

AGENDA

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

Monday, April 27, 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 / Roy Patterson |

THIS IS A PUBLIC MEETING

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

PLEASE TAKE NOTE that on Monday, April 27, 2020, at 5:30 PM, the Holtville City Council will hold its regularly scheduled meeting. Public comments will be accepted for items on both the Closed and Open Session agendas, however, to maintain social distancing, physical presence is strongly discouraged. Alternative methods for public participation have been provided and are encouraged.

Written Comments: *KPreciado@Holtville.ca.gov* ***Deadline to Submit: 4:00 PM, 04/27/2020***

Zoom Conference: *721-7272-7082 (Access provided upon request)*

Telephone Conference Call: *(605) 475-3220 Access Code 649637#*

This notice and the Agenda for this meeting are available for public inspection at 121 W Fifth Street in Holtville, California, and on the www.Holtville.ca.gov website.

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.

ADJOURN TO CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION:

(Government Code Section 54956.9(a))

Charles Simpson vs. City of Holtville

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:

SWEARING IN OF NEW OFFICERS

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

1. CONSENT AGENDA:

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

- a. Approval of the Minutes from the Regular Meeting of April 13, 2020
- b. Approval of the Minutes from the Regular Meeting of April 20, 2020
- c. Current Demands # 41561 thru # 41622
- d. Language of Resolution 20-04 (*Previously adopted on 02/24/2020*)
- e. Amendment to City Manager Contract

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUES:

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

- a. **Discussion/Related Action** Regarding Permanent Appointment of City Clerk
Nick Wells, City Manager
- b. **Discussion/Related Action to Adopt RESOLUTION 20-07** Authorizing Task Orders for Design Engineering Services with The Holt Group
Nick Wells, City Manager

4. INFORMATION ONLY:

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 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, April 24, 2020

**MINUTES OF THE REGULAR MEETING OF THE
HOLTVILLE CITY COUNCIL
Monday, April 13, 2020**

MEETING DATE:	<i>04/27/20</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, April 13, 2020, at 5:15 p.m. Council Members present were Ginger Ward, Mike Goodsell, Richard Layton, Mike Pacheco and Jim Predmore. Staff members present were Nick Wells and Kariza Sambrano. City Attorney Steve Walker was also present. In keeping with social distancing measures in place for the COVID-19 epidemic, Interim City Clerk Kariza Sambrano, Fire Chief Alex Silva and Police Chief Roy Patterson joined the meeting via video conference from another room of City Hall.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

Mayor Ginger Ward called the Closed Session meeting to order at 5:15 p.m.

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

Evaluation Criteria

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Ginger Ward called the meeting to order at 6:01 p.m.

PLEDGE OF ALLEGIANCE: Ms. Ward led the Pledge of Allegiance.

INVOCATION: The Invocation was given by Mr. Goodsell.

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

Interim City Clerk Kariza Preciado verified that the agenda was duly posted on Thursday, April 9, 2020.

PUBLIC COMMENTS:

The Public were given opportunities for comment via email to the City Clerk and/or publication of the conference line for the meeting. Ms. Vanessa Ramirez of Fern Avenue electronically submitted a public comment on Monday April 13, 2020, at 4:33 PM. She expressed her concerns of the lack of social distancing occurring at the Babe Ruth field during the COVID-19 pandemic. She asked that the gatherings of large crowds in our parks be addressed.

Nick Wells, City Manager responded and stated that actions have been put in place throughout the City of Holtville. The City has tried to mitigate large crowds in any area of the city by posting signs throughout city parks stating the social distancing orders. The city will continue to work on social distancing efforts.

1. CITY COUNCIL CONSENT AGENDA:

- a. Approval of the Minutes from the Regular Meeting of March 9, 2020.**
- b. Approval of the Minutes from the Regular meeting of March 23, 2020.**
- c. Current Demands # 41386 thru # 41560**

A motion was made by Mr. Layton and seconded by Mr. Predmore to approve the Consent Agenda as presented. The motion passed by unanimous roll call vote.

AYES: Goodsell, Pacheco, Ward, Layton, Predmore

NOES: None

ABSENT: None

ABSTAIN: None

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQUES:

Ms. Sambrano reported that the City of Holtville is at the top of the Imperial County list of the Census 2020 self-response rate which is currently at 54%. The next highest response rate among Imperial County cities is 43% for the City of Brawley. She encourages all to reach out to all Holtvillites to continue to self-respond.

Mr. Patterson reported on the burglaries occurring around town during the past month. He stated that they have recovered some of the stolen property and the Sheriff's Department is working alongside El Centro Police Department during this ongoing investigation.

Mr. Silva reported on the Brawley river bottom fire. He stated that the city's brush truck engine came as a great help for the fire. He also reviewed COVID-19 precaution information.

Mr. Pacheco noted that the City should be sure to carefully track any COVID-19 related expenditures for potential FEMA reimbursement. He also commended Chief Silva for all of his work.

Mr. Goodsell said he is getting used to being an online teacher. Reported that the HHS football field is being lit up for 20 minutes each Thursday evening as a tribute to the Class of 2020.

Ms. Ward stated she that she has attended 2-3 virtual meetings per week for AAA as they work to insure that the elderly population of Imperial County is fed.

Mr. Silva reported that HFD is taking extensive precautions with protective gear on calls. Reported that the Blossom Valley Inn was dangerously undersupplied, so he gave them some N95 masks for staff to use.

Mr. Layton had nothing to report.

Mr. Predmore reported that he attended an ICTC meeting via video conference. They had extensive discussion regarding the private Van Pool service and potential support for them under the financial stress created by the COVID-19 quarantine.

Mr. Walker had nothing to report.

Mr. Wells had nothing to report.

UNFINISHED BUSINESS *None*

2. NEW BUSINESS:

a. Discussion/Related Action Regarding Reorganization of the Council

A motion was made by Mr. Goodsell and seconded by Mr. Layton to nominate James Predmore for Mayor. The motion carried in the form of a roll call vote.

AYES: Goodsell, Pacheco, Ward, Layton, Predmore

NOES: None

ABSENT: None

ABSTAIN: None

A motion was made by Mr. Predmore and seconded by Ms. Ward to nominate Mike Goodsell for Mayor Pro Tem. The motion carried in the form of a roll call vote.

AYES: Goodsell, Pacheco, Ward, Layton, Predmore

NOES: None

ABSENT: None

ABSTAIN: None

b. Discussion/Related Action to Designate the Imperial County Transportation Commission as Lead Administrative Agency for the Imperial Valley Resource Management Agency (IVRMA) *Nick Wells, City Manager*

A motion was made by Mr. Goodsell and seconded by Mr. Predmore Layton to adopt the resolution. 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. INFORMATION ONLY: *None*

4. STAFF REPORTS:

- a. **City Manager Report - Nick Wells**
- b. Finance Supervisor – *Kariza Sambrano relayed that we are starting on the 2020-21 budget process. Questions regarding revenue ensued, with Ms. Sambrano and Mr. Wells relaying information from the CA League of Cities indicating a 40% drop in Sales Tax revenue. They explained that this would extend to LTA revenue. Gas Tax will also be greatly affected.*
- c. Fire Chief – *Alex Silva*
- d. Water/Wastewater Supervisor - *Frank Cornejo*
- e. Public Works Foreman – *Alex Chavez*

5. ADJOURNMENT:

There being no further business to come before the Council, Mayor Ward adjourned the meeting

at 7:01 p.m.

Ginger Ward, Mayor

Kariza Sambrano, Interim City Clerk

**MINUTES OF THE REGULAR MEETING OF THE
HOLTVILLE CITY COUNCIL
Monday, April 20, 2020**

A Special Meeting of the Holtville City Council was held on Monday, April 20, 2020, at 10:30 a.m. Council Members present were Ginger Ward, Mike Goodsell, Richard Layton, Mike Pacheco and Jim Predmore. City Manager Nick Wells was also present. In keeping with social distancing measures in place for the COVID-19 epidemic, social distancing and spacing was implemented.

MEETING DATE:	<u>04/27/20</u>
ITEM NUMBER	<u>1 b</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

CITY COUNCIL MEETING CALLED TO ORDER:

Mayor Ginger Ward called the Holtville City Council meeting to order at 10:44 a.m.

