, and Variances as required by the City of Holtville Zoning Ordinance. Upon listening to testimonies for and against the Applicant’s request, and attached support documentation, the City Council may wish to discuss and consider additional Conditions of Approval to ensure the safety and welfare of the community. The Planning Commission recommends the following actions:

- Adopt Resolution 24-07 (**Attachment D – Resolution 24-07**) approving a Similar Use Determination requiring a Conditional Use Permit for the Peri and Sons Farms LLC. and California Desert Properties LLC labor housing development.
- Adopt Resolution 24-08 (**Attachment E – Resolution 24-08**) approving the Conditional Use Permit and Variances subject to the aforementioned findings and attached Conditions of Approval for the Peri and Sons Farms LLC. and California Desert Properties LLC labor housing development.

Attachments:

- Attachment A – Vicinity Map
- Attachment B – Conceptual Site Plans
- Attachment C – Public Hearing Notice
- Attachment D – Resolution 24-07
- Attachment E – Resolution 24-08
 - Exhibit A – Conditions of Approval

Attachment A – Vicinity Map



LEGEND:



PROJECT AREA



DOWNTOWN - B ZONE



R-3 MULTI-FAMILY

The Holt Group, Inc.
ENGINEERING • PLANNING • SURVEYING

1601 N. Imperial Ave. El Centro, California 92243 (760)337-3883



APN 045-272-007
HOLTVILLE, CA 92250

VICINITY MAP

THG Project No. 116.526

Date: February 2024

Attachment B – Conceptual Site Plans

HOLTVILLE LABOR HOUSING

625 EAST 5TH STREET, HOLTVILLE, CA 92250



VICINITY MAP
NOT TO SCALE

PROJECT DATA

PROPERTY OWNER:
PERI & SONS FARMS, CALIFORNIA DESERT PROPERTIES LLC
102 MCLEOD ST.
YERINGTON NV, 89447

PROPERTY ADDRESS:
625 EAST 5TH STREET,
HOLTVILLE, CA 92250

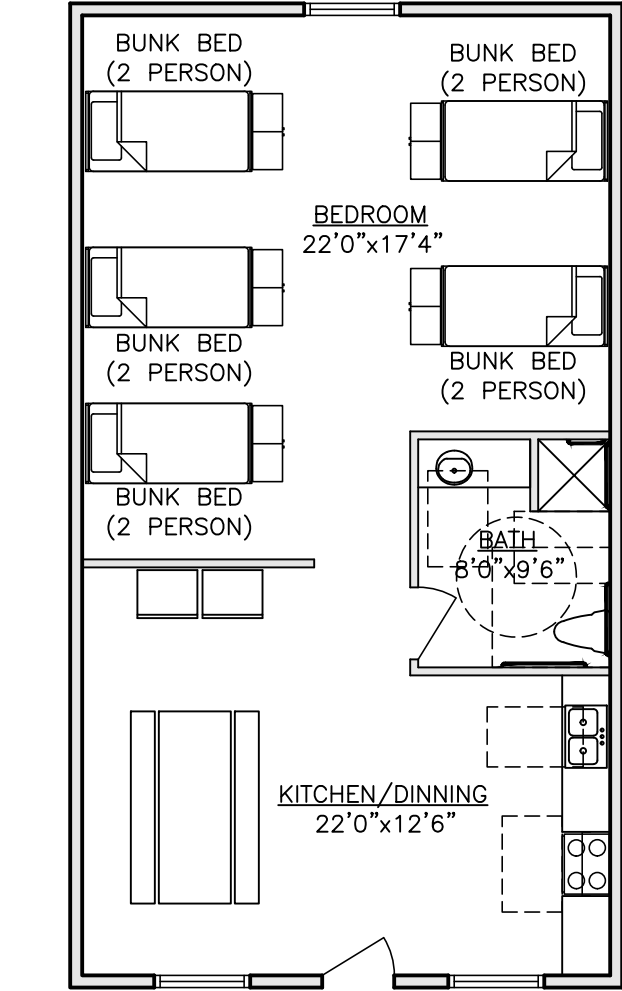
CONTRACTOR/DRAFTER:
DUGGINS CONSTRUCTION, INC.
341 W. CROWN COURT
IMPERIAL, CA 92251

BUILDING DATA

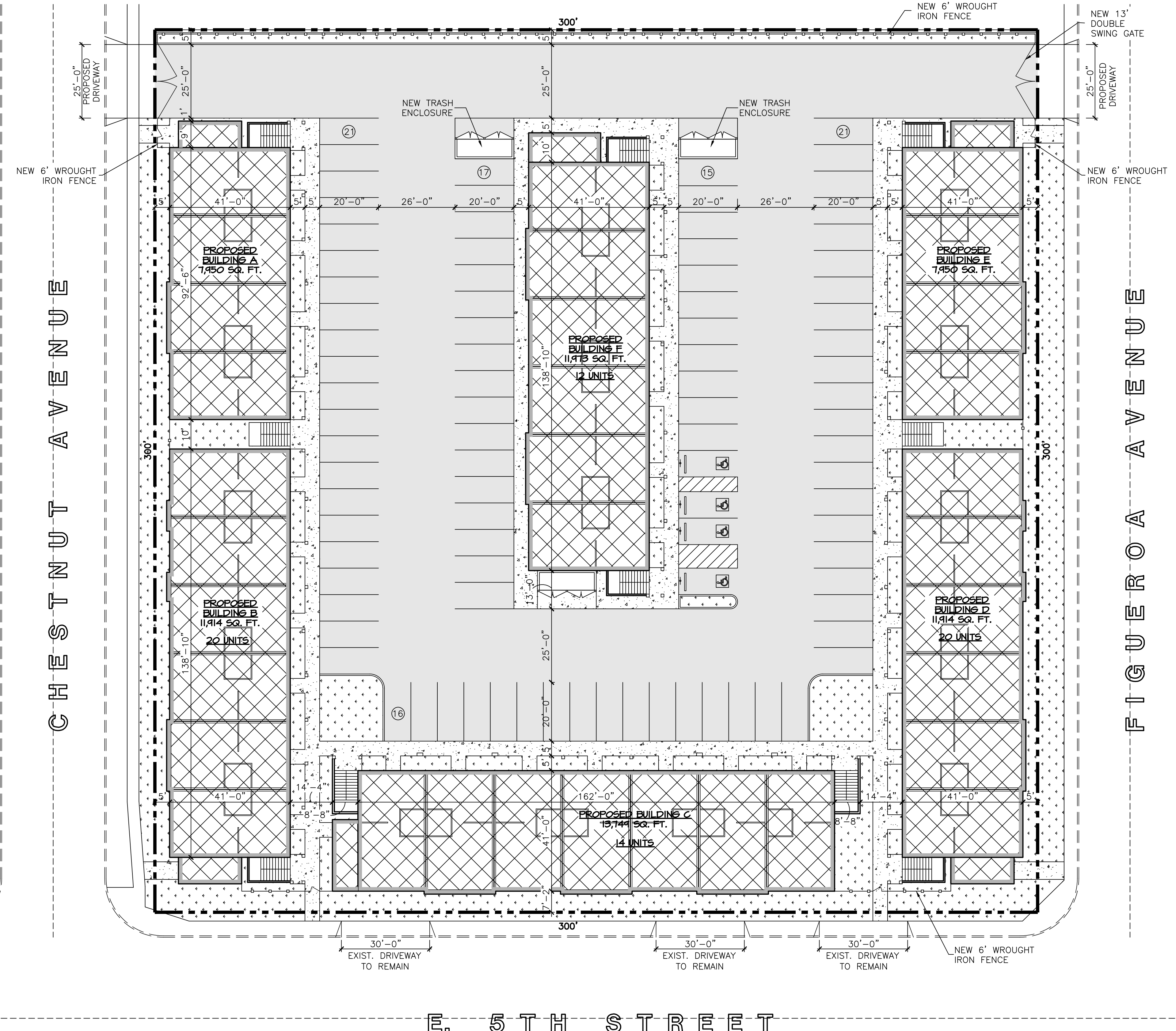
ASSESSOR'S PARCEL No: 045-272-007-000
 ZONING: DOWNTOWN - B ZONE
 SITE AREA: 2.06 AC (90,000 SQ. FT.)
 BUILDING USE: LABOR HOUSING
 OCCUPANCY GROUP: R-1
 TYPE OF CONSTRUCTION: V-B
 TOTAL PROPOSED BUILDING AREA: 65,450 SQ. FT.
 (SIX BUILDINGS, FIRST AND SECOND FLOOR)
 HEIGHT: 31'-8"
 STORIES: TWO STORY
 LANDSCAPE PROVIDED (ON SITE): 9,740.10 SQ. FT.
 LANDSCAPE PROVIDED (OFF SITE): 4,422.94 SQ. FT.
 LANDSCAPE TOTAL: 14,163.04 SQ. FT.
 PARKING PROVIDED: 86 REGULAR PARKING STALLS
 04 ACCESSIBLE PARKING STALLS
 90 TOTAL STALLS
 TOTAL OF RESIDENTS: 10 RESIDENTS PER UNIT
 66 UNITS
 660 RESIDENTS

HATCH LEGEND

- CONCRETE AREA
- ASPHALT AREA
- PROPOSED BUILDING
- LANDSCAPE AREAS
- PROPERTY LINE
- WROUGHT IRON FENCE



PROPOSED FLOOR PLAN
SCALE: 1/8"=1'-0"



PROPOSED SITE PLAN
SCALE: 1"=20'-0"

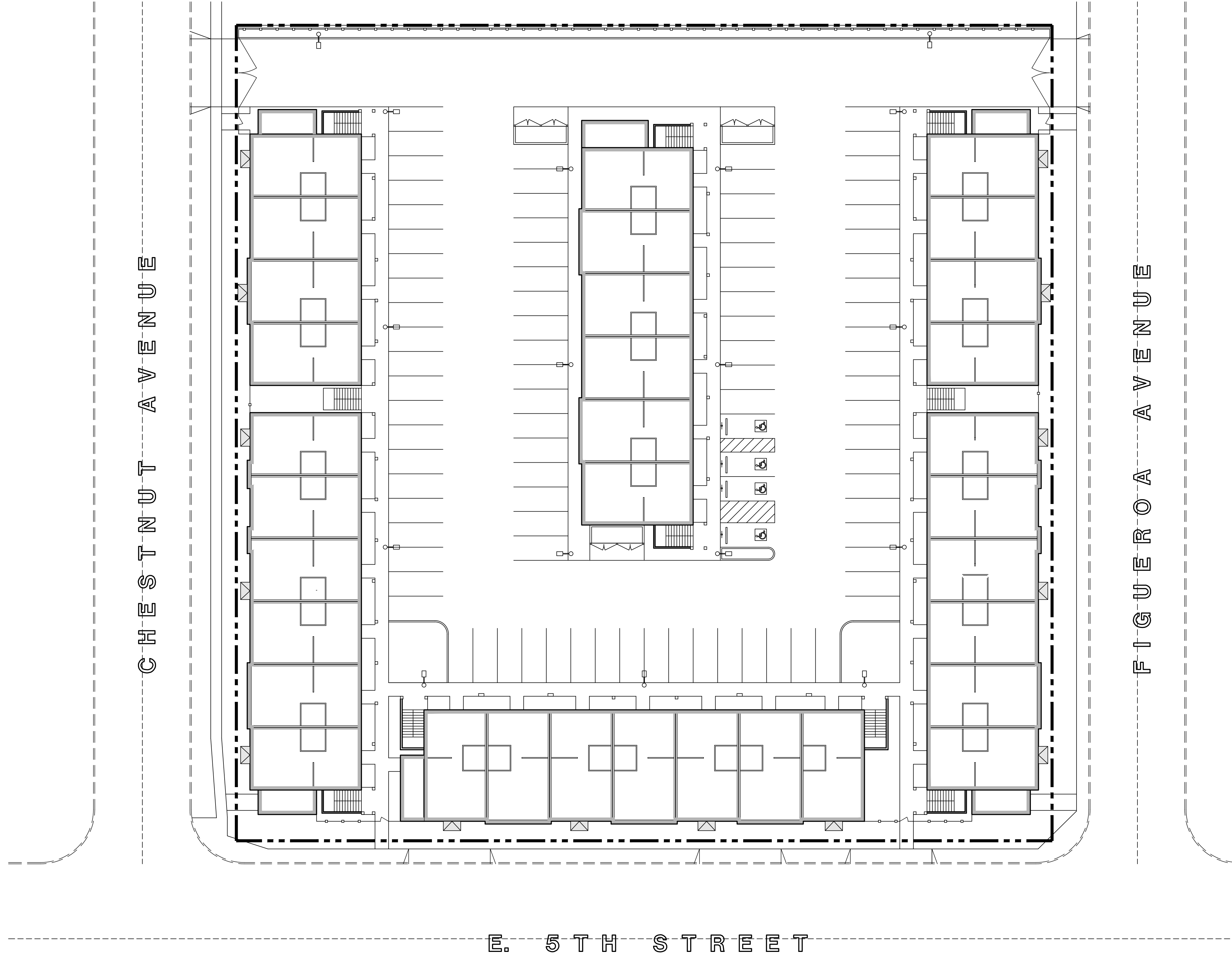
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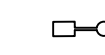
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DRAWN BY: M.G.		JOB No. 2023-30
SHEET CONTENTS: PROPOSED SITE PLAN		DRAWING No. 1 / 7

LIGHTING PLAN

SCALE: 1"=20'-0"



SITE LIGHTING LEGEND:

-  WALL PACK
-  LIGHT POLE

REVISION	DESCRIPTION	DATE
AS SHOWN	HOLTVILLE LABOR HOUSING 023 EAST 5TH STREET, HOLTVILLE, CA 92250	06/28/2023
SHEET CONTENTS:		JOB No. 2023-30
SITE LIGHTING PLAN		DRAWING No. 2 / 7

DCI DUGGINS CONSTRUCTION
12 YEARS IN DEVELOPMENT
 341 WEST CROWN COURT, IMPERIAL, CA 92251
 PHONE: 760.355.5600 • FAX: 760.355.6756
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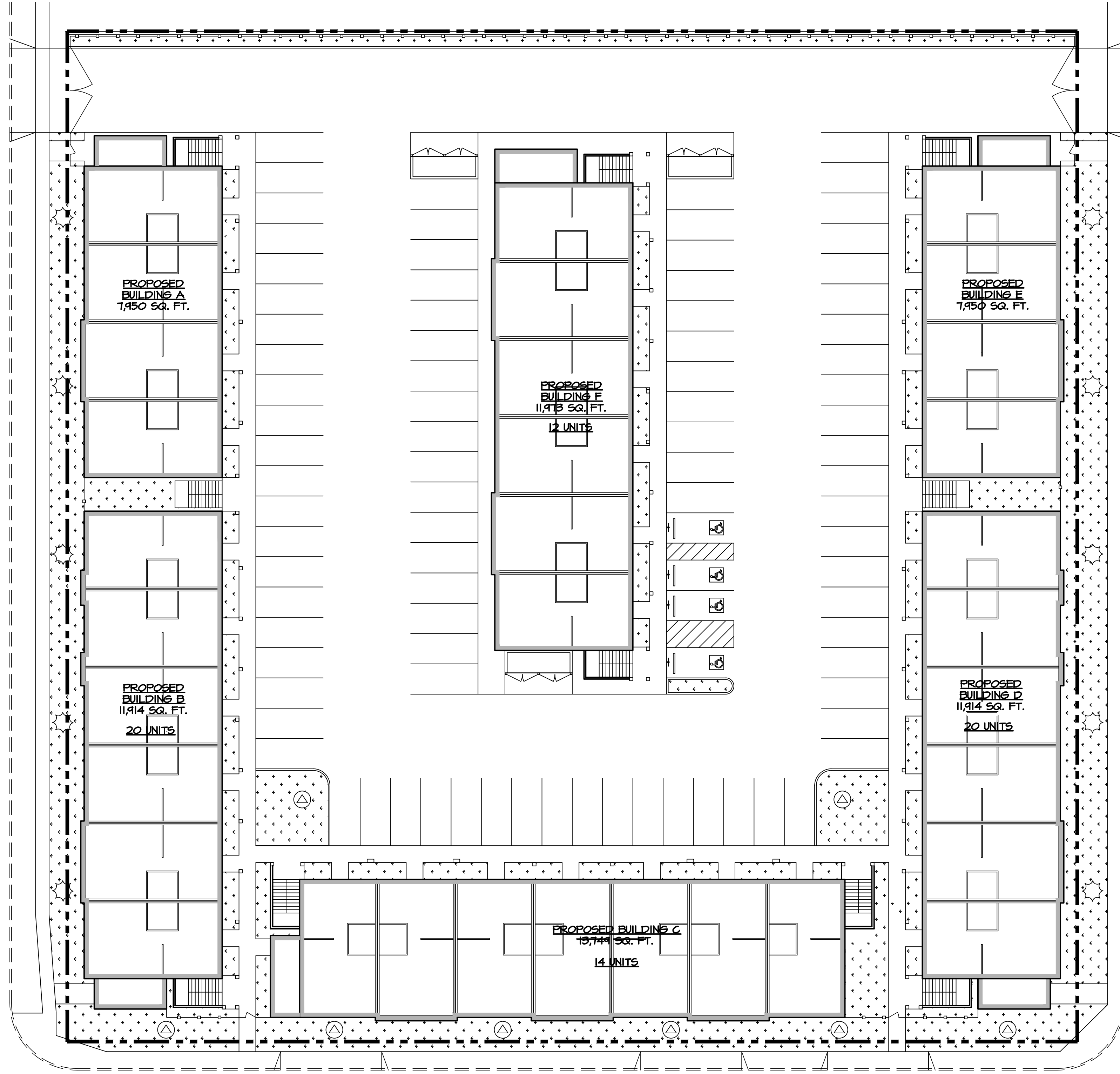
C H E S T N U T A V E N U E

F I G U E R O A A V E N U E

E . 5 T H S T R E E T

LANDSCAPE PLAN

SCALE: 1"=20'-0"



