

AGENDA

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

Monday, February 24, 2020

- | | | |
|---|--|--|
| <input type="checkbox"/> Ginger Ward, Mayor | <input type="checkbox"/> Michael Pacheco, Council Member | <input type="checkbox"/> Nick Wells, City Manager |
| <input type="checkbox"/> James Predmore, Mayor Pro Tem | <input type="checkbox"/> George Morris, City Treasurer | <input type="checkbox"/> Jack Holt, City Engineer |
| <input type="checkbox"/> Mike Goodsell, Council Member | <input type="checkbox"/> Steve Walker, City Attorney | <input type="checkbox"/> Jeorge Galvan, City Planner |
| <input type="checkbox"/> Richard Layton, Council Member | <input type="checkbox"/> Kariza Sambrano, City Clerk | <input type="checkbox"/> Alex Silva, Fire Chief |

THIS IS A PUBLIC MEETING

If there is an item on the agenda on which you wish to be heard, please come forward to the microphone at the time that the item is being addressed. State your name for the record. All other items can be addressed during the Public Comments portion of the agenda. The Mayor reserves the right to place a time limit on each person asking to be heard.

CITY COUNCIL

MEETING CONVENED 5:30 PM

CLOSED SESSION PUBLIC COMMENTS: This is the time for the public to address the City Council on any item appearing on the Closed Session agenda for this meeting. The Mayor reserves the right to limit the speaker's time. The Mayor will recognize you when you come to the microphone. Please state your name and address for the record. You are not permitted to make personal attacks on individuals or make comments which are slanderous or which may invade an individual's personal privacy.

ADJOURN TO CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957.6)

Agency Negotiator: City Manager/City Attorney

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6)

City Manager Evaluation

Evaluation Criteria

RECONVENE OPEN SESSION

PLEDGE of ALLEGIANCE:

INVOCATION:

CITY CLERK RE: Verification of Posting of the Agenda

EXECUTIVE SESSION ANNOUNCEMENTS:

GENERAL PUBLIC COMMENTS: This is time for the public to address the City Council on any item that DOES NOT appear on the agenda for this meeting within the purview of the City Council. The Mayor reserves the right to limit the speaker's time. The Mayor will recognize you when you come to the microphone. Please state your name and address for the record. You are not permitted to make personal attacks on individuals or make comments which are slanderous or which may invade an individual's personal privacy.

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 January 27, 2020
- b. Current Demands # 41273 thru # 41325

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUES:

2. **UNFINISHED BUSINESS:** *None*

3. **NEW BUSINESS:**

- a. **Discussion/Related Action to Adopt RESOLUTION 20-04** Authorizing the City Manager to Execute Documentation Necessary for the Purchase of Municipal Accounting Software from Caselle *Kariza Preciado, Finance Supervisor*

4. **INFORMATION ONLY:**

- a. **2019-20 Mid-Year Budget Review** *Kariza Preciado, Finance Supervisor*

5. **STAFF REPORTS**

- a. **City Manager Report - Nick Wells**
- b. Finance Supervisor *(Included above)*
- c. Fire Chief - *Alex Silva*
- d. Water/Wastewater Supervisor - *Frank Cornejo*

6. **Items for future meetings**

7. **ADJOURNMENT:**

I, Kariza Preciado, Interim City Clerk of the City of Holtville, California, DO HEREBY CERTIFY that the foregoing agenda was duly posted at Holtville City Hall on Friday, February 21, 2020

**MINUTES OF THE REGULAR MEETING OF THE
HOLTVILLE CITY COUNCIL
Monday, January 27, 2020**

MEETING DATE: 02/24/20

ITEM NUMBER 1 a

Approvals

CITY MANAGER

FINANCE MANAGER

CITY ATTORNEY



The Regular Meeting of the Holtville City Council was held on Monday, January 27, 2020, at 5:30 p.m. in the Civic Center. Council Members present were Ginger Ward, Mike Goodsell, Richard Layton, Mike Pacheco and Jim Predmore. Staff members present were Nick Wells Kariza Preciado and Alex Silva. City Attorney Steve Walker was also present.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

Mayor Ginger Ward called the Closed Session meeting to order at 5:30 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

(Government Code Section 54956.8)

Agency Negotiator: City Manager/City Attorney

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957.6)

Agency Negotiator: City Manager/City Attorney

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6)

City Manager Evaluation

Evaluation Criteria

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Ginger Ward called the Open Session meeting to order at 6:05 p.m.

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

INVOCATION: Mr. Goodsell gave the Invocation.

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

Interim City Clerk Kariza Preciado verified that the agenda was duly posted on Friday January 24, 2020.

EXECUTIVE SESSION ANNOUNCEMENTS: None.

PUBLIC COMMENTS: None.

1. CITY COUNCIL CONSENT AGENDA:

a. Approval of the Minutes from the Regular Meeting of December 9, 2019

b. Current Demands # 41209 thru # 41272

A motion was by Mr. Predmore and seconded by Mr. Layton to approve the minutes from the regular meeting of January 13, 2020, and current demands.

AYES: Goodsell, Pacheco, Ward, Layton, Predmore

NOES: None

ABSENT: None

ABSTAIN: None

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQUES:

Ms. Preciado reported that we may be borrowing a Census meeting float from the City of El Centro to be in the Carrot Festival Parade. She also mentioned the need for Census volunteers that may receive a \$60 stipend for working 4 hours.

Mr. Silva recapped on the fire departments December activities which included a guardian angel luncheon where 23 children were sponsored and received many gifts. He thanked Coopers West for their donation to the cause. With Vessey's donation, the fire association purchased 37 pairs of shoes and 25 backpacks which will be donated to Finley School. The Holtville Fire Department and the local Sheriff's department will be taking 20 students which received academic achievement awards to the Carrot Festival on February 6th.

Mr. Goodsell shared that the Holtville Girls Basketball Team is still doing great.

Mr. Pacheco had nothing to report.

Ms. Ward reported she attended a AAA meeting in which they did a walk through in Calexico to make sure the senior housing is up to code. She is also working on the annual cooking contest for the Carrot Festival which will take place Tuesday, February 4th through Thursday, February 6th in the Civic Center.

Mr. Layton had nothing to report..

Mr. Predmore attended an ICTC meeting last Wednesday night which included the changing of guards in which Cheryl Walker was appointed to Vice Chair.

Mr. Walker had nothing to report..

Mr. Wells had nothing to report.

2. UNFINISHED BUSINESS:

- a. **Discussion/Related Action to Adopt RESOLUTION 20-03 Adopting Ordinance #495**
Mandating Green Waste Recycling for Commercial Entities and Some Multi-Family Residential Units
Nick Wells, City Manager

A motion was made by Mr. Goodsell and seconded by Mr. Pacheco to adopt Ordinance #495. The motion was carried in the form of a roll call vote.

AYES: Goodsell, Pacheco, Ward, Layton, Predmore

NOES: None

ABSENT: None

ABSTAIN: None

3. NEW BUSINESS: None.

4. INFORMATION ONLY: None.

5. STAFF REPORTS:

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

6. Items for future meetings: *None*

7. ADJOURNMENT:

There being no further business to come before the Council, Mayor Ward adjourned the meeting at 6:23 p.m.

Ginger Ward, Mayor

Kariza Sambrano, Interim City Clerk

CITY OF HOLTVILLE
Monthly Check Register

MEETING DATE:	<i>02/24/20</i>
ITEM NUMBER	<i>1 b</i>
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

Date : 2/20/2020 11:11:30 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	
Check Number : 41273 Check Date : 2/3/2020					
Vendor : 8817 ACE UNIFORMS OF SAN DIEGO					
10	92531	1/31/2020	191099	UNIFORMS (ESPINOZA AND HERNA	726.18
Invoice Amount : 726.18 Discount Amount : 0.00 Check Amount : 726.18					
FD					
Check Number : 41274 Check Date : 2/3/2020					
Vendor : 8041 AFLAC					
10	92458	1/31/2020	180521	INSURANCE PREMIUM	104.26
Invoice Amount : 104.26 Discount Amount : 0.00 Check Amount : 104.26					
ADMIN					
Check Number : 41275 Check Date : 2/3/2020					
Vendor : 8721 ALEJANDRO ESTRADA					
10	92543	2/3/2020	1193	COMPUTER CONSULTING	736.66
11	92543	2/3/2020	1193	COMPUTER CONSULTING	426.66
12	92543	2/3/2020	1193	COMPUTER CONSULTING	991.68
Invoice Amount : 2,155.00 Discount Amount : 0.00 Check Amount : 2,155.00					
ADMIN					
Check Number : 41276 Check Date : 2/3/2020					
Vendor : 8910 ATS ENVIRONMENTAL, INC.					
12	92562	2/3/2020	19-7423	LAB ANALYSIS	94.00
Invoice Amount : 94.00 Discount Amount : 0.00 Check Amount : 94.00					
PW					
Check Number : 41277 Check Date : 2/3/2020					
Vendor : 7800 AUTO ZONE COMMERCIAL					
11	92475	1/31/2020	5648998103	DOOR LOCK ROD	4.08
12	92475	1/31/2020	5648998103	DOOR LOCK ROD	4.09
11	92483	1/31/2020	5648995335	LONG LIFE MINI BULBS PW 1	5.91
12	92483	1/31/2020	5648995335	LONG LIFE MINI BULBS PW 1	5.92
11	92484	1/31/2020	5648995325	STEERING SHIFT PW 1	21.54
12	92484	1/31/2020	5648995325	STEERING SHIFT PW 1	21.55
11	92542	2/3/2020	5648007059	STEERING WHEEL KNOB	15.75
Invoice Amount : 78.84 Discount Amount : 0.00 Check Amount : 78.84					
FD/PW					
Check Number : 41278 Check Date : 2/3/2020					
Vendor : 1237 BABCOCK & SONS, INC.					
11	92487	1/31/2020	CA01089-2279	LAB ANALYSIS	53.00
12	92488	1/31/2020	CA00026-2279	LAB ANALYSIS	85.00
11	92555	2/3/2020	CA02186-2279	LAB ANALYSIS	148.00
11	92556	2/3/2020	CA02096-2279	LAB ANALYSIS	54.00
11	92557	2/3/2020	CA02095-2279	LAB ANALYSIS	74.00
12	92559	2/3/2020	CA01357-2279	LAB ANALYSIS	85.00
11	92563	2/3/2020	CA01923-2279	LAB ANALYSIS	54.00
12	92564	2/3/2020	CA01389-2279	LAB ANALYSIS	394.00
12	92567	2/3/2020	CA01485-2279	LAB ANALYSIS	16.00
12	92568	2/3/2020	CA01386-2279	LAB ANALYSIS	83.00
Invoice Amount : 1,046.00 Discount Amount : 0.00 Check Amount : 1,046.00					
PW					
Check Number : 41279 Check Date : 2/3/2020					
Vendor : 2030 BLUE SHIELD OF CALIFORNIA					
10	92546	2/3/2020	FEB. 2010	INSURANCE PREMIUM	2,449.42
11	92546	2/3/2020	FEB. 2010	INSURANCE PREMIUM	1,580.20
12	92546	2/3/2020	FEB. 2010	INSURANCE PREMIUM	1,387.19
Invoice Amount : 5,416.81 Discount Amount : 0.00 Check Amount : 5,416.81					
ADMIN					
Check Number : 41280 Check Date : 2/3/2020					
Vendor : 4650 BORDER TACTICAL					
10	92503	1/31/2020	A165812	UNIFORMS	110.09
Invoice Amount : 110.09 Discount Amount : 0.00 Check Amount : 110.09					
FD					

