

AGENDA

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

Monday, March 09, 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"/> George 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 LEGAL COUNSEL - PENDING LITIGATION:

(Government Code Section 54956.9(a))

Von Hermann vs. MTC, City of Holtville

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6)

City Manager Evaluation

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 February 24, 2020
- b. Current Demands # 41326 thru # 41385

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUES:

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

- a. **Discussion/Related Action to Adopt RESOLUTION 20-05** Authorizing the City Manager to Execute a Contract with The Holt Group for Design Engineering Services for the Upcoming Water Treatment Plant Improvement Project *Nick Wells, City Manager*

4. INFORMATION ONLY:

5. STAFF REPORTS

- a. **City Manager Report - Nick Wells**
b. Finance Supervisor - *Kariza Sambrano*
c. Police Chief - *Roy Patterson*
d. Water/Wastewater Supervisor - *Frank Cornejo*
e. Public Works Foreman - *Alex Chavez*

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, March 06, 2020

**MINUTES OF THE REGULAR MEETING OF THE
HOLTVILLE CITY COUNCIL
Monday, February 24, 2020**

MEETING DATE:	<i>03/09/20</i>
ITEM NUMBER	<i>1 a</i>
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

The Regular Meeting of the Holtville City Council was held on Monday, February 24, 2020, at 5:30 p.m. in the Civic Center. Council Members present were Ginger Ward, Mike Goodsell, Richard Layton, and Jim Predmore. Councilman Mike Pacheco was absent. Staff members present were Nick Wells and Kariza Sambrano. 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 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 6:04 p.m.

PLEDGE OF ALLEGIANCE: Ms. Ward 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, February 21, 2020.

EXECUTIVE SESSION ANNOUNCEMENTS: None.

PUBLIC COMMENTS: None.

1. CITY COUNCIL CONSENT AGENDA:

a. Approval of the Minutes from the Regular Meeting of January 27, 2020.

b. Current Demands # 41273 thru # 41325

A motion was by Mr. Layton and seconded by Mr. Goodsell to approve the Consent Agenda as presented.

AYES: Goodsell, Ward, Layton, Predmore

NOES: None

ABSENT: Pacheco

ABSTAIN: None

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQUES:

Ms. Sambrano reported that the Moss Levy & Hartzheim auditors were in town this past week. The audit should be done within the next two weeks. She stated that the Holtville Complete Count Committee will be having a Census Day breakfast on April 1st in the Civic Center.

Mr. Morris had nothing to report.

Mr. Goodsell reported that the HHS Girls Basketball season finally came to a close against a team that “just couldn’t miss,” but that the Girls Soccer team had done well.

Ms. Ward reported she attended the Carrot Festival and the weeklong festivities that come along with it. She also attended the AAA meeting. She mentioned that Becky and her sisters won the cooking contest.

Mr. Layton attended the Carrot Festival festivities along with the Holtville High School Mega Reunion at the Pioneer Museum.

Mr. Predmore attended the SCAG meeting and updated us on the ongoing problems with finalizing the RHNA allocation methodology.

Mr. Walker had nothing to report.

Mr. Wells was approached by a citizen during the Carrot Festival in regards to a memorial in the park that was vandalized during Carrot Festival week. City staff was able to fix the damages to the fountain, however Mr. Wells advised that the City should think about developing an agreement/policy stating that the City will not be obligated to fix or maintain the memorials around town. He also met with The Holt Group in regards to the water treatment plant project which seems to be on track and a proposal will be coming before council soon. He attended a Caltrans meeting regarding the Orchard Road and Ninth Street sidewalk projects.

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 Sambrano, Finance Supervisor*

A motion was made by Mr. Goodsell and seconded by Mr. Predmore to adopt the resolution. The motion was carried in the form of a roll call vote.

AYES: Goodsell, Ward, Layton, Predmore
NOES: None
ABSENT: Pacheco
ABSTAIN: None

4. INFORMATION ONLY:

a. 2019-20 Mid-Year Budget Review

Kariza Sambrano, Finance Supervisor

5. STAFF REPORTS:

- a. **City Manager Report - Nick Wells** *discussed the resolution of issues with the Citywide Streets Improvement project*
- b. Finance Supervisor – *(Included above)*
- c. Fire Chief – *Alex Silva*
- d. Water/Wastewater Supervisor - *Frank Cornejo*

6. Items for future meetings: *Mr. Wells brought up a future item regarding cyber security and reminded the Council that an item will be forthcoming regarding the placement of chairs along Fifth Street for viewing the Carrot Festival Parade.*

7. ADJOURNMENT:

There being no further business to come before the Council, Mayor Ward adjourned the meeting at 6:44 p.m.

Ginger Ward, Mayor

Kariza Sambrano, Interim City Clerk

CITY OF HOLTVILLE
Monthly Check Register

MEETING DATE: 03/09/20

ITEM NUMBER 1 b

Approvals

CITY MANAGER 

FINANCE MANAGER _____

CITY ATTORNEY _____

Date : 3/3/2020 8:57:22 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description		
Check Number : 41326 Check Date : 2/21/2020						
Vendor : 8161 A1 GOLF CARS						
10	92693	2/13/2020	3667	REPAIRS TO GOLF CART	PW	275.00
12	92741	2/13/2020	3679	REPAIRS TO GOLF CART		318.71
Invoice Amount : 593.71		Discount Amount : 0.00		Check Amount :		593.71
Check Number : 41327 Check Date : 2/21/2020						
Vendor : 1065 ACME SAFETY & SUPPLY CO.						
10	92719	2/13/2020	136534-00	CAUTION TAPE; NO PARKING SIGNS	PW	385.85
10	92720	2/13/2020	138362-00	BARRICADES		473.32
10	92721	2/13/2020	138335-00	VTOP TUBE; NO PARKING SIGNS		813.24
Invoice Amount : 1,672.41		Discount Amount : 0.00		Check Amount :		1,672.41
Check Number : 41328 Check Date : 2/21/2020						
Vendor : 8041 AFLAC						
10	92780	2/14/2020	438833	INSURANCE PREMIUM	ADMIN	104.26
Invoice Amount : 104.26		Discount Amount : 0.00		Check Amount :		104.26
Check Number : 41329 Check Date : 2/21/2020						
Vendor : 2378 AT&T						
10	92787	2/14/2020	FEB. 2020	TELEPHONE CHARGES	ADMIN	606.30
11	92787	2/14/2020	FEB. 2020	TELEPHONE CHARGES		50.36
12	92787	2/14/2020	FEB. 2020	TELEPHONE CHARGES		117.27
Invoice Amount : 773.93		Discount Amount : 0.00		Check Amount :		773.93
Check Number : 41330 Check Date : 2/21/2020						
Vendor : 8016 AT&T MOBILITY						
10	92830	2/19/2020	FEB. 2020	CELL PHONE	ADMIN	89.99
Invoice Amount : 89.99		Discount Amount : 0.00		Check Amount :		89.99
Check Number : 41331 Check Date : 2/21/2020						
Vendor : 7800 AUTO ZONE COMMERCIAL						
10	92671	2/13/2020	5648011693	VEHICLE WAX		36.03
10	92674	2/13/2020	5648012189	VEHICLE WAX	FD	27.02
10	92749	2/13/2020	5648011585	VEHICLE WAX		18.02
10	92750	2/13/2020	5648011590	SHOP TOWELS; WAX;		83.09
10	92757	2/13/2020	5648007182	VEHCILE WASH		77.80
Invoice Amount : 241.96		Discount Amount : 0.00		Check Amount :		241.96
Check Number : 41332 Check Date : 2/21/2020						
Vendor : 1237 BABCOCK & SONS, INC.						
12	92722	2/13/2020	CB00876-2279	LAB ANALYSIS	PW	148.00
11	92726	2/13/2020	CB00625-2279	LAB ANALYSIS		54.00
11	92728	2/13/2020	CB00112-2279	LAB ANALYSIS		54.00
11	92731	2/13/2020	CB00164-2279	LAB ANALYSIS		54.00
11	92732	2/13/2020	CB00182-2279	LAB ANALYSIS		169.00
11	92733	2/13/2020	CB00181-2279	LAB ANALYSIS		32.00
Invoice Amount : 511.00		Discount Amount : 0.00		Check Amount :		511.00
Check Number : 41333 Check Date : 2/21/2020						
Vendor : 4650 BORDER TACTICAL						
10	92675	2/13/2020	A166367	EMBROIDER NAME	FD	10.00
10	92677	2/13/2020	A166366	PARADE GLOVE		25.55
Invoice Amount : 35.55		Discount Amount : 0.00		Check Amount :		35.55
Check Number : 41334 Check Date : 2/21/2020						
Vendor : 8703 CALIFORNIA BUILDING STANDARDS COMMISSION						
10	92785	2/14/2020	OCT.-DEC. 2019	FEES COLLECTED	BLDG	309.60
Invoice Amount : 309.60		Discount Amount : 0.00		Check Amount :		309.60

