

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

Tuesday, May 27, 2025

<input type="checkbox"/> Mike Goodsell, Mayor	<input type="checkbox"/> George Morris, City Treasurer	<input type="checkbox"/> Alex Silva, Fire Chief
<input type="checkbox"/> Michael Pacheco, Mayor Pro Tem	<input type="checkbox"/> Nick Wells, City Manager	<input type="checkbox"/> Damian Martinez, Police Chief
<input type="checkbox"/> Murray Anderson, Council Member	<input type="checkbox"/> Chandler Sinclair, Finance Supervisor	<input type="checkbox"/> Jack Holt, City Engineer
<input type="checkbox"/> John Munger, Council Member	<input type="checkbox"/> Steve Walker, City Attorney	<input type="checkbox"/> George Galvan, City Planner
<input type="checkbox"/> Vanessa Ramirez, Council Member	<input type="checkbox"/> Yvette Rios, City Clerk	<input type="checkbox"/>

THIS IS A PUBLIC MEETING

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

CITY COUNCIL

MEETING CONVENED - 5:30

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

ADJOURN TO CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957.6)

Agency Negotiator: City Manager/City Attorney

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:

INTRODUCTION:

Holtville Chamber of Commerce
Jennifer Parra

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, May 12, 2025.
- b. Current Demands #48020 through #48106.

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUEs:

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

- a. **Discussion/Related Action to Adopt RESOLUTION #25-12** Authorizing a Change Order to the Contract for Architectural Services for Design of the City Public Safety Facility

Nick Wells, City Manager

- b. **Discussion/Related Action** to Approve a Memorandum of Understanding with Calipatria State Prison

Alex Silva, Fire Chief

4. INFORMATION ONLY:

- a. **Discussion Only** Regarding the 2025-26 Budget

Nick Wells, City Manager

5. STAFF REPORTS

- a. **City Manager Report** - *Nick Wells*
- b. Finance Supervisor - *Chandler Sinclair*
- c. Fire Chief - *Alex Silva*
- d. Water/Wastewater Supervisor - *Frank Cornejo*
- e. Public Works Foreman - *Alex Chavez*

6. Items for Future Meetings: *SBI Project Designation*

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, May 23, 2025.

THE MINUTES OF THE REGULAR MEETING OF THE HOLTVILLE CITY COUNCIL

Monday, May 12, 2025

MEETING DATE:		5/27/25
ITEM NUMBER		1 a
Approvals	CITY MANAGER	
	FINANCE MANAGER	
	CITY ATTORNEY	

The Regular Meeting of the Holtville City Council was held on Monday, May 12, 2025, at 5:30 pm in the Civic Center. Mayor Mike Goodsell was present, as were Council Members Murray Anderson, John Munger, Mike Pacheco, and Vanessa Ramirez. Also present were Finance Supervisor Chandler Sinclair, Police Chief Damian Martinez, City Attorney Steve Walker, City Manager Nick Wells, and City Clerk Yvette Rios.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

The Closed Session meeting was called to order at 5:32 PM. by Mayor Mike Goodsell.

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957.6)

Agency Negotiator: City Manager/City Attorney

No Reportable Action Taken

PUBLIC EMPLOYMENT:

(Government Code Section 54957)

City Manager Evaluation

Evaluation Criteria

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Goodsell called the Open Session meeting to order at 6:04 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 Clerk Yvette Rios verified that the agenda was duly posted on Friday, May 9, 2025.

EXECUTIVE SESSION ANNOUNCEMENTS:

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

PROCLAMATION

Poppy Month - to the American Legion Women's Auxiliary
Karen Gibbs, Francis McDonald, Olivier Hernandez & Mary Helen Dollente

Members of the American Legion Women's Auxiliary were present to receive the Poppy Proclamation from Mayor Goodsell. They shared with the Council the various days they will be out in the community selling homemade poppy pins to raise money for veterans. The group took a photo with the Council.

GENERAL PUBLIC COMMENTS:

Mary Helen Dollente (1925 Orchard Road) asked the Council for information regarding current projects. She informed the Council that the Women's club is sponsoring opening day of the pool.

1. CITY COUNCIL CONSENT AGENDA:

- a. Approval of the Minutes from the Regular Meeting of Monday, April 21, 2025.
- b. Current Demands #47949 through #48064

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

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

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQUE:

Ms. Rios reported that there will be Farmers Market this week and that professional photos taken last week should be received tomorrow.

Mr. Wells reported that he participated in valuable conversations at the SCAG Regional Conference. The week before, a celebration was held for Sandra Mandujano for her 20 years of service. He informed the Council of the Memorial Day Celebration on May 26.

Mr. Walker also attended the SCAG Regional Conference and Sandra's 20th year celebration.

Mrs. Ramirez unfortunately could not attend Sandra's 20th year celebration due to a family emergency.

Mr. Anderson attended a Rotary meeting where Assemblyman Jeff Gonzalez was present and he took the opportunity to advocate for the Public Safety Building. He also attended a Chamber Board meeting and Sandra's 20th year celebration

Mr. Pacheco had nothing to report.

Mr. Munger also attended the SCAG Regional Conference where he found the breakout sessions to be very interesting. He could not attend Sandra's luncheon but took his professional photo for the website.

Chief Martinez reported that ICSO received 118 calls for service for the month of April and answered questions for the Council regarding recent criminal activity.

Ms. Sinclair also attended Sandra's 20th year celebration and enjoyed seeing everyone come together. She plans to finally attend a Farmers Market on Thursday.

Mayor Goodsell reported that he also attended the SCAG Regional Conference and Sandra's 20th year celebration.

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

- a. Discussion/Related Action** Regarding a Request by Holtville High School to Issue a Permit for a Professional Fireworks Display at the Senior Graduation to be Held on Thursday, June 5, 2025, at the HHS Football Field

Nick Wells, City Manager

Mr. Wells delineated the safety measures taken by HHS in preparation of their annual request for a permit for fireworks at the HHS graduation. HFD assists HHS in ensuring minimal fire hazards.

Mr. Anderson expressed that he is not in favor of firework displays because they induce stress for animals, but offered an alternative solution, drone shows. The solution could not be considered for the present year but could potentially be an option for the coming year. To help the community prepare their animals for potential stress caused by the fireworks, Mrs. Ramirez directed Ms. Rios to send out a text alert to notify the community of the fireworks display.

A motion was made by Mrs. Ramirez and seconded by Mr. Munger to table the item for future discussion. The motion passed in the form of a roll call vote.

AYES: *Munger, Pacheco, Ramirez, Goodsell*

NOES: *Anderson*

ABSENT: *None*

ABSTAIN: *None*

b. Discussion/Related Action to Approve Request by the Holtville Chamber of Commerce to Obtain the Single Vendor Permit for Sale of “Safe and Sane Fireworks” in Association with 2025 Independence Day Celebrations

Nick Wells, City Manager

Mr. Wells explained that once again the Holtville Chamber has submitted the only request to be the single vendor of fireworks for Fourth of July celebrations. Mr. Anderson was curious as to why the permit fee is waived for HHS and not the Holtville Chamber. Mr. Wells explained that this waiver has typically been granted to HHS because they do not profit from their fireworks display and the Chamber profits from the sale of fireworks.

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

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

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

4. INFORMATION ONLY:

a. Discussion Only Regarding the 2025-26 Budget

Nick Wells, City Manager

Mr. Wells presented a draft budget for the enterprise fund for the Council to further review. He noted that the water fund currently indicates a \$94k loss. Rising costs for necessary chemicals and other supplies are the cause of this. He will inspect past purchasing data to compare and project increases. The Council wanted more time to review the presented information for further discussion. Mr. Wells will provide a similar draft for review of the general fund budget at the upcoming meeting.

5. STAFF REPORTS:

a. City Manager Report - Nick Wells

b. Finance Supervisor - Chandler Sinclair

c. Police Chief - Damian Martinez

d. Water/Wastewater Consultant - Frank Cornejo

e. Public Works Supervisor - Alex Chavez

6. Items for Future Meetings: *SB1 Project Designation*

7. ADJOURNMENT: *There being no further business to come before the Council, Mayor Goodsell adjourned the meeting at 7:00 PM.*

Mike Goodsell, Mayor

Yvette Rios, City Clerk

Check Register - DETAILS REPORT
Check Issue Dates: 5/6/2025 - 5/19/2025

MEETING DATE:		<u>5/27/25</u>
ITEM NUMBER		<u>1 b</u>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount		CITY MANAGER FINANCE MANAGER CITY ATTORNEY	
<div>48020</div> <div>05/12/202548020COUNTY MOTOR P31812811-31510-4420025.52-25.52-CLEVIS GRADE</div> <div>05/12/202548020COUNTY MOTOR P31812812-31620-442025.53-25.53-CLEVIS GRADE</div> <div>Total 48020:51.05-</div>									VOID
<div>48032</div> <div>05/06/202548032HOLT GROUP, THE NOD TRE22-80050-44303,030.75-3,030.75-NOTICE OF DETERMINATION A</div> <div>Total 48032:3,030.75-</div>									VOID
<div>48049</div> <div>05/06/202548049NICHOLAS WELLS LOC 4/20210-12001-43110384.17-384.17-LEAGUE OF CITIES 4/2025 REI</div> <div>05/06/202548049NICHOLAS WELLS MILEAGE10-12001-43110242.60-242.60-MARCH, APRIL 2025 MILEAGE</div> <div>05/06/202548049NICHOLAS WELLS SCAG, CA10-12001-43110636.17-636.17-LEAGUE OF CITIES, SCAG MILE</div> <div>Total 48049:1,262.94-</div>									VOID
<div>48064</div> <div>05/06/202548064IMPERIAL COUNTY NOD TRE22-80050-44303,030.753,030.75-NOTICE OF DETERMINATION A</div> <div>Total 48064:3,030.75</div>									ADMIN
<div>48065</div> <div>05/06/202548065MISSIONSQUARE638390310-00000-20262,226.952,226.95INSURANCE PREMIUM</div> <div>05/06/202548065MISSIONSQUARE638390310-00000-2027667.72667.72INSURANCE PREMIUM</div> <div>05/06/202548065MISSIONSQUARE638390310-12001-4240672.00672.00INSURANCE PREMIUM</div> <div>05/06/202548065MISSIONSQUARE638390310-14020-4240255.04255.04INSURANCE PREMIUM</div> <div>05/06/202548065MISSIONSQUARE638390310-22080-4240351.81351.81INSURANCE PREMIUM</div> <div>05/06/202548065MISSIONSQUARE638390310-12003-4240199.44199.44INSURANCE PREMIUM</div> <div>05/06/202548065MISSIONSQUARE638390310-21070-424042.2342.23INSURANCE PREMIUM</div> <div>05/06/202548065MISSIONSQUARE638390310-31140-42400149.00149.00INSURANCE PREMIUM</div> <div>05/06/202548065MISSIONSQUARE638390310-31150-4240025.3325.33INSURANCE PREMIUM</div> <div>05/06/202548065MISSIONSQUARE638390311-31530-4240033.5633.56INSURANCE PREMIUM</div> <div>05/06/202548065MISSIONSQUARE638390311-31510-42400498.03498.03INSURANCE PREMIUM</div> <div>05/06/202548065MISSIONSQUARE638390311-31520-42400399.12399.12INSURANCE PREMIUM</div> <div>05/06/202548065MISSIONSQUARE638390312-31610-4240466.25466.25INSURANCE PREMIUM</div> <div>05/06/202548065MISSIONSQUARE638390312-31620-4240582.40582.40INSURANCE PREMIUM</div> <div>Total 48065:6,568.88</div>									ADMIN
<div>48066</div> <div>05/06/202548066NICHOLAS WELLS SCAG, CA10-12001-43110636.17636.17-LEAGUE OF CITIES, SCAG MILE</div> <div>Total 48066:636.17</div>									ADMIN
<div>48067</div> <div>05/15/2025480678x8, INC.497649310-12003-442553.7353.73TELEPHONE</div> <div>05/15/2025480678x8, INC.497649310-12001-442553.7453.74TELEPHONE</div> <div>05/15/2025480678x8, INC.497649310-14020-442553.7453.74TELEPHONE</div> <div>05/15/2025480678x8, INC.497649311-31510-4425053.7353.73TELEPHONE</div> <div>05/15/2025480678x8, INC.497649312-31620-442553.7353.73TELEPHONE</div> <div>Total 48067:268.67</div>									ADMIN

