

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

Monday, February 10, 2025

<input type="checkbox"/> Mike Goodsell, Mayor	<input type="checkbox"/> George Morris, City Treasurer	<input type="checkbox"/> Alex Silva, Fire Chief
<input type="checkbox"/> Michael Pacheco, Mayor Pro Tem	<input type="checkbox"/> Nick Wells, City Manager	<input type="checkbox"/> Joe Conkey, Police Chief
<input type="checkbox"/> Murray Anderson, Council Member	<input type="checkbox"/> Chandler Sinclair, Finance Supervisor	<input type="checkbox"/> Jack Holt, City Engineer
<input type="checkbox"/> John Munger, Council Member	<input type="checkbox"/> Steve Walker, City Attorney	<input type="checkbox"/> George Galvan, City Planner
<input type="checkbox"/> Vanessa Ramirez, Council Member	<input type="checkbox"/> Yvette Rios, City Clerk	<input type="checkbox"/>

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 LABOR NEGOTIATORS:

(Government Code Section 54957.6)

Agency Negotiator: City Manager/City Attorney

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

***ICSO & HFD Staff**
Joe Conkey, Police Chief
Alex Silva, Fire Chief*

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 27, 2025.
- b. Current Demands #47699 through #47722.

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

- a. **Discussion/Related Action to Adopt RESOLUTION #25-03** Requesting Appropriation of Fiscal Year 2024-25 Funds Allocated from the State of California's Citizen Option for Public Safety ("COPS") Program to Provide for Front Line Police Services

Nick Wells, City Manager

- b. **Discussion/Related Action to Adopt RESOLUTION #25-04** Approving a Memorandum of Understanding with The CrisCom Company for Grant Writing and Lobbying Services

Nick Wells, City Manager

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

- a. **City Manager Report - Nick Wells**
- b. Finance Supervisor - *Chandler Sinclair*
- c. Police Chief - Joe Conkey
- d. Water/Wastewater Supervisor - *Frank Cornejo*
- e. Public Works Foreman - *Alex Chavez*

6. Items for Future Meetings:**7. ADJOURNMENT:**

I, Yvette Rios, City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall and on the City of Holtville's website (www.Holtville.ca.gov) on Friday, February 7, 2025.

THE MINUTES OF THE REGULAR MEETING OF THE HOLTVILLE CITY COUNCIL

Monday, January 27, 2025

MEETING DATE:		2/10/25
ITEM NUMBER		1 a
Approvals	CITY MANAGER	
	FINANCE MANAGER	
	CITY ATTORNEY	

The Regular Meeting of the Holtville City Council was held on Monday, January 27, 2025, at 5:30 pm in the Civic Center. Mayor Mike Goodsell was present, as were Council Members Murray Anderson, John Munger, Mike Pacheco, and Vanessa Ramirez. Also present were City Treasurer George Morris, City Attorney Steve Walker, City Manager Nick Wells, and City Clerk Yvette Rios.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

The Closed Session meeting was called to order at 5:30 PM. by Mayor Mike Goodsell.

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957.6)

Agency Negotiator: City Manager/City Attorney

No Reportable Action Taken

PUBLIC EMPLOYMENT:

(Government Code Section 54957)

City Manager Evaluation

Evaluation Criteria

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Goodsell called the Open Session meeting to order at 6:09 PM.

PLEDGE OF ALLEGIANCE: *Mr. Munger 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, January 24, 2025.

EXECUTIVE SESSION ANNOUNCEMENTS:

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

PROCLAMATION:

Holtville Rotary Club

David Schonneman, President

Mayor Goodsell read the proclamation and invited Mr. Schonneman a moment to speak. Mr. Schonneman

gave a brief history of the Holtville Rotary Club and said it is an honor to serve the community.

PROCLAMATION:

Celebrating Holtville

Holtville Chamber of Commerce

Mega Reunion Committee

Mayor Goodsell read the proclamation and recognized Executive Director of the Chamber - Rosie Allegranza and Mega Reunion Committee members in attendance.

PRESENTATION:

CrisCom Company

Reuben Shortnacy

Reuben Shortnacy came to introduce himself to the Council and explain what CrisCom Company could do for the City of Holtville. CrisCom Company is a governmental affairs lobbying group that specializes in small municipalities and counties.

GENERAL PUBLIC COMMENTS:

Blanca McClure, owner of George's Pizza, came with representatives from HC Tax Services -Holtville to implore the Council to reconsider their recently passed Emergency Ordinance that restricted parade assemblages from being set out on the sidewalk prior to the Friday directly before parades. She shared a letter that local business owners collaborated on that expressed their request to alter the Ordinance. Mayor Goodsell explained that their comments would have been more appropriate at the previous meeting when the item was discussed. Now, already being passed, the Council cannot take action to alter the Ordinance. Mr. Munger asked the business owners to allow the Council to learn from their actions and the item could be reconsidered in the future.

Julie Browning, President of Holtville Little League, provided the Council with an update on the League's latest developments, such as officially offering girls softball. She thanked the Council for their help in the ongoing renovations at Mac Park. Ms. Browning expressed how thankful they are for the stadium light upgrades at Samaha Park but she wanted to bring attention to the improvements it requires. She hopes the Council could support the League further in future developments.

Rosie Allegranza, Executive Director for the Holtville Chamber of Commerce, reported on the latest Carrot Festival developments. She thanked the Council for the proclamation that highlighted the Carrot Festival and recognized the Chamber.

1. CITY COUNCIL CONSENT AGENDA:

- a.** Approval of the Minutes from the Regular Meeting of Monday, January 13, 2025.
- b.** Current Demands #47638 through #47698

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

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

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQUE:

Ms. Rios reported that she gathered quotes for headshot photographs of the Council and informed them that she would be gathering RSVPs for the Chamber Banquet on the 31st.

Mr. Wells reported that he had a meeting with Chief Silva and Architect, Mr. Medina. He attended an IV Leadership Meeting with Councilman Munger, the Rotary Club 100 Years Celebration, and is looking forward to the Chamber Banquet.

Mr. Walker reported that he has had a great start to the new year so far.

Mrs. Ramirez attended the Carrot Royalty Tea Party and interviewed candidates; she was very impressed with the young ladies. She also attended the Rib Cook-Off and is looking forward to the Carrot Races and other Carrot Festival activities.

Mr. Anderson had nothing to report.

Mr. Pacheco also attended the Rib Cook-Off, sharing that it was an excellent event where he enjoyed seeing old classmates.

Mr. Munger also attended the IV Leadership Meeting. He looks forward to upcoming events such as the Chamber Banquet, Carrot Races, and an event at Casa Blanca Venue.

Mr. Morris reported that he is preparing his shop for the parade as well as vehicles he is entering in the parade.

Ms. Sinclair reported that he had the opportunity to judge the Carrot Royalty Speech Competition and will attend some events mentioned, the Carrot Races, Chamber Banquet, and other festivities.

Mayor Goodsell reported that he attended the Lafco City Select Committee and a SCAG meeting. He is excited to announce for the Carrot Parade.

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

a. PUBLIC HEARING: Discussion/Related Action to Adopt RESOLUTION #25-02

Approving ORDINANCE #500 Amending Title 17 of the City of Holtville Municipal Code as it Relates to Density Bonus Provisions, Accessory Dwelling Units and Junior Accessory Dwelling Units, and Alleviating Constraints for the Production of a Variety of Housing Types

George Galvan, City Planner

Mr. Barba came in the place of Mr. Galvan to introduce for a second reading Ordinance No. 500, which would amend title 17 of the Holtville Municipal Code to include regulations that would bring the City in compliance with its Housing Element. The Planning Commission recommended the Ordinance for approval in November and the Council heard a first reading at the previous meeting.

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

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

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

b. Discussion/Related Action to Authorize an Expenditure to Replace Pumps at the

Gene Layton Pool

Nick Wells, City Manager

Mr. Wells explained that the Gene Layton Memorial Public Pool lost function of one pump weeks ago. As a City Manager, he is authorized to execute expenditures under a certain limit. Since the replacements were necessary and under this limit, he authorized replacement of pumps at the public pool. The new pumps will be more energy efficient and be better at circulating water.

