

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

December 12, 2016

OPEN SESSION

6:00 PM

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.

CITY COUNCIL

CLOSED SESSION 5:30 PM

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6)

City Manager Evaluation
Evaluation Criteria

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:

(Government Code Section 54956.9(a))

City of Holtville vs. Willowbend Mobile Home Park
Charles Simpson vs. City of Holtville

CITY COUNCIL: Meeting Called To Order

PLEDGE OF ALLEGIANCE:

INVOCATION:

CITY CLERK RE: Verification of Posting of the Agenda

EXECUTIVE SESSION ANNOUNCEMENTS: Steve Walker, City Attorney

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 Regular Meeting of November 28, 2016.
2. Current Demands #36831 thru #36895

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:

CITY COUNCIL AND REDEVELOPMENT AGENCY REORGANIZATION

3. Discussion/Related Action To Select A Mayor And Mayor Pro Tem Of City Council And Chairman And Vice Chairman Of The Successor Agency to the Redevelopment Agency To Serve During The Next Year – Nick Wells, City Manager

SWEARING IN OF NEW OFFICERS

RECESS CALLED – RECEPTION HELD AT CIVIC CENTER

UNFINISHED BUSINESS:

None

NEW BUSINESS:

4. **Discussion/Related Action to Adopt RESOLUTION #16-45** Authorizing Payment of a One-Time Cost of Living Allowance to Select Contract Employees of the City of Holtville – Nick Wells, City Manager
5. **Discussion/Related Action to Adopt RESOLUTION #16-46** Approving New Control Stops and the Installation of Stop Signs at the Intersection of 9th Street and Olive Avenue – Justina Arce, City Planner

INFORMATION ONLY:

6. **City Manager Report – Nick Wells**
 - a. Police Chief – Robert Benavidez
 - b. Water/Wastewater Supervisor – Frank Cornejo
 - c. Public Works Foreman – Alex Chavez
 - d. Finance – Hector Orozco

7. Items for future meetings

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 December 9, 2016.

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

November 28, 2016

The Regular Meeting of the Holtville City Council was held on Monday November 28, 2016 at 5:30 p.m. in the Civic Center. Council Members present were Richard Layton, Mike Goodsell, Jim Predmore, David Bradshaw and Ginger Ward. Staff members present were Nick Wells, Denise Garcia, Alex Silva, and Hector Orozco. City Treasurer George Morris and City Attorney Steve Walker were also present. City Planner Justina Arce was absent.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

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

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Predmore called the meeting to order at 6:11p.m.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by David Bradshaw.

INVOCATION:

The invocation was led by Council Member Mike Goodsell.

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

City Clerk verified that the agenda was duly posted on Wednesday, November 23, 2016.

EXECUTIVE SESSION ANNOUNCEMENTS:

No action was taken

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.

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:

(Government Code Section 54956.9(a))

City of Holtville vs. Willowbend Mobile Home Park

Charles Simpson vs. City of Holtville

No Reportable Action Taken.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:

(Government Code Section 54956.9(b))

No Reportable Action Taken.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

(Government Code Section 54956.9)

Property: Segment of Ralph Samaha Field 045-211-001

Agency Negotiators: City Manager and City Attorney

Under Negotiation: Price and Terms of Lease with Clear Talk Wireless

No Reportable Action Taken.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

1. Approval of the Minutes from the Regular City Council Meeting of November 28, 2016.

2. Approval of Demands #35781 thru #36830.

A motion was made by Mr. Layton and seconded by Ms. Ward to approve items 1 and 2 of the Consent Agenda. The motion carried in the form of a roll call vote.

AYES: Goodsell, Ward, Predmore, Layton, Bradshaw

NOES: None

ABSENT: None

ABSTAIN: None

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:

Mr. Predmore reported that he would be attending the SCAG 7th Annual Economic Summit in Los Angeles on December 1st.

Mr. Goodsell reported that he had a good Thanksgiving.

Nick reported briefly on updates regarding the WWTP improvement project moving forward and power was set to be turned on in the upcoming week. He also informed Council that the Holtville Estates Final Phase reached completion.

Mr. Layton read a prepared statement regarding City business, how projects are funded, and discussed current budget status. He also stated that he respects Council and Planning Commission member's dedication and decisions made by the members.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

3. Discussion/Related Action to Adopt RESOLUTION #16-41 Approving a Memorandum of Understanding with the City's Management/Supervisory Employees – Nick Wells, City Manager
A motion was made by Mr. Bradshaw and seconded by Mr. Goodsell to adopt Resolution #16-41 a Memorandum of Understanding with the City's Management/Supervisory Employees. The motion carried in the form of a roll call vote.

AYES: Goodsell, Ward, Predmore, Layton, Bradshaw

NOES: None

ABSENT: None

ABSTAIN: None

- 4. Discussion/Related Action to Adopt RESOLUTION #16-42 Approving the Lease-Purchase of a Type III Fire Engine from South Coast Fire Equipment of Ontario, California with Payments Over 10 Years – Nick Wells, City Manager**
 A motion was made by Mr. Goodsell and seconded by Mr. Layton to adopt Resolution #16-42 approving the Lease-Purchase of a type III fire engine from South Coast Fire Equipment of Ontario, California with payments over ten years. The motion carried in the form of a roll call vote.
 AYES: Goodsell, Ward, Predmore, Layton, Bradshaw
 NOES: None
 ABSENT: None
 ABSTAIN: None
- 5. Discussion/Related Action to Adopt RESOLUTION 16-43 Approving the Adoption of Financial Management Plan for Federal Grant Awards – Hector Orozco, Finance Supervisor**
 A motion was made by Mr. Bradshaw and seconded by Ms. Ward to adopt Resolution #16-43 to approve a Financial Management Plan for Federal Grant Awards. The motion carried in the form of a roll call vote.
 AYES: Goodsell, Ward, Predmore, Layton, Bradshaw
 NOES: None
 ABSENT: None
 ABSTAIN: None
- 6. Discussion/Related Action to Adopt RESOLUTION 16-44 Approving a Service Contract with Architerra Design Group of Rancho Cucamonga, California to Revise Existing Conceptual Drawings for Mac Park – Nick Wells, Finance Manager**
 A motion was made by Mr. Layton and seconded by Ms. Ward to adopt Resolution #16-44 to approve a service contract with Architerra Design Group of Rancho Cucamonga, California to revise existing conceptual drawings for Mac Park. The motion carried in the form of a roll call vote.
 AYES: Goodsell, Ward, Predmore, Layton, Bradshaw
 NOES: None
 ABSENT: None
 ABSTAIN: None
- 7. PUBLIC HEARING: Discussion/Related Action Considering an Appeal of Planning Commission Actions Granting Conditional Use Permit #16-02 to Clear Talk Wireless – Nick Wells, City Manager**
 Appellant, Elaine Ponton stated that she was opposed to the tower and that Wally Leimgruber represents her and would answer any questions regarding her appeal to Council.
 Christina Toten inquired as to how much money was required by Clear Talk to be paid to the City for the project to begin. Finance Manager Hector Orozco said he was unsure of the amounts that were paid. She also asked if the Planning Commission was provided with all of the information at the time of their approval of the Conditional Use Permit. Mr. Wells responded, stating that all the fees that were required of a Conditional Use Permit had been paid. Tasha Denton wanted to know if Mr. Goodsell's questions from the previous meeting had ever been answered. Wally Leimgruber stated that the Planning Commission had the authority to approve the project and he asked for the date on Clear Talks initial decision to place the tower. He stated that he had still not been given a date. He then stated that Mr. Wells met with Victor Gillespie on May 27th of 2015 and the map was ready the very next day. He asked how the map could be ready so fast. He believes that the decision was made prior to the Planning Commission's meeting. He also stated that if the tower was being built two blocks over the crowd would not be present. Mr. Wells clarified that the RF Report came later by

mistake of the first one being done incorrectly. Mr. Goodsell Praised the Planning Commission Members and their Service to the City. He stated that the Municipal Code allows for the appeal of the granted CUP. He also stated that the appeal has merit and that the City is not receiving that much money for the tower in return.

Mr. Layton and Mr. Predmore both clarified that RFPs are not done by the cities to solicit for towers or projects such as this.

Ruth Chambers said that there were signed petitions that most people who signed the petitions did not go to the Planning Commission meetings and also mentioned that open space for play was needed.

Mr. Predmore informed the audience that he started as a Planning Commission Member and that as a member you make decisions based on the information that is in front of them. He feels that all of the issues have been addressed.

Nick stated that he was not an advocate for the project, that he merely wanted the facts to be considered instead of false information being shared on social media.

Mr. Bradshaw stated that he trusts staff and Planning Commission Members recommendations and decisions.

Jennifer Hulseley stated that the 25X30 fence surrounding the tower will be in the way of play for the ball field.

Mr. Wells said that the diameter of the fence would not matter and that it would not interfere with the game.

A motion was made by Mr. Layton and seconded by Mr. Bradshaw to reject an appeal of Planning Commission Actions Granting Conditional Use Permit #16-02 to Clear Talk Wireless. The motion carried to reject the appeal in the form of a roll call vote.

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

8. Discussion/Related Action to Adopt RESOLUTION #16-45 Approving a Lease Agreement with Clear Talk Wireless for a Cellular Tower to be Placed in Ralph Samaha Park – Nick Wells, City Manager

Heather Vessey Garcia stated that she believes that the tower would be in the way. Tasha Denton questioned the fifty year commitment and inquired about the five year renewable agreement. She asked if the lease were to not be approved, would there be a project. She also asked if it were to be approved, would the money received be reinvested for fields in the community for the children.

Mr. Predmore said that some projects do allow for matching funds and that these funds could go back into Mac Park.

Mr. Layton stated that the City is always trying to find money for kids and youth sports programs.

Mr. Bradshaw said that there have been informal discussions for funding of Mac Park with these funds as a possibility.

A motion was made by Mr. Bradshaw and seconded by Mr. Layton to adopt Resolution #16-45 approving a lease agreement with Clear Talk Wireless for a cellular tower to be placed in Ralph Samaha Park. The motion to approve the lease agreement was not carried in the form of a roll call vote.

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

INFORMATION ONLY:

9. City Manager Report – Nick Wells

- a. Fire Chief – Alex Silva
- b. Water/Wastewater Supervisor – Frank Cornejo
- c. Public Works Foreman – Alex Chavez
- d. Finance Department – Hector Orozco

10. Items for Future Meetings

Council Reorganization was set for December 12th and the possibility of going dark on December 26th was discussed.

There being no further business to come before Council, Mayor Predmore adjourned the meeting at 8:09 p.m.

