

**AGENDA**  
**SPECIAL MEETING OF THE HOLTVILLE CITY COUNCIL**  
**121 WEST FIFTH STREET, HOLTVILLE, CALIFORNIA**

**MAY 10, 2016**

**OPEN SESSION**

**5:30 P.M.**

Jim Predmore, Mayor  
Mike Goodsell, Mayor Pro-Tem  
Ginger Ward, Council Member  
David Bradshaw, Council Member  
Richard Layton, Council Member

Steve Walker, City Attorney  
Denise Garcia, City Clerk  
Nick Wells, City Manager  
George Morris, City Treasurer

**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 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.*

**CLOSED SESSION**

**5:00 PM**

**CONFERENCE WITH LABOR NEGOTIATORS:**

*(Government Code Section 54957(b)1)*

Agency Negotiator: City Manager/City Attorney  
Classified Employees

**PUBLIC EMPLOYMENT:**

*(Government Code Section 54957.6)*

City Manager Evaluation  
Evaluation Criteria

**CITY COUNCIL:** Meeting called to order

**PLEDGE OF ALLEGIANCE:**

**INVOCATION:**

**CITY CLERK RE:** Verification of Posting of the Agenda

**EXECUTIVE SESSION ANNOUNCEMENTS:**

**PRESENTATIONS:**

Poppy Proclamation Presented to Local American Legion Women's Auxiliary

**PUBLIC COMMENTS:** This is time for the public to address the City Council **on any item not appearing on the agenda** that is within the subject matter jurisdiction of the City Council. The Mayor reserves the right to limit the speaker's time. The Mayor will recognize you and when you come to the microphone, please state your name and address for the record. You are not allowed to make personal attacks on individuals or make comments which are slanderous or which may invade an individual's personal privacy.

**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.*

1. Approval of the Minutes from the Meeting of May 3, 2016.
2. Approval of Demands #35984 thru #36045.

**NEW BUSINESS:**

3. Discussion/Related Action adopting **RESOLUTION #16-18** to Approve Article 8e Claim for Fiscal Year 2015-16 – Justina Arce, City Planner
4. Discussion/Related Action adopting **RESOLUTION #16-19** to Approve Article 3 Claim for Fiscal Year 2015-16 – Justina Arce, City Planner
5. Discussion/Related Action adopting **RESOLUTION #16-20** to Authorize the Environmental Studies Along the Alamo River Beginning at Earl Walker and Ending at the Holtville Wetlands – Justina Arce, City Planner

**INFORMATION ONLY:**

6. **City Manager Report – Nick Wells**
  - a. Police Chief – Manuel De Leon
  - b. Water/Wastewater Supervisor – Frank Cornejo
  - c. Public Works Foreman – Alex Chavez
7. Discussion Regarding Budget Review 2016-17 Fiscal Year – Nick Wells, City Manager

**ADJOURNMENT:**

I, Denise Garcia, City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall on Friday, May 6, 2016.

**NOTICE**

*In compliance with the American Disabilities Act (ADA), the City of Holtville will make reasonable efforts to accommodate persons with qualified disabilities. If you require special assistance, please contact the City Clerk's office at 760-356-3013 at least 48 hours in advance of the meeting.*  
*Any writings or documents provided to a majority of the Holtville City Council regarding any item on this agenda will be made available for public inspection in the City Clerk's office located at City Hall, 121 W. 5<sup>th</sup> St, during normal business hours.*

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

**Tuesday, May 03, 2016**

MEETING DATE:	5/10/16
ITEM NUMBER	1
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

The Special Budget meeting of the Holtville City Council was held on May 03, 2016 at 5:30 pm in the Civic Center. Council Members present were Ginger Ward, Richard Layton, Jim Predmore, David Bradshaw and Mike Goodsell. Staff members present were Nick Wells, Denise Garcia and Hector Orozco. City Attorney Steve Walker and City Treasurer George Morris were also present.

**CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:**

Mayor Jim Predmore called the meeting to order at 5:00 p.m.

**CITY COUNCIL & SUCCESSOR AGENCY OPEN SESSION MEETING CALLED TO ORDER:**

Mayor Jim Predmore called the meeting to order at 5:38 p.m.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Council Member David Bradshaw.

**INVOCATION:**

Council Member Mike Goodsell led the invocation.

**CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:**

City Clerk verified that the agenda was duly posted on Friday, April 29, 2016.

**EXECUTIVE SESSION ANNOUNCEMENTS:**

No action was taken; direction to staff

**CONFERENCE WITH LABOR NEGOTIATORS:**

*(Government Code Section 54957.6)*

AGENCY NEGOTIATOR: City Manager/City Attorney

Classified Employees

No Reportable Action Taken.

**PUBLIC EMPLOYMENT:**

*(Government Code Section 54957.6)*

City Manager Evaluation

Evaluation Criteria

No Reportable Action Taken.

**PRESENTATIONS:**

Mayor Predmore presented a Proclamation to Kim Vincent, Holtville Veteran's Women's Auxiliary, declaring May as Poppy Month. The auxiliary presented Mayor Predmore with the first Poppy. Ms. Vincent also presented a plaque to the Mayor in appreciation of the City's assistance and hosting of the Imperial County Veteran's Day Parade in Holtville in 2015.

**PUBLIC COMMENTS:**

None

**CONSENT AGENDA:**

**1. Approval of the Regular Minutes of the City Council Meeting of April 25, 2016.**

A motion was made by Mr. Goodsell and seconded by Ms. Ward to approve item 1 of the Consent Agenda. The motion carried in the form of a roll call vote.

AYES: Ward, Predmore, Layton, Goodsell, Bradshaw

NOES: None

ABSENT: None

ABSTAIN: None

**NEW BUSINESS:**

**2. Discussion/Related Action to Adopt RESOLUTION #16-17 Authorizing the County of Imperial to Administer the Local Agency Management Program (LAMP) for Onsite Wastewater Treatment (Septic) Systems in the City of Holtville - Nick Wells, City Manager**

A motion was made by Mr. Bradshaw and seconded by Mr. Layton to adopt RESOLUTION #16-17 authorizing the County of Imperial to administer the Local Agency Management Program (LAMP) for onsite water treatment (septic) systems in the City of Holtville. The motion carried in the form of a roll call vote.

AYES: Ward, Predmore, Layton, Goodsell, Bradshaw

NOES: None

ABSENT: None

ABSTAIN: None

**INFORMATION ONLY:**

**3. Discussion Regarding Budget Review 2016-17 Fiscal Year- Nick Wells, City Manager**

Discussion only; no action taken.

There being no further business to come before Council, Mayor Predmore adjourned the meeting at 7:04 p.m.

Denise Garcia, City Clerk

James Predmore, Mayor

## CITY OF HOLTVILLE Monthly Check Register

MEETING DATE:	05/10/16
ITEM NUMBER	2
Approvals	CITY MANAGER
	FINANCE MANAGER
	CITY ATTORNEY

Date : 5/5/2016 4:11:46 PM  
User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description		
<b>Check Number</b> : 35984 <b>Check Date</b> : 4/21/2016						
<b>Vendor</b> : 8680 DEVELOPMENT DESIGN & ENGINEERING, INC.						
22	72533	4/21/2016	10954	ENGINEERING AND CONSTRUCTION 11	115/Grape	
<b>Invoice Amount</b> : 2,430.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		2,430.00
<b>Check Number</b> : 35985 <b>Check Date</b> : 4/28/2016						
<b>Vendor</b> : 8671 A1 JANITORIAL SUPPLY						
12	72572	4/25/2016	A1S22972	POWDERED DRAIN SEWER OPENER	PW	566.82
<b>Invoice Amount</b> : 566.82		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		566.82
<b>Check Number</b> : 35986 <b>Check Date</b> : 4/28/2016						
<b>Vendor</b> : 1065 ACME SAFETY & SUPPLY CO.						
10	72588	4/26/2016	102846-00	ALUMINUM SIGN POST FOR POOL SIG	PW	121.50
<b>Invoice Amount</b> : 121.50		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		121.50
<b>Check Number</b> : 35987 <b>Check Date</b> : 4/28/2016						
<b>Vendor</b> : 2149 ACME STAFFING						
10	72662	4/27/2016	18704	TEMP EMPLOYEES	Admin	1,260.60
12	72662	4/27/2016	18704	TEMP EMPLOYEES	PW	1,789.80
<b>Invoice Amount</b> : 3,050.40		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		3,050.40
<b>Check Number</b> : 35988 <b>Check Date</b> : 4/28/2016						
<b>Vendor</b> : 8041 AFLAC						
10	72663	4/27/2016	765479	INSURANCE PREMIUM	ADMIN	122.81
<b>Invoice Amount</b> : 122.81		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		122.81
<b>Check Number</b> : 35989 <b>Check Date</b> : 4/28/2016						
<b>Vendor</b> : 1452 AVAYA , INC.						
10	72670	4/27/2016	2733654431	TELEPHONE EQUIPMENT	PD	69.77
<b>Invoice Amount</b> : 69.77		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		69.77
<b>Check Number</b> : 35990 <b>Check Date</b> : 4/28/2016						
<b>Vendor</b> : 1237 BABCOCK & SONS, INC.						
11	72582	4/26/2016	BD61050-2279	LAB ANALYSIS	PW	30.00
11	72585	4/26/2016	BC61660-2279	LAB ANALYSIS		45.00
<b>Invoice Amount</b> : 75.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		75.00
<b>Check Number</b> : 35991 <b>Check Date</b> : 4/28/2016						
<b>Vendor</b> : 4617 BAJA DESERT TIRE						
11	72504	4/20/2016	33684	TIRE FOR FORD TRACTOR	PW	252.15
10	72515	4/20/2016	33835	TIRES (FD)		440.15
10	72516	4/20/2016	33791	TIRES (FD)	FD	454.15
<b>Invoice Amount</b> : 1,146.45		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		1,146.45
<b>Check Number</b> : 35992 <b>Check Date</b> : 4/28/2016						
<b>Vendor</b> : 8166 BOUNDTREE						
10	72608	4/26/2016	82119590	RESUSCITATOR BAG; ADULT MASK	FD	17.28
<b>Invoice Amount</b> : 17.28		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		17.28
<b>Check Number</b> : 35993 <b>Check Date</b> : 4/28/2016						
<b>Vendor</b> : 1253 CALIFORNIA CONTRACTORS SUPPLIES, INC.						
10	72646	4/26/2016	T25281	WHITE SOCKS; PVA COOLING TOWEL	FD	475.57
<b>Invoice Amount</b> : 475.57		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		475.57
<b>Check Number</b> : 35994 <b>Check Date</b> : 4/28/2016						
<b>Vendor</b> : 2320 COUNTY MOTOR PARTS						
11	72579	4/26/2016	204747	FILTERS; OIL; ANTIFREEZE; TERMOS	PW	175.20
11	72580	4/26/2016	204924	PARK RELEASE; RING TERMINAL		51.47
11	72581	4/26/2016	204761	CONTROL SOLENIOD; SHIFT SELECT		115.52
11	72595	4/26/2016	205339	FUSE		2.15
12	72595	4/26/2016	205339	FUSE	FD	2.16