CITY OF HOLTVILLE

Monthly Check Register

Date : 3/3/2020 8:57:22 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 41335 Check Date : 2/21/2020						
Vendor : 8838 CODE EXXPERTS, LLC						ADMIN
10	92794	2/14/2020	2020-0003	WEBSITE SERVICE FOR FEBRUARY 2		450.00
Invoice Amount : 450.00		Discount Amount : 0.00		Check Amount :		450.00
Check Number : 41336 Check Date : 2/21/2020						
Vendor : 2320 COUNTY MOTOR PARTS						
10	92691	2/13/2020	260390	BRAKE CYLINDER		20.46
10	92712	2/13/2020	260824	BATTERY (2)		322.47
10	92713	2/13/2020	260814	WHEEL BOLTS; HUB NUT	FD	9.65
12	92715	2/13/2020	260575	250 FT CONDUCTOR; TAILGATE HAN		118.73
10	92716	2/13/2020	260560	BATTERIES FOR GOLF CART	PW	1,977.83
12	92717	2/13/2020	260176	HOSE CLAMP; AIR FILTERS		119.41
12	92738	2/13/2020	260283	PLASTIC HANDLE BRUCH; ADAPTER;		90.76
Invoice Amount : 2,659.31		Discount Amount : 0.00		Check Amount :		2,659.31
Check Number : 41337 Check Date : 2/21/2020						
Vendor : 1907 COUNTY OF SAN DIEGO, RCS						
10	92680	2/13/2020	20HOLTFDN07	800 MHZ RADIOS	FD	712.50
11	92680	2/13/2020	20HOLTFDN07	800 MHZ RADIOS	PW	71.25
12	92680	2/13/2020	20HOLTFDN07	800 MHZ RADIOS		71.25
Invoice Amount : 855.00		Discount Amount : 0.00		Check Amount :		855.00
Check Number : 41338 Check Date : 2/21/2020						
Vendor : 7932 CR&R INCORPORATED						
10	92793	2/14/2020	JULY-DEC. 2019	STREET SWEEPING REIMB. FOR HWY	TRASH	2,689.02
10	92802	2/14/2020	JAN. 2020	TRASH SERVICE JAN. 2020		(3,640.78)
13	92802	2/14/2020	JAN. 2020	TRASH SERVICE JAN. 2020		20,131.33
Invoice Amount : 19,179.57		Discount Amount : 0.00		Check Amount :		19,179.57
Check Number : 41339 Check Date : 2/21/2020						
Vendor : 1435 DEL SOL MARKET						PW
12	92697	2/13/2020	835	VINEGAR FOR MANHOLE		9.78
Invoice Amount : 9.78		Discount Amount : 0.00		Check Amount :		9.78
Check Number : 41340 Check Date : 2/21/2020						
Vendor : 8139 DEPARTMENT OF CONSERVATION						BLDG
10	92786	2/14/2020	OCT. - DEC. 201	FEES COLLECTED		2,295.83
Invoice Amount : 2,295.83		Discount Amount : 0.00		Check Amount :		2,295.83
Check Number : 41341 Check Date : 2/21/2020						
Vendor : 1540 DRAGON'S EXTERMINATOR						PW
10	92700	2/13/2020	182676	PEST CONTROL FOR CITY BUILDINGS		220.00
Invoice Amount : 220.00		Discount Amount : 0.00		Check Amount :		220.00
Check Number : 41342 Check Date : 2/21/2020						
Vendor : 1248 EMERGENCY MEDICAL PRODUCTS, INC.						FD
10	92746	2/13/2020	2126786	MEDICAL SUPPLIES		136.80
Invoice Amount : 136.80		Discount Amount : 0.00		Check Amount :		136.80
Check Number : 41343 Check Date : 2/21/2020						
Vendor : 4572 EMPIRE SOUTHWEST						
11	92687	2/13/2020	0477332	PERFORMR GENERATOR INSPECTION		237.00
10	92688	2/13/2020	477331	PERFORM FULL SYSTEM INSPECTION	PW	180.00
10	92689	2/13/2020	477349	PERFORM SYSTEM INSPECTION GENE		150.00
11	92737	2/13/2020	0467300	LOAD BANK TEST GENERATOR SET		695.00
11	92742	2/13/2020	0477350	GENERATOR FULL INSPECTION PON		237.00
Invoice Amount : 1,499.00		Discount Amount : 0.00		Check Amount :		1,499.00

