

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

March 14, 2016

OPEN SESSION

6:00 PM

Jim Predmore, Mayor
Mike Goodsell, Mayor Pro Tem
Ginger Ward, Council Member
David Bradshaw, Council Member
Richard Layton, Council Member

Steve Walker, City Attorney
Denise Garcia, City Clerk
Nick Wells, City Manager
George Morris, City Treasurer

THIS IS A PUBLIC MEETING

If there is an item on the agenda on which you wish to be heard, please come forward to the microphone at the time the item is being addressed. State your name for the record. All other items can be addressed during the Public Comments portion of the agenda. The Mayor reserves the right to place a time limit on each person asking to be heard.

CITY COUNCIL

CLOSED SESSION 5:30 PM

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957(b)1)

Agency Negotiator: City Manager/City Attorney
Classified Employees

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6)

City Manager Evaluation
Evaluation Criteria

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:

(Government Code Section 54956.9(a))

City of Holtville vs. Black Dog Farms
City of Holtville vs. Willowbend Mobile Home Park
Charles Simpson vs. City of Holtville

CITY COUNCIL: Meeting Called To Order

PLEDGE OF ALLEGIANCE:

INVOCATION:

CITY CLERK RE: Verification of Posting of the Agenda

EXECUTIVE SESSION ANNOUNCEMENTS: Steve Walker, City Attorney

PRESENTATION: Charla Teeters, IC Film Commission

PUBLIC COMMENTS: This is time for the public to address the City Council **on any item not appearing on the agenda** that is within the subject matter jurisdiction of the City Council. The Mayor reserves the right to limit the speaker's time. The Mayor will recognize you and when you come to the microphone, please state your name and address for the record. You are not allowed to make personal attacks on individuals or make comments which are slanderous or which may invade an individual's personal privacy.

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.

1. Approval of the Minutes from the Meeting of February 22, 2016.
2. Current Demands #35744 thru #35797.

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:

UNFINISHED BUSINESS:

None

NEW BUSINESS:

3. **Discussion/Related Action** to Provide Direction to Staff with Regard to Adjusting/Lowering the Business License Fees for Holtville Chamber/Special City Events – Nick Wells, City Manager
4. **Discussion/Related Action** to Designate the City of Holtville Delegate Representative to the SCAG General Assembly, to be held May 5-6, 2016 in La Quinta, CA – Denise Garcia, City Clerk

INFORMATION ONLY:

5. **City Manager Report – Nick Wells**
 - a. Police Chief – Manuel DeLeon
 - b. Water/Wastewater Supervisor – Frank Cornejo
 - c. Public Works Foreman – Alex Chavez
 - d. Finance Department – Hector Orozco
6. **Items for future meetings**

ADJOURNMENT:

I, Denise Garcia, City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall on March 11, 2016.

①

MEETING DATE:	3/12/16
APPROVED FOR AGENDA	
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	

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

February 22, 2016

The regular meeting of the Holtville City Council was held on Monday, February 22, 2016 at 6:00 p.m. in the Civic Center. Council Members present were Ginger Ward, Richard Layton, David Bradshaw, Jim Predmore, and Mike Goodsell. Staff members present were Nick Wells, Denise Garcia and Manuel DeLeon. City Attorney Steve Walker, City Planner Justina Arce, and City Treasurer George Morris were also present. City Engineer Jack Holt was absent.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

Mayor Jim Predmore called the meeting to order at 5:30 p.m.

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Jim Predmore called the meeting to order at 6:16 p.m.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mayor Jim Predmore.

INVOCATION:

Mayor Predmore led the invocation.

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

City Clerk verified that the agenda was duly posted on Friday, February 19, 2016.

EXECUTIVE SESSION ANNOUNCEMENTS:

None

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957(b 1))

AGENCY NEGOTIATOR: City Manager/City Attorney

Classified Employees

No Reportable Action Taken.

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6)

City Manager Evaluation

Evaluation Criteria

No Reportable Action Taken.

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:

(Government Code Section 54956.9(a))

City of Holtville vs. Black Dog Farms

City of Holtville vs. Willowbend Mobile Home Park

Charles Simpson vs. City of Holtville

No Reportable Action Taken.

PRESENTATION: Explanation of ICSO Courtesy Survey – Police Chief Manuel DeLeon & Deputy Lindberg introduced a survey that will be handed out to citizens requesting their feedback on the services they receive from the Sheriff’s Department.

PUBLIC COMMENTS:

Jim Green, Manager from the Imperial Palms Resort at the Barbara Worth introduced himself to Council and invited everyone down to come and see the recent changes and improvements that have been made to the facility.

CONSENT AGENDA:

- 1. Approval of the Regular Minutes of the City Council Meeting of February 8, 2016.**
- 2. Current Demands #35692 thru #35743**

A motion was made by Mr. Layton and seconded by Ms. Ward to approve items 1 and 2 of the Consent Agenda. The motion carried in the form of a roll call vote.

AYES: Ward, Predmore, Layton, Bradshaw, Goodsell
NOES: None
ABSENT: None
ABSTAIN: None

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUE:

George Morris informed Council that he signed his first big batch of demands today.

Ginger Ward reported that she attended the State of the County Address and she would also be attending the upcoming State of the City of Imperial Address later on in March.

James Predmore reported that he attended the State of the County Address and stated that Congressman Vargas and Assemblyman Ben Hueso were also in attendance. He informed Council that he attended a grant award ceremony in Calexico where he spoke with Congressman Juan Vargas as well. Mr. Predmore reported that he would be attending an ICTC meeting as well as a SCAG meeting in the following week.

Mike Goodsell reported that he attended an oversight board meeting and also signed documents at Sun Community in order for the City to open up an account. He then gave his condolences to Richard Layton on the passing of his father, Charlie Layton. He also reported that JV Basketball won their last game of the year.

David Bradshaw reported that there would be an upcoming meeting regarding the Wetlands and I.I.D.

Nick Wells reported that he attended the State of the County Address where he spoke with Congressman Vargas.

Justina Arce reported that there is a new contract for the Alamo Trail Grant amount.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

- 3. Discussion/Related Action to Authorize Staff to Publish Bid Advertisement for Construction Management/Resident Engineering Services for the Walnut Avenue Roadway Improvement Project between First and Fourth Streets – Justina Arce, City Planner**

A motion was made by Council Member Bradshaw and seconded by Council Member Ward to authorize the City Engineer to publish bid advertisement for construction management/resident

engineering services for the Walnut Avenue Roadway Improvement Project between First and Fourth Streets. The motion carried in the form of a roll call vote.

AYES: Ward, Predmore, Layton, Bradshaw, Goodsell

NOES: None

ABSENT: None

ABSTAIN: None

4. Discussion/Related Action to Adopt RESOLUTION #16-04 Authorizing the Submission of a Financial assistance Application for Water Tank & System Improvements under the Drinking Water State Revolving Fund Program (DWSRF) – Justina Arce, City Planner

A motion was made by Council Member Goodsell and seconded by Council Member Layton to Adopt Resolution #16-04 authorizing the submission of a financial assistance application for water tank and system improvements under the Drinking Water State Revolving Fund Program (DWSRF).

The motion carried in the form of a roll call vote.

AYES: Ward, Predmore, Layton, Bradshaw, Goodsell

NOES: None

ABSENT: None

ABSTAIN: None

5. Discussion/Related Action to Adopt RESOLUTION 16-06 Adopting a Reimbursement Agreement for Costs Incurred Under the Water Tank & System Improvement Project Proposed to be Funded by the Drinking Water State Revolving Fund Program (DWSRF) – Justina Arce, City Planner

A motion was made by Council Member Bradshaw and seconded by Council Member Ward to adopt Resolution #16-06 adopting a Reimbursement Agreement for costs incurred under the Water Tank & System Improvement Project proposed to be funded by the Drinking Water State Revolving Fund (DWSRF). The motion carried in the form of a roll call vote.

AYES: Ward, Predmore, Layton, Bradshaw, Goodsell

NOES: None

ABSENT: None

ABSTAIN: None

6. Related Action to Adopt RESOLUTION 16-07 Authorizing the Examination of Prepaid Mobile Telephony Services Surcharge and Local Charge Records – Nick Wells, City Manager

A motion was made by Council Member Ward and seconded by Council Member Bradshaw to adopt Resolution 16-07 adopting authorizing the examination of prepaid mobile telephony service surcharges and local charge records. The motion carried in the form of a roll call vote.

AYES: Ward, Predmore, Layton, Bradshaw, Goodsell

NOES: None

ABSENT: None

ABSTAIN: None

INFORMATION ONLY:

7. STAFF REPORTS:

- a. Fire Chief – Alex Silva
- b. Water/Wastewater Supervisor – Frank Cornejo
- c. Public Works Foreman – Alex Chavez

Written reports were provided by the following: Fire Chief, Water/Wastewater Supervisor, and Public Works Foreman.

8. Items for future meetings:

Informational item only to report Ginger Ward as delegate to SCAG.

There being no further business to come before Council, Mayor Predmore adjourned the meeting at 7:18 p.m.

