

AGENDA

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

Monday, October 28, 2024

<input type="checkbox"/> Murray Anderson, Mayor	<input type="checkbox"/> George Morris, City Treasurer	<input type="checkbox"/> Alex Silva, Fire Chief
<input type="checkbox"/> John Munger, Mayor Pro Tem	<input type="checkbox"/> Nick Wells, City Manager	<input type="checkbox"/> Joe Conkey, Police Chief
<input type="checkbox"/> Mike Goodsell, Council Member	<input type="checkbox"/> Finance Supervisor	<input type="checkbox"/> Jack Holt, City Engineer
<input type="checkbox"/> Richard Layton, Council Member	<input type="checkbox"/> Steve Walker, City Attorney	<input type="checkbox"/> George Galvan, City Planner
<input type="checkbox"/> Michael Pacheco, 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

PUBLIC EMPLOYMENT:

(Government Code Section 54957)

City Manager Evaluation
Evaluation Criteria

RECONVENE OPEN SESSION - 6:00 PM

PLEDGE of ALLEGIANCE:

INVOCATION:

CITY CLERK RE: Verification of Posting of the Agenda

EXECUTIVE SESSION ANNOUNCEMENTS:

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

1. CONSENT AGENDA:

The items on the Consent Agenda are to be approved without comment. Should any Council Member or member of the public wish to discuss any item, they may request that the item be removed from the Consent Agenda and placed on the NEW Business agenda.

- a. Approval of the Minutes from the Regular Meeting of Monday, October 7, 2024.
- b. Current Demands #47331 through #47376.
- c. **Revised RESOLUTION #24-26** Delegating the Mayor to Execute All Documents for the Infill Infrastructure Grant of 2019.

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUES:

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

a. Discussion/Related Action to Authorize Execution of a Fund Transfer Agreement
Between the City of Holtville and the Imperial Irrigation District for Completion of the Pear
Canal Undergrounding Project *Nick Wells, City Manager*

b. Discussion/Related Action to Authorize Bidding for Construction Services for the
2025 Street Maintenance Project *Jack Holt, City Engineer*

4. UNFINISHED BUSINESS: *None*

5. STAFF REPORTS

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

6. Items for Future Meetings: *Sidewalks/Bus Bench Funding*

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, October 25, 2024.

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

Monday, October 14, 2024

MEETING DATE:	<u>10/28/24</u>
ITEM NUMBER	<u>1 a</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

The Regular Meeting of the Holtville City Council was held on Monday, October 14, 2024, at 5:30 pm in the Civic Center. Mayor Murray Anderson was present, as were Council Members Mike Goodsell, Richard Layton, John Munger, and Mike Pacheco. Also present were City Planner George Galvan, City Treasurer George Morris, City Manager Nick Wells, City Clerk Yvette Rios, and in the place of City Attorney Steve Walker who was unavailable, his partner Mitch Driskill.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

The Closed Session meeting was called to order at 5:31 PM. by Mayor Murray Anderson.

PUBLIC EMPLOYMENT:

(Government Code Section 54957)

City Manager Evaluation

Evaluation Criteria

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Anderson called the Open Session meeting to order at 6:03 PM.

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

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

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

City Clerk Yvette Rios verified that the agenda was duly posted on Friday, October 11, 2024.

EXECUTIVE SESSION ANNOUNCEMENTS:

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

PRESENTATION:

*Designating October 2024 as Domestic Violence Awareness Month
Community Outreach Department - WomanHaven*

Judi Klein Pritchard and Verna Wow-Wright came on behalf of WomanHaven to accept the City of Holtville's Proclamation designating October 2024 as Domestic Violence Awareness Month. They each took a moment to explain the WomanHaven program and highlight the significance of awareness towards domestic violence. They distributed giftbags of Domestic Violence Awareness Month promotional material and took pictures with the Council.

PRESENTATION:

*Holtville Wetlands and Alamo River Trail Extension
River Partners*

Emma Havstad came on behalf of River Partners to provide information on the organization's mission and restoration activities, including their recent focus on the Holtville Wetlands and Alamo River Trail Extension. She shared data that the organization has collected on various subjects such as trail foot traffic and evidence of wildlife dependent on the ecosystem surrounding the river. River Partners has been a close collaborator in the project though involvement in the planning phase with the trail extension design engineer, Niklaus Engineering, Inc. Ms. Havstad presented proposed plans for the trail extension and solicited feedback from the Council.

GENERAL PUBLIC COMMENTS:

No Public Comments were registered.

1. CITY COUNCIL CONSENT AGENDA:

- a. Approval of the Minutes from the Regular Meeting of Monday, September 23, 2024.
- b. Current Demands #47152 through #47330

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

AYES: *Goodsell, Layton, Pacheco, Anderson*

NOES: *None*

ABSENT: *Munger*

ABSTAIN: *None*

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQES:

Ms. Rios reported that there is a Farmers Market & Street Fair this Thursday as well as well as Trail Walk on Saturday. She announced a successful launch of the City's new service TextMyGov the week prior and reminded residents to register to vote for the upcoming General Election.

Mr. Wells reported that he attended the League of Cities Dinner and will be at their Annual Conference in Long Beach with Mayor Anderson and Councilman Goodsell later in the week. He and Mayor Anderson attended a virtual meeting with Senator Padilla earlier that day, taking the opportunity to lobby for grant money for the Public Safety Building. Mr. Wells wanted to share a professional milestone; as of late September, he reached his 10-year anniversary as City Manager.

Mr. Driskill had nothing to report.

Mr. Layton reported that he attended the Coffee with a Cop event, the Candidate Forum, and pre-registered for the Trail Walk.

Mr. Goodsell reported that he attended the League of Cities Dinner, a Lithium Valley tour with SCAG, and a Zoom meeting for CalCog.

Mr. Pacheco reported that he attended the League of Cities Dinner and participated in the Candidate Forum; he thanked the Chamber for hosting the event.

Mr. Morris reported that the Swiss Club will hold their Buebe Schwingfest this Sunday.

Mr. Galvan had nothing to report.

Mayor Anderson reported that he attended the League of Cities Dinner, the IV Food Bank Harvest Bowl, a virtual meeting with Mr. Wells and Senator Padilla, and participated in the Candidate Forum. Of these activities, he noted that all six Holtville City Council Candidates did a good job at the Forum and expressed that he is not hesitant to petition for grant funding from officials such as Senator Padilla.

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

- a. **Discussion/Related Action to Adopt RESOLUTION #24-26** Delegating the City Manager to Execute All Documents for the Infill Infrastructure Grant of 2019

George Galvan, City Planner

Mr. Galvan provided a brief exposition of AMG Associates, the applicant for the Infill Infrastructure Grant of 2019 that is the developer connected to the Orchard View, Fern Crossing, Sunset Rose, and proposed Pine Crossing Apartments. Their newest project, Pine Crossing Apartments is fully funded through grants and loan money. As with past projects, the City is the recipient of the grant money and is responsible for executing documents. The proposed resolution will designate an authorized signatory.

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

AYES: *Goodsell, Layton, Pacheco, Anderson*

NOES: *None*

ABSENT: *Munger*

ABSTAIN: *None*

4. INFORMATION ONLY: *None*

5. STAFF REPORTS:

a. City Manager Report - Nick Wells

*Mr. Wells reminded the Council of the Finley walk to days
this week, Monday through Wednesday.*

b. Finance Supervisor -

c. Police Chief - Joe Conkey

d. Water/Wastewater Consultant - Frank Cornejo

e. Public Works Supervisor - Alex Chavez

6. Items for Future Meetings:

7. ADJOURNMENT: *There being no further business to come before the Council,
Mayor Anderson adjourned the meeting at 7:04 PM.*

Yvette Rios, City Clerk

Murray Anderson, Mayor

MEETING DATE: <u>10/28/24</u>	
ITEM NUMBER <u>1 b</u>	
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

