

AGENDA

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

Monday, March 25, 2024

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

CITY COUNCIL

MEETING CONVENED - 5:30

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

PUBLIC EMPLOYMENT:

(Government Code Section 54957)

City Manager Evaluation

Evaluation Criteria

RECONVENE OPEN SESSION - 6:00 PM

PLEDGE of ALLEGIANCE:

INVOCATION:

CITY CLERK RE: Verification of Posting of the Agenda

EXECUTIVE SESSION ANNOUNCEMENTS:

RECOGNITION

*Holtville High School Wrestling Team Achievements
HHS Athletic Director CJ Johnston*

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, March 11, 2024.
- b. Current Demands #46594 through #46639.
- c. **Discussion/Related Action to Adopt RESOLUTION #24-13** Adopting a Revised Salary Schedule for the 2023-24 Fiscal Year.

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUES:

2. **UNFINISHED BUSINESS:** *None*

3. NEW BUSINESS:

- a. **Discussion/Related Action** to Designate the City of Holtville's Delegate and Alternate Representative to the 2024 SCAG Regional Conference & General Assembly, to be Held May 2-3, 2019, at the Desert Springs Resort & Spa in Palm Desert, California

Nick Wells, City Manager

4. INFORMATION ONLY:

- a. **Discussion Only** Regarding the City's Public Safety Building Project

Nick Wells, City Manager

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

72-Hour & Trailer Parking Ordinance

7. ADJOURNMENT:

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

Monday, March 11, 2024

MEETING DATE:	<u>3/25/24</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, March 11, 2024, at 5:00 pm in the Civic Center. Mayor Murray Anderson was present, as were Council Members Mike Goodsell, Mike Pacheco, and Ginger Ward. Council Member John Munger was absent. Financial Supervisor Adriana Anguis, Police Chief Joe Conkey, City Planner George Galvan, City Treasurer George Morris, City Attorney Steve Walker, City Manager Nick Wells, and City Clerk Yvette Rios were also present.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

The Closed Session meeting was called to order at 5:03 PM. by Mayor Murray Anderson.

PUBLIC EMPLOYMENT:

(Government Code Section 54957)

City Manager Evaluation

Evaluation Criteria

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Anderson called the Open Session meeting to order at 5:58 PM.

PLEDGE OF ALLEGIANCE: *Mr. Goodsell led the Pledge of Allegiance.*

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

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

City Clerk Yvette Rios verified that the agenda was duly posted on Friday, March 8, 2024.

EXECUTIVE SESSION ANNOUNCEMENTS:

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

GENERAL PUBLIC COMMENTS:

Concepcion Gonzalez came as a student of the Health Education - Older Adults course offered by IVC and held at the City of Holtville facility, the Hut. She explained that the class has a good instructor, dedicated students, and a nice facility and stressed the importance of health, nutrition, and exercise. The reason for her comment was to request "necessary improvements" to the Hut including a deep cleaning of the facility, general maintenance, and bathroom restoration. Additionally, Ms. Gonzalez requested that the pool have a shade because the Older Adults class previously implemented water aerobics and water zumba activities, in which they endured potentially harmful durations of sun exposure.

1. CITY COUNCIL CONSENT AGENDA:

- a.** Approval of the Minutes from the Regular Meeting of Monday, February 26, 2024.
- b.** Current Demands #46550 through #46593
- c.** Action to Adopt RESOLUTION #24-12 Adopting a Revised Salary Schedule for the 2023-24 Fiscal Year.

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

AYES: *Goodsell, Pacheco, Ward, Anderson*

NOES: *None*

ABSENT: *Munger*

ABSTAIN: *None*

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQES:

Ms. Rios reported that at the request of Mr. Wells, she started attending management meetings to remain informed, thereby aiding her in her work. She prepared the agenda packet on her own for the first time and was amused to see an article announcing her new position in the Holtville Tribune.

Mr. Wells attended and performed at the California Mid-Winter Fair in Imperial and notified the the Council that River Partners, a river conservation group, will be donating money to the City for the Wetlands project with grant funding that they secured.

Mr. Walker and Ms. Ward had nothing to report.

Mr. Goodsell invited the Council and those in attendance to a community event hosted by the Lithium Valley Steering Committee. He reported that he has an upcoming ICTC meeting, a League of Cities dinner, and reminded everyone of the State of the County Address on Thursday the 21st.

Mr. Pacheco, Mr. Morris, and Mr. Galvan had nothing to report.

Chief Conkey delineated data from his report, noting that no major incidents occurred. He answered questions about a recent unusual incident where a car flipped but the driver was not injured.

Ms. Anguis reported that there were 29 disconnections of water service for the month of February, hoping this amount will decrease next month. She attended a FEMA meeting regarding Hurricane Hilary, as well as an ICTC meeting.

Mayor Anderson will be attending a IV Housing Authority meeting on Wednesday and the Imperial-Mexicali Bi-National Alliance meeting on Thursday. He reported that he attended the fair all ten days with InnerCare and was able to see Mr. Wells perform with his band.

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

a. Discussion/Related Action to Adopt RESOLUTION #24-07 Approving the Similar Use Determination for the Property Located at 625 E Fifth Street (APN 045-272-007) for New Construction of Labor Housing
George Galvan, City Planner

Mr. Galvan communicated pertinent exposition regarding the Planning Commission meeting that was held Tuesday, February 20th, where Peri & Sons initially presented information to support the approval of the Similar Use Determination and Conditional Use Permit. The decision of the Planning Commission was to recommend the Council to approve the applications for the Similar Use and Conditional Use Permits. Therefore, the objective of the Council this night was to evaluate if the Farm Labor Housing project could be determined as a similar use as the uses set by the Downtown D-B code, with the consideration of the decision of the Planning Commission. Mr. Galvan explained the potential similarities and differences of the Farm Labor Housing project in comparison to the Downtown D-B code. Brad Johnston from Peri & Sons Farms introduced himself and other interested parties on the matter in attendance. He offered the Council to provide the same presentation he gave at the Planning Commission meeting, or to address concerns instead. They chose the latter option. Mr. Johnston or City staff answered questions from the Council on topics including security, use of the facility during unoccupied months, fencing, parking, non-H-2A staff, the construction timeline, and the potential affect on the census.

A Public Hearing was opened by Mayor Anderson at 6:47 PM

David Smith (628 E 6th Street) revisited the public comment he made at the Planning Commission meeting about the potential burden of the Farm Labor Housing on the municipal utilities. He acknowledged the answer he received from Mr. Wells, who informed him that the City has the capacity to double its service, but was still wondering if the water pipes and sewerline can withstand the additional usage. Mr. Smith feels that there should be a report that confirms the capability of the system. Mr. Galvan further assured Mr. Smith that the capacity of the system is sufficient. He did note that the topic of water drainage did need to be addressed by Peri & Sons Farms.

The Public Hearing was closed at 6:51 PM.

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

AYES: Goodsell, Pacheco, Ward, Anderson

NOES: None

ABSENT: Munger

ABSTAIN: None

b. Discussion/Related Action to Adopt RESOLUTION #24-08 Approving the Conditional Use

Permit for the Property Located at 625 E Fifth Street (APN 045-272-007) for New Construction of Labor Housing

George Galvan, City Planner

Discussion in the previous agenda item recapitulated vital information applicable to item 3 b. Mr. Galvan clarified the difference is that action on this item is to approve the Conditional Use Permit, as opposed to the Similar Use Permit. He explained the procedures for applying for a Conditional Use Permit. In this case, the Conditional Use Permit must address shortcomings in the existing standard conditions in relation to this specific project. For example, the proposed 66-unit development would require 116 parking spaces, but the applicant has requested a variance to allow for 90 parking spaces due to a lack of necessity for the full required amount.

A Public Hearing was opened by Mayor Anderson at 6:56 PM

Brad Johnston stated that Peri & Sons Farms has no objections to the variances in the Conditional Use Permit application.

Mr. Anderson asked a few questions about the square footage of the units.

The Public Hearing was closed at 6:59 PM.

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

AYES: Goodsell, Pacheco, Ward, Anderson

NOES: None

ABSENT: Munger

ABSTAIN: None

c. Discussion/Related Action to Adopt RESOLUTION #24-09 Approving the Extension of Sewer Services Outside of City Limits to the Property Located at 1991 Underwood Road (APN 050-216-001)

George Galvan, City Planner

Mr. Galvan explained that John Higginbottom is requesting sewer services to his property at 1991 Underwood Road, which is outside of City limits, but within the scope of the City's influence. The applicant will be responsible for all fees and conditions. Mr. Anderson was curious as to why the applicant was requesting sewer and not water services. Mr. Wells explained that Mr. Higginbottom will be performing septic repairs and does not require water services. The agreement will be mutually beneficial.

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

AYES: *Goodsell, Pacheco, Ward, Anderson*

NOES: *None*

ABSENT: *Munger*

ABSTAIN: *None*

d. Discussion/Related Action to Adopt RESOLUTION #24-10 Approving the Extension of Water Utility Services Outside of City Limits to the Property Located at 1912 East Underwood Road (APN 050-211-012)

George Galvan, City Planner

Similar to the previous item, Mr. Galvan explained that Thomas Gysi is requesting water services to his property at 1912 East Underwood Road, located outside of City limits but within the service area. In contrast to the previous item concerning extending sewer services, a double utility rate is applicable when extending water services. The applicant will be responsible for all fees and conditions and the City will benefit from the doubled service rate.

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

AYES: *Goodsell, Pacheco, Ward, Anderson*

NOES: *None*

ABSENT: *Munger*

ABSTAIN: *None*

e. Discussion/Related Action to Adopt RESOLUTION #24-11 Awarding a Contract for Construction of the Ninth Street (Ash to Oak) Pedestrian Improvement Project

George Galvan, City Planner

Mr. Galvan reminded the Council that the contract for Resident Engineering and Construction Management (RE/CM) for the Ninth Street East Improvements Project was awarded at a recent previous meeting. The construction portion of the project received two bids. Staff recommended the lowest and most responsive bidder to the Council, Pyramid Construction & Aggregate Inc. Mr. Galvan explained that a shortfall in the RE/CM budget can be compensated by the excess funds made available by the significantly low bid for construction. An application was submitted to Caltrans to approve the reallocation of the funds. Mr. Wells added that ultimately, staff will find a way to utilize all available funding, potentially by embellishing the project to include more components.