CITY OF HOLTVILLE

Monthly Check Register

Date : 3/3/2020 8:57:22 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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Check Number : 41344 Check Date : 2/21/2020						
Vendor : 8919 ERICSSON-GRANT, INC.						MELON PROPERTIES
10	92803	2/14/2020	58005	ENVIRONMENTAL REVIEW	MELON P	6,425.00
Invoice Amount : 6,425.00		Discount Amount : 0.00		Check Amount :		6,425.00
Check Number : 41345 Check Date : 2/21/2020						
Vendor : 1124 FEDERAL EXPRESS						PW
12	92723	2/13/2020	692115829	FED EX SAMPLES		98.54
Invoice Amount : 98.54		Discount Amount : 0.00		Check Amount :		98.54
Check Number : 41346 Check Date : 2/21/2020						
Vendor : 1536 FERGUSON ENTERPRISES, INC. #1350						PW
11	92701	2/13/2020	8475344-1	TUBE CUTTER; KNEELING MAT		101.49
11	92702	2/13/2020	8505307	TUBE CUTTER		43.10
11	92714	2/13/2020	8493781	RACK STRP F/TRUCK; OD RND BRKT		745.30
Invoice Amount : 889.89		Discount Amount : 0.00		Check Amount :		889.89
Check Number : 41347 Check Date : 2/21/2020						
Vendor : 4662 FERNANDO RUIZ, INC.						PW
10	92735	2/13/2020	13177	SAFETY TRAINING		235.00
11	92735	2/13/2020	13177	SAFETY TRAINING		235.00
12	92735	2/13/2020	13177	SAFETY TRAINING		235.00
Invoice Amount : 705.00		Discount Amount : 0.00		Check Amount :		705.00
Check Number : 41348 Check Date : 2/21/2020						
Vendor : 1073 FIRE, ETC.						FD
10	92766	2/13/2020	138666	TURNOUT CLEANER; STATION BOOT		84.03
Invoice Amount : 84.03		Discount Amount : 0.00		Check Amount :		84.03
Check Number : 41349 Check Date : 2/21/2020						
Vendor : 2227 GEORGE'S PIZZA						ADMIN
10	92781	2/14/2020	61	FOOD FOR CENSUS MEETING		22.64
Invoice Amount : 22.64		Discount Amount : 0.00		Check Amount :		22.64
Check Number : 41350 Check Date : 2/21/2020						
Vendor : 8909 GERA'S AWINGS, SCREEING & UPHOLSTERY						PW
11	92708	2/13/2020	11191	REPAIRS TO TRUCK SEAT		202.97
12	92708	2/13/2020	11191	REPAIRS TO TRUCK SEAT		202.97
Invoice Amount : 405.94		Discount Amount : 0.00		Check Amount :		405.94
Check Number : 41351 Check Date : 2/21/2020						
Vendor : 8691 HDL COREN & CONE						ADMIN
10	92800	2/14/2020	27622	PROPERTY TAX SERVICE JAN - MAR		750.00
Invoice Amount : 750.00		Discount Amount : 0.00		Check Amount :		750.00
Check Number : 41352 Check Date : 2/21/2020						
Vendor : 1147 HOLTVILLE CHAMBER OF COMMERCE						COUNCIL
10	92782	2/14/2020	20-003	CARROT FESTIVAL BANQUET DINNER		350.00
Invoice Amount : 350.00		Discount Amount : 0.00		Check Amount :		350.00
Check Number : 41353 Check Date : 2/21/2020						
Vendor : 1019 HOLTVILLE TRIBUNE						COUNCIL PLANNING
10	92789	2/14/2020	100431	CARROT FESTIVAL SOUVENIR ADDITI		450.00
10	92790	2/14/2020	100429	LEGAL AD FOR TORRES COMPLEX		441.00
Invoice Amount : 891.00		Discount Amount : 0.00		Check Amount :		891.00
Check Number : 41354 Check Date : 2/21/2020						
Vendor : 1638 HOME DEPOT/GEFCF						FD
10	92711	2/13/2020	9533591	LIGHTS FOR WATER TOWER		104.78
11	92833	2/19/2020	6035017	BITS; LEVEL; PLIERS; AIR LINE FILTER		68.05
12	92833	2/19/2020	6035017	BITS; LEVEL; PLIERS; AIR LINE FILTER		68.05
						PW

CITY OF HOLTVILLE

Monthly Check Register

Date : 3/3/2020 8:57:22 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Invoice Amount : 240.88		Discount Amount : 0.00		Check Amount :		240.88
Check Number : 41355		Check Date : 2/21/2020				
Vendor : 2297 IMPERIAL COUNTY SHERIFF'S DEPT.				SHERIFF		
10	92795	2/14/2020	1312020-1	SHERIFF SERVICES FOR JAN. 2020		83,563.15
Invoice Amount : 83,563.15		Discount Amount : 0.00		Check Amount :		83,563.15
Check Number : 41356		Check Date : 2/21/2020				
Vendor : 1026 IMPERIAL IRRIGATION DISTRICT				ADMIN		
10	92791	2/14/2020	FEB. 2020	ELECTRICITY		3,816.54
11	92791	2/14/2020	FEB. 2020	ELECTRICITY		6,716.75
12	92791	2/14/2020	FEB. 2020	ELECTRICITY		4,336.95
10	92792	2/14/2020	FEB 2020 PARKS	ELECTRICITY PARKS		1,349.79
Invoice Amount : 16,220.03		Discount Amount : 0.00		Check Amount :		16,220.03
Check Number : 41357		Check Date : 2/21/2020				
Vendor : 2137 IMPERIAL IRRIGATION DISTRICT (WATER)				PW		
11	92724	2/13/2020	FEB. 2020	RAW WATER		2,848.00
Invoice Amount : 2,848.00		Discount Amount : 0.00		Check Amount :		2,848.00
Check Number : 41358		Check Date : 2/21/2020				
Vendor : 1199 IMPERIAL PRINTERS				FD AD		
10	92743	2/13/2020	20-95	MEDICAL BILLING INVOICES		217.05
Invoice Amount : 217.05		Discount Amount : 0.00		Check Amount :		217.05
Check Number : 41359		Check Date : 2/21/2020				
Vendor : 1027 IMPERIAL STORES						
10	92670	2/13/2020	637993	DISH SOAP; CAR WASH		25.08
10	92672	2/13/2020	637726	ROOF EDGE		4.45
10	92673	2/13/2020	637813	BOTTLED WATER		7.38
10	92676	2/13/2020	637880	CLEANING SUPPLIES		49.81
10	92678	2/13/2020	637992	SUMB UTILITY PUMP		83.39
10	92679	2/13/2020	637948	CLEANING SUPPLIES		88.68
10	92685	2/13/2020	637669	PAINT; ELECTRICAL TAPE; WIRE NUT		29.62
10	92686	2/13/2020	839259	BIRD SPIKES		114.42
10	92694	2/13/2020	637064	CHIP BRUSH; PAINT		23.23
12	92695	2/13/2020	637461	EMT COMP CONNECTOR; ROMEX CLA		1.92
10	92696	2/13/2020	637618	BATTERIES		49.36
10	92698	2/13/2020	637610	BATTERIES FOR BARRICADES		96.57
10	92699	2/13/2020	637337	SPRAY PAINT FOR GRAFHITI		9.29
10	92705	2/13/2020	122383	CANOPY FOR PARADE TRAILER		172.39
10	92706	2/13/2020	637589	DOG FOOD		107.71
10	92707	2/13/2020	637600	BATTERIES		48.46
10	92748	2/13/2020	637741	VELCRO STRIP		5.32
10	92751	2/13/2020	637568	TRASH BAGS; CLEANING SUPPLIES		56.76
10	92752	2/13/2020	637574	CLEANING SUPPLIES		17.76
10	92753	2/13/2020	637540	PROPANE GAS		13.08
10	92754	2/13/2020	637511	ROUND UP		12.92
10	92755	2/13/2020	637549	BOTTLED WATER		7.38
10	92756	2/13/2020	121947	RESPIRATOR; CARTRIDGES; BIT SET		291.80
10	92758	2/13/2020	637232	BOTTLED WATER		7.38
10	92759	2/13/2020	637158	CAM STRAP		8.72
10	92760	2/13/2020	637364	WHEEL CLEANER; CAR WASH		25.17
10	92761	2/13/2020	637244	CLEANING SUPPLIES; BATTERIES		14.63
10	92762	2/13/2020	637189	RESPIRATOR; CARTRIDGES		64.95
10	92763	2/13/2020	636716	WHEEL CLEANER; TIRE FOAM		17.42