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

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount		
47331								
10/17/2024	47331	49er COMMUNICATIO	80137	10-22080-4420	892.59	892.59	ANTENNA, BATTERY	FIRE DEPT
Total 47331:						892.59		
47332								
10/17/2024	47332	8x8, INC.	4530584	10-12001-4425	53.77	53.77	TELEPHONE	ADMIN
10/17/2024	47332	8x8, INC.	4530584	10-12003-4425	53.77	53.77	TELEPHONE	
10/17/2024	47332	8x8, INC.	4530584	10-14020-4425	53.77	53.77	TELEPHONE	
10/17/2024	47332	8x8, INC.	4530584	11-31510-44250	53.77	53.77	TELEPHONE	
10/17/2024	47332	8x8, INC.	4530584	12-31620-4425	53.76	53.76	TELEPHONE	
10/17/2024	47332	8x8, INC.	4629244	10-12001-4425	53.86	53.86	TELEPHONE	
10/17/2024	47332	8x8, INC.	4629244	10-12003-4425	53.86	53.86	TELEPHONE	
10/17/2024	47332	8x8, INC.	4629244	10-14020-4425	53.86	53.86	TELEPHONE	
10/17/2024	47332	8x8, INC.	4629244	11-31510-44250	53.86	53.86	TELEPHONE	
10/17/2024	47332	8x8, INC.	4629244	12-31620-4425	53.86	53.86	TELEPHONE	
Total 47332:						538.14		
47333								
10/17/2024	47333	ACE HARDWARE	E62164	10-22080-4420	44.21	44.21	GLOVES, ICE	PW FIRE DEPT
10/17/2024	47333	ACE HARDWARE	E62601	10-31150-44200	1.50	1.50	ADAPTER	
10/17/2024	47333	ACE HARDWARE	E63742	10-31150-44200	58.62	58.62	BATTERIES	
10/17/2024	47333	ACE HARDWARE	E66550	10-31150-44200	280.13	280.13	BLOWER, BLADE ATTACHMENT	
10/17/2024	47333	ACE HARDWARE	E69713	10-22080-4420	.83	.83	SCREWS AND WASHERS	
10/17/2024	47333	ACE HARDWARE	E70078	10-22080-4420	25.84	25.84	TAPE	
10/17/2024	47333	ACE HARDWARE	E70083	10-22080-4420	22.82	22.82	CABLE TIES, NET	
10/17/2024	47333	ACE HARDWARE	E70190	10-31140-44200	25.84	25.84	CONCRETE MIX	
10/17/2024	47333	ACE HARDWARE	E70440	10-31150-44200	24.07	24.07	ADAPTER	
10/17/2024	47333	ACE HARDWARE	E70447	10-31150-44200	17.23	17.23	COMPRESSION COUPLING	
10/17/2024	47333	ACE HARDWARE	E70675	10-22080-4420	59.88	59.88	AIR FILTER, SURGE PROTECTO	
10/17/2024	47333	ACE HARDWARE	E70680	10-22080-4420	32.31	32.31	SURGE PROTECTOR	
10/17/2024	47333	ACE HARDWARE	E70916	10-31140-44200	23.90	23.90	BRUSH, PAINT REMOVER	
10/17/2024	47333	ACE HARDWARE	E71089	10-22080-4420	6.45	6.45	UTILITY LIGHTER	
10/17/2024	47333	ACE HARDWARE	E71095	10-12003-4420	18.94	18.94	LYSOL	
10/17/2024	47333	ACE HARDWARE	E71136	10-21070-4420	50.63	50.63	DOG FOOD	
10/17/2024	47333	ACE HARDWARE	E71161	10-31150-44200	30.13	30.13	ACE RSTP SPRAY	
10/17/2024	47333	ACE HARDWARE	E71352	11-31510-44200	15.71	15.71	WATER METER SUPPLIES	
10/17/2024	47333	ACE HARDWARE	E71480	10-31140-44200	11.84	11.84	KEY STEM	
10/17/2024	47333	ACE HARDWARE	E71513	10-31140-44200	3.87	3.87	KAYKRAFTER	
10/17/2024	47333	ACE HARDWARE	E71515	10-31140-44200	9.69	9.69	SPRAY PAINT	
10/17/2024	47333	ACE HARDWARE	E71524	10-31150-44210	369.73	369.73	PUBLIC WORKS TOOLS	
10/17/2024	47333	ACE HARDWARE	E71524	11-31510-44160	52.82	52.82	PUBLIC WORKS TOOLS	
10/17/2024	47333	ACE HARDWARE	E71524	12-31620-4421	105.64	105.64	PUBLIC WORKS TOOLS	
10/17/2024	47333	ACE HARDWARE	E71561	10-22080-4420	46.27	46.27	CLEANING SUPPLIES	
10/17/2024	47333	ACE HARDWARE	E71629	10-22080-4420	16.36	16.36	TAPE	
10/17/2024	47333	ACE HARDWARE	E71833	10-22080-4420	12.41	12.41	CLEANING SUPPLIES	
10/17/2024	47333	ACE HARDWARE	E71942	10-22080-4420	20.54	20.54	BATTERIES	
10/17/2024	47333	ACE HARDWARE	E72175	10-31140-44200	2.35	2.35	BOLTS AND NUTS	
10/17/2024	47333	ACE HARDWARE	E72232	10-21070-4420	58.16	58.16	DOG FOOD	
10/17/2024	47333	ACE HARDWARE	E72354	10-22080-4420	37.25	37.25	BATTERIES AND TAPES	
10/17/2024	47333	ACE HARDWARE	E72735	10-22080-4420	32.31	32.31	SOAP AND TRASH BAGS	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
10/17/2024	47333	ACE HARDWARE	E72790	11-31530-44200	24.53	24.53	COUPLINGS	
10/17/2024	47333	ACE HARDWARE	E73112	10-22080-4420	25.85	25.85	STORAGE BOX	
Total 47333:						1,568.66		
47334								
10/17/2024	47334	AKESO OCCUPATION	EC6542	10-22080-4430	1,200.00	1,200.00	FIRE DEPT PRE-HIRE	FIRE DEPT
Total 47334:						1,200.00		
47335								
10/17/2024	47335	AT&T MOBILITY	1671X10112	10-22080-4423	45.09	45.09	FIRE DEPT PHONE	FIRE DEPT
10/17/2024	47335	AT&T MOBILITY	1671X10112	10-22080-4515	120.72	120.72	FIRE DEPT SERVICES	
Total 47335:						165.81		
47336								
10/17/2024	47336	AUTO ZONE COMME	5648958144	10-22080-4428	96.73	96.73	WIPER BLADE, MAT	FIRE DEPT
Total 47336:						96.73		
47337								
10/17/2024	47337	BAJA DESERT TIRE	S21-21230	11-31510-44300	70.00	70.00	FLAT REPAIR	PW
Total 47337:						70.00		
47338								
10/17/2024	47338	CALIBER	56625	10-17030-4420	551.19	551.19	WALK THE TRAIL 2024 SHIRTS	ADMIN
Total 47338:						551.19		
47339								
10/17/2024	47339	CALPERS	1017628647	10-17030-4430	110.00	110.00	SSA ANNUAL FEE 2024	ADMIN
Total 47339:						110.00		
47340								
10/17/2024	47340	CASELLE, INC.	136259	10-14020-4430	1,761.00	1,761.00	CONTRACT SUPPORT	ADMIN
Total 47340:						1,761.00		
47341								
10/17/2024	47341	CLAIREMONT EQUIP	RA20568-01	11-31510-45250	2,552.45	2,552.45	ARTICULATING BOOM RENTAL	PW
10/17/2024	47341	CLAIREMONT EQUIP	RA20568-01	12-31620-4525	2,552.45	2,552.45	ARTICULATING BOOM RENTAL	
10/17/2024	47341	CLAIREMONT EQUIP	RA21799-01	11-31510-45250	750.22	750.22	MINI EXCAVATOR RENTAL	
10/17/2024	47341	CLAIREMONT EQUIP	RA21799-01	12-31620-4525	750.22	750.22	MINI EXCAVATOR RENTAL	
Total 47341:						6,605.34		
47342								
10/17/2024	47342	CORE & MAIN LP	V580322	10-31140-44200	1,268.03	1,268.03	PUBLIC WORKS SUPPLIES	PW
10/17/2024	47342	CORE & MAIN LP	V586385	11-31510-44200	7,194.81	7,194.81	PIPE, POLYMER BOX, COUPLIN	
10/17/2024	47342	CORE & MAIN LP	V613825	11-31510-44200	1,059.43	1,059.43	STOCK PARTS	
10/17/2024	47342	CORE & MAIN LP	V613825	12-31620-4420	1,059.43	1,059.43	STOCK PARTS	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 47342:						10,581.70		
47343								
10/17/2024	47343	COUNTY MOTOR PA	314734	10-31140-44280	21.12	21.12	PW TRUCK REPAIRS	PW
10/17/2024	47343	COUNTY MOTOR PA	314734	10-31150-44280	36.96	36.96	PW TRUCK REPAIRS	
10/17/2024	47343	COUNTY MOTOR PA	314734	11-31530-44280	10.56	10.56	PW TRUCK REPAIRS	
10/17/2024	47343	COUNTY MOTOR PA	314734	12-31620-4428	36.96	36.96	PW TRUCK REPAIRS	
10/17/2024	47343	COUNTY MOTOR PA	314866	12-31620-4431	37.62	37.62	BATTERY	
10/17/2024	47343	COUNTY MOTOR PA	314866	11-31510-44310	37.62	37.62	BATTERY	
Total 47343:						180.84		
47344								
10/17/2024	47344	COUNTY OF SAN DIE	25HOLTFDN	10-22080-4433	708.00	708.00	FIRE DEPT RADIOS	PW FIRE DEPT
10/17/2024	47344	COUNTY OF SAN DIE	25HOLTFDN	12-31620-4433	14.75	14.75	PUBLIC WORKS RADIOS	
10/17/2024	47344	COUNTY OF SAN DIE	25HOLTFDN	11-31510-44330	14.75	14.75	PUBLIC WORKS RADIOS	
Total 47344:						737.50		
47345								
10/17/2024	47345	CROSS CONNECTIO	2024-8-1-HO	10-22080-4420	4,285.11	4,285.11	RADIOS	FIRE DEPT
Total 47345:						4,285.11		
47346								
10/17/2024	47346	DRAGON'S EXTERMI	89243035	10-31158-44300	250.00	250.00	MONTHLY PEST	PW
Total 47346:						250.00		
47347								
10/17/2024	47347	FERNANDO RUIZ, IN	167887	10-31140-43150	87.50	87.50	SAFETY SERVICES	PW
10/17/2024	47347	FERNANDO RUIZ, IN	167887	10-31150-43150	87.50	87.50	SAFETY SERVICES	
10/17/2024	47347	FERNANDO RUIZ, IN	167887	11-31510-43150	87.50	87.50	SAFETY SERVICES	
10/17/2024	47347	FERNANDO RUIZ, IN	167887	12-31620-4315	87.50	87.50	SAFETY SERVICES	
10/17/2024	47347	FERNANDO RUIZ, IN	167887	11-31520-43150	87.50	87.50	SAFETY SERVICES	
10/17/2024	47347	FERNANDO RUIZ, IN	167887	12-31610-4315	87.50	87.50	SAFETY SERVICES	
Total 47347:						525.00		
47348								
10/17/2024	47348	FORESTRY SUPPLIE	608193-00	10-22080-4420	1,708.01	1,708.01	GOGGLES, MASKS, ROPE BAG	FIRE DEPT
Total 47348:						1,708.01		
47349								
10/17/2024	47349	GALLS	029105377	10-22080-4420	210.11	210.11	BINOCULARS	FIRE DEPT
Total 47349:						210.11		
47350								
10/17/2024	47350	HALEY DOWSEY	FM OCTOBE	10-13050-4430	383.96	383.96	FARMERS MARKET PERMITS O	FARMERS MARKET
Total 47350:						383.96		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description		
47351									
10/17/2024	47351	HOLT GROUP, THE	24-08-014	11-31520-44303	960.00	960.00	(116) WWTP UV SYSTEM, WTP	ADMIN	
10/17/2024	47351	HOLT GROUP, THE	24-08-014	12-31610-4430	270.00	270.00	(116) WWTP UV SYSTEM, WTP		
10/17/2024	47351	HOLT GROUP, THE	24-08-015	22-80049-4430	22,200.00	22,200.00	(532) HOLTVILLE STREET MAIN		
10/17/2024	47351	HOLT GROUP, THE	24-08-029	10-12003-4430	845.00	845.00	(047) ALAMO RIVER TRAIL, ADU		
10/17/2024	47351	HOLT GROUP, THE	24-08-030	10-12003-4430	2,720.19	2,720.19	(207) BUILDING PERMITS REVI		
10/17/2024	47351	HOLT GROUP, THE	24-08-031	10-31140-44302	1,970.00	1,970.00	(335) LPP FUNDS, CRRSAA GR		
10/17/2024	47351	HOLT GROUP, THE	24-08-032	22-80027-4430	405.00	405.00	(456) WETLANDS GRANT AMDI		
10/17/2024	47351	HOLT GROUP, THE	24-08-033	22-80050-4430	4,892.50	4,892.50	(489) TRESTLE BRIDGE TRAIL		
10/17/2024	47351	HOLT GROUP, THE	24-08-034	22-80047-4430	6,162.50	6,162.50	(499) PINE CROSSING APARTM		
10/17/2024	47351	HOLT GROUP, THE	24-08-035	10-12003-4430	202.50	202.50	(510) PLHA GRANT		
10/17/2024	47351	HOLT GROUP, THE	24-08-036	22-80043-4430	2,137.50	2,137.50	(512) WEST 9TH ST STBG FUND		
10/17/2024	47351	HOLT GROUP, THE	24-08-037	22-80042-4430	2,013.50	2,013.50	(513) EAST 9TH ST CMAQ FUND		
10/17/2024	47351	HOLT GROUP, THE	24-08-038	22-80043-4430	640.00	640.00	(519) WEST 9TH ST-LPP GRANT		
Total 47351:						45,418.69			
47352									
10/17/2024	47352	HOLTVILLE FIREFIGH	PP# 20-21 2	10-00000-2028	220.00	220.00	PP# 20-21 2024 DUES	FIRE DEPT	
Total 47352:						220.00			
47353									
10/17/2024	47353	HUMANE SOCIETY O	JULY-SEPT 2	10-21070-4432	900.00	900.00	JULY-SEPTEMBER 2024 ANIMAL	ADMIN	
Total 47353:						900.00			
47354									
10/17/2024	47354	I.C. PUBLIC HEALTH	24471	10-31150-44300	208.60	208.60	NEW EMPLOYEE PRE-HIRE	PW	
10/17/2024	47354	I.C. PUBLIC HEALTH	24471	11-31510-44300	29.80	29.80	NEW EMPLOYEE PRE-HIRE		
10/17/2024	47354	I.C. PUBLIC HEALTH	24471	12-31620-4430	59.60	59.60	NEW EMPLOYEE PRE-HIRE		
Total 47354:						298.00			
47355									
10/17/2024	47355	IMPERIAL IRRIGATIO	ELECTRIC S	10-31140-44240	2,002.66	2,002.66	ELECTRICITY SEPTEMBER 202	ADMIN	
10/17/2024	47355	IMPERIAL IRRIGATIO	ELECTRIC S	10-31158-44240	3,717.17	3,717.17	ELECTRICITY SEPTEMBER 202		
10/17/2024	47355	IMPERIAL IRRIGATIO	ELECTRIC S	11-31520-44240	10,691.66	10,691.66	ELECTRICITY SEPTEMBER 202		
10/17/2024	47355	IMPERIAL IRRIGATIO	ELECTRIC S	12-31610-4424	5,669.22	5,669.22	ELECTRICITY SEPTEMBER 202		
10/17/2024	47355	IMPERIAL IRRIGATIO	ELECTRIC S	12-31620-4424	102.73	102.73	ELECTRICITY SEPTEMBER 202		
10/17/2024	47355	IMPERIAL IRRIGATIO	ELECTRIC S	11-31510-44240	241.91	241.91	ELECTRICITY SEPTEMBER 202		
10/17/2024	47355	IMPERIAL IRRIGATIO	ELECTRIC S	11-31520-44240	241.90	241.90	ELECTRICITY SEPTEMBER 202		
10/17/2024	47355	IMPERIAL IRRIGATIO	PARKS ELE	10-31150-44240	2,210.49	2,210.49	PARKS ELECTRICITY SEPTEMB		
Total 47355:						24,877.74			
47356									
10/17/2024	47356	IMPERIAL IRRIGATIO	#3003 SEPT	11-31520-44350	2,940.00	2,940.00	RAW WATER CHARAGES	ADMIN	
Total 47356:						2,940.00			
47357									
10/17/2024	47357	ISABEL GARCIA	FINAL BILL	11-00000-39620	56.70	56.70	FINAL UTILITY BILL	UTILITIES	
Total 47357:						56.70			

