

AGENDA

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

Monday, April 13, 2026

- | | | |
|--|--|--|
| <input type="checkbox"/> Michael Pacheco, Mayor | <input type="checkbox"/> George Morris, City Treasurer | <input type="checkbox"/> Alex Silva, Fire Chief |
| <input type="checkbox"/> John Munger, Mayor Pro Tem | <input type="checkbox"/> Nick Wells, City Manager | <input type="checkbox"/> Damian Martinez, 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"/> Mike Goodsell, Council Member | <input type="checkbox"/> Steve Walker, City Attorney | <input type="checkbox"/> Cynthia Mancha, 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 PM

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

ADJOURN TO CLOSED SESSION

CONFERENCE WITH 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:

PROCLAMATION:

*Autism Awareness Month
Gloria Brambila - Mother, Volunteer Advocate*

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

1. CONSENT AGENDA:

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

- a. Approval of the Minutes from the Regular Meeting of Monday, March 9, 2026.
- b. Current Demands #49175 through #49222.
- c. Approval of the Minutes from the Special Meeting of Monday, March 30, 2026.

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

- a. **Discussion/Related Action to Adopt RESOLUTION #26-09** Approving the Extension of Sewer and Water Utility Services Outside of City Limits to the Property Located at 2319 Olive Avenue (APN 045-390-004) *Cynthia Mancha, City Planner*

- b. **Discussion/Related Action to Adopt RESOLUTION #26-10** Accepting a Settlement Offer for a Community Development Block Grant (CDBG) for a Mobile Home at 1313 E Seventh Street, Space #67 *Chandler Sinclair, Finance Supervisor*

- c. **Discussion/Related Action to Adopt RESOLUTION #26-11** Authorizing the Purchase of a Commercial Riding Mower for Use in City Parks *Nick Wells, City Manager*

4. INFORMATION ONLY:

- a. **Discussion Only** Regarding 4th of July Event and Time Capsule Opening Ceremony in Celebration of our Nation's Semiquincentennial *Nick Wells, City Manager*

5. STAFF REPORTS

- a. **City Manager Report - Nick Wells**
- b. Finance Supervisor - *Chandler Sinclair*
- c. Police Chief - *Damian Martinez*
- d. Water Plant Foreman - *Josh Osuna*
- e. Wastewater Plant Supervisor - *Gustavo Rodriguez*
- f. Public Works Supervisor - *Alex Chavez*
- g. Building Inspector - *Raylene Tapiceria*

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, April 10, 2026.

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

Monday, March 9, 2026

MEETING DATE:	<u>4/13/26</u>
ITEM NUMBER	<u>1 a</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

The Regular Meeting of the Holtville City Council was held on Monday, March 9, 2026, at 5:30 pm in the Civic Center. Mayor Mike Pacheco was present, as were Council Members Murray Anderson, John Munger, and Vanessa Ramirez. Council Member Mike Goodsell was absent. Also present were City Planner Cynthia Mancha, Finance Supervisor Chandler Sinclair, City Treasurer George Morris, Police Chief Damian Martinez, 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 Pacheco.

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 Pacheco called the Open Session meeting to order at 6:05 PM.

PLEDGE OF ALLEGIANCE: *George Morris led the Pledge of Allegiance.*

INVOCATION: *The Invocation was given by Steve Walker.*

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

City Clerk Yvette Rios verified that the agenda was duly posted on Friday, March 6, 2026.

EXECUTIVE SESSION ANNOUNCEMENTS:

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

GENERAL PUBLIC COMMENTS: *No public comments were registered.*

1. CITY COUNCIL CONSENT AGENDA:

- a. Approval of the Minutes from the Regular Meeting of Monday, February 23, 2026.
- b. Current Demands #48975 through #49127

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

AYES: *Anderson, Munger, Ramirez, Pacheco*

NOES: *None*

ABSENT: *Goodsell*

ABSTAIN: *Munger*

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQUES:

Ms. Rios reported that she attended a planning meeting for the July 4th Celebration.

Mr. Wells reported that he attended meetings regarding projects, as well as meetings with Sitelogiq, accounting software demonstrations, the July 4th planning meeting, and a meeting at the fairgrounds.

Mr. Walker shared that he had fun during his travels to Portugal and Italy.

Mrs. Ramirez had nothing to report.

Mr. Anderson reported that he has been at the fairgrounds everyday, where he had the opportunity to advocate for funding for the Public Safety Building from Assemblyman Jeff Gonzalez.

Mr. Munger and Mr. Morris had nothing to report.

Chief Martinez reported that he has also attended the fair everyday with ICSO. Vehicle theft continues to be an issue, he stated there was recently an attempt on a Jeep.

Ms. Sinclair has been searching for accounting software solutions and has a PERMA meeting this week. This weekend, she is hosting the fundraiser for the Jamie Sinclair Literacy Program.

Ms. Mancha reported that the Planning Department has continued to work on zoning violations as well as staying on top of projects like the Trestle Bridge and Sunset Rose Apartments.

Mayor Pacheco reported that he attended a luncheon at the fairgrounds.

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

a. Discussion/Related Action to Adopt RESOLUTION #26-08 Approving the

Extension of Sewer Services Outside of City Limits to the Property Located at
1613 East Thiesen Road (APN 045-080-061)

Cynthia Mancha, City Planner

Ms. Mancha explained that as with all applications for the extension of services outside of City limits, approval from the Council is required for the proposed action. This proposed extension is within the City's scope of influence due to its proximity to active services in the area. Existing sewer lines can adequately sustain the additional service and it imposes no financial burden. Furthermore, she explained that the necessity for this property to connect is due to LAFCo regulations triggered by developments to the property.

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

AYES: *Anderson, Munger, Ramirez, Pacheco*

NOES: *None*

ABSENT: *Goodsell*

ABSTAIN: *None*

b. Discussion/Related Action Regarding Sponsorship of the 2026 Southern California
Association of Governments Regional Conference & General Assembly

Nick Wells, City Manager

Mr. Wells explained that Councilman Goodsell requested that the Council consider sponsorship of the event due to the fact that the City regularly attends and has been grateful to receive funding from the agency. It was noted that the Council had previously discussed opting out making donations or sponsorships and should be consistent in their decision.

A motion was made by Mrs. Ramirez to approve the action as presented. The motion failed for a lack of a second.

4. INFORMATION ONLY:

- a. **Discussion Only** Regarding 4th of July Event and Time Capsule Opening Ceremony in Celebration of our Nation's Semiquincentennial **Nick Wells, City Manager**

Mr. Wells summarized key details reviewed in the planning meeting for the July 4th Celebration. The event is intended to have a strong community focus and hometown ambiance. The main focus would be the opening of the time capsule, accompanied by entertainment, activities, and potentially free food or treats for the community. The City will continue to work closely with the Chamber to plan the event.

5. STAFF REPORTS:

- a. **City Manager Report - Nick Wells**
- b. **Finance Supervisor - Chandler Sinclair**
- c. **Police Chief - Damian Martinez**
- d. **Water Plant Foreman - Josh Osuna**
- e. **Water/Wastewater Consultant - Frank Cornejo**
- f. **Public Works Supervisor - Alex Chavez**

6. Items for Future Meetings:

7. **ADJOURNMENT:** *There being no further business to come before the Council, Mayor Pacheco adjourned the meeting at 6:55 PM.*

Mike Pacheco, Mayor

Yvette Rios, City Clerk

MEETING DATE:	4/13/26
ITEM NUMBER	1b
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
49175								
03/25/2026	49175	BLANC IMAGE PR	32626	10-13050-4430	500.00	500.00	3/2026 FARMERS MARKET	PW
Total 49175:						500.00		
49176								
04/02/2026	49176	ACE HARDWARE	F69889	10-31150-44200	30.78	30.78	PEST CONTROL	PW FIRE DEPT
04/02/2026	49176	ACE HARDWARE	F69898	12-31620-4421	70.01	70.01	DRILL BITS	
04/02/2026	49176	ACE HARDWARE	F69961	10-31150-44200	31.87	31.87	CLEANING SUPPLIES	
04/02/2026	49176	ACE HARDWARE	F70005	10-31150-44200	4.31	4.31	RESTROOM SUPPLIES	
04/02/2026	49176	ACE HARDWARE	F70044	10-22080-4420	30.14	30.14	CLEANING SUPPLIES	
04/02/2026	49176	ACE HARDWARE	F70318	10-31150-44210	171.26	171.26	DRIVER BITS, HOLE SAW, SCR	
04/02/2026	49176	ACE HARDWARE	F70331	10-31158-44200	19.35	19.35	KEYS	
04/02/2026	49176	ACE HARDWARE	F70361	10-31158-44200	28.64	28.64	CABLE TIES	
04/02/2026	49176	ACE HARDWARE	F70470	10-22080-4420	16.15	16.15	FLEX TAPE	
04/02/2026	49176	ACE HARDWARE	F70526	10-22080-4420	32.27	32.27	BOTTLED WATER	
04/02/2026	49176	ACE HARDWARE	F70792	10-21070-4420	48.48	48.48	DOG FOOD FOR POUND	
04/02/2026	49176	ACE HARDWARE	F71018	10-31158-44200	10.75	10.75	KEYS	
04/02/2026	49176	ACE HARDWARE	F71035	10-22080-4420	1.71	1.71	SEAL TAPE	
04/02/2026	49176	ACE HARDWARE	F71055	11-31520-44200	290.47	290.47	CLEANING SUPPLIES, CABLE T	
04/02/2026	49176	ACE HARDWARE	F71057	11-31520-44200	122.81	122.81	ROUND UP	
04/02/2026	49176	ACE HARDWARE	F71111	10-31150-44200	60.45	60.45	PVC, SPRINKLERS, CAPS	
04/02/2026	49176	ACE HARDWARE	F71172	10-22080-4420	30.16	30.16	PADLOCKS	
04/02/2026	49176	ACE HARDWARE	F71195	12-31620-4420	10.26	10.26	HANGER, EMT STRAP	
04/02/2026	49176	ACE HARDWARE	F71275	10-31150-44210	163.64	163.64	PLIERS	
04/02/2026	49176	ACE HARDWARE	F71542	10-31150-44200	20.20	20.20	PROPANE	
04/02/2026	49176	ACE HARDWARE	F72187	11-31510-44200	12.91	12.91	PVC	
04/02/2026	49176	ACE HARDWARE	F72278	10-31158-44200	38.92	38.92	BATTERIES	
04/02/2026	49176	ACE HARDWARE	F72336	10-22080-4420	20.46	20.46	KITCHEN BAGS	
04/02/2026	49176	ACE HARDWARE	F72375	10-22080-4420	107.13	107.13	CLEANING SUPPLIES	
04/02/2026	49176	ACE HARDWARE	F72391	10-31150-44210	192.83	192.83	RATCHET, WRENCH, SOCKET	
04/02/2026	49176	ACE HARDWARE	F72414	12-31620-4421	93.71	93.71	CREVICE TOOL, COMBO HOSE	
04/02/2026	49176	ACE HARDWARE	F72453	10-31158-44200	6.45	6.45	FLY PAPER	
04/02/2026	49176	ACE HARDWARE	F72806	10-31150-44200	29.07	29.07	CLEANING SUPPLIES	
04/02/2026	49176	ACE HARDWARE	F72863	10-31150-44200	21.93	21.93	PROPANE	
Total 49176:						1,717.12		
49177								
04/02/2026	49177	AIRWAVE COMMU	451488	10-22080-4420	716.15	716.15	BATTERIES	FIRE DEPT
Total 49177:						716.15		
49178								
04/02/2026	49178	ALEJANDRO SILVA	FIRESCOPE	10-22080-43110	102.00	102.00	FIRESCOPE 2026 CONFERENC	FIRE DEPT
04/02/2026	49178	ALEJANDRO SILVA	PASADENA	10-22080-43110	102.00	102.00	PASADENA 2026	
Total 49178:						204.00		
49179								
04/02/2026	49179	ALL STAR FIRE EQ	271145	10-22080-4420	4,301.38	4,301.38	COAT, PANTS, SUSPENDERS	FIRE DEPT
04/02/2026	49179	ALL STAR FIRE EQ	271184	10-22080-4420	2,600.44	2,600.44	CYLINDER	
Total 49179:						6,901.82		
49180								
04/02/2026	49180	AMERICA'S FINES	16M 945313	12-31610-4430	1,335.83	1,335.83	WWTP EXTINGUISHER SERVIC	PW
04/02/2026	49180	AMERICA'S FINES	18M 945314	12-31610-4430	418.24	418.24	WWTP EXTINGUISHER SERVIC	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 49180:						1,754.07		
49181								
04/02/2026	49181	AT&T	24920528	10-12001-4425	908.93	908.93	TELEPHONE CHARGES	ADMIN
Total 49181:						908.93		
49182								
04/02/2026	49182	AUTO ZONE COM	0564824546	10-22080-4420	19.04	19.04	CABIN AIR FILTER	FIRE DEPT
Total 49182:						19.04		
49183								
04/02/2026	49183	BABCOCK LABORA	CC61029-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	PW
04/02/2026	49183	BABCOCK LABORA	CC61042-22	11-31520-44301	39.62	39.62	ALUMINUM	
04/02/2026	49183	BABCOCK LABORA	CC61043-22	11-31520-44301	178.35	178.35	TOTAL ORGANIC CARBON	
04/02/2026	49183	BABCOCK LABORA	CC61056-22	12-31610-4430	39.64	39.64	TOTAL HARDNESS PACKAGE	
04/02/2026	49183	BABCOCK LABORA	CC61057-22	12-31610-4430	19.81	19.81	AMMONIA	
04/02/2026	49183	BABCOCK LABORA	CC61058-22	12-31610-4430	19.81	19.81	COPPER	
04/02/2026	49183	BABCOCK LABORA	CC61103-22	12-31610-4430	19.81	19.81	AMMONIA	
04/02/2026	49183	BABCOCK LABORA	CC61448-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	
04/02/2026	49183	BABCOCK LABORA	CC61548-22	11-31520-44301	19.81	19.81	ALUMINUM	
04/02/2026	49183	BABCOCK LABORA	CC62016-22	11-31520-44301	19.81	19.81	ALUMINUM	
04/02/2026	49183	BABCOCK LABORA	CC62026-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	
04/02/2026	49183	BABCOCK LABORA	LC60026-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
04/02/2026	49183	BABCOCK LABORA	LC60034-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
04/02/2026	49183	BABCOCK LABORA	LC60055-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
Total 49183:						1,006.94		
49184								
04/02/2026	49184	BLUE SHIELD OF	2607500100	11-31520-42300	13,211.81	13,211.81	INSURANCE PREMIUM	ADMIN
Total 49184:						13,211.81		
49185								
04/02/2026	49185	BOUNDTREE	86140473	10-22080-4420	333.43	333.43	GLOVES, THERMOMETERS	FIRE DEPT
Total 49185:						333.43		
49186								
04/02/2026	49186	BRAWLEY ANALYT	1859	12-31610-4430	1,650.00	1,650.00	GREEN ALGAE TESTING	PW
Total 49186:						1,650.00		
49187								
04/02/2026	49187	CONTROL SYSTE	2026-0314	11-31520-44300	3,608.40	3,608.40	WTP ELECTRICAL SERVICE RE	PW
Total 49187:						3,608.40		
49188								
04/02/2026	49188	CORE & MAIN LP	Y639212	12-31620-4420	6,591.03	6,591.03	VALVES, COUPLERS, METER A	PW
Total 49188:						6,591.03		
49189								
04/02/2026	49189	CR&R ENVIRONME	317343	12-31610-4430	13,029.81	13,029.81	WWTP TRASH SERVICE	PW

