

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

**Monday, February 24, 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:**

**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, February 10, 2025.
- b. Current Demands #47711 through #47723.

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

- a. **Discussion/Related Action to Adopt RESOLUTION #25-05** Adopting a Revised Salary Schedule for the 2024-25 Fiscal Year

*Nick Wells, City Manager*

- b. **Discussion/Related Action to Adopt RESOLUTION #25-06** Approving an Agreement with Caltrans to Receive Funding for Ninth Street West

*Nick Wells, City Manager*

- c. **Discussion/Related Action to Adopt RESOLUTION #25-07** Approving Sale of Sliver Property

*Nick Wells, City Manager*

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

- a. **City Manager Report - Nick Wells**
- b. Finance Supervisor - *Chandler Sinclair*
- c. Fire Chief - Alex Silva
- 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](http://www.Holtville.ca.gov)) on Friday, February 21, 2025.

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

Monday, February 10, 2025

MEETING DATE:		2/24/25
ITEM NUMBER		1 a
Approvals	CITY MANAGER	
	FINANCE MANAGER	
	CITY ATTORNEY	

The Regular Meeting of the Holtville City Council was held on Monday, February 10, 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 Finance Supervisor Chandler Sinclair, 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 6:00 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, February 7, 2025.*

## **EXECUTIVE SESSION ANNOUNCEMENTS:**

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

## **RECOGNITION**

**ICSO Staff**

*Joe Conkey, Police Chief*

*Chief Conkey explained that the recognition was originally scheduled for both ICSO and HFD staff but the Firefighter on duty resigned from his position. Chief Conkey gave a brief account of the incident that occurred on December 19, 2024. A vehicle crashed into a canal, trapping the passengers. ICSO and HFD staff quickly responded to the scene and deployed a dive team, safely rescuing the individuals. Chief Conkey awarded recognition to Senior Deputies Thompson and Romero for their role in the rescue. The Senior Deputies took photos with the Council and their families.*

## **GENERAL PUBLIC COMMENTS:**

*Devron Gray, Carrot Races Committee Member, came with Stacy Britschgi and Maria Elena Garibaldi to report on the outcome of the event. 202 participants registered for the race and the organizers received great feedback. They are hopeful to incorporate the Wetlands into the race route in the future.*

*Rosie Allegranza, Executive Director for the Holtville Chamber of Commerce, reported on the outcome of the 2025 Carrot Festival. She thanked the festival staff, her board, volunteers, City staff, the Council,*

*and all involved in the event for their contribution to the success of the event. Ms. Allegranza noticed perspective on the effectiveness of the chair ordinance. She saw that chairs were placed early but were quickly addressed by Public Works staff. Mayor Goodsell informed her that the Ordinance will be revisited at a later meeting.*

*Alexandra Camarena (869 Oak Ave) came on behalf of HC Tax Services to read a letter addressed to the Council from businesses along Fifth Street near Holt Park. The letter expressed concern for the safety of their customers, which they claim is compromised by chairs being placed along the parade route. The letter reviewed an incident where chairs were placed before the permitted time of 12:00 p.m. on Friday, February 7. Mayor Goodsell informed her that the Ordinance will be revisited at a later meeting.*

## **1. CITY COUNCIL CONSENT AGENDA:**

- a.** Approval of the Minutes from the Regular Meeting of Monday, January 27, 2025.
- b.** Current Demands #47699 through #47722

*A motion was made by Mr. Pacheco and seconded by Mr. Munger 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 expressed that she is glad that the Carrot Festival is over so that she can rest and resume a normal schedule and activities with the City. She provided an update on headshots and business cards.*

*Mr. Wells shared that he loved attending the Carrot Festival and that it was good to see new businesses coming to Holtville with the street fair.*

*Mr. Walker reported that he attended the Carrot Festival and had a great time.*

*Mrs. Ramirez attended the Carrot Festival, mentioning some highlights for her were the Coronation Banquet, Carrot Races, and the carnival rides.*

*Mr. Anderson attended the Kick Off Concert and the Carrot Festival Parade.*

*Mr. Pacheco expressed that he enjoyed the entire week of Carrot Festival activities.*

*Mr. Munger attended the Carrot Cooking Contest along with other Carrot Festival activities like the parade and running the 5k in the Carrot Races. He also attended an IVEDC meeting.*

*Mr. Morris reported that he participated in the Carrot Festival Parade with the iconic Maggio truck, handing out carrots to spectators and enjoyed the Mega Reunion.*

*Chief Conkey reported that the Carrot Festival events were successful and safe. There were a few fights from juveniles but no major incidents. ICSO saw average numbers for service calls in January.*

*Ms. Sinclair expressed that the Carrot Festival was charming and reported on the events she attended.*

*Mayor Goodsell enjoyed the Carrot Festival Parade and attended a SCAG meeting that he found to be extremely insightful. He heard outside perspectives from speakers and shared some of the key points, many being centered around the recent wildfires in Southern California.*

## **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*

*Mr. Wells explained that this item is a procedural task that is necessary once or twice a year and is necessary for capturing State funding for public safety. This requested appropriation is the initial funding, a second allocation typically comes later in the year based on population size.*

*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 Adopt RESOLUTION #25-04** Approving a  
Memorandum of Understanding with The CrisCom Company for Grant Writing and  
Lobbying Services

*Nick Wells, City Manager*

*Mr. Wells introduced Renee Missakian from CrisCom Company, who was participating in the meeting via zoom. Ms. Missakian provided background information on what CrisCom does and what the process would look like if the City engaged in a contract with them for grant writing and lobbying services. She then answered questions about the terms of the contract for the Councilmembers.*

*Victor Carillo, a Calexico resident, advised that the City pursue all potential grant money.*

*A motion was made by Mr. Anderson 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*

### 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 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 7:18 PM.*

City of Holtville  
Live 4.17.2022

Check Register - DETAILS REPORT  
Check Issue Dates: 1/31/2025 - 2/19/2025

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

MEETING DATE: 2/24/25

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	
<b>47711</b>								
01/31/2025	47711	IMPERIAL IRRIGATI	ELECTRICIT	11-31520-44240	75.05-	75.05-	V ELECTRIC UTILITIES	VOID
01/31/2025	47711	IMPERIAL IRRIGATI	ELECTRICIT	11-31510-44240	75.05-	75.05-	V ELECTRIC UTILITIES	
01/31/2025	47711	IMPERIAL IRRIGATI	ELECTRICIT	12-31620-4424	180.60-	180.60-	V ELECTRIC UTILITIES	
01/31/2025	47711	IMPERIAL IRRIGATI	ELECTRICIT	12-31610-4424	9,276.83-	9,276.83-	V ELECTRIC UTILITIES	
01/31/2025	47711	IMPERIAL IRRIGATI	ELECTRICIT	11-31520-44240	13,288.70-	13,288.70-	V ELECTRIC UTILITIES	
01/31/2025	47711	IMPERIAL IRRIGATI	ELECTRICIT	10-31158-44240	3,077.13-	3,077.13-	V ELECTRIC UTILITIES	
01/31/2025	47711	IMPERIAL IRRIGATI	PARKS ELE	10-31150-44240	4,330.83-	4,330.83-	V PARKS ELECTRICITY	
01/31/2025	47711	IMPERIAL IRRIGATI	ELECTRICIT	10-31140-44240	2,352.98-	2,352.98-	V ELECTRIC UTILITIES	
Total 47711:						32,657.17-		
<b>47723</b>								
02/07/2025	47723	CR&R INCORPORAT	JANUARY 20	10-00000-3848	1,408.27-	1,408.27-	VEHICLE IMPACT FEE	ADMIN
02/07/2025	47723	CR&R INCORPORAT	JANUARY 20	13-00000-3849	1,689.92-	1,689.92-	ABA 939	
02/07/2025	47723	CR&R INCORPORAT	JANUARY 20	10-00000-3145	3,379.84-	3,379.84-	FRANCHISE FEES	
02/07/2025	47723	CR&R INCORPORAT	JANUARY 20	13-31710-4430	28,165.36	28,165.36	GROSS RECEIPTS	
Total 47723:						21,687.33		
<b>47724</b>								
02/07/2025	47724	LEAGUE OF CA CITI	INV-26781-G	10-12001-4312	4,985.00	4,985.00	2025 MEMBERSHIP	ADMIN
Total 47724:						4,985.00		
<b>47725</b>								
02/07/2025	47725	MISSIONSQUARE	6764922	11-31530-42400	32.78	32.78	INSURANCE PREMIUM	ADMIN
02/07/2025	47725	MISSIONSQUARE	6764922	10-31140-42400	122.11	122.11	INSURANCE PREMIUM	
02/07/2025	47725	MISSIONSQUARE	6764922	10-12003-4240	199.44	199.44	INSURANCE PREMIUM	
02/07/2025	47725	MISSIONSQUARE	6764922	10-22080-4240	351.81	351.81	INSURANCE PREMIUM	
02/07/2025	47725	MISSIONSQUARE	6764922	10-14020-4240	58.96	58.96	INSURANCE PREMIUM	
02/07/2025	47725	MISSIONSQUARE	6764922	10-12001-4240	672.01	672.01	INSURANCE PREMIUM	
02/07/2025	47725	MISSIONSQUARE	6764922	10-00000-2027	480.20	480.20	INSURANCE PREMIUM	
02/07/2025	47725	MISSIONSQUARE	6764922	10-00000-2026	1,995.33	1,995.33	INSURANCE PREMIUM	
02/07/2025	47725	MISSIONSQUARE	6764922	12-31620-4240	529.00	529.00	INSURANCE PREMIUM	
02/07/2025	47725	MISSIONSQUARE	6764922	12-31610-4240	466.24	466.24	INSURANCE PREMIUM	
02/07/2025	47725	MISSIONSQUARE	6764922	11-31520-42400	399.12	399.12	INSURANCE PREMIUM	
02/07/2025	47725	MISSIONSQUARE	6764922	11-31510-42400	469.95	469.95	INSURANCE PREMIUM	
Total 47725:						5,776.95		
<b>47726</b>								
02/13/2025	47726	8x8, INC.	4828737	11-31510-44250	54.06	54.06	TELEPHONE	ADMIN
02/13/2025	47726	8x8, INC.	4828737	10-14020-4425	54.06	54.06	TELEPHONE	
02/13/2025	47726	8x8, INC.	4828737	10-12001-4425	54.05	54.05	TELEPHONE	
02/13/2025	47726	8x8, INC.	4828737	10-12003-4425	54.05	54.05	TELEPHONE	
02/13/2025	47726	8x8, INC.	4828737	12-31620-4425	54.05	54.05	TELEPHONE	
Total 47726:						270.27		
<b>47727</b>								
02/13/2025	47727	AA ELECTRIC	2392	10-31150-44300	980.23	980.23	HOLT PARK LIGHT REPAIRS	PW