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
47358								
10/17/2024	47358	K-C WELDING & REN	202747	12-31620-4420	406.15	406.15	SQUARE TUBE, GAUGE	PW
10/17/2024	47358	K-C WELDING & REN	202927	10-31140-43140	19.99	19.99	F. OROZCO BOOTS	
10/17/2024	47358	K-C WELDING & REN	202927	11-31510-43140	69.99	69.99	F. OROZCO BOOTS	
10/17/2024	47358	K-C WELDING & REN	202927	12-31620-4314	110.01	110.01	F. OROZCO BOOTS	
Total 47358:						606.14		
47359								
10/17/2024	47359	KLEINFELDER	1502953	23-80025-4430	16,686.25	16,686.25	ALAMO RIVER TRAIL SERVICES	ADMIN
Total 47359:						16,686.25		
47360								
10/17/2024	47360	LA BRUCHERIE IRRRI	290262C	10-31150-44200	545.58	545.58	SUPPLIES FOR PARKS	PW
Total 47360:						545.58		
47361								
10/17/2024	47361	LEAGUE OF CA CITIE	1962	10-12001-43110	90.00	90.00	DIVISION MEETING	ADMIN
10/17/2024	47361	LEAGUE OF CA CITIE	1962	10-11011-43110	270.00	270.00	DIVISION MEETING	
Total 47361:						360.00		
47362								
10/17/2024	47362	MALLORY SAFETY &	6002806	10-31140-44200	51.92	51.92	GLOVES	PW
10/17/2024	47362	MALLORY SAFETY &	6002806	10-31150-44200	51.92	51.92	GLOVES	
10/17/2024	47362	MALLORY SAFETY &	6002806	11-31510-44200	51.92	51.92	GLOVES	
10/17/2024	47362	MALLORY SAFETY &	6002806	12-31620-4420	51.92	51.92	GLOVES	
Total 47362:						207.68		
47363								
10/17/2024	47363	MISSIONSQUARE	6372184	10-00000-2026	2,158.72	2,158.72	INSURANCE PREMIUM	ADMIN
10/17/2024	47363	MISSIONSQUARE	6372184	10-00000-2027	755.76	755.76	INSURANCE PREMIUM	
10/17/2024	47363	MISSIONSQUARE	6372184	10-12001-4240	672.01	672.01	INSURANCE PREMIUM	
10/17/2024	47363	MISSIONSQUARE	6372184	10-14020-4240	56.16	56.16	INSURANCE PREMIUM	
10/17/2024	47363	MISSIONSQUARE	6372184	10-22080-4240	346.51	346.51	INSURANCE PREMIUM	
10/17/2024	47363	MISSIONSQUARE	6372184	10-12003-4240	199.44	199.44	INSURANCE PREMIUM	
10/17/2024	47363	MISSIONSQUARE	6372184	10-21070-4240	42.22	42.22	INSURANCE PREMIUM	
10/17/2024	47363	MISSIONSQUARE	6372184	10-31140-42400	146.51	146.51	INSURANCE PREMIUM	
10/17/2024	47363	MISSIONSQUARE	6372184	10-31150-42400	25.33	25.33	INSURANCE PREMIUM	
10/17/2024	47363	MISSIONSQUARE	6372184	11-31530-42400	32.78	32.78	INSURANCE PREMIUM	
10/17/2024	47363	MISSIONSQUARE	6372184	11-31510-42400	490.63	490.63	INSURANCE PREMIUM	
10/17/2024	47363	MISSIONSQUARE	6372184	11-31520-42400	399.12	399.12	INSURANCE PREMIUM	
10/17/2024	47363	MISSIONSQUARE	6372184	12-31610-4240	466.24	466.24	INSURANCE PREMIUM	
10/17/2024	47363	MISSIONSQUARE	6372184	12-31620-4240	575.00	575.00	INSURANCE PREMIUM	
Total 47363:						6,366.43		
47364								
10/17/2024	47364	PENGUIN MANAGEM	80310	10-22080-4430	792.00	792.00	12 MONTHS OF FIREFIGHTER	FIRE DEPT
Total 47364:						792.00		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
47365								
10/17/2024	47365	PEOPLEREADY,INC.	28863669	10-31150-41400	782.65	782.65	TEMP WORKER PARKS	PW
10/17/2024	47365	PEOPLEREADY,INC.	28871040	10-31150-41400	782.65	782.65	TEMP WORKER PARKS	
Total 47365:						1,565.30		
47366								
10/17/2024	47366	PITNEY BOWES GLO	3106861357	10-14020-4525	146.69	146.69	INSERTING MACHINE LEASE	ADMIN
10/17/2024	47366	PITNEY BOWES GLO	3106861357	11-31510-45250	146.69	146.69	INSERTING MACHINE LEASE	
10/17/2024	47366	PITNEY BOWES GLO	3106861357	12-31620-4525	146.69	146.69	INSERTING MACHINE LEASE	
Total 47366:						440.07		
47367								
10/17/2024	47367	QUILL CORPORATIO	40721922	10-14020-4416	8.50	8.50	PENS	ADMIN PW FIRE DEPT
10/17/2024	47367	QUILL CORPORATIO	40722669	12-31610-4416	51.45	51.45	PENS, TAPE, COPY PAPER	
10/17/2024	47367	QUILL CORPORATIO	40722669	10-12001-4416	22.67	22.67	PENS, TAPE, COPY PAPER	
10/17/2024	47367	QUILL CORPORATIO	40722669	10-12003-4416	22.67	22.67	PENS, TAPE, COPY PAPER	
10/17/2024	47367	QUILL CORPORATIO	40722669	10-14020-4416	22.66	22.66	PENS, TAPE, COPY PAPER	
10/17/2024	47367	QUILL CORPORATIO	40747324	10-22080-4416	240.09	240.09	OFFICE SUPPLIES	
10/17/2024	47367	QUILL CORPORATIO	40747324	10-14020-4416	21.39	21.39	OFFICE SUPPLIES	
10/17/2024	47367	QUILL CORPORATIO	40747324	11-31510-44160	21.39	21.39	OFFICE SUPPLIES	
10/17/2024	47367	QUILL CORPORATIO	40747324	12-31620-4416	21.39	21.39	OFFICE SUPPLIES	
10/17/2024	47367	QUILL CORPORATIO	40748028	10-14020-4416	2.87	2.87	STAPLES	
10/17/2024	47367	QUILL CORPORATIO	40748028	11-31510-44160	2.87	2.87	STAPLES	
10/17/2024	47367	QUILL CORPORATIO	40748028	12-31620-4416	2.87	2.87	STAPLES	
10/17/2024	47367	QUILL CORPORATIO	40839036	10-14020-4416	11.93	11.93	RUBBER BANDS, LABEL ADDR	
10/17/2024	47367	QUILL CORPORATIO	40839036	10-12003-4416	6.96	6.96	RUBBER BANDS, LABEL ADDR	
10/17/2024	47367	QUILL CORPORATIO	40839036	11-31510-44160	11.93	11.93	RUBBER BANDS, LABEL ADDR	
10/17/2024	47367	QUILL CORPORATIO	40839036	12-31620-4416	11.92	11.92	RUBBER BANDS, LABEL ADDR	
Total 47367:						483.56		
47368								
10/17/2024	47368	RICK'S GROUP DIES	30654	10-22080-4428	1,416.03	1,416.03	FD TRUCK REPAIRS	FIRE DEPT
Total 47368:						1,416.03		
47369								
10/17/2024	47369	SELLERS PETROLEU	CL40687	10-22080-4427	1,116.86	1,116.86	FIRE DEPT FUEL	PW FIRE DEPT
10/17/2024	47369	SELLERS PETROLEU	CL40688	10-12003-4427	51.05	51.05	PUBLIC WORKS FUEL	
10/17/2024	47369	SELLERS PETROLEU	CL40688	10-21070-4427	370.54	370.54	PUBLIC WORKS FUEL	
10/17/2024	47369	SELLERS PETROLEU	CL40688	10-31150-44270	102.57	102.57	PUBLIC WORKS FUEL	
10/17/2024	47369	SELLERS PETROLEU	CL40688	11-31510-44270	161.62	161.62	PUBLIC WORKS FUEL	
10/17/2024	47369	SELLERS PETROLEU	CL40688	11-31530-44270	230.57	230.57	PUBLIC WORKS FUEL	
10/17/2024	47369	SELLERS PETROLEU	CL40688	11-31520-44270	241.18	241.18	PUBLIC WORKS FUEL	
10/17/2024	47369	SELLERS PETROLEU	CL40688	12-31610-4427	199.29	199.29	PUBLIC WORKS FUEL	
10/17/2024	47369	SELLERS PETROLEU	CL40688	12-31620-4427	840.55	840.55	PUBLIC WORKS FUEL	
Total 47369:						3,314.23		
47370								
10/17/2024	47370	SERVICE MASTER	35354	10-31158-44300	2,089.00	2,089.00	JANITORIAL SERVICE	PW
Total 47370:						2,089.00		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
47371								
10/17/2024	47371	SPARKLETTS	9431538 100	10-31158-44200	159.73	159.73	PUBLIC WORKS WATER	PW FIRE DEPT
10/17/2024	47371	SPARKLETTS	9439337 100	10-22080-4420	46.28	46.28	FIRE DEPT WATER	
Total 47371:						206.01		
47372								
10/17/2024	47372	UNDERGROUND SER	920240327	10-31140-44300	85.85	85.85	NEW TICKET CHARGES	PW
Total 47372:						85.85		
47373								
10/17/2024	47373	VESTIS	#2000 SEPT	10-31158-44200	224.71	224.71	WORKPLACE SUPPLIES	PW
10/17/2024	47373	VESTIS	#2000 SEPT	12-31610-4314	535.50	535.50	UNIFORM CHARGES	
10/17/2024	47373	VESTIS	#2000 SEPT	11-31520-43140	472.58	472.58	UNIFORM CHARGES	
10/17/2024	47373	VESTIS	#2000 SEPT	11-31530-43140	130.70	130.70	UNIFORM CHARGES	
10/17/2024	47373	VESTIS	#2000 SEPT	10-31150-43140	122.53	122.53	UNIFORM CHARGES	
10/17/2024	47373	VESTIS	#2000 SEPT	10-31140-43140	122.53	122.53	UNIFORM CHARGES	
10/17/2024	47373	VESTIS	#2000 SEPT	11-31510-43140	220.55	220.55	UNIFORM CHARGES	
10/17/2024	47373	VESTIS	#2000 SEPT	12-31620-4314	220.56	220.56	UNIFORM CHARGES	
Total 47373:						2,049.66		
47374								
10/17/2024	47374	VIC'S A/C	99926	10-31158-44300	237.50	237.50	AMR BUILDING A/C REPAIRS	ADMIN
Total 47374:						237.50		
47375								
10/17/2024	47375	WESTAIR GASES & E	11915183	10-31140-44200	150.00	150.00	FLAP DISCS, GLOVES	PW
Total 47375:						150.00		
47376								
10/17/2024	47376	XEROX FINANCIAL S	6282925	10-12001-4525	93.62	93.62	PRINTER LEASE	ADMIN
10/17/2024	47376	XEROX FINANCIAL S	6282925	10-13010-4525	93.62	93.62	PRINTER LEASE	
10/17/2024	47376	XEROX FINANCIAL S	6282925	10-14020-4525	93.62	93.62	PRINTER LEASE	
10/17/2024	47376	XEROX FINANCIAL S	6282925	11-31510-45250	93.62	93.62	PRINTER LEASE	
10/17/2024	47376	XEROX FINANCIAL S	6282925	12-31620-4525	93.62	93.62	PRINTER LEASE	
Total 47376:						468.10		
Grand Totals:						145,202.21		