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

AYES: *Goodsell, Pacheco, Ward, Anderson*

NOES: *None*

ABSENT: *Munger*

ABSTAIN: *None*

4. INFORMATION ONLY:

a. Discussion Only Regarding Purchase of Vehicle for Public Works Department

Adriana Anguis, Finance Supervisor

Ms. Anguis explained that the Public Works Department has a fleet of trucks that are significantly old and have been anticipated to need replacement. \$25,500 was approved in the 2023-24 FY budget for the purchase of a vehicle for the PW Department. The truck used by the Public Works Supervisor, Alex Chavez, has presented with the most mechanical issues recently. Mr. Chavez and Ms. Anguis scoped out a suitable vehicle that was within the budget and were recently notified by a local dealer, IV Auto Group, of a matching truck. They purchased a 2017 Chevrolet Silverado 1500 for \$24,021.38 on March 6th. Approval from the Council was not necessary because the expense was budgeted, therefore Ms. Anguis proceeded with the purchase without notifying the Council as to not miss this advantageous opportunity. She presented this information before the Council as a courtesy.

5. STAFF REPORTS:

a. City Manager Report - Nick Wells

Mr. Wells has attended various meetings for the ongoing sidewalk improvement projects.

b. Finance Supervisor - Adriana Anguis

c. Police Chief - Joe Conkey

d. Public Works Supervisor - Alex Chavez

e. Water/Wastewater Consultant - Frank Cornejo

6. Items for Future Meetings: *72-hour & Trailer Parking Ordinance
HHS Winter Sports CIF Recognition*

7. ADJOURNMENT: *There being no further business to come before the Council,
Mayor Anderson adjourned the meeting at 7:20 PM.*

Yvette Rios, City Clerk

Murray Anderson, Mayor

City of Holtville
Live 4.17.2022

Check Register
Check Issue Dates: 3/7/2024 - 3/21/2024

MEETING DATE:		<i>3/25/24</i>
ITEM NUMBER		<i>1 b</i>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

Report Criteria:

