

## AGENDA

**REGULAR MEETING OF THE HOLTVILLE CITY COUNCIL  
IMPERIAL PALMS HOTEL & RESORT  
2050 Country Club Drive - Holtville, California**

**Monday, June 13, 2016**

**OPEN SESSION**

**6:00 PM**

**James Predmore, Mayor  
Mike Goodsell, Mayor Pro Tem  
David Bradshaw, Council Member**

**Richard Layton, Council Member  
Ginger Ward, Council Member  
George Morris, City Treasurer**

**Steve Walker, City Attorney  
Denise Garcia, City Clerk  
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**

### **CONFERENCE WITH LABOR NEGOTIATORS:**

*(Government Code Section 54957.6)*

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. Willowbend Mobile Home Park  
Charles Simpson vs. City of Holtville

**CITY COUNCIL:** Meeting Called to Order

**PLEDGE OF ALLEGIANCE:**

**INVOCATION:** Pastor Richard Moore

**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 City Council Meeting of May 23, 2016
2. Current Demands # 36103 thru # 36180

## REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUE:

### NEW BUSINESS:

3. **Discussion/Related Action to Adopt RESOLUTION #16-24** Adopting the Revised Salary Schedule for the 2016-17 Fiscal Year *Nick Wells, City Manager*
4. **Discussion/Related Action to Adopt RESOLUTION #16-25** Approving a Memorandum of Understanding with the City's Classified Employees *Nick Wells, City Manager*

### UNFINISHED BUSINESS:

5. **Discussion/Related Action to Adopt RESOLUTION #16-26** Adopting a Budget for the 2016-17 Fiscal Year *Hector Orozco, Finance*

### INFORMATION ONLY:

6. **City Manager Report - Nick Wells**
  - a. Fire Chief - *Alex Silva*
  - b. Police Chief - Robert Benavidaz
  - c. Water/Wastewater Supervisor - *Frank Cornejo*
  - d. Public Works Foreman - *Alex Chavez*
  - e. Finance Department Report - *Hector Orozco*

7. **Items for future meetings**

8. **PRESENTATION:** State of the City Address *Mayor Jim Predmore*

9. **SPECIAL RECOGNITION** *Holtville City Council*

10. **ADJOURNMENT:**

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

**Monday, May 23, 2016**

MEETING DATE:	<u>6/13/16</u>
ITEM NUMBER	<u>1</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

The regular meeting of the Holtville City Council was held on May 23, 2016 at 5:30 pm in the Civic Center. Council Members present were David Bradshaw, Ginger Ward, Richard Layton, Jim Predmore and Mike Goodsell. Staff members present were Nick Wells, Denise Garcia and Hector Orozco. City Attorney Steve Walker, City Planner Justina Arce and City Treasurer George Morris were also present.

**CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:**

Mayor Jim Predmore called the meeting to order at 5:35 p.m.

**CITY COUNCIL & SUCCESSOR AGENCY OPEN SESSION MEETING CALLED TO ORDER:**

Mayor Jim Predmore called the meeting to order at 6:14 p.m.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Council Member David Bradshaw.

**INVOCATION:**

Council Member Mike Goodsell led the invocation.

**CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:**

City Clerk verified that the agenda was duly posted on Friday, May 20, 2016.

**EXECUTIVE SESSION ANNOUNCEMENTS:**

No action was taken; direction to staff

**CONFERENCE WITH LABOR NEGOTIATORS:**

*(Government Code Section 54957.6)*

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.

**PUBLIC COMMENTS:**

Imperial County Sheriff Ray Loera introduced Robert Benavidez to the City Council as the new Police Chief for Holtville.

Robert Menvielle, El Centro Rotary Club representative, invited Council to attend their Rotary event being held at Holtville's Humble Farmer Brewery on May 24th at 6:30 pm.

**CONSENT AGENDA:**

**1. Approval of the Regular Minutes of the City Council Meeting of April 25, 2016.**

**2. Approval of Demands #356046 thru #36102**

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, Goodsell, Bradshaw  
NOES: None  
ABSENT: None  
ABSTAIN: None

**REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:**

Ginger Ward reported that she attended an Area Agency on aging meeting.

Jim Predmore reported that he attended the Economic Summit at Barbara Worth/Imperial Palms Resort on Wednesday.

Mike Goodsell reported that he attended the Bi-National Alliance held at I.V.C. along with Mayor Predmore.

David Bradshaw reported that he attended an Irrigation Summit where issues over the current drought were discussed.

Nick Wells thanked Council for being so understanding about his schedule over the last couple of weeks and reiterated his appreciation that the City understands the family connection.

**NEW BUSINESS:**

**3. Discussion/Related Action adopting RESOLUTION #16-21 to Establishing an Appropriations Limit for the 2016-17 Fiscal Year – Hector Orozco, GL Analyst**

A motion was made by Ms. Ward and seconded by Mr. Bradshaw to adopt RESOLUTION #16-21 to establish an appropriations limit for the 2016-17 Fiscal Year. The motion carried in the form of a roll call vote.

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

**4. Discussion/Related Action adopting RESOLUTION #16-22 to Authorize the Write Off of Negative Account Balances in Multiple Inactive Funds – Hector Orozco, GL Analyst**

A motion was made by Mr. Bradshaw and seconded by Mr. Goodsell to adopt RESOLUTION #16-22 to authorize the write off of negative account balances in multiple inactive funds. The motion carried in the form of a roll call vote.

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

**5. Discussion/Related Action adopting RESOLUTION #16-23 Approving the Plan Adoption Agreement with ICMA-RC for Employee Retirement Benefits – Nick Wells, City Manager**

A motion was made by Mr. Goodsell and seconded by Ms. Ward to adopt RESOLUTION #16-23 to approve the Plan Adoption Agreement with ICMA-RC for employee retirement benefits. The motion carried in the form of a roll call vote.

AYES: Bradshaw, Ward, Predmore, Layton, Goodsell

NOES: None

ABSENT: None

ABSTAIN: None

**6. Discussion/Related Action to Amend the 2016 Appointment List – Nick Wells, City Manager**

Direction was given to staff to list Hector Orozco as the Alternate for the ICTC Meetings.

Direction was given to staff to replace Manuel DeLeon's name with Bobby Benavidez's name.

Direction was given to staff to add James Predmore as an alternate for the Area Agency on Aging Meetings.

**INFORMATION ONLY:**

**7. City Manager Report – Nick Wells**

- a. Police Chief – Manuel De Leon
- b. Water/Wastewater Supervisor – Frank Cornejo
- c. Public Works Foreman – Alex Chavez
- d. Finance – Hector Orozco

There being no further business to come before Council, Mayor Predmore adjourned the meeting at 7:10 p.m.