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 47727:						980.23		
47728								PW FIRE DEPT
02/13/2025	47728	ACE HARDWARE	E94639	10-31150-44200	64.37	64.37	PAINT SUPPLIES	
02/13/2025	47728	ACE HARDWARE	E95638	10-22080-4420	20.67	20.67	CAT LITTER	
02/13/2025	47728	ACE HARDWARE	E95675	10-31150-44200	15.47	15.47	KEY SUPPLIES	
02/13/2025	47728	ACE HARDWARE	E95792	11-31530-44200	17.23	17.23	RESPIRATOR N95	
02/13/2025	47728	ACE HARDWARE	E95795	10-31150-44200	118.36	118.36	PAINT SUPPLIES	
02/13/2025	47728	ACE HARDWARE	E95995	10-31140-44210	77.56	77.56	HOLE SAW	
02/13/2025	47728	ACE HARDWARE	E96021	10-22080-4420	62.44	62.44	CLEANING CLOTH, UNDERCOA	
02/13/2025	47728	ACE HARDWARE	E96051	10-31150-44200	10.33	10.33	LEAF RAKE HANDLE	
02/13/2025	47728	ACE HARDWARE	E96059	11-31520-44200	8.81	8.81	PLUG, HEX BUSH	
02/13/2025	47728	ACE HARDWARE	E96115	10-31150-44200	46.10	46.10	PAINT SUPPLIES	
02/13/2025	47728	ACE HARDWARE	E96239	10-31150-44200	32.68	32.68	KNIFE, BAGS, DUST PAN	
02/13/2025	47728	ACE HARDWARE	E96239	10-31150-44210	73.94	73.94	KNIFE, BAGS, DUST PAN	
02/13/2025	47728	ACE HARDWARE	E96294	10-22080-4420	8.60	8.60	VELCRO SET	
02/13/2025	47728	ACE HARDWARE	E96647	10-22080-4420	38.94	38.94	CAR CLEANER, VENT CLIPS	
02/13/2025	47728	ACE HARDWARE	E96782	10-31150-43140	42.22	42.22	WATERPROOF BOOTS	
02/13/2025	47728	ACE HARDWARE	E96782	11-31510-43140	6.03	6.03	WATERPROOF BOOTS	
02/13/2025	47728	ACE HARDWARE	E96782	12-31620-4314	12.07	12.07	WATERPROOF BOOTS	
02/13/2025	47728	ACE HARDWARE	E96784	10-31140-44200	99.70	99.70	BATTERIES	
02/13/2025	47728	ACE HARDWARE	E96845	11-31510-44200	33.38	33.38	BIKE TUBE, TIRE	
02/13/2025	47728	ACE HARDWARE	E96887	10-31140-44200	41.69	41.69	BATTERIES	
02/13/2025	47728	ACE HARDWARE	E94785	10-31150-44200	272.24	272.24	PAINT SUPPLIES	
02/13/2025	47728	ACE HARDWARE	E95327	10-31158-44200	39.40	39.40	BATTERIES, ODOR ELIMINATO	
02/13/2025	47728	ACE HARDWARE	E95393	10-31150-44200	32.31	32.31	PAINT SUPPLIES	
02/13/2025	47728	ACE HARDWARE	E95438	10-31140-44200	9.24	9.24	ADAPTERS, COUPLINGS	
02/13/2025	47728	ACE HARDWARE	E95568	10-31150-44200	141.72	141.72	LIGHTS, CLEANING SUPPLIES,	
02/13/2025	47728	ACE HARDWARE	E95571	11-31510-44200	25.85	25.85	COMPRESSION FOAM	
02/13/2025	47728	ACE HARDWARE	E95577	10-31150-44200	68.68	68.68	PAINT SUPPLIES	
02/13/2025	47728	ACE HARDWARE	E91377	11-31520-44210	29.21	29.21	PICKUP TOOL	
02/13/2025	47728	ACE HARDWARE	E91377	11-31520-44200	23.56	23.56	W&G KILLER	
02/13/2025	47728	ACE HARDWARE	E93087	11-31520-44200	2.13	2.13	PVCS	
02/13/2025	47728	ACE HARDWARE	E93808	11-31510-44200	30.16	30.16	WATRPROOF BOOTS	
02/13/2025	47728	ACE HARDWARE	E94532	10-31140-44200	20.44	20.44	HOSE NOZZLE, WASHER	
02/13/2025	47728	ACE HARDWARE	E94544	10-22080-4420	35.51	35.51	SANDPAPER, FURNITURE POLI	
02/13/2025	47728	ACE HARDWARE	E94584	10-22080-4420	16.15	16.15	APPLE LIGHTNING CABLE	
Total 47728:						1,577.19		
47729								FIRE DEPT
02/13/2025	47729	ACE UNIFORMS OF	SD0186802	10-22080-4314	386.80	386.80	PANTS, SHIRTS	
02/13/2025	47729	ACE UNIFORMS OF	SD0186960	10-22080-4314	181.01	181.01	FIREFIGHTER SHIRTS, PATCHE	
02/13/2025	47729	ACE UNIFORMS OF	SD0186963	10-22080-4314	210.10	210.10	FIREFIGHTER PANTS	
02/13/2025	47729	ACE UNIFORMS OF	SD0187023	10-22080-4314	15.07	15.07	BUGLES CHIEF RANK	
Total 47729:						792.98		
47730								FIRE DEPT
02/13/2025	47730	ALEJANDRO SILVA	FIREScope	10-22080-43110	164.60	164.60	FIREScope 2025 CONFERENC	
Total 47730:						164.60		
47731								ADMIN
02/13/2025	47731	AT&T	23005836	11-31520-44250	46.85	46.85	TELEPHONE CHARGES	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
02/13/2025	47731	AT&T	23005836	12-31610-4425	86.78	86.78	TELEPHONE CHARGES	
02/13/2025	47731	AT&T	23005836	12-31620-4425	66.93	66.93	TELEPHONE CHARGES	
02/13/2025	47731	AT&T	23005836	10-31150-44250	8.97	8.97	TELEPHONE CHARGES	
02/13/2025	47731	AT&T	23005836	11-31520-44250	41.45	41.45	TELEPHONE CHARGES	
02/13/2025	47731	AT&T	23005836	10-12001-4425	15.86	15.86	TELEPHONE CHARGES	
02/13/2025	47731	AT&T	23005836	10-22080-4425	148.61	148.61	TELEPHONE CHARGES	
02/13/2025	47731	AT&T	23005836	10-21040-4425	489.32	489.32	TELEPHONE CHARGES	
Total 47731:						904.77		
<b>47732</b>								
02/13/2025	47732	BABCOCK & SONS,	CA51455-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS	PW
02/13/2025	47732	BABCOCK & SONS,	CB50289-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	
02/13/2025	47732	BABCOCK & SONS,	CB50096-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS	
02/13/2025	47732	BABCOCK & SONS,	CA50986-22	11-31520-44301	39.62	39.62	ALUMINUM LAB ANALYSIS	
02/13/2025	47732	BABCOCK & SONS,	CA51029-22	12-31610-4430	39.64	39.64	TOTAL HARDNESS PACKAGE	
02/13/2025	47732	BABCOCK & SONS,	CA50517-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS	
02/13/2025	47732	BABCOCK & SONS,	CA50523-22	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
02/13/2025	47732	BABCOCK & SONS,	CA50896-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	
02/13/2025	47732	BABCOCK & SONS,	CA50976-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	
02/13/2025	47732	BABCOCK & SONS,	CA50979-22	11-31520-44301	178.35	178.35	TOTAL ORGANIC CARBON	
02/13/2025	47732	BABCOCK & SONS,	CA50984-22	12-31610-4430	19.81	19.81	COPPER	
02/13/2025	47732	BABCOCK & SONS,	CA50985-22	12-31610-4430	19.81	19.81	AMMONIA LAB ANALYSIS	
02/13/2025	47732	BABCOCK & SONS,	CA51070-22	12-31610-4430	65.65	65.65	OIL AND GREASE	
02/13/2025	47732	BABCOCK & SONS,	CA51076-22	12-31610-4430	500.38	500.38	AMMONIA LAB ANALYSIS	
02/13/2025	47732	BABCOCK & SONS,	CA51441-22	12-31610-4430	19.81	19.81	AMMONIA LAB ANALYSIS	
02/13/2025	47732	BABCOCK & SONS,	CA51443-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	
02/13/2025	47732	BABCOCK & SONS,	LA50023-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
02/13/2025	47732	BABCOCK & SONS,	LA50035-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
02/13/2025	47732	BABCOCK & SONS,	LA50036-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
02/13/2025	47732	BABCOCK & SONS,	LB50013-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
Total 47732:						1,842.98		
<b>47733</b>								
02/13/2025	47733	BOOT BARN, INC.	INV0044185	12-31610-4314	185.10	185.10	BOOTS LUIS AYON	PW
Total 47733:						185.10		
<b>47734</b>								
02/13/2025	47734	BORDER TACTICAL	A214325	10-12001-4314	53.58	53.58	CITY LOGO PATCHES	ADMIN
Total 47734:						53.58		
<b>47735</b>								
02/13/2025	47735	BRANDON RUIZ	FINAL BILL	11-00000-39620	183.90	183.90	FINAL UTILITY BILL	UTILITIES
Total 47735:						183.90		
<b>47736</b>								
02/13/2025	47736	CASELLE, INC.	138985	10-14020-4430	1,761.00	1,761.00	CONTRACT SUPPORT	ADMIN
Total 47736:						1,761.00		
<b>47737</b>								
02/13/2025	47737	CLAIREMONT EQUI	RA25875-01	11-31520-45250	301.84	301.84	TRENCHER RENTAL	PW



Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 47737:						301.84		
47738								
02/13/2025	47738	CONTROL SYSTEM	2025-0114	11-31520-44300	4,207.50	4,207.50	ELECTRICAL SERVICE CALL	PW
02/13/2025	47738	CONTROL SYSTEM	2025-0121	11-31520-44300	3,119.50	3,119.50	CONTROL PANELS REPAIRS	
02/13/2025	47738	CONTROL SYSTEM	2025-0127	12-31610-4430	7,063.45	7,063.45	TOSHIBA KEPYAD AND ADAPT	
02/13/2025	47738	CONTROL SYSTEM	2024-0103	11-31520-44300	7,756.99	7,756.99	SPARLING TRANSMITTER REPL	
Total 47738:						22,147.44		
47739								
02/13/2025	47739	CORE & MAIN LP	W074818	11-31510-44200	1,427.91	1,427.91	ADAPTERS, GATE VALVES	PW
02/13/2025	47739	CORE & MAIN LP	W074900	11-31510-44200	1,046.21	1,046.21	HEX BOLTS AND NUTS, UNION	
Total 47739:						2,474.12		
47740								
02/13/2025	47740	COUNTY MOTOR PA	316598	12-31610-4420	463.93	463.93	TUBING, CLAMPS, FILTERS	PW
02/13/2025	47740	COUNTY MOTOR PA	316627	11-31510-44280	32.31	32.31	CABLE TIES	
02/13/2025	47740	COUNTY MOTOR PA	316673	11-31510-44280	31.43	31.43	GREASE	
02/13/2025	47740	COUNTY MOTOR PA	316684	10-31140-44200	15.01	15.01	GREASE FITTINGS	
02/13/2025	47740	COUNTY MOTOR PA	316684	11-31510-44200	15.01	15.01	GREASE FITTINGS	
02/13/2025	47740	COUNTY MOTOR PA	316684	12-31620-4420	15.02	15.02	GREASE FITTINGS	
02/13/2025	47740	COUNTY MOTOR PA	316816	12-31610-4420	17.23	17.23	OIL	
Total 47740:						589.94		
47741								
02/13/2025	47741	DESERT VALLEY PO	3066	12-31610-4430	108.00	108.00	WWTP REPAIRS	PW
02/13/2025	47741	DESERT VALLEY PO	3066	10-31158-44300	744.00	744.00	CITY HALL, YARD REPAIRS	
Total 47741:						852.00		
47742								
02/13/2025	47742	DRAGON'S EXTERM	89246739	10-31158-44300	250.00	250.00	PEST CONTROL SERVICE FOR	PW
Total 47742:						250.00		
47743								
02/13/2025	47743	EFR ENVIRONMENT	90762-25	11-31510-44300	273.70	273.70	ASPHALT EMULSIONS TACK OI	PW
02/13/2025	47743	EFR ENVIRONMENT	90762-25	12-31620-4430	273.70	273.70	ASPHALT EMULSIONS TACK OI	
Total 47743:						547.40		
47744								
02/13/2025	47744	FERNANDO RUIZ, IN	169480	12-31610-4315	87.50	87.50	SAFETY SERVICES	PW
02/13/2025	47744	FERNANDO RUIZ, IN	169480	12-31620-4315	87.50	87.50	SAFETY SERVICES	
02/13/2025	47744	FERNANDO RUIZ, IN	169480	11-31510-43150	87.50	87.50	SAFETY SERVICES	
02/13/2025	47744	FERNANDO RUIZ, IN	169480	10-31150-43150	87.50	87.50	SAFETY SERVICES	
02/13/2025	47744	FERNANDO RUIZ, IN	169480	10-31140-43150	87.50	87.50	SAFETY SERVICES	
02/13/2025	47744	FERNANDO RUIZ, IN	169480	11-31520-43150	87.50	87.50	SAFETY SERVICES	
Total 47744:						525.00		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
<b>47745</b>								
02/13/2025	47745	HARRIS COMPUTER	INHFORM00	12-31620-4416	980.54	980.54	WATER BILLS	ADMIN
02/13/2025	47745	HARRIS COMPUTER	INHFORM00	11-31510-44160	980.53	980.53	WATER BILLS	
Total 47745:						1,961.07		
<b>47746</b>								
02/13/2025	47746	HARTFORD	4817728137	11-31510-42310	162.36	162.36	INSURANCE PREMIUM	ADMIN
02/13/2025	47746	HARTFORD	4817728137	11-31520-42310	39.12	39.12	INSURANCE PREMIUM	
02/13/2025	47746	HARTFORD	4817728137	12-31620-4231	189.90	189.90	INSURANCE PREMIUM	
02/13/2025	47746	HARTFORD	4817728137	10-14020-4231	13.04	13.04	INSURANCE PREMIUM	
02/13/2025	47746	HARTFORD	4817728137	10-12003-4231	52.32	52.32	INSURANCE PREMIUM	
02/13/2025	47746	HARTFORD	4817728137	10-22080-4231	117.36	117.36	INSURANCE PREMIUM	
02/13/2025	47746	HARTFORD	4817728137	10-31140-42310	39.64	39.64	INSURANCE PREMIUM	
02/13/2025	47746	HARTFORD	4817728137	10-21070-4231	9.80	9.80	INSURANCE PREMIUM	
02/13/2025	47746	HARTFORD	4817728137	12-31610-4231	155.04	155.04	INSURANCE PREMIUM	
02/13/2025	47746	HARTFORD	4817728137	10-11011-42310	102.10	102.10	INSURANCE PREMIUM	
02/13/2025	47746	HARTFORD	4817728137	10-12001-4231	78.24	78.24	INSURANCE PREMIUM	
02/13/2025	47746	HARTFORD	4817728137	11-31530-42310	7.84	7.84	INSURANCE PREMIUM	
02/13/2025	47746	HARTFORD	4817728137	10-31150-42310	5.86	5.86	INSURANCE PREMIUM	
Total 47746:						972.62		
<b>47747</b>								
02/13/2025	47747	HDL COREN & CON	SIN46907	10-14020-4430	750.00	750.00	PROPERTY TAX JAN - MARCH 2	ADMIN
Total 47747:						750.00		
<b>47748</b>								
02/13/2025	47748	HOLTVILLE FIREFIG	PP# 25-26 2	10-00000-2028	230.00	230.00	PP#25-26 2024	FIRE DEPT
02/13/2025	47748	HOLTVILLE FIREFIG	PP#1-3 2025	10-00000-2028	380.00	380.00	PP#1-3 FD DUES	
Total 47748:						610.00		
<b>47749</b>								
02/13/2025	47749	HOLTVILLE TRIBUN	0101791	10-12003-4422	882.00	882.00	LEGAL ADVERTISING - ORDINA	ADMIN
Total 47749:						882.00		
<b>47750</b>								
02/13/2025	47750	I.C. PUBLIC HEALTH	24656	11-31520-44301	318.00	318.00	COLIFORM WATER ANALYSIS	PW
Total 47750:						318.00		
<b>47751</b>								
02/13/2025	47751	I.C. SHERIFF'S DEP	01312025-1	10-21040-4430	87,825.36	87,825.36	SHERIFF SERVICES	ADMIN
02/13/2025	47751	I.C. SHERIFF'S DEP	01312025-1	10-21050-4430	8,255.84	8,255.84	DISPATCH SERVICES	
Total 47751:						96,081.20		
<b>47752</b>								
02/13/2025	47752	IMPERIAL IRRIGATI	#0303 JAN 2	11-31520-44350	2,418.00	2,418.00	RAW WATER CHARAGES	ADMIN
Total 47752:						2,418.00		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
<b>47753</b>								
02/13/2025	47753	IMPERIAL PRINTER	25-191	10-11011-44200	70.04	70.04	BUSINESS CARDS-VANESSA	ADMIN FIRE DEPT
02/13/2025	47753	IMPERIAL PRINTER	25-22	10-22080-4420	52.53	52.53	CERTIFICATES	
02/13/2025	47753	IMPERIAL PRINTER	25-87	10-22080-4420	70.04	70.04	BUSINESS CARDS	
Total 47753:						192.61		
<b>47754</b>								
02/13/2025	47754	J&S AG SUPPLIES	776828	11-31510-44200	26.94	26.94	GAUGE, COUPLER	PW
02/13/2025	47754	J&S AG SUPPLIES	776922	11-31510-44200	95.15	95.15	HOSE ASSEMBLY	
Total 47754:						122.09		
<b>47755</b>								
02/13/2025	47755	K-C WELDING & RE	208318	10-31140-44280	54.32	54.32	PINTLE COMBO, PTL LOCKS	PW
02/13/2025	47755	K-C WELDING & RE	208318	11-31510-44280	95.07	95.07	PINTLE COMBO, PTL LOCKS	
02/13/2025	47755	K-C WELDING & RE	208318	11-31530-44280	27.16	27.16	PINTLE COMBO, PTL LOCKS	
02/13/2025	47755	K-C WELDING & RE	208318	12-31620-4428	95.08	95.08	PINTLE COMBO, PTL LOCKS	
02/13/2025	47755	K-C WELDING & RE	208419	10-31140-44210	35.71	35.71	HEX BITS	
02/13/2025	47755	K-C WELDING & RE	208419	10-31150-44210	35.71	35.71	HEX BITS	
Total 47755:						343.05		
<b>47756</b>								
02/13/2025	47756	L.N. CURTIS & SON	INV911357	10-22080-4420	8,665.38	8,665.38	BLITFIRE MONITOR, FIRE BLAN	FIRE DEPT
Total 47756:						8,665.38		
<b>47757</b>								
02/13/2025	47757	LA BRUCHERIE IRR	295117C	11-31520-44200	390.12	390.12	COUPLINGS, ADAPTERS, VALV	PW
02/13/2025	47757	LA BRUCHERIE IRR	296374C	11-31520-44200	185.74	185.74	COUPLINGS, BALL VALVES	
02/13/2025	47757	LA BRUCHERIE IRR	297342C	10-31150-44200	223.68	223.68	HOSES, ADAPTERS, NOZZLES	
02/13/2025	47757	LA BRUCHERIE IRR	297438C	10-31140-44200	313.65	313.65	ADAPTERS, BUSHINGS	
02/13/2025	47757	LA BRUCHERIE IRR	295049C	11-31520-44200	28.77	28.77	PLAIN HOSE NOZZLE	
Total 47757:						1,141.96		
<b>47758</b>								
02/13/2025	47758	LAKESIDE EQUIPM	905851	12-31610-4420	1,302.70	1,302.70	BRUSH ASSEMBLY; LOWER BE	PW
Total 47758:						1,302.70		
<b>47759</b>								
02/13/2025	47759	MALLORY SAFETY	6081628	10-31140-44200	320.39	320.39	SAFETY GLASSES, EARPLUGS,	PW
Total 47759:						320.39		
<b>47760</b>								
02/13/2025	47760	MOSS, LEVY & HAR	16785	10-31140-44300	3,000.00	3,000.00	SCO STREET REPORT	ADMIN
Total 47760:						3,000.00		
<b>47761</b>								
02/13/2025	47761	NICKLAUS ENGINE	0040040	22-80042-4430	1,865.50	1,865.50	E 9TH ST CONSTRUCTION	ADMIN
02/13/2025	47761	NICKLAUS ENGINE	0039143	22-80042-4430	40,452.80	40,452.80	E 9TH ST CONSTRUCTION	
02/13/2025	47761	NICKLAUS ENGINE	0038099	22-80042-4430	2,233.70	2,233.70	E 9TH ST CONSTRUCTION	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 47761:						44,552.00		
<b>47762</b>								
02/13/2025	47762	ONESOURCE DISTR	S007768795.	11-31520-44200	175.21	175.21	CONDUIT, ELBOWS	PW
Total 47762:						175.21		
<b>47763</b>								
02/13/2025	47763	PEOPLEREADY,INC.	28996382	12-31610-4140	873.00	873.00	TEMP WORKER WWTP	PW
02/13/2025	47763	PEOPLEREADY,INC.	29006015	12-31610-4140	873.00	873.00	TEMP WORKER WWTP	
02/13/2025	47763	PEOPLEREADY,INC.	29019024	10-31150-41400	1,164.00	1,164.00	TEMP WORKER PARKS	
02/13/2025	47763	PEOPLEREADY,INC.	29019025	12-31610-4140	873.00	873.00	TEMP WORKER WWTP	
Total 47763:						3,783.00		
<b>47764</b>								
02/13/2025	47764	QUILL CORPORATI	42568514	10-14020-4416	21.27	21.27	BATTERIES, STAMP	ADMIN
02/13/2025	47764	QUILL CORPORATI	42568514	11-31510-44160	21.27	21.27	BATTERIES, STAMP	
02/13/2025	47764	QUILL CORPORATI	42568514	12-31620-4416	21.27	21.27	BATTERIES, STAMP	
02/13/2025	47764	QUILL CORPORATI	42568514	10-12001-4416	21.28	21.28	BATTERIES, STAMP	
Total 47764:						85.09		
<b>47765</b>								
02/13/2025	47765	ROTO ROOTER	216780	12-31620-4430	400.00	400.00	PLUMBING SERVICES CHAMBE	PW
Total 47765:						400.00		
<b>47766</b>								
02/13/2025	47766	SELLERS PETROLE	CL42736	10-22080-4427	1,668.35	1,668.35	FIRE DEPT FUEL	PW FIRE DEPT
02/13/2025	47766	SELLERS PETROLE	CL42737	10-12003-4427	50.85	50.85	PUBLIC WORKS FUEL	
02/13/2025	47766	SELLERS PETROLE	CL42737	10-31150-44270	514.79	514.79	PUBLIC WORKS FUEL	
02/13/2025	47766	SELLERS PETROLE	CL42737	11-31510-44270	239.22	239.22	PUBLIC WORKS FUEL	
02/13/2025	47766	SELLERS PETROLE	CL42737	11-31530-44270	318.00	318.00	PUBLIC WORKS FUEL	
02/13/2025	47766	SELLERS PETROLE	CL42737	11-31520-44270	388.68	388.68	PUBLIC WORKS FUEL	
02/13/2025	47766	SELLERS PETROLE	CL42737	12-31610-4427	48.39	48.39	PUBLIC WORKS FUEL	
02/13/2025	47766	SELLERS PETROLE	CL42737	12-31620-4427	172.10	172.10	PUBLIC WORKS FUEL	
Total 47766:						3,400.38		
<b>47767</b>								
02/13/2025	47767	SONIA GARCIA	FINAL BILL	11-00000-39620	134.60	134.60	FINAL UTILITY BILL	UTILITIES
Total 47767:						134.60		
<b>47768</b>								
02/13/2025	47768	SPARKLETTS	9431538 020	10-22080-4420	167.66	167.66	FIRE DEPT WATER	FIRE DEPT
Total 47768:						167.66		
<b>47769</b>								
02/13/2025	47769	TARGETSOLUTIONS	INV111444	10-22080-4313	209.97	209.97	TRAINING PLATFORM	FIRE DEPT
Total 47769:						209.97		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
<b>47770</b>								
02/13/2025	47770	TURNING POINT MI	367	10-17030-4432	550.00	550.00	BANQUET CONTRIBUTIONS	ADMIN
Total 47770:						550.00		
<b>47771</b>								
02/13/2025	47771	UNDERGROUND SE	120250333	10-31140-44300	26.65	26.65	DIG ALERT FEES	PW
Total 47771:						26.65		
<b>47772</b>								
02/13/2025	47772	VISUAL EDGE IT, IN	24AR237528	12-31620-4416	24.82	24.82	PRINTER	ADMIN
02/13/2025	47772	VISUAL EDGE IT, IN	24AR237528	11-31510-44160	24.82	24.82	PRINTER	
02/13/2025	47772	VISUAL EDGE IT, IN	24AR237528	10-14020-4416	24.81	24.81	PRINTER	
02/13/2025	47772	VISUAL EDGE IT, IN	24AR237528	10-13010-4416	24.81	24.81	PRINTER	
02/13/2025	47772	VISUAL EDGE IT, IN	24AR237528	10-12001-4416	24.81	24.81	PRINTER	
Total 47772:						124.07		
<b>47773</b>								
02/13/2025	47773	WALKER & DRISKIL	14316	10-16026-4430	675.00	675.00	ATTORNEY FEES	ADMIN
Total 47773:						675.00		
<b>47774</b>								
02/13/2025	47774	XEROX FINANCIAL	6738008	10-12001-4525	18.43	18.43	PRINTER LEASE	ADMIN
02/13/2025	47774	XEROX FINANCIAL	6738008	10-13010-4525	18.43	18.43	PRINTER LEASE	
02/13/2025	47774	XEROX FINANCIAL	6738008	10-14020-4525	18.44	18.44	PRINTER LEASE	
02/13/2025	47774	XEROX FINANCIAL	6738008	11-31510-45250	18.44	18.44	PRINTER LEASE	
02/13/2025	47774	XEROX FINANCIAL	6738008	12-31620-4525	18.44	18.44	PRINTER LEASE	
Total 47774:						92.18		
Grand Totals:						209,653.33		