James Predmore, Mayor

Denise Garcia, City Clerk

CITY OF HOLTVILLE
Monthly Check Register

MEETING DATE:	<u>12/12/16</u>
ITEM NUMBER	<u>2</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

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Calendar Month/Year : <ALL> <ALL>

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Invoice Amount : 184.32		Discount Amount : 0.00		Check Amount :		184.32
Check Number : 36832 Check Date : 11/30/2016						
Vendor : 2149 ACME STAFFING						
10	75634	11/28/2016	18941	TEMP EMPLOYEES	ADMIN	1,189.84
12	75634	11/28/2016	18941	TEMP EMPLOYEES	PW	1,260.60
Invoice Amount : 2,450.44		Discount Amount : 0.00		Check Amount :		2,450.44
Check Number : 36833 Check Date : 11/30/2016						
Vendor : 1433 APPLIED INDUSTRIAL TECHNOLOGIES						
12	75592	11/28/2016	7009192594	GLOVES	PW	237.01
Invoice Amount : 237.01		Discount Amount : 0.00		Check Amount :		237.01
Check Number : 36834 Check Date : 11/30/2016						
Vendor : 1796 ARAMARK SERVICES, INC.						
10	75611	11/28/2016	OCT. 2016	UNIFORMS (PW)		798.18
11	75611	11/28/2016	OCT. 2016	UNIFORMS (PW)	PW	650.39
12	75611	11/28/2016	OCT. 2016	UNIFORMS (PW)		889.57
Invoice Amount : 2,338.14		Discount Amount : 0.00		Check Amount :		2,338.14
Check Number : 36835 Check Date : 11/30/2016						
Vendor : 1237 BABCOCK & SONS, INC.						
11	75590	11/28/2016	BK61180-2279	LAB ANALYSIS	PW	830.00
11	75598	11/28/2016	BK61837-2279	LAB ANALYSIS		460.00
Invoice Amount : 1,290.00		Discount Amount : 0.00		Check Amount :		1,290.00
Check Number : 36836 Check Date : 11/30/2016						
Vendor : 8751 DAVID MARTINEZ						
11	75632	11/28/2016	754 ORANGE	WATER DEPOSIT REFUND	ADMIN	219.95
Invoice Amount : 219.95		Discount Amount : 0.00		Check Amount :		219.95
Check Number : 36837 Check Date : 11/30/2016						
Vendor : 8680 DEVELOPMENT DESIGN & ENGINEERING, INC.						
22	75625	11/28/2016	11128	ENGINEERING DESIGN SERVICES 9TH	9TH STREET	10,699.50
22	75627	11/28/2016	11129	ENG. & CONSTRUCTION	115/GRAPE	4,170.00
Invoice Amount : 14,869.50		Discount Amount : 0.00		Check Amount :		14,869.50
Check Number : 36838 Check Date : 11/30/2016						
Vendor : 1536 FERGUSON ENTERPRISES, INC. #1350						
12	75597	11/28/2016	4028381	PVC COUP; PVC FLUSH BUSH; ELL; C	PW	174.31
Invoice Amount : 174.31		Discount Amount : 0.00		Check Amount :		174.31
Check Number : 36839 Check Date : 11/30/2016						
Vendor : 8353 HECTOR OROZCO						
10	75636	11/28/2016	NOV. 2016	CELL PHONE	ADMIN	60.00
Invoice Amount : 60.00		Discount Amount : 0.00		Check Amount :		60.00
Check Number : 36840 Check Date : 11/30/2016						
Vendor : 1491 HELENA CHEMICAL CO						
10	75599	11/28/2016	228983219	FERTILIZER	PW	147.42
Invoice Amount : 147.42		Discount Amount : 0.00		Check Amount :		147.42
Check Number : 36841 Check Date : 11/30/2016						
Vendor : 1385 HINDERLITER deLLAMAS & ASSOCIATES						
10	75637	11/28/2016	26148	SALES TAX AUDIT SERVICES	ADMIN	433.81
Invoice Amount : 433.81		Discount Amount : 0.00		Check Amount :		433.81
Check Number : 36842 Check Date : 11/30/2016						
Vendor : 1019 HOLTVILLE TRIBUNE						

CITY OF HOLTVILLE

Monthly Check Register

Date : 12/8/2016 1:20:01 PM

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Calendar Month/Year : <ALL> <ALL>

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Check Number : 36843		Check Date : 11/30/2016				
Vendor : 2297 IMPERIAL COUNTY SHERIFF'S DEPT.						
10	75629	11/28/2016	2288	LIVE SCAN SERVICES	FD	22.00
Invoice Amount : 22.00		Discount Amount : 0.00		Check Amount : 22.00		
Check Number : 36844		Check Date : 11/30/2016				
Vendor : 2137 IMPERIAL IRRIGATION DISTRICT (WATER)						
11	75593	11/28/2016	NOV. 2016	RAW WATER CHARGES	PW	3,032.00
Invoice Amount : 3,032.00		Discount Amount : 0.00		Check Amount : 3,032.00		
Check Number : 36845		Check Date : 11/30/2016				
Vendor : 1757 IMPERIAL VALLEY ENVIRONMENTAL LAB						
12	75591	11/28/2016	8416	LAB ANALYSIS	PW	430.00
12	75596	11/28/2016	8437	LAB ANALYSIS		373.00
Invoice Amount : 803.00		Discount Amount : 0.00		Check Amount : 803.00		
Check Number : 36846		Check Date : 11/30/2016				
Vendor : 7747 IVEDC						
10	75631	11/28/2016	IVEDC DINNER	12TH ANNUAL DINNER MEETING	COUNCIL	680.00
Invoice Amount : 680.00		Discount Amount : 0.00		Check Amount : 680.00		
Check Number : 36847		Check Date : 11/30/2016				
Vendor : 1184 JONES BROTHERS GLASS CO.						
10	75600	11/28/2016	30356	REPAIRS TO DOORS AT CITY HALL	PW	127.50
Invoice Amount : 127.50		Discount Amount : 0.00		Check Amount : 127.50		
Check Number : 36848		Check Date : 11/30/2016				
Vendor : 2278 LA BRUCHERIE IRRIGATION SUPPLY						
10	75603	11/28/2016	124865c	BATTERY CONTROLLER; BATTERY		151.38
10	75604	11/28/2016	124657c	DC LATCHING SOLENOID FOR IRRITR	PW	98.79
11	75605	11/28/2016	125110c	PRIMER; LAVA GLUE; TEFLON TAPE;		118.88
10	75606	11/28/2016	124879c	BUNA N. GASKET		3.37
Invoice Amount : 372.42		Discount Amount : 0.00		Check Amount : 372.42		
Check Number : 36849		Check Date : 11/30/2016				
Vendor : 1094 LEAGUE OF CA CITIES						
10	75635	11/28/2016	1741	LEAGUE DINNER MEETING 10/28/16	COUNCIL	175.00
Invoice Amount : 175.00		Discount Amount : 0.00		Check Amount : 175.00		
Check Number : 36850		Check Date : 11/30/2016				
Vendor : 8750 LINDSAY STEWART						
11	75626	11/28/2016	1337 E. BARBARA	WATER DEPOSIT REIMB.	ADMIN	53.59
Invoice Amount : 53.59		Discount Amount : 0.00		Check Amount : 53.59		
Check Number : 36851		Check Date : 11/30/2016				
Vendor : 2143 LOWES BUSINESS ACCOUNT						
11	75602	11/28/2016	25544119	MEASURE TAPE; DRILL BITS; OUTDO		54.60
12	75602	11/28/2016	25544119	MEASURE TAPE; DRILL BITS; OUTDO	PW	54.60
10	75608	11/28/2016	88679396	FITTINGS; BOLTS		143.10
Invoice Amount : 252.30		Discount Amount : 0.00		Check Amount : 252.30		
Check Number : 36852		Check Date : 11/30/2016				
Vendor : 1971 METRON - FARNIER						
11	75607	11/28/2016	23423	METER; ANTENNA	PW	4,768.45
Invoice Amount : 4,768.45		Discount Amount : 0.00		Check Amount : 4,768.45		
Check Number : 36853		Check Date : 11/30/2016				
Vendor : 1127 PREDMORE, ROBERT						
10	75609	11/28/2016	5605	WORK BOOT REIMB.	PW	64.54

CITY OF HOLTVILLE

Monthly Check Register

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User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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Vendor : 1555 ROBERT S. NELSON AUTOMOTIVE						
11	75612	11/28/2016	11770	REPAIRS TO PW VEHICLE	PW	795.79
12	75612	11/28/2016	11770	REPAIRS TO PW VEHICLE	FD	795.79
10	75643	11/29/2016	11762	REPAIRS TO VEHICLE	FD	736.26
Invoice Amount : 2,327.84		Discount Amount : 0.00		Check Amount :		2,327.84
Check Number : 36855		Check Date : 11/30/2016				
Vendor : 8138 SERVICE MASTER						
10	75601	11/28/2016	31782	JANITORIAL SERVICES TO CITY BLDG	PW	1,374.00
Invoice Amount : 1,374.00		Discount Amount : 0.00		Check Amount :		1,374.00
Check Number : 36856		Check Date : 11/30/2016				
Vendor : 1260 USA BLUEBOOK						
12	75594	11/28/2016	106565	POTASSIUM CHLORIDE; AMMONIA; T	PW	1,009.63
11	75595	11/28/2016	110039	COPPER POWDER PILLOWS; CHLORIN		228.28
Invoice Amount : 1,237.91		Discount Amount : 0.00		Check Amount :		1,237.91
Check Number : 36857		Check Date : 11/30/2016				
Vendor : 2524 VALLEY TESTING						
10	75630	11/28/2016	27501	DRUG TESTING	FD	52.45
Invoice Amount : 52.45		Discount Amount : 0.00		Check Amount :		52.45
Check Number : 36858		Check Date : 11/30/2016				
Vendor : 2012 VERIZON WIRELESS						
10	75628	11/28/2016	NOV. 2016	CELL PHONE		206.65
11	75628	11/28/2016	NOV. 2016	CELL PHONE	PW	176.05
12	75628	11/28/2016	NOV. 2016	CELL PHONE	FD	144.01
10	75642	11/29/2016	9775294449	DATA FOR FD		170.57
Invoice Amount : 697.28		Discount Amount : 0.00		Check Amount :		697.28
Check Number : 36859		Check Date : 11/30/2016				
Vendor : 1942 WASTE CORP						
12	75589	11/28/2016	203176	DIAPHRAGM 14-1/4 OD	PW	483.53
Invoice Amount : 483.53		Discount Amount : 0.00		Check Amount :		483.53
Check Number : 36860		Check Date : 12/7/2016				
Vendor : 2149 ACME STAFFING						
10	75692	12/5/2016	18952	TEMP. EMPLOYEES	ADMIN	1,027.20
12	75692	12/5/2016	18952	TEMP. EMPLOYEES	PW	1,260.60
Invoice Amount : 2,287.80		Discount Amount : 0.00		Check Amount :		2,287.80
Check Number : 36861		Check Date : 12/7/2016				
Vendor : 8041 AFLAC						
10	75660	12/2/2016	961107	INSURANCE PREMIUM	ADMIN	122.81
Invoice Amount : 122.81		Discount Amount : 0.00		Check Amount :		122.81
Check Number : 36862		Check Date : 12/7/2016				
Vendor : 8721 ALEJANDRO ESTRADA						
10	75666	12/2/2016	1012	COMPUTER CONSULTING; WEB SITE;	ADMIN	1,140.00
11	75666	12/2/2016	1012	COMPUTER CONSULTING; WEB SITE;		420.00
12	75666	12/2/2016	1012	COMPUTER CONSULTING; WEB SITE;		465.00
Invoice Amount : 2,025.00		Discount Amount : 0.00		Check Amount :		2,025.00
Check Number : 36863		Check Date : 12/7/2016				
Vendor : 8728 ATHALYE CONSULTING ENGINEERING SERVICES, INC.						
22	75667	12/2/2016	0003062191	CONSTRUCTION MANAGEMENT	WALNUT PROJECT	7,950.85
Invoice Amount : 7,950.85		Discount Amount : 0.00		Check Amount :		7,950.85

