

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

Monday, April 09, 2018
OPEN SESSION
6:00 PM

Richard Layton, Mayor
David Bradshaw, Mayor Pro Tem
Mike Goodsell, Council Member

James Predmore, Council Member
Ginger Ward, Council Member
George Morris, City Treasurer

Steve Walker, City Attorney

Nick Wells, City Manager

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 that 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

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. 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

PUBLIC COMMENTS: This is time for the public to address the City Council on any item that does not appear on the agenda for this meeting within the purview of the City Council. The Mayor reserves the right to limit the speaker's time. The Mayor will recognize you when you come to the microphone. Please state your name and address for the record. You are not permitted 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 Special Meeting of March 26, 2018
2. Current Demands # 38678 thru # 38716

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:

UNFINISHED BUSINESS:

NEW BUSINESS:

3. **Discussion Related Action to Adopt Resolution #18-10** Authorizing the Purchase of an Auxilliary Service Vehicle for the Holtville Fire Department in an Amount Not to Exceed \$30,000.
Nick Wells, City Manager
4. **Discussion Related Action to Adopt Resolution #18-11** Adopting the Modified Salary Schedule for the 2017-18 Fiscal Year
Nick Wells, City Manager
5. **Discussion Related Action to Adopt Resolution #18-12** Authorizing the City Manager to Execute a Contract for Consulting Services with Lui Garza to Provide Services in Relation to Compliance Reporting for the Sewer Enterprise
Nick Wells, City Manager
6. **Discussion Related Action in Relation to the Charter Communications (Spectrum) Service Interruption for Certain Stations in Their Provision of Local Cable Television Services**

INFORMATION ONLY:


7. **City Manager Report - Nick Wells**
 - a. Police Chief - *Roy Patterson*
 - b. Water/Wastewater Supervisor - *Frank Cornejo*
 - c. Public Works Foreman - *Alex Chavez*
 - d. Finance Supervisor - *Kariza Preciado*
8. **Items for future meetings**

ADJOURNMENT:

I, Nicholas Wells, City Manager of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall Friday, April 06, 2018

THE MINUTES OF THE REGULAR MEETING
THE HOLTVILLE CITY COUNCIL

March 26, 2018

MEETING DATE:	04/09/18
ITEM NUMBER	3
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

The Regular Meeting of the Holtville City Council was held on Monday March 26, 2018, at 5:30 p.m. in the Civic Center. Council Members present were Richard Layton, Mike Goodsell, David Bradshaw, and Ginger Ward. Council Member Jim Predmore was absent. Staff members present were Nick Wells, Denise Garcia, Kariza Preciado, and Alex Silva. City Attorney Steve Walker was also present. City Treasurer George Morris and City Planner Justina Arce were absent.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

Mayor Layton called the Closed Session meeting to order at 5:40 p.m.

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Layton called the meeting to order at 6:07 p.m.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mayor Layton.

INVOCATION:

Invocation was led by Mr. Goodsell.

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

City Clerk verified that the agenda was duly posted on Thursday, March 22, 2018.

EXECUTIVE SESSION ANNOUNCEMENTS:

No reportable action.

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. Willowbend Mobile Home Park

Charles Simpson vs. City of Holtville

No Reportable Action Taken.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

1. **Approval of the Minutes from Regular Meeting of the Holtville City Council of March 12, 2018.**

2. **Current Demands #38627 - #38677**

A motion was made by Mr. Goodsell 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, Bradshaw, Layton, Goodsell

NOES: None

ABSENT: Predmore

ABSTAIN: None

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUE:

Mrs. Garcia reminded Council and staff about the Farmers Market & Street Fair scheduled for March 29th.

Mr. Silva stated that the Christening of the new fire truck had a nice turnout and that the department assisted with a fire overnight in Seeley.

Mr. Goodsell reported that he attended the Green & Gold Golf Tournament.

Ms. Ward reported that she also attended the Christening of the new fire truck, the League dinner, and an Area Agency on Aging meeting where the meeting had to be rescheduled due to a lack of a quorum.

Mr. Layton reported that he attended the Christening of the new fire truck and the League dinner. He also reported that Ginger would be attending the upcoming Air Pollution Control meeting as alternate in his absence.

Mr. Bradshaw reported that he attended the Christening of the new fire truck and the League dinner.

Mr. Wells reported that he attended the Christening of the new fire truck, the League dinner, and the Regional Economic Development Conference in Yuma. Mr. Wells also stated that he met with the City of El Centro regarding an Urban Forestry grant that will provide approximately 150 trees to the City of Holtville for planting throughout the community.

Mr. Walker reported that he had recently returned from a trip to Florida and New York.

CITY COUNCIL UNFINISHED BUSINESS:

None

CITY COUNCIL NEW BUSINESS:

3. Discussion/Related Action to Adopt RESOLUTION#18-08 Authorizing the Purchase of an Auxiliary Service Vehicle for the Holtville Fire Department in an Amount Not to Exceed \$20,000 – Nick Wells, City Manager

A motion was made by Mr. Bradshaw and seconded by Ms. Ward to adopt Resolution #18-08 authorizing the purchase of an auxiliary service vehicle for the Holtville Fire Department. The motion carried in the form of a roll call vote.

AYES: Ward, Bradshaw, Layton, Goodsell

NOES: None

ABSENT: Predmore

ABSTAIN: None

4. Discussion/Related Action to Adopt RESOLUTION #18-09 Approving Water Fund Expenditure to Extend Electrical Service for the Addition of Security Lighting to the City's Raw Water Pond Site – Nick Wells, City Manager

This item was tabled.

Direction was given to staff to bring back for the next meeting in April.

INFORMATION ONLY:

5. City Manager Report – Nick Wells

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

The City Manager reviewed his report and reported that the 9th Street project would receive additional funding from ICTC for improvements that were previously cut from the list.

6. Items for Future Meetings

- a. Ms. Preciado stated that the 2018-19 Budget Proposal would be coming up for review.
- b. Council Member Bradshaw requested a Wetlands Project Update from Justina Arce, City Planner.

There being no further business to come before Council, Mayor Layton adjourned the meeting at 6:52 p.m.