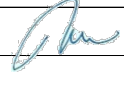
Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

# City of Holtville

## REPORT TO COUNCIL

MEETING DATE:	02/24/25
ITEM NUMBER	3 a
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

**DATE ISSUED:** February 20, 2025

**FROM:** Nick Wells, City Manager

**SUBJECT:** *Resolution No. 25-05 Adopting a Revised 2024-25 Salary Schedule*

**ISSUE:**

Shall the City Council approve Resolution No. 25-05, Adopting a Revised 2024-25 Salary Schedule?

**DISCUSSION:**

Although the City's Salary Schedule was formally adopted per standard practice for the current fiscal year prior to its July 1 start a recent unanticipated change in the California Minimum Wage required a midyear change.

The salary schedule has not been changed significantly for this adoption, although listed below are some changes of which you should be aware:

1. Step F for the "Public Works Supervisor" and "Fire Chief" positions have been adjusted upward to reflect the minimum threshold change for Salaried Exempt employees under the California Minimum Wage Law change.
2. All positions at the lower end of the Schedule (Range 17 and below) have been adjusted upward to comply with the minimum wage change, primarily affecting Part-Time Firefighters.
3. Step F for the "Public Works Supervisor" and "Fire Chief" positions have been adjusted upward to reflect the minimum threshold change for Salaried Exempt employees under the California Minimum Wage Law change.
4. An additional change adds a Part Time position at Range 10 for Wastewater Treatment Plant Operator in Training. For several years, the City has utilized a temp service to staff a position to receive septage waste at the WWTP. Changes in the minimum wage and benefits have caused the cost of that function to rise significantly. It is estimated that directly hiring a part time employee will save the City in excess of \$12,500 annually.

**FISCAL IMPACT:**

The primary General Fund impact is in Fire, wherein basically all employee hours will include \$.50 additional compensation. This can vary greatly due to overtime, however, Regular Time hours would equate to approximately \$3,750 in additional expenditures, plus employer taxes.

Multiple employees at the lower end of the Salary Schedule will be elevated to the new pay rate, however, in all cases these employees are months from a Step increase that would have taken them above the current Minimum Wage.

The effect to the Sewer Enterprise with the conversion of a position from management under a temp service to a City employee is described above to potentially save \$12,500 per year.

**CITY MANAGER RECOMMENDATION:**

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

**ALTERNATIVE:**

- 1 - Approve the Salary Schedule revisions as presented.
- 2 - Give alternate direction regarding recommended individual position salary changes.
- 3 - Make additional compensation changes to the schedule.
- 4 - Give staff other direction to proceed.

**CITY OF HOLTVILLE**  
**Salary Schedule - 2024-25 (Revised)**

MANAGEMENT/SUPERVISORY PERSONNEL								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
FINANCE MANAGER	60	Hourly Per Pay Annual	31.78 2,542 66,102	33.37 2,670 69,408	35.04 2,803 72,878	36.79 2,943 76,522	38.63 3,090 80,348	40.56 3,245 84,365
WTP/WWTP SUPERVISOR	60	Hourly Per Pay Annual	31.78 2,542 66,102	33.37 2,670 69,408	35.04 2,803 72,878	36.79 2,943 76,522	38.63 3,090 80,348	40.56 3,245 84,365
PUBLIC WORKS SUPERVISOR AC	54	Hourly Per Pay Annual	25.40 2,032 52,832	26.67 2,134 55,474	28.00 2,240 58,247	29.40 2,352 61,160	30.87 2,470 64,218	32.42 2,593 67,429
FIRE CHIEF AS	53	Hourly Per Pay Annual	25.07 2,006 52,146	26.32 2,106 54,753	27.64 2,211 57,491	29.02 2,322 60,365	30.47 2,438 63,383	32.00 2,560 66,552
FINANCE SUPERVISOR AA	50	Hourly Per Pay Annual	24.51 1,961 50,981	25.74 2,059 53,530	27.02 2,162 56,206	28.37 2,270 59,017	29.79 2,383 61,967	31.28 2,503 65,066

PERMANENT FULL-TIME PERSONNEL (Classified)								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
PUBLIC WORKS FOREMAN	45	Hourly Per Pay Annual	24.14 1,931 50,211	25.35 2,028 52,722	26.61 2,129 55,358	27.95 2,236 58,126	29.34 2,347 61,032	30.81 2,465 64,084
WTP/WWTP Foreman JLO	45	Hourly Per Pay Annual	24.14 1,931 50,211	25.35 2,028 52,722	26.61 2,129 55,358	27.95 2,236 58,126	29.34 2,347 61,032	30.81 2,465 64,084
WTPO III	45	Hourly Per Pay Annual	24.14 1,931 50,211	25.35 2,028 52,722	26.61 2,129 55,358	27.95 2,236 58,126	29.34 2,347 61,032	30.81 2,465 64,084
WWTPO II IC	45	Hourly Per Pay Annual	24.14 1,931 50,211	25.35 2,028 52,722	26.61 2,129 55,358	27.95 2,236 58,126	29.34 2,347 61,032	30.81 2,465 64,084
Accountant/GL Analyst	44	Hourly Per Pay Annual	23.53 1,882 48,942	24.71 1,977 51,390	25.94 2,075 53,959	27.24 2,179 56,657	28.60 2,288 59,490	30.03 2,402 62,464
BUDGET ANALYST	42	Hourly Per Pay Annual	23.00 1,840 47,840	24.15 1,932 50,232	25.36 2,029 52,744	26.63 2,130 55,381	27.96 2,237 58,150	29.35 2,348 61,057
PERSONNEL TECH. HD	42	Hourly Per Pay Annual	23.00 1,840 47,840	24.15 1,932 50,232	25.36 2,029 52,744	26.63 2,130 55,381	27.96 2,237 58,150	29.35 2,348 61,057
SENIOR ACCOUNT CLERK SM	42	Hourly Per Pay Annual	23.00 1,840 47,840	24.15 1,932 50,232	25.36 2,029 52,744	26.63 2,130 55,381	27.96 2,237 58,150	29.35 2,348 61,057
Building Inspector RT	37	Hourly Per Pay Annual	21.53 1,722 44,782	22.61 1,809 47,022	23.74 1,899 49,373	24.92 1,994 51,841	26.17 2,094 54,433	27.48 2,198 57,155
WTPO II JO RR	33	Hourly Per Pay Annual	20.50 1,640 42,640	21.53 1,722 44,772	22.60 1,808 47,011	23.73 1,899 49,361	24.92 1,993 51,829	26.16 2,093 54,421