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"



City of Holtville Report to City Council

Meeting Date:	October 28, 2024
Item Number:	<u> 1c </u>
Approvals	City Manager _____
	Finance Manager _____
	City Attorney _____

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

From: George Galvan, City Planner

Prepared By: Alan Molina, Assistant Planner

Revised By: Yvette Rios, City Clerk

Date: October 28, 2024

Project: **Infill Infrastructure Grant for Pine Crossing Family Apartments Project located at 410 Pine Avenue**

SUMMARY:

Applicant:	City of Holtville
Project Location:	Northwest corner of Holt Avenue and 4 th Street, APN 045-284-013 (Refer to Attachment A Vicinity Map)
Pending Action:	Adopt revised Resolution 24-26 delegating the Mayor of the City of Holtville to Execute all documents for the Infill Infrastructure Grant of 2019.
Grant Amount:	\$595,386
Grant Scope of Work:	Installation of new curb, gutter, storm drain, and sidewalk improvements; also includes sewer and water connectivity work.

RECOMMENDATION AND PENDING ACTION

Staff recommends that the City Council adopt *revised* Resolution No. 24-26 (**Attachment A – Resolution No. 24-26**) Authorizing the *Mayor* to enter into, execute, and deliver an STD 213, Standard Agreement, and any and all other documents required or deemed necessary or appropriate to secure the program award from the HCD relating to the Pine Crossing Apartments project.

RESOLUTION NO. 24-26

A RESOLUTION OF THE CITY OF HOLTVILLE CITY COUNCIL ACCEPTING THE INFILL INFRASTRUCTURE GRANT AND APPROVING A GRANT AGREEMENT

WHEREAS, the California Department of Housing and Community Development ("Department"), has issued a Notice of Funding Availability ("NOFA") dated June 16, 2022, pursuant to the Infill Infrastructure Grant Program of 2019 ("Program") established by Health and Safety Code section 53559, et seq, and implemented by the Infill Infrastructure Grant Program Small Jurisdiction Set Aside and Qualifying Infill Areas Final Guidelines issued June 16, 2022 ("Guidelines"). The Program provides grant assistance available as gap funding for Capital Improvement Projects, which are an integral part of, or necessary to facilitate the development of, a Qualifying Infill Project or Qualifying Infill Area; and

WHEREAS, the City of Holtville, a Municipal Corporation ("Public Entity"), submitted an application to the Department in response to the NOFA (the "Application") and based on the Application the Department made an award of Program funds (the "Program Award") pursuant to that certain conditional award letter, dated February 9, 2023;

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

1. Authorizes and directs the Public Entity to accept and incur an obligation for the Program Award in an amount not to exceed \$595,386, and to enter into, execute, and deliver an STD 213, Standard Agreement (the "Standard Agreement"), and any and all other documents required or deemed necessary or appropriate to secure the Program Award from the Department and to participate in the Program, including, but not limited to, an affordable housing covenant, a performance deed of trust, a disbursement agreement, and all amendments thereto (collectively, the "Program Award Documents"); and
2. Delegates and authorizes the City Mayor to execute the Program Award Documents on behalf of the Public Entity; and
3. Declares that this resolution shall take effect immediately upon its passage.


PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Holtville conducted on the 28th day of October 2024, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Murray Anderson, Mayor

Attest: _____
Yvette Rios, City Clerk

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>10/28/24</u>
ITEM NUMBER	<u>3 a</u>
Approvals	CITY MANAGER <u></u>
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: October 25, 2024
FROM: Nick Wells, City Manager
SUBJECT: *Approving a Funds Transfer Agreement with the Imperial Irrigation District For the Pear Canal Undergrounding Project on Ninth Street Between Olive and Melon Avenues*

ISSUE:

Shall the City Council authorize the execution of a Funds Transfer Agreement with the Imperial Irrigation District for the Pear Canal Undergrounding Project on Ninth Street Between Olive Melon Avenues?

DISCUSSION:

In conjunction with the W Ninth Street Improvements Project, which will construct pedestrian improvements with incidental street widening along Ninth Street between Olive and Melon Avenues, it is necessary to underground the open Pear Canal section along the north side of that roadway. The City has been working with the IID for sometime to complete that change, which will be the final section of that waterway to be covered, the culmination of multiple projects over decades to improve walkability and safety in Holtville.

Subsequent to the discussion of the project and the onset of design, IID applied for and was granted Congressional funding for the project in the amount of \$871,280. A complication developed when it was revealed that the funding needed to be run through a state agency, which was designated as Caltrans. As IID does not work with Caltrans on an ongoing basis, no standing agreement exists between those entities.

It was quickly suggested and arrangements were made to transfer the management of the funding to the City of Holtville, as the City maintains a master agreement with Caltrans through the funding of frequent streets projects in our jurisdiction. Taking on the administration of the project also entails financial responsibility, including the 11.47% matching funds requirement of all federally-funded projects through Caltrans. Given that the City had been prepared to be responsible for 25% of the cost prior to the Congressional award, this is still in the realm of what was anticipated prior to beginning the project. (Note: it was always discussed that this cost would be passed onto the Melon Properties project, as they were/would have been responsible for completing this change as a condition of approval.)

As a prerequisite of the undergrounding project, 6 properties outside of the City limits were identified to be converted to City Water service, as the undergrounding would prohibit them from continuing to receive service from the IID. The Council had agreed to potentially waive connection and development impact fees, however, these fees could likely, in effect, be paid from the matching funds back to the City (in effect, paying ourselves.) Coupled with the construction estimate from IID and some necessary project-specific utility work by CoH Public Works, we should be able to maximize fund usage and keep cash outlay to IID at a minimum.

FISCAL IMPACT:

The City is still working with ICTC to authorize reimbursable expenses to offset the matching fund component, but at present, staff is assuming the following financing scenario:

Item		Amount
Congressional Award	88.5%	\$871,280
Required Matching Funds	11.5%	\$112,884
Total Available Project Funds		\$984,164
IID Construction Estimate		(\$920,000)
Development Impact Fees	\$5,421	(\$32,526)
Water Connection Fees	\$1,000	(\$6,000)
CoH Utility Relocation		(\$25,638)
Remaining Project Funds		\$0

CITY MANAGER RECOMMENDED ACTION:

It is recommended that the agreement be authorized to move the project forward.

ALTERNATIVES:

- 1) Authorize execution of the agreement.
- 2) Give staff alternate direction

Funds Transfer Agreement Between the Imperial Irrigation District and the City of Holtville

- 1.1 The Imperial Irrigation District (IID), a public utility district, and the city of Holtville (Holtville) hereby enter into this Funds Transfer Agreement (Agreement) on the terms and conditions set forth below.
- 1.2 This Agreement is not valid until signed by all parties. This Agreement shall expire on Holtville's completion of its obligations under this Agreement but may be extended by amending this Agreement.
- 1.3 Incorporated herein by reference is the Master Agreement entered into between Holtville and the State of California, acting by and through its Department of Transportation (Caltrans or State) on December 13, 2007, hereinafter "Master Agreement."
- 1.4 A project supplemental agreement (PSA) to the Master Agreement for the project, shall be entered into by Holtville for the purpose of project implementation.
- 1.5 Under all circumstances, the Master Agreement shall govern administration of the project, consistent with the Local Assistance Procedures Manual ([LAPM](#)) for Federal and State funded local transportation projects.