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James Predmore, Mayor

\_\_\_\_\_  
Denise Garcia, City Clerk

## CITY OF HOLTVILLE Monthly Check Register

MEETING DATE:	06/13/16
ITEM NUMBER	2
Approvals	CITY MANAGER
	FINANCE MANAGER
	CITY ATTORNEY

Date : 6/9/2016 2:46:32 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description		
<b>Check Number</b> : 36103		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 2149 ACME STAFFING						
10	73007	5/20/2016	18746	TEMP EMPLOYEES	ADMIN	1,027.20
12	73007	5/20/2016	18746	TEMP EMPLOYEES	PW	1,680.80
<b>Invoice Amount</b> : 2,708.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		2,708.00
<b>Check Number</b> : 36104		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 1157 ACME STAFFING - YUMA						
11	72896	5/17/2016	DS111615	DRUG SCREENING FOR TEMPORARY		47.00
<b>Invoice Amount</b> : 47.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		47.00
<b>Check Number</b> : 36105		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 8041 AFLAC						
10	72940	5/18/2016	194543	INSURANCE PREMIUM	ADMIN	122.81
<b>Invoice Amount</b> : 122.81		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		122.81
<b>Check Number</b> : 36106		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 8180 ANTHONY WELLS						
10	71422	2/2/2016	16-01	REIMB. FOR SUPPLIES FOR RIB COOK	RIB COOK OFF	81.87
<b>Invoice Amount</b> : 81.87		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		81.87
<b>Check Number</b> : 36107		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 1796 ARAMARK SERVICES, INC.						
10	72984	5/20/2016	APRIL 2016	UNIFORMS	PW	710.65
11	72984	5/20/2016	APRIL 2016	UNIFORMS	PW	788.96
12	72984	5/20/2016	APRIL 2016	UNIFORMS	PW	706.85
<b>Invoice Amount</b> : 2,206.46		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		2,206.46
<b>Check Number</b> : 36108		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 4617 BAJA DESERT TIRE						
10	72909	5/18/2016	34208	TIRES FOR TRAILER	PW	436.36
<b>Invoice Amount</b> : 436.36		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		436.36
<b>Check Number</b> : 36109		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 2320 COUNTY MOTOR PARTS						
11	72907	5/18/2016	206225	SUPPORT	PW	14.69
12	72907	5/18/2016	206225	SUPPORT		14.69
11	72912	5/18/2016	204604	UNIVERSAL JOINT		28.07
12	72912	5/18/2016	204604	UNIVERSAL JOINT		28.07
10	72988	5/20/2016	204076	BATTERY		17.69
<b>Invoice Amount</b> : 103.21		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		103.21
<b>Check Number</b> : 36110		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 1540 DRAGON'S EXTERMINATOR						
10	72992	5/20/2016	143983	PEST CONTROL FOR CITY BLDGS.	PW	200.00
<b>Invoice Amount</b> : 200.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		200.00
<b>Check Number</b> : 36111		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 1072 EL CENTRO MOTORS						
10	72920	5/18/2016	5116604	REPLACE SIDE MIRROR ON PUBILC W		48.57
11	72920	5/18/2016	5116604	REPLACE SIDE MIRROR ON PUBILC W	PW	48.57
12	72920	5/18/2016	5116604	REPLACE SIDE MIRROR ON PUBILC W		48.58
<b>Invoice Amount</b> : 145.72		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		145.72
<b>Check Number</b> : 36112		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 4572 EMPIRE SOUTHWEST						
11	72906	5/18/2016	3863450	KEY FOR BOBCAT	PW	11.90
12	72906	5/18/2016	3863450	KEY FOR BOBCAT		11.90
<b>Invoice Amount</b> : 23.80		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		23.80

## CITY OF HOLTVILLE

### Monthly Check Register

Date : 6/9/2016 2:46:32 PM

User Name : Lee Ann

Calendar Month/Year : &lt;ALL&gt; &lt;ALL&gt;

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
<b>Check Number : 36113      Check Date : 5/23/2016</b>						
<b>Vendor : 1073 FIRE, ETC.      FD</b>						
10	72931	5/18/2016	88453	FACEPIECE SPECTAGLE		161.20
<b>Invoice Amount : 161.20      Discount Amount : 0.00      Check Amount : 161.20</b>						
<b>Check Number : 36114      Check Date : 5/23/2016</b>						
<b>Vendor : 2227 GEORGE'S PIZZA      COUNCIL</b>						
10	72965	5/19/2016	194129	FOOD FOR ETHICS TRAINING		64.88
<b>Invoice Amount : 64.88      Discount Amount : 0.00      Check Amount : 64.88</b>						
<b>Check Number : 36115      Check Date : 5/23/2016</b>						
<b>Vendor : 1475 GIBSON &amp; SCHAEFER      PW</b>						
10	72915	5/18/2016	63817	CONCRETE FOR 8TH AND WALNUT		317.92
<b>Invoice Amount : 317.92      Discount Amount : 0.00      Check Amount : 317.92</b>						
<b>Check Number : 36116      Check Date : 5/23/2016</b>						
<b>Vendor : 1488 GREG BENTLY ELECTRIC      PW</b>						
10	72908	5/18/2016	2016070	REPAIRS LIGHTS AT TENNIS COURTS		204.34
<b>Invoice Amount : 204.34      Discount Amount : 0.00      Check Amount : 204.34</b>						
<b>Check Number : 36117      Check Date : 5/23/2016</b>						
<b>Vendor : 1471 HD SUPPLY WATERWORKS, LTD      PW</b>						
11	72990	5/20/2016	F478695	DBL STRAP BRNZ SAD ; CLAMP		260.35
<b>Invoice Amount : 260.35      Discount Amount : 0.00      Check Amount : 260.35</b>						
<b>Check Number : 36118      Check Date : 5/23/2016</b>						
<b>Vendor : 1015 HOLT GROUP, THE</b>						
22	72942	5/18/2016	16-03-023	(000) MISC. ENG. CEDAR AVE. SIDE		2,000.00
10	72943	5/18/2016	16-03-024	(207) BLDG. PERMITS; SIGNS; HOME		919.17
10	72944	5/18/2016	16-03-025	(233) HOLTVILLE WETLANDS BOR G		1,517.50
22	72945	5/18/2016	16-03-026	(302) WALNUT AVE. IMPROVEMENTS		1,350.00
22	72946	5/18/2016	16-03-027	(315) ALAMO RIVER TRAIL		1,253.24
12	72947	5/18/2016	16-03-028	(323) WASTEWATER PLANT APPLICA		630.19
12	72948	5/18/2016	16-03-029	(327) CWSRF GRANT ADMINISTRATI		617.99
22	72949	5/18/2016	16-03-030	(335) ICTC & MISC. TRANSPORTATIO		680.00
22	72950	5/18/2016	16-03-031	(377) CEDAR AVE.		72.50
22	72951	5/18/2016	16-03-032	(383) RSTP WALNUT IMPROVEMENT P		317.50
22	72952	5/18/2016	16-03-033	(394) 4TH ST. SIDEWALK PROJECT		588.75
22	72953	5/18/2016	16-03-034	(423) NORTH SIDE OF 5TH STREET		135.00
10	72954	5/18/2016	16-03-035	(428) SGC GP/SAP GRANT ADMIN.		115.00
12	72955	5/18/2016	16-03-036	(435) WASTEWATER TREATMENT PL		2,080.00
22	72956	5/18/2016	16-03-037	(436) COMPLETE STREETS PLAN		60.00
10	72957	5/18/2016	16-03-038	(443) CLEAR TALK CUP		443.27
10	72958	5/18/2016	16-03-039	(449) HIGGINS LOT MERGER		102.50
11	72959	5/18/2016	16-03-040	(450) WTP TANK DWSRF GRANT		8,735.75
10	72960	5/18/2016	16-03-041	(451) CUP VALLEY RETIREMENT INN		484.37
10	72961	5/18/2016	16-03-042	(047) GENERAL PLANNING SERVICES		876.25
<b>Invoice Amount : 22,978.98      Discount Amount : 0.00      Check Amount : 22,978.98</b>						
<b>Check Number : 36119      Check Date : 5/23/2016</b>						
<b>Vendor : 1638 HOME DEPOT/GECF</b>						
11	72995	5/20/2016	0010455	TOOLS	PW	66.48
12	72995	5/20/2016	0010455	TOOLS		66.48
<b>Invoice Amount : 132.96      Discount Amount : 0.00      Check Amount : 132.96</b>						
<b>Check Number : 36120      Check Date : 5/23/2016</b>						
<b>Vendor : 1908 IMPERIAL COUNTY OFFICE OF EDUCATION</b>						
10	72922	5/6/2016	16-003 3RD & 4T	DEMARICATION POINTS	ADMIN	2,500.00