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

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

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

4. INFORMATION ONLY: *None*

5. STAFF REPORTS:

a. City Manager Report - Nick Wells

Mr. Wells informed the Council that crack sealing has begun for the streets maintenance project.

b. ~~Finance Supervisor - Chandler Sinclair~~

Not Submitted

c. Fire Chief - Alex Silva

d. Water/Wastewater Consultant - Frank Cornejo

e. Public Works Supervisor - Alex Chavez

6. Items for Future Meetings:

7. ADJOURNMENT: *There being no further business to come before the Council, Mayor Goodsell adjourned the meeting at 7:24 PM.*

Mike Goodsell, Mayor

Yvette Rios, City Clerk

City of Holtville
Live 4.17.2022

Check Register - DETAILS REPORT
Check Issue Dates: 1/23/2025 - 2/3/2025

Report Criteria:
Report type: GL detail
Check.Type = {<-} "Adjustment"

MEETING DATE: 2/10/25

ITEM NUMBER 1 b

Approvals
CITY MANAGER
FINANCE MANAGER
CITY ATTORNEY

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description
47699							
01/30/2025	47699	ACE HARDWARE	E92414	10-31150-44200	301.68	301.68	PARK RESTROOM SUPPLIES
01/30/2025	47699	ACE HARDWARE	E92421	10-31150-44200	52.55	52.55	SPINKLER PARTS
01/30/2025	47699	ACE HARDWARE	E92484	10-31150-44200	110.72	110.72	PAINT SUPPLIES
01/30/2025	47699	ACE HARDWARE	E92598	10-31150-44200	6.65	6.65	COUPLINGS AND ELBOWS
01/30/2025	47699	ACE HARDWARE	E92614	10-31158-44200	12.89	12.89	RAT TRAPS
01/30/2025	47699	ACE HARDWARE	E92737	10-22080-4420	8.61	8.61	POWER CLEANER
01/30/2025	47699	ACE HARDWARE	E92887	10-31150-44200	301.68-	301.68-	FLOOR COATING
01/30/2025	47699	ACE HARDWARE	E92917	10-31150-44200	17.23	17.23	SPRINKLER PARTS
01/30/2025	47699	ACE HARDWARE	E93022	10-22080-4420	28.20	28.20	KITCHEN BAGS, SOAP
01/30/2025	47699	ACE HARDWARE	E93155	10-31150-44200	8.94	8.94	PAINT SUPPLIES
01/30/2025	47699	ACE HARDWARE	E93159	10-31150-44200	26.46	26.46	SPINKLER PARTS
01/30/2025	47699	ACE HARDWARE	E93181	10-31150-44200	14.62	14.62	SPRINKLER PARTS
01/30/2025	47699	ACE HARDWARE	E93268	10-31150-44200	49.55	49.55	SPRINKLER PARTS
01/30/2025	47699	ACE HARDWARE	E93327	10-31150-44200	34.46	34.46	COMPRESSION COUPLINGS
01/30/2025	47699	ACE HARDWARE	E94039	10-22080-4420	7.53	7.53	STORAGE BOX
01/30/2025	47699	ACE HARDWARE	E94071	10-31150-44200	215.54	215.54	BOLTS AND SCEWS, RAT TRAP
01/30/2025	47699	ACE HARDWARE	E94078	10-31150-44200	8.61	8.61	BIT SET
01/30/2025	47699	ACE HARDWARE	E94134	10-22080-4420	9.69	9.69	NOZZLE TWIST
01/30/2025	47699	ACE HARDWARE	E94138	10-31150-44200	9.44	9.44	SCREWS
01/30/2025	47699	ACE HARDWARE	E94139	10-22080-4420	8.61	8.61	POWER CLEANER
01/30/2025	47699	ACE HARDWARE	E94153	10-31150-44200	6.02	6.02	BRUSH
01/30/2025	47699	ACE HARDWARE	E94234	10-22080-4420	48.86	48.86	TAPE, KNIFE SHARPENER
01/30/2025	47699	ACE HARDWARE	E94304	10-31150-44200	15.07	15.07	HEX BIT SET
01/30/2025	47699	ACE HARDWARE	E94321	10-22080-4420	11.84	11.84	CLEAR GLUE
01/30/2025	47699	ACE HARDWARE	E94325	10-31150-44200	105.26	105.26	CLEANING SUPPLIES
01/30/2025	47699	ACE HARDWARE	E94329	10-22080-4420	18.21	18.21	BATTERIES
01/30/2025	47699	ACE HARDWARE	E94329	10-22080-4416	12.53	12.53	MARKERS
01/30/2025	47699	ACE HARDWARE	E94404	10-31150-44200	5.58	5.58	CHIP BRUSH
01/30/2025	47699	ACE HARDWARE	E91392	10-22080-4416	27.34	27.34	LEGAL PAD, MARKERS
01/30/2025	47699	ACE HARDWARE	E91542	10-31150-44200	21.09	21.09	ADAPTER, PVC
01/30/2025	47699	ACE HARDWARE	E91696	10-22080-4420	53.11	53.11	CLEANING SUPPLIES
01/30/2025	47699	ACE HARDWARE	E91777	10-31158-44200	17.22	17.22	RAT TRAPS
01/30/2025	47699	ACE HARDWARE	E90905	10-22080-4416	1.50	1.50	LEGAL PAD
01/30/2025	47699	ACE HARDWARE	E90910	10-31150-44200	107.01	107.01	PARK RESTROOM SUPPLIES
01/30/2025	47699	ACE HARDWARE	E90943	10-31158-44200	18.44	18.44	COPIES OF KEYS
01/30/2025	47699	ACE HARDWARE	E91288	10-22080-4420	3.87	3.87	PUSH PINS
01/30/2025	47699	ACE HARDWARE	E91375	10-22080-4420	54.88	54.88	CAR WASH SUPPLIES
01/30/2025	47699	ACE HARDWARE	E91782	10-31150-44200	10.32	10.32	BOLT SET, RING WAX
01/30/2025	47699	ACE HARDWARE	E91785	10-22080-4420	16.15	16.15	GLOVES
01/30/2025	47699	ACE HARDWARE	E91798	10-31150-44200	228.42	228.42	PAINTING BRUSHES, PAINT
01/30/2025	47699	ACE HARDWARE	E91812	10-31158-44200	40.89	40.89	RAT TRAPS
01/30/2025	47699	ACE HARDWARE	E91379	10-22080-4420	64.62	64.62	GLOVES
Total 47699:						1,518.53	
47700							
01/30/2025	47700	AFLAC	989100	10-00000-2023	17.17	17.17	INSURANCE PREMIUM
01/30/2025	47700	AFLAC	989100	10-00000-2024	8.08	8.08	INSURANCE PREMIUM
01/30/2025	47700	AFLAC	662857	10-00000-2023	17.17	17.17	INSURANCE PREMIUM
01/30/2025	47700	AFLAC	662857	10-00000-2024	8.08	8.08	INSURANCE PREMIUM
01/30/2025	47700	AFLAC	779079	10-00000-2023	17.17	17.17	INSURANCE PREMIUM