PUBLIC COMMENTS:

There were no Public Comments.

ADJOURN TO CLOSED SESSION:

Mayor Ginger Ward adjourned to Closed Session at 10:44 a.m.

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 meeting to order at 11:53 a.m.

ADJOURNMENT:

There being no further business to come before the Council, Mayor Ward adjourned the meeting at 11:53 a.m.

Ginger Ward, Mayor

Nicholas D. Wells, City Manager

CITY OF HOLTVILLE Monthly Check Register

Date : 4/21/2020 3:18:01 PM
User Name : Lee Ann

MEETING DATE: 04/27/20

ITEM NUMBER 1 c

Approvals

CITY MANAGER
FINANCE MANAGER
CITY ATTORNEY



Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description		
Check Number : 41561 Check Date : 4/13/2020 Void Date						
Vendor : 8962 CASELLE, INC.						
12	93632	4/13/2020	SOFTWARE	FINANCE/ UB SOFTWARE	4/13/2020	VOIDED 9,441.68
Invoice Amount : 9,441.68		Discount Amount : 0.00		Check Amount : 9,441.68		
Check Number : 41562 Check Date : 4/13/2020 Void Date : 4/13/2020 VOIDED						
Vendor : 8913 STATE WATER RESOURCES CONTROL BD.						
11	93633	4/13/2020	MANUEL ZAMORA	WATER T4 CERTIFICATE RENEWAL		105.00
Invoice Amount : 105.00		Discount Amount : 0.00		Check Amount : 105.00		
Check Number : 41563 Check Date : 4/13/2020						
Vendor : 1780 STATE WATER RESOURCES CONTROL BD. PW						
11	93637	4/13/2020	Manuel Zamora	WATER T4 RENEWAL MANUEL ZAM		105.00
Invoice Amount : 105.00		Discount Amount : 0.00		Check Amount : 105.00		
Check Number : 41564 Check Date : 4/13/2020						
Vendor : 8962 CASELLE, INC.						
10	93632	4/13/2020	SOFTWARE	FINANCE/ UB SOFTWARE		ADMIN 9,441.66
11	93632	4/13/2020	SOFTWARE	FINANCE/ UB SOFTWARE		9,441.66
12	93632	4/13/2020	SOFTWARE	FINANCE/ UB SOFTWARE		9,441.68
Invoice Amount : 28,325.00		Discount Amount : 0.00		Check Amount : 28,325.00		
Check Number : 41565 Check Date : 4/21/2020						
Vendor : 1433 APPLIED INDUSTRIAL TECHNOLOGIES PW						
12	93699	4/14/2020	7018563049	GLOVES		243.13
Invoice Amount : 243.13		Discount Amount : 0.00		Check Amount : 243.13		
Check Number : 41566 Check Date : 4/21/2020						
Vendor : 1728 AQUA METRIC SALES COMPANY PW						
11	93747	4/16/2020	0077417	METERS 3" (2)		3,546.53
Invoice Amount : 3,546.53		Discount Amount : 0.00		Check Amount : 3,546.53		
Check Number : 41567 Check Date : 4/21/2020						
Vendor : 1796 ARAMARK SERVICES, INC.						
10	93758	4/16/2020	MARCH 2020	UNIFORMS	PW	PW 844.88
11	93758	4/16/2020	MARCH 2020	UNIFORMS	PW	922.93
12	93758	4/16/2020	MARCH 2020	UNIFORMS	PW	753.05
Invoice Amount : 2,520.86		Discount Amount : 0.00		Check Amount : 2,520.86		
Check Number : 41568 Check Date : 4/21/2020						
Vendor : 2378 AT&T						
10	93710	4/14/2020	APRIL 2020	TELEPHONE CHARGES		ADMIN 595.27
11	93710	4/14/2020	APRIL 2020	TELEPHONE CHARGES		62.31
12	93710	4/14/2020	APRIL 2020	TELEPHONE CHARGES		118.18
Invoice Amount : 775.76		Discount Amount : 0.00		Check Amount : 775.76		
Check Number : 41569 Check Date : 4/21/2020						
Vendor : 8016 AT&T MOBILITY ADMIN						
10	93823	4/20/2020	APRIL 2020	CELL PHONE		89.95
Invoice Amount : 89.95		Discount Amount : 0.00		Check Amount : 89.95		
Check Number : 41570 Check Date : 4/21/2020						
Vendor : 7800 AUTO ZONE COMMERCIAL PW						
11	93689	4/14/2020	5648036600	TAIL LIGHT		7.47
Invoice Amount : 7.47		Discount Amount : 0.00		Check Amount : 7.47		
Check Number : 41571 Check Date : 4/21/2020						
Vendor : 1237 BABCOCK & SONS, INC.						
11	93792	4/20/2020	CD01013-2279	LAB ANALYSIS		PW 124.00
12	93794	4/20/2020	CD00785-2279	LAB ANALYSIS		54.00
12	93795	4/20/2020	CD00781-2279	LAB ANALYSIS		198.00

CITY OF HOLTVILLE

Monthly Check Register

Date : 4/21/2020 3:18:01 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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Invoice Amount : 376.00		Discount Amount : 0.00		Check Amount :		376.00
Check Number : 41572		Check Date : 4/21/2020				
Vendor : 4617 BAJA DESERT TIRE						
10	93680	4/14/2020	55351	REPAIR FLAT / SERVICE CALL	PW	90.00
10	93681	4/14/2020	55159	TIRES FOR PARKS TRUCK		241.01
11	93682	4/14/2020	54968	NEW TIRE; SERVICE CALL	PW 1	155.50
12	93682	4/14/2020	54968	NEW TIRE; SERVICE CALL	PW 1	155.51
Invoice Amount : 642.02		Discount Amount : 0.00		Check Amount :		642.02
Check Number : 41573		Check Date : 4/21/2020				
Vendor : 8703 CALIFORNIA BUILDING STANDARDS COMMISSION						
10	93708	4/14/2020	JAN-MAR 2020	BLDG. STANDARDS ADMIN. FEES JA	BLDG	43.20
Invoice Amount : 43.20		Discount Amount : 0.00		Check Amount :		43.20
Check Number : 41574		Check Date : 4/21/2020				
Vendor : 8796 CORE & MAIN LP						
11	93746	4/16/2020	M108770	METER BOX; METER BOX COVER	PW	128.61
Invoice Amount : 128.61		Discount Amount : 0.00		Check Amount :		128.61
Check Number : 41575		Check Date : 4/21/2020				
Vendor : 2320 COUNTY MOTOR PARTS						
10	93658	4/14/2020	263239	TOOL BOX FOR ISREAL'S TRUCK		322.17
10	93732	4/16/2020	263395	COVERALLS COVID		273.40
10	93741	4/16/2020	263625	PROPANE; DELO; RAIN X	PW	63.80
11	93742	4/16/2020	262737	AIR FILTERS; MOTOR OIL		83.79
12	93742	4/16/2020	262737	AIR FILTERS; MOTOR OIL		83.79
10	93752	4/16/2020	263276	ORGANIZER TRAY FOR TOOL BOX		64.62
10	93753	4/16/2020	263489	HOOD LIFT SUPPORT FOR		62.24
Invoice Amount : 953.81		Discount Amount : 0.00		Check Amount :		953.81
Check Number : 41576		Check Date : 4/21/2020				
Vendor : 1907 COUNTY OF SAN DIEGO, RCS						
10	93731	4/16/2020	20HOLTFDN09	800 MHZ RADIOS	FD/PW	712.50
11	93731	4/16/2020	20HOLTFDN09	800 MHZ RADIOS		71.25
12	93731	4/16/2020	20HOLTFDN09	800 MHZ RADIOS		71.25
Invoice Amount : 855.00		Discount Amount : 0.00		Check Amount :		855.00
Check Number : 41577		Check Date : 4/21/2020				
Vendor : 2208 DC FROST ASSOCIATES, INC.						
12	93793	4/20/2020	41571	SRV PUMP, UV3+ HSC	PW	4,529.29
Invoice Amount : 4,529.29		Discount Amount : 0.00		Check Amount :		4,529.29
Check Number : 41578		Check Date : 4/21/2020				
Vendor : 8139 DEPARTMENT OF CONSERVATION						
10	93709	4/14/2020	JAN - MARCH 202	STRONG MOTION & SEISMIC MAPPING	BLDG	209.05
Invoice Amount : 209.05		Discount Amount : 0.00		Check Amount :		209.05
Check Number : 41579		Check Date : 4/21/2020				
Vendor : 1248 EMERGENCY MEDICAL PRODUCTS, INC.						
10	93737	4/16/2020	2151252	TRITONGRIP GLOVES	PW	532.82
Invoice Amount : 532.82		Discount Amount : 0.00		Check Amount :		532.82
Check Number : 41580		Check Date : 4/21/2020				
Vendor : 4572 EMPIRE SOUTHWEST						
12	93691	4/14/2020	482003	INSPECT TRANSFER SWITCH	WWT	140.00
12	93799	4/20/2020	0482003	INSPECT TRANSFER SWITCH	W	140.00
Invoice Amount : 280.00		Discount Amount : 0.00		Check Amount :		280.00
Check Number : 41581		Check Date : 4/21/2020				
Vendor : 7930 FIRE PROTECTION SERVICE						
						FD