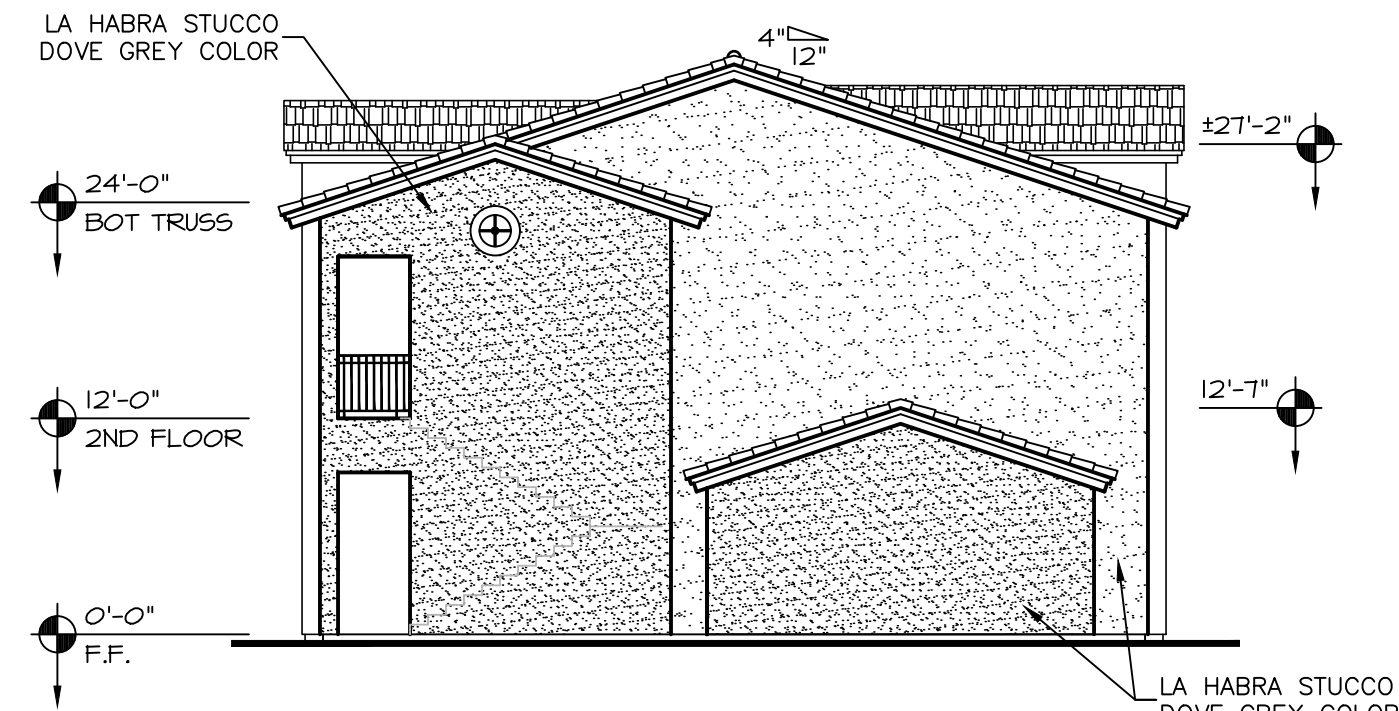
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	WASHINGTONIA ROBUSTA / MEXICAN FAN PALM
	CHAMAEROPS HUMILIS MULTI MEDITERRANEAN FAN PALM
	GRASS

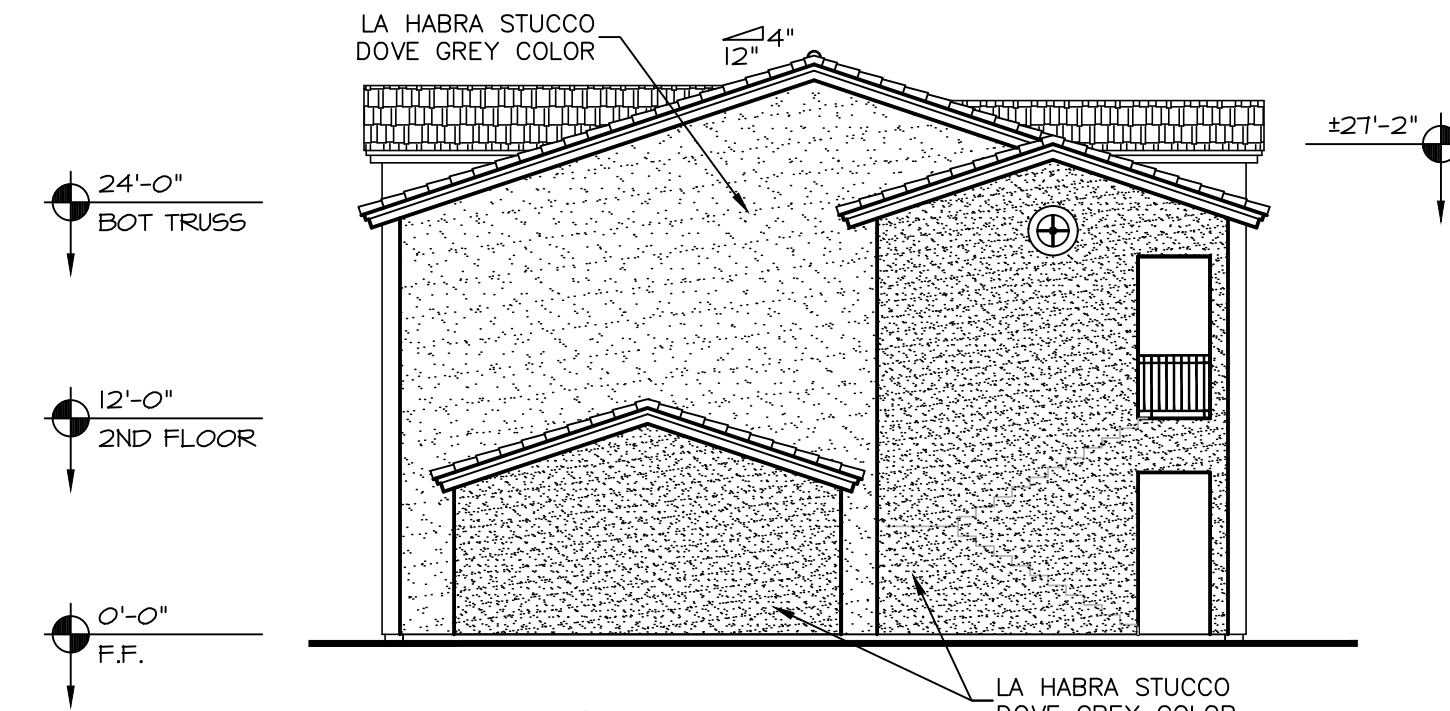
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SCALE:	023 EAST 5TH STREET, HOLTVILLE, CA 92230	
AS SHOWN	DATE:	06/28/2023
SHEET CONTENTS:	JOB No.	M.G.
LANDSCAPE PLAN	2023-30	
	DRAWING No.	3 / 7

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**BLDG. A
NORTH ELEVATION**
SCALE: 3/32"=1'-0"



**BLDG. B
SOUTH ELEVATION**
SCALE: 3/32"=1'-0"



**BLDG. A-B
EAST ELEVATION**
SCALE: 3/32"=1'-0"

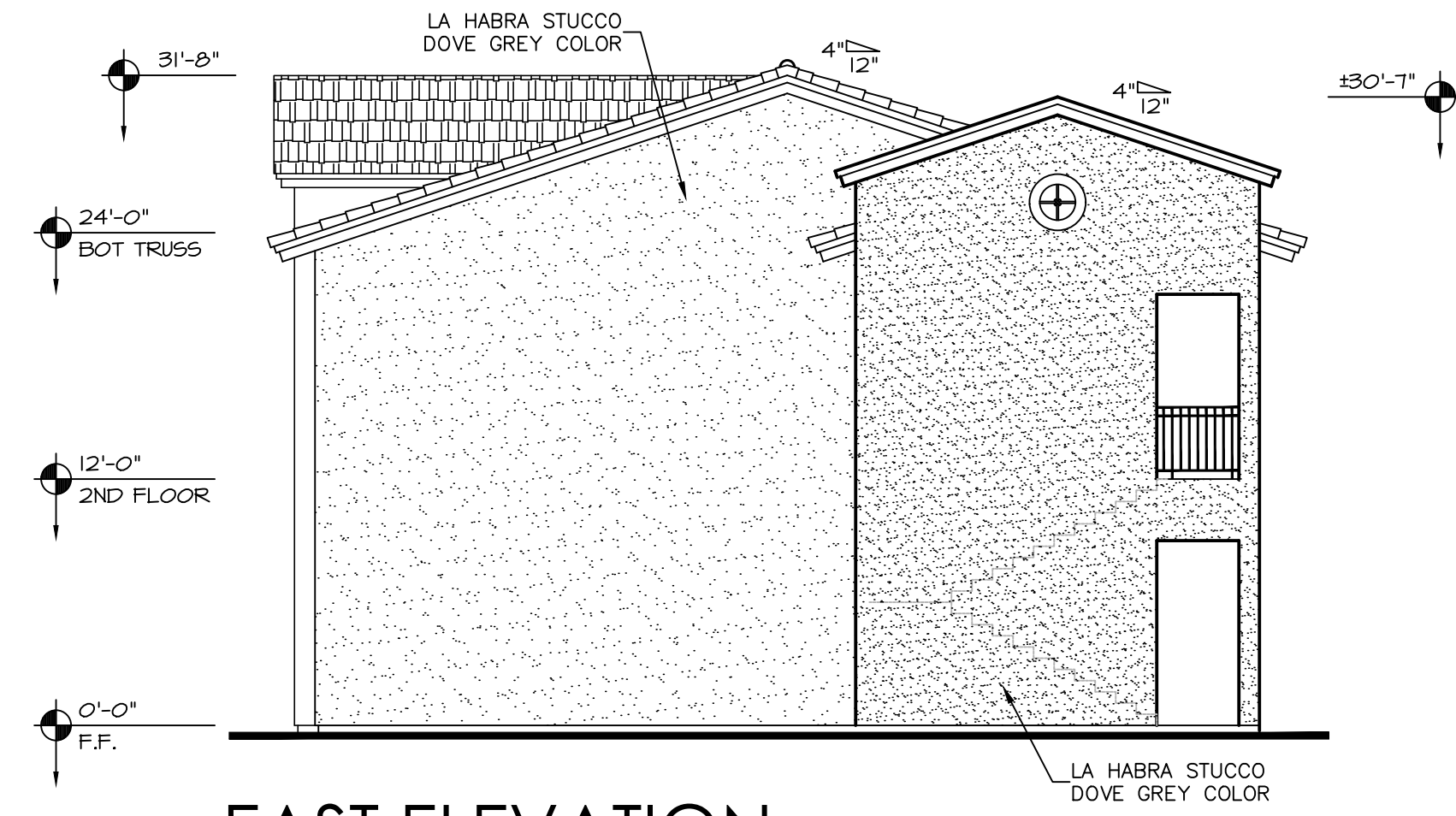


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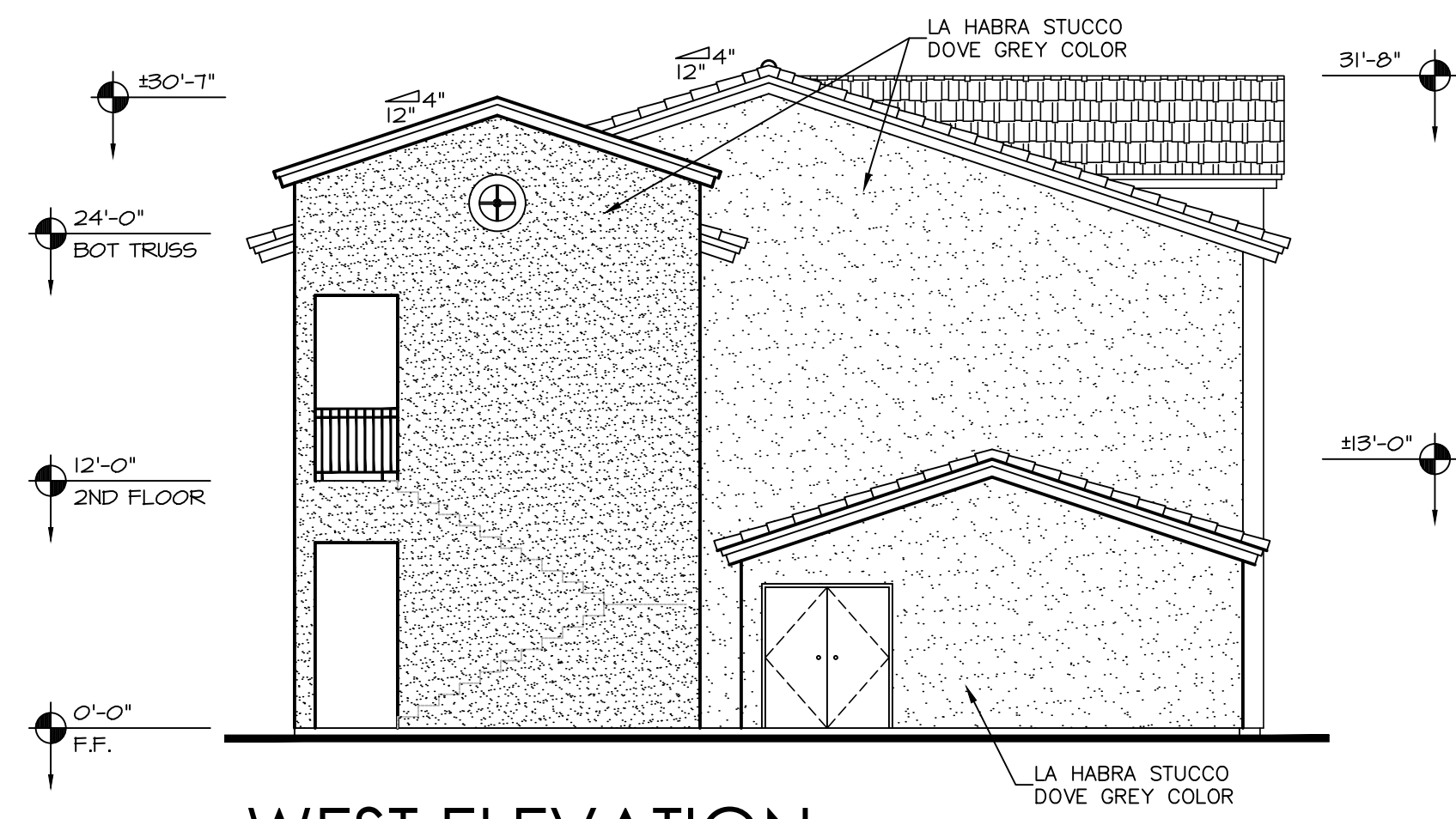
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REVISION	DESCRIPTION	DATE
PROJECT:	HOLTVILLE LABOR HOUSING	
SCALE:	823 EAST 5TH STREET, HOLTVILLE, CA 92250	
AS SHOWN	DATE: 07/21/2023	DRAWN BY: M.G.
SHEET CONTENTS:	JOB NO. 2023-030	DRAWING NO. 4
ELEVATIONS		7



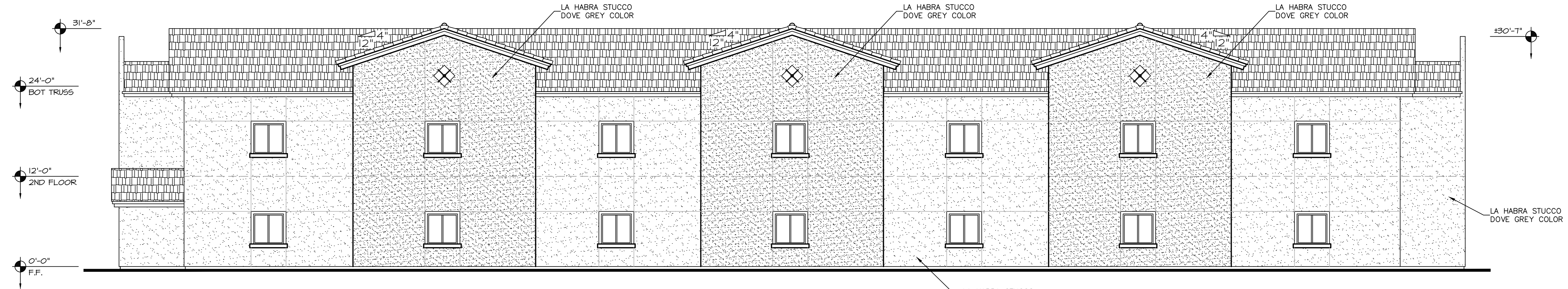
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WEST ELEVATION
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NORTH ELEVATION
SCALE: 1/8"=1'-0"

