

AGENDA

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

Monday, February 13, 2023

- | | | |
|---|---|--|
| <input type="checkbox"/> Ginger Ward, Mayor | <input type="checkbox"/> Michael Pacheco, Council Member | <input type="checkbox"/> Steve Walker, City Attorney |
| <input type="checkbox"/> Murray Anderson, Mayor Pro Tem | <input type="checkbox"/> George Morris, City Treasurer | <input type="checkbox"/> Jack Holt, City Engineer |
| <input type="checkbox"/> Mike Goodsell, Council Member | <input type="checkbox"/> Nick Wells, City Manager | <input type="checkbox"/> George Galvan, City Planner |
| <input type="checkbox"/> John Munger, Council Member | <input type="checkbox"/> Adriana Anguis, Finance Supervisor | <input type="checkbox"/> Joe Conkey, Police Chief |

THIS IS A PUBLIC MEETING

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

PLEASE TAKE NOTE that on Monday, February 13, 2023, at 5:30 PM, the Holtville City Council will hold its regularly scheduled meeting. Public comments will be accepted for items on both the Closed and Open Session agendas, however, for those that wish maintain social distancing, alternative methods for public participation have been provided.

Written Comments: NWells@Holtville.ca.gov **Deadline to Submit: 4:00 PM, 02/13/23**

Zoom Conference: 823 4305 9171 **Password: HoltCC**

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

CITY COUNCIL

MEETING CONVENED 5:30 PM

CLOSED SESSION PUBLIC COMMENTS: This is the time for the public to address the City Council on any item appearing on the Closed Session agenda for this meeting.

ADJOURN TO CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

(Government Code Section 54956.8)

Property: APN 045-281-004 formerly held by the former Holtville RDA (*S of Browning Trailer*)

Agency Negotiators: City Manager and City Attorney

Under Negotiation: Potential Sale

RECONVENE OPEN SESSION

PLEDGE of ALLEGIANCE:

INVOCATION:

CITY CLERK RE: Verification of Posting of the Agenda

EXECUTIVE SESSION ANNOUNCEMENTS:

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

1. CONSENT AGENDA:

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

- a. Approval of the Minutes from the Regular Meeting of Monday, January 23, 2023.
- b. Current Demands #45146 through #45180.

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUES:**2. UNFINISHED BUSINESS:** *None***3. NEW BUSINESS:**

- a. **Discussion/Related Action to Adopt RESOLUTION #23-05** Authorizing Specified City Officials to sign Checks, Drafts or Other Orders for the Payment of Money on Behalf of the City on All Mechanics Bank Accounts
Nick Wells, City Manager
- b. **Discussion/Related Action to Adopt RESOLUTION #23-06** Adopting a Revised Salary Schedule for the 2022-23 Fiscal Year
Nick Wells, City Manager


4. INFORMATION ONLY: *None***5. STAFF REPORTS**

- a. **City Manager Report - Nick Wells**
- b. Finance Supervisor - *Adriana Anguis*
- c. Police Chief - Joe Conkey
- d. Water/Wastewater Supervisor - *Frank Cornejo*
- e. ~~Public Works Foreman - Alex Chavez~~ *No report provided*

6. Items for future meetings**7. ADJOURNMENT:**

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

Monday, January 23, 2023

MEETING DATE:	<u>2/13/23</u>
ITEM NUMBER	<u>1 a</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

The Regular Meeting of the Holtville City Council was held on Monday, January 23, 2023, at 5:30 pm in the Civic Center. Mayor Ginger Ward was present, as were Council Members Murray Anderson, Mike Goodsell, and Mike Pacheco. Councilman John Munger joined the meeting via Zoom Video Conferencing link. City Attorney Steve Walker, City Manager Nick Wells, Finance Supervisor Adriana Anguis, and Fire Chief Alex Silva were also present.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

The Closed Session meeting was called to order at 5:35 PM. by Mayor Ginger Ward.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

(Government Code Section 54956.8)

Property: APN 045-281-004 formerly held by the former Holtville RDA (S of Browning Trailer)

Agency Negotiators: City Manager and City Attorney

Under Negotiation: Potential Sale

No Reportable Action Taken

CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION:

(Government Code Section 54956.9(a))

Charles Simpson vs. City of Holtville

No Reportable Action Taken

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Ward called the Open Session meeting to order at 6:04 PM.

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

INVOCATION: *The Invocation was given by Mr. Goodsell.*

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

City Manager Nick Wells verified that the agenda was duly posted on Friday, January 20, 2023.

EXECUTIVE SESSION ANNOUNCEMENTS:

Mr. Walker reported that there was no reportable action from the Closed Session.

GENERAL PUBLIC COMMENTS:

Stacy Britschgi (854 Cedar Avenue) came to inquire about payment for the lighting at Samaha Park when the field is being used by other parties than the groups that pay.

NEW BUSINESS URGENCY ITEM:

- a. **Discussion/Related Action to Adopt RESOLUTION #23-04** Authorizing Remote Meetings in Accordance with the Provisions of the State Assembly Bill (AB) 361.

A motion was made by Mr. Goodsell and seconded by Mr. Anderson to approve the Urgency Item to allow remote participation as presented. The motion passed in the form of a roll call vote.

AYES: *Anderson, Goodsell, Munger, Pacheco, Ward*

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

1. CITY COUNCIL CONSENT AGENDA:

- a. **Approval of the Minutes from the Regular Meeting of Monday, January 9, 2023.**
- b. **Current Demands #45087 through #45145**

A motion was made by Mr. Goodsell and seconded by Mr. Anderson to approve the Consent Agenda as presented. The motion passed in the form of a roll call vote.

AYES: *Anderson, Goodsell, Munger, Pacheco, Ward*

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQUES:

Ms. Anguis reported that independent auditors will be onsite on February 6. She then highlighted information presented in the Midyear review.

Mr. Silva noted that he had not been with the Council in sometime, so he reviewed events from Christmas and the New Year, highlighting the Guardian Angel program for local kids. He will be assisting the County with the Point in Time homeless count in coming weeks. Fire personnel will be working on clearing salt cedar trees adjacent to the Mellinger Trail this week.

Mr. Pacheco had a question on the Mid Year budget review. Ms. Anguis will get back with more information.

Mr. Anderson reported attending the recent online Zoom meeting to select a new County Delegate to the Southern California Association of Governments Board.

Ms. Ward attended the recent event for city representatives hosted by the Naval Air Facility.

Mr. Goodsell recently attended an Airport Land Use Committee meeting.

Mr. Walker had nothing to report.

Mr. Wells reported that his schedule has been packed with a variety of meeting. He highlighted the visit he and Mayor Ward made to NAF El Centro.

Mr. Munger recently attended an Imperial Valley Housing Authority meeting.

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

- b. Discussion/Related Action to Adopt RESOLUTION #23-03** Approving an Application for Funding Under the California Department of Housing and Community Development's Permanent Local Housing Allocation (PLHA) Program and a Five-Year Funding Allocation Plan

Nick Wells, City Manager

Mr. Wells refreshed Council on the cycle of COPS funding, noting this request would likely be followed by an additional request for excess funding after the fiscal year is over.

A motion was made by Mr. Anderson and seconded by Mr. Pacheco to approve the action as presented. The motion passed in the form of a roll call vote.

AYES: *Anderson, Goodsell, Munger, Pacheco, Ward*

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

4. INFORMATION ONLY:

- a. 2023 Carrot Festival Schedule**

Nick Wells, City Manager

Mr. Wells discussed events for the annual celebration, polling expected attendance. He will be emailing the group to firm up RSVPs for the Chamber Coronation banquet.

5. STAFF REPORTS:

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

- 6. Items for Future Meetings:** *None discussed.*

- 7. ADJOURNMENT:** *There being no further business to come before the Council, Ms. Ward adjourned the meeting at 6:45 PM.*