## CITY OF HOLTVILLE

### Monthly Check Register

Date : 6/9/2016 2:46:32 PM

User Name : Lee Ann

Calendar Month/Year : &lt;ALL&gt; &lt;ALL&gt;

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
<b>Invoice Amount</b> : 2,500.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		2,500.00
<b>Check Number</b> : 36121		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 2297 IMPERIAL COUNTY SHERIFF'S DEPT.				SHERIFF		
10	72998	5/20/2016	1398	LIVE SCAN PRINTS		22.00
<b>Invoice Amount</b> : 22.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		22.00
<b>Check Number</b> : 36122		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 1027 IMPERIAL STORES						
11	72903	5/18/2016	573099	KEYS FOR TOOLBOX		4.43
12	72903	5/18/2016	573099	KEYS FOR TOOLBOX		4.43
11	72904	5/18/2016	573349	BRASS SOLID PLUGS FOR HYDRANT		3.75
11	72905	5/18/2016	573419	ADAPTER		2.49
10	72913	5/18/2016	571672	WEATHERSTRIP		10.51
10	72914	5/18/2016	573151	LEVEL AND KEY		4.75
11	72914	5/18/2016	573151	LEVEL AND KEY		4.75
12	72914	5/18/2016	573151	LEVEL AND KEY		4.77
10	72916	5/18/2016	573400	KEYS		9.32
10	72918	5/18/2016	572997	PLUNGER AND HAND CRANK AUGER		27.52
10	72923	5/18/2016	573037	MOUNTING SQUARES		3.57
10	72924	5/18/2016	573024	SPRINKLER HEADS		7.70
10	72925	5/18/2016	572728	CLEANING SUPPLIES		7.55
10	72926	5/18/2016	572782	KEY		6.64
10	72927	5/18/2016	573341	PAINT BRUSH; STAIN;		18.00
10	72928	5/18/2016	828150	BLACK POLISH		8.62
10	72929	5/18/2016	573321	VEHICLE WASH; WHEEL CLEANER;		18.26
10	72932	5/18/2016	573297	PLYWOOD		99.36
10	72933	5/18/2016	573144	SPRINKLER HEADS		5.39
10	72987	5/20/2016	573539	LIGHTER FLUID		12.06
<b>Invoice Amount</b> : 263.87		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		263.87
<b>Check Number</b> : 36123		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 1161 JIM REITER'S LOCKSMITH & SAFE						
10	72898	5/17/2016	253450	REPAIR/CHANGE LOCKS AT CITY HAL		240.00
10	72899	5/17/2016	253537	KEYS FOR TOOL BOXES		8.70
11	72899	5/17/2016	253537	KEYS FOR TOOL BOXES	PW	8.70
12	72899	5/17/2016	253537	KEYS FOR TOOL BOXES		8.70
10	72901	5/17/2016	253514	KEYS TO TOOL BOX		9.98
11	72901	5/17/2016	253514	KEYS TO TOOL BOX		9.98
12	72901	5/17/2016	253514	KEYS TO TOOL BOX		10.00
<b>Invoice Amount</b> : 296.06		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		296.06
<b>Check Number</b> : 36124		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 8719 JONATHAN MURPHY						
11	72934	5/18/2016	804 OLIVE	REFUND OF UNUSED WATER DEPOSIT	ADMIN	117.68
<b>Invoice Amount</b> : 117.68		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		117.68
<b>Check Number</b> : 36125		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 1971 METRON - FARNIER						
11	72994	5/20/2016	22426	METERS/ ANTENNAS	PW	985.59
<b>Invoice Amount</b> : 985.59		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		985.59
<b>Check Number</b> : 36126		<b>Check Date</b> : 5/23/2016				
<b>Vendor</b> : 8720 MICHAEL BAKER INTERNATIONAL, INC.						
10	72941	5/18/2016	151198	HOLTVILLE GENERAL PLAN UPDATE	ADMIN	47,327.75
<b>Invoice Amount</b> : 47,327.75		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		47,327.75

## CITY OF HOLTVILLE

### Monthly Check Register

Date : 6/9/2016 2:46:32 PM

User Name : Lee Ann

Calendar Month/Year : &lt;ALL&gt; &lt;ALL&gt;

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
<b>Check Number : 36127      Check Date : 5/23/2016</b>						
<b>Vendor : 8710 MUNICIPAL EMERGENCY SERVICES</b>						
10	72997	5/20/2016	IN1022978	ACTION COUPLING	FD	144.72
<b>Invoice Amount : 144.72</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		144.72
<b>Check Number : 36128      Check Date : 5/23/2016</b>						
<b>Vendor : 8011 NICHOLAS WELLS</b>						
10	72939	5/18/2016	MAY 2016	MILEAGE REIMB. MAY 2016	ADMIN	331.02
<b>Invoice Amount : 331.02</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		331.02
<b>Check Number : 36129      Check Date : 5/23/2016</b>						
<b>Vendor : 1127 PREDMORE, ROBERT</b>						
10	72900	5/17/2016	5/2/16	WORK BOOT REIMB.	PW	26.65
<b>Invoice Amount : 26.65</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		26.65
<b>Check Number : 36130      Check Date : 5/23/2016</b>						
<b>Vendor : 4575 PYRAMID CONSTRUCTION, INC.</b>						
22	72966	5/19/2016	3229	CONSTRUCTION PAYMENT # 8	ALAMO TRAIL	9,500.00
22	72967	5/19/2016	14026R	CONSTRUCTION PAYMENT # 9 RETEN		25,425.25
<b>Invoice Amount : 34,925.25</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		34,925.25
<b>Check Number : 36131      Check Date : 5/23/2016</b>						
<b>Vendor : 1176 QUILL CORPORATION</b>						
10	72935	5/18/2016	5339174	OFFICE SUPPLIES		70.54
11	72935	5/18/2016	5339174	OFFICE SUPPLIES		70.54
12	72935	5/18/2016	5339174	OFFICE SUPPLIES	ADMIN	70.56
10	72936	5/18/2016	5342752	DESIGN PLANS STORAGE		55.07
10	72937	5/18/2016	533876	OFFICE SUPPLIES		4.30
10	72938	5/18/2016	5582929	OFFICE SUPPLIES		60.47
<b>Invoice Amount : 331.48</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		331.48
<b>Check Number : 36132      Check Date : 5/23/2016</b>						
<b>Vendor : 8186 R.J. SAFETY CO., INC.</b>						
10	72991	5/20/2016	356990-1	SAFETY GLASSES; HIP WADER BOO	PW	204.06
11	72991	5/20/2016	356990-1	SAFETY GLASSES; HIP WADER BOO		204.06
12	72991	5/20/2016	356990-1	SAFETY GLASSES; HIP WADER BOO		102.04
<b>Invoice Amount : 510.16</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		510.16
<b>Check Number : 36133      Check Date : 5/23/2016</b>						
<b>Vendor : 2241 REDDY ICE</b>						
10	72930	5/18/2016	5656169592	ICE	FD	87.28
<b>Invoice Amount : 87.28</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		87.28
<b>Check Number : 36134      Check Date : 5/23/2016</b>						
<b>Vendor : 1555 ROBERT S. NELSON AUTOMOTIVE</b>						
10	72910	5/18/2016	11514	REPAIRS TO A/C IN VEHICLE		46.86
11	72910	5/18/2016	11514	REPAIRS TO A/C IN VEHICLE		210.91
12	72910	5/18/2016	11514	REPAIRS TO A/C IN VEHICLE	PW	210.92
11	72911	5/18/2016	11504	REPAIRS TO VEHICLE		61.83
12	72911	5/18/2016	11504	REPAIRS TO VEHICLE		61.84
<b>Invoice Amount : 592.36</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		592.36
<b>Check Number : 36135      Check Date : 5/23/2016</b>						
<b>Vendor : 1043 SELLERS PETROLEUM</b>						
10	72985	5/20/2016	82146	FUEL	PW	458.86
11	72985	5/20/2016	82146	FUEL	PW	524.19
12	72985	5/20/2016	82146	FUEL	PW	259.13
<b>Invoice Amount : 1,242.18</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		1,242.18