## CITY OF HOLTVILLE Monthly Check Register

Date : 5/5/2016 4:11:46 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
10	72596	4/26/2016	205388	IMPACT SOCKET		1.20
11	72596	4/26/2016	205388	IMPACT SOCKET		2.42
12	72596	4/26/2016	205388	IMPACT SOCKET		2.42
<b>Invoice Amount</b> : 352.54		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		352.54
<b>Check Number</b> : 35995		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 1907 COUNTY OF SAN DIEGO, RCS						
10	72513	4/20/2016	16HOLTFDN09	800 MHZ RADIOS		760.83
11	72513	4/20/2016	16HOLTFDN09	800 MHZ RADIOS	FD	73.33
12	72513	4/20/2016	16HOLTFDN09	800 MHZ RADIOS	PW	73.34
<b>Invoice Amount</b> : 907.50		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		907.50
<b>Check Number</b> : 35996		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 2208 DC FROST ASSOCIATES, INC.						
12	72574	4/26/2016	9880	FILTRATION; REPLACE UV PARTS	PW	2,415.23
<b>Invoice Amount</b> : 2,415.23		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		2,415.23
<b>Check Number</b> : 35997		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 1009 DEPT OF TRANSPORTATION-ST OF CA						
10	72636	4/26/2016	SL-160709	SIGNALS AND LIGHTING	PW	98.22
<b>Invoice Amount</b> : 98.22		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		98.22
<b>Check Number</b> : 35998		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 8337 DESERT VETERINARY GROUP						
10	72625	4/26/2016	140079	INJURED ANIMAL	ACO	50.00
10	72626	4/26/2016	140208	EUTHANIZE INJURED ANIMAL		69.00
<b>Invoice Amount</b> : 119.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		119.00
<b>Check Number</b> : 35999		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 1540 DRAGON'S EXTERMINATOR						
10	72631	4/26/2016	143862	PEST CONTROL SERVICE TO CITY BU	PW	200.00
<b>Invoice Amount</b> : 200.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		200.00
<b>Check Number</b> : 36000		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 1124 FEDERAL EXPRESS						
12	72665	4/27/2016	5-385-48839	FED EX	WWTP	37.09
<b>Invoice Amount</b> : 37.09		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		37.09
<b>Check Number</b> : 36001		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 1536 FERGUSON ENTERPRISES, INC. #1350						
11	72627	4/26/2016	3207606	PIPE CUTTER; RAPTOR; COP REROUND	PW	175.40
12	72627	4/26/2016	3207606	PIPE CUTTER; RAPTOR; COP REROUND		175.41
11	72628	4/26/2016	3127133	CLAMP		102.63
<b>Invoice Amount</b> : 453.44		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		453.44
<b>Check Number</b> : 36002		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 1475 GIBSON & SCHAEFER						
10	72589	4/26/2016	63407	CONCRETE 5TH AND CEDAR	PW	331.88
10	72590	4/26/2016	63377	CONCRETE PINE & FIFTH		348.08
<b>Invoice Amount</b> : 679.96		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		679.96
<b>Check Number</b> : 36003		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 1471 HD SUPPLY WATERWORKS, LTD						
11	72634	4/26/2016	F206985	COUPLING; GSKT SCRAPER	PW	925.15
<b>Invoice Amount</b> : 925.15		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		925.15
<b>Check Number</b> : 36004		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 8353 HECTOR OROZCO						
10	72637	4/26/2016	APRIL 2016	CELL PHONE	ADMIN	60.00
<b>Invoice Amount</b> : 60.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		60.00

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User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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<b>Check Number</b> : 36005		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 1015 HOLT GROUP, THE						
10	72545	4/22/2016	16-02-036	(451) CUP VALLEY RETIREMENT INN		537.35
11	72546	4/22/2016	16-02-035	(450) WTP TANK DWSRF GRANT		6,613.25
10	72547	4/22/2016	16-02-034	(449) HIGGINS LOT MERGER		121.25
10	72548	4/22/2016	16-02-033	(448) HIGGINS ANNEXATION/ PRE ZO		751.80
22	72549	4/22/2016	16-02-032	(442)9TH STREET IMPROVEMENT PRO		77.50
22	72550	4/22/2016	16-02-031	(436) COMPLETE STREETS PLAN		73.75
10	72551	4/22/2016	16-02-030	(428) SGC CG/SAP GRANT ADMINIST		807.50
22	72552	4/22/2016	16-02-029	(423) NORTH SIDE OF 5TH ST. SIDE		63.75
22	72553	4/22/2016	16-02-028	(394) 4TH ST. SIDEWALK PROJECT		1,952.50
22	72554	4/22/2016	16-02-027	(383) RSTP WALNUT IMPROVEMENT P		405.00
22	72555	4/22/2016	16-02-026	(377) CEDAR AVE. CMAQ		116.25
22	72556	4/22/2016	16-02-025	(335) ICTC & MISC. TRANSPORATION		1,230.00
12	72557	4/22/2016	16-02-024	(327) CWSRF GRANT ADMIN. FOR W		1,006.28
12	72558	4/22/2016	16-02-023	(323) WASTEWATER PLANT APPLICA		256.25
22	72559	4/22/2016	16-02-022	(315) ALAMO RIVER TRAIL		232.50
10	72560	4/22/2016	16-02-021	(233) HOLTVILLE WETLANDS LOT LI		45.00
10	72561	4/22/2016	16-02-020	(208) HOLTVILLE CODE ENFORCEMEN		414.71
10	72562	4/22/2016	16-02-019	(207) BLDG. PERMITS; SIGN PERMITS		454.16
10	72563	4/22/2016	16-02-018	(047) GENERAL PLANNING SERVICES		2,777.50
12	72564	4/22/2016	16-02-009	(435) WASTEWATER TREATMENT PL		580.00
22	72565	4/22/2016	16-02-008	(302)BIDDING SERVICES FOR THE W		3,235.00
10	72566	4/22/2016	16-02-007	(000) MISC. ENGINEERING		290.00
10	72567	4/22/2016	16-02-006	(000) MISC. ENGINEERING (5TH S		130.00
22	72568	4/22/2016	16-02-005	(000) MISC. ENGINEERING ( CEDAR		395.00
<b>Invoice Amount</b> : 22,566.30		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> : 22,566.30		
<b>Check Number</b> : 36006		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 1638 HOME DEPOT/GEFCF						
10	72633	4/26/2016	1059-282430	CONCRETE	PW	136.99
<b>Invoice Amount</b> : 136.99		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> : 136.99		
<b>Check Number</b> : 36007		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 1024 I.C. HEALTH DEPARTMENT						
10	72643	4/26/2016	17587	NEW EMPLOYEE PHYSICAL	FD	566.00
<b>Invoice Amount</b> : 566.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> : 566.00		
<b>Check Number</b> : 36008		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 4642 I.C. PUBLIC HEALTH DEPT. LAB.						
11	72584	4/26/2016	17575	WATER ANALYSIS	PW	210.00
<b>Invoice Amount</b> : 210.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> : 210.00		
<b>Check Number</b> : 36009		<b>Check Date</b> : 4/28/2016				
<b>Vendor</b> : 1027 IMPERIAL STORES						
10	72505	4/20/2016	471401	HOSE MENDER; TUBE SOAKER		17.16
10	72506	4/20/2016	571205	REPAIR FITTINGS		4.35
10	72507	4/20/2016	571201	HOSE MENDER PARTS		11.78
10	72508	4/20/2016	570925	BLACK MARKER		5.91
10	72509	4/20/2016	570861	CLEANING SUPPLIES		23.30
10	72510	4/20/2016	570657	CAP NUTS		1.00
10	72511	4/20/2016	570656	CAP NUTS; WASHERS; HEX NUTS		8.01
10	72512	4/20/2016	570621	STAKES; TARP STRAP		9.20
11	72578	4/26/2016	571589	CABLE TIES; BLK CABLE; ELECTRICAL		40.53
10	72591	4/26/2016	572343	GRAFHITTI CLEAN UP		17.71