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 49189:						13,029.81		
49190								
04/02/2026	49190	CR&R INCORPORA	FEBRUARY	10-00000-3848	19,353.47	19,353.47	VEHICLE IMPACT FEE	ADMIN
Total 49190:						19,353.47		
49191								
04/02/2026	49191	CRAIG'S CRANE &	8833	11-31520-44300	1,300.00	1,300.00	SET PUMP AND MOTOR AT WT	PW
Total 49191:						1,300.00		
49192								
04/02/2026	49192	DXP ENTERPRISE	55707493	11-31520-47840	64,311.55	64,311.55	WTP REPAIRS	PW
Total 49192:						64,311.55		
49193								
04/02/2026	49193	EXQUISITE POOL	8425	10-31152-44200	1,130.93	1,130.93	CONCENTRATED MURIATIC ACI	PW
Total 49193:						1,130.93		
49194								
04/02/2026	49194	FIRE-ETC	205143	10-22080-4420	729.38	729.38	HELMET	FIRE DEPT
Total 49194:						729.38		
49195								
04/02/2026	49195	HIGHLINE COOLIN	APRIL 2026	10-21040-4438	2,000.00	2,000.00	OFFICE RENT	ADMIN
04/02/2026	49195	HIGHLINE COOLIN	MARCH 202	10-22080-4438	2,000.00	2,000.00	OFFICE RENT	
Total 49195:						4,000.00		
49196								
04/02/2026	49196	HINDERLITER deL	SIN060902	10-14020-4430	300.00	300.00	CONTRACT SERVICES-SALES T	ADMIN
Total 49196:						300.00		
49197								
04/02/2026	49197	HOME DEPOT/GE	2025369	10-31150-44200	230.27	230.27	CLEANING SUPPLIES	PW
04/02/2026	49197	HOME DEPOT/GE	24341	10-31150-44200	507.97	507.97	TOOLS SUPPLIES	
04/02/2026	49197	HOME DEPOT/GE	5010511	11-31510-44200	232.89	232.89	CONCRETE	
04/02/2026	49197	HOME DEPOT/GE	5010837	10-31140-44210	202.15	202.15	TOOLS	
Total 49197:						1,173.28		
49198								
04/02/2026	49198	IMPERIAL IRRIGAT	ELECTRIC 3/	10-31140-44240	22,050.24	22,050.24	ELECTRIC UTILITIES	PW
04/02/2026	49198	IMPERIAL IRRIGAT	ELECTRIC 3/	10-31150-44240	3,204.36	3,204.36	PARKS ELECTRICITY	
Total 49198:						25,254.60		
49199								
04/02/2026	49199	IMPERIAL IRRIGAT	2026 TITLE 2	11-31520-44300	5,371.77	5,371.77	MISC-WATER TITLE 22	ADMIN
Total 49199:						5,371.77		
49200								
04/02/2026	49200	JADE SECURITY S	0233242	12-31610-4430	900.00	900.00	REPEATER AND WIRING REPAI	PW

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 49200:						900.00		
49201								
04/02/2026	49201	KARELY BARRAZA	FINAL BILL	11-00000-39620	95.99	95.99	FINAL UTILITY BILL	UTILITIES
Total 49201:						95.99		
49202								
04/02/2026	49202	KARLA DAVILA	FINAL BILL	11-00000-39620	181.46	181.46	FINAL UTILITY BILL	UTILITIES
Total 49202:						181.46		
49203								
04/02/2026	49203	LA BRUCHERIE IR	324121	10-31150-44200	150.73	150.73	IRRIGATION SUPPLIES	PW
04/02/2026	49203	LA BRUCHERIE IR	324308	10-31150-44200	830.63	830.63	IRRIGATION SUPPLIES	
Total 49203:						981.36		
49204								
04/02/2026	49204	LEAF	19925644	10-22080-4525	46.42	46.42	XEROX	FIRE DEPT
Total 49204:						46.42		
49205								
04/02/2026	49205	METRON FARNIER	992420711	11-31530-47950	3,889.59	3,889.59	METER, REGISTER, ANTENNAS	PW
Total 49205:						3,889.59		
49206								
04/02/2026	49206	MISSIONSQUARE	6210190	11-31520-42400	6,888.48	6,888.48	RETIREMENT	PW
Total 49206:						6,888.48		
49207								
04/02/2026	49207	NAPA AUTO PARTS	322931	12-31620-4420	53.33	53.33	7 BLADE CO	PW FIRE DEPT
04/02/2026	49207	NAPA AUTO PARTS	323410	10-22080-4420	10.23	10.23	COUPLERS	
04/02/2026	49207	NAPA AUTO PARTS	323648	11-31510-44200	27.56	27.56	STARTER FLUID, CARB CHOKE	
04/02/2026	49207	NAPA AUTO PARTS	323673	10-31150-44200	161.88	161.88	WD40	
Total 49207:						253.00		
49208								
04/02/2026	49208	NICHOLAS WELLS	MILEAGE 2/	10-12001-4429	144.28	144.28	MILEAGE	ADMIN
Total 49208:						144.28		
49209								
04/02/2026	49209	PEAC SOLUTIONS	41789621	12-31620-4525	514.41	514.41	PRINTER LEASE	PW
Total 49209:						514.41		
49210								
04/02/2026	49210	PITNEY BOWES G	3107758779	12-31620-4430	64.54	64.54	PROPERTY TAX	ADMIN
04/02/2026	49210	PITNEY BOWES G	3107802342	12-31620-4525	440.07	440.07	POSTAGE FOLDING EQUIPMEN	
04/02/2026	49210	PITNEY BOWES G	3107802651	12-31620-4525	595.46	595.46	POSTAGE EQUIPMENT	
Total 49210:						1,100.07		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
49211								
04/02/2026	49211	PREECE OVERHE	783	10-22080-4430	3,800.00	3,800.00	BRACKET AND BRACE ASSEMB	FIRE DEPT
Total 49211:						3,800.00		
49212								
04/02/2026	49212	PRIMO BRANDS	06C8730277	10-31158-44200	398.14	398.14	PW WATER	PW
04/02/2026	49212	PRIMO BRANDS	06C8730277	10-22080-4420	119.04	119.04	FIRE DEPT WATER	FIRE DEPT
Total 49212:						517.18		
49213								
04/02/2026	49213	PURCHASE POWE	#9843 APRIL	10-13010-4417	1,098.72	1,098.72	POSTAGE	ADMIN
Total 49213:						1,098.72		
49214								
04/02/2026	49214	QUILL CORPORATI	47974465	12-31620-4416	59.73	59.73	FOLDERS, CALENDAR	ADMIN
04/02/2026	49214	QUILL CORPORATI	48130864	10-12003-4416	63.32	63.32	LABELS	FIRE DEPT
04/02/2026	49214	QUILL CORPORATI	48150221	10-22080-4416	37.14	37.14	FIRE DEPT SUPPLIES	
Total 49214:						160.19		
49215								
04/02/2026	49215	RAMON ALEJAND	1590	12-31620-4510	3,420.00	3,420.00	MANAGEMENT INFO SERVICES	ADMIN
Total 49215:						3,420.00		
49216								
04/02/2026	49216	RDO EQUIPMENT	P0672643	10-31150-44200	2,260.87	2,260.87	HYDRAULIC MOTOR	PW
Total 49216:						2,260.87		
49217								
04/02/2026	49217	ROBERT S. NELSO	15531	12-31610-4428	413.04	413.04	SOLVENT, POWER STEERING F	PW
Total 49217:						413.04		
49218								
04/02/2026	49218	SIMNSA HEALTH P	148379	11-31520-42300	4,444.12	4,444.12	MEDICAL HEALTH INSURANCE	ADMIN
Total 49218:						4,444.12		
49219								
04/02/2026	49219	THATCHER CO.	2026400100	11-31520-44201	15,729.18	15,729.18	T-CHLOR	PW
Total 49219:						15,729.18		
49220								
04/02/2026	49220	THE CRISCOM CO	271659	10-11011-44300	4,500.00	4,500.00	ADVOCACY GRANT WRITING	ADMIN
Total 49220:						4,500.00		
49221								
04/02/2026	49221	TROJAN TECHNOL	200/43009	12-31610-4784	10,215.00	10,215.00	WWTP UV LIGHTS	PW
Total 49221:						10,215.00		
49222								
04/02/2026	49222	VEIT, LLC	24AR338979	12-31620-4416	229.05	229.05	PRINTER	ADMIN

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

Monday, March 30, 2026

MEETING DATE:	<u>4/13/26</u>
ITEM NUMBER	<u>1 c</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

The Special Meeting of the Holtville City Council was held on Monday, March 30, 2026, at 6:30 pm in the Civic Center. Mayor Mike Pacheco was present, as were Council Members Murray Anderson, and Vanessa Ramirez. Council Members Mike Goodsell and John Munger were absent. Also present were 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 6:30 PM. by Mayor Mike Pacheco.