PW
FIRE DEPT

ADMIN

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
01/30/2025	47700	AFLAC	779079	10-00000-2024	8.08	8.08	INSURANCE PREMIUM	
Total 47700:						75.75		
47701								
01/30/2025	47701	ALEJANDRO ESTRAD	1516	12-31610-4510	90.00	90.00	MANAGEMENT INFO SERVICES	ADMIN
01/30/2025	47701	ALEJANDRO ESTRAD	1516	10-12003-4520	150.00	150.00	BUILDING PERMIT SYSTEM	
01/30/2025	47701	ALEJANDRO ESTRAD	1516	10-22080-4520	300.00	300.00	FIRE DEPT CONSULTING	
01/30/2025	47701	ALEJANDRO ESTRAD	1516	11-31520-45200	825.00	825.00	WTP CONSULTING	
01/30/2025	47701	ALEJANDRO ESTRAD	1516	12-31610-4520	300.00	300.00	WWTP CONSULTING	
01/30/2025	47701	ALEJANDRO ESTRAD	1516	10-14020-4520	225.00	225.00	FINANCE CONSULTING	
01/30/2025	47701	ALEJANDRO ESTRAD	1516	12-31620-4510	90.00	90.00	MANAGEMENT INFO SERVICES	
01/30/2025	47701	ALEJANDRO ESTRAD	1516	11-31520-45100	90.00	90.00	MANAGEMENT INFO SERVICES	
01/30/2025	47701	ALEJANDRO ESTRAD	1516	10-17030-4510	300.84	300.84	CITY HALL CONSULTING	
01/30/2025	47701	ALEJANDRO ESTRAD	1516	10-22080-4510	90.00	90.00	MANAGEMENT INFO SERVICES	
01/30/2025	47701	ALEJANDRO ESTRAD	1516	10-12001-4510	90.00	90.00	MANAGEMENT INFO SERVICES	
01/30/2025	47701	ALEJANDRO ESTRAD	1516	10-12003-4510	90.00	90.00	MANAGEMENT INFO SERVICES	
01/30/2025	47701	ALEJANDRO ESTRAD	1516	10-14020-4510	90.00	90.00	MANAGEMENT INFO SERVICES	
01/30/2025	47701	ALEJANDRO ESTRAD	1516	11-31510-45100	90.00	90.00	MANAGEMENT INFO SERVICES	
Total 47701:						2,820.84		
47702								
01/30/2025	47702	AUTO ZONE COMME	0564802095	10-22080-4420	37.15	37.15	WIPER BLADE	FIRE DEPT
01/30/2025	47702	AUTO ZONE COMME	0564802064	10-22080-4420	90.45	90.45	DIESEL EXHAUST FLUID	
01/30/2025	47702	AUTO ZONE COMME	0564801445	10-22080-4420	67.92	67.92	CABLES, POWER STRIP	
01/30/2025	47702	AUTO ZONE COMME	0564801440	10-22080-4420	44.00-	44.00-	DURALAST BATTERY	
01/30/2025	47702	AUTO ZONE COMME	0564801436	10-22080-4420	355.24	355.24	DURALAST BATTERY	
Total 47702:						506.76		
47703								
01/30/2025	47703	BLUE SHIELD OF CA	2501400013	10-12003-4230	1,093.76	1,093.76	MEDICAL INSURANCE PREMIU	ADMIN
01/30/2025	47703	BLUE SHIELD OF CA	2501400013	11-31530-42300	191.42	191.42	MEDICAL INSURANCE PREMIU	
01/30/2025	47703	BLUE SHIELD OF CA	2501400013	11-31510-42300	1,753.77	1,753.77	MEDICAL INSURANCE PREMIU	
01/30/2025	47703	BLUE SHIELD OF CA	2501400013	12-31610-4230	672.22	672.22	MEDICAL INSURANCE PREMIU	
01/30/2025	47703	BLUE SHIELD OF CA	2501400013	12-31620-4230	1,861.29	1,861.29	MEDICAL INSURANCE PREMIU	
01/30/2025	47703	BLUE SHIELD OF CA	2501400013	10-13010-4230	618.42	618.42	MEDICAL INSURANCE PREMIU	
01/30/2025	47703	BLUE SHIELD OF CA	2501400013	10-12001-4230	1,859.82	1,859.82	MEDICAL INSURANCE PREMIU	
01/30/2025	47703	BLUE SHIELD OF CA	2501400013	10-14020-4230	238.91	238.91	MEDICAL INSURANCE PREMIU	
01/30/2025	47703	BLUE SHIELD OF CA	2501400013	10-22080-4230	1,236.84	1,236.84	MEDICAL INSURANCE PREMIU	
01/30/2025	47703	BLUE SHIELD OF CA	2501400013	10-31140-42300	443.17	443.17	MEDICAL INSURANCE PREMIU	
Total 47703:						9,969.62		
47704								
01/30/2025	47704	BOUNDTREE	85615393	10-22080-4420	238.46	238.46	MEDICAL SUPPLIES	FIRE DEPT
01/30/2025	47704	BOUNDTREE	85619097	10-22080-4420	210.08	210.08	MEDICAL SUPPLIES	
Total 47704:						448.54		
47705								
01/30/2025	47705	CODE PUBLISHING C	GC00128860	10-13010-4430	830.00	830.00	ANNUAL WEB FEES 2025	ADMIN
Total 47705:						830.00		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description		
47706									
01/30/2025	47706	CORE & MAIN LP	W022917	10-31140-44200	581.92	581.92	REPAIR CLAAMPS	PW	
01/30/2025	47706	CORE & MAIN LP	W283781	10-31140-44200	425.82	425.82	ADAPTERS, FLANGES, SLEDG		
01/30/2025	47706	CORE & MAIN LP	W283781	10-31150-44200	425.82	425.82	ADAPTERS, FLANGES, SLEDG		
01/30/2025	47706	CORE & MAIN LP	W283781	11-31510-44200	425.81	425.81	ADAPTERS, FLANGES, SLEDG		
01/30/2025	47706	CORE & MAIN LP	W283781	12-31620-4420	425.81	425.81	ADAPTERS, FLANGES, SLEDG		
Total 47706:						2,285.18			
47707									
01/30/2025	47707	COUNTY MOTOR PA	316409	10-31140-44200	47.35	47.35	FLAP DISC, CUT OFF WHEEL	PW	
01/30/2025	47707	COUNTY MOTOR PA	316534	10-31150-44200	8.72	8.72	GUNK ENGINE DEGREASER		
Total 47707:						56.07			
47708									
01/30/2025	47708	GREEN DIAMOND SE	865	10-13050-4430	620.00	620.00	RESTROOM RENTALS	FARMERS MKT	
01/30/2025	47708	GREEN DIAMOND SE	816	10-13050-4430	900.00	900.00	RESTROOM RENTALS		
01/30/2025	47708	GREEN DIAMOND SE	864	10-13050-4430	1,210.00	1,210.00	RESTROOM RENTALS		
Total 47708:						2,730.00			
47709									
01/30/2025	47709	HARRIS COMPUTER	INHXT00006	10-14020-4420	637.46	637.46	AP DEMAND COPIES	ADMIN	
Total 47709:						637.46			
47710									
01/30/2025	47710	HUMANA	296346583	10-14020-4225	26.01	26.01	INSURANCE	ADMIN	
01/30/2025	47710	HUMANA	296346583	10-12001-4225	199.57	199.57	INSURANCE		
01/30/2025	47710	HUMANA	296346583	10-13010-4225	78.03	78.03	INSURANCE		
01/30/2025	47710	HUMANA	296346583	12-31610-4225	78.04	78.04	INSURANCE		
01/30/2025	47710	HUMANA	296346583	12-31620-4225	168.75	168.75	INSURANCE		
01/30/2025	47710	HUMANA	296346583	11-31510-42250	176.50	176.50	INSURANCE		
01/30/2025	47710	HUMANA	296346583	11-31530-42250	27.31	27.31	INSURANCE		
01/30/2025	47710	HUMANA	296346583	10-31140-42250	35.11	35.11	INSURANCE		
01/30/2025	47710	HUMANA	296346583	10-12003-4225	121.54	121.54	INSURANCE		
01/30/2025	47710	HUMANA	296346583	10-22080-4225	156.06	156.06	INSURANCE		
Total 47710:						1,066.92			
47711									
01/30/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	11-31510-44240	75.05	75.05	ELECTRIC UTILITIES	PW	
01/30/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	12-31620-4424	180.60	180.60	ELECTRIC UTILITIES		
01/30/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	12-31610-4424	9,276.83	9,276.83	ELECTRIC UTILITIES		
01/30/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	11-31520-44240	13,288.70	13,288.70	ELECTRIC UTILITIES		
01/30/2025	47711	IMPERIAL IRRIGATIO	PARKS ELE	10-31150-44240	4,330.83	4,330.83	PARKS ELECTRICITY		
01/31/2025	47711	IMPERIAL IRRIGATIO	PARKS ELE	10-31150-44240	4,330.83-	4,330.83-	V PARKS ELECTRICITY		