## CITY OF HOLTVILLE

### Monthly Check Register

Date : 6/9/2016 2:46:32 PM

User Name : Lee Ann

Calendar Month/Year : &lt;ALL&gt; &lt;ALL&gt;

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
<b>Check Number : 36136      Check Date : 5/23/2016</b>						
Vendor : 8138 SERVICE MASTER						PW
10	72989	5/20/2016	31571	JANITORIA SERVICE		1,374.00
<b>Invoice Amount : 1,374.00</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		<b>1,374.00</b>
<b>Check Number : 36137      Check Date : 5/23/2016</b>						
Vendor : 7841 SPARKLETTS						PW
10	72897	5/17/2016	9431538050116	DRINKING WATER		218.43
<b>Invoice Amount : 218.43</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		<b>218.43</b>
<b>Check Number : 36138      Check Date : 5/23/2016</b>						
Vendor : 1918 STATE FIRE TRAINING						FD
10	72996	5/20/2016	EDUARDO RAMIREZ	FIRE FIGHTERS 1 EDUARDO RAMIR		40.00
<b>Invoice Amount : 40.00</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		<b>40.00</b>
<b>Check Number : 36139      Check Date : 5/23/2016</b>						
Vendor : 1049 UNDERGROUND SERVICE ALERT						PW
10	72919	5/18/2016	420160318	DIG ALERT TICKETS		25.50
<b>Invoice Amount : 25.50</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		<b>25.50</b>
<b>Check Number : 36140      Check Date : 5/23/2016</b>						
Vendor : 1783 VIC'S A/C						PW
10	72993	5/20/2016	56070	REPAIRS TO A/C AT LIBRARY		721.33
<b>Invoice Amount : 721.33</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		<b>721.33</b>
<b>Check Number : 36141      Check Date : 5/23/2016</b>						
Vendor : 1057 WYMORE, INC.						PW
10	72917	5/18/2016	1181386	WELD/REPAIR TRAILER RAMP		424.30
10	72986	5/20/2016	1181170	REPAIR TRAILER RAMP		173.28
<b>Invoice Amount : 597.58</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		<b>597.58</b>
<b>Check Number : 36142      Check Date : 6/3/2016</b>						
Vendor : 8041 AFLAC						ADMIN
10	73093	6/1/2016	381524	INSURANCE PREMIUM		122.81
<b>Invoice Amount : 122.81</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		<b>122.81</b>
<b>Check Number : 36143      Check Date : 6/3/2016</b>						
Vendor : 7985 ALEJANDRO CHAVEZ						PW
11	73090	6/1/2016	CROSS CONNECTIO	CROSS CONNECTION TRAINING AND T		1,122.04
<b>Invoice Amount : 1,122.04</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		<b>1,122.04</b>
<b>Check Number : 36144      Check Date : 6/3/2016</b>						
Vendor : 8721 ALEJANDRO ESTRADA						ADMIN
10	73092	6/1/2016	1002	COMPUTER CONSULTING; WEBSITE;		1,558.66
11	73092	6/1/2016	1002	COMPUTER CONSULTING; WEBSITE;		658.67
12	73092	6/1/2016	1002	COMPUTER CONSULTING; WEBSITE;		613.67
<b>Invoice Amount : 2,831.00</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		<b>2,831.00</b>
<b>Check Number : 36145      Check Date : 6/3/2016</b>						
Vendor : 2378 AT&T						ADMIN
10	73105	6/1/2016	MAY 2016	TELEPHONE CHARGES		1,022.62
11	73105	6/1/2016	MAY 2016	TELEPHONE CHARGES		146.02
12	73105	6/1/2016	MAY 2016	TELEPHONE CHARGES		84.80
<b>Invoice Amount : 1,253.44</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		<b>1,253.44</b>
<b>Check Number : 36146      Check Date : 6/3/2016</b>						
Vendor : 1237 BABCOCK & SONS, INC.						PW
11	73067	5/26/2016	BD60942-2279	LAB ANALYSIS		45.00
<b>Invoice Amount : 45.00</b>		<b>Discount Amount : 0.00</b>		<b>Check Amount :</b>		<b>45.00</b>
<b>Check Number : 36147      Check Date : 6/3/2016</b>						
Vendor : 2030 BLUE SHIELD OF CALIFORNIA						

## CITY OF HOLTVILLE

### Monthly Check Register

Date : 6/9/2016 2:46:32 PM

User Name : Lee Ann

Calendar Month/Year : &lt;ALL&gt; &lt;ALL&gt;