CLOSED SESSION PUBLIC COMMENTS: *No public comments were registered.*

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:

(Government Code Section 54956.9(b))

Potential Claim Against the City of Holtville

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 Pacheco called the Open Session meeting to order at 6:59 PM.

PLEDGE OF ALLEGIANCE: *Murray Anderson led the Pledge of Allegiance.*

INVOCATION: *The Invocation was given by Steve Walker.*

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

City Clerk Yvette Rios verified that the agenda was duly posted on Friday, March 27, 2026.

EXECUTIVE SESSION ANNOUNCEMENTS:

Mr. Walker reported that a motion was made by Mr. Pacheco and seconded by Mrs. Ramirez to reject the potential claim discussed in closed session.

7. ADJOURNMENT: *There being no further business to come before the Council, Mayor Pacheco adjourned the meeting at 7:05 PM.*

Mike Pacheco, Mayor

Yvette Rios, City Clerk



Meeting Date:	<u>April 13, 2026</u>
Item Number:	<u>3 a</u>
City Manager	_____
Finance Manager	_____
City Attorney	_____

City of Holtville Report to City Council

To: Nicholas Wells, City Manager
Holtville City Council

From: Cynthia Mancha, City Planner

Prepared By: Patricia Ramirez, Assistant Planner

Date: April 13, 2026

Project: Sewer and Water Extension Outside City Limits for 2319 Olive Avenue

Summary:

Applicants:	Jorge Antonio Cardenas & Mia Marisol Flores
Request:	Applicants are proposing to connect to the City of Holtville’s sewer and water services for a property outside City limits. Since the project is outside the City’s jurisdiction, LAFCO requires approval from the City Council.
Project Location:	Unincorporated City Limits – 2319 Olive Avenue (APN: 045-390-004)
Pending Action:	Adopt Resolution 26-09 Approving Sewer and Water Service Agreements for 2319 Olive Avenue
Zoning:	No Change – County R-1-U Zone (Urban)
General Plan:	No Change – LDR Low-Density Residential
Environmental:	Exempt – 15268. Ministerial Projects

INTRODUCTION & BACKGROUND

Jorge Antonio Cardenas and Mia Marisol Flores, property owners of 2319 Olive Avenue, are proposing to connect their property to the City of Holtville’s sewer and water services. The project site is approximately 365 feet outside the City of Holtville’s city boundary and is within the City’s Sphere of Influence. City Municipal Code 13.16.090 requires anyone owning property outside city limits who wishes to connect to the city sewer system to obtain permission from the City Council. Additionally, the Imperial County Local Area Formation Commission (LAFCO), which is the agency empowered by State

Law to govern boundary issues, requires a formal City Council and LAFCO action for extension of public services outside City limits.

The applicant provided notice that there are no current building permits or construction plans for the property. Future building permits will be processed through the Imperial County Planning and Development Services Department. The County Land Use Ordinance designates the parcel as R-1-U (Urban), which permits low-density residential (R-1) suitable for traditional smaller lot(s) with single-family homes and related compatible or accessory uses. The city's General Plan zones the parcel as Low-Density Residential (LDR), which allows for the development of low-density single-family dwellings and accessory dwellings. As the property is within the city's Sphere of Influence, the County will provide notice to the city for any development activity that is not allowed by right in the zone.

ISSUES FOR DISCUSSION

Sewer and Water Line Availability – Mr. Cardenas' property lies directly outside of the City limits. A 15" VCP sewer pipeline is located along Olive Avenue. A 12" PVC water line is located at the intersection of Ninth Street and Olive Avenue. Sufficient capacity is available to service the proposed property and no issues relating to the connection and/or extension of the pipelines are foreseen at this moment.

The Applicant will be required to submit improvement plans prepared by a Professional Engineer duly licensed in the State of California to demonstrate that the proposed sewer and water line comply with City Standards. The Applicant will be responsible for the cost of preparation of the improvement plans and the actual construction of the pipelines. It is important to note that the City of Holtville, County of Imperial, and LAFCO generally prohibit the use of septic tanks and requires connection to City sewer if available within 600 lineal feet.

Sewer and Water Service Agreements – Mr. Cardenas' property lies outside of the City Limits, but is within the service area. As a requirement by the City, the consumer has agreed to the approval process and has accepted the agreement to connect to the sewer and water line. The consumer will be subject to all conditions and fees listed therein and may not object to annexation of the property if considered to be in the City's best interest. The Sewer and Water Service agreements have been attached herein but are pending execution by the consumer and all other parties (see **Exhibit A** – Sewer Service Agreement and **Exhibit B** – Water Service Agreement).

LAFCO Application Process – For any property located outside of its jurisdictional boundaries (and within its Sphere of Influence), the Imperial County Local Agency Formation Commission requires an evaluation and hearing process. The Applicant must submit a petition to receive such services which requires City approval. If a City approves to provide services to the consumer outside of the City Limits, executed agreements must be recorded and submitted to LAFCO stating the terms and conditions for the services being requested. Additionally, the filing and approval process also requires the following documents:

1. City Council Resolution approving the Extension of Services.
2. Recorded Service Agreement.
3. Will serve Letter by the City Engineer.
4. Letter from the City agreeing to the Terms and Conditions of the LAFCO Resolution.
5. Letter from the Applicant agreeing to the Terms and Conditions.

FISCAL IMPACT

The consumer will pay all respective fees, including the pipeline extension fee, connection fee, Sewer and Water Impact Fees. Monthly services fees will also be collected at double the current rate. The applicant is responsible for paying all LAFCO fees. No adverse fiscal impacts are anticipated to the City.

RECOMMENDATION

Staff recommends the adoption of Resolution 26-09 approving the extension of sewer and water services to 2319 Olive Avenue, subject to terms and conditions outlined in the Sewer and Water Service Agreement.

Attachments: Attachment A - CC Resolution 26-09

- Exhibit A – Sewer Service Agreement
- Exhibit B – Water Service Agreement

Attachment A – CC Resolution 26-09

RESOLUTION NO. 26-09

A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING A SEWER AND WATER AGREEMENT FOR A NEW SERVICE CONNECTION AND EXTENSION AT 2319 OLIVE AVENUE AND WITHIN THE SERVICE AREA (APN 045-390-004)

WHEREAS, 2319 Olive Avenue is located outside of the City limits, but within the adopted sphere of influence and the following property owners (“consumers”) have requested to extend and connect to the City’s existing sewer and water line:

Jorge Antonio Cardenas & Mia Marisol Flores APN: 045-390-004 Address: 2319 Olive Avenue

WHEREAS, the City has received a copy of a letter from the consumers requesting the extension of sewer and water services; and

WHEREAS, the City of Holtville is agreeable to permit consumers to hook up to existing sewer and water lines upon certain conditions; and

WHEREAS, the Holtville City Council has received all application fees and wishes to approve the extension of sewer and water services upon receiving all applicable connection fees; and

NOW THEREFORE LET IT BE RESOLVED, that the City Council of the City of Holtville agrees to provide services to the subject property and authorizes the City Mayor to execute said Service Agreements attached hereto as **Exhibit A** and to submit the authorization to LAFCO.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Holtville conducted on the 13 day of April 2026 by the following vote:

Mike Pacheco, Mayor

I, Yvette Rios, City Clerk of the City of Holtville, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the City Council of said City of Holtville at a regular meeting thereof held on the 13 day of April 2026, and that the same was approved by the Mayor of said City of Holtville on said date, and that the same was adopted by the following roll call vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST:

Yvette Rios, City Clerk

Exhibit A – Sewer Service Agreement

AND WHEN RECORDED MAIL TO:

CITY OF HOLTVILLE
ATTN: SANDRA MANDUJANO
121 WEST 5TH STREET
HOLTVILLE, CA 92250

**THIS SPACE RESERVED FOR RECORDER ONLY
GOV. CODE 27361.6**

AGREEMENT FOR SEWER SERVICE

This agreement, made and entered into between the City of Holtville, a municipal corporation, hereinafter referred to as “City“ and husband and wife **Jorge Antonio Cardenas and Mia Marisol Flores** as joint tenants hereinafter referred to as “consumer”.

WITNESSETH:

WHEREAS, consumer is the owner of certain real property outside the city limits of the City of Holtville; and

WHEREAS, consumer is desirous of connecting to City’s existing sewer lines for the purpose of discharging sewerage waste into City’s sewerage system, and

WHEREAS, City is agreeable to permit consumer to hook up to consumer’s real property, as more particularly described below, upon certain conditions.

NOW THEREFORE, for and in consideration of the mutual covenants and conditions herein, City and consumer agree as follows:

1. City hereby grants to consumer permission to connect with existing sewer system of the City, the property of consumer in the County of Imperial, States of California, more particularly described as follows:

Parcel No. 045-390-004

2319 Olive Avenue, Holtville, California 92250

**Legal Description: Lot 4 Kendles Home Tr Sub Blk 88 Tste Of Holtville
Outside**

2. Consumer agrees to be bound by all Ordinances, rules and regulations of the City pertaining to sewer service, and to pay such rates for said service as the City Council of the City may fix by Ordinance or Resolution.
3. The parties agree that City will not lay any additional sewer lines to enable consumer to connect with the existing sewer system of the City, and that consumer will, at his own expense, lay such sewer lines as may be required to extend existing sewer lines to the property of consumer. Consumer agrees that all

material and labor for laying any such sewer lines shall be at the expense of consumer and that such lines must be properly constructed to City specifications in a good and workmanlike manner and meet the reasonable satisfaction of the City.

4. Consumer agrees to pay a connection fee as set forth by resolution of the City Council

5. This agreement authorizes sewer service for that portion of the above described property which is actually owned and in the possession of consumer, and in the event the whole or any portion of said property is sold, transferred, conveyed or occupied by any party and/or parties other than consumer, this agreement shall terminate as to the portion transferred and, said party and/or parties must apply to the city for a permit, pay the permit for sewer service. It is agreed that non-compliance with this paragraph by consumer, or any person holding under or through consumer or a grantee of consumer, will justify the City in immediately terminating consumer’s sewer service.

Consumer agrees that the furnishing of sewer service by the City is subject to the provisions of City Ordinance No. 370, a copy of which is on file with the City Clerk of City and incorporated by reference herein to the same effect as if fully set out succeeding ordinances and amendments. The provisions regarding “permit for construction”, “inspection”, “approval”, and “final connection by City” of said ordinance are specifically applicable to this agreement.