01/30/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	10-31158-44240	3,077.13	3,077.13	ELECTRIC UTILITIES		
01/31/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	11-31510-44240	75.05-	75.05-	V ELECTRIC UTILITIES		
01/31/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	11-31520-44240	75.05-	75.05-	V ELECTRIC UTILITIES		
01/30/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	10-31140-44240	2,352.98	2,352.98	ELECTRIC UTILITIES		
01/31/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	10-31140-44240	2,352.98-	2,352.98-	V ELECTRIC UTILITIES		
01/31/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	10-31158-44240	3,077.13-	3,077.13-	V ELECTRIC UTILITIES		
01/31/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	11-31520-44240	13,288.70-	13,288.70-	V ELECTRIC UTILITIES		
01/31/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	12-31610-4424	9,276.83-	9,276.83-	V ELECTRIC UTILITIES		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
01/31/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	12-31620-4424	180.60-	180.60-	V ELECTRIC UTILITIES	
01/30/2025	47711	IMPERIAL IRRIGATIO	ELECTRICIT	11-31520-44240	75.05	75.05	ELECTRIC UTILITIES	
Total 47711:						.00		
47712								
01/30/2025	47712	IV WATER SPECIALIS	12625	12-31610-4430	2,325.00	2,325.00	MONTHLY WATER AND WASTE	PW
01/30/2025	47712	IV WATER SPECIALIS	12625	11-31520-44300	2,325.00	2,325.00	MONTHLY WATER AND WASTE	
Total 47712:						4,650.00		
47713								
01/30/2025	47713	NICHOLAS WELLS	MILEAGE 11/	10-12001-4429	110.37	110.37	MILEAGE 11/20/24 - 12/18/24	ADMIN
01/30/2025	47713	NICHOLAS WELLS	MILEAGE 12	10-12001-4429	139.30	139.30	MILEAGE 12/18/24-1/28/25	
Total 47713:						249.67		
47714								
01/30/2025	47714	ODP BUSINESS SOL	4019345800	10-22080-4416	150.24	150.24	TONER	FIRE DEPT
Total 47714:						150.24		
47715								
01/30/2025	47715	PEOPLEREADY,INC.	28996381	10-31150-41400	800.25	800.25	TEMP WORKER PARKS	PW
01/30/2025	47715	PEOPLEREADY,INC.	29006014	10-31150-41400	1,018.50	1,018.50	TEMP WORKER PARKS	
Total 47715:						1,818.75		
47716								
01/30/2025	47716	QUILL CORPORATIO	42297777	11-31510-44160	13.10	13.10	BANKERS BOX	ADMIN
01/30/2025	47716	QUILL CORPORATIO	42297777	10-14020-4416	13.10	13.10	BANKERS BOX	
01/30/2025	47716	QUILL CORPORATIO	42343778	10-14020-4416	21.00	21.00	PENS	
01/30/2025	47716	QUILL CORPORATIO	42297777	10-12001-4416	13.10	13.10	BANKERS BOX	
01/30/2025	47716	QUILL CORPORATIO	42297777	10-12003-4416	13.10	13.10	BANKERS BOX	
01/30/2025	47716	QUILL CORPORATIO	42343778	10-14020-4420	175.27	175.27	CHAIR	
01/30/2025	47716	QUILL CORPORATIO	42297777	12-31620-4416	13.10	13.10	BANKERS BOX	
Total 47716:						261.77		
47717								
01/30/2025	47717	RICK'S GROUP DIES	31113	10-22080-4430	3,728.00	3,728.00	TRUCK REPAIRS	FIRE DEPT
Total 47717:						3,728.00		
47718								
01/30/2025	47718	SIMNSA HEALTH PLA	136181	11-31520-42300	283.47	283.47	MEDICAL HEALTH INSURANCE	ADMIN
01/30/2025	47718	SIMNSA HEALTH PLA	136181	12-31610-4230	321.32	321.32	MEDICAL HEALTH INSURANCE	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	12-31620-4230	417.04	417.04	MEDICAL HEALTH INSURANCE	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	10-22080-4230	150.37	150.37	MEDICAL HEALTH INSURANCE	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	10-21070-4230	40.61	40.61	MEDICAL HEALTH INSURANCE	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	10-31150-42250	2.84	2.84	DENTAL HEALTH INSURANCE	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	11-31510-42250	20.77	20.77	DENTAL HEALTH INSURANCE	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	11-31520-42250	18.93	18.93	DENTAL HEALTH INSURANCE	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	12-31610-4225	66.79	66.79	DENTAL HEALTH INSURANCE	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	10-22080-4225	18.93	18.93	DENTAL HEALTH INSURANCE	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	10-21070-4225	4.73	4.73	DENTAL HEALTH INSURANCE	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	10-31140-42250	7.96	7.96	DENTAL HEALTH INSURANCE	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	10-31140-42300	91.33	91.33	MEDICAL HEALTH INSURANCE	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	12-31620-4225	33.86	33.86	DENTAL HEALTH INSURANCE	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	10-31150-42300	24.37	24.37	MEDICAL HEALTH INSURANCE	
01/30/2025	47718	SIMNSA HEALTH PLA	136181	11-31510-42300	258.74	258.74	MEDICAL HEALTH INSURANCE	
Total 47718:						1,762.06		
47719								
01/30/2025	47719	SUNBELT RENTALS	162497300-0	10-31150-45250	2,876.80	2,876.80	MANLIFT RENTAL	PW
Total 47719:						2,876.80		
47720								
01/30/2025	47720	SUPERIOR READY MI	471132	12-31610-4420	87.29	87.29	ALUMINUM POLE HANDLE	PW
Total 47720:						87.29		
47721								
01/30/2025	47721	VISION SERVICE PLA	12263993	10-31140-42250	9.63	9.63	INSURANCE PREMIUM	ADMIN
01/30/2025	47721	VISION SERVICE PLA	12263993	10-31150-42250	1.88	1.88	INSURANCE PREMIUM	
01/30/2025	47721	VISION SERVICE PLA	12263993	11-31530-42250	2.50	2.50	INSURANCE PREMIUM	
01/30/2025	47721	VISION SERVICE PLA	12263993	11-31510-42250	39.29	39.29	INSURANCE PREMIUM	
01/30/2025	47721	VISION SERVICE PLA	12263993	10-21070-4225	3.13	3.13	INSURANCE PREMIUM	
01/30/2025	47721	VISION SERVICE PLA	12263993	10-22080-4225	37.53	37.53	INSURANCE PREMIUM	
01/30/2025	47721	VISION SERVICE PLA	12263993	11-31520-42250	66.29	66.29	INSURANCE PREMIUM	
01/30/2025	47721	VISION SERVICE PLA	12263993	12-31620-4225	42.40	42.40	INSURANCE PREMIUM	
01/30/2025	47721	VISION SERVICE PLA	12263993	12-31610-4225	32.94	32.94	INSURANCE PREMIUM	
01/30/2025	47721	VISION SERVICE PLA	12263993	10-12003-4225	20.43	20.43	INSURANCE PREMIUM	
01/30/2025	47721	VISION SERVICE PLA	12263993	10-14020-4225	4.17	4.17	INSURANCE PREMIUM	
01/30/2025	47721	VISION SERVICE PLA	12263993	10-12001-4225	40.45	40.45	INSURANCE PREMIUM	
01/30/2025	47721	VISION SERVICE PLA	12263993	10-13010-4225	12.51	12.51	INSURANCE PREMIUM	
Total 47721:						180.57		
47722								
01/30/2025	47722	VISION TRAFFIC CON	718	10-31140-44200	392.95	392.95	SAFETY SUPPLIES, DRIVE RIVE	PW
Total 47722:						392.95		
Grand Totals:						39,103.77		


Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

City of Holtville

REPORT TO COUNCIL

MEETING DATE:	02/10/25
ITEM NUMBER	3 a
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: February 5, 2025

FROM: Nick Wells, City Manager

SUBJECT: *Resolution No. Requesting the City's Initial \$100,000 Allocation of State COPS Funding for the 2024-25 Fiscal Year*

ISSUE:

Shall the City Council approve Resolution No. 25-03, authorizing the request of funding allocated to the City through the State of California's Citizen Option for Public Safety ("COPS") Program to provide frontline police services?

DISCUSSION:

The City must resolve annually to appropriate funds from the State's COPS program, which are allocated to Holtville to provide frontline police services. As in past years, it is recommended that the request be made to offset "law enforcement officer salaries."

The funding must be requested via resolution and a letter sent to the Imperial County Executive Office to that effect after the start of the fiscal year specified. Partial funding is generally released to the City in quarterly portions as the County receives allocations from the state.

FISCAL IMPACT:

Receipt of \$100,000, to be used to offset frontline police service expenditures for 2024-25.

CITY MANAGER RECOMMENDED ACTION:

It is recommended that the resolution be adopted and the vital funding be requested.

ALTERNATIVE:

Not to adopt the Resolution and forego receipt of these funds.

**CITY OF HOLTVILLE
RESOLUTION NO. 25-03**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING A REQUEST
FOR THE APPROPRIATION OF FUNDS ALLOCATED TO THE CITY
FOR FISCAL YEAR 2024-25 BY THE STATE OF CALIFORNIA UNDER THE
CITIZEN OPTION FOR PUBLIC SAFETY ("COPS") PROGRAM
TO PROVIDE FOR FRONTLINE POLICE SERVICES**

WHEREAS, the program known as the Citizens Option for Public Safety ("COPS"), allocates funds to local agencies to be used for front line law enforcement services; and

WHEREAS, the City of Holtville has been allocated \$100,000 in State COPS Grant funding for the 2024-25 fiscal year; and

WHEREAS, the Imperial County Executive Office oversees the administration of that funding and is prepared to begin its distribution; and

WHEREAS, the Imperial County Executive Office requires Council action and a letter requesting the disbursement the funding; and

WHEREAS, the funding of law enforcement officer salaries to provide patrols in and around schools and the business districts promotes and maintains safety for children and the general public; and

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

1. That the City of Holtville hereby requests disbursement of its Fiscal Year 2024-25 allocation under the State COPS Grant Program in the amount of \$100,000.00.
2. That the funds will be designated to be expended as allowable expenditures under AB 3229 of 1996 to fund law enforcement officer salaries.
3. That the foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on this 10th day of February, 2025, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:


Attest:

Yvette Rios, City Clerk

Mike Goodsell, Mayor

City of Holtville

REPORT TO COUNCIL

MEETING DATE:	02/10/25
ITEM NUMBER	3 b
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: February 4, 2025

FROM: Nick Wells, City Manager

SUBJECT: **Resolution No. 25-04** *Approving a Memorandum of Understanding with The CrisCom Company for Grant Writing and Lobbying Services*

ISSUE:

Shall the City Council adopt Resolution No. 25-04, approving a Memorandum of Understanding with The CrisCom Company for Grant Writing and Lobbying Services?

HISTORY:

For over twenty years, the City has examined various concepts for constructing a Public Safety Facility and/or multiple City facilities on the vacant lot owned by the City of Holtville north of Holt Park. The lot was donated to the City by the Meek family for that purpose. Although full architectural plans were developed in the early 2000's, the project was put out to bid at that time and all bids received were significantly higher than the cost estimate, which stalled the project. Since then, the project has been repeatedly discussed, while the cost of construction has steadily risen to virtually unreachable levels.

An alternative plan for “segmenting” the project to attempt to construct the building in phases in order to break the project into financially manageable parts was developed in the past few years. Multiple alternatives and footprints have been explored. A final footprint was selected in 2023 and an architect, Rubio Medina, was selected to design the facility.

Throughout the design process, discussions regarding the scoping of the project have been a primary topic. Specifically, whether to follow the phasing approach to select one of the segments (Phase I-Apparatus Bay or Phase II-Admin Offices/Dorms) or to procure other sources of construct the entire project all at once. Staff has worked throughout that time discussing loan procurement, legislative sources and grants.

Early last year, the City applied for Congressional funding. Although our application was given a favorable review and passed through the chain, the project was only tentatively set to receive \$250,000. Even that amount is in flux due to the change in administration and a concentration on budgetary cuts.

Council members and staff did have occasion to meet with lobbying groups to discuss assistance with both federal and state legislators to help "sell" the need to fund our project. One firm, the CrisCom Company of Chatsworth, California rose to the top of those discussions. CrisCom presented a proposal at a highly discounted rate to assist the City with this and other projects. They have a proposed Memorandum of Understanding with the City to work in lobbying and assist in grant writing for that reason.

FISCAL IMPACT:

The proposed MOU fee will be \$4,500 per month the first year. This would come from the General Fund\, but there may be an argument to pay for it from funds already set aside for this project, with the obvious objective of recouping them and much more through their work.

ALTERNATIVES

- 1 - Authorize the Memorandum of Understanding.
- 2 - Direct staff to have more extensive contact with other firms.
- 3 - Direct staff to continue working unaided to seek alternate funding.
- 4 - Give staff other direction.

CITY MANAGER RECOMMENDATION:

It is recommended that the Memorandum of Understanding be approved.



MEMORANDUM OF UNDERSTANDING

January 31, 2025

Prepared for

City of Holtville

Mr. Nick Wells, City Manager

nwells@holtville.ca.gov

SCOPE OF WORK

Advocacy

The CrisCom Company will use our best efforts with comprehensive government advocacy services for the City of Holtville as their state and federal advocates. The CrisCom Company will position the City of Holtville with elected officials, staff and agencies in Sacramento and Washington, DC as needed, to obtain funding for projects identified by its City Council, City Manager, and Department Heads.

Grant Writing

The CrisCom Company will use our best efforts with comprehensive grant writing services to the City of Holtville. This effort will include identifying potential state, federal and private grant opportunities that will benefit the City of Holtville and its projects. CrisCom will work with City Administrators and staff to identify viable programs in the pursuit of funding.

COMPENSATION AND COST

The CrisCom Company will agree that the fee for our services shall be as follows:

State Advocacy: \$3,000 per month

Federal Advocacy: \$2,500 per month

Grant Writing: \$3,000 per month

All of the above: \$4,500 per month (highly discounted for the bundle)

The fee will be in advance of services to be rendered. All reimbursable expenses over \$50 (including travel costs) shall be pre-approved by the City of Holtville. CrisCom will not ask for reimbursement of ordinary business expenses, such as parking and delivery charges.

The CrisCom Company's Federal Tax ID Number is: 95-4628989.

TERM

This agreement will commence on February 15, 2025. Either party may terminate this relationship with or without cause on a 30-day written notice.

Mr. Nick Wells
City Manager

Date

Mr. Charles H. Jelloian
President & Chief Executive Officer
The CrisCom Company

Date

**HOLTVILLE CITY COUNCIL
RESOLUTION NO.**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING A
MEMORANDUM OF UNDERSTANDING WITH THE CRISCOM COMPANY
FOR GRANT WRITING AND LOBBYING SERVICES**

WHEREAS, the City of Holtville (“City”) has been working for over twenty years to construct a Public Safety Building to house Police and Fire services; and

WHEREAS, architectural plans are expected to be finalized this month for the design of such a facility; and

WHEREAS, the City has allocated funding from various sources over the many years that the project has been conceived to fund the construction of the facility, currently estimated to potentially fund approximately half of the cost to construct; and

WHEREAS, the City has diligently pursued various funding sources to fund the remaining portion of the cost of construction; and

WHEREAS, the City Council has identified the need to procure grant writing services to assist the City in identifying and applying for available grant funding, both for the Public Safety Building and other crucial City projects; and

WHEREAS, the City Council has also identified the need to procure lobbying services to assist the City in advocating for receipt of funds from state and federal sources, as well as keeping the City informed as to legislative matters impacting the City; and

WHEREAS, The CrisCom Company of Chatsworth, California has been in discussion with the City to serve as an advocate for the City in securing additional funding for this project through higher levels of government; and

WHEREAS, The CrisCom Company has submitted a proposed Memorandum of Understanding with the City to work in that capacity, as well as provision of grant writing services for an amount of \$4,500 per month; and

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

1. The City Council does hereby authorize the City Manager to execute the Memorandum of Understanding with The CrisCom Company for Grant Writing and Lobbying Services in the amount of **\$4,500** per month for a period of one (1) year, after which the services may be performed on a month to month basis.
2. That the foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on this 24th day of July, 2023, by the following roll call vote:

AYES:

NOES:


ABSTAIN:

ABSENT:

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: February 24, 2025
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>02/10/25</u>
Item Number	<u>5 a</u>
City Manager	
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

ADMINISTRATION

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, wherein iterative documents were discussed and revised. Pursuant to discussions between Council, 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 and the external motif of the building. Mr. Medina moved forward with subconsultants for plumbing, electrical, HVAC, etc. Due to an increase in the size of the project over that which was called out in the RFP, the architect has approached the City about augmented funding, which may be brought to Council in the future. More solid delineation of cost estimates for the phasing of the project were presented in August and presented to Council for consideration. A status update meeting with Mr. Medina was held via Zoom in late January. Chief Silva and the CM got an update, wherein Medina estimated submission of plans for first plan check to be middle to late February. ***Chief Silva also met virtually with a subconsultant on Fire Alerting this past week.***

Staff met with representatives of USDA Rural Development in September to discuss financing the remaining unfunded portion of the project. Unfortunately, although their website notes capability of disadvantaged communities with populations under 12,000 to apply for 50% grant, 50% loan funding, that program is capped at \$50,000 for grants, so any hope that grant funding may be available is not there. Rates were adjusted on October 1, from 4% down to 3.75%, so the loan payment calculation improved, but not drastically.

