



AGENDA

**Regular Meeting of the Calipatria City Council
City Council Chambers
125 North Park Avenue
Calipatria California 92233**

**Tuesday, February 25, 2025
Closed Session at 5:30 pm
Open Session at 6:00 pm**

Michael Luellen, Mayor
Javier Amezcua, Mayor Pro-Tem
Sylvia Chavez, Council Member
Fred Beltran, Council Member
Jesse Rivas, Council Member

Laura Gutierrez, City Manager
Gilbert G. Otero, City Attorney
Jane Hurtado, City Clerk

Jesse Llanas, Fire Chief
Cheryl Fowler, Police Chief
Edgar Self, Public Work Director

NOTICE TO THE PUBLIC

This is a public meeting. Any member of the public is invited to attend. The Calipatria City Council welcomes public input during the **public comment** period of the sessions.

5:30 P.M. CLOSED SESSION

CALL TO ORDER:

ROLL CALL:

PUBLIC COMMENTS FOR CLOSED SESSION ITEMS: Any member of the public wishing to address the City Council on any items appearing on the closed session agenda may do so at this time. Pursuant to State Law, the City Council may not discuss or take action on issues not on the meeting agenda. (*Government Code Section 54954.2*) There is a time limit of three (3) minutes for anyone wishing to address the City Council on these matters.

CITY COUNCIL ADJOURNS TO CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS – G.C. 54956.8

APN: 022-160-003
Property Address: 106 W. Lindsey
Agency Negotiator: City Manager
Negotiating Parties: Jose Luis Correa
Under Negotiation: Lease Terms

CITY COUNCIL CONVENES TO OPEN SESSION

6:00 P.M. OPEN SESSION

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE & INVOCATION:

CITY ATTORNEY: REPORT ON CLOSED SESSION ACTION

1)

ADJUSTMENTS TO THE AGENDA: The City Council will discuss the order of the agenda, may amend the order, add urgent items and or remove items from the consent calendar prior to that portion of the agenda. For the purpose of the official city record, the City Council may take care of these issues by entertaining a formal motion.

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML-SC-JA

PUBLIC COMMENTS: The City Council welcomes your input. **Please remember to shut off all cell phones.** Now is the time for any member of the public to speak to the Council. If there is an item on the agenda on which you wish to be heard, we ask that you please step to the podium and state your name and address for the record.

For matters not appearing on the agenda: If you wish to address the City Council concerning a matter and or any item not on the agenda but is within the City Council’s jurisdiction you may do so now. We ask that you please step to the podium and state your name and address for the record.

The Mayor reserves the right to place a time limit of three (3) minutes on each person’s presentation. It is requested that longer presentations be submitted to the City Clerk in writing 48 hours before the meeting.

PRESENTATIONS:

- 1. Public review draft- Imperial County Lithium Valley Specific Plan (County of Imperial/Rick Engineering)

CONSENT AGENDA: The items appearing under the Consent Agenda will be acted upon by the City Council in one motion without discussion. Should any Council member or other person wish to discuss any item, they may request that the item be removed from the Consent Agenda and placed on the REGULAR BUSINESS Agenda.

- 1. Continued Delta Street Lift Station Emergency

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML-SC-JA

ACTION ITEMS REGULAR BUSINESS (DISCUSSION/ACTION):

1. Approval of the Animal Safety Officer Job Description

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML-SC-JA

2. Approval of the Proposal from Architectural Resources Group for Additional Services for the Calipatria Flagpole California Historical Landmark Nomination

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML-SC-JA

3. Approval for Street Closures for the 4th of July Spectacular for International Avenue from Main Street to Delta Street and Alexandria from International Avenue to Lake Avenue

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML-SC-JA

DISCUSSION/DIRECTION (RECOMMEND/DENY):

1. Approval for a Public Hearing for the Establishment of a Vacant Lot Tax and Abatement of Nuisance and Neglected Properties

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML-SC-JA

STAFF and COUNCIL REPORTS:

ADJOURNMENT:

The next regular scheduled meeting of the City of Calipatria City Council is Tuesday, March 11, 2025, at 6:00 pm

MOTION: SECOND: ROLL CALL VOTE: FB- JR-ML-SC-JA

I, JANE HURTADO, City Clerk of the City of Calipatria, California, DO HEREBY CERTIFY that the agenda was duly posted at Calipatria City Hall, 125 N Park Avenue, Calipatria, California and on the City of Calipatria’s website not less than 72 hours prior to the meeting per Government Code 54954-2.