James Predmore, Mayor

Denise Garcia, City Clerk

CITY OF HOLTVILLE
Monthly Check Register

MEETING DATE:	03/14/16
ITEM NUMBER	2
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

Date : 3/9/2016 9:53:06 AM
 User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	
Check Number : 35744 Check Date : 2/23/2016					
Vendor : 7821 PACIFIC HYDROTECH CORP. WWTW					
12	71696	2/23/2016	CONST.PMT #5	CONSTRUCTION PAYMENT #5	209,457.00
Invoice Amount : 209,457.00		Discount Amount : 0.00		Check Amount : 209,457.00	
Check Number : 35745 Check Date : 2/25/2016					
Vendor : 8041 AFLAC ADMIN					
10	71709	2/24/2016	914703	INS. PREMIUM	122.81
Invoice Amount : 122.81		Discount Amount : 0.00		Check Amount : 122.81	
Check Number : 35746 Check Date : 2/25/2016					
Vendor : 1796 ARAMARK SERVICES, INC.					
10	71728	2/24/2016	JAN. 2016	UNIFORMS PW	720.65
11	71728	2/24/2016	JAN. 2016	UNIFORMS PW	571.32
12	71728	2/24/2016	JAN. 2016	UNIFORMS PW	719.35
Invoice Amount : 2,011.32		Discount Amount : 0.00		Check Amount : 2,011.32	
Check Number : 35747 Check Date : 2/25/2016					
Vendor : 1237 BABCOCK & SONS, INC. PW					
11	71721	2/24/2016	BL51440-2279	LAB ANALYSIS	45.00
Invoice Amount : 45.00		Discount Amount : 0.00		Check Amount : 45.00	
Check Number : 35748 Check Date : 2/25/2016					
Vendor : 8703 CALIFORNIA BUILDING STANDARDS COMMISSION BLDG./PLANNING					
10	71711	2/24/2016	2015	BLDG. STANDARDS FEES COLLECTED	184.50
Invoice Amount : 184.50		Discount Amount : 0.00		Check Amount : 184.50	
Check Number : 35749 Check Date : 2/25/2016					
Vendor : 8119 CITY OF IMPERIAL BLDG./PLANNING					
10	71708	2/24/2016	1794	PLAN CHECK FEES FOR JANUARY 20	720.85
Invoice Amount : 720.85		Discount Amount : 0.00		Check Amount : 720.85	
Check Number : 35750 Check Date : 2/25/2016					
Vendor : 8139 DEPARTMENT OF CONSERVATION BLDG./PLANNING					
10	71712	2/24/2016	JULY - DEC. 201	STRONG MOTION INSTRUMENT AND SEI	262.24
Invoice Amount : 262.24		Discount Amount : 0.00		Check Amount : 262.24	
Check Number : 35751 Check Date : 2/25/2016					
Vendor : 1540 DRAGON'S EXTERMINATOR PW					
10	71716	2/24/2016	141319	PEST CONTROL SERVICE TO CITY BU	200.00
Invoice Amount : 200.00		Discount Amount : 0.00		Check Amount : 200.00	
Check Number : 35752 Check Date : 2/25/2016					
Vendor : 4572 EMPIRE SOUTHWEST					
11	71722	2/24/2016	EPWK0379856	PERFORM FULL OIL SERVICE WTP	1,618.65
11	71723	2/24/2016	EPWK0379857	INSPECT TRANSFER SWITCH WTP	220.00
Invoice Amount : 1,838.65		Discount Amount : 0.00		Check Amount : 1,838.65	
Check Number : 35753 Check Date : 2/25/2016					
Vendor : 1536 FERGUSON ENTERPRISES, INC. #1350 PW					
11	71715	2/24/2016	2952919	TUBE CUTTER; FLG; GSKT; GSKT; CA	88.37
Invoice Amount : 88.37		Discount Amount : 0.00		Check Amount : 88.37	
Check Number : 35754 Check Date : 2/25/2016					
Vendor : 8353 HECTOR OROZCO ADMIN					
10	71713	2/24/2016	FEB. 2016	CELL PHONE	60.00
Invoice Amount : 60.00		Discount Amount : 0.00		Check Amount : 60.00	
Check Number : 35755 Check Date : 2/25/2016					
Vendor : 1026 IMPERIAL IRRIGATION DISTRICT					
10	71706	2/24/2016	FEB. 2016	ELECTRICITY	3,849.39
11	71706	2/24/2016	FEB. 2016	ELECTRICITY	5,741.58

CITY OF HOLTVILLE

Monthly Check Register

Date : 3/9/2016 9:53:06 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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12	71706	2/24/2016	FEB. 2016	ELECTRICITY		3,691.19
10	71707	2/24/2016	FEB. 2015	ELECTRICITY PARKS	ADMIN	1,444.05
Invoice Amount		: 14,726.21	Discount Amount		: 0.00	Check Amount : 14,726.21
Check Number		: 35756	Check Date		: 2/25/2016	
Vendor : 2137 IMPERIAL IRRIGATION DISTRICT (WATER)						
11	71720	2/24/2016	FEB. 2016	RAW WATER CHARGES	PW	2,538.00
11	71731	2/24/2016	PAR-P005A	SERVICE PIPE 2		100.00
Invoice Amount		: 2,638.00	Discount Amount		: 0.00	Check Amount : 2,638.00
Check Number		: 35757	Check Date		: 2/25/2016	
Vendor : 1027 IMPERIAL STORES						
10	71718	2/24/2016	568988	LIGHT BULBS	FD	20.33
12	71724	2/24/2016	568946	CLEANING SUPPLIES		182.24
12	71725	2/24/2016	568945	SMALL TOOLS	PW	494.85
Invoice Amount		: 697.42	Discount Amount		: 0.00	Check Amount : 697.42
Check Number		: 35758	Check Date		: 2/25/2016	
Vendor : 7864 ISG INFRASYS						
10	71737	2/25/2016	46432	REPAIRS TO TERMAL IMAGING CAME	FD	2,276.55
Invoice Amount		: 2,276.55	Discount Amount		: 0.00	Check Amount : 2,276.55
Check Number		: 35759	Check Date		: 2/25/2016	
Vendor : 4648 JOSE LUIS OSUNA						
12	71727	2/24/2016	2015-16 BOOTS	WORK BOOT REIMB.	PW	179.02
Invoice Amount		: 179.02	Discount Amount		: 0.00	Check Amount : 179.02
Check Number		: 35760	Check Date		: 2/25/2016	
Vendor : 1094 LEAGUE OF CA CITIES						
10	71702	2/24/2016	1711	LEAGUE OF CITIES DINNER JANUARY	COUNCIL	220.00
Invoice Amount		: 220.00	Discount Amount		: 0.00	Check Amount : 220.00
Check Number		: 35761	Check Date		: 2/25/2016	
Vendor : 2105 LEE & RO, INC.						
12	71703	2/24/2016	441505/05	CONSTRUCTION MANAGEMENT DECEM	WWTP	24,086.67
12	71704	2/24/2016	44105/06	CONSTRUCTION MANAGEMENT JANU		7,945.00
Invoice Amount		: 32,031.67	Discount Amount		: 0.00	Check Amount : 32,031.67
Check Number		: 35762	Check Date		: 2/25/2016	
Vendor : 8704 LUIS ANDRADE						
11	71705	2/24/2016	514 TAMARACK	WATER REFUND ON CLOSED ACCOU	ADMIN	23.72
Invoice Amount		: 23.72	Discount Amount		: 0.00	Check Amount : 23.72
Check Number		: 35763	Check Date		: 2/25/2016	
Vendor : 4636 MEZA'S SMALL ENGINE REPAIR						
10	71738	2/25/2016	932286	REPAIRS TO PRESSURE WASHER	FD	350.92
Invoice Amount		: 350.92	Discount Amount		: 0.00	Check Amount : 350.92
Check Number		: 35764	Check Date		: 2/25/2016	
Vendor : 1095 MOSS, LEVY & HARTZHEIM (bh)						
10	71710	2/24/2016	6514	AUDIT WORK TO DATE FY ENDING 6/3	ADMIN	5,000.00
Invoice Amount		: 5,000.00	Discount Amount		: 0.00	Check Amount : 5,000.00
Check Number		: 35765	Check Date		: 2/25/2016	
Vendor : 8011 NICHOLAS WELLS						
10	71697	2/23/2016	FEB. 2016	MILEAGE REIMB. FOR FEB. 2016	ADMIN	381.23
Invoice Amount		: 381.23	Discount Amount		: 0.00	Check Amount : 381.23
Check Number		: 35766	Check Date		: 2/25/2016	
Vendor : 1450 PITNEY BOWES GLOBAL FINANCE SERVICES LLC						
10	71714	2/24/2016	2643668-FB16	POSTAGE/FOLDING EQUIPMENT LEAS		108.29
11	71714	2/24/2016	2643668-FB16	POSTAGE/FOLDING EQUIPMENT LEAS	ADMIN	108.29