CITY OF HOLTVILLE

Monthly Check Register

Date : 3/3/2020 8:57:22 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
10	92764	2/13/2020	637102	CLEANING SUPPLIES		9.69
10	92765	2/13/2020	637711	RESPIRATORS; MASKS		97.43
10	92767	2/13/2020	634882	LIGHT BULBS FOR WATER TOWER		106.33
10	92768	2/13/2020	634934	CHRISTMAS LIGHTS		7.74
10	92769	2/13/2020	634938	CHRISTMAS LIGHTS		22.28
10	92770	2/13/2020	636094	CLEANING SUPPLIES		36.32
11	92771	2/13/2020	636673	FERRULES & STOPS; WIRE		4.30
12	92771	2/13/2020	636673	FERRULES & STOPS; WIRE		4.30
10	92772	2/13/2020	636789	ROUNDUP ; TANK SPRAYER; PAIL		59.11
10	92773	2/13/2020	636992	TOILET AUGER		11.63
10	92774	2/13/2020	637013	BRASS SWEEPER NOZZLE; ROUND R		6.77
10	92775	2/13/2020	637075	ADAPTER; PVC PIPE; COUPLINGS		1.99
10	92777	2/13/2020	634864	SCR HOOK		3.19
10	92778	2/13/2020	634918	OUTDOOR TIMER		13.46
Invoice Amount		: 1,839.59	Discount Amount		: 0.00	Check Amount : 1,839.59
Check Number		: 41360	Check Date		: 2/21/2020	
Vendor : 1148 IMPERIAL VALLEY PRESS						
10	92799	2/14/2020	11360821;113670	PUBLISH EMPLOYMENT VACANCY DIS	ADMIN	324.24
11	92799	2/14/2020	11360821;113670	PUBLISH EMPLOYMENT VACANCY DIS		230.92
12	92799	2/14/2020	11360821;113670	PUBLISH EMPLOYMENT VACANCY DIS		230.92
Invoice Amount		: 786.08	Discount Amount		: 0.00	Check Amount : 786.08
Check Number		: 41361	Check Date		: 2/21/2020	
Vendor : 8740 JADE SECURITY SYSTEMS, INC.						
11	92730	2/13/2020	163657	MONITOR SECURITY SYSTEM	PW	59.98
12	92730	2/13/2020	163657	MONITOR SECURITY SYSTEM		59.99
Invoice Amount		: 119.97	Discount Amount		: 0.00	Check Amount : 119.97
Check Number		: 41362	Check Date		: 2/21/2020	
Vendor : 8866 KARIZA SAMBRANO						
10	92841	2/20/2020	Finance Conf.	REIMB. OF PARKING FEES (Finance conf		51.48
Invoice Amount		: 51.48	Discount Amount		: 0.00	Check Amount : 51.48
Check Number		: 41363	Check Date		: 2/21/2020	
Vendor : 1262 L.N. CURTIS & SONS						
10	92744	2/13/2020	536614	REPAIRS TO COMPRESSOR	FD	564.00
10	92745	2/13/2020	358433	COBRA BARRIAIRE HOODS		270.48
Invoice Amount		: 834.48	Discount Amount		: 0.00	Check Amount : 834.48
Check Number		: 41364	Check Date		: 2/21/2020	
Vendor : 2278 LA BRUCHERIE IRRIGATION SUPPLY						
11	92734	2/13/2020	192270c	REPAIR PARTS	PW	119.15
Invoice Amount		: 119.15	Discount Amount		: 0.00	Check Amount : 119.15
Check Number		: 41365	Check Date		: 2/21/2020	
Vendor : 4619 LUIS M. ESTRADA						
12	92776	2/13/2020	1378	REPAIRS TO VACTOR	PW	130.00
Invoice Amount		: 130.00	Discount Amount		: 0.00	Check Amount : 130.00
Check Number		: 41366	Check Date		: 2/21/2020	
Vendor : 8949 MARISSA CASTILLO						
11	92784	2/14/2020	788 WEBB	WATER DEPOSIT REFUNDED	ADMIN	183.89
Invoice Amount		: 183.89	Discount Amount		: 0.00	Check Amount : 183.89
Check Number		: 41367	Check Date		: 2/21/2020	
Vendor : 1095 MOSS, LEVY & HARTZHEIM (bh)						
10	92837	2/19/2020	9740	COMPLETION OF SCO REPORT	ADMIN	2,500.00
Invoice Amount		: 2,500.00	Discount Amount		: 0.00	Check Amount : 2,500.00

CITY OF HOLTVILLE

Monthly Check Register

Date : 3/3/2020 8:57:22 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 41368 Check Date : 2/21/2020						
Vendor : 8710 MUNICIPAL EMERGENCY SERVICES						
10	92682	2/13/2020	1332872	TEST; REPAIR AND REPLACE EQUIPM	FD	1,127.24
10	92683	2/13/2020	1331492	4 STRAP HARNESES		684.59
Invoice Amount : 1,811.83		Discount Amount : 0.00		Check Amount :		1,811.83
Check Number : 41369 Check Date : 2/21/2020						
Vendor : 8011 NICHOLAS WELLS						
10	92832	2/19/2020	FEB. 2020	MILEAGE FEB. 2020	ADMIN	84.24
Invoice Amount : 84.24		Discount Amount : 0.00		Check Amount :		84.24
Check Number : 41370 Check Date : 2/21/2020						
Vendor : 8761 PEOPLEREADY, INC.						
10	92709	2/13/2020	25585197	TEMP EMPLOYEE PARKS		632.25
12	92710	2/13/2020	25585198	TEMP EMPLOYEE WWTP	PW	643.72
10	92718	2/13/2020	25598364	TEMP EMPLOYEE PARKS		689.72
12	92725	2/13/2020	25598365	TEMP EMPLOYEE WWTP		643.72
11	92727	2/13/2020	25588952	TEMP EMPLOYEE POND CLEANING		482.79
Invoice Amount : 3,092.20		Discount Amount : 0.00		Check Amount :		3,092.20
Check Number : 41371 Check Date : 2/21/2020						
Vendor : 1450 PITNEY BOWES GLOBAL FINANCE SERVICES LLC						
10	92801	2/14/2020	3103716225	POSTAGE MACHINE	ADMIN	44.70
11	92801	2/14/2020	3103716225	POSTAGE MACHINE		44.70
12	92801	2/14/2020	3103716225	POSTAGE MACHINE		44.71
Invoice Amount : 134.11		Discount Amount : 0.00		Check Amount :		134.11
Check Number : 41372 Check Date : 2/21/2020						
Vendor : 1043 SELLERS PETROLEUM						
10	92681	2/13/2020	CL08207	FUELL (FD)	FD	1,297.38
10	92684	2/13/2020	CL08208	FUEL PW		584.84
11	92684	2/13/2020	CL08208	FUEL PW	PW	653.83
12	92684	2/13/2020	CL08208	FUEL PW		333.86
Invoice Amount : 2,869.91		Discount Amount : 0.00		Check Amount :		2,869.91
Check Number : 41373 Check Date : 2/21/2020						
Vendor : 8138 SERVICE MASTER						
10	92788	2/14/2020	33303	JANITORIAL SERVICES TO CITY BUIL	PW	1,669.50
Invoice Amount : 1,669.50		Discount Amount : 0.00		Check Amount :		1,669.50
Check Number : 41374 Check Date : 2/21/2020						
Vendor : 8950 SPACETEL LLC						
11	92836	2/19/2020	571 PINE	REFUND DEPOSIT	ADMIN	147.89
Invoice Amount : 147.89		Discount Amount : 0.00		Check Amount :		147.89
Check Number : 41375 Check Date : 2/21/2020						
Vendor : 7841 SPARKLETTS						
10	92669	2/13/2020	9439337020120	DRINKING WATER	FD	44.22
10	92703	2/13/2020	9431538020120	DRINKING WATER	PW	265.57
Invoice Amount : 309.79		Discount Amount : 0.00		Check Amount :		309.79
Check Number : 41376 Check Date : 2/21/2020						
Vendor : 1109 SPRINT						
11	92729	2/13/2020	984297987-139	DATA LINE AT WATER PLANT	PW	34.81
Invoice Amount : 34.81		Discount Amount : 0.00		Check Amount :		34.81
Check Number : 41377 Check Date : 2/21/2020						
Vendor : 8834 SPRINT PHONE						
10	92831	2/19/2020	FEB. 2020	CELL PHONE	ADMIN	62.80
Invoice Amount : 62.80		Discount Amount : 0.00		Check Amount :		62.80