Dated: _____



CALIPATRIA CITY COUNCIL AGENDA ITEM

Date Submitted: February 20, 2025

Submitted By: Edgar Self, Public Works Director

Council Meeting Date: February 25, 2025

CONSENT~ DELTA PUMP STATION EMERGENCY

Subject: Delta Pump Station Emergency

The Delta Pump Station continues to operate under emergency resolution until repairs are completed.

With the City Council approval of the NADBank Grant Execution on 04.09.2024, NADBank has authorized the City to proceed with ordering the new pump (\$65,008.00 plus tax) and to proceed with the rebuild of the two existing pumps (\$45,000 estimated plus tax). The lead time per the manufacture for the new pump is 30-34 working weeks. The cost for the pump and rebuilds will be reimbursed by the \$250,000 grant funding. As a reminder, the City will have a matching of 10% to the cost of the Delta Pump Station Project.

The pump has been ordered from Barrett Engineering Pumps in the amount of \$70,046.12.

Suction and discharge piping is demoed, and lower shutoff valves have been installed.

NO EXPENSE UPDATE SINCE LAST MEETING

To date expenses are as follows:

| | |
|---------------------------|--------------------|
| Pump | \$70,046.12 |
| Staircase Replacement: | \$26,845.03 |
| Electrical: | \$83,146.81 |
| <u>Piping and valves:</u> | <u>\$46,549.30</u> |

Total expenses paid to date: **\$226,587.26 (Use of ARPA funding)**



CALIPATRIA CITY COUNCIL AGENDA ITEM

Date Submitted: February 20, 2025

Submitted By: Laura Gutierrez, City Manager/CFO

Council Meeting Date: February 25, 2025

Discussion / Action

Subject: Approve and Adopt the Job Description for the Animal Safety Officer

Background:

The city has reviewed the needs for an Animal Safety Officer. Currently, due to the cost of a full-time position, there has been discussion about allowing for a Utility Worker that has already successfully completed the PC 832 course to cross-train and attend the Animal Control Academy.

Staff will continue discussions on housing animals that are non-compliant with the City Animal Control Ordinance and will seek grant funding to assist with future cost of operations.

City Manager's Recommendation:

Recommendation is for approval of the Animal Safety Officer Job Description.

Fiscal Impact:

\$6,000 (for remainder of the fiscal year)



Animal Safety Officer Job Description

Salary Range: Misc Salary Schedule Range 27
Proposed Adoption: February 25, 2025

DESCRIPTION:

Under general supervision of the Police Chief (or designee), performs a variety of animal safety and control duties; implements animal control regulations concerning the care, treatment, licensing and impounding of animals through public education and enforcement programs; informs and advises the public on licensing, immunization, predator control and other animal safety programs; mediates citizen complaints; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Animal Safety Officer is responsible for enforcement of domestic animal and predator control regulations. Employees are expected to demonstrate a significant amount of independence and initiative in assuming a wide range of responsibilities.

DUTIES:

Position performs the essential functions and responsibilities:

- Patrols an assigned area in radio-equipped animal control vehicle for at-large, stray, injured or dead animals; impounds stray, unrestrained, sick, injured, vicious and suspected rabid animals; transports animals for shelter impound, disposal or rabies investigation; checks for valid rabies vaccination certificates and license; issues warnings or citations to violators of leash and licensing laws.
- Investigates reports of animal bites, obtains essential information and maintains bite reports; responds to and investigates animal nuisance complaints; investigates and takes action to prevent inhumane treatment of animals; may assemble documents for prosecution of violators and may testify in court.
- Performs preventative maintenance on vehicles, equipment, tools, and related safety equipment.
- Responds to questions and concerns from the general public regarding animal control regulations and services, provides information as appropriate and resolves service concerns; provides public education and information services as required.
- Other duties as may be assigned by the Police Chief (or designee).

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITIES (KSA'S) THAT ARE DESIRED:

Knowledge and Application of:

Physical and behavioral characteristics of common breeds of animals and their handling; methods and techniques for basic report preparation and writing; occupational hazards and standard safety practices.