## CITY OF HOLTVILLE Monthly Check Register

Date : 5/5/2016 4:11:46 PM  
User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
10	72592	4/26/2016	572342	GRAFHITTI CLEAN UP AT SKATE PAR		64.24
10	72599	4/26/2016	572278	PVC SLIP CAP; PVC SLIP CAP; COUPL		5.78
10	72600	4/26/2016	572361	SPRINKLE TOOL KIT; CONCRETE NAIL		26.74
10	72601	4/26/2016	571777	ROUNDUP; GRASS SEED		81.08
10	72602	4/26/2016	572332	CHAINSAW FILE		16.90
10	72603	4/26/2016	572423	LANDSCAPE RAKE FOR CONCRETE		61.52
10	72604	4/26/2016	572166	BATTERIES		12.95
10	72605	4/26/2016	572164	ROUNDUP		79.90
10	72606	4/26/2016	572165	ROUND UP		43.18
10	72609	4/26/2016	571921	SHUTOFF; KITCHEN BAGS		22.13
10	72610	4/26/2016	571891	TRASH CAN; AIR FILTERS; HAMPER		62.20
10	72611	4/26/2016	571588	STORAGE CONTAINERS		19.35
10	72612	4/26/2016	571616	KEYS; TAGS		11.07
10	72613	4/26/2016	571656	FUNNELS; CLR CLEANER REPAIRS		16.22
10	72614	4/26/2016	571650	MIXET HANDLE; MIXET BRASS CARTR		35.01
10	72615	4/26/2016	571745	UTILITY LIGHTER		1.60
10	72616	4/26/2016	571794	RESETABLE LOCK		8.69
10	72617	4/26/2016	571817	WD40 LUBRICANT		5.93
10	72618	4/26/2016	571841	BATTERIES; SMOKE ALARM		35.62
10	72622	4/26/2016	572174	BOTTLED WATER		7.04
10	72630	4/26/2016	572070	PVC SLIP CAP; PVC; SHOVEL		21.97
10	72635	4/26/2016	572492	CLEANING SUPPLIES		14.44
10	72638	4/26/2016	572205	YELLOW LINE		10.32
10	72639	4/26/2016	572254	LAUNDRY SUPPLIES		11.01
10	72640	4/26/2016	572392	PAINT AND SUPPLIES		122.05
10	72641	4/26/2016	572478	SPRING CLAMP; TENT STAKE		19.99
10	72642	4/26/2016	572472	KEY TAG		0.90
<b>Invoice Amount</b>		: 956.78		<b>Discount Amount</b>		: 0.00
<b>Check Number</b>		: 36010		<b>Check Date</b>		: 4/28/2016
<b>Vendor</b>		: 1757 IMPERIAL VALLEY ENVIRONMENTAL LAB				
12	72503	4/20/2016	8032	LAB ANALYSIS		
12	72576	4/26/2016	8046	LAB ANALYSIS		PW 1,137.00
<b>Invoice Amount</b>		: 2,952.00		<b>Discount Amount</b>		: 0.00
<b>Check Number</b>		: 36011		<b>Check Date</b>		: 4/28/2016
<b>Vendor</b>		: 1161 JIM REITER'S LOCKSMITH & SAFE				
10	72629	4/26/2016	253431	REPAIRS TO LOCK ON DOOR AT FIRE		FD/PD 431.16
<b>Invoice Amount</b>		: 431.16		<b>Discount Amount</b>		: 0.00
<b>Check Number</b>		: 36012		<b>Check Date</b>		: 4/28/2016
<b>Vendor</b>		: 1805 JONES & BARTLETT LEARING, LLC				
10	72514	4/20/2016	3375397	FUNDAMENTALS OF FIRE FIGHTING		FD 565.50
<b>Invoice Amount</b>		: 565.50		<b>Discount Amount</b>		: 0.00
<b>Check Number</b>		: 36013		<b>Check Date</b>		: 4/28/2016
<b>Vendor</b>		: 1184 JONES BROTHERS GLASS CO.				
10	72669	4/27/2016	29886	REPAIRS/REPLACE WINDOWS AT AM		PW 375.74
<b>Invoice Amount</b>		: 375.74		<b>Discount Amount</b>		: 0.00
<b>Check Number</b>		: 36014		<b>Check Date</b>		: 4/28/2016
<b>Vendor</b>		: 2278 LA BRUCHERIE IRRIGATION SUPPLY				
11	72577	4/26/2016	116037c	PVC PIPE; ELBOW SOCKET		
10	72586	4/26/2016	118095c	SPRINKLER PARTS AND REPAIR		PW 184.64
<b>Invoice Amount</b>		: 564.52		<b>Discount Amount</b>		: 0.00
				<b>Check Amount</b>		: 564.52

# CITY OF HOLTVILLE

## Monthly Check Register

Date : 5/5/2016 4:11:46 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount	
<b>Check Number : 36015      Check Date : 4/28/2016</b>							
<b>Vendor : 1094 LEAGUE OF CA CITIES</b>							
10	72661	4/27/2016	1719	DIVISION MEETING 4/14/16		<b>COUNCIL</b> 250.00	
<b>Invoice Amount : 250.00</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		250.00	
<b>Check Number : 36016      Check Date : 4/28/2016</b>							
<b>Vendor : 1564 LESLIE'S POOL SUPPLIES</b>							
10	72632	4/26/2016	652-120313	SHOCK FOR CITY POOL		<b>PW</b> 68.56	
<b>Invoice Amount : 68.56</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		68.56	
<b>Check Number : 36017      Check Date : 4/28/2016</b>							
<b>Vendor : 1558 OFFICE DEPOT</b>							
10	72619	4/26/2016	832781690001	OFFICE SUPPLIES		<b>PW</b>	
10	72620	4/26/2016	832781589001	OFFICE SUPPLIES			100.40
10	72645	4/26/2016	832781691001	SIGNS			45.35
<b>Invoice Amount : 184.60</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		38.85 184.60	
<b>Check Number : 36018      Check Date : 4/28/2016</b>							
<b>Vendor : 1176 QUILL CORPORATION</b>							
10	72666	4/27/2016	4914745	COPY PAPER		<b>ADMIN</b>	
11	72666	4/27/2016	4914745	COPY PAPER			28.91
12	72666	4/27/2016	4914745	COPY PAPER			28.91
10	72667	4/27/2016	4884246	TAGS FOR SURPLUS ITEMS			28.91
<b>Invoice Amount : 142.65</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		55.92 142.65	
<b>Check Number : 36019      Check Date : 4/28/2016</b>							
<b>Vendor : 1555 ROBERT S. NELSON AUTOMOTIVE</b>							
10	72668	4/27/2016	11490	REPAIRS TO SQUAD		<b>FD</b> 3,850.78	
<b>Invoice Amount : 3,850.78</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		3,850.78	
<b>Check Number : 36020      Check Date : 4/28/2016</b>							
<b>Vendor : 1419 STAPLES CREDIT</b>							
10	72607	4/26/2016	020443	OFFICE SUPPLIES		<b>CITY CLERK</b> 31.94	
<b>Invoice Amount : 31.94</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		31.94	
<b>Check Number : 36021      Check Date : 4/28/2016</b>							
<b>Vendor : 1775 SWRCB</b>							
12	72517	4/20/2016	LW-1005748	WATER SYSTEM FEES FROM JULY 20		<b>PW</b> 11,998.26	
<b>Invoice Amount : 11,998.26</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		11,998.26	
<b>Check Number : 36022      Check Date : 4/28/2016</b>							
<b>Vendor : 1633 TACO SHOP</b>							
11	72623	4/26/2016	11216	FOOD FOR PW		<b>PW</b> 33.70	
12	72623	4/26/2016	11216	FOOD FOR PW		<b>FD</b>	
10	72624	4/26/2016	03869	FOOD FOR FD			33.70
<b>Invoice Amount : 107.40</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		40.00 107.40	
<b>Check Number : 36023      Check Date : 4/28/2016</b>							
<b>Vendor : 2083 THATCHER CO.</b>							
11	72571	4/25/2016	239547	T CHLOR		<b>PW</b> 4,849.89	
<b>Invoice Amount : 4,849.89</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		4,849.89	
<b>Check Number : 36024      Check Date : 4/28/2016</b>							
<b>Vendor : 1260 USA BLUEBOOK</b>							
12	72575	4/26/2016	917937	THERMOMETER		<b>PW</b>	
12	72583	4/26/2016	910275	THERMOMETER      WWTP			395.23
<b>Invoice Amount : 790.46</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		395.23 790.46	
<b>Check Number : 36025      Check Date : 4/28/2016</b>							
<b>Vendor : 2072 VALLIANT UPHOLSTERY</b>							
11	72597	4/26/2016	160372	REPAIRS TO SEAT TO GEM VEHICLE		<b>PW</b> 220.44	

## CITY OF HOLTVILLE

### Monthly Check Register

Date : 5/5/2016 4:11:46 PM

User Name : Lee Ann

Calendar Month/Year : &lt;ALL&gt; &lt;ALL&gt;

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
10	72598	4/26/2016	160371	REPAIRS TO TRUCK BENCH SEAT		276.55
<b>Invoice Amount</b> :		496.99	<b>Discount Amount</b> :		0.00	<b>Check Amount</b> : 496.99
<b>Check Number</b> :		36026	<b>Check Date</b> :		4/28/2016	
<b>Vendor</b> : 2012 VERIZON WIRELESS						
10	72644	4/26/2016	971466908	DATA LINE FOR FIRE ENGINE		FD 38.01
10	72664	4/27/2016	APRIL 2016	CELL PHONE		ADMIN 207.52
11	72664	4/27/2016	APRIL 2016	CELL PHONE		179.49
12	72664	4/27/2016	APRIL 2016	CELL PHONE		147.29
<b>Invoice Amount</b> :		572.31	<b>Discount Amount</b> :		0.00	<b>Check Amount</b> : 572.31
<b>Check Number</b> :		36027	<b>Check Date</b> :		4/28/2016	
<b>Vendor</b> : 1783 VIC'S A/C						
10	72621	4/26/2016	55508	SERVICE A/C AT FD		FD 75.00
<b>Invoice Amount</b> :		75.00	<b>Discount Amount</b> :		0.00	<b>Check Amount</b> : 75.00
<b>Check Number</b> :		36028	<b>Check Date</b> :		4/28/2016	
<b>Vendor</b> : 1222 WAXIE SANITARY SUPPLY						
10	72593	4/26/2016	75914424	BROWN TOWELS AND TOILET PAPER		PW 277.06
<b>Invoice Amount</b> :		277.06	<b>Discount Amount</b> :		0.00	<b>Check Amount</b> : 277.06
<b>Check Number</b> :		36029	<b>Check Date</b> :		4/28/2016	
<b>Vendor</b> : 8193 WESTAIR GASES & EQUIPMENT						
10	72594	4/26/2016	00397719-00	WELDING SUPPLIES		PW 42.01
11	72594	4/26/2016	00397719-00	WELDING SUPPLIES		42.01
12	72594	4/26/2016	00397719-00	WELDING SUPPLIES		42.01
<b>Invoice Amount</b> :		126.03	<b>Discount Amount</b> :		0.00	<b>Check Amount</b> : 126.03
<b>Check Number</b> :		36030	<b>Check Date</b> :		4/28/2016	
<b>Vendor</b> : 1057 WYMORE, INC.						
10	72587	4/26/2016	1181071	SAND BLASTING GLOVES		PW 81.00
<b>Invoice Amount</b> :		81.00	<b>Discount Amount</b> :		0.00	<b>Check Amount</b> : 81.00
<b>Check Number</b> :		36031	<b>Check Date</b> :		4/28/2016	
<b>Vendor</b> : 8011 NICHOLAS WELLS						
10	72677	4/28/2016	APRIL 2016	MILEAGE FOR APRIL 2016		ADMIN 183.43
<b>Invoice Amount</b> :		183.43	<b>Discount Amount</b> :		0.00	<b>Check Amount</b> : 183.43
<b>Check Number</b> :		36032	<b>Check Date</b> :		4/29/2016	
<b>Vendor</b> : 1335 CITY OF HOLTVILLE						
10	72681	4/29/2016	OPEN ACCOUNT	OPEN ACCOUNT AT SUN COMMUNITY		ADMIN 247,005.00
<b>Invoice Amount</b> :		247,005.00	<b>Discount Amount</b> :		0.00	<b>Check Amount</b> : 247,005.00
<b>Check Number</b> :		36033	<b>Check Date</b> :		5/4/2016	
<b>Vendor</b> : 8041 AFLAC						
10	72710	5/3/2016	X3077	INSURANCE PREMIUM		ADMIN 122.81
<b>Invoice Amount</b> :		122.81	<b>Discount Amount</b> :		0.00	<b>Check Amount</b> : 122.81
<b>Check Number</b> :		36034	<b>Check Date</b> :		5/4/2016	
<b>Vendor</b> : 2378 AT&T						
10	72715	5/3/2016	APRIL 2016	TELEPHONE CHARGES		767.94
11	72715	5/3/2016	APRIL 2016	TELEPHONE CHARGES		ADMIN 104.95
12	72715	5/3/2016	APRIL 2016	TELEPHONE CHARGES		84.91
<b>Invoice Amount</b> :		957.80	<b>Discount Amount</b> :		0.00	<b>Check Amount</b> : 957.80
<b>Check Number</b> :		36035	<b>Check Date</b> :		5/4/2016	
<b>Vendor</b> : 8016 AT&T MOBILITY						
10	72711	5/3/2016	#287231118105	CELL PHONE		ADMIN 99.10
<b>Invoice Amount</b> :		99.10	<b>Discount Amount</b> :		0.00	<b>Check Amount</b> : 99.10
<b>Check Number</b> :		36036	<b>Check Date</b> :		5/4/2016	
<b>Vendor</b> : 2030 BLUE SHIELD OF CALIFORNIA						