CITY OF HOLTVILLE

Monthly Check Register

Date : 2/20/2020 11:11:30 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 41281 Check Date : 2/3/2020						
Vendor : 8684 CA-NV Section AWWA						
12	92550	2/3/2020	ANTHONY GOMEZ	APPLICATION FOR WATER QUALITY		305.00
Invoice Amount : 305.00 Discount Amount : 0.00 Check Amount : 305.00						
Check Number : 41282 Check Date : 2/3/2020						
Vendor : 1750 CARROT TOP INDUSTRIES						
10	92529	1/31/2020	44771400	AMERICAN FLAGS		43.60
Invoice Amount : 43.60 Discount Amount : 0.00 Check Amount : 43.60						
Check Number : 41283 Check Date : 2/3/2020						
Vendor : 7688 CINTAS FIRST AID & SAFETY						
10	92468	1/31/2020	5015807849	SERVICE FIRST AID BOX AT CITY HAL		76.26
Invoice Amount : 76.26 Discount Amount : 0.00 Check Amount : 76.26						
Check Number : 41284 Check Date : 2/3/2020						
Vendor : 8796 CORE & MAIN LP						
11	92539	2/3/2020	L762270	TAPT BLIND FLG; METER CPLGS		1,532.04
Invoice Amount : 1,532.04 Discount Amount : 0.00 Check Amount : 1,532.04						
Check Number : 41285 Check Date : 2/3/2020						
Vendor : 2320 COUNTY MOTOR PARTS						
11	92471	1/31/2020	259938	DIESEL GLOW PLUG WIRES (PW TRU		57.90
12	92471	1/31/2020	259938	DIESEL GLOW PLUG WIRES (PW TRU		57.91
11	92472	1/31/2020	259975	TRINITY ANTIFREEZE (PW)	PW	8.07
12	92472	1/31/2020	259975	TRINITY ANTIFREEZE (PW)		8.08
11	92477	1/31/2020	259632	LICENSE PLATE LIGHT PW 1		20.46
12	92477	1/31/2020	259632	LICENSE PLATE LIGHT PW 1		20.46
10	92489	1/31/2020	259941	HEAVY DUTY ANTIFREEZE		46.64
Invoice Amount : 219.52 Discount Amount : 0.00 Check Amount : 219.52						
Check Number : 41286 Check Date : 2/3/2020						
Vendor : 2208 DC FROST ASSOCIATES, INC.						
11	92565	2/3/2020	41324	FLOW SWITCH ASSEMBLY ONLINE		641.57
Invoice Amount : 641.57 Discount Amount : 0.00 Check Amount : 641.57						
Check Number : 41287 Check Date : 2/3/2020						
Vendor : 1009 DEPT OF TRANSPORTATION-ST OF CA						
10	92541	2/3/2020	SL200405	SIGNALS AND LIGHTS		105.60
Invoice Amount : 105.60 Discount Amount : 0.00 Check Amount : 105.60						
Check Number : 41288 Check Date : 2/3/2020						
Vendor : 1248 EMERGENCY MEDICAL PRODUCTS, INC.						
10	92530	1/31/2020	2129312	MEDICAL SUPPLIES		337.36
Invoice Amount : 337.36 Discount Amount : 0.00 Check Amount : 337.36						
Check Number : 41289 Check Date : 2/3/2020						
Vendor : 4572 EMPIRE SOUTHWEST						
12	92572	2/3/2020	0476469	SERVICE GENERATOR WWTP		237.00
Invoice Amount : 237.00 Discount Amount : 0.00 Check Amount : 237.00						
Check Number : 41290 Check Date : 2/3/2020						
Vendor : 1124 FEDERAL EXPRESS						
11	92570	2/3/2020	690791492	SAMPLES TO BABCOCK		47.09
Invoice Amount : 47.09 Discount Amount : 0.00 Check Amount : 47.09						
Check Number : 41291 Check Date : 2/3/2020						
Vendor : 1536 FERGUSON ENTERPRISES, INC. #1350						
11	92469	1/31/2020	8475344	TUBE CUTTER; HD OPEN MESH CLO W	PW	77.65
11	92470	1/31/2020	8475388	TUBE CUTTER WHL PIN & CLIP		53.10
Invoice Amount : 130.75 Discount Amount : 0.00 Check Amount : 130.75						

CITY OF HOLTVILLE

Monthly Check Register

Date : 2/20/2020 11:11:30 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 41292 Check Date : 2/3/2020						
Vendor : 2399 HARTFORD						
10	92544	2/3/2020	FEB. 2020	INSURANCE PREMIUM	ADMIN	244.27
11	92544	2/3/2020	FEB. 2020	INSURANCE PREMIUM		40.84
12	92544	2/3/2020	FEB. 2020	INSURANCE PREMIUM		47.27
Invoice Amount : 332.38		Discount Amount : 0.00		Check Amount :		332.38
Check Number : 41293 Check Date : 2/3/2020						
Vendor : 2403 HIGHLINE COOLING, LLC						
10	92575	2/3/2020	FEB. 2020	OFFICE RENT FD/PD	PD/FD	2,000.00
Invoice Amount : 2,000.00		Discount Amount : 0.00		Check Amount :		2,000.00
Check Number : 41294 Check Date : 2/3/2020						
Vendor : 1015 HOLT GROUP, THE						
10	92460	1/31/2020	19-12-019	(491) AMG SUNSET ROSE SENIOR AP		8,684.25
10	92461	1/31/2020	19-12-018	(474) AMG ASSOCIATES DESIGN REV	ADMIN	9,877.05
10	92462	1/31/2020	19-12-017	(462) DOLLAR GENERAL SITE PLAN		7,976.75
11	92463	1/31/2020	19-12-016	(450) WATER TREATMENT PLAN SRF		1,862.72
10	92464	1/31/2020	19-12-015	(403) MELON LLC ANNEXATION, GP,		848.00
10	92465	1/31/2020	19-12-014	(207) REVIEW OF BUILDING PERMIT		996.50
10	92466	1/31/2020	19-12-013	(047) MISC. PLANNING SERVICES		1,347.50
Invoice Amount : 31,592.77		Discount Amount : 0.00		Check Amount :		31,592.77
Check Number : 41295 Check Date : 2/3/2020						
Vendor : 1019 HOLTVILLE TRIBUNE						
10	92459	1/31/2020	0100419	PUBLISH NOTICE OF HEARING FOR A	PLANNING	441.00
Invoice Amount : 441.00		Discount Amount : 0.00		Check Amount :		441.00
Check Number : 41296 Check Date : 2/3/2020						
Vendor : 1910 HUMANA						
10	92548	2/3/2020	FEB 2020	INSURANCE PREMIUM	ADMIN	56.07
11	92548	2/3/2020	FEB 2020	INSURANCE PREMIUM		184.15
12	92548	2/3/2020	FEB 2020	INSURANCE PREMIUM		151.00
Invoice Amount : 391.22		Discount Amount : 0.00		Check Amount :		391.22
Check Number : 41297 Check Date : 2/3/2020						
Vendor : 1223 I.C. ASSESSORS OFFICE						
10	92452	1/31/2020	2307	2019-2020 DATA SERVICE AGREEME	ADMIN	116.04
Invoice Amount : 116.04		Discount Amount : 0.00		Check Amount :		116.04
Check Number : 41298 Check Date : 2/3/2020						
Vendor : 1698 IMPERIAL COUNTY FIRE DEPARTMENT						
10	92491	1/31/2020	2019-2020	HAZARDOUS INCIDENT RESPONSE CO	FD	360.00
Invoice Amount : 360.00		Discount Amount : 0.00		Check Amount :		360.00
Check Number : 41299 Check Date : 2/3/2020						
Vendor : 1026 IMPERIAL IRRIGATION DISTRICT						
12	92454	1/31/2020	50709717- DEC.	ELECTRICITY WWTP	PW	4,620.36
Invoice Amount : 4,620.36		Discount Amount : 0.00		Check Amount :		4,620.36
Check Number : 41300 Check Date : 2/3/2020						
Vendor : 2137 IMPERIAL IRRIGATION DISTRICT (WATER)						
11	92558	2/3/2020	ALAMO/KAMM RD.	SERVICE PIPE 2 CHARGES FOR JAN T	PW	100.00
Invoice Amount : 100.00		Discount Amount : 0.00		Check Amount :		100.00
Check Number : 41301 Check Date : 2/3/2020						
Vendor : 1027 IMPERIAL STORES						
10	92474	1/31/2020	636773	ACETONE		32.95
10	92476	1/31/2020	636777	PVC SLIP CAP		3.17
10	92478	1/31/2020	636466	ADAPTERS; PVC COUPLINGS		20.88

CITY OF HOLTVILLE

Monthly Check Register

Date : 2/20/2020 11:11:30 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
11	92479	1/31/2020	836673	FERRULES & STOPS; WIRE GALV		4.30
12	92479	1/31/2020	836673	FERRULES & STOPS; WIRE GALV		4.30
10	92480	1/31/2020	637071	BIRD SPIKES		45.56
10	92481	1/31/2020	637101	END BRUSH; WIRE WHEEL; DIAMOND B		109.80
10	92482	1/31/2020	636988	DRUM AUGER HAND CRANK		21.32
11	92486	1/31/2020	636807	PVC BRAIDED TUBING		14.60
10	92493	1/31/2020	636986	LIGHT BULBS FD/PD		11.60
10	92494	1/31/2020	636984	LIGHT BULBS; DRAIN CLEANER F		47.97
10	92495	1/31/2020	637466	SHOWER HEAD FD		11.63
10	92499	1/31/2020	839512	CHROME LEVER; HANDLE		10.70
10	92500	1/31/2020	637199	HANDLE SCREWS		2.22
10	92501	1/31/2020	637197	MIXET CHROME LEVER		5.81
10	92504	1/31/2020	637032	PLASTIC ANCHOR		1.54
10	92505	1/31/2020	637044	WHEEL CLEANER; TIRE FOAM		16.45
10	92506	1/31/2020	637028	BRASS FH SCR; ANGLE BRACE		6.36
10	92508	1/31/2020	636860	CAR/TRUCK BRUSH		21.54
10	92509	1/31/2020	636962	CHIP BRUSH; CARIG BOLT; HEX NUT		7.53
10	92510	1/31/2020	636881	BOTTLED WATER		7.38
10	92511	1/31/2020	636866	PRESTON ANTI FREEZE		17.23
10	92512	1/31/2020	636586	AIR FILTERS FOR A/C		9.09
10	92513	1/31/2020	636711	LIGHT BULBS		3.87
10	92515	1/31/2020	636565	PAINT; ;CHIP BRUSH		21.47
10	92516	1/31/2020	636509	CARTON SEALING TAPE		5.82
10	92517	1/31/2020	636532	PAINT TRAY LINERS		6.08
10	92518	1/31/2020	636587	WINDSHIELD FLUID		1.93
10	92519	1/31/2020	636555	CLEANING SUPPLIES		104.88
10	92520	1/31/2020	636159	GENERAL HARDWARE		1.72
10	92521	1/31/2020	636118	CLEANING SUPPLIES		30.28
10	92522	1/31/2020	636158	WHEEL CLEANER; MARKERS; TRIGGE		26.03
10	92523	1/31/2020	636323	PADLOCK; KEY TAG		17.72
10	92524	1/31/2020	636353	PAINT		19.74
10	92525	1/31/2020	636251	PAINT; BRUSHES		12.71
10	92526	1/31/2020	636250	TRASH BAGS; CLEANING SUPPLIES		22.95
10	92527	1/31/2020	636189	PROPANE GAS		13.71
10	92528	1/31/2020	636394	BLACK PRIMER; GRAY AUTO PRIMER;		16.44
11	92552	2/3/2020	636681	BATTERIES		128.57
11	92553	2/3/2020	636590	CLEANING SUPPLIES		51.43
10	92554	2/3/2020	637178	ROUND UP; DUST MASK; SQUEEGE		54.91
Invoice Amount	: 974.19	Discount Amount	: 0.00	Check Amount	:	974.19
Check Number	: 41302	Check Date	: 2/3/2020			
Vendor	: 8946 JULIE HANSEN					PW
11	92455	1/31/2020	746 ORANGE	REFUND WATER DEPOSIT		75.11
Invoice Amount	: 75.11	Discount Amount	: 0.00	Check Amount	:	75.11
Check Number	: 41303	Check Date	: 2/3/2020			
Vendor	: 2278 LA BRUCHERIE IRRIGATION SUPPLY					PW
11	92473	1/31/2020	192019c	PUMP/HOSE		246.91
Invoice Amount	: 246.91	Discount Amount	: 0.00	Check Amount	:	246.91
Check Number	: 41304	Check Date	: 2/3/2020			
Vendor	: 8947 LANtelligence, Inc.					ADMIN
10	92456	1/31/2020	20190775	MANGEMENT; REMOTE IMPLEMENTATI		600.00
11	92456	1/31/2020	20190775	MANGEMENT; REMOTE IMPLEMENTATI		200.00