Ability to Perform and Successfully Apply Skill In:

Learn and apply policies, procedures, regulations and work methods associated with animal

control activities; operate and maintain various equipment used in the control of animals; understand and follow written and oral instructions; accurately record incidents and personal observations; apply arrest, search and seizure techniques and use small firearms and tranquilizers; analyze problems and exercise judgment and initiative in performing duties; understand, interpret and explain animal regulations to others; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with staff, members of the public and others encountered in the course of work.

Education and Experience:

Any combination equivalent to: Graduation from high school or equivalent GED; possess sufficient experience in dealing with the public to explain and enforce animal control rules and regulations.

License/Certificate:

- Possession of, or ability to obtain, a valid class C California driver's license.
- A Basic Law Enforcement Certificate (Penal Code 832) must be obtained within one year of appointment.
- Successful completion of a police background investigation, with requirements determined by the City of Calipatria.
- Successful completion of the Basic Animal Control Academy, with requirements determined by the City of Calipatria.

WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement, and fine coordination in preparing reports and operating assigned.

WORKING ENVIRONMENT:

Indoor/Outdoor environment; seasonal heat and cold or adverse weather conditions; evening, weekend or variable hours.

HAZARDS:

Contact with dissatisfied or hostile individuals.

CLASS SPECIFICATION WAIVER:

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.



CALIPATRIA CITY COUNCIL AGENDA ITEM

Date Submitted: February 15, 2025

Submitted By: Laura Gutierrez, City Manager/CFO 

Council Meeting Date: February 25, 2025

Discussion / Action

Subject: Approval of the Proposal from Architectural Resources Group for Additional Services for the Calipatria Flagpole California Historical Landmark Nomination

Background:

Council's direction in 2024 was to review the possibilities of having the City Flagpole designated as a Historical Landmark. City staff has (and continues to) conduct research on the Flagpole as well as other Flagpoles and bases for landmark nominations.

Since November 2024, staff have been working with Architectural Resources Group reviewing documentation and the compilation of documents that will be needed to assist in supporting and strengthening the city's application, however a quote has been received from Architectural Resources Group with tasks that consist of the following:

- Task 1 Provide Guidance on Draft Historical Landmark Nomination
- Task 2 Meetings
- Task 3 Prepare/Draft California Historical Landmark Nomination Material (Optional task)

City Manager's Recommendation:

Recommendation is for approval of Task 1 and 2.

Fiscal Impact:

\$3,500



February 10, 2025

Laura Gutierrez

Via email: l_gutierrez@calipatria.com; rrudy467@gmail.com

Re: Calipatria Flagpole California Historical Landmark, Additional Services Proposal

Dear Ms. Gutierrez:

Architectural Resources Group (ARG) is pleased to provide this proposal for additional historic preservation consulting services related to the Calipatria Flagpole Historical Landmark Nomination. Our current agreement, dated November 13, 2024, included scope for background research and meetings with the City and the Office of Historic Preservation, which we have completed. The following additional services scope includes guidance on preparing the Historical Landmark Nomination, meetings as the nomination progresses, and drafting and/or preparation of nomination materials, at the City's request.

Task 1. Provide Guidance on Draft Historical Landmark Nomination

ARG will provide guidance to the City in its preparation of the Calipatria Historical Landmark Nomination. This may include drafting an outline of the components that should be addressed as part of the Physical Description and Statement of Significance, up to two (2) rounds of review and comment on the nomination, and guidance on compiling requisite nomination materials.

Total ARG Labor (Task 1): \$2,800.00

Task 2. Meetings

ARG will participate in phone and virtual meetings with the City and/or Office of Historic Preservation as the nomination progresses. Assumes up to three (3) meetings.

Total ARG Labor (Task 2): \$700.00

Task 3. Prepare/Draft California Historical Landmark Nomination Materials (Optional)

At the City's request, ARG will help to draft the Historical Landmark Nomination. In particular, ARG will assist with preparation of the Significance Statement, which requires sufficient comparative analysis for justification of the flagpole's eligibility as a Historical Landmark. ARG will only proceed with this optional task upon the City's approval.

Total ARG Labor (Task 3): \$6,000.00

Total ARG Labor (time-and-materials, not-to-exceed): \$9,500.00

Note that the above scope of work does not include a site visit to photograph the flagpole or attendance at the State Historical Resources Commission (SHRC) meeting to present the nomination. We can provide this scope of work for an additional services fee upon the City's request.

We'd like to sincerely thank you for the opportunity to submit this proposal to you. We look forward to continuing our work with you on this important project.