Richard Layton, Mayor

Denise Garcia, City Clerk

CITY OF HOLTVILLE
Monthly Check Register

MEETING DATE: 04/09/18

ITEM NUMBER 2

Approvals
 CITY MANAGER
 FINANCE MANAGER
 CITY ATTORNEY



Date : 4/4/2018 2:50:40 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description		
Check Number : 38678 Check Date : 4/4/2018						
Vendor : 8817 ACE UNIFORMS OF SAN DIEGO						
10	82509	4/2/2018	93655	UNIFORMS FOR B. KAUFMAN	FD	706.76
10	82577	4/4/2018	93657	UNIFORMS FOR FIRE DEPARTMENT E		887.80
Invoice Amount : 1,594.56		Discount Amount : 0.00		Check Amount :		1,594.56
Check Number : 38679 Check Date : 4/4/2018						
Vendor : 2149 ACME STAFFING						
12	82532	4/3/2018	19638	TEMP EMPLOYEE	PW	630.30
12	82533	4/3/2018	19627	TEMP. EMPLOYEE		630.30
Invoice Amount : 1,260.60		Discount Amount : 0.00		Check Amount :		1,260.60
Check Number : 38680 Check Date : 4/4/2018						
Vendor : 8041 AFLAC						
10	82508	4/2/2018	826143	INSURANCE PREMIUM	ADMIN	122.81
Invoice Amount : 122.81		Discount Amount : 0.00		Check Amount :		122.81
Check Number : 38681 Check Date : 4/4/2018						
Vendor : 1771 AIRWAVE COMMUNICATION						
10	82511	4/2/2018	432850	CABLES AND INSTALLATION OF BEND	FD	511.18
10	82512	4/2/2018	432838	DASH MOUNT VHF RADIO ; ANTENNA		2,460.89
Invoice Amount : 2,972.07		Discount Amount : 0.00		Check Amount :		2,972.07
Check Number : 38682 Check Date : 4/4/2018						
Vendor : 8721 ALEJANDRO ESTRADA						
10	82492	4/2/2018	1051	COMPUTER CONSULTING; WEBSITE;	ADMIN	1,620.00
11	82492	4/2/2018	1051	COMPUTER CONSULTING; WEBSITE;		405.00
12	82492	4/2/2018	1051	COMPUTER CONSULTING; WEBSITE;		270.00
Invoice Amount : 2,295.00		Discount Amount : 0.00		Check Amount :		2,295.00
Check Number : 38683 Check Date : 4/4/2018						
Vendor : 8016 AT&T MOBILITY						
10	82570	4/4/2018	APRIL 2018	CELL PHONE	ADMIN	89.67
Invoice Amount : 89.67		Discount Amount : 0.00		Check Amount :		89.67
Check Number : 38684 Check Date : 4/4/2018						
Vendor : 7800 AUTO ZONE COMMERCIAL						
10	82517	4/2/2018	5648575655	WHEEL AND TIRE CLEANER	FD	22.05
Invoice Amount : 22.05		Discount Amount : 0.00		Check Amount :		22.05
Check Number : 38685 Check Date : 4/4/2018						
Vendor : 2030 BLUE SHIELD OF CALIFORNIA						
10	82496	4/2/2018	APRIL 2018	HEALTH INS. PREMIUM	ADMIN	3,720.07
11	82496	4/2/2018	APRIL 2018	HEALTH INS. PREMIUM		1,653.35
12	82496	4/2/2018	APRIL 2018	HEALTH INS. PREMIUM		1,570.09
Invoice Amount : 6,943.51		Discount Amount : 0.00		Check Amount :		6,943.51
Check Number : 38686 Check Date : 4/4/2018						
Vendor : 2289 CALIF. SOCIETY OF MUNICIPAL FINANCE						
10	82503	4/2/2018	19052	MEMBERSHIP KARIZA PRECIADO	ADMIN	110.00
Invoice Amount : 110.00		Discount Amount : 0.00		Check Amount :		110.00
Check Number : 38687 Check Date : 4/4/2018						
Vendor : 8703 CALIFORNIA BUILDING STANDARDS COMMISSION						
10	82494	4/2/2018	JAN/MAR. 2018	BUILDING STANDARDS QUARTERLY	BLDG.	63.00
Invoice Amount : 63.00		Discount Amount : 0.00		Check Amount :		63.00
Check Number : 38688 Check Date : 4/4/2018						
Vendor : 8796 CORE & MAIN LP						
11	82558	4/3/2018	1585902	FLG RING NON ASB GSKT	PW	73.99
11	82559	4/3/2018	1563758	TEST COCK		89.50

CITY OF HOLTVILLE
Monthly Check Register

Date : 4/4/2018 2:50:40 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Invoice Amount : 163.49		Discount Amount : 0.00		Check Amount :		163.49
Check Number : 38689		Check Date : 4/4/2018				
Vendor : 2320 COUNTY MOTOR PARTS						
11	82528	4/2/2018	234522	AIR FILTER	PW	48.46
10	82564	4/3/2018	234198	TIRE VAVLE; ADAPTER		7.08
Invoice Amount : 55.54		Discount Amount : 0.00		Check Amount :		55.54
Check Number : 38690		Check Date : 4/4/2018				
Vendor : 1435 DEL SOL MARKET						
10	82522	4/2/2018	9890	SUPPLIES FOR FIRE OPEN HOUSE	FD	4.84
Invoice Amount : 4.84		Discount Amount : 0.00		Check Amount :		4.84
Check Number : 38691		Check Date : 4/4/2018				
Vendor : 8139 DEPARTMENT OF CONSERVATION						
10	82495	4/2/2018	JAN/MARCH 2018	SEISMIC FEES	BLDG.	326.60
Invoice Amount : 326.60		Discount Amount : 0.00		Check Amount :		326.60
Check Number : 38692		Check Date : 4/4/2018				
Vendor : 4572 EMPIRE SOUTHWEST						
12	82555	4/3/2018	430211	PERFORM FULL SYSTEM INSPECTION	PW	221.00
Invoice Amount : 221.00		Discount Amount : 0.00		Check Amount :		221.00
Check Number : 38693		Check Date : 4/4/2018				
Vendor : 8800 ERIC HACKETT						
10	82531	4/3/2018	3/29/18	MUSIC ENTERTAINMENT FOR FARMER'	FARMER'S MARKET	300.00
Invoice Amount : 300.00		Discount Amount : 0.00		Check Amount :		300.00
Check Number : 38694		Check Date : 4/4/2018				
Vendor : 4559 FASTENAL						
11	82527	4/2/2018	CAEL187933	T-ROD	PW	88.17
Invoice Amount : 88.17		Discount Amount : 0.00		Check Amount :		88.17
Check Number : 38695		Check Date : 4/4/2018				
Vendor : 1124 FEDERAL EXPRESS						
12	82557	4/3/2018	6-120-21183	FED EX WWTP SAMPLES	PW	86.89
Invoice Amount : 86.89		Discount Amount : 0.00		Check Amount :		86.89
Check Number : 38696		Check Date : 4/4/2018				
Vendor : 8818 FIRE NINJA						
10	82515	4/2/2018	0026369	SUB ZERO COOLING REHAB	FD	410.00
Invoice Amount : 410.00		Discount Amount : 0.00		Check Amount :		410.00
Check Number : 38697		Check Date : 4/4/2018				
Vendor : 1959 HARRIS COMPUTER SYSTEMS						
10	82501	4/2/2018	XT00138078	INK CARTRIDGES FOR REGISTER	ADMIN	23.76
11	82501	4/2/2018	XT00138078	INK CARTRIDGES FOR REGISTER		23.76
12	82501	4/2/2018	XT00138078	INK CARTRIDGES FOR REGISTER		23.69
Invoice Amount : 71.21		Discount Amount : 0.00		Check Amount :		71.21
Check Number : 38698		Check Date : 4/4/2018				
Vendor : 2399 HARTFORD						
10	82576	4/4/2018	APRIL 2018	INSURANCE PREMIUM	ADMIN	267.40
11	82576	4/4/2018	APRIL 2018	INSURANCE PREMIUM		38.98
12	82576	4/4/2018	APRIL 2018	INSURANCE PREMIUM		37.12
Invoice Amount : 343.50		Discount Amount : 0.00		Check Amount :		343.50
Check Number : 38699		Check Date : 4/4/2018				
Vendor : 8712 HIDDEN VALLEY PUMP SYSTEM, INC.						
11	82552	4/3/2018	20196	REPAIRS TO VERTICAL BOOSTER	PW	16,696.27
Invoice Amount : 16,696.27		Discount Amount : 0.00		Check Amount :		16,696.27