6. By the execution of this agreement consumer hereby gives his/her irrevocable consent to the annexation of the real property described herein to the City of Holtville, when at such time the City Council of City determines it would be in the best interest of City to annex said property.

7. The parties agree that this agreement shall be recorded in the official records of the Imperial County Recorder’s property described above shall have notice of the re-application provisions contained in paragraph five (5) above.

In witness whereof, the parties hereto set their hand this _____ day of _____ 2026.

CITY OF HOLTVILLE

CITY OF HOLTVILLE

By _____
Mike Pacheco, Mayor

APPROVED AS TO FORM:

City Attorney

Consumer

Consumer

Exhibit B – Water Service Agreement

AND WHEN RECORDED MAIL TO:

CITY OF HOLTVILLE
ATTN: SANDRA MANDUJANO
121 WEST 5TH STREET
HOLTVILLE, CA 92250

**THIS SPACE RESERVED FOR RECORDER ONLY
GOV. CODE 27361.6**

AGREEMENT FOR WATER SERVICE

This agreement, made and entered into between the City of Holtville, a municipal corporation, hereinafter referred to as “City” and husband and wife **Jorge Antonio Cardenas and Mia Marisol Flores** as joint tenants hereinafter referred to as “consumer”.

WITNESSETH:

WHEREAS, consumer is the owner of certain real property outside the city limits of the City of Holtville; and

WHEREAS, consumer is desirous of connecting to City’s existing sewer lines for the purpose of discharging sewerage waste into City’s sewerage system, and

WHEREAS, City is agreeable to permit consumer to hook up to consumer’s real property, as more particularly described below, upon certain conditions.

NOW THEREFORE, for and in consideration of the mutual covenants and conditions herein, City and consumer agree as follows:

1. City hereby grants to consumer permission to connect with existing sewer system of the City, the property of consumer in the County of Imperial, States of California, more particularly described as follows:

Parcel No. 045-390-004

2319 Olive Avenue, Holtville, California 92250

**Legal Description: Lot 4 Kendles Home Tr Sub Blk 88 Tste Of Holtville
Outside**

2. Consumer agrees to be bound by all Ordinances, rules and regulations of the City pertaining to sewer service, and to pay such rates for said service as the City Council of the City may fix by Ordinance or Resolution.
3. The parties agree that City will not lay any additional sewer lines to enable consumer to connect with the existing sewer system of the City, and that consumer will, at his own expense, lay such sewer lines as may be required to extend existing sewer lines to the property of consumer. Consumer agrees that all

material and labor for laying any such sewer lines shall be at the expense of consumer and that such lines must be properly constructed to City specifications in a good and workmanlike manner and meet the reasonable satisfaction of the City.

4. Consumer agrees to pay a connection fee as set forth by resolution of the City Council

5. This agreement authorizes sewer service for that portion of the above described property which is actually owned and in the possession of consumer, and in the event the whole or any portion of said property is sold, transferred, conveyed or occupied by any party and/or parties other than consumer, this agreement shall terminate as to the portion transferred and, said party and/or parties must apply to the city for a permit, pay the permit for sewer service. It is agreed that non-compliance with this paragraph by consumer, or any person holding under or through consumer or a grantee of consumer, will justify the City in immediately terminating consumer’s sewer service.

Consumer agrees that the furnishing of sewer service by the City is subject to the provisions of City Ordinance No. 370, a copy of which is on file with the City Clerk of City and incorporated by reference herein to the same effect as if fully set out succeeding ordinances and amendments. The provisions regarding “permit for construction”, “inspection”, “approval”, and “final connection by City” of said ordinance are specifically applicable to this agreement.

6. By the execution of this agreement consumer hereby gives his/her irrevocable consent to the annexation of the real property described herein to the City of Holtville, when at such time the City Council of City determines it would be in the best interest of City to annex said property.

7. The parties agree that this agreement shall be recorded in the official records of the Imperial County Recorder’s property described above shall have notice of the re-application provisions contained in paragraph five (5) above.

In witness whereof, the parties hereto set their hand this _____ day of _____ 2026.

CITY OF HOLTVILLE

CITY OF HOLTVILLE

By _____
Mike Pacheco, Mayor

APPROVED AS TO FORM:

City Attorney

Consumer

Consumer

City of Holtville

REPORT TO COUNCIL

MEETING DATE:	<u>4/13/26</u>
ITEM NUMBER	<u>3 b</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 08, 2026

FROM: Chandler Sinclair, Finance Supervisor

SUBJECT: *Resolution #26-10 CDBG Loan Settlement and Forgiveness – 1313 E. 7th St., Space #67*

ISSUE:

Shall the City Council approve acceptance of a \$20,000 payoff for the outstanding CDBG loan associated with 1313 E. 7th St., Space #67, and authorize forgiveness of the remaining loan balance?

DISCUSSION:

In 1999, the City of Holtville participated in a Community Development Block Grant (CDBG) program that provided housing assistance loans to qualifying low-income residents for mobile homes. These loans were structured with deferred payment terms, including a balloon payment due at the end of the loan term, and required owner occupancy.

The loan associated with 1313 E. 7th St., Space #67 was originally issued in the amount of \$64,598. It is understood that the unit is no longer worth that value. The resident, Patricia Reyes, has submitted a written request to satisfy the outstanding loan obligation in the amount of \$20,000. In recent years, other loans

Given the age of the loan, limited repayment activity, and current circumstances, staff recommends acceptance of the proposed payoff amount in order to resolve the outstanding balance and close out the loan.

FISCAL IMPACT:

Acceptance of the \$20,000 payment will result in partial recovery of the outstanding loan balance, all revenue to the CDBG Program Income account. If accepted, the remaining balance of approximately \$44,598 would be forgiven.

ALTERNATIVES:

- 1 – Approve acceptance of the \$20,000 payoff and authorize forgiveness of the remaining loan balance.
- 2 – Decline the proposed payoff amount.
- 3 – Provide alternative direction to staff.

RESOLUTION NO. 26-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLTVILLE APPROVING A CDBG LOAN SETTLEMENT AND AUTHORIZING FORGIVENESS OF THE REMAINING LOAN BALANCE FOR PROPERTY LOCATED AT 1313 E. 7TH ST., SPACE #67

WHEREAS, in 1999, the City of Holtville participated in a Community Development Block Grant (CDBG) program that provided housing assistance loans to qualifying low-income residents for mobile homes; and

WHEREAS, these loans were structured with deferred payment terms, including a balloon payment due at the end of the loan term, and required owner occupancy; and

WHEREAS, the loan associated with the property located at 1313 E. 7th St., Space #67, Holtville, California, was originally issued in the amount of \$64,598; and

WHEREAS, the resident, Patricia Reyes, has submitted a written request to satisfy the outstanding loan obligation in the amount of \$20,000; and

WHEREAS, due to the age of the loan, limited repayment activity, and current circumstances, staff recommends acceptance of the proposed payoff amount in order to resolve the outstanding balance and close out the loan;

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

1. The City Council hereby approves acceptance of a \$20,000 payoff for the CDBG loan associated with the property located at 1313 E. 7th St., Space #67, Holtville, California.
2. The City Council hereby authorizes forgiveness of the remaining loan balance associated with this loan.
3. The City Council authorizes the City Manager, or designee, to execute any documents necessary to implement the loan settlement and forgiveness.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Holtville at a regular meeting held on this ___ day of _____, 2026, by the following roll call vote:

AYES:

NOES:

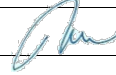
ABSTAIN:

ABSENT:

Mike Pacheco, Mayor

Attest: _____
Yvette Rios, City Clerk

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	04/13/26
ITEM NUMBER	3 c
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: April 9, 2026
FROM: Nick Wells, City Manager
SUBJECT: *Resolution No. 26-11 Purchase of a Commercial Riding Mower for Use in City Parks*

ISSUE:

Shall the City Council approve Resolution No. 26-11, authorizing a General Fund expenditure for the purchase of a commercial driving mower for use in City Parks and other City facilities?

DISCUSSION:

The City of Holtville has utilized a riding "zero-turn" John Deere mower to maintain grass in City parks and other City facilities since its purchase in 2007. With ongoing maintenance, the equipment has continued to function in its daily rounds throughout the City. Current scheduling has it utilized every day of the week in locations from Mack Park to Explorer Park and the newly-greened area at the southwest corner of Orchard Road and Fourth Street.

As is to be expected, in recent years, breakdowns have become more frequent and downtime is problematic. A recent part replacement left the mower down for most of two weeks. During these times (and weather permitting) Public Works staff uses a standard push mower to stay ahead as is possible, but naturally, it does not fill the bill.

In order to maintain the necessary level of service, PW has requested that a new mower be purchased to handle the bulk of the necessary load, retaining the current aged model as an overflow and backup option. Alex Chavez sought quotes for multiple models a few months ago, with all falling in the \$23,500 to \$26,000 range.

It should be noted that regulations by the California Air Resources Board (CARB) have already phased in to regulate sales of gas-powered. Those regulations become more stringent in 2028, so this purchase may be timely.

FISCAL IMPACT:

A one-time expenditure not to exceed \$27,500 will be incurred by the General Fund.

CITY MANAGER RECOMMENDED ACTION:

Given the pride the City takes in its parks, the length of time the current mower has served (hoping for the same from a new model) and the current frequency of problems occurring, it is recommended that the expenditure be approved.

ALTERNATIVE:

- 1 - Adopt the action as presented
- 2 - Reject the expenditure.
- 3 - Give staff alternate direction

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 26-11**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL AUTHORIZING
AN EXPENDITURE FROM THE GENERAL FUND FOR A NEW RIDING
MOWER FOR USE IN CITY PARKS AND OTHER CITY FACILITIES**

WHEREAS, the open parks throughout the city are a source of pride for the City of Holtville and their ongoing upkeep has always been a priority of City leaders; and

WHEREAS, in recent years, the City has increased the park space and mowed areas, including the addition of Explorer Park, the elimination of shrubbery and regrassing of areas in Holt Park, and the newly-greened area at the southwest corner of Orchard Road and Fourth Street; and

WHEREAS, the City's Public Works Department relies heavily on a single 2007 John Deere "zero-turn" riding mower to maintain all grass areas in parks and around other City facilities, which is nearing the end of its useful life; and

WHEREAS, Public Works staff solicited quotes for multiple similar machines, ranging in price from \$23,500 to \$26,000 from an area vendor; and

WHEREAS, the City Council wishes to commit additional funds from the General Fund Parks budget for the purchase of a new driving mower; and

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

1. That the City Council authorizes the expenditure of General funds for the purchase of a riding mower for use in City parks and other properties and directs the City Manager to execute a purchase contract for the proposed equipment at an amount not to exceed \$27,000.00 .
2. That this authorization will take effect upon execution of the Resolution by authorized representatives of the City of Holtville.
3. That the foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on this 13th day of April, 2026, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:


Yvette Rios, City Clerk

Michael A. Pacheco, Mayor

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: April 10, 2026
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>04/13/26</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 2story administration/residence area. Further discussion also clarified the placement of the building on the site and the external motif design. Due to an increase in the size of the project over that which was called out in the RFP, the architect approached the City about augmented funding, which was approved by Council. More solid delineation of cost estimates for the phasing of the project were presented in August, 2024, and presented to Council for consideration.