CITY OF HOLTVILLE

Monthly Check Register

Date : 12/8/2016 1:20:01 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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11	75661	12/2/2016	DEC. 2016	INSURANCE PREMIUM		2,208.28
12	75661	12/2/2016	DEC. 2016	INSURANCE PREMIUM		2,086.65
Invoice Amount : 8,344.46		Discount Amount : 0.00		Check Amount : 8,344.46		
Check Number : 36865 Check Date : 12/7/2016						
Vendor : 7699 CWEA						
12	75696	12/5/2016	F. CORNEJO	CWEA MEMBERSHIP; COLLECTION CE	PW	270.00
Invoice Amount : 270.00		Discount Amount : 0.00		Check Amount : 270.00		
Check Number : 36866 Check Date : 12/7/2016						
Vendor : 1435 DEL SOL MARKET						
10	75706	12/5/2016	2357	SUPPLIES FOR VETERANS DAY BRE	FD	21.76
10	75707	12/5/2016	2356	SUPPLIES FOR VETERANS DAY BRE		22.14
Invoice Amount : 43.90		Discount Amount : 0.00		Check Amount : 43.90		
Check Number : 36867 Check Date : 12/7/2016						
Vendor : 8680 DEVELOPMENT DESIGN & ENGINEERING, INC.						
22	75721	12/5/2016	11104	ENGINEERING AND CONSTRUCTION	115/GRAPE	11,415.00
Invoice Amount : 11,415.00		Discount Amount : 0.00		Check Amount : 11,415.00		
Check Number : 36868 Check Date : 12/7/2016						
Vendor : 1795 FAILSAFE TESTING						
10	75681	12/2/2016	8755	GOUND LADDERS TESTED	FD	315.60
Invoice Amount : 315.60		Discount Amount : 0.00		Check Amount : 315.60		
Check Number : 36869 Check Date : 12/7/2016						
Vendor : 4662 FERNANDO RUIZ, INC.						
10	75716	12/5/2016	130901	SAFETY CONSULTANT	PW	235.00
11	75716	12/5/2016	130901	SAFETY CONSULTANT		235.00
12	75716	12/5/2016	130901	SAFETY CONSULTANT		235.00
Invoice Amount : 705.00		Discount Amount : 0.00		Check Amount : 705.00		
Check Number : 36870 Check Date : 12/7/2016						
Vendor : 8079 FRANK CORNEJO						
11	75699	12/5/2016	12/7/16	PER DIEM FOR WATER CHLORINATION	PW	10.00
Invoice Amount : 10.00		Discount Amount : 0.00		Check Amount : 10.00		
Check Number : 36871 Check Date : 12/7/2016						
Vendor : 2107 GOLDEN BELL PRODUCTS, INC.						
12	75668	12/2/2016	15750	LIFT STATION DEGREASER	PW	1,615.46
Invoice Amount : 1,615.46		Discount Amount : 0.00		Check Amount : 1,615.46		
Check Number : 36872 Check Date : 12/7/2016						
Vendor : 2403 HIGHLINE COOLING, LLC						
10	75767	12/7/2016	DEC. 2016	OFFICE RENT PD/FD	FD/PD	2,000.00
Invoice Amount : 2,000.00		Discount Amount : 0.00		Check Amount : 2,000.00		
Check Number : 36873 Check Date : 12/7/2016						
Vendor : 1015 HOLT GROUP, THE						
10	75723	12/5/2016	16-09-032	(454) CLEAR TALK CEQA REVIEW		2,045.58
10	75724	12/5/2016	16-09-031	(452) ALLEY DEDICATION		28.75
10	75725	12/5/2016	16-09-030	(451) CUP VALLEY RETIREMENT INN		30.00
22	75726	12/5/2016	16-09-029	(446) 6TH STREET (SOUTH) RSTP		701.25
10	75727	12/5/2016	16-09-028	(445) OSBORNE DE ANNEXATION &		424.01
10	75728	12/5/2016	16-09-027	(443) CLEAR TALK CUP		2,648.75
22	75729	12/5/2016	16-09-026	(442) 9TH STREET PHASE 3		1,166.25
10	75730	12/5/2016	16-09-025	(428) SGC GP/SAP GRANT ADMIN.		503.75

CITY OF HOLTVILLE

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22	75731	12/5/2016	16-09-024	(423) 5TH STREET - PHASE 2		57.50
10	75732	12/5/2016	16-09-023	(422) TRAIL LINK TO WETLANDS		100.00
10	75733	12/5/2016	16-09-022	(416) BORNT LLA		383.30
12	75734	12/5/2016	16-09-021	(408) NAD BANK LOAN AGREEMENT		1,051.00
22	75735	12/5/2016	16-09-020	(391) ALAMO RIVER HCF GRANT ADM		57.50
22	75736	12/5/2016	16-09-019	(383) RSTP WALNUT IMPROVEMENT		273.75
22	75737	12/5/2016	16-09-018	(335) ICTC & MISC. TRANSPORTATIO		457.50
12	75738	12/5/2016	16-09-017	(327) WWTP SCWG GRANT APPLICAT		758.58
12	75739	12/5/2016	16-09-016	(323) 2010 WASTEWATER PLANT APP		203.75
22	75740	12/5/2016	16-09-015	(315) COH ALAMO RIVER TRAIL		587.50
10	75741	12/5/2016	16-09-014	(233) HOLTVILLE WETLANDS		470.00
10	75742	12/5/2016	16-09-013	(207) REVIEW OF BUILDING PERMIT		1,776.20
10	75743	12/5/2016	16-09-012	(047) MISC. PLANNING SERVICES		886.25
22	75744	12/5/2016	16-09-008	(000) MISC. ENGINEERING SERVICES		1,012.50
12	75745	12/5/2016	16-09-007	(435) WASTEWATER TREATMENT PL		435.00
Invoice Amount		: 16,058.67	Discount Amount		: 0.00	Check Amount : 16,058.67
Check Number	: 36874	Check Date	: 12/7/2016			
Vendor	: 1910 HUMANA					
10	75665	12/2/2016	DEC. 2016	INSURANCE PREMIUM		411.19
11	75665	12/2/2016	DEC. 2016	INSURANCE PREMIUM	ADMIN	290.68
12	75665	12/2/2016	DEC. 2016	INSURANCE PREMIUM		291.02
Invoice Amount		: 992.89	Discount Amount		: 0.00	Check Amount : 992.89
Check Number	: 36875	Check Date	: 12/7/2016			
Vendor	: 1223 I.C. ASSESSORS OFFICE					
10	75747	12/6/2016	2016-17	2016-17 DATA SERVICE AGREEMENT	ADMIN	116.04
Invoice Amount		: 116.04	Discount Amount		: 0.00	Check Amount : 116.04
Check Number	: 36876	Check Date	: 12/7/2016			
Vendor	: 1027 IMPERIAL STORES					
10	75669	12/2/2016	582454	SKILLET		23.75
10	75670	12/2/2016	582800	EXT CORD		25.53
10	75671	12/2/2016	592770	PROPANE		4.33
10	75672	12/2/2016	582305	CLEANING SUPPLIES; VEHICLE WASH		26.40
10	75673	12/2/2016	582729	CARTON TAPE; SNAP LINK		18.65
10	75674	12/2/2016	582744	RED PAINT		44.00
10	75675	12/2/2016	582894	SHOP VAC FILTER		15.06
10	75676	12/2/2016	582753	BBQ CLEANER		8.92
10	75677	12/2/2016	582804	BATTERIES		16.04
10	75678	12/2/2016	582740	PAINT SUPPLIES		10.17
10	75679	12/2/2016	582742	PAINT SUPPLIES		12.51
10	75680	12/2/2016	582736	PAINT SUPPLIES		30.91
10	75702	12/5/2016	583547	WRENCH		13.90
10	75703	12/5/2016	583556	CLEANING SUPPLIES		17.19
10	75704	12/5/2016	583617	HOOK; PVC PIPE;		8.77
10	75705	12/5/2016	583659	ENGINE CLEANING AIR GUN		24.58
10	75709	12/5/2016	582926	VELCRO STRIPS		3.62
10	75710	12/5/2016	582764	SPRAY PAINT		13.17
10	75711	12/5/2016	583214	EMERGENCY CANDLE; UTILITY LIGHT		6.61
10	75712	12/5/2016	583301	6 PC SPADE BIT SET		21.61
Invoice Amount		: 345.72	Discount Amount		: 0.00	Check Amount : 345.72
Check Number	: 36877	Check Date	: 12/7/2016			
Vendor	: 1757 IMPERIAL VALLEY ENVIRONMENTAL LAB					
						PW

CITY OF HOLTVILLE

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12	75718	12/5/2016	8447	LAB ANALYSIS		226.00
Invoice Amount : 226.00		Discount Amount : 0.00		Check Amount :		226.00
Check Number : 36878		Check Date : 12/7/2016				
Vendor : 7858 INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS					CITY	
10	75694	12/5/2016	2017 MEMBERSHIP	MEMBERSHIP		160.00
Invoice Amount : 160.00		Discount Amount : 0.00		Check Amount :		160.00
Check Number : 36879		Check Date : 12/7/2016				
Vendor : 2244 ISSIAS CARRANCO					PW	
11	75700	12/5/2016	12/7/16	PER DIEM FOR WATER CHLORINATI		10.00
Invoice Amount : 10.00		Discount Amount : 0.00		Check Amount :		10.00
Check Number : 36880		Check Date : 12/7/2016				
Vendor : 1184 JONES BROTHERS GLASS CO.					PW	
11	75713	12/5/2016	30376	REPAIRS TO DOOR AT WATER PLANT		127.50
Invoice Amount : 127.50		Discount Amount : 0.00		Check Amount :		127.50
Check Number : 36881		Check Date : 12/7/2016				
Vendor : 1262 L.N. CURTIS & SONS					FD	
10	75685	12/2/2016	65074	G -XTREME JACKET; G XTREME PANT		3,004.02
10	75686	12/2/2016	65049	G-XTREME JACKET; G-XTREME PANT		3,004.02
Invoice Amount : 6,008.04		Discount Amount : 0.00		Check Amount :		6,008.04
Check Number : 36882		Check Date : 12/7/2016				
Vendor : 2105 LEE & RO, INC.					WWTP PROJECT	
12	75722	12/5/2016	44105/15	CONSTRUCTION MANAGEMENT WWT		7,230.00
Invoice Amount : 7,230.00		Discount Amount : 0.00		Check Amount :		7,230.00
Check Number : 36883		Check Date : 12/7/2016				
Vendor : 2143 LOWES BUSINESS ACCOUNT					PW	
10	75698	12/5/2016	1872106	PROJECTION CHRISTMAS LIGHTS		61.50
Invoice Amount : 61.50		Discount Amount : 0.00		Check Amount :		61.50
Check Number : 36884		Check Date : 12/7/2016				
Vendor : 1971 METRON - FARNIER					PW	
11	75720	12/5/2016	23487	METERS		21,618.22
Invoice Amount : 21,618.22		Discount Amount : 0.00		Check Amount :		21,618.22
Check Number : 36885		Check Date : 12/7/2016				
Vendor : 8710 MUNICIPAL EMERGENCY SERVICES					FD	
10	75682	12/2/2016	1078703	STANDARD CALIBRATIONS		28.08
Invoice Amount : 28.08		Discount Amount : 0.00		Check Amount :		28.08
Check Number : 36886		Check Date : 12/7/2016				
Vendor : 1037 PARKER'S PHARMACY					FD	
10	75708	12/5/2016	4700777	UPS POSTAGE		14.85
11	75714	12/5/2016	4700705	UPS POSTAGE WTP		92.89
Invoice Amount : 107.74		Discount Amount : 0.00		Check Amount :		107.74
Check Number : 36887		Check Date : 12/7/2016				
Vendor : 1405 PITNEY BOWES - PURCHASE POWER					ADMIN	
10	75693	12/5/2016	DEC. 2016 POSTA	POSTAGE		248.50
11	75693	12/5/2016	DEC. 2016 POSTA	POSTAGE		638.50
12	75693	12/5/2016	DEC. 2016 POSTA	POSTAGE		638.50
Invoice Amount : 1,525.50		Discount Amount : 0.00		Check Amount :		1,525.50
Check Number : 36888		Check Date : 12/7/2016				
Vendor : 1176 QUILL CORPORATION					ADMIN	
10	75695	12/5/2016	1964335	OFFICE SUPPLIES		51.63
11	75717	12/5/2016	1964461	INK CARTRIDGES		118.78
Invoice Amount : 170.41		Discount Amount : 0.00		Check Amount :		170.41