CITY OF HOLTVILLE

Monthly Check Register

Date : 3/9/2016 9:53:06 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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Invoice Amount : 324.89		Discount Amount : 0.00		Check Amount :		324.89
Check Number : 35767		Check Date : 2/25/2016				
Vendor : 8138 SERVICE MASTER						
10	71726	2/24/2016	31464	JANITORIAL SERVICES	PW	1,374.00
Invoice Amount : 1,374.00		Discount Amount : 0.00		Check Amount :		1,374.00
Check Number : 35768		Check Date : 3/4/2016				
Vendor : 2149 ACME STAFFING						
10	71820	3/1/2016	18605	TEMP EMPLOYEES	ADMIN	684.80
12	71820	3/1/2016	18605	TEMP EMPLOYEES	PW	1,932.92
Invoice Amount : 2,617.72		Discount Amount : 0.00		Check Amount :		2,617.72
Check Number : 35769		Check Date : 3/4/2016				
Vendor : 1771 AIRWAVE COMMUNICATION						
11	71791	2/29/2016	429582	REPLACE BATTERIES IN SENSUS MET	PW	142.46
10	71792	2/29/2016	429597	REPAIRS TO HEADSETS		229.80
10	71804	2/29/2016	429725	REPLACE BATTERY IN METER READE	FD	275.79
10	71807	2/29/2016	606151	MONTHLY MAINTENANCE ON RADIOS		236.00
Invoice Amount : 884.05		Discount Amount : 0.00		Check Amount :		884.05
Check Number : 35770		Check Date : 3/4/2016				
Vendor : 2378 AT&T						
10	71821	3/2/2016	FEB. 2016	TELEPHONE CHARGES		765.15
11	71821	3/2/2016	FEB. 2016	TELEPHONE CHARGES	ADMIN	106.11
12	71821	3/2/2016	FEB. 2016	TELEPHONE CHARGES		85.96
Invoice Amount : 957.22		Discount Amount : 0.00		Check Amount :		957.22
Check Number : 35771		Check Date : 3/4/2016				
Vendor : 8016 AT&T MOBILITY						
10	71842	3/4/2016	FEB/ 2016	CELL PHONE	ADMIN	99.91
Invoice Amount : 99.91		Discount Amount : 0.00		Check Amount :		99.91
Check Number : 35772		Check Date : 3/4/2016				
Vendor : 2030 BLUE SHIELD OF CALIFORNIA						
10	71812	3/1/2016	MARCH 2016	INSURANCE PREMIUM	ADMIN	3,490.66
11	71812	3/1/2016	MARCH 2016	INSURANCE PREMIUM		2,317.22
12	71812	3/1/2016	MARCH 2016	INSURANCE PREMIUM		2,087.76
Invoice Amount : 7,895.64		Discount Amount : 0.00		Check Amount :		7,895.64
Check Number : 35773		Check Date : 3/4/2016				
Vendor : 1253 CALIFORNIA CONTRACTORS SUPPLIES, INC.						
10	71806	2/29/2016	T18247	OIL OBSORBENT PADS; TARP; GLOV	FD	337.79
Invoice Amount : 337.79		Discount Amount : 0.00		Check Amount :		337.79
Check Number : 35774		Check Date : 3/4/2016				
Vendor : 2320 COUNTY MOTOR PARTS						
10	71761	2/29/2016	201983	SHOP TOWELS		5.15
10	71762	2/29/2016	201883	BONNET		28.16
10	71763	2/29/2016	201803	FUEL TREATMENT	FD	6.04
10	71764	2/29/2016	201916	MEGUIARS SCRATCH		15.22
10	71765	2/29/2016	201653	SPARK PLUG		8.86
10	71805	2/29/2016	202306	DRILL BIT		36.17
Invoice Amount : 99.60		Discount Amount : 0.00		Check Amount :		99.60
Check Number : 35775		Check Date : 3/4/2016				
Vendor : 1435 DEL SOL MARKET						
10	71760	2/29/2016	1378	KNIVES FOR RIB COOK OFF	RIB COOK OFF	35.68
Invoice Amount : 35.68		Discount Amount : 0.00		Check Amount :		35.68

CITY OF HOLTVILLE

Monthly Check Register

Date : 3/9/2016 9:53:06 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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Check Number : 35776 Check Date : 3/4/2016						
Vendor : 8705 EDUARDO RAMIREZ						
10	71810	3/1/2016	FIRE PREVENTION	ACCOMODATIONS; PER DIEM AND TRAV		865.42
Invoice Amount : 865.42 Discount Amount : 0.00 Check Amount :						865.42
Check Number : 35777 Check Date : 3/4/2016						
Vendor : 1884 ESTRADA SYSTEMS GROUP, INC.						
10	71822	3/2/2016	6211	COMPUTER CONSULTANTING; MAINT		1,260.00
11	71822	3/2/2016	6211	COMPUTER CONSULTANTING; MAINT		540.00
12	71822	3/2/2016	6211	COMPUTER CONSULTANTING; MAINT		405.00
Invoice Amount : 2,205.00 Discount Amount : 0.00 Check Amount :						2,205.00
Check Number : 35778 Check Date : 3/4/2016						
Vendor : 1536 FERGUSON ENTERPRISES, INC. #1350						
11	71793	2/29/2016	2973341-1	HOLE SAWS		21.57
12	71798	2/29/2016	2973341	HOLE SAW; PVC; SAW KIT; TWO PIEC		262.09
Invoice Amount : 283.66 Discount Amount : 0.00 Check Amount :						283.66
Check Number : 35779 Check Date : 3/4/2016						
Vendor : 1488 GREG BENTLY ELECTRIC						
10	71796	2/29/2016	2015284	REPLACE LAMP BALLAST IN PW SHO		252.73
10	71797	2/29/2016	2015310	REPLACE LIGHT FIXTURES AT PUBLI		1,020.29
11	71799	2/29/2016	2015318	INSTALL CABLE FOR SECOND PRESS		738.82
12	71800	2/29/2016	2015331	REMOVE PHOTO CELL AND INSTALL		658.56
Invoice Amount : 2,670.40 Discount Amount : 0.00 Check Amount :						2,670.40
Check Number : 35780 Check Date : 3/4/2016						
Vendor : 2399 HARTFORD						
10	71811	3/1/2016	MARCH 2016	INS. PREMIUM		225.32
11	71811	3/1/2016	MARCH 2016	INS. PREMIUM		35.96
12	71811	3/1/2016	MARCH 2016	INS. PREMIUM		38.99
Invoice Amount : 300.27 Discount Amount : 0.00 Check Amount :						300.27
Check Number : 35781 Check Date : 3/4/2016						
Vendor : 1471 HD SUPPLY WATERWORKS, LTD						
11	71759	2/29/2016	E868858	HYDRANT METER		822.32
Invoice Amount : 822.32 Discount Amount : 0.00 Check Amount :						822.32
Check Number : 35782 Check Date : 3/4/2016						
Vendor : 2403 HIGHLINE COOLING, LLC						
10	71823	3/2/2016	MARCH 2016	OFFICE RENT PD/FD		2,000.00
Invoice Amount : 2,000.00 Discount Amount : 0.00 Check Amount :						2,000.00
Check Number : 35783 Check Date : 3/4/2016						
Vendor : 1910 HUMANA						
10	71815	3/1/2016	MARCH 2016	INS. PREMIUMS		414.32
11	71815	3/1/2016	MARCH 2016	INS. PREMIUMS		323.18
12	71815	3/1/2016	MARCH 2016	INS. PREMIUMS		297.41
Invoice Amount : 1,034.91 Discount Amount : 0.00 Check Amount :						1,034.91
Check Number : 35784 Check Date : 3/4/2016						
Vendor : 1024 I.C. HEALTH DEPARTMENT						
11	71802	2/29/2016	17469	LAB ANALYSIS		120.00
10	71803	2/29/2016	17483	PHYSICAL FOR NEW EMPLOYEE FD		527.00
Invoice Amount : 647.00 Discount Amount : 0.00 Check Amount :						647.00
Check Number : 35785 Check Date : 3/4/2016						
Vendor : 1027 IMPERIAL STORES						
10	71766	2/29/2016	805294	TRIGGER GUN; PRESURE HOSE; NOZZ		105.27
10	71767	2/29/2016	568643	CABLE TIES; LIGHT BULBS		29.51

CITY OF HOLTVILLE

Monthly Check Register

Date : 3/9/2016 9:53:06 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount				
10	71768	2/29/2016	568687	TANK LEVER		10.62				
10	71769	2/29/2016	568603	WD 40		5.93				
10	71770	2/29/2016	568539	CARPET; BUBBLE WRAP		83.25				
10	71771	2/29/2016	568481	HACKSAW		18.78				
10	71772	2/29/2016	568505	ARMOR ALL; WIRE NUT		7.78				
10	71773	2/29/2016	568834	GLOVES; BIB WASHERS		37.92				
10	71774	2/29/2016	568740	CLEANING SUPPLIES		19.75				
10	71775	2/29/2016	568673	WASHERS; BOTTLED WATER		19.12				
10	71776	2/29/2016	568215	CLEANING SUPPLIES		17.33				
10	71777	2/29/2016	568477	COBALT; BITS		25.81				
10	71778	2/29/2016	568475	COBALT DRILL BIT		8.11				
10	71779	2/29/2016	568514	DEGREASER		9.30				
10	71780	2/29/2016	568561	SHOP TOWELS		5.70				
10	71781	2/29/2016	568796	HEX BOLTS		0.62				
10	71782	2/29/2016	568794	HEX BOLTS; NUTS		1.44				
10	71783	2/29/2016	568828	CLEANING SUPPLIES; OFFICE SUPPLIE		31.78				
10	71784	2/29/2016	568700	EXT. CORD		21.06				
10	71785	2/29/2016	568813	2 CYCLE OIL; 2 STROKE OIL		22.03				
10	71786	2/29/2016	568899	DEGREASER		4.64				
10	71787	2/29/2016	568863	PERFORMANCE PLUNGER; AUGER H		37.18				
10	71790	2/29/2016	568995	ADAPTERS; HOSE SAW; ABS CAP		28.75				
11	71794	2/29/2016	568953	RED SPRAY PAINT		13.64				
10	71795	2/29/2016	569132	FLOUR BULBS		21.79				
Invoice Amount		: 587.11		Discount Amount		: 0.00	Check Amount		: 587.11	
Check Number		: 35786		Check Date		: 3/4/2016				
Vendor		: 1757 IMPERIAL VALLEY ENVIRONMENTAL LAB								PW
12	71801	2/29/2016	7933	LAB ANALYSIS		815.00				
Invoice Amount		: 815.00		Discount Amount		: 0.00	Check Amount		: 815.00	
Check Number		: 35787		Check Date		: 3/4/2016				
Vendor		: 8106 JAMES PREDMORE								
10	71824	3/2/2016	3/3/16 MTG.	SCAG MONTHLY MEETING		254.15		COUNCIL		
10	71825	3/2/2016	3/24/16 MTG.	SCAG SPECIAL MEETING		254.15				
Invoice Amount		: 508.30		Discount Amount		: 0.00	Check Amount		: 508.30	
Check Number		: 35788		Check Date		: 3/4/2016				
Vendor		: 8678 L.A. POLICE GEAR, INC.								
10	71758	2/29/2016	3288973	UNIFORM PANTS	FD	298.31		FD		
Invoice Amount		: 298.31		Discount Amount		: 0.00	Check Amount		: 298.31	
Check Number		: 35789		Check Date		: 3/4/2016				
Vendor		: 7933 MARCOS CORNEJO								
10	71809	3/1/2016	2/18 THRU 2/20/	PER DIEM FOR AMIN TRAINING 2/18 TH		105.00		FD		
Invoice Amount		: 105.00		Discount Amount		: 0.00	Check Amount		: 105.00	
Check Number		: 35790		Check Date		: 3/4/2016				
Vendor		: 8706 MISSION AMBULANCE								
10	71839	3/3/2016	EDUARDO RAMIREZ	DRIVER OPERATOR 1A TRAINING		250.00		FD		
10	71840	3/3/2016	SERGIO HERNANDE	DRIVER OPERATOR 1A TRAINING		250.00				
Invoice Amount		: 500.00		Discount Amount		: 0.00	Check Amount		: 500.00	
Check Number		: 35791		Check Date		: 3/4/2016				
Vendor		: 1555 ROBERT S. NELSON AUTOMOTIVE								
10	71789	2/29/2016	11369	SERVICE VEHICLE	FD	62.48		FD		
Invoice Amount		: 62.48		Discount Amount		: 0.00	Check Amount		: 62.48	