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description
48068							
05/15/2025	48068	ACE HARDWARE	F06564	10-31150-44200	35.58	35.58	COUPLERS, PVC
05/15/2025	48068	ACE HARDWARE	F07072	10-31150-44200	57.10	57.10	PARK SUPPLIES
05/15/2025	48068	ACE HARDWARE	F07079	10-22080-4420	37.00	37.00	BOTTLED WATER, TIRE CLEAN
05/15/2025	48068	ACE HARDWARE	F07168	10-22080-4420	3.22	3.22	FUNNEL
05/15/2025	48068	ACE HARDWARE	F08144	10-31150-44200	67.57	67.57	SPRINKLER SUPPLIES
05/15/2025	48068	ACE HARDWARE	F08225	10-31150-44200	61.57	61.57	COUPLERS, PVC
05/15/2025	48068	ACE HARDWARE	F09930	10-22080-4420	28.91	28.91	LIFT, HOOKS, SCREWS
05/15/2025	48068	ACE HARDWARE	F10037	10-22080-4420	17.23	17.23	HEXKEY
05/15/2025	48068	ACE HARDWARE	F10485	10-22080-4420	146.77	146.77	WATER, BATTERIES, FLASHLIG
05/15/2025	48068	ACE HARDWARE	F10552	10-22080-4416	26.92	26.92	FLASH DRIVES
05/15/2025	48068	ACE HARDWARE	F10926	10-22080-4420	21.54	21.54	GLOVES
05/15/2025	48068	ACE HARDWARE	F11153	10-22080-4420	47.39	47.39	AIR FILTERS
05/15/2025	48068	ACE HARDWARE	F11833	10-22080-4420	49.53	49.53	PADLOCK, TRASH BAG, SPRAY
05/15/2025	48068	ACE HARDWARE	F11867	10-22080-4420	9.28	9.28	SCREWS, SPRAYPAINT
05/15/2025	48068	ACE HARDWARE	F11942	10-22080-4416	12.46	12.46	OFFICE SUPPLIES
05/15/2025	48068	ACE HARDWARE	F11952	10-22080-4420	175.09	175.09	LED LIGHTS
05/15/2025	48068	ACE HARDWARE	F12132	10-22080-4420	4.30	4.30	SANDPAPER
05/15/2025	48068	ACE HARDWARE	F12876	10-22080-4420	17.43	17.43	COUPLER HOSE, SOAKER MET
05/15/2025	48068	ACE HARDWARE	F12939	10-22080-4420	160.55	160.55	LEAF BLOWER
05/15/2025	48068	ACE HARDWARE	F12948	10-31150-44200	61.17	61.17	CLEANING SUPPLIES
05/15/2025	48068	ACE HARDWARE	F13156	10-31150-44200	99.10	99.10	GRASS SEED, KNEELER, TRO
05/15/2025	48068	ACE HARDWARE	F13306	10-22080-4420	40.49	40.49	GLOVES, NAILS
05/15/2025	48068	ACE HARDWARE	F13308	10-22080-4420	65.14	65.14	CLAMPS, SCEWS
05/15/2025	48068	ACE HARDWARE	F13308	10-22080-4421	12.88	12.88	MULTI TOOL
05/15/2025	48068	ACE HARDWARE	F13819	10-22080-4420	10.83	10.83	CABLE TIES
05/15/2025	48068	ACE HARDWARE	F13819	10-22080-4421	32.30	32.30	CABLE CUTTER
05/15/2025	48068	ACE HARDWARE	F13831	10-31150-44210	57.08	57.08	PLIERS
05/15/2025	48068	ACE HARDWARE	F13831	10-31150-44200	2.99	2.99	SPRAYER SUPPLY
05/15/2025	48068	ACE HARDWARE	F13878	10-22080-4420	23.69	23.69	GEAR DRIVE
05/15/2025	48068	ACE HARDWARE	F13919	10-22080-4420	161.00	161.00	GLOVES, CHAINS, DEGREASE
05/15/2025	48068	ACE HARDWARE	F13924	10-22080-4420	4.30	4.30	WIREBRUSH
05/15/2025	48068	ACE HARDWARE	F13932	10-22080-4420	9.47	9.47	SPARK PLUG
05/15/2025	48068	ACE HARDWARE	F14367	10-31150-44200	83.42	83.42	GRASS SEED
05/15/2025	48068	ACE HARDWARE	F14470	10-22080-4420	36.61	36.61	BATTERIES
05/15/2025	48068	ACE HARDWARE	F14557	10-31150-44200	59.98	59.98	PVC, ADAPTERS, RISERS
05/15/2025	48068	ACE HARDWARE	F14699	10-31158-44200	12.05	12.05	BOTTLED WATER
05/15/2025	48068	ACE HARDWARE	F14764	10-31150-44200	563.88	563.88	SPRINKLER SUPPLIES
05/15/2025	48068	ACE HARDWARE	F14893	10-31150-44200	609.83	609.83	FILTER, KOMBIE ENGINE
05/15/2025	48068	ACE HARDWARE	F14933	10-31150-44200	117.12	117.12	GRASS SEED
05/15/2025	48068	ACE HARDWARE	F14941	10-22080-4420	36.14	36.14	BOTTLED WATER
05/15/2025	48068	ACE HARDWARE	F14956	10-31158-44200	86.37	86.37	FAUCET, GASKET, BOLTS
05/15/2025	48068	ACE HARDWARE	F15069	10-22080-4420	46.66	46.66	CLEANING SUPPLIES

Total 48068:

3,211.94

48069

05/15/2025	48069	AUTO ZONE COM	05648066	10-22080-4420	58.84	58.84	ANTIFREEZE
05/15/2025	48069	AUTO ZONE COM	05648066	10-22080-4420	66.98	66.98	ANTIFREEZE, STEERING FLUID

Total 48069:

125.82

48070

05/15/2025	48070	BLU BULK TRANS	#9746 AP	10-31158-44200	33.00	33.00	PW WATER
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PW
FIRE DEPT

FIRE DEPT

PW

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 48070:						33.00		
48071								
05/15/2025	48071	BOUNDTREE	85748962	10-22080-4420	377.12	377.12	MEDICAL SUPPLIES	FIRE DEPT
Total 48071:						377.12		
48072								
05/15/2025	48072	BUREAU VERITAS	RI 250193	10-70001-4430	6,500.00	6,500.00	COMMERCIAL PLAN REVIEW	ADMIN
Total 48072:						6,500.00		
48073								
05/15/2025	48073	CARROT TOP IND	INV13973	10-31158-44200	2,880.68	2,880.68	30X60 NYLON US FLAG	PW
Total 48073:						2,880.68		
48074								
05/15/2025	48074	CASELLE, INC.	140958	10-14020-4430	1,761.00	1,761.00	CONTRACT SUPPORT	ADMIN
Total 48074:						1,761.00		
48075								
05/15/2025	48075	COUNTY OF SAN	25HOLTF	10-22080-4433	649.00	649.00	FIRE RADIOS	PW FIRE DEPT
05/15/2025	48075	COUNTY OF SAN	25HOLTF	11-31510-44330	14.75	14.75	PW RADIOS	
05/15/2025	48075	COUNTY OF SAN	25HOLTF	12-31620-4433	14.75	14.75	PW RADIOS	
Total 48075:						678.50		
48076								
05/15/2025	48076	DEPT OF TRANSP	SL250862	10-31140-44240	165.09	165.09	SIGNALS AND LIGHTING	PW
Total 48076:						165.09		
48077								
05/15/2025	48077	DRAGON'S EXTER	89249518	10-31158-44300	250.00	250.00	MONTHLY PEST	PW
Total 48077:						250.00		
48078								
05/15/2025	48078	HALEY DOWSEY	FARMERS	10-13050-4430	409.56	409.56	FARMERS MARKET TFF PERMI	FARMERS MKT
Total 48078:						409.56		
48079								
05/15/2025	48079	HDL COREN & CO	SIN04975	10-14020-4430	750.00	750.00	CONTRACT SERVICES PROPE	ADMIN
Total 48079:						750.00		
48080								
05/15/2025	48080	HOLT GROUP, THE	25-03-012	12-31610-4430	450.00	450.00	(116) WWTP UV SYSTEM	ADMIN
05/15/2025	48080	HOLT GROUP, THE	25-03-012	11-31520-44303	1,230.00	1,230.00	(116) WTP TANK RECOAT	
05/15/2025	48080	HOLT GROUP, THE	25-03-013	22-80049-4430	37,375.00	37,375.00	(532) CITY WIDE STREET PROJ	
05/15/2025	48080	HOLT GROUP, THE	25-03-017	10-12003-4430	2,427.50	2,427.50	(047) ANNUAL PROGRESS REP	
05/15/2025	48080	HOLT GROUP, THE	25-03-018	10-12003-4430	2,822.07	2,822.07	(207) REVIEW OF BUILDING PE	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
05/15/2025	48080	HOLT GROUP, THE	25-03-019	10-31140-44302	350.00	350.00	(335) ICTC MEETING, MILEAGE	
05/15/2025	48080	HOLT GROUP, THE	25-03-020	22-80050-4430	9,409.14	9,409.14	TRESTLE BRIDGE TRAIL GRAN	
05/15/2025	48080	HOLT GROUP, THE	25-03-021	10-70003-4430	272.50	272.50	(491) SUNSET ROSE SENIOR A	
05/15/2025	48080	HOLT GROUP, THE	25-03-022	10-80027-4430	350.00	350.00	(499) PINE CROSSING APARTM	
05/15/2025	48080	HOLT GROUP, THE	25-03-023	22-80043-4430	1,320.00	1,320.00	(512) WEST 9TH ST PROJECT	
05/15/2025	48080	HOLT GROUP, THE	25-03-024	22-80042-4430	400.00	400.00	(513) EAST 9TH STREET PROJE	
05/15/2025	48080	HOLT GROUP, THE	25-03-025	10-12003-4430	700.00	700.00	(534) 2025 CONGESTION MITIG	
05/15/2025	48080	HOLT GROUP, THE	25-03-026	10-12003-4430	700.00	700.00	(535) 2025 STBG APPLICATION	
Total 48080:						57,806.21		
48081								
05/15/2025	48081	HOME DEPOT/GE	4013160	10-31150-44200	301.22	301.22	WOOD, PARK SUPPLIES	PW
05/15/2025	48081	HOME DEPOT/GE	5013545	10-31150-44200	547.03	547.03	WOOD SUPPLIES FOR PARK	
Total 48081:						848.25		
48082								
05/15/2025	48082	I.C. SHERIFF'S DE	04302025-	10-21050-4430	8,255.84	8,255.84	DISPATCH SERVICES	ADMIN
05/15/2025	48082	I.C. SHERIFF'S DE	04302025-	10-21040-4430	77,515.61	77,515.61	SHERIFF SERVICES	
Total 48082:						85,771.45		
48083								
05/15/2025	48083	I.V. FAMILY CARE	3133802	10-22080-4430	300.00	300.00	STEVE HALL PRE-HIRE EXAM	FIRE DEPT
Total 48083:						300.00		
48084								
05/15/2025	48084	IMPERIAL COUNTY	2006 PRO	10-17030-4432	2,122.04	2,122.04	2006 PROPERTY TAX DISTRIBU	ADMIN
05/15/2025	48084	IMPERIAL COUNTY	2007 PRO	10-17030-4432	2,137.77	2,137.77	2007 PROPERTY TAX DISTRIBU	
05/15/2025	48084	IMPERIAL COUNTY	2008 PRO	10-17030-4432	2,450.97	2,450.97	2008 PROPERTY TAX DISTRIBU	
05/15/2025	48084	IMPERIAL COUNTY	2010 PRO	10-17030-4432	2,621.44	2,621.44	2010 PROPERTY TAX DISTRIBU	
05/15/2025	48084	IMPERIAL COUNTY	2014 PRO	10-17030-4432	2,593.50	2,593.50	2014 PROPERTY TAX DISTRIBU	
Total 48084:						11,925.72		
48085								
05/15/2025	48085	IMPERIAL COUNTY	FY 2024/2	10-22080-4432	245.00	245.00	HAZARDOUS INCIDENT RESPO	FIRE DEPT
Total 48085:						245.00		
48086								
05/15/2025	48086	IMPERIAL PRINTE	25-1265	10-11011-44200	79.68	79.68	NAMEPLATES	ADMIN
Total 48086:						79.68		
48087								
05/15/2025	48087	IMPERIAL VALLEY	2024-2025	10-22080-4312	200.00	200.00	2024-2025 ANNUAL MEMBERSH	FIRE DEPT
Total 48087:						200.00		
48088								
05/15/2025	48088	KYLEE COLLINS	5/13/2025	10-17030-4430	360.00	360.00	CITY HEADSHOT PHOTOS	ADMIN


Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description		
Total 48088:						360.00			
48089									
05/15/2025	48089	LABOR COMPLIAN	1187	10-70003-4430	1,443.34	1,443.34	LABOR COMPLIANCE MONITOR	ADMIN	
05/15/2025	48089	LABOR COMPLIAN	1199	10-70003-4430	3,426.68	3,426.68	LABOR COMPLIANCE MONITOR		
Total 48089:						4,870.02			
48090									
05/15/2025	48090	MANTIS AG TECH	FINAL BIL	11-00000-39610	183.90	183.90	FINAL BILL DEPOSIT	UTILITIES	
Total 48090:						183.90			
48091									
05/15/2025	48091	METROPLOTAN C	0019543-I	10-22080-4420	2,311.10	2,311.10	FIRE FIGHTING FOAM	FIRE DEPT	
Total 48091:						2,311.10			
48092									
05/15/2025	48092	MIKE GOODSSELL	SCAG 202	10-11011-43110	252.00	252.00	SCAG 2025 CONFERENCE	ADMIN	
Total 48092:						252.00			
48093									
05/15/2025	48093	MISSIONSQUARE	6669819	10-00000-2026	2,226.95	2,226.95	RETIREMENT	ADMIN	
05/15/2025	48093	MISSIONSQUARE	6669819	10-00000-2027	667.72	667.72	RETIREMENT		
05/15/2025	48093	MISSIONSQUARE	6669819	10-12001-4240	672.00	672.00	RETIREMENT		
05/15/2025	48093	MISSIONSQUARE	6669819	10-14020-4240	255.04	255.04	RETIREMENT		
05/15/2025	48093	MISSIONSQUARE	6669819	10-22080-4240	351.81	351.81	RETIREMENT		
05/15/2025	48093	MISSIONSQUARE	6669819	10-12003-4240	199.44	199.44	RETIREMENT		
05/15/2025	48093	MISSIONSQUARE	6669819	10-21070-4240	42.23	42.23	RETIREMENT		
05/15/2025	48093	MISSIONSQUARE	6669819	10-31140-42400	149.00	149.00	RETIREMENT		
05/15/2025	48093	MISSIONSQUARE	6669819	10-31150-42400	25.33	25.33	RETIREMENT		
05/15/2025	48093	MISSIONSQUARE	6669819	11-31530-42400	33.57	33.57	RETIREMENT		
05/15/2025	48093	MISSIONSQUARE	6669819	11-31510-42400	498.03	498.03	RETIREMENT		
05/15/2025	48093	MISSIONSQUARE	6669819	11-31520-42400	399.12	399.12	RETIREMENT		
05/15/2025	48093	MISSIONSQUARE	6669819	12-31610-4240	466.24	466.24	RETIREMENT		
05/15/2025	48093	MISSIONSQUARE	6669819	12-31620-4240	582.40	582.40	RETIREMENT		
Total 48093:						6,568.88			
48094									
05/15/2025	48094	NAPA AUTO PARTS	318128	11-31510-44200	25.52	25.52	CLEVIS GRADE	PW	
05/15/2025	48094	NAPA AUTO PARTS	318128	12-31620-4420	25.53	25.53	CLEVIS GRADE		
05/15/2025	48094	NAPA AUTO PARTS	318226	10-31150-44200	10.32	10.32	BERRYMAN CARB		
05/15/2025	48094	NAPA AUTO PARTS	318228	10-31140-44200	7.64	7.64	OIL ADDITIVE		
Total 48094:						69.01			
48095									
05/15/2025	48095	ODP BUSINESS S	41828262	10-22080-4416	119.10	119.10	INK, PAPER, LAMINATING SUPP	FIRE DEPT	
Total 48095:						119.10			

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
48096								
05/15/2025	48096	PEOPLEREADY,IN	29130287	10-31150-41400	1,148.87	1,148.87	TEMP WORKER PARKS	PW
Total 48096:						1,148.87		
48097								
05/15/2025	48097	PURCHASE POWE	#9843 AP	10-13010-4417	8.20	8.20	POSTAGE	ADMIN
05/15/2025	48097	PURCHASE POWE	#9843 AP	10-14020-4417	61.30	61.30	POSTAGE	
05/15/2025	48097	PURCHASE POWE	#9843 AP	10-22080-4417	30.10	30.10	POSTAGE	
05/15/2025	48097	PURCHASE POWE	#9843 AP	10-12001-4417	20.25	20.25	POSTAGE	
05/15/2025	48097	PURCHASE POWE	#9843 AP	12-31610-4417	10.95	10.95	POSTAGE	
05/15/2025	48097	PURCHASE POWE	#9843 AP	11-31520-44170	878.96	878.96	POSTAGE	
Total 48097:						1,009.76		
48098								
05/15/2025	48098	SELLERS PETROL	CL44385	10-22080-4427	1,855.33	1,855.33	FIRE DEPT FUEL	PW FIRE DEPT
05/15/2025	48098	SELLERS PETROL	CL44386	10-12003-4427	51.75	51.75	PUBLIC WORKS FUEL	
05/15/2025	48098	SELLERS PETROL	CL44386	10-21070-4427	342.49	342.49	PUBLIC WORKS FUEL	
05/15/2025	48098	SELLERS PETROL	CL44386	10-31150-44270	753.39	753.39	PUBLIC WORKS FUEL	
05/15/2025	48098	SELLERS PETROL	CL44386	11-31510-44270	265.87	265.87	PUBLIC WORKS FUEL	
05/15/2025	48098	SELLERS PETROL	CL44386	11-31530-44270	382.53	382.53	PUBLIC WORKS FUEL	
05/15/2025	48098	SELLERS PETROL	CL44386	11-31520-44270	1,408.13	1,408.13	PUBLIC WORKS FUEL	
05/15/2025	48098	SELLERS PETROL	CL44386	12-31610-4427	60.42	60.42	PUBLIC WORKS FUEL	
05/15/2025	48098	SELLERS PETROL	CL44386	12-31620-4427	484.45	484.45	PUBLIC WORKS FUEL	
Total 48098:						5,604.36		
48099								
05/15/2025	48099	SERVICE MASTER	35547	10-31158-44300	2,045.60	2,045.60	JANITORIAL SERVICE	ADMIN
Total 48099:						2,045.60		
48100								
05/15/2025	48100	SUNBELT RENTAL	16625054	10-22080-4421	155.52	155.52	GENERATOR REPAIR	FIRE DEPT
05/15/2025	48100	SUNBELT RENTAL	16630066	10-22080-4421	156.61	156.61	FAN REPAIR	
05/15/2025	48100	SUNBELT RENTAL	16637011	10-22080-4421	155.02	155.02	HYDRO PUMP REPAIRS	
05/15/2025	48100	SUNBELT RENTAL	16643619	10-22080-4421	111.07	111.07	EQUIPMENT REPAIRS	
Total 48100:						578.22		
48101								
05/15/2025	48101	TARGETSOLUTION	INV11552	10-22080-4313	214.40	214.40	TRAINING PLATFORM	FIRE DEPT
Total 48101:						214.40		
48102								
05/15/2025	48102	TEXT MY GOV	503411	10-13010-4430	750.00	750.00	MANAGEMENT AND SUPPORT	ADMIN
Total 48102:						750.00		
48103								
05/15/2025	48103	THE CRISCOM CO	271513	10-11011-44300	4,500.00	4,500.00	ADVOCACY GRANT WRITING	ADMIN
Total 48103:						4,500.00		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
48104								
05/15/2025	48104	THE EMBLEM AUT	48731	10-22080-4314	387.00	387.00	SHOULDER EMBLEM	FIRE DEPT
Total 48104:						387.00		
48105								
05/15/2025	48105	TRACTOR SUPPLY	10060864	10-31150-44200	141.65	141.65	DRIVER SET, BLASTING GRIT, S	PW
Total 48105:						141.65		
48106								
05/15/2025	48106	VESTIS	#2000 AP	10-31158-44200	296.51	296.51	WORKPLACE SUPPLIES	PW
05/15/2025	48106	VESTIS	#2000 AP	12-31610-4314	951.11	951.11	UNIFORM CHARGES	
05/15/2025	48106	VESTIS	#2000 AP	11-31520-43140	604.65	604.65	UNIFORM CHARGES	
05/15/2025	48106	VESTIS	#2000 AP	11-31530-43140	145.78	145.78	UNIFORM CHARGES	
05/15/2025	48106	VESTIS	#2000 AP	10-31150-43140	136.67	136.67	UNIFORM CHARGES	
05/15/2025	48106	VESTIS	#2000 AP	10-31140-43140	136.67	136.67	UNIFORM CHARGES	
05/15/2025	48106	VESTIS	#2000 AP	11-31510-43140	245.99	245.99	UNIFORM CHARGES	
05/15/2025	48106	VESTIS	#2000 AP	12-31620-4314	245.99	245.99	UNIFORM CHARGES	
Total 48106:						2,763.37		
Grand Totals:						214,355.99		

City of Holtville

REPORT TO COUNCIL

MEETING DATE:	05/27/25	
ITEM NUMBER	3 a	
Approvals	CITY MANAGER	
	FINANCE MANAGER	
	CITY ATTORNEY	

DATE ISSUED: May 23, 2025

FROM: Nick Wells, City Manager

SUBJECT: **Resolution No. 25-12** *Approving a Change Order to the Contract with Rubio Rubio Medina, Architect, for Architectural Design for the Holtville Public Safety Building*

ISSUE:

Shall the City Council adopt Resolution No. 25-12, approving an additional expenditure for architecture design services for the Holtville Public Safety Building?

HISTORY:

In March, 2023, the City of Holtville engaged architect Rubio Medina to design the long discussed Public Safety Building expected to be constructed on the vacant lot at the northeast corner of Sixth Street and Pine Avenue. The plans are currently in the plan check process, with revisions being finalized.

The original design concept was prepared by Tim Holt and an estimate for the footprint size of the building was estimated to be approximately 8,050 square feet. Unfortunately, an error in communication led to his exclusion of offices for contracted ICSO personnel in that calculation, obviously somewhat under sizing the facility.

Through collaboration with City staff and officials, Mr. Medina drilled down on the City's needs for BOTH Fire and Police services, arriving at the need for a building sized at 11,698 square feet. Although many of the design factors were only marginally affected by the change, multiple elements have required significant additional work to complete. Multiple subcontractors under Mr. Medina requested additional compensation for added scope. These augmentations are listed below:

Phase	Original Contract	Additional Requested	Revised Amount
Kick Off Meeting	\$6,800		\$6,800
Schematic Design	81,900		81,900
City Council Presentations	3,400		3,400
Design Development Plans	83,841		83,841
Construction Document Plans	129,403	10,244	139,647
Final Bid Prep & Construction Docs	23,289	2,382	25,671
Bidding Support Services	6,800		6,800
Construction Support Services	79,005	2,338	81,343
Reimbursables	9,500		9,500
Total Proposed Fee	\$423,938	\$14,964	\$438,902

FISCAL IMPACT:

The proposed additional \$14,964 in fees will be added to the yet to be determined final cost of the project (currently estimated to be approximately \$12+ million for both phases). The final and complete list of sources for the construction funding has yet to be determined, but a litany of requests and lines of work are in progress to cover the construction cost.

ALTERNATIVES

- 1 - Authorize the additional expenditure
- 2 - Direct staff to negotiate the amount more extensively.
- 3 - Give staff other direction.

CITY MANAGER RECOMMENDATION:

It is recommended that the additional funding be approved.

ADDITIONAL SERVICE REQUEST 01

Date: February 18, 2025
Project Information: Holtville Public Safety Center
Architect's Project Number: 2304

ARCHITECT

Name:
Rubio Medina, Architect
Address:
780 Roosevelt
Irvine, CA 92620
Phone:
949 333.6030
Fax:
949 333.6100
Contact:
Rubio Medina

CLIENT

Name:
City of Holtville
Address:
121 West Fifth Street
Holtville, CA
Phone:
760 356.4574
Fax:
N/A
Contact:
Nick Wells, City Manager

Additional Service:

During the RFP process the RFP stated that the size of the proposed structure would be an estimated 8,350SF facility and during the design phase increased in size to 11,698SF two-story structure which results in a 40% increase in size and has slightly increased the scope of work to account for the increase in size.

This additional service request includes only mechanical and plumbing engineering and we are not anticipating requesting any further adds from any other consultants.

Scope of Additional Services**Task 5: Construction Documents**

Mechanical and Plumbing: The Architect's mechanical and plumbing consultant will prepare drawings to account for the additional square footage.

Total Additional Task 5: **\$10,244**

Current Amount Task 5: **\$129,403**

Revised Amount Task 5: **\$139,647**

Task 6: Permit Issuance

Mechanical and Plumbing: The Architect's mechanical and plumbing consultant will prepare updated drawings based on comments from the City of Holtville Building Department.

Total Additional Task 6: **\$2,382**

Current Amount Task 6: **\$23,289**

Revised Amount Task 6: **\$25,671**

Task 8: Construction Administration

Mechanical and Plumbing: The Architect's mechanical and plumbing consultant will prepare responses to RFI, field questions, shop drawing review of the Public Safety Center.