Report type: GL detail
Check: Check number = 46594-46639
Check.Type = {<>} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
46594								ADMIN
03/07/2024	46594	HOLT GROUP, THE	23-12-012	11-31520-44303	1,550.00	1,550.00	(116) WTP WATER POND REHA	
03/07/2024	46594	HOLT GROUP, THE	23-12-016	10-12003-4430	1,655.00	1,655.00	(047) MWELO REPORT, PHLA G	
03/07/2024	46594	HOLT GROUP, THE	23-12-017	10-12003-4430	2,752.50	2,752.50	(207) BUILDING PERMIT AND H	
03/07/2024	46594	HOLT GROUP, THE	23-12-018	22-80027-4430	760.00	760.00	(456) WETLAND GRANT ADMINI	
03/07/2024	46594	HOLT GROUP, THE	23-12-019	22-80043-4430	670.00	670.00	WEST 9TH ST PROJECT PLANN	
03/07/2024	46594	HOLT GROUP, THE	23-12-020	22-80042-4430	2,045.00	2,045.00	(513) EAST 9TH ST PLANNING	
03/07/2024	46594	HOLT GROUP, THE	23-12-021	10-12003-4430	280.00	280.00	(521) VASMAR LOT SPLIT	
03/07/2024	46594	HOLT GROUP, THE	23-12-022	10-70002-4430	700.00	700.00	(524) BESS PROJECT LOT LINE	
Total 46594:						10,412.50		
46595								PUBLIC WORKS FIRE DEPT
03/21/2024	46595	ACE HARDWARE	E03349	10-22080-4420	352.25	352.25	SPOT LIGHTS	
03/21/2024	46595	ACE HARDWARE	E05431	10-31150-44200	15.06	15.06	ACE SPRAY	
03/21/2024	46595	ACE HARDWARE	E05729	10-22080-4420	19.37	19.37	UNDERCOATING RUBBER	
03/21/2024	46595	ACE HARDWARE	E06207	10-22080-4420	187.42	187.42	PIPE PVC	
03/21/2024	46595	ACE HARDWARE	E07720	10-22080-4416	2.13	2.13	MARKER	
03/21/2024	46595	ACE HARDWARE	E07720	10-22080-4420	18.32	18.32	HEADLAMP	
03/21/2024	46595	ACE HARDWARE	E23199	10-22080-4420	111.97	111.97	BULBS	
03/21/2024	46595	ACE HARDWARE	E23986	10-31140-44200	86.16	86.16	ALKALINE BATTERIES	
03/21/2024	46595	ACE HARDWARE	E24443	12-31610-4420	32.22	32.22	CLAMPS	
03/21/2024	46595	ACE HARDWARE	E24599	10-22080-4421	34.47	34.47	HEATGUN DUAL TEMP	
03/21/2024	46595	ACE HARDWARE	E25410	11-31520-44200	32.30	32.30	LAMPS, ACE BAGS	
03/21/2024	46595	ACE HARDWARE	E25605	11-31510-44200	9.35	9.35	BUSHINGS	
03/21/2024	46595	ACE HARDWARE	E25605	12-31620-4420	9.36	9.36	BUSHINGS	
03/21/2024	46595	ACE HARDWARE	E26519	11-31520-44200	18.31	18.31	ACE BAGS	
03/21/2024	46595	ACE HARDWARE	E26683	10-22080-4420	20.02	20.02	BROOM, TRIMMER	
03/21/2024	46595	ACE HARDWARE	E27158	11-31510-44200	18.43	18.43	CLEANING SUPPLIES	
03/21/2024	46595	ACE HARDWARE	E27158	12-31620-4420	18.44	18.44	CLEANING SUPPLIES	
03/21/2024	46595	ACE HARDWARE	E27400	10-31140-44200	11.84	11.84	BULBS	
03/21/2024	46595	ACE HARDWARE	E27459	10-22080-4420	36.89	36.89	FIRE DEPT SUPPLIES	
03/21/2024	46595	ACE HARDWARE	E28074	10-31150-44200	21.50	21.50	MOUSE TRAPS	
03/21/2024	46595	ACE HARDWARE	E28149	10-22080-4420	71.69	71.69	FIRE DEPT SUPPLIES	
03/21/2024	46595	ACE HARDWARE	E28258	10-31150-44200	23.58	23.58	BUSHINGS AND ADAPTERS	
03/21/2024	46595	ACE HARDWARE	E28265	10-31140-44200	4.30	4.30	STREET SUPPLIES	
03/21/2024	46595	ACE HARDWARE	E28279	10-31140-44200	.33	.33	SCREWS AND WASHES	
03/21/2024	46595	ACE HARDWARE	E28478	10-21070-4420	50.63	50.63	DOG FOOD	
03/21/2024	46595	ACE HARDWARE	E28488	11-31520-44200	40.91	40.91	THERMOMETER	
03/21/2024	46595	ACE HARDWARE	E28694	10-22080-4416	4.27	4.27	MARKER	
03/21/2024	46595	ACE HARDWARE	E28694	10-22080-4420	6.46	6.46	EAR PLUGS	
03/21/2024	46595	ACE HARDWARE	E29219	11-31510-44200	1.07	1.07	PAINT SUPPLIES	
03/21/2024	46595	ACE HARDWARE	E29219	12-31620-4420	1.07	1.07	PAINT SUPPLIES	
03/21/2024	46595	ACE HARDWARE	E29340	10-22080-4420	12.89	12.89	KEYS	
03/21/2024	46595	ACE HARDWARE	E29649	10-22080-4420	21.54	21.54	CLAMP LAMP	
03/21/2024	46595	ACE HARDWARE	E29670	10-31150-44200	47.39	47.39	RAKE	
03/21/2024	46595	ACE HARDWARE	E29680	10-31150-44200	49.73	49.73	ANT KILLER	
03/21/2024	46595	ACE HARDWARE	E29689	10-22080-4420	81.83	81.83	LED LIGHTS	
03/21/2024	46595	ACE HARDWARE	E29899	11-31520-44200	248.58	248.58	WTP SUPPLIES	
03/21/2024	46595	ACE HARDWARE	E29907	12-31610-4420	283.66	283.66	NOZZLES, HOSE	
03/21/2024	46595	ACE HARDWARE	E30433	10-22080-4420	102.38	102.38	CLEANING SUPPLIES	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
03/21/2024	46595	ACE HARDWARE	E30437	10-22080-4420	23.69	23.69	AIR FILTER	
03/21/2024	46595	ACE HARDWARE	E30885	10-31150-44200	43.74	43.74	WEED KILLER	
03/21/2024	46595	ACE HARDWARE	E30951	10-31158-44200	3.22	3.22	KEYS	
03/21/2024	46595	ACE HARDWARE	E31060	10-22080-4420	31.64	31.64	CLEANING SUPPLIES	
03/21/2024	46595	ACE HARDWARE	E31322	10-31150-44200	64.14	64.14	CLEANING SUPPLIES	
03/21/2024	46595	ACE HARDWARE	E31405	10-31158-44200	6.01	6.01	KEYS	
03/21/2024	46595	ACE HARDWARE	E31585	10-21070-4420	20.46	20.46	TRASH BAGS	
03/21/2024	46595	ACE HARDWARE	E31755	10-22080-4420	15.07	15.07	RUBBER MALLET	
03/21/2024	46595	ACE HARDWARE	E31959	10-22080-4420	15.07	15.07	LYSOL WIPES	
03/21/2024	46595	ACE HARDWARE	E32565	10-31140-44200	15.07	15.07	STREET SUPPLIES	
03/21/2024	46595	ACE HARDWARE	E32968	10-22080-4420	7.53	7.53	CLEANING WIPES	
03/21/2024	46595	ACE HARDWARE	E33825	10-22080-4420	7.53	7.53	STORAGE BOX	
Total 46595:						2,361.29		
46596								
03/21/2024	46596	ACE UNIFORMS O	SD0153472	10-22080-4314	142.06	142.06	BOOTS	FIRE DEPT
Total 46596:						142.06		
46597								
03/21/2024	46597	ACME SAFETY & S	161544-00	11-31510-44200	83.46	83.46	LIME PULLOVER	PUBLIC WORKS
03/21/2024	46597	ACME SAFETY & S	161544-00	12-31620-4420	83.46	83.46	LIME PULLOVER	
Total 46597:						166.92		
46598								
03/21/2024	46598	ALL STAR FIRE EQ	254324	10-22080-4314	3,620.40	3,620.40	TURNOUT COAT, PANTS	FIRE DEPT
Total 46598:						3,620.40		
46599								
03/21/2024	46599	ARAMARK SERVIC	JAN, FEB 20	10-31158-44200	620.72	620.72	WORKPLACE SUPPLIES	PUBLIC WORKS
03/21/2024	46599	ARAMARK SERVIC	JAN, FEB 20	12-31610-4314	1,164.90	1,164.90	UNIFORM CHARGES	
03/21/2024	46599	ARAMARK SERVIC	JAN, FEB 20	11-31520-43140	1,128.50	1,128.50	UNIFORM CHARGES	
03/21/2024	46599	ARAMARK SERVIC	JAN, FEB 20	11-31530-43140	261.77	261.77	UNIFORM CHARGES	
03/21/2024	46599	ARAMARK SERVIC	JAN, FEB 20	10-31150-43140	245.41	245.41	UNIFORM CHARGES	
03/21/2024	46599	ARAMARK SERVIC	JAN, FEB 20	10-31140-43140	245.41	245.41	UNIFORM CHARGES	
03/21/2024	46599	ARAMARK SERVIC	JAN, FEB 20	11-31510-43140	441.74	441.74	UNIFORM CHARGES	
03/21/2024	46599	ARAMARK SERVIC	JAN, FEB 20	12-31620-4314	441.74	441.74	UNIFORM CHARGES	
Total 46599:						4,550.19		
46600								
03/21/2024	46600	AT&T MOBILITY	8116X031120	10-12001-4423	59.09	59.09	TELEPHONE CHARGES	ADMIN
03/21/2024	46600	AT&T MOBILITY	8116X031120	10-12001-4515	60.36	60.36	TELEPHONE CHARGES	
03/21/2024	46600	AT&T MOBILITY	8116X031120	10-22080-4423	45.07	45.07	TELEPHONE CHARGES	
03/21/2024	46600	AT&T MOBILITY	8116X031120	10-22080-4515	40.24	40.24	TELEPHONE CHARGES	
03/21/2024	46600	AT&T MOBILITY	8116X031120	10-14020-4423	50.10	50.10	TELEPHONE CHARGES	
03/21/2024	46600	AT&T MOBILITY	8116X031120	10-14020-4515	20.12	20.12	TELEPHONE CHARGES	
03/21/2024	46600	AT&T MOBILITY	8116X031120	10-12003-4423	45.07	45.07	TELEPHONE CHARGES	
03/21/2024	46600	AT&T MOBILITY	8116X031120	10-31140-44230	114.48	114.48	TELEPHONE CHARGES	
03/21/2024	46600	AT&T MOBILITY	8116X031120	10-31150-44230	69.42	69.42	TELEPHONE CHARGES	
03/21/2024	46600	AT&T MOBILITY	8116X031120	12-31610-4423	70.97	70.97	TELEPHONE CHARGES	
03/21/2024	46600	AT&T MOBILITY	8116X031120	12-31620-4423	141.53	141.53	TELEPHONE CHARGES	
03/21/2024	46600	AT&T MOBILITY	8116X031120	11-31530-44230	47.31	47.31	TELEPHONE CHARGES	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description
03/21/2024	46600	AT&T MOBILITY	8116X031120	11-31510-44230	94.19	94.19	TELEPHONE CHARGES
03/21/2024	46600	AT&T MOBILITY	8116X031120	11-31520-44230	210.65	210.65	TELEPHONE CHARGES
Total 46600:						1,068.60	
46601							
03/21/2024	46601	AUTO ZONE COM	5648854257	11-31520-44200	14.05	14.05	3/4 SOCKET PUBLIC WORKS
Total 46601:						14.05	
46602							
03/21/2024	46602	BABCOCK & SONS	CC40231-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA PUBLIC WORKS
03/21/2024	46602	BABCOCK & SONS	CC40232-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS
03/21/2024	46602	BABCOCK & SONS	CC40594-22	12-31610-4430	65.65	65.65	OIL AND GREASE
03/21/2024	46602	BABCOCK & SONS	CC40639-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA
03/21/2024	46602	BABCOCK & SONS	CC40641-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS
03/21/2024	46602	BABCOCK & SONS	CI30669-227	11-31520-44301	18.87	18.87	ALUMINUM LAB ANALYSIS
03/21/2024	46602	BABCOCK & SONS	LC40006-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS
03/21/2024	46602	BABCOCK & SONS	LC40025-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS
Total 46602:						557.66	
46603							
03/21/2024	46603	CITY OF IMPERIAL	2024-0020	10-17030-4432	2,944.37	2,944.37	CYBER SECURITY 2023-24 Q3 ADMIN
Total 46603:						2,944.37	
46604							
03/21/2024	46604	CONTROL SYSTE	2024-0229	11-31520-44300	526.49	526.49	ELECTRICAL SERVICE CALL PUBLIC WORKS
03/21/2024	46604	CONTROL SYSTE	2024-0301	12-31610-4425	356.40	356.40	SENSAPHONE SUBSCRIPTION/
Total 46604:						882.89	
46605							
03/21/2024	46605	CORE & MAIN LP	U215062	10-31140-44280	1,208.73	1,208.73	PIPES PUBLIC WORKS
03/21/2024	46605	CORE & MAIN LP	U215062	11-31510-44280	1,208.73	1,208.73	PIPES
03/21/2024	46605	CORE & MAIN LP	U215062	12-31620-4428	1,208.73	1,208.73	PIPES
Total 46605:						3,626.19	
46606							
03/21/2024	46606	COUNTY MOTOR P	310185	11-31510-44280	177.42	177.42	CARLYLE SOCKETS PUBLIC WORKS
03/21/2024	46606	COUNTY MOTOR P	310185	12-31620-4428	177.43	177.43	CARLYLE SOCKETS
03/21/2024	46606	COUNTY MOTOR P	310245	11-31510-44200	182.56	182.56	CARLYLE SOCKETS
03/21/2024	46606	COUNTY MOTOR P	310245	12-31620-4420	182.55	182.55	CARLYLE SOCKETS
03/21/2024	46606	COUNTY MOTOR P	310271	11-31510-44310	10.78	10.78	BATTERY CABLES
03/21/2024	46606	COUNTY MOTOR P	310271	12-31620-4431	10.78	10.78	BATTERY CABLES
Total 46606:						741.52	
46607							
03/21/2024	46607	COUNTY OF SAN	24HOLTFDN	10-22080-4433	684.00	684.00	FIRE RADIOS PUBLIC WORKS
03/21/2024	46607	COUNTY OF SAN	24HOLTFDN	12-31620-4433	14.25	14.25	PUBLIC WORKS RADIOS FIRE DEPT
03/21/2024	46607	COUNTY OF SAN	24HOLTFDN	11-31510-44330	14.25	14.25	PUBLIC WORKS RADIOS