Multiple conversations regarding augmented funding have taken place with staff, Council, and various entities. The CM compiled information from various sources and submitted an application for directed Congressional funding to Raul Ruiz's office in early May. The City received word that the project was selected by the Congressman and recommended to the Congressional budget committee. Although we received word that the project is on track to receive some funding, the amount projected to be received will likely be a fraction of the amount requested, so sizing the project down is probably on the horizon.

Staff continues to pursue additional funding sources. At the recent League of Cities Annual Conference, Mayor Anderson, Councilman Goodsell and the CM had multiple conversations with firms and organizations that show promise as potential funding sources. We have followed up with some and will continue to attempt to develop those leads. One proposal has been received. Council has requested further research in the proposed service. ***An onsite meeting with representatives of the leading firm met with staff on Manday, 1/27, then spoke with Council at the meeting that evening. Proposed action is on the current agenda to engage that firm.***

EVENTS – Staff is working with the Chamber of Commerce on preparations for the annual Carrot Festival. *Action was taken in January to alleviate problems with parade seating, but predictably, some residents were not satisfied. A “watch and see” approach was employed for this year.*

PUBLIC WORKS

TRANSPORTATION PROJECTS

Citywide Pavement Maintenance Project – a Streets Assessment report was prepared by the City Engineer earlier this year reporting the general condition of the over 16 miles of streets maintained by the City. Nearly all of the system is in good condition, requiring maintenance rather rehabilitation or construction. A recommendation has been made to perform crack sealing and slurry coat to the bulk of the system to prolong life of the system and forestall major work to a future date. At the July Council meeting, direction was given to proceed with preparation of specifications for the project. In October, Council approved moving the project forward with advertisement for construction bidding. Bids were received in early December and the low bidder, American Asphalt South, was approved by Council. A pre-construction meeting was held in late January. *Crack sealing work began on Tuesday, 1/28, and continues around the northeast quadrant of town.*

Pear Canal Undergrounding/Ninth Street Improvements (Olive to Melon) – Initial action to proceed with this project 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.

IID had procured Congressional funding for the project that the City was asked to administer. Late in the process, it was relayed to staff that by taking on administration of the funding, the City would now be responsible for paying the 11.47% matching funds necessary for the grant, which could be in the neighborhood of \$100k. Nevertheless, an agreement was approved with IID to administer the funding in October. The closing financial paperwork with Caltrans remains.

The City was awarded funding through ICTC for the resulting necessary sidewalk and roadway improvements early in the process. LC Engineering was awarded the contract for design in February, 2024. Delays with the undergrounding project pushed back the start of the sidewalk project, necessitating a time extension. A web conference was held in September to clarify the need to move a portion of the funding for the street project into the current fiscal year. With the undergrounding project complete, staff will prepare an RFP to begin the construction of the curb, gutter and sidewalk, along with the minor pavement necessary to widen the roadway. Staff began discussion with the City Engineer this week to develop the RFP for this project for release in February.

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. Staff began discussion with the City Engineer this week to develop a Design RFP for this project for release in February.

Capital Improvements Project Listing – a meeting was held in November, 2023, 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.

PARKS

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. Eventually, 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. Ginger Ward volunteered to sit in on meetings for this project when possible, so she and staff met multiple times with the design team via Zoom to discuss design concepts. Multiple ideas to control costs and stretch the project dollars were decided upon. The decision was made to proceed with the general direction of keeping the original character of the structure, while making concessions to keep costs under control.

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. Pursuant to a periodic plan check, reprioritization of the elements to be completed vis a vis available funding was amended in May. Kleinfelder provided 90% plans in late September, so this phase nears completion. Included in that plan set were construction estimates. After some analysis, staff will be bringing this to Council to approve advertising and bidding. THG reviewed the plans and sent them back to Kleinfelder for clarification and/or correction. The revised plans were resubmitted and further comments were sent back by THG. ***The final documents are expected on Monday, 2/10, and the project will likely go to bid within the next month.***

Holtville East Trail Link - The City Manager had multiple discussions in recent years 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 has been well received by SCAG staff and the head of County Public Works. An application for Active Transportation funding was developed in mid-2024 and a grant application was submitted in June to fund design of the project.

Mellinger Alamo River Trail - A grant was awarded in early 2024 to River Partners, a non-profit that deals in habitat restoration, for a project that would include a Wetlands trail spur. RP met with the City Manager and toured the site, then engaged Nicklaus Engineering to design the project. Staff was contacted by NEI in March to discuss design elements. River Partners staff continued to meet with the CM throughout the Spring and early Summer, performing a few physical “scouting” trips to decide the best path for the trail extension. They have done some preliminary exploration and soil sampling and continue to move the project forward. A tentative map was forwarded to the City this week. The original template is aggressive (i.e. “Expensive”), so it is assumed that discussions and concessions will be forthcoming. River Partners presented a slightly revised plan to the Council in early October to get feedback on the direction of the project. Staff met virtually with River Partners in mid-December, with some minor adjustments to the plans discussed. A regrouping meeting is planned for next week.

BUILDING DEPT - The City issued **115** building permits in 2024, and **8** have been issued in 2025. A list of permits issued by month is available on the City’s website at <https://www.holtville.ca.gov/building-planning/building-and-planning/building-department/>

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 moving 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 the 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 denser 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 and again in July. A conversation with Mr. Hawk in early October revealed that he is still pursuing developer investment.

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 drawdown on funding, however, the ownership group has been somewhat unresponsive as the project continues to sit in limbo. An extension on their CUP was requested and was granted by Planning Commission in May, so we still await the start of construction activities. The CM had a recent conversation with AMG to express disappointment over the lack of information flow. It was promised that more updates would begin to flow.

Staff was recently apprised of the fact that a contractor has been engaged to begin earth moving to build up pads to start construction. A pre-construction meeting with the developer and City was held in January. The Building Inspector is overseeing progress. ***A foundation has been poured and vertical construction is beginning.***

AMG Pine Crossing Apartments (± 64) – This is a proposed mirror image project across from Fern Crossing complex. The Building Inspector and City Engineer have coordinated with a plan check firm on the plans that were first submitted in June. After a few iterations and resubmissions, the building plans were approved in early October. AMG is still working with The City Engineer and staff on finalizing all site work and off-site plans for utilities and stormwater handling. Dirt work on the project has begun. Staff met with the City Engineer to discuss issues with handling of stormwater for the property multiple times. A property boundary issue has surfaced with the lot to the north that will require examination. ***The developer is working on scheduling a meeting with staff for next week to clarify some issues on these fronts.***

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 a subsequent City Council meeting and the project was approved. We will now await more definitive site plans and building design for review.

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.