CITY OF HOLTVILLE

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Vendor : 1555 ROBERT S. NELSON AUTOMOTIVE						
10	75701	12/5/2016	11777	VEHICLE REPAIR	FD	58.21
Invoice Amount : 58.21		Discount Amount : 0.00		Check Amount :		58.21
Check Number : 36890 Check Date : 12/7/2016						
Vendor : 8339 SIMNSA HEALTH PLAN						
10	75663	12/2/2016	DEC. 2016	INSURANCE PREMIUM DENTAL		58.30
11	75663	12/2/2016	DEC. 2016	INSURANCE PREMIUM DENTAL	ADMIN	240.47
12	75663	12/2/2016	DEC. 2016	INSURANCE PREMIUM DENTAL		209.02
10	75664	12/2/2016	DEC. 2016 HEALT	INSURANCE PREMIUM HEALTH		609.00
11	75664	12/2/2016	DEC. 2016 HEALT	INSURANCE PREMIUM HEALTH		1,981.97
12	75664	12/2/2016	DEC. 2016 HEALT	INSURANCE PREMIUM HEALTH		1,353.55
Invoice Amount : 4,452.31		Discount Amount : 0.00		Check Amount :		4,452.31
Check Number : 36891 Check Date : 12/7/2016						
Vendor : 1419 STAPLES CREDIT						
10	75683	12/2/2016	1992424505	MOBILE KEYBOARD	FD	32.39
10	75684	12/2/2016	9746623700	CASE LOGIC COMPACT DIG		12.41
Invoice Amount : 44.80		Discount Amount : 0.00		Check Amount :		44.80
Check Number : 36892 Check Date : 12/7/2016						
Vendor : 1775 SWRCB						
12	75715	12/5/2016	SW-0118571	ANNUAL PERMIT FEES FOR WWTP PR	PW	718.00
Invoice Amount : 718.00		Discount Amount : 0.00		Check Amount :		718.00
Check Number : 36893 Check Date : 12/7/2016						
Vendor : 1152 UNION BANK						
10	75697	12/5/2016	6711830500	BOND ADMIN. FEES	ADMIN	1,695.00
Invoice Amount : 1,695.00		Discount Amount : 0.00		Check Amount :		1,695.00
Check Number : 36894 Check Date : 12/7/2016						
Vendor : 8116 VANTAGE POINT TRANSFER AGENTS - 108793						
10	75690	12/5/2016	PP# 23 RETIREME	PP# 23 RETIREMENT; PENSION REPAY		4,117.37
11	75690	12/5/2016	PP# 23 RETIREME	PP# 23 RETIREMENT; PENSION REPAY	ADMIN	761.46
12	75690	12/5/2016	PP# 23 RETIREME	PP# 23 RETIREMENT; PENSION REPAY		904.37
10	75691	12/5/2016	PP# 24 RETIREME	PP# 24 RETIREMENT; PENSION REPAY		4,121.15
11	75691	12/5/2016	PP# 24 RETIREME	PP# 24 RETIREMENT; PENSION REPAY		780.73
12	75691	12/5/2016	PP# 24 RETIREME	PP# 24 RETIREMENT; PENSION REPAY		933.25
Invoice Amount : 11,618.33		Discount Amount : 0.00		Check Amount :		11,618.33
Check Number : 36895 Check Date : 12/7/2016						
Vendor : 2055 VISION SERVICE PLAN						
10	75662	12/2/2016	DEC. 2016	INSURANCE PREMIUM	ADMIN	139.78
11	75662	12/2/2016	DEC. 2016	INSURANCE PREMIUM		145.95
12	75662	12/2/2016	DEC. 2016	INSURANCE PREMIUM		96.37
Invoice Amount : 382.10		Discount Amount : 0.00		Check Amount :		382.10
Total Number of Vendors : 58						
Total Number of Checks Printed : 65						
Total Number of Voided Checks : 0						
Largest Check Amount : 21,618.22						
Total for all Checks Printed : 150,296.65						
Total for Voided Checks : 0.00						
Net Amount of Checks Printed : 150,296.65						

CITY OF HOLTVILLE
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Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
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Summary

Fund	Amount
10 GENERAL FUND	43,845.97
11 WATER	41,068.41
12 SEWER	26,833.17
22 LOCAL TRANSPORTATION FUND - TDA	38,549.10

City of Holtville
REPORT TO COUNCIL

Meeting Date	<u>12/12/16</u>
Item Number	<u>4</u>
City Manager	
Finance	_____
City Attorney	_____

DATE ISSUED: December 9, 2016
FROM: Nick Wells, City Manager
SUBJECT: Resolution No. 16-45 *Authorizing Payment of a One-Time 1% Cost of Living Allowance to Select Contract Employees of the City of Holtville*

ISSUE

Shall the City Council adopt Resolution Number 16-45, authorizing payment of 1% (one percent) of annual salary as a Cost of Living Allowance (COLA) to select contract employees of the City of Holtville not otherwise working directly under the Classified and/or Management/Supervisory Employees Memoranda of Understanding?

DISCUSSION

Agreements were recently reached with both of the two bargaining units representing employees of the City of Holtville. One item in each of those documents was for the payment of a series of 1% “off-schedule” COLAs as a concession to not adding more in the way of permanent compensation increases.

Two employees of the City, the City Manager and Fire Chief, are contracted separately and not directly covered under either of those MOUs. In an effort to make the COLA provision universal to all full time employees, the Council directed the City Manager and City Attorney to authorize these expenditures for those two employees, including one being paid on the first December, 2016, payroll. That payroll was completed last week and the employees given the compensation. These COLAs will also be paid on the first December payrolls of 2017 and 2018.

FISCAL IMPACT

Under current compensation level, a \$1,511 General Funds expenditure will result annually.

CITY MANAGER RECOMMENDATION

It is recommended that the City Council approve the expenditure.

ALTERNATIVES

Rescind the directive and resulting expenditure.

**HOLTVILLE CITY COUNCIL
RESOLUTION NUMBER 16-45**

A RESOLUTION OF THE HOLTVILLE CITY COUNCIL AUTHORIZING PAYMENT OF A SERIES OF “OFF-SCHEDULE” COST OF LIVING ALLOWANCES TO SELECT FULL TIME CONTRACT EMPLOYEES OF THE CITY, CALCULATED AT 1% (ONE PERCENT) OF PROJECTED REGULAR ANNUAL COMPENSATION

WHEREAS, the City Council of the City of Holtville has agreed to Memoranda of Understanding with the Classified Employees and Management/Supervisory Employees groups for a three-year period through the 2018-19 Fiscal Year; and

WHEREAS, those agreements include provision for payment of 1% (one percent) salary augmentation payments each December for the duration of the agreement; and

WHEREAS, two full time employees of the City are directly contracted and not directly covered by those agreements; and

WHEREAS, the City Council desires to provide equitable compensation to all employees; and

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

1. The City Council does hereby authorize the expenditure of 1% Cost of Living Allowances to the City Manager and Fire Chief in December of 2016, December of 2017 and December of 2018.
2. That these payments are authorized to be processed as an addition to regular remuneration on the first December payroll of each of the delineated years.
3. That the foregoing is true, correct and adopted.

PASSED AND ADOPTED by the City of Holtville City Council at a regular meeting held on the 12th of December, 2016, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

, Mayor

ATTEST:

Denise Garcia, City Clerk



MEETING DATE:	12/12/16
ITEM NUMBER	5
Approvals	CITY MANAGER
	FINANCE MANAGER
	CITY ATTORNEY

cc staff report

Report #2

To: Nicholas Wells, City Manager
City of Holtville City Council

From: Justina Gamboa Arce, City Planner

Date: December 12, 2016

Project: 9th Street Phase III (Palm to Olive) RSTP/CMAQ Federal Aide CMSTPL-5174 (029)
Proposal of a Four Way Control Stop at Intersection of Palm and Olive

Summary:

Applicant:	City of Holtville
Project Location:	9 th Street from Palm Avenue to Olive Avenue (Control Stops proposed along 9 th Street at Olive Intersection)
Pending Action:	Authorize Installation of Stops via Resolution No.16-46
Zoning:	R-1 Single Family within Public Right-of-Way
General Plan:	Low Density Residential
Environmental:	Categorical Exemption (TBD)

INTRODUCTION AND BACKGROUND

The City of Holtville had an opportunity to submit project applications in the Fall of 2015 through the Congestion Mitigation and Air Quality (CMAQ) Program and through the Regional Surface Transportation Program (RSTP) administered through Caltrans. An overview of the programs is as follows along with the *project* that was approved for submission by City Council:

RSTP-The Regional Surface Transportation Program (RSTP) is a federal funding program authorized under MAP-21 and identified in Section 133 of Title 23 of the United States Code. The purpose of this project is to preserve and improve the conditions and performance on any federal highway, bridge, or public roads of all functional classifications, including pedestrian and bicycle infrastructure. *Project selected: 9th Street Phase III (Palm to Olive) Pavement & Utility Underground.*

CMAQ-The purpose of the CMAQ program is to fund transportation projects or programs that will contribute to attainment or maintenance of the national ambient air quality standards (NAAQS). Funding can be expended on projects to reduce ozone precursor emissions. These include project that reduce vehicle trips (i.e. sidewalks), and particulate matter (PM10) emissions. *Project selected: 9th Street Phase III (Palm to Olive) Sidewalk Construction and elimination of dirt shoulder.*

The grant application was successful in the amount of \$560,000 with a local match of \$73,000. The purpose of this staff report is to present the City Council the status of the project and to obtain directive on the proposed design.

ISSUES FOR DISCUSSION

Fund Availability

The City of Holtville was notified on September 14, 2015 of an award allocation of \$433,000 in RSTP and \$127,000 in CMAQ. The following table distributes the awarded allocation for 9th Street Phase III per Fiscal Year:

Funding Sources

Fiscal Year	RSTP Allocation	CMAQ Allocation	City Match (11.47%)	Other LTA Cost	Total Budget
FY 16/17 PE	\$0	\$0		\$52,765	\$52,765
FY 16/17 ROW	\$217,000	\$0	\$28,000	\$0	\$245,000
FY 17/18 CON	\$216,000	\$127,000	\$45,000	\$0	\$388,000
TOTAL	\$433,000	\$127,000	\$73,000	\$52,765	\$685,765

Source: 2015 RSTP List of Recommended Projects, 2015 CMAQ List of Recommended Projects

The Imperial County Transportation Commission (ICTC) is responsible for overseeing the disbursement of funds available under both Programs. Local agencies have the opportunity to submit applications for projects eligible for RSTP and CMAQ funding. The call for projects was issued in August 2015, and scoring will occur in October 2015.

Project Scope

The 9th Street Phase III Project includes the undergrounding of the IID Pear Lateral, which is the initial scope of work to be undertaken. The IID is responsible for the design of the underground and pipelining work and for the construction of the same. The City will use awarded funds to cover the costs to be incurred by IID. The City of Holtville's design team must further coordinate design specifications with IID for the remaining work consisting of repairing the existing pavement and extending it to full designed capacity, including the installation of curb gutter and sidewalk. Please see.

Project Status & Schedule

The 9th Street Phase III Project is in the design phase. The design contract was awarded to DD&E in August 8, 2016 by the Holtville City Council. The Holt Group completed the First Plan Check on the 80% Improvement Plans of December 5, 2016. The design team will need to coordinate improvement plans with the IID prior to finalizing design. The anticipated project schedule is noted in the following table, consistent with the programming of the awarded funds noted above in the Funding Sources Table.

PROJECT TASKS	March 2016	FY 16/17 ROW	FY 17/18 CON
PE Phase			
• IID Designs Underground/Pipelining	X		
• City Completes Design of Street Improvements	X		
ROW Phase			
• Utility Agreements Secured		X	
• Utility Deposit/Payments Made		X	
CON Phase			
• Pipeline Underground Completed		X	X
• Roadway & Sidewalk Improvements Completed			X

During the first plan check, planning and engineering staff noted the potential use for controlled stops at 9th Street at the Olive Avenue Intersection. After considering a number of factors and consulting with City Staff, it is being recommended to City Council that they authorize the installation of two stop signs on the NE corner of 9th Street and Olive and on the SW corner of 9th Street and Olive as noted in **Exhibit B-Proposed Improvements**. The following areas were taken into consideration:

1. **Safety**- The 9th Street and Olive intersection serves as a public school route. The Public Works Foreman and Fire Chief recommend this added control given that wider streets encourage higher speeds, thus the control stop would mitigate any potential increase in speeds in the subject area. The scope would further include yellow striping along all four sides of the intersection.
2. **Technical Design**- The design in progress calls for a 10 FT wide cross-gutter across 9th Street at the 9th and Olive intersection, per City adopted standards. The size of the cross-gutter would need to be increased to 15 FT to prevent vehicle scraping, unless traffic is slowed down, or in this case as per recommendation, forced to stop.
3. **Planning**- The future development of the Melon Properties, LLC at any density level will undoubtedly increase traffic along 9th Street and it is very likely that a traffic study would call for a four-way control stop given the existing and anticipated increase in traffic levels. (Although we don't have traffic counts specific for the 9th/Olive intersection, other 9th street segments see an average of 1,009 ADT during peak hours)

Pursuant to Section 10.04.010 of the Holtville Municipal Codes, the Council regulates stop signs at intersections. Stops signs not explicitly listed in Appendix A of the subject Ordinance, shall be erected only as determined by the Council by resolution or ordinance. Thus the 9th Street & Olive Avenue intersection stop signs proposed at the SW corner and NE corner will require City Council approval.