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 46607:						712.50		
46608								ADMIN
03/21/2024	46608	CR&R INCORPORA	FEB 2024	13-31710-4430	26,174.36	26,174.36	GROSS RECEIPTS	
03/21/2024	46608	CR&R INCORPORA	FEB 2024	10-00000-3145	3,140.92-	3,140.92-	FRANCHISE FEES	
03/21/2024	46608	CR&R INCORPORA	FEB 2024	13-00000-3849	1,570.46-	1,570.46-	ABA 939	
03/21/2024	46608	CR&R INCORPORA	FEB 2024	10-00000-3848	1,308.72-	1,308.72-	VEHICLE IMPACT FEE	
Total 46608:						20,154.26		
46609								FARMERS MKT
03/21/2024	46609	DANIEL JONGEWA	MARCH 202	10-13050-4430	400.00	400.00	MARCH 2024 FARMERS MARKE	
Total 46609:						400.00		
46610								PUBLIC WORKS
03/21/2024	46610	DRAGON'S EXTER	89236023	10-31158-44300	250.00	250.00	MONTHLY PEST	
Total 46610:						250.00		
46611								FIRE DEPT
03/21/2024	46611	EMERGENCY MED	2620261	10-22080-4420	394.74	394.74	NITRILE GLOVES, RING CUTTE	
Total 46611:						394.74		
46612								PUBLIC WORKS
03/21/2024	46612	FERGUSON ENTE	3429057	10-80127-4420	333.29	333.29	VALVES	
Total 46612:						333.29		
46613								PUBLIC WORKS
03/21/2024	46613	HARBOR FREIGHT	1035386	11-31520-44210	279.25	279.25	AUGER DRILL	
Total 46613:						279.25		
46614								ADMIN
03/21/2024	46614	HINDERLITER deL	SIN036351	10-14020-4430	308.47	308.47	AUDIT SERVICES - SALES TAX	
Total 46614:						308.47		
46615								ADMIN
03/21/2024	46615	I.C. SHERIFF'S DE	2292024-1	10-21040-4430	79,367.49	79,367.49	SHERIFF SERVICES	
03/21/2024	46615	I.C. SHERIFF'S DE	2292024-1	10-21050-4430	8,476.00	8,476.00	DISPATCH SERVICES	
Total 46615:						87,843.49		
46616								ADMIN
03/21/2024	46616	I.C. TREASURER -	2024 PROPE	10-17030-4432	4,187.99	4,187.99	2024 PROPERTY TAX FUND	
Total 46616:						4,187.99		
46617								ADMIN
03/21/2024	46617	IMPERIAL IRRIGAT	ELECTRIC M	10-31140-44240	3,639.93	3,639.93	ELECTRICITY MARCH 2024	
03/21/2024	46617	IMPERIAL IRRIGAT	ELECTRIC M	10-31158-44240	2,616.67	2,616.67	ELECTRICITY MARCH 2024	
03/21/2024	46617	IMPERIAL IRRIGAT	ELECTRIC M	11-31520-44240	9,528.40	9,528.40	ELECTRICITY MARCH 2024	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
03/21/2024	46617	IMPERIAL IRRIGAT	ELECTRIC M	12-31610-4424	9,158.79	9,158.79	ELECTRICITY MARCH 2024	
03/21/2024	46617	IMPERIAL IRRIGAT	ELECTRIC M	12-31620-4424	135.58	135.58	ELECTRICITY MARCH 2024	
03/21/2024	46617	IMPERIAL IRRIGAT	ELECTRIC M	11-31510-44240	80.09	80.09	ELECTRICITY MARCH 2024	
03/21/2024	46617	IMPERIAL IRRIGAT	ELECTRIC M	11-31520-44240	80.09	80.09	ELECTRICITY MARCH 2024	
03/21/2024	46617	IMPERIAL IRRIGAT	PARKS ELE	10-31150-44240	2,271.83	2,271.83	PARKS ELECTRICITY	
Total 46617:						27,511.38		
46618								
03/21/2024	46618	IMPERIAL IRRIGAT	#0303 WATE	11-31520-44350	2,158.00	2,158.00	RAW WATER CHARGES	ADMIN
Total 46618:						2,158.00		
46619								
03/21/2024	46619	JADE SECURITY S	0210019	11-31520-44300	59.98	59.98	WTP SENSOR REPAIRS	PUBLIC WORKS
03/21/2024	46619	JADE SECURITY S	0210019	12-31610-4430	59.99	59.99	WTP SENSOR REPAIRS	
Total 46619:						119.97		
46620								
03/21/2024	46620	L.N. CURTIS & SO	INV798184	10-22080-4431	1,162.87	1,162.87	EQUIPMENT REPAIR	FIRE DEPT
Total 46620:						1,162.87		
46621								
03/21/2024	46621	LA BRUCHERIE IR	279073C	12-31610-4420	280.80	280.80	WWTP SUPPLIES	PUBLIC WORKS
Total 46621:						280.80		
46622								
03/21/2024	46622	LEAF	16182112	10-22080-4525	129.28	129.28	XEROX	FIRE DEPT
Total 46622:						129.28		
46623								
03/21/2024	46623	LESLIE'S POOL SU	WPR906467	10-80127-4420	88.42	88.42	TEST SOL CYANURIC	PUBLIC WORKS
Total 46623:						88.42		
46624								
03/21/2024	46624	MISSIONSQUARE	6236483	10-00000-2026	2,113.23	2,113.23	RETIREMENT	ADMIN
03/21/2024	46624	MISSIONSQUARE	6236483	10-00000-2027	798.89	798.89	RETIREMENT	
03/21/2024	46624	MISSIONSQUARE	6236483	10-12001-4240	657.76	657.76	RETIREMENT	
03/21/2024	46624	MISSIONSQUARE	6236483	10-14020-4240	287.28	287.28	RETIREMENT	
03/21/2024	46624	MISSIONSQUARE	6236483	10-22080-4240	349.58	349.58	RETIREMENT	
03/21/2024	46624	MISSIONSQUARE	6236483	10-12003-4240	158.88	158.88	RETIREMENT	
03/21/2024	46624	MISSIONSQUARE	6236483	10-31140-42400	159.06	159.06	RETIREMENT	
03/21/2024	46624	MISSIONSQUARE	6236483	11-31530-42400	58.72	58.72	RETIREMENT	
03/21/2024	46624	MISSIONSQUARE	6236483	11-31510-42400	506.05	506.05	RETIREMENT	
03/21/2024	46624	MISSIONSQUARE	6236483	11-31520-42400	380.64	380.64	RETIREMENT	
03/21/2024	46624	MISSIONSQUARE	6236483	12-31610-4240	454.88	454.88	RETIREMENT	
03/21/2024	46624	MISSIONSQUARE	6236483	12-31620-4240	524.50	524.50	RETIREMENT	
Total 46624:						6,449.47		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
46625								
03/21/2024	46625	ODP BUSINESS S	3556300710	10-22080-4416	47.80	47.80	PAPER, MARKERS, STAPLER	FIRE DEPT
03/21/2024	46625	ODP BUSINESS S	3556443840	10-22080-4416	20.18	20.18	NOTEBOOKS, PENCILS	
Total 46625:						67.98		
46626								
03/21/2024	46626	PEOPLEREADY,IN	28570617	12-31610-4140	1,323.39	1,323.39	TEMP WORKER WWTP	PUBLIC WORKS
03/21/2024	46626	PEOPLEREADY,IN	28570618	10-31150-41400	782.65	782.65	TEMP WORKER PARKS	
03/21/2024	46626	PEOPLEREADY,IN	28583307	12-31610-4140	1,323.39	1,323.39	TEMP WORKER WWTP	
03/21/2024	46626	PEOPLEREADY,IN	28583308	10-31150-41400	782.65	782.65	TEMP WORKER PARKS	
Total 46626:						4,212.08		
46627								
03/21/2024	46627	PITNEY BOWES G	3106567812	10-14020-4525	155.10	155.10	INSERTING MACHINE LEASE	ADMIN
03/21/2024	46627	PITNEY BOWES G	3106567812	11-31510-45250	155.10	155.10	INSERTING MACHINE LEASE	
03/21/2024	46627	PITNEY BOWES G	3106567812	12-31620-4525	155.09	155.09	INSERTING MACHINE LEASE	
03/21/2024	46627	PITNEY BOWES G	3106569687	10-14020-4525	190.80	190.80	SENDPRO LEASE	
03/21/2024	46627	PITNEY BOWES G	3106569687	11-31510-45250	190.80	190.80	SENDPRO LEASE	
03/21/2024	46627	PITNEY BOWES G	3106569687	12-31620-4525	190.81	190.81	SENDPRO LEASE	
Total 46627:						1,037.70		
46628								
03/21/2024	46628	QUILL CORPORATI	37390877	10-14020-4416	34.72	34.72	OFFICE SUPPLIES	ADMIN PUBLIC WORKS
03/21/2024	46628	QUILL CORPORATI	37390877	11-31510-44160	34.72	34.72	OFFICE SUPPLIES	
03/21/2024	46628	QUILL CORPORATI	37390877	12-31620-4416	34.72	34.72	OFFICE SUPPLIES	
03/21/2024	46628	QUILL CORPORATI	37390877	12-31610-4416	19.92	19.92	OFFICE SUPPLIES	
03/21/2024	46628	QUILL CORPORATI	37414624	12-31610-4416	40.93	40.93	WWTP SUPPLIES	
Total 46628:						165.01		
46629								
03/21/2024	46629	REXEL USA, INC.	S139038442-	12-31610-4420	465.93	465.93	LED LIGHTS	PUBLIC WORKS
Total 46629:						465.93		
46630								
03/21/2024	46630	RICK'S GROUP DIE	30152	10-22080-4428	2,218.40	2,218.40	FIRE DEPT TRUCK REPAIRS	FIRE DEPT
Total 46630:						2,218.40		
46631								
03/21/2024	46631	ROTO ROOTER	210881	10-31158-44300	375.00	375.00	CHAMBER OF COMMERCE REP	PUBLIC WORKS
03/21/2024	46631	ROTO ROOTER	210988-1	10-31158-44300	291.90	291.90	SEWER REPAIRS AMR	
Total 46631:						666.90		
46632								
03/21/2024	46632	SELLERS PETROL	CL36766-IN	10-22080-4427	1,395.46	1,395.46	FIRE DEPT FUEL	PUBLIC WORKS
03/21/2024	46632	SELLERS PETROL	CL36767-IN	10-21070-4427	181.85	181.85	PUBLIC WORKS FUEL	
03/21/2024	46632	SELLERS PETROL	CL36767-IN	10-31150-44270	440.85	440.85	PUBLIC WORKS FUEL	
03/21/2024	46632	SELLERS PETROL	CL36767-IN	11-31510-44270	192.00	192.00	PUBLIC WORKS FUEL	
03/21/2024	46632	SELLERS PETROL	CL36767-IN	11-31530-44270	208.48	208.48	PUBLIC WORKS FUEL	
03/21/2024	46632	SELLERS PETROL	CL36767-IN	11-31520-44270	376.91	376.91	PUBLIC WORKS FUEL	


Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
03/21/2024	46632	SELLERS PETROL	CL36767-IN	12-31610-4427	303.81	303.81	PUBLIC WORKS FUEL	
03/21/2024	46632	SELLERS PETROL	CL36767-IN	12-31620-4427	268.04	268.04	PUBLIC WORKS FUEL	
Total 46632:						3,367.40		
46633								ADMIN
03/21/2024	46633	SERVICE MASTER	35142	10-31158-44300	2,045.60	2,045.60	JANITORIAL SERVICE	
Total 46633:						2,045.60		
46634								ADMIN
03/21/2024	46634	SIMNSA HEALTH P	127715	10-22080-4225	50.12	50.12	DENTAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	10-31140-42250	3.79	3.79	DENTAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	10-31150-42250	51.24	51.24	DENTAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	11-31510-42250	38.31	38.31	DENTAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	11-31520-42250	18.93	18.93	DENTAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	12-31610-4225	73.51	73.51	DENTAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	12-31620-4225	28.05	28.05	DENTAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	10-22080-4230	408.16	408.16	MEDICAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	10-21070-4230	40.10	40.10	MEDICAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	10-31140-42300	32.08	32.08	MEDICAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	10-31150-42300	501.08	501.08	MEDICAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	11-31510-42300	433.72	433.72	MEDICAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	11-31520-42300	271.38	271.38	MEDICAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	12-31610-4230	1,004.19	1,004.19	MEDICAL HEALTH INSURANCE	
03/21/2024	46634	SIMNSA HEALTH P	127715	12-31620-4230	310.56	310.56	MEDICAL HEALTH INSURANCE	
Total 46634:						3,265.22		
46635								PUBLIC WORKS FIRE DEPT
03/21/2024	46635	SPARKLETTS	9431538 030	10-31158-44200	215.58	215.58	PUBLIC WORKS WATER	
03/21/2024	46635	SPARKLETTS	9439337 030	10-22080-4420	48.91	48.91	FIRE DEPT WATER	
Total 46635:						264.49		
46636								PUBLIC WORKS
03/21/2024	46636	SWRCB ACCOUNT	13817 PROJ	12-31610-4892	56,226.69	56,226.69	CLEAN WATER STATE REVOLVI	
03/21/2024	46636	SWRCB ACCOUNT	13817 PROJ	12-31610-4891	172,362.74	172,362.74	CLEAN WATER STATE REVOLVI	
Total 46636:						228,589.43		
46637								PUBLIC WORKS
03/21/2024	46637	TRACTOR SUPPLY	100551496	12-31610-4420	69.26	69.26	MINERAL OIL	
03/21/2024	46637	TRACTOR SUPPLY	200194633	12-31610-4420	277.03	277.03	MINERAL OIL	
Total 46637:						346.29		
46638								ADMIN
03/21/2024	46638	VIC'S A/C	97600	10-31158-44300	95.00	95.00	CIVIC CENTER REPAIRS	
Total 46638:						95.00		
46639								PUBLIC WORKS
03/21/2024	46639	WYMORE, INC.	1234055	11-31520-44200	638.67	638.67	HEX BAR MANUFACTURE	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description
						<hr/>	
Total 46639:						638.67	
Grand Totals:						<u>431,298.92</u>	

Report Criteria:

Report type: GL detail
Check.Check number = 46594-46639
Check.Type = {<>} "Adjustment"

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	03/25/24
ITEM NUMBER	1 c
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: March 20, 2024
FROM: Nick Wells, City Manager
SUBJECT: *Resolution No. 24-13 Adopting a Revised 2023-24 Salary Schedule*

ISSUE:

Shall the City Council approve Resolution No. 24-13 Adopting a Revised 2023-24 Salary Schedule?

DISCUSSION:

When the City brought Building Inspection "in house" in 2019, due partly to the fact that an untrained part time firefighter offered to take classes and training to become functional in the position, a decision to merely raise his level of compensation was made with virtually no investigation into similar compensation for the position. Due to similar situations in multiple occurrences of turnover in the position, that compensation level had heretofore never been fully examined.

Due to recent events, the City's Human Resources Technician surveyed other area entities for their compensation of similar positions. There is some disparity of job duties and levels of responsibility, but at the very least, Holtville is far below any other entity in compensating this position.

After examining this disparity and some consultation with the current Building Inspector, the City Manager is proposing to raise the Range of the position and the entry level Step A to \$21 per hour. Although the City will still be lowest of the agencies in the County, the compensation will now be in a relevant range with the them. The resulting change for this version of the schedule is listed below.

1. The "Building Inspector" position has been shifted upward to Step 37, with Step A equating to a starting pay rate of \$21.00 per hour. The current Building Inspector is presently at Step C.

The Building Inspector's compensation is partially offset by Building Permit fees. An examination of Building Permit is necessary and may result in additional funds to offset this function.

FISCAL IMPACT:

The impact is in General Fund, with an additional \$6,857 in annual salary currently, along with approximately 30% additional for employer taxes and benefits.

CITY MANAGER RECOMMENDATION:

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

ALTERNATIVE:

1. Adopt Resolution 24-13 as presented
2. Keep the position at the current compensation level, paying overtime for extra hours.
3. Choose not to adopt, giving alternate direction.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 24-13**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING
MODIFICATION TO THE 2023-24 SALARY SCHEDULE**

WHEREAS, the City of Holtville wishes to continue to provide convenient services to the residents of the City; and

WHEREAS, provision of these services requires continual updates to the staffing and compensation of City personnel; and

WHEREAS, the City desires to utilize multiple staffing profiles including full-time, part-time and seasonal positions; and

WHEREAS, Exhibit "A" contains the most current Salary Ranges and Steps for the City of Holtville's personnel, including proposed increases; an

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

1. Exhibit A is attached to this Resolution as the amended City of Holtville 2023-24 Salary Schedule.
2. The position of "Building Inspector" is hereby modified with Step A equating to a starting pay rate of \$21.00 per hour.
3. The modified Salary Schedule will take effect immediately upon execution of this Resolution and is recognized to be retroactive to January 01, 2024.
4. The foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on this 25th day of March, 2024, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest: _____
Yvette Rios, City Clerk

Murray Anderson, Mayor

CITY OF HOLTVILLE
Salary Schedule - 2023-24 (Revised)

MANAGEMENT/SUPERVISORY PERSONNEL								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
FINANCE MANAGER	60	Hourly	31.00	32.55	34.18	35.89	37.68	39.56
		Per Pay	2,480	2,604	2,734	2,871	3,014	3,165
		Annual	64,480	67,704	71,089	74,644	78,376	82,295
WTP/WWTP SUPERVISOR	60	Hourly	31.00	32.55	34.18	35.89	37.68	39.56
		Per Pay	2,480	2,604	2,734	2,871	3,014	3,165
		Annual	64,480	67,704	71,089	74,644	78,376	82,295
PUBLIC WORKS SUPERVISOR	54	Hourly	25.07	26.32	27.64	29.02	30.47	32.00
		Per Pay	2,006	2,106	2,211	2,322	2,438	2,560
		Annual	52,146	54,753	57,491	60,365	63,383	66,552
FIRE CHIEF	54	Hourly	25.07	26.32	27.64	29.02	30.47	32.00
		Per Pay	2,006	2,106	2,211	2,322	2,438	2,560
		Annual	52,146	54,753	57,491	60,365	63,383	66,552
FINANCE SUPERVISOR	50	Hourly	23.91	25.11	26.36	27.68	29.06	30.52
		Per Pay	1,913	2,008	2,109	2,214	2,325	2,441
		Annual	49,733	52,219	54,830	57,572	60,451	63,473

PERMANENT FULL-TIME PERSONNEL (Classified)								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
PUBLIC WORKS FOREMAN	45	Hourly	23.55	24.73	25.96	27.26	28.63	30.06
		Per Pay	1,884	1,978	2,077	2,181	2,290	2,405
		Annual	48,984	51,433	54,005	56,705	59,540	62,517
WTP/WWTP Foreman	45	Hourly	23.55	24.73	25.96	27.26	28.63	30.06
		Per Pay	1,884	1,978	2,077	2,181	2,290	2,405
		Annual	48,984	51,433	54,005	56,705	59,540	62,517
WTPO III	45	Hourly	23.55	24.73	25.96	27.26	28.63	30.06
		Per Pay	1,884	1,978	2,077	2,181	2,290	2,405
		Annual	48,984	51,433	54,005	56,705	59,540	62,517
WWTPO II	45	Hourly	23.55	24.73	25.96	27.26	28.63	30.06
		Per Pay	1,884	1,978	2,077	2,181	2,290	2,405
		Annual	48,984	51,433	54,005	56,705	59,540	62,517
Accountant/GL Analyst	44	Hourly	22.96	24.11	25.31	26.58	27.91	29.30
		Per Pay	1,837	1,929	2,025	2,126	2,233	2,344
		Annual	47,757	50,145	52,652	55,284	58,049	60,951
BUDGET ANALYST	42	Hourly	22.44	23.56	24.74	25.98	27.28	28.64
		Per Pay	1,795	1,885	1,979	2,078	2,182	2,291
		Annual	46,675	49,009	51,459	54,032	56,734	59,571
PERSONNEL TECH.	42	Hourly	22.44	23.56	24.74	25.98	27.28	28.64
		Per Pay	1,795	1,885	1,979	2,078	2,182	2,291
		Annual	46,675	49,009	51,459	54,032	56,734	59,571
SENIOR ACCOUNT CLERK	42	Hourly	22.44	23.56	24.74	25.97	27.27	28.64
		Per Pay	1,795	1,885	1,979	2,078	2,182	2,291
		Annual	46,669	49,003	51,453	54,026	56,727	59,563
Building Inspector	37	Hourly	21.00	22.05	23.15	24.31	25.53	26.80
		Per Pay	1,680	1,764	1,852	1,945	2,042	2,144
		Annual	43,680	45,864	48,157	50,565	53,093	55,748
Building Inspector	36	Hourly	18.01	18.91	19.86	20.85	21.89	22.99
		Per Pay	1,441	1,513	1,588	1,668	1,751	1,839
		Annual	37,461	39,334	41,301	43,366	45,534	47,811

CITY OF HOLTVILLE
Salary Schedule - 2023-24 (Revised)