CITY OF HOLTVILLE Monthly Check Register

Date : 3/3/2020 8:57:22 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 41378 Check Date : 2/21/2020						
Vendor : 1419 STAPLES CREDIT						
10	92747	2/13/2020	5414	POSTERBOARD; EASEL PAPER	ADMIN	44.90
10	92796	2/14/2020	2421396631	OFFICE SUPPLIES		44.38
10	92797	2/14/2020	2426445621	OFFICE SUPPLIES		50.61
10	92798	2/14/2020	2426526691	OFFICE SUPPLIES		45.23
Invoice Amount : 185.12		Discount Amount : 0.00		Check Amount :		185.12
Check Number : 41379 Check Date : 2/21/2020						
Vendor : 2318 SUNBELT RENTALS						
10	92704	2/13/2020	97916414-0001	SCISSORLIFT	FD	392.00
Invoice Amount : 392.00		Discount Amount : 0.00		Check Amount :		392.00
Check Number : 41380 Check Date : 2/21/2020						
Vendor : 2217 SUPERIOR READY MIX CONCRETE						
10	92692	2/13/2020	101769	SILICA SAND	PW	12.50
Invoice Amount : 12.50		Discount Amount : 0.00		Check Amount :		12.50
Check Number : 41381 Check Date : 2/21/2020						
Vendor : 1049 UNDERGROUND SERVICE ALERT						
10	92690	2/13/2020	120200320	DIG ALERT TICKETS	PW	34.75
Invoice Amount : 34.75		Discount Amount : 0.00		Check Amount :		34.75
Check Number : 41382 Check Date : 2/21/2020						
Vendor : 1260 USA BLUEBOOK						
11	92736	2/13/2020	130882	PVC TEFLON & CERAMIC	PW	156.96
11	92739	2/13/2020	131622	TURBIDIMETER WHITE LIGHT; TUB A		3,881.29
11	92740	2/13/2020	030408	FLEXFLO; TUBE ASSEMBLY; CHLORIN		2,077.13
Invoice Amount : 6,115.38		Discount Amount : 0.00		Check Amount :		6,115.38
Check Number : 41383 Check Date : 2/21/2020						
Vendor : 8116 VANTAGE POINT TRANSFER AGENTS - 108793						
10	92783	2/14/2020	PP# 3 2/7/20	PP# 3 RETIREMENT; PENSION REPAY	ADMIN	4,316.99
11	92783	2/14/2020	PP# 3 2/7/20	PP# 3 RETIREMENT; PENSION REPAY		727.68
12	92783	2/14/2020	PP# 3 2/7/20	PP# 3 RETIREMENT; PENSION REPAY		1,128.15
Invoice Amount : 6,172.82		Discount Amount : 0.00		Check Amount :		6,172.82
Check Number : 41384 Check Date : 2/21/2020						
Vendor : 1231 WALKER & DRISKILL						
10	92834	2/19/2020	9714	ATTORNEY FEES (MTC)	ADMIN	330.00
10	92835	2/19/2020	9708	ATTORNEY FEES		1,485.00
Invoice Amount : 1,815.00		Discount Amount : 0.00		Check Amount :		1,815.00
Check Number : 41385 Check Date : 2/21/2020						
Vendor : 1058 XEROX CORPORATION						
10	92668	2/13/2020	99417754	COPIER LEASE AND USAGE	FD	116.60
Invoice Amount : 116.60		Discount Amount : 0.00		Check Amount :		116.60

Total Number of Vendors	:	60	:	0.00
Total Number of Checks Printed	:	60		
Total Number of Voided Checks	:	0		
Largest Check Amount	:	83,563.15		
Total for all Checks Printed	:	176,974.74		
Total for Voided Checks	:	0.00		
Net Amount of Checks Printed	:	176,974.74		

Summary

Fund	Amount
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CITY OF HOLTVILLE Monthly Check Register

Date : 3/3/2020 8:57:22 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
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Summary

Fund	Amount
10 GENERAL FUND	126,267.11
11 WATER	21,419.59
12 SEWER	9,156.71
13 TRASH	20,131.33

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>03/09/20</u>
ITEM NUMBER	<u>3 a</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 4, 2020
FROM: Nick Wells, City Manager
SUBJECT: **Resolution No. 20-05** *Authorizing a 2nd Amendment for \$109,000 to the April, 2016, Holt Group Design & Bidding Specifications Contract to Include Full Design as Required by the Regional Water Quality Board*

ISSUE:

Shall the City Council adopt Resolution No 20-05 , authorizing the City Manager to execute an amendment to the April, 2016, contract with The Holt Group to prepare Design/Build documents for repairs to the City's Water Treatment facility to include modifications requested by the State Water Resources Control Board (SWRCB)?

DISCUSSION:

Under a Compliance Order from the SWCRB for TTHM violations, the City identified an improvement project in 2015 at the Water Treatment Plant (WTP) in order to attain compliance. In 2016, the City contracted with THG to prepare preliminary design plans and specifications for a project to bring the City's WTP into compliance with the aforementioned Order.

The City applied for loan/grant funding through the State of California State Revolving Fund (SRF) on a parallel time track to fund the improvements, which were to include upgrades to the electrical and control systems, recoating of the 2.4 million gallon ground storage reservoir and the installation of a TTHM removal system. After preliminary plans were developed, they were submitted to the SWCRB for approval. (That funding was finally approved in September, 2019, for \$4,148,238).

In May, 2017, a conference call between City staff, THG staff, SRF and SWRCB staff revealed additional design elements beyond the original parameters required by engineers with SWRCB. The additional elements include a shade structure over the clarifier/filter unit; pipeline rerouting between the reservoirs and the replacement of emergency power generator sets at both the Raw Water Ponds and the WTP. At the City Manager's request, THG prepared a proposal to perform the additional engineering services required to update the plans and specifications. In addition to their own fees for additional work, THG re-engaged their electrical subcontractor, Delta Systems Engineering. This resulted in an augmentation to their original contracted engineering fee of \$38,000 - \$32,000 for THG and \$6,000 for Delta Systems. All of that work has been covered by SRF funding.