CITY OF HOLTVILLE
Monthly Check Register

Date : 4/4/2018 2:50:40 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 38700 Check Date : 4/4/2018						
Vendor : 2403 HIGHLINE COOLING, LLC						
10	82493	4/2/2018	APRIL 2018	PD/FD OFFICE RENT	PD/FD	2,000.00
Invoice Amount : 2,000.00		Discount Amount : 0.00		Check Amount :		2,000.00
Check Number : 38701 Check Date : 4/4/2018						
Vendor : 1638 HOME DEPOT/GECF						
10	82524	4/2/2018	7035464	HAMMER, FRAMING HAMMER, STAKES	PW	467.31
10	82565	4/3/2018	11861	BOW SHACKLE; RATCHET TIE DOWN;		317.85
Invoice Amount : 785.16		Discount Amount : 0.00		Check Amount :		785.16
Check Number : 38702 Check Date : 4/4/2018						
Vendor : 1910 HUMANA						
10	82549	4/3/2018	APRIL 2018	INSURANCE PREMIUM	ADMIN	315.20
11	82549	4/3/2018	APRIL 2018	INSURANCE PREMIUM		297.04
12	82549	4/3/2018	APRIL 2018	INSURANCE PREMIUM		298.52
Invoice Amount : 910.76		Discount Amount : 0.00		Check Amount :		910.76
Check Number : 38703 Check Date : 4/4/2018						
Vendor : 1024 I.C. HEALTH DEPARTMENT						
11	82551	4/3/2018	19172	WATER ANALYSIS	PW	240.00
Invoice Amount : 240.00		Discount Amount : 0.00		Check Amount :		240.00
Check Number : 38704 Check Date : 4/4/2018						
Vendor : 1027 IMPERIAL STORES						
10	82513	4/2/2018	606724	DEGREASER		5.97
10	82514	4/2/2018	606992	LOCK NUT		1.58
10	82516	4/2/2018	606911	YELLOW PAINT; PAINT TAPE; VEHIC		26.19
10	82518	4/2/2018	606927	CANOPY		109.62
10	82519	4/2/2018	606919	BOTTLED WATER		14.75
10	82520	4/2/2018	606858	GLUE; CUP HOOKS		19.79
10	82521	4/2/2018	606800	STORAGE CONTAINERS		75.23
12	82525	4/2/2018	607059	REPAIR PARTS FOR SEWER VECTOR		21.00
10	82526	4/2/2018	607117	PVC PIPE; SLIP COUPLING; 7TH AND		17.52
10	82560	4/3/2018	606997	IVRY SPRAY PAINT; WHITE SPRAY PA		6.44
10	82561	4/3/2018	606822	FOOD FOR DOG POUND		40.13
10	82562	4/3/2018	673828	PET CARRIERS FOR ACO		87.66
10	82563	4/3/2018	606634	FEDER WASHER		3.23
Invoice Amount : 429.11		Discount Amount : 0.00		Check Amount :		429.11
Check Number : 38705 Check Date : 4/4/2018						
Vendor : 1757 IMPERIAL VALLEY ENVIRONMENTAL LAB						
12	82550	4/3/2018	9260	LAB ANALYSIS	PW	544.00
Invoice Amount : 544.00		Discount Amount : 0.00		Check Amount :		544.00
Check Number : 38706 Check Date : 4/4/2018						
Vendor : 8819 JAYRO DUARTE						
10	82523	4/2/2018	463850	REPLACED HOME PLATE AT SAMAHA	PW	97.64
Invoice Amount : 97.64		Discount Amount : 0.00		Check Amount :		97.64
Check Number : 38707 Check Date : 4/4/2018						
Vendor : 8709 MED-TECH RESOURCE, INC.						
10	82529	4/2/2018	86547	BUSCH BALLISIC HELMET	FD	603.73
Invoice Amount : 603.73		Discount Amount : 0.00		Check Amount :		603.73
Check Number : 38708 Check Date : 4/4/2018						
Vendor : 1037 PARKER'S PHARMACY						
11	82553	4/3/2018	419	UPS SAMPLES TO BABCOCK	PW	60.25
11	82554	4/3/2018	356	UPS SAMPLES TO BABCOCK		60.03

CITY OF HOLTVILLE
Monthly Check Register

Date : 4/4/2018 2:50:40 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Invoice Amount : 120.28		Discount Amount : 0.00		Check Amount :		120.28
Check Number : 38709		Check Date : 4/4/2018				
Vendor : 1405 PITNEY BOWES - PURCHASE POWER						
10	82500	4/2/2018	4/2/18	POSTAGE	ADMIN	195.00
11	82500	4/2/2018	4/2/18	POSTAGE		657.50
12	82500	4/2/2018	4/2/18	POSTAGE		657.50
Invoice Amount : 1,510.00		Discount Amount : 0.00		Check Amount :		1,510.00
Check Number : 38710		Check Date : 4/4/2018				
Vendor : 8339 SIMNSA HEALTH PLAN						
10	82498	4/2/2018	APRIL 2018 DENT	DENTAL INS. PREMIUM		74.17
11	82498	4/2/2018	APRIL 2018 DENT	DENTAL INS. PREMIUM		157.65
12	82498	4/2/2018	APRIL 2018 DENT	DENTAL INS. PREMIUM	ADMIN	147.72
10	82499	4/2/2018	APRIL 2018	HEALTH INS. PREMIUM		567.77
11	82499	4/2/2018	APRIL 2018	HEALTH INS. PREMIUM		1,749.93
12	82499	4/2/2018	APRIL 2018	HEALTH INS. PREMIUM		1,076.50
Invoice Amount : 3,773.74		Discount Amount : 0.00		Check Amount :		3,773.74
Check Number : 38711		Check Date : 4/4/2018				
Vendor : 2524 VALLEY TESTING						
10	82510	4/2/2018	29266	PRE EMPLOYMENT DRUG TEST	FD	56.45
Invoice Amount : 56.45		Discount Amount : 0.00		Check Amount :		56.45
Check Number : 38712		Check Date : 4/4/2018				
Vendor : 1022 VANTAGE POINT TRANSFER - 457						
10	82504	4/2/2018	CM CONTRIBUTION	RETIREMENT CONTRIBUTION FOR CMP	ADMIN	596.88
Invoice Amount : 596.88		Discount Amount : 0.00		Check Amount :		596.88
Check Number : 38713		Check Date : 4/4/2018				
Vendor : 8116 VANTAGE POINT TRANSFER AGENTS - 108793						
10	82505	4/2/2018	PP# 5 3/9/18	RETIREMENT CONTRBUTION; PENSION	ADMIN	3,875.10
11	82505	4/2/2018	PP# 5 3/9/18	RETIREMENT CONTRBUTION; PENSION		934.42
12	82505	4/2/2018	PP# 5 3/9/18	RETIREMENT CONTRBUTION; PENSION		1,115.47
10	82506	4/2/2018	PP# 6 3/23/18	RETIREMENT CONTRIBUTION ; PENSIO		3,703.49
11	82506	4/2/2018	PP# 6 3/23/18	RETIREMENT CONTRIBUTION ; PENSIO		934.42
12	82506	4/2/2018	PP# 6 3/23/18	RETIREMENT CONTRIBUTION ; PENSIO		1,034.75
Invoice Amount : 11,597.65		Discount Amount : 0.00		Check Amount :		11,597.65
Check Number : 38714		Check Date : 4/4/2018				
Vendor : 2012 VERIZON WIRELESS						
10	82507	4/2/2018	9803428448	CELL PHONES	ADMIN	191.65
11	82507	4/2/2018	9803428448	CELL PHONES		185.14
12	82507	4/2/2018	9803428448	CELL PHONES		155.59
Invoice Amount : 532.38		Discount Amount : 0.00		Check Amount :		532.38
Check Number : 38715		Check Date : 4/4/2018				
Vendor : 2055 VISION SERVICE PLAN						
10	82497	4/2/2018	APRIL 2018	VISION INSURANCE PREMIUM	ADMIN	107.78
11	82497	4/2/2018	APRIL 2018	VISION INSURANCE PREMIUM		152.01
12	82497	4/2/2018	APRIL 2018	VISION INSURANCE PREMIUM		100.91
Invoice Amount : 360.70		Discount Amount : 0.00		Check Amount :		360.70
Check Number : 38716		Check Date : 4/4/2018				
Vendor : 1058 XEROX CORPORATION						
10	82502	4/2/2018	092593205	COPIER LEASE AND USAGE	ADMIN	349.36
11	82502	4/2/2018	092593205	COPIER LEASE AND USAGE		149.36
12	82502	4/2/2018	092593205	COPIER LEASE AND USAGE		149.37
Invoice Amount : 648.09		Discount Amount : 0.00		Check Amount :		648.09