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount	
10	73100	6/1/2016	JUNE 2016	HEALTH INSURANCE		3,490.66	
11	73100	6/1/2016	JUNE 2016	HEALTH INSURANCE	ADMIN	2,317.22	
12	73100	6/1/2016	JUNE 2016	HEALTH INSURANCE		2,087.76	
<b>Invoice Amount</b>		: 7,895.64	<b>Discount Amount</b>		: 0.00	<b>Check Amount</b> : 7,895.64	
<b>Check Number</b>		: 36148	<b>Check Date</b>		: 6/3/2016		
<b>Vendor</b>		: 7688 CINTAS FIRST AID & SAFETY				PW	
10	73131	6/3/2016	5005142914	SERVICE AND SUPPLY FIRST AID CAB		84.82	
<b>Invoice Amount</b>		: 84.82	<b>Discount Amount</b>		: 0.00	<b>Check Amount</b> : 84.82	
<b>Check Number</b>		: 36149	<b>Check Date</b>		: 6/3/2016		
<b>Vendor</b>		: 2320 COUNTY MOTOR PARTS					
12	73059	5/26/2016	205980	GREASE; GRS CAR; SEAT COVER	PW	343.48	
12	73060	5/26/2016	206454	BRIGHT ALUM CROSSOVE		246.40	
12	73061	5/26/2016	206372	TRAILER HITCH		208.97	
12	73066	5/26/2016	206468	TRI BALL RECHITCH; SS RECE LOCK		108.73	
<b>Invoice Amount</b>		: 907.58	<b>Discount Amount</b>		: 0.00	<b>Check Amount</b> : 907.58	
<b>Check Number</b>		: 36150	<b>Check Date</b>		: 6/3/2016		
<b>Vendor</b>		: 1435 DEL SOL MARKET				COUNCIL	
10	73107	6/1/2016	2422	SUPPLIES FOR ETHICS TRAINING		9.30	
<b>Invoice Amount</b>		: 9.30	<b>Discount Amount</b>		: 0.00	<b>Check Amount</b> : 9.30	
<b>Check Number</b>		: 36151	<b>Check Date</b>		: 6/3/2016		
<b>Vendor</b>		: 1475 GIBSON & SCHAEFER				PW	
10	73134	6/3/2016	64073	CONCRETE FOR SIDEWALK REPAIR AT		331.88	
<b>Invoice Amount</b>		: 331.88	<b>Discount Amount</b>		: 0.00	<b>Check Amount</b> : 331.88	
<b>Check Number</b>		: 36152	<b>Check Date</b>		: 6/3/2016		
<b>Vendor</b>		: 8722 GUADALAUPE CUEVAS				TRASH	
13	73103	6/1/2016	MAY 2015 TO APR	REFUND OVERPAYMENT OF TRASH S		123.40	
<b>Invoice Amount</b>		: 123.40	<b>Discount Amount</b>		: 0.00	<b>Check Amount</b> : 123.40	
<b>Check Number</b>		: 36153	<b>Check Date</b>		: 6/3/2016		
<b>Vendor</b>		: 2399 HARTFORD					
10	73096	6/1/2016	7601520-5	INSURANCE PREMIUM	ADMIN	225.32	
11	73096	6/1/2016	7601520-5	INSURANCE PREMIUM		35.96	
12	73096	6/1/2016	7601520-5	INSURANCE PREMIUM		38.99	
<b>Invoice Amount</b>		: 300.27	<b>Discount Amount</b>		: 0.00	<b>Check Amount</b> : 300.27	
<b>Check Number</b>		: 36154	<b>Check Date</b>		: 6/3/2016		
<b>Vendor</b>		: 8691 HDL COREN & CONE				ADMIN	
10	73110	6/1/2016	22690	CONTRACT SERVICES PROPERTY TA		750.00	
<b>Invoice Amount</b>		: 750.00	<b>Discount Amount</b>		: 0.00	<b>Check Amount</b> : 750.00	
<b>Check Number</b>		: 36155	<b>Check Date</b>		: 6/3/2016		
<b>Vendor</b>		: 8353 HECTOR OROZCO				ADMIN	
10	73104	6/1/2016	MAY 2016	CELL PHONE REIMB.		60.00	
<b>Invoice Amount</b>		: 60.00	<b>Discount Amount</b>		: 0.00	<b>Check Amount</b> : 60.00	
<b>Check Number</b>		: 36156	<b>Check Date</b>		: 6/3/2016		
<b>Vendor</b>		: 2403 HIGHLINE COOLING, LLC					
10	73111	6/1/2016	JUNE 2016	OFFICE RENT PD / FD	PD/FD	2,000.00	
<b>Invoice Amount</b>		: 2,000.00	<b>Discount Amount</b>		: 0.00	<b>Check Amount</b> : 2,000.00	
<b>Check Number</b>		: 36157	<b>Check Date</b>		: 6/3/2016		
<b>Vendor</b>		: 1385 HINDERLITER deLLAMAS & ASSOCIATES				ADMIN	
10	73109	6/1/2016	25393	AUDIT SERVICES FOR SALES TAX		302.53	
<b>Invoice Amount</b>		: 302.53	<b>Discount Amount</b>		: 0.00	<b>Check Amount</b> : 302.53	
<b>Check Number</b>		: 36158	<b>Check Date</b>		: 6/3/2016		
<b>Vendor</b>		: 1638 HOME DEPOT/GECF					

## CITY OF HOLTVILLE

### Monthly Check Register

Date : 6/9/2016 2:46:32 PM

User Name : Lee Ann

Calendar Month/Year : &lt;ALL&gt; &lt;ALL&gt;

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
10	73130	6/3/2016	24756/4254144	FLOWERS; SOIL		35.54
<b>Invoice Amount</b> : 35.54		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> : PW		35.54
<b>Check Number</b> : 36159		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1076 HOUR PHOTO		COUNCIL				
10	73106	6/1/2016	3723	PLAQUE FOR DE LEON		19.44
<b>Invoice Amount</b> : 19.44		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		19.44
<b>Check Number</b> : 36160		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1910 HUMANA						
10	73099	6/1/2016	JUNE 2016	DENTAL INSURANCE PREMIUIM	ADMIN	414.32
11	73099	6/1/2016	JUNE 2016	DENTAL INSURANCE PREMIUIM		323.18
12	73099	6/1/2016	JUNE 2016	DENTAL INSURANCE PREMIUIM		297.41
<b>Invoice Amount</b> : 1,034.91		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		1,034.91
<b>Check Number</b> : 36161		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 4642 I.C. PUBLIC HEALTH DEPT. LAB.		PW				
11	73068	5/26/2016	17629	LAB ANALYSIS		120.00
<b>Invoice Amount</b> : 120.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		120.00
<b>Check Number</b> : 36162		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1027 IMPERIAL STORES						
12	73058	5/26/2016	573883	CLEANING SUPPLIES		92.22
11	73070	5/26/2016	573041	SPRAY PAINT		9.09
10	73128	6/3/2016	573920	LIGHT BULBS; CORD PLUG		30.96
<b>Invoice Amount</b> : 132.27		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		132.27
<b>Check Number</b> : 36163		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1757 IMPERIAL VALLEY ENVIRONMENTAL LAB						
12	73056	5/26/2016	8105	LAB ANALYSIS	PW	304.00
12	73062	5/26/2016	8092	LAB ANALYSIS		570.00
12	73063	5/26/2016	8077	LAB ANALYSIS		1,068.00
<b>Invoice Amount</b> : 1,942.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		1,942.00
<b>Check Number</b> : 36164		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 8106 JAMES PREDMORE		COUNCIL				
10	73091	6/1/2016	6/2/16	TRAVEL REIMB. FOR SCAG MEETING O		239.43
<b>Invoice Amount</b> : 239.43		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		239.43
<b>Check Number</b> : 36165		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1262 L.N. CURTIS & SONS						
10	73113	6/1/2016	28248	REAR HANDLE ASSY	FD	187.04
<b>Invoice Amount</b> : 187.04		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		187.04
<b>Check Number</b> : 36166		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1564 LESLIE'S POOL SUPPLIES		PW				
10	73129	6/3/2016	652-121950	SHOCK FOR CITY POOL		211.67
<b>Invoice Amount</b> : 211.67		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		211.67
<b>Check Number</b> : 36167		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1298 LOCAL GOVERNMENT COMMISSION		COMPLETE STREETS PLAN				
22	73097	6/1/2016	623-09	PLAN DEVELOPMENT		14,706.80
22	73098	6/1/2016	623-08	PLAN DEVELOPMENT		6,540.00
<b>Invoice Amount</b> : 21,246.80		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		21,246.80
<b>Check Number</b> : 36168		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1971 METRON - FARNIER		PW				
11	73127	6/3/2016	22483	METERS		3,174.28
<b>Invoice Amount</b> : 3,174.28		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		3,174.28
<b>Check Number</b> : 36169		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1037 PARKER'S PHARMACY						