Nicholas D. Wells, Acting City Clerk

Ginger Ward, Mayor

Report Criteria:
Detail report type printed

MEETING DATE: 02/13/23

ITEM NUMBER 1 b

Approvals

CITY MANAGER

FINANCE MANAGER

CITY ATTORNEY



Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Invoice #	Invoice Date	Department
45146								
DYLAN DAY	PP 1/1/23 - 1/	PAYPERIOD 1/1/2023 - 1/1	01/20/2023	340.20	340.20	45146	01/20/2023	FIRE DEPT I
45147								
MANUEL RUBIO	PP 1/1/23 - 1/	PAYPERIOD 1/1/2023 - 1/1	01/20/2023	340.21	340.21	45147	01/20/2023	FIRE DEPT
45148								
ACE HARDWARE	D49416	CHAPS	01/18/2023	115.28	115.28	45148	02/02/2023	PUBLIC WORKS
	D49511	CHAIN LOOPS	01/18/2023	32.31	32.31	45148	02/02/2023	FIRE DEPT
	D49629	AIR FRESHENER, BATTE	01/19/2023	61.36	61.36	45148	02/02/2023	
	D48123	LAMPS	01/11/2023	41.99	41.99	45148	02/02/2023	
	D48125	KEYS	01/11/2023	17.13	17.13	45148	02/02/2023	
	D46821	BOOTS	01/05/2023	70.03	70.03	45148	02/02/2023	
	D46718	SEWER SUPPLIES	01/04/2023	257.85	257.85	45148	02/02/2023	
	D47646	CIVIC CENTER SUPPLIE	01/09/2023	65.85	65.85	45148	02/02/2023	
	D49278	BUCKETS	01/17/2023	18.07	18.07	45148	02/02/2023	
	D49444	CLEANING SUPPLIES, KE	01/18/2023	39.77	39.77	45148	02/02/2023	
	D50401	CONCRETE RETURN	01/23/2023	12.93	12.93	45148	02/02/2023	
	D50401	CONCRETE RETURN	01/23/2023	12.93	12.93	45148	02/02/2023	
	D50349	CONCRETE PATCH	01/23/2023	14.54	14.54	45148	02/02/2023	
	D50349	CONCRETE PATCH	01/23/2023	14.54	14.54	45148	02/02/2023	
	D50436	DOG FOOD	01/25/2023	451.76	451.76	45148	02/02/2023	
	D50813	TRAILER SUPPLIES	01/25/2023	1.61	1.61	45148	02/02/2023	
	D50813	TRAILER SUPPLIES	01/25/2023	1.61	1.61	45148	02/02/2023	
	D49647	SPARKPLUGS	01/19/2023	9.89	9.89	45148	02/02/2023	
	D49401	CHAIN, EARS PLUGS	01/18/2023	47.70	47.70	45148	02/02/2023	
	D49569	CLEANING SUPPLIES	01/18/2023	186.96	186.96	45148	02/02/2023	
	D50736	SMALL TOOLS	01/24/2023	25.83	25.83	45148	02/02/2023	
	D50239	CLEANING SUPPLIES	01/22/2023	89.30	89.30	45148	02/02/2023	
	D50047	SPARKPLUGS	01/21/2023	4.30	4.30	45148	02/02/2023	
	D51053	PINE SOL CLEANER	01/26/2023	15.07	15.07	45148	02/02/2023	
	D47819	SHARPIES	01/09/2023	1.92	1.92	45148	02/02/2023	
	D47819	CLEANING SUPPLIES	01/09/2023	28.64	28.64	45148	02/02/2023	
	D48160	GLOVES	01/11/2023	17.23	17.23	45148	02/02/2023	
	D47809	SET OF KEYS	01/09/2023	35.93	35.93	45148	02/02/2023	
	D49469	OIL	01/18/2023	16.10	16.10	45148	02/02/2023	
	D49469	OIL	01/18/2023	16.10	16.10	45148	02/02/2023	
	D49469	OIL	01/18/2023	16.09	16.09	45148	02/02/2023	
	D50949	SAND PAPER	01/25/2023	23.68	23.68	45148	02/02/2023	
	D50667	CLEANING SUPPLIES	01/24/2023	37.87	37.87	45148	02/02/2023	
	D50828	PARKS SUPPLIES	01/25/2023	112.86	112.86	45148	02/02/2023	
45149								
AFLAC	653853	INSURANCE PREMIUM	01/31/2023	147.57	147.57	45149	02/02/2023	ADMIN
	653853	INSURANCE PREMIUM	01/31/2023	8.08	8.08	45149	02/02/2023	
45150								
ALEJANDRO ESTRADA	1393	IT SERVICES FOR FEBR	01/30/2023	90.00	90.00	45150	02/02/2023	ADMIN
	1393	IT SERVICES FOR FEBR	01/30/2023	90.00	90.00	45150	02/02/2023	
	1393	IT SERVICES FOR FEBR	01/30/2023	90.00	90.00	45150	02/02/2023	
	1393	IT SERVICES FOR FEBR	01/30/2023	90.00	90.00	45150	02/02/2023	
	1393	IT SERVICES FOR FEBR	01/30/2023	90.00	90.00	45150	02/02/2023	
	1393	IT SERVICES FOR FEBR	01/30/2023	90.00	90.00	45150	02/02/2023	
	1393	IT SERVICES FOR FEBR	01/30/2023	90.00	90.00	45150	02/02/2023	
	1393	IT SERVICES FOR FEBR	01/30/2023	90.00	90.00	45150	02/02/2023	
	1393	BUILDING PERMIT SYST	01/30/2023	140.00	140.00	45150	02/02/2023	
	1393	WWTP SCADA SERVICE	01/30/2023	420.00	420.00	45150	02/02/2023	
	1393	SANDRA TROUBLESHOO	01/30/2023	105.00	105.00	45150	02/02/2023	

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	
	1393	SANDRA TROUBLESHOO	01/30/2023	105.00	105.00	45150	02/02/2023	
	1393	OFFICE 365 TRANSITION	01/30/2023	262.50	262.50	45150	02/02/2023	
	1393	OFFICE 365 TRANSITION	01/30/2023	262.50	262.50	45150	02/02/2023	
	1393	OFFICE 365 TRANSITION	01/30/2023	262.50	262.50	45150	02/02/2023	
	1393	OFFICE 365 TRANSITION	01/30/2023	262.50	262.50	45150	02/02/2023	
	1393	OFFICE 365 TRANSITION	01/30/2023	262.50	262.50	45150	02/02/2023	
	1393	OFFICE 365 TRANSITION	01/30/2023	262.50	262.50	45150	02/02/2023	
	1393	OFFICE 365 TRANSITION	01/30/2023	262.50	262.50	45150	02/02/2023	
	1393	OFFICE 365 TRANSITION	01/30/2023	262.50	262.50	45150	02/02/2023	
45151								
ALL VALLEY FENCE & SU	22-4878	FENCE SUPPLIES	01/20/2023	42.02	42.02	45151	02/02/2023	PUBLIC WORKS
45152								
ALL-STAR FIRE EQUIPME	244979	BOOTS	01/11/2023	171.32	171.32	45152	02/02/2023	FIRE DEPT
45153								
AT&T MOBILITY	1112023	FIRE DEPT PHONE	01/03/2023	44.28	44.28	45153	02/02/2023	ADMIN
	1112023	FIRE DEPT SERVICES	01/03/2023	120.72	120.72	45153	02/02/2023	
45154								
AUTO ZONE COMMERCIAL	5648606314	TOW STRAPS	12/13/2022	57.52	57.52	45154	02/02/2023	FIRE DEPT
	5648606314	TOW STRAPS	12/13/2022	57.52	57.52	45154	02/02/2023	
	5648619005	WIPER BLADES	01/06/2023	155.08	155.08	45154	02/02/2023	
45155								
BLUE SHIELD OF CALIFORNIA	2301600152	MEDICAL INSURANCE P	01/16/2023	1,498.24	1,498.24	45155	02/02/2023	ADMIN
	2301600152	MEDICAL INSURANCE P	01/16/2023	880.72	880.72	45155	02/02/2023	
	2301600152	MEDICAL INSURANCE P	01/16/2023	1,492.02	1,492.02	45155	02/02/2023	
	2301600152	MEDICAL INSURANCE P	01/16/2023	362.16	362.16	45155	02/02/2023	
	2301600152	MEDICAL INSURANCE P	01/16/2023	573.14	573.14	45155	02/02/2023	
	2301600152	MEDICAL INSURANCE P	01/16/2023	217.65	217.65	45155	02/02/2023	
	2301600152	MEDICAL INSURANCE P	01/16/2023	1,485.02	1,485.02	45155	02/02/2023	
	2301600152	MEDICAL INSURANCE P	01/16/2023	568.27	568.27	45155	02/02/2023	
	2301600152	MEDICAL INSURANCE P	01/16/2023	1,485.02	1,485.02	45155	02/02/2023	
45156								
CARROT TOP INDUSTRIES	INV112902	FLAGS	12/09/2022	690.89	690.89	45156	02/02/2023	FIRE DEPT
45157								
CODE EXPERTS, LLC	2023-0002	WEBSERVICES FROM 2/1	01/31/2023	450.00	450.00	45157	02/02/2023	ADMIN
45158								
COUNTY MOTOR PARTS	298708	FUEL PUMP	01/19/2023	16.24	16.24	45158	02/02/2023	PUBLIC WORKS
	298708	FUEL PUMP	01/19/2023	16.23	16.23	45158	02/02/2023	
	298708	FUEL PUMP	01/19/2023	16.24	16.24	45158	02/02/2023	
	298711	FUEL FILTER	01/19/2023	3.81	3.81	45158	02/02/2023	
	298711	FUEL FILTER	01/19/2023	3.81	3.81	45158	02/02/2023	
	298711	FUEL FILTER	01/19/2023	3.80	3.80	45158	02/02/2023	
	298836	SEWER SUPPLIES	01/23/2023	95.63	95.63	45158	02/02/2023	
	297521	GAS COMPRESSOR	12/12/2022	2,094.66	2,094.66	45158	02/02/2023	
	298803	CARLYLE SOCKETS	01/21/2023	61.41	61.41	45158	02/02/2023	
	298803	CARLYLE SOCKETS	01/21/2023	61.40	61.40	45158	02/02/2023	
	298365	MATS	01/30/2023	425.17	425.17	45158	02/02/2023	
	298803	CARLYLE SOCKETS	01/21/2023	61.40	61.40	45158	02/02/2023	
	298911	LIGHTS	01/25/2023	50.57	50.57	45158	02/02/2023	
	298911	LIGHTS	01/25/2023	50.57	50.57	45158	02/02/2023	
	298916	BLUE BULLET CONNECT	01/25/2023	8.61	8.61	45158	02/02/2023	
	298916	BLUE BULLET CONNECT	01/25/2023	8.61	8.61	45158	02/02/2023	
	298631	FUNNEL	01/17/2023	124.84	124.84	45158	02/02/2023	
	298877	OIL	01/24/2023	52.82	52.82	45158	02/02/2023	
	298913	VEHICLE SUPPLIES	01/25/2023	103.35	103.35	45158	02/02/2023	
45159								
FERNANDO RUIZ, INC.	163502	SAFETY SERVICES	02/01/2023	138.34	138.34	45159	02/02/2023	ADMIN
	163502	SAFETY SERVICES	02/01/2023	138.34	138.34	45159	02/02/2023	


Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	
	163502	SAFETY SERVICES	02/01/2023	138.33	138.33	45159	02/02/2023	
	163502	SAFETY SERVICES	02/01/2023	138.33	138.33	45159	02/02/2023	
	163502	SAFETY SERVICES	02/01/2023	138.33	138.33	45159	02/02/2023	
	163502	SAFETY SERVICES	02/01/2023	138.33	138.33	45159	02/02/2023	
45160								
GEORGE'S PIZZA	460	CITY MANAGER MEETIN	01/11/2023	75.99	75.99	45160	02/02/2023	ADMIN
45161								
HARTFORD	4817789046	INSURANCE PREMIUM	02/01/2023	19.94	19.94	45161	02/02/2023	ADMIN
	4817789046	INSURANCE PREMIUM	02/01/2023	15.04	15.04	45161	02/02/2023	
	4817789046	INSURANCE PREMIUM	02/01/2023	15.02	15.02	45161	02/02/2023	
	4817789046	INSURANCE PREMIUM	02/01/2023	12.72	12.72	45161	02/02/2023	
	4817789046	INSURANCE PREMIUM	02/01/2023	15.04	15.04	45161	02/02/2023	
	4817789046	INSURANCE PREMIUM	02/01/2023	11.43	11.43	45161	02/02/2023	
	4817789046	INSURANCE PREMIUM	02/01/2023	13.11	13.11	45161	02/02/2023	
	4817789046	INSURANCE PREMIUM	02/01/2023	1.88	1.88	45161	02/02/2023	
	4817789046	INSURANCE PREMIUM	02/01/2023	45.91	45.91	45161	02/02/2023	
	4817789046	INSURANCE PREMIUM	02/01/2023	30.03	30.03	45161	02/02/2023	
	4817789046	INSURANCE PREMIUM	02/01/2023	131.47	131.47	45161	02/02/2023	
	4817789046	INSURANCE PREMIUM	02/01/2023	45.93	45.93	45161	02/02/2023	
45162								
HDL COREN & CONE	SIN024857	PROPERTY TAX SERVIC	01/24/2023	750.00	750.00	45162	02/02/2023	ADMIN
45163								
HUMANA	296346402	DENTAL INSURANCE PR	01/19/2023	194.75	194.75	45163	02/02/2023	ADMIN
	296346402	DENTAL INSURANCE PR	01/19/2023	101.51	101.51	45163	02/02/2023	
	296346402	DENTAL INSURANCE PR	01/19/2023	199.71	199.71	45163	02/02/2023	
	296346402	DENTAL INSURANCE PR	01/19/2023	71.17	71.17	45163	02/02/2023	
	296346402	DENTAL INSURANCE PR	01/19/2023	34.26	34.26	45163	02/02/2023	
	296346402	DENTAL INSURANCE PR	01/19/2023	26.65	26.65	45163	02/02/2023	
	296346402	DENTAL INSURANCE PR	01/19/2023	172.23	172.23	45163	02/02/2023	
	296346402	DENTAL INSURANCE PR	01/19/2023	76.13	76.13	45163	02/02/2023	
	296346402	DENTAL INSURANCE PR	01/19/2023	164.62	164.62	45163	02/02/2023	
45164								
I.V. PAINTS	392585B	REGULATOR	01/24/2023	97.37	97.37	45164	02/02/2023	PUBLIC WORKS
45165								
IMAGE SOURCE	25AR155915	FD PRINTER SERVICES	01/04/2023	4.42	4.42	45165	02/02/2023	FIRE DEPT
45166								
IMPERIAL COUNTY	23-14	2ND QUARTER 2022-23	01/20/2023	671.49	671.49	45166	02/02/2023	ADMIN
45167								
JADE SECURITY SYSTE	196723	SECURITY SYSTEM MON	01/10/2023	147.47	147.47	45167	02/02/2023	PUBLIC WORKS
	196723	SECURITY SYSTEM MON	01/10/2023	147.47	147.47	45167	02/02/2023	
45168								
LARA GARAGE DOORS &	4659	COMMERCIAL OPERATO	01/25/2023	250.00	250.00	45168	02/02/2023	FIRE DEPT
45169								
LEAF	14190893	FIRE DEPT COPIER	01/07/2023	118.53	118.53	45169	02/02/2023	FIRE DEPT
45170								
LUIS M. ESTRADA	432	VACTOR TRAILER REPAI	01/26/2023	340.00	340.00	45170	02/02/2023	PUBLIC WORKS
	431	VACTOR TRAILER REPAI	01/24/2023	425.00	425.00	45170	02/02/2023	
45171								
QUILL CORPORATION	29453165	FINANCE/BUILDING SUP	12/07/2022	40.96	40.96	45171	02/02/2023	ADMIN
	29453165	FINANCE/BUILDING SUP	12/07/2022	40.96	40.96	45171	02/02/2023	
	29453165	FINANCE/BUILDING SUP	12/07/2022	40.96	40.96	45171	02/02/2023	
	29453165	FINANCE/BUILDING SUP	12/07/2022	4.95	4.95	45171	02/02/2023	
	30004689	MONTHLY PLANNER 202	01/06/2023	11.62	11.62	45171	02/02/2023	
	30004689	BLACK TONER	01/06/2023	82.96	82.96	45171	02/02/2023	
	30004689	BLACK TONER	01/06/2023	82.97	82.97	45171	02/02/2023	
	30004689	BLACK TONER	01/06/2023	82.97	82.97	45171	02/02/2023	

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	
45172								
SELLERS PETROLEUM	CL28524	FD FUEL	12/31/2022	735.17	735.17	45172	02/02/2023	PUBLIC WORKS FIRE DEPT
	CL28525	PW FUEL	12/31/2022	549.72	549.72	45172	02/02/2023	
	CL28525	PW FUEL	12/31/2022	369.20	369.20	45172	02/02/2023	
	CL28525	PW FUEL	12/31/2022	357.90	357.90	45172	02/02/2023	
	CL28525	PW FUEL	12/31/2022	174.26	174.26	45172	02/02/2023	
	CL28525	PW FUEL	12/31/2022	242.84	242.84	45172	02/02/2023	
	CL28525	PW FUEL	12/31/2022	121.01	121.01	45172	02/02/2023	
	CL28525	PW FUEL	12/31/2022	135.00	135.00	45172	02/02/2023	
45173								
SIMNSA HEALTH PLAN	115476	INSURANCE MEDICAL P	01/17/2023	144.27	144.27	45173	02/02/2023	ADMIN
	115476	INSURANCE MEDICAL P	01/17/2023	39.60	39.60	45173	02/02/2023	
	115476	INSURANCE MEDICAL P	01/17/2023	92.87	92.87	45173	02/02/2023	
	115476	INSURANCE MEDICAL P	01/17/2023	497.14	497.14	45173	02/02/2023	
	115476	INSURANCE MEDICAL P	01/17/2023	487.01	487.01	45173	02/02/2023	
	115476	INSURANCE MEDICAL P	01/17/2023	1,118.61	1,118.61	45173	02/02/2023	
	115476	INSURANCE MEDICAL P	01/17/2023	1,357.20	1,357.20	45173	02/02/2023	
	115476	INSURANCE MEDICAL P	01/17/2023	366.15	366.15	45173	02/02/2023	
	115476	INSURANCE DENTAL PR	01/17/2023	18.93	18.93	45173	02/02/2023	
	115476	INSURANCE DENTAL PR	01/17/2023	10.10	10.10	45173	02/02/2023	
	115476	INSURANCE DENTAL PR	01/17/2023	51.23	51.23	45173	02/02/2023	
	115476	INSURANCE DENTAL PR	01/17/2023	44.62	44.62	45173	02/02/2023	
	115476	INSURANCE DENTAL PR	01/17/2023	56.80	56.80	45173	02/02/2023	
	115476	INSURANCE DENTAL PR	01/17/2023	99.13	99.13	45173	02/02/2023	
	115476	INSURANCE DENTAL PR	01/17/2023	34.37	34.37	45173	02/02/2023	
45174								
SPARKLETTS	9431538 010	WATER DELIVERY	01/01/2023	201.56	201.56	45174	02/02/2023	PUBLIC WORKS
45175								
STATE FIRE TRAINING	SEAN MCLA	FIRE FIGHTER 2 (2019)	01/30/2023	75.00	75.00	45175	02/02/2023	FIRE DEPT
45176								
SUNBELT RENTALS	133256417-0	MANLIFT RENTAL	01/04/2023	2,932.47	2,932.47	45176	02/02/2023	PUBLIC WORKS
45177								
VISION SERVICE PLAN	817021290	VISION INSURANCE PRE	01/19/2023	40.45	40.45	45177	02/02/2023	ADMIN
	817021290	VISION INSURANCE PRE	01/19/2023	16.68	16.68	45177	02/02/2023	
	817021290	VISION INSURANCE PRE	01/19/2023	12.26	12.26	45177	02/02/2023	
	817021290	VISION INSURANCE PRE	01/19/2023	45.70	45.70	45177	02/02/2023	
	817021290	VISION INSURANCE PRE	01/19/2023	7.02	7.02	45177	02/02/2023	
	817021290	VISION INSURANCE PRE	01/19/2023	29.64	29.64	45177	02/02/2023	
	817021290	VISION INSURANCE PRE	01/19/2023	5.00	5.00	45177	02/02/2023	
	817021290	VISION INSURANCE PRE	01/19/2023	52.56	52.56	45177	02/02/2023	
	817021290	VISION INSURANCE PRE	01/19/2023	75.48	75.48	45177	02/02/2023	
	817021290	VISION INSURANCE PRE	01/19/2023	22.52	22.52	45177	02/02/2023	
	817021290	VISION INSURANCE PRE	01/19/2023	50.06	50.06	45177	02/02/2023	
45178								
XEROX FINANCIAL SERV	3714234	PRINTER LEASE	01/09/2023	138.17	138.17	45178	02/02/2023	ADMIN
	3714234	PRINTER LEASE	01/09/2023	138.18	138.18	45178	02/02/2023	
	3714234	PRINTER LEASE	01/09/2023	138.18	138.18	45178	02/02/2023	
	3714234	PRINTER LEASE	01/09/2023	138.18	138.18	45178	02/02/2023	
	3714234	PRINTER LEASE	01/09/2023	138.18	138.18	45178	02/02/2023	
45179								
STATE FIRE TRAINING	SEAN MCLA	FIRE APPARATUS DRIVE	01/30/2023	100.00	100.00	45179	02/02/2023	FIRE DEPT
45180								
CANYON SPRINGS ENTE	2461 #21	APPLICATION #21	12/31/2022	56,169.47	56,169.47	45180	02/09/2023	ADMIN
Grand Totals:				<u>93,226.38</u>	<u>93,226.38</u>			

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
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Report Criteria:
Detail report type printed

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>02/13/23</u>
ITEM NUMBER	<u>3 a</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: February 10, 2023
FROM: Nick Wells, City Manager
SUBJECT: *Resolution No. 23-05 Changing Signers on Bank Accounts*

ISSUE:

Shall the City Council approve Resolution No. 23-05, authorizing the City Manager, the City Treasurer and two (2) City Council members to approve deposits, sign checks and orders for payment of money, and/or withdraw investment monies to and from the City’s accounts with Mechanics Bank?

DISCUSSION:

Typically, the City authorizes the City Manager, the City Treasurer, the Mayor and at least one other Council member as banking signors for City funds. In order to properly manage the City’s bank accounts, it is necessary to keep the bank records updated. In light of the Council’s reorganization, it is necessary to now update these records. As Mr. Anderson is in line to become Mayor in 2024, and Ms. Ward is generally retained as a signor due to availability, it may not be necessary to revisit this issue until 2025

FISCAL IMPACT:

None.

CITY MANAGER RECOMMENDED ACTION:

It is recommended that the City Council authorize the resolution as presented.