RECOMMENDATION AND PENDING ACTION

It is recommended that Council review the information provided and consider the following options:

1. **Approval of Resolution 16-46** authorizing the installation of control stops (stop signs) at the southwest corner and northeast corner of the 9th Street and Olive Intersection.

Alternative

2. **Not approve Resolution 16-46** and provide alternative directive to staff.

Should you have any questions regarding the information on this report please contact Ms. Justina G. Arce at jarce@theholtgroup.net or (760) 337-3883.

Attachments: Exhibit A-Project Footprint
Exhibit B-Proposed Improvements
Exhibit C-Resolution 16-46

Exhibit A-
Project Footprint



Project Area



City Limits

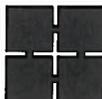


Property Line



ROW Right-of-Way

The Holt Group, Inc.
ENGINEERING · PLANNING · SURVEYING



NOT TO SCALE

1601 N. Imperial Ave. El Centro, California 92243

(760)337-3883

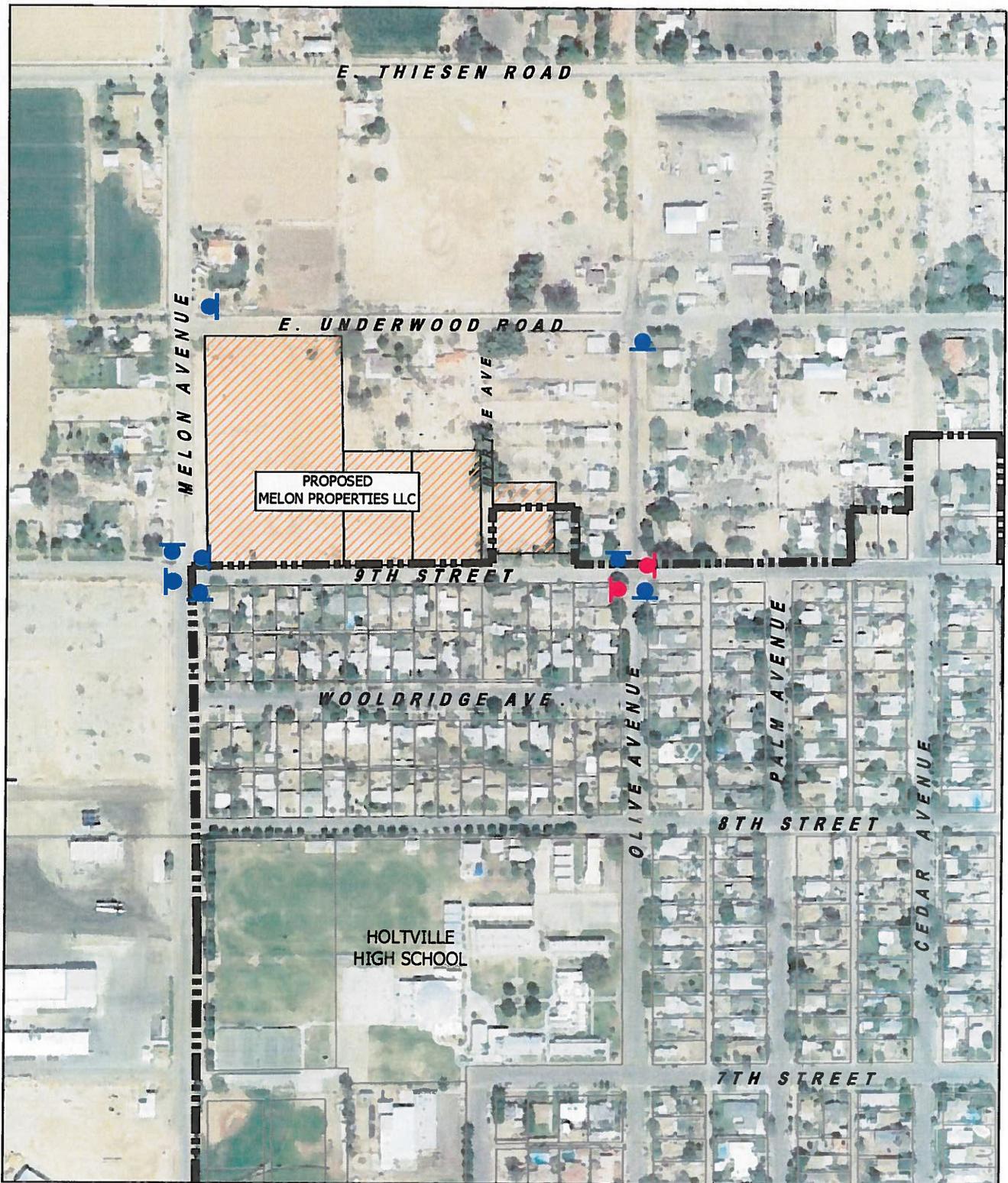
FOOTPRINT MAP
9TH STREET (PALM & OLIVE AVENUES)
HOLTVILLE, CA 92250

EXHIBIT A

THG Project No. 116.442

Date: December 2016

Exhibit B-
Proposed Improvements



LEGEND:

- PROPOSED STOP SIGNS ● EXISTING STOP SIGNS CITY LIMITS PROPERTY LINE

The Holt Group, Inc. ENGINEERING · PLANNING · SURVEYING	
1601 N. Imperial Ave. El Centro, California 92243	(760)337-3883



NOT TO SCALE

PROPOSED IMPROVEMENTS
 9TH STREET (PALM & OLIVE AVENUES)
 HOLTVILLE, CA 92250

EXHIBIT B

THG Project No. 116.442
 Date: December 2016

Exhibit C-
Resolution 16-46

Exhibit C

RESOLUTION NO. 16-46

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLTVILLE
APPROVING NEW CONTROL STOPS AND THE INSTALLATION OF STOP SIGNS AT THE
INTERSECTION OF 9TH STREET AND OLIVE**

WHEREAS, the City of Holtville has obtained grant funding under the Regional Surface Transportation Program (RSTP) and the Congestion Mitigation and Air Quality Program (CMAQ) through the Imperial County Transportation Commission (ICTC) in the amount of \$560,000 and has further committed an additional \$73,000 for the right-of-way and construction phases of the project; and

WHEREAS, the City of Holtville has programmed the funds to improve 9th Street from Palm Avenue to Olive Avenue (inclusive) to accommodate full width improvements, including curb, gutter and sidewalk, hereafter the "Project;" and

WHEREAS, the proposed Project is in compliance with the City of Holtville's Circulation Element, and the City has an adopted Pavement Management Plan for street rehabilitation projects; and

WHEREAS, the project is currently in the design phase and thus affords an opportunity to address existing and/or anticipated circulation concerns into final design and specifications; and

WHEREAS, the City of Holtville desires to ensure that all projects are designed with safety in mind and consistent with adopted plans and regulations and desires to make the 9th Street and Olive intersection a four-way control stop since it is a designated school route; and

WHEREAS, pursuant to Municipal Code 10.04.010 regulating stop signs at intersections, the erection of stop signs at locations other than those listed in the corresponding code, shall be determined by the City Council; and

THEREFORE, BE IT RESOLVED, by the City Council of the City of Holtville that it hereby authorizes the placement of two additional stop signs at the southwest corner and northeast corner of the 9th Street and Olive Avenue intersection.

PASSED and APPROVED this 12th day of December 2016 by a roll call vote.

James Predmore, Mayor

ATTEST:

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 12th day of December 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:

Denise Garcia, City Clerk
CITY OF HOLTVILLE

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: December 23, 2016
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>12/12/16</u>
Item Number	<u>6</u>
City Manager	
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 specifications so that the project can be considered “designed” for grant purposes. Those specifications have almost been completed and the project will soon be ready to go to RFP. A conference call between staff and the Regional Board took place several weeks ago to discuss the need for additional time to get a project underway for these repairs.

System Controls – Frank Cornejo obtained an updated estimate from TESCO in 2014 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 attacked 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. THG 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 worked with the City to produce some preliminary analysis in a no-cost Water Rate Study. Staff has made changes to the rate study and is finalizing the document.

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. The project stalled due to several rounds of plan checks, despite the fact that plans eventually passed review. Infratech was at odds with the Civil Engineer on the plans, which required their signature, so they have engaged a new firm to redraw that portion of the plans. This has delayed the project once again. Last month, the project manager told me they would have plans in 2 weeks.

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. The City’s WWTP Cease & Desist Order (and corresponding deadline

for completing this project) is set to expire on 12/31/16. Outfitting the plant with processing equipment and electrical wiring is nearly complete. *Last week, the City's sewer flow was diverted to the new Biolac basin and seed sludge was brought in from Brawley's Biolac plant to help jump start the production of the microorganisms. Seed sludge will continue to be brought in from Brawley throughout this week. There is still concern for the time it will take for the biologic process to fully take hold due to colder temperatures.* A 90-day startup "grace period" has been requested of the Regional Board to exceed the CDO deadline. Portions of the old plant process apparatus will still be utilized along with the new Biolac structures (possibly through March, 2017) to further treat the effluent from the new plant to help reach required effluent quality by that time.

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. is functioning as the RE/CM and Pyramid Construction as the construction contractor. Startup was halted for some time as the construction contractor was at odds with Caltrans over materials submittals. Construction finally began a few weeks ago. The concrete subcontractor has been somewhat unreliable, however, their participation on the project is required, as they are a disadvantaged business (DBE) and they must be used to meet the required minimum DBE threshold for this project. At present, it is expected that the project will be completed by the end of the month.

Ninth Street Pear Canal Undergrounding from Palm to Olive Avenue Project – Over the past several years the Pear Canal dirt ditch along the north side of Ninth Street has all but been eliminated. The last project section from Cedar to Palm left only a small length of a couple hundred feet to Olive Avenue. Beyond that point, the canal is concrete lined. Funding from both the RSTP and CMAQ programs was secured for this project last year through Caltrans. Development Design & Engineering is currently working on design. 80% progress plans have been submitted to IID for Right of Way clearance.

Sixth Street Pavement Improvements Project – This project involves improving the segment of Sixth Street from Melon Avenue to Holt Avenue by resurfacing and rehabilitating the existing roadway. Construction would include crack sealing the existing surface and overlaying Asphalt Rubber Aggregate Membrane (ARAM), utilizing funding from the Regional Surface Transportation Program (RSTP) awarded last year through Caltrans. Dynamic Consulting Engineers is currently working on design plans and provided 80% progress plans earlier this month, which are under review by the City Engineer.

PUBLIC WORKS

PARKS

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. Earlier this month, we made contact with Architerra Design Group, the firm that worked on the last plans for Mac Park, regarding making alterations to their existing plans to add a second field. *They have been contracted to complete that work.*

Holtville Wetlands Project – A fully executed grant agreement document has finally been received by the City. It is hoped that we can be moving forward and be engaging consultants within the next few months. Additionally, the City received notification that a \$20,000 grant was recently awarded by the County for signage and amenities.

ADMINISTRATION

BUILDING PERMITS - The City has issued **95** building permits during 2016.