MEETINGS & EVENTS RECENTLY ATTENDED :

- 01/27/25 Department Head Meeting *City Hall*
- 01/27/25 Meeting w/ Potential Public Safety Grant Consultant *City Hall*
- 01/27/25 Holtville City Council Meeting *City Hall*
- 01/28/25 Alamo River Trail (Wetlands Spur) Check-in Meeting *Web Conference*
- 01/29/25 Meet w/ Local Business Owners re: *Expansion Requirements* *Man Street (Holtville)*
- 01/30/25 Logistics Call w/ Potential Public Safety Grant Consultant *Phone Conference*
- 01/31/25 Holtville Rotary Club Meeting *St. Paul's Lutheran Church*
- 01/31/25 Carrot Royalty Coronation/Citizen of the Year Banquet: *IV Swiss Club*
- 02/03/25 Department Head Meeting *City Hall*
- 02/04/25 Development Project Status Meeting *IC Planning Department (EC)*
- 02/04/25 Status Meeting w/ City Planner re: *Various Projects* *THG Offices (EC)*
- 02/05/25 NW Vacation Day (*Out of Office*) *Carlsbad, CA*
- 02/07/25 CA FFA Foundation Board Meeting *Web Conference*
- 02/07/25 Holtville Rotary Club Meeting *St. Paul's Lutheran Church*
-

UPCOMING EVENTS :

- 02/07/25 Holtville Carrot Festival Kickoff Concert *Holt Avenue at Fifth Street*
- 02/08/25 Holtville Carrot Relays *Holtville*
- 02/08/25 Holtville Carrot Festival Parade *Fifth Street*
- 02/10/25 Department Head Meeting *City Hall*
- 02/10/25 Holtville City Council Meeting *City Hall*
- 02/11/25 BOOST Assistance Strategy Session *Web Conference*
- 02/12/25 ICTC Management/CCMA Meetings *City of Westmorland*
- 02/14/25 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*
- 02/17/25 Presidents Day Observed (*City Hall Closed*)
- 02/18/25 Department Head Meeting *City Hall*
- 02/18/25 Holtville Planning Commission Meeting *City Hall*
- 02/24/25 Holtville City Council Meeting *City Hall*
- 02/25/25 Alamo River Trail (Wetlands Spur) Check-in Meeting *Web Conference*
- 02/26/25 SiteLogiq Meeting re: City Building Efficiency *City Sites*
- 02/28 - 03/16/25 California Mid-Winter Fair Valley Gras *IV Fairgrounds (Imperial, CA)*
- 03/19/25 IV Foreign Trade Zone Meeting *IC Workforce Development (EC)*
- 03/20/25 Holtville Farmers Market & Street Fair (*Tentative*) *Holt Park*
- 05/01 - 05/02/23 SCAG Regional Conference & General Assembly *JW Marriott (Palm Desert, CA)*
- 10/08-10/2025 CA League of Cities Annual Conference *Long Beach, CA*
-

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

Respectfully submitted,



Nicholas D. Wells, City Manager

City of Holtville

REPORT TO COUNCIL

MEETING DATE:	<u>2/10/25</u>	
ITEM NUMBER	<u>5b</u>	
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

DATE ISSUED: February 05, 2025

FROM: Chandler Sinclair, Finance Supervisor

SUBJECT: Finance Department Update

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

The Finance Department submitted State Controller's Reports to City's Independent auditor Moss, Levy, & Hartzheim with the help of City Manager, Nick Wells.

Nick Wells also submitted ROPS - Recognized Obligations Payment Schedule - to the County Oversight Board for the Successor Agency to the Holtville Redevelopment Agency.

The city manager and I are working on a mid-year budget update and will submit that report with details to the council for the meeting following this one.

As finance supervisor of the City of Holtville, I have joined the CSMFO (California Society of Municipal Finance Officers) and will be attending a two-day Governmental Accounting seminar online via zoom on February 11th and 12th.

Respectfully submitted,



Chandler Sinclair
Finance Supervisor
City of Holtville



City of Holtville Report to Council

MEETING DATE:	2/10/25
ITEM NUMBER	5c
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

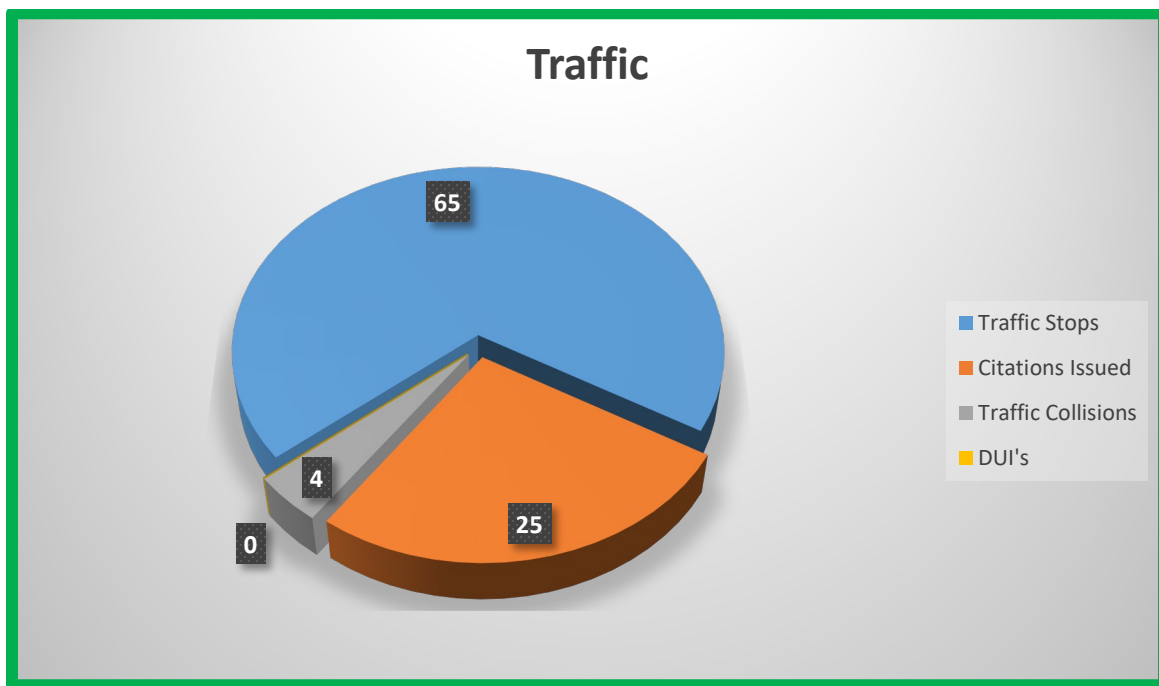
Date Issued: February 03, 2025
From: Sergeant Joseph Conkey, Chief of Police
Subject: Holtville Sheriff's Monthly Report – **January 2025**

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

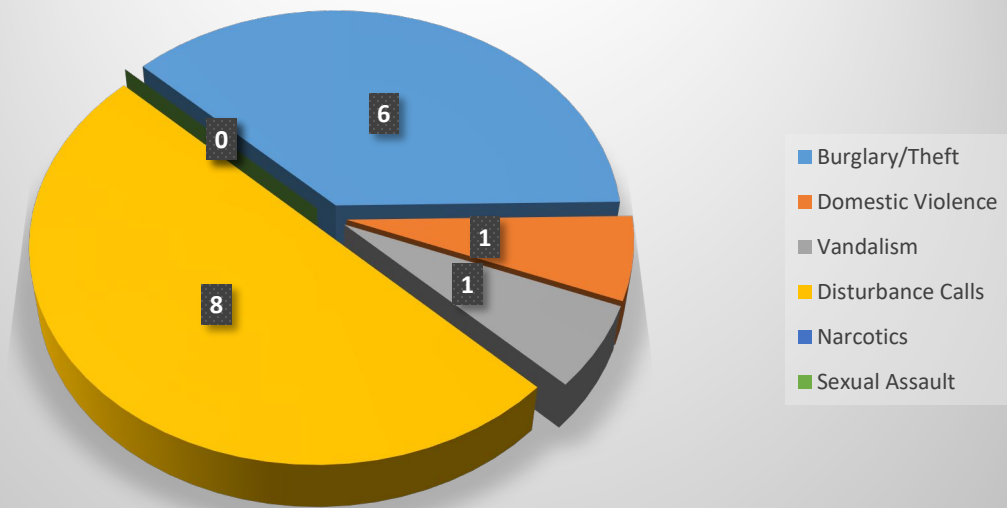
The following is a summary of statistics for the Holtville Sheriff's Deputies for the month of **January 2025**.