**CITY OF HOLTVILLE
Monthly Check Register**

Date : 4/4/2018 2:50:40 PM
User Name : Lee Ann


Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Total Number of Vendors		:	39		:	0.00
Total Number of Checks Printed		:	39			
Total Number of Voided Checks		:	0			
Largest Check Amount		:	16,696.27			
Total for all Checks Printed		:	59,047.35			
Total for Voided Checks		:	0.00			
Net Amount of Checks Printed		:	59,047.35			

Summary

Fund	Amount
10 GENERAL FUND	25,581.40
11 WATER	24,695.23
12 SEWER	8,770.72

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	04/09/18
ITEM NUMBER	3
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: April 5, 2018
FROM: Nick Wells, City Manager
SUBJECT: **Resolution No. 18-10** *Authorizing the Purchase of a Service Pickup for the Holtville Fire Department*

ISSUE:

Shall the City Council adopt Resolution No. 18-10 , authorizing an adjustment to the General Fund Fire Department budget for the purchase of a service pickup truck?

DISCUSSION:

At the March 26, 2018, City Council Meeting, Resolution 18-08 was passed, augmenting the Fire Department budget \$20,000 for the purchase of a new utility service truck. Subsequently, a member of the Council requested that the item be brought back at a more substantial dollar amount in order that a more reliable longer-term solution to the need be found.

In addition to its direct firefighting vehicles, the Holtville Fire Department has historically retained a pickup truck to use as a service vehicle for transporting equipment and personnel in primarily non-emergency situations. The most recent vehicle, a 1996 Ford F150, was purchased in 2012 for \$7,306 and utilized in that capacity, but it recently had engine trouble. The cost to repair the vehicle was deemed to not be economical, so Fire has requested a replacement vehicle be found.

Chief Silva recently did some research on available vehicles that fit the needs described. Although it is assumed that most, if not all of these vehicles on the attached list will have been sold when this item is finalized, it did give us a range of values to budget for the replacement. Obviously, the goal will be to come in as far under as possible.

FISCAL IMPACT

A one-time expenditure of \$30,000 or less will be incurred by the General Fund.

CITY MANAGER RECOMMENDATION

It is recommended that the City Council approve the budget adjustment for the expenditure.

ALTERNATIVE

Not to adopt.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 18-10**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL AUTHORIZING THE
PURCHASE OF A SERVICE PICKUP FOR THE HOLTVILLE FIRE DEPARTMENT**

WHEREAS, the City of Holtville provides firefighting services to the residents of the City and the surrounding area through a contract with Imperial County Fire; and

WHEREAS, provision of these services requires the use of multiple vehicles for both direct firefighting activities and ancillary functions; and

WHEREAS, Holtville Fire has traditionally had use of a pickup truck in its fleet for such ancillary functions; and

WHEREAS, Holtville Fire currently desires to replace such a vehicle; and

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

1. The City Council does authorize the expenditure of General Fund Fire Department funding for the purchase of a used pickup truck for use as a service vehicle and directs the City Manager to execute a purchase contract for such a vehicle at an amount not to exceed \$30,000.
2. The foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on the 09th of April, 2018, by the following roll call vote:

AYES:

NOES:


ABSTAIN:

ABSENT:

Attest: _____
Nicholas D. Wells, City Manager

Richard Layton, Mayor

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	04/09/18
ITEM NUMBER	4
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: April 6, 2018
FROM: Nick Wells, City Manager
SUBJECT: Resolution No. 18-11 *Revising the 2017-18 Salary Schedule*

ISSUE:

Shall the City Council adopt Resolution No. 18-11 , revising the 2017-18 Salary Schedule and authorizing filling a part time position for an Office Coordinator?

DISCUSSION:

With the departure a few months ago of a temporary employee who functioned as a receptionist and light office worker, as well as the recent departure of the Human Resources Technician, there was immediate need for an additional employee at City Hall. Given that we had previously budgeted for both vacated positions, a decision was made to immediately bring on a qualified individual part time to fill the former position, while advertising the latter. One portion of the urgency was to allow the new staffer to work on the last Farmers Market along with Denise Garcia so that she could take over that function seamlessly.

Rather than designating the position as an Administrative Assistant, the individual was brought in in the previously eliminated position of Office Coordinator. The attached Salary Schedule reinstates that position at a revised salary scale.

The new employee has agreed to work 20 to 30 hours per week, as needed. She will staff the front desk most mornings, as well as working full days for the remaining Spring Farmers Markets. It is understood that the position will be reevaluated prior to the next fiscal year.

FISCAL IMPACT

Will be covered under budgeted expenditures for Temporary Labor in the 2017-18 General Fund Budget.

CITY MANAGER RECOMMENDATION

It is recommended that the position be reinstated and the Salary Schedule revision be adopted.