Clear Talk Cell Tower – The City was approached last year by Clear Talk Wireless for the purpose of replacing one of the light poles in Samaha Park with a taller pole that would then contain the lights topped by cellular communications equipment. The project was formally approved by the Planning Commission in September. An appeal of the California Environmental Quality Act (CEQA) process by a faction of area residents that had voiced some opposition to the construction. A hearing for that appeal was denied by the Council last month. *The Council may still take action on a proposed lease agreement at a future date.*

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. 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 recently met with Mr. Hawk and hopefully he/they are aware of the next steps that need to be taken. The group has now officially engaged Development Design & Engineering to assist in shepherding the project along. A meeting of all the parties involved (Mr. Hawk, DD&E, LAFCO and City staff) was held last month at the DD&E offices to discuss moving forward. Mr. Hawk reports that things are moving along very well now that DD&E is onboard. To that end, plans to the City and the County regarding annexation issues were submitted in October. *A meeting was held last week to review necessary site drainage issues with the developer.*

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. We have recently checked in with the consultant to insure that work is continuing and expect additional onsite collaboration soon. A Public Hearing was held at a City Council meeting last month, wherein preliminary findings were presented by the Consultant. Suggested revisions were given by Council, with a revised report expected up the road.

MEETINGS & EVENTS RECENTLY ATTENDED:

- 11/17/16 IVEDC Annual Dinner *Imperial Palms Resort*
- 11/19/16 Imperial Market Days *City of Imperial*
- 11/28/16 Management Staff Meeting *City Hall*
- 11/29/16 Ruben Duran Retirement Party *Broken Yolk (EC)*
- 11/30/16 WWTP - Weekly Progress Meeting *WWTP Plant*
- 12/1-9/16 WWTP Construction Onsite Inspections *WWTP Plant*
- 12/01/16 Meeting w/ S Walker *re: Willowbend Issues* *Offices of Walker & Driskill*
- 12/01/16 Christmas Tree Lighting *Holt Park*
- 12/02/16 Meeting w/ Community Members *re: Cell Tower Issue* *City Hall*
- 12/05/16 Management Staff Meeting *City Hall*
- 12/06/16 WWTP - Monthly Progress Meeting *WWTP Plant*
- 12/08/16 Meeting w/ Council Members *re: Cell Tower Issue* *City Hall*
- 12/08/16 Holtville CofC Board Meeting *Imperial Palms Resort*

UPCOMING EVENTS:

- 12/01/16 Holtville CofC Board Meeting *Imperial Palms Resort*
- 12/12/16 Management Staff Meeting *City Hall*
- 12/14/16 ICTC Management Committee & CCMA Meetings *IID Water Control Conf Rm (Imperial)*
- 12/14/16 Fire Department Appreciation Dinner *Holtville Fire Station*
- 12/15/16 Christmas in the Park *Holt Park*
- 12/15/16 CoH Employee Christmas Luncheon *Holtville Fire Station*
- 12/19/16 Holtville Planning Commission Meeting *City Hall*
- 12/26/16 Christmas Holiday Observed *(City Hall Closed)*
- 12/26/16 ~~Holtville City Council Meeting~~ *(Cancelled)* *City Hall*
- 12/27/16 WWTP - Monthly Progress Meeting *WWTP Plant*
- 01/02/17 New Year Holiday Observed *(City Hall Closed)*
- 01/09/17 Holtville City Council Meeting *City Hall*
- 01/16/17 Holtville Planning Commission Meeting *City Hall*
- 01/26/17 IVECA Board Meeting *EC ED Offices*
- 01/28/17 HAC Rib Cookoff *Samaha Park*
- 02/11/17 Carrot Festival Parade *Fifth Street*
- March, 2017 City of Holtville Farmers Market *Holt Park*

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

Respectfully submitted,



Nicholas D. Wells
(760) 356-4574

City of Holtville

Report to Council

MEETING DATE:	12/12/16
ITEM NUMBER	6a
Approvals	CITY MANAGER <i>[Signature]</i>
	FINANCE MANAGER
	CITY ATTORNEY

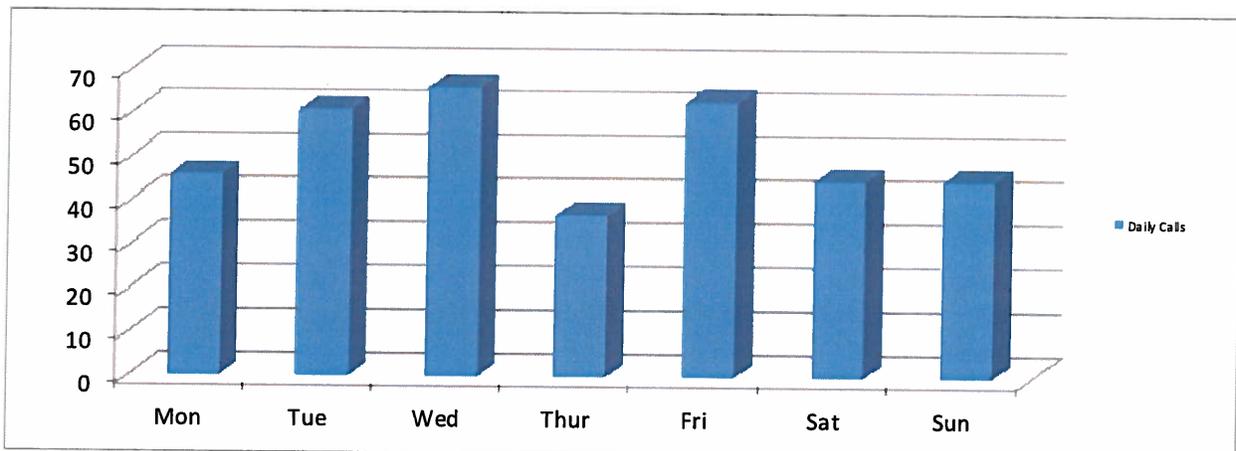
Date Issued: December 6, 2016
From: Sergeant Robert Benavidez, Chief of Police
Subject: Holtville Sheriff's Monthly Report –November 2016

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

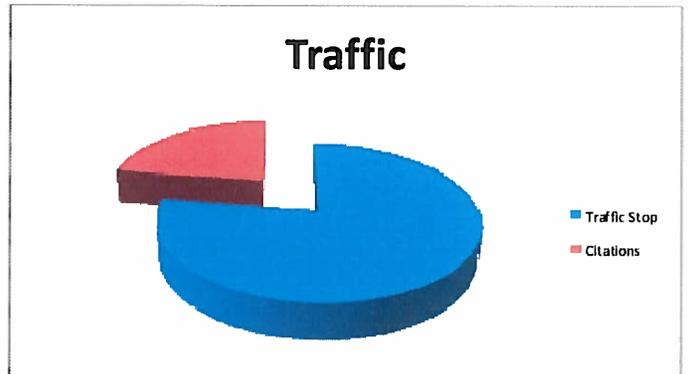
The following is a summary of statistics for the Holtville Sheriff's Deputies for the month of November 2016.

Calls For Service:

- **340** 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 **Wednesday's** with **66 calls**. The lowest volume of calls for service occurred on Thursdays. The highest volume of calls occurred from **8:00 a.m. to 9:00 a.m.** as well as **2:00 pm to 3:00 pm**.

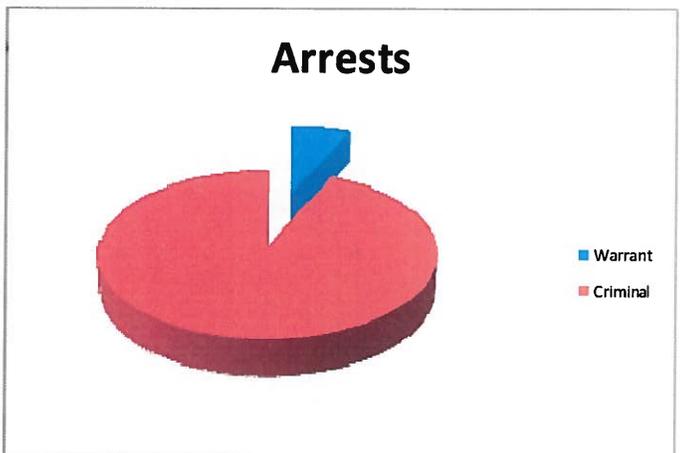


<i>Traffic</i>	<i>Total</i>
Traffic Stops	102
Citations Issued	30
Traffic Collisions	6
DUI's	1



<i>Crimes</i>	<i>Total</i>
Burglary/Theft	5
Battery	1
Vandalism	1
Disturbing the Peace	23
Narcotic Offenses	5

<i>Arrests</i>	<i>Total</i>
Warrants	2
Criminal	17
Total	19



<i>Miscellaneous</i>	<i>Total</i>
Animal Problem	8
Alarm Calls	12
Deputy Request	17
Suspicious Person/Circ.	14

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

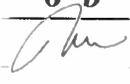
- On 11/3/16 Deputies assisted with extra patrol of Holtville Axe game.
- On 11/5/16 Deputies conducted traffic stop on 4th and Walnut, driver was arrested for local warrant.
- On 11/8/16 Deputies conducted a presentation at Finley Elementary School regarding Internet and Social media crimes and security.
- On 11/9/16 Deputies handled subject danger to self and others and threat to public safety.
- On 11/11/16 Deputies assisted with and participated in Veterans day parade and festival. ICSO explorers also assisted with parade and festival including security and cleanup of festival.
- On 11/12/2016 Deputies responded to 6th and Grape Ave in reference to a domestic disturbance. 2 subjects were arrested for battery and narcotic related charges.
- On 11/15/2016 Deputies contacted subject on bicycle at 8th and Olive. Subject had a local warrant and was subsequently arrested.
- On 11/18/16 Deputies handled subject danger to self and others and threat to public safety.
- On 11/19/2016 Deputies responded to Olive ave in reference to vandalism. Subject was arrested for vandalism.
- On 11/20/2016 Deputies responded to Holtville middle school in reference to trespassing and vandalism. 2 subjects were arrested for city municipal code, vandalism and trespassing.
- On 11/21/2016 Deputies made contact with a subject at 6th and Cedar in violation of a court order. Subject was arrested.
- On 11/22/2016 Deputies contacted two subjects near the police station. One subject was arrested for resisting, obstructing and delaying a peace officer.
- On 11/22/2016 Deputies contacted a subject near 8th and Walnut. The subject was arrested for narcotics related charges.
- On 11/23/16 Deputies responded to 4th street and arrested subject charged with assault with deadly weapon and assaulting a police officer.
- On 11/24/2016 Deputies conducted traffic stop on 9th street. The driver was arrested for narcotics related charges.

- On 11/26/2016 Deputies contact a subject at 6th and Maple. Subject was arrested for narcotics related charges.
- On 11/27/2016 Deputies made contact with a subject wanted by Brawley PD for violation of court order and arrested subject.
- On 11/30/2016 Deputies responded to 8th street in reference to a domestic disturbance. Subject was arrested for drunk in public.
- Additionally, Holtville Explorer program currently has 6 participants and have actively been involved with a variety of community events including Cattle Call parade, Cattle call, meetings each Thursday and all Holiday parades throughout valley. They have met each Thursday and 2 Saturdays in November to practice color guard detail and an upcoming competition in Arizona.

Respectfully submitted,

Sergeant Robert Benavidez

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	12/12/16
ITEM NUMBER	6 b
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: December 6, 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 11/10/16 to 12/06/16

Also included with this report is a summary of all Pretreatment Program related activities, as well as photos detailing the progress regarding construction of the wastewater treatment plant.

PRETREATMENT PROGRAM:

FOG INSPECTIONS: *(submitted by Lui Garza – Pretreatment Program coordinator)*

- **Mi Casita Mexican Restaurant** - Talked to Alberto and he said he had looked at grease traps in Calxico but wasn't satisfied with the price. I informed him to look at Restaurant Depot and see if they were cheaper there. He said he was going to go up to SD and look at them, he wants to have it installed by the end of December. I will check back for an update on 12/15/16
- **Taco Shop** - BMP log sheets are being filled out on a daily basis, one more time receipts confirm the proper removal of grease. I talked to Missy over the phone in regards to the grease control equipment. She said "Yes.... I am supposed to pick it up on Tuesday and have it installed after thanksgiving." I will check back with them on 12/8/16
- **Donut Avenue** - Inspected grease trap and once again it was full of grease. I told the staff that according to what I've seen the grease trap needs to be cleaned on a daily basis. I told them I wanted to see it clean by my next visit otherwise steps would be taken to resolve the issue.
- **D'Lupitas** - Talked to Diana and Ruben about the grease trap. They said they went to Calxico but didn't buy one because it was expensive. Their next location is Restaurant Depot in SD. I picked up the BMP log sheets and saw the receipts for One more Time pumping out their oil container. Next visit is set for 12/15/16.