CITY OF HOLTVILLE

Monthly Check Register

Date : 3/9/2016 9:53:06 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 35792 Check Date : 3/4/2016						
Vendor : 8339 SIMNSA HEALTH PLAN						
10	71813	3/1/2016	MARCH 2016	INSURANCE PREMIUM (HEALTH)		540.26
11	71813	3/1/2016	MARCH 2016	INSURANCE PREMIUM (HEALTH)	ADMIN	1,418.02
12	71813	3/1/2016	MARCH 2016	INSURANCE PREMIUM (HEALTH)		423.89
10	71814	3/1/2016	MARCH ' 16	INSURANCE PREMIUM (DENTAL)		54.40
11	71814	3/1/2016	MARCH ' 16	INSURANCE PREMIUM (DENTAL)		126.40
12	71814	3/1/2016	MARCH ' 16	INSURANCE PREMIUM (DENTAL)		63.20
Invoice Amount : 2,626.17		Discount Amount : 0.00		Check Amount :		2,626.17
Check Number : 35793 Check Date : 3/4/2016						
Vendor : 1401 TURNING POINT MINISTRIES						
10	71831	3/1/2016	2016 BANQUET	TURNING POINT BANQUET SPONSOR	COUNCIL	1,000.00
Invoice Amount : 1,000.00		Discount Amount : 0.00		Check Amount :		1,000.00
Check Number : 35794 Check Date : 3/4/2016						
Vendor : 2524 VALLEY TESTING						
10	71788	2/29/2016	26446	DRUG TESTING FOR NEW EMPLOYEE	FD	104.90
Invoice Amount : 104.90		Discount Amount : 0.00		Check Amount :		104.90
Check Number : 35795 Check Date : 3/4/2016						
Vendor : 8116 VANTAGE POINT TRANSFER AGENTS - 108793						
10	71832	3/3/2016	PP# 3 2016	PP#3 RETIREMENT; PENSION REPAY		3,734.86
11	71832	3/3/2016	PP# 3 2016	PP#3 RETIREMENT; PENSION REPAY		1,025.28
12	71832	3/3/2016	PP# 3 2016	PP#3 RETIREMENT; PENSION REPAY	ADMIN	873.52
10	71833	3/3/2016	PP# 4 2016	PP#4 RETIREMENT; PENSION REPAY		3,860.91
11	71833	3/3/2016	PP# 4 2016	PP#4 RETIREMENT; PENSION REPAY		1,025.28
12	71833	3/3/2016	PP# 4 2016	PP#4 RETIREMENT; PENSION REPAY		873.52
Invoice Amount : 11,393.37		Discount Amount : 0.00		Check Amount :		11,393.37
Check Number : 35796 Check Date : 3/4/2016						
Vendor : 2012 VERIZON WIRELESS						
10	71819	3/1/2016	9760410990	CELL PHONE CHARGES	ADMIN	207.42
11	71819	3/1/2016	9760410990	CELL PHONE CHARGES		189.89
12	71819	3/1/2016	9760410990	CELL PHONE CHARGES		141.56
Invoice Amount : 538.87		Discount Amount : 0.00		Check Amount :		538.87
Check Number : 35797 Check Date : 3/4/2016						
Vendor : 2055 VISION SERVICE PLAN						
10	71816	3/1/2016	MARCH 2016	INSURANCE PREMIUM	ADMIN	118.92
11	71816	3/1/2016	MARCH 2016	INSURANCE PREMIUM		156.59
12	71816	3/1/2016	MARCH 2016	INSURANCE PREMIUM		87.16
Invoice Amount : 362.67		Discount Amount : 0.00		Check Amount :		362.67
Total Number of Vendors : 52 :						
Total Number of Checks Printed : 54 :						
Total Number of Voided Checks : 0 :						
Largest Check Amount : 209,457.00 :						
Total for all Checks Printed : 317,873.14 :						
Total for Voided Checks : 0.00 :						
Net Amount of Checks Printed : 317,873.14 :						

Summary

Fund	Amount
10 GENERAL FUND	41,785.30
11 WATER	20,177.67

CITY OF HOLTVILLE
Monthly Check Register

Date : 3/9/2016 9:53:06 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
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Summary

Fund	Amount
12 SEWER	255,910.17

City of Holtville

REPORT TO COUNCIL

DATE: March 14, 2016

FROM: Denise Garcia, City Clerk

SUBJECT: Special Events and Business License Fees

ISSUE: Shall the City Council direct staff to collect Business License Fees from Booth Vendors selling merchandise at the Chamber Event on March 17, 2016?

RECOMMENDATION:

That the City Council review the information and provide direction to staff on what fee, if any, to charge for the Chamber of Commerce March 17 event in the Park

FISCAL IMPACT: Undetermined

DISCUSSION:

Over the years, both the City and the Chamber of Commerce have held numerous Farmer's Markets and other events where vendors were invited to sell their merchandise or food. The City Council has set Business License fees at \$100 per year and the Peddler's License fee at \$50 per day. However, fees are not established for these vendors selling their items at special events held in the City. Chamber of Commerce Carrot Festival vendors have always been required to obtain a business license where staff charged each vendor a total of \$25 for a business license to cover the two-day weekend festivities. This fee is also not an approved fee.

CONCLUSION:

With the next Chamber Event, set to take place this Thursday, March 17 in Holt Park, the question has come up on whether or not to require vendors to complete a business license application and charge the full Business License fee.

- Staff requests Council provide direction to staff on what fee, if any, to charge for the March 17 Chamber Event in the Park.
- Staff requests Council provide staff with direction to bring back information at the next meeting to adopt a Resolution amending the Fee Schedule to reflect a range of fees to be charged for various Special Events in the future and update the Municipal Code accordingly.

ALTERNATIVES:

- 1) Take no action; provide no direction.

Respectfully submitted,



Denise Garcia, City Clerk

Attachment: A. Holtville Fee Schedule, Business Licenses, page 1
B. Holtville Municipal Code, Chapter 5.04, Business Licenses

EXHIBIT A – 10 pages

CITY OF HOLTVILLE FEE SCHEDULE

Copies	\$ 1.00 first page \$.50 each page thereafter
Recording Fee	\$150.00
Return Check Fee:	\$ 30.00
Water Deposit for New Account	\$ Two Months Flat Rate
Water – Connection Fee (Turn On/Turn Off)	\$ 25.00

BUSINESS LICENSES

Peddler	\$ 50.00 per day
ALL OTHERS	\$100.00 per year

For statutory provisions authorizing cities to license for revenue and regulation purposes, see Government Code § [37101](#); for provisions authorizing cities to license businesses in the exercise of the police power and for purposes of regulation, see Business and Professions Code §§ [16000](#) through [16003](#).

5.04.005 Required.

It is unlawful for any person, whether as principal or agent, owner or employee, either for himself or any other person or for any body, corporate or otherwise, or as an officer of any corporation, to commence to carry on within the corporate limits of the city, any **business**, trade, calling, profession or occupation in this chapter specified without having first procured a **license** from the city so to do, and each and every day or fractional part of a day that the **business**, trade, calling, profession or occupation in this chapter specified is conducted or carried on without such **license** shall constitute a violation of this chapter, and any person who for himself or for any other person or persons or for any body, corporate or otherwise, commences to carry on such **business**, trade, calling, profession or occupation aforesaid, without first having procured such **license**, is, for each violation of this chapter, guilty of a misdemeanor, and upon conviction thereof shall be punished as provided in HMC [1.12.010](#), and the amount of such **license** shall be deemed a debt due to the city, and such person shall be liable to an action in the name of the city, in any court of competent jurisdiction, for the amount of the **license** of such **business**, trade, calling, profession or occupation, as he shall or they may have engaged in, with costs of suit, and in addition thereto, a penalty of \$25.00 must be added to the judgment as costs to be collected from the defendant or defendants. (Ord. 328 § 2, 1973; Ord. 196 § 1, 1945).