ALTERNATIVE

Not to adopt, giving alternate direction to staff.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 18-11**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING MODIFICATION
OF THE 2017-18 SALARY SCHEDULE**

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

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

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

WHEREAS, Exhibit "A" contains the most current Salary Ranges and Steps for the City of personnel; and

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

1. The position of "Office Coordinator" has been reestablished on the Salary Schedule at Step 12.
2. Exhibit "A" is attached to this Resolution as the amended City of Holtville 2017-18 Salary Schedule.
3. The modified Salary Schedule will take effect immediately upon execution of this Resolution and is recognized to be retroactive to March 21, 2018.
4. The foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on the 09th of April, 2018, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest: _____
Nicholas D. Wells, City Manager

Richard Layton, Mayor

**City of Holtville
2017-18 (Revised) Salary Schedule**

MANAGEMENT/SUPERVISORY PERSONNEL							
POSITION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
FINANCE MANAGER	60	4,897	5,142	5,399	5,669	5,952	6,250
		28.25	29.67	31.15	32.71	34.34	36.06
WTP/WWTP SUPERVISOR	60	4,897	5,141	5,399	5,669	5,952	6,250
		28.25	29.66	31.15	32.70	34.34	36.05
FINANCE SUPERVISOR	54	3,685	3,869	4,063	4,266	4,479	4,703
		21.26	22.32	23.44	24.61	25.84	27.13
PUBLIC WORKS FOREMAN	50	3,526	3,702	3,887	4,081	4,285	4,500
		20.34	21.36	22.42	23.55	24.72	25.96

PERMANENT FULL-TIME PERSONNEL (Classified)							
POSITION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
WTP0 III	45	3,561	3,739	3,926	4,122	4,328	4,545
		20.54	21.57	22.65	23.78	24.97	26.22
WWTP0 II	45	3,561	3,739	3,926	4,122	4,328	4,545
		20.54	21.57	22.65	23.78	24.97	26.22
Accountant/GL Analyst	44	3,469	3,642	3,824	4,016	4,216	4,427
		20.01	21.01	22.06	23.17	24.33	25.54
BUDGET ANALYST	42	3,393	3,562	3,741	3,928	4,124	4,330
		19.57	20.55	21.58	22.66	23.79	24.98
PERSONNEL TECH.	42	3,393	3,562	3,741	3,928	4,124	4,330
		19.57	20.55	21.58	22.66	23.79	24.98
SENIOR ACCOUNT CLERK	39	3,223	3,384	3,553	3,731	3,918	4,114
		18.59	19.52	20.50	21.53	22.60	23.73
HEAVY EQUIPT OPERATOR	37	3,152	3,310	3,475	3,649	3,832	4,023
		18.19	19.10	20.05	21.05	22.11	23.21
WTP0 II	33	3,022	3,173	3,331	3,498	3,673	3,856
		17.43	18.30	19.22	20.18	21.19	22.25
WWTP0 I	33	3,022	3,173	3,331	3,498	3,673	3,856
		17.43	18.30	19.22	20.18	21.19	22.25
Environmental Compliance Inspe	33	3,022	3,173	3,331	3,498	3,673	3,856
		17.43	18.30	19.22	20.18	21.19	22.25
FIREFIGHTER LT - 40hr/wk	32	3,002	3,153	3,310	3,476	3,649	3,832
		17.36	18.23	19.14	20.10	21.10	22.16
FIREFIGHTER LT - 56hr/wk	32	3,002	3,153	3,310	3,476	3,649	3,832
		12.37	12.99	13.64	14.32	15.04	15.79
ADMINISTRATIVE ASSIST	30	2,733	2,870	3,014	3,164	3,323	3,489
		15.77	16.56	17.39	18.26	19.17	20.13
FIREFIGHTER -40hr/wk	26	2,619	2,750	2,887	3,032	3,183	3,342
		15.11	15.87	16.66	17.49	18.37	19.28
FIREFIGHTER -56hr/wk	26	2,619	2,750	2,887	3,032	3,183	3,342
		10.79	11.33	11.90	12.49	13.12	13.77
PARK MAINT CREW LEADER	24	2,592	2,721	2,858	3,000	3,150	3,308
		14.95	15.70	16.49	17.31	18.18	19.08
WTP0 I	24	2,592	2,721	2,858	3,000	3,150	3,308
		14.95	15.70	16.49	17.31	18.18	19.08
Dist. Collection OP./Oper. I	20	2,482	2,606	2,737	2,874	3,017	3,168
		14.32	15.04	15.79	16.58	17.41	18.28

**City of Holtville
2017-18 (Revised) Salary Schedule**

PERMANENT FULL- TIME PERSONNEL (Classified) [Continued]							
POSITION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
MWIII	18	2,440	2,562	2,690	2,824	2,966	3,114
		14.08	14.78	15.52	16.29	17.11	17.96
PARKS MAINT WKR III	18	2,440	2,562	2,690	2,824	2,966	3,114
		14.08	14.78	15.52	16.29	17.11	17.96
Dist. Collection OP. OIT/Maint	16	2,344	2,462	2,585	2,714	2,850	2,992
		13.53	14.20	14.91	15.66	16.44	17.26
PARKS MAINT WKR II	16	2,344	2,462	2,585	2,714	2,850	2,992
		13.53	14.20	14.91	15.66	16.44	17.26
WWTPO IT	16	2,344	2,462	2,585	2,714	2,850	2,992
		13.53	14.20	14.91	15.66	16.44	17.26
MWII	16	2,344	2,462	2,585	2,714	2,850	2,992
		13.53	14.20	14.91	15.66	16.44	17.26
MWI	13	2,206	2,317	2,433	2,554	2,682	2,816
		12.73	13.37	14.03	14.74	15.47	16.25
PARKS MAINT WKR I	13	2,206	2,317	2,433	2,554	2,682	2,816
		12.73	13.37	14.03	14.74	15.47	16.25


P/T HOURLY EMPLOYEES (NON-REPRESENTED)

	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Building Inspector	36	18.00	18.90	19.85	20.84	21.88	22.97
OFFICE COORDINATOR	12	12.13	12.73	13.37	14.04	14.74	15.47
LIFEGUARD - Seasonal	11	11.00	11.55	12.13	12.73	13.37	14.04

POSITION	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
LIFEGUARD - Seasonal (*based on hours worked)	Date of Appointment	200 hrs.	200 hrs.	200 hrs.	200 hrs.	200 hrs.

	2017	2018	2019	2020	2021	2022
Minimum Wage	10.50	11.00	12.00	13.00	14.00	15.00

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	04/09/18
ITEM NUMBER	3
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: April 5, 2018
FROM: Nick Wells, City Manager
SUBJECT: **Resolution No. 18-12** *Authorizing the Execution of a Contract for Sewer Pre-Treatment Monitoring & Reporting Services*

ISSUE:

Shall the City Council adopt Resolution No. 18-12 , authorizing the execution of a contract with Garza Environmental to provide pre-treatment monitoring and reporting services?

DISCUSSION:

As a condition of funding for the Sewer Outfall Main and Wastewater Treatment Plant construction projects, the EPA and BECC required that the City institute a sewer pre-treatment monitoring program which includes onsite discharger inspections and quarterly reporting. At about the time that we began those functions, a new employee, Lui Garza, was brought on to the WWTP with experience in that area. Last month, Mr. Garza left the City for a position outside of the immediate area.

Prior to his departure, Mr. Garza offered to continue performing the bulk of the required functions indefinitely while a replacement is found. He has offered to perform the services for a flat rate of \$500 per month. Both Water/Wastewater Supervisor Frank Cornejo and I have reviewed his proposal and find it fair. Given that the reporting is a required element of our obligations under BECC/EPA funding and no member of our current staff has fully performed these functions, we find it prudent to accept the terms and engage Mr. Garza.

FISCAL IMPACT

Monthly expenditure of \$500 from the Sewer Fund.

CITY MANAGER RECOMMENDATION

It is recommended that the City Council approve the expenditure.