Total Additional Task 8: **\$2,338**

Current Amount Task 8: **\$79,005**

Revised Amount Task 8: **\$81,343**

Person Requesting:

Original Contract Date:

Original Contract Amount:

Approved Additional Services:

Revised Contract Amount:

Current Additional Services:

Nick Wells, City Manager

February 14, 2025

\$ 414,078

\$ 0

\$ 414,078

\$ 14,964

New Contract Amount: \$ 429,042

RUBIO MEDINA, ARCHITECT



Rubio Medina, Owner
Architect c.30059

CITY OF HOLTVILLE

Nick Wells, City Manager

Rubio Medina, Architect

A Sole Proprietorship

780 Roosevelt; Irvine, CA 92620

949 333.6030: P

949 333.6100: F

www.architectrm.com

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 25-12**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL AUTHORIZING
ADDING ADDITIONAL FUNDING THE CONTRACT FOR ARCHITECTURAL
SERVICES FOR DESIGN OF THE CITY PUBLIC SAFETY BUILDING**

WHEREAS, the City of Holtville has been working to construct a Public Safety Building to house Police and Fire Services since a property was donated to the City for that purpose in the early 2000's; and

WHEREAS, after a search for qualified firms, Rubio Medina of Irvine, California was engaged to perform architectural service for an four hundred twenty-three thousand nine hundred thirty-eight dollars (\$423,938.00)

WHEREAS, in the design of the facility, additional square footage was added to the footprint of the building pursuant to the needs and requests of City personnel; and

WHEREAS, Mr. Medina and his subconsultants have requested additional compensation for the increased scope of work; and

WHEREAS, City staff has deemed the request and the corresponding amount of (fourteen thousand, nine hundred sixty-four dollars) to be fair and reasonable.

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

1. That the additional contract amount of **\$14,964** (fourteen thousand, nine hundred sixty-four dollars) is hereby accepted and approved.
2. Delegates and authorizes the City Manager to sign, execute and submit any necessary documents to affect the change.
3. That the foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on this 27th day of May, 2025, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:


Attest: _____

Yvette Rios, City Clerk

Mike Goodsell, Mayor

City of Holtville

REPORT TO COUNCIL

MEETING DATE:	05/23/25
ITEM NUMBER	3 b
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: May 27, 2025

FROM: Alex Silva, Fire Chief

SUBJECT: *Memorandum of Understanding for Mutual Aid with Calipatria State Prison*

ISSUE:

Shall the City Council authorize the execution of an agreement to provide and receive mutual aid through the Holtville Fire Department (HFD) in the event of natural disasters and emergency situations?

DISCUSSION:

In addition to its contract with Imperial County Fire to function as an auxilliary department for issues in unincorporated areas surrounding Holtville, HFD has less formal agreements to provide mutual aid to surrounding communities in the event of large scale events.

A request has been made by the State Department of Corrections and Calipatria State Prison to create a more formal agreement to this effect. A similar agreement was signed with Centinela State Prison in 2019.

FISCAL IMPACT:

Unknown.

ALTERNATIVES:

- 1 - Authorize the Memorandum of Understanding.
- 2 - Forego the agreement.
- 3 - Give staff other direction.

STAFF RECOMMENDATION:

It is recommended that the Memorandum of Understanding be approved.

DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF BUSINESS SERVICES
9838 Old Placerville Road, Suite B-2
Sacramento, CA 95827



April 29, 2025

Alex Silva
City of Holtville Fire Department
549 Fern Ave
Holtville, CA 92250
asilva@holtville.ca.gov

Dear Alex Silva:

AGREEMENT NUMBER: C5612445
SERVICE: MUTUAL AID AGREEMENT – FIRE PROTECTION FOR SHARED
RESOURCES FOR DISASTER RELIEF WITH CDCR – CALIPATRIA STATE PRISON

Enclosed for your signature are the above-referenced Standard Agreements and related exhibits. **This Agreement is not valid unless, and until, approved by the Department of General Services (DGS), or under its authority, the California Department of Corrections and Rehabilitation (CDCR).** The State has no legal obligation, unless and until the Agreement is approved. The State assumes no responsibility for any work commenced by the Contractor and will not reimburse the Contractor for any work performed prior to approval of the Agreement. When this Agreement is fully approved, an original will be forwarded to you. Please allow up to two months for approval.

Please have all items dated and signed with an **original DocuSign** by an authorized representative.

Copies of the following document(s) must be returned to CDCR's Office of Business Services (OBS) before this Agreement can be sent to DGS for approval.

Certificate of Insurance

- All self-insured public entities **MUST** provide proof of self-insurance as specified under the Agreement.

Board Resolution

Please provide a certified copy of the board resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into this Agreement, authorizing execution of the Agreement as required in the Contractor Certification Clauses.

All documentation must be returned to CDCR, OBS Contracts Management Branch. If you have any questions or need assistance, do not hesitate to contact me at (279) 223-1770 or via email at zamantha.toedter@cdcr.ca.gov.

Sincerely,

Zamantha Toedter

Zamantha Toedter
Contract Analyst
Contracts Management Branch

Enclosure(s)

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

C5612555

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

California Department of Corrections and Rehabilitation

CONTRACTOR NAME

City of Holtville Fire Department

2. The term of this Agreement is:

START DATE

Upon Approval

THROUGH END DATE

June 30, 2029

3. The maximum amount of this Agreement is:

\$0.00

Zero Dollars and Zero Cents

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Mutual Aid Agreement	6
Exhibit B	CDCR 2301 PREA Policy Info for Volunteers and Contractors	3
+		
-		

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

City of Holtville Fire Department

CONTRACTOR BUSINESS ADDRESS

549 Fern Ave

CITY

Holtville

STATE

CA

ZIP

92250

PRINTED NAME OF PERSON SIGNING

ALEX SILVA

TITLE

Fire Chief

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

California Department of Corrections and Rehabilitation

CONTRACTING AGENCY ADDRESS

9838 Old Placerville Road, Suite B-2

CITY

Sacramento

STATE

CA

ZIP

95827

PRINTED NAME OF PERSON SIGNING

MICHAEL WHITE

TITLE

Section Chief, Service Contracts Section

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

MUTUAL AID AGREEMENT
California Department of Corrections and Rehabilitation
Calipatria State Prison
And
City of Holtville Fire Department

THIS AGREEMENT is made and entered into this Upon Approval Date, between the Holtville Fire Department (HTL) and the California Department of Corrections and Rehabilitation (CDCR) / Calipatria State Prison (CAL).

1. OBJECTIVES

To make resources of the CDCR, CAL Fire Department and the HTL available to prevent and combat the effect of disasters which may result from such calamities as storm, flood, fire, earthquake, war, sabotage, and riot.

Each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities including but not limited to fire, rescue, relief and communications to cope with the problems of rescue, relief, and evacuation arising in the event of a disaster.

It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local basis.

2. RESPONSE PLAN

A. RESPONSE AREA SPECIFICS

The response area covered under the general guidelines of this Agreement is not to exceed the boundaries within the Operational Area. (Refer to Exhibit A-1, Operational Area Map).

In the event resources are needed outside the local operational area, notification must be made to the responding party's Emergency Operations Coordinator.

B. GUIDELINES Governing Response

Upon requests for mutual aid assistance, the requested fire service organization will send equipment, personnel, and other resources as available to any area within the Operational Area. The authority in charge of the agency called for assistance shall be the sole judge of how much assistance can be furnished under the circumstances of each particular case. It is agreed that neither party to this Agreement shall be liable in any way to the other, or its inhabitants or any other person, firm or corporation for failure to give assistance as requested.

C. RESOURCE AVAILABILITY

In the event that resources are unavailable for response, notification shall be made to the appropriate emergency operations CALter and/or local agency. Once resources are restored and available for response, notification shall be made to appropriate emergency operation centers and/or the local agency to indicate availability.

D. TYPES OF RESPONSES COVERED

The base premise of this plan assumes that any specific resources identified by this plan to be dispatched are available and in their respective normally assigned response area. Should this not be the case at the time of the dispatch, the resources dispatched by either agency will be the closest available resources.

E. PROTECTIVE CLOTHING

It shall be the responsibility of the agency sending emergency personnel to ensure that such personnel are provided protective clothing and equipment as required by California Code of Regulations (CCR), Title 8, Article 10.1., Section 3401 through 3410.

F. COMMUNICATIONS CAPABILITIES

It shall be the responsibility of the jurisdiction sending requested resources to ensure that responding personnel and equipment have adequate communications capability and that such communications be interoperable.

Fire and Rescue Dispatch Center is the El Centro Dispatch which is adequately equipped for emergency operations and operates 24-hours a day, 365 days a year. It is equipped to permit direct communications with all fire and rescue service agencies within their area of operations. It is staffed with competent personnel and equipped with such maps, charts, records and operational data as are necessary to perform emergency operations. Alternate Fire and Rescue Dispatch centers should have the same capability as the primary CALter, thus ensuring continued operations in the event of failure of the primary centers.

G. DISPATCH

Any dispatch of equipment and personnel pursuant to this Agreement is subject to the following condition:

Any request for mutual aid hereunder shall be written or verbal and will include a statement of the requested resources and shall specify the location of the response. A verbal request shall be made by contacting Calipatria State Prison's Central Control at (760) 348-7000 extension 5509, which is monitored 24 hours a day, 7 days a week.

H. CONTROL OF RESOURCES

Responding mutual aid units will come under the direction of the Incident Commander within whose jurisdiction the emergency has occurred. However, the providing jurisdiction shall supervise and direct their own personnel and equipment as far as is possible, consistent with the direction of the Incident Commander.

I. RELEASE OF RESOURCES

A responding agency shall be released by the requesting organization when, in the judgment of the Incident Commander, the services of the responding party are no longer needed. The responding agency may be recalled by its fire chief or his/her designated representative, if in their opinion, a need exists for the responding party to render services within the agency's normal service area.

3. CIVIL RIGHTS

The extension of benefits under the provisions of this Agreement shall be without discrimination as to age, handicap, race, creed, sex, or national origin.

4. NONDISCRIMINATION

The parties to this Agreement shall comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d through 2000d-6); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of disabilities and provides for "reasonable accommodation" in hiring of persons with disabilities; (d) The Older American Act of 1965 as amended (42 U.S.C. 3056 and 6101 et. seq.); and (e) USDA 9 AR, Title VI Implementation Regulations.

5. AMENDMENTS

This Agreement may only be amended by written mutual consent of the parties hereto.

6. NO AGENCY

The parties hereto agree that Calipatria State Prison, its inmates, agents, employees and officers shall not be considered an employee or agent of the Holtville Fire Department in the performance of this Agreement. In addition, it is mutually agreed that Calipatria State Prison and/or its inmates will not be used to replace or be used in lieu of Holtville Fire Department employees.

The parties hereto agree that Holtville Fire Department, its agents, employees and officers shall not be considered an employee or agent of Calipatria State Prison in the performance of this Agreement.

7. COMPENSATION

No party to this Agreement will be required to pay any monetary compensation to any other party to this Agreement for services rendered hereunder, the mutual advantage and protection afforded by this Agreement being considered adequate compensation to all parties.

The party receiving aid will be responsible for providing supplies and material, such as gasoline, oil, food and water for on-site use of equipment, and for the personnel who are engaged in providing aid hereunder. This Agreement is intended to cover day-to-day mutual aid only, and shall be of no effect at times when the State of California, Master Mutual Aid Agreement becomes operative.

8. INDEMNITY

To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the State and its directors, officers, employees, representatives and agents from and against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, penalties, fines, costs and expenses (including, but not limited to attorney fees and costs) arising out of, relating to, resulting from or in connection with the performance of this Agreement, due to the acts, errors or omissions of the Contractor or anyone for whom the Contractor is legally responsible.

To the fullest extent permitted by law, and subject to the availability of funds, the State shall defend, indemnify and hold harmless the Contractor and its directors, officers, employees, representatives and agents from and against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, penalties, fines, costs and expenses (including, but not limited to attorney fees and costs) arising out of, relating to, resulting from or in connection with the performance of this Agreement, due to the acts, errors or omissions of the State or anyone for whom the State is legally responsible

It is recognized that the interests herein are mutual and the Agreement is entered into for the common good of the general public and the parties hereto, and for strictly governmental purposes.

9. RIGHT TO TERMINATE

The parties hereto agree that either party may cancel this Agreement by giving the other party written notice thirty (30) days in advance of the effective date of such cancellation.

The State may terminate this Agreement should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State

10. LIABILITY FOR LOSS AND DAMAGES

Any damages by the Contractor to the State's facility including equipment, furniture, materials or other State property, will be repaired or replaced by the Contractor to the satisfaction of the State at no cost to the State.

11. EXTENSION OF TERM

When it is determined to be in the best interest of the State, this Agreement may be amended to extend the term for services as agreed upon by the parties.