A status update meeting with Mr. Medina, Chief Silva, and the CM was held via Zoom in late January, 2025, wherein Medina estimated submission of plans for first plan check to be middle to late February. Chief Silva continued to meet virtually with the architect and subconsultants on various issues over the spring months. The full set of drawings were finally submitted to the plan check firm in late April. This process was expected to be iterative with the architect, with multiple redlines and resubmissions, with staff expecting the entire process to be less than 60 days. However, the architect was once again very slow to turn the documents back around to the plan checkers, subsequently saying that he was “waiting on” some information from the City to move forward. That was then sent to him. Chief Silva spoke with Mr. Medina in early November and although he continues to want to hold the project up for minor issue like landscaping and color schemes, he has resubmitted the process for a second plan review. Chief Silva checked in with Mr. Medina in early January and he admitted not much work had been done of late, but would be getting back on it. He has since sent a list of issues that need to be discussed. Staff will review and respond. It recently came to light that, although the plans were resubmitted for plan check, the submission was incomplete, so review has not begun. Chief Silva recently checked in with Mr. Medina and drilled down on issues that need to be resolved. He is hopeful for completing his work by the end of the month.

Multiple conversations regarding augmented funding have taken place with staff, Council, and various entities. In late April, 2025, the CM and Mayor Goodsell flew to Sacramento in association with a League of Cities event and had an opportunity to meet with our state legislators regarding directed funding for the project. We were also able to dovetail into ongoing conversations between ICSO and these representatives for funding their own Imperial County project. Budget funding will be tight, due to state shortfalls, but this work, along with assistance from CrisCom, put the City in a very favorable position to capture any potential windfalls. Chuck Jilloian, the President and CEO of CrisCom, addressed the Council at a June meeting,

reiterating that our project stands a good chance of getting directed funding. The CM met with a CrisCom representative in August to get an update on the legislative process and discuss additional grant opportunities. The CM compiled information from various sources and submitted an application for directed Congressional funding to Raul Ruiz's office in early May. It was revealed to our group at the League of Cities Conference that the City's \$2 million request to Congress made it out of committee and was still on track to be funded if/when a federal budget was passed. The City received word that the project was selected by the Congressman and recommended to the Congressional budget committee. Although we were notified in March that the Congressman's projects were not funded, his office subsequently resubmitted in the next round of funding. City officials hosted both Congressman Ruiz and Assemblyman Jeff Gonzalez at the Veteran's Day Parade in November, 2025. We took the opportunity to escort both to the site of the upcoming construction to provide a visualization of the building concept. Recently, the City received word that the \$2 million Congressional allocation had been approved. Officially, President Trump signed the Continuing Resolution that funds the project in early February! ***Congressman Ruiz was in town early this week to make an official presentation of the award of funds. Mr. Goodsell and the CM will be headed back to Sacramento later this month to once again meet with State legislators to solicit additional assistance.***

Staff continues to pursue additional funding sources. At the 2024 League of Cities Annual Conference, Councilmen Anderson and Goodsell joined the CM in multiple conversations with firms and organizations that show promise as potential funding sources. One salient proposal was received on which Council requested further research. The contact led to a two-year agreement in February, 2025, with the CrisCom Company to represent the City in pursuing funding. The CM is working with CrisCom on the upcoming budget "asks" for all of our elected representatives. A CrisCom rep was on hand for the Carrot Festival Parade in early February. The CM and a few Council members had a dinner meeting the night of the parade to further discuss ongoing work with CrisCom and potential additional funding.

Additionally, staff is working to procure additional funding through HCD via a CDBG Block Grant. Although these grants are very competitive, it is hoped that the utility of our project will reflect well on fundability. ***The application was officially submitted in early April. Awards are expected to be announced in the Fall.***

Employee MOU Negotiations – the CM has been working with both the City Council and employee representatives to negotiate a framework for compensation and benefits for the City's full-time employees. Multiple items were proposed and accepted by both sides throughout the process. Classified employees accepted a final Council offer and an agreement was finalized. Action still must be taken with respect to Fire employees.

Events – Staff has begun planning for a large event in Holt Park to mark the 250th anniversary of the founding of our country. The event will include the much-anticipated opening of a time capsule placed in a tetrahedron near the southwest corner of City Hall in 1976. Everyone make plans to attend this once (maybe twice) in a lifetime event!

Training – ***A City Council goal setting training workshop is scheduled for Friday, May 22, 2026, with representatives from the Institute for Local Government at City Hall. ILG will be contacting Council members individually in the next few weeks to lay some foundation and seek input into necessary discussion topics.***

PUBLIC WORKS

TRANSPORTATION PROJECTS

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. A Task Order for The Holt Group to prepare Design plans was approved in September. Staff met with the City Engineer on some issues for this project in late October. THG met with adjacent property owners to discuss issues and preferences in early February. The CM discussed issues with the THG staffer prior to these meetings and will be circling back when they are complete for more design input. Design is now nearly complete. Some decisions regarding multiple trees that need to potentially be removed are being discussed.

2025 Call for Projects – this topic was brought to City Council in late April to approve two projects suggested by staff. Pursuant to conversations at the SCAG Conference, the CM requested that planning staff work up and submit two additional projects by the due date. The 4 projects (Cedar Avenue from Fourth to Fifth, as well as Melon Avenue from Eighth to Ninth, Seventh to Eighth, and Sixth to Seventh) were submitted. ICTC went through the scoring process and the Holtville projects all scored toward the middle of the pack, however, especially given the palatable funding levels, all were proposed to be funded. Word was received in late October that these recommendations were forwarded to the SCAG Transportation Committee. Having passed through that body, they were pushed on to the General Assembly for final determination and were approved for funding in early December. For the Melon Road projects, funding will require ownership, so the process has begun to annex all of that section of Melon Road from the County.

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. Staff reinitialized discussions and had some preliminary information on the late-April agenda. Discussion will continue on subsequent agendas. The folks from the Institute for Local Government have developed a training on goal setting relevant to this process. ***ILG has scheduled a 5/22 training session with Council to present.***

PARKS

Railroad Trestle Repair – A grant was secured from the California Natural Resources Agency (CNRA) 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. Kleinfelder, Inc., was selected for Design services in April, 2024. A meeting with the design team was held in early May wherein various facets of the project were discussed. 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, which included construction estimates. 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. Staff worked to procure the final environmental and cultural clearances so that the project can go to bid. A site visit with the design engineer, staff and The Holt Group was held in early January to iron out some issues. Bids were opened in February, with the low bid significantly over the amount of funding available for the project. Staff met with representatives of CNRA to discuss options. Requested additional funding is not available, so staff is working to truncate the project to fit within the available funds. This will require approval from CRNA, but they seemed receptive to most discussed options. Staff has been working on a reduction in scope submission to CRNA for approval.

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 has worked with NEI and River Partners extensively since March of that year to discuss design elements. River Partners performed multiple physical “scouting” trips to decide the best path for the trail extension. They performed some preliminary exploration and soil sampling to move the project forward. A tentative map was forwarded to the City in early 2024. The original template was aggressive (i.e. “Expensive”), so it was assumed that discussions and concessions would continue. 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 with a few outstanding studies to proceed with the next steps in finalizing design and procuring funding. A site visit was held in late October with River Partners and IID to discuss issues. The meeting mainly centered on foliage issues, but next steps were discussed and a side discussion with IID regarding upkeep of the Wetlands was fruitful. A pre-submittal meeting with the County was held recently to start working toward commencing the project.

SitelogiQ Energy Savings Project – this project was proposed to add mandated energy efficiency modifications to City facilities and has been examined for the past several months. In order to take advantage of expiring federal incentives, the project was somewhat fast tracked and approved by Council in October. Financing was secured in late November/early December. A project kickoff meeting was held with SitelogiQ representatives and City staff in late December. Earlier this week, staff began meeting with the implementation team for what will become semi-weekly progress meeting. Finance staff worked through the process of making construction payments through the bond funding and the first payment was drawn from the bonds in late March. ***LED lighting has now been installed at the Samaha Park basketball courts and work on the solar panels at the plants will begin soon.***

BUILDING DEPT - The City has issued 37 building permits thus far in 2026. A list of permits issued by month is available on the City’s website at <https://www.holtville.ca.gov/building-planning/building-andplanning/building-department/> It should be noted that the City’s Building Inspector is currently out on a planned medical leave for several weeks. Although the rest of the staff is working to cover, there are some expected delays to service delivery occurring. ***Staff has covered tasks for the Building Inspector, as she has been out for over a month on planned medical leave, but she will be back full time next week.***

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. The CM has spoken with Mr. Hawk periodically in the past few months and he conveyed a desire to sell the project, which is now listed for sale, however, the most recent conversation he intimated that he is once again working with a builder to construct the project himself. Stay tuned. The CM spoke with Mr. Hawk again today at length about this and various other issues. He stated that he was planning to come in to meet regarding proposed footprints.

AMG Pine Crossing Apartments (± 64) – This is a proposed mirror image project across from Fern Crossing complex. Building plans were approved in early October, 2024, and site work began shortly thereafter. Several issues with the underground work (primarily sewer and stormwater) were addressed in the Spring of 2025. Visually, the project is taking shape and they continue to work through staff on issues. A recent issue with the design of their sewer conveyance to the City system arose. They worked with the City Engineer to rectify an elevation miscalculation from their design staff and rectified the issue in the last few weeks by taking a longer run to a different manhole for connection. They are currently working to be ready for opening in July or August.

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. The contractor met with staff in July to inform the City of upcoming submission and to discuss the potential timeline for approval to move forward with building permits. Plans have been submitted for review and the site is currently being cleared. The first plan check produced several points that Duggins worked to correct. In early March, they resubmitted for second plan check. Issues arose that required staff work, but most have been resolved.

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 :

- 03/23/26 Department Head Meeting *City Hall*
- 03/24/26 OpenGov Software Discussion *Web Conference*
- 03/24/26 BOOST Assistance Check-in *Web Conference*
- 03/25/26 Springbrook Software Demonstration *Web Conference*
- 03/27/26 NW Vacation Day (*Out of Office*)
- 03/30/26 Holtville City Council Special Meeting *City Hall*
- 04/02/26 Tyler Technologies Software Demonstration
- 04/03/26 Good Friday (*City Hall Closed*)
- 04/06/26 Department Head Meeting *City Hall*
- 04/06/26 Meeting w/ IID Records *re: Microfilm Reading* *IID Headquarters*
- 04/07/26 Visit with Congressman Ruiz *City Hall/Holt Park*
- 04/07/26 BOOST Assistance Check-in *Web Conference*
- 04/08/26 ICTC Management/CCMA Meetings *City Hall*
- 04/09/26 Independence Day Celebration Planning Meeting *City Hall*
- 04/10/26 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*

UPCOMING EVENTS :

- 04/13/26 Department Head Meeting *City Hall*
- 04/13/26 Holtville City Council Meeting *City Hall*
- 04/16/26 Progress Meeting w/ SitelogiQ Staff *City Hall*
- 04/17/26 Holtville Rotary Club Luncheon *Web Conference*
- 04/17/26 CA FFA Foundation Board Meeting *Lodi, CA / Web Conference*
- 04/20/26 Department Head Meeting *City Hall*
- 04/20/26 Holtville Planning Commission Meeting
- 04/21/26 BOOST Assistance Check-in *City Hall*
- 04/22 - 04/24/26 CalCities City Leaders Summit *Sacramento, CA*
- 04/27/26 Department Head Meeting *City Hall*
- 04/27/26 Holtville City Council Meeting *Web Conference*
- 04/29/26 Team CA Monthly Meeting *Webinar*
- 04/30/26 Progress Meeting w/ SitelogiQ Staff *City Hall*
- 05/01/26 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*
- 05/07 - 05/08/26 SCAG Annual Conference & General Assembly *Palm Desert, CA*
- 05/13/26 ICTC Management/CCMA Meetings *ICTC Offices (EC)*
- 05/14/26 IV Foreign Trade Zone Meeting *IC Workforce Development (EC)*
- 05/21/26 City Council Goal Setting Workshop *City Hall*
- 07/27 - 08/03/26 Potential NW Vacation Days (*Out of Office*)
- 08/13 - 08/14/26 NW Vacation Days (*Out of Office*)

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>4/13/26</u>
ITEM NUMBER	<u>5 b</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: April 09, 2026
FROM: Chandler Sinclair, Finance Supervisor
SUBJECT: Finance Department Update

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

City of Holtville Financial Update – Enterprise Funds

The purpose of the following information is to address the financial health of the City of Holtville’s **Enterprise Funds** through **Q3 FY2026** (as of March 31, 2026).