5.04.010 Collection – Authority.

It shall be the duty of the city clerk to prepare and issue a **license** under this chapter for every person liable to pay a **license** thereunder, duly signed by the city clerk, and to state in such **license** the amount thereof, the period of time covered thereby, the name of the person, firm or corporation for whom issued, the **business**, trade, calling, profession or occupation **licensed**, and the location, or place of **business** where such **business**, trade, calling, profession or occupation is to be carried on, and the city clerk shall report to the city council at its second meeting in each quarter, the amount of such **licenses** so delivered to the city during the same quarter.

In no case shall any mistake by the city clerk in stating the amount of any **license** prevent or prejudice the collection for the city of what shall be actually due, with all costs, against anyone for carrying on the **business** without a **license**, or refusing to pay the **license** fees specified herein. (Ord. 196 § 2, 1945).

5.04.015 Collection – When.

The city clerk shall proceed at once to collect such **licenses**. (Ord. 196 § 3, 1945).

5.04.020 Separate licenses required.

All **licenses** shall be paid in advance in the legal tender of the United States, at the office of the city clerk. A separate **license** must be obtained for each branch establishment or separate place of **business** in which the trade, calling, profession or occupation is carried on, and each **license** shall authorize the party obtaining it to carry on, pursue or conduct only that trade, calling, profession or occupation described in such **license**, and only at the location or place of **business** which is indicated thereby. (Ord. 196 § 4, 1945).

5.04.025 Licenses – Quarterly, monthly and daily.

A. The quarterly **license** in this chapter provided shall be due and payable to the city on the first days of January, April, July and October, and all such **licenses** shall expire with the last days of March, June, September and December of each year, but the first quarterly **license** issued to any person as provided in this chapter shall be issued for the unexpired portion of such quarter, and a proportionate amount shall be charged for the same for such unexpired portion of such quarter.

B. The monthly **licenses** in this chapter provided shall be due and payable to the city on the first of each month in advance.

C. The daily **licenses** in this chapter provided shall be due and payable to the city each day in advance. (Ord. 196 § 5, 1945).

5.04.030 Display required.

Each person, firm or corporation having a **license** under the provisions of this chapter and carrying on a **business**, trade, calling, profession or occupation at a particular place of **business** shall keep such **license** posted and exhibited while in force in some conspicuous place. Every peddler of goods, wares or merchandise shall carry his **license** with him at all times while engaged in peddling.

All persons, firms or corporations having a **license** shall produce or exhibit the same when applying for a renewal and whenever requested to do so by the city clerk or any police officer of the city. (Ord. 196 § 6, 1945).

5.04.035 Complaints.

The city clerk and all police officers of the city shall have and exercise the power, first, to make arrests for the violation of any of the provisions of this chapter; second, to enter, free of charge, any place of **business** for which a **license** is required and provided, and to demand the exhibition of such **license** for the current term for any person engaged or employed in the transaction of such **business**; and if any person then and there fails to exhibit such **license**, such person shall be liable to the penalty provided in HMC 5.04.005.

It is made the duty of the city clerk to cause complaints to be filed against all persons violating any of the provisions of this chapter. (Ord. 196 § 7, 1945).

5.04.040 Payment required.

The conviction and punishment of any person for transacting any **business**, trade, calling, profession or occupation without **license** shall not excuse or exempt such person from the payment of any **license** due or unpaid at the time of such conviction, and nothing contained herein shall prevent a criminal prosecution for any violation of the provisions of this chapter. (Ord. 196 § 8, 1945).

5.04.045 Rates – Generally.

The rates of **licenses** for the **businesses**, trades, callings, professions and occupations hereinafter named shall be and the same are fixed and established for and within the city according to the following schedule, and the same shall be paid by all persons, firms or corporations engaged in such **businesses**, trades, callings, professions or occupations as set forth in HMC 5.04.050 through 5.04.480. (Ord. 196 § 9, 1945).

4

City of Holtville REPORT TO COUNCIL

MEETING DATE:	3/14/16
APPROVED FOR AGENDA	
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

DATE ISSUED: March 14, 2016

FROM: Denise Garcia, City Clerk

SUBJECT: Confirmation of Council Appointment of Council Member Ward as SCAG Voting Delegate

INFORMATION ONLY:

The SCAG Conference and General Assembly will take place on May 5-6 in La Quinta, California. During the last regular Council Meeting, on Monday, February 22, Council was asked to choose a delegate to vote on behalf of the City at the Conference & General Assembly. During the discussion, it was decided that Council Member Ginger Ward would attend and serve as Holtville's voting delegate.

A copy of the minutes reflecting the appointment has been requested by SCAG to confirm that Council Member Ward was selected as the City's voting delegate.

Respectfully Submitted,



Denise Garcia, City Clerk

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: March 14, 2016
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>03/14/16</u>
Item Number	<u>5</u>
City Manager	
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

WATER ENTERPRISE

Tank Rehab – Corrosion has developed inside the 2.4 million gallon water storage tank that was completed in 2010. Staff obtained multiple bids for repairs and ongoing maintenance, as well as potential solutions to our TTHM issue and potential funding sources. A general estimate was given to rehab the tank at \$225k-275k for the resurfacing and \$350k-400k for the aeration (TTHM solution) portion. The City recently applied for funding from BECC for the tank coating, but was notified that we will need to wait until the completion of the WWTP Rehab Project to be eligible. A more in-depth application was prepared and submitted to SRF last month.

System Controls – Frank Cornejo obtained an updated estimate from TESCO last year of about \$450k to replace the aged system. Frank had hoped that this project might be put off and the controls might “limp along” for another 18 months while we attack other water issues and staff was able to investigate alternatives and potential funding sources. A recent failure in these controls caused a water break, which has brought this issue back to the “top of the stack” in problems to address. City staff recently had a conference call with SRF staff regarding funding this issue. This issue is also addressed on the SRF application.

Rate Study – As previously reported to City Council, the profitability of the Water Enterprise is becoming problematic. Coupled with the issues listed above and the debt covenant to budget a net revenue of 120% of the annual debt service, we must explore the possibility of a rate adjustment. Staff is beginning the outreach to organizations such as the Rural Community Assistance Corporation and the California Rural Water Association to explore the potential of procuring this for the City at no charge.

Floating Solar – A contract was signed with Infratech Industries for the installation of a floating solar array on the City Water Ponds for the purpose of producing power for the Water Treatment facility in 2014. Several plan iterations were submitted to the Building Department and forwarded to the City Engineer for review with continued “issues.” The seventh round addressed the remaining issues regarding the electrical drawings and the plans passed the review from the subcontracted electrical engineer. We are presently in discussions with Infratech regarding contract changes necessitated by the scaled-back size of the project.

SEWER ENTERPRISE

WWTP Project – The \$15 million project to rehab the City’s Wastewater Treatment Plant, financed by the State Clean Water Revolving Fund along with BECC and the EPA through NADBank, is under construction by Pacific Hydrotech. In November, the City’s WWTP Cease & Desist Order (and corresponding deadline for completing this project) were extended to 12/31/16, which should give ample time for completion. Most of the excavation and base concrete pouring has been completed **and electrical wiring has begun**. Project meetings have not produced any major issues.

TRANSPORTATION PROJECTS

Fifth Street & Grape Avenue Pedestrian Roadway Improvement Project – This project essentially adds or improves curb, gutter and sidewalk on the north side of Fifth Street at Grape Avenue, using CMAQ funding coming through ICTC. Development Design & Engineering, Inc. was selected as the RE/CM and Pyramid Construction as the construction contractor. Work is expected to begin in the next few weeks after Caltrans completes submittal reviews.

Cedar Avenue Sidewalk Improvements Project – Improvements to curb, gutter and sidewalk along the east side of Cedar Avenue between Fourth and Fifth Streets were approved through the CMAQ program. An RFP for a design engineer is currently being developed.

Walnut Avenue South Improvements Project – Proposed improvements consist of installation of AC pavement overlay and widening to 50' in width along the length of Walnut Avenue from Fourth to First Street. The ICTC scoring process resulted in the project being awarded 82% of the funds requested through RSTP in the total amount of \$498,000. Procurement of a construction contractor and CM/RE were authorized by the City Council last month and *both have been advertised*.

PUBLIC WORKS

PARKS

Pete Mellinger Alamo River Trail - The 4th phase of this project, which included trail improvements and bridge installations between the Holtville Skate Park and Earl Walker Park, is basically complete. The City received notice through the State Parks Department that additional funding had become available for, among other things, pedestrian trails. The City submitted an application and although there was not enough additional funding awarded to fund the amenities that were cut from the last phase of the project, the City was awarded a sizeable sum to offset some past project overruns (i.e. the bridge installation).

A revision to the planned trail head sign to reflect the name change to the “Pete Mellinger Alamo River Trail” was prepared and will be produced, which will complete this phase of the project. There has been some difficulty finding a vendor to do the etching of the metal sign. I consulted with the contractor last month and hopefully the project is being pushed along so that the sign can be completed and a dedication ceremony can be held in the near future.

Mac Park - City staff has been working with Holtville Little League to construct a second baseball diamond to the east of the current field. We recently met with Jimmy Abatti, the recognized baseball field “guru” in the Imperial Valley, about what needs to be done. Funding is being sought both through grants and donations. It is hoped that we can move this project forward soon. A new “point person” – Ben Williams – has been appointed by Little League, so that should help the process as well.

ADMINISTRATION

BUILDING PERMITS - The City has issued **25** building permits during 2016.

Holtville Estates - Fourteen homes have been sold and occupied in the first three phases of the development. With 6 lots on hold in Phase IV, they currently plan to stay in construction through the completion of the subdivision. Building permits for 7 homes were pulled last month.