CITY OF HOLTVILLE

Monthly Check Register

Date : 4/21/2020 3:18:01 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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10	93736	4/16/2020	18M 808816	FIRE EXTING. EQUIPMENT		579.60
Invoice Amount : 579.60		Discount Amount : 0.00		Check Amount :		579.60
Check Number : 41582		Check Date : 4/21/2020				
Vendor : 2306 GALLS						
10	93734	4/16/2020	13331308	UNIFORM SHIRTS AND BELTS	F	81.44
Invoice Amount : 81.44		Discount Amount : 0.00		Check Amount :		81.44
Check Number : 41583		Check Date : 4/21/2020				
Vendor : 1015 HOLT GROUP, THE						
10	93774	4/16/2020	20-03-027	(493) URBAN FLOOD PROTECTION GR		2,779.66
10	93775	4/16/2020	20-03-025	(462) DOLLAR GENERAL SITE PLAN		9,860.00
22	93776	4/16/2020	20-03-024	(456) BOR GRANT ADMIN & PERMITTI		131.25
11	93777	4/16/2020	20-03-023	(450) WATER TREATMENT PLAN SRF	ADMIN	448.75
10	93778	4/16/2020	20-03-022	(403) MELON LLC ANNEXATION, GP,		617.50
10	93779	4/16/2020	20-03-021	(207) REVIEW OF BLDG. PERMITS A		899.28
10	93780	4/16/2020	20-03-020	(047) MISC. PLANNING SERVICES		2,528.25
11	93781	4/16/2020	20-03-010	(455) ENGINEERING SERVICES FOR		5,019.00
Invoice Amount : 22,283.69		Discount Amount : 0.00		Check Amount :		22,283.69
Check Number : 41584		Check Date : 4/21/2020				
Vendor : 1019 HOLTVILLE TRIBUNE						
10	93718	4/16/2020	100519	NOTICE OF HEARING LAS PALMITAS		441.00
Invoice Amount : 441.00		Discount Amount : 0.00		Check Amount :		441.00
Check Number : 41585		Check Date : 4/21/2020				
Vendor : 1638 HOME DEPOT/GEFC						
11	93690	4/14/2020	18321	BUILDING REPAIRS	PW	85.16
10	93729	4/16/2020	4051508	FLOORING AND INSTALLATION SUPPL		839.73
10	93740	4/16/2020	H1059-142639	CARPET / SUPPLIES FOR OLD FIRE ST		745.01
Invoice Amount : 1,669.90		Discount Amount : 0.00		Check Amount :		1,669.90
Check Number : 41586		Check Date : 4/21/2020				
Vendor : 1150 HUMANE SOCIETY OF IMPERIAL COUNTY						
10	93664	4/14/2020	4/2/20	ANIMAL CARE EXPENSES JAN,FEB A	ACO	1,044.00
Invoice Amount : 1,044.00		Discount Amount : 0.00		Check Amount :		1,044.00
Check Number : 41587		Check Date : 4/21/2020				
Vendor : 1093 I.C. TREASURER - AUDITOR/CONTROLLER						
10	93703	4/14/2020	2019	PROPERTY TAX COLLECTION AND DIS	ADMIN	3,680.23
Invoice Amount : 3,680.23		Discount Amount : 0.00		Check Amount :		3,680.23
Check Number : 41588		Check Date : 4/21/2020				
Vendor : 1349 IMPERIAL COUNTY						
10	93669	4/14/2020	20-23	3RD QUARTER DIST. OF COSTS FOR	ADMIN	774.47
Invoice Amount : 774.47		Discount Amount : 0.00		Check Amount :		774.47
Check Number : 41589		Check Date : 4/21/2020				
Vendor : 8957 IMPERIAL COUNTY COMMUNITY & ECONOMIC DEVELOPMENT						
10	93679	4/14/2020	IVFTZ-2020-007	IMPERIAL VALLEY FOREIGN TRADE Z	ADMIN	2,160.00
Invoice Amount : 2,160.00		Discount Amount : 0.00		Check Amount :		2,160.00
Check Number : 41590		Check Date : 4/21/2020				
Vendor : 2297 IMPERIAL COUNTY SHERIFF'S DEPT.						
10	93700	4/14/2020	3312020-1	SHERIFF SERVICES MARCH 2020	FD/PD	87,594.90
Invoice Amount : 87,594.90		Discount Amount : 0.00		Check Amount :		87,594.90
Check Number : 41591		Check Date : 4/21/2020				
Vendor : 1026 IMPERIAL IRRIGATION DISTRICT						
10	93712	4/14/2020	MAR 2020 PARKS	ELECTRICITY PARKS	PW	842.95
10	93713	4/14/2020	APRIL 2020	ELECTRICITY		3,768.91

CITY OF HOLTVILLE

Monthly Check Register

Date : 4/21/2020 3:18:01 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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11	93713	4/14/2020	APRIL 2020	ELECTRICITY		6,471.92
12	93713	4/14/2020	APRIL 2020	ELECTRICITY		4,215.67
Invoice Amount : 15,299.45		Discount Amount : 0.00		Check Amount :		15,299.45

Check Number : 41592 **Check Date** : 4/21/2020**Vendor** : 2137 IMPERIAL IRRIGATION DISTRICT (WATER)

11	93796	4/20/2020	APRIL 2020	RAW WATER CHARGES	PW	3,038.00
11	93800	4/20/2020	2020 TITLE 22	TITLE 22 BILLING		2,352.44

Invoice Amount : 5,390.44		Discount Amount : 0.00		Check Amount :		5,390.44
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Check Number : 41593 **Check Date** : 4/21/2020**Vendor** : 1027 IMPERIAL STORES