## CITY OF HOLTVILLE

### Monthly Check Register

Date : 6/9/2016 2:46:32 PM

User Name : Lee Ann

Calendar Month/Year : &lt;ALL&gt; &lt;ALL&gt;

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
11	73057	5/26/2016	4785559	UPS LAB SAMPLES		12.31
<b>Invoice Amount</b> : 12.31		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		PW 12.31
<b>Check Number</b> : 36170		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1450 PITNEY BOWES GLOBAL FINANCE SERVICES LLC						
10	73108	6/1/2016	3100173736	POSTAGE AND FOLDING MACHINE LE		93.93
11	73108	6/1/2016	3100173736	POSTAGE AND FOLDING MACHINE LE	ADMIN	93.83
12	73108	6/1/2016	3100173736	POSTAGE AND FOLDING MACHINE LE		94.00
<b>Invoice Amount</b> : 281.76		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		281.76
<b>Check Number</b> : 36171		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1443 SEARS COMMERCIAL ONE						
10	73115	6/1/2016	T984255	COMPACT COT FOR STRIKE TEAM	FD	139.47
<b>Invoice Amount</b> : 139.47		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		139.47
<b>Check Number</b> : 36172		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 8339 SIMNSA HEALTH PLAN						
10	73094	6/1/2016	JUNE 2016	DENTAL INSURANCE		56.60
11	73094	6/1/2016	JUNE 2016	DENTAL INSURANCE		130.80
12	73094	6/1/2016	JUNE 2016	DENTAL INSURANCE		67.60
10	73095	6/1/2016	JUNE 2016 HEALT	INSURANCE PREMIUM	ADMIN	565.03
11	73095	6/1/2016	JUNE 2016 HEALT	INSURANCE PREMIUM		1,467.56
12	73095	6/1/2016	JUNE 2016 HEALT	INSURANCE PREMIUM		473.42
<b>Invoice Amount</b> : 2,761.01		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		2,761.01
<b>Check Number</b> : 36173		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1780 STATE WATER RESOURCES CONTROL BD. OPERATOR CERT.						
11	73089	6/1/2016	OP# 36826	DIST. CERT. RENEWAL ALEJANDRO	PW	120.00
11	73112	6/1/2016	OP# 31164	WATER TREATMENT 2 RENEWAL IS		60.00
<b>Invoice Amount</b> : 180.00		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		180.00
<b>Check Number</b> : 36174		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1633 TACO SHOP						
10	73132	6/3/2016	10434	FOOD FOR TURNING POINT GRAFHITI		40.31
11	73133	6/3/2016	58960	FOOD FOR PUBLIC WORKS (WATER	PW	20.15
12	73133	6/3/2016	58960	FOOD FOR PUBLIC WORKS (WATER		20.16
<b>Invoice Amount</b> : 80.62		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		80.62
<b>Check Number</b> : 36175		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 2083 THATCHER CO.						
11	73071	5/26/2016	239799	ALUMINUM SULFATE	PW	4,306.93
11	73072	5/26/2016	239827	SODIUM PERMANGANATE		3,511.35
<b>Invoice Amount</b> : 7,818.28		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		7,818.28
<b>Check Number</b> : 36176		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1260 USA BLUEBOOK						
11	73065	5/26/2016	937862	SHARPE WAFER DISC SEAT; PINEAMA	PW	294.19
12	73069	5/26/2016	940791	3" HYMAX COUPLING		738.09
<b>Invoice Amount</b> : 1,032.28		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		1,032.28
<b>Check Number</b> : 36177		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 2012 VERIZON WIRELESS						
10	73102	6/1/2016	9765337685	CELL PHONES	ADMIN	208.24
11	73102	6/1/2016	9765337685	CELL PHONES		174.48
12	73102	6/1/2016	9765337685	CELL PHONES		142.28
10	73114	6/1/2016	9765374150	DATA LINE FOR ENGINE	FD	38.01
<b>Invoice Amount</b> : 563.01		<b>Discount Amount</b> : 0.00		<b>Check Amount</b> :		563.01
<b>Check Number</b> : 36178		<b>Check Date</b> : 6/3/2016				
<b>Vendor</b> : 1783 VIC'S A/C						

## CITY OF HOLTVILLE Monthly Check Register

Date : 6/9/2016 2:46:32 PM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
11	73064	5/26/2016	55824	DIAGNOSTIC FEE FOR A/C AT WATER		75.00
<b>Invoice Amount</b> :			<b>Discount Amount</b> :		<b>Check Amount</b> :	PW 75.00
<b>Check Number</b> :		<b>Check Date</b> :				
<b>Vendor</b> :		2055 VISION SERVICE PLAN				
10	73101	6/1/2016	JUNE 2016	VISION INSURANCE		118.51
11	73101	6/1/2016	JUNE 2016	VISION INSURANCE	ADMIN	156.59
12	73101	6/1/2016	JUNE 2016	VISION INSURANCE		87.16
<b>Invoice Amount</b> :			<b>Discount Amount</b> :		<b>Check Amount</b> :	362.26
<b>Check Number</b> :		<b>Check Date</b> :				
<b>Vendor</b> :		1452 AVAYA , INC.				
10	73148	6/7/2016	2733671689	TELEPHONE EQUIPMENT		69.77
<b>Invoice Amount</b> :			<b>Discount Amount</b> :		<b>Check Amount</b> :	PD 69.77

<b>Total Number of Vendors</b>	:	71	:	0.00
<b>Total Number of Checks Printed</b>	:	78		
<b>Total Number of Voided Checks</b>	:	0		
<b>Largest Check Amount</b>	:	47,327.75		
<b>Total for all Checks Printed</b>	:	182,735.61		
<b>Total for Voided Checks</b>	:	0.00		
<b>Net Amount of Checks Printed</b>	:	182,735.61		

### Summary

Fund	Amount
10 GENERAL FUND	75,092.77
11 WATER	30,585.32
12 SEWER	14,305.08
13 TRASH	123.40
22 LOCAL TRANSPORTATION FUND - TDA	62,629.04

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

MEETING DATE:	<u>06/13/16</u>
ITEM NUMBER	<u>3</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 10, 2016  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** **Resolution No. 16-24** *Implementing the 2014-15 Salary Schedule*

**ISSUE:**

Shall the City Council adopt Resolution No. 16-24 implementing the 2016-17 Salary Schedule which reflects increases to some positions, eliminates unfilled positions and adds one new position?

**DISCUSSION:**

Pursuant to negotiations with representatives of the Classified Employees bargaining unit, City Council previously agreed in principal to multiple considerations including phased in on-schedule increases, off-schedule Cost of Living lump sum payments and additional fringe benefits. A one percent (1%) on-schedule salary increase for the 2016-17 Fiscal Year was among those considerations.

Additionally, as more supervision of the Finance Department is relinquished by the City Manager, creation of a mid-level supervisory position, as previously discussed, has become necessary. A proposed Finance Supervisor position has been created and slotted on the Management and Supervisory Personnel section of the schedule for that purpose.

Finally, a few positions have remained listed on the schedule that have neither been filled in recent years, nor are they expected to be filled in the near future. Staff recommends that those positions be eliminated.