CITY OF HOLTVILLE

Monthly Check Register

Date : 2/20/2020 11:11:30 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
12	92456	1/31/2020	20190775	MANGEMENT; REMOTE IMPLEMENTATI		200.00
Invoice Amount : 1,000.00		Discount Amount : 0.00		Check Amount :		1,000.00
Check Number : 41305		Check Date : 2/3/2020				
Vendor : 1094 LEAGUE OF CA CITIES		ADMIN				
10	92451	1/31/2020	628226	MEMBERSHIP FOR 2020		4,429.00
Invoice Amount : 4,429.00		Discount Amount : 0.00		Check Amount :		4,429.00
Check Number : 41306		Check Date : 2/3/2020				
Vendor : 8773 LUI GARZA		PW				
12	92571	2/3/2020	1014	CONSULTING SERVICES JANUARY 2		500.00
Invoice Amount : 500.00		Discount Amount : 0.00		Check Amount :		500.00
Check Number : 41307		Check Date : 2/3/2020				
Vendor : 4619 LUIS M. ESTRADA		PW				
12	92551	2/3/2020	1376	SERVICE PW VEHICILE 2016 TACOMA		50.00
Invoice Amount : 50.00		Discount Amount : 0.00		Check Amount :		50.00
Check Number : 41308		Check Date : 2/3/2020				
Vendor : 1078 NATIONAL BAND & TAG COMPANY		PW				
10	92538	2/3/2020	32413	DOG TAGS		80.24
Invoice Amount : 80.24		Discount Amount : 0.00		Check Amount :		80.24
Check Number : 41309		Check Date : 2/3/2020				
Vendor : 1558 OFFICE DEPOT		FD				
10	92497	1/31/2020	4304331080001	OFFICE SUPPLIES		5.82
10	92498	1/31/2020	4304285280001	OFFICE SUPPLIES		73.59
Invoice Amount : 79.41		Discount Amount : 0.00		Check Amount :		79.41
Check Number : 41310		Check Date : 2/3/2020				
Vendor : 8761 PEOPLEREADY,INC.		PW				
10	92467	1/31/2020	25557916	TEMP EMPLOYEE PARKS		586.25
10	92485	1/31/2020	25543183	TEMP EMPLOYEE PARKS		919.60
12	92560	2/3/2020	25543184	TEMP EMPLOYEE		551.76
11	92561	2/3/2020	25543185	TEMP EMPLOYEE (POND CLEANERS		2,413.95
12	92573	2/3/2020	25557917	TEMP EMPLOYEE WWTP		551.76
11	92574	2/3/2020	25557918	TEMP EMPLOYEE (POND CLEANERS)		1,448.37
Invoice Amount : 6,471.69		Discount Amount : 0.00		Check Amount :		6,471.69
Check Number : 41311		Check Date : 2/3/2020				
Vendor : 8948 PESTMASTER		PW				
10	92535	1/31/2020	235844	BIRD CONTROL		589.00
Invoice Amount : 589.00		Discount Amount : 0.00		Check Amount :		589.00
Check Number : 41312		Check Date : 2/3/2020				
Vendor : 2241 REDDY ICE		PW				
10	92502	1/31/2020	1060106170	ICE		37.71
Invoice Amount : 37.71		Discount Amount : 0.00		Check Amount :		37.71
Check Number : 41313		Check Date : 2/3/2020				
Vendor : 1924 SALSBURY INDUSTRIES		FD				
10	92507	1/31/2020	6084034	METAL LOCKER FD		634.59
Invoice Amount : 634.59		Discount Amount : 0.00		Check Amount :		634.59
Check Number : 41314		Check Date : 2/3/2020				
Vendor : 1081 SHARP SANITATION SERVICE		PW				
12	92566	2/3/2020	939971	SEPTIC TANK SERVICE 1/22/20 AT		1,725.00
Invoice Amount : 1,725.00		Discount Amount : 0.00		Check Amount :		1,725.00
Check Number : 41315		Check Date : 2/3/2020				
Vendor : 8339 SIMNSA HEALTH PLAN		ADMIN				
10	92547	2/3/2020	FEB. 2020	INSURANCE PREMIUM		596.64

CITY OF HOLTVILLE

Monthly Check Register

Date : 2/20/2020 11:11:30 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount	
11	92547	2/3/2020	FEB. 2020	INSURANCE PREMIUM		1,553.62	
12	92547	2/3/2020	FEB. 2020	INSURANCE PREMIUM		1,648.18	
10	92549	2/3/2020	FEB. 2020 DENTA	INSURANCE PREMIUM DENTAL	ADMIN	71.79	
11	92549	2/3/2020	FEB. 2020 DENTA	INSURANCE PREMIUM DENTAL		133.43	
12	92549	2/3/2020	FEB. 2020 DENTA	INSURANCE PREMIUM DENTAL		142.96	
Invoice Amount :		4,146.62	Discount Amount :		0.00	Check Amount : 4,146.62	
Check Number :		41316	Check Date :		2/3/2020		
Vendor :		2318 SUNBELT RENTALS				PW	
10	92540	2/3/2020	97303412-0001	MANLIFT		2,055.31	
Invoice Amount :		2,055.31	Discount Amount :		0.00	Check Amount : 2,055.31	
Check Number :		41317	Check Date :		2/3/2020		
Vendor :		1633 TACO SHOP				PW FD	
10	92492	1/31/2020	39	MEALS FOR VOLUNTEERS PUTTING U		118.65	
Invoice Amount :		118.65	Discount Amount :		0.00	Check Amount : 118.65	
Check Number :		41318	Check Date :		2/3/2020		
Vendor :		8707 TARGETSOLUTIONS LEARNING LLC 892071				FD	
10	92490	1/31/2020	34042	TRAINING FD		189.41	
Invoice Amount :		189.41	Discount Amount :		0.00	Check Amount : 189.41	
Check Number :		41319	Check Date :		2/3/2020		
Vendor :		2083 THATCHER CO.				PW	
11	92569	2/3/2020	751423	ALUM SULFATE		4,233.11	
Invoice Amount :		4,233.11	Discount Amount :		0.00	Check Amount : 4,233.11	
Check Number :		41320	Check Date :		2/3/2020		
Vendor :		1022 VANTAGE POINT TRANSFER - 457				ADMIN	
10	92534	1/31/2020	WORK ORD.276755	CM RETIREMENT CONTRIBUTION PP# 26		412.90	
Invoice Amount :		412.90	Discount Amount :		0.00	Check Amount : 412.90	
Check Number :		41321	Check Date :		2/3/2020		
Vendor :		8116 VANTAGE POINT TRANSFER AGENTS - 108793					
10	92533	1/31/2020	PP@ 1/24/20	PP#2 RETIREMENT; PENSION REPAY	ADMIN	4,057.55	
11	92533	1/31/2020	PP@ 1/24/20	PP#2 RETIREMENT; PENSION REPAY		757.11	
12	92533	1/31/2020	PP@ 1/24/20	PP#2 RETIREMENT; PENSION REPAY		1,157.57	
Invoice Amount :		5,972.23	Discount Amount :		0.00	Check Amount : 5,972.23	
Check Number :		41322	Check Date :		2/3/2020		
Vendor :		2012 VERIZON WIRELESS					
10	92453	1/31/2020	JAN. 2020	CITY CELL PHONES	ADMIN	212.89	
11	92453	1/31/2020	JAN. 2020	CITY CELL PHONES		151.88	
12	92453	1/31/2020	JAN. 2020	CITY CELL PHONES		180.96	
10	92532	1/31/2020	6846249546	DATA LINES FOR FD EQUIPMENT		152.04	
Invoice Amount :		697.77	Discount Amount :		0.00	Check Amount : 697.77	
Check Number :		41323	Check Date :		2/3/2020		
Vendor :		2055 VISION SERVICE PLAN					
10	92545	2/3/2020	FEB. 2020	INSURANCE PREMIUM	ADMIN	56.25	
11	92545	2/3/2020	FEB. 2020	INSURANCE PREMIUM		79.45	
12	92545	2/3/2020	FEB. 2020	INSURANCE PREMIUM		71.55	
Invoice Amount :		207.25	Discount Amount :		0.00	Check Amount : 207.25	
Check Number :		41324	Check Date :		2/3/2020		
Vendor :		1057 WYMORE, INC.				PW	
10	92496	1/31/2020	1208840	REPAIR FIRE ENGINE PUMP		2,802.37	
Invoice Amount :		2,802.37	Discount Amount :		0.00	Check Amount : 2,802.37	
Check Number :		41325	Check Date :		2/3/2020		
Vendor :		8823 XEROX FINANCIAL SERVICES					

CITY OF HOLTVILLE Monthly Check Register

Date : 2/20/2020 11:11:30 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
10	92457	1/31/2020	1929574	COPIER LEASE		313.29
11	92457	1/31/2020	1929574	COPIER LEASE	ADMIN	104.43
12	92457	1/31/2020	1929574	COPIER LEASE		104.47
Invoice Amount		: 522.19	Discount Amount		: 0.00	Check Amount : 522.19

Total Number of Vendors	:	53	:	0.00
Total Number of Checks Printed	:	53		
Total Number of Voided Checks	:	0		
Largest Check Amount	:	31,592.77		
Total for all Checks Printed	:	91,611.40		
Total for Voided Checks	:	0.00		
Net Amount of Checks Printed	:	91,611.40		

Summary

Fund	Amount
10 GENERAL FUND	57,449.38
11 WATER	18,659.00
12 SEWER	15,503.02

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>02/24/20</u>
ITEM NUMBER	<u>3 a</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: February 21, 2020
FROM: Nick Wells, City Manager &
Kariza Preciado, Finance Supervisor
SUBJECT: *New Accounting Software System*

ISSUE:

Shall the City Council authorize the City Manager and Finance Supervisor to execute all documents necessary for the purchase of municipal accounting software from Caselle Systems?