10	93652	4/14/2020	640560	ANT KILLER; ROUNDUP; KEY RING		62.90
10	93653	4/14/2020	640482	IMPACT DRILL BITS		11.91
10	93654	4/14/2020	640558	PAINT PAIL; PADDLE		8.88
10	93655	4/14/2020	640530	ROUNDUP (CLEAN OUT MELON ROA		122.09
10	93657	4/14/2020	640456	2 CYCLE OIL		14.22
10	93671	4/14/2020	639821	WINDEX OLD FIRE STATION		4.62
10	93672	4/14/2020	639840	CAR COOL STICKS;		8.02
10	93673	4/14/2020	640115	FOOD STORAGE BAGS		8.60
12	93693	4/14/2020	845760	HAND SANITIZER (COVID)		92.40
12	93745	4/16/2020	640298	REPAIR PARTS; ROUND UP		153.76
10	93749	4/16/2020	640400	HEX NUT; WASHERS; BOLTS (BOAR		7.78
10	93750	4/16/2020	640282	PAINT FOR GRAFHITI		9.29
10	93751	4/16/2020	640399	PLYWOOD TO BOARD BROKEN WIND		21.19
10	93756	4/16/2020	640824	ROUND UP		113.40
10	93757	4/16/2020	640820	AIR FILTERS FOR A/C UNITS AT CITY		21.87
10	93759	4/16/2020	640245	PAINT STRAY GUN; BOTTLED WATER		51.39
10	93760	4/16/2020	640419	SUPER GLUE		1.44
10	93761	4/16/2020	640422	GLOVES		18.22
10	93762	4/16/2020	640437	BOTTLED WATER		10.14
10	93763	4/16/2020	640526	AUTO WAX; DEGREASER;		19.04
10	93764	4/16/2020	640438	CLEANING SUPPLIES		57.64
10	93765	4/16/2020	640492	FLAG TAPE; DANGER TAPE; FLAGGIN		29.02
10	93766	4/16/2020	640607	BLACK POLISH		9.68
10	93767	4/16/2020	640609	VINYL TUBING; MINI CLAMP		3.06
10	93768	4/16/2020	640645	PADLOCK		9.69
10	93769	4/16/2020	640674	PAN PHD M/S		2.22
10	93770	4/16/2020	640904	TOW ROPE		16.47
10	93771	4/16/2020	640855	CLEANING SUPPLIES; BATTERIES AN		53.26
10	93772	4/16/2020	640230	KITTY LITTER		27.11
10	93773	4/16/2020	640222	BATTERIES; CLEANING SUPPLIES		72.88
Invoice Amount : 1,042.19		Discount Amount : 0.00		Check Amount :		1,042.19

Check Number : 41594 **Check Date** : 4/21/2020**Vendor** : 1757 IMPERIAL VALLEY ENVIRONMENTAL LAB

12	93692	4/14/2020	10015	LAB ANALYSIS	PW	472.00
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Invoice Amount : 472.00		Discount Amount : 0.00		Check Amount :		472.00
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Check Number : 41595 **Check Date** : 4/21/2020**Vendor** : 8740 JADE SECURITY SYSTEMS, INC.

11	93798	4/20/2020	165565	MONITORING SECURITY SYSTEMS	PW	59.98
12	93798	4/20/2020	165565	MONITORING SECURITY SYSTEMS		59.99

Invoice Amount : 119.97		Discount Amount : 0.00		Check Amount :		119.97
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CITY OF HOLTVILLE

Monthly Check Register

Date : 4/21/2020 3:18:01 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 41596 Check Date : 4/21/2020						
Vendor : 1382 K-C WELDING & RENTAL, INC.						PW
10	93659	4/14/2020	127125	BLOWER KIT FOR LEAF BLOWER		48.68
Invoice Amount : 48.68		Discount Amount : 0.00		Check Amount :		48.68
Check Number : 41597 Check Date : 4/21/2020						
Vendor : 1262 L.N. CURTIS & SONS						FD
10	93727	4/16/2020	375972	G XTREME JACKET (HERNANDEZ)		1,982.27
Invoice Amount : 1,982.27		Discount Amount : 0.00		Check Amount :		1,982.27
Check Number : 41598 Check Date : 4/21/2020						
Vendor : 2278 LA BRUCHERIE IRRIGATION SUPPLY						PW
11	93748	4/16/2020	195775c	PARTS FOR WATER METER STATION		373.38
Invoice Amount : 373.38		Discount Amount : 0.00		Check Amount :		373.38
Check Number : 41599 Check Date : 4/21/2020						
Vendor : 2143 LOWES BUSINESS ACCOUNT						PW
10	93667	4/14/2020	8675570	FLOORING AND MATERIALS FOR		880.86
10	93730	4/16/2020	000783	BLINDS OLD FIRE STATION		157.29
Invoice Amount : 1,038.15		Discount Amount : 0.00		Check Amount :		1,038.15
Check Number : 41600 Check Date : 4/21/2020						
Vendor : 8326 MALLORY SAFETY & SUPPLY LLC						
11	93662	4/14/2020	4819029	HIP WADER BOOT		42.38
12	93662	4/14/2020	4819029	HIP WADER BOOT		42.39
10	93739	4/16/2020	4820578	COVERALLS COVID		621.96
Invoice Amount : 706.73		Discount Amount : 0.00		Check Amount :		706.73
Check Number : 41601 Check Date : 4/21/2020						
Vendor : 1095 MOSS, LEVY & HARTZHEIM (bh)						ADMIN
10	93704	4/14/2020	9951	COMPLETION OF 6/30/19 AUDIT		3,100.00
Invoice Amount : 3,100.00		Discount Amount : 0.00		Check Amount :		3,100.00
Check Number : 41602 Check Date : 4/21/2020						
Vendor : 8710 MUNICIPAL EMERGENCY SERVICES						FD
10	93728	4/16/2020	1440817	KEVLAR LINING AND 4 STRAP HARN		684.59
Invoice Amount : 684.59		Discount Amount : 0.00		Check Amount :		684.59
Check Number : 41603 Check Date : 4/21/2020						
Vendor : 8011 NICHOLAS WELLS						ADMIN
10	93707	4/14/2020	APRIL 2020	MILEAGE APRIL 2020		51.18
Invoice Amount : 51.18		Discount Amount : 0.00		Check Amount :		51.18
Check Number : 41604 Check Date : 4/21/2020						
Vendor : 8761 PEOPLEREADY, INC.						
10	93656	4/14/2020	25741950	TEMP EMPLOYEE (PARKS)		632.25
12	93694	4/14/2020	25741951	TEMP EMPLOYEE WWTP		643.72
10	93755	4/16/2020	25749294	TEMP EMPLOYEE		505.80
12	93791	4/20/2020	25749295	TEMP EMPLOYEE WWTP		643.72
Invoice Amount : 2,425.49		Discount Amount : 0.00		Check Amount :		2,425.49
Check Number : 41605 Check Date : 4/21/2020						
Vendor : 1450 PITNEY BOWES GLOBAL FINANCE SERVICES LLC						
10	93701	4/14/2020	3103862024	POSTAGE FOLDING EQUIPMENT LEAS		155.09
11	93701	4/14/2020	3103862024	POSTAGE FOLDING EQUIPMENT LEAS		155.09
12	93701	4/14/2020	3103862024	POSTAGE FOLDING EQUIPMENT LEAS		155.11
10	93702	4/14/2020	3103865304	POSTAGE EQUIPMENT LEASE		44.70
11	93702	4/14/2020	3103865304	POSTAGE EQUIPMENT LEASE		44.70
12	93702	4/14/2020	3103865304	POSTAGE EQUIPMENT LEASE		44.71
Invoice Amount : 599.40		Discount Amount : 0.00		Check Amount :		599.40