BACKGROUND

- 2.1 Under the November 2021, Infrastructure Investment and Jobs Act (the Act) \$871,280 (the Funds) was appropriated from the Community Project Funding/Congressionally Directed Spending (CPFCDs) program to Caltrans, to be allocated to IID for the *Imperial Irrigation District Ninth Street Pipeline Project*.
- 2.2 IID and Holtville have determined that the best method for allocation to ensure the funds are used for the purposes specified in CPFCDs is a funds transfer agreement from IID to Holtville.
- 2.3 An existing open irrigation channel (Ninth Street Lateral) is on IID's right-of-way located within an incorporated area of the city of Holtville in Imperial County. The irrigation channel is owned and operated by IID. The project involves improvement to the irrigation channel for public safety and to facilitate the implementation of future concurrent street

Funds Transfer Agreement Between the
Imperial Irrigation District and City of Holtville

improvements by Holtville. The irrigation channel needs to be underground in order to allow for the full Ninth Street improvements by Holtville to full design capacity, inclusive of sidewalk facilities. Holtville secured FHWA funding to cover the costs of roadway and pedestrian improvements but not for affected utilities. Ninth Street, including the subject roadway segment, is considered a major collector by the Federal Highway Administration's Functional Classification System. Ninth Street is one of two emergency response routes for the city of Holtville and the only emergency response route west (towards medical facilities) that does not contain a bridge. The goal of the project is to improve the corridor by relieving the existing bottleneck, reducing hazards to pedestrians and motor-vehicles and improving traffic flow within an existing emergency route.

SCOPE OF WORK

- 3.1 The Funds provided under this Agreement will be used for the Ninth Street Pipeline Project which will replace approximately 1,180 feet of an existing open irrigation channel with an underground 36-inch diameter plastic pipeline (Project) in order to accommodate full street right-of-way improvements and sidewalks for the benefit of in the city of Holtville. The Project has been designed by IID. Project deliverables funded through the CPFCDs are 100% utility relocation and related improvements, inclusive of demolition of existing open irrigation channel and installation of underground pipeline along the north side of Ninth Street between Olive Avenue and Melon Avenue (Project limits). The scope of work contained herein is intended to be completed by IID as utility owner.
- 3.2 Holtville shall only use Funds for the Project specified in the Act. Holtville's self- attestation verifying the intended use of funds shall be provided to the Imperial County Transportation Commission and the Caltrans prior to the programming and release of any funds the purpose of ROW expenses.
- 3.3 All Project related activities and administrative responsibilities shall be the sole responsibility of Holtville. Holtville accepts all responsibility for the Project and Funds needed to carry out the Project.

Funds Transfer Agreement Between the
Imperial Irrigation District and City of Holtville

FUNDING, COSTS, COST LIMITATION, & PAYMENT

- 4.1 The Funds will be encumbered within 2 days of the effective date of this Agreement. Funds must be encumbered by June 30, 2025, and expended by June 30, 2027, or the funds will revert to the State's General Fund by operation of law.
- 4.2 Payments shall be made as authorized by the Act, including, but not limited to the provisions noted below:
 - a. Notwithstanding any other law, a designated state entity administering an allocation pursuant to this section may provide the allocation as an advance lump sum payment, and the allocation may be used to pay for costs incurred prior to the effective date of the act adding this paragraph.
 - b. Funding provided in this section shall not be used for a purpose subject to Section 8 of the Article XVI of California Constitution.
- 4.3 Within 30 days of expending all of the Funds or upon completion or termination of Project, whichever comes first, Holtville shall submit to Caltrans a Project Closeout Report. The Project Closeout Report at a minimum shall include LAPM Exhibit 17-M, photos of the completed project (including before photos if available), a description of completed Project component(s) and a description of project deliverables.
- 4.4 Any Project costs paid using the Funds that are determined by subsequent audit to be unallowable under 48 CFR, Part 31 or 2 CFR, Part 200, are subject to repayment by Holtville to Caltrans.
- 4.5 Holtville will invoice Caltrans for progress payments in arrears, consistent with LAPM Chapter 5. Any matching funds required for Project implementation will be the sole responsibility of Holtville.
- 4.6 Holtville shall return any unspent Funds to Caltrans at the conclusion, completion, or termination of the Project.
- 4.7 Upon written demand by Caltrans, any overpayment of Holtville of amounts invoiced by IID shall be returned to Caltrans.

Funds Transfer Agreement Between the
Imperial Irrigation District and City of Holtville

- 4.9 Should Holtville fail to refund any moneys due to Caltrans as provided herein or should Holtville breach this AGREEMENT by failing to complete Project without adequate justification and approval by Caltrans, then, within thirty (30) days of demand, or within such other period as may be agreed to in writing between the PARTIES, Caltrans, acting through the State Controller, the State Treasurer, the CTC or any other public entity or agency, may intercept, withhold and demand the transfer of an amount equal to the amounts paid by or owed to Caltrans for each Project, from future apportionments or any other funds due to Holtville from the Highway Users Tax Fund or any other sources of funds, and/or may also withhold approval of future state-funded projects proposed by ADMINISTERING AGENCY.

INQUIRIES & NOTICES

- 5.1 All inquiries during the term of this Agreement will be directed to the representatives listed below:

For Imperial Irrigation District:

Name: Mike A. Pacheco

Address: 333 East Barioni, Boulevard, Imperial, CA 92251

Phone Number: (760) 427-5776

Email: mapacheco@iid.com

For City of Holtville:

Name: Nick Wells

Address: 121 West 5th Street, Holtville, CA 92250

Phone Number: (760) 356-2912

Email: nwells@holtville.ca.gov

- 5.2 Each party may change their representative listed above upon 10 calendar days' written or emailed notice to the other party and without the need for amending this Agreement.

Funds Transfer Agreement Between the
Imperial Irrigation District and City of Holtville

OTHER TERMS & CONDITIONS

6.1 Drug-Free Workplace Requirements: Holtville will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Holtville may be ineligible for award of any future State agreements if Caltrans or the State Department of General Services determines that any of the following has occurred: Holtville has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

6.2 Conflict of Interest: Holtville needs to be aware of the following provisions regarding current or former state employees. If Holtville has any questions on the status of any person rendering services or involved with the Agreement, Caltrans must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity

Funds Transfer Agreement Between the
Imperial Irrigation District and City of Holtville

or enterprise from which the officer or employee receives compensation or has a financial interest, and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Holtville violates any provisions of above paragraphs, such action by Holtville shall render this Agreement void. (Pub. Contract Code § 10420.) If the Agreement is rendered void, Holtville shall return all Funds.

6.3 Labor Code/Workers' Compensation: Holtville needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Holtville affirms to comply with such provisions before commencing the performance of the work described in this Agreement. (Labor Code § 3700.)

Funds Transfer Agreement Between the
Imperial Irrigation District and City of Holtville

- 6.4. Americans With Disabilities Act: Holtville assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. § 12101 et seq.)
- 6.5. Holtville Name Change: An amendment is required to change Holtville's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
- 6.6. Resolution: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
- 6.7. Air or Water Pollution Violation: Under State law, Holtville shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
- 6.8. Audit: Holtville agrees that Caltrans, the California Department of General Services, the California State Auditor's Office, or other State agency with a legitimate business purpose, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Holtville agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of record retention is stipulated.
- 6.9. Amendments: No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties. Any amendment signed by Holtville must be approved by its local governing body as evidenced by a resolution, order, motion, or ordinance of the Holtville and a copy provided to Caltrans. No oral understanding or agreement not incorporated in the Agreement is binding on any of the parties.

Funds Transfer Agreement Between the
Imperial Irrigation District and City of Holtville

- 6.10. Caltrans and Holtville shall continue with their responsibilities under this Agreement during any dispute.
- 6.11 This Agreement may be executed in separate counterparts. An electronically signed copy of this Agreement shall have the same force and effect as if it were signed manually.
- 6.12 Should Holtville be declared to be in breach of this AGREEMENT or otherwise in default thereof by Caltrans, and if Holtville is constituted as a joint powers authority, special district, or any other public entity not directly receiving funds through the State Controller, Caltrans is authorized to obtain reimbursement from whatever sources of funding are available, including the withholding or transfer of funds, from those constituent entities comprising a joint powers authority or by bringing of an action against Holtville or its constituent member entities, to recover all funds provided by Caltrans hereunder.

Local Agency Transferor:


IMPERIAL IRRIGATION DISTRICT
Printed Name: Jamie L. Asbury
Signature: _____
Title: General Manager
Date: _____

Local Agency Transferee:

CITY OF HOLTVILLE
Printed Name: Murray Anderson
Signature: _____
Title: Mayor
Date: _____

City of Holtville

REPORT TO COUNCIL

MEETING DATE:	10/28/24
ITEM NUMBER	3 b
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: October 24, 2024

FROM: Nick Wells, City Manager

SUBJECT: *Bidding Authorization for the Citywide Streets Improvement Project*

ISSUE:

Shall the City Council authorize bidding for the upcoming Citywide Streets Improvement Project?

DISCUSSION:

The City of Holtville operates over 23.77 miles of roadways within its incorporated boundaries. Pursuant to a request from Council, The Holt Group performed an assessment of the Holtville Streets system, recommending a course of action for current maintenance. The 2024 Street Feasibility Report indicated that most of the city streets are generally in good repair with the entire street inventory needing only general maintenance to remain in good condition. Pursuant to a request from Council, The Holt Group produced specifications for bid advertisement to perform the work.

Streets to be refurbished will receive crack sealing and Type 2 slurry seal coat or a Type SS-1H seal coat. Crack Sealing is a method by which hot sealant is applied to pavement cracks great than 1/8 to 1/4 inch in width. Crack sealant material is a hot-applied, single component, elastically modified composition of asphalt cement, virgin synthetic polymer, recycled rubber and other modifiers which have the ability to seal the crack while staying flexible with the pavement's movement. Crack sealants stop water and debris from entering the crack and underlying street subgrade, thereby preventing the destabilization of the street subgrade and maintaining the integrity of the asphalt pavement. This will then be followed by a slurry seal coat which involves the application of a mixture of water, asphalt emulsion, aggregate (very small crushed rock), and additives including synthetic butadiene latex (rubber) and carbon black to the existing asphalt pavement surface.

It is important to note that a number of street sections have been rehabilitated in recent years through various street improvement projects. A couple of streets, such as Cedar from Fourth to Fifth and Olive from Fifth to Sixth, have been identified as perhaps needing more attention in the near future, which staff hopes may be addressed in the next round of funding for allocating federal dollars through Caltrans.

The City Council has been judicious in its spending of transportation dollars over the years and has consequently been able to save a considerable amount of funding from annual Gas Tax and Local Transportation Authority Revenues. The bulk of those Fund expenditures have been used to underwrite the 11.47% match required on all federally funded projects, however, a portion of LTA Revenue was committed to 15-year bonds taken out in 2018 to fund a similar, but more extensive project to perform the functions of the current endeavor, as well as rebuilding multiple streets "from the ground up."

As a point of reference, the City receives approximately \$320,000 in Gas Tax funds annually, of which \$100,000 is transferred to the General Fund to underwrite the Streets Department. Approximately \$140,000 is SB1 funding, which is restricted to non-maintenance projects, leaving somewhere in the neighborhood of \$80,000 annually for projects such as this one.

The City is also allocated approximately \$750,000 in LTA funds annually, with \$300,000 currently withheld as payment on the 2018 Bonds. LTA also transfers \$100,000 annually to the General Fund to underwrite the Streets Department, leaving approximately \$350,000 to be used for any transportation-related expenditures.