The Finance Department has examined and evaluated the Enterprise Funds – Water, Sewer, and Trash – making necessary adjustments to ensure all revenues and expenditures have been properly recorded with efforts to establish increased knowledge of current financial standing and to better generate future projections and proposals.

The following report includes a comparison of actual performance against budgeted figures as well as the Year-over-Year (YoY) figures. This report serves as a comprehensive overview of the City’s General Fund through Q3 FY2026 (as of March 31, 2026), 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.

Please note that the financial figures presented in this analysis are preliminary estimates and have not yet been audited or finalized. Final audited results may differ from the amounts shown in this report.

Acct. Description	2024-25				2025-26					YoY Change
	Budget	Thru March	Y/E Actual	% of Bgt	Budget	Thru March	% of Bgt	Projected	% of Proj	
WATER ENTERPRISE										
REVENUE										
Revenue from Use of Money	17,500	16,851	49,292	96.3%	40,000	-	0.0%	40,000	0.0%	-100.0%
Total Current Services	1,509,000	1,132,755	1,252,038	75.1%	1,442,000	952,914	66.1%	1,054,653	90.4%	-15.9%
Total Other Revenue	53,000	64,551	69,696	121.8%	53,000	40,340	76.1%	44,314	91.0%	-37.5%
TOTAL REVENUE	1,579,500	1,214,157	1,371,026	76.9%	1,535,000	993,254	64.7%	1,138,967	87.2%	-18.2%
EXPENDITURES										
Salaries & Wages	281,437	210,448	277,498	74.8%	273,473	205,779	75.2%	281,651	73.1%	-2.2%
Fringe Benefits	110,899	55,926	77,277	50.4%	110,840	60,391	54.5%	80,356	75.2%	8.0%
Personal Expenses	17,575	9,461	13,281	53.8%	16,775	12,854	76.6%	17,687	72.7%	35.9%
Materials, Supplies & Services	602,850	392,996	529,659	65.2%	598,600	401,190	67.0%	541,335	74.1%	2.1%
Data Processing	19,385	11,881	14,577	61.3%	22,350	14,179	63.4%	17,696	80.1%	19.3%
Transfer Out	125,000	125,000	125,000	100.0%	125,000	125,000	100.0%	125,000	100.0%	0.0%
Debt Service	194,906	194,221	194,454	99.6%	191,698	191,415	99.9%	191,415	100.0%	-1.4%
Capital Improvements	296,833	45,345	118,027	15.3%	279,333	30,895	11.1%	100,000	30.9%	-31.9%
TOTAL EXPENDITURES	1,648,885	1,045,278	1,349,773	63.4%	1,618,069	1,041,703	64.4%	1,355,140	76.9%	-0.3%
Net Revenue over Expenditures	(69,385)	168,879	21,253		(83,069)	(48,449)		(216,173)		

[WATER ENTERPRISE]

Revenues

- Revenue Budget for FY2026 is estimated at \$1.535M.
- Revenues through Q3 FY2026 are estimated at \$993.3K.
- Projected Revenues for FY2026 as of Q3 are estimated at \$1.139M.

Therefore, projected revenues are roughly \$396.0K under budgeted revenues as of Q3 FY2026.

YoY Change - Revenue

- Revenue from Use of Money shows a decrease YoY because interest earnings have not yet been calculated or posted for the fiscal year. This revenue is expected to surpass previous year's figures as well as budgeted. Interest earnings will be calculated and posted by Y/E.
- Total Current Services Revenue shows a decrease of 15.9% YoY (\$179.8K). This is because during FY2025, there were more connection and impact fees being received by the city from the large multi-family housing being developed. Water charges also experienced a YoY (Q3) decrease of 15.1% (\$169.4K), declining from \$1,119,037 in FY2025 to \$949,633 in FY2026. It should be noted, however, that not all Q3 payments have been received as of this report, and this figure may increase as outstanding revenues are collected.
- Overall, TOTAL REVENUES show an increase of 18.2% YoY (\$220.9K).

Expenditures

- Expenditures Budget for FY2026 is estimated at \$1.618M.
- Expenditures through Q3 FY2026 are estimated at \$1.042M.
- Projected Expenditures for FY2026 are estimated at \$1.355M.

Therefore, projected expenditures are roughly \$262.9K under budgeted expenditures.

YoY Change - Expenditures

- Salaries & Wages Expense shows a 2.2% decrease YoY (\$4.7K). Part of this decrease is due to an adjustment made in FY2025 where salaries and wages were reallocated to correct funds.
- Most expenditures remain consistent YoY or within a minor difference.
- Overall, TOTAL EXPENDITURES show a decrease of 0.3% YoY (\$3.6K).

NET INCOME/LOSS

- The Net Loss (NL) as of Q3 FY2026 for the Water Enterprise is \$48.4K, which shows a regression YoY.
- In addition, the City of Holtville's Water Enterprise projections show that expenditures may outweigh revenues by approximately \$216.2K for the end of FY2026.*

**These projections were developed using conservative input values to ensure a cautious estimate.*

Acct. Description	2024-25				2025-26					YoY Change
	Budget	Thru March	Y/E Actual	% of Bgt	Budget	Thru March	% of Bgt	Projected	% of Proj	
SEWER ENTERPRISE										
REVENUE										
Revenue from Use of Money	11,500	54,429	107,106	473.3%	11,500	-	0.0%	50,000	0.0%	-100.0%
Total Current Services	1,632,000	1,307,361	1,514,564	80.1%	1,682,000	970,668	57.7%	1,095,985	88.6%	-25.8%
Total Other Revenue	100			0.0%	100		0.0%			
TOTAL REVENUE	1,643,600	1,361,790	1,621,670	82.9%	1,693,600	970,668	57.3%	1,145,985	84.7%	-28.7%
EXPENDITURES										
Salaries & Wages	303,861	262,539	347,204	86.4%	306,799	275,701	89.9%	341,847	80.7%	5.0%
Fringe Benefits	120,470	81,697	110,857	67.8%	121,208	82,237	67.8%	121,225	67.8%	0.7%
Personal Expenses	17,350	9,147	13,192	52.7%	16,850	12,355	73.3%	17,528	70.5%	35.1%
Materials, Supplies & Services	363,150	215,494	309,494	59.3%	367,827	195,088	53.0%	313,366	62.3%	-9.5%
Data Processing	26,350	18,744	22,944	71.1%	31,850	18,104	56.8%	23,401	77.4%	-3.4%
Transfer Out	125,000	125,000	125,000	100.0%	125,000	125,000	100.0%	125,000	100.0%	0.0%
Debt Service	395,889	130,573	395,028	33.0%	395,854	131,633	33.3%	365,854	36.0%	0.8%
Capital Improvements	162,500	153,513	319,302	94.5%	162,500	175,181	107.8%	175,181	100.0%	14.1%
TOTAL EXPENDITURES	1,514,570	996,707	1,643,021	65.8%	1,527,888	1,015,299	66.5%	1,483,402	68.4%	1.9%
Net Revenue over Expenditures	129,030	365,083	(21,351)		165,712	(44,631)		(337,417)		

[SEWER ENTERPRISE]

Revenues

- Revenue Budget for FY2026 is estimated at \$1.694M.
- Revenues through Q3 FY2026 are estimated at \$970.7K.
- Projected Revenues for FY2026 as of Q3 are estimated at \$1.145M.

Therefore, projected revenues are roughly \$547.6K under budgeted revenues.

YoY Change - Revenue

- Revenue from Use of Money shows a decrease YoY because interest earnings have not yet been calculated or posted for the fiscal year. This revenue is expected to surpass previous year's figures as well as budgeted. Interest earnings will be calculated and posted by Y/E.
- Total Current Services Revenue shows a 25.8% decrease YoY (\$336.7K); specifically observed through a decline in truck disposal services revenue since the sewer plant was closed from September through part of March. Although disposal services have recently reopened, the City is unable to recover the revenue lost during the period of closure. Sewer charges also experienced a YoY (Q3) decrease of 12.2% (\$126.5K), declining from \$1,035,362 in FY2025 to \$908,850 in FY2026; however, it should be noted that not all Q3 payments have been received, and this figure may increase as outstanding revenues are collected.
- Overall, TOTAL REVENUES show a decrease of 28.7% YoY (\$391.1K). Revenues for FY2026 are expected to increase once interest revenue has been recorded; however, the closure of the sewer plant disposal service will be a major hit on revenues.

Expenditures

- Expenditures Budget for FY2026 is estimated at \$1.528M.
- Expenditures through Q3 FY2026 are estimated at \$1.015M.
- Projected Expenditures for FY2026 as of Q3 are estimated at \$1.483M.

Therefore, projected expenditures are roughly \$44.5K under budgeted expenditures.

YoY Change - Total Expenditures

- Salaries & Wages Expense shows an increase of 5% YoY (\$13.2K). Part of this change is due to adjustments made in FY2025 where salaries and wages were reallocated to correct funds.
- Personal Expenses show an increase of 30.9% YoY (\$2K). This is a very small increase and has little to no impact on total expenses.
- Materials, Supplies & Services Expense shows an increase of 35.1% YoY (\$3.2K). This decrease is minor and has minimal impact on the overall figures.
- Capital Improvements Expense shows an increase of 21.7% YoY (\$21.7K). The increase is primarily attributed to significant FY2026 expenses related to stormwater installation and submersible pump replacement costs.
- Overall, TOTAL EXPENDITURES show an increase of 1.9% YoY (\$18.6K).

NET INCOME/LOSS

- The Net Loss (NL) as of Q3 FY2026 is estimated at \$44.6K.
- Projected Net Loss is estimated at \$337.4K which is a large regression YoY.*

**These projections were developed using conservative input values to ensure a cautious estimate.*

Acct. Description	2024-25				2025-26					YoY Change
	Budget	Thru March	Y/E Actual	% of Bgt	Budget	Thru March	% of Bgt	Projected	% of Proj	
TRASH ENTERPRISE										
REVENUE										
Revenue from Use of Money	342,500	183,721	314,074	53.6%	357,500	187,660	52.5%	324,918	57.8%	2.1%
TOTAL REVENUE	342,500	183,721	314,074	53.6%	357,500	187,660	52.5%	324,918	57.8%	2.1%
EXPENDITURES										
Materials, Supplies & Services	338,000	179,866	346,003	53.2%	350,500	182,839	52.2%	436,335	41.9%	1.7%
TOTAL EXPENDITURES	338,000	179,866	346,003	53.2%	350,500	182,839	52.2%	436,335	41.9%	1.7%
Net Revenue over Expenditures	4,500	3,855	(31,929)		7,000	4,821		(111,417)		

Overall, the City of Holtville's financial health of the Enterprise Funds as of Q3 FY2026 (as of March 31, 2026) reflects a mixed but manageable position.

The Water Enterprise remains relatively stable, with revenues expected to improve as outstanding payments are received and interest earnings are recognized by year-end; however, expenditures are projected to slightly outpace revenues, resulting in a modest net loss.