CITY OF HOLTVILLE

Monthly Check Register

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Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 41606 Check Date : 4/21/2020						
Vendor : 2241 REDDY ICE						
10	93801	4/20/2020	1060080827	ICE	PW	64.65
10	93802	4/20/2020	1060082487	ICE	FD	75.43
Invoice Amount : 140.08		Discount Amount : 0.00		Check Amount :		140.08
Check Number : 41607 Check Date : 4/21/2020						
Vendor : 8860 RICK'S GROUP DIESEL, INC.						
10	93674	4/14/2020	24915	REPAIRS TO MAKO COMPRESSOR		3,656.40
Invoice Amount : 3,656.40		Discount Amount : 0.00		Check Amount :		3,656.40
Check Number : 41608 Check Date : 4/21/2020						
Vendor : 8963 ROBERT E. MILLER						
11	93705	4/14/2020	848 FERN	DEPOSIT REFUND	ADMIN	63.20
Invoice Amount : 63.20		Discount Amount : 0.00		Check Amount :		63.20
Check Number : 41609 Check Date : 4/21/2020						
Vendor : 1555 ROBERT S. NELSON AUTOMOTIVE						
10	93661	4/14/2020	13338	REPAIRS TO ACO TRUCK	ACO	765.34
Invoice Amount : 765.34		Discount Amount : 0.00		Check Amount :		765.34
Check Number : 41610 Check Date : 4/21/2020						
Vendor : 1043 SELLERS PETROLEUM						
10	93660	4/14/2020	CL09304	FUEL PW	PW	518.21
11	93660	4/14/2020	CL09304	FUEL PW	PW	667.93
12	93660	4/14/2020	CL09304	FUEL PW	FD	966.51
10	93666	4/14/2020	CL09303	FUEL (FD)	FD	1,045.85
Invoice Amount : 3,198.50		Discount Amount : 0.00		Check Amount :		3,198.50
Check Number : 41611 Check Date : 4/21/2020						
Vendor : 8138 SERVICE MASTER						
10	93754	4/16/2020	33389	JANITORIAL SERVICES FOR CITY BLD	PW	1,669.50
Invoice Amount : 1,669.50		Discount Amount : 0.00		Check Amount :		1,669.50
Check Number : 41612 Check Date : 4/21/2020						
Vendor : 8956 SOUTH COAST EMERGENCY VEHICLE SERVICES						
10	93733	4/16/2020	497997	REPAIRS TO BR-26	FD	3,774.32
Invoice Amount : 3,774.32		Discount Amount : 0.00		Check Amount :		3,774.32
Check Number : 41613 Check Date : 4/21/2020						
Vendor : 7841 SPARKLETTS						
10	93663	4/14/2020	943153840120	DRINKING WATER	PW	210.08
10	93735	4/16/2020	94393370404120	DRINKING WATER	FD	94.22
Invoice Amount : 304.30		Discount Amount : 0.00		Check Amount :		304.30
Check Number : 41614 Check Date : 4/21/2020						
Vendor : 1109 SPRINT						
11	93797	4/20/2020	984297987-141	DATA LINE AT WTP	PW	34.81
Invoice Amount : 34.81		Discount Amount : 0.00		Check Amount :		34.81
Check Number : 41615 Check Date : 4/21/2020						
Vendor : 8834 SPRINT PHONE						
10	93665	4/14/2020	APRIL 2020	CELL PHONE	ADMIN	62.80
Invoice Amount : 62.80		Discount Amount : 0.00		Check Amount :		62.80
Check Number : 41616 Check Date : 4/21/2020						
Vendor : 8707 TARGETSOLUTIONS LEARNING LLC 892071						
10	93675	4/14/2020	34911	TRAINING PLATFORM	FD	193.32
Invoice Amount : 193.32		Discount Amount : 0.00		Check Amount :		193.32
Check Number : 41617 Check Date : 4/21/2020						
Vendor : 1497 U.S. BANK						
						ADMIN

CITY OF HOLTVILLE

Monthly Check Register

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Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount	
10	93706	4/14/2020	5690813	ADMIN FEES		3,133.75	
Invoice Amount :		3,133.75	Discount Amount :		0.00	Check Amount : 3,133.75	
Check Number :		41618	Check Date :		4/21/2020		
Vendor :		1049 UNDERGROUND SERVICE ALERT				PW	
10	93743	4/16/2020	320200312	DIG ALERT TICKETS		33.10	
Invoice Amount :		33.10	Discount Amount :		0.00	Check Amount : 33.10	
Check Number :		41619	Check Date :		4/21/2020		
Vendor :		1260 USA BLUEBOOK					
11	93695	4/14/2020	187646	NOTICE SIGN AUTHORIZED PERSONN		109.26	
12	93696	4/14/2020	190071	PIPE CABLE		35.67	
11	93697	4/14/2020	186532	MICRO TOL REPL CUVETTE; DANGER		508.15	
12	93698	4/14/2020	185824	LIQUID FILLED GUAGE; FLOTATION V		206.98	
Invoice Amount :		860.06	Discount Amount :		0.00	Check Amount : 860.06	
Check Number :		41620	Check Date :		4/21/2020		
Vendor :		1231 WALKER & DRISKILL					
10	93676	4/14/2020	9867	ATTORNEY FEES (SIMPSON)		75.00	
10	93677	4/14/2020	9857	ATTORNEY FEES		1,245.00	
10	93678	4/14/2020	9868	ATTORNEY FEES (DETENTION CENT		1,545.00	
Invoice Amount :		2,865.00	Discount Amount :		0.00	Check Amount : 2,865.00	
Check Number :		41621	Check Date :		4/21/2020		
Vendor :		1222 WAXIE SANITARY SUPPLY					
10	93670	4/14/2020	79060624	DISINFECTANT WIPES; BLEACH		98.44	
10	93726	4/16/2020	79070153	TOILET PAPER		54.73	
Invoice Amount :		153.17	Discount Amount :		0.00	Check Amount : 153.17	
Check Number :		41622	Check Date :		4/21/2020		
Vendor :		1058 XEROX CORPORATION					
10	93668	4/14/2020	99951596	COPIER LEASE FOR	FD	116.64	
Invoice Amount :		116.64	Discount Amount :		0.00	Check Amount : 116.64	

Total Number of Vendors	:	61	:	0.00
Total Number of Checks Printed	:	62		
Total Number of Voided Checks	:	2		
Largest Check Amount	:	87,594.90		
Total for all Checks Printed	:	228,377.62		
Total for Voided Checks	:	(9,546.68)		
Net Amount of Checks Printed	:	218,830.94		

Summary

Fund	Amount
10 GENERAL FUND	160,915.98
11 WATER	34,123.20
12 SEWER	23,660.51
22 LOCAL TRANSPORTATION PROJECT FUND	131.25

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>04/27/20</u>
ITEM NUMBER	<u>1 d</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 24, 2020

FROM: Nick Wells, City Manager &
Kariza Preciado, Finance Supervisor

SUBJECT: **Resolution No. 20-04** *Authorizing the Purchase of a New Municipal Accounting Software System*

ISSUE:

Resolution No. 20-04 was approved by the City Council on February 24, 2020, authorizing the long-planned purchase of municipal accounting software from Caselle Systems. It was subsequently discovered that the actual language of the resolution was omitted from the packet. That language has been attached.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 20-04**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL AUTHORIZING THE
THE PURCHASE OF CASELLE MUNICIPAL ACCOUNTING SYSTEM**

WHEREAS, since 2003, the City of Holtville has been utilizing the inHance municipal accounting software package to record and report financial transactions; and

WHEREAS, the City of Holtville wishes to upgrade its financial accounting software to help enhance its cyber security, while streamlining its municipal accounting systems and reporting; and

WHEREAS, the Finance and Administrative staff of the City have analyzed various municipal accounting software systems, finding the product offered by Caselle Software of Provo, Utah, to be the most advantageous to the City's needs; and

WHEREAS, this software has been designed to include information required for compliance with federal, state and regional reporting; and

WHEREAS, the City had previously included an amount of \$99,000 in its annual Budget apportioned equally between the General, Water and Sewer Funds for such an expenditure; and

WHEREAS, the City Council believes that it would serve a public purpose and it is in the best interest of the City to authorize this expenditure of funds; and

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

1. The City Council does authorize the expenditure funds to be apportioned equally between the General, Sewer and Water Funds for the purpose of purchasing municipal accounting software and associated services from Caselle in an amount not to exceed \$45,000 .
2. The City Manager is directed to execute any documents necessary to affect that purchase.
3. The foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on the 24th of February, 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**

MEETING DATE:	<u>04/27/20</u>
ITEM NUMBER	<u>1 e</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 24, 2020

FROM: Nick Wells, City Manager &

SUBJECT: *Approval of an Amendment to Compensation for the Holtville City Manager Contract with Nicholas Wells*

ISSUE:

Shall the City Council approve an amendment to the contract with City Manager Nicholas Wells augmenting his salary as of his employment anniversary date?

DISCUSSION:

Pursuant to discussions involved with the City Manager's annual Performance Evaluation, the City Council and Mr. Wells have agreed to a 2% increase in his salary, retroactive to his last employment anniversary date, September 29, 2019.

As a matter of housekeeping, the previous amendment to the contract pursuant to his last evaluation has been included. That increase was agreed to then and Mr. Wells' compensation was adjusted at that time.

FISCAL IMPACT:

This represents approximately \$.95 per hour and \$1,979 annual base compensation, along with the resulting additional benefits and employments taxes.

CITY MANAGER RECOMMENDATION:

Approve the contract amendment as negotiated and presented.

ALTERNATIVES:

Not to approve and reopen negotiations or take other action.