ALTERNATIVE

Not to adopt.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 18-12**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL AUTHORIZING THE
EXECUTION OF A CONSULTING AGREEMENT FOR SEWER PRE-TREATMENT
AND REPORTING SERVICES**

WHEREAS, the City of Holtville received funding from the US Environmental Protection Agency and the Border Environmental Cooperation Commission for construction of improvements to its Sewer collection and treatment system; and

WHEREAS, funding provisions required ongoing monitoring and reporting of commercial sewer dischargers; and

WHEREAS, a former employee has offered to provide consulting services to perform these functions; and

WHEREAS, the Consultant offers consulting services in the field of Sewer pre-treatment; and

WHEREAS, the City desires to retain the services of the Consultant to render consulting services with regard to Pre-treatment according to the terms and conditions specified in the attached agreement; and

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

1. The City Council does authorize the execution of a contract with Garza Environmental to provide sewer pre-treatment monitoring and reporting consulting services.
2. The proposed contract is attached herein as "Exhibit A."
3. The foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on the 09th of April, 2018, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest: _____
Nicholas D. Wells, City Manager

Richard Layton, Mayor

Attachment A

Garza Environmental

This Consulting Agreement (the "Agreement" or "Consulting Agreement") states the terms and conditions that govern the agreement between Garza Environmental having its principal place of business at 106 Dahlia Lane Imperial, CA 92251 (the "Consultant"), and City of Holtville (the "Client") who agrees to be bound by this Agreement.

WHEREAS, the Consultant offers consulting services in the field of Pre-treatment; and

WHEREAS, the Client desires to retain the services of the Consultant to render consulting services with regard to Pre-treatment according to the terms and conditions herein.

NOW, THEREFORE, In consideration of the mutual covenants and promises made by the parties hereto, the Consultant and the Client (individually, each a "Party" and collectively, the "Parties") covenant and agree as follows:

1. Term

This Agreement shall begin on date of signed acceptance by Client and continue on a month to month basis.

1. Either Party may terminate this Agreement for any reason with reasonable verbal notice to the other Party.

2. Consulting Services

The Consultant agrees that it shall provide its expertise to the Client for all things pertaining to Pre-treatment which include bi-monthly on site inspections of Food preparation establishments, Industrial Users, dental offices, and breweries and any other businesses that pose a risk to the Client's Waste Water Treatment Plant. Preparation and submittal of monthly reports on pre-treatment activities to city council, quarterly reports to EPA, and NADB. Public outreach and informational FOG flyers. Representation during state and EPA annual inspections. Pre-treatment related training to Client's appointed staff.

3. Compensation

In consideration for the Consulting Services, the Client shall pay the Consultant at the rate of \$500 per Month. The Consultant shall invoice the Client once every month and such invoices shall be due and payable within 5 business days of the Client's receipt of the invoice.

4. Intellectual Property Rights in Work Product

The Parties acknowledge and agree that the Client will hold all intellectual property rights in any work product resulting from the Consulting Services including, but not limited to, copyright and trademark rights. The Consultant agrees not to claim any such ownership in such work product's intellectual property at any time prior to or after the completion and delivery of such work product to the Client.

5. Confidentiality

The Consultant shall not disclose to any third party any details regarding the Client's business, including, without limitation any information regarding any of the Client's customer information, business plans, or price points (the "Confidential Information"), (ii) make copies of any Confidential Information or any content based on the concepts contained within the Confidential Information for personal use or for distribution unless requested to do so by the Client, or (iii) use Confidential Information other than solely for the benefit of the Client.

6. Indemnification

The Client agrees to indemnify, defend, and protect the Consultant from and against all lawsuits and costs of every kind pertaining to the Client's business including reasonable legal fees due to any act or failure to act by the Client based upon the Consulting Services.

7. No Modification Unless in Writing

No modification of this Agreement shall be valid unless in writing and agreed upon by both Parties.

8. Applicable Law

This Consulting Agreement and the interpretation of its terms shall be governed by and construed in accordance with the laws of the State of California and subject to the exclusive jurisdiction of the federal and state courts located in Imperial County, California.

IN WITNESS WHEREOF, each of the Parties has executed this Consulting Agreement, both Parties by its duly authorized officer, as of the day and year set forth below.

Garza Environmental

Lui Garza, Owner


Date

City of Holtville

Nick Wells, City Manager

Date

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	04/09/18
ITEM NUMBER	6
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: April 6, 2018

FROM: Nick Wells, City Manager

SUBJECT: *Service Level Issue with Spectrum Communications Cable Television Service*

ISSUE:

Shall the City of Holtville take any action in relation to the complaint filed by the City of El Centro the Federal Communications Commission (FCC) against cable television provider Spectrum?

DISCUSSION:

Local customers of Charter Communications cable, also known as Spectrum, have been without coverage from television channels including KYMA, KSWT, and Estrella TV for nearly two In response to a proposed licensing increase by Northwest Broadcasting, the owner of the local networks, Spectrum interrupted service on those stations on February 2, 2018.

The City of El Centro has filed a formal complaint with the FCC against Spectrum. The complaint declares that because Spectrum failed to properly notify the City (as grantor of the local cable franchise) before removing the local channels, they are requesting penalties and rebates to subscribers.

On March 27, 2018, the FCC opened the proceedings for public comment. The FCC encourages comments from subscribers and the public on the complaint. To make it easier for subscribers to comment, the City of El Centro is gathering all comments and will provide them to the FCC. Those must be received prior to their submission on April 16, 2018. After the end of the public comment period, the cities will be given the opportunity respond before the matter is forwarded to the FCC for consideration.

Other area Councils, including the City of Brawley, are encouraging their residents and stakeholders to forward written concerns and comments, including serving as collection hubs.

FISCAL IMPACT

There is no fiscal impact.

CITY MANAGER RECOMMENDATION

No recommendation at this time.


ALTERNATIVES

1. Direct the City Manager to draft a letter of support for the City of El Centro's Complaint.
2. Encourage residents to respond
3. Do nothing

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: April 6, 2018
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

	Meeting Date	04/09/18
	Item Number	7
Approvals	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. 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 Holt Group was engaged in 2016 to produce specifications so that the project could be considered “designed” for grant purposes and the City has applied for funding of the repairs with SRF. All signs point to the funding being approved.

The Regional Water Quality Board contacted the City last year with additional requirements to be added to the project. Staff met to discuss feasibility and challenges associated with incorporating the additions, including whether they could be added to the funding package. It was felt that they larger scope could indeed be funded, given the request from the Regional Board. A change to the Holt Group’s scope of work to amend plans in May was approved. The redesigned plans and specs were submitted to SRF for comment and we await their determination. A request was approved recently to perform an archaeological study on the site due to requirements by the CWRSF Environmental Review. Last month, the Regional Board returned the improvement plans with additional requirements. The Holt Group is working to incorporate those changes to finalize the plans. The modified plan was ultimately submitted and the financial packet will be updated. Staff received additional questions regarding the financial packet last week, so some movement is taking place.

System Controls – An estimate was obtained from TESCO in 2014 of about \$450k to replace the aged system. Frank Comejo had hoped that this project might be put off and the controls might “limp along” for another 18 months while we attacked other water issues, but that has stretched to 3 years. Fortunately, this issue is also addressed on the SRF application and design was addressed by Delta Systems as a sub-consultant to THG on the submission.