In the Fall of 2019, after the project was officially funded, THG and staff assumed that the project was ready to put out to bid for a construction contractor. Just prior to advertisement, SRF halted the process and required that the Design/Build scenario be converted to a fully-designed project separate from the construction process. THG received verification of the change from SRF, and, once again at the request of the City Manager, returned to discussions with Delta Systems to partner with them on completing the design work, preparing a proposal to that end. *(Attached)*

FISCAL IMPACT:

THG has proposed a \$109,000 fee to complete the 100% design (including the electrical work to be performed by Delta Systems), redraft the bid specifications and oversee the bidding process. The budget for design services under the SRF funding contract amounts to \$112,000, so that work, if approved, will be covered under the SRF funding contract and is expected to be completed in 160 days.

CITY MANAGER RECOMMENDATION:

It is recommended that the resolution be approved.

ALTERNATIVE:

Not to authorize, giving staff alternate direction.



February 3, 2020

Mr. Nick Wells
City Manager
City of Holtville
121 West Fifth Street
Holtville, CA 92250

Re: City of Holtville – Water Treatment Plant Improvements –
Full Design Services Proposal –
Agreement No. SWRCB0000000000D180200500
Project No. 1310005-006C
THG No. 116.455

Dear Mr. Wells,

I am forwarding this correspondence in regard to the design engineering services for the City of Holtville Water Treatment Plant Improvements Project (Project).

A review of the background with regard to this project is as follows. In March of 2016, the City of Holtville and The Holt Group entered into an Agreement for the completion of conceptual design documents and design criteria for the construction of the City of Holtville Water Treatment Plant Improvements Project under a Design/Build format. The conceptual documents and design criteria would be included with Bidding Documents to procure proposals from contractors to construct the project improvements under a design/build format. Under the Design/Bid format, the selected contractor would complete the design plans based upon the conceptual documents and design criteria. The project would be constructed according to the approved design plans.

On June 12, 2017 an Amendment (Amendment No. 1) to the 3/2016 Agreement was executed for the conceptual design of additional items including a Shade Structure for the Clarifier/Filter

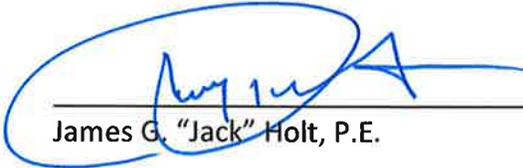
Facility, Re-alignment of Tank Piping, and Replacement of Emergency Power Generators. On December 28, 2017 a second Amendment (Amendment No. 2) was executed for the conceptual design to install water flow baffles within the 1.5 million gallon tank. The State Water Resources Control Board – Division of Drinking Water requested that the additional Amendment Number 1 and 2 items be added to the project scope of work. The State Water Resources Control Board – Division of Financial Assistance (DFA) agreed to provide the additional funds for Amendment Numbers 1 and 2. The total conceptual design per the 3/2016 Agreement and Amendment Numbers 1 and 2 totaled \$141,950.00.

DFA committed to funding the project construction in the amount of \$4,148,283 in September 2019. The conceptual design documents were updated to include bid advertisement, bid opening and other dates and requirements after the funding commitment was received. The updated project conceptual and bidding documents were forwarded to DFA on November 22, 2019. After receiving the updated documents DFA requested the bidding of the project be suspended. DFA later made the determination that the design/construct method of constructing the project would not be allowed and that fully complete design documents (100 percent design documents) be prepared by the City of Holtville for the project bidding and construction phases.

The current agreement between the City of Holtville and DFA includes a budgeted amount of \$112,000 for the completion of fully complete design documents (100 percent design documents). This budgeted amount was to be included in the Contractors Bid Amount to complete the 100 percent design documents. It is being requested that the \$112,000 budgeted amount for the completion of design documents by the contractor be directed to the City of Holtville for the completion of the 100 percent design documents. The Holt Group is proposing to prepare the fully complete design documents for a total amount of \$109,000. The majority of the fee will be directed to the completion of the electrical and instrumentation design. The completion of the 100 percent design documents will require a 160 calendar day time period.

Thank you for considering this request to complete the 100 percent design documents. Please contact me if questions arise.

Sincerely,



James G. "Jack" Holt, P.E.

Cc: George Galvan, Project Manager, The Holt Group, Inc.
Juny Marmolejo, Project Engineer, The Holt Group, Inc.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 20-05**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL AMENDING THE
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE
HOLTVILLE WATER TREATMENT SYSTEM IMPROVEMENTS PROJECT**

WHEREAS, the City of Holtville has been under a Compliance Order from the State Water Resources Control Board, Division of Drinking Water, and has identified a Water Treatment System Improvements Project , hereafter “Project” for compliance; and

WHEREAS, the City of Holtville has secured funding for the project through the Drinking Water State Revolving Fund (SRF) in the amount of \$4,148,283; and

WHEREAS, on April 4, 2016, the City of Holtville contracted The Holt Group, Inc, to prepare plans and specifications for the Project; and

WHEREAS, the State Water Resources Control Board recently required that the Project be 100% designed prior to bidding for construction services; and

WHEREAS, the City of Holtville has received a satisfactory proposal of \$109,000 (one hundred nine thousand dollars) from The Holt Group, Inc, to perform the additional services required to complete the plans to the 100% level; and

WHEREAS, the SRF Project funding has a line item for design sufficient to reimburse the cost of these services; and

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

1. That the foregoing is true, correct and adopted hereby,
2. That the City Manager is authorized to amend the previous Agreement for Professional Service with The Holt Group, Inc., dated April 4, 2016, to augment funds in an amount not to exceed **\$109,000**.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on the 09th of March, 2020, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ginger Ward, Mayor

Attest: _____
Kariza Preciado, Interim City Clerk

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: March 4, 2020
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>03/09/20</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 application 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 has submitted a proposal to complete the design work prior to bidding. This will delay construction, but hopefully not impact the overall timeline too significantly, as further design was always necessary at this point. This item is on tonight's agenda.***

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 had noticed significant areas wherein the material has picked up from the surface. ***Staff and the City Engineer recently inspected the problem areas and noted that most had “healed” somewhat, leaving only a cosmetic issue, with the structural integrity unaffected. It was decided to forego any attempt to have the contractor do further work.***

Cedar Avenue Improvements Project (Orchard Bridge to Fourth Street) – ***This project was recently assigned a Federal ID#, so work will be starting on the securing a design engineer soon.***

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 in February. We hope to come to resolution soon and put the project out to bid. *Staff has spoken with IC Public Works asking to help shepherd the project along as best as possible to avoid future delays.*

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 **14** 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, a promising applicant was selected, an offer was extended and accepted. We await pre-employment clearance.*

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 proposed a mixed use development for property on Holt just south of Sixth Street. It will consist of a storefront, along with two apartments intended for her family’s use in the rear of the property. The project passed through Planning Commission, engineering and building review. 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. ***Final plan approval is currently in process.***

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 and mid-February 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. With a bit of further email communication, the auditors expect the final document to be prepared in the next few weeks.