DISCUSSION:

The City has been in search for a new software system for quite some time now. Our current software system, InHance has worked well for the City for as long as could be expected, however it is extremely out of date and no longer even supported by the developer. We have discussed the situation with our IT consultant, Alex Estrada and, among other issues, InHance is not compatible with Windows 10. He feels that upgrading to Windows 10 is necessary to better protect the City's systems from viruses and external attacks.

After researching and reviewing the specs of various software systems, we have made the decision to go forward with a proposal from Caselle. A few of Caselle's team members came down from Provo, Utah last spring and gave City staff a full day seminar which introduced us to the basics of the software's functionality. After going through the software's functions and seeing firsthand what it is capable of, City staff was most pleased with this software overall.

City staff hope to sign an agreement with Caselle within the next few weeks to begin the implementation process of the new software system, as it will take anywhere between 9 and 12 months to complete the process. City staff is open minded to the long journey ahead but are excited to step into a more modern software system which will also include online bill payment capabilities.

FISCAL IMPACT:

The total investment to purchase and house the software onsite (in-house option) would be \$69,975, with monthly Software Assurance for \$1,219, however if the software remains hosted on the Caselle server (cloud-based option) the software cost goes down significantly to \$28,325 with a monthly Hosted Maintenance & Support feature of \$1,937. Discussion with staff and Mr. Estrada found the latter option reasonable, workable and in line with the City's needs. It would also allow for the purchase of a substantially less expensive server computer, which will be an additional cost.

Additional installation costs will include conversion of past data for historical comparisons, staff travel for training and some account conversion yet to be negotiated, however costs of these types would be expected with any software package selected.

It should be noted that this purchase was fully budgeted the past few years, with equal contributions allocated to the General, Water and Sewer Funds. It is anticipated that the software purchase, necessary additional services from Caselle and hardware upgrades should all fall under the budgeted amount for the project, which was set at \$100,000 total.

CITY MANAGER RECOMMENDATION:

It is recommended that authorization is given to proceed with the cloud-based option.

ALTERNATIVE:

Not to adopt, giving staff alternate direction.



Caselle® Hosted Software & Services Proposal

City of Holtville, CA

February 20, 2020

From:

Wade Walker, Territory Manager
pww@caselle.com

Caselle[®] Hosted Software & Services Proposal
City of Holtville, CA
February 20, 2020

Proposal Summary

License Type	Hosted
Total Training	9,625
Total Setup	11,200
Total Conversion	7,500
Total Investment	\$28,325

The total proposal price of \$28,325 is required with order.
Hosted Maintenance & Support will be \$1,937 per month for four workstations.

I have read and agree to all terms & conditions proposed herein. I understand if the City of Holtville is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Caselle® Hosted Software & Services Proposal
 City of Holtville, CA
 February 20, 2020

Proposal Detail

<i>Caselle®</i> Application Software	License Type	Training	Setup	Conversion	Total
General Ledger	Hosted	\$1,500	\$700	\$1,000	\$3,200
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	2,500	2,500
miExcel GL	Hosted	Included	1,000	-	1,000
Accounts Payable	Hosted	375	500	500	1,375
Accounts Receivable	Hosted	750	500	200	1,450
Utility Management	Hosted	2,250	1,500	3,000	6,750
Utility Electronic Reading Interface	Hosted	Included	250	-	250
Utility Service Orders	Hosted	375	500	-	875
Online Mapping	Hosted	-	-	-	-
Utility Backflow Management	Hosted	500	1,500	300	2,300
Cash Receipting	Hosted	375	500	-	875
Online/Electronic Payments	Hosted	500	2,250	-	2,750
Caselle Document Management	Hosted	3,000	2,000	-	5,000
Three (3) Concurrent User Licenses	Hosted	-	-	-	Included
One (1) Additional Concurrent User Licenses (4 Total)	Hosted	-	-	-	-
Grand Total	Hosted	\$9,625	\$11,200	\$7,500	\$28,325

Notes:

1. The training will take place at Caselle.
2. The monthly credit card and electronic payment transaction fees will be billed by Xpress Bill Pay.
3. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.
4. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.

Caselle® Hosted Software & Services Proposal
City of Holtville, CA
February 20, 2020

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

Caselle[®] Hosted Software & Services Proposal
City of Holtville, CA
February 20, 2020

Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

General Ledger Setup

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
 - Balance Sheet with Revenue/Expenditures compared to budget
 - Allocation Reconciliation
 - Income Statement (All Funds)
 - Balance Sheet (All Funds)
 - Fund Summary Income Statement

Note: Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

Data Conversion

- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

500 accounts are included

**Bank Reconciliation
Data Conversion**

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

5 bank accounts are included

Caselle® Hosted Software & Services Proposal
City of Holtville, CA
February 20, 2020

Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.

250 vendors are included

Accounts Receivable Setup

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted.

100 accounts are included

Utility Management Setup

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.
- All appropriate transactions for balancing the billing will be converted.
- Balancing totals, billing totals, receivable by service totals, if provided, will be

Caselle® Hosted Software & Services Proposal

City of Holtville, CA

February 20, 2020

balanced to the existing system using supporting reports.

- Caselle will provide reports of the converted data for auditing purposes.

1,500 meters or customers are included

Utility Electronic Reading Interface Setup

- Create the appropriate import/export formats and test with the interfaced meter reading equipment.

Service Orders Setup

- Set up the Service Order options (including user, department, and actions).
- Customize Service Order data entry screens.
- Format three Service Order form layouts.
- Set up the Utility Management interface.
- Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Backflow Management Setup

- Assembly types, approved assembly models, action codes, notification cycles, organization, testers, and a maximum of eight forms will be set up. Forms include:
 - Testers Certification Notice
 - Testing Renewal Notifications
 - Assembly Install Notifications

- Assembly Failure Notices

Data Conversion

- All active backflow assemblies will be attached to the utility location table including all applicable information to start the tracking process.

300 assemblies are included

- ***No historical assembly information will be included.***

Cash Receipting Setup

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

Online/Electronic Payments Setup

- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
- Set up Utility Direct Pay.
- Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.

**City of Holtville
REPORT TO CITY COUNCIL**

DATE ISSUED: February 19, 2020
FROM: Kariza Preciado, Finance Supervisor
SUBJECT: Mid-Year Budget Review

MEETING DATE:	<u>02/24/20</u>
ITEM NUMBER	<u>4 a</u>
Approvals	CITY MANAGER
	FINANCE MANAGER _____
	CITY ATTORNEY _____

OVERVIEW

The financial data summarized on this report reflects the City’s overall financial position for the first half of fiscal year 2019-2020, for the period beginning July 1, 2019, and ending on December 31, 2020.

GENERAL FUND

General Fund Financial Condition

At the mid-year point of FY 2019-20, General Fund revenues are at \$1,201,371 or 40% of the projected total. The total General Fund expenditures are at \$1,591,952 or 56% of the budget.

Top General Fund Revenues

The City’s top ten General Fund revenues account for 68% of total GF revenues budgeted. Revenues received from other agencies and transfers from internal funds account for the bulk of the remaining Total Revenue.

Utility Taxes As of mid-year, collection of UUT revenues is at 56%.

Vehicle License Fees We generally receive large payments twice a year, in the months of January and May. The January payment was received in the amount of \$291,906. This revenue is not reflected in this report, however including it in the total revenues, the percent received to date increases to 54% of total budget.

Sales Tax The sales tax revenue received by the City at mid-year is trending at 61% of projection.

Property taxes Typically, revenue payments are distributed to cities in April, May, November and December of each year. Property tax revenues are currently at 62% of projections.

State COPS The City has received 91% of the total budgeted amount as of December 2019. The City will once again apply for these funds. The funds once funds do not have a set schedule as to when they will be dispersed.

**General Fund Top 10 Revenues
2019-20**

Revenue	Budget	YTD Actual	Percent Received
Utility Tax	380,500	213,726	56%
Vehicle in-lieu (VLF)	540,000		0%
Sales Tax	350,000	214,216	61%
Property Tax	701,200	437,857	62%
Franchise Fees	77,500	39,291	51%
State COPS	100,000	90,957	91%
County Fire Contract	99,488	49,744	50%
Totals	2,248,688	1,045,791	47%

General Fund Expenditures

At the halfway point of the fiscal year, General Fund operating expenses are 56% of the projected budget. Actual expenditures are listed in the table below.

Department	Budget	YTD Actual	Percent Expended
City Council	21,000	10,500	50%
City Manager	239,172	112,423	47%
Planning	129,108	124,692	97%
Engineering	5,000	0	0%
City Clerk	14,291	2,393	17%
Finance	176,068	49,424	28%
City Treasurer	1,996	975	49%
Legal	50,800	9,975	20%
Non=Departmental	180,443	202,699	112%
Sheriff (Contracted)	886,500	469,518	53%
Dispatch	101,712	59,332	58%
Animal Control	23,986	10,686	45%
Fire Department	551,026	311,876	57%
Streets Maint	169,457	70,362	42%
Parks	161,754	98,917	61%
Buildings & Grounds	105,850	38,931	37%
Totals	2,818,163	1,572,703	56%

Administration

City Council, City Manager, Finance, City Treasurer and City Attorney Departments These departments are all hovering near the 50% of total budget mark with nothing significant to report. Staff believes that these departments' expenditures will not exceed the budgeted amounts for the year.

Planning The Planning function already has hit the 97% mark. This is partially due to several projects being undertaken in the City, both public and private. However, the City Manager is aware of the issue and is working to mitigate further undue expense.

Engineering The Engineering budget is at 0%.

Non-Departmental The primary expense in the Non-Departmental budget is the City's liability insurance policy, which is paid in July for the entire fiscal year. Expenses are projected to stay the same for the remainder of the fiscal year.

Public Safety

Police & Dispatch Services (Contracted with ICSO) Trending at right about 50%.

Animal Control Department is well within budget.

Fire Department The Fire Department is trending at 57% of projection, however this includes significant expenditures for Strike Team that will eventually result in reimbursement.

Public Works

Street Maintenance, Parks Department and Building & Grounds These areas are all well within budget. City staff does not see any large expenses in the 2nd half of the fiscal year which will keep these departments right around budgeted amounts.

ENTERPRISE FUNDS

Water Fund

Revenues for the water fund are at \$8016,296 or 3% higher than forecasted at mid-year.

Operating Expenditures are at 56% due primarily to large annual payments on loans. It is expected that expenditures will be close to budget at yearend.