**CITY OF HOLTVILLE**  
**Salary Schedule - 2024-25 (Revised)**

PERMANENT FULL- TIME PERSONNEL (Classified) [Continued]									
POSITION		RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
WWTPO I	JH	33	Hourly	20.50	21.53	22.60	23.73	24.92	26.16
			Per Pay	1,640	1,722	1,808	1,899	1,993	2,093
			Annual	42,640	44,772	47,011	49,361	51,829	54,421
Environmental Compliance Inspector		33	Hourly	20.50	21.53	22.60	23.73	24.92	26.16
			Per Pay	1,640	1,722	1,808	1,899	1,993	2,093
			Annual	42,640	44,772	47,011	49,361	51,829	54,421
ADMINISTRATIVE ASSIST	GP	30	Hourly	18.19	19.10	20.05	21.06	22.11	23.22
			Per Pay	1,455	1,528	1,604	1,685	1,769	1,857
			Annual	37,835	39,727	41,713	43,799	45,989	48,288
PARK MAINT CREW LEADER		24	Hourly	17.59	18.47	19.39	20.36	21.38	22.45
			Per Pay	1,407	1,478	1,551	1,629	1,710	1,796
			Annual	36,587	38,417	40,337	42,354	44,472	46,696
WTPO I		24	Hourly	17.59	18.47	19.39	20.36	21.38	22.45
			Per Pay	1,407	1,478	1,551	1,629	1,710	1,796
			Annual	36,587	38,417	40,337	42,354	44,472	46,696
Dist. Collection OP./Oper. I	TA BM FO	20	Hourly	16.84	17.68	18.57	19.49	20.47	21.49
			Per Pay	1,347	1,415	1,485	1,560	1,638	1,719
			Annual	35,027	36,779	38,617	40,548	42,576	44,705
MWIII	IA	18	Hourly	16.54	17.37	18.24	19.15	20.10	21.11
			Per Pay	1,323	1,389	1,459	1,532	1,608	1,689
			Annual	34,403	36,123	37,930	39,826	41,817	43,908
MWII		17	Hourly	16.50	17.08	17.93	18.83	19.77	20.76
			Per Pay	1,320	1,366	1,435	1,506	1,582	1,661
			Annual	34,320	35,526	37,303	39,168	41,126	43,183
ADMINISTRATIVE ASSIST	YR	16	Hourly	16.50	16.68	17.51	18.39	19.31	20.27
			Per Pay	1,320	1,334	1,401	1,471	1,545	1,622
			Annual	34,320	34,694	36,429	38,251	40,163	42,171
Dist. Collection OP. OIT/Maint		16	Hourly	16.50	16.68	17.51	18.39	19.31	20.27
			Per Pay	1,320	1,334	1,401	1,471	1,545	1,622
			Annual	34,320	34,694	36,429	38,251	40,163	42,171
WWTPO IT		16	Hourly	16.50	16.68	17.51	18.39	19.31	20.27
			Per Pay	1,320	1,334	1,401	1,471	1,545	1,622
			Annual	34,320	34,694	36,429	38,251	40,163	42,171
MWI	AM HT	16	Hourly	16.50	16.68	17.51	18.39	19.31	20.27
			Per Pay	1,320	1,334	1,401	1,471	1,545	1,622
			Annual	34,320	34,694	36,429	38,251	40,163	42,171

PERMANENT FULL-TIME PERSONNEL (Fire)									
FIREFIGHTER - 53hr/wk	4	26	Hourly		16.50	16.50	16.69		
			Per Pay		1,848	1,848	1,869		
			Annual		48,048	48,048	48,601		

P/T HOURLY EMPLOYEES (NON-REPRESENTED)									
		RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Firefighter (Part Time)		10	Hourly	16.50					

**CITY OF HOLTVILLE**  
**Salary Schedule - 2024-25 (Revised)**

LIFEGUARD - Seasonal	(	10	Hourly	16.50				
Swimming Instructor (Seasonal)		10	Hourly	16.50				

Administrative Assistant (Part Time)	10	Hourly	16.50	16.50	16.75	17.00	17.50	18.00
WWTPO IT (Part Time)	10	Hourly	16.50	16.50	16.75	17.00	17.50	18.00

**HOLTVILLE CITY COUNCIL  
RESOLUTION NO. 25-05**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING MODIFICATION  
TO THE 2024-25 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; and

**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 2024-25 Salary Schedule.
2. The positions of "Public Works Supervisor" and "Fire Chief" are hereby modified to reflect the current California Minimum Wage level on the Salary Schedule at Range 56.
3. The position of "Firefighter" is hereby modified to reflect the current California Minimum Wage level on the Salary Schedule at Range 26.
4. Step A for the positions at Ranges 10 through 17 have been adjusted to reflect the current California Minimum Wage level on the Salary Schedule, in some cases eliminating Steps.
5. A Part Time position at Range 10 for "Wastewater Treatment Plant Operator in Training" has been added to the schedule at the current minimum wage.
6. In accordance with adopted Memoranda of Understanding, only the affected Steps for these Ranges have been adjusted, with no upward adjustment of subsequent Steps.
7. The modified Salary Schedule will take effect immediately upon execution of this Resolution and is recognized to be retroactive to January 1, 2025.
8. 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 February, 2025, by the following roll call vote:

**AYES:**

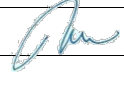
**NOES:**

**ABSTAIN:**

**ABSENT:**

# City of Holtville

## REPORT TO COUNCIL

MEETING DATE:	02/24/25
ITEM NUMBER	3 b
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

**DATE ISSUED:** February 20, 2025

**FROM:** Nick Wells, City Manager

**SUBJECT:** *Resolution No. 25-06 Designating the City Manager as the City's Authorized Agent for Caltrans Agreements*

### **ISSUE:**

Shall the City Council approve Resolution No. 25-06, designating the City Manager as its authorized agent, empowering him to execute all necessary documents to comply with funding requirements for the State of California's SB 2 Planning Grant program?

### **DISCUSSION:**

In conjunction with the W Ninth Street Improvements Project, which will soon construct pedestrian improvements with incidental street widening along Ninth Street between Olive and Melon Avenues, it was necessary to underground the open Pear Canal section along the north side of that roadway. The City had been working with the IID for sometime to complete that change, which was the final section of that waterway to be covered, the culmination of multiple projects over decades to improve walkability and safety in Holtville.

Subsequent to the discussion of the project and the onset of design, IID applied for and was granted Congressional funding for the project in the amount of \$871,280. A complication developed when it was revealed that the funding needed to be run through a state agency, which was designated as Caltrans. As IID does not work with Caltrans on an ongoing basis, no standing agreement exists between those entities. As the City maintains a master agreement with Caltrans through the funding of frequent streets projects in our jurisdiction, an agreement was made to transfer administration of the project to the City.

Due to the unique nature of this particular funding, Caltrans is requiring a separate resolution designating an individual to sign documents regarding the project and disbursement of funds. Sample language was provided and incorporated into the resolution.

### **FISCAL IMPACT:**

Failure to adopt the resolution would prohibit grant reimbursement of expenditures related to the undergrounding phase of this project, expected to be over \$900,000.

### **CITY MANAGER RECOMMENDATION:**

It is recommended that the resolution be adopted as presented.

### **ALTERNATIVE:**

- 1 - Approve the resolution as presented.
- 2 - Designate an alternate authorized representative.

**CITY OF HOLTVILLE  
RESOLUTION NO. 25-06**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL DESIGNATING  
THE CITY MANAGER AS THE CITY'S AUTHORIZED SIGNATOR FOR PROJECTS  
WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the City of Holtville is eligible to receive Federal and/or State funding for certain Transportation Projects, through the California Department of Transportation; and

**WHEREAS**, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before such funds could be claimed; and

**WHEREAS**, the City/County wishes to delegate authorization to execute these agreements and any amendments thereto to the (Mayor/City Manager/City Engineer/Director of Public Works, etc.) be authorized to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and any amendments thereto with California Department of Transportation.

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

1. That the Holtville City Council hereby designates and authorizes the City Manager or his/her designee to sign, execute and submit all documents including, but not limited to: applications, fund transfer agreements, payment requests, and amendments which may become necessary for the completion of the grant applications, payment applications, and authorizations for funding program through the California Department of Transportation.
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 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**

**DATE ISSUED:** January 21, 2025  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** *Sale of Sliver Property*

**ISSUE:**

Should the City Council adopt RESOLUTION #25-07 Approving Sale of Sliver Property?

**DISCUSSION:**


No back-up available for this item

Meeting Date	<u>01/24/25</u>
Item Number	<u>3 c</u>
<b>Approvals</b>	City Manager _____
	Finance _____
	City Attorney _____

# City of Holtville

## REPORT TO COUNCIL

**DATE ISSUED:** February 20, 2025  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** City Manager Update

Meeting Date	<u>02/24/25</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 has continued to meet virtually with the architect and subconsultants on various issues over the past few weeks.***

Staff met with representatives of USDA Rural Development in late 2024 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 2024 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. One salient proposal was received on which Council requested further research. A representative of that firm met with staff onsite in January, then spoke with Council at the meeting that evening. ***The firm, CrisCom Company, was engaged in February to represent the City in pursuing funding. A two-year agreement was approved.***

## **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 *throughout the City*.

**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 needed 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 in January 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. *Council has requested that this issue be moved up in the queue and this be addressed shortly.*



## **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. ***95% plans were received on Monday, 2/10, with some minor adjustments still needed. 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 was held in February – we are awaiting a few studies to proceed with the next steps in finalizing design and procuring funding.***

**BUILDING DEPT** - The City has issued **13** building permits 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 had made a drawdown on funding, however, the ownership group has been somewhat unresponsive as the project sat in limbo for some time. An extension on their CUP was requested and was granted by Planning Commission in May, 2024, then a pre-construction meeting with the developer and City was finally held in January. A foundation has been poured and vertical construction is in progress with the Building Inspector is overseeing.