- **Hot Rods and Beer-** Talked with John and he said he had purchased a grease trap @ Restaurant Depot already and was going to go pick it up this weekend. The BMP log sheets were being filled out. I will check back for an update on 12/08/16
- **George's Pizza-** Due to business hours attempts to set up an inspection appointment have been unsuccessful. I will try out mailing them a certified letter instead.
- **Old Town Café-** Spoke with Gabby over the phone and she still had not made any effort in contacting a plumber or the health dept. in regards as to where she can install her grease trap. I stressed the importance of putting one in before the end of the year. I will call back on 12/1/16 to see if there is any progress
- **Holtville Schools** -I emailed Lucy (Food Director) asking for an update on the grease control equipment situation @8:15am on 11/10/16. Lucy replied on 11/14/16 stating that the renovations proposal was going to be presented to the district board on this same week and the grease control equipment had been added to the proposal. I asked about the BMP log sheets but Lucy said they only had 6 days filled out since they don't sue oil. The only grease they produce is from the grill. I will check back for an update in regards to the grease trap on 12/8/16
- **Pretreatment Implementation** – Implementation plan was prepared and accepted by EPA Engineer Su Cox
- **6th Street** - Cooling plant was inspected for anhydrous ammonia hazards and passed
- **Highline** - Cooling Plant was inspected for anhydrous ammonia hazards and passed
- **JK Management (VegCool)** - was inspected for anhydrous ammonia hazards and passed

UPCOMING TASKS:

- Create and insert along with water bill Holiday Season FOG Flyer.
- Set up an inspection appointment for Humble Farmer Brewery

WATER TREATMENT PLANT:

- **Staff completed installation of (2) wind turbine roof vents on chemical storage annex.**
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

WASTEWATER TREATMENT PLANT:

- **WWTP and PW staff completed emergency repairs to broken 4" inlet pipeline to primary sludge pump station.**
- **Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.**

NEW WWTP CONSTRUCTION:

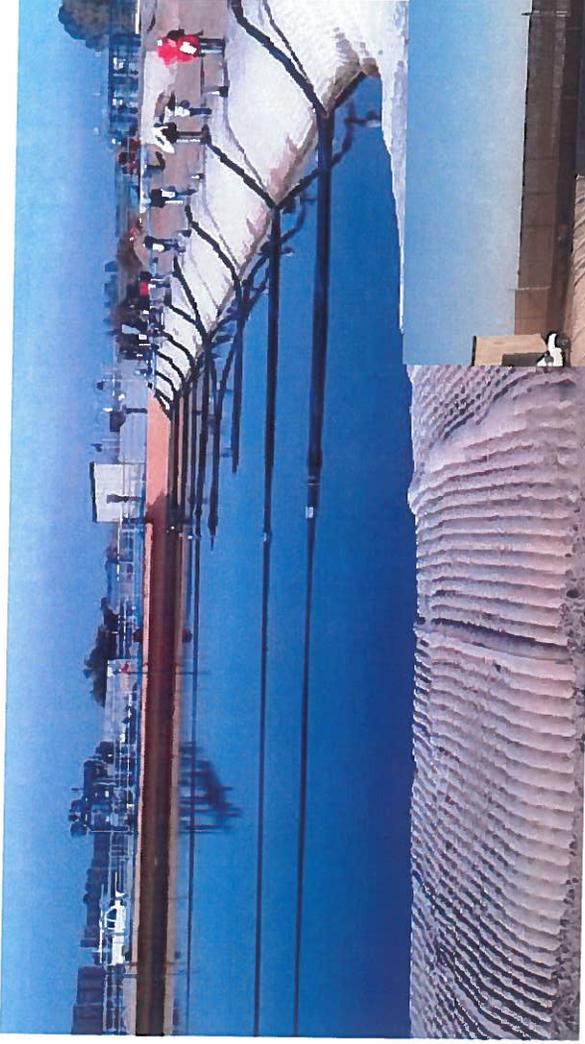
(Please see attached photos)

- **Pacific Hydro work crews completed application of exterior stucco coating for new lab-operations building.**
- **Pacific Hydro work completed installation of doors-windows-HVAC ducting in new lab-operations building.**
- **Pacific Hydro work crews completed installation of air manifold headers and diffuser assemblies in Biolac aeration basin.**
- **Pacific Hydro work crews completed installation of piping and mechanical connections to Lakeside headworks influent pretreatment units.**

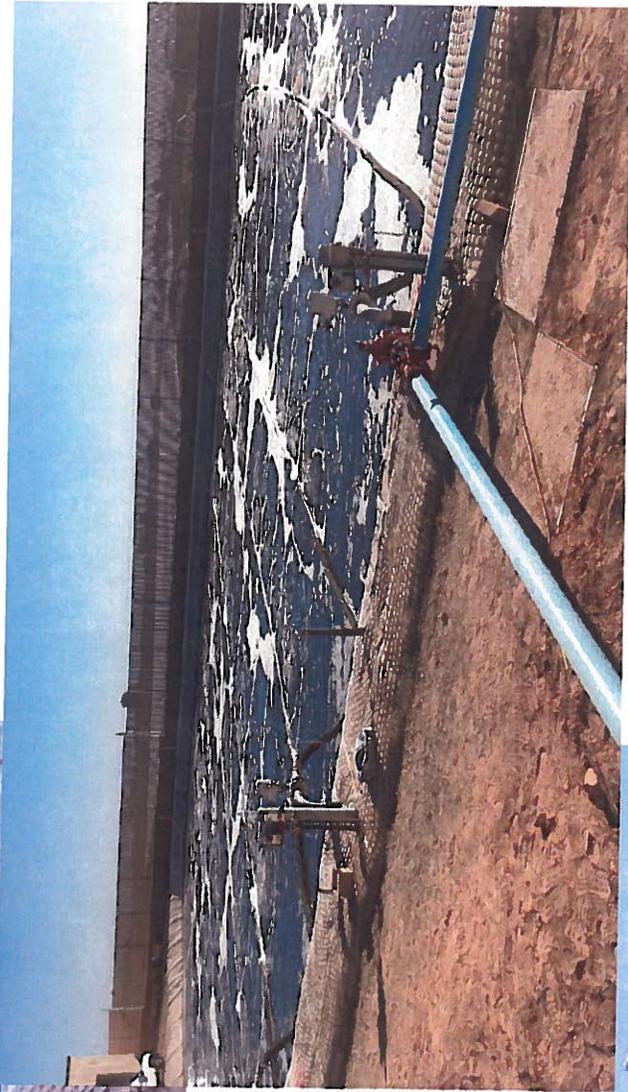
Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Frank Cornejo', with a stylized flourish at the end.

Frank Cornejo.
Water/Wastewater Operations Supervisor
City of Holtville



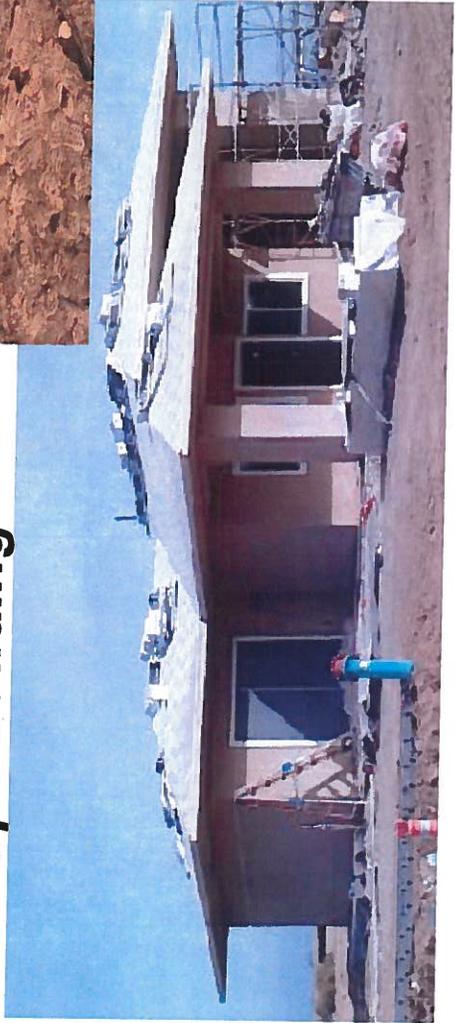
**WWTP
Construction**



**Biolac Basin -
Blowers ON!**

Biolac Basin

Ops Building



**City of Holtville
REPORT TO CITY COUNCIL**

MEETING DATE:	12/12/16
ITEM NUMBER	6 c
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: December 9, 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.
- Ran main sewer lines in different locations in town.
- Caught 3 dogs.
- Installed Christmas lights at Holt Park.
- Repaired water break at 705 Fig Ave.
- Installed 12 Verizon-Metron meters.
- Installed a 6 inch Verizon-Metron meter at Spanish Trailer Park.

Respectfully Submitted,



Alejandro Chavez
Public Works Foreman

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	12/12/16
ITEM NUMBER	6 d
Approvals	CITY MANAGER 
	FINANCE MANAGER 
	CITY ATTORNEY

DATE ISSUED: December 9, 2016
FROM: Hector Orozco, Accountant/GL Analyst
SUBJECT: Finance Department Update

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

Income Statement Review of Major Funds- Excludes HOME, CDBG, Successor Agency and LTF

(Major Funds are those which total assets, revenues or expenditures are at least 10% of the relevant fund category and 5% of the corresponding total for all governmental and enterprise funds combined.)

General Fund

YTD ending 11/30/16, The General Fund is reporting a deficit of \$2,476.70; however, by January of 2017, General fund will receipt at least \$500,000 from interfund transfers, property tax and Motor Vehicle license fees.

Water Fund

YTD ending 11/30/16, The Water Fund is reporting excess revenue over expenses of \$153,093. Water charge revenue is up \$18,000 from last year this period.

Sewer Fund

YTD ending 11/30/16, The Sewer Fund is reporting excess revenue over expenses of \$200,978. However, sewer revenue is down \$26,000 from last year same period. This stems from plant not accepting truck waste dumping.

Trash

YTD ending 11/30/16, The Trash Fund has is reporting a \$3,066 deficit.

Local Transportation Authority

YTD ending 11/30/16, The City has received \$196,195 in Measure D Tax Revenue.