## CITY OF HOLTVILLE Monthly Check Register

Date : 5/5/2016 4:11:46 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
10	72695	5/2/2016	MAY 2016	HEALTH INS. PREMIUM		3,490.66
11	72695	5/2/2016	MAY 2016	HEALTH INS. PREMIUM	ADMIN	2,317.22
12	72695	5/2/2016	MAY 2016	HEALTH INS. PREMIUM		2,087.76
<b>Invoice Amount</b> : 7,895.64		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		7,895.64
<b>Check Number</b> : 36037		<b>Check Date</b> : 5/4/2016				
<b>Vendor</b> : 1884 ESTRADA SYSTEMS GROUP, INC.						
10	72712	5/3/2016	6250	COMPUTER CONSULTING; WEBSITE;		1,140.00
11	72712	5/3/2016	6250	COMPUTER CONSULTING; WEBSITE;	ADMIN	690.00
12	72712	5/3/2016	6250	COMPUTER CONSULTING; WEBSITE;		285.00
<b>Invoice Amount</b> : 2,115.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		2,115.00
<b>Check Number</b> : 36038		<b>Check Date</b> : 5/4/2016				
<b>Vendor</b> : 2399 HARTFORD						
10	72694	5/2/2016	7567620-5	LIFE INS. PREMIUM		225.32
11	72694	5/2/2016	7567620-5	LIFE INS. PREMIUM	ADMIN	35.96
12	72694	5/2/2016	7567620-5	LIFE INS. PREMIUM		38.99
<b>Invoice Amount</b> : 300.27		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		300.27
<b>Check Number</b> : 36039		<b>Check Date</b> : 5/4/2016				
<b>Vendor</b> : 2403 HIGHLINE COOLING, LLC						
10	72716	5/3/2016	MAY 2016	OFFICE RENT PD/FD	PD/FD	2,000.00
<b>Invoice Amount</b> : 2,000.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		2,000.00
<b>Check Number</b> : 36040		<b>Check Date</b> : 5/4/2016				
<b>Vendor</b> : 1910 HUMANA						
10	72696	5/2/2016	MAY 2016	DENTAL INSURANCE PREMIUM		414.32
11	72696	5/2/2016	MAY 2016	DENTAL INSURANCE PREMIUM	ADMIN	323.18
12	72696	5/2/2016	MAY 2016	DENTAL INSURANCE PREMIUM		297.41
<b>Invoice Amount</b> : 1,034.91		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		1,034.91
<b>Check Number</b> : 36041		<b>Check Date</b> : 5/4/2016				
<b>Vendor</b> : 8106 JAMES PREDMORE						
10	72709	5/3/2016	2016 SCAG CONF.	TRAVEL REIMB. FOR SCAG CONFERE	COUNCIL	105.40
<b>Invoice Amount</b> : 105.40		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		105.40
<b>Check Number</b> : 36042		<b>Check Date</b> : 5/4/2016				
<b>Vendor</b> : 1043 SELLERS PETROLEUM						
10	72713	5/3/2016	APRIL 2016 FD	FUEL (FD)	FD	507.53
10	72714	5/3/2016	APRIL 2016 PW	FUEL (PW)		582.92
11	72714	5/3/2016	APRIL 2016 PW	FUEL (PW)	PW	414.16
12	72714	5/3/2016	APRIL 2016 PW	FUEL (PW)		384.98
<b>Invoice Amount</b> : 1,889.59		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		1,889.59
<b>Check Number</b> : 36043		<b>Check Date</b> : 5/4/2016				
<b>Vendor</b> : 8339 SIMNSA HEALTH PLAN						
10	72706	5/3/2016	MAY 2016	HEALTH INSURANCE PREMIUM		565.03
11	72706	5/3/2016	MAY 2016	HEALTH INSURANCE PREMIUM		1,467.56
12	72706	5/3/2016	MAY 2016	HEALTH INSURANCE PREMIUM		473.42
10	72707	5/3/2016	MAY 2016 DENTAL	DENTAL INS. PREMIUM	ADMIN	62.20
11	72707	5/3/2016	MAY 2016 DENTAL	DENTAL INS. PREMIUM		142.00
12	72707	5/3/2016	MAY 2016 DENTAL	DENTAL INS. PREMIUM		78.80
<b>Invoice Amount</b> : 2,789.01		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		2,789.01
<b>Check Number</b> : 36044		<b>Check Date</b> : 5/4/2016				
<b>Vendor</b> : 8105 VIRGINIA WARD						
10	72708	5/3/2016	2016 SCAG CONF.	TRAVEL REIMB. FOR SCAG CONFERE	COUNCIL	105.40
<b>Invoice Amount</b> : 105.40		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		105.40

## CITY OF HOLTVILLE Monthly Check Register

Date : 5/5/2016 4:11:46 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 36045		Check Date : 5/4/2016				
Vendor : 2055 VISION SERVICE PLAN						
10	72705	5/3/2016	MAY 2016	VISION INSURANCE PREMIUM	ADMIN	118.51
11	72705	5/3/2016	MAY 2016	VISION INSURANCE PREMIUM		156.59
12	72705	5/3/2016	MAY 2016	VISION INSURANCE PREMIUM		87.16
Invoice Amount : 362.26		Discount Amount : 0.00		Check Amount :		362.26

Total Number of Vendors	:	61	
Total Number of Checks Printed	:	62	0.00
Total Number of Voided Checks	:	0	
Largest Check Amount	:	247,005.00	
Total for all Checks Printed	:	334,517.27	
Total for Voided Checks	:	0.00	
Net Amount of Checks Printed	:	334,517.27	

### Summary

Fund	Amount
10 GENERAL FUND	277,585.26
11 WATER	20,004.90
12 SEWER	26,715.86
22 LOCAL TRANSPORTATION FUND - TDA	10,211.25

3



MEETING DATE:	5/10/16
APPROVED FOR AGENDA	<i>[Signature]</i>
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

# cc staff report

Report #1

**To:** Nicholas Wells, City Manager  
City Council

**From:** Azucena Gonzalez, Financial Analyst

**Date:** April 29, 2016

**Project:** **Submission of Article 8 (e) Funding Claim Forms for**  
Fiscal Year 15/16 Claim- Bus Stop Benches and/or Equipment

**Summary:**

<b>Applicant:</b>	City of Holtville
<b>Projects:</b>	Multiple Locations
<b>Pending Action:</b>	Approve Article 8e Claim for FY 15/16 via Resolution 16-18
<b>Zoning:</b>	Various
<b>General Plan:</b>	Various
<b>Environmental:</b>	Exempt

## INTRODUCTION AND BACKGROUND

Article 8 (e) of the State Transit Assistance Fund (STA) provides funding for the administration of the Transportation Development Act (TDA) in Imperial County and certain other TDA high priority programs. Under this Article, funding is given for transit services as well as for projects meeting public transportation needs. Eligible projects include, but are not limited to, the maintenance, improvements, and/or installation of bus shelters and/or benches. The purpose of this staff report is to obtain City Council authorization and approval of the 15/16 FY Article 8 (e) Claim.

## **ISSUES FOR DISCUSSION**

### **Claiming Funds**

Article 8e funds are allocated every fiscal year and must be claimed by the end of that same fiscal year or else they are lost, as these funds do not carry over. Managers are sometimes notified as early November or as late as April of the funds available to each jurisdiction. Article 8 (e) allocations to the local jurisdictions date back as early as F/Y 9/10.

### **Available Funding and Project Selection**

Annual allocations are based on population. The City has been allocated \$2,685 for FY 15/16. The City must select projects for fund allocation and thus the following project is being proposed to be completed under the Article 8 (e) Allocation for FY 15/16: The City intends to install and maintain bus benches and/or equipment at existing bus stops or established trails as needed.