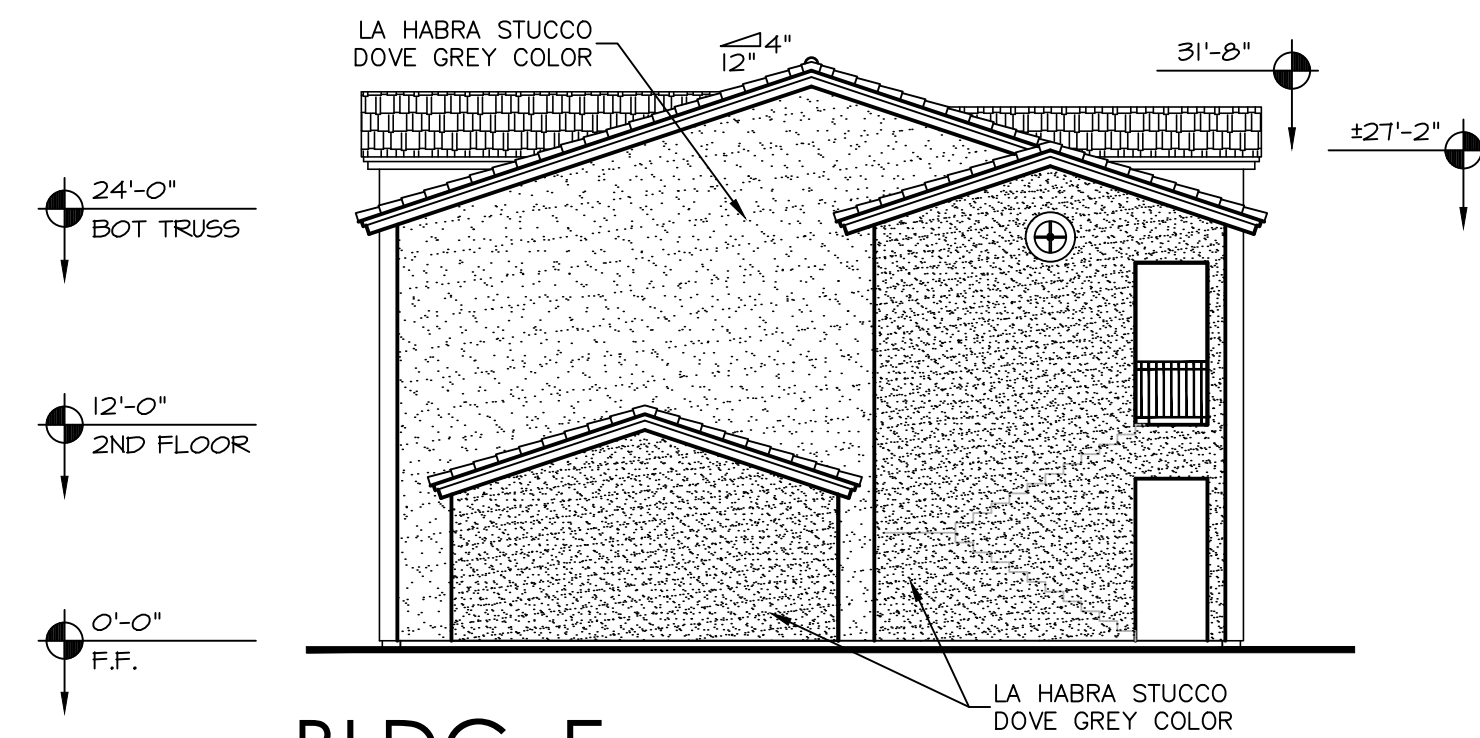


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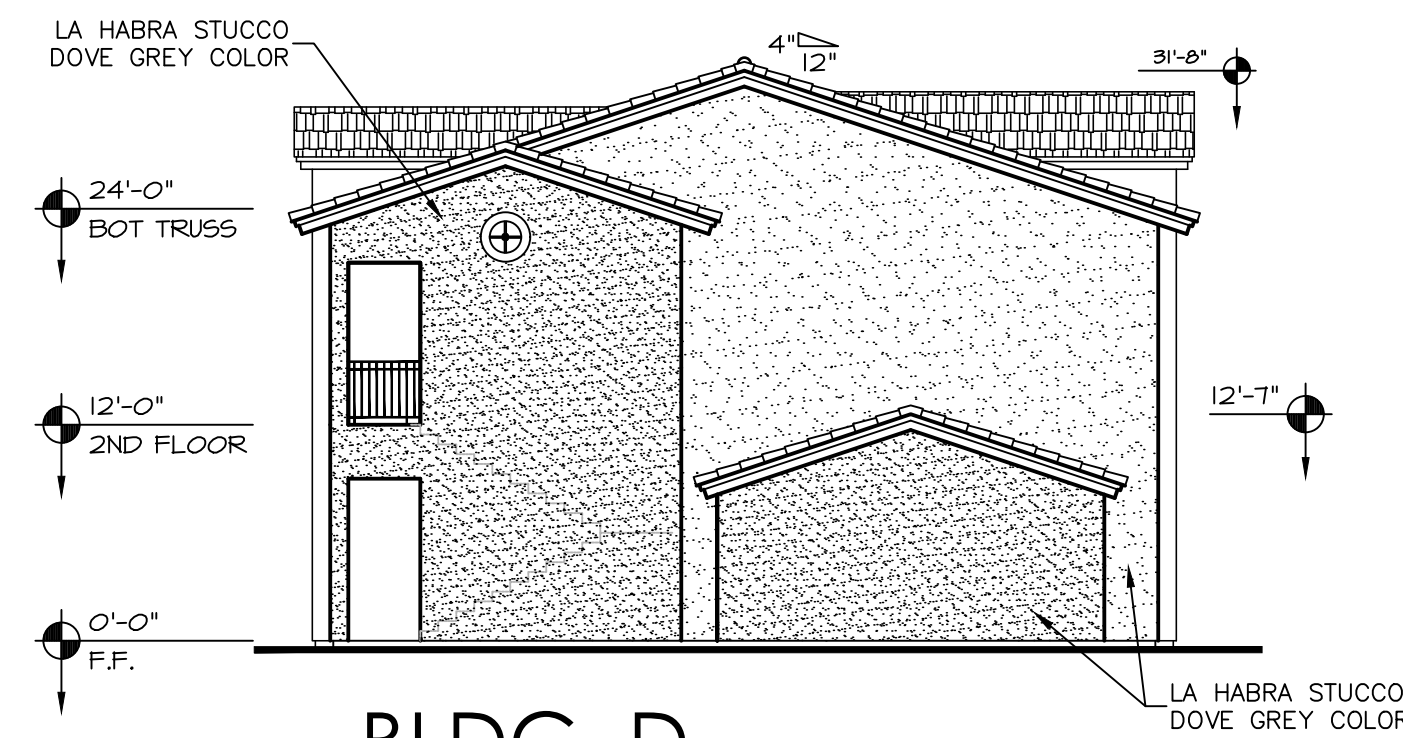
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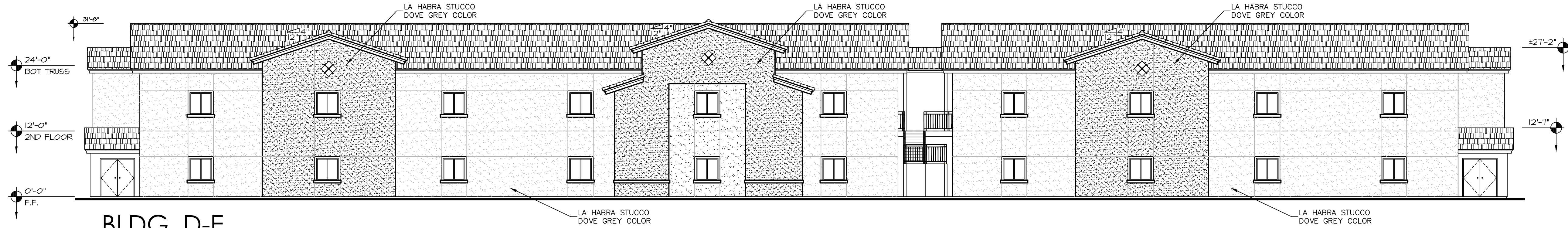
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AS SHOWN	HOLTVILLE LABOR HOUSING 823 EAST 5TH STREET, HOLTVILLE, CA 93250	07/21/2023
SHEET CONTENTS: ELEVATIONS BUILDING C		JOB No. 2023-030 DRAWING No. 5 / 7



**BLDG. E
NORTH ELEVATION**
SCALE: 3/32"=1'-0"



**BLDG. D
SOUTH ELEVATION**
SCALE: 3/32"=1'-0"



**BLDG. D-E
EAST ELEVATION**
SCALE: 3/32"=1'-0"

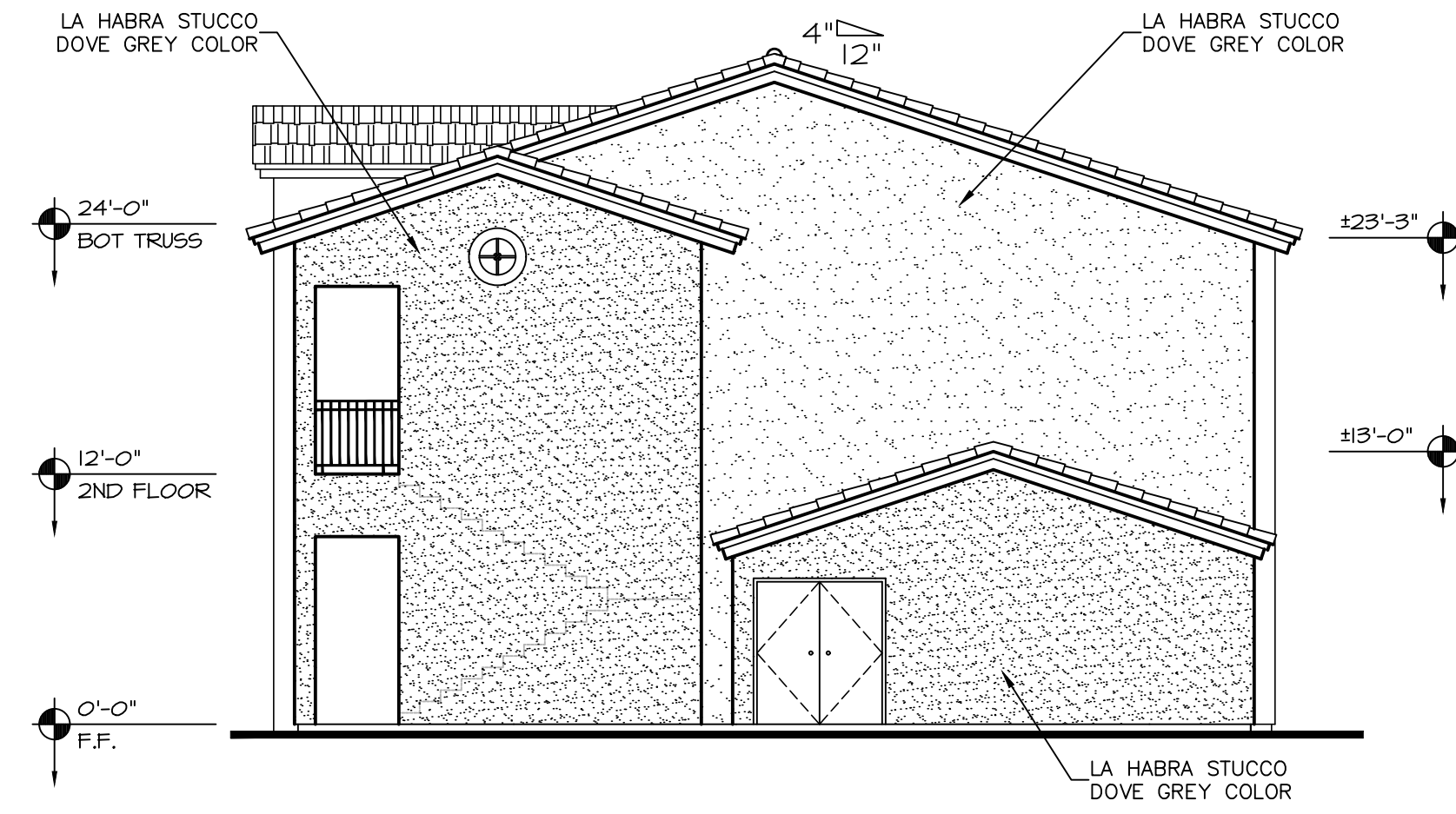


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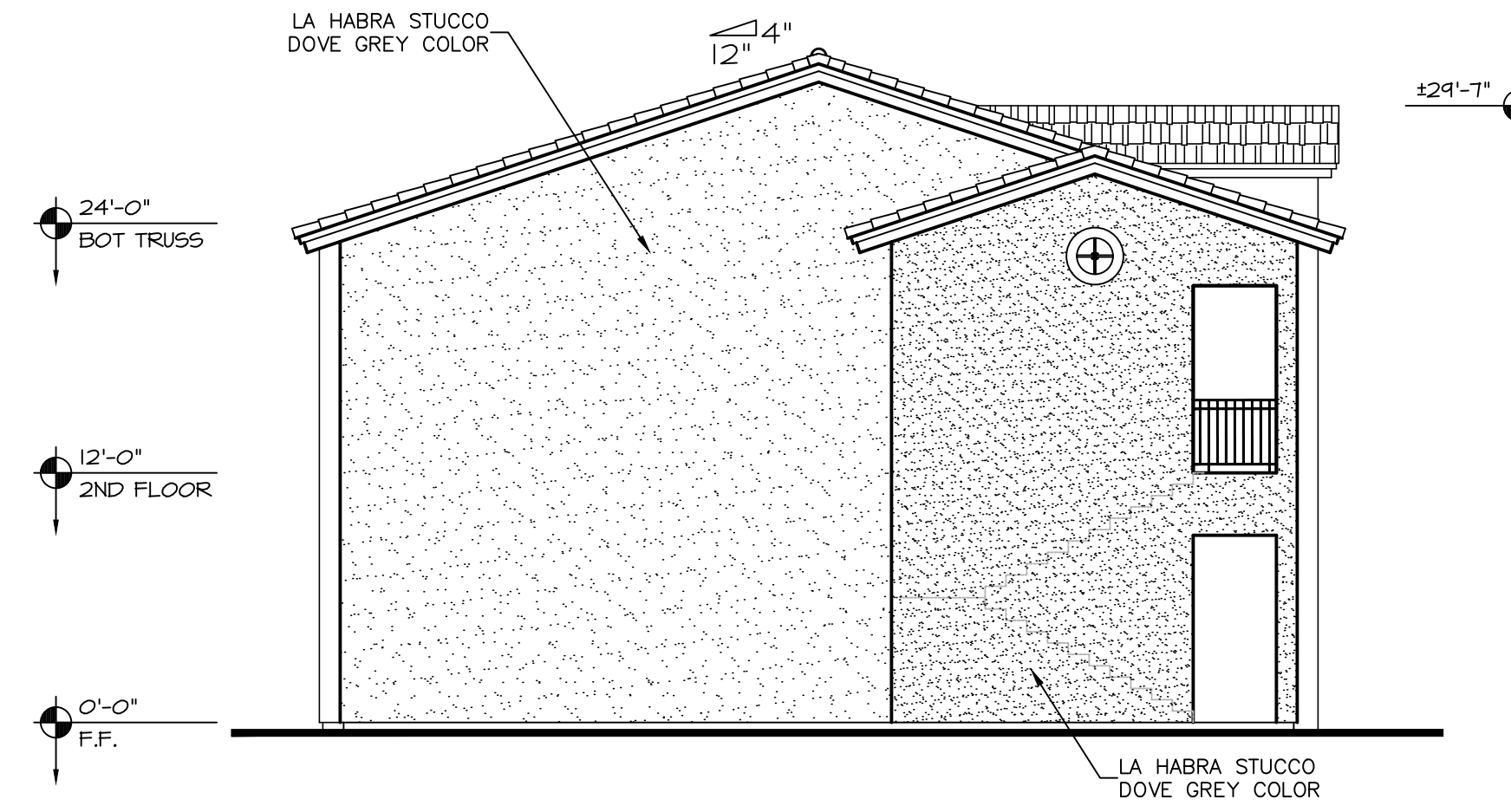
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REVISION	DESCRIPTION	DATE
AS SHOWN	HOLTVILLE LABOR HOUSING 823 EAST 5TH STREET, HOLTVILLE, CA 92230	07/21/2023
SHEET CONTENTS:		2023-030
ELEVATIONS		6 / 7



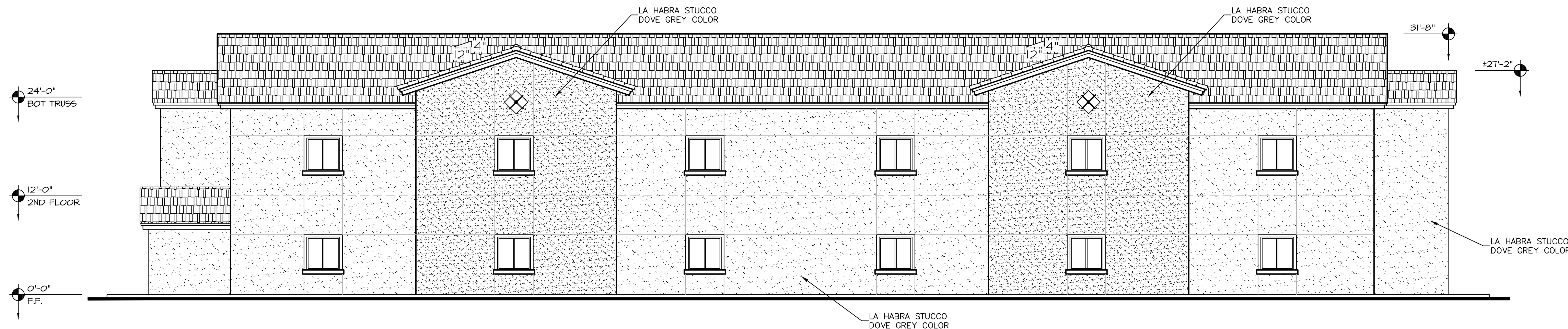
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SOUTH ELEVATION
SCALE: 1/8"=1'-0"



EAST ELEVATION
SCALE: 1/8"=1'-0"



WEST ELEVATION
SCALE: 1/8"=1'-0"

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REVISION	DESCRIPTION	DATE
AS SHOWN	HOLTVILLE LABOR HOUSING 823 EAST 5TH STREET, HOLTVILLE, CA 92250	07/21/2023
SHEET CONTENTS:		JOB No. 2023-030
ELEVATIONS BUILDING F		DRAWING No. 7 / 7

Attachment C – Public Hearing Notice

PUBLIC NOTICE



Notice of Public Hearing
City of Holtville

Notice is hereby given that a public hearing will be held by the City of Holtville City Council at the date, time, and place indicated below. The purpose of the public hearing will be to hear comments from the public regarding the following subject:

Project: Labor Housing Similar Use Determination, Conditional Use Permit, and Variances	Location: Northeast Corner of Fifth Street (State Route 115) and Chestnut Avenue (APN 045-272-007)
--	---

Peri & Sons Farms of California LLC. and California Desert Properties LLC. submitted a Similar Use Determination, Conditional Use Permit, Variance, and Design Review application for the development of a new labor housing project on a 2.06-acre site located at the northeast corner of Fifth Street and Chestnut Avenue. The parcel is located within the Downtown B (D-B) zone which does not indicate whether or not labor housing projects are allowed, but does allow multifamily residential projects, which may be considered a similar use with similar impacts upon issuance of a Conditional Use Permit (CUP). Due to labor housing projects being an unlisted use in the City of Holtville Zoning Ordinance, the Applicant is requesting a Similar Use Determination, Conditional Use Permit, and multiple Variances from the adopted standards of the Downtown Code. The Similar Use Determination, CUP, Variances, and Design Review were reviewed by the Planning Commission during a public hearing held on February 20, 2024. As required by the Municipal Code, another public hearing will be conducted by the City Council. The purpose of the hearing is to receive comments from the public regarding any potential issues related to the proposed project. The proposed project is exempt from CEQA review per section 15332, Infill Development Projects.