**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. ***A phone conference was held with the developer and staff and discuss some issues regarding requirements of the City.***

**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 :**

- 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 Meeting w/ Potential Finance Consultant re: *Asset Valuation* *Video Conference*
- 02/18/25 Holtville Planning Commission Meeting *City Hall*
- 02/19/25 Discussion w/ City Planner re: *Various Projects* *The Holt Group Offices (EC)*
- 02/19/25 Conference w/ City Attorney re: *Various Issues* *Offices of Walker & Driskill*
- 

**UPCOMING EVENTS :**

- 02/24/25 Department Head 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)*
- 02/28/25 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*
- 03/03/25 Department Head Meeting *City Hall*
- 03/06/25 IV Service Club Luncheon *IV Fairgrounds (Imperial)*
- 03/07/25 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*
- 03/10 - 03/13/25 MLH Auditors Onsite *City Hall*
- 03/10/25 Holtville City Council Meeting *City Hall*
- 03/11/25 BOOST Assistance Strategy Session
- 03/12/25 ICTC Management/CCMA Meetings *ICTC Offices (EC)*
- 03/17/25 Holtville Planning Commission Meeting *City Hall*
- 03/19/25 IV Foreign Trade Zone Meeting *IC Workforce Development (EC)*
- 03/20/25 League of Cities Division Dinner (*Tentative*) *Site TBD*
- 03/20/25 Holtville Farmers Market & Street Fair (*Tentative*) *Holt Park*
- 03/24/25 Holtville City Council Meeting *City Hall*
- 05/01 - 05/02/25 SCAG Regional Conference & General Assembly *JW Marriott (Palm Desert, CA)*
- 10/08 - 10/10/25 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

MEETING DATE:		<u>2/24/25</u>
ITEM NUMBER		<u>5 b</u>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

# City of Holtville

## REPORT TO COUNCIL

**DATE ISSUED:** February 19, 2025

**FROM:** Chandler Sinclair, Finance Supervisor

**SUBJECT:** Finance Department Update

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

**Mid-Year Financial Update**

The purpose of the following information is to address the City of Holtville’s fiscal “Mid-Year” (through December) financial analysis comparing actual performance against budgeted figures as well as comparing the Year-over-Year figures. The following presents a comprehensive overview of the City’s financial standing, which shows areas where the City has outperformed expectations, and shows areas that may require improvement. In addition, there are some levels of explanation included for the anomalies observed.

This evaluation will enable the City to frame actionable strategies for the future.

	2023-24				2024-25					YoY Change
Acct. Description	Budget	Thru Dec	Y/E Actual	% of Bgt	Budget	Thru Dec	% of Bgt	Projected	% of Proj	
GENERAL FUND										
REVENUE										
Property Tax	378,700	246,641	401,038	65.1%	330,700	117,700	35.6%	275,386	42.7%	-52.3%
Other Taxes	962,000	574,005	1,084,314	59.7%	1,231,500	572,517	46.5%	1,466,568	39.0%	-0.3%
Licenses/Permits	1,600	540	1,739	33.8%	1,700	624	36.7%	1,395	44.7%	15.6%
Fines & Penalties	1,150	390	252	33.9%	1,050	358	34.1%	358	100.0%	-8.2%
Revenue from Use of Money	35,000	24,756	10,685	70.7%	55,000	9,070	16.5%	17,132	52.9%	-63.4%
Revenue from other Agencies	1,804,179	141,610	1,824,382	7.8%	1,020,738	230,894	22.6%	1,041,388	22.2%	63.0%
Total Current Services	123,775	158,234	73,057	127.8%	188,625	97,854	51.9%	169,527	57.7%	-38.2%
Total Other Revenue	645,000	101,344	107,219	15.7%	670,000	25,504	3.8%	691,779	3.7%	-74.8%
TOTAL REVENUE	3,951,404	1,247,520	3,502,686	31.6%	3,499,313	1,054,522	30.1%	3,663,533	28.8%	-15.5%
EXPENDITURES										
Salaries & Wages	883,475	495,751	1,029,112	56.1%	973,456	642,698	66.0%	1,143,164	56.2%	29.6%
Fringe Benefits	248,750	125,653	192,922	50.5%	317,647	122,918	38.7%	216,224	56.8%	-2.2%
Personal Expenses	259,495	315,017	220,111	121.4%	345,695	331,951	96.0%	344,988	96.2%	5.4%
Supplies & Services	1,692,485	1,140,497	1,515,747	67.4%	1,806,593	995,093	55.1%	2,009,496	49.5%	-12.7%
Data Processing	49,375	28,877	34,464	58.5%	48,425	21,444	44.3%	31,475	68.1%	-25.7%
Outlay	35,000	-	18,274	0.0%	35,000	2,312	6.6%	2,312	100.0%	
TOTAL EXPENDITURES	3,168,580	2,105,795	3,010,630	66.5%	3,526,816	2,116,417	60.0%	3,747,659	56.5%	0.5%
Net Revenue over Expenditures	782,824	(858,275)	492,056		(27,503)	(1,061,895)		(84,126)		-23.7%

## [GENERAL FUND]

### Revenues

- Revenue Budget for FY2025 is estimated at \$3.499M.
- Revenues through Dec. 2024 are estimated at \$1.054M.
- Projected Revenues for FY2025 are estimated at \$3.664M.

Therefore, projected revenues are roughly \$164.2K **more** than budgeted revenues.

#### Relevant Commentary:

- Received an estimated \$1.054M of revenues for the fiscal year through December 2024.
- Property Tax Revenues are low compared to the previous year because the date the majority of this revenue is received fluctuates between December and January, and is sometimes received in even later months due to citizens paying property tax dues late.
- Expected to receive revenue for Motor Vehicle License Fees, which in recent years has been over \$600K, and the majority is received typically in the month of January with the remaining funds received in March or May of the fiscal year ending in July.
- Expected to receive additional State COPS funding of \$100K to offset frontline police service expenditures.
- Interest Earnings are not accurately represented in this mid-year update as they have not fully been reconciled and recorded. Historically, Interest Earnings have fluctuated and range between \$500 and \$42K per year. Since FY2020, Interest Earnings have exceeded \$20K, with the exception of FY2023 at \$11K. Interest Earnings for FY2024 were over \$42K.

### YoY Change - Revenue

- Revenue from Use of Money shows a **decrease of 63.4%** YoY (\$15.7K), which is due to missing interest revenue, which can be reconciled before Y/E.
- Total Other Revenue shows a **decrease of 74.8%** YoY (\$75.8K). This is due to the lack of funds transferred into account for FY2025, which will occur before Y/E. In addition, the GL Account-3971 *Miscellaneous* included incorrect journal entries for FY2024.
- Overall, TOTAL REVENUES show a **decrease of 15.5%** YoY (\$192.9K). This does not include the expected revenue of Motor Vehicle License Fees, additional COPS funding, or missing Interest Earnings.

## [GENERAL FUND]

### Expenditures - by Category

#### *ADMIN:*

- Expenditures Budget for FY2025 is estimated at \$1.177M.
- Expenditures through Dec. 2024 are estimated at \$790K.
- Projected Expenditures for FY2025 are estimated at \$1.132M.

Therefore, projected expenditures are roughly \$46K **over** budgeted.

#### *SAFETY:*

- Expenditures Budget for FY 2025 is estimated at \$1.852M.
- Expenditures through Dec. 2024 are estimated at \$1.133M.
- Projected Expenditures for FY2025 are estimated at \$2.199M.

Therefore, projected expenditures are roughly \$347K **over** budgeted.

#### *PUB WKS:*

- Expenditures Budget for FY 2025 is estimated at \$496K.
- Expenditures through Dec. 2024 are estimated at \$245K.
- Projected Expenditures for FY2025 are estimated at \$416K.

Therefore, projected expenditures are roughly \$80K **under** budgeted.

### YoY Change - Total Expenditures

- Salaries & Wages expense show an **increase of 29.6%** YoY (\$146.9K). This is due to an increase in wages (minimum wage increase/minimum threshold increase). There was also an employee added to the City Clerk payroll that was not on the payroll the previous year. In addition, the *Safety - Fire* payroll & wages showed the largest increase in expenditure. It **increased 63.5%** YoY (\$157.5K), which a portion of will be reimbursed through OES Reimbursement from Strike Team participation.
- Personal Expenses show an **increase of 5.4%** YoY (\$16.9K). The majority of this is due to a spike in Expenditure on Insurance & Safety Bonds, specifically for PERMA. This accounts for 95% of the increase for this expense.
- Overall, TOTAL EXPENDITURES show an **increase of 0.5%** YoY (\$10.6K).

### YoY Change - NET INCOME

- The Net Income (NI) as of December shows a **decrease of 23.7%** YoY (\$203.6K).



	2023-24				2024-25					YoY Change
Acct. Description	Budget	Thru Dec	Y/E Actual	% of Bgt	Budget	Thru Dec	% of Bgt	Projected	% of Proj	
WATER ENTERPRISE										
REVENUE										
Revenue from Use of Money	1,250	6,869	19,351	549.5%	17,500	-	0.0%	5,600	0.0%	
Total Current Services	1,511,500	723,002	1,404,446	47.8%	1,509,000	788,302	52.2%	1,427,191	55.2%	9.0%
Total Other Revenue	56,500	24,535	55,563	43.4%	53,000	47,143	88.9%	84,086	56.1%	92.1%
TOTAL REVENUE	1,569,250	754,406	1,479,360	48.1%	1,579,500	835,445	52.9%	1,516,877	55.1%	10.7%
EXPENDITURES										
Salaries & Wages	302,729	130,879	254,442	43.2%	281,437	135,334	48.1%	261,580	51.7%	3.4%
Fringe Benefits	122,849	53,648	86,991	43.7%	110,899	44,205	39.9%	78,636	56.2%	-17.6%
Personal Expenses	17,700	9,684	19,239	54.7%	17,575	7,921	45.1%	14,909	53.1%	-18.2%
Materials, Supplies & Services	413,825	286,305	607,336	69.2%	602,850	332,704	55.2%	650,226	51.2%	16.2%
Data Processing	17,420	9,724	17,479	55.8%	19,385	9,538	49.2%	19,926	47.9%	-1.9%
Debt Service	195,934	135,815	195,175	69.3%	194,906	136,360	70.0%	194,298	70.2%	0.4%
Capital Imprpovements	291,833	28,790	122,013	9.9%	296,833	42,042	14.2%	190,817	22.0%	46.0%
TOTAL EXPENDITURES	1,362,290	654,845	1,302,675	48.1%	1,523,885	708,104	46.5%	1,410,392	50.2%	8.1%
Net Revenue over Expenditures	206,960	99,561	176,685		55,615	127,341		106,485		27.9%

## [WATER ENTERPRISE]

### Revenues

- Revenue Budget for FY2025 is estimated at \$1.58M.
- Revenues through Dec. 2024 are estimated at \$835K.
- Projected Revenues for FY2025 are estimated at \$1.517M.

Therefore, projected revenues are roughly \$62.6K **less** than budgeted revenues.

### YoY Change - Revenue

- Revenue from Use of Money shows a **decrease of \$6.8K** YoY, which is due to missing interest revenue, which can be reconciled before Y/E.
- Overall, TOTAL REVENUES show an **increase of 10.7%** YoY (\$81K).

## [WATER ENTERPRISE]

### Expenditures

- Expenditures Budget for FY2025 is estimated at \$1.524M.
- Expenditures through Dec. 2024 are estimated at \$708K.
- Projected Expenditures for FY2025 are estimated at \$1.41M.

Therefore, projected expenditures are roughly \$113.5K **under** budgeted.