Rate Study – The profitability of the Water Enterprise has been problematic in recent years. Coupled with the issues listed above and the debt covenant to budget a net revenue of 120% of the annual debt service, a rate adjustment has been explored. California Rural Water worked with the City last year to produce some preliminary analysis in a no-cost Water Rate Study. The Regional Board allowed for the submission of the City-revised version of that information as a component to the grant package in February, 2017. We await final determination of the project schedule to implement the Prop 218 process. There has been some discussion that changes that are being worked upon for the Tank Rehab project will trigger additional operations and maintenance costs, which will impact this issue as we go forward.

TRANSPORTATION PROJECTS

Ninth Street Pear Canal Undergrounding from Palm to Olive Avenue Project – The last project section of undergrounding the Pear Canal dirt ditch along the north side of Ninth Street from Cedar to Palm left only a small length of a couple hundred feet undone. Beyond Olive Avenue, the canal is concrete lined. Funding from both the RSTP and CMAQ programs was secured for this project in 2015 through Caltrans. Development Design & Engineering completed the design last year. The Holt Group was selected as the RE/CM and Pyramid Construction as the construction contractor. The project was originally slated to start in late August, however scheduling issues forced the construction to be moved to November.

IID Power relocated power lines from poles that are to be removed. IID Water completed undergrounding of the canal the first week of December, simultaneous to Pyramid relocating the City's 12" water line that crosses the new IID pipeline. The contracted activities were largely completed to specifications in the past few weeks. The City was recently contacted by ICTC informing us that additional funding has become available. Staff discussed with the Holt Group and Pyramid to add a few items that were cut from the project due to cost constraints. Those changes have been finalized and a change order will be forthcoming, pending approval of the items. ICTC reviewed and approved the modifications, as did Caltrans, so the changes were able to go forward. *Pyramid was able to re-engage their subs quickly and the additional work was completed. Alex Chavez and I walked the project with the contractor and THG and were satisfied that all of the items had been completed. This project is complete.*

Citywide Street Resurfacing Project – The plans to resurface the bulk of the City's streets has been in the works for some time. Staff work to obtain loan funding for the project is also ongoing. The Holt Group was selected last month to complete design engineering for the project last month. Financing documents have been submitted to USDA and we await approval on that end. 90% plans were submitted to the City, which we will review and make decisions on scope of the project. I met with USDA last month. Funding will take longer than expected, and would be easier if the City bonds the funding initially, then has USDA buy out the bonds. In discussing the situation with Jack Holt, we have decided to move the start of construction into October, after the summer when it cools down once again. I met with the bond underwriters for the proposed countywide LTA bond issue last month. They were satisfied that this project will be easy to incorporate in their issue, so we will proceed with participation in this avenue for initial funding.

PUBLIC WORKS

PARKS

Mac Park - City staff has been working with Holtville Little League to construct a second baseball diamond to the east of the current field. Funding is being sought both through grants and donations. Architerra Design Group, the firm that worked on the last plans for Mac Park, recently made alterations to their existing plans to add a second field. Those revisions are being incorporated into submission packets to move forward with grant applications and the project in general.

Holtville Wetlands Project – A grant agreement document for about \$3 million to fund this project was received by the City from BoR late in 2016. Additionally, the City received notification that a \$20,000 grant was awarded by the County for signage and amenities. The Holt Group was selected to perform Grant Administration tasks and George Cairo Engineering for design services. A recent hiccup developed in that we had hoped to utilize the CEQA document prepared for the project in 2005-06. Although it is evident that the document was prepared, reviewed and accepted, none of the participating parties has proof of payment for the fees to the Department of Fish & Wildlife, so DF&W is requiring that the process be completed and fees paid once again. The design team seems to be working diligently. An introductory site tour was recently conducted for the new BoR Salton Sea Program Manager. She was excited to see the site and the project's potential. The design team is significantly behind schedule. Staff worked with the Holt Group to reschedule

deliverable timelines and get the project back on track. GCE finally produced a draft of the SWPPP earlier this month. THG has reviewed portions of the submittals. They will finalize their review and comment soon.

ADMINISTRATION

BUILDING PERMITS - The City has issued 23 building permit thus far in 2018. A list of permits pulled by month is available on the City's website at <http://holtville.ca.gov/section.php?id=73>.

2016-17 Financial Audit – The team from Moss, Levy & Hartzeim were onsite last month to begin the process of auditing activities from the last fiscal year. The City Manager has been pressed back into service to provide financial information. The MLH team was back onsite a few weeks ago. *Staff received a draft copy of the document on 3/22. We reviewed, commented and returned it immediately. The MLH team notified me prior to the Easter weekend that the Single Audit was not actually due until Monday, 4/2, as 3/31 fell on the weekend, but assured me that they would have it done Monday. In the end, it was submitted that evening, but past midnight EDT, so our official submission was actually "late." We await any fallout from funding agencies.*

Clear Talk Cell Tower – Clear Talk Wireless was formally approved by the Planning Commission in September, 2016, to place cellular communications equipment in Samaha Park. An appeal of the California Environmental Quality Act (CEQA) process was lodged by a faction of area residents that had voiced some opposition to the construction, but denied by the Council after a hearing in November. At that time, however, the original lease was rejected. The applicant then approached the City with a revised project location. An updated lease agreement was then approved. The Planning Commission chose to take no action on the site plan revision, allowing it to move forward and be handled administratively. Finalization of documents for a building permit has been taking place recently, with construction imminent.

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. After many months of confusion regarding the process, the project's ownership group engaged Development Design & Engineering last year to assist in shepherding the project along. Mr. John Hawk with the development group reports that things are moving along very well now that DD&E is onboard. To that end, plans to the City and the County regarding annexation issues were submitted in October. Last month, D&E forwarded most of the necessary studies for review, so the project will most likely be moving forward soon. Staff discussions have continued regarding the handling of stormwater as this property is developed. A recent site visit was held with DD&E to give a better picture of the stormwater issue in the area and implications the project will have on the existing conditions. John Hawk approached me in December and let me know that they are submitting everything imminently.

OTHER

City Manager Move – *as reported, I have relocated my office to upstairs at City Hall. Big thanks to the Alex Chavez and the Public Works crew for all of their help in making it work!*

Employee Trivia – *Jose Luis Osuna has been with the City of Holtville for 10 years!*

MEETINGS & EVENTS RECENTLY ATTENDED:

- 03/26/18 Management Meeting *City Hall*
- 03/28/18 Staff Luncheon *City Hall*
- 03/29/18 SCAG City Managers' Luncheon *ICTC Offices*
- 03/29/18 SCAG Imperial County VIP Dinner *China Palace (EC)*
- 03/29/18 Holtville Farmers Market *Holt Park*
- 03/30/18 Good Friday Observed (*City Hall Closed*)
- 04/02/18 NW Medical Day (*Out of Office*)

UPCOMING EVENTS:

- 04/07/18 CR&R Cleanup Day *Old City Dump*
- 04/09/18 Management Meeting *City Hall*
- 04/11/18 ICTC Management Committee & CCMA Meetings *City of Calexico*
- 04/12/18 Holtville CoFC Board Meeting *Site TBD*
- 04/14/18 Holtville Swap Meet *Samaha Park*
- 04/14/18 Calexico 110th Anniversary Dinner & Dance *OLG Hall (Calexico)*
- 04/16/18 Holtville Planning Commission Meeting *City Hall*
- 04/16/18 Management Meeting *City Hall*
- 04/17/18 Mandatory Sexual Harrassment Training *City Hall*
- 04/23/18 Holtville City Council Meeting *City Hall*
- 04/26/18 Holtville Farmers Market
- 04/26/18 IVECA Board Meeting *EC ED Offices*
- 05/01/18 SBI 2018-19 Project Lists Due
- 05/02 - 04/2018 SCAG General Assembly *Indian Wells*
- 05/12/18 Holtville Car Show *Holt Park*
- 05/14/18 State of the City Address (*Tentative*) *Site TBD*
- 05/24/18 League of Cities Division Dinner *The Town Pump (Westmorland)*
- 05/30/18 Holtville Farmers Market (*Date Tentative*) *Holt Park*
- 05/30 - 31/2018 IV General Assembly & Economic Summit
- TBD CoH Emergency Exercise

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 CITY COUNCIL

MEETING DATE:	04/09/18
ITEM NUMBER	7 b
Approvals	CITY MANAGER
	FINANCE MANAGER
	CITY ATTORNEY

DATE ISSUED: April 3, 2018
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 the most current Water/Wastewater Treatment Plant performance data.