City Council Hearing Date: March 11, 2024
Hearing Time: 6:00 PM
Hearing Location: Holtville City Hall
121 W. 5 th Street

Copies of pertinent information are available for review at City Hall during regular business hours. If you would like to know more about the proposed projects prior to the public hearing, please contact Alan Molina, Assistant Planner at The Holt Group, at (760) 337-3883 or almolina@theholtgroup.net.

Any person desiring to comment on the above projects may do so in writing or may appear in person at the public hearing. Written comments should be directed to the Holtville City Clerk, 121 W. 5th Street, Holtville, CA 92250 and be delivered prior to the Public Hearing date. Please reference the project name in all written correspondence.

Attachment D – Resolution 24-07

RESOLUTION NO. 24-07

A RESOLUTION OF THE CITY OF HOLTVILLE CITY COUNCIL APPROVING A SIMILAR USE DETERMINATION FOR A PROPOSED LABOR HOUSING PROJECT AT 625 EAST FIFTH STREET (APN 045-272-007)

WHEREAS, the City of Holtville received an application from Peri & Sons Farms of California LLC. and California Desert Properties LLC, (“Applicant”) for a Similar Use Determination to allow the development of a labor housing project at the northeast corner of Fifth Street and Chestnut Avenue (APN 045-272-007); and

WHEREAS, labor housing development is an unlisted use within the City of Holtville Zoning Ordinance; and

WHEREAS, the 2.06-acre project site is located within the Downtown B (D-B) zone which does not indicate whether or not labor housing projects are allowed; and

WHEREAS, the D-B zone conditionally allows multifamily residential projects which is a similar use with similar impacts to labor housing developments; and

WHEREAS, the project is exempt from CEQA per CEQA Guidelines in Section 15332. Infill Development Projects; and

WHEREAS, the Planning Commission of the City of Holtville conducted a public hearing on February 20, 2024, and after opening the floor for public comments and reviewing all relevant information voted to recommend approval of the similar use determination to the City Council; and

WHEREAS, a Notice of Public Hearing for the proposed project was posted at City Hall on February 29, 2024, and distributed to all property owners within 300-feet of the proposed subject site on March 1,2024; and

WHEREAS, the City Council also held a public hearing on March 11, 2024 to review all pertinent information and to hear public testimonies for the proposed project; and

NOW THEREFORE LET IT BE RESOLVED, that the City Council of the City of Holtville hereby approves the similar use determination based on the following findings:

- A)** That the foregoing recitations are true and correct; and
- B)** That the foregoing has been reviewed in accordance with the requirements set forth by the City of Holtville for implementation of the California Environmental Quality Act; and
- C)** That all actions taken by the Planning Commission related to this project are based on the following findings:

- a) The use furthers the objectives of the zone;
- b) Field investigations have disclosed that the subject use and its operations are compatible with the uses permitted in the zone where the use is proposed to be located;
- c) The subject use is similar to one or more uses permitted in the zone where the use is proposed to be located; and
- d) The subject use will not cause substantial reduction in the value of the property in the zone within which it is proposed to be located or in any abutting zone.

D) The City Council hereby upholds the Planning Commission’s findings that labor housing projects are similar to multifamily residential projects which are currently conditionally permitted in the Downtown B zone.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Holtville conducted on the 11th day of March 2024, by the following roll call vote:

Murray Anderson, Mayor

I, Yvette Rios, City Clerk of the City of Holtville, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the City Council of said City of Holtville at a regular meeting thereof held on the 11th day of March 2024, and that the same was approved by the Mayor of said City of Holtville on said date, and that the same was adopted by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Attest: _____
Yvette Rios, City Clerk

Attachment E – Resolution 24-08

RESOLUTION NO. 24-08

**A RESOLUTION OF THE CITY OF HOLTVILLE CITY COUNCIL APPROVING A
CONDITIONAL USE PERMIT AND VARIANCES FOR A PROPOSED LABOR
HOUSING PROJECT AT 625 EAST FIFTH STREET (APN 045-272-007)**

WHEREAS, the City of Holtville received an application from Peri & Sons Farms of California LLC. and California Desert Properties LLC, (“Applicant”) for a Conditional Use Permit and Variances to allow the development of a labor housing project at the northeast corner of Fifth Street and Chestnut Avenue (APN 045-272-007); and

WHEREAS, the City Council, through a Similar Use Determination approved by Resolution CC 24-07, determined that labor housing requires a Conditional Use Permit; and

WHEREAS, the D-B zone allows a maximum density of 20 dwelling units per acre which means that the project site has a maximum density of 41 units; and

WHEREAS, the proposed project, which proposes to accommodate 66 units, would result in a demand of 116 parking spaces, which cannot be reasonably accommodated on the parcel; and

WHEREAS, the proposed project, required to provide trees at a ratio dependent upon the number of provided parking spaces, consisting of 90 parking spaces, would result in a parking lot landscaping requirement of 15 and 30 trees within the interior and perimeter of the parking lot, respectively; and

WHEREAS, the Applicant filed a Variance Application with the City of Holtville on January 25, 2024, for relief from the strict application of the adopted density, parking, and landscaping standards, given the lack of standards pertinent to the unlisted labor housing land use; and

WHEREAS, the project is exempt from CEQA per CEQA Guidelines in Section 15332. Infill Development Projects; and

WHEREAS, the Planning Commission of the City of Holtville conducted a public hearing on February 20, 2024, and after opening the floor for public comments and reviewing all relevant information voted to recommend approval of the Conditional Use Permit and Variances to the City Council; and

WHEREAS, a Notice of Public Hearing for the proposed project was posted at City Hall on February 29, 2024, and distributed to all property owners within 300-feet of the proposed subject site on March 1, 2024; and

WHEREAS, the City Council also held a public hearing on March 11, 2024 to review all pertinent information and to hear public testimonies for the proposed project; and

NOW THEREFORE LET IT BE RESOLVED, that the City Council of the City of

Holtville determines as follows:

- A) That the foregoing recitations are true and correct; and
- B) That the foregoing has been reviewed in accordance with the requirements set forth by the City of Holtville for implementation of the California Environmental Quality Act; and
- C) That based on the evidence presented at the public hearing, the City Council hereby **APPROVES** the Conditional use Permit of the Peri and Sons Farms of California LLC and California Desert Properties LLC. labor housing project. The approval is subject to the conditions incorporated herein as **Exhibit A**, and subject to City Council approval of a Similar Use Determination.
- D) That based on the evidence presented at the public hearing, the City Council hereby **APPROVES** the density, parking, and landscaping Variances of the Peri and Sons Farms of California LLC and California Desert Properties LLC. labor housing project. This approval is subject to the conditions incorporated herein as **Exhibit A**, and subject to City Council approval of a Similar Use Determination.
- E) That all actions taken by the City Council related to this project are based on the following findings:

1. Conditional Use Permit Findings

- a) That the site for the proposed use is adequate in size and topography to accommodate said use, and all yards, spaces, walls and fences, parking, loading and landscaping are adequate to properly adjust such use with the land and uses in the vicinity, unless otherwise exempted;
- b) That the site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use;
- c) That the proposed use will have no adverse effect upon abutting property;
- d) That the conditions stated in the decision are deemed necessary to protect the public health, safety and general welfare.

2. Variance Findings

- a) Because of special circumstances applicable to subject property, including size, shape, topography, location or surrounding, the strict application of the provisions of this title would deprive subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification;
- b) The Variance granted shall be subject to such conditions as will assure that the adjustment authorized by the Planning Commission shall not constitute a grant of special privilege inconsistent with the limitations upon other

- properties in the vicinity and zone in which subject property is situated;
- c) The granting of the Variance will not be materially detrimental to the public health, safety, convenience or welfare, or injurious to property and improvements in the same vicinity and zone in which the project is located; and
 - d) The granting of such Variance will not adversely affect the General Plan adopted by the City.
- F) The City Council hereby upholds the Planning Commission's findings to approve the Conditional Use Permit and Variances for the proposed project.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Holtville conducted on the 11th day of March 2024, by the following roll call vote:

Murray Anderson, Mayor

I, Yvette Rios, City Clerk of the City of Holtville, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the City Council of said City of Holtville at a regular meeting thereof held on the 11th day of March 2024, and that the same was approved by the Mayor of said City of Holtville on said date, and that the same was adopted by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest: _____
Yvette Rios, City Clerk

Exhibit A – Conditions of Approval

EXHIBIT A

CITY COUNCIL RESOLUTION NO. 24-07 and NO. 24-08

March 11, 2024

CONDITIONS OF APPROVAL

**SIMILAR USE DETERMINATION, CONDITIONAL USE PERMIT, VARIANCES,
AND DESIGN REVIEW FOR PERI & SONS FARMS OF CALIFORNIA LLC. AND CALIFORNIA DESERT
PROPERTIES LLC.**

LABOR HOUSING DEVELOPMENT

**NE CORNER OF 5TH STREET (STATE ROUTE 115) AND CHESTNUT AVENUE
(APN 045-272-007)**

Land Use and Planning

- 1. Project Description.** The proposed project consists of six buildings which will contain a maximum of 66 units with a capacity of 10 residents per unit. The labor-housing development will be paved and provide eighty-six (86) regular parking spaces and four (4) ADA compliant parking spaces. The project shall substantially comply with the site plan dated June 28, 2023, unless specifically modified by these Conditions of Approval. The City Manager shall have the authority to approve minor deviations from the approved Site Plan so long as those deviations are consistent with the intents and goals of the Downtown Code, Zoning Code, General Plan, and other applicable regulations.

Required Permits and Authorizations

- 2. Building Permit.** The applicant shall secure a building permit with the City of Holtville and pay all applicable Development Impact Fees. A building permit shall be obtained for all building construction and on-site improvements including permanent and temporary signs. Inspections for compliance shall be obtained prior to issuance of a Certificate of Occupancy and opening the business operation.
- 3. Air Pollution Control District Permit.** Any person or organization proposing to construct, modify, or operate a facility or equipment that may emit pollutants from a stationary source into the atmosphere must first obtain an Authority to Construct Permit from the Imperial County Air Pollution Control District. A copy of the permit shall be forwarded to the City of Holtville, to the attention of the City Planner.

Design Review & Architectural Design

4. **Setbacks.** All proposed buildings within the proposed project site shall maintain a build-to front line maximum of 10 feet, a minimum side yard setback of 0 feet, and a minimum rear yard setback of 20 feet.
5. **Height.** All proposed buildings shall follow the maximum 45-foot height requirement within the Development Standards listed on section 17.41.060 of the Zoning Ordinance.
6. **Architectural Style.** The physical design of building facades shall vary at least every 50 linear feet through the incorporation of a variety of architectural features. Physical links between buildings shall be accomplished through architecture and site planning, such as trellises, colonnades, or other open structures combined with landscape and walkway systems.
7. **Building Materials.** No color other than the proposed color of “dove grey” or equal will be allowed. Equal colors shall be consistent with warm and natural desert colors and earth tones. Buildings shall include a variety of colors with different tones and shades to enhance the existing character of Downtown. The stucco finish and roof materials are acceptable.
8. **Signage.** A maximum of two wall signs are allowed per the adopted standards. The Downtown Code restricts signage so that it does not exceed more than 100 square feet each. All sign designs shall be constructed in conformance with Section 17.41.080 of the Downtown Code. All proposed signs shall be submitted to the City of Holtville to be reviewed for consistency with the Downtown Code. The following conditions shall apply:
 - a. A sign permit and building permit shall be obtained prior to construction.
 - b. All signage shall be constructed of durable materials and colors and shall be compatible with the main buildings’ proposed colors.
9. **Lighting Standards.** In conformance with Chapter 17.41 of the Holtville Municipal Code and as required for the Design Review process, a Lighting Plan shall be included in the submittal of the final design plans for review and consideration prior to the issuance of any construction permits. Exterior lighting shall be shielded and directed away from areas not intended to be lit. Parking lot lighting fixtures should be designed with concrete raised bases to protect them from vehicle damage, be evenly distributed to provide both pedestrians and drivers with adequate visibility and safety at night, and not exceed 20 feet when within 50 feet of a residential property. All lighting fixtures shall be consistent with the historic small-town character of Holtville.
10. **Trash Enclosure.** The Developer shall coordinate with the solid-waste hauler as to the exact location of the trash enclosure. Separate trash enclosures may be required for the labor housing facility. All trash and garbage bins shall be stored in an approved enclosure. Refuse containers shall be screened from public view by solid masonry walls with wood or metal doors. Chain link fencing with slating is generally discouraged and prohibited if viewed from a public roadway.

11. Real Property Maintenance: In conformance with Chapter 8.24 of the Holtville Municipal Code, it is unlawful for any person owning, renting, leasing, occupying, managing, or having charge or possession of any real property in the City of Holtville to maintain such premises in such a manner that any of the following conditions are found to exist thereon:

- a. Inadequate or inoperable mechanical, electrical, plumbing, or sanitation systems or equipment;
- b. Broken, missing, or inoperable windows or doors constituting a hazardous condition or potential attraction to trespassers;
- c. The accumulation of dirt, litter, refuse, trash or debris in parking areas, driveways, front yards, side yards, rear yards, vestibules, doorways of buildings, the adjoining sidewalk, or alley;
- d. Storage of personal property (other than items designated for outdoor use) in front, exterior side, or rear yard areas visible to public view, including, but not limited to, unregistered, inoperative or dismantled vehicles or vehicle parts, building materials not currently being used for the construction of improvements on the site, appliances, household furnishings or equipment, tools, machines, garbage cans, packing boxes, debris, rubbish, and broken or discarded furniture;
- e. Fences or walls which lack structural support because of missing or wet soil, missing or failed footings, or missing or failed fastenings, or which otherwise do not stand erect; which are in disrepair due to damage, crumbling mortar, missing bricks, breaks or dents in their structure;
- f. Clothing, linen, towels, laundry, rugs, mattresses, and other similar material hung, placed, or attached to power lines, trees, bushes, fences, buildings, railings, or walls and visible from public property or an area open to the public. Properly installed and maintained clotheslines are permitted; and
- g. Buildings, structures, or other surfaces upon which graffiti exists.

Additionally, the applicant shall abstain from the above-mentioned unlawful practices and maintain the property in a condition that retains the attractive sight of the overall neighborhood.

12. Laundry. In conformance with the U.S. Department of Labor, Fact Sheet #26G: H-2A Housing Standards for Rental and Public Accommodations, one laundry facility for each 30 persons shall be provided. Laundry facilities shall be installed outside of bedroom units and be easily accessible to all residents.

13. Wall/Fencing. The use of chain-link and wood fencing is prohibited in all Downtown Zones. Decorative fencing such as wrought iron or decorative masonry walls shall be installed around the perimeter of the project site.

14. Equipment Screening. All mechanical equipment such as HVAC equipment shall be screened for visual and noise attenuation.

15. Parking. The project shall provide eighty-six (86) regular parking spaces and four (4) ADA compliant parking spaces for a 66-unit project.

16. ADA Compliance. Entrances to buildings, main facility, and/or any other entrance, and restroom facilities shall comply with current ADA requirements.

17. Landscaping Standards. In conformance with Chapter 17.41 of the Holtville Municipal Code and as required for the Design Review process, a Landscaping Plan shall be included in the submittal of the final design plans for review and consideration prior to the issuance of any construction permits. The following Conditions of Approval shall apply:

- a) Street trees along all street frontages shall be installed per the Downtown Code of one every 30 to 50 feet on center. A landscaping plan detailing the distances between trees should be submitted to the City of Holtville. Shade trees shall be installed along Chestnut Avenue, East Fifth Street, and Figueroa Avenue in lieu of street trees. Shade trees shall be installed every 30' on center.
- b) In conformance with the adopted Code, Per Section 17.41.100, parking facilities shall contain a sufficient number of trees installed within the interior of the parking lot to attain a minimum 35 percent tree canopy coverage within 15 years of completion of construction to provide shade and minimize visual and environmental impacts.
- c) The landscape palette shall be consistent with the planting list outlined in the Downtown Code.
- d) A three-tiered hierarchy of plants consisting of a combination of groundcover, shrubs, and trees shall be used in all landscaped areas.
- e) Plant selection for the landscaped areas shall be from the suggested landscaping list on table 17.41.100-1 on section 17.41.100 of the Zoning Code.
- f) Mature trees and accent plants shall be used in landscaping areas for the project to look established as quickly as possible.
- g) An automatic irrigation system shall be installed for all landscaping.

18. Paving. All areas containing no landscaping or buildings must be paved. Additionally, all areas containing no pavement must be landscaped.

19. Density. The maximum allowable density for the project is 66 units with a maximum occupancy of 660 and 550 residents during April and May, respectively. Each unit shall contain a maximum of 10 residents. The average occupancy for the entire project shall not exceed 190 residents.

20. Staff. Security and maintenance staff shall be employed on a year-round basis to ensure housing rules are enforced and the facility is kept clean and well-maintained.

Off-site Improvements

21. Domestic Water. The Developer's engineer shall prepare a hydraulic study during the project design and complete required improvements to the Holtville Water Distribution System to provide the required fire flow demand to the project site.

22. Sanitary Sewer.

- a. Prior to the issuance of a building permit, the Developer shall submit a sewer plan consistent with the approved site plan and conditions of approval. The sewer plan shall be based on an approved Sanitary Sewer Study. If the existing sewer line within the vicinity of the project site is deemed insufficient, the Developer is responsible for the construction of the larger diameter pipeline.
- b. All sewer lines must maintain the minimum slope requirements and must be buried a minimum of three feet underground in accordance with City of Holtville standards and specifications.

23. Stormwater. The development will be required to store the volume from a 25 Year, 24 Hour Storm (2.54 inches over the 24-Hour Period) on-site per City of Holtville Standard Details and Specifications requirements.