Although the City has multiple federal aid projects in process and upcoming, virtually all of the matching funds for these can be covered by SB1 Funds, which are subtracted from the net cash on hand calculation presented below.

FISCAL IMPACT:

This specific action authorizes advertisement for bidding, the cost of which is negligible, however, information is being provided below for project cost and the funding available to complete it.

The project is proposed to cost \$1.74 million with a 10% contingency, bringing the total projected cost to \$1,917,647. With over \$2.8 million cash on hand in Transportation funds, this amount can be absorbed. Of course, it is contingent on bids received after advertisement.

Available Funds	General Gas Tax Fund (Fund 21)	\$1,189,432
	SB1 Fund Reserve	(330,716)
	LTA Gas Tax (Fund 23)	2,419,959
	Local Trans Project Fund (Fund 22)	(465,664)
	Total Potential Available Funds	\$2,813,011
Cost Estimate	Mobilization	\$200,000
	Crack Sealing	365,482
	Slurry Seal	904,800
	Fog Seal	33,681
	Striping	239,353
	Total Estimated Probable Cost	\$1,743,316
	Contingency	174,332
	Total Potential Probable Cost	\$1,917,647

CITY MANAGER RECOMMENDATION:

Authorize the advertisement and proceed with the bidding process.

ALTERNATIVES:

- 1 - Authorize the bidding as presented
- 2 - Request a scaled-down, less costly project from staff
- 3 - Take no action, foregoing the project at this time.
- 4 - Give staff alternate direction.



**City of Holtville
City Wide Street Maintenance Improvement Project – FY 2024/2025
THG Project No. 116.532E**

Schedule of Events

Date: October 18, 2024

<u>ITEM NO.</u>	<u>ITEM</u>	<u>SCHEDULE</u>
1.	Holtville City Council to consider approval of Council Resolution for Advertisement of Project for Bidding at a Regularly Scheduled Holtville City Council Meeting.	Monday, October 28, 2024
2.	Prepare Cover Letter transmitting Legal Advertisement to the Imperial Valley Press. The Imperial Valley Press requires the Legal Advertisement 72 hours or 3 business days prior to the Advertising of the Project.	Tuesday, October 29, 2024
3.	Complete printing of bid set plans, specifications and contract documents.	Wednesday, October 30, 2024
4.	Advertise Project for Bidding in the Imperial Valley Press.	Thursday, October 31, 2024 and Thursday, November 7, 2024
5.	Conduct Pre-Bid Conference at 10:00 a.m. at Holtville City Hall, 121 W. Fifth Street, Holtville, CA 92250	Tuesday, November 12, 2024
6.	Conduct Bid Opening at 2:00 p.m. at Holtville City Hall, 121 W. Fifth Street, Holtville, CA 92250	Tuesday, December 3, 2024

<u>ITEM NO.</u>	<u>ITEM</u>	<u>SCHEDULE</u>
7.	Award Contract for Construction for the City Wide Street Maintenance Improvement Project – FY 2024/2025 at a Regularly Scheduled Holtville City Council Meeting.	Monday, December 9, 2024
8.	Process Contract Documents. Receive Insurance Certificates, Performance Bond and Payment Bond from Contractor. Review of Insurance and Bond Documents by City Attorney. Execution of Agreement and Notice to Proceed after approval of Insurance and Bond Documents.	Tuesday, December 10, 2024 through Friday, January 10, 2025
9.	Conduct Pre-Construction Conference at Holtville City Hall at 10:00 a.m.	Friday, January 17, 2025
10.	Issue Notice to Proceed to Contractor. Start project construction within 10 days after issuance of Notice to Proceed.	Friday, January 17, 2025
11.	Review Project Submittal Documents.	Monday, January 20, 2025 Through Friday, January 24, 2025
12.	Project Construction (90 Calendar Days).	Monday, January 27, 2025 through Friday, April 25, 2025
13.	Conduct Final Project Inspection with Contractor and the City of Holtville Representatives.	Monday, April 21, 2025
14.	Contractor to complete "Punch List" items and finish project construction.	Friday, April 25, 2025
15.	File Notice of Completion at County of Imperial Recorder's Office.	Monday, April 28, 2025



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

Municipal Design • Infrastructure Engineering • Construction Management • Land Surveying

**PROJECT: CITY OF HOLTVILLE
 CITY WIDE STREET IMPROVEMENTS PROJECT - 2024/2025**

**THG PROJECT NO. 116.532
 DATE: OCTOBER 18, 2024**

ENGINEER'S OPINION OF PROBABLE COST

Item		Unit			
No	Item	Unit	Cost	Quantity	Total
1	Mobilization of Equipment and Material, Permits, Insurance, Bonds, Taxes, Portable Restroom Facilities, Freight, Submittal Documents, potable drinking water, safety requirements, meetings, utility identification and project signs, complete in its entirety in strict conformance with the contract documents.	LUMP SUM	-----	-----	\$200,000.00
2	Furnish all labor, material, transportation, equipment and services for the placement of Crack Sealant in the cracks along the street sections listed and illustrated on the Improvement Plans. Include notification of Residents, Businesses, Schools, Government Agencies and Institutions at least 24 hours prior to crack sealing a given street section. The notification requirement is incidental to this item. Include the initial sweeping of the streets prior to crack sealing as an incidental item. Also, include the sweeping of the street area after crack sealing has been accomplished each work day as an incidental item. Traffic Control is included as incidental to this item. The placement of crack sealant shall be accomplished in strict conformance with the contract documents.	LBS	\$2.60	140,570	\$365,482.00

Item		Unit			
<u>No</u>	<u>Item</u>	<u>Unit</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
3	Furnish all labor, material, transportation, equipment and services for the placement of a slurry seal coat on the existing A.C. pavement surface along the street sections illustrated and listed on the Improvement Plans. Street sweeping, clean up, protection of utility covers and traffic control are incidental and to be included within this item. Notification of Residents, Businesses, Schools, Government Agencies, Post Office, Agencies and Institutions at least 24 hours prior to slurry seal coat application is incidental to this item. The slurry seal coat shall be compensated by this item per dry ton of aggregate utilized. The calculated weight of the dry aggregate to be placed per square yard was based upon 13.3 pounds per square yard as illustrated on the plans. The dry ton aggregate price shall include the incidental items noted by this item and the Specification requirements. It shall also include the remaining constituents in addition to the dry aggregate for the formulation of a modified slurry asphalt emulsion including but not limited to set control additives, coloring additives, styrene butadiene latex, water and all other required components. Slurry Testing shall be incidental to the slurry seal coat placement.	TONS	\$300.00	3,016	\$904,800.00
4	Furnish all labor, material, transportation, equipment and services for the placement of a fog coat on the existing A.C. pavement surface along the street sections illustrated and listed on the Improvement Plans. Street sweeping, clean up, protection of utility covers, striping removal, and traffic control are incidental and to be included within this item. Notification of Residents, Businesses, Schools, Government Agencies, Post Office, Agencies and Institutions at least 24 hours prior to fog coat application is incidental to this item.	SQYD	\$1.35	24,949	\$33,681.15
5	Paint 1-foot wide white "STOP" Bar on the A.C. pavement or concrete surfaces in accordance with the Contract Documents.	L.F.	\$4.50	3,123	\$14,053.50
6	Paint white "STOP" Legend on the A.C. pavement surface per Caltrans Standard Plan A24D in accordance with the Contract Documents.	Each	\$160.00	183	\$29,280.00
7	Paint white "AHEAD" Legend on the A.C. pavement surface per Caltrans Standard Plan A24D in accordance with the Contract Documents.	Each	\$200.00	1	\$200.00

Item		Unit			
<u>No</u>	<u>Item</u>	<u>Unit</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
8	Paint white "SLOW" Legend on the A.C. pavement surface per Caltrans Standard Plan A24D in accordance with the Contract Documents.	Each	\$180.00	16	\$2,880.00
9	Paint white "SCHOOL" Legend on the A.C. pavement surface per Caltrans Standard Plan A24D in accordance with the Contract Documents.	Each	\$240.00	16	\$3,840.00
10	Paint white "XING" Legend on the A.C. pavement surface per Caltrans Standard Plan A24D in accordance with the Contract Documents.	Each	\$180.00	16	\$2,880.00
11	Paint "NO PARKING" Legend per Caltrans Standard Plan A24E.	EACH	\$50.00	6	\$300.00
12	Paint 1-foot wide white crosswalk and limit line per Caltrans Standard Plan A24E.	L.F.	\$4.50	4,725	\$21,262.50
13	Paint 1-foot wide yellow crosswalk and limit line per Caltrans Standard Plan A24E.	L.F.	\$4.50	3,783	\$17,023.50
14	Paint 4-inch wide white stripe on A.C. pavement surfaces for parking spaces & other pavement marking purposes.	L.F.	\$5.00	12,962	\$64,810.00
15	Paint 6-inch wide double yellow stripe on the A.C. pavement surfaces for centerline striping and other purposes.	L.F.	\$2.20	11,530	\$25,366.00
16	Paint 4-inch wide red stripe on A.C. pavement surfaces for no parking zones.	L.F.	\$4.50	407	\$1,831.50
17	Paint 8-inch wide white stripe on A.C. pavement surfaces for left turn lane.	L.F.	\$1.50	305	\$457.50
18	Paint 12-inch-wide yellow stripe on A.C. pavement surfaces for passenger loading and unloading zones.	L.F.	\$3.50	637	\$2,229.50
19	Paint 6-inch wide white stripe on A.C. pavement surfaces.	L.F.	\$2.50	21	\$52.50
20	Paint face and top of curb (no parking curb) with two (2) applications of red paint.	L.F.	\$3.00	4,879	\$14,637.00

Item		Unit			
No	Item	Unit	Cost	Quantity	Total
21	Paint face and top of curb (loading and unloading zone) with two (2) applications of yellow paint.	L.F.	\$3.00	397	\$1,191.00
22	Paint face and top of curb (handicap zone) with two (2) applications of blue paint.	L.F.	\$3.00	269	\$807.00
23	Paint 4 inch wide blue stripe on A.C. pavement surfaces for Handicap Parking Spaces and Handicap Loading Zones.	L.F	\$2.50	680	\$1,700.00
24	Paint Handicap Symbol with Box per Caltrans Standard Plan A24C.	Each	\$110.00	12	\$1,320.00
25	Paint White Type I Arrow per Caltrans Standard Plan A24A.	Each	\$150.00	2	\$300.00
26	Paint White Type IV (L) Arrow per Caltrans Standard Plan A24A.	Each	\$150.00	1	\$150.00
27	Paint White Type IV (R) Arrow per Caltrans Standard Plan A24A.	Each	\$150.00	6	\$900.00
28	Paint White Type VII (L) Arrow per Caltrans Standard Plan A24A.	Each	\$150.00	4	\$600.00
29	Install Channelizing Chevron at Ninth Street and Towland Road as illustrated on the Improvement Plans.	Each	\$3,500.00	1	\$3,500.00
30	Install two way Yellow Reflective Raised Pavement Marker (Caltrans Standard Plans Type "D") in accordance with the Contract Documents.	Each	\$6.00	1,514	\$9,084.00
31	Install blue reflective raised pavement markers – two (2) reflective faces per City of Holtville Standard Detail W107.	Each	\$13.00	121	\$1,573.00
32	Install two way reflective white raised pavement markers.	Each	\$6.00	309	\$1,854.00
33	Install Type G one way clear retro -reflective white raised pavement markers per Caltrans Standard Plan A20A.	Each	\$6.00	2,545	\$15,270.00


**TOTAL ENGINEERS OPINION OF PROBABLE COST
CONTINGENCY 10%**

**\$1,743,315.65
\$174,331.57
\$1,917,647.22**

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: October 25, 2024
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

	Meeting Date	<u>10/28/24</u>
	Item Number	<u>5 a</u>
Approvals	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 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. Feedback was provided and Mr. Medina was very open to incorporating ideas presented. Mr. Medina has 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.