Holtville Luxury Apartments – A project has been in the works for some time at the corner of Ninth and Melon, just outside the City limits. I recently met once again with John Hawk, who represents the landowners, about the project. As the Service Area Plan has now been adopted, work will once again begin with the City and LAFCO to propose annexation and development. At present, we are awaiting formal submission of project plans by the Melon, LLC group.

OTHER

Sustainable Communities General Planning Grant – The consultant selected to complete the Plan, Michael Baker International, has been working on gathering data and are currently scheduling some onsite visits to continue their work. The consultants were onsite for a workshop for the Housing Element portion of the plan. A draft of that section has been submitted and *comments have been provided by staff*. We will continue to provide information to keep the process moving.

Black Dog Trestle Fire Matter – The lawsuit trial over the fire started by Black Dog that damaged the old railroad trestle recently concluded. Although the \$665,588 was less than we sought, it is considerably more than was offered to settle. A subsequent settlement offer for a lesser amount in lieu of a potential appeal by Black Dog was rejected by Council and Black Dog's attorneys recently filed their Notice of Appeal, so we are awaiting a hearing date in the future. *We were notified that the attached funds from Black Dog were collected and are now in hand. A few clerical issues need to be completed, but it seems a full resolution of the matter is imminent.*

MEETINGS & EVENTS RECENTLY ATTENDED:

- 02/22/16 Management Staff Meeting *City Hall*
- 02/25/16 Meeting w/ CalRecycle/IVRMA Reps *City Hall*
- 02/26/16 Walnut Ave Project Pre-Bid *City Hall*
- 02/29/16 Management Staff Meeting *City Hall*
- 03/02/16 Meeting w/ Jack Holt re: *Cedar Sidewalk Project* *Project Site*
- 03/07/16 Walnut Ave Project ARAM Discussion *Holt Group Office*
- 03/08/16 Management Staff Meeting *City Hall*
- 03/08/16 Reception for New County Librarian *County Admin Bldg*
- 03/08/16 Status Meeting re: Pond Solar Project *DD&E Office (EC)*
- 03/09/16 ICTC Management Committee Meeting *County Admin Bldg*
- 03/09/16 CCMA Meeting *County Admin Bldg*
- 03/10/16 Bi-National Alliance Meeting *Imperial Palms Resort*

UPCOMING EVENTS:

-
- 03/14/16 Management Staff Meeting *City Hall*
- 03/14/16 Holtville City Council Meeting *City Hall*
- 03/21/16 Holtville Planning Commission Meeting *City Hall*
- 03/22/16 Walnut Avenue Project Bid Opening *City Hall*
- 03/23/16 IID Salton Sea & Renewable Energy Bus Tour *IID Tour*
- 03/24/16 IVECA Board Meeting *EC ED Offices*
- 03/24/16 HHS Career Day *Holtville High School*
- 03/28/16 Holtville City Council Meeting *City Hall*
- 03/30/16 WWTP - Monthly Progress Meeting *WWTP Plant*
- 03/30/16 IID Canal/Water Efficiency Tour *IID Tour*
- 04/02/16 Holtville Fire Dept Open House *Fire House*
- 04/07/16 Holtville CofC BoD *Vessey & Co*
- 04/13/16 ICTC Management Committee Meeting *City of Brawley*
- 04/13/16 CCMA Meeting *City of Brawley*
- 04/14/16 League of Cities Division Dinner *Inferno (Brawley)*
- 05/04/16 Bike to School Day *Town to Pine School*
- 05/12/16 City of El Centro State of the City Address *Site TBD*
- TBD Briefing on ACO / Emergency Comm Survey *IC Admin Offices*

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

Respectfully submitted,



Nicholas D. Wells
(760) 356-4574

City of Holtville

Report to Council

MEETING DATE:	03/14/16	
ITEM NUMBER	5a	
Approvals	CITY MANAGER	
	FINANCE MANAGER	
	CITY ATTORNEY	

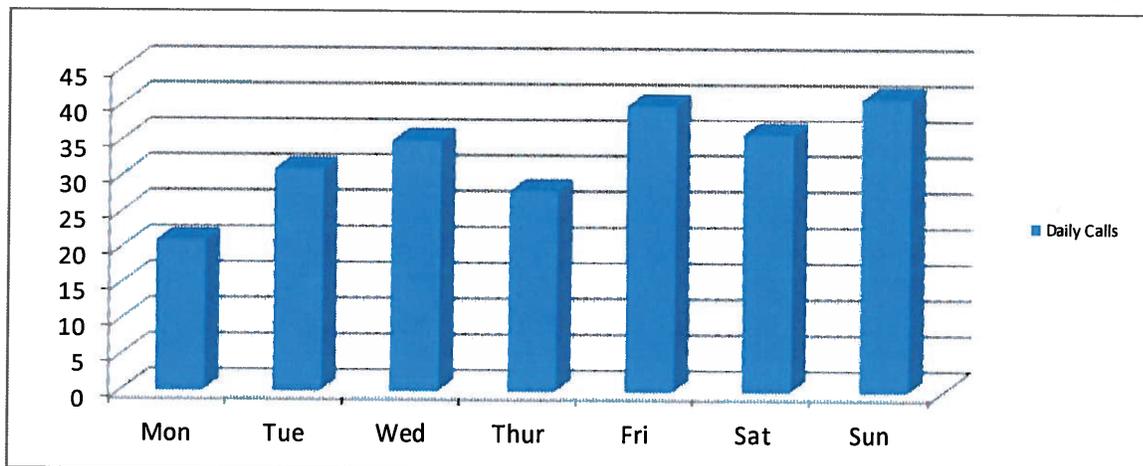
Date Issued: March 7, 2016
From: Sergeant Manuel De Leon, Chief of Police
Subject: Holtville Sheriff's Monthly Report – February 2016

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

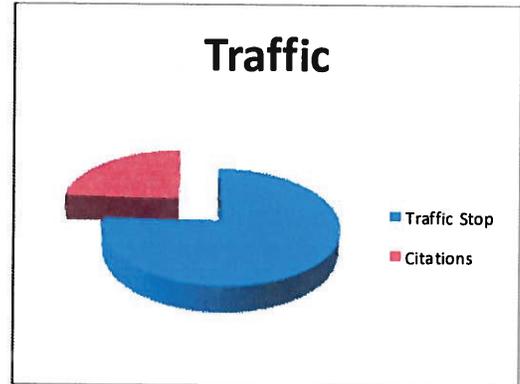
The following is a summary of statistics for the Holtville Sheriff's Deputies for the month of February 2016.

Calls For Service:

- **232** total incident reports, which were entered into Spillman Computer Database by the Imperial County Sheriff's Dispatch Center. These calls consisted of requests for Sheriff's services.
- The highest volume of calls for service occurred on **Sunday** with **41 calls**. The highest volume of calls occurred from **1:00 p.m. to 2:00 p.m.**

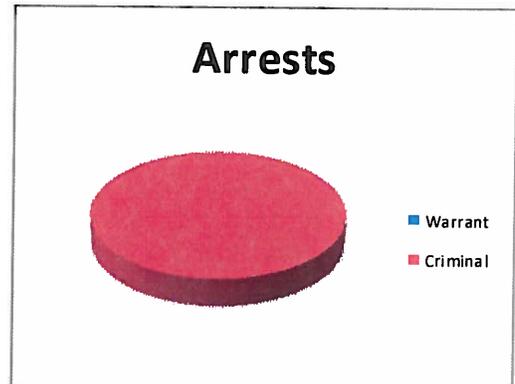


<i>Traffic</i>	<i>Total</i>
Traffic Stops	66
Citations Issued	21
Traffic Collisions	5
DUI's	1



<i>Crimes</i>	<i>Total</i>
Burglary	1
911 Calls - Hangups	2
Vandalism	2
Disturbing the Peace	15
Narcotic Offenses	1

<i>Arrests</i>	<i>Total</i>
Warrants	0
Criminal	4
Total	4



<i>Miscellaneous</i>	<i>Total</i>
Animal Problem	4
Alarm Calls	14
Deputy Request	17

The following is a brief summary of incidents and events that the Holtville Police Department has been involved in during the month of February 2016.

- On February 1, 2016, Deputy A. Contreras replaced the public phone outside of 585 Fern Avenue and made the box more visible by painting it red.
- On February 2, 2016, Deputies responded to Holtville High School regarding students harassing each other over telephone messages. Students were turned over to their parents.
- On February 2, 2016, I met with the Chamber to finalize organization for carrot parade.
- On February 6, 2016, Reserve Deputies and Holtville Deputies assisted the city with the Carrot parade.
- On February 12, 2016, Sr. Deputy Lindberg scheduled a meeting with the Orchard View apartments to listen to any issues by the tenants. The manager and one tenant attended but neither had any concerns.
- On February 16-18, 2016, Deputy Ayala attended training on gangs held at the Cocopah Event Center in Yuma, Az.
- On February 17, 2016, Sr. Deputy Lindberg assisted Holtville Fire with a fire at the intersection of Fern and 5th Street.
- On February 22, 2016, Sr. Deputy Lindberg and I presented a survey form to City Council. The form was later resubmitted to the City Manager for review with City Councils' request for modification.
- On February 23, 2016, I handled a complaint from a grandfather being worried about his grandchildren. Social Services was contacted and put in touch with the grandfather.
- Deputies handled and assisted on several calls at the Holtville School District. I also attended a S.A.R.B. (School Attendance Review Board) meeting on February 10, 2016.

Respectfully submitted,

Sergeant Manuel De Leon

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	03/14/16
ITEM NUMBER	5b
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: March 9, 2016

FROM: Frank Cornejo
Water/Wastewater Operations Supervisor

SUBJECT: Water / Wastewater Plant Operations & Maintenance Summary

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

The purpose of this report is to inform council of all operations, maintenance, and construction activities completed at the City's water & wastewater treatment facilities during the period between 02/03/16 to 02/10/16

Also attached to this report are photos of the current wastewater treatment plant improvements construction work.