Access & Circulation

24. Vision Triangle. Driveway or alley entrances shall have a triangular area where corners are defined by two points on the right-of-way line, 15 feet on each side of the center line, and a point on said centerline 10 feet outside the right-of-way as stated on section 17.10.090 of the Zoning Ordinance. The previously mentioned areas shall be left clear of planting and improvements from a point 30 inches above the ground.

Grading and Stormwater Drainage

25. A grading plan shall be submitted and approved prior to the issuance of any construction permits.

26. All finished floor elevations shall be a minimum of 18" above the adjacent top-of-curb elevation.

27. All stormwater runoff- shall be held on a properly-sized on-site bio-retention basin with appropriate vegetation and landscaping. The bio-retention basin shall consist of grass buffer strip, sand bed, ponding area, organic layer of mulch layer, planting soil, and plants at the base of the retention basin.

28. Depending on the depth of the bio-retention basin, fencing and/or screening may be required to address any potential safety issues.
29. All changes made to the Site Plans and Elevations in response to these Conditions of Approval shall comply with all requirements outlined by the Holtville Zoning Ordinance.

General Requirements and Provisions and Time Limits

30. **Completion of Conditions.** All Conditions of Approval shall be completed prior to issuance of a Certificate of Occupancy.
31. **Compliance.** Applicant must comply with all State and Federal laws, regulations, rules, ordinances, and standards as they pertain to this project, whether specified herein or not. These conditions of approval shall not constitute the waiver of any requirement of the City's Ordinances or regulations, except where a condition set forth herein specifically provides for an exemption or variance.
32. **Impact Fees.** Applicant must pay all applicable City of Holtville Connection Fees, Development Impact Fees and School Impact Fees prior to issuance of a building permit.
33. All conditions of approval for this project shall be reprinted and included as a plan sheet(s) with the building permit plan check sets submitted for review and approval. These conditions of approval shall be on all grading, landscaping, and construction plans kept on the project site. It is the responsibility of the Developer to ensure that the project contractor is aware of, and abides by, all conditions of approval. It is the responsibility of the Developer to ensure that the project landscape contractor is aware of, and adheres to, the approved landscape and irrigation plans. Prior approval from the Planning Department must be received before any changes are constituted in site design, grading, building design, building colors or materials, landscape material, etc.
34. The provisions of the permit are to run with the land/project and shall bind the current and future owner(s) successor(s) in interest, assignee(s) and/or transferor(s) of said project.
35. If the City finds and determines that the Permittee or successor-in-interest has not complied or cannot comply with the terms and conditions of the CUP, or the Planning/Building Department determines that the permitted activities constitute a nuisance, the City shall provide Permittee with notice and opportunity to comply with the enforcement or abatement order. If after receipt of the order (1) Permittee fails to comply, and/or (2) Permittee cannot comply with the conditions set forth in the CUP, then the matter shall be referred to the Planning Commission for permit modification, suspension, or termination, or to the appropriate enforcement authority.
36. As between the City and the Permittee, any violation of this permit may be a "nuisance per se". The City may enforce the terms and conditions of this permit in accordance with its Codified

Ordinances and/or State law. The provisions of this paragraph shall not apply to any claim of nuisance per se brought by a third party.

- 37.** Permittee shall not be permitted to maintain a "nuisance", which is anything which: (1) is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property, and/or (2) affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal, and/or (3) occurs during or as a result of the project.

PERMITTEE ACKNOWLEDGING RECEIPT AND CONSENT:

The undersigned Owner/Permittee, by execution hereof, agrees to each and every Condition of Approval outlined above and promises to perform each and every obligation of Owner/Permittee hereunder.

Name of Property Owner

Date

Signature of Property Owner



Meeting Date:	<u>March 11, 2024</u>
Item Number:	<u>3 c</u>
City Manager	_____
Finance Manager	_____
City Attorney	_____

City of Holtville Report to City Council

To: Nicholas Wells, City Manager
Holtville City Council

From: George Galvan, AICP, City Planner

Prepared By: Melany Amarillas, Assistant Planner

Date: March 11, 2024

Project: Sewer Extension Outside City Limits for 1991 Underwood Road

Summary:

Applicant:	John Higginbottom
Request:	Applicant is proposing to connect the City of Holtville’s sewer services on a property outside City limits. Since the project is outside the City’s jurisdiction, LAFCO requires approval from the City Council.
Project Location:	Unincorporated City Limits – 1991 Underwood Road
Pending Action:	Adopt Resolution 24-09 Approving Sewer Service Agreement for 1991 Underwood Road
Zoning:	No Change – County A-1 Zone (Limited/light Agricultural Area)
General Plan:	No Change – LDR (Low Density Residential)
Environmental:	Exempt – 15268. Ministerial Projects

INTRODUCTION & BACKGROUND

John Higginbottom, property owner of 1991 Underwood Road, is proposing to connect the City of Holtville’s sewer service to his property. The project site is adjacent to the City of Holtville’s city boundary and within the City’s Sphere of Influence. The Imperial County Local Area Formation Commission (LAFCO), which is the agency empowered by State Law to govern boundary issues, requires a formal City Council and LAFCO action for extension of public services outside City limits.

ISSUES FOR DISCUSSION

Sewer Line Availability – Mr. Higginbottom’s property lies directly outside of the City limits. An 8’ PVC sewer pipeline is located on 10th Street (Underwood Road) and terminates near the intersection of Sequoia Street and 10th Street. Sufficient capacity is available at the existing 8’ sewer pipeline to service the proposed property and no issues relating to the connection and/or extension of the pipeline are foreseen at this moment.

The Applicant will be required to submit improvement plans prepared by a Professional Engineer duly licensed in the State of California to demonstrate that their proposed sewer line complies with City Standards. The Applicant will be responsible for the cost of preparation of the improvement plans and the actual construction of the pipelines. It is important to note that the City of Holtville, County of Imperial, and LAFCO generally prohibit the use of septic tanks and requires connection to City sewer if available within 600 lineal feet.

Sewer Service Agreement – Mr. Higginbottom’s property lies outside of the City Limits, but is within the service area. As a requirement by the City, the consumer has agreed to the approval process and has accepted the agreement to connect to the existing sewer line. The consumer will be subject to all conditions and fees listed therein and may not object to annexation of the property if considered to be in the City’s best interest. The Sewer Service agreement has been attached herein but is pending execution by the consumer and all other parties (see **Exhibit A** – Sewer Service Agreement).

LAFCo Application Process – For any property located outside of its jurisdictional boundaries (and within its Sphere of Influence), the Imperial County Local Agency Formation Commission requires an evaluation and hearing process. The Applicant must submit a petition to receive such services which requires City approval. If a City approves to provide services to a consumer outside of the City Limits, an executed agreement must be recorded and submitted to LAFCo stating the terms and conditions for the services being requested. Additionally, the filing and approval process also requires the following documents:

1. City Council Resolution approving the Extension of Service(s).
2. Recorded Service Agreement.
3. Will serve Letter by the City Engineer.
4. Letter from the City agreeing to the Terms and Conditions of the LAFCo Resolution.
5. Letter from the Applicant’s agreeing to the Terms and Conditions.

FISCAL IMPACT

The consumer will pay all respective fees, including the pipeline extension fee, connection fee, and the corresponding Sewer Impact Fee. Monthly services fees will also be collected at double the current rate. The applicant is responsible for paying all LAFCo fees. No adverse fiscal impacts are anticipated to the City.

RECOMMENDATION

Staff recommends the adoption of Resolution 24-09 approving the extension of sewer services to 1991 Underwood Road, subject to terms and conditions outlined in the Sewer Service Agreement.

Attachments: Attachment A - CC Resolution 24-09
• Exhibit A – Sewer Service Agreement

Attachment A – CC Resolution 24-09

RESOLUTION NO. 24-09

A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING A SEWER AGREEMENT FOR A NEW SERVICE CONNECTION AND EXTENSION AT 1991 UNDERWOOD ROAD AND WITHIN THE SERVICE AREA (APN 050-216-001)

WHEREAS, 1991 Underwood Road is located outside of the City limits, but within the adopted sphere of influence and the following property owner (“consumer”) has requested to extend and connect to the City’s existing sewer line:

John Higginbottom APN: 050-216-001 Address: 1991 Underwood Road

WHEREAS, the City has received a copy of a letter from the consumer requesting the extension of sewer services; and

WHEREAS, the City of Holtville is agreeable to permit consumer to hook up to existing sewer lines upon certain conditions; and

WHEREAS, the Holtville City Council has received all application fees and wishes to approve the extension of sewer services upon receiving all applicable connection fees; and

NOW THEREFORE LET IT BE RESOLVED, that the City Council of the City of Holtville agrees to provide services to the subject property and authorizes the City Mayor to execute said Service Agreements attached hereto as **Exhibit A** and to submit the authorization to LAFCO.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Holtville conducted on the 11th day of March 2024 by the following vote:

Murray Anderson, Mayor

I, Yvette Rios, City Clerk of the City of Holtville, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the City Council of said City of Holtville at a regular meeting thereof held on the 11th day of March 2024, and that the same was approved by the Mayor of said City of Holtville on said date, and that the same was adopted by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Yvette Rios, City Clerk

Exhibit A – Sewer Service Agreement

AND WHEN RECORDED MAIL TO:

CITY OF HOLTVILLE
ATTN: SANDRA MANDUJANO
121 WEST 5TH STREET
HOLTVILLE, CA 92250

**THIS SPACE RESERVED FOR RECORDER ONLY
GOV. CODE 27361.6**

AGREEMENT FOR SEWER SERVICE

This agreement, made and entered into between the City of Holtville, a municipal corporation, hereinafter referred to as “City“ and husband and wife **John E. Higginbottom and Jennifer L. Higginbottom** as joint tenants hereinafter referred to as “consumer”.

WITNESSETH:

WHEREAS, consumer is the owner of certain real property outside the city limits of the City of Holtville; and

WHEREAS, consumer is desirous of connecting to City’s existing sewer lines for the purpose of discharging sewerage waste into City’s sewerage system, and

WHEREAS, City is agreeable to permit consumer to hook up to consumer’s real property, as more particularly described below, upon certain conditions.

NOW THEREFORE, for and in consideration of the mutual covenants and conditions herein, City and consumer agree as follows:

1. City hereby grants to consumer permission to connect with existing sewer system of the City, the property of consumer in the County of Imperial, States of California, more particularly described as follows:

Parcel No. 050-216-001

1991 Underwood Road, Holtville, California 92250

**Legal Description: Par B Coc LLA 160 Hazzard & Strangs Sub 15-15/16
1.93 Ac**

2. Consumer agrees to be bound by all Ordinances, rules and regulations of the City pertaining to sewer service, and to pay such rates for said service as the City Council of the City may fix by Ordinance or Resolution.
3. The parties agree that City will not lay any additional sewer lines to enable consumer to connect with the existing sewer system of the City, and that consumer will, at his own expense, lay such sewer lines as may be required to extend existing sewer lines to the property of consumer. Consumer agrees that all

material and labor for laying any such sewer lines shall be at the expense of consumer and that such lines must be properly constructed to City specifications in a good and workmanlike manner and meet the reasonable satisfaction of the City.

4. Consumer agrees to pay a connection fee as set forth by resolution of the City Council

5. This agreement authorizes sewer service for that portion of the above described property which is actually owned and in the possession of consumer, and in the event the whole or any portion of said property is sold, transferred, conveyed or occupied by any party and/or parties other than consumer, this agreement shall terminate as to the portion transferred and, said party and/or parties must apply to the city for a permit, pay the permit for sewer service. It is agreed that non-compliance with this paragraph by consumer, or any person holding under or through consumer or a grantee of consumer, will justify the City in immediately terminating consumer’s sewer service.

Consumer agrees that the furnishing of sewer service by the City is subject to the provisions of City Ordinance No. 370, a copy of which is on file with the City Clerk of City and incorporated by reference herein to the same effect as if fully set out succeeding ordinances and amendments. The provisions regarding “permit for construction”, “inspection”, “approval”, and “final connection by City” of said ordinance are specifically applicable to this agreement.

6. By the execution of this agreement consumer hereby gives his/her irrevocable consent to the annexation of the real property described herein to the City of Holtville, when at such time the City Council of City determines it would be in the best interest of City to annex said property.

7. The parties agree that this agreement shall be recorded in the official records of the Imperial County Recorder’s property described above shall have notice of the re-application provisions contained in paragraph five (5) above.

In witness whereof, the parties hereto set their hand this _____ day of _____ 2024.

CITY OF HOLTVILLE

CITY OF HOLTVILLE

By _____
Murray Anderson, Mayor

APPROVED AS TO FORM:

Nicholas Wells, City
Manager

City Attorney

Consumer

Consumer



Meeting Date:	<u>March 11, 2024</u>
Item Number:	<u>3 d</u>
City Manager	_____
Finance Manager	_____
City Attorney	_____

City of Holtville Report to City Council

To: Nicholas Wells, City Manager
Holtville City Council

From: George Galvan, AICP, City Planner

Prepared By: Melany Amarillas, Assistant Planner

Date: March 11, 2024

Project: **Water Extension Outside City Limits for 1912 Underwood Road**

Summary:

Applicant:	Thomas Gysi
Request:	Applicant is proposing to connect the City of Holtville’s water services on a property outside City limits. Since the project is outside the City’s jurisdiction, LAFCO requires approval from the City Council.
Project Location:	Unincorporated City Limits – 1912 Underwood Road
Pending Action:	Adopt Resolution 24-10 Approving Water Service Agreement for 1912 Underwood Road
Zoning:	No Change – County A-1 Zone (Limited/light Agricultural Area)
General Plan:	No Change – RR (Rural Residential)
Environmental:	Exempt – 15268. Ministerial Projects

INTRODUCTION & BACKGROUND

Thomas Gysi, property owner, is proposing to connect the City of Holtville’s water service to the property located at 1912 Underwood Road (Tenth Street). The project site is 40 feet from the City of Holtville’s city boundary and within the City’s Sphere of Influence. The Imperial County Local Area Formation Commission (LAFCO), which is the agency empowered by State Law to govern boundary issues, requires a formal City Council and LAFCO action for extension of public services outside City limits.

ISSUES FOR DISCUSSION

Water Line Availability – Mr. Gysi’s property lies directly outside of the City Limits. An 8’ PVC water pipeline is located on 10th Street (Underwood Road) and terminates directly south of the project site. Sufficient domestic water is available from the existing 8’ water pipeline to service the proposed property and no issues relating to the connection and/or extension of the pipeline are foreseen at this moment.

The Applicant will be required to submit improvement plans prepared by a Professional Engineer duly licensed in the State of California to demonstrate that their proposed water line complies with City Standards. The Applicant will be responsible for the cost of preparation of the improvement plans and the actual construction of the pipelines. It is important to note that the City of Holtville, County of Imperial, and LAFCo generally prohibit the use of septic tanks.

Water Service Agreement – Mr. Gysi’s property lies outside of the City Limits, but is within the service area. As a requirement by the City, the consumer has agreed to the approval process and has accepted the agreement to connect to the existing water line. The consumer will be subject to all conditions and fees listed therein and may not object to annexation of the property if considered to be in the City’s best interest. The Water Service agreement has been attached herein but is pending execution by the consumer and all other parties (see **Exhibit A** – Water Service Agreement).

LAFCo Application Process – For any property located outside of its jurisdictional boundaries (and within its Sphere of Influence), the Imperial County Local Agency Formation Commission requires an evaluation and hearing process. The Applicant must submit a petition to receive such services which requires City approval. If a City approves to provide services to a consumer outside of the City Limits, an executed agreement must be recorded and submitted to LAFCo stating the terms and conditions for the services being requested. Additionally, the filing and approval process also requires the following documents:

1. City Council Resolution approving the Extension of Service(s).
2. Recorded Service Agreement.
3. Will serve Letter by the City Engineer.
4. Letter from the City agreeing to the Terms and Conditions of the LAFCo Resolution.
5. Letter from the Applicant’s agreeing to the Terms and Conditions.

FISCAL IMPACT

The consumer will pay all respective fees, including the pipeline extension fee, connection fee, and the corresponding Water Impact Fee. Monthly services fees will also be collected at double the current rate. The applicant is responsible for paying all LAFCo fees. No adverse fiscal impacts are anticipated to the City.

RECOMMENDATION

Staff recommends the adoption of Resolution 24-10 approving the extension of water services to 1912 Underwood Road, subject to terms and conditions outlined in the Water Service Agreement.

Attachments: Attachment A - CC Resolution 24-10
• Exhibit A – Water Service Agreement

Attachment A – CC Resolution 24-10

RESOLUTION NO. 24-10

A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING A WATER AGREEMENT FOR A NEW SERVICE CONNECTION AND EXTENSION AT 1912 UNDERWOOD ROAD AND WITHIN THE SERVICE AREA (APN 050-211-012)

WHEREAS, 1912 Underwood Road is located outside of the City limits, but within the adopted sphere of influence and the following property owner (“consumer”) has requested to extend and connect to the City’s existing water line:

Thomas Gysi **APN:** 050-211-012 **Address:** 1912 Underwood Road

WHEREAS, the City has received a copy of a letter from the consumer requesting the extension of water services; and

WHEREAS, the City of Holtville is agreeable to permit consumer to hook up to existing water lines upon certain conditions; and

WHEREAS, the Holtville City Council has received all application fees and wishes to approve the extension of water services upon receiving all applicable connection fees; and

NOW THEREFORE LET IT BE RESOLVED, that the City Council of the City of Holtville agrees to provide services to the subject property and authorizes the City Mayor to execute said Service Agreements attached hereto as **Exhibit A** and to submit the authorization to LAFCO.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Holtville conducted on the 11th day of March 2024 by the following vote:

Murray Anderson, Mayor

I, Yvette Rios, City Clerk of the City of Holtville, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the City Council of said City of Holtville at a regular meeting thereof held on the 11th day of March 2024, and that the same was approved by the Mayor of said City of Holtville on said date, and that the same was adopted by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Yvette Rios, City Clerk

Exhibit A – Water Service Agreement

AND WHEN RECORDED MAIL TO:

CITY OF HOLTVILLE
ATTN: SANDRA MANDUJANO
121 WEST 5TH STREET
HOLTVILLE, CA 92250

**THIS SPACE RESERVED FOR RECORDER ONLY
GOV. CODE 27361.6**

AGREEMENT FOR DOMESTIC WATER SERVICE

This agreement, made and entered into between the City of Holtville, a municipal corporation, hereinafter referred to as “City“ and husband and wife **Thomas P. Gysi and Felicia Gysi** as joint tenants hereinafter referred to as “consumer”.