Sincerely,



Katie E. Horak
Principal



Evanne St. Charles, LFA, LEED AP O+M
Senior Associate | Project Manager



CALIPATRIA CITY COUNCIL AGENDA ITEM

Date Submitted: February 20, 2025

Submitted By: Edgar Self, Public Works Director

Council Meeting Date: February 25, 2025

July 4th Event

Subject: Street Closure

Calipatria Foundation will once again be hosting the 4th of July fireworks and market day event in conjunction with the City of Calipatria. The Calipatria Foundation is requesting a road closure for this event from 6am to midnight. The closure will encompass International Ave. from Main St. to Delta St. And Alexandria from International Avenue to Lake Avenue.

Staff Recommendation:

Staff recommendation is for council to allow the closure for this event.



CALIPATRIA CITY COUNCIL AGENDA ITEM

Date Submitted: February 15, 2025

Submitted By: Michael J. Luellen, Mayor

Council Meeting Date: February 25, 2025

Discussion / Direction

Subject: Approval for a Public Hearing for an Ordinance to Establish a Vacant Lot Tax and Authorizing City Staff to Abate Nuisances on Vacant Properties

Background:

In the City of Calipatria, there are many vacant properties that are neglected. In efforts to enhance community aesthetics, promote economic growth, and protect public welfare there is a need for an Ordinance to allow for City Abatement of properties.

The proposed Vacant Lot Tax and Abatement Ordinance will aim to mitigate urban blight, encourage development, and ensure responsible property ownership in Calipatria. Vacant lots that remain undeveloped or unmaintained contribute to unsafe conditions, reduce property values, and place an undue burden on city resources. The ordinance will seek to deter property neglect by imposing an annual tax on vacant lots and granting city staff the authority to clean neglected properties without prior consent, recovering costs through property liens if necessary.

Ordinances mandate a Public Hearing process to ensure due process and allow for public input on proposed decisions.

The following are for consideration of the Ordinance if approved to proceed to the March 11, 2025, City Council Meeting:

Vacant Property Tax:

- **\$2,000 annually** for lots smaller than 5,000 square feet.
- **\$4,000 annually** for lots ranging from 5,000 to 15,000 square feet.
- **\$7,500 annually** for lots larger than 15,000 square feet.

Penalties for Non-Payment:

- **10% surcharge** on outstanding balance if tax is not paid by the due date.
- **1.5% interest** per month on overdue taxes.

- **\$500 late fee** after 6 months of non-payment.

Appeals:

- Property owners can appeal the tax assessment, violation notices, or abatement actions within **15 days** of the notice.
- **Waiver of appeal rights:** If the City has made reasonable attempts to contact the owner for **60 days**, the City Manager may waive the owner's right to appeal, allowing the City to proceed with abatement, tax assessment, and lien procedures.

Tax Exemptions:

- Properties owned by governmental entities.
 - Properties with an active building permit for construction.
 - Properties that are **actively used or maintained** as per the ordinance's definitions.
-

Owner Responsibilities:

- Owners must maintain vacant lots to prevent nuisances (e.g., trash, weeds, hazards).
- **City Inspections:** City staff may inspect vacant lots to ensure compliance with maintenance requirements.

Abatement Process:

- If a violation is found, the City issues a **Notice of Violation** with 30 days for correction.
- If no action is taken, the City may **abate nuisances** at the owner's expense.
- Costs of abatement are charged to the owner and, if unpaid within **60 days**, a lien may be placed on the property.

Enforcement and Penalties:

- **Emergency abatement** may be conducted if the property presents a public health or safety threat, under **California Government Code § 38773.5**.
- **Progressive fines** for failure to maintain the property:
 - **\$500** for first offense.
 - **\$1,000** for second offense.
 - **\$2,500** for subsequent offenses.
- Unpaid taxes, fines, and abatement costs may be recorded as a lien and collected through property tax roll.
- **Misdemeanor citation** for owners with **3 or more violations** within **24 months**, potentially carrying fines up to **\$5,000** and/or civil action.
- Chronic non-compliance may result in **receivership** action, allowing the City to take control of the property for remediation and development.

Council Actions:

- Introduction and 1st reading of the ordinance on **March 11, 2025**
- Second reading of the ordinance on **March 25, 2025**, by title only
- Ordinance is scheduled to take effect **30 days after adoption**.
- Ordinance to be published within **15 days** after adoption.