MEETINGS & EVENTS RECENTLY ATTENDED:

- 02/24/20 Management Meeting City Hall
- 02/24/20 Caltrans 1-on-1 re: Upcoming Projects ICTC Offices
- 02/25/20 Caltrans Federal Aid Training ICTC Offices
- 02/26/20 Foreign Trade Zone Board Meeting County Planning Office
- 02/27/20 IVECA Board Meeting EC ED Offices
- 02/28/20 ICSO Advancement Ceremony re: Chief Robert Benevides ICSO Office (EC)
- 02/28/20 Interviews: Potential Building Inspector City Hall
- 03/02/20 Management Meeting City Hall
- 03/03/20 Dollar General Project Discussion Project Site
- 03/04/20 Meeting w/ County CEO/Public Works Holtville CoI PW Yard
- 03/05/20 Foreign Trade Zone Board Meeting City of Brawley
- 03/06/20 NW Vacation Day (Out of Office)

UPCOMING EVENTS:

- 03/09/20 Conference on Various Legal Matters Offices of Walker & Driskill
- 03/09/20 Management Meeting City Hall
- 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 Management Meeting City Hall
- 03/16/20 Holtville Planning Commission Meeting City Hall
- 03/18/20 Imperial-Mexicali Binational Alliance Calexico
- 03/19/20 Brawley State of the City Address Lions Center (Brawley)
- 03/21/20 Tentative NW Vacation Day (Potentially Out of Office)
- 03/23/20 Holtville City Council Meeting City Hall
- 03/26/20 IVECA Board Meeting EC ED Offices
- 03/26/20 Holtville Farmers Market & Street Fair Holt Park
- 03/26 - 03/28/20 Vietnam Memorial Traveling Display Bucklin Park (EC)
- 05/02/20 Imperial CofC Rib Cookoff IV Fairgrounds
- 5/6 - 8/2020 SCAG Regional Conference Palm Desert, CA

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 COUNCIL

DATE ISSUED: March 5, 2020
FROM: Kariza Preciado, Finance Supervisor
SUBJECT: Finance Department Update

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

General Fund

As of March 5, 2020 the General Fund has a \$232,683 revenue deficit. The City has received 61% of its projected revenue to date and 73% of its total budgeted expenditures. The City should see its revenues from other agencies such as OES reimbursements, Kinkaid Fire reimbursement and State COPS funding begin to trickle in at the next few months.

Water Fund

The water fund is seeing a revenue surplus of \$212,878. This is due to normal business activity. The total revenues collected as of March 5, 2020 are \$1,239,365 or 80% of the total budgeted amount.

Sewer Fund

As of March 5, 2020, Sewer has a revenue surplus of \$392,504. Business activities have continued normally with total revenues at 70% of the total budgeted amount and expenditures at 50%.

Trash

Trash has a revenue deficit of \$13,465 from regular business activity. The total expenditures for the month of February 2020 are \$21,416 to \$17,686 in revenues.

Respectfully submitted,



Kariza Preciado

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>03/09/20</u>
ITEM NUMBER	<u>5 c</u>
Approvals	CITY MANAGER
	FINANCE MANAGER _____
	CITY ATTORNEY _____

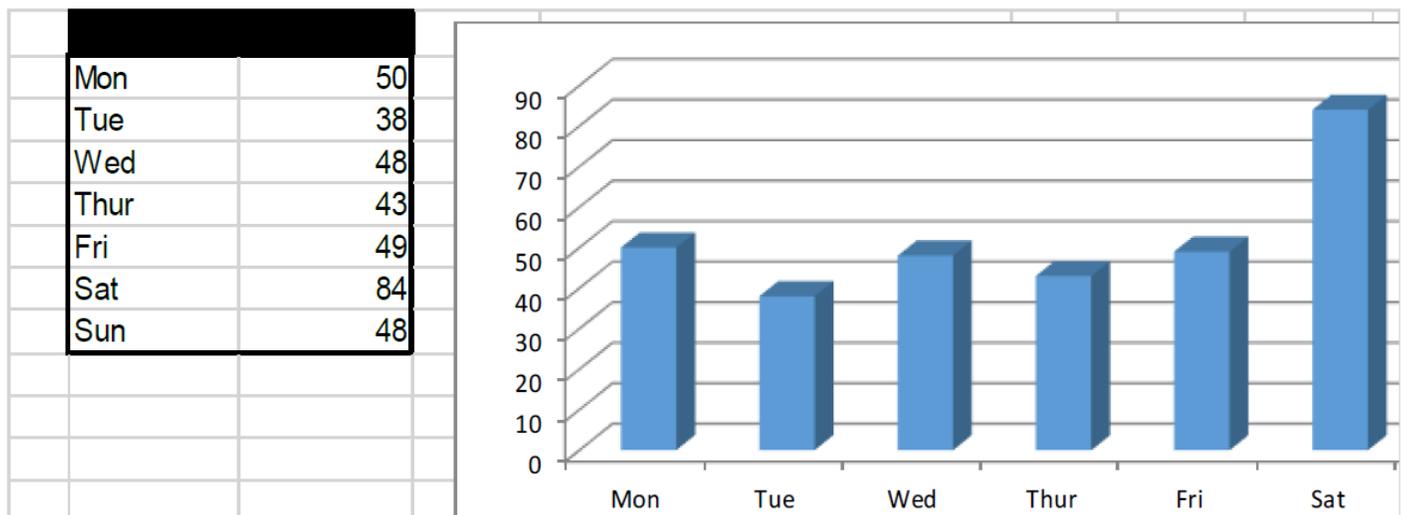
Date Issued: March 9, 2020
From: Sergeant Roy Patterson, Chief of Police
Subject: Holtville Sheriff’s Monthly Report – February, 2020

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

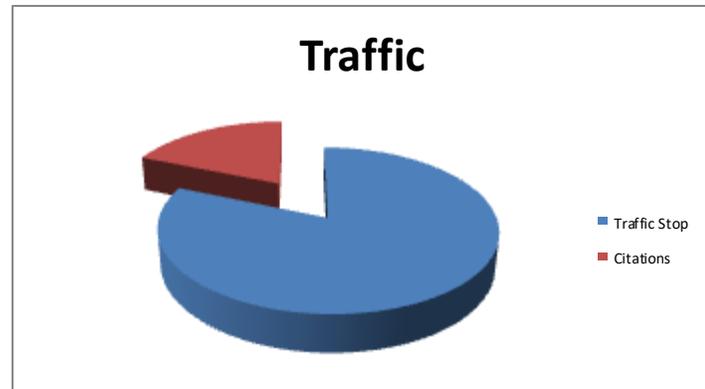
The following is a summary of statistics for the Holtville Sheriff’s Deputies for the month of **February, 2020.**

Calls For Service:

- **360** total incident reports, which were entered into Spillman Computer Database by the Imperial County Sheriff’s Dispatch Center. These calls consisted of requests for Sheriff’s services.
- The highest volume of calls for service occurred on **Saturdays** with **84** total calls for service. The lowest volume of calls for service occurred on Tuesdays. The highest volume of calls occurred from **10:00 pm to 11:00 pm**, and **8:00 pm to 9:00 pm**.