12. SECURITY CLEARANCE/FINGERPRINTING

CDCR reserves the right to conduct fingerprinting and/or security clearance through the Department of Justice, Bureau of Criminal Identification and Information (BCII), prior to award and at any time during the term of the Agreement, in order to permit Contractor and/or Contractor's employee access to State premises. The State further reserves the right to terminate the Agreement should a threat to security be determined.

13. TUBERCULOSIS (TB) TESTING

In the event that the services required under this Agreement will be performed within a CDCR institution, parole office, or community-based program, Contractors and their employees who are assigned to work with, near, or around incarcerated persons or parolees shall be required to be examined and tested or medically evaluated by a licensed healthcare provider for TB in an infectious or contagious stage prior to the performance of contracted duties, and at least once a year thereafter (within 12 months of their initial or previous TB test under this contract), or more often as directed by CDCR.

Contractors and their employees who have any contact (physical or nonphysical) with incarcerated persons or parolees, shall be required to furnish to the CDCR Program or Institution Contract Manager, at no cost to CDCR, a documented Tuberculosis (TB) evaluation/test for TB' infection Tuberculin Skin Test (TST) or a blood test Interferon Gamma Release Assay (IGRA) completed within (30) thirty days of the start date of the services and be certified to be free of TB in an infectious or contagious stage by a licensed healthcare provider prior to assuming their contracted duties and annually thereafter.

The following provisions apply to services provided on departmental and/or institution grounds:

14. BLOODBORNE PATHOGENS

Contractor shall adhere to California Division of Occupational Safety and Health (CAL-OSHA) regulations and guidelines pertaining to bloodborne pathogens.

15. PRIMARY LAWS, RULES, AND REGULATIONS REGARDING CONDUCT AND ASSOCIATION WITH STATE PRISON INCARCERATED PERSONS AND DIVISION OF JUVENILE JUSTICE WARDS

Individuals who are not employees of CDCR, but who are working in and around incarcerated persons or wards who are housed within California's institutions, facilities, or camps, are to be apprised of the laws, rules and regulations governing conduct in associating with incarcerated persons or wards. The following is a summation of pertinent information when non-departmental employees come in contact with incarcerated persons or wards.

By signing this Agreement, the Contractor agrees that if the provisions of the contract require the Contractor to enter an institution, facility, or camp, the Contractor and any employee(s) and/or subcontractor(s) shall be made aware of and shall abide by the following laws, rules and regulations governing conduct in associating with prison incarcerated persons or wards:

- a. Persons who are not employed by CDCR but are engaged in work at any institution, facility, or camp must observe and abide by all laws, rules and regulations governing the conduct of their behavior in associating with prison incarcerated persons or wards. Failure to comply with these guidelines may lead to expulsion from CDCR institutions, facilities, or camps.

SOURCE: California Penal Code (PC) Sections 5054 and 5058; California Code of Regulations (CCR), Title 15, Sections 3285 and 3415, and California Welfare and Institutions Code (WIC) Section 1712.
- b. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated persons, wards, visitors, and employees shall be made aware of this.

SOURCE: PC Sections 5054 and 5058; CCR, Title 15, Section 3304; CCR Title 9, Section 30936; WIC Section 1712.
- c. All persons entering an institution, facility, or campground consent to search of their person, property, or vehicle at any time. Refusal by individuals to submit to a search of their person, property, or vehicle may be cause for denial of access to the premises.

SOURCE: PC Sections 2601, 5054 and 5058; CCR, Title 15, Sections 3173, 3173.2, 3177, 3288, Title 9, Sections 30275, 30958; WIC 1712.
- d. Persons normally permitted to enter an institution, facility, or camp may be barred, for cause, by the CDCR Director, Warden, and/or Regional Parole Administrator.

SOURCE: PC Sections 5054 and 5058; CCR, Title 15, Section 3176(a); CCR Title 9, Section 30275; WIC Section 1712.

- e. It is illegal for an individual who has been previously convicted of a felony offense to enter into CDCR adult institutions, facilities, or camps, or youth institutions, facilities, or camps in the nighttime, without the prior approval of the Warden or officer in charge. It is also illegal for an individual to enter onto these premises for unauthorized purposes or to refuse to leave said premises when requested to do so. Failure to comply with this provision could lead to prosecution.
SOURCE: PC Sections 602, 4570.5 and 4571; CCR, Title 15, Sections 3173 and 3289; WIC Section 1001.7.
- f. Encouraging and/or assisting prison incarcerated persons to escape is a crime. It is illegal to bring firearms, deadly weapons, explosives, tear gas, drugs, or drug paraphernalia on CDCR institutions, facilities, or camp premises. It is illegal to give prison incarcerated persons or wards firearms, explosives, alcoholic beverages, narcotics, or any drug or drug paraphernalia, including cocaine or marijuana. It is illegal to give wards sex-oriented objects or devices, and written materials and pictures whose sale is prohibited to minors.
SOURCE: PC Sections 2772, 2790, 4533, 4534, 4535, 4550, 4573, 4573.5, 4573.6 and 4574; CCR, Title 9, Sections 30945, 30976; WIC Sections 1001.5 and 1152.
- g. It is illegal to give or take letters from incarcerated persons or wards without the authorization of the Warden or officer in charge. It is also illegal to give or receive any type of gift and/or gratuities from incarcerated persons or wards.
SOURCE: PC Sections 2540, 2541 and 4570; CCR, Title 15, Sections 3010, 3399, 3401, 3424, and 3425 ; CCR, Title 9, Section 31609; WIC Section 1712.
- h. In an emergency situation, the visiting program and other program activities may be suspended.
SOURCE: PC Section 2601; CCR, Title 15, Section 3383; CCR, Title 9, Sections 30275, 30935.
- i. For security reasons, visitors must not wear clothing that in any way resembles state issued prison incarcerated person or ward clothing (blue denim shirts, blue denim pants).
SOURCE: CCR, Title 15, Section 3174(b)(1); Title 9, Sections 30275.
- j. Interviews with specific incarcerated persons are not permitted. Conspiring with an inmate to circumvent policy and/or regulations constitutes a rule violation that may result in appropriate legal action. Interviews with individual wards are permitted with written consent of each ward if he is 18 years of age or older, or with written consent of a parent, legal guardian, or committing court, if 17 years of age or younger.
SOURCE: CCR, Title 15, Sections 3261.5, 3315(a)(3)(X), and 3177; CCR, Title 9, 31100.

16. CLOTHING RESTRICTIONS

While on institution grounds, Contractor and all its agents, employees, and/or representatives shall be professionally and appropriately dressed in clothing distinct from that worn by incarcerated persons at the institution. Specifically, blue denim pants and blue chambray shirts; orange, red, yellow, white, or chartreuse jumpsuits; and/or yellow rainwear shall not be worn onto institution grounds, as this is incarcerated person attire. The Contractor should contact the institution regarding clothing restrictions prior to requiring access to the institution to assure the Contractor and their employees are in compliance.

17. TOBACCO-FREE ENVIRONMENT

Pursuant to Penal Code Section 5030.1, the use of tobacco products by any person on the grounds of any institution or facility under the jurisdiction of CDCR is prohibited.

18. SECURITY REGULATIONS

- a. Unless otherwise directed by the entrance gate officer and/or Contract Manager, the Contractor, Contractor's employees, and subcontractors shall enter the institution through the main entrance gate and park private and nonessential vehicles in the designated visitor's parking lot. Contractor, Contractor's employees, and subcontractors shall remove the keys from the ignition when outside the vehicle and all unattended vehicles shall be locked and secured while on institution grounds.

- b. Any State- and Contractor-owned equipment used by the Contractor for the provision of contract services under this Agreement, shall be rendered temporarily inoperative by the Contractor when not in use, by locking or other means unless specified otherwise.
- c. In order to maintain institution safety and security, periodic fire prevention inspections and site searches may become necessary, and Contractor must furnish keys to institutional authorities to access all locked areas on the worksite. The State shall in no way be responsible for Contractor's loss due to fire.
- d. Due to security procedures, the Contractor, Contractor's employees, and subcontractors may be delayed at the institution vehicle/pedestrian gates and sally ports. Any loss of time checking in and out of the institution gates and sally ports shall be borne by the Contractor.
- e. Contractor, Contractor's employees, and subcontractors shall observe all security rules and regulations and comply with all instructions given by institutional authorities.
- f. Electronic and communicative devices such as pagers, cell phones and cameras/micro cameras are not permitted on institution grounds.
- g. Contractor, Contractor's employees, and subcontractors shall not cause undue interference with the operations of the institution.
- h. No picketing is allowed on State property.

19. GATE CLEARANCE

Contractor and Contractor's employee(s) and/or subcontractor(s) must be cleared prior to providing services. The Contractor will be required to complete a Request for Gate Clearance for all persons entering the facility a minimum of ten (10) working days prior to commencement of service. The Request for Gate Clearance must include the person's name, social security number, valid state driver's license number or state identification card number and date of birth. Information shall be submitted to the Contract Liaison or his/her designee. CDCR uses the Request for Gate Clearance to run a California Law Enforcement Telecommunications System (CLETS) check. The check will include Department of Motor Vehicles check, Wants and Warrants check, and Criminal History check.

Gate clearance may be denied for the following reasons: Individual's presence in the institution presents a serious threat to security, individual has been charged with a serious crime committed on institution property, inadequate information is available to establish positive identity of prospective individual, and/or individual has deliberately falsified his/her identity.

All persons entering the facilities must have a valid state driver's license or photo identification card on their person.

20. CDCR CONTACT INFORMATION

Should questions or problems arise during the term of this Agreement, the Contractor should contact the following offices:

<ul style="list-style-type: none">Contractor Representative: Alex Silva, Fire Chief Phone Number: (760) 354.2673 Email: asilva@holtvilleca.gov	<ul style="list-style-type: none">CDCR Emergency Operations Coordinator: Art Yerena, Fire Chief/Safety Officer (CAL) Phone Number: (760) 791-6619 Email: art.yerena@cdcr.ca.gov
<ul style="list-style-type: none">Contract Representative: Yesenia Garcia, Business Service Officer I (CAL) Phone Number: (760) 348-7000 x 5180 Email: yesenia.garcia@cdcr.ca.gov	<ul style="list-style-type: none">General Agreement Issues: Office of Business Services Contracts Management Branch Phone Number: (279) 210-1770 Email: m_cdcrobscontracts@cdcr.ca.gov

The Prison Rape Elimination Policy for the California Department of Corrections and Rehabilitation (CDCR) is explained on this informational sheet. As a volunteer or private contractor who has contact with CDCR offenders, it is your responsibility to do what you can, within the parameters of your current assignment, to reduce incidents of sexual violence, staff sexual misconduct, and sexual harassment and to report information appropriately when they are reported to you or when you observe such an incident. For purposes of this Policy, the word “staff” includes volunteers and private contractors.

Historical Information

Both the Congress and State Legislature passed laws, the Federal Prison Rape Elimination Act (PREA) of 2003, the Sexual Abuse in Detention Elimination Act, Chapter 303, Statutes of 2005, and most recently the United States, Department of Justice Final Rule; National Standards of 2012 to help prevent, detect, and respond to sexual violence, staff sexual misconduct, and sexual harassment behind bars. It is important that we, as professionals, understand all aspects of these laws and our responsibilities to help prevent, detect, and respond to instances by offenders and staff.

CDCR Policy

The CDCR policy is found in Department Operations Manual (DOM), Chapter 5, Article 44. PREA addresses five types of sexual offenses. Sexual violence committed by offenders against offenders encompasses: abusive sexual contact, non-consensual sex acts, and sexual harassment by an offender. Other sections covered by PREA include staff sexual misconduct towards an offender and staff sexual harassment towards an offender.

CDCR’s policy provides for the following:

- CDCR is committed to continuing to provide a safe, humane, secure environment, free from offender on offender sexual violence, staff sexual misconduct, and sexual harassment.
- CDCR maintains zero tolerance for sexual violence, staff sexual misconduct, and sexual harassment in its institutions, community correctional facilities, conservation camps, and for all offenders under its jurisdiction.
- All sexual violence, staff sexual misconduct, and sexual harassment is strictly prohibited.
- This policy applies to all offenders and persons employed by the CDCR, including volunteers and independent contractors assigned to an institution, community correctional facility, conservation camp, or parole.

Retaliatory measures against employees or offenders who report incidents of sexual violence, staff sexual misconduct, or sexual harassment as well as retaliatory measures taken against those who cooperate with investigations shall not be tolerated and shall result in disciplinary action and/or criminal prosecution. Retaliatory measures include, but are not limited to:

- Coercion.
- Threats of punishments.
- Any other activities intended to discourage or prevent staff or offenders from reporting incident(s).

Professional Behavior

Staff, including volunteers and private contractors are expected to act in a professional manner while on the grounds of a CDCR institution and while interacting with other staff and offenders. Key elements of professional behavior include:

- Treating everyone, staff and offenders alike, with respect.
- Speaking without judging, blaming, or being demeaning.
- Listening to others with an objective ear and trying to understand their point of view.
- Avoiding gossip, name calling, and what may be perceived as offensive or "off-color" humor.
- Taking responsibility for your own behavior.