**CITY OF HOLTVILLE
EMPLOYMENT AGREEMENT
Nick Wells, City Manager**

10. **Compensation** - Annual salary will be \$97,000.00 per year, payable according to the usual pay periods of the City. City agrees to conduct an annual performance evaluation within 60 days of the City Manager's anniversary date...

The Holtville City Council has agreed to the following increases to Mr. Wells' compensation:

2.0% Effective 9/29/2018

2.0% Effective 9/29/2019

**City of Holtville
REPORT TO COUNCIL**

MEETING DATE:	<u>04/27/20</u>
ITEM NUMBER	<u>3 a</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 24, 2020
FROM: Nick Wells, City Manager &
SUBJECT: *Appointing of Permanent City Clerk*

ISSUE:

Shall the City Council permanently appoint Kariza Sambrano to the position of City Clerk?

DISCUSSION:

With the sudden resignation of the previous City Clerk, Kariza Sambrano has been covering the position on a designated "interim" basis since September, 2018. Working with other staff members over that time, she has performed all of the functions, such as notetaking at meetings and preparation of the official minutes. She has also posted public notices and agendas as necessary and coordinated staff activities to comply with Public Records Requests. Kariza has now consented to continue in this capacity indefinitely.

FISCAL IMPACT:

None at this time.

CITY MANAGER RECOMMENDATION:

Approve the contract appointment as presented.

ALTERNATIVES:

Not to appoint, giving alternate direction.

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	04/27/20
ITEM NUMBER	3 b
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: April 24, 2020
FROM: Nick Wells, City Manager
SUBJECT: **Resolution No. 20-07** *Authorizing Task Orders by The Holt Group for Design Engineering on New Transportation Projects*

ISSUE:

Shall the City Council adopt Resolution No. 20-07 , authorizing Task Orders by the Holt Group in association with the Orchard Road Pavement, the Cedar Avenue Sidewalk and Ninth Street Sidewalk Improvements Projects?

DISCUSSION:

In April, 2019, the City of Holtville was awarded funding for 3 transportation-related projects from a combination of state and federally-funded sources administered through Caltrans, including the Local Partnership Program (LPP), Surface Transportation Block Grant Program (STBG) and the Congestion Mitigation and Air Quality (CMAQ) Program. These projects include Orchard Road from the bridge to Fourth Street, improvement and installation of sidewalk on Cedar Avenue from Fourth to Fifth Street and installation of curb, gutter and sidewalk on the north side of Ninth Street from Oak Avenue to just east of Beale Avenue.

These projects have recently been assigned Federal project ID numbers, so we are now able to proceed, Construction activities need to begin in the next few months, however, to fully utilize the available funding. Given the short time frame and the fact that we must pay for this phase with local funds, it is being proposed that the Holt Group complete the design work for these projects under their umbrella contract as City Engineer. I have asked for and received Task Order proposals from THG to this effect.

FISCAL IMPACT

The Local Match portion of each of the CMAQ and STBG grants is 11.47% and the LPP local match is 50%. Most of that will consist of the Design phase dollars for the federal programs. In this fiscal year, the total projected match amount will be \$116,653, all of which will be for these Design Engineering orders. That will come from LTA revenues. Next fiscal year, \$85,000 will come from local matching funds, which we should be able to program from our SB1 funding allotment. Of both of those funding sources may be severely curtailed by the COVID-19 related economic downturn, however there are sufficient Transportation Fund reserves to cover any shortfall. As a rough review, proposed funding splits for the projects are included on the following page.

Orchard Road Improvements	2019-20 Design / Bidding	2019-20 Construction	2020-21 Construction
Federal STBG Funds		\$396,000	
State LPP Funds			\$60,000
Local Funds (LTA/Gas Tax/SB1)	\$51,618		\$60,000
Net Change to Project	\$51,618	\$396,000	\$120,000

Cedar Sidewalk Improvements	2019-20 Design / Bidding		2020-21 Construction
Federal CMAQ Funds	\$17,000		\$193,000
Local Funds (LTA/Gas Tax/SB1)	\$21,944		\$25,000
Net Change to Project	\$38,944		\$218,000

Ninth St Sidewalk Improvements	2019-20 Design / Bidding	2019-20 Construction
Federal CMAQ Funds		\$331,000
Local Funds (LTA/Gas Tax/SB1)	\$43,091	
Net Change to Project	\$43,091	\$331,000

CITY MANAGER RECOMMENDATION

It is recommended that the resolution be approved.

ALTERNATIVE

Not to adopt, giving alternate direction.



April 23, 2020

Mr. Nicholas Wells
City Manager
City of Holtville
121 West 5th Street
Holtville, CA 92250

RE: Task Order Request for Design Engineering and Bidding Services for the Orchard Road between Fourth Street and the Alamo River Bridge Improvements Project – THG Proposal #2020-025

Dear Mr. Wells,

This Task Order is being prepared per the City of Holtville's ("City") request for Design Engineering and Bidding Services for the Orchard Road between Fourth Street and the Alamo River Bridge Improvements Project. The Holt Group, Inc. understands the City of Holtville has obtained funding through the Surface Transportation Block Grant (STBG) and Local Partnership Program (LPP) for improvements to Orchard Road between Fourth Street and the Alamo River Bridge. The construction cost of the project is estimated to be \$389,565.00. The project design and bidding services are to be completed on an immediate and accelerated basis to maintain the viability of the project funding. The Holt Group, Inc. proposes to provide the City with Design Engineering and Bidding Services for this project based on the following scope of work.

SCOPE OF WORK

The Holt Group, Inc. will provide Design Engineering Services for the proposed roadway improvements in accordance with the City of Holtville's Standard Details and Specifications.

Design Engineering Services shall include the following:

- Field Survey Work
- Preparation of Improvement Plans
- Preparation of Specifications in accordance with FHWA guidelines including Proposal Forms
- Preparation of Quantity and Cost Estimates
- Coordination of Project Design with City Staff
- Coordination with Utility Purveyors regarding existing facilities
- Preparation of DBE Calculations
- Preparation of Traffic Control Plan
- Preparation of Erosion Control Plan

Bidding Services shall include the following:

- Preparation of Schedule of Events
- Preparation and processing of the Legal Advertisement
- Preparation of the Plan Holder's List
- Distribution of Bid Set Documents to Plan Holders and Plan Rooms.
- Preparation of the Pre-Bid Conference Agenda and Attendance List
- Chair the Pre-Bid Conference
- Preparation of the Pre-Bid Conference Memorandum
- Coordination with Plan Holders during the bidding phase
- Preparation and Issuance of Addenda as required
- Assist in conducting the Bid Opening
- Preparation of the Bid Tabulation Form and review of received bids
- Processing of Contract Documents
- Preparation of Conformed Specifications

COST FOR PROPOSED SERVICES

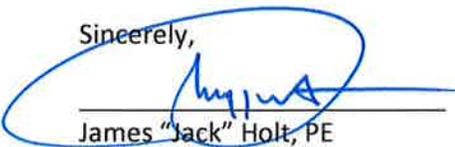
The Holt Group, Inc. proposes to provide **Design Engineering Services** per the items outlined in the Scope of Work for a Lump Sum amount of **\$46,748.00**.

The Holt Group, Inc. proposes to provide **Bidding Services** per the items outlined in the Scope of Work for a Lump Sum amount of **\$4,870.00**.

The total Lump Sum amount to provide Design Engineering and Bidding Services for this project is **\$51,618.00**

Thank you for this opportunity to be of service. We look forward to a successful project. Should you have any questions or concerns, please do not hesitate to contact me at (760) 337-3883 or jack@theholtgroup.net.

Sincerely,



James "Jack" Holt, PE
Principal Engineer



April 23, 2020

Mr. Nicholas Wells
City Manager
City of Holtville
121 West 5th Street
Holtville, CA 92250

RE: Task Order Request for Design Engineering and Bidding Services for the Cedar Avenue Improvements Project Between Fourth and Fifth Streets – THG Proposal #2020-026

Dear Mr. Wells,

This Task Order is being prepared per the City of Holtville's ("City") request for Design Engineering and Bidding Services for the Cedar Avenue Improvements Project between Fourth and Fifth Streets. The Holt Group, Inc. understands the City of Holtville has obtained funding through the Congestion Mitigation and Air Quality Improvements Program (CMAQ) and Local Partnership Program (LPP) for the Cedar Avenue Improvements Project between Fourth and Fifth Streets. The construction cost of the project is estimated to be \$293,913.00. The project design and bidding services are to be completed on an immediate and accelerated basis to maintain the viability of the project funding. The Holt Group, Inc. proposes to provide the City with Design Engineering and Bidding Services for this project based on the following scope of work.