WITNESSETH:

WHEREAS, consumer is the owner of certain real property outside the city limits of the City of Holtville; and

WHEREAS, consumer is desirous of connecting to City’s existing water lines for the purpose of receiving City water for domestic use, and

WHEREAS, City is agreeable to providing domestic water service to consumer’s real property, as more particularly described below, upon certain conditions.

NOW THEREFORE, for and in consideration of the mutual covenants and conditions herein, City and consumer agree as follows:

1. City hereby grants to consumer permission to extend to and connect with existing water lines of the City, the property of consumer in the County of Imperial, State of California, more particularly described as follows:

Parcel No. 050-211-012

1912 Underwood Road, Holtville, California 92250

Legal Description: Lot 9 Replat Blks 9 10 Hazzard & Strangs Sub 15-15/16

.82 Ac

2. Consumer agrees to be bound by all Ordinances, rules and regulations of the City pertaining to water service, and to pay such regulations of the City pertaining to water service, and to pay such rates for said service as the City Council of the City may fix by Ordinance or resolution.
3. The parties agree that City will not lay any additional water lines to enable consumer to connect with the existing water lines of the City, and that consumer will, at

his own expense, lay such water lines as may be required to extend existing water lines to the property of consumer. Consumer agrees that all material and labor for laying any such water lines shall be at the expense of consumer and that such lines must be properly constructed to City specifications in a good and workmanlike manner and meet the reasonable satisfaction of the City.

4. Consumer agrees to pay a connection fee as set forth by resolution of the City Council. Water provided for customer shall be metered and the meter purchased by the consumer. Said meter shall be approved by City prior to installation.
5. This agreement authorizes water service for that portion of the above described property which is actually owned and in the possession of consumer, and in the event the whole or any portion of said property is sold, transferred, conveyed or occupied by any party and/or parties other than consumer, this agreement shall terminate as to the portion transferred and, said party and/or parties must apply to the City for a permit, pay the permit fee required by the City, and enter into an agreement with the City for water service. It is agreed that non-compliance with this paragraph by consumer, or any person holding under or through consumer or a grantee of consumer, will justify the City in immediately terminating consumer's water service.

Consumer agrees that the furnishing of water service by the City is subject to the provisions of City Ordinance No. 332, (a copy of which is attached hereto) and incorporated by reference herein to the same effect as if fully set out herein and consumer agree to be bound by Ordinance.
6. It is agreed that the water service provided by this agreement shall be for a single family dwelling only.
7. By the execution of this agreement consumer hereby gives its irrevocable consent to the annexation of the real property described herein to the City of Holtville, when at such time the City Council of City determines it would be in the best interest of City to annex said property.
8. The parties agree that this agreement shall be recorded in the official records of the Imperial County Recorder's office so that any successors in interest to consumer of the property described above shall have notice of the reapplication provisions contained in paragraph five (5) above.
9. Consumer agrees, as a condition of receiving domestic water service from the City, to voluntarily participate in an assessment district, should one be formed, to construct infrastructure improvements. The infrastructure improvements anticipated to be constructed include water and sewer lines, storm drains, roadway improvement and street lighting improvements. Consumer is hereby put on notice that the assessment district improvement will be funded by an increase in property taxes for all parcels included within the boundary of the district.

In witness whereof, the parties hereto set their hand this _____ day of _____ 2024.

CITY OF HOLTVILLE

CITY OF HOLTVILLE

By _____
Murray Anderson, Mayor

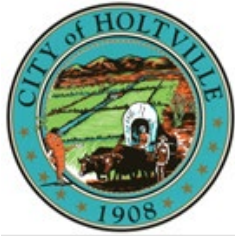
APPROVED AS TO FORM:

City Attorney

Nicholas D. Wells, City
Manager

Consumer

Consumer



City of Holtville Report to City Council

Meeting Date:	March 11 th , 2024
Item Number:	3 e
Approvals	City Manager _____
	Finance Manager _____
	City Attorney _____

To: City of Holtville City Council
Nicholas D. Wells, City Manager

From: Jeorge Galvan, City Planner

Prepared By: Melany Amarillas, Assistant Planner

Date: March 11th 2024

Subject: **Award Construction Contract for Pedestrian Improvements on East 9th Street between Ash Avenue to Oak Avenue**

Summary	
Project Location:	9 th Street from Ash Avenue to Oak Avenue
Pending Action:	Approval of Award of CON via Resolution 24-11
Funding Sources:	CMAQ: \$400,000
	Local Match (LTA): \$52,000
	Total: \$452,000
Lowest Bid:	Pyramid Construction and Aggregate, Inc. \$253,118.20

INTRODUCTION AND BACKGROUND

The City of Holtville received funding from the Congestion Mitigation and Air (CMAQ) to improve the east side of 9th Street from Ash Avenue to Oak Avenue. The Programs are administered by Caltrans District 11, and the City received the Authorization to Proceed (E-76) for the construction phase.

ANALYSIS

Project Scope

The road section of 9th Street proposed for this project is one of the few segments in the City of Holtville that fails to meet City standards and will be the 5th phase of 9th Street that would be receiving CMAQ funding. The project will consist of the construction of a PCC sidewalk along the north side of 9th Street from a point east of Ash Avenue to a point east of Oak Avenue. 6-inch PCC curb and gutter will be installed along the new interior sidewalk edge and new asphalt rubber hot mix (ARHM) pavement within the native earth area between the existing north AC pavement edge and the new PCC curb and gutter. The new PCC curb and gutter will maintain the same flow direction and approximate slopes as the existing curb and gutter along the south side of 9th Street. Native earth “backing” material will be placed along the exterior edge of the new sidewalk to transition from the new sidewalk grade to the existing native earth grade. Both a traffic and erosion control plan will also be prepared for this project.

Project Status

Environmental was cleared on May 8, 2023, and the project design was completed on June 16, 2023. The Right-of-Way phase is still pending on a few minor items and the Notice to Proceed will not be issued until the completion of the Right-of-Way phase. A Request for Authorization (RFA) for construction phase was submitted to Caltrans on July 14, 2023. An E-76 (authorization to proceed with construction) was received in August 2023.

Bid Results

Construction Services: The City Engineer was authorized to go out to bid and an addendum was issued to correct/clarify plan discrepancies. The bids were opened on January 11, 2024, from a total of two (2) bidders. The bid results have been received and the lowest and responsive bidder has been verified by the City Engineer. All required paperwork for bid compliance was satisfactorily completed. There were two (2) bids received. The lowest responsive bid was submitted by Pyramid Construction and Aggregate, Inc., as noted below in the summary table in bold, and herein considered as the recommendation for award.

Contractor	Bid Amount
Pyramid Construction and Aggregate, Inc.	\$253,118.20
LC Paving & Sealing, Inc.	\$431,926.00

Construction Management: Request for Proposals were posted and distributed to engineering firms in January 2024. Three (3) proposals were received and one (1) was awarded by the City Council on February 12, 2024. The construction management cost awarded and received from Nicklaus Engineering, Inc. was \$85,913.00 and represents thirty-three percent (33%) of construction costs. Since the construction amount is significantly under budget, it will not be necessary to use the additional funding outlined in the February 12 report to City Council. The remaining funds from the CMAQ budget will be requested to be transferred from construction costs to construction engineering. Additionally, the remaining funds should be sufficient to cover additional costs for the East 9th Street Pedestrian Improvement project.

The Scope of Work for Construction Management services include full time construction observation at the project site for consistency with specifications and quantities. Project related duties include, but are not limited to: construction contract document review; monthly quantity estimate reviews for contractor completed work; contractor payment request reviews and recommendations regarding approval of payment requests; preconstruction meeting and project closure documentation; Caltrans/Federal Highway Administration (FHWA) audits and similar items. It also includes the preparation of daily construction activity reports and Labor Compliance Services.

Fiscal Impact

The total project construction cost for East 9th Street is \$452,000. A majority of the project is funded through grants administered by Caltrans provided on a reimbursement basis. Local Match is required which will be funded through the City’s Measure D/ Local Transportation Authority (LTA) account. The following is a breakdown of the available funding:

FINANCE ITEMS	AVAILABLE FUNDS		FUNDING BASED ON BID RESULTS		TOTAL COST
	CMAQ FUNDS	LTA MATCH	CMAQ FUNDS	LTA MATCH	
Construction (CON)	\$347,000	\$45,000	\$224,060.23	\$29,057.97	\$253,118.20
Construction Engineering (CE)	\$53,000	\$7,000	\$75,886.95	\$10,026.05	\$85,913.00
GRAND TOTAL	<u>\$400,000</u>	<u>\$52,000</u>	<u>\$299,947.18</u>	<u>\$39,084.02</u>	
TOTAL PROJECT COST	\$452,000		\$339,031.20		

RECOMMENDATION AND PENDING ACTION

Construction Contract: The City Engineer recommends that the City award a contract for the East 9th Street Sidewalk Improvements Project from Ash Avenue to Oak Avenue to Pyramid Construction and Aggregate, Inc., in the amount of \$253,118.20. Staff is requesting the City Council to consider the following actions:

1. Adopt Resolution 24-11 Authorizing the Award of Construction Contract to Pyramid Construction and Aggregate, Inc., in the amount of \$253,118.20 (Please see **Attachment A**);
Alternatives
2. Reject Resolution 24-11 Authorizing the Award of Construction Contract to Pyramid Construction and Aggregate, Inc., in the amount of \$253,118.20.

Attachments:

- A – Resolution 24-11
- B – Bid Tabulation Form

Attachment A – CC Resolution 24-11

RESOLUTION NO. 24-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLTVILLE APPROVING THE AWARD OF CONSTRUCTION CONTRACT FOR THE PEDESTRIAN IMPROVEMENT ON 9TH STREET BETWEEN ASH AVENUE TO OAK AVENUE PROJECT [CML-5174 (035)]

WHEREAS, the proposed improvements for 9th Street from Ash Avenue to Oak Avenue received a total of \$452,000 through the Congestion Mitigation and Air Quality Program (CMAQ) for the construction phase; and

WHEREAS, the improvement plans, specifications have been prepared and have been reviewed and approved by the State of California Department of Transportation (Caltrans) District 11; and

WHEREAS, the City of Holtville received the approved E-76 Form (Authorization to Proceed with Construction and Construction Engineering) for the construction phase; and

WHEREAS, the City went out to bid in January 2024 and received two (2) bids with the most responsive and responsible being in the amount of **\$253,118.20**; and

WHEREAS, a local match of **\$52,000** was committed by the City for the construction phase of the east 9th Street Sidewalk Improvement Project; and

WHEREAS, the total actual cost for construction and construction management is \$339,031.20; and

WHEREAS, the total cost available in CMAQ funds for construction and construction management is \$452,000; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Holtville hereby;

1. Certifies that the above recitals are true and correct;
2. Approve an Award of Contract to Pyramid Construction and Aggregate, Inc. in the amount of \$253,118.20 to construct the east 9th Street Sidewalk Improvement Project; and
3. Delegates and authorizes the City Manager to sign, execute and submit all documents including, but not limited to applications, funds transfers, agreements, payment requests and amendments which may become necessary for the completion of the grant application and approval process for the project; and
4. Certifies that the City will have the necessary local match amount for the project using local funds for the given fiscal year(s) as well as sufficient funds to operate and maintain the project; and
5. Directs its management and engineering staff to ensure all federal and state-funded projects are carried out in a timely manner as per the requirements of AB 1012 and the directive of the City Council.

PASSED and APPROVED this 11th day of March 2024 by the following vote:

Murray Anderson, Mayor
City of Holtville

ATTEST:

I, Yvette Rios, City Clerk of the City of Holtville, DO HEREBY CERTIFY that the foregoing resolution No. 2024-11 was duly passed, approved, and adopted by the City Council of said City of Holtville at a regular meeting thereof held on the 11th day of March 2024, and that the same was approved by the Mayor of said City of Holtville on said date, and that the same was adopted by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Yvette Rios, City Clerk

Attachment B – Bid Tabulation Form



**The
Holt
Group**

1601 N. Imperial Ave.
El Centro, CA 92243
760.337.3883
760.337.5997 (fax)
www.theholtgroup.net

Municipal Design • Infrastructure Engineering • Construction Management • Land Surveying

**PROJECT: CITY OF HOLTVILLE
PEDESTRIAN IMPROVEMENTS ON NINTH STREET BETWEEN ASH AVENUE TO OAK AVENUE
CML-5174(035)
THG PROJECT NO. 116.513 E**

FEBRUARY 13, 2024

BID TABULATION - COST BREAKDOWN

				Engineer's Opinion of Probable Cost Estimate		Pyarmid Construction and Aggregate, Inc.		LC Paving & Sealing, Inc.	
ITEM NO.	ITEM	UNITS OF MEASURE	ESTIMATED QUANTITY	PRICE PER UNIT	TOTAL AMOUNT	PRICE PER UNIT	TOTAL AMOUNT	PRICE PER UNIT	TOTAL AMOUNT
GENERAL									
1	MOBILIZATION.	LUMP SUM	-	-	\$35,000.00	-	\$24,006.00	-	\$28,500.00
2	COMPLETE FIELD SURVEY WORK.	LUMP SUM	-	-	\$15,000.00	-	\$8,000.00	-	\$40,500.00

				Engineer's Opinion of Probable Cost Estimate		Pyarmid Construction and Aggregate, Inc.		LC Paving & Sealing, Inc.	
ITEM NO.	ITEM	UNITS OF MEASURE	ESTIMATED QUANTITY	PRICE PER UNIT	TOTAL AMOUNT	PRICE PER UNIT	TOTAL AMOUNT	PRICE PER UNIT	TOTAL AMOUNT
DEMOLITION									
3	SAWCUT A.C. PAVEMENT FOR THE FULL DEPTH OF THE A.C. PAVEMENT.	L.F.	742	\$6.00	\$4,452.00	\$5.00	\$3,710.00	\$6.50	\$4,823.00
4	REMOVE AND DISPOSE OF EXISTING A.C. PAVEMENT.	CYD	7	\$60.00	\$420.00	\$500.00	\$3,500.00	\$575.00	\$4,025.00
5	COLD PLANE EXISTING A.C. PAVEMENT. TACK COAT APPLICATION TO A.C. COLD PLANED SURFACE AND CONCRETE SURFACE IS INCIDENTAL TO THE COLD PLANING COST.	S.F.	1,484	\$10.00	\$14,840.00	\$10.00	\$14,840.00	\$7.00	\$10,388.00

				Engineer's Opinion of Probable Cost Estimate		Pyarmid Construction and Aggregate, Inc.		LC Paving & Sealing, Inc.	
ITEM NO.	ITEM	UNITS OF MEASURE	ESTIMATED QUANTITY	PRICE PER UNIT	TOTAL AMOUNT	PRICE PER UNIT	TOTAL AMOUNT	PRICE PER UNIT	TOTAL AMOUNT
6	REMOVE AND DISPOSE OF EXISTING NATIVE MATERIAL AND SUBGRADE MATERIAL TO SUBBASE DESIGN GRADE.	CYD	1,118	\$40.00	\$44,720.00	\$22.00	\$24,596.00	\$80.00	\$89,440.00
CONSTRUCTION									
7	INSTALL CLASS 2 BASE PER IMPROVEMENT PLANS.	TONS	888	\$60.00	\$53,280.00	\$36.00	\$31,968.00	\$62.50	\$55,500.00
8	INSTALL 6 INCH P.C.C. CURB AND GUTTER.	L.F.	720	\$55.00	\$39,600.00	\$44.27	\$31,874.40	\$41.00	\$29,520.00
9	INSTALL P.C.C. DEPRESSED CURB AND GUTTER.	L.F.	20	\$50.00	\$1,000.00	\$44.27	\$885.40	\$175.00	\$3,500.00
10	INSTALL ARHM-G PAVEMENT.	TONS	199	\$235.00	\$46,765.00	\$277.00	\$55,123.00	\$410.00	\$81,590.00

				Engineer's Opinion of Probable Cost Estimate		Pyarmid Construction and Aggregate, Inc.		LC Paving & Sealing, Inc.	
ITEM NO.	ITEM	UNITS OF MEASURE	ESTIMATED QUANTITY	PRICE PER UNIT	TOTAL AMOUNT	PRICE PER UNIT	TOTAL AMOUNT	PRICE PER UNIT	TOTAL AMOUNT
11	INSTALL 4 INCH P.C.C. SIDEWALK ADJACENT TO NEW P.C.C. CURB AND GUTTER.	S.F.	3,150	\$16.00	\$50,400.00	\$7.76	\$24,444.00	\$9.00	\$28,350.00
12	INSTALL 4 INCH P.C.C. SIDEWALK MONOLITHICALLY WITH THE 6 INCH P.C.C. CURB AND GUTTER.	S.F.	90	\$20.00	\$1,800.00	\$7.76	\$698.40	\$51.00	\$4,590.00
13	INSTALL P.C.C. RESIDENTIAL DRIVEWAY.	S.F.	270	\$27.00	\$7,290.00	\$29.90	\$8,073.00	\$25.00	\$6,750.00
14	INSTALL NATIVE MATERIAL "BACKING" FROM THE TOP OUTSIDE EDGE OF P.C.C. SIDEWALK TO EXISTING NATIVE SURFACE.	S.F.	3,700	\$5.50	\$20,350.00	\$2.00	\$7,400.00	\$1.50	\$5,550.00

				Engineer's Opinion of Probable Cost Estimate		Pyarmid Construction and Aggregate, Inc.		LC Paving & Sealing, Inc.	
ITEM NO.	ITEM	UNITS OF MEASURE	ESTIMATED QUANTITY	PRICE PER UNIT	TOTAL AMOUNT	PRICE PER UNIT	TOTAL AMOUNT	PRICE PER UNIT	TOTAL AMOUNT
15	CONTRACTOR SHALL ADJUST SANITARY SEWER MANHOLE FRAME AND COVER 0.30 FEET BELOW THE EXISTING A.C. PAVEMENT SURFACE PRIOR TO PLACEMENT OF ARHM-G PAVEMENT AND ADJUST THE MANHOLE FRAME AND COVER TO FINISH PAVEMENT GRADE.	EACH	1	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$2,900.00	\$2,900.00
TRAFFIC CONTROL AND EROSION CONTROL									
16	TRAFFIC CONTROL PER PLAN SHEET 9.	LUMP SUM	-	-	\$12,000.00	-	\$3,000.00	-	\$28,500.00
17	EROSION CONTROL PER PLAN SHEET 10.	LUMP SUM	-		\$6,946.64	-	\$8,000.00	-	\$7,500.00

				Engineer's Opinion of Probable Cost Estimate		Pyarmid Construction and Aggregate, Inc.		LC Paving & Sealing, Inc.	
ITEM NO.	ITEM	UNITS OF MEASURE	ESTIMATED QUANTITY	PRICE PER UNIT	TOTAL AMOUNT	PRICE PER UNIT	TOTAL AMOUNT	PRICE PER UNIT	TOTAL AMOUNT
	TOTAL CONSTRUCTION AMOUNT				\$356,363.64		\$253,118.20		\$431,926.00
	CONTINGENCY (10%)				\$35,636.36				
	TOTAL EOOPC				\$392,000.00				
	Subcontractors' Participation						\$7,950.00		\$35,550.00
							\$57,380.00		
							25.8%		

City of Holtville
Report to City Council

March 7, 2024

From: Adriana Anguis, Finance Supervisor

Subject: Purchase of Vehicle for Public Works Department

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

We would like to respectfully inform you that as a part of the Fiscal Year 2023-24 budget, \$25,500 was approved for the purchase of a vehicle for Public Works. It was allocated through the general, water and sewer fund. Public Works fleet is significantly old and are presenting with mechanical issues. The newest vehicle in Public Works is a 2008 Chevrolet Silverado.