Preventative Measures

You can help reduce sexual violence, staff sexual misconduct, and sexual harassment by taking various actions during the performance of your duties as a volunteer or private contractor.

The following are ways in which you can help:

- Know and enforce the rules regarding the sexual conduct of offenders.
- Be professional at all times.
- Make it clear that sexual activity is not acceptable.
- Treat any suggestion or allegation of sexual violence, staff sexual misconduct, and sexual harassment as serious.
- Follow appropriate reporting procedures and assure that the alleged victim is separated from the alleged predator.
- Never advise an offender to use force to repel sexual advances.

Detection

All staff, including volunteers and private contractors, is responsible for reporting immediately and confidentially, to the appropriate supervisor any information that indicates an offender is being, or has been, the victim of sexual violence, staff sexual misconduct, or sexual harassment.

After immediately reporting to the appropriate supervisor, you are required to document the information you reported. You will be instructed by the supervisor regarding the appropriate form to be used for documentation.

You will take necessary action (i.e., give direction or press your alarm) to prevent further harm to the victim. Staff, including volunteers and private contractors, will request the victim does not: 1) Shower; 2) Remove clothing without custody supervision; 3) Use the restroom facilities; and 4) Consume any liquids.

I have read the information above and understand my responsibility to immediately report any information that indicates an offender is being, or has been, the victim of sexual violence, staff sexual misconduct, or sexual harassment.

Volunteer/Contractor Name (Printed)

Date Signed

Signature of Volunteer/Contractor

Current Assignment within Institution

Contact Telephone Number

Supervisor in Current Assignment

PART B shall only be completed by contractors who, in the course of their assigned duties, have contact with inmates.

Duty to Report

You are required to answer the following questions:

- 1) Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, other institution?
☐ Yes ☐ No If yes, provide the date of the incident and the facility name in the space below.
- 2) Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?
☐ Yes ☐ No If yes, provide the date of the incident and the county in the space below.
- 3) Have you ever been civilly or administratively found to have engaged in the activity described in question (2) above?
☐ Yes ☐ No If yes, provide the date of the incident and the county in the space below.
- 4) Have you ever received any disciplinary action as a result of allegations of sexual harassment of an inmate in a prison, jail, lockup, community confinement facility, or other institution?
☐ Yes ☐ No If yes, provide the date of the incident and the facility name in the space below.

If you answered "Yes" to any of the questions, please provide the date of the incident and the facility name/county where it occurred:

Date: _____

Facility/County Name: _____

As a contract employee, you have a continuing duty to promptly report, and you are required to notify your employer and the Appointing Authority of the Institution to which you are assigned if the answer to any of the above questions changes.

I hereby certify that there are no misrepresentations, omissions, or falsifications, and that all answers are true and correct. I understand and agree that if any material facts are discovered which differ from those facts stated by me on this form, my services to the California Department of Corrections and Rehabilitation will be discontinued and my contract employer will be notified.

Printed


Signature:

Date

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: May 23, 2025
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>05/27/25</u>
Item Number	<u>5 a</u>
City Manager	
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

ADMINISTRATION

Public Safety Lot/New Construction – Rubio Medina of Irvine, California was engaged in April, 2023, 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, wherein iterative documents were discussed and revised. Pursuant to discussions between Council, Chief Silva, the CM and Mr. Medina regarding configuration, direction solidified for constructing a 3-bay apparatus section and a 2-story administration/residence area. Further discussion also clarified the placement of the building on the site and the external motif of the building. Mr. Medina moved forward with subconsultants for plumbing, electrical, HVAC, etc. Due to an increase in the size of the project over that which was called out in the RFP, the architect has approached the City about augmented funding, which may be brought to Council in the future. More solid delineation of cost estimates for the phasing of the project were presented in August and presented to Council for consideration. A status update meeting with Mr. Medina was held via Zoom in late January. Chief Silva and the CM got an update, wherein Medina estimated submission of plans for first plan check to be middle to late February. Chief Silva has continued to meet virtually with the architect and subconsultants on various issues over the past few weeks. The full set of drawings were finally submitted to the plan check firm in late April. This process is expected to be iterative with the architect, with multiple redlines and resubmissions, however, staff expects the entire process to be less than 60 days.

Staff met with representatives of USDA Rural Development in late 2024 to discuss financing the remaining unfunded portion of the project. Unfortunately, although their website notes capability of disadvantaged communities with populations under 12,000 to apply for 50% grant, 50% loan funding, that program is capped at \$50,000 for grants, so any hope that grant funding may be available is not there. Rates were adjusted on October 1, from 4% down to 3.75%, so the loan payment calculation improved, but not drastically.

Multiple conversations regarding augmented funding have taken place with staff, Council, and various entities. The CM compiled information from various sources and submitted an application for directed Congressional funding to Raul Ruiz's office in early May. The City received word that the project was selected by the Congressman and recommended to the Congressional budget committee. Although we were notified in March that the Congressman's projects were not funded, his office subsequently informed staff that the project will be resubmitted in the next round of funding. Staff will continue to work with the Congressman's office in hopes that the funding will be secured in the coming fiscal year.

Staff continues to pursue additional funding sources. At the 2024 League of Cities Annual Conference, Councilmen Anderson and Goodsell joined the CM in multiple conversations with firms and organizations that show promise as potential funding sources. One salient proposal was received on which Council requested further research. The contact led to a two-year agreement in February with the CrisCom Company to represent the City in pursuing funding.

In late April, the CM and Mayor Goodsell flew to Sacramento in association with a League of Cities event and had an opportunity to meet with our state legislators regarding directed funding for the project. We were

also able to dovetail into ongoing conversations between ICSO and these representatives for funding their own Imperial County project. Budget funding will be tight, due to state shortfalls, but this work, along with assistance from CrisCom, put the City in a very favorable position to capture any potential windfalls.

Annual Financial Audit – the City’s auditors from Moss, Levy, and Hartzheim were *onsite in March and again this past week*. The CM has once again had to set aside most other tasks over the much of April and early May to prepare for and subsequently respond to issues with the audit, functioning as the lead on this required activity. Some deficiencies in finance activities were discovered in the process that have required further subsequent work. The CM has continued to function nearly exclusively to rectify these issues over the past two months. *All information has now been provided and the auditors and they have reported that the final audit documents are being drafted next week. It should be noted that some explanation to funding agencies will be required, as the audit is now nearly 60 days past due.*

Events – *The annual Memorial Day Ceremony is scheduled to take place at the Veterans Memorial Wall in Holt Park on Monday, May 26, 2025, at 8:30 AM.*

PUBLIC WORKS

TRANSPORTATION PROJECTS

Pear Canal Undergrounding/Ninth Street Improvements (Olive to Melon) – Initial action to proceed with this project 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 needed 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.

IID had procured Congressional funding for the project that the City was asked to administer. Late in the process, it was relayed to staff that by taking on administration of the funding, the City would now be responsible for paying the 11.47% matching funds necessary for the grant, which could be in the neighborhood of \$100k. Nevertheless, an agreement was approved with IID to administer the funding in October. The closing financial paperwork with Caltrans remains. The CM met with IID in early March to discuss their upcoming billing for the work done on the project and what amount would be left for the City to recoup for our expenditures. It is evident that IID came in under the construction estimate and there is opportunity for the City to recoup the bulk of its cash outlay for the project. Through a couple of conversations with IID, it was revealed that they have been awaiting a document from the City, which was provided in early May. A recent email reflected that the final billing is now forthcoming. *Caltrans is now waiting for a billing, as the project is going to enter “inactive” status if a bill is not submitted in the next week, so the CM has reached out to IID to check status.*

The City was awarded funding through ICTC for the resulting necessary sidewalk and roadway improvements early in the process. LC Engineering was awarded the contract for design in February, 2024. Delays with the undergrounding project pushed back the start of the sidewalk project, necessitating a time extension. A web conference was held in September to clarify the need to move a portion of the funding for the street project into the current fiscal year. With the undergrounding project complete, staff will prepare an RFP to begin the construction of the curb, gutter and sidewalk, along with the minor pavement necessary to widen the roadway. Staff began discussion with the City Engineer in January to develop the RFP for this project to be released in March, however, we are currently awaiting clearance to proceed from Caltrans.

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. Staff began discussion with the City Engineer in March to develop a Design RFP for this project for release in April.

2025 Call for Projects – this topic was brought to City Council in late April to approve two projects suggested by staff. Pursuant to conversations at the SCAG Conference, the CM requested that planning staff work up and submit two additional projects by the due date. ***The 4 projects (Cedar Avenue from Fourth to Fifth, as well as Melon Avenue from Eighth to Ninth, Seventh to Eighth, and Sixth to Seventh) were submitted and currently await scoring and funding determination.***

Capital Improvements Project Listing – a meeting was held in November, 2023, 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. Council has requested that this issue be moved up in the queue and this be addressed shortly. Staff reinitialized discussions and had some preliminary information on the late-April agenda.

PARKS

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. Eventually, 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. Multiple ideas to control costs and stretch the project dollars were decided upon. The decision was made to proceed with the general direction of keeping the original character of the structure, while making concessions to keep costs under control.

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. Pursuant to a periodic plan check, reprioritization of the elements to be completed vis a vis available funding was amended in May. Kleinfelder provided 90% plans in late September, so this phase nears completion. Included in that plan set were construction estimates. After some analysis, staff will be bringing this to Council to approve advertising and bidding. THG reviewed the plans and sent them back to Kleinfelder for clarification and/or correction. The revised plans were resubmitted and further comments were sent back by THG. 95% plans were received on Monday, 2/10, with some minor adjustments still needed. Staff is currently working to procure the final environmental and cultural clearances so that the project can go to bid, likely within the next month.

City staff is attempting to take advantage of available funding from the IID to augment paying for this project through a green spaces grant for planting trees. As there is a significant component of the project to add trees along the leadup trail and the proposed park at the base of the trestle, funding was requested to offset those expenses.

Holtville East Trail Link - The City Manager had multiple discussions in recent years 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 has been well received by SCAG staff and the head of County Public Works. An application for Active Transportation funding was developed in mid-2024 and a grant application was submitted in June to fund design of the project.

Mellinger Alamo River Trail - A grant was awarded in early 2024 to River Partners, a non-profit that deals in habitat restoration, for a project that would include a Wetlands trail spur. RP met with the City Manager and toured the site, then engaged Nicklaus Engineering to design the project. Staff was contacted by NEI in March to discuss design elements. River Partners staff continued to meet with the CM throughout the Spring and early Summer, performing a few physical “scouting” trips to decide the best path for the trail extension. They have done some preliminary exploration and soil sampling and continue to move the project forward. A tentative map was forwarded to the City this week. The original template is aggressive (i.e. “Expensive”), so it is assumed that discussions and concessions will be forthcoming. River Partners presented a slightly revised plan to the Council in early October to get feedback on the direction of the project. Staff met virtually with River Partners in mid-December, with some minor adjustments to the plans discussed. A regrouping meeting was held in February – we are awaiting a few studies to proceed with the next steps in finalizing design and procuring funding. The City has been working with the Institute for Local Government on support for various projects, so they met with RP in early March to eventually assist with procuring construction grants when the time arises. A progress meeting this week revealed that a cultural resources report is being produced, after which project costing will continue and scoping can be discussed.

Green Lighting for Outdoor Wellness (GLOW) Grant – *Staff was made aware of a funding opportunity through IID for outdoor lighting. It was determined that such lighting could be useful to repair, replace and augment lights at both Samaha and Mack Parks. Additionally, staff has begun discussion of providing lighting along the Mellinger Alamo River Trail.*

BUILDING DEPT - The City has issued **35** building permits in 2025. A list of permits issued by month is available on the City’s website at <https://www.holtville.ca.gov/building-planning/building-and-planning/building-department/>

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 moving 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 the 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 denser 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 and again in July. The CM spoke with Mr. Hawk today and he conveyed a desire to sell the project, which is now listed for sale.

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 had made a drawdown on funding, however, the ownership group has been somewhat unresponsive as the project sat in limbo for some time. An extension on their CUP was requested and was granted by Planning Commission in May, 2024, then a pre-construction meeting with the developer and City was finally held in January. Construction is in progress, which the Building Inspector is overseeing.

The construction superintendent has requested to perform some work in the coming months overnight. Staff is currently awaiting a formal proposal.