### YoY Change - Expenditures

- Materials, Supplies & Services expense show an **increase of 16.2%** YoY (\$46.4K). This is due to an increase in money spent under GL account-44201 *Filtration and Treatment Supplies* as well as an increase in the price of the chemicals purchased. This accounts for 65% of the increase for this expense.
- Capital Improvements expense show an **increase of 46.0%** YoY (\$13.3K). Water meter replacement costs account for 100% of this increase.
- Overall, TOTAL EXPENDITURES show an **increase of 8.1%** YoY (\$53.3K).

### YoY Change - NET INCOME

- The Net Income (NI) as of December shows an **increase of 27.9%** YoY (\$27.9K).

	2023-24				2024-25					YoY Change
Acct. Description	Budget	Thru Dec	Y/E Actual	% of Bgt	Budget	Thru Dec	% of Bgt	Projected	% of Proj	
SEWER ENTERPRISE										
REVENUE										
Revenue from Use of Money	11,500	14,901	40,226	129.6%	11,500	-	0.0%	13,800	0.0%	
Total Current Services	1,501,500	824,149	1,737,436	54.9%	1,632,000	824,583	50.5%	1,681,832	49.0%	0.1%
TOTAL REVENUE	1,513,000	839,050	1,777,662	55.5%	1,643,500	824,583	50.2%	1,695,632	48.6%	-1.7%
EXPENDITURES										
Salaries & Wages	423,411	185,482	329,037	43.8%	303,861	166,920	54.9%	307,309	54.3%	-10.0%
Fringe Benefits	155,167	72,151	118,570	46.5%	120,470	64,141	53.2%	110,342	58.1%	-11.1%
Personal Expenses	17,450	7,153	13,715	41.0%	17,350	7,670	44.2%	13,772	55.7%	7.2%
Materials, Supplies & Services	301,900	151,786	312,625	50.3%	363,150	201,236	55.4%	386,870	52.0%	32.6%
Data Processing	26,350	7,973	20,638	30.3%	26,350	13,925	52.8%	19,222	72.4%	74.7%
Debt Service	395,889	129,745	358,334	32.8%	395,889	130,573	33.0%	359,162	36.4%	0.6%
Capital Improvements	170,245	49,957	53,207	29.3%	162,500	57,571	35.4%	107,571	53.5%	15.2%
TOTAL EXPENDITURES	1,490,412	604,247	1,206,126	40.5%	1,389,570	642,036	46.2%	1,304,248	49.2%	6.3%
Net Revenue over Expenditures	22,588	234,803	571,536		253,930	182,547		391,384		-22.3%

## [SEWER ENTERPRISE]

### Revenues

- Revenue Budget for FY2025 is estimated at \$1.644M.
- Revenues through Dec. 2024 are estimated at \$824.6K.
- Projected Revenues for FY2025 are estimated at \$1.696M.

Therefore, projected revenues are roughly \$52.1K **more** than budgeted revenues.

### YoY Change - Revenue

- Overall, TOTAL REVENUES show a **decrease of 1.7%** YoY (\$14.4K).

## [SEWER ENTERPRISE]

### Expenditures

- Expenditures Budget for FY2025 is estimated at \$1.39M.
- Expenditures through Dec. 2024 are estimated at \$642K.
- Projected Expenditures for FY2025 are estimated at \$1.304M.

Therefore, projected expenditures are roughly \$85.3K **over** budgeted.

### YoY Change - Expenditures

- Materials, Supplies & Services expense shows an **increase of 32.6%** YoY (\$49.5K). The majority (64%) of this increase in expenses are due to the expenses accrued from the collapsed manhole emergency of November 2024.
- Data Processing expense shows an **increase of 74.7%** YoY (\$5.9K). \$4K or 67% of that expense increase was for a computer replacement.
- Capital Improvements expense shows an **increase of 15.2%** YoY (\$7.6K). This was due to a submersible pump replacement.
- Overall, TOTAL EXPENDITURES show an **increase of 6.3%** YoY (\$37.8K).

### YoY Change - NET INCOME

- The Net Income (NI) as of December shows a **decrease of 22.3%** YoY (\$52.3K).

	2023-24				2024-25					YoY Change
Acct. Description	Budget	Thru Dec	Y/E Actual	% of Bgt	Budget	Thru Dec	% of Bgt	Projected	% of Proj	
TRASH ENTERPRISE										
REVENUE										
Revenue from Use of Money	322,500	176,971	431,468	54.9%	342,500	183,088	53.5%	422,300	43.4%	3.5%
TOTAL REVENUE	322,500	176,971	431,468	54.9%	342,500	183,088	53.5%	422,300	43.4%	3.5%
EXPENDITURES										
Materials, Supplies & Services	322,500	193,182	352,058	59.9%	338,000	179,866	53.2%	192,381	93.5%	-6.9%
TOTAL EXPENDITURES	322,500	193,182	352,058	59.9%	338,000	179,866	53.2%	192,381	93.5%	-6.9%
Net Revenue over Expenditures	-	(16,211)	79,410		4,500	3,222		229,919		

Although, the City of Holtville's financial health does express minor concerns; it is performing okay and is overall in good condition.

Moving forward, there needs to be more diligent effort from the finance department put towards bank reconciliations to identify adequate values of interest earnings. In addition, the supervisor will work with Accounts Payable and Accounts Receivable to adjust incorrect journal entries from earlier in the fiscal year as well as to prevent incorrect entries in the future.

The Finance Department and the City Manager will go over budgets, revenues, expenditures, and more with each Department Head before the Fiscal Year End to ensure continuous positive financial health and promote conservative financial decision-making.

Please reach out to the Finance Supervisor with any questions or comments.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Chandler Sinclair', is positioned above the typed name.

**Chandler Sinclair**  
*Finance Supervisor*  
*City of Holtville*

MEETING DATE:		2/24/25
ITEM NUMBER		5 c
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

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

**DATE ISSUED:** February 12, 2025  
**FROM:** Alex Silva, Fire Chief  
**SUBJECT:** Monthly Report for January 2025

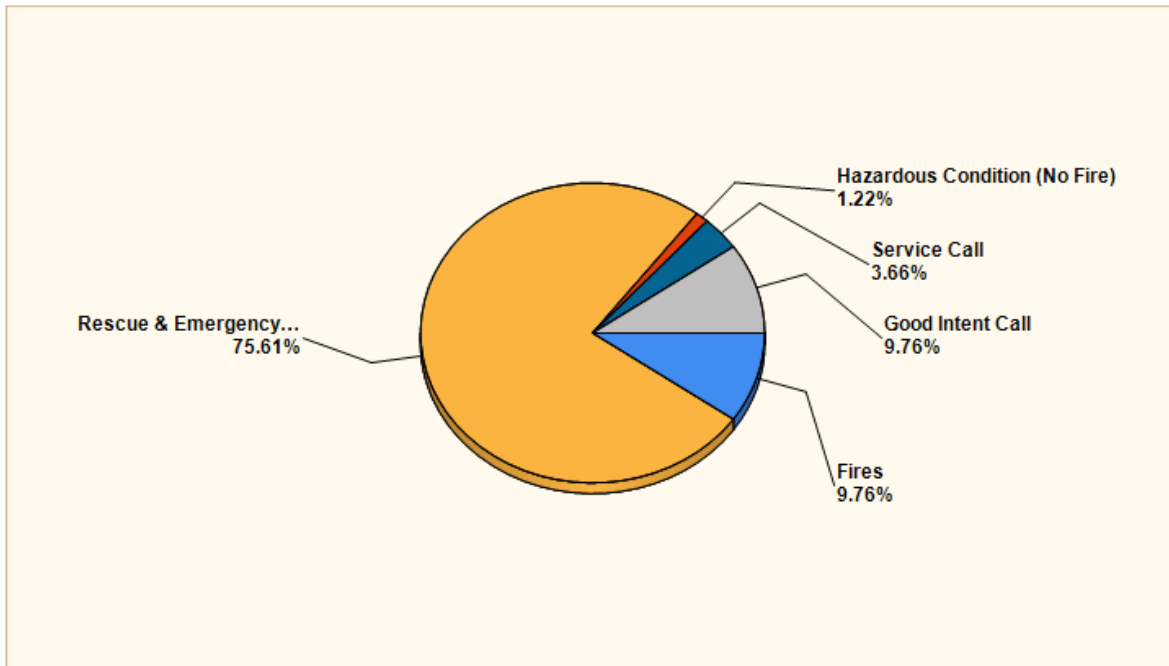
**THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.**

We started 2025 going to the Eaton Fire in Pasadena, we assisted with the fire for 12 long days. The crew did a fantastic job again. They have really stepped up with our responses to strike team. After we got returned, we responded to San Diego to the Border 2 Fire. Calmer situation but again the crew did a great job. The month of January was a busy month, our emergency calls was high for the month. I would like to recognize not only the crew that went with me on strike team but to the crew that covered the city while we were away. The following is the monthly report for January 2025.

Emergency calls	82
Training hours	140

Cordially submitted

Alex Silva  
Fire Chief



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	8	9.76%
Rescue & Emergency Medical Service	62	75.61%
Hazardous Condition (No Fire)	1	1.22%
Service Call	3	3.66%
Good Intent Call	8	9.76%
<b>TOTAL</b>	<b>82</b>	<b>100%</b>

ACTION TAKEN	# INCIDENTS	PERCENTAGE
11 - Extinguishment by fire service personnel	7	8.54%
12 - Salvage & overhaul	5	6.1%
14 - Contain fire (wildland)	1	1.22%
31 - Provide first aid & check for injuries	14	17.07%
32 - Provide basic life support (BLS)	47	57.32%
62 - Restore sprinkler or fire protection system	1	1.22%
70 - Assistance, other	1	1.22%
71 - Assist physically disabled	1	1.22%
73 - Provide manpower	2	2.44%
75 - Provide equipment	1	1.22%
86 - Investigate	6	7.32%
93 - Cancelled en route	7	8.54%