The revised schedule reflecting all of these changes is attached as Exhibit "A" to the resolution.

**FISCAL IMPACT:**

Changes will result in approximately \$15,000 in additional expenditures, spread equitably between the General, Water and Sewer Funds for the 2016-17 Fiscal Year.

**RECOMMENDATION**

Staff recommends that the resolution be adopted.

**HOLTVILLE CITY COUNCIL  
RESOLUTION NO. 16-24**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
HOLTVILLE, CALIFORNIA, APPROVING THE MODIFICATION AND  
ADOPTION OF THE 2016-17 SALARY SCHEDULE**

**WHEREAS**, the City of Holtville has employees rendering valuable services; and

**WHEREAS**, the City of Holtville wishes to continue to refine its Salary Schedule to reflect current staffing needs; and

**WHEREAS**, the City of Holtville wishes to align its approved Salary Schedule to reflect negotiated changes with employee representatives; and

**WHEREAS**, the attached Exhibit "A" establishes new Salary Ranges in numeric order; and

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

1. A one percent (1%) salary increase for positions within the "Permanent Full-Time (Classified)" section (Ranges 13 through 45) above the previously adopted schedule for the 2016-17 Fiscal Year
2. The position of Finance Supervisor (Range 54) has been created.
3. The positions of Street Sweeper and Deputy City Clerk have been eliminated.
4. The modifications described are included in this Resolution as the attached "Exhibit "A.""
5. The modified Salary Schedule will take effect July 1, 2016.
6. The foregoing is true, correct and adopted.

**PASSED, APPROVED, AND ADOPTED** by Holtville City Council at a regular meeting held on the 13th day of June, 2016, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
James Predmore, Mayor

I, Denise Garcia, City Clerk of the City of Holtville, California, do hereby certify that the foregoing resolution was duly passed, approved and adopted by the City Council of the City of Holtville, California, at its regular scheduled meeting held on the 13th of June, 2016.

Attest:

\_\_\_\_\_  
Denise Garcia, City Clerk

**City of Holtville  
2016-17 (Proposed) 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	4,945	5,193	5,453	5,725	6,011	6,311
		28.53	29.96	31.46	33.03	34.68	36.41
FINANCE SUPERVISOR	54	3,721	3,907	4,103	4,307	4,522	4,748
		21.47	22.54	23.67	24.85	26.09	27.39
PUBLIC WORKS FOREMAN	50	3,560	3,739	3,926	4,122	4,328	4,545
		20.54	21.57	22.65	23.78	24.97	26.22

PERMANENT FULL-TIME PERSONNEL (Classified)							
POSITION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
MWI	13	2,163	2,271	2,385	2,505	2,629	2,761
		12.48	13.10	13.76	14.45	15.17	15.93
PARKS MAINT WKR I	13	2,163	2,271	2,385	2,505	2,629	2,761
		12.48	13.10	13.76	14.45	15.17	15.93
MWII	16	2,298	2,413	2,534	2,661	2,794	2,935
		13.26	13.92	14.62	15.35	16.12	16.93
PARKS MAINT WKR II	16	2,298	2,413	2,534	2,661	2,794	2,935
		13.26	13.92	14.62	15.35	16.12	16.93
WWTPO IT	16	2,298	2,413	2,534	2,661	2,794	2,935
		13.26	13.92	14.62	15.35	16.12	16.93
Dist. Collection OP. OIT/Maint	16	2,298	2,413	2,534	2,661	2,794	2,935
		13.26	13.92	14.62	15.35	16.12	16.93
MWIII	18	2,392	2,512	2,636	2,768	2,907	3,052
		13.80	14.49	15.21	15.97	16.77	17.61
PARKS MAINT WKR III	18	2,392	2,512	2,636	2,768	2,907	3,052
		13.80	14.49	15.21	15.97	16.77	17.61
STREET SWEEPER	20	2,434	2,555	2,683	2,817	2,957	3,104
		14.04	14.74	15.48	16.25	17.06	17.91
Dist. Collection OP. OIT/Oper. I	20	2,434	2,555	2,683	2,817	2,957	3,104
		14.04	14.74	15.48	16.25	17.06	17.91
PARK MAINT CREW LEADER	24	2,541	2,668	2,801	2,941	3,089	3,243
		14.66	15.39	16.16	16.97	17.82	18.71
WTPO I	24	2,541	2,668	2,801	2,941	3,089	3,243
		14.66	15.39	16.16	16.97	17.82	18.71
FIREFIGHTER -40hr/wk	26	2,569	2,697	2,832	2,974	3,123	3,279
		14.82	15.56	16.34	17.16	18.02	18.92
FIREFIGHTER -56hr/wk	26	1,834	1,926	2,023	2,123	2,229	2,340
		10.58	11.11	11.67	12.25	12.86	13.50
ADMINISTRATIVE ASSIST	30	2,772	2,910	3,056	3,208	3,370	3,538
		15.99	16.79	17.63	18.51	19.44	20.41
DEPUTY CITY CLERK	30	2,772	2,910	3,056	3,208	3,370	3,538
		15.99	16.79	17.63	18.51	19.44	20.41
FIREFIGHTER LT - 40hr/wk	32	2,950	3,097	3,252	3,415	3,586	3,765
		17.02	17.87	18.76	19.70	20.69	21.72
FIREFIGHTER LT - 56hr/wk	32	2,103	2,208	2,319	2,435	2,557	2,685
		12.13	12.74	13.38	14.05	14.75	15.49

2016-17 (Proposed) Salary Schedule

PERMANENT FULL- TIME PERSONNEL (Classified) [Continued]							
POSITION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
WWTPO I	33	2,962	3,110	3,266	3,429	3,600	3,780
		17.09	17.94	18.84	19.78	20.77	21.81
WTPO II	33	2,962	3,110	3,266	3,429	3,600	3,780
		17.09	17.94	18.84	19.78	20.77	21.81
HEAVY EQUIPT OPERATOR	37	3,091	3,245	3,408	3,578	3,756	3,943
		17.83	18.72	19.66	20.64	21.67	22.75
SENIOR ACCOUNT CLERK	39	3,160	3,318	3,484	3,659	3,843	4,035
		18.23	19.14	20.10	21.11	22.17	23.28
BUDGET ANALYST	42	3,326	3,493	3,668	3,851	4,044	4,247
		19.19	20.15	21.16	22.22	23.33	24.50
PERSONNEL TECH.	42	3,326	3,493	3,668	3,851	4,044	4,247
		19.19	20.15	21.16	22.22	23.33	24.50
Accountant/GL Analyst	44	3,401	3,571	3,749	3,936	4,134	4,340
		19.62	20.60	21.63	22.71	23.85	25.04
WWTPO II	45	3,491	3,666	3,850	4,042	4,245	4,456
		20.14	21.15	22.21	23.32	24.49	25.71
WTPO III	45	3,491	3,666	3,850	4,042	4,245	4,456
		20.14	21.15	22.21	23.32	24.49	25.71

P/T HOURLY EMPLOYEES (NON-REPRESENTED)

	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
LIFEGUARD - Seasonal	11	10.00	10.50	11.03	11.58	12.16	12.77
OFFICE COORDINATOR	11.5	10.00	10.50	11.03	11.58	12.16	12.77
RECREATION ASSISTANT I	11.5	10.00	10.50	11.03	11.58	12.16	12.77
FIRE CHIEF (Part Time)	62	24.33	25.55	26.83	28.17	29.58	31.06

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

	2016	2017	2018	2019	2020	2021	2022
<b>Minimum Wage</b>	10.00	10.50	11.00	12.00	13.00	14.00	15.00

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

MEETING DATE:	<u>06/13/16</u>
ITEM NUMBER	<u>4</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 10, 2016  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** **Resolution No. 16-25** *Adopting Classified Employees MOU*

**ISSUE:**

Shall the City Council adopt Resolution No. 16-25 accepting a new Memorandum of Understanding with the Classified Employees of the City of Holtville?