<i>Traffic</i>	<i>Total</i>
Traffic Stops	77
Citations Issued	31
Traffic Collisions	02
DUI's	00



<i>Crimes</i>	<i>Total</i>
Burglary/Theft	07
Domestic Violence/Battery	01
Vandalism	00
Disturbing the Peace	18
Narcotic Related	01
Sexual Assault	00

<i>Arrests</i>	<i>Total</i>
Warrants	02
Criminal	08
Total	10

<i>Miscellaneous</i>	<i>Total</i>
Animal Problem	07
Alarm Calls	07
Deputy Request	02
Suspicious Person/Circ.	09

The following is a brief summary of incidents and events that the Holtville Police Department has been involved in during the month of **February 2020**.

2002H-053 Lost property at the Laundry mat. RP reported that she lost her brown wallet. Report taken.

2002H-0079 Deputies responded to Turning Point reference a trespasser. Subject had walked onto the property and eventually left to start a fire near the telephone poll. Subject was arrested for public intoxication and resisting.

2002H-086 Deputy request at the substation. Subject wanted a report for liability purposes due to his daughter getting injured on the Alien Invasion (Gravatron) ride at the carnival.

2002H-087 Disturbance call at Holt park carnival. RP stated a physical disturbance between two female juveniles. Fight or those involved were not located.

2002H-089 TC on 5th and Holt Ave. RP advised a motorcycle vs. vehicle. Motorcycle was left on scene and the driver left without giving his information. Driver of the motorcycle was located the next day and charges have been filed. Motorcycle was towed.

2002H-100 Failure to yield on a red Ford Explorer. Pursuit was terminated once it reached the county areas and became unsafe.

2002-0856 Theft reported at the Barbara worth County Club. RP reported someone broke into his white Ford Raptor and took a speaker box w/speakers.

2002-0884 Counter traffic reference a theft. RP residing on Anderholt Rd., stated someone got into his unlocked vehicle and several documents, a gym bag, a pair of Nike tennis shoes and a Wilson basketball were taken.

2002H-121 Contacted a subject with a warrant on W. 6th Street. Subject was arrested and booked into jail.

2002H-122 Subject contacted in the area of Holt Ave and 6th Street, in the alley due to attempting to steal a blue CR&R recycle bin. Subject was placed under arrest for resisting, petty theft, assault on a peace officer, and numerous other charges.

2002H-133 Subject Check at the Park Manor Hotel. Subject was arrested and booked into jail for a warrant.

2002H-155 Bicycle stop at Holt Ave. and Underwood Rd. Subject cited and released for possession of drug paraphernalia.

2002H-156 Past occurred robbery. RP stated several subjects, in a pearl white Infiniti G35, jumped him and took his wallet, and phone. Incident occurred at 1100pm hours.

2002H-204 Burglary at 614 Olive Ave. Black and White 2019 Polaris Razor stolen.

2002H-209 TC at 4th and Fern. Minor damage both parties exchanged information.

2002H-223 Traffic Stop at Holt and 7th. Driver cited and released for driving without a license.

2002-2105 Responded to the Hot Ponds reference a possible assault. Victim stated a male subject had pushed her and she hit her head against a cement wall. Male was found on scene and placed under arrest.

2002-2071 Assisted south county in an in progress burglary on Worthington Road. Two male subject were located on scene and arrested.

2002H-261 Responded to Holtville Middle School reference found property. Principal stated a cleaning lady located an unknown pill near the boy's bathroom. Pill was collected for destruction.

2002H-268 Hit & Run call at the Orchard View Apartments. Subject took his mother's vehicle without permission and side swiped another vehicle in the parking lot of the orchard view apartments and was later located and placed under arrested.

2002H-321 Welfare check in the area of 7th Street and Beale Avenue. Female was detained for 5150 and transported to CMH for cutting her wrists.

COMMUNITY EVENTS:

02/06/20- Explorers Meeting

02/08/20- Carrot Parade

02/13/20- Explorers Meeting

02/20/20- Explorers Meeting

02/27/20- Explorers Meeting

Respectfully submitted,

Sergeant Roy Patterson

WASTEWATER TREATMENT PLANT:

I am pleased to inform council that since the December 2016, the City of Holtville WWTP has maintained continued compliance with current NPDES Permit Effluent Ammonia limits.

Summarized below for your review is the most current (4th Quarter 2019) monitoring data.

City of Holtville Monthly Wastewater Monitoring Data

NPDES Permit No. CA0104361

Month/Year	Influent Flow Average (MGD)	Influent Flow Minimum (MGD)	Influent Flow Maximum (MGD)	Influent BOD mg/L	Effluent BOD mg/L	Influent TSS mg/L	Effluent TSS mg/L	Influent Ammonia, ppm	Effluent Ammonia, ppm	Effluent E. Coli	Effluent Fecal Coliform
Jan-19	0.3084	0.2518	0.3343	383.0	6.2	3298.1	1.5	35.3	0.1	1.0	2.0
Feb-19	0.3038	0.2001	0.4052	604.5	6.6	2696.3	1.2	83.0	0.2	1.0	2.0
Mar-19	0.3095	0.2629	0.3384	456.0	5.9	1164.0	1.2	23.5	0.1	1.0	2.0
Apr-19	0.2873	0.2498	0.3363	1006.5	8.7	1767.6	1.3	37.0	0.2	1.0	2.3
May-19	0.3019	0.2568	0.43	278.5	3.6	2673.7	1.4	35.3	0.0	1.0	4.7
Jun-19	0.3978	0.3464	0.434	307.6	2.9	1668.0	2.6	30.8	0.1	2.5	5.4
Jul-19	0.3773	0.3403	0.418	511.6	2.2	1303.0	2.8	25.8	0.1	1.1	5.7
Aug-19	0.3862	0.3344	0.426	224.6	1.9	638.0	2.9	64.4	0.0	1.0	2.0
Sep-19	0.3848	0.3004	0.4179	226.0	2.3	1204.0	3.8	43.7	0.1	1.0	3.3
Oct-19	0.3753	0.2571	0.4589	423.0	1.9	2417.0	3.3	46.5	0.1	1.0	2.0
Nov-19	0.3862	0.2587	0.4754	564.2	3.4	1354.5	5.8	61.0	0.0	1.0	2.0
Dec-19	0.4139	0.3416	0.5164	431.4	1.5	848.0	2.4	40.3	0.1	1.6	1.9
AVERAGES-	0.3527	0.2834	0.4159	451.4	3.9	1752.7	2.5	43.9	0.1	1.2	2.9

Respectfully Submitted,

Frank Cornejo.
Water/Wastewater Operations Supervisor
City of Holtville

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>03/09/20</u>
ITEM NUMBER	<u>5 e</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 5, 2020
FROM: Alex Chavez, Public Works Foreman
SUBJECT: Bi Monthly Report - Public Works

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

The purpose of this report is to inform Council of Public Works activities since the last council meeting. Public Works has been actively working on or completed the following:

- Cleared sewer plugs at different locations in town.
- Repaired water service line leaks.
- Worked with the Sheriff's Department to clean up graffiti at park and around town.
- Patch potholes in different locations in town.
- Caught 3 dogs and 3 cats.
- Repaired 6-inch water break at Black Dog farms.
- Repaired 6-inch water break at Samaha Park.
- Installed 3-inch water meter at the water station.
- Performed 3-inch tap at the water plant.
- Installed 4 ¾-inch meters.

Respectfully Submitted,



Alejandro Chavez
Public Works Foreman