The Sewer Enterprise, while maintaining relatively consistent expenditures, has experienced a more significant decline in revenues, largely attributed to the temporary closure of the sewer plant disposal services, which has impacted current service revenue and cannot be fully recovered despite recent reopening. Although some revenue improvement is anticipated as remaining Q3 payments are collected, overall revenues are still projected to fall short of budget.

The Trash Enterprise remains stable with minimal year-over-year variation in both revenues and expenditures. While a small amount of outstanding revenue is still to be collected for Q3, no significant fluctuations are anticipated, and the fund is performing largely in line with expectations.

Collectively, the Enterprise Funds are operating within expected variances for this stage of the fiscal year, with key impacts driven by timing of revenues, one-time capital expenditures, and service disruptions. The Finance Department and the City Manager will continue to monitor budgets, revenues, expenditures, and more with each Department Head throughout the fiscal year 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 black ink, appearing to read 'Chandler Sinclair', is positioned above the typed name.

Chandler Sinclair
Finance Supervisor
City of Holtville



City of Holtville Report to Council

MEETING DATE:	<u>4/13/26</u>
ITEM NUMBER	<u>5 c</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

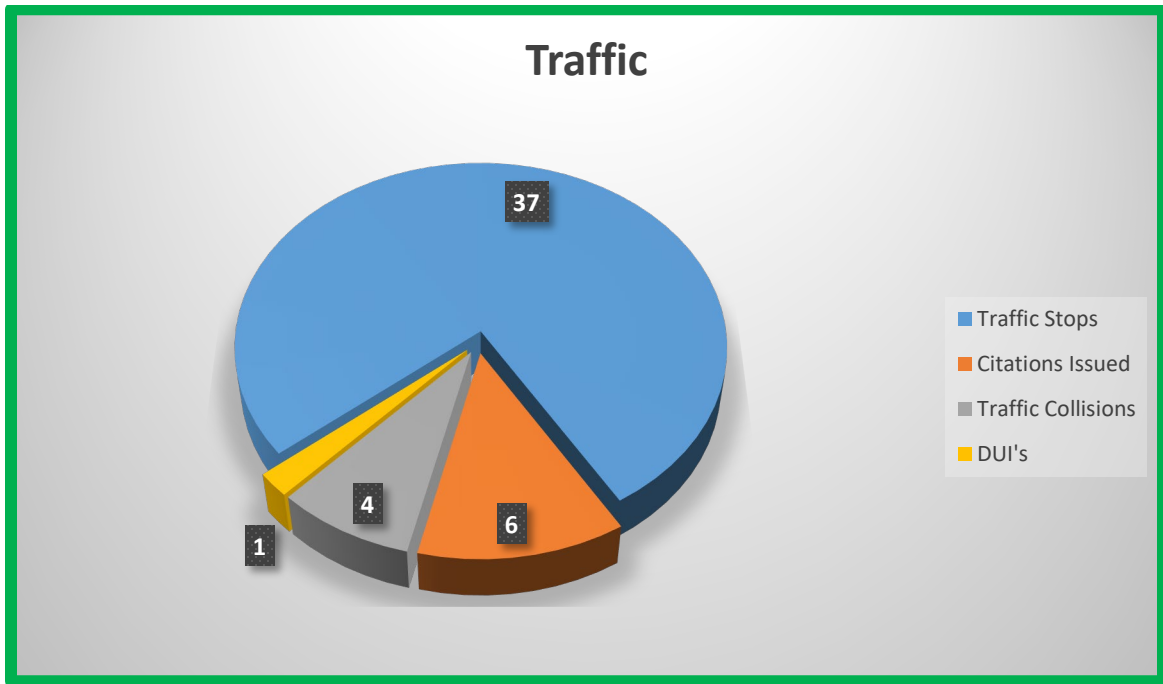
Date Issued: April 8, 2026
From: Sergeant Damian Martinez, Chief of Police
Subject: Holtville Sheriff's Monthly Report – **March 2026**

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

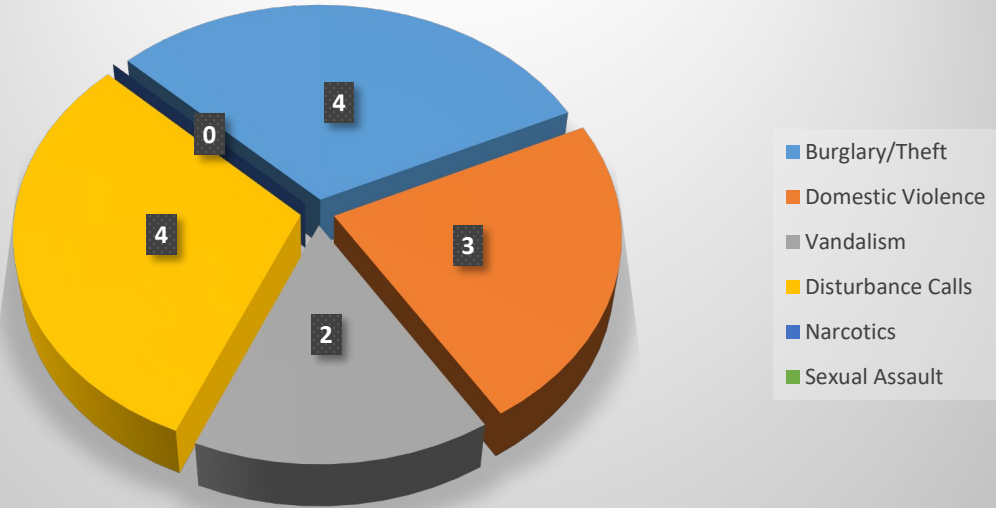
The following is a summary of statistics for the Holtville Sheriff's Deputies for the month of **March 2026**

Calls for Service:

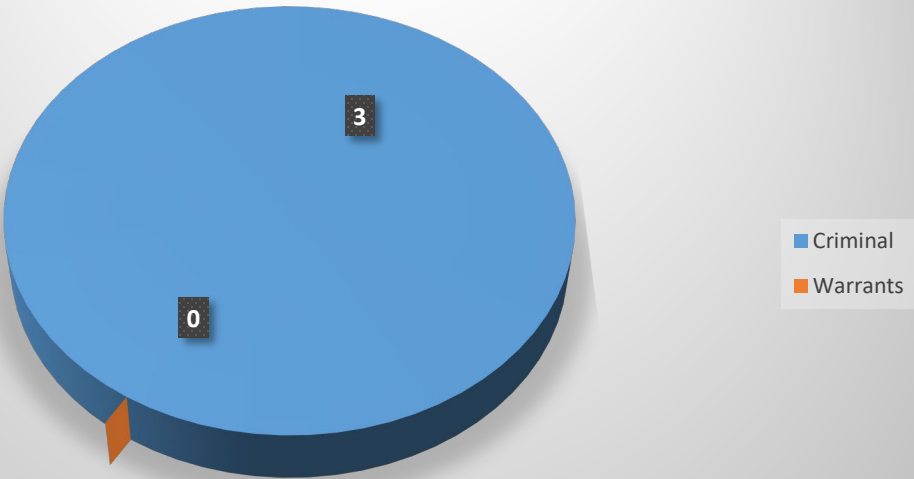
- **310** total incident reports, which were entered into Pro Phoenix Computer Database by the Imperial County Sheriff's Dispatch Center. These calls consisted of requests for Sheriff's services.

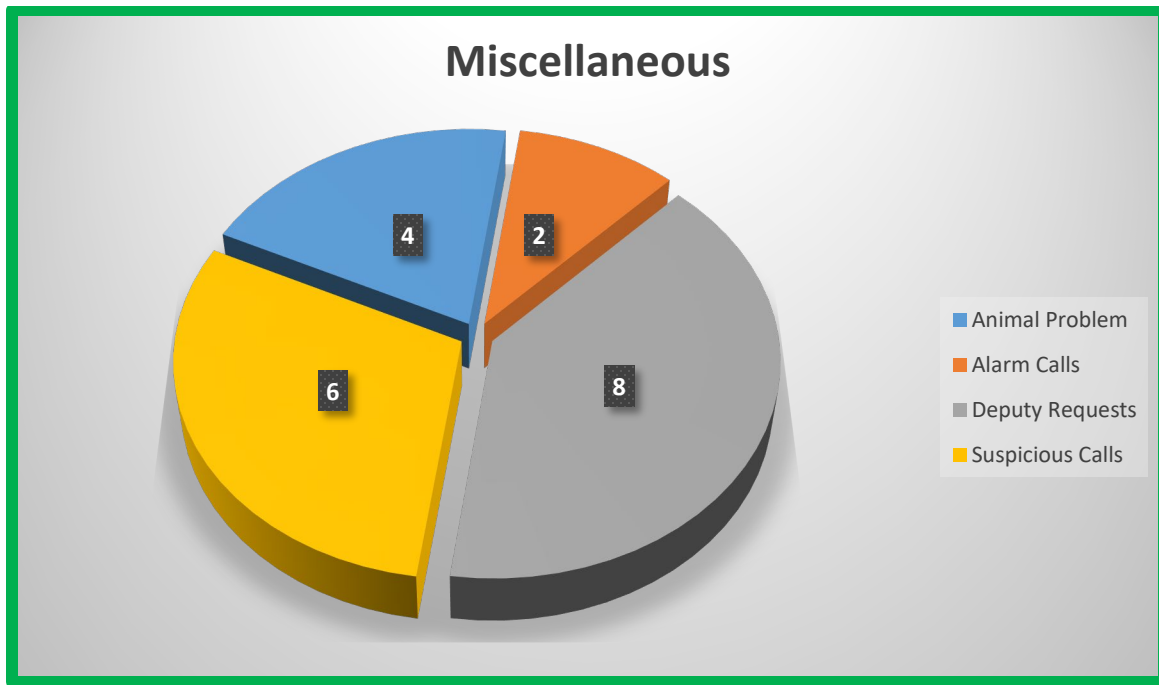


Criminal Activity



Arrests





The following is a brief summary of incidents and events that the Holtville Police Department has been involved in during the month of March 2026.

CR# 26-6816 Suspicious

RP reported approximately 6–7 subjects outside his residence who were possibly waiting for him to come outside. Deputy responded to the location and contacted a neighbor, who stated she observed approximately 5–6 juveniles in the alleyway, possibly smoking. The neighbor described the juveniles as being dressed like “wannabe gangsters.” Deputy spoke with the RP’s mother, who stated the juveniles were in the alleyway and that one of them has an ongoing issue with her son. She believed they were attempting to intimidate him. Deputy contacted the group of juveniles. Three of the five juveniles were identified through prior law enforcement contacts. No crime had occurred and the juveniles were sent on their way. RP’s mother requested extra patrol checks throughout the night.

CR#26-6948 – Vehicle Burglary

RP requested a report for his fathers, 2021 4-door, white Jeep Gladiator, which was broken into. RP said his sister had her belongings stolen from the Jeep and was the last person who drove the Jeep. After inspecting the Jeep, it was found that the grill had been cut off, disabling the wires that connect to the horn. The access plastic cover under the steering wheel was removed to access the Jeep computer with the On-Board Diagnostics II scanner and a Husky precision hook-and-pick tool, and fingerprints were collected. The small rear window on the driver’s side was shattered. RP does not know who committed the crime and has no surveillance cameras.

CR#26-6996 -Vehicle Check 8th Street/Walnut Avenue

A vehicle check was conducted on a grey BMW with its driver's door wide open impeding traffic in violation of CVC 22517. Contact was made with a male and female. Both subjects were asked to step out of the vehicle. A methamphetamine pipe was located on the rear passenger seat where the female was seating. A search was conducted and an M30 pill was located inside the female’s purse.