### **Claim Status**

Claims for any fiscal year are dependent on the availability of the prior year LTF/Article 8 Audit. The 14/15 FY Audit is expected to be completed by Moss, Levy & Hartzheim in May of 2016, and thus the City will be able to proceed with the claim. In order to proceed with the documentation of the projects and to draw the funds available, the Imperial County Transportation Commission (ICTC) Claim Forms for Article 8 (e) funds need to be completed and submitted. The required packet has been completed by The Holt Group and must include the following:

- Claimant Information/Checklist for TDA Claims
- Article 8 (e) Non-Transit Claim Form
- Financial Reporting Form
- Justification Statements
- Governing Body Resolution (pending action via Resolution 16-18)
- Statement of Assurances
- 14/15 Local Transportation Audit

## **FISCAL IMPACT/PENDING ACTION**

If approved by City Council, the Public Works Department will need to procure the benches and/or equipment necessary. An attempt will be made to use the same material and style specified for the East 5<sup>th</sup> Street bus stop (El Zorro Loco Easement). It is anticipated that the expenditures will be within the \$2,685.00 budget thus no fiscal impact is anticipated.

## **RECOMMENDATION AND ACTION**

The deadline to claim the FY 15/16 funds is **June 30, 2016**. Staff is recommending that Article 8 (e) Funds for FY 15/16 be allocated to the aforementioned projects and action be considered as follows:

1. Adopt Resolution 16-18 approving the allocation of funds for the FY 15/16 installation of bus shelter benches and/or equipment in the amount of \$2,685

### **Alternative**

2. Not Adopt Resolution 16-18 and provide alternative directive to staff.

If you have any questions or concerns regarding the information on this report please contact me at [jarce@theholtgroup.net](mailto:jarce@theholtgroup.net) or at (760) 337-3883.

**RESOLUTION NO. 16- 18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLTVILLE  
APPROVING THE ARTICLE 8e APPLICATION FOR  
INSTALLATION OR MAINTENANCE OF BENCHES UNDER THE TRANSPORTATION  
DEVELOPMENT ACT (SB 325), PUC 99400**

**WHEREAS**, The Transportation Development Act (SB 325) provides that each Transportation Planning Agency may allocate funds to specific transit purposes; and

**WHEREAS**, the City of Holtville has recognized the need for the installation and maintenance of benches and related equipment along transportation routes; and

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Holtville determines as follows:

1. To authorize the City Manager as the City's authorized signatory and designated contact person;
2. To allocate the funds available to the City of Holtville allocated for the FY 15/16 installation of benches and related equipment along transportation routes in the amount of \$2,685.

**AND**

3. To apply for funds available to the City of Holtville allocated for ICTC Transit Services in the amount of \$2,685.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the Holtville City Council of the City of Holtville held on this 10<sup>th</sup> day of May 2016.

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Jim Predmore, Mayor  
City of Holtville

I, Denise Garcia, City Clerk of the City of Holtville, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the City Council of said City of Holtville at a regular meeting thereof held on the 10<sup>th</sup> day of May 2016 and that the same was approved by the Mayor of said City of Holtville on said date, and that the same was adopted by the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

---

Denise Garcia, City Clerk  
City of Holtville

(4)



MEETING DATE:	5/10/16
APPROVED FOR AGENDA	<i>[Signature]</i>
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	

# cc staff report

Report #1

**To:** Nicholas Wells, City Manager  
City Council

**From:** Justina Arce, City Planner

**Date:** May 10, 2015

**Project:** Submission of Article 3 Funding Claim Forms for  
Fiscal Year 15/16 TDA - ADA/Sidewalk Project

### Summary:

<b>Applicant:</b>	City of Holtville
<b>Projects:</b>	Multiple Locations
<b>Pending Action:</b>	Approve Article 3 Claim for FY 15/16 via Resolution 16-19
<b>Zoning:</b>	Various
<b>General Plan:</b>	Various
<b>Environmental:</b>	Exempt

## INTRODUCTION AND BACKGROUND

Article 3 of the Local Transportation Fund (LTF) provides funding for the administration of the Transportation Development Act (TDA) in Imperial County and certain other TDA high priority programs. Under this Article, the first priority for LTF Funding is given to TDA program administration and planning. Funding is also designated for pedestrian and bicycle programs, and rail passenger service (if such services were offered in Imperial County). Eligible pedestrian and bicycle projects include, but are not limited to, curbs, handicap access ramp projects, sidewalks, pedestrian ways, bikeways, bike racks and bicycle storage, and bicycle safety education programs.

## ISSUES FOR DISCUSSION

### Project Selection

The City must select projects for fund allocation. Based on directive from City Management the following project is being recommended to be completed under the Article 3 Allocation for FY 15/16: The City intends to rehabilitate deficient sidewalks identified in need of repair Citywide. The project will consist of the removal and replacement of deficient sidewalk segments per the City of Holtville's Standards.

### Funding Status

The City has been allocated \$13,577 for FY 15/16. The following table shows the history of allocated funds through Article 3 for the City of Holtville for the last five years of funding:

Article 3 Fiscal Year	Amount
11/12	\$11,782.00
12/13	\$12,203.00
13/14	\$12,183.00
14/15	\$13,149.00
15/16	\$13,577.00

Source: ICTC

Claims for any fiscal year are dependent on the availability of the prior year LTF/Article 3 Audit. The 14/15 FY Audit has not yet been completed by Moss, Levy & Hartzheim but is expected to be completed by the end of May. In order to proceed with the documentation of the projects and to draw the funds available, the Imperial County Transportation Commission (ICTC) Claim Forms for Bicycle and Pedestrian Facilities need to be completed and submitted. The packet must include the following for each fiscal year:

- Claimant Information/Checklist for TDA Claims
- Article 3 Non-Transit Claim Form
- Financial Reporting Form
- Project Information Form
- Governing Body Resolution (pending action via Resolution 16-19)
- Statement of Assurances
- 14/15 Financial Statement Audits for the Bicycle and Pedestrian Fund Local Transportation Fund – Article 3

## FISCAL IMPACT

The City of Holtville has opted to perform the work in-house, thus the subject claim will be advanced to the City of Holtville upon which the City must expeditiously expend. It is anticipated that the expenditures will be within the \$13,577.00 budget.

## RECOMMENDATION AND PENDING ACTION

Staff is recommending that Article 3 Funds for FY 15/16 be allocated to the aforementioned projects via Resolution 16-19 and action be considered as follows:

1. Adopt Resolution 16-19 approving the allocation of funds for ADA Improvements under Article 3 Bike and Pedestrian Facilities for FY 15/16.

### **Alternative**

2. Not Adopt Resolution 16-19 and provide alternative directive to staff.

**RESOLUTION NO. 16-19**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLTVILLE  
APPROVING THE ALLOCATION FOR PEDESTRIAN FACILITIES FUNDS UNDER THE  
15/16 TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR FOR THE  
DEFICIENT SIDEWALK REPLACEMENT**

**WHEREAS**, The Transportation Development Act provides that two percent of each county's total Local Transportation Fund be annually set aside and used to fund the development of bicycle and pedestrian facilities; and

**WHEREAS**, the City of Holtville has proposed the rehabilitation and/or replacement of deficient sidewalks that do not meet ADA compliance and require repair as identified in Exhibit A attached hereto, per the City of Holtville's Standards, hereafter "project;" and

**WHEREAS**, the City of Holtville intends to complete this project within the City using the funds available under the Transportation Development Act 2015-2016 Fiscal Year; and

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Holtville determines as follows:

1. To authorize the City Manager as the City's authorized signatory and designated contact person;
2. To allocate the funds available for completion of the project within the City of Holtville under the funds Allocated for Bikeways and Pedestrian facilities in the amount of \$13,577.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the Holtville City Council of the City of Holtville held on this 10<sup>th</sup> day of May, 2016.

---

James Predmore, Mayor  
City of Holtville

I, Denise Garcia, City Clerk of the City of Holtville, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the City Council of said City of Holtville at a regular meeting thereof held on the 10<sup>th</sup> day of May 2016, and that the same was approved by the Mayor of said City of Holtville on said date, and that the same was adopted by the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

---

Denise Garcia, City Clerk  
City of Holtville



5

MEETING DATE:	5/10/2016
APPROVED FOR AGENDA	<i>[Signature]</i>
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

# cc staff report

Report #1

**To:** Nick Wells, City Manager  
Holtville City Council

**From:** Andrea Montano, Assistant Planner

**Date:** May 5, 2016

**Project:** **Recreational Trail Link Between Earl Walker Park and Holtville Wetlands**  
Environmental Planning for Funding Opportunities

### Summary:

<b>Project:</b>	Trail Link Between Earl Walker Park and Holtville Wetlands
<b>Project Location:</b>	Along the Alamo River Beginning at Earl Walker and Ending at Holtville Wetlands (See Exhibit A)
<b>Pending Action:</b>	Authorization to Move Forward with Environmental Studies via Resolution 16-20
<b>Zoning:</b>	Imperial County A1U (Limited Agriculture-Urban)
<b>General Plan:</b>	City OS (Open Space Recreation)
<b>Environmental:</b>	CEQA-Mitigated Negative Declaration Anticipated

### INTRODUCTION AND BACKGROUND

The City of Holtville has been working on multiple projects to develop the areas along the Alamo River for conservation, open space and recreational purposes. The City has cleaned up the Alamo River bank south of SR 115 with funds from the BECC's Region 9 Border 2012 Program and recently constructed the Pete Mellinger Alamo River Trail Phase I project and improved with Recreational Trail Program funds and Habitat Conservation Funds. The City has also been working on a recreational trail Phase II project north of SR 115 up to a point planned for the Holtville Alamo River Wetlands. The ultimate goal is to link the City's 0.53 mile Phase I recreational trail with the future Holtville Wetlands. The purpose of this report is to present City Council with project status information, costs associated with the preparation of a biological report and a cultural report, and request authorization to incur costs.

## **ISSUES FOR DISCUSSION**

### **Status of Holtville Wetlands**

Using grant funding from the Bureau of Reclamation (BOR), the City of Holtville acquired additional property in 2010 and currently owns approximately 57 acres for the purpose of constructing the Holtville Wetlands. Plans and specifications for the Wetlands are 100% complete with the use of BOR funds.

In February 2016, the City of Holtville was appraised of a potential funding opportunity and on March 2<sup>nd</sup> a Stakeholder meeting was held at Holtville City Hall with IID, Wildlife Unlimited, Ms. Valerie Simon, and BOR Staff/Salton Sea Manager. Subsequently the team worked together to put in a proposal for full allocation of the grant funds. On March 23<sup>rd</sup>, Ms. Simon informed the project team that the project met the criteria as a non-competitive grant and a fully executed contract is anticipated by June of 2016.