ALTERNATIVE:

Not to adopt, giving alternate direction to staff.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 23-05**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL AUTHORIZING
SPECIFIED CITY OFFICIALS TO SIGN CHECKS, DRAFTS OR OTHER ORDERS
FOR THE PAYMENT OF MONEY ON BEHALF OF THE CITY ON ALL
MECHANICS BANK ACCOUNTS**

WHEREAS, Mechanics Bank, as a designated depository of the City of Holtville is hereby requested, authorized and directed to honor all checks, drafts, or other orders for the payment of money drawn in the City of Holtville's name on the following accounts:

General Fund Checking Account
Community Development Block Grant Housing Rehab Account
First-Time Home Buyer Checking Account
HOME Senior Gardens Checking Account
Water Fund Reserve Account
OFM - Operations & Maintenance Reserve Account
OFM - Reserve & Replacement Reserve Account
OFM - Debt Service Account

Including those drawn to the individual order of any two persons whose names appear thereon as signers thereof, when bearing the signature(s) of any of the following:

Virginia L. Ward, Mayor James Murray Anderson, Mayor Pro Tem
George Morris, City Treasurer Nicholas D. Wells, City Manager

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

1. That Mechanics Bank shall be entitled to honor and to charge the City of Holtville for all such checks, drafts or other orders for the payment of money, regardless of by whom or by what means the actual signatures thereon may have been affixed thereto.
2. That all current authorizations for the signing and honoring of checks, drafts or other orders for the payment of money drawn on said Mechanics Bank by the City of Holtville by currently authorized City officials are hereby continued in full force.
3. That the foregoing is true, correct and adopted.

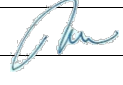
PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on this 13th day of February, 2023, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Attest: _____
Nicholas D. Wells, City Manager
(Acting City Clerk)

Ginger Ward, Mayor

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>02/13/23</u>
ITEM NUMBER	<u>3 b</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: February 10, 2023
FROM: Nick Wells, City Manager
SUBJECT: *Resolution No. 23-06 Adopting an Updated Salary Schedule for Implementation in the 23-06 Fiscal Year*

ISSUE:

Shall the City Council approve Resolution No. 23-06, approving changes to the 2022-23 Salary Schedule, rescinding the previous document?

DISCUSSION:

The City's Salary Schedule was recently amended to comply with California Minimum Wage law requirements. A more extensive overhaul of the document has been discussed, however the discussed changes would technically trigger an amendment to the MOUs, so it will be more efficient to address that at renegotiation at the end of this fiscal year in June.

One change proposed is to reslot the positions in the Finance Department to be more reflective of workload and experience. Much of that will be handled in the aforementioned changes, however, one proposed change would be helpful at the current time. In the planned changes, the position of "Senior Account Clerk" will be elevated in the Ranges to a higher level. The City Manager is requesting that this change be effected immediately.

FISCAL IMPACT:

The increase for the single affected employee will result in an additional \$2,894 in annual compensation. This position is charged equally to Water Distribution and Sewer Collection, so the change will equate to an additional \$1,447 to the Water and Sewer Funds.

CITY MANAGER RECOMMENDED ACTION:

It is recommended that the City Council adopt the Salary Schedule as presented.

ALTERNATIVE:

Not to adopt, giving staff alternate direction.

**CITY OF HOLTVILLE
RESOLUTION NO. 23-06**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING THE
MODIFICATION AND ADOPTION OF THE REVISED 2022-23
SALARY SCHEDULE**

WHEREAS, the City of Holtville has employees that render valuable services to the City, its citizens and facilities; and

WHEREAS, the City of Holtville wishes to continue to refine its Salary Schedule to reflect current staffing needs; and

WHEREAS, the City wishes to continue to compensate those employees in a fair, but fiscally-responsible manner; and

WHEREAS, the City of Holtville wishes to align its approved Salary Schedule with negotiated changes with employee representatives; and

WHEREAS, the attached Exhibit "A" establishes new Salary Ranges in numeric order; and

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

1. That the position of "Senior Account Clerk" will be relocated from Range 39 to Range 42 with a corresponding increase in compensation.
2. That the modifications described in this Resolution are included in the attached "Exhibit A" .
3. That the modified Salary Schedule takes effect retroactively to January 1, 2023.
4. That the foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on this 13th day of February, 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Nicholas D. Wells, City Manager
(Acting City Clerk)

Ginger Ward, Mayor

MANAGEMENT/SUPERVISORY PERSONNEL								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
FINANCE MANAGER	60	Hourly	30.97	32.52	34.14	35.85	37.64	39.53
		Per Pay	2,478	2,601	2,732	2,868	3,012	3,162
		Annual	64,418	67,638	71,020	74,571	78,300	82,215
WTP/WWTP SUPERVISOR	60	Hourly	30.97	32.52	34.14	35.85	37.64	39.53
		Per Pay	2,478	2,601	2,732	2,868	3,012	3,162
		Annual	64,418	67,638	71,020	74,571	78,300	82,215
FIRE CHIEF	58	Hourly	23.67	24.85	26.10	27.40	28.77	30.21
		Per Pay	1,894	1,988	2,088	2,192	2,302	2,417
		Annual	49,234	51,695	54,280	56,994	59,844	62,836
PUBLIC WORKS SUPERVISOR	56	Hourly	24.29	25.50	26.78	28.12	29.52	31.00
		Per Pay	1,943	2,040	2,142	2,249	2,362	2,480
		Annual	50,523	53,049	55,702	58,487	61,411	64,482
FINANCE SUPERVISOR	54	Hourly	23.33	24.50	25.72	27.01	28.36	29.78
		Per Pay	1,866	1,960	2,058	2,161	2,269	2,382
		Annual	48,526	50,953	53,500	56,175	58,984	61,933
PUBLIC WORKS FOREMAN	50	Hourly	22.31	23.43	24.60	25.83	27.12	28.47
		Per Pay	1,785	1,874	1,968	2,066	2,169	2,278
		Annual	46,405	48,725	51,161	53,719	56,405	59,226

PERMANENT FULL-TIME PERSONNEL (Classified)								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
WTP/WWTP Foreman	45	Hourly	22.98	24.13	25.34	26.60	27.93	29.33
		Per Pay	1,838	1,930	2,027	2,128	2,235	2,346
		Annual	47,798	50,188	52,698	55,333	58,099	61,004
WTPO III	45	Hourly	22.98	24.13	25.34	26.60	27.93	29.33
		Per Pay	1,838	1,930	2,027	2,128	2,235	2,346
		Annual	47,798	50,188	52,698	55,333	58,099	61,004
WWTPO II	45	Hourly	22.98	24.13	25.34	26.60	27.93	29.33
		Per Pay	1,838	1,930	2,027	2,128	2,235	2,346
		Annual	47,798	50,188	52,698	55,333	58,099	61,004
Accountant/GL Analyst	44	Hourly	22.40	23.52	24.70	25.93	27.23	28.59
		Per Pay	1,792	1,882	1,976	2,074	2,178	2,287
		Annual	46,592	48,922	51,368	53,936	56,633	59,465
SENIOR ACCOUNT CLERK	42	Hourly	21.89	22.98	24.13	25.34	26.61	27.94
		Per Pay	1,751	1,839	1,931	2,027	2,129	2,235
		Annual	45,531	47,808	50,198	52,708	55,343	58,111
BUDGET ANALYST	42	Hourly	21.89	22.98	24.13	25.34	26.61	27.94
		Per Pay	1,751	1,839	1,931	2,027	2,129	2,235
		Annual	45,531	47,808	50,198	52,708	55,343	58,111
PERSONNEL TECH.	42	Hourly	21.89	22.98	24.13	25.34	26.61	27.94
		Per Pay	1,751	1,839	1,931	2,027	2,129	2,235
		Annual	45,531	47,808	50,198	52,708	55,343	58,111
SENIOR ACCOUNT CLERK	39	Hourly	20.80	21.84	22.93	24.08	25.28	26.55
		Annual	43,264	45,427	47,699	50,083	52,588	55,217
Building Inspector	36	Hourly	17.57	18.45	19.37	20.34	21.36	22.43
		Per Pay	1,406	1,476	1,550	1,627	1,709	1,794
		Annual	36,546	38,373	40,292	42,306	44,421	46,642
WTPO II	33	Hourly	19.51	20.49	21.51	22.59	23.71	24.90
		Per Pay	1,561	1,639	1,721	1,807	1,897	1,992
		Annual	40,581	42,610	44,740	46,977	49,326	51,793

PERMANENT FULL- TIME PERSONNEL (Classified) [Continued]								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
WWTPO I	33	Hourly	19.51	20.49	21.51	22.59	23.71	24.90
		Per Pay	1,561	1,639	1,721	1,807	1,897	1,992
		Annual	40,581	42,610	44,740	46,977	49,326	51,793
Environmental Compliance Inspector	33	Hourly	19.51	20.49	21.51	22.59	23.71	24.90
		Per Pay	1,561	1,639	1,721	1,807	1,897	1,992
		Annual	40,581	42,610	44,740	46,977	49,326	51,793
ADMINISTRATIVE ASSIST	30	Hourly	17.32	18.19	19.10	20.05	21.05	22.11
		Per Pay	1,386	1,455	1,528	1,604	1,684	1,768
		Annual	36,026	37,827	39,718	41,704	43,789	45,979
PARK MAINT CREW LEADER	24	Hourly	16.74	17.58	18.46	19.38	20.35	21.36
		Per Pay	1,339	1,406	1,476	1,550	1,628	1,709
		Annual	34,819	36,560	38,388	40,308	42,323	44,439
WTPO I	24	Hourly	16.74	17.58	18.46	19.38	20.35	21.36
		Per Pay	1,339	1,406	1,476	1,550	1,628	1,709
		Annual	34,819	36,560	38,388	40,308	42,323	44,439
Dist. Collection OP./Oper. I	20	Hourly	16.03	16.83	17.67	18.56	19.48	20.46
		Per Pay	1,282	1,347	1,414	1,485	1,559	1,637
		Annual	33,342	35,010	36,760	38,598	40,528	42,554
MWIII	18	Hourly	15.75	16.54	17.36	18.23	19.14	20.10
		Per Pay	1,260	1,323	1,389	1,459	1,532	1,608
		Annual	32,760	34,398	36,118	37,924	39,820	41,811
PARKS MAINT WKR III	18	Hourly	15.75	16.54	17.36	18.23	19.14	20.10
		Per Pay	1,260	1,323	1,389	1,459	1,532	1,608
		Annual	32,760	34,398	36,118	37,924	39,820	41,811
Dist. Collection OP. OIT/Maint	16	Hourly		15.91	16.70	17.54	18.42	19.34
		Per Pay		1,273	1,336	1,403	1,473	1,547
		Annual		33,088	34,742	36,480	38,303	40,219
PARKS MAINT WKR II	16	Hourly		15.91	16.70	17.54	18.42	19.34
		Per Pay		1,273	1,336	1,403	1,473	1,547
		Annual		33,088	34,742	36,480	38,303	40,219
WWTPO IT	16	Hourly		15.91	16.70	17.54	18.42	19.34
		Per Pay		1,273	1,336	1,403	1,473	1,547
		Annual		33,088	34,742	36,480	38,303	40,219
MWII	16	Hourly		15.91	16.70	17.54	18.42	19.34
		Per Pay		1,273	1,336	1,403	1,473	1,547
		Annual		33,088	34,742	36,480	38,303	40,219
MWI	13	Hourly			15.50	16.15	16.96	17.81
		Per Pay			1,240	1,292	1,357	1,424
		Annual			32,240	33,592	35,272	37,035
PARKS MAINT WKR I	13	Hourly			15.50	16.15	16.96	17.81
		Per Pay			1,240	1,292	1,357	1,424
		Annual			32,240	33,592	35,272	37,035