Water Treatment Plant:

- **WTP staff began excavating and installing new carrier pipe for post chlorine chemical feed lines.**
- **WTP staff and PW crew installed concrete pad for new replacement AC unit for VFD room.**
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

Waste Water Treatment Plant:

- **WWTP staff and PW crew completed installation of new 4" ductile iron discharge pipeline at Lewis Homes sewer lift station.**
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

Waste Water Treatment Construction:

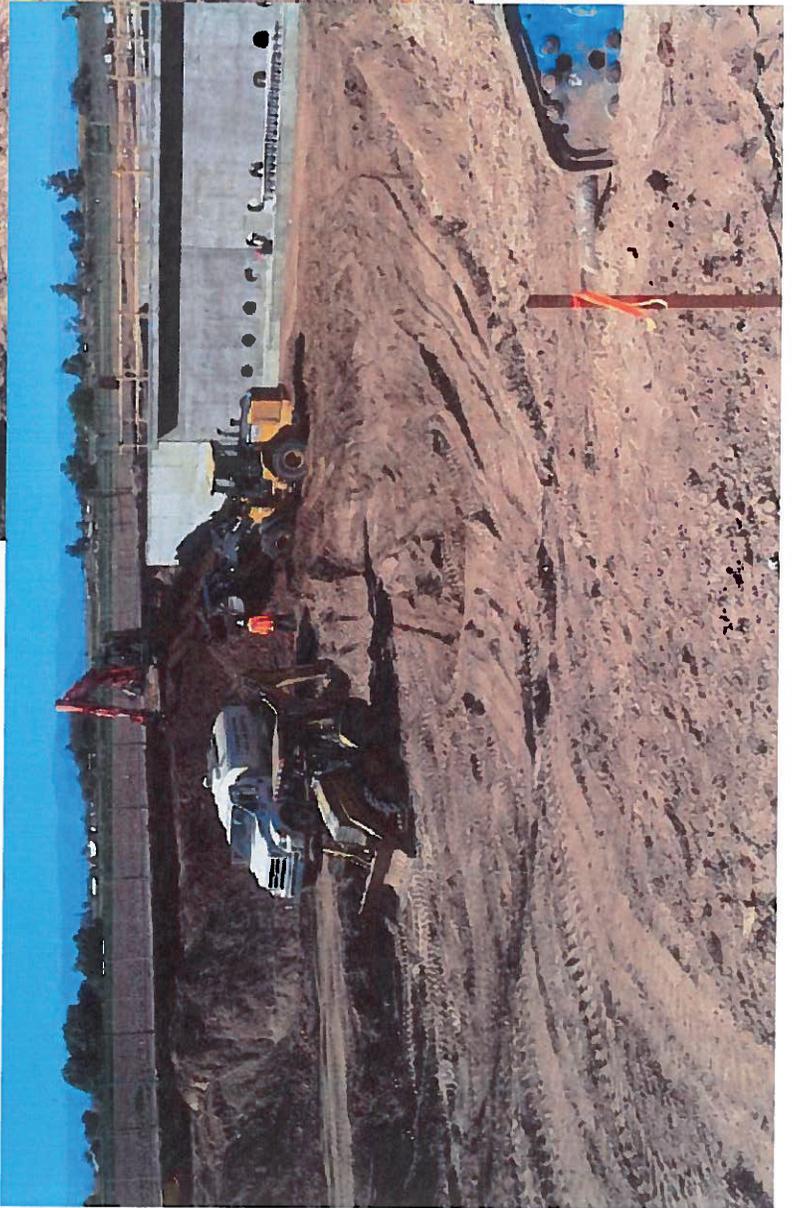
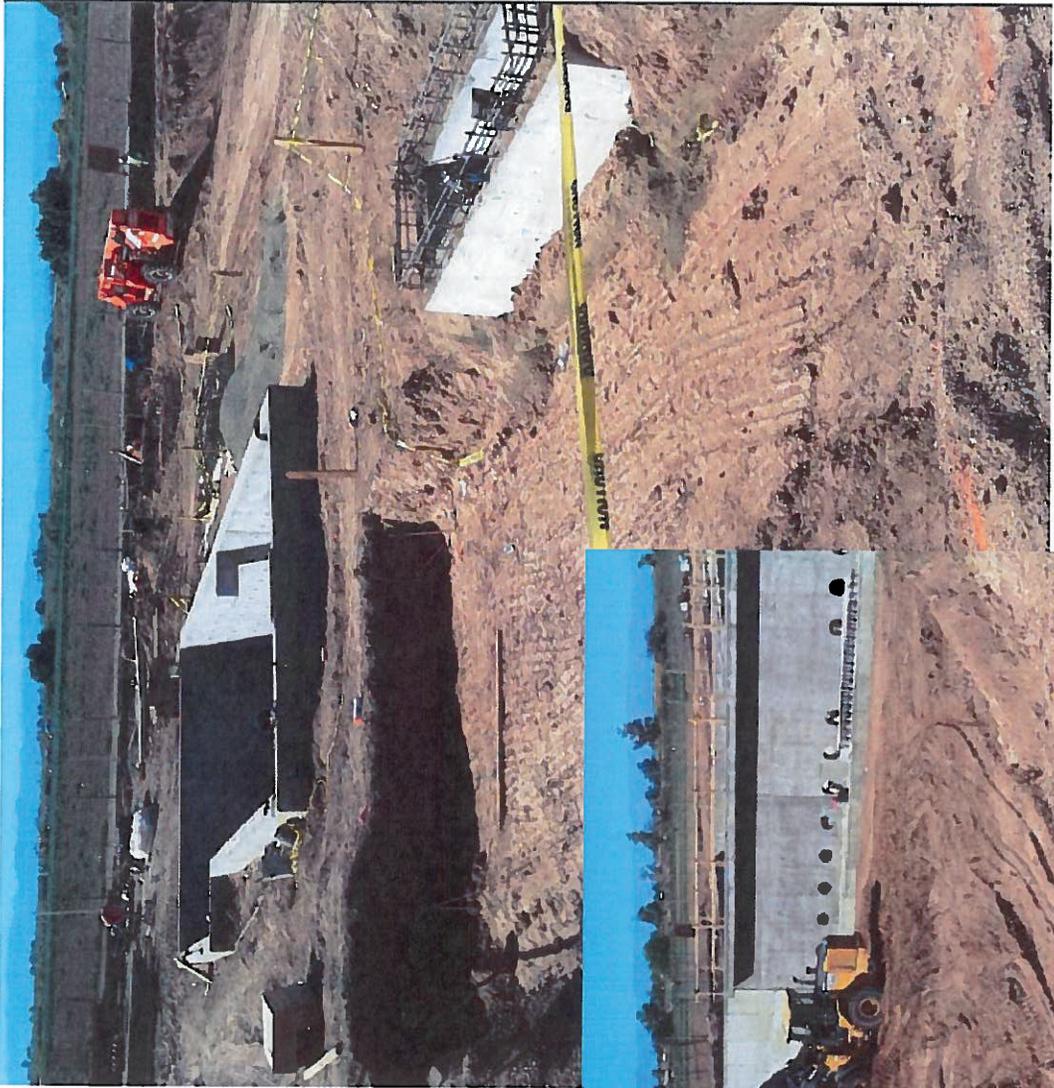
- **Pacific Hydro work began installation of Block Retention Wall and fence posts along east side of the plant site. *(see attached photo)***
- **Pacific Hydro work crews completed excavation for Parshall Flume influent flow metering vault at plant headworks. *(see attached photo)***
- **Pacific Hydro work crews continued soil removal and excavation work for Biolac aeration basin. *(see attached photo)***

Respectfully Submitted,



Frank Cornejo.
Water/Wastewater Operations Supervisor
City of Holtville





City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>03/14/16</u>
ITEM NUMBER	<u>5c</u>
Approvals	CITY MANAGER <u></u>
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 9, 2016

FROM: Alex Chavez, Public Works Foreman

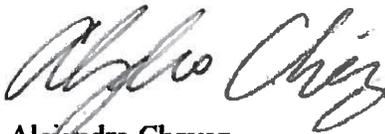
SUBJECT: Bi Monthly Report - Public Works

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

The purpose of this report is to inform Council of Public Works activities since the last council meeting. Public Works has been actively working on or completed the following:

- Cleared sewer plugs at different locations in town.
- Repaired water service line leaks.
- Worked with the Sheriffs Department to clean up graffiti at park and around town.
- Patch potholes in different locations in town.
- Ran main sewer lines in different locations in town.
- Repaired twelve inch waterbreak on the corner of 5th and Orange Ave.
- Removed and replaced 60 feet of sidewalk on the 800 blk. of Chestnut Ave.
- Repair fire hydrant bollard on 5th and Pine Ave.
- Installed 6- two inch Verizon meters.
- Caught 3 cats and 4 dogs, two dogs released by to owner.
- Removed and replaced four inch failing pipe at the lift station at Lewis Homes.

Respectfully Submitted,



Alejandro Chavez
Public Works

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	03/14/16	
ITEM NUMBER	5d	
Approvals	CITY MANAGER	
	FINANCE MANAGER	
	CITY ATTORNEY	

DATE ISSUED: March 14, 2016
FROM: Hector Orozco
SUBJECT: Finance Department Update

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

7 month Income Statement Review of Major Funds –

General Fund

Overall, general fund revenues are tracking higher than projected. The General Fund is at 75% of the projected budget for the year; that's 11 % higher than budgeted. Expenditures are at 71% of budget, 4% than expected.