AMG Pine Crossing Apartments (± 64) – This is a proposed mirror image project across from Fern Crossing complex. The Building Inspector and City Engineer have coordinated with a plan check firm on the plans that were first submitted in June. After a few iterations and resubmissions, the building plans were approved in early October. AMG is still working with The City Engineer and staff on finalizing all site work and off-site plans for utilities and stormwater handling. Dirt work on the project has begun. Staff met with the City Engineer to discuss issues with handling of stormwater for the property multiple times. A property boundary issue has surfaced with the lot to the north that will require examination. A phone conference was held with the developer and staff and discuss some issues regarding requirements of the City, then the CM met with the Construction superintendent multiple times in March to finalize City requirements. The design engineer has resubmitted plans for a contested water line and preliminary grading has begun.

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 was held at a subsequent City Council meeting and the project was approved. We will now await more definitive site plans and building design for review.

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.

MEETINGS & EVENTS RECENTLY ATTENDED :

- 05/12/25 Department Head Meeting *City Hall*
- 05/12/25 Holtville City Council Meeting *City Hall*
- 05/14/25 ICTC Management/CCMA Meetings *ICTC Offices (EC)*
- 05/15/25 Holtville Farmers Market & Street Fair *Holt Park*
- 05/16/25 Holtville Rotary Club Luncheon *Civic Center*
- 05/16/25 Conference w/ City Attorney *re: Various Issues* *Offices of Walker & Driskill*
- 05/19/25 Department Head Meeting *City Hall*
- 05/20/25 BOOST Assistance Check-in *Web Conference*
- 05/22/25 Holtville Rotary Board of Directors Meeting *City Hall*
- 05/22 - 23/2025 MLH Auditors Onsite *Holtville City Hall*
-
-

UPCOMING EVENTS :

- 05/26/25 Memorial Day Observed *(City Hall Closed)*
- 05/26/25 Memorial Day Ceremony *Holt Park*
- 05/27/25 NW Sick Day (SD Medical Appointment)
- 05/27/25 Alamo River Trail (Wetlands Spur) Check-in Meeting *Web Conference*
- 05/27/25 Holtville City Council Meeting *City Hall*
- 05/30/25 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*
- 06/02/25 Department Head Meeting *City Hall*
- 06/03/25 BOOST Assistance Check-in *Web Conference*
- 06/06/25 CA FFA Foundation Board Meeting *Web Conference*
- 06/06/25 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*
- 06/06/25 Holtville Ice Cream Social *Holt Park*
- 06/09/25 Department Head Meeting *City Hall*
- 06/09/25 Holtville City Council Meeting *City Hall*
- 06/11/25 ICTC Management/CCMA Meetings *City of Calexico*
- 06/11 - 07/12/25 IVEDC Annual Economic & Energy Summit *Cambria Hotel (Imperial)*
- 06/16/25 Holtville Planning Commission Meeting *City Hall*
- 06/17/25 BOOST Assistance Check-in *Web Conference*
- 06/19/25 Juneteenth Observed *(City Hall Closed)*
- 06/25/25 Holtville City Council Meeting *City Hall*
- 07/23/25 IV Foreign Trade Zone Meeting *IC Workforce Development (EC)*
- 07/07 - 07/11/25 NW Vacation Days *(Tentatively Out of Office)*
- 08/14 - 08/15/25 NW Vacation Days *(Out of Office)*
- 10/08 - 10/10/25 CA League of Cities Annual Conference *Long Beach, CA*

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

Respectfully submitted,



Nicholas D. Wells, City Manager

MEETING DATE:		<u>5/27/25</u>
ITEM NUMBER		<u>5b</u>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: May 21, 2025

FROM: Chandler Sinclair, Finance Supervisor

SUBJECT: Finance Department Update

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

City of Holtville Financial Update – General Fund

The purpose of the following information is to address the financial health of the City of Holtville's **General Fund** as of **April FY2025**.

The Finance Department has examined and evaluated the General Fund making necessary adjustments to ensure all revenues and expenditures have been properly recorded with efforts to establish increased knowledge of current financial standing and to better generate future projections and proposals.

The following report includes a comparison of actual performance against budgeted figures as well as the Year-over-Year (YoY) figures. This report serves as a comprehensive overview of the City's General Fund as of April FY2025, which shows areas where the City has outperformed expectations and shows areas that may require improvement. In addition, there are some levels of explanation included for the anomalies observed.

In addition, this evaluation shows a composition of possible proposals for the upcoming FY2026.

	2023-24				2024-25					YoY Change	2025-26		
Acct. Description	Budget	Thru April	Y/E Actual	% of Bgt	Budget	Thru April	% of Bgt	Projected	% of Proj			Proposed	
GENERAL FUND													
REVENUE													
Property Tax	378,700	315,947	316,008	83.4%	330,700	181,590	54.9%	196,740	92.3%	-42.5%	318,200		
Other Taxes	962,000	919,682	1,496,094	95.6%	1,231,500	1,168,378	94.9%	1,285,120	90.9%	27.0%	1,328,000		
Licenses/Permits	1,600	863	1,110	53.9%	1,700	1,163	68.4%	1,163	100.0%	34.8%	1,700		
Fines & Penalties	1,150	543	628	47.2%	1,050	681	64.9%	681	100.0%	25.4%	1,050		
Revenue from Use of Money	35,000	141,094	168,503	403.1%	55,000	14,230	25.9%	16,006	88.9%	-89.9%	75,000		
Revenue from other Agencies	1,804,179	733,411	1,087,830	40.7%	1,020,738	1,102,137	108.0%	1,943,956	56.7%	50.3%	1,050,488		
Total Current Services	123,775	201,142	275,100	162.5%	188,625	119,300	63.2%	162,956	73.2%	-40.7%	181,375		
Total Other Revenue	654,000	601,337	728,367	91.9%	670,000	670,249	100.0%	670,512	100.0%	11.5%	670,000		
TOTAL REVENUE	3,960,404	2,914,019	4,073,640	73.6%	3,499,313	3,257,728	93.1%	4,277,134	76.2%	11.8%	3,625,813		
EXPENDITURES													
Salaries & Wages	883,475	817,906	964,288	92.6%	973,456	987,029	101.4%	1,156,345	85.4%	20.7%	1,049,280		
Fringe Benefits	248,750	180,500	220,275	72.6%	317,647	171,952	54.1%	209,538	82.1%	-4.7%	335,708		
Personal Expenses	259,495	329,937	337,494	127.1%	345,695	350,509	101.4%	359,273	97.6%	6.2%	346,195		
Supplies & Services	1,692,485	1,870,236	2,306,189	110.5%	1,806,940	1,636,230	90.6%	1,959,329	83.5%	-12.5%	1,903,013		
Data Processing	49,375	41,601	50,895	84.3%	48,425	44,743	92.4%	47,744	93.7%	7.6%	72,575		
Outlay	35,000	205,500	205,500	587.1%	35,000	6,159	17.6%	6,159	100.0%	-97.0%	35,000		
Lawsuit Expense	53,052					33,532		33,532			-		
TOTAL EXPENDITURES	3,221,632	3,445,680	4,084,641	107.0%	3,527,163	3,230,154	91.6%	3,738,388	86.4%	-6.3%	3,741,771		
Net Revenue over Expenditures	738,772	(531,661)	(11,001)		(27,850)	27,574		538,746		105.2%	(115,958)		

[GENERAL FUND]

Revenues

- Revenue Budget for FY2025 is estimated at \$3.499M.
- Revenues through April 2025 are estimated at \$3.257M.
- Projected Revenues for FY2025 are estimated at \$4.277M.

Therefore, projected revenues are roughly \$777.8K **more** than budgeted revenues.

Relevant Commentary:

- The City is expecting more Current Secured and Unsecured Tax Revenue for FY2025. Once this has been received, the proposed figures for FY2026 will be updated.
- Interest Earnings for FY2025 have not yet been calculated. This influences our projected figures for FY2025. This issue will be reconciled before Y/E and will provide a more accurate depiction into the proposed figures for FY2026.
- The City will be receiving over \$400K of State COPS funding for FY2025 due to back pay from previous years. This trend will not continue moving forward.

YoY Change - Revenue

- Property Tax Revenue shows a **decrease of 42.5%** YoY (\$134.4K). This is due to outstanding tax revenue from both Current Secured and Unsecured Taxes. Once received, the decrease in revenue YoY will diminish.
- Revenue from Use of Money shows a **decrease of 89.9%** YoY (\$126.9K). This is due to missing interest earnings. Once interest earnings have been calculated, this revenue is expected to surpass the budgeted figures.
- Total Current Services show a **decrease of 40.7%** YoY (\$81.8K). The entire decline of this revenue is due to a decrease in building permit fees collected as well as planning & zoning fees collected.
- Overall, TOTAL REVENUES show a **increase of 11.8%** YoY (\$343.7K).

[GENERAL FUND]

Expenditures - by Category

ADMIN:

- Expenditures Budget for FY2025 is estimated at \$1.178M.
- Expenditures through April 2025 are estimated at \$946.6K.
- Projected Expenditures for FY2025 are estimated at \$1.062M.

Therefore, projected expenditures are roughly \$115.8K **under** budgeted.

SAFETY:

- Expenditures Budget for FY 2025 is estimated at \$1.853M.
- Expenditures through April 2025 are estimated at \$1.806M.
- Projected Expenditures for FY2025 are estimated at \$2.119M.

Therefore, projected expenditures are roughly \$266.5K **over** budgeted.

PUB WKS:

- Expenditures Budget for FY 2025 is estimated at \$496.1K.
- Expenditures through April 2025 are estimated at \$507.0K.
- Projected Expenditures for FY2025 are estimated at \$556.5K.

Therefore, projected expenditures are roughly \$60.3K **over** budgeted.

YoY Change - Total Expenditures

- Salaries & Wages expense show an **increase of 20.7%** YoY (\$169.1K). This is due to an increase in wages (minimum wage increase/minimum threshold increase). There was also an employee added to the City Clerk payroll that was not on the payroll the previous year. In addition, the *Safety - Fire* payroll & wages showed the largest increase in expenditure. It **increased 48.4%** YoY (\$194.4K), which a portion of will be reimbursed through OES Reimbursement from Strike Team participation.
- Personal Expenses show an **increase of 6.2%** YoY (\$20.6K). The majority of this is due to a spike in Expenditure on Insurance & Safety Bonds, specifically for PERMA. This accounts for 95% of the increase for this expense.
- Data Processing shows an **increase of 7.6%** YoY (\$3.1K). This is due to mis posts from the previous year.
- Overall, TOTAL EXPENDITURES show a **decrease of 6.3%** YoY (\$215.5K).

[GENERAL FUND]

NET INCOME

- The Net Income (NI) as of April FY2025 for the General Fund is **\$27.6K**, and it does show an improvement YoY of 105.2% (\$559.2K).
- The City of Holtville's General Fund projections show that revenues should outweigh expenditures by approximately \$538.7K for the end of FY2025.

Overall, the City of Holtville's financial health of the General Fund as of April FY2025 is in good condition, and the City is trending to produce a positive net income.

Moving forward, there needs to be more diligent effort from the finance department put towards bank reconciliations to identify adequate values of interest earnings in real time. In addition, the supervisor has worked with Accounts Payable and Accounts Receivable to correct journal entries and ensure revenues and expenditures are being recorded accurately, which will be a continuous effort through the future.

The Finance Department and the City Manager will continue to go over budgets, revenues, expenditures, and more with each Department Head before the Fiscal Year End to ensure continuous positive financial health and promote conservative financial decision-making.

Please reach out to the Finance Supervisor with any questions or comments.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Chandler Sinclair', is positioned above the printed name.