PERMANENT FULL-TIME PERSONNEL (Fire)								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
FIREFIGHTER - 53hr/wk (Effective 01/01/2023)	26	Hourly			15.50	15.89	16.28	
		Per Pay			1,713	1,779	1,824	
		Annual			44,532	46,264	47,421	


P/T HOURLY EMPLOYEES (NON-REPRESENTED)								
	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Swimming Instructor (Seasonal)	12	Hourly	15.50					
Firefighter (Part Time)	10	Hourly	15.50					
LIFEGUARD - Seasonal	10	Hourly	15.50					

	2017	2018	2019	2020	2021	2022	2023
Minimum Wage	10.50	11.00	12.00	13.00	14.00	15.00	15.50

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: February 10, 2023
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

	Meeting Date	<u>02/13/23</u>
	Item Number	<u>5 a</u>
Approvals	City Manager	
	Finance	_____
	City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

WATER ENTERPRISE

Water Treatment Plant Rehab – Upgrades to our Water Treatment Plant became necessary to deal with past TTHM issues in our finished water supply and to replace the outdated system controls. Corrosion had also developed inside the 2.4-million gallon water storage tank that needed to be addressed.

Financing to remediate these issues was secured through the Clean Water State Revolving Fund (SRF) in July 2019, with a fully executed agreement received in late September. The Holt Group worked along with Delta Systems on the project design and bidding process, then has subsequently functioned as the RE/CM. Additional funding was required and eventually granted by SRF.

Multiple delays by the funding agency significantly slowed the start of the project, but Canyon Springs Enterprises (dba RSH Construction) was engaged as the construction contractor for the project in late 2020 and began work in June, 2021. All major components were completed by Summer of 2022. The electrical contractor, Eric Blom, is still currently fine-tuning the electronic control systems, but has completed much of the major switchover.

As in past projects, the City is attempting to utilize all available grant funding, adding some additional items to the contractor’s scope of work as the project has developed. Final invoices are forthcoming, but it appears there may be a total of up to \$85k in expenditures over the Contingency fund (the actual amount is expected to be lower when final numbers come in). However, nearly \$125,000 was added to the project in discretionary changes to fully capture the available funding. Change orders will be coming to Council eventually, but action was taken in early November to make sure that Council is fully aware of potential expenditure of local funds.

Apart from those improvements, Public Works will now be assisting WTP staff in undergrounding the runoff line for the washout pond.

Rate Study – The profitability of the Water Enterprise has been problematic in recent years. Coupled with the issues listed above and the debt covenant to budget a net revenue of 120% of the annual debt service, a rate adjustment has been explored. A formal Water Rate Study must be completed, which will be brought back for discussion soon.

TRASH ENTERPRISE

Staff continues to work handling changing regulation regarding organic waste recovery/diversion mandated by the state. A new ordinance with regulations was adopted in March, 2022.

CR&R proposed another substantial waste hauling price increase for this fiscal year. This after experiencing multiple issues with regard to service quality during the Covid shutdown and subsequent recovery. After a

City protest, CR&R offered to forestall and mitigate the increase (by approximately 75%), in return for a contract extension. With CalRecycle basically mandating reopening our existing hauler contract anyway, we can handle that extension, while adding protections against future disproportionate increases. The mitigated rate adjustment took effect in October, 2022, with action in September to agree in principle to an extension. Contract language is still being finalized, however ***CR&R has requested that it be executed soon, so expect action before the end of March.***

Subsequent to that, additional issues with service cropped up. CR&R says that their corporate office has promised new trucks that have yet to be delivered, which has hampered their ability to service accounts. Talk has begun to put concerted pressure on the hauler to upgrade service or face consequences. These difficulties with timely pickups seem to have waned somewhat in recent weeks, which may be a result of the return of the local supervisor from a longtime illness. In any case, staff will continue to monitor.

PUBLIC WORKS

TRANSPORTATION PROJECTS

Pear Canal Undergrounding/Ninth Street Improvements (Olive to Melon) – this project has been discussed for some time. Initial action to proceed was taken in early 2021. A deposit was forwarded to IID to begin design and multiple site visits with staff, the IID and City Engineer took place to discuss issues that need to be addressed in design. Undergrounding work was scheduled to take place in December 2021, however, delays were discussed in those meetings from the IID side which eventually led to construction work being pushed back. The City has been awarded funding through ICTC for the resulting necessary sidewalk and roadway improvements, however that funding will not be available until at least October, 2023, so this is not an issue from our standpoint

The current construction challenge for IID is that this project will make it difficult to continue to service several nearby County-area residences served by surface water. It was determined that incentivizing these properties to convert to City water would be in the best interest of the project. We are still working to persuade the outside properties to convert to City service. At present, 4 of the 8 or 9 property owners have applied for City service. Staff has been in recent talks with IID about another round of letters to the remaining residents to encourage them to switch. The need for a companion communication from IID was reiterated at a meeting at their headquarters earlier this year. Staff will continue to follow up on this issue. A conversation with Mr. Hawk this week revealed that he is waiting for this project to take place to begin working in earnest to begin construction.

Pine Avenue Sidewalks – Subsequent to the recent awards of funding for streets projects utilizing Federal Highways dollars through ICTC, another year of projects was quickly requested to be added. Holtville submitted a project to capture CMAQ dollars to add sidewalks to either side of Pine Avenue between Fourth and Fifth Streets. Action to approve was taken in October.

PARKS

Holtville Wetlands Project – In late 2016, approximately \$3 million was granted to the City through the US Bureau of Reclamation (BoR). THG was selected for Grant Administration tasks and George Cairo Engineering (GCE) for design services. GCE was significantly behind schedule from the outset, but finally produced a Record of Survey that was first filed with the County in 2018. The plan check process proved to be extremely slow with holdups by both the County and GCE. THG and staff applied pressure throughout the process, with an eventual approval in 2021.

Monthly status conferences with BoR began in March 2021 after representatives expressed concern over project progress. Due to difficulties with GCE and Covid, we were given an 18-month extension on the grant agreement that was set to expire on July 30, 2021. The extension was approved by BoR in April, 2021.

Authorization was given to release a construction RFP in August, 2021 and was advertised in early 2022. Only one bid was submitted, which was significantly over (+/- \$1.4 million) the construction budget. A status conference was held with BoR to strategize and discuss options, as staff began working on potential solutions, such as augmented grant funds from other sources and “value engineering” to trim the cost of the project. The contractor has committed to holding their bid for a few more months.

The BoR representative, Jeremy Brooks, has been extremely helpful in moving the project along. In September, he was able to secure funding to bridge the gap to pay for construction. A letter officially requesting the additional funding with a revised budget was forwarded to BoR in October. ***That funding was officially awarded late this week, so we expect the project to start up soon.*** The City Manager has since had discussion with IID regarding the reinitialization of the project and their assistance in the construction phase. Staff is working to schedule an “all hands” meeting soon.

Railroad Trestle Repair – A grant was secured from the California Natural Resources Agency to repair the railroad trestle burned in a river bottom fire several years ago. This is necessary to connect the Trail to east side of the river and eventually the future Wetlands area. After over a decade and a half of being somewhat unsightly and unusable, the trestle will soon be fixed cosmetically and usable for pedestrian and non-motorized traffic. Documentation was finally signed for this grant in late October, 2021, The City Engineer completed the technical specification for the Scope of Work in June 2022 for the RFP. A decision was made to forestall the bid process a bit to allow construction costs to come down from current highs. An extension was secured in early October from the funding agency to allow this extra time. An RFP is expected this month on this project.

At the SCAG event in May, the City Manager had multiple discussions about a Trail extension from the Trestle to the Country Club area, then to the UC Research station and eventually to Hwy 111 for easier access to IVC with active transportation options. The idea was well-received and staff will be meeting with other agencies about the concept in the future. Subsequently, the head of Public Works for the County was brought in and he was enthusiastically supportive. This will be explored in a future Active Transportation funding cycle.

Mellinger Alamo River Trail - A grant application through River Partners, a non-profit that deals in habitat restoration, for a project that would be a good complement to our Wetlands trail spur, was unsuccessful in 2022. RP has recently contacted staff to discuss another potential submission.

Gene Layton Pool – Staff is now discussing several of the ancillary items discussed prior to the Pool rehabilitation project after receiving funding from IID and the completion of the summer swim season.

ADMINISTRATION

Planning Commission – with multiple openings created by the relocation of Charlie Garcia and Mr. Munger’s election to Council, two new members were appointed to the Commission, Cindy Pacheco and Vanessa Ramirez at the December Council meeting. ***Lack of business has led to cancellation of meetings, so the new Commissioners await swearing in and seating on the Commission.***

Audits – Staff continues work with auditors examining the 2021-22 Fiscal Year. Auditors are expected onsite in early February to wrap up their process.

Public Safety Lot/New Construction – subsequent to Council approval to procure Architecture services to design Phases I (Fire Apparatus Bay) and Phase II (PS Administration & Fire Dormitories) the City Manager met with the City Engineer and City Planner to discuss parameters for a Request for Proposals.

The RFP for Architecture was advertised this week, with responses due by the end of the month. It is expected that a preferred firm will be presented to Council in March.

Website Redesign – Conveyor Group was engaged in March to oversee a redesign of the City’s aged site. They recently presented their first mockup of the site and staff will be interfacing with them over the next few weeks to get the site implemented. A demo version has been provided. Work on editing that version will be a priority this week. Several changes were suggested and incorporated to the site. We are currently working on gathering pictures and other content to upload. Submissions are welcome! Some of this has been forwarded in recent weeks and we are working to keep the progress going.

BUILDING PERMITS - The City issued **6** building permits thus far in 2023. A list of permits pulled by month is available on the City’s website at <http://holtville.ca.gov/section.php?id=73>.