Water Fund			
	Budget	YTD Actual	Percent
Revenues	1,542,250	816,296	53%
Expenditures			
Operating	971,168	493,769	51%
Short lived Asset	85,333	-	
Debt service	195,400	329,850	169%
Transfer out GF	125,000	-	0%

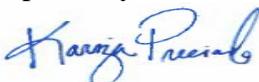
Sewer Fund

Sewer fund revenues are at \$763,445 or 51% of annual budget. Sewer connection fees are significantly above budget denoting more development activity than projected.

Sewer Fund operating expenditures are at 41%.

Sewer Fund			
	Budget	YTD Actual	Percent
Revenues	1,498,100	763,445	51%
Expenditures			
Operating	878,101	420,475	48%
Debt service	361,406	126,005	35%
Transfer out GF	85,745	0	0%

Respectfully submitted,



Kariza Preciado

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: February 21, 2020
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>02/24/20</u>
Item Number	<u>5 a</u>
City Manager	<u></u>
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

WATER ENTERPRISE

Water Treatment Plant Rehab – Upgrades to our Water Treatment Plant are necessary to deal with past TTHM issues in our finished water supply. Additionally, it has long been recognized that replacing the aged system controls is necessary. Finally, corrosion has developed inside the 2.4 million gallon water storage tank that was completed in 2010.

After about 3 years in the process of receiving financing through the Clean Water State Revolving Fund (SRF), we finally received word that the funding had been fully approved in July, 2019. The fully executed agreement was received in late September. Juny at THG revised the timeline with an anticipated completion date of December, 2020. The Holt Group was selected to work along with Delta Systems to oversee the bidding process.

Staff and THG met with a representative of the State Water Board for a pre-construction meeting in late October to iron out project start requirements and reimbursement request procedures. A development in late November put construction bidding on hold when SRF requested that we convert the Design/Build project into 2 separate design and construction phases. THG is currently working on a proposal to complete the design work prior to bidding. This would put off construction, but hopefully not impact the overall timeline too significantly.

Rate Study – The profitability of the Water Enterprise has been problematic in recent years. Coupled with the issues listed above and the debt covenant to budget a net revenue of 120% of the annual debt service, a rate adjustment has been explored. Although California Rural Water completed some preliminary analysis in a no-cost Water Rate Study for the purposes of the SRF grant application, it is now necessary that another rate study be completed, as the last one is well over a year old and was somewhat poor in its analysis.

PUBLIC WORKS

TRANSPORTATION PROJECTS

Citywide Street Resurfacing Project – Since the completion of Phase I of the project, we have noticed significant areas wherein the material has picked up from the surface. The contractor was notified and our discussions with them to rectify the problem are ongoing.

PARKS

Holtville Wetlands Project – A grant agreement document for approximately \$3 million to fund this project was received by the City from BoR late in 2016. Additionally, the City received notification that a

\$20,000 grant was awarded by the County for signage and amenities. The Holt Group was selected to perform Grant Administration tasks and George Cairo Engineering for design services.

The design team has been significantly behind schedule. GCE finally produced a Record of Survey that was filed with the County in 2018. The County processed the first plan check and returned the submission to GCE with comments to be addressed. Cairo responded to the comments and resubmitted, however we have been unable to get a more recent update from Mr. Cairo. THG and staff will continue to apply pressure. ***The plans were finally resubmitted to the County last week. We hope to come to resolution soon and put the project out to bid.***

Mellinger Alamo River Trail – A trails funding source was brought to our attention last year and a grant application was submitted to help refit the old railroad trestle while affecting repairs from the damage done in the Black Dog fire. We await a response on this.

Stormwater Conveyance – A large portion of the City’s stormwater makes its way to the drainage ditch along the east side of Melon Avenue, which then drains into the Alamo River via a pipeline, open ditch and culvert. Most of that conveyance is through private property. It has long been recognized that the runoff creates a nuisance for one of the property owners and he has requested that we do something to alleviate the problem in the past. As the property is a produce storage facility, a recent mandatory food safety inspection revealed that the open ditch would require undergrounding. Staff and the City Engineer are currently working on solutions to the issue.

ADMINISTRATION

BUILDING PERMITS - The City issued **12** building permits thus far in 2020. A list of permits pulled by month is available on the City’s website at <http://holtville.ca.gov/section.php?id=73>.

As you are aware, the Building Inspector has taken a position with another city. He volunteered to continue to conduct his duties on nights and weekends, however that arrangement came to an end as well in January. ***With the assistance of the City of Imperial’s Building Department, applications received from an ad run a few weeks ago were evaluated and 3 potential candidates are being interviewed at this time.***

Holtville Luxury Apartments (± 150) – A project has been in the works for some time at the corner of Ninth and Melon, just outside the City limits. After many months of confusion regarding the process, the project’s ownership group, led by John Hawk, engaged Development Design & Engineering in 2016 to assist in shepherding the project along.

DD&E forwarded most of the required initial environmental documents in early 2108 and the Environmental Review Committee met to review and comment on the project. ***A more extensive environmental examination of CEQA compliance has been completed by a consultant engaged by the proponent and their recommendations have been given to DDE. It is now expected that the project is very close to moving forward soon.***

Staff has continuously stressed the need to address the handling of stormwater as this property is developed. A meeting held with THG and the project proponents in February, 2019, finally netted a viable plan for the stormwater handling. The City recently received word that the IID will be partially funding the undergrounding of the last section of open ditch for the Pear canal along Ninth Street, much of which is adjacent to this proposed project. We expect to be working with the project proponents to take advantage of this funding to help mitigate costs to be borne by the project construction. More information will follow in coming months.

AMG Mixed Use Development/Fern Crossing Apartments (± 44) – A project for a combination of apartments and retail on the block bound by Holt Avenue, Fern Avenue and Fourth Street was proposed by Pacific West Development. Preliminary conceptual maps and elevation renderings were presented to Planning Commission in April, 2018, with acceptance by the Commission and subsequently by this Council. Civil engineering plans were submitted the week of July 1, and Mr. Ortiz completed the plan review in August. The Holt Group reviewed the plans from a civil engineering perspective and made extensive additional comments. There has been a flurry of activity over the past few weeks as the developer races to meet a December 31 deadline for a funding source. Building permits were issued prior to Christmas and dirt work on the site commenced in January.

Torres Mixed Use Development – The owner of Cuchi’s Raspados has proposed a mixed use development for property on the town square on Holt just south of Sixth Street. It will consist of a storefront, along with two apartments intended for her family’s use. The concept passed through Planning Commission last week with more review to come as plans are developed. Building permits were pulled last month, so construction should begin soon. Preliminary site work began in October. An issue developed regarding the setback requirement with respect to the existing neighboring building. *They made a request for a variance, which was granted by the Planning Commission and have now made the building footprint marginally smaller to allow for an alley between their retail building and the apartments next door.*

Dollar General – A portion of the Willowbend Mobile Home Park at Fifth and Palm was proposed for sale for the purpose of constructing of a Dollar General store. Discussions with the new prospective builder (NNN Development), Dollar General, the property owner and the City to get the project moving are ongoing. We await the finalization of a deal between the property owner and NNN. NNN submitted their completed packet to Dollar General and was given the green light to proceed in July. A meeting was held on the site with the proponents in early August to clarify a few open items of discussion. The City received plans in late September, 2019, and after some comments, they were approved. *The developer has now taken possession of the property and materials for construction have begun arriving on the site.*

AMG Third Street Senior Apartments (± 33) – A second apartment project by AMG has been proposed in the area of Third and Grape. The City was asked to apply for HOME grant funding for the project. That application has been completed and submitted.

Census 2020 – An outreach committee of staff and community members was established to assist in getting out Holtvillites to participate in the US Census this Spring. It is hoped that the City’s residents see the importance of being fully counted! A kiosk will be available at City Hall for residents to utilize in responding to the Census throughout April, 2020, and additional items have been proposed to further increase participation. We have received many kudos for the work being done by Mayor Ward, Kariza and Haley along with their committee to get Holtville fully counted!

2018-19 Audit – Auditors were onsite in early December to examine the 2018-19 books. Submissions will be ongoing, but in an exciting development, the City is not subject to a “Single Audit” this year, as we were under the threshold of Federal Funds received. We may squeak out another year of this luck in 2019-20, but with a couple of streets projects (Cedar/Orchard, Cedar Sidewalk...) and the Wetlands hopefully going to construction, we will be back to that process by 2020-21. *The auditors returned this week and feel as if they got most of the required information, so with a bit of further email communication, we expect the final document to be prepared in the next few weeks.*

MEETINGS & EVENTS RECENTLY ATTENDED:

- 01/27/20 Management Meeting *City Hall*
- 01/31/20 Carrot Festival Royalty Coronation Banquet *IV Swiss Club*
- 02/03/20 Carrot Festival Planning Meeting *City Hall*
- 02/08/20 Carrot Festival Parade *Fifth Street*
- 02/12/20 ICTC Management Committee & CCMA Meetings *County Admin Building*
- 02/12/20 Conference w/ County CEO/Public Works *County Admin Building*
- 02/17/20 Presidents Day Observed *(City Hall Closed)*
- 02/18/20 Carrot Festival Recap Meeting *City Hall*
- 02/18/20 Management Meeting *City Hall*
- 02/19/20 Conference w/ Financial Auditors *City Hall*
- 02/19/20 Foreign Trade Zone Board Meeting *City Hall*
- 02/20/20 Conference w/ Financial Auditors *City Hall*
- 02/21/20 Meeting w/THG *re: WTP Project* *City Hall*

UPCOMING EVENTS:

- 02/24/20 Management Meeting *City Hall*
- 02/25/20 Caltrans 1-on-1 *re: Upcoming Projects* *ICTC Offices*
- 02/26/20 Foreign Trade Zone Board Meeting *County Admin Building*
- 02/27/20 IVECA Board Meeting *EC ED Offices*
- 02/28 - 03/08/20 California Midwinter Fair *IV Fairgrounds*
- 03/03/20 Management Meeting *City Hall*
- 03/05/20 Brawley State of the City Address *Lions Center (Brawley)*
- 03/06/20 NW Vacation Day *(Out of Office)*
- 03/09/20 Holtville City Council Meeting *City Hall*
- 03/11/20 ICTC Management Committee & CCMA Meetings *City of Brawley*
- 03/12/20 IMBA Board Meeting *Imperial County*
- 03/12/20 Holtville CofC Board Meeting *Vessey Board Room*
- 03/14/20 Holtville Rotary Pulled Pork Cookoff *Holt Avenue*
- 03/16/20 Holtville Planning Commission Meeting *City Hall*
- 03/23/20 Holtville City Council Meeting *City Hall*
- 03/26/20 Holtville Farmers Market & Street Fair *Holt Park*
- 03/26 - 03/28/20 Vietnam Memorial Traveling Display *Bucklin Park (EC)*
- 04/18/20 Imperial CofC Rib Cookoff *IV Fairgrounds*

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

Respectfully submitted,



Nicholas D. Wells
(760) 356-4574

City of Holtville

REPORT TO CITY COUNCIL

MEETING DATE:	<u>02/24/20</u>
ITEM NUMBER	<u>5 c</u>
Approvals	CITY MANAGER <u></u>
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: February 20, 2020
FROM: Alex Silva, Fire Chief
SUBJECT: Monthly Report for January, 2020

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

The following is the monthly report for January 2020. We responded to 68 emergency calls. No significant calls during New Year's Eve. Some fireworks around the city but in the county area. The following is the monthly report.