PERMANENT FULL- TIME PERSONNEL (Classified) [Continued]								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
WTPO II	33	Hourly	20.00	21.00	22.05	23.15	24.31	25.53
		Per Pay	1,600	1,680	1,764	1,852	1,945	2,042
		Annual	41,600	43,680	45,864	48,157	50,565	53,093
WWTPO I	33	Hourly	18.01	18.91	19.86	20.85	21.89	22.99
		Per Pay	1,441	1,513	1,588	1,668	1,751	1,839
		Annual	37,461	39,334	41,301	43,366	45,534	47,811
Environmental Compliance Inspector	33	Hourly	18.01	18.91	19.86	20.85	21.89	22.99
		Per Pay	1,441	1,513	1,588	1,668	1,751	1,839
		Annual	37,461	39,334	41,301	43,366	45,534	47,811
ADMINISTRATIVE ASSIST	30	Hourly	17.75	18.64	19.57	20.55	21.58	22.65
		Per Pay	1,420	1,491	1,566	1,644	1,726	1,812
		Annual	36,920	38,766	40,704	42,740	44,876	47,120
PARK MAINT CREW LEADER	24	Hourly	17.16	18.02	18.92	19.86	20.86	21.90
		Per Pay	1,373	1,441	1,514	1,589	1,669	1,752
		Annual	35,693	37,477	39,351	41,319	43,385	45,554
WTPO I	24	Hourly	17.16	18.02	18.92	19.86	20.86	21.90
		Per Pay	1,373	1,441	1,514	1,589	1,669	1,752
		Annual	35,693	37,477	39,351	41,319	43,385	45,554
Dist. Collection OP./Oper. I	20	Hourly	16.43	17.25	18.11	19.02	19.97	20.97
		Per Pay	1,314	1,380	1,449	1,522	1,598	1,678
		Annual	34,174	35,883	37,677	39,561	41,539	43,616
MWIII	18	Hourly	16.14	16.95	17.79	18.68	19.62	20.60
		Per Pay	1,291	1,356	1,424	1,495	1,569	1,648
		Annual	33,571	35,250	37,012	38,863	40,806	42,846
PARKS MAINT WKR III	18	Hourly	16.14	16.95	17.79	18.68	19.62	20.60
		Per Pay	1,291	1,356	1,424	1,495	1,569	1,648
		Annual	33,571	35,250	37,012	38,863	40,806	42,846
PARKS MAINT WKR II	17	Hourly	16.00	16.68	17.51	18.39	19.31	20.27
		Per Pay	1,280	1,334	1,401	1,471	1,545	1,622
		Annual	33,280	34,694	36,429	38,251	40,163	42,171
Dist. Collection OP. OIT/Maint	16	Hourly	16.00	16.31	17.13	17.98	18.88	19.82
		Per Pay	1,280	1,305	1,370	1,439	1,510	1,586
		Annual	33,280	33,925	35,621	37,402	39,272	41,236
WWTPO IT	16	Hourly	16.00	16.31	17.13	17.98	18.88	19.82
		Per Pay	1,280	1,305	1,370	1,439	1,510	1,586
		Annual	33,280	33,925	35,621	37,402	39,272	41,236
MWII	16	Hourly	16.00	16.31	17.13	17.98	18.88	19.82
		Per Pay	1,280	1,305	1,370	1,439	1,510	1,586
		Annual	33,280	33,925	35,621	37,402	39,272	41,236
MWI	13	Hourly	16.00	16.28	17.09	17.95	18.85	19.79
		Per Pay	1,280	1,302	1,368	1,436	1,508	1,583
		Annual	33,280	33,862	35,556	37,333	39,200	41,160
PARKS MAINT WKR I	13	Hourly	16.00	16.28	17.09	17.95	18.85	19.79
		Per Pay	1,280	1,302	1,368	1,436	1,508	1,583
		Annual	33,280	33,862	35,556	37,333	39,200	41,160


PERMANENT FULL-TIME PERSONNEL (Fire)								
FIREFIGHTER - 53hr/wk	26	Hourly		16.00	16.28	16.69		
		Per Pay		1,792	1,823	1,869		
		Annual		46,592	47,407	48,593		

CITY OF HOLTVILLE
Salary Schedule - 2023-24 (Revised)

P/T HOURLY EMPLOYEES (NON-REPRESENTED)								
	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Firefighter (Part Time)	10	Hourly	16.00					
LIFEGUARD - Seasonal	10	Hourly	16.00					
Swimming Instructor (Seasonal)	10	Hourly	16.00					

Administrative Assistant (Part Time)	10	Hourly	16.00	16.40	16.81	17.23	17.66	18.10
--------------------------------------	----	--------	-------	-------	-------	-------	-------	-------

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	03/25/24
ITEM NUMBER	3 a
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: March 14, 2024
FROM: Nick Wells, City Manager
SUBJECT: *Appointment of a Delegate & Alternate to Attend the 2024 SCAG Annual Regional Conference & General Assembly and Authorizing Both to Act on Behalf of the City of Holtville*

ISSUE:

Shall the City Council approve the appointment of a delegate and alternate authorizing both to act on the City's behalf in matters to be legislated at the 2024 Southern California Association of Governments Annual Regional Conference & General Assembly, to be held May 2-3, 2024, at the JW Marriott Resort in Palm Desert, California?

DISCUSSION:

Each year member cities of Southern California Association of Government's (SCAG) gather to share ideas, discuss regional issues and decide on a platform to represent the region. Each City is required to appoint a member of their Council to serve as a delegate and alternate to participate in the business portion of the gathering. Some of the topics being discussed this year include current issues affecting our City and others in Southern California with regard to development, transportation and land-use, and the increasing regional population.

Mayor Anderson is planning to attend as the primary Delegate and Councilman Mike Goodsell will also attend and could be designated the Alternate.

FISCAL IMPACT:

Minimal, but already budgeted. Registration is free for Elected Officials and City Managers, however there is a cost associated with travel, lodging, and food. Rooms are approximately \$260 per night and have already been reserved for the listed individuals and the City Manager at the convention site in Palm Desert. The total per individual should be a maximum of approximately \$800 for each participant if full expenses are claimed for the two days. The City Council budget for Travel is \$6,000 for the current Fiscal Year, of which only \$495 has been expended to date.

CITY MANAGER RECOMMENDED ACTION:

It is recommended that the action be authorized as presented.


ALTERNATIVE:

- 1 - Approve the appointment and authorize both designees to vote on the City's behalf.
- 2 - Select other Council members to designate.
- 3 - Do not appoint a delegate and/or alternate, forgoing participation in the business of the Conference.

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: March 21, 2024
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>03/25/24</u>
Item Number	<u>5 a</u>
City Manager	<u></u>
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

WATER ENTERPRISE

Rate Study – The profitability of the Water Enterprise has been problematic in recent years. Coupled with 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 at some point in the future.

PUBLIC WORKS

TRANSPORTATION PROJECTS

East Ninth Street Sidewalk Improvements – The City was awarded CMAQ money to complete this project through Caltrans and ICTC. Holt Group completed design on the project in late 2023. Staff worked with LAFCo, the County and a private landowner to finalize jurisdiction and easements in the project area. SB1 funding was allocated to this and the West Ninth project in July, 2023. Advertising to procure contractors was run in January and Nicklaus Engineering (NEI) was selected as the RE/CM for the project. A project kickoff meeting was held in early March with NEI, THG and staff to discuss issues and responsibilities. The construction bid opening was held on Tuesday, February 13, 2024, with a low bid actually coming in *below* the projected project cost. ***A request was made to Caltrans to reallocate some of the funding to cover some non-construction costs. Contract documents have been completed by the contractor and counter signed by the City. A pre-con meeting is expected next week.***

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. A conversation with Mr. Hawk revealed that he is waiting for this project to take place to begin construction of his adjacent housing project. LC Engineering was awarded the contract for design in February.

A construction challenge for IID existed for this project, as it would 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. Staff worked with IID on companion communication to those residents to encourage them to switch. At one point, IID had identified that only two properties remained that needed conversion, but staff met with them in July, 2023, and they

agreed to convert to City service! City staff has worked with IID staff to double check total compliance (2 more residences were discovered that need to be contacted) and is working with a local contractor to estimate the cost of installation. Staff renewed attempts to contact the remaining residents. One of the 2 has now expressed an interest in starting City water service. ***Last week the final remaining holdout submitted paperwork to connect to City water service, so staff is working on establishing physical connections.***

Pine Avenue Sidewalks – Subsequent to the awards of funding for streets projects utilizing Federal Highways dollars through ICTC in early 2022, 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, 2023.

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 approved plans in 2021.

A construction RFP was released 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 committed to holding their bid for a few more months. The BoR representative, Jeremy Brooks, was extremely helpful in moving the project along. In September, 2022, he was able to secure funding to bridge the gap to pay for construction. That funding was officially awarded in early February, 2023. Action to officially award the construction contract was taken in March and a pre-con meeting was held in early May, with the contractor onsite performing various activities simultaneously.

The site has now been fully constituted with regard to major earth work, with some piping remaining to be completed. Additionally, the access roadway needs to be completed. A minor holdup with a permit from the Army Corps of Engineers (USACE) is currently pausing progress temporarily, but is in process. We await approval to tap into the River and begin the process of populating the beds with plant species. Although the ACE permit seems to be imminent, the project grant end date was looming on January 30. BoR was aware of the issue, but staff officially requested an extension in January, which was granted. The new completion deadline has been pushed to September, 2024. ***THG completed work on an additional set of documents requested by USACE and met with their representative last week. Although the application was not immediately accepted, he gave some positive feedback that things are on the right track and suggested a short list of fixes. Adrian from THG felt that he needed a week to two weeks to incorporate the changes. By mid-next week, he is going to be back in contact with USACE to try to push forward.***

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 stabilize. An extension was secured in early October from the funding agency to allow this extra time. Kleinfelder, Inc., was selected for Design services in April. A meeting with the design team was held in early May wherein various facets of the project were discussed. Mayor Ward volunteered to sit in on meetings for this project when possible, so she and staff met with the design team via Zoom to discuss preliminary design concepts. Multiple ideas to control costs and stretch the project dollars were decided upon. Staff has continued to meet with the design team.

Mayor Ward and the CM have proceeded with the general direction of keeping the original character of the structure, while making concessions to keep costs under control.

Staff checked in with the Design Engineer in late December. At this point, most of the structural work has been completed, with additional work needed on ancillary elements such as landscaping and the proposed picnic area. A January update meeting between the Design team, the City Planner and the CM revealed that the project had stalled due to a needed topographical study that the consultant thought the City would provide. After discussion, Kleinfelder engaged a local consultant to produce the document and the project is back in motion.