Melon, LLC Housing Project (± 50) – A project has been in the works for some time at the northeast corner of Ninth and Melon, just outside the City limits. After years of confusion regarding the process, the project’s ownership group, led by John Hawk, engaged Development Design & Engineering in 2016 to assist in shepherding the project along. DD&E completed CEQA compliance and a Mitigated Negative Declaration was adopted by the Planning Commission and City Council in late 2020.

The project was presented at Planning Commission in October 2020 and drew a good deal of public opposition. PC action pushed the project forward with a designation of allowing R-1 or R-2 development, with Council accepting the PC recommendation in November, 2020. The more dense R-2 zoning designation would allow up to 8 units per acre or approximately 65 units. The annexation was approved by LAFCo in February, 2021. We await further submission from the project proponent.

Word has trickled back to staff that Mr. Hawk is once again actively entertaining the thought of selling off this project. The CM recently met with a developer that is highly interested in acquiring the project. A site visit and further discussion seemed promising.

AMG Sunset Rose Senior Apartments (± 33) – The City was asked to apply for HOME grant funding for a second apartment project by AMG & Associates, proposed in the area of Third and Grape. In July, the City received word that the HOME Program loan has been awarded for this project. This will create some long-term oversight by the City, but it does continue to add housing. A subdivision map has been submitted for the property, which is under review. A consultant to administer this grant was engaged in May. An application for additional subsidized financing was approved by the City in late November and documents are being finalized by HCD for the award. A meeting was held with the Grant Administrator last month to plan next steps.

A pre-submittal meeting was held in early November to discuss necessary aspects to the construction with the project proponent, including offsite improvements. Much of the discussion centered on handling stormwater. This will be ongoing. Plans were submitted in late November. The City Building Inspector and The Holt Group completed the plan check in January and sent the first batch of comments to the developer. ***There has been a flurry of emails in the past week as AMG addresses the issues listed.*** Funding requires the developer to have building permits in hand by March 3, so it is assumed that they will be responding quickly to move the process forward.

MEETINGS & EVENTS RECENTLY ATTENDED:

- 01/23/23 Department Head Meeting *City Hall*
- 01/23/23 Carrot Festival Planning Meeting *City Hall*
- 01/23/23 Holtville City Council Meeting *City Hall*
- 01/25/23 FFA Speech Contest *Imperial Valley College*
- 01/26/23 IVEDC BoD Meeting *IVEDC Offices (Imperial)*
- 01/26/23 Carrot Royalty Speech Contest *City Hall*
- 01/30/23 Department Head Meeting *City Hall*
- 02/01 - 02/03/23 CalCities New Mayors & Council Members Academy *Universal City, CA*
- 02/03/23 CofC Coronation Banquet *IV Swiss Club*
- 02/06/23 Department Head Meeting *City Hall*
- 02/10/23 Carrot Festival Concert *Holt Avenue*
- 02/10/23 State Senator Steve Padilla Meet & Greet *El Centro Offices*
- 02/11/23 Holtville Carrot Festival Parade *Fifth Street*
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-

UPCOMING EVENTS:

- 02/13/23 Department Head Meeting *City Hall*
- 02/13/23 Holtville City Council Meeting *City Hall*
- 02/15/23 ICTC Management/CCMA Meetings *ICTC Offices*
- 02/17/23 CA FFA Foundation Board Meeting *Galt, CA / Zoom Meeting*
- 02/17/23 Medical Appointment *(NW Sick Day)* *San Diego, CA*
- 02/20/23 Presidents Day Observed *(City Hall Closed)*
- 02/21/23 Holtville Planning Commission Meeting *City Hall*
- 02/24/23 NW Vacation Day *(Out of Office)*
- 02/27/23 Holtville City Council Meeting *City Hall*
- 03/02 - 03/12/23 California Midwinter Fair *IV Fairgrounds (Imperial)*
- 03/13/23 Holtville City Council Meeting *City Hall*
- 03/15/23 IV Foreign Trade Zone Meeting *Web Conference*
- 03/16/23 Holtville Farmers Market & Street Fair *Holt Park*
- 03/20/23 Holtville Planning Commission Meeting *City Hall*
- 04/07/23 Good Friday Observed *(City Hall Closed)*
- 04/20/23 Holtville Farmers Market & Street Fair *Holt Park*
- 05/03 - 05/05/23 SCAG General Assembly & Annual Conference *Palm Desert, CA*
-

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

Respectfully submitted,



Nicholas D. Wells
(760) 356-2831

City of Holtville
Report to City Council

February 10, 2023

From: Adriana Anguis, Finance Supervisor

Subject: Bimonthly Report

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


The purpose of this report is to inform Council of City of Holtville Finance activities and updates since the last council meeting.

- Auditors performed their visit, we completed all requests on our end. They are now working on the writing of the financials and will provide to us when completed.
- LTA Audit has been completed and the City of Holtville has been found to comply with the requirements of Measure D.
- Attended CSMFO Conference in Sacramento, was named the new Chapter for the Imperial County CSMFO. We are trying to bring back the association to provide trainings to local finance staff.
- LIHWAP the utility assistance program contacted us, they are now providing assistance to accounts that are current and payments can be made for amounts higher than current bill to provide a credit on the applicants account. Applications can be made through Campesinos Unidos in Brawley.

Respectfully Submitted,

Adriana Anguis

Adriana Anguis
Finance Supervisor
City of Holtville

MEETING DATE:	<u>02/13/23</u>
ITEM NUMBER	<u>5 b</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____



MEETING DATE: 02/13/23

ITEM NUMBER 5 c

Approvals	CITY MANAGER	
	FINANCE MANAGER	
	CITY ATTORNEY	

City of Holtville Report to Council

Date Issued: February 2, 2023
From: Sergeant Joseph Conkey, Chief of Police
Subject: Holtville Sheriff's Monthly Report – January 2023

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

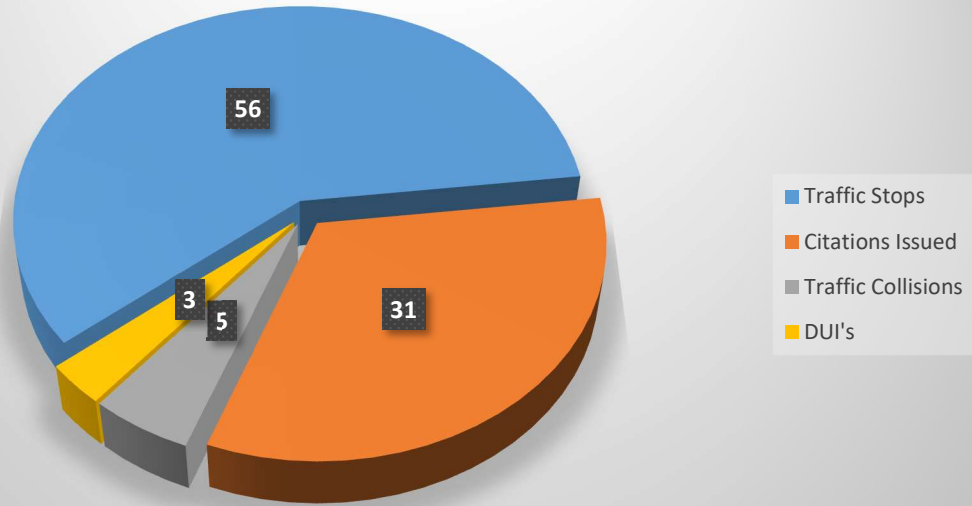
The following is a summary of statistics for the Holtville Sheriff's Deputies for the month of **January 2023.**

Calls for Service:

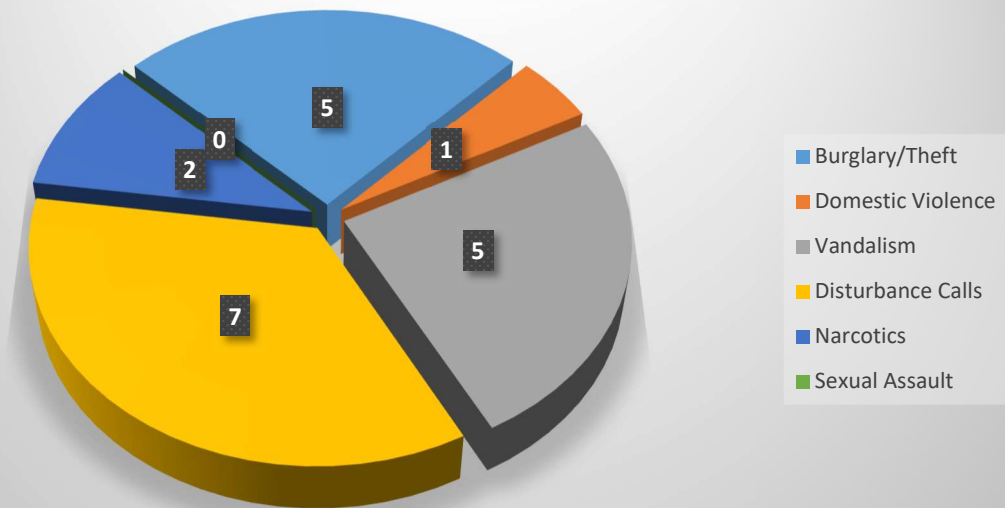
- **343** total incident reports, which were entered into Spillman Computer Database by the Imperial County Sheriff's Dispatch Center. These calls consisted of requests for Sheriff's services.
- The highest volume of calls for service occurred on **Tuesday's** with **56 total calls for service.** The lowest volume of calls for service occurred on **Friday's** with **42 total calls for service.** The highest volume of calls occurred from **7:00 pm to 8:00 pm.**