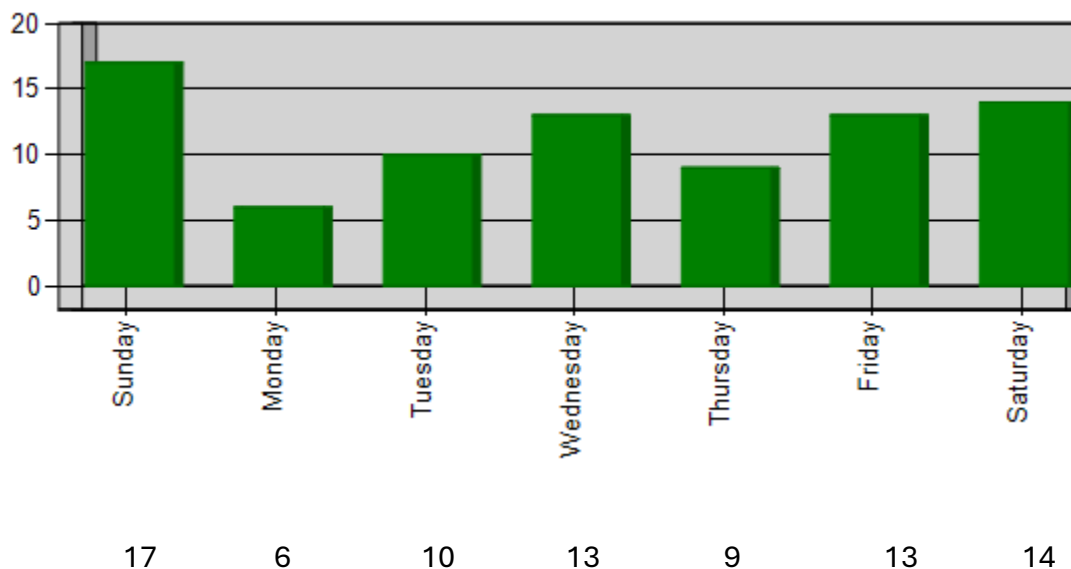
**TOTAL: 93**



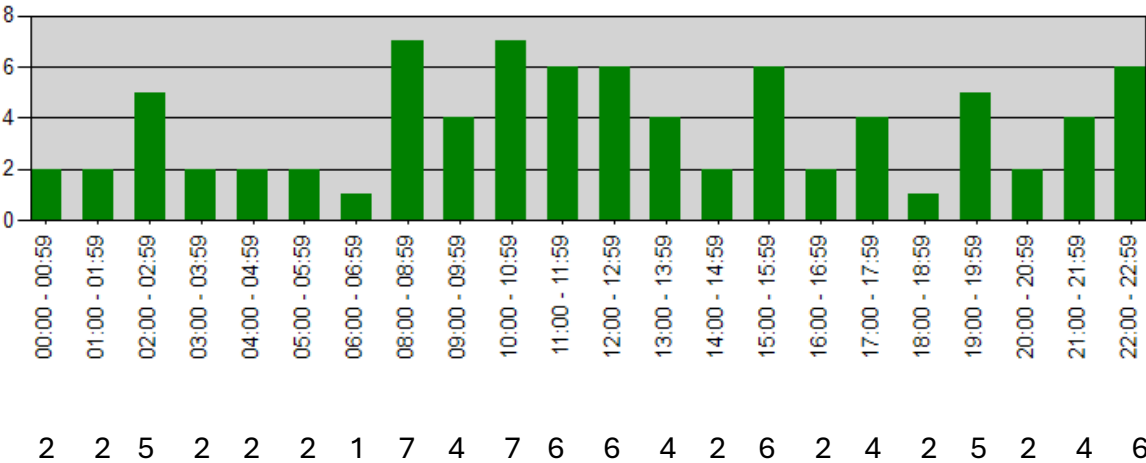
TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
5	\$232,800.00	\$5,300.00	\$238,100.00	\$47,620.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2025-26	01/09/2025	131 - Passenger vehicle fire	\$2,500.00	\$300.00	\$2,800.00	1.18%
2025-31	01/11/2025	131 - Passenger vehicle fire	\$200,000.00	\$0.00	\$200,000.00	84.00%
2025-37	01/12/2025	143 - Grass fire	\$300.00	\$0.00	\$300.00	0.13%
2025-51	01/19/2025	324 - Motor vehicle accident with no injuries.	\$20,000.00	\$5,000.00	\$25,000.00	10.50%
2025-53	01/20/2025	324 - Motor vehicle accident with no injuries.	\$10,000.00	\$0.00	\$10,000.00	4.20%

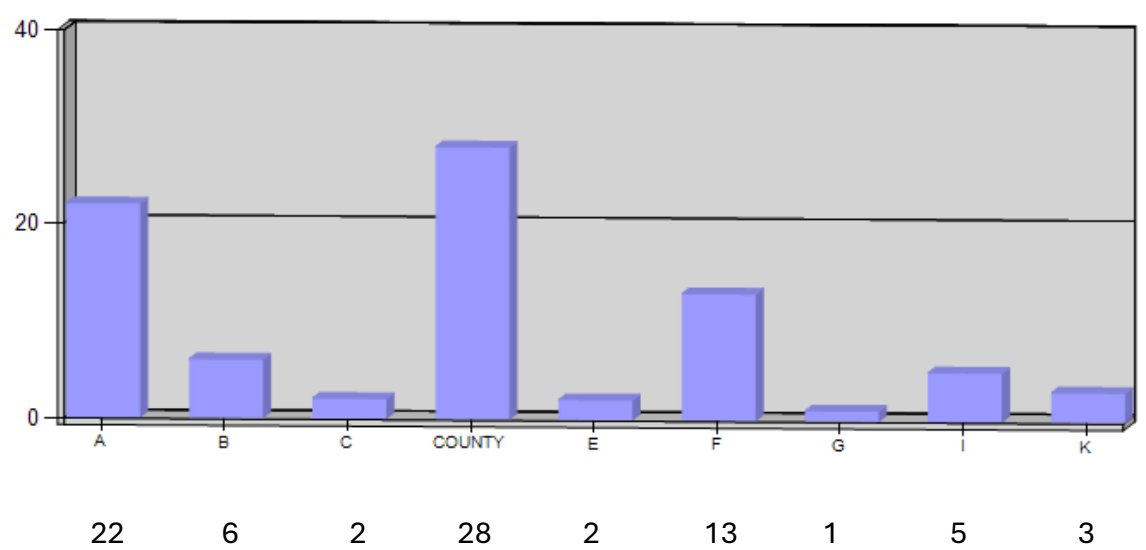
Days of the week



Hours of the day



Zones



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

MEETING DATE:		<u>2/24/25</u>
ITEM NUMBER		<u>5 d</u>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

**DATE ISSUED:** February 18th, 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 02/04/2025 thru 02/18/2025.

**WATER PLANT:**

- ATC work crews completed interior re-coating operations inside of 2.4 MG storage tank, and ventilated for a 10-day curing period (*see attached photos*).
- Control Systems Engineering installed a new Uninterruptible Power Supply (UPS) to provide backup power to the distribution system PLC (controller), allowing it to continue operating for a short period during temporary power outages (*see attached photo*).

**WASTEWATER PLANT:**

- Wastewater treatment plant staff completed biannual effluent toxicity sampling (bioassay).

Respectfully Submitted,



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

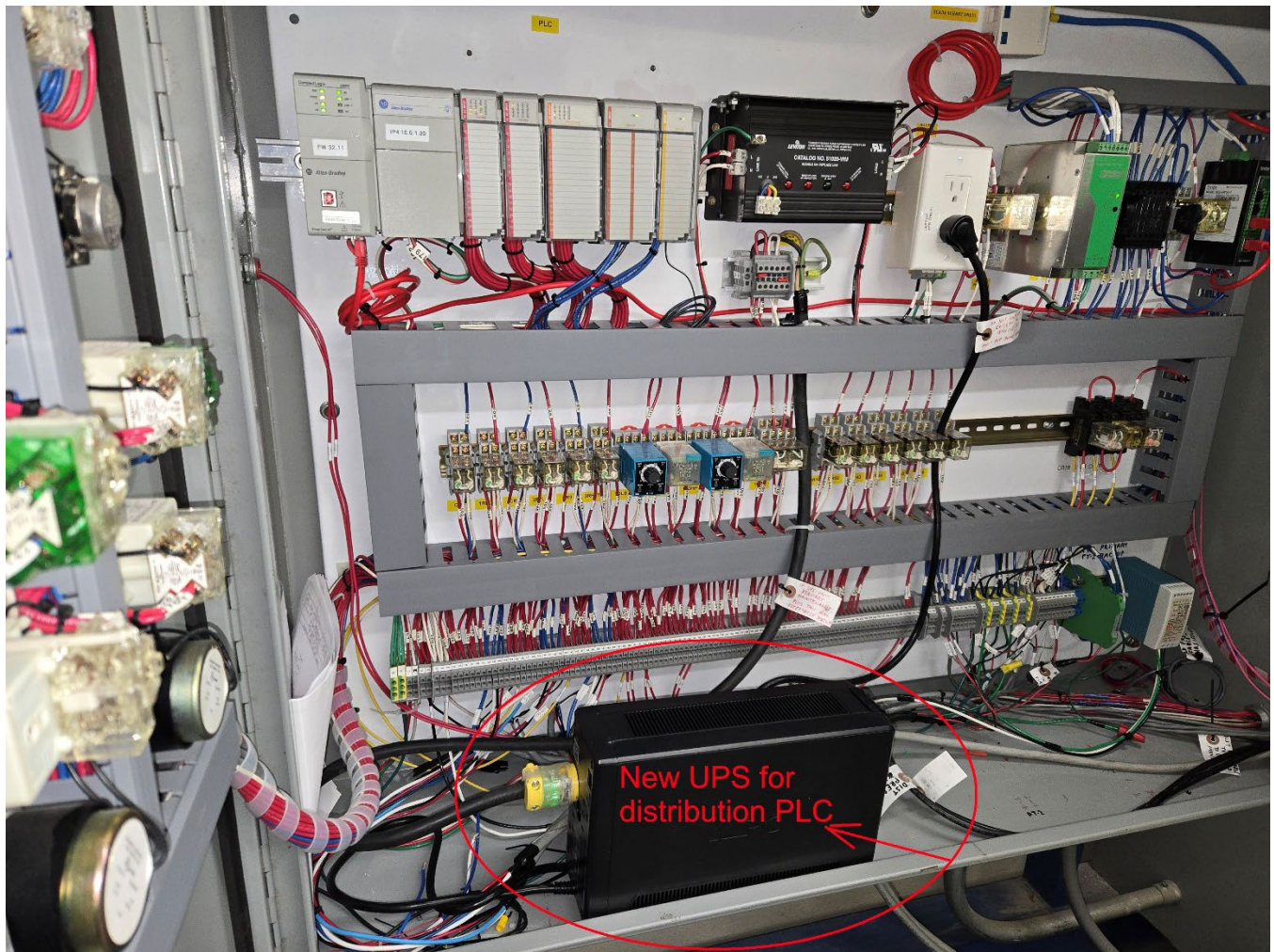


**Interior view of complete recoating work inside 2.4 MG storage tank**



**Close-up view of coating work on drain sump inside 2.4 MG storage tank**





Central view across interior of tank

**City of Holtville  
REPORT TO COUNCIL**

MEETING DATE:		2/24/25
ITEM NUMBER		5 e
Approvals	CITY MANAGER	
	FINANCE MANAGER	
	CITY ATTORNEY	

**DATE ISSUED** February 21, 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 the park and around town.
- Cleaning up all burnt salt cedars south of the skate park.
- Repaired a 4-inch water break on 4<sup>th</sup> and Pine Ave.
- Installed a 6-inch valve on 3<sup>rd</sup> and Chestnut Ave.
- Held vaccination clinic on the corner of 4<sup>th</sup> and Cedar Ave.
- Installed three 1-inch meters.
- Installed six ¾-inch meters.

Respectfully Submitted,



Alejandro Chavez  
Public Works Supervisor  
City of Holtville