Chandler Sinclair
Finance Supervisor
City of Holtville

MEETING DATE:		<u>5/27/25</u>
ITEM NUMBER		<u>5c</u>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

City of Holtville
REPORT TO COUNCIL

DATE ISSUED: May 15,, 2025
FROM: Alex Silva, Fire Chief
SUBJECT: Monthly Report for April 2025

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

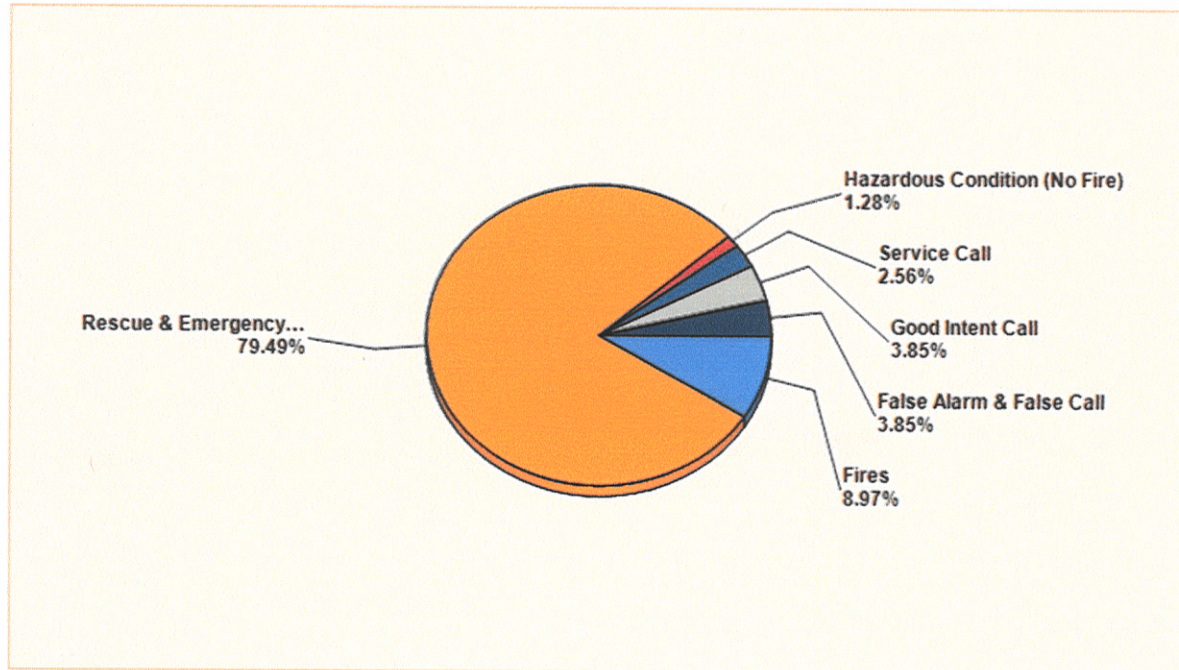
During the month of April, 2025, we continued flowing hydrants. The hydrants have to be flowed and tested at least once a year. This insures the hydrants are maintained and operational. We monitor the hydrant pressure, gallons per minute. An excellent flowing hydrant get a blue cap 1500 gpm, a green cap is designated to a hydrant with capacity of 1000 to 1499 gpm, a hydrant with capacity of 500 to 999 gpm gets an orange cap, red cap is designated to hydrants with low flow. The city has approximately 135 hydrants, the hydrants get tested and flowed on Tuesdays barring any emergencies or training. The following is the monthly report for the month of April 2025.

Emergency calls	78
Training hours	189

Cordially submitted



Alex Silva
Fire Chief



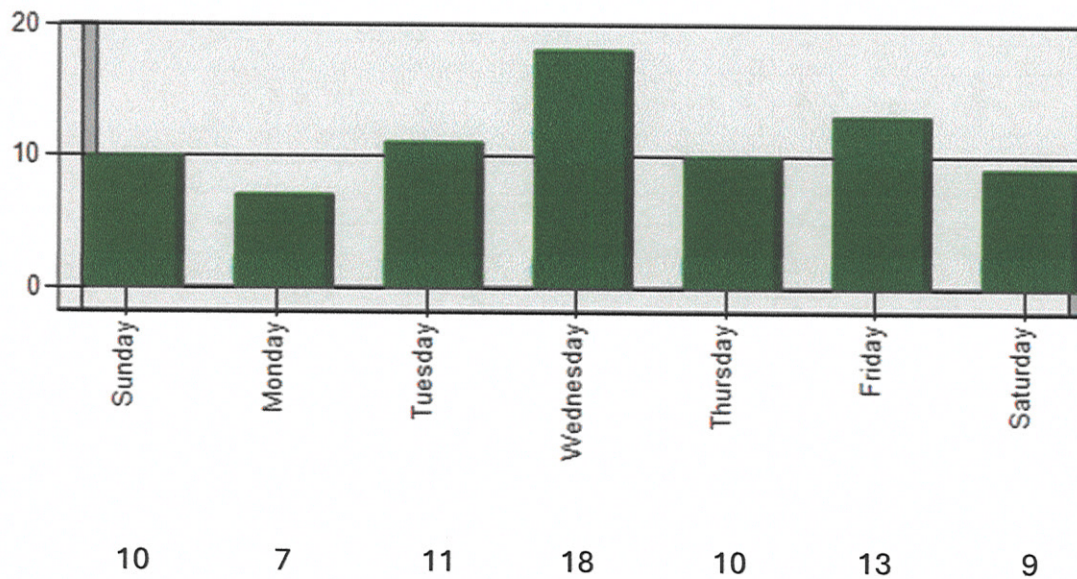
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	8.97%
Rescue & Emergency Medical Service	62	79.49%
Hazardous Condition (No Fire)	1	1.28%
Service Call	2	2.56%
Good Intent Call	3	3.85%
False Alarm & False Call	3	3.85%
TOTAL	78	100%

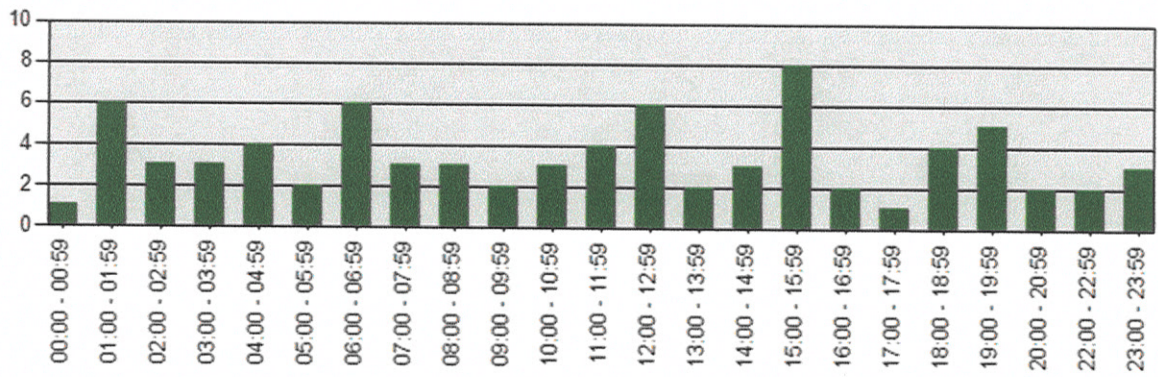
ACTION TAKEN	# INCIDENTS	PERCENTAGE
11 - Extinguishment by fire service personnel	4	5.13%
12 - Salvage & overhaul	2	2.56%
31 - Provide first aid & check for injuries	7	8.97%
32 - Provide basic life support (BLS)	51	65.38%
55 - Establish safe area	1	1.28%
70 - Assistance, other	5	6.41%
71 - Assist physically disabled	2	2.56%
86 - Investigate	5	6.41%
87 - Investigate fire out on arrival	1	1.28%
93 - Cancelled en route	2	2.56%

TOTAL: 80

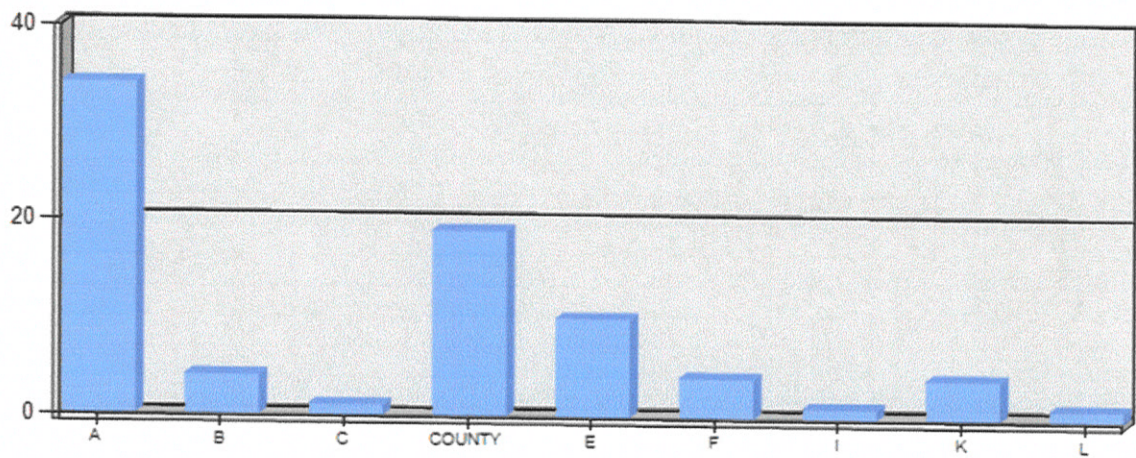
TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
2	\$145,000.00	\$0.00	\$145,000.00	\$72,500.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2025-297	04/21/2025	322 - Motor vehicle accident with injuries	\$5,000.00	\$0.00	\$5,000.00	3.45%
2025-313	04/25/2025	322 - Motor vehicle accident with injuries	\$140,000.00	\$0.00	\$140,000.00	96.55%





1 6 3 3 4 2 6 3 3 2 3 4 6 2 3 8 2 1 4 5 2 2 3



34 4 1 19 10 4 1 4 1

April 30	Calls
2025	322
2024	335
2023	351
2022	270

City of Holtville

REPORT TO CITY COUNCIL

MEETING DATE:		<u>5/27/25</u>
ITEM NUMBER		<u>5d</u>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

DATE ISSUED: May 19th, 2025

FROM: Frank Cornejo
Water/Wastewater Operations Supervisor

SUBJECT: Water / Wastewater Plant Operations & Maintenance Summary

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

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

WATER TREATMENT PLANT:

I am pleased to inform council that after the aeration system upgrades to our 2.4 MG storage tank, The City of Holtville has remained in full compliance with DBP Rule limits for TTHM's and HAA5's Summarized below for your review is an updated spreadsheet including data for the **1st Quarter 2025**.

State of California										State Water Resources Control Board				
Division of Drinking Water										San Diego District				
Stage 2 DBP-Quarterly TTHM Report for Disinfection Byproducts Compliance and Operational Evaluation (in µg/L or ppb)														
System Name:		City of Holtville				System No.:		1310005		Year:		2025	Quarter:	1st
Year:		2023				2024				2025				
Quarter:		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Site 9		34.0	58.0	58.0	42.0	35.0	50.0	39.0	34.0	69.0				
Running Annual Average		79	70	66	48	48	46	42	40	48				
Meets MCL ?		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Operational Evaluation Level OEL		73	60	70	50	43	44	41	39	53				
OEL≤MCL?		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Site 10		30.0	50.0	50.0	37.0	33.0	41.0	33.0	26.0	60.0				
Running Annual Average		76	68	68	42	43	40	36	33	40				
Meets MCL ?		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Operational Evaluation Level OEL		70	62	74	44	38	38	35	32	45				
OEL≤MCL?		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Distribution System Entrance		23.0	39.0	41.0	33.0	30.0	29.0	24.0	24.0	52.0				
Running Annual Average		74	66	63	34	36	33	29	27	32				
Meets MCL ?		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Operational Evaluation Level OEL		68	58	66	37	34	30	27	25	38				
OEL≤MCL?		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				

WASTEWATER TREATMENT PLANT:

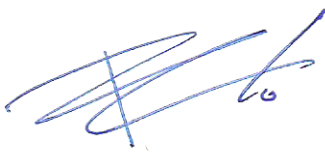
As noted in the spreadsheet below, wastewater treatment plant effluent ammonia levels have continued to remain in compliance during the **1st Quarter 2025**.

City of Holtville Monthly Wastewater Monitoring Data

NPDES Permit No. CA0104361

Month/Year	Influent Flow Average (MGD)	Influent Flow Minimum (MGD)	Influent Flow Maximum (MGD)	Influent BOD mg/L	Effluent BOD mg/L	Influent TSS mg/L	Effluent TSS mg/L	Influent Ammonia, ppm	Effluent Ammonia, ppm	Effluent E. Coli
Jan-25	0.3985	0.3233	0.4765	472.5	3.8	1090.0	2.5	44.0	0.0	1.8
Feb-25	0.4012	0.3385	0.4967	675.0	2.2	1280.0	2.1	39.0	0.1	2.3
Mar-25	0.4434	0.3237	0.5326	487.5	1.1	863.0	2.3	47.0	0.1	1.8
Apr-25										
May-25										
Jun-25										
Jul-25										
Aug-25										
Sep-25										
Oct-25										
Nov-25										
Dec-25										
AVERAGES-	0.4144	0.3285	0.5019	545.0	2.4	1077.7	2.3	43.3	0.1	2.0

Respectfully Submitted,



Frank Cornejo.
Water/Wastewater Chief Operator/Consultant
IV Water Specialists

**City of Holtville
REPORT TO COUNCIL**

MEETING DATE:		<u>5/27/25</u>
ITEM NUMBER		<u>5e</u>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

DATE ISSUED May 23, 2025,
FROM: **Public Works Supervisor**
SUBJECT: Bimonthly Report.

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

The purpose of this report is to inform the 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 the park and around town.
- Cleaning up all burnt salt cedars south of the skate park.
- Picked up 4 dogs.
- Installed two 1-inch meters.
- Set up closure for the farmers market.
- Installed ten 3/4-inch meters.
- Installed 160 ft of fencing at city yard.

Respectfully Submitted,



Alejandro Chavez
Public Works Supervisor
City of Holtville