Staff met with representatives of USDA Rural Development in September 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, Mayor Anderson, 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. We recently received word that the project is on track to receive some funding, which will be a welcome addition to the City’s ability to construct. However, the amount projected to be received will likely be a fraction of the amount requested, so sizing the project down is probably on the horizon.

Staff continues to pursue additional funding sources. *At the recent League of Cities Annual Conference, Mayor Anderson, Councilman Goodsell and the CM had multiple conversations with firms and organizations that show promise as potential funding sources. We have followed up with some and will continue to attempt to develop those leads.*

EVENTS – *Farmers Markets continue to be a hit in the community, with the “Trunk or Treat” event of last week drawing a large group of kids and parents. The annual Trail Walk continued its growth pattern, with over 90 walkers, our biggest turnout yet!*

PUBLIC WORKS

TRANSPORTATION PROJECTS

Citywide Pavement Maintenance Project – a Streets Assessment report was prepared by the City Engineer earlier this year reporting the general condition of the over 16 miles of streets maintained by the City. Nearly all of the system is in good condition, requiring maintenance rather rehabilitation or construction. A recommendation has been made to perform crack sealing and slurry coat to the bulk of the system to prolong life of the system and forestall major work to a future date. At the July Council meeting, direction was given to proceed with preparation of specifications for the project. ***An item is on the current agenda to move the project forward to construction bidding.***

Pear Canal Undergrounding/Ninth Street Improvements (Olive to Melon) – this project has been discussed for some time. Initial action to proceed was taken in early 2021. A deposit was forwarded to IID to begin design and multiple site visits with staff, the IID and City Engineer took place to discuss issues that need to be addressed in design. Undergrounding work was scheduled to take place in December 2021, however, delays were discussed in those meetings from the IID side which eventually led to construction work being pushed back. The City has been awarded funding through ICTC for the resulting necessary sidewalk and roadway improvements. LC Engineering was awarded the contract for design in February.

A construction challenge for IID existed for this project, as it would make it difficult to continue to service several nearby County-area residences served by surface water. It was determined that incentivizing these properties to convert to City water would be in the best interest of the project. Staff worked with IID to encourage the residents to switch. In March, the final remaining holdout submitted paperwork to connect to City water service, so staff is working with IID to get the project reinitialized. Separately, staff met with a contractor to establish physical connections. The CM is working with IID to schedule the work prior to the undergrounding operation. The CM has had multiple conversations with IID and ICTC in the past several weeks and we will keep this moving forward.

A new wrinkle developed wherein the dedicated Congressional funding IID procured is not immediately accessible. Although that is expected to be resolved fairly soon, the uncertainty begat the need to push the City's project funding into next fiscal year to avoid non-performance. David Aguirre with ICTC worked with SCAG and Caltrans to accomplish that. At present, we await final paperwork issues for the dispersal of Congressional funds for the project. It looks as if the funding will be directed to the City to administer,. In a significant development last week, 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. ***An item is on the current agenda to move the project forward by executing an agreement to this end.***

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.

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.

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

PARKS

Holtville Wetlands Project – In late 2016, approximately \$3 million was granted to the City through the US Bureau of Reclamation (BoR). THG was selected for Grant Administration tasks and George Cairo Engineering (GCE) for design services. GCE was significantly behind schedule from the outset, but finally produced approved plans in 2021.

A construction RFP was released in early 2022 netted only one bid, which was significantly over (+/- \$1.4 million) the construction budget. The BoR representative, Jeremy Brooks, was extremely helpful in moving the project along. In September, 2022, he was able to secure funding to bridge the gap to pay for construction. That funding was officially awarded in early February, 2023. Action to officially award the construction contract was taken in March and a pre-con meeting was held in early May, with the contractor onsite performing various activities simultaneously.

The site has now been fully constructed with regard to major earth work, piping and the inlet headworks, however there was a substantial holdup with a permit from the Army Corps of Engineers (USACE). Originally applied for as a renewal in October, 2023, a new analyst required much more information than previously required. Through various meetings and multiple iterations, THG completed work on additional documents requested by USACE and the permit was finally approved in June (though still not officially issued!). In early August, the USACE permit was finally officially granted and issued!

The long wait for the USACE permit necessitated a time extension request in January, which was granted. The new completion deadline was pushed to September, 2024. Now that the USACE permit is in hand, it would be possible to complete the planting in a short amount of time, however, the potential success of establishing foliage during the Imperial Valley summer months is a difficult endeavor, so due to the length of time taken by USACE, another extension needed to be requested in July. The extension to December 31 was granted in August. THG recently updated the required stormwater plan (SWPPP) and we await an updated construction schedule from the contractor.

THG contacted the contractor to ramp back up when possible. The horticulture contractor has ordered plants for the project. It is assumed that we will be able to tap into the River and begin the process populating the beds with plant species proceed in late-September or early October when the material is in hand. Staff has begun discussions with BoR to schedule a ribbon cutting in the Fall. Staff has continued to follow up on this, but we still await scheduling information from the contractor. ***A regulatory report that the contractor needs to provide is currently holding up progress. A site meeting was held this week and construction is scheduled to resume on Monday, 10/28. Staff has reached out to BoR to schedule a ribbon cutting ceremony, most probably the week before Thanksgiving.***

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. Ginger Ward volunteered to sit in on meetings for this project when possible, so she and staff met multiple times with the design team via Zoom to discuss design concepts. 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.***

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 of 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.***

BUILDING DEPT - The City issued **100** building permits in 2024. A list of permits pulled by month is available on the City’s website at <http://holtville.ca.gov/section.php?id=73>.

Melon, LLC Housing Project (± 50) – A project has been in the works for some time at the northeast corner of Ninth and Melon, just outside the City limits. After years of confusion regarding the process, the project’s ownership group, led by John Hawk, engaged Development Design & Engineering in 2016 to assist in 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. A conversation with Mr. Hawk in early October revealed that he is still pursuing developer investment. We discussed the coming timeline with the undergrounding and the street project. He hopes to have some momentum by the time those things are complete.

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

A pre-submittal meeting was held in early November to discuss necessary aspects to the construction with the project proponent, including offsite improvements. Much of the discussion centered on handling stormwater. Final map and the necessary proposed lot split were approved in late February as well. Since the closing of the financing, several paperwork/compliance issues cropped up that the City was left to work on. This was not the “deal” as originally presented, so staff sought assistance. Staff met with HCD representatives on this project in October. We are hoping they will assist in working with the contractor to get the project running more smoothly.

Start was delayed as construction bids came in significantly over projections. The developer has now made a drawdown on funding, however, the ownership group has been somewhat unresponsive as the project continues to sit in limbo. An extension on their CUP was requested and was granted by Planning Commission in May, so we still await the start of construction activities. The CM had a recent conversation with AMG to express disappointment over the lack of information flow. It was promised that more updates would begin to flow.

Staff was recently apprised of the fact that a contractor has been engaged to begin earth moving to build up pads to start construction. We have communicated the need to schedule a pre-construction meeting to the developer and expect that soon

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. *There continues to be back and forth regarding these issues now, particularly the abandonment of the Artesian well on the property.*

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 the last 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 :

- 10/14/24 Department Head Meeting *City Hall*
- 10/14/24 Meeting w/ Senator Steve Padilla *El Centro Office*
- 10/14/24 Holtville City Council Meeting *City Hall*
- 10/16-18/2024 CA League of Cities Annual Conference *Long Beach, CA*
- 10/19/24 Mellinger Alamo River Trail Walk *Trail/Holt Park*
- 10/21/24 Department Head Meeting *City Hall*
- 10/21/24 Meeting w/ City Engineers/Planners *re: Various Issues* *THG Offices (EC)*
- 10/22/24 Holtville Wetlands Project Status Meeting *Project Site*
- 10/24/24 Chamber of Commerce Mixer Event *Hot Rods & Beer*
- 10/25/24 Holtville Rotary Club Mixer *Vessey Offices*
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UPCOMING EVENTS :

- 10/28/24 Department Head Meeting *City Hall*
- 10/28/24 Holtville City Council Meeting *City Hall*
- 10/29/24 Alamo River Trail (Wetlands Spur) Check-in Meeting *Web Conference*
- 11/01/24 Holtville Rotary Club Meeting *St. Paul's Lutheran Church*
- 11/01/24 CA FFA Foundation Board Meeting *Video Conference*
- 11/02/24 11th Annual IV Veterans Day Parade *Fifth Street*
- 11/02/24 Holtville Farmers Market & Street Fair *Holt Park*
- 11/11/24 Veterans Day Observed *(City Hall Closed)*
- 11/12/24 Holtville City Council Meeting *City Hall*
- 11/13/24 ICTC Management/CCMA Meetings *City of Westmorland*
- 11/14/24 Imperial-Mexicali Bi-National Alliance Meeting *Imperial County*
- 11/18/24 Holtville Planning Commission Meeting *City Hall*
- 11/20/24 IV Foreign Trade Zone Meeting *IC Workforce Development (EC)*
- 11/25/24 Holtville City Council Meeting
- 11/28/24 Thanksgiving Day *(City Hall Closed)*
- 11/29/24 Thanksgiving Observed *(City Hall Closed)*
- 12/05/24 Tree Lighting Ceremony *(Tentative)* *Holt Park*
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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

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>10/28/24</u>
ITEM NUMBER	<u>5 c</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: October 16, 2024
FROM: Alex Silva, Fire Chief
SUBJECT: Monthly Report for September 2024

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

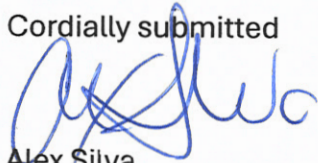
We had a very busy month of September 2024. We started by responding to Coalinga California for the Thompson Fire, after couple days, got reassigned to the Line Fire in San Bernardino. The crews did a fantastic job representing the Imperial Valley and most of all the City of Holtville/ The crew was swapped out couple of times. We responded in the OES type 6 engine. Crews finally made it home safely.

On 9/11/2024 HFD along with the Holtville based ICSO deputies attended two 9/11 ceremonies. Finley and Middle Schools held a ceremony in remembrance. Finley School is the only school in the Imperial Valley that has held a remembrance since 9/11. Thanks to the Finley Staff for ensuring the fallen from that day won't be forgotten.