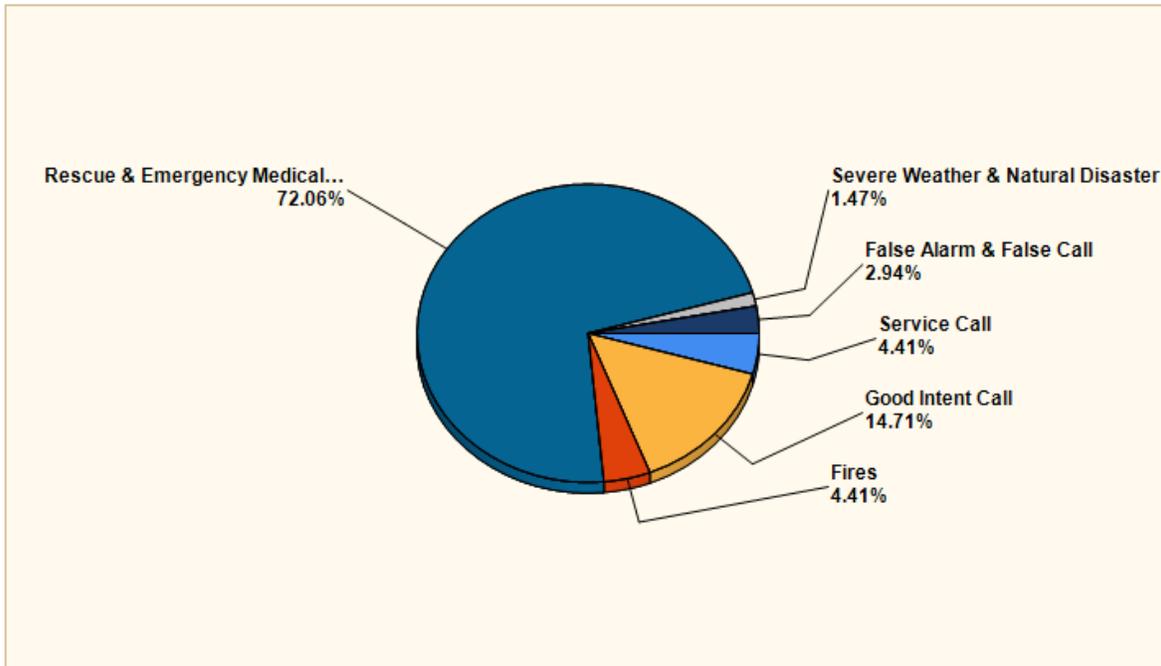
The following is the monthly report for January, 2020

Emergency calls	68
Training hours	206
Residential inspections	36
Commercial inspections	7

Cordially submitted



Alex Silva, Fire Chief

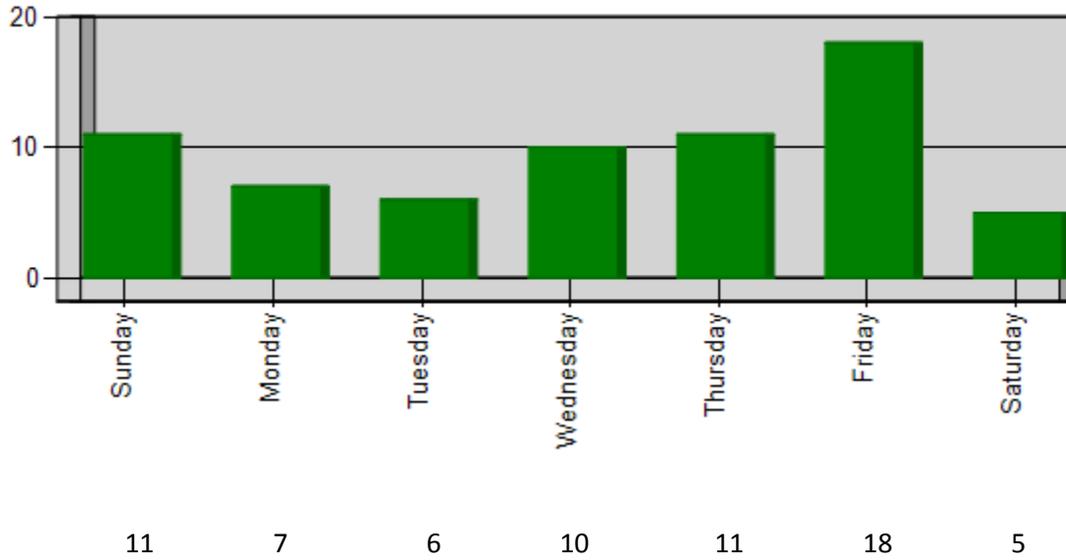


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	4.41%
Rescue & Emergency Medical Service	49	72.06%
Service Call	3	4.41%
Good Intent Call	10	14.71%
False Alarm & False Call	2	2.94%
Severe Weather & Natural Disaster	1	1.47%
TOTAL	68	100.00%

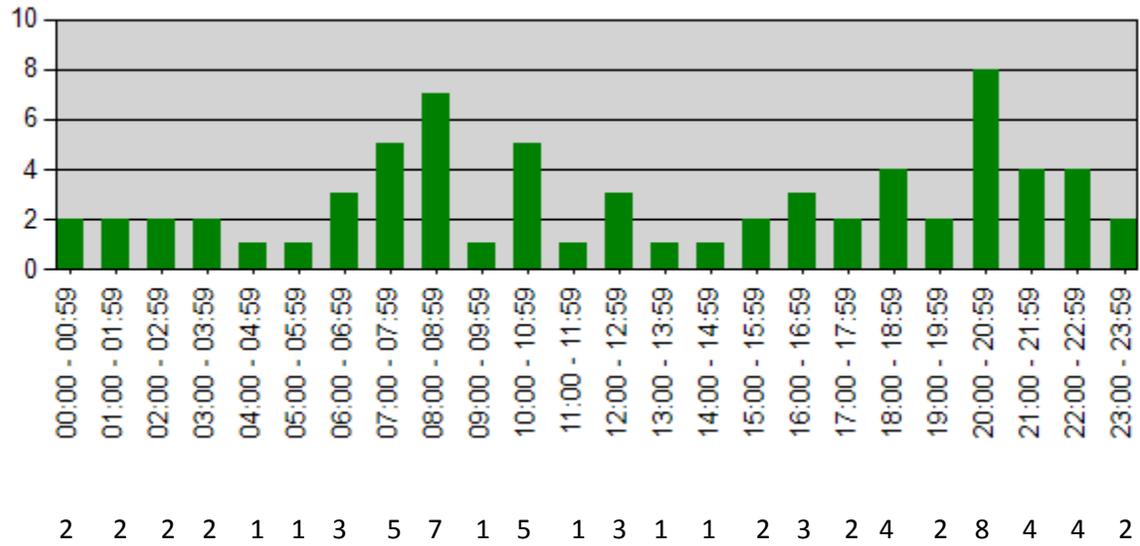
ACTION TAKEN	# INCIDENTS	PERCENTAGE
11 - Extinguishment by fire service personnel	3	4.35%
12 - Salvage & overhaul	3	4.35%
23 - Extricate, disentangle	2	2.9%
31 - Provide first aid & check for injuries	1	1.45%
32 - Provide basic life support (BLS)	49	71.01%
33 - Provide advanced life support (ALS)	1	1.45%
55 - Establish safe area	1	1.45%
63 - Restore fire alarm system	1	1.45%
71 - Assist physically disabled	2	2.9%
73 - Provide manpower	2	2.9%
84 - Refer to proper authority	1	1.45%
85 - Enforce codes	1	1.45%
86 - Investigate	4	5.8%
93 - Cancelled en route	8	11.59%

TOTAL: 79

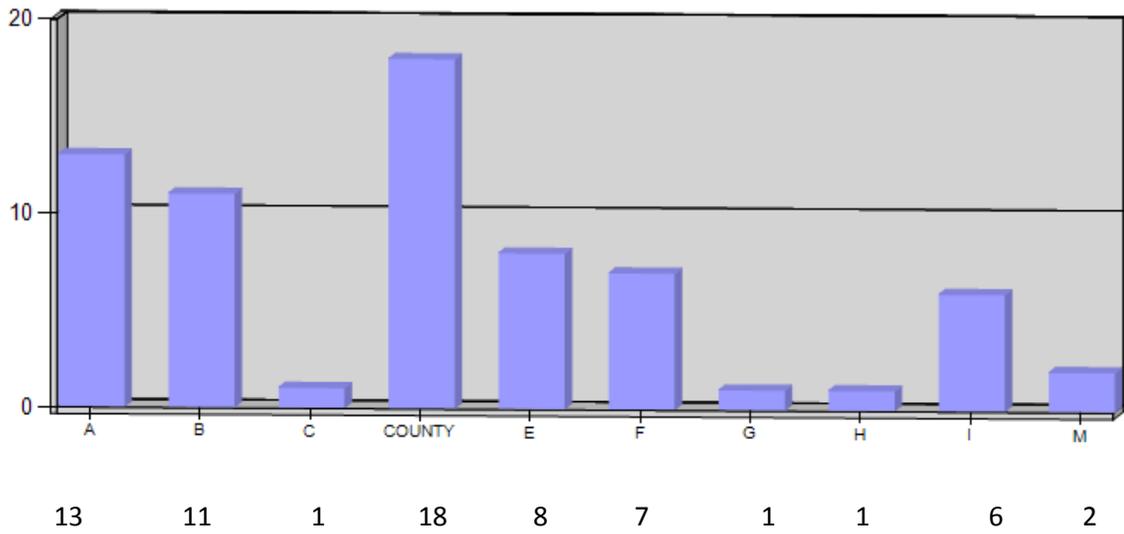
Days of the week



Hours of the day



Zones



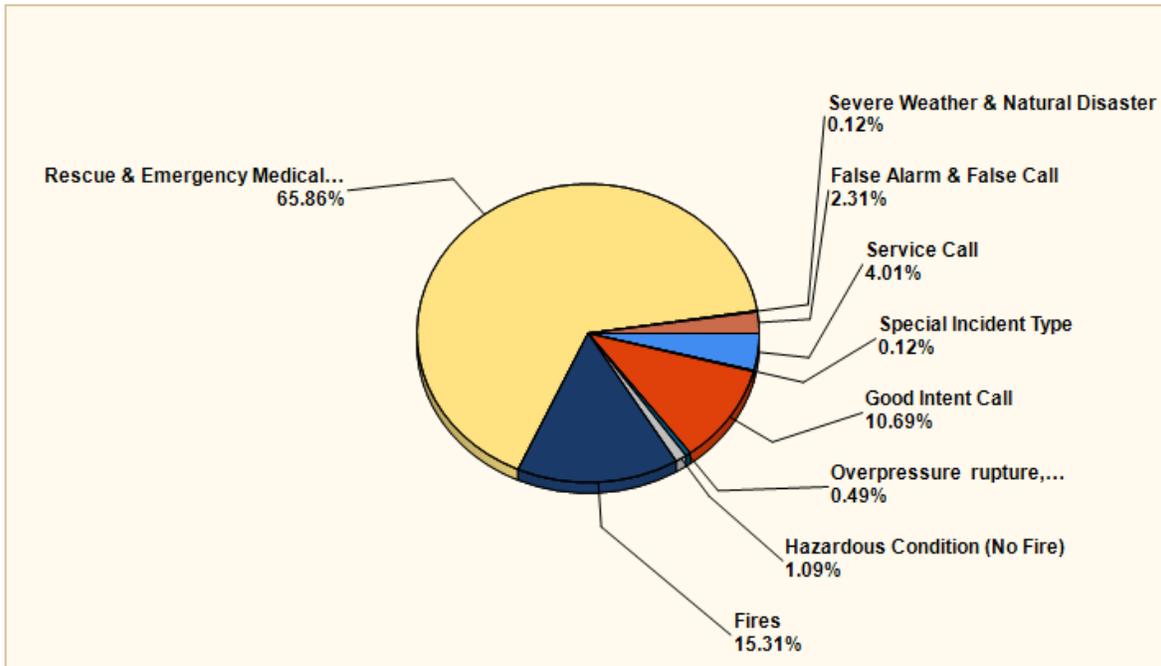
TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
4	\$118,000.00	\$300.00	\$118,300.00	\$29,575.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2020-001	01/01/2020	743 - Smoke detector activation, no fire - unintentional	\$0.00	\$100.00	\$100.00	0.08%
2020-029	01/17/2020	322 - Motor vehicle accident with injuries	\$56,000.00	\$0.00	\$56,000.00	47.34%
2020-043	01/24/2020	322 - Motor vehicle accident with injuries	\$60,000.00	\$200.00	\$60,200.00	50.89%
2020-059	01/29/2020	813 Wind storm,tornado/hurricane assesment	\$2,000.00	\$0.00	\$2,000.00	1.69%