At the SCAG event in May, 2022, 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 funding 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. Discussions regarding this project ramped up again recently with a new round of Active Transportation funding coming up soon.

Mellinger Alamo River Trail - A grant application through River Partners, a non-profit that deals in habitat restoration, for a project that would include our Wetlands trail spur, was unsuccessful in 2022, but a reapplication recently received approval. RP met with the City Manager and toured the site this week to kick off the project. They are in discussion with Nicklaus Engineering to design the project. *Staff was contacted by NEI this week to discuss design elements.*

ADMINISTRATION

Financial Audit – Multiple challenges with the new accounting software have delayed work on the City’s annual financial audit. This will impact the submission of the Single Audit of Federal funds, due March 31, however the Finance Department continues to work to rectify the issue.

Capital Improvements Project Listing – a meeting was held in November with staff, including the City Manager, City Engineer, City Planner and Water/Wastewater Lead Operator to discuss long term capital improvements needed in the City. Water system improvements, sewer system upgrades, streets projects and other issues were discussed and expected to be further explored. A more complete detailing of the discussion will be presented to the Council in the near future.

Public Safety Lot/New Construction – Rubio Medina of Irvine, California was engaged in April, 2023, to perform Architecture services to design Phase I (Fire Apparatus Bay) and Phase II (PS Administration & Fire Dormitories) of this project. Staff met with Mr. Medina multiple times in early May and iterative documents were discussed and revised. Pursuant to discussions between Chief Silva, the CM and Mr. Medina regarding configuration, direction solidified for constructing a 3-bay apparatus section and a 2-story administration/residence area. Further discussion also clarified the placement of the building on the site. Chief Silva continues work with Mr. Medina on design elements. Council had discussion regarding the external motif of the building, which moved on to the subcommittee for the project. Feedback was provided to the architect and he was very open to incorporating ideas presented. A meeting was recently held to present updated design palettes to the subcommittee last week. Mr. Medina has some exciting ideas and is welcoming input as the project progresses. Mr. Medina is now moving forward with subconsultants for plumbing, electrical, HVAC, etc.

Multiple conversations regarding augmented funding have taken place with staff, Mayor Anderson, and various entities. Some very positive leads have developed that will continue to be pursued.

BUILDING DEPT - The City issued 27 building permits in 2024. 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.

Staff spoke with Mr. Hawk multiple times to remind him that there are still several requirements to move his project forward, which he could be doing concurrently with the preparation and construction of the IID and City improvements. He said he will be speaking to his partners. As the undergrounding and street work are imminent, he still needs to produce a site plan, building plans, pull permits, etc. The City's project should now have no bearing on his timeline. This was reiterated to Mr. Hawk again in January.

AMG Sunset Rose Senior Apartments (± 33) – In July, 2022, the City was granted HOME funding for this AMG & Associates apartment project, proposed in the area of Third and Grape. This will create some long-term oversight by the City, but it does continue to add housing. A subdivision map was approved for the property. A consultant to administer this grant was engaged in May, 2022, and an application for additional subsidized financing was approved by the City in late November.

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. Final map and the necessary proposed lot split were approved in late February as well. Since the closing of the financing, several paperwork/compliance issues cropped up that the City was left to work on. This was not the "deal" as originally presented, so staff sought assistance. Staff met with HCD representatives on this project in October. We are hoping they will assist in working with the contractor to get the project running more smoothly.

Start was delayed as construction bids came in significantly over projections. The developer has now made a draw down on funding, so construction is imminent.

Peri & Sons Ag Labor Housing (66) – this project was introduced to Planning Commission earlier this week. It proposes to construct USDA-approved dormitory style housing for up to 660 H2A Visa Program agriculture laborers working for the applicant firm. PC approved the site plan and density waiver contingent on City Council approval of the land use designation and Conditional Use Permit. ***A Public Hearing was held at the last City Council meeting and the project was approved. We will now await more definitive site plans and building design for review.***

BESS Project – A battery storage project near Melon and Sixth was proposed in early 2023 and had a flurry of meetings, submissions and communications to get approved. A permit for initial site work was granted in July. Most of the work has been completed and the facility is expected to come online soon.

MEETINGS & EVENTS RECENTLY ATTENDED :

- 03/09/24 Midwinter Fair Auction & BBW Performance *IV Fairgrounds (Imperial)*
- 03/11/24 Department Head Meeting *City Hall*
- 03/11/24 Holtville City Council Meeting *Civic Center*
- 03/13/24 Wetlands Project Status Meeting *Phone Conference*
- 03/13/24 ICTC Management/CCMA Meetings *ICTC Offices*
- 03/14/24 Imperial-Mexicali Bi-National Alliance Meeting *ICTC Offices*
- 03/15/24 Holtville Rotary Club Meeting *St. Paul's Lutheran Church*
- 03/18/24 Department Head Meeting *City Hall*
- 03/19/24 IRDC/MTC Community Relations Meeting *City of Holtville Civic Center*
- 03/21/24 Holtville Farmers Market & Street Fair *Holt Park*
- 03/21/24 State of the County Address *Prestige Event Center (Heber)*
- 03/22/24 Holtville Rotary Club Meeting *St. Paul's Lutheran Church*
- 03/22/24 Turning Point Banquet *Old Eucalyptus (EC)*
-

UPCOMING EVENTS :

- 03/25/24 Department Head Meeting *City Hall*
- 03/25/24 Holtville City Council Meeting *City Hall*
- 03/26/24 Wetlands Project Status Meeting *Project Site*
- 03/26/24 SB1383 Award IV Food Bank Meeting *ICTC Offices (EC)*
- 03/28/24 City Select Committee *Site TBD*
- **03/28/24 League of Cities Division Dinner** *IC Office of Education*
- 03/29/24 Good Friday Observed *(City Hall Closed)*
- 03/31/24 Easter Sunday
- 04/01/24 Department Head Meeting *City Hall*
- 04/05/24 NW Vacation Day *(Out of Office)* *Bakersfield, CA*
- 04/06/24 Trash Clean-up Day *Old PW Yard*
- 04/08/24 Holtville City Council Meeting *Civic Center*
- 04/08/24 Fentanyl / Opioid Outreach Committee Meeting *County Admin Building (EC)*
- 04/10/24 ICTC Management/CCMA Meetings *City of Holtville Civic Center*
- 04/12/24 Ladder Truck Dedication *Holtville Fire Department*
- 04/17/24 Holtville Planning Commission Meeting *City Hall*
- **04/18/24 Holtville Farmers Market & Street Fair** *Holt Park*
- 05/01 - 05/03/24 SCAG General Assembly & Annual Conference *Palm Desert, CA*
- 05/09/24 Imperial-Mexicali Bi-National Alliance Meeting *City of Mexicali*
- 05/27/24 Memorial Day Observed *(City Hall Closed)*

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

MEETING DATE:	<u>3/25/24</u>
ITEM NUMBER	<u>5 b</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

March 21, 2024

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.

- 13 water shutoffs in March
- FEMA meeting, working on the claims.
- Home Program annual audit for Holtville Gardens, initial process, inspection on March 28th.
- Assisted the water plant staff with annual water report, completed the utility and financial sections of report.
- Receiving payments from Campesinos Unidos LIHWAP utility assistance and report submittals to LIHWAP.

Respectfully Submitted,

Adriana Anguis

Adriana Anguis
Finance Supervisor
City of Holtville

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>3/25/24</u>
ITEM NUMBER	<u>5 c</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 12, 2024
FROM: Alex Silva, Fire Chief
SUBJECT: Monthly Report for February 2024

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

The month of February was relatively calm. The Annual Carrot Festival came and went without any significant calls for HFD. We did have the great pleasure showing off our “new” ladder truck. The guys are excited to have it on our fleet. The community should comfort having the ladder truck as it will allow us to provide better service not only in suppression but rescue operations.

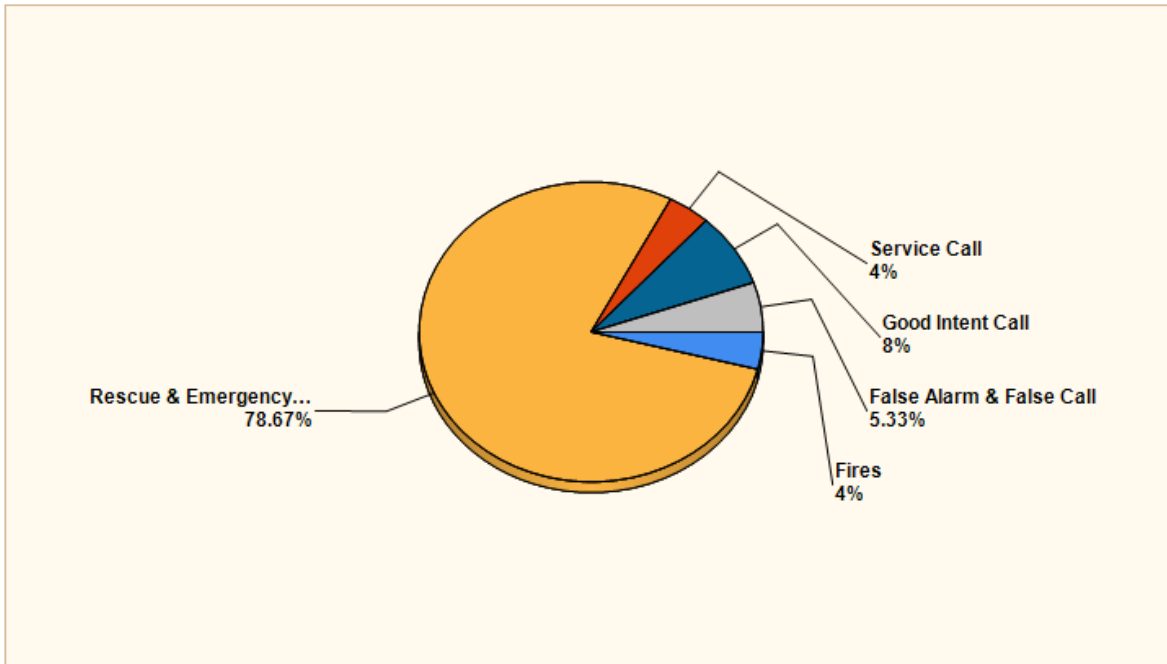
During the month of February, full time staff took advantage of excellent training provided by CSTI. The attended a 32 hour Incident Commander Hazardous Material Course. I attended an ammonia/lithium battery seminar in Yuma. Great courses

The following is the monthly report for February 2024.