WATER TREATMENT PLANT:

I am pleased to inform council that since the 4th Quarter 2016, the City of Holtville has maintained continued compliance with current Disinfection Byproduct (Total Trihalomethane) limits.

Water Treatment Plant staff have continued dosing raw water at the pond reservoirs with controlled dosages of Sodium Permanganate (NaMnO4) with the intent of pre-oxidizing TTHM precursors, thus mitigating TTHM formation at the treatment plant.

Summarized below for your review is an updated spreadsheet of TTHM monitoring data to date.

System Name		City of Holtville				System No				1310005				Year		2018		Quarter		1st	
Year	Quarter	2017				2018				2019											
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr								
Site 9		56.0	55.0	79.0	70.0	60.0															
Running Annual Average		79	70	66	68	66															
Meets MCL?		Yes	Yes	Yes	Yes	Yes															
Operational Evaluation Level OEL		73	60	70	69	67															
DEL:MCL?		Yes	Yes	Yes	Yes	Yes															
Site 10		67.3	59.0	84.0	65.0	60.0															
Running Annual Average		76	68	68	69	67															
Meets MCL?		Yes	Yes	Yes	Yes	Yes															
Operational Evaluation Level OEL		70	62	74	64	68															
DEL:MCL?		Yes	Yes	Yes	Yes	Yes															
Distribution System Entrance		51.0	53.0	74.0	63.0	50.0															
Running Annual Average		74	66	63	63	60															
Meets MCL?		Yes	Yes	Yes	Yes	Yes															
Operational Evaluation Level OEL		68	58	66	63	55															
DEL:MCL?		Yes	Yes	Yes	Yes	Yes															

WASTEWATER TREATMENT PLANT:

I am pleased to inform council that since the December 2016, the City of Holtville WWTP has maintained continued compliance with current NPDES Permit Effluent Ammonia limits.

Summarized below for your review is the most current quarterly monitoring data to date.

City of Holtville Monthly Wastewater Monitoring Data

NPDES Permit No CA0104361


Month/Year	Influent Flow Average (MGD)	Influent Flow Minimum (MGD)	Influent Flow Maximum (MGD)	Influent BOD mg/L	Effluent BOD mg/L	Influent TSS mg/L	Effluent TSS mg/L	Influent Ammonia, ppm	Effluent Ammonia, ppm	Effluent E. Coli	Effluent Fecal Coliform
Jan-17	0.4337	0.3613	0.5182	1051.5	5.6	12720.0	4.2	31.1	0.6	1.0	2.0
Feb-17	0.4114	0.2967	0.4996	951.0	5.1	37219.0	2.9	35.6	0.6	1.0	2.0
Mar-17	0.3977	0.316	0.5298	496.3	8.8	18006.0	2.7	28.0	0.6	1.0	2.0
Apr-17	0.373	0.3219	0.4453	661.5	7.4	1815.7	2.8	30.5	0.6	1.0	2.0
May-17	0.3479	0.2439	0.7623	732.0	7.3	2589.5	2.8	31.4	1.1	1.0	2.0
Jun-17	0.2919	0.2173	0.4021	861.0	6.3	8931.0	3.1	29.4	0.6	1.1	2.6
Jul-17	0.295	0.2196	0.3545	930.0	7.7	5713.0	2.6	27.2	0.6	1.0	2.0
Aug-17	0.3012	0.2616	0.3661	619.0	5.4	2879.0	4.3	31.9	1.1	1.0	2.6
Sep-17	0.3016	0.2462	0.4208	913.5	5.3	4096.5	2.4	29.4	1.1	1.0	2.6
Oct-17	0.2899	0.2098	0.3293	597.0	4.0	2760.0	2.8	31.6	0.6	1.0	2.0
Nov-17	0.2801	0.1912	0.4116	883.5	5.3	2458.5	2.5	32.2	0.9	1.0	2.0
Dec-17	0.2731	0.0913	0.4098	579.0	6.3	1407.5	2.6	28.0	0.6	1.0	2.3
AVERAGES-	0.3330	0.2481	0.4541	772.9	6.2	8383.1	3.0	30.5	0.7	1.0	2.2

Respectfully Submitted,



Frank Cornejo.
Water/Wastewater Operations Supervisor
City of Holtville

**City of Holtville
REPORT TO CITY COUNCIL**

MEETING DATE:	<u>04/09/18</u>
ITEM NUMBER	<u>7 c</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

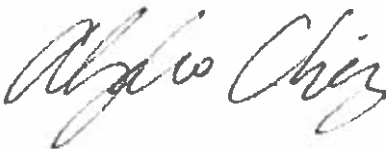
DATE ISSUED: April 5, 2018
FROM: Alex Chavez, Public Works Foreman
SUBJECT: Bi Monthly Report - Public Works

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 Sheriff's 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.
- Caught 3 dogs and 6 cats.
- Set up road closure for the farmers market.
- Assisted Castillo construction with bathroom remodel.
- Assisted CR&R with trash day preparation.
- Installed two 1 inch meters.
- Installed two 3/4 inch meters.

Respectfully Submitted,



Alejandro Chavez
Public Works Foreman

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	04/09/18
ITEM NUMBER	7 d
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 9, 2018
FROM: Kariza Preciado, Finance Supervisor
SUBJECT: Finance Department Update

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

General Fund

As of March 31, 2018, the General Fund is reporting excess expenses over revenue of 5,335. However, since March 31st we received a pending state COPS check which has then brought revenue over expenses in the amount of \$43,821.

Water Fund

As of March 31, 2018, the Water Fund was reporting excess revenue over expenses of \$256,184.

Sewer Fund

As of March 31, 2018, the Sewer Fund's business activity reported excess revenue over expenses of \$395,541.

Trash

As of March 31, 2018, the Trash Fund reported excess revenue over expenses of \$8,177. Because of positive cash inflows, the Trash Fund's negative cash balance has been reduced. If cash inflows continue at the current rate of approximately \$15,000 per year, the cash balance should be in the black in 3.5 years.

HOME On-Site Monitoring Visit

We visited the Senior Garden Apartments on March 27, 2018 to monitor for HOME Program compliance. The specific areas monitored were the certification of tenant income and assets, HOME rents, affirmative marketing, property standards, regulatory agreement compliance and asset management. The annual report is in progress and will be completed by the end of this month.

Respectfully submitted,

Kariza Preciado