SCOPE OF WORK

The Holt Group, Inc. will provide Design Engineering Services for the proposed roadway improvements in accordance with the City of Holtville's Standard Details and Specifications.

Design Engineering Services shall include the following:

- Field Survey Work
- Preparation of Improvement Plans
- Preparation of Specifications in accordance with FHWA guidelines including Proposal Forms
- Preparation of Quantity and Cost Estimates
- Coordination of Project Design with City Staff
- Coordination with Utility Purveyors regarding existing facilities
- Preparation of DBE Calculations
- Preparation of Traffic Control Plan
- Preparation of Erosion Control Plan

Bidding Services shall include the following:

- Preparation of Schedule of Events
- Preparation and processing of the Legal Advertisement
- Preparation of the Plan Holder's List
- Distribution of Bid Set Documents to Plan Holders and Plan Rooms.
- Preparation of the Pre-Bid Conference Agenda and Attendance List
- Chair the Pre-Bid Conference
- Preparation of the Pre-Bid Conference Memorandum
- Coordination with Plan Holders during the bidding phase
- Preparation and Issuance of Addenda as required
- Assist in conducting the Bid Opening
- Preparation of the Bid Tabulation Form and review of received bids
- Processing of Contract Documents
- Preparation of Conformed Specifications

COST FOR PROPOSED SERVICES

The Holt Group, Inc. proposes to provide **Design Engineering Services** per the items outlined in the Scope of Work for a not to exceed amount of **\$35,270.00**.

The Holt Group, Inc. proposes to provide **Bidding Services** per the items outlined in the Scope of Work for a not to exceed amount of **\$3,674.00**.

The total not to exceed amount to provide Design Engineering and Bidding Services for this project is **\$38,944.00**

Thank you for this opportunity to be of service. We look forward to a successful project. Should you have any questions or concerns, please do not hesitate to contact me at (760) 337-3883 or jack@theholtgroup.net.

Sincerely,



James "Jack" Holt, PE
Principal Engineer



April 23, 2020

Mr. Nicholas Wells
City Manager
City of Holtville
121 West 5th Street
Holtville, CA 92250

RE: Task Order Request for Design Engineering and Bidding Services for the Ninth Street Improvements Project Between Beale and Oak Avenues – THG Proposal #2020-027

Dear Mr. Wells,

This Task Order is being prepared per the City of Holtville's ("City") request for Design Engineering and Bidding Services for the Ninth Street Improvements between Beale and Oak Avenues Project. The Holt Group, Inc. understands the City of Holtville has obtained funding through the Congestion Mitigation and Air Quality Improvements Program (CMAQ) and Local Partnership Program (LPP) for the Ninth Street Improvements Project between Beale and Oak Avenues. The construction cost of the project is estimated to be \$325,217.00. The project design and bidding services are to be completed on an immediate and accelerated basis to maintain the viability of the project funding. The Holt Group, Inc. proposes to provide the City with Design Engineering and Bidding Services for this project based on the following scope of work.

SCOPE OF WORK

The Holt Group, Inc. will provide Design Engineering Services for the proposed roadway improvements in accordance with the City of Holtville's Standard Details and Specifications.

Design Engineering Services shall include the following:

- Field Survey Work
- Preparation of Improvement Plans
- Preparation of Specifications in accordance with FHWA guidelines including Proposal Forms
- Preparation of Quantity and Cost Estimates
- Coordination of Project Design with City Staff
- Coordination with Utility Purveyors regarding existing facilities
- Preparation of DBE Calculations
- Preparation of Traffic Control Plan
- Preparation of Erosion Control Plan

Bidding Services shall include the following:

- Preparation of Schedule of Events
- Preparation and processing of the Legal Advertisement
- Preparation of the Plan Holder's List
- Distribution of Bid Set Documents to Plan Holders and Plan Rooms.
- Preparation of the Pre-Bid Conference Agenda and Attendance List
- Chair the Pre-Bid Conference
- Preparation of the Pre-Bid Conference Memorandum
- Coordination with Plan Holders during the bidding phase
- Preparation and Issuance of Addenda as required
- Assist in conducting the Bid Opening
- Preparation of the Bid Tabulation Form and review of received bids
- Processing of Contract Documents
- Preparation of Conformed Specifications

COST FOR PROPOSED SERVICES

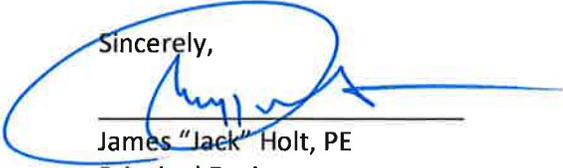
The Holt Group, Inc. proposes to provide **Design Engineering Services** per the items outlined in the Scope of Work for a Lump Sum amount of **\$39,026.00**.

The Holt Group, Inc. proposes to provide **Bidding Services** per the items outlined in the Scope of Work for a Lump Sum amount of **\$4,065.00**.

The total Lump Sum amount to provide Design Engineering and Bidding Services for this project is **\$43,091.00**

Thank you for this opportunity to be of service. We look forward to a successful project. Should you have any questions or concerns, please do not hesitate to contact me at (760) 337-3883 or jack@theholtgroup.net.

Sincerely,



James "Jack" Holt, PE
Principal Engineer

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 20-07**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING
TASK ORDERS BY THE HOLT GROUP FOR DESIGN ENGINEERING SERVICES
IN ASSOCIATION WITH THE ORCHARD ROAD, CEDAR AVENUE SIDEWALK AND
NINTH STREET SIDEWALK IMPROVEMENTS PROJECTS**

WHEREAS, the City of Holtville desires to engage in a construction project to improve the paved roadway on Orchard Road from the southern city limits to Fourth Street; and

WHEREAS, the City also desires to engage in a construction project to improve the sidewalks on Cedar Avenue from Fourth Street to Fifth Street; and

WHEREAS, the City also desires to engage in a construction project to install curb, gutter and sidewalk on the north side of Ninth Street from Oak Avenue to just east of Beale Avenue; and

WHEREAS, the City of Holtville has received federal funding from both the Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Surface Transportation Block Grant Program (STBG), as well as Local Partnership Program (LPP) from the State of California totaling \$997,000 to complete these projects; and

WHEREAS, the City of Holtville is required by the State of California Department of Transportation to provide local match funding of at least 11.47% for those improvement projects, which has been previously authorized by the City Council via Resolutions 19-03, 19-04 and 19-05; and

WHEREAS, the City has received Task Orders from The Holt Group to perform Design Engineering services in relation to the aforementioned projects totaling \$133,653; and

WHEREAS, The Holt Group is fully apprised of these projects and with the Holtville streets system in general, making the ideal firm to complete these project design documents in a short time frame; and

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

1. That the Holtville City Council does hereby authorize a Task Order from the Holt Group in an amount not to exceed \$51,618.00 for Design Engineering Services related to the Orchard Road Pavement Improvements Project.
2. That the Holtville City Council does hereby authorize a Task Order from the Holt Group in an amount not to exceed \$38,944.00 for Design Engineering Services related to the Cedar Avenue Sidewalk Improvements Project.
3. That the Holtville City Council does hereby authorize a Task Order from the Holt Group in an amount not to exceed \$43,091.00 for Design Engineering Services related to the Ninth Street Sidewalk Improvements Project.
4. The Holtville City Council hereby authorizes and directs the City Manager to execute any and all documents necessary for this purpose.