### **Status of Phase II Trail Link**

The goal of the Alamo River corridor habitat and recreational projects is to link Phase I of the Pete Mellinger Alamo River Trail to the proposed Holtville Wetlands. To accomplish this, the City Council reviewed and approved a Site Access Agreement, on April 2014, between the IID and the City of Holtville to secure a pathway for the future use in development of the Alamo River Trail link to the proposed wetlands. A conceptual layout has been established for the Trail Link. Additionally, Desert Wildlife Unlimited has kindly donated a pedestrian bridge that spans seventy (70) feet long. In order to move forward with the development of Phase II, environmental compliance must first be met.

- **Biological Survey-** A biological study assesses the condition of an ecological resource. The study involves the collection and analysis of animal and/or plant samples. A biological study is required in large scale projects such as the Alamo River Trail Link project because it has the potential to impact a number of biological species that may be present at the project. The study allows stakeholders to learn about the different flora, fauna, and wildlife and incorporate measure to ensure the habitats are not disrupted.
- **Cultural Survey-** A Cultural Study provides an area of potential effect for cultural resources that may be present. It gives a brief history of Native American tribes that may have lived in the area and what their habits were. The study also includes geological formations and explains the likely hood that there would be a breach on current paleontological resources. Cultural studies are required for areas that have not been previously disturbed before and/or that will involve deep excavations as a result of new development.

### **Cost Estimates & Scope of Work**

**Planning/Environmental Phase-** The Initial Study is prepared by The Holt Group, Inc. for review by the City's Environmental Evaluation Committee. The studies would be required from sub-consultant or consultants directly contracting with the City of Holtville for Biological and Cultural services. Cost estimates were obtained for the required studies as follows:

**Biological Survey Cost-** Two cost estimates for biological surveys were obtained.

**Michael Baker International (MBI):** Michael Baker International is based out of San Diego California. The company provided two estimates, one for a General Biological Survey/Habitat Assessment (\$8,980) and an Optional General Biological Survey/Habitat Assessment with a Burrowing Owl Protocol Survey for \$22,480 (\$8,980+\$13,500). It is anticipated that only the **\$8,980** scope of service will be needed based on prior reports within the vicinity.

**Barrett's Biological Surveys:** Barrett's Biological Surveys are a local surveying company based in El Centro, California. The company also provided two estimates, one for Biological/Habitat Assessment with focused burrowing owl survey (\$3,670) and an Optional Biological/Habitat Assessment as reference plus additional Burrowing Owl Surveys (if owls or burrows are noted in the initial assessment) for a not to exceed amount of \$8,170. It is

anticipated that only the **\$3,670** scope of service will be needed based on prior reports within the vicinity.

**Cultural Survey Cost-** Cultural surveys are very specialized and only a limited number of firms offer these services within the Imperial County. Only one firm provided a proposal.

**Brian F. Smith and Associates, Inc. (BFSA):** Brian F. Smith and Associates in Southern California consulting firm that provides services required for environmental assessments of public and private projects. BFSA will perform a cultural study, as required by CEQA, which will examine archaeological records of previously recorded and newly recorded cultural resources, contact with the Native American Heritage Commission to search for Sacred Lands at the project site, and identification of unrecorded cultural resources. The cost of the service would be **\$4,300**.

### **FISCAL IMPACT**

It is recommended that the City authorize the expenditure of funds for the required studies as proposed by Barrett's Biological in the amount of \$3,670 for biological survey and by Brian Smith and Associates in the amount of \$4,300 for cultural study in order to present a stronger application as construction monies are applied for the planned trail link. The total costs estimated to complete the environmental studies is \$7,970. If burrowing owls are found, staff further requests authorization for additional burrowing own surveys not to exceed \$4,500. LTA funds can be a matching source since this is a transportation project. Due to the inter-transfer of funds from LTA to the General Fund for administrative costs, it is uncertain whether the LTA Fund will be able to support these costs in the upcoming fiscal year and fiscal management should be consulted.

### **PENDING ACTION**

City Council should consider whether to authorize expenditures associated with conducting a Biological Survey and Cultural Survey to complete CEQA Documents. It is recommended that City Council consider the following options via Resolution 16-20 (Exhibit B):

1. Authorize staff to move forward with the completion of Biological and Cultural Studies in the amount not to exceed \$12,470; or
2. Not Authorize staff to move forward with the completion of Studies as this time; or

### **Alternative**

3. Provide staff with an alternative direction

Should you have any questions and/or concerns regarding the information in this report, please feel free to contact Nicholas Wells at (760) 356-4574. Your written or verbal comments are encouraged and can also be forwarded to **[dgarcia@holtville.ca.gov](mailto:dgarcia@holtville.ca.gov)**.

### **Attachments**

Exhibit A- Concept Plan  
Exhibit B- Resolution

EXHIBIT A



LEGEND :

-  CITY LIMITS
-  ALAMO RIVER RECREATIONAL TRAIL (PHASE I)
-  ALAMO RIVER RECREATIONAL TRAIL (FUTURE PHASES)
-  TRAIL LINKAGES



NOT TO SCALE

**The Holt Group**  
 ENGINEERING • PLANNING • SURVEYING  
 1801 N. Rowland Ave. | Denver, Colorado 80202 | (303) 327-3800

# Alamo River Recreational Trail Master Plan Linkage to Wetlands

**RESOLUTION NO. 16-20**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL  
AUTHORIZING EXPENDITURES FOR ENVIRONMENTAL STUDIES TO COMPLETE CEQA  
DOCUMENTATION**

**WHEREAS**, the City of Holtville desires to engage in a construction project that includes a recreational trail to the Holtville Wetlands from Earl Walker Park, and along the Alamo River; and

**WHEREAS**, the City of Holtville is required to comply with the California Environmental Quality Act prior to the construction of the propose trail link; and

**WHEREAS**, completion of the Environmental Documents place the City's construction project in a priority status with funding agencies; and

**WHEREAS**, the City of Holtville has obtained cost estimates for required biological and cultural studies that would not exceed \$12,470; and

**WHEREAS**, the Local Transport Account has sufficient funds to cover the anticipated costs of completing the environmental document and said use of funds are an eligible expense; and

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Holtville does hereby approve expenditures for biological and cultural studies in an amount not to exceed \$12,470 in order to move forward with the project.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council of the City of Holtville held on the 10<sup>th</sup> day of May 2016 by the following vote:

\_\_\_\_\_  
James Predmore, Mayor  
City of Holtville

\_\_\_\_\_  
Denise Garcia, City Clerk

I, Denise Garcia, City Clerk of the City of Holtville, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the City Council of said City of Holtville at a regular meeting thereof held on the 10<sup>th</sup> day of May 2016, and that the same was approved by the Mayor of said City of Holtville on said date, and that the same was adopted by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

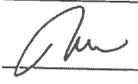
ATTEST:

\_\_\_\_\_  
Denise Garcia, City Clerk

# City of Holtville

## REPORT TO COUNCIL

**DATE ISSUED:** May 10, 2016  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** City Manager Update

Meeting Date	<u>05/10/16</u>
Item Number	<u>6</u>
Approvals	City Manager <u></u>
	Finance _____
	City Attorney _____
	_____

**INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME**

### WATER ENTERPRISE

**Tank Rehab** – Corrosion has developed inside the 2.4 million gallon water storage tank that was completed in 2010. Staff obtained multiple bids for repairs and ongoing maintenance, as well as potential solutions to our TTHM issue. A general estimate was given to rehab the tank at \$225k-275k for the resurfacing and \$350k-400k for the aeration (TTHM solution) portion. The City recently applied for funding of these repairs with SRF. The Holt Group was engaged to produce Design/Build specifications so that the project can be considered “designed” for grant purposes.

**System Controls** – Frank Cornejo obtained an updated estimate from TESCO last year of about \$450k to replace the aged system. Frank had hoped that this project might be put off and the controls might “limp along” for another 18 months while we attack other water issues and staff was able to investigate alternatives and potential funding sources. A recent failure in these controls caused a water break, which has brought this issue back to the “top of the stack” in problems to address. This issue is also addressed on the SRF application. They have subbed out the electrical portion of that work and we have been working with Delta Systems on that portion.

**Rate Study** – As previously reported to City Council, the profitability of the Water Enterprise is becoming problematic. Coupled with the issues listed above and the debt covenant to budget a net revenue of 120% of the annual debt service, we must explore the possibility of a rate adjustment. Through Sean Sterchi of the State Water Resources Control Board - Division of Drinking Water, Rural Community Assistance Corporation has contacted the City to begin the process of performing a no-cost Water Rate Study.

**Floating Solar** – A contract was signed with Infratech Industries for the installation of a floating solar array on the City Water Ponds for the purpose of producing power for the Water Treatment facility in 2014. Several plan iterations were submitted to the Building Department and forwarded to the City Engineer for review with continued “issues,” primarily with the electrical drawings. After the seventh round of checks, the remaining issues were sufficiently addressed and the plans passed the review. We opened discussions with Infratech regarding contract changes necessitated by the scaled-back size of the project at that time. The pushback from Infratech had recently put the project in danger of cancellation. *City Staff met with an Infratech representative last week, the Addendum was ironed out to the City’s satisfaction and it was executed.*

### SEWER ENTERPRISE

**WWTP Project** – The \$15 million project to rehab the City’s Wastewater Treatment Plant, financed by the State Clean Water Revolving Fund along with BECC and the EPA through NADBank, is under construction by Pacific Hydrotech. Last November, the City’s WWTP Cease & Desist Order (and

corresponding deadline for completing this project) were extended to 12/31/16, which should give ample time for completion. Most of the excavation and base concrete pouring has been completed and electrical wiring has begun. Issues with engineering submittals for questions that arise on the job now seem to have been addressed. At present, we are trending for an October/November completion.

## TRANSPORTATION PROJECTS

**Fifth Street & Grape Avenue Pedestrian Roadway Improvement Project** – This project essentially adds or improves curb, gutter and sidewalk on the north side of Fifth Street at Grape Avenue, using CMAQ funding coming through ICTC. Development Design & Engineering, Inc. was selected as the RE/CM and Pyramid Construction as the construction contractor. Work has been halted for some time as the construction contractor is at odds with Caltrans over materials submittals. The City recently issued a letter demanding action soon to avoid contracted repercussions on the contractor.