We notified the local auto dealer, IV Auto Group, of our budget amount and vehicle preferences. We were aware it would be a used vehicle. IV Auto Group informed us a 2017 Chevrolet Silverado in our price range was available and we purchased it on Wednesday, March 6th.

Vehicle Details:

Price: \$24,021.38

2017 Chevrolet Silverado 1500 (Used)
80,000 Miles
Utility rack and cover included.

We decided to purchase the vehicle quickly because due to the reasonable price and it being used, it would sell quickly.

Attached is (1) image of the vehicle purchased.

Respectfully Submitted,

Adriana Anguis

Adriana Anguis
Finance Supervisor
City of Holtville

MEETING DATE:	<i>3/11/24</i>
ITEM NUMBER	<i>4 a</i>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____


Used 2017 Chevrolet Silverado 1500 Purchased March 6th, 2024.



City of Holtville

REPORT TO COUNCIL

DATE ISSUED: March 7, 2024
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>03/11/24</u>
Item Number	<u>5 a</u>
City Manager	
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

WATER ENTERPRISE

Rate Study – The profitability of the Water Enterprise has been problematic in recent years. Coupled with 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 at some point in the future.

PUBLIC WORKS

TRANSPORTATION PROJECTS

East Ninth Street Sidewalk Improvements – The City was awarded CMAQ money to complete this project through ICTC. Holt Group completed design on the project in late 2023. Staff worked with LAFCo, the County and a private landowner to finalize jurisdiction and easements in the project area. SB1 funding was allocated to this and the West Ninth project at the July, 2023, meeting. Advertising to procure contractors was approved in late November, advertised in January and Nicklaus Engineering (NEI) was selected as the RE/CM for the project. *A project kickoff meeting was held this week with NEI, THG and staff to discuss issues and responsibilities.*

The construction bid opening was held on Tuesday, February 13, 2024, with a low bid actually coming in *below* the projected project cost. *The bid has been checked, vetted, and is on the current agenda for award of contract.*

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 conversation with Mr. Hawk revealed that he is waiting for this project to take place to begin construction of his adjacent housing project. *LC Engineering was awarded the contract for design in February.*

A construction challenge for IID existed for this project, as it would 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. Staff worked with IID on companion communication to those residents to encourage them to switch. At one point, IID had identified that only two properties remained that needed conversion, but staff met with them in July, 2023, and they

agreed to convert to City service! City staff has worked with IID staff to double check total compliance (2 more residences were discovered that need to be contacted) and is working with a local contractor to estimate the cost of installation. Staff renewed attempts to contact the remaining residents. One of the 2 has now expressed an interest in starting City water service. ***Staff reached out to IID to further assist in contacting the last remaining holdout.***

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, 2023.

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 approved plans in 2021.

A construction RFP was released 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 committed to holding their bid for a few more months. The BoR representative, Jeremy Brooks, was extremely helpful in moving the project along. In September, 2022, he was able to secure funding to bridge the gap to pay for construction. That funding was officially awarded in early February, 2023. Action to officially award the construction contract was taken in March and a pre-con meeting was held in early May, with the contractor onsite performing various activities simultaneously.

The site has now been fully constituted with regard to major earth work, with some piping remaining to be completed. Additionally, the access roadway needs to be completed. A minor holdup with a permit from the Army Corps of Engineers (ACE) is currently pausing progress temporarily, but is in process. We await approval to tap into the River and begin the process of populating the beds with plant species. Although the ACE permit seems to be imminent, the project grant end date was looming on January 30. BoR was aware of the issue, but staff officially requested an extension in January, which was granted. The new completion deadline has been pushed to September, 2024. ***THG has completed work on an additional set of documents requested by ACE and will be meeting with them shortly, hopefully to secure approval.***

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 stabilize. An extension was secured in early October from the funding agency to allow this extra time. Kleinfelder, Inc., was selected for Design services in April. A meeting with the design team was held in early May wherein various facets of the project were discussed. Mayor Ward volunteered to sit in on meetings for this project when possible, so she and staff met with the design team via Zoom to discuss preliminary design concepts. Multiple ideas to control costs and stretch the project dollars were decided upon. Staff has continued to meet with the design team. Mayor Ward and the CM have proceeded with the general direction of keeping the original character of the structure, while making concessions to keep costs under control.

Staff checked in with the Design Engineer in late December. At this point, most of the structural work has been completed, with additional work needed on ancillary elements such as landscaping and the proposed picnic area. A January update meeting between the Design team, the City Planner and the CM revealed that the project had stalled due to a needed topographical study that the consultant thought the City would provide. After discussion, Kleinfelder engaged a local consultant to produce the document and the project is back in motion.

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 funding 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. ***Discussions regarding this project ramped up again recently with a new round of Active Transportation funding coming up soon.***

Mellinger Alamo River Trail - A grant application through River Partners, a non-profit that deals in habitat restoration, for a project that would include our Wetlands trail spur, was unsuccessful in 2022, but a reapplication recently received approval. RP met with the City Manager and toured the site this week to kick off the project. They are in discussion with Nicklaus Engineering to design the project.

ADMINISTRATION

Financial Audit – Multiple challenges with the new accounting software have delayed work on the City’s annual financial audit. This will impact the submission of the Single Audit of Federal funds, due March 31, however the Finance Department continues to work to rectify the issue.

Capital Improvements Project Listing – a meeting was held in November with staff, including the City Manager, City Engineer, City Planner and Water/Wastewater Lead Operator to discuss long term capital improvements needed in the City. Water system improvements, sewer system upgrades, streets projects and other issues were discussed and expected to be further explored. A more complete detailing of the discussion will be presented to the Council in the near future.

Public Safety Lot/New Construction – Rubio Medina of Irvine, California was engaged in April to perform Architecture services to design Phase I (Fire Apparatus Bay) and Phase II (PS Administration & Fire Dormitories) of this project. Staff met with Mr. Medina multiple times in early May and iterative documents are already being discussed and revised. Pursuant to discussions between Chief Silva, the CM and Mr. Medina, regarding configuration a plan for constructing a 3-bay apparatus section and a 2-story administration/residence area was developed. Further discussion also clarified the placement of the building on the site. Chief Silva continues work with Mr. Medina on design elements. Council had discussion regarding the external motif of the building, which moved on to the subcommittee for the project. Feedback was provided to the architect and he was very open to incorporating ideas presented. A meeting was recently held to present updated design palettes to the subcommittee last week. Mr. Medina has some exciting ideas and is welcoming input as the project progresses. Staff met with Mr. Medina this week and more formal site plan drawings were presented, which will be shown to Council at this meeting. Mr. Medina is now moving forward with subconsultants for plumbing, electrical, HVAC, etc.

BUILDING DEPT - The City issued **20** building permits in 2024. 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.

Staff spoke with Mr. Hawk multiple times to remind him that there are still several requirements to move his project forward, which he could be doing concurrently with the preparation and construction of the IID and City improvements. He said he will be speaking to his partners. As the undergrounding and street work are imminent, he still needs to produce a site plan, building plans, pull permits, etc. The City's project should now have no bearing on his timeline. This was reiterated to Mr. Hawk again in January.

AMG Sunset Rose Senior Apartments (± 33) – In July, 2022, the City was granted HOME funding for this AMG & Associates apartment project, proposed in the area of Third and Grape. This will create some long-term oversight by the City, but it does continue to add housing. A subdivision map was approved for the property. A consultant to administer this grant was engaged in May, 2022, and an application for additional subsidized financing was approved by the City in late November.

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. Final map and the necessary proposed lot split were approved in late February as well. Since the closing of the financing, several paperwork/compliance issues cropped up that the City was left to work on. This was not the “deal” as originally presented, so staff sought assistance. Staff met with HCD representatives on this project in October. We are hoping they will assist in working with the contractor to get the project running more smoothly.

Start was delayed as construction bids came in significantly over projections. The developer has now made a draw down on funding, so construction is imminent.

Peri & Sons Ag Labor Housing (66) – this project was introduced to Planning Commission earlier this week. It proposes to construct USDA-approved dormitory style housing for up to 660 H2A Visa Program agriculture laborers working for the applicant firm. PC approved the site plan and density waiver contingent on City Council approval of the land use designation and Conditional Use Permit. ***A Public Hearing is scheduled for this City Council meeting.***

BESS Project – A battery storage project near Melon and Sixth was proposed in early 2023 and had a flurry of meetings, submissions and communications to get approved. A permit for initial site work was granted in July. ***Most of the work has been completed and the facility is expected to come online soon.***

MEETINGS & EVENTS RECENTLY ATTENDED :

- 02/24/24 El Centro Mardi Gras Parade *Downtown El Centro*
- 02/26/24 Department Head Meeting *City Hall*
- 02/26/24 Holtville City Council Meeting *Civic Center*
- 02/27/24 Wetlands Project Status Meeting *Teams Web Conference*
- 02/29/24 Mellinger Trail Wetlands Link Exploratory Review *Project Site*
- 03/02 - 3/10/24 California Fair & Fiesta *Imperial, CA*
- 03/04/24 Department Head Meeting *City Hall*
- 03/05/24 Employee Luncheon *George's Pizza*
- 03/06/24 Ninth Street East Project Kick-off Meeting *City Hall*
- 03/07/24 All Valley Service Club Luncheon *IV Fairgrounds*
- 03/08/24 Holtville Rotary Club Meeting *St. Paul's Lutheran Church*
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UPCOMING EVENTS :

- 03/09/24 Midwinter Fair Auction & BBW Performance *IV Fairgrounds (Imperial)*
- 03/11/24 Department Head Meeting *City Hall*
- 03/11/24 Holtville City Council Meeting *Civic Center*
- 03/12/24 Wetlands Project Status Meeting *Project Site*
- 03/13/24 ICTC Management/CCMA Meetings *ICTC Offices*
- 03/14/24 Imperial-Mexicali Bi-National Alliance Meeting *CETYS (Mexicali)*
- 03/18/24 Department Head Meeting *City Hall*
- 03/18/24 Holtville Planning Commission Meeting *City Hall*
- 03/19/24 IRDC/MTC Community Relations Meeting *City of Holtville Civic Center*
- **03/21/24 Holtville Farmers Market & Street Fair** **Holt Park**
- 03/25/24 Holtville City Council Meeting *City Hall*
- 03/28/24 City Select Committee *Site TBD*
- **03/28/24 League of Cities Division Dinner** **Site TBD**
- 03/29/24 Good Friday Observed *(City Hall Closed)*
- 03/31/24 Easter Sunday
- 04/05/24 NW Vacation Day *(Out of Office)* *Bakersfield, CA*
- 04/06/24 Trash Clean-up Day *Old PW Yard*
- 05/01 - 05/03/24 SCAG General Assembly & Annual Conference *Palm Desert, CA*
- 05/27/24 Memorial Day Observed *(City Hall Closed)*
-

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

MEETING DATE:	<u>3/11/24</u>
ITEM NUMBER	<u>5 b</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

March 7, 2024

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.

- 29 water shutoffs in February
- FEMA meeting, working on the claims.
- Active project billing and tracking
- Attended ICTC meeting, project updates.
- Receiving payments from Campesinos Unidos LIHWAP utility assistance and report submittals to LIHWAP.

Respectfully Submitted,

Adriana Anguis

Adriana Anguis
Finance Supervisor
City of Holtville



City of Holtville Report to Council

MEETING DATE:	<u>3/11/24</u>
ITEM NUMBER	<u>5 c</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

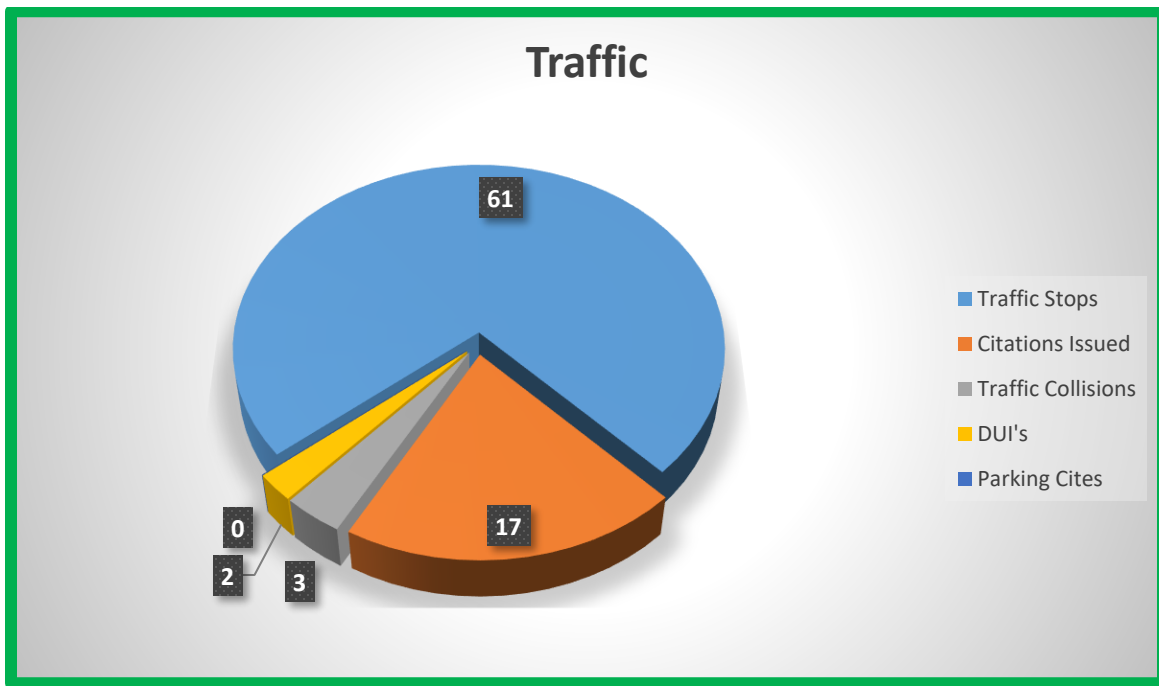
Date Issued: March 05, 2024
From: Sergeant Joseph Conkey, Chief of Police
Subject: Holtville Sheriff's Monthly Report – February 2024

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

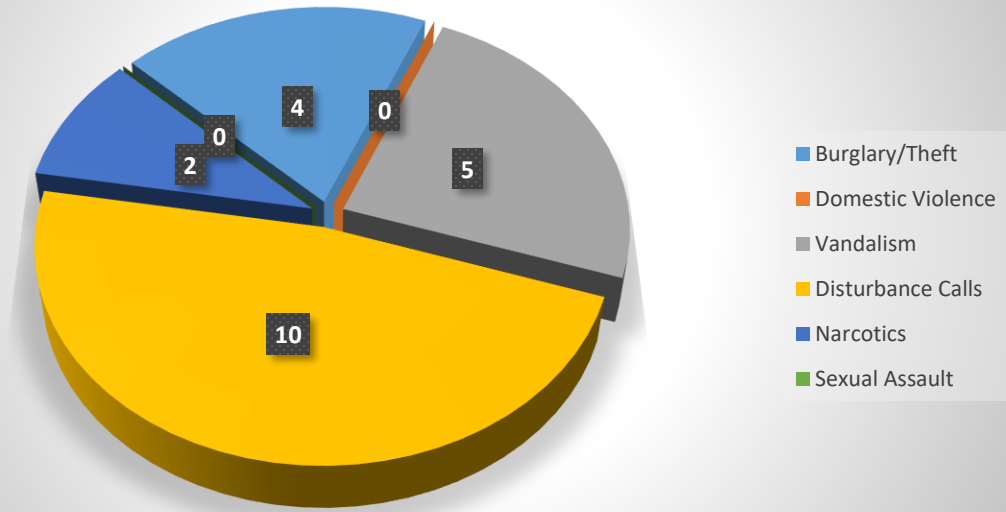
The following is a summary of statistics for the Holtville Sheriff's Deputies for the month of
February 2024.