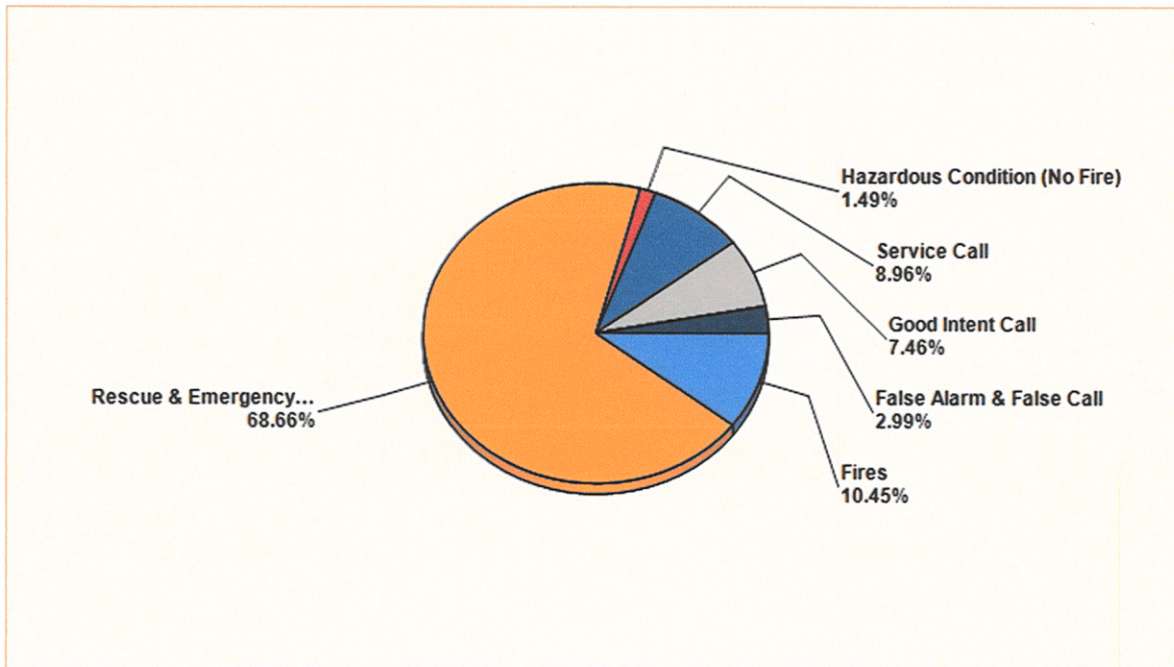
The following is the monthly report for the month of September 2024.

Emergency calls	67
Training hours	142

Cordially submitted



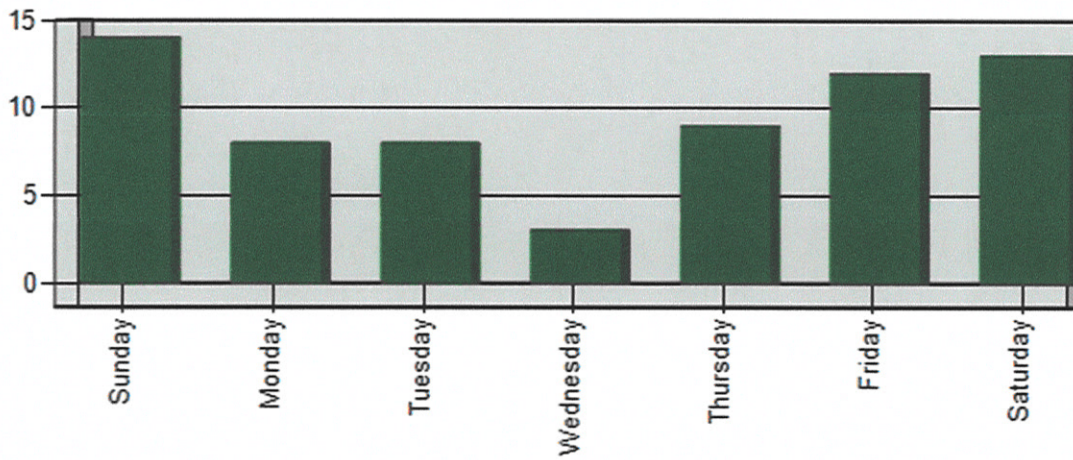
Alex Silva
Fire Chief



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	10.45%
Rescue & Emergency Medical Service	46	68.66%
Hazardous Condition (No Fire)	1	1.49%
Service Call	6	8.96%
Good Intent Call	5	7.46%
False Alarm & False Call	2	2.99%
TOTAL	67	100%

ACTION TAKEN	# INCIDENTS	PERCENTAGE
11 - Extinguishment by fire service personnel	5	7.46%
12 - Salvage & overhaul	1	1.49%
14 - Contain fire (wildland)	1	1.49%
31 - Provide first aid & check for injuries	3	4.48%
32 - Provide basic life support (BLS)	39	58.21%
70 - Assistance, other	2	2.99%
71 - Assist physically disabled	1	1.49%
73 - Provide manpower	6	8.96%
86 - Investigate	6	8.96%
92 - Standby	1	1.49%
93 - Cancelled en route	5	7.46%

TOTAL: 70



14

8

8

3

9

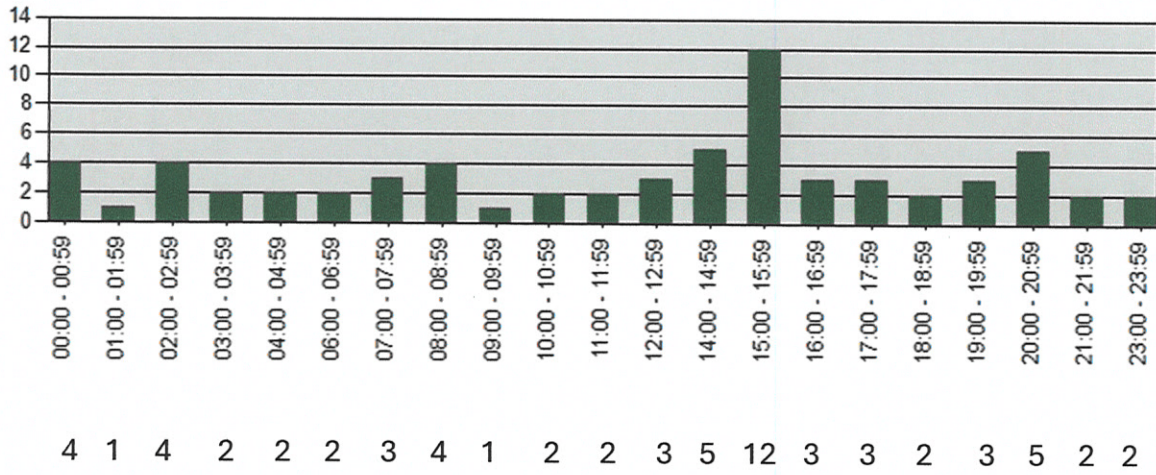
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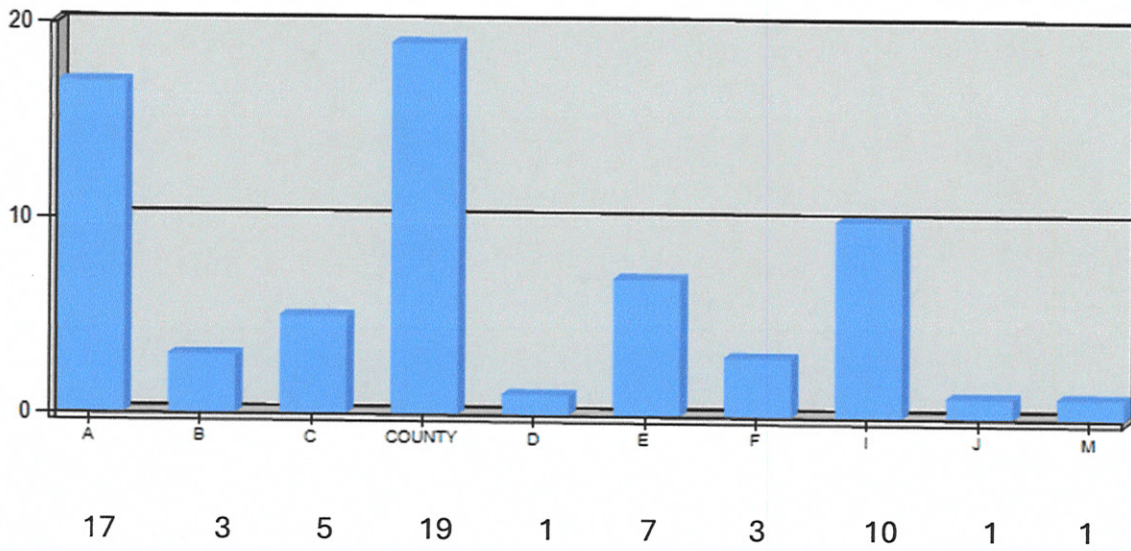
TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
3	\$93,845.00	\$60,000.00	\$153,845.00	\$51,281.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2024-647	09/01/2024	142 - Brush or brush-and-grass mixture fire	\$50,000.00	\$0.00	\$50,000.00	32.50%
2024-667	09/11/2024	324 - Motor vehicle accident with no injuries.	\$33,845.00	\$0.00	\$33,845.00	22.00%
2024-688	09/21/2024	161 - Outside storage fire	\$10,000.00	\$60,000.00	\$70,000.00	45.50%

Hours of the day



Zones



City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>10/28/24</u>
ITEM NUMBER	<u>5 d</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: October 22nd, 2024

FROM: Frank Cornejo
Water/Wastewater Operations Supervisor

SUBJECT: Water / Wastewater Plant Operations & Maintenance Summary

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

The purpose of this report is to inform council of all operations and maintenance activities carried out at the Water & Wastewater treatment facilities during the period between 10/07/2024 thru 10/22/2024.

WATER PLANT:

- Control Systems Engineering (Eric Blom) completed installation of telemetry bypass switch for distribution flow signal to be shared with 2.4 MG tank flow transmitter from 2.4 MG Tank (see attached photo).
- Water plant staff completed removal of all mechanical connections to old water plant main generator in preparation for pick up and transport by purchaser.
- Water plant staff completed taking triennial Lead & Copper samples and delivered to Babcock Labs for analysis.

WASTEWATER PLANT:

- Staff began making repairs and servicing septage waste receiving station and making treatment plant operational adjustments in preparation for peak winter waste disposal traffic.

Respectfully Submitted,



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



2.4 MG Tank Sparling TigerMag flow transmitter.

**City of Holtville
REPORT TO COUNCIL**

MEETING DATE:	<u>10/28/24</u>
ITEM NUMBER	<u>5 e</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED October 25th, 2024.
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 park and around town.
- Cleaning up all burnt salt cedars south of the skate park.
- Replaced 5 1-inch meter.
- Repaired 3-inch valve at Samaha park.
- Painted pump room at Mack Park.
- Replaced 10 ¾ inch meters.
- Caught 2 dogs.

Respectfully Submitted,



Alejandro Chavez
Public Works Supervisor
City of Holtville