3. The foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by the Holtville City Council at a regular meeting held on April 27, 2020, by the following role call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Kariza Preciado, City Clerk

James Predmore, Mayor

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: April 25, 2020
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>04/27/20</u>
Item Number	<u>5 a</u>
City Manager	<u></u>
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

COVID-19 Coronavirus

As you might expect, much time has been spent on the COVID-19 issue in the past few weeks, ranging from a few hours a day to nearly an all-consuming level. The City has basically continued to function in a somewhat “normal” capacity, as the services provided are deemed essential and excepted from state and county quarantine orders. We have had multiple staff meetings to discuss contingencies such as loss of key personnel, shift changes, high-volume local infections, etc. Although we know there could be challenges, we hope that, barring multiple staff issues, we can maintain continuity of service. City Hall remains closed to foot traffic indefinitely, however we continue to provide services. ***Discussion has begun regarding contingency plans for “reopening.” I have a meeting with the County CEO and other Valley City Managers on Monday afternoon, so I hope to have an update by meeting 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 to receive financing through the Clean Water State Revolving Fund (SRF), we finally got word that the funding had been fully approved in July, 2019, with a fully executed agreement received in late September. THG was selected to work along with Delta Systems to oversee the bidding process.

Staff and THG met with a representative of SRF 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. This will delay the start of construction, but hopefully not impact the overall timeline too significantly, as further design was always necessary at this point. THG continues to work to complete the design work prior to bidding. A meeting with a State Water Board representative in March updated them on our progress. Frank reports that he seemed impressed with our progress so far.

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

Orchard Road Improvements Project (Orchard Bridge to Fourth Street), Cedar Avenue Sidewalk Improvements Project (Fourth to Fifth Street) and Ninth Street Sidewalk Improvements Project (Oak Avenue to just east of Beale Avenue) – These projects were recently assigned Federal ID#s. *There is a short time frame to complete the work, so in order to utilize the allocated funding, it is recommended that the Holt Group be engaged immediately to complete design engineering.*

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 **22** 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>.

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. Construction began on this project in February, 2020, and continues.

Torres Mixed Use Development – The owner of Cuchi’s Raspados proposed a mixed use complex 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. 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. Construction began on this project in late February.

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. The builder (NNN Development), submitted their completed packet to Dollar General and was given the green light to proceed in July, 2019. 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, returned to the builder. 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. *The building permit was officially issued today (Friday, 4/24), so expect construction activities to begin immediately.*

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! 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! *From the outset of the statistics being reported, Holtville has led Imperial County in response rate! We need to keep up our efforts – stay engaged!*

MEETINGS & EVENTS RECENTLY ATTENDED:

- 04/13/20 Management Meeting *City Hall*
- 04/16/20 CLoC Municipal Finance Briefing *Web Conference*
- 04/20/20 Management Meeting *City Hall*
- 04/20/20 Special Council Closed Session Meeting *City Hall*
- 04/22/20 Conference w/ Police Chief *re: Various Local Matters* *City Hall*
- 04/22/20 CLoC City Managers Municipal Finance Briefing *Web Conference*
- 04/22/20 Meeting with AMR Ambulance Reps *re: Building Lease* *City Hall*
- 04/22/20 Meeting with County CEO *re: Various Issues* *Teleconference*
- 04/22/20 Update to Border Patrol Operations *Conference Call*
- 04/24/20 Legal Claims Conference *Teleconference*

UPCOMING EVENTS:

- 04/27/20 Management Meeting *City Hall*
- 04/27/20 Imperial County City Manager Briefing *County Admin Building*
- 04/29/20 ICTC Unmet Transit Needs Meeting *Teleconference*
- 05/04/20 Management Meeting *City Hall*
- 05/04/20 Holtville Planning Commission Meeting *City Hall*
- 05/11/20 Holtville City Council Meeting *City Hall*

Most future events cancelled or on hold

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**

DATE ISSUED: April 22, 2020
FROM: Kariza Preciado, Finance Supervisor
SUBJECT: Mid-Year Budget Review

MEETING DATE:	04/27/20
ITEM NUMBER	5 b
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

General Fund

As of April 22, 2020 the General Fund has a \$30,097 revenue surplus. Administrative transfers were completed, which caused the surplus swing. The City has paid Caselle in full for the new software system that will be implemented around April next year. General Fund revenues are at \$2,562,792 or 85% of its projected revenue to date and 2,532,695 or 89% of its total budgeted expenditures. The City should see its revenues from other agencies such as OES reimbursements as we received the invoice stating the check is on the way. Kinkaid Fire reimbursement and the excess 2018-19 State COPS funding should be in at the end of May.

Water Fund

The water fund is seeing a revenue surplus of \$142,228. This is due to normal business activity. The total revenues collected as of April 22, 2020 are \$1,418,756 or 92% of the total budgeted amount and the total expenditures are 1,276,528 or 87% of the total budgeted amount.

Sewer Fund

As of April 2, 2020, Sewer has a revenue surplus of \$267,869. Business activities have continued normally with total revenues at 84% or \$1,264,029 of the total budgeted amount and expenditures at 75% or \$996,160. Since Holtville is the only plant in the Valley currently open to receiving trucked septic waste due to COVID-19 closures, we have seen an increase in dumpers. The City has received \$158,159 of the \$160,000 total budgeted revenue for truck disposal services.

Trash

Trash has a revenue deficit of \$3,584 from regular business activity. The total revenues for the month of April 2020 are \$11,282 to \$21,174 in expenditures.

Census 2020 Update

As of April 22, 2020, Holtville has a self-response rate of 58.4%, which has increased 6% since last Council meeting. We continue to have the highest average rate in the Imperial County. The accurate count of all people affects the entire community so if you have not filled out your questionnaire I encourage you to do so. I encourage you to call or text fellow Holtville residents and encourage them to participate. Let's continue to increase Holtville's self-response rate and stay at the top of the count race.

Respectfully submitted,



Kariza Preciado

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>04/27/20</u>
ITEM NUMBER	<u>5 c</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 21, 2020
FROM: Alex Silva, Fire Chief
SUBJECT: Monthly Report for March, 2020

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

With the Covid virus hitting the Imperial Valley starting in March 2020, this changed our ways of dealing with our calls, inspections, training, and every aspect of the fire service. We ramped up our Personal Protective Equipment (PPE) protocols. We have been fortunate compared to the rest of the world as far as the virus spreading. We will continue to take care of our personnel with proper PPE so they can continue doing a great job for our residents and make every effort so they can go home to their loved ones. One of the policies we changed was doing a door distance interviewing of medical patients, one EMT would then enter dwelling and access the patient first and relaying the clearance back to the crew, limiting exposure to any potential patients, limiting personnel at the fire station, canceling drill, and removing our shoes outside station. At first PPE was very hard to obtain. Currently we are getting PPE from the state. I have given masks and sanitizers to our ICSO, Public Works, Water Treatment and of course City Hall.

During the month of March, we responded to a 5 alarm fire, south of the City of Brawley. HFD sent out a total of 3 different crews along with myself. During that weekend I was assigned to a division and was awake for total of 35 hours. Couple days later our Brush truck and myself responded north of Niland to assist on a brush fire.

The following is the monthly report for March, 2020

Emergency calls	75
Training hours	0
Residential inspections	15
Commercial inspections	3

Cordially submitted



Alex Silva, Fire Chief

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>04/27/20</u>
ITEM NUMBER	<u>5 d</u>
Approvals	CITY MANAGER <u></u>
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 21, 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 04/08/20 and 04/21/20

WATER TREATMENT PLANT:

- Staff took S. Clarifier out of service to perform and complete annual cleaning operations.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

WASTEWATER TREATMENT PLANT:

- Staff completed collection/removal of dried sludge biosolids in Drying Beds 1-2-3.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

Respectfully Submitted,



Frank Cornejo, Water/Wastewater Operations Supervisor
City of Holtville

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>04/27/20</u>
ITEM NUMBER	<u>5 e</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 24, 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.
- Installed window at the old Fire department.
- Caught 1 dog and 1 cat.
- Inspected sewer connection for the new Cuchis building.
- Pumped out Beale Ave. retention basin.
- Cleaned storm water ditches along Melon Rd.
- Installed 1 two-inch water meters.
- Installed 1 three-inch water meters.

Respectfully Submitted,



Alejandro Chavez
Public Works Foreman