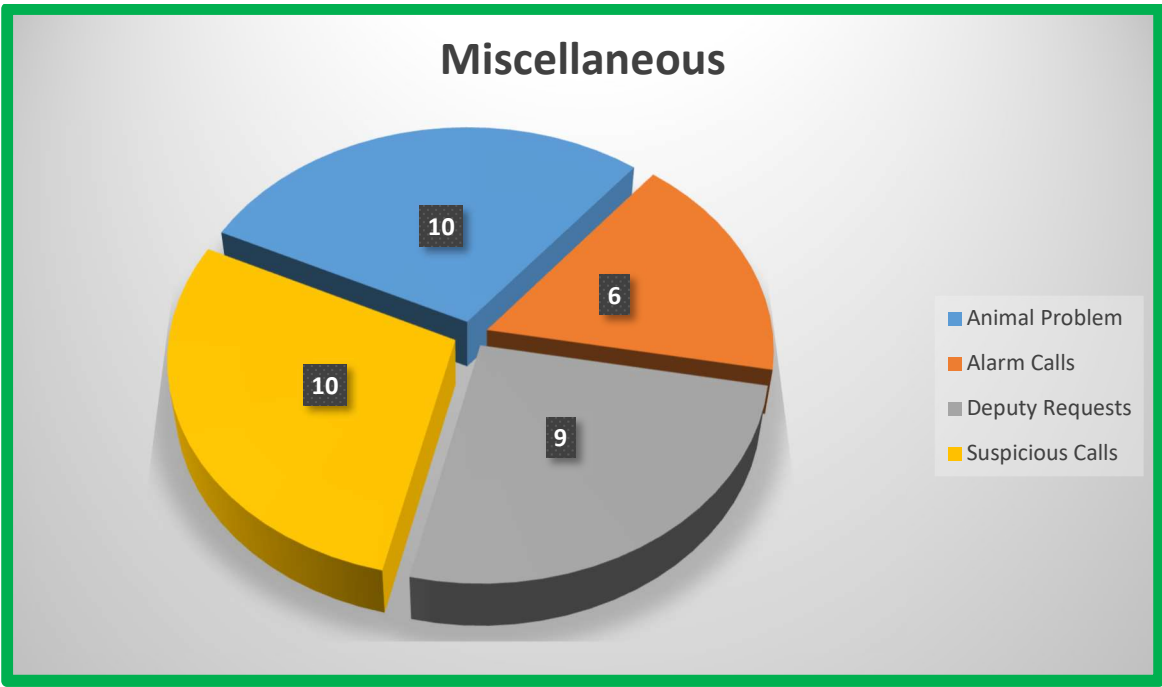
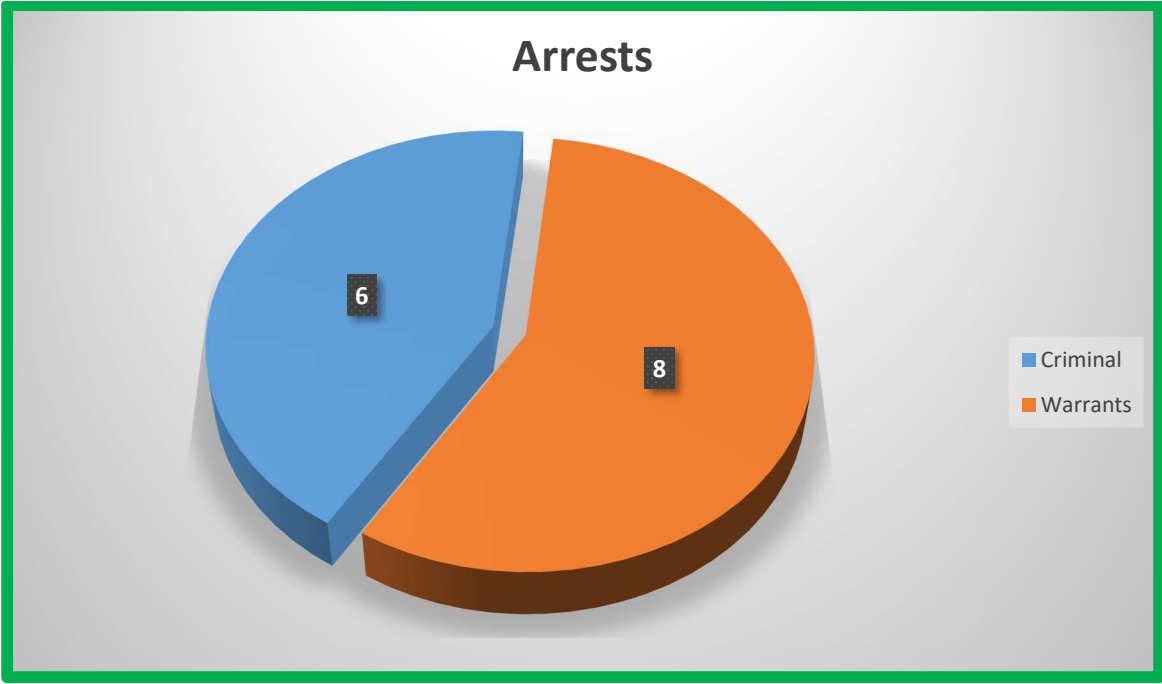


Traffic



Criminal Activity





The following is a brief summary of incidents and events that the Holtville Police Department has been involved in during the month of October 2022.

2301H-026 – Vandalism; at 520 Maple Avenue

Reporting person called to report her back window was shattered sometime between 01/02/23 and 01/03/2023. Damage estimated to be approximately \$500 in value. Suspects are two Hispanic male subjects who were seen drinking in the area prior to the incident, however it is unknown who the two subjects were. There was no evidence found at the scene nor was there any video surveillance footage.

2301H-031 – Domestic Violence; 6th Street and Grape Avenue

Reporting person called to report a possible domestic dispute between a male and female. Subjects were located and female half stated she was pushed and hit by the male. Male subject was arrested and booked into ICJ.

2301H-040 – DUI; Alley between Pine and Holt at 8th Street

Traffic stop on a subject revealed the driver was under the influence of narcotics. Driver was arrested and booked into ICJ.

2301H-046 – DUI; P Street and 14th Street

Deputy assisted a call for Imperial PD on a physical altercation and while returning from the call conducted a traffic stop on a vehicle for vehicle infractions. Driver was found to be under the influence of an intoxicating beverage and was arrested for DUI.

2301H-048 – Vandalism; 900 Block of Cedar

Reporting person called to report that his front door was vandalized. Reporting person had surveillance footage of a bottle rocket exploding into his front door, damaging the screen door, concrete and front door. Damage was assessed at \$150, however no suspect identification was gained from the surveillance footage.

2301H-053 – Disturbance, 878 Holt Avenue

Reporting person called to report a disturbance with his wife. The reporting person claimed to have had an argument over child custody arrangements, which no paperwork was on file. Both parties were advised on steps to take to have child custody arrangements made.

2301H-064 – Child Custody; 554 Grape Avenue

Reporting person called to report that the mother of his child did not arrive to exchange their child as ordered by the court. Female half was uncooperative with the process and was cited for violation of court order and later released.

2301H-232 – Warrant Service; 377 Maple Avenue

Deputy contacted a female with an outstanding warrant for her arrest. Subject was arrested. In addition a male subject was arrested for violation of a restraining order and booked into ICJ.

2301H-241 – Attempt to Contact; 814 Walnut Avenue

Deputies contacted two subjects with warrants. Subjects were cited and released due to medical conditions for their warrants.

2301H-285 – Traffic Stop; Figueroa Avenue and 6th Street

Traffic stop on a vehicle infraction revealed driver was unlicensed. Driver was cited and vehicle was stored.

2301H-286 – Warrant Service; Figueroa and 6th Street

Deputy contacted a subject who was found to have an active warrant for his arrest. Subject was cited and released.

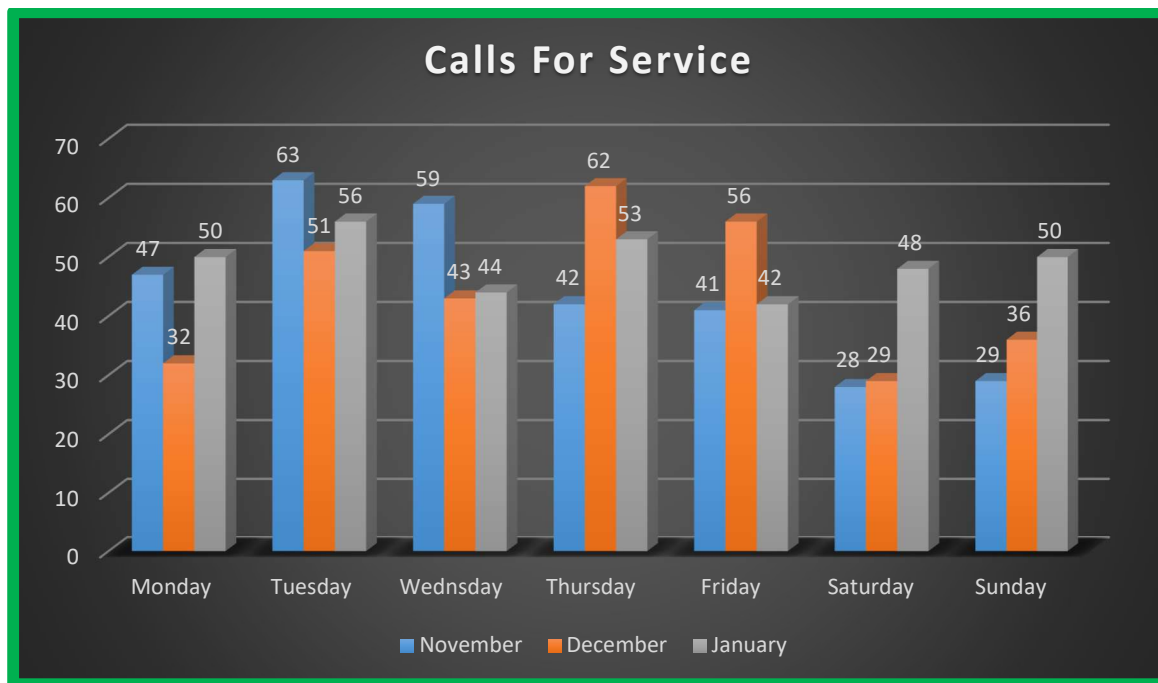
2301H-287 - Warrant Service; Figueroa and 6th Street

Deputy contacted a subject who was found to have an active warrant for his arrest. Subject was cited and released.

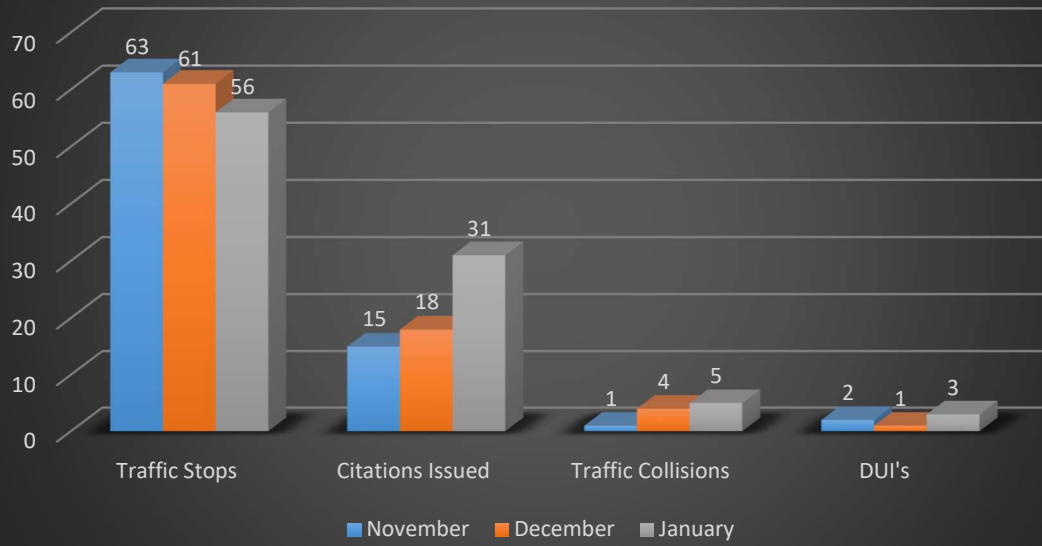
2301H-288 – Drugs; Figueroa and 6th Street

Deputy contacted a female subject who was found to be in possession of methamphetamine. Subject was cited and released.