City of Holtville
REPORT TO COUNCIL

DATE ISSUED: January 10, 2019
FROM: Alex Silva, Fire Chief
SUBJECT: 2019 yearly report

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

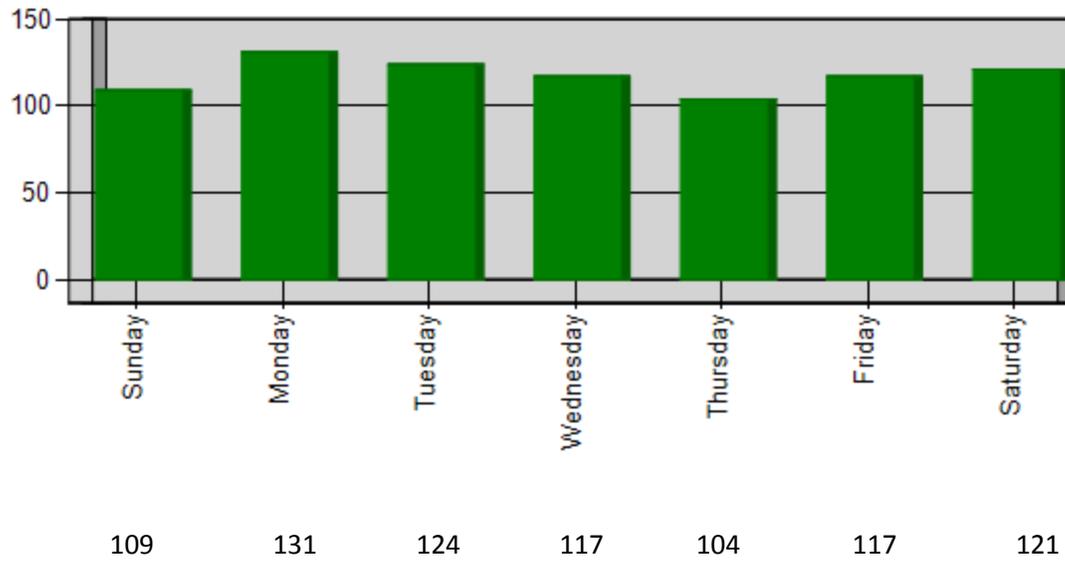


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	126	15.31%
Overpressure rupture, explosion, overheating - no fire	4	0.49%
Rescue & Emergency Medical Service	542	65.86%
Hazardous Condition (No Fire)	9	1.09%
Service Call	33	4.01%
Good Intent Call	88	10.69%
False Alarm & False Call	19	2.31%
Severe Weather & Natural Disaster	1	0.12%
Special Incident Type	1	0.12%
TOTAL	823	100.00%

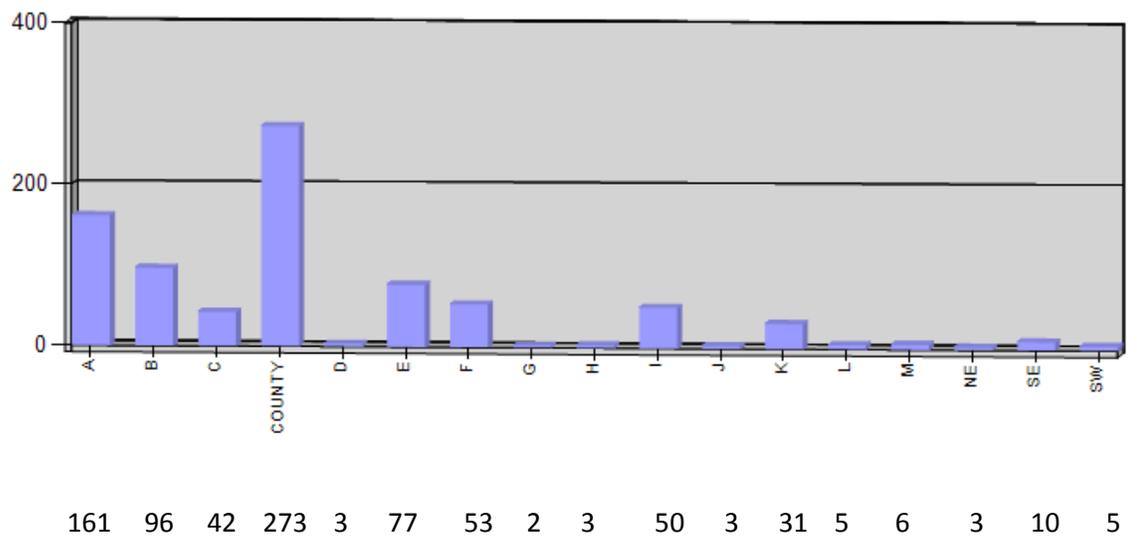
ACTION TAKEN	# INCIDENTS	PERCENTAGE
00 - Action taken, other	8	0.96%
10 - Fire control or extinguishment, other	14	1.68%
11 - Extinguishment by fire service personnel	92	11.03%
12 - Salvage & overhaul	39	4.68%
14 - Contain fire (wildland)	5	0.6%
15 - Confine fire (wildland)	2	0.24%
16 - Control fire (wildland)	2	0.24%
21 - Search	1	0.12%

22 - Rescue, remove from harm	5	0.6%
23 - Extricate, disentangle	1	0.12%
24 - Recover body	2	0.24%
30 - Emergency medical services, other	16	1.92%
31 - Provide first aid & check for injuries	58	6.95%
32 - Provide basic life support (BLS)	373	44.72%
33 - Provide advanced life support (ALS)	102	12.23%
44 - Hazardous materials leak control & containment	2	0.24%
46 - Decontaminate persons or equipment	1	0.12%
48 - Remove hazardous materials	1	0.12%
50 - Fires, rescues & hazardous conditions, other	2	0.24%
51 - Ventilate	2	0.24%
52 - Forcible entry	1	0.12%
54 - Determine if materials are non-hazardous	1	0.12%
55 - Establish safe area	9	1.08%
58 - Operate apparatus or vehicle	1	0.12%
62 - Restore sprinkler or fire protection system	2	0.24%
63 - Restore fire alarm system	4	0.48%
64 - Shut down system	2	0.24%
65 - Secure property	3	0.36%
70 - Assistance, other	9	1.08%
71 - Assist physically disabled	15	1.8%
72 - Assist animal	2	0.24%
73 - Provide manpower	17	2.04%
74 - Provide apparatus	2	0.24%
78 - Control traffic	2	0.24%
79 - Assess severe weather or natural disaster damage	1	0.12%
80 - Information, investigation & enforcement, other	2	0.24%
83 - Provide information to public or media	1	0.12%
84 - Refer to proper authority	2	0.24%
86 - Investigate	48	5.76%
92 - Standby	7	0.84%
93 - Cancelled en route	54	6.47%
TOTAL:	913	