**Cedar Avenue Sidewalk Improvements Project** – Improvements to curb, gutter and sidewalk along the east side of Cedar Avenue between Fourth and Fifth Streets were approved through the CMAQ program. A design engineering contract has been forwarded to Dynamic Consulting for review.

**Walnut Avenue South Improvements Project** – Proposed improvements consist of installation of AC pavement overlay and widening to 50' in width along the length of Walnut Avenue from Fourth to First Street. The ICTC scoring process resulted in the project being awarded 82% of the funds requested through RSTP in the total amount of \$498,000. Procurement of a construction contractor and CM/RE were authorized by the City Council last month and both have been advertised. *The contract for Resident Engineer/Construction Manager has been executed with Athalye Consulting Engineers and we are awaiting the scheduling of a pre-construction conference.*

## PUBLIC WORKS

### PARKS

**Pete Mellinger Alamo River Trail** - The 4<sup>th</sup> phase of this project, which included trail improvements and bridge installations between the Holtville Skate Park and Earl Walker Park, is basically complete. The City received notice through the State Parks Department that additional funding had become available for, among other things, pedestrian trails. The City submitted an application and although there was not enough additional funding awarded to fund the amenities that were cut from the last phase of the project, the City was awarded a sizeable sum to offset some past project overruns (i.e. the bridge installation).

A revision to the planned trail head sign to reflect the name change to the “Pete Mellinger Alamo River Trail” was prepared and will be produced, which will complete this phase of the project. There had been some difficulty finding a vendor to do the etching of the metal sign, but a vendor was finally procured and it is expected that the sign will be complete around the end of April, allowing for a dedication ceremony at that time.

**Mac Park** - City staff has been working with Holtville Little League to construct a second baseball diamond to the east of the current field. We recently met with Jimmy Abatti, the recognized baseball field “guru” in the Imperial Valley, about what needs to be done. Funding is being sought both through grants and donations. It is hoped that we can move this project forward soon. A new “point person” – Ben Williams – has been appointed by Little League, so that should help the process as well.

## ADMINISTRATION

**BUILDING PERMITS** - The City has issued **49** building permits during 2016.

**Holtville Estates** – *Permits for the remaining 6 homes in the projects were pulled last week. As it nears completion, sales have been brisk - at present, only 6 or 7 homes remain to be sold in the development.*

**Holtville Luxury Apartments** – A project has been in the works for some time at the corner of Ninth and Melon, just outside the City limits. I recently met once again with John Hawk, who represents the landowners, about the project. As the Service Area Plan has now been adopted, work will once again begin with the City and LAFCO to propose annexation and development. Although we are awaiting formal submission of project plans by the Melon, LLC group, *staff met with Mr. Hawk last week and hopefully he/they are aware of steps that need to be taken.*

## OTHER

**Sustainable Communities General Planning Grant** – The consultant selected to complete the Plan, Michael Baker International, has been working on gathering data and are currently scheduling some onsite visits to continue their work. The consultants were onsite for a workshop for the Housing Element portion of the plan. A draft of that section has been submitted and comments have been provided by staff. We will continue to provide information to keep the process moving.

**Blossom Valley Inn** – A Conditional Use Permit Application proposed to Planning Commission last month to put the facility into full compliance failed to move forward due to a lack of quorum. The issue will be brought back to PC next month.

**MEETINGS & EVENTS RECENTLY ATTENDED:**

- 04/25/16 Management Staff Meeting City Hall
- 04/28/16 IVECA Board Meeting EC ED Offices
- 04/28/16 Meeting w/ Infratech Rep *re: Pond Solar Project* EC ED Offices
- 05/02/16 Budget Workshop City Hall
- 05/03/16 Meeting w/ Highline Cooling Reps City Hall  
*re: Fern Lease/Business Opportunity*
- 05/04/16 Bike to School Day Town to Finley School
- 05/04/16 IVRMA Annual Meeting Brawley CC Chambers (383 Main St)
- 05/04/16 Meeting w/ Melon LLC Rep *re: Project Restart* City Hall
- 05/05/16 SCAG Regional Conference and General Assembly La Quinta Resort & Club
- 05/09/16 Management Staff Meeting City Hall

**UPCOMING EVENTS:**

- 05/11/16 ICTC Management Committee Meeting City of Brawley
- 05/11/16 CCMA Meeting City of Brawley
- 05/12/16 City of El Centro State of the City Address Site TBD
- 05/12/16 Quarterly Economic Development Roundtable Site TBD
- 05/12/16 Salton Sea Infrastructure Financing Forum Imperial Reg Ctr - Gobi Restaurant
- 05/16/16 Holtville Planning Commission Meeting City Hall
- 05/19/16 Imperial-Mexicali Binational Alliance Meeting IVC (Imperial)
- 05/18/16 IVEDC Economic Summit Imperial Reg Ctr - Twin Dragon Restaurant
- 05/19/16 IVEDC Economic Summit Imperial Reg Ctr - Twin Dragon Restaurant
- 05/19/16 IVEDC General Assembly Imperial Reg Ctr - Twin Dragon Restaurant
- 05/23/16 Holtville City Council Meeting City Hall
- 05/25/16 ICTC Budget Workshop IC Admin Offices
- 05/25/16 WWTP - Monthly Progress Meeting WWTP Plant
- 05/26/16 League of Cities Division Dinner Imperial Palms Resort
- 05/26/16 IVECA Board Meeting EC ED Offices
- 05/30/16 Memorial Day Ceremonies Holt Park
- 06/02/16 Holtville CofC Board Meeting

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

(lea)

# City of Holtville

## Report to Council

MEETING DATE:	5/10/16
APPROVED FOR AGENDA	
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	

**Date Issued:** May 4, 2016

**From:** Sergeant Manuel De Leon, Chief of Police

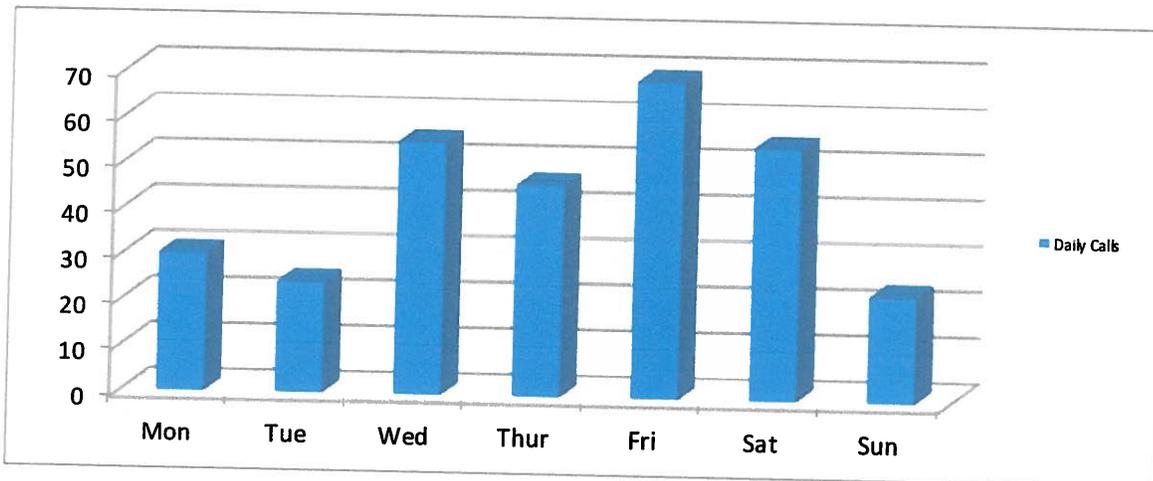
**Subject:** Holtville Sheriff's Monthly Report – April 2016

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

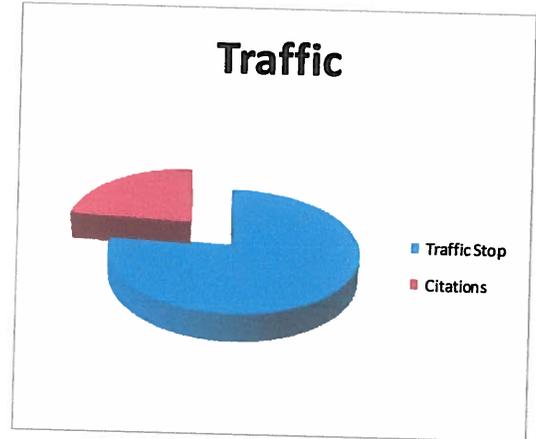
The following is a summary of statistics for the Holtville Sheriff's Deputies for the month of April 2016.

**Calls For Service:**

- **270** 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 **Friday** with **69 calls**. The highest volume of calls occurred from **10:00 p.m. to 11:00 p.m.**

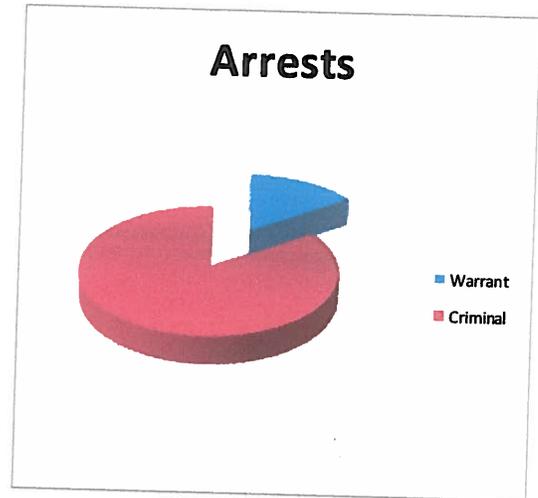


<i>Traffic</i>	<i>Total</i>
Traffic Stops	109
Citations Issued	33
Traffic Collisions	0
DUI's	2



<i>Crimes</i>	<i>Total</i>
Burglary	1
911 Calls - Hangups	2
Vandalism	3
Disturbing the Peace	19
Narcotic Offenses	2

<i>Arrests</i>	<i>Total</i>
Warrants	3
Criminal	14
Total	17



<i>Miscellaneous</i>	<i>Total</i>
Animal Problem	4
Alarm Calls	10
Deputy Request	22

The following is a brief summary of incidents and events that the Holtville Police Department has been involved in during the month of April 2016.