Calls for Service:

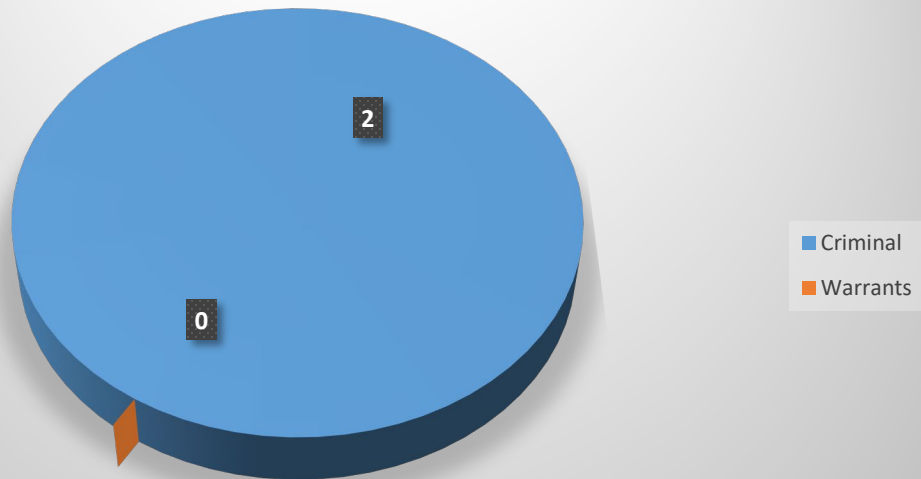
- **287** total incident reports, which were entered into Pro Phoenix Computer Database by the Imperial County Sheriff's Dispatch Center. These calls consisted of requests for Sheriff's services.

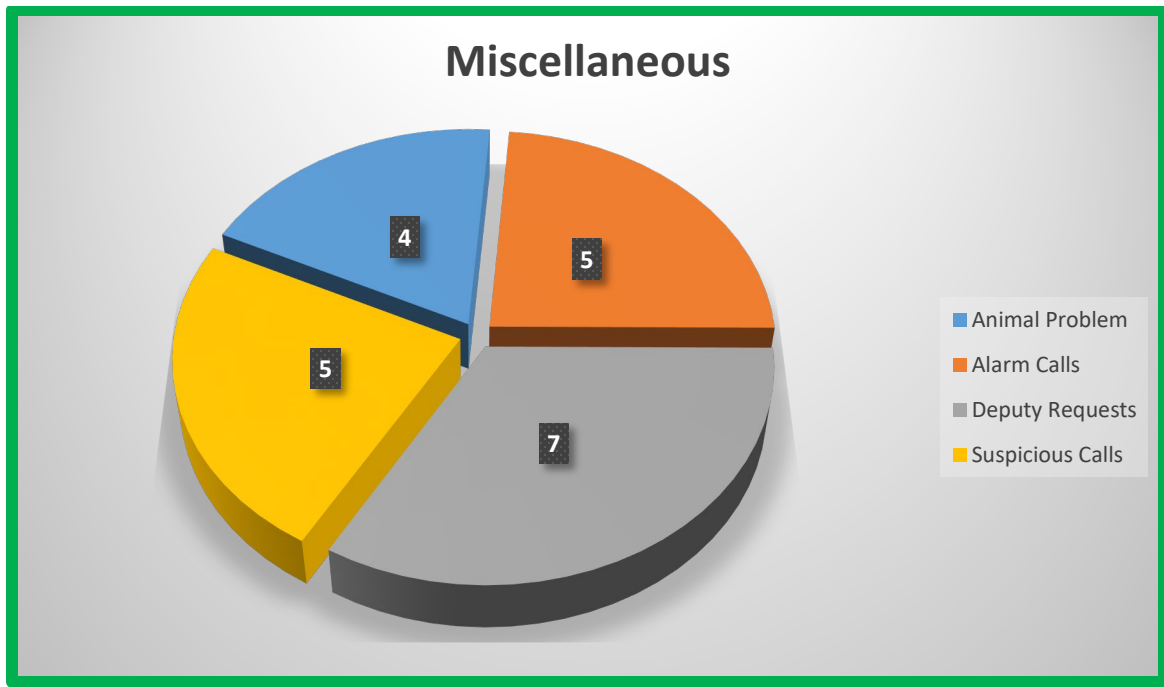


Criminal Activity



Arrests





The following is a brief summary of incidents and events that the Holtville Police Department has been involved in during the month of January 2025.

25-018 –Disturbing the Peace in the 900 Block of Maple Avenue

Reporting person called to report loud music in the area. Deputy arrived and located the incident location. Subject agreed to lower the music and no further calls were received.

25-293 – 911 in the area of 200 West 5th Street

Reporting person called to report that people were following him with weapons. Deputy arrived on scene and contacted the reporting person. Subject is known by deputies and suffers from mental disorders. Nobody was following the individual and he was having a mental episode. Subject was provided with a ride home, and did not meet 5150 criteria.

25-312 – Fire in the 900 Block of Holt Avenue

Reporting person reported a large fire in the area. Upon deputy arrival he noticed it was a brush fire in an empty lot. Scene was turned over to fire.

25-839 – Hangups in the area of Chestnut Avenue and 7th Street

Hangups in the area. Upon deputy arrival in the area he noticed several subjects in the area. Though investigation he determined there was a domestic assault that took place and placed the female subject under arrest and booked her into county jail for domestic assault.

25-981 – Vehicle fire in the area of Olive Avenue and 7th Street

Reporting person called to report a vehicle on fire. Victim stated they didn't see anyone in the area only heard a pop and then saw the vehicle was on fire. Report taken, negative indication of arson.

25-1043 – Traffic Hazzard in the 600 Block of West 8th Street

Reporting person called to report a mustang in the area driving at a high rate of speed. Deputy checked the area but did not locate any vehicles. Patrol checks of the area were conducted.

25-1159 – Deputy Request in the 600 Block of East 3rd St

Reporting person called to request information for his son having mental issues. Subject did not meet 5150 criteria and both individuals were advised of their options.

25-1648 – Suspicious in the 600 Block of Pine Avenue

Reporting person called to report her residence's window was broken. Subject did not see anyone break it and didn't suspect anyone of breaking it, negative video footage. Report was taken.

25-1960 – Battery in the 700 Block of East 5th Street

Reporting person called to report a battery between coworkers. Two coworkers got into a physical altercation. Report was taken and filed with the DA's office. Both employees were relieved from their jobs.

25-2002 – Disturbance in the 1200 Block of East 7th Street

Reporting person called to report a physical altercation between two brothers. Deputy arrived and determined that two juvenile brothers got into a fist fight. Parents did not wish to pursue criminal actions. All individuals were counseled and advised to recall if further problems occur.

25-2659 – Stolen Vehicle in the 900 Block of East 5th Street

Reporting person called to report her vehicle stolen the night prior. Negative suspect information. Report was taken and turned over to investigations.

25-2806 – Traffic Collision in the 600 Block of East 6th Street

Non injury traffic collision. Both parties exchanged insurance information. Report was taken.

25-2900 – Civil Dispute in the 600 Block of Rose Street

Civil dispute over the eviction process. Both parties were advised of their options and proper steps to take, and referred to the civil department.

25-2946 – Pedestrian Check in the 200 Block of West 5th Street

Deputy attempted to contact a subject and the subject did not comply and fought with the deputy. Subject was arrested and booked into county jail.

25-2952 – Disturbance at the Rib Cook-Off

Two male subjects got into a physical altercation. Neither subject wanted to pursue criminal charges and were sent on their way. Report was taken.

25-3395 – Vehicle accident in the area of 6th Street and Palm Avenue

Two vehicle non injury collision. Both parties exchanged information and a report was taken.

Respectfully submitted,

Sergeant Joseph Conkey

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:		<u>2/10/25</u>
ITEM NUMBER		<u>5d</u>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

DATE ISSUED: February 3rd, 2025

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 01/22/2025 thru 02/03/2025.

WATER PLANT:

- ATC work crews continued interior coating removal/sandblasting operations inside of 2.4 MG storage tank (*see attached photos*).

WASTEWATER PLANT:

- Wastewater treatment plant staff completed annual maintenance/service of Trojan UV 3000.

Respectfully Submitted,



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



Staff performing sandblasting work on 2.4 MG storage tank



Interior view of South Side Wall after sandblasting



Central view across interior of tank



Interior view of North Side Wall after sandblasting

**City of Holtville
REPORT TO COUNCIL**

DATE ISSUED February 7, 2025
FROM: Public Works Supervisor
SUBJECT: Bimonthly Report.

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

The purpose of this report is to inform the 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.
- Repaired a 6-inch water break at Holtville High School.
- Painted Mack Park snack bar.
- Setup road closer on Holt Ave. between 5th and 6th for the street fair.
- Setup road closure for the Carrot carnival.
- Replaced damaged tire swing at Holt Park.

Respectfully Submitted,

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke.

Alejandro Chavez
Public Works Supervisor
City of Holtville