Hours of the day



Zones

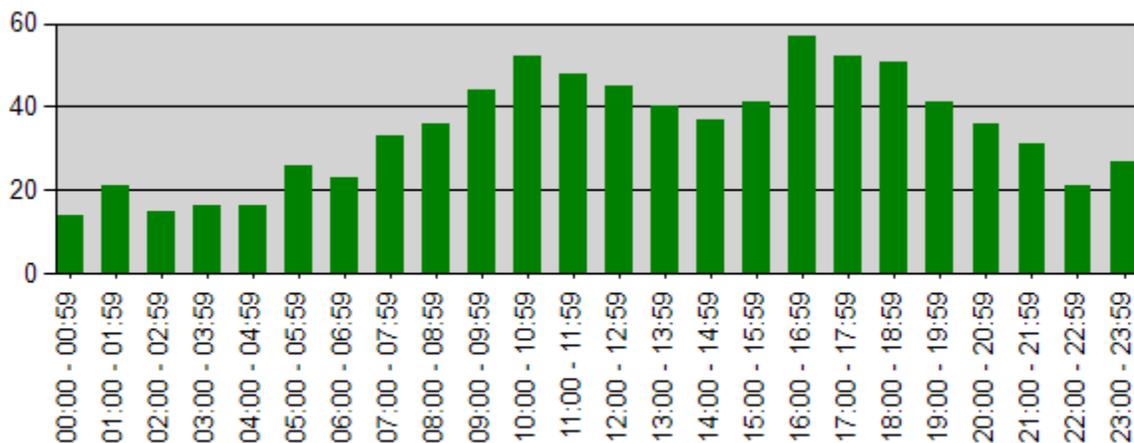


TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
46	\$3,808,800.00	\$858,900.00	\$4,667,700.00	\$101,471.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2019-128	02/25/2019	321 - EMS call, excluding vehicle accident with injury	\$10,000.00	\$10,000.00	\$20,000.00	0.43%
2019-149	03/04/2019	324 - Motor vehicle accident with no injuries.	\$6,995.00	\$0.00	\$6,995.00	0.15%
2019-165	03/11/2019	122 - Fire in motor home, camper, recreational vehicle	\$1,000.00	\$2,000.00	\$3,000.00	0.06%
2019-19	01/10/2019	322 - Motor vehicle accident with injuries	\$1,000.00	\$1,000.00	\$2,000.00	0.04%
2019-206	03/28/2019	324 - Motor vehicle accident with no injuries.	\$23,000.00	\$0.00	\$23,000.00	0.49%
2019-207	03/28/2019	324 - Motor vehicle accident with no injuries.	\$8,000.00	\$0.00	\$8,000.00	0.17%
2019-224	04/07/2019	322 - Motor vehicle accident with injuries	\$2,000.00	\$0.00	\$2,000.00	0.04%
2019-229	04/08/2019	131 - Passenger vehicle fire	\$14,000.00	\$2,000.00	\$16,000.00	0.34%
2019-231	04/10/2019	132 - Road freight or transport vehicle fire	\$1,000.00	\$4,000.00	\$5,000.00	0.11%
2019-254	04/22/2019	131 - Passenger vehicle fire	\$4,000.00	\$0.00	\$4,000.00	0.09%
2019-280	05/05/2019	111 - Building fire	\$140,000.00	\$10,000.00	\$150,000.00	3.21%
2019-290	05/08/2019	321 - EMS call, excluding vehicle accident with injury	\$10,000.00	\$10,000.00	\$20,000.00	0.43%
2019-298	04/13/2019	400 - Hazardous condition, other	\$24,555.00	\$0.00	\$24,555.00	0.53%
2019-335	05/29/2019	130 - Mobile property (vehicle) fire, other	\$250.00	\$0.00	\$250.00	0.01%
2019-349	06/06/2019	412 - Gas leak (natural gas or LPG)	\$42,000.00	\$42,000.00	\$84,000.00	1.80%
2019-360	06/11/2019	131 - Passenger vehicle fire	\$18,000.00	\$18,000.00	\$36,000.00	0.77%
2019-365	06/14/2019	600 - Good intent call, other	\$0.00	\$100.00	\$100.00	0.00%
2019-370	06/16/2019	131 - Passenger vehicle fire	\$20,000.00	\$5,000.00	\$25,000.00	0.54%
2019-400	06/28/2019	322 - Motor vehicle accident with injuries	\$65,000.00	\$0.00	\$65,000.00	1.39%
2019-41	01/25/2019	731 - Sprinkler activation due to malfunction	\$20,000.00	\$10,000.00	\$30,000.00	0.64%
2019-411	07/03/2019	132 - Road freight or transport vehicle fire	\$130,000.00	\$0.00	\$130,000.00	2.79%
2019-422	07/08/2019	131 - Passenger vehicle fire	\$5,000.00	\$0.00	\$5,000.00	0.11%
2019-428	07/11/2019	130 - Mobile property (vehicle) fire, other	\$1,000.00	\$0.00	\$1,000.00	0.02%
2019-469	07/29/2019	142 - Brush or brush-and-grass mixture fire	\$0.00	\$5,600.00	\$5,600.00	0.12%
2019-528	08/21/2019	131 - Passenger vehicle fire	\$56,000.00	\$0.00	\$56,000.00	1.20%
2019-543	08/30/2019	131 - Passenger vehicle fire	\$2,000.00	\$0.00	\$2,000.00	0.04%
2019-558	09/05/2019	324 - Motor vehicle accident with no injuries.	\$1,000.00	\$0.00	\$1,000.00	0.02%
2019-57	01/29/2019	324 - Motor vehicle accident with no injuries.	\$60,000.00	\$60,000.00	\$120,000.00	2.57%

2019-588	09/19/2019	352 - Extrication of victim(s) from vehicle	\$48,000.00	\$0.00	\$48,000.00	1.03%
2019-612	09/26/2019	112 - Fires in structure other than in a building	\$2,000.00	\$0.00	\$2,000.00	0.04%
2019-619	09/28/2019	131 - Passenger vehicle fire	\$6,000.00	\$200.00	\$6,200.00	0.13%
2019-657	10/13/2019	322 - Motor vehicle accident with injuries	\$30,000.00	\$0.00	\$30,000.00	0.64%
2019-679	10/21/2019	322 - Motor vehicle accident with injuries	\$100,000.00	\$300.00	\$100,300.00	2.15%
2019-681	10/21/2019	112 - Fires in structure other than in a building	\$1,000,000.00	\$50,000.00	\$1,050,000.00	22.50%
2019-701	10/30/2019	331 - Lock-in (if lock out , use 511)	\$2,000.00	\$0.00	\$2,000.00	0.04%
2019-702	11/01/2019	322 - Motor vehicle accident with injuries	\$50,000.00	\$200.00	\$50,200.00	1.08%
2019-707	11/03/2019	151 - Outside rubbish, trash or waste fire	\$15,000.00	\$3,000.00	\$18,000.00	0.39%
2019-752	11/20/2019	111 - Building fire	\$30,000.00	\$12,500.00	\$42,500.00	0.91%
2019-767	12/01/2019	137 - Camper or recreational vehicle (RV) fire	\$480,000.00	\$15,000.00	\$495,000.00	10.60%
2019-775	12/08/2019	161 - Outside storage fire	\$1,000,000.00	\$500,000.00	\$1,500,000.00	32.14%
2019-78	02/04/2019	132 - Road freight or transport vehicle fire	\$70,000.00	\$60,000.00	\$130,000.00	2.79%
2019-787	12/13/2019	322 - Motor vehicle accident with injuries	\$80,000.00	\$1,000.00	\$81,000.00	1.74%
2019-808	12/20/2019	324 - Motor vehicle accident with no injuries.	\$100,000.00	\$1,000.00	\$101,000.00	2.16%
2019-809	12/20/2019	322 - Motor vehicle accident with injuries	\$100,000.00	\$1,000.00	\$101,000.00	2.16%
2019-810	12/20/2019	322 - Motor vehicle accident with injuries	\$30,000.00	\$0.00	\$30,000.00	0.64%
2019-93	02/11/2019	350 - Extrication, rescue, other	\$0.00	\$35,000.00	\$35,000.00	0.75%

Hours of the day



14 21 15 16 16 26 23 33 36 44 52 48 45 40 37 41 57 52 51 46 36 31 21 27

Full time staff	Training hours	Emergency calls
Eric Espinoza	168.30	268
Marco Flores	163.30	199
John Robles	117.30	203
Part time Prevention officer		
Raylene Tapiceria	113.30	128
Entire Staff	1302	2261

Eric and Marco attended and graduated from the IVC fire academy this year.

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>02/24/20</u>
ITEM NUMBER	<u>5 c</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: February 19, 2020

FROM: Frank Cornejo
Water/Wastewater Operations Supervisor

SUBJECT: Water / Wastewater Plant Operations & Maintenance Summary

INFORMATION ONLY FOR CITY COUNCIL – NO ACTION REQUIRED AT THIS TIME

The purpose of this report is to inform council of all operations and maintenance activities carried out at the City's Water/Wastewater treatment facilities during the period between 01/22/20 and 02/19/20

Also included with this report is a summary of all Pretreatment Program related activities conducted during the 4th Quarter of 2019.

WATER TREATMENT PLANT:

- **Operations staff completed annual cleaning operations of Raw Water Ponds 1 & 3.**
- **Operations staff completed annual cleaning operations of Backwash Recovery Pond.**
- **Operations staff completed installation of MicroTol Turbidity analyzer on Filter #4.**
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

WASTEWATER TREATMENT PLANT:

- **Operations staff completed grate and piping modifications on Headworks Raptor Screen Unit.**
- **Operations staff completed brush replacement on Headworks Raptor Screen Unit.**
- **Operations staff completed annual biosolids sampling and sent samples to TestAmerica Labs.**
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

PREATREATMENT PROGRAM:

FOG INSPECTIONS: *(submitted by Hector Orozco assisted by Lui Garza)*

- **Taco Shop-** On 10/10/19 I spoke with the cashier Rosa who showed me the Bmp's which were all in order and up to date then I inspected the grease trap which was clean and kept up, it had accumulated only a low amount of solids and floating grease. On 10/24/19 I spoke with Ketzia who showed me the BMP's which were in place and in order all filled up and up to date, the grease trap looked clean and well maintained.
- **BARBARA WORTH-** We visited on 10/10/19 and was told by staff at lobby that kitchen will be closed until further notice.
- **DONUT AVE-** On 10/10/19 I spoke with Miguel who showed me the grease trap which looked like it had been cleaned, all BMP's were in order and in place. On 10/27/19 – spoke with Ernesto who showed me all BMP's which were all in place and in order. They were collected for record keeping. The grease trap was clean and looked well maintained.
- **LUPITAS RESTAURANT-** On 10/10/19 I spoke with Ruben who showed me all the BMP's were in place, in order and up to date. I then inspected the grease trap, it looked clean and well maintained All in order. On 10/27/19- I met with Ruben at his restaurant and he showed me all the BMP's which were all in order and up to date and in place. The grease trap had minimal solids and low floating grease it looked clean and well maintained.
- **PALMITAS-** On 10/10/19 I spoke with Ofelia who showed me the BMP's which were all good and up to date. I also inspected the grease trap which had a bit of solids and an acceptable amount of floating grease all in all good overall. On 10/27/19 I spoke with Ofelia and inspected the BMP's which were all filled out and were up to date. The grease trap had a heavy layer of solids and a light layer of floating grease. The need and importance of keeping a clean grease trap was again reminded to the staff. Will return in a week to inspect trap.
- **CERRITOS-** On 10/10/19 I met with Adriana who showed me the BMP's which were in place and all filled out and up to date. The grease trap was clean and looked well maintained. On 10/27/19 I spoke with Nayeli who showed me the BMP's and they all looked good and were all in place. I inspected the grease trap which looked clean, low on solids, minimal floating grease and no spillage of grease on sidewalk.
- **Taco Shop-** On 11/7/19 I spoke with Rosa who showed me the Bmp's which were all in check and up to date then I inspected the grease trap which was clean, it had a low amount of floating grease and solids all in all looked clean. Kitchen staff was advised to keep up with maintenance of the grease trap. On 11/21/19 I spoke with Ketzia who showed me the BMP's which were in place and in order all filled up and up to date, the grease trap looked clean and well maintained.
- **HOT RODS:** 11/7/19- could not find John restaurant closed during the day. 11/21/19 – john could not be found restaurant was closed for the day.

- **BARBARA WORTH-** We visited on 11/7/19 and confirmed that kitchen will be closed until further notice.
- **DONUT AVE-** On 11/7/19 I spoke with Ernesto who showed me the grease trap which looked like it had just been cleaned, all BMP's were in order and in place. 11/21/19 I spoke with Ernesto who showed me all their BMP's which were all in order and in place, grease trap looked clean and well-maintained low solids and minimal floating grease.
- **LUPITAS RESTAURANT-** On 11/7/19 I spoke with Ruben who showed me all the BMP's were in place and in order all up to date, I then inspected the grease trap looked clean and well maintained and kept up all good. On 11/21/19 I spoke with Ruben who showed me all the BMP's which were all in order and up to date and in place the grease trap had minimal solids and low floating grease it looked clean and well maintained.
- **PALMITAS-** 11/7/19 spoke with Ofelia who showed me the BMP's which were all filled out and in place the grease trap had a bit of solids and an acceptable amount of floating grease, but it passed inspection. 11/21/19- spoke with Ofelia then inspected the BMP's they were all in place and up to date.
- **CERRITOS-** 11/7/19-Spoke with Adriana and she showed me the BMP's. They are being filled out correctly. Their grease trap passed routine inspection. 11/21/19-spoke with Adriana and BMPs and grease trap passed routine inspection.

COMMUNITY OUTREACH: (12/1/2019)

An informational and illustrative Holidays themed FOG flyer was created in order to help residents get educated about what they can do to help the city's efforts against grease in our sewer system. The flyer went out in December's water bill. Flyers were also printed and given out to the Spanish Palms trailer park and the Orchard View apartments.

Respectfully Submitted,



Frank Cornejo.
Water/Wastewater Operations Supervisor
City of Holtville