Emergency Calls	75
Training hours	226
Residential inspections	120
Commercial inspections	9

Cordially submitted

Alex Silva
Fire Chief
Holtville Fire Department



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	4%
Rescue & Emergency Medical Service	59	78.67%
Service Call	3	4%
Good Intent Call	6	8%
False Alarm & False Call	4	5.33%
TOTAL	75	100%

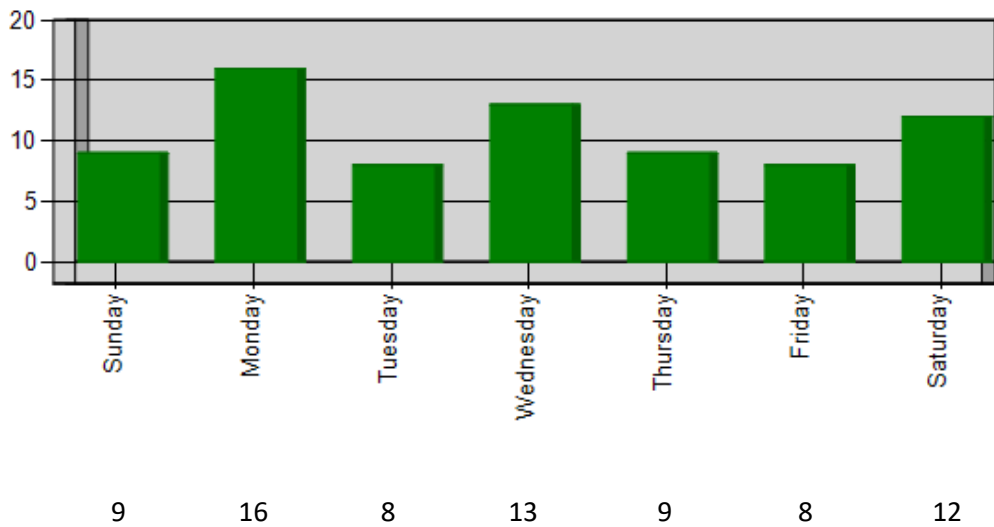
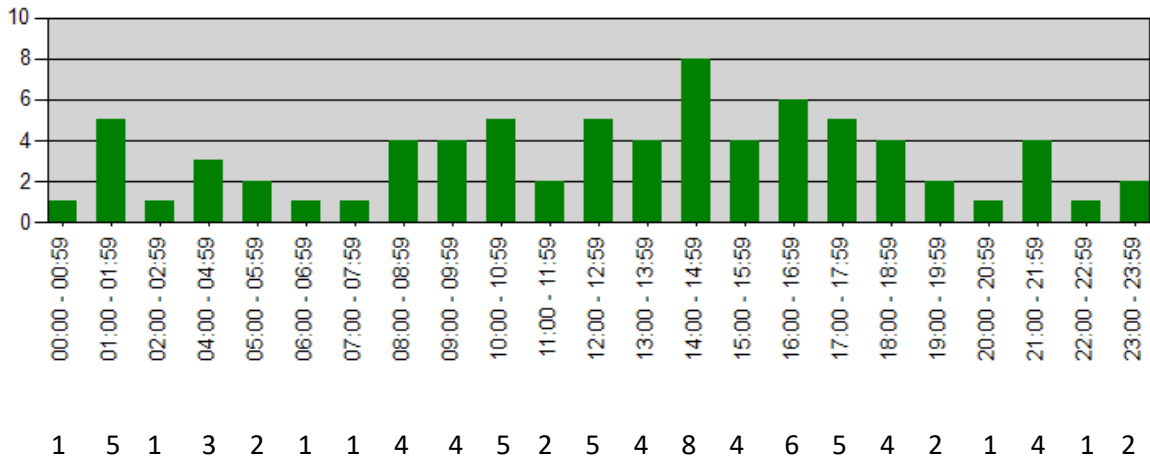
ACTION TAKEN	# INCIDENTS	PERCENTAGE
11 - Extinguishment by fire service personnel	3	4%
30 - Emergency medical services, other	1	1.33%
31 - Provide first aid & check for injuries	12	16%
32 - Provide basic life support (BLS)	43	57.33%
33 - Provide advanced life support (ALS)	1	1.33%
71 - Assist physically disabled	1	1.33%
73 - Provide manpower	3	4%
86 - Investigate	8	10.67%
93 - Cancelled en route	3	4%

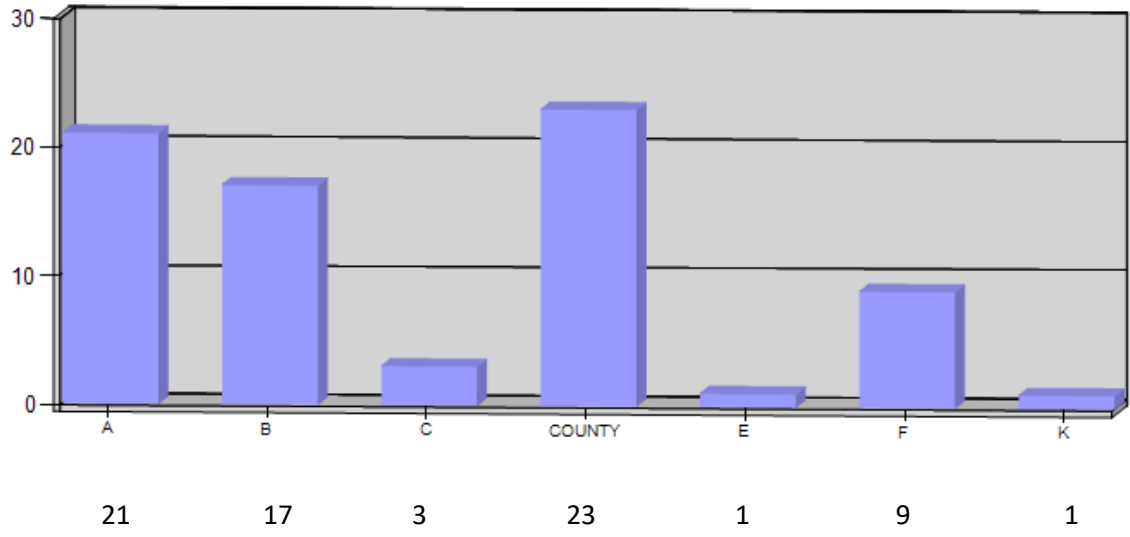
TOTAL: 75

TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
5	\$104,000.00	\$0.00	\$104,000.00	\$20,800.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2024-115	02/07/2024	324 - Motor vehicle accident with no injuries.	\$45,000.00	\$0.00	\$45,000.00	43.27%
2024-116	02/07/2024	322 - Motor vehicle accident with injuries	\$20,000.00	\$0.00	\$20,000.00	19.23%
2024-119	02/09/2024	324 - Motor vehicle accident with no injuries.	\$10,000.00	\$0.00	\$10,000.00	9.62%
2024-121	02/09/2024	131 - Passenger vehicle fire	\$15,000.00	\$0.00	\$15,000.00	14.42%
2024-149	02/19/2024	322 - Motor vehicle accident with injuries	\$14,000.00	\$0.00	\$14,000.00	13.46%

Hours of the day





City of Holtville

REPORT TO CITY COUNCIL

MEETING DATE:	<u>3/25/24</u>
ITEM NUMBER	<u>5 d</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 20th, 2024

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 and maintenance activities carried out at the Water & Wastewater treatment facilities during the period between 03/07/24 thru 03/20/2024.

WATER PLANT:

- Control Systems Engineering (Eric Blom) completed installation of new Automation Direct programmable logic controller (PLC) and integrated telemetry for all (3) 100 HP VFD units in distribution pump control room.
- Staff assisted PW crew in removal of existing 2.4 MG storage tank discharge check valve, and installed an 18” cast iron spool to allow for CLA-VAL pressure relief.

WASTEWATER PLANT:

- staff completed sampling and analysis of accumulated Class B biosolids, and are finalizing arrangements to transport/haul solids to Hidden Valley Farms in Arizona.

Respectfully Submitted,



Frank Cornejo.
Water/Wastewater Chief Operator/Consultant
IV Water Specialists



New Toshiba VFD's installed in cabinets (remote speed control pots shown on front).





New Automation Direct Programmable Logic Controller (PLC) installed.



Removal of discharge check valve from 2.4 MG Storage Tank



2.4 MG Tank discharge check valve replaced with an 18" cast iron spool (straight pipe).

**City of Holtville
REPORT TO COUNCIL**

DATE ISSUED March 20th, 2024.
FROM: Public Works Supervisor
SUBJECT: Bimonthly Report.

MEETING DATE:	<u>3/25/24</u>
ITEM NUMBER	<u>5 e</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

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 various locations in town.
- Repaired water service line leaks.
- Worked with the Sheriff's Department to clean up graffiti at park and around town.
- Cleaning up all burnt salt cedars south of the skate park.
- Replaced 10 registers.
- Repaired water break on 9th and Palm Ave.
- Replaced 18" check valve with an 18" spool at the water treatment plant.
- Pumped out water at Apple Court retention basin.
- Caught 3 dogs and 2 cats.

Respectfully Submitted,



Alejandro Chavez
Public Works Supervisor
City of Holtville