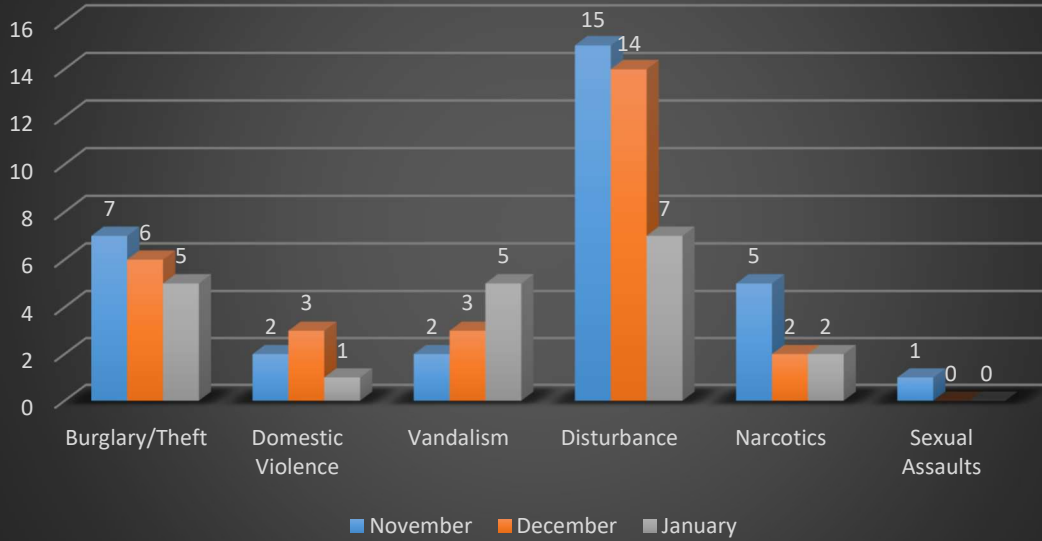
Monthly Comparisons:

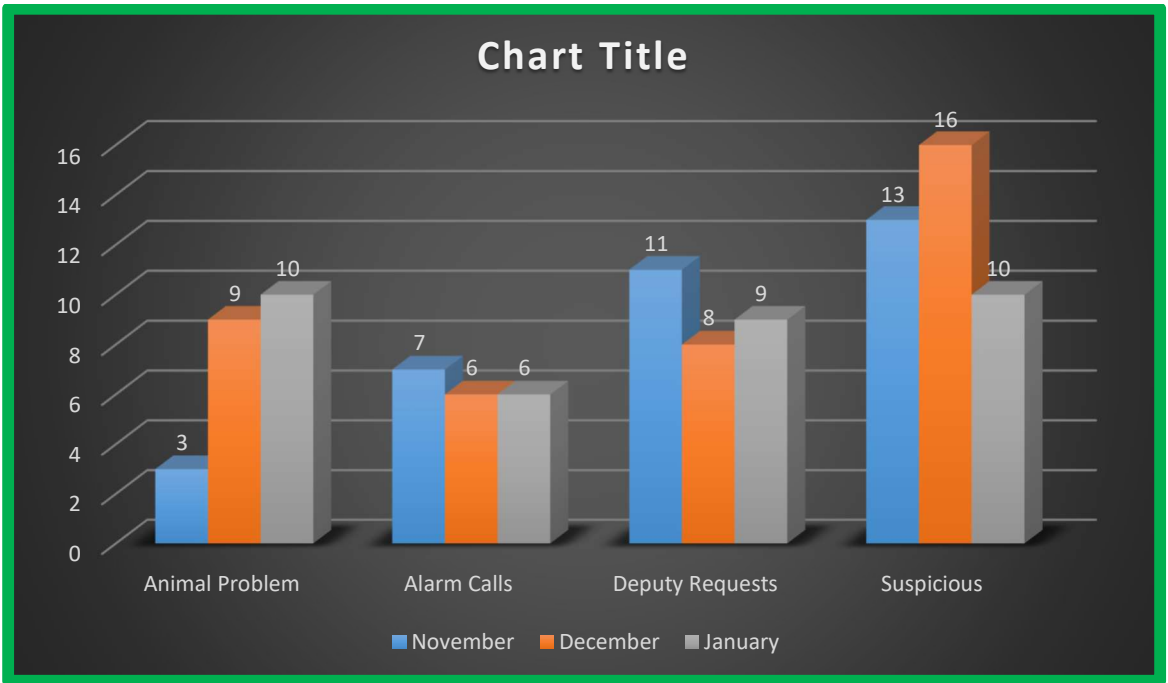
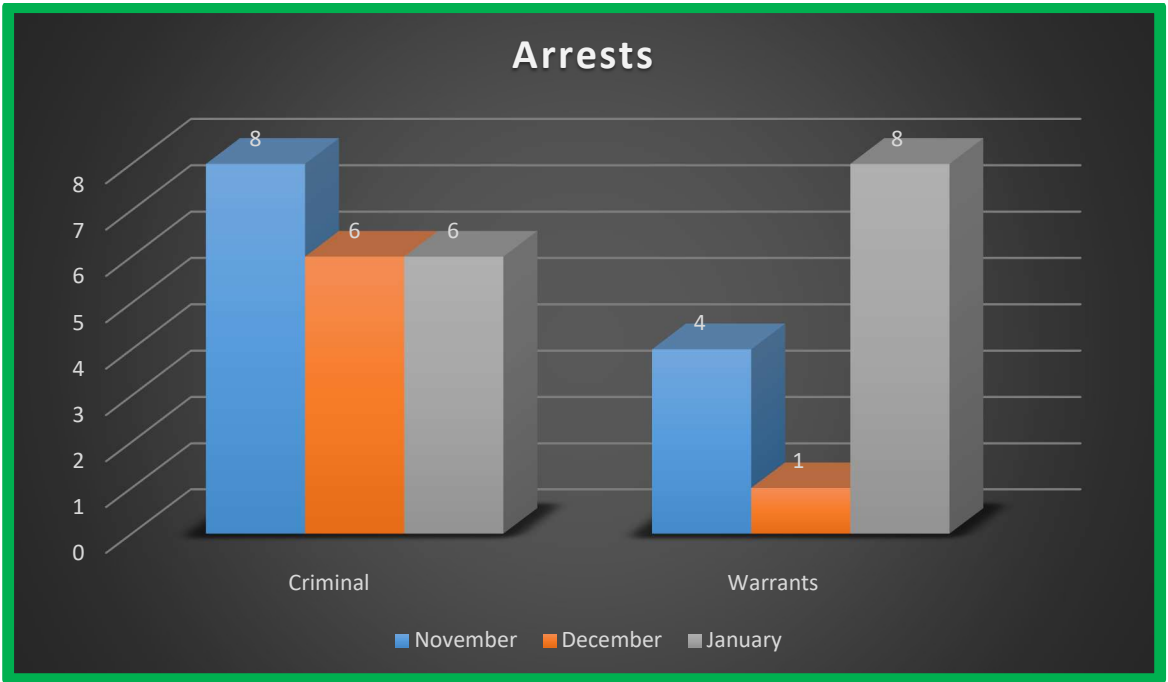


Traffic



Criminal Activity





Respectfully submitted,

Sergeant Joseph Conkey

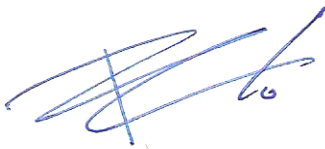
WASTEWATER TREATMENT PLANT:

As noted in the spreadsheet below, effluent ammonia levels have continued to remain in compliance during the fourth quarter of 2022.

NPDES Permit No. CA0104361

Month/Year	Influent Flow Average (MGD)	Influent Flow Minimum (MGD)	Influent Flow Maximum (MGD)	Influent BOD mg/L	Effluent BOD mg/L	Influent TSS mg/L	Effluent TSS mg/L	Influent Ammonia, ppm	Effluent Ammonia, ppm	Effluent E. Coli
Jan-22	0.4008	0.3297	0.45	815.0	0.0	1700.0	0.5	40.0	0.0	1.8
Feb-22	0.3984	0.3442	0.4611	940.0	0.0	3100.0	1.0	37.0	0.1	1.8
Mar-22	0.3908	0.3239	0.4786	1300.0	0.0	6433.0	1.2	41.0	0.0	2.0
Apr-22	0.3707	0.3197	0.4249	880.0	0.0	4550.0	2.0	35.0	0.0	3.2
May-22	0.3422	0.3016	0.3935	928.0	0.0	2876.0	2.6	48.0	0.0	2.2
Jun-22	0.3433	0.1439	0.4378	557.5	0.0	1330.0	1.8	53.0	0.0	1.9
Jul-22	0.343	0.2844	0.3795	874.0	0.0	2380.0	0.6	50.0	0.0	2.0
Aug-22	0.3579	0.2778	0.4148	636.0	0.0	3440.0	1.2	44.0	0.0	2.0
Sep-22	0.381	0.2933	0.5529	712.5	0.0	3950.0	1.5	39.0	0.0	2.0
Oct-22	0.3785	0.3316	0.4232	925.0	0.0	3875.0	1.5	49.0	0.0	2.0
Nov-22	0.3627	0.3232	0.3972	672.0	0.0	2740.0	0.8	55.0	0.0	2.2
Dec-22	0.3646	0.3065	0.4242	1050.0	0.0	2200.0	1.3	50.0	0.0	2.2
AVERAGES-	0.3695	0.2983	0.4365	857.5	0.0	3214.5	1.3	45.1	0.0	2.1

Respectfully Submitted,



Frank Cornejo.
Water/Wastewater Operations Supervisor
City of Holtville