Water Fund

Water fund revenues and expenditures are at 65 % of the projected budget for the year, both 2 % lower than budgeted.

Sewer Fund

Sewer Revenues are at 71% of adopted budget; 4% higher, while expenditures are at 68% of budget, just 1% higher than projected.

Trash

Solid waste revenues are at 68% of the budget; however, expenditures are at 73%, 5% higher than bugeted.

Local Transportation Authority

As of February 2016, LTA fund has received \$428,804.23 in revenue.

Respectfully submitted,

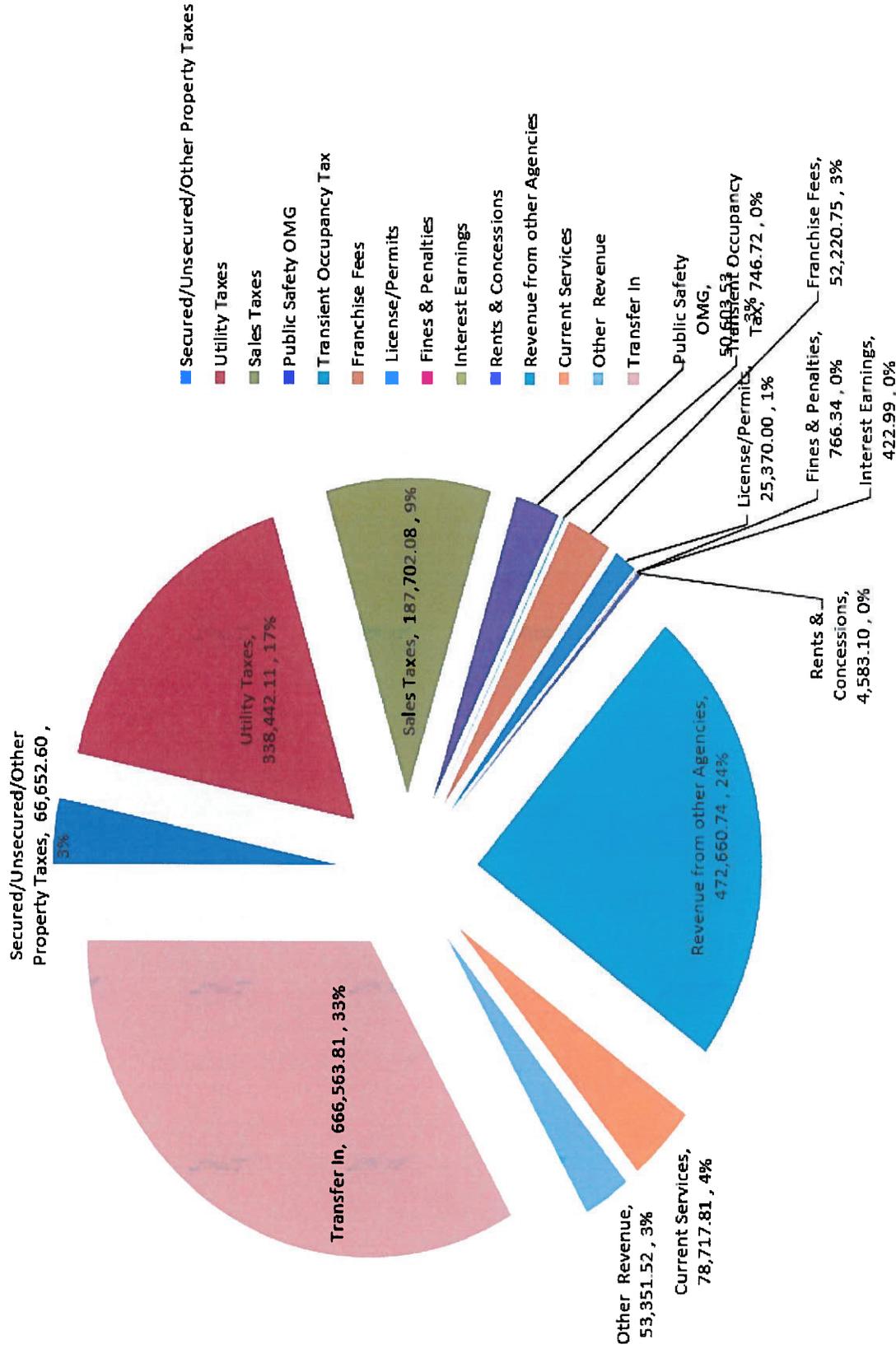


Hector Orozco

CITY OF HOLTVILLE
Income Statement - General Fund
For 8 Month Ending February 29, 2016

Revenue	Budget	YTD	% of Budget
Secured/Unsecured/Other Property Taxes	116,200.00	66,652.60	57%
Utility Taxes	446,500.00	338,442.11	76%
Sales Taxes	335,000.00	187,702.08	56%
Public Safety OMG	35,000.00	50,603.53	145%
Transient Occupancy Tax	1,100.00	746.72	68%
Franchise Fees	94,000.00	52,220.75	56%
License/Permits	28,125.00	25,370.00	90%
Fines & Penalties	2,800.00	766.34	27%
Interest Earnings	1,000.00	422.99	42%
Rents & Concessions	7,300.00	4,583.10	63%
Revenue from other Agencies	862,442.00	472,660.74	55%
Current Services	73,300.00	78,717.81	107%
Other Revenue	32,500.00	53,351.52	164%
Transfer In	625,000.00	666,563.81	107%
Total Revenues	2,660,267.00	1,998,804.10	75%
Expenditures			
Salaries	603,961.00	448,393.10	74%
Benefits	198,905.00	95,979.74	48%
Personal Expense	137,470.00	109,142.92	79%
Materials and Supplies	1,555,136.00	1,099,103.16	71%
Capital Outlays/Transfer Out	39,486.00	41,679.06	106%
Total Expenditures	2,534,958.00	1,794,297.98	71%
Net Revenues over Expenses	\$ 125,309.00	\$ 204,506.12	

Revenues by Source



CITY OF HOLTVILLE
Income Statement - Water Fund
For 8 Month Ending February 29, 2016

Revenue	Budget	YTD	% of Budget
Water Charges	1,590,500.00	\$ 1,033,321.34	65%
Interest Earnings	500.00	41.74	
Total Revenues	1,591,000.00	1,033,363.08	65%
Expenditures			
Salaries	292,355.00	201,861.39	69%
Benefits	121,886.00	73,705.35	60%
Personal Expense	12,850.00	11,376.98	89%
Materials and Supplies	446,650.00	265,634.65	59%
Capital Outlays	28,966.00	9,306.38	32%
Debt Service	512,642.00	411,022.34	80%
Capital Improvements	85,333.00		0%
Total Expenditures	1,500,682.00	972,907.09	65%
Transfer Out	25,000.00	25,000.00	100%
Net Revenues over Expenses	\$ 65,318.00	\$ 35,455.99	

CITY OF HOLTVILLE
Income Statement - Sewer Fund
For 8 Month Ending February 29, 2016

Revenue	Budget	YTD	% of Budget
Revenue from other Agencies	-	\$ -	
Sewer Charges	1,405,000.00	992,871.36	71%
Other Revenue	3,100.00	1,950.00	63%
Interest Earnings	2,000.00	3,708.73	185%
		-	
Total Revenues	1,410,100.00	998,530.09	71%
Expenditures			
Salaries	272,820.00	211,971.18	78%
Benefits	110,900.00	59,233.25	53%
Personal Expense	11,000.00	8,060.43	73%
Materials and Supplies	274,150.00	197,729.92	72%
Capital Outlays	73,916.00	8,270.63	11%
Debt Service	165,000.00	79,000.00	48%
Reserve Funds	85,745.00	44,250.00	52%
Transfer Out	225,000.00	225,000.00	100%
Total Expenditures	1,218,531.00	833,515.41	68%
 Net Revenues over Expenses	 \$ 191,569.00	 \$ 165,014.68	

CITY OF HOLTVILLE
Income Statement - Trash Fund
For 8 Month Ending February 29, 2016

Revenue	Budget	YTD	% of Budget
Sold Waste - Recycling	27,500.00	\$ 16,878.27	61%
Sold Waste	212,500.00	145,773.93	69%
Total Revenues	240,000.00	162,652.20	68%
Expenditures			
Advertising	-	300.00	
Professional & Specialized Services	200,000.00	144,006.08	72%
Contributions to Other Agencies	13,500.00	12,600.04	93%
Total Expenditures	213,500.00	156,906.12	73%
Net Revenues over Expenses	\$ 26,500.00	\$ 5,746.08	
General Checking			
Cash Balance			
For Month Ending February 29, 2016		\$ (91,153.45)	
For Month Ending June 30, 2015		\$ (96,899.53)	
For Month Ending June 30, 2014		\$ (141,021.97)	
For Month Ending June 30, 2013		\$ (151,418.37)	
For Month Ending June 30, 2012		\$ (165,275.30)	

CITY OF HOLTVILLE
Income Statement - Local Transportation Authority (LTA)
For 8 Month Ending February 29, 2016

Revenue	Budget	YTD	% of Budget
Measure D Tax Revenue	475,000.00	\$ 388,688.82	82%
Interest Earnings		90.41	
Transfer In		40,025.00	
Total Revenues	<u>475,000.00</u>	<u>428,804.23</u>	90%
Expenditures			
Special Department Supplies		-	
Advertising		-	
Professional & Specialized Services		59.10	
Professional Services Planning		-	
Professional Services Design & Engineering		-	
Professional Services Construction		-	
Total Expenditures		<u>59.10</u>	
Transfer Out	150,000.00	150,000.00	100%
Net Revenues over Expenses	<u>\$ 325,000.00</u>	<u>\$ 278,745.13</u>	