After a records check of both subjects was conducted it was discovered that the female was providing false identification. Female was ultimately transported and booked into ICJ for Drugs, possession of drug paraphernalia, false impersonation, and a local felony warrant.

CR# 26-7172 Disturbance

RP advised of domestic violence between her and husband. Deputy arrived on scene and contacted RP, who stated she had been involved in a verbal argument with husband. RP stated the argument began when her husband asked her what she wanted for breakfast tomorrow, and RP responded she did not know. Melissa stated she wanted Raul out of the house because she is tired of his ongoing behavior. Deputies also contacted husband, who stated he has an agreement with RP to remain at the residence as roommates until his home is rebuilt. RP agreed to leave the residence for the night and was provided with information on eviction options for husband.

CR# 26.7253 - Civil Problem

RP requested Holtville Deputy in reference to her niece, taking her vehicle without permission and she is possibly heading to Bakersfield. Holtville deputies later made contact with RP, who later advised deputies that she gave consent to the niece to use her vehicle. The niece later arrived to the residence with the vehicle. Prior to deputies closing out the call for service, a wants and warrant check was conducted on RP and ICSO dispatch advised the RP had a felony bench warrant out of Kern County with no bail. RP was later arrested and booked to ICJ for the outstanding warrant.

26-7735 – Assist other agency

El Centro Police requested a cover unit in an attempt to contact a male-half in a previous domestic violence that occurred in their city. Suspect was contacted at the 7-11 parking lot, detained and turned over to ECPD.

CR#26-7765 – Auto Theft – 817 East 8th Street

RP reported her 2020 4-door white KIA Optima stolen. Negative suspect information or surveillance cameras. The vehicle crossed into Mexicali, Baja California.

CR#26-7791 – Auto Theft

RP reported his 2017 4-door black Hyundai Elantra stolen. Negative suspect information or surveillance cameras. The vehicle crossed into Mexicali, Baja California.

CR# 26-7825 – Non-Injury Accident – 211 West 5th Street

RP collided with another vehicle in the parking lot of the 7/11. Minor damage sustained to the vehicles. Parties exchanged information and were informed to contact their insurance. Negative injuries

CR# 26-7932 Counter Traffic

RP reported that she was the victim of fraud. RP stated she had been communicating with a female identified as “Rebecca” from Palm Springs who claimed to sell chihuahuas. According to RP, she provided a total of \$650 to Rebecca using Apple Pay gift cards as payment. After receiving the funds, Rebecca began requesting additional money. RP advised Rebecca that she would be contacting law enforcement to ask further questions regarding the transaction. Shortly after, Rebecca reportedly closed or deactivated all accounts previously used to communicate with RP.

CR#: 26-8048 TRAFFIC STOP (Holt Ave/6th St)

Deputy conducted an enforcement stop on a vehicle that was speeding over 60 MPH on 5th St in the City of Holtville. Deputy made contact with the driver, who showed signs of impairment. FSTs were conducted and it was later determined the driver had a BAC of 0.21. The driver was transported and booked into Imperial County Jail for DUI.

CR# 26.8172 - Stolen Vehicle

RP contacted ICSO to report her father-in-law's red and white 1994 Ford, F-150 was stolen by unknown subjects. Vehicle was possibly taken at 0315 hours from the residence. Vehicle entered into the system and was later located in El Centro and turned over to the owner.

CR#: 26-8460 Vehicle vs Pedestrian (5th St/Walnut Ave)

Deputy observed a female, lying in the roadway on 5th St just south of Walnut Ave. Deputy blocked traffic in the area and requested the response of HFD and AMR. Driver stated she was traveling westbound on 5th St in her vehicle and did not see the victim in the roadway. Driver reported she was preparing to make a right turn onto Walnut Ave to drop off her son, at his residence. Driver stated she struck the victim just prior to making the turn. She immediately applied her brakes, pulled over, and exited the vehicle to check on victim. Victim was transported to ECRMC for further treatment and was determined to have sustained minor injuries. No visible damage was observed on the vehicle involved, and no skid marks were located on the roadway.

CR# 26-9104 Vandalism

RP requested a report for vandalism to his dark grey 2018 Honda Accord. Deputy responded and took photos of the vehicle. Sunroof was shattered and footprints were located on the trunk and roof of the vehicle. Horn to the vehicle was disabled and only spare change was taken from the vehicle. Negative suspect info and negative video footage at this time.

CR# 26-9551 Disturbance

RP advised her boyfriend was attempting to force entry into the residence. Deputy arrived and detained the boyfriend. Victim had a cut under her right eye, apparent redness to her face, and a swollen upper lip on the right side. Statements and evidence were taken from all parties involved. Emergency Protective Order was granted, and suspect was later transported and booked into Imperial County Jail for Domestic Violence.

Respectfully submitted,

Sergeant Damian Martinez

City of Holtville

REPORT TO CITY COUNCIL

MEETING DATE:	<u>4/13/26</u>
ITEM NUMBER	<u>5 d</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 8th, 2026

FROM: Joshua Osuna
Water Treatment Plant Chief Operator/Supervisor

SUBJECT: Water Treatment Plant Bi-weekly Operations & Maintenance Summary

THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED AT THIS TIME FROM THE CITY COUNCIL.

The purpose of this report is to inform council of all operations and maintenance activities carried out at the Water Treatment facilities during the period 3/18/26 through 4/08/26.

WATER TREATMENT PLANT:

- Daily operations which include daily log numbers, backwashing filters, UV system check, calibration of chemicals, daily ponds inspection, & daily pool inspection.
- Electronic Annual Report (eAR) report completed
- UV Train #2 annual UV bulbs replacement completed (see attached photos)

Respectfully Submitted,



Joshua Osuna
Water Treatment Plant Chief Operator/Supervisor
City of Holtville
121 W. 5th Street, Holtville, CA 92250
Cell (760) 756-8086 / City Hall (760) 356-2912
JoshOsuna@holtville.ca.gov



UV Train #2 disassembled for bulb, gel, and O-ring replacements



New UV lights & Sensors (Quartz sleeves before cleaning)

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>4/13/26</u>
ITEM NUMBER	<u>5 e</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 8, 2026

FROM: Gustavo Rodriguez
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 Wastewater treatment facilities during the period between March 25th – April 8th, 2026.

WASTEWATER PLANT:

An inspection of the wastewater treatment plant and its equipment was carried out on March the 25th and April 8th, 2026. No deficiencies were found. Plant operations and equipment conditions are normal. The plant operators continue to operate and maintain the plant according to plant NPDS Permit. We are happy to report that for the last two weeks we have been accepting wastewater from the toilet industry. We are very careful with the amounts of discharges to make sure our plant is not going to be upset.

Respectfully Submitted,

Gustavo Rodriguez.
Wastewater Chief Plant Operator/Consultant

**City of Holtville
REPORT TO COUNCIL**

MEETING DATE:	<u>4/13/26</u>
ITEM NUMBER	<u>5f</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED April 9, 2026
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.
- Fertilized parks and recreational fields.
- Caught 6 dogs.
- Pumped water out of Apple Court retention basin.
- Assisted CR&R on clean up day.
- Repaired 4-inch water break on the 700 Blk of Maple Ave.
- Replaced 7 ¾- inch meters
- Replaced 8 one-inch meter

Respectfully Submitted,



Alejandro Chavez
Public Works Supervisor
City of Holtville

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>04/13/26</u>
ITEM NUMBER	<u>5 g</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: April 1st 2026
FROM: Raylene Tapiceria
SUBJECT: Building Inspections Quarterly Report 01/01/2026 - 03/31/2026

THIS REPORT IS PROVIDED TO THE CITY COUNCIL FOR THEIR INFORMATION
NO ACTION IS REQUIRED AT THIS TIME

The purpose of this report is to inform Council of Building Inspection activities during the period of January through March 2026

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<u>TYPE</u>	<u>#</u>	<u>TYPE</u>	<u>#</u>	<u>TYPE</u>	<u>#</u>	<u>TYPE</u>	<u>#</u>	<u>TYPE</u>	<u>#</u>
Roof Nailing	6	Roofing	6	Replace A/C	12	Windows	10	Gas	0
Water Heater	1	Insulation	2	Electrical	4	Pool Demo	0	Courtesy Inspection	0
Framing	1	Plumbing	3	Lath	0	Roof Collapse	0	Fire Restoration	0
Set Back	0	Rebar	0	Solar Panels	0	Concrete	1	Fence	0
Underlayment Paper	6	Footing	0	Drywall Nail	1	Signs	0	Wall Sheathing	2

31 Permits received Final Inspections

(for Windows, Upgraded Electrical Panels, Pool Demos, Solar Panels and A/C Units.)

- 336 E. Sixth St. - Eelectrical
- 729 E. Fourth St. - A/C
- 719 E. Fourth St. - Mini split
- 837 Elm Ave. - Mini split
- 421 Grape Ave. - Mini split
- 735 Walnut Ave. - Mini split
- 420 E. Sixth St. - Mini split
- 578/562 Figueroa Ave. - Electrical
- 738 Fern Ave. - Two mini splits
- 585 Cedar Ave. - Two mini splits
- 324 W. Eighth St. - Two mini splits
- 730 Fig Ave. - Final prehung door
- 704 E. Third St. - Apartments
- 654 Maple Ave. - Roof

- 605 Palm Ave. - Mini Split
- 552 Figueroa Ave. Electrical
- 561 Palm Ave. - Electrical
- 963 Beale Ave. - Porch

- 654 Maple Ave. - Water heater
- 324 Maple Ave. - Roof
- 635 E. Third St. - Roof
- 825 Cedar Ave. - Storage

Plan Review / Building Permits

- 421 Grape Ave. - Installing mini split
- 605 Palm Ave. - Installing mini split
- 420 E. Sixth St. - Installing mini split
- 837 Elm Ave. - Installing mini split
- 735 Walnut Ave. - Installing mini split
- 719 E. Fourth St. - Installing mini split
- 324 Maple Ave. - Demo Reroof
- 585 Cedar Ave. - Installing mini split
- 738 Fern Ave. - Installing mini split
- 324 W. Eighth St. - Installing mini split
- 578/562 Figueroa Ave. - Electrical panel upgrade
- 963 Beale Ave. - Porch
- 714 Palm Ave. - Demo reroof
- 839 Fern Ave. - New home
- 500 E. Seventh St. - Demo reroof
- 535 Orange Ave. - Window, driveway, patio
- 708 E. Fifth St. - Install standby generator
- 630 1/2 Orange Ave. - New ADU/Solar panels
- 605 Palm Ave. - Demo reroof

- 926 Orange Ave. - Electrical panel upgrade
- 411 E. Fifth St. - 2 signs
- 721 W. Eighth St. - Electrical panel upgrade
- 860 Pine Ave. - Reroof
- 121 W. Seventh St. - Reroof
- 751 Brentwood Ave. - Reroof/Electrical panel upgrade
- 411 Palo Verde Ave. - Windows
- 909 E. Ninth St. - Replace A/C
- 573 Tamarack Ave. - Reroof
- 846 Orange Ave. - Reroof
- 737 E. Fifth St. - Front store porch
- 629 W. Eighth St. - Replace A/C
- 769 Orange Ave. - Reroof
- 251 Walnut Ave. - Windows
- 877 WALNUT Ave. - Electrical panel upgrade
- 966 Chestnut Ave. - Windows
- 730 Cedat Ave. - Demo Reroof

Red Tags:

- 760 Fig Ave. - Red Tag for not obtaining a building permit as a bathroom & pergula was being built. 02/13/2026

Respectfully Submitted,

Building Inspector

Raylene Tapiceria