Respectfully submitted,

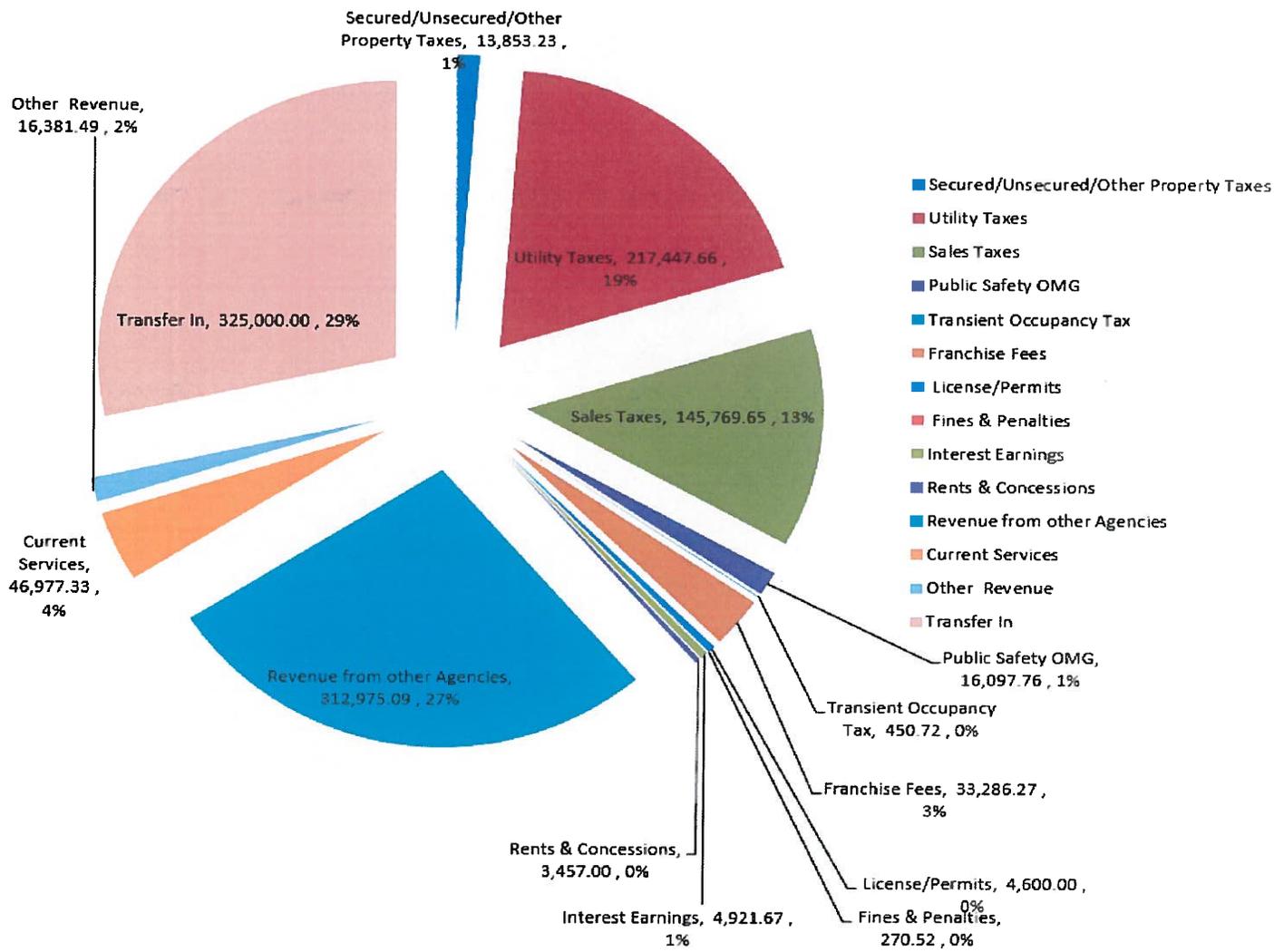


Hector Orozco

CITY OF HOLTVILLE
Income Statement - General Fund
For 5 Month Ending November, 2016

Revenue	Budget	YTD	% of Budget
Secured/Unsecured/Other Property Taxes	114,700.00	13,853.23	12%
Utility Taxes	451,250.00	217,447.66	48%
Sales Taxes	300,000.00	145,769.65	49%
Public Safety AGM	50,000.00	16,097.76	32%
Transient Occupancy Tax	850.00	450.72	53%
Franchise Fees	90,000.00	33,286.27	37%
License/Permits	28,630.00	4,600.00	16%
Fines & Penalties	1,450.00	270.52	19%
Interest Earnings	1,000.00	4,921.67	492%
Rents & Concessions	7,250.00	3,457.00	48%
Revenue from other Agencies	878,948.00	312,975.09	36%
Current Services	69,568.00	46,977.33	68%
Other Revenue	40,000.00	16,381.49	41%
Transfer In	650,000.00	325,000.00	50%
Total Revenues	2,683,646.00	1,141,488.39	43%
Expenditures			
Salaries	659,712.00	297,581.64	45%
Benefits	212,044.00	76,100.38	36%
Personal Expense	126,200.00	93,674.94	74%
Bad Debt Expense		-	
Materials and Supplies	1,610,824.00	652,412.61	41%
Capital Outlays/Transfer Out	33,400.00	24,195.52	72%
Total Expenditures	2,642,180.00	1,143,965.09	43%
Net Revenues over Expenses	\$ 41,466.00	\$ (2,476.70)	

Revenues by Source



CITY OF HOLTVILLE
Income Statement - Water Fund
For 5 Month Ending November, 2016

Revenue	Budget	YTD	% of Budget
Revenue From Services	1,535,850.00	\$ 673,446.88	44%
Interest Earnings	100.00	54.59	
Total Revenues	<u>1,535,950.00</u>	<u>673,501.47</u>	44%
Expenditures			
Salaries	274,710.00	99,992.08	36%
Benefits	107,892.00	38,403.42	36%
Personal Expense	12,965.00	5,106.00	39%
Materials and Supplies	437,725.00	170,105.36	39%
Capital Outlays	79,485.00	67,237.61	85%
Retirement of Principal			
Interest Expense	216,250.00	109,364.14	51%
Total Expenditures	<u>1,129,027.00</u>	<u>490,208.61</u>	43%
Transfer Out	25,000.00	12,500.00	50%
Net Revenues over Expenses	<u>\$ 381,923.00</u>	<u>\$ 170,792.86</u>	

CITY OF HOLTVILLE
Income Statement - Sewer Fund
For 5 Month Ending November, 2016

Revenue	Budget	YTD	% of Budget
Revenue from other Agencies	-	\$ -	
Current Services	1,469,000.00	586,648.11	40%
Other Revenue	3,100.00	4,917.35	159%
Interest Earnings	5,800.00	2,865.83	49%
		-	
Total Revenues	<u>1,477,900.00</u>	<u>594,431.29</u>	40%
Expenditures			
Salaries	339,861.00	121,706.74	36%
Benefits	128,682.00	37,900.33	29%
Personal Expense	15,000.00	6,691.77	45%
Materials and Supplies	312,534.00	109,279.20	35%
Capital Outlays	44,250.00	5,375.18	12%
Interest Expense	80,000.00		0%
Transfer Out	225,000.00	112,500.00	50%
Total Expenditures	<u>1,231,073.00</u>	<u>393,453.22</u>	32%
 Net Revenues over Expenses	 <u><u>\$ 246,827.00 \$ 200,978.07</u></u>		

CITY OF HOLTVILLE
Income Statement - Trash Fund
For 5 Month Ending November, 2016

Revenue	Budget	YTD	% of Budget
Sold Waste - Recycling	26,398.00	\$ 10,531.80	40%
Sold Waste	216,000.00	90,640.00	42%
Total Revenues	242,398.00	101,171.80	42%
Expenditures			
Advertising	300.00	360.00	
Professional & Specialized Services	219,000.00	91,068.63	42%
Contributions to Other Agencies	12,600.00	12,810.08	102%
Total Expenditures	231,900.00	104,238.71	45%
Net Revenues over Expenses	\$ 10,498.00	\$ (3,066.91)	

General Checking Fund 13 Cash Balance

For Month Ending November 30, 2016	\$ (84,056.49)
For Month Ending June 30, 2016	\$ (80,989.68)
For Month Ending June 30, 2015	\$ (96,899.53)
For Month Ending June 30, 2014	\$ (141,021.97)
For Month Ending June 30, 2013	\$ (151,418.37)
For Month Ending June 30, 2012	\$ (165,275.30)

CITY OF HOLTVILLE
Income Statement - Local Transportation Authority (LTA)
For 5 Month Ending November, 2016

Revenue	Budget	YTD	% of Budget
Measure D Tax Revenue	468,750.00	\$ 196,195.45	42%
Interest Earnings	250.00	63.89	
Transfer In		-	
Total Revenues	<u>469,000.00</u>	<u>196,259.34</u>	42%
Expenditures			
Special Department Supplies		-	
Advertising		-	
Professional & Specialized Services		-	
Professional Services Planning		-	
Professional Services Design & Engineering		-	
Professional Services Construction		-	
Total Expenditures		<u>-</u>	
Transfer Out	125,000.00	62,500.00	50%
Net Revenues over Expenses	<u>\$ 344,000.00</u>	<u>\$ 133,759.34</u>	

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: December 9, 2016
FROM: Hector Orozco, Finance Supervisor
SUBJECT: Enterprise Resource Planning (ERP) Software

Approvals	Meeting Date	12/12/16
	Item Number	_____
	City Manager	_____
	Finance	
	City Attorney	_____

In 2003, the City purchased its Enterprise Resource Planning software from Harris Computers. Inhance, the City's software, is no longer being updated. According to an inhance representative, there is still support for inhance; however, at any moment support could cease. Inhance does not have sufficient support technicians for the version of inhance the City currently runs; as a result, staff receives poor customer service and increased support cost. Support costs have increased an average of 6% per year for the last 11 years. There was 10% increase in support cost from 2016 to 2017, \$18, 842.42 which has not been paid. If inhance support keeps increase an average of 6% per year, support cost could reach up to \$30,000 in 10 years, but more likely, inhance would stop supporting our software before that.

Inhance Support Fees for 12 years

Year	Fees	Increase
2006	10,017.00	
2007	10,941.00	9%
2008	11,418.80	4%
2009	11,683.05	2%
2010	12,127.02	4%
2011	12,612.09	4%
2012	13,239.99	5%
2013	13,902.00	5%
2014	15,033.03	8%
2015	16,198.08	8%
2016	17,129.47	6%
2017	18,842.42	10%
average		<u>6%</u>

Benefits of a new ERP Software

Some benefits from a new ERP system include but are not limited to the following:

- Greater functionality
- New Technology
- Customers can access via online utility billing
- Paperless billing, automatic payments
- Report writers which aid in critical decision making
- Easy integration with other software such as ADP our payroll processor
- Streamline cumbersome or manual processes
- User friendly because it's a Microsoft based framework
- Hosted servers

Savings of a new ERP Software

New software allows for paperless billing which can save the City around \$8,000 year in postage alone, and another \$3,300 in rental fees from postage and envelope machine. There is still toner, envelopes, forms, and staff time where savings can be realized. There should also be savings in IT expenditures since ERP companies host data. Even with a large initial outlay of cash to acquire an ERP Software, the City would save at least \$80,000 over 10 years with the way current support cost are tracking and customer enrollment in paperless billing. Additionally, the level of service staff receives and its customers increase significantly.

That is an **80% return on our investment** over 10 years. The City could never achieve that type of ROI investing the money elsewhere.

Cost of new ERP Software

ERP software can range from \$80,000 to \$100,000; however, yearly support costs are significantly less than we are paying now, and can range from \$10,000 – \$13,000 per year and are locked in for a number of years. Inhouse support for 2017 will cost the City \$18,842.42.

Some ERP software providers can do 3 year lease-purchase agreements to spread the cost over 3 years and the City will own the software.

Respectfully submitted,



Hector Orozco

City of Holtville
REPORT TO COUNCIL

DATE ISSUED: December 9, 2016
FROM: Hector Orozco, Finance Supervisor
SUBJECT: Business License Management Plan

Meeting Date	<u>12/12/16</u>
Item Number	_____
City Manager	_____
Finance	<u></u>
City Attorney	_____

No Action Required- Discussion Only

ISSUE

Business licenses are renewed on the anniversary date of when the business license was first issued. Administratively, that process is not the most efficient way it can be done since the City does not have a business license management system. Additionally, late fees are not assessed since the City does not have a late fee listed on the fee schedule. It was estimated that 75% of business do not pay their business license on or before their due date.

Recommendation from Finance

Staff recommends business license renewal date be changed to the 31st of December. This change makes business licenses effective for the Calendar year. Staff would invoice 30-45 days prior to the 31st of December. The change can be effective on the individual business next renewal date, by only issuing a business license up to December 31st.

Additionally, it's recommended that late fees be assessed at 25% of the business license fee if paid after the 31st of December. The late fee should be added to the fee schedule.

It is also recommend that business licenses & fire inspections fees be invoiced together.

The most effective way to invoice and track business license and fire inspection fees is using a Business License Management System. A software system ensures that all business license & fire inspection fees are collected and avoid lost revenue.

FISCAL IMPACT

With the current estimate of 75% of businesses paying after the due date, the City would generate an additional \$4,800 a year in revenue for the first couple years and likely decline after.

By billing business license and fire inspection fees on the same invoice, the city would realize savings in time and materials.

Respectfully submitted,



Hector Orozco