Calls for Service:

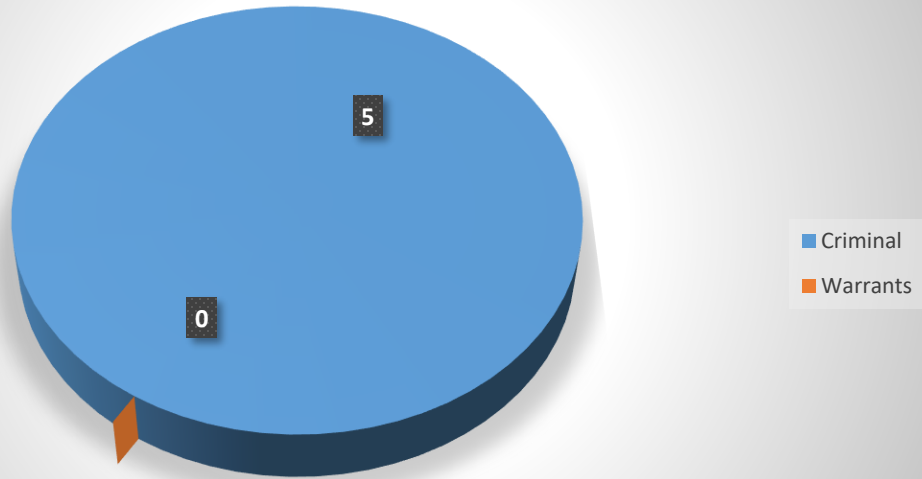
- **335** total incident reports, which were entered into Pro Phoenix Computer Database by the Imperial County Sheriff's Dispatch Center. These calls consisted of requests for Sheriff's services.

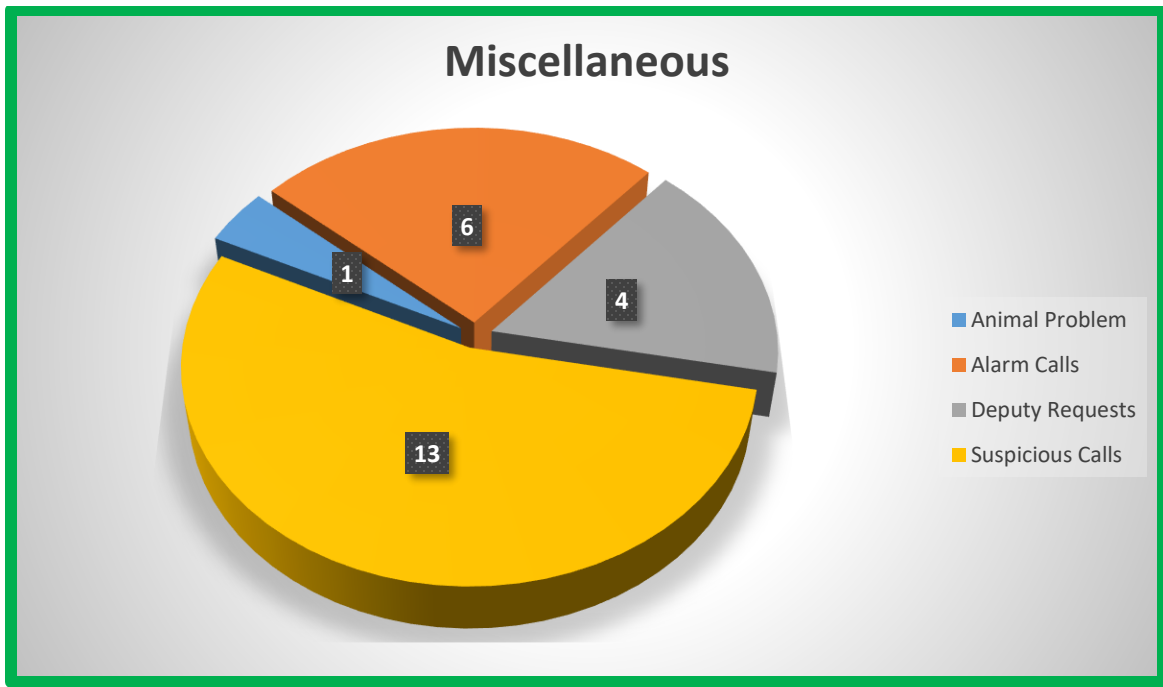


Criminal Activity



Arrests





The following is a brief summary of incidents and events that the Holtville Police Department has been involved in during the month of February 2024.

24-2754 – Disturbance 1225 East 7th Street

Reporting person called to report hearing banging in a neighboring apartment, and the reporting person was concerned for the neighbor. Spoke to tenant and she stated her children were playing and being loud.

24-2801 – Battery at Finley Elementary

Principal calling to report a student who hit a staff member. Deputy arrived and assisted the principal with counseling the juvenile and parents. Student was suspended.

24-2852 – Loud Music in the area of 600 West 9th Street

Reporting person called to report a party with loud music. Contacted homeowner, who agreed to lower the music.

24-2963 – Overdose in the area of 950 Holt Avenue

Reporting person called to report a possible overdose and stated the subject was not conscious and breathing. Subject was given narcan and transported to ECRMC.

24-03313 – Trespassing at 451 Fern Avenue

Reporting person called to report that he had evicted tenants and they were back inside the

residence. Improper eviction conducted on landlords part and he was advised of the proper process. Civil dispute only.

24-3321 – Traffic Collision at 5th Street and Walnut Avenue

Three vehicle traffic collision with possible injuries reported. No injuries were reported to the Deputy and all parties exchanged information and report was taken.

24-3595 – Suspicious in the area of 9th Street and Holt Avenue

Reporting person called to report a reckless driver in the area driving a white Ford work truck. Deputy searched the area, but was unable to locate any vehicles matching the description.

24-3637 – Suspicious in the 500 Block of Holt Avenue

Reporting person contacted a deputy due to his vehicle possible being stolen. Deputy started the report and a second deputy started searching for the vehicle. Vehicle was located another church. Reporting person confirmed that he must have forgot which church he parked at.

24-3693 – Vehicle Check in the area of 5th Street and Fern Avenue

Deputy located a vehicle parked in the middle of the road unoccupied. Vehicle was towed and owner was located and cited.

24-3716 – Lost Child in the 500 Block of Holt Avenue

Deputy located a child walking, who had lost her parents. Child was reunited with parents.

24-3725 – Lost Child at the Carnival

Reporting person called to report they found a lost child looking for their parents. Child was reunited with parents.

24-3774 – Disturbance at Hot Rods

Reporting person called to report a fight at the bar. Deputies arrived and everyone denied there being a fight. Security stated that two people were asked to leave but there were no issues.

24-3776 – Traffic stop in the area of 5th and Maple

Deputy conducted a traffic stop and noticed that the vehicle had fresh damage to the front end and also noticed the driver was intoxicated. Driver was arrested and booked into jail. Later follow up revealed that the driver had crashed into a fence on Slayton Road and conducted a hit and run. Report was taken and filed for DUI and Hit and Run.

24-3791 – Suspicious in the area of 5th and Fern

Deputy located a male subject passed out in his car in the drivers seat by the park. Deputy

contacted the driver who had the engine running and was intoxicated. Subject was cited for DUI, vehicle was towed and he was released to a responsible party.

24-3830 – Petty Theft in the carnival

Reporting person called to make a report of a stolen iPhone that was stolen the day prior at the carnival. Unknown suspects. Phone was off.

24-4055 – Probation Contact 1800 Block of Haven Road

Probation contact was conducted and subject barricaded himself in the restroom. Subject was removed without force and was arrested for probation violation as well as his girlfriend was arrested for resisting arrest.

24-4061 – Probation contact at 800 Block of Oak Avenue

Probation compliance check conducted and residence was searched narcotics and paraphernalia were located and subject was later arrested for probation violations.

24-4063 – Probation contact in the 2000 Block of Anderhot Road

Conducted probation check at the residence and subject was arrested for possession of narcotics.

24-4065 – Probation contact in the 500 Block of Mesquite Avenue

Compliance check conducted and subject was contacted and arrested for no bail warrant and probation violations.

24-4086 – Juvenile problem in the 700 Block of Circle Drive

Reporting person called to report her son was acting aggressive and breaking items. Juvenile was contacted and spoken to. Mother did not wish to press charges. Both parties advised of their options.

24-4340 – Counter Traffic at the Station

Reporting person came in with his son to turn him in for a prior incident where his son was involved in a domestic violence incident and fled. Subject was arrested and booked into jail.

24-4713 – Theft at the front counter

Reporting person called to report his debit card was stolen. Report was taken.

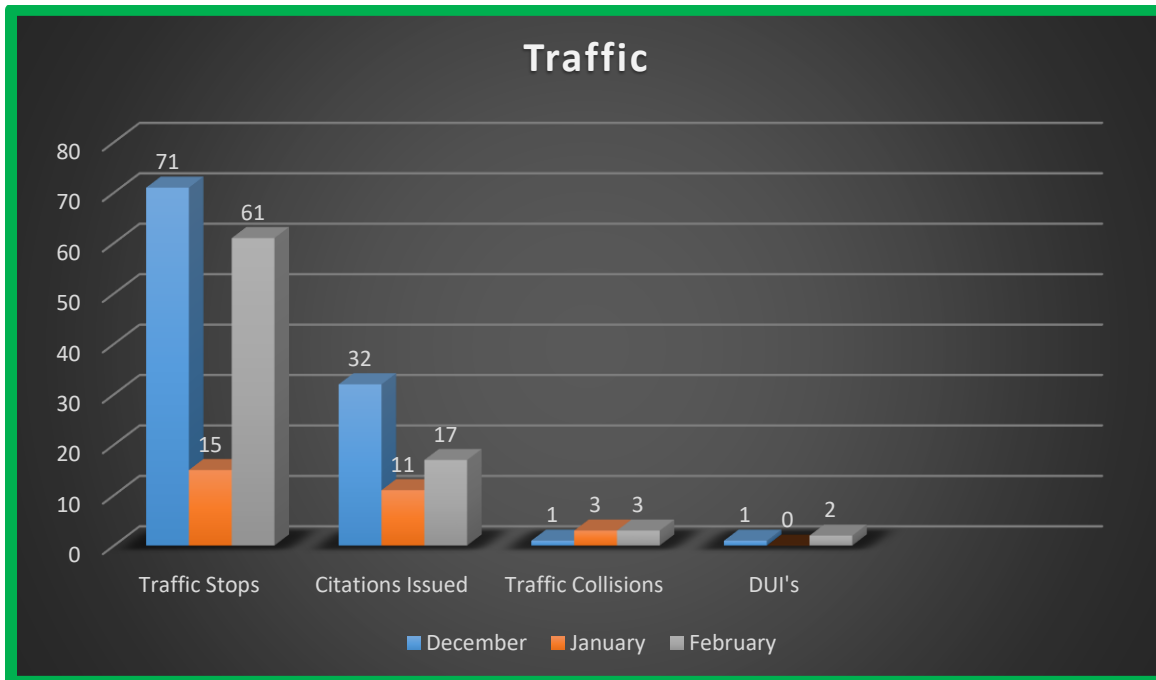
24-5231 – Battery in the 800 Block of Holt Avenue

Reporting person called to report he was punched in the face. Medical tended to the subject but would not speak to the deputy. Subject stated he didn't want a report and walked off.

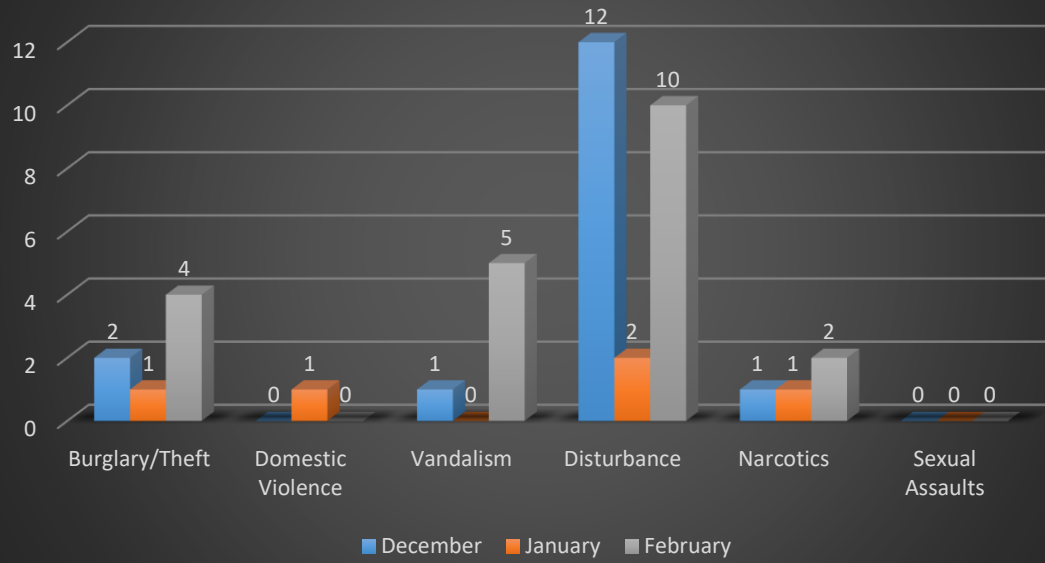
24-5296 – Stolen Vehicle in the 400 Block of Palm Avenue

Reporting person arrived home and found his vehicle was missing. Subject stated he went to Mexico and when he returned home his vehicle was missing. Report taken and vehicle entered into SVS.

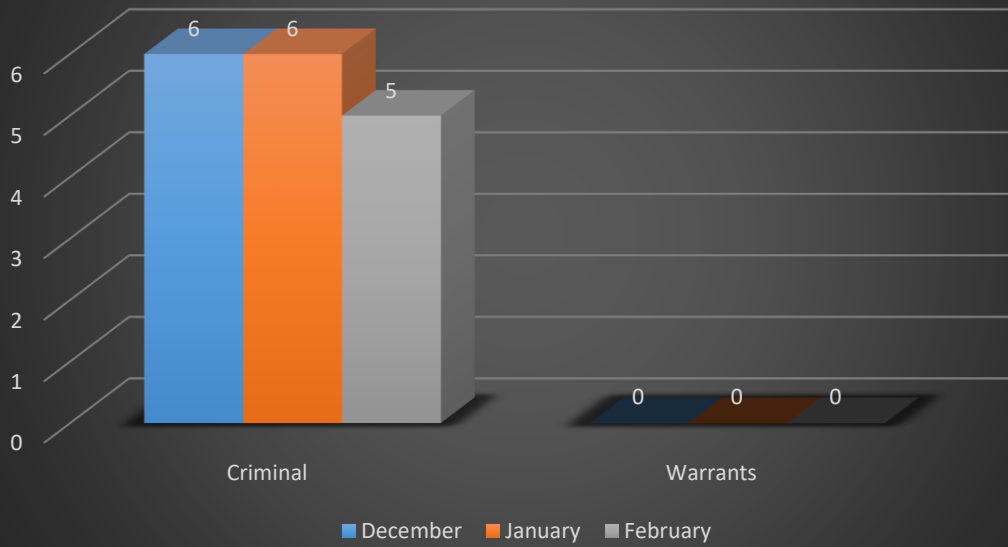
Monthly Comparisons:

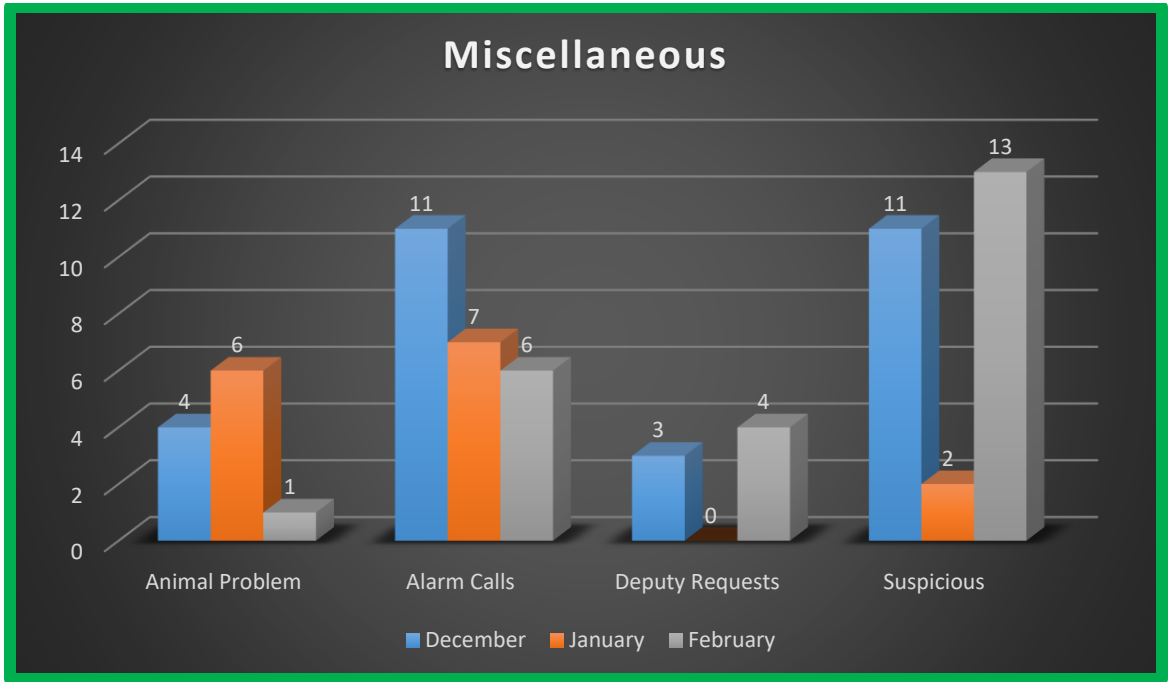


Criminal Activity



Arrests





Respectfully submitted,

Sergeant Joseph Conkey

**City of Holtville
REPORT TO COUNCIL**

DATE ISSUED March 7th, 2024.
FROM: Public Works Supervisor
SUBJECT: Bimonthly Report.

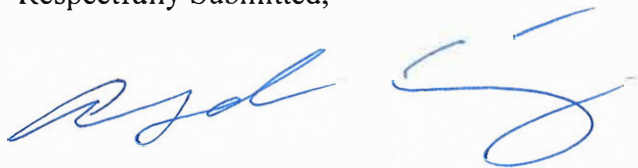
MEETING DATE:	<u>3/11/24</u>
ITEM NUMBER	<u>5 d</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

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.
- Cleaning up all burnt salt cedars south of the skate park.
- Replaced 50 registers.
- Replaced 6 ¾- inch meter.
- Replace 8 1-inch meter.
- Repaired water leak at 1908 E. Alamo
- Pumped out water at Apple Court retention basin.
- Replace 12 lights at Samaha park.
- Tested 10 backflow devices.
- Caught 8 dogs and 1 cat.

Respectfully Submitted,



Alejandro Chavez
Public Works Supervisor
City of Holtville