- On April 13, 2016, Deputy E. Contreras attended a S.A.R.B. (School Attendance Review Board) meeting at the Holtville School District.
- On April 14, 2016, A vehicle was stolen from Hot Rods and Beer. The vehicle was left parked with its ignition keys inside.
- On April 14, 2016, Deputies arrested a female adult for being drunk in public causing a disturbance at St. Josephs.
- On April 15, 2016, I spoke with Mr. Williams regarding questions he had about hosting events at the Humble Farmer.
- On April 21, 2016, Deputies assisted with the Farmers Market.
- On April 25, 2016, I attended the City of Holtville Council Meeting at the Civic Center.
- On April 25, 2016, Sr. Deputy Calderon began his annual vacation.
- On April 27, 2016, I attended a S.A.R.B. (School Attendance Review Board) meeting at the Holtville School District.
- During the month of April, Deputies handled four domestic violence incidents.
- Sgt. DeLeon took a week of vacation the second week of April. Sr. Deputy Lindberg provided coverage during my absence.

Respectfully submitted,



Sergeant Manuel De Leon

**City of Holtville**  
**REPORT TO CITY COUNCIL**

MEETING DATE:	05/10/16
ITEM NUMBER	6b
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

**DATE ISSUED:** May 4, 2016  
**FROM:** Frank Cornejo  
Water/Wastewater Operations Supervisor  
**SUBJECT:** Water / Wastewater Plant Operations & Maintenance Summary

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

The purpose of this report is to inform council of all operations, maintenance, and construction activities completed at the City's water & wastewater treatment facilities during the period between 04/21/16 to 05/04/16

Also attached to this report are photos of the current wastewater treatment plant improvements construction work.

**Water Treatment Plant:**

- WTP staff replaced packing, and lubricated Raw Water Transfer Pumps 1 and 2.
- WTP staff replaced all chlorine injectors and put chlorine tablet feed unit in service for summer.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

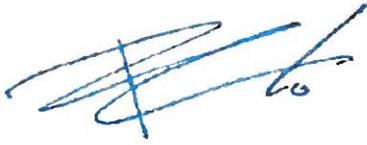
**Waste Water Treatment Plant:**

- WWTP staff replaced mechanical seal assembly and serviced effluent turbine pump 2.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

**Waste Water Treatment Construction:**

- **Pacific Hydro work continued masonry work on the MCC building and generator pad. *(see attached photos)***
- **Pacific Hydro work crews began installation of geotextile fabric for Biolac aeration basin. *(see attached photos)***
- **Pacific Hydro work crews completed trench excavation for conduit and ductbanks to RAS/WAS pump stations. *(see attached photo)***

Respectfully Submitted,



Frank Cornejo.  
Water/Wastewater Operations Supervisor  
City of Holtville



***WWTP  
Construction***



*WWTP Construction - Electrical Building*



**City of Holtville**  
**REPORT TO CITY COUNCIL**

MEETING DATE:	05/10/16
ITEM NUMBER	6c
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

**DATE ISSUED:** May 5, 2016  
**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.
- Repaired 8" waterbreak on 4th St. and Maple Ave.
- Removed and replaced side walk on the 500 Blk. of Grape.
- Removed and replaced sidewalk on the 800 Blk. of Webb Ave.
- Ran main sewer lines in different locations in town.
- Removed and replaced 20 feet of sidewalk on the 700 Blk. of Walnut Ave.
- Removed and replaced 22 feet of sidewalk on the 700 Blk. of 8th St.
- Assisted in Road closer for the Ride Your Bike To School Day.
- Caught 1 cat.

Respectfully Submitted,



Alejandro Chavez  
Public Works

7

MEETING DATE:	<u>5-10-16</u>
APPROVED FOR AGENDA	
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

# City of Holtville

## REPORT TO COUNCIL

**DATE ISSUED:** May 9<sup>th</sup>, 2016

**FROM:** Hector Orozco, Accountant/GL Analyst

**SUBJECT:** Enterprise & Transportation Budget Review

**INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME**

Enterprise Fund

With water revenue declining, even with expenditures from enterprise activity declining, the water fund is facing a budget deficit for fiscal year 2016-17.

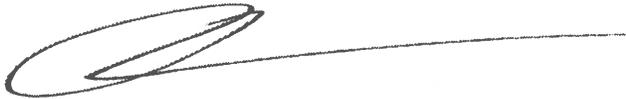
Sewer Fund

Sewer fund is expected to generate \$228,828 of revenue over expenses.

Solid Waste

Trash currently has a deficit cash balance of \$86,295; however, the trash fund generates positive cash flows, which is slowing closing that deficit balance each year.

Respectfully submitted,



Hector Orozco



**CITY OF HOLTVILLE  
2016-17 Transportation Funds**

**TRANSPORTATION FUNDS**

Acct	Description
<b>GAS TAX (Fund 21)</b>	
	<b>Revenue</b>
3410	Interest
3530	Section 2105
35305	Section 2103
3531	Section 2106
3532	Section 2107
3533	Section 2107.5
3534	Interest
35335	HUT Deferred Payback
	<b>Total Revenue:</b>
	<b>Expenditures</b>
	Street Projects
	Transfer Out
	<b>Total Expenditures:</b>
	<b>Net Revenue Over Expenditures</b>

Budget	2015-16		% of Bgt	Projected
	Thru March			
	800	246	30.8%	320
	37,942	30,207	79.6%	39,101
	30,081	25,319	84.2%	42,353
	24,361	16,627	68.3%	27,215
	51,873	29,159	56.2%	49,857
	2,000	2,000	100.0%	2,000
		22,597		22,597
	<b>147,057</b>	<b>126,155</b>	<b>85.8%</b>	<b>193,569</b>
	150,000	150,000	100.0%	150,000
	<b>150,000</b>	<b>150,000</b>	<b>100.0%</b>	<b>150,000</b>
	<b>(2,943)</b>	<b>(23,845)</b>	<b>810.2%</b>	<b>43,569</b>

2016-17	
	Proposed
	320
	39,010
	14,732
	23,841
	54,172
	2,000
	<b>134,075</b>
	125,000
	<b>125,000</b>
	<b>9,075</b>

<i>Fund Cash Balance</i>	378,436
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**CITY OF HOLTVILLE  
2016-17 Transportation Funds**

**TRANSPORTATION FUNDS**

Acct	Description	2015-16			2016-17
		Budget	Thru March	% of Bgt	Proposed
<b>Local Transportation Funds (Fund 22)</b>					
	<b>Revenue</b>				
3122	Bus/Benches (8e)		2,684		3,000
3410	Interest				13,000
3535	Bicycle/Sidewalk Fund				498,000
80013	Walnut Ave Construction				584,000
80020	6th St Improvements				120,000
80021	Cedar Ave (4th to 5th Streets Sidewalk	562,000			160,000
80025	Alamo River Trail		66,088		193,000
80026	Alamo River Habitat Conservation				217,000
80038	9th St Lateral (Cdear to Olive)				240,000
80125	Hwy 115/Grape Improvements	273,587	2,700		
3975	Transfer In				
	<b>Total Revenue:</b>	<b>932,587</b>	<b>792,731</b>	<b>85.0%</b>	<b>2,028,000</b>
	<b>Expenditures</b>				
31000	Street Projects		8,728		
80013	Walnut Ave Construction		24,912		498,000
80020	6th Street Improvements		3,340		584,000
80021	Cedar Ave (4th to 5th Streets Sidewalk	562,000	8,685		120,000
80023	Bus Shelter/Curbs TDA Projects				16,000
80034	9th St Lateral (Cedar to Palm)		5,218		217,000
80125	Hwy 115/Grape Improvements	273,587	17,593		240,000
	<b>Total Expenditures:</b>	<b>932,587</b>	<b>220,776</b>	<b>23.7%</b>	<b>1,675,000</b>
	<b>Net Revenue Over Expenditures</b>	<b>-</b>	<b>571,955</b>		<b>353,000</b>
<b>Fund Cash Balance</b>					<b>(327,116)</b>

**CITY OF HOLTVILLE  
2016-17 Transportation Funds**

**TRANSPORTATION FUNDS**

Acct	Description
<b>Local Transportation Auth (Fund 23)</b>	
<b>Revenue</b>	
3410	Interest Earnings
3529	LTA Funds
80033	9th St Lateral (Slayton to Beale)
3971	Miscellaneous
3975	Transfer In
	<b>Total Revenue:</b>
<b>Expenditures</b>	
31000	Street Projects
80013	Walnut Avenue Project
80020	6th Street Improvements
80021	Cedar Ave (4th to 5th sidewalk)
80038	9th St Lateral (Cedar to Olive)
80125	Hwy 115/Grape Improvements
4430	Prof'l & Specialized Services
	Trail Link to Wetlands Environmental
72500	Transfer Out
	<b>Total Expenditures:</b>
	<b>Net Revenue Over Expenditures</b>

Budget	2015-16		% of Bgt	Projected
	Thru March			
		171		
475,000	424,885		89.4%	475,000
	40,025			-
475,000	465,081		97.9%	475,000
93,000	-			1,000
30,000	-			
31,380				
150,000	-		0.0%	150,000
304,380	-		0.0%	151,000
170,620	465,081		272.6%	324,000

Fund Cash Balance 832,354

2016-17 Proposed
250
475,000
475,250
64,000
141,000
16,000
93,000
30,000
20,000
40,000
150,000
554,000
(78,750)

**TRANSPORTATION FUNDS**

**CITY OF HOLTVILLE  
2016-17 Transportation Funds**

Acct	Description
<b>Sidewalk Fund (Fund 24)</b>	
<b>Revenue</b>	
3410	Interest Earnings
3535	Sidewalk Fund
<b>Total Revenue:</b>	
<b>Expenditures</b>	
4430	Professional Services
80023	Bus Shelter/Curbs TDA Projects
<b>Total Expenditures:</b>	
<b>Net Revenue Over Expenditures</b>	

Budget	2015-16		Projected
	Thru March	% of Bgt	
10,000	23,817	238.2%	23,817
10,000	23,817	238.2%	23,817
10,000	23,817	238.2%	23,817

2016-17 Proposed
10,000
10,000
10,000

Fund Cash Balance 10,307