**DISCUSSION:**

Pursuant to negotiations with representatives of the Classified Employees bargaining unit, City Council previously agreed in principal to multiple considerations, including phased in on-schedule salary increases, multiple off-schedule Cost of Living lump sum payments and additional fringe benefits. A one percent (1%) on-schedule salary increase for the 2016-17 Fiscal Year was among those considerations. Those considerations have been included in the attached Memorandum of Understanding, incorporated as changes revising the previous version of that document, dated July, 2010.

The terms of the agreement include additional compensation in the 2017-18 and 2018-19 Fiscal Years. The term of the agreement, therefore, is July 1, 2016, through June 30, 2019, or until any other superceding resolution is adopted.

**FISCAL IMPACT:**

Changes will result in approximately \$10,000 in additional expenditures, spread equitably between the General, Water and Sewer Funds for the 2016-17 Fiscal Year.

**RECOMMENDATION**

Staff recommends that the resolution be adopted.

**HOLTVILLE CITY COUNCIL  
RESOLUTION NO. 16-25**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
HOLTVILLE, CALIFORNIA, ESTABLISHING TERMS AND CONDITIONS OF  
EMPLOYMENT WITH ALL CLASSIFIED EMPLOYEES**

**WHEREAS**, the City Council of the City of Holtville, California (hereinafter "City Council") and representative of the employees represented by the recognized Classified Employees (hereinafter "Employees") have met and consulted in good faith concerning the terms and conditions of employment addressed by this resolution; and

**WHEREAS**, the City Council and the Employees have agreed to modify the existing Memorandum of Understanding concerning certain terms and conditions of employment; and

**WHEREAS**, the City Council desires to provide reasonable compensation, terms and conditions for employees, weighting the fiscal constraints imposed upon the City to adopt this resolution.

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

1. *Repeal of Previous Resolutions* - Resolution 10-24 and any and all resolutions that are inconsistent with the recitals in this resolution are hereby repealed.
2. *Agreement* - The Agreement between the City of Holtville and the Classified Employees (a copy of which is on file in the Office of the City Clerk) is hereby adopted.
3. *Effective Dates* - Except as provided by the agreement, the terms and conditions of employment as provided by this resolution and the agreement are effective July 1, 2016. This resolution shall remain in full force and effect through June 30, 2019, or until a successor resolution is adopted by the City Council.
4. The foregoing is true, correct and adopted.

**PASSED, APPROVED, AND ADOPTED** by the Holtville City Council at a regular meeting held on the 13th day of June, 2016, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
James Predmore, Mayor

I, Denise Garcia, City Clerk of the City of Holtville, California, do hereby certify that the foregoing resolution was duly passed, approved and adopted by the City Council of the City of Holtville, California, at its regular scheduled meeting held on the 13th of June, 2016.

Attest:

\_\_\_\_\_  
Denise Garcia, City Clerk

**AGREEMENT**  
**Between**  
**CITY OF HOLTVILLE**  
**and**  
**CLASSIFIED EMPLOYEES**

**ARTICLE 1.0 GENERAL PROVISIONS**

**Section 1.1 Parties to Agreement**

This agreement is the result of meet and consult sessions held between parties hereto pursuant to the Meyer-Milias Brown Act (California Government Code Section 3500 et. Seq.) and has been executed by the CITY OF HOLTVILLE, hereinafter referred to as the City, and by CLASSIFIED EMPLOYEES, hereinafter referred to as the Classified Employees.

**Section 1.2 Recognition**

This agreement covers the employees occupying the classifications listed in Appendix A. The City Council may from time to time modify, amend, alter, institute changes to these designations, or add and delete positions to this list.

**Section 1.3 Ratification**

It is agreed that this agreement is of no force or effect until approved and adopted by Resolution by the City Council of the City.

**Section 1.4 Implementation**

This agreement constitutes a mutual recommendation by the parties hereto to the City Council that one or more resolutions be adopted accepting the agreement and effecting the changes enumerated herein relative to wages, hours, fringe benefits, and other terms and conditions of employment for the classifications constituting the Classified Employees. In the event of any conflicts between any of the provisions of the City's Personnel Rules and Regulations and this agreement, then this agreement shall prevail.

**Section 1.5 Constitutionality**

If any section, sub-section, sentence, clause, or phrase of this agreement is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portion of the agreement.

**Section 1.6 Hiring**

At any point that the City hires an employee to be covered by this agreement, the City will provide him/her with a copy of this agreement.

## **Section 1.7 City's Personnel Rules and Regulations**

- A. The city's Personnel Rules and Regulations are incorporated by reference in this agreement and shall be binding on the parties to the extent they do not conflict with this agreement.
- B. However, should an employee be terminated due to layoff, then on the effective date of such termination, the provisions of this agreement shall be rendered null and void. Thereafter, the employee shall have only those rights and prerogatives regarding layoff and reemployment that are prescribed in the Personnel Rules and Regulations.

## **ARTICLE 2.0 RIGHTS OF THE PARTIES**

### **Section 2.1 Rights of the City**

The exclusive rights of the City include, but are not limited to, the right to:

- A. Determine issues of public policy;
- B. Determine the merits, necessity and organization of any service or activity conducted by the City;
- C. Determine and change the facilities, methods, means and personnel by which City operations are to be conducted;
- D. Expand or diminish services;
- E. Determine and change the number of locations, relocations, and types of operations and the processes and materials to be employed in carrying out all City functions, including, but not limited to, the right to subcontract any work or operation;
- F. Determine the size and composition of the work force, and to assign work to employees in accordance with requirements as determined by the City;
- G. Relieve employees from the duty because of lack of work or other non-disciplinary reasons, provided such is done in accordance with the City's Personnel rules and Regulations, as modified hereby;
- H. Discharge, suspend or otherwise discipline employees for proper cause;
- I. Determine job classifications;
- J. Determine policies, procedures and standards for selections, training and promotions of employees;
- K. Establish employee performance standards, including, but not limited to, quality and quantity standards;
- L. Maintain the efficiency of governmental operations;

- M. Take any and all necessary actions to carry out its mission in emergencies;
- N. Exercise complete control and discretion over its organization and the technology of performing its work and services; and
- O. Establish reasonable work and safety rules and regulations in order to maintain the efficiency and economy desirable in the performance of City services. The City, in exercising these rights and functions, will not discriminate against any employee or employee organization.

## **Section 2.2 Rights of the Employees**

The rights of the employee shall include the right to voluntarily form, join, and participate in the activities of employee organizations for the purposes of representation of all matters of employee relations, including but not limited to wages, hours, and other terms and conditions of employment.

## **ARTICLE 3.0 COMPENSATION**

### **Section 3.1 Classification and Ranges**

The classifications of the “Classified employees” covered by this agreement are set forth in Appendix A.

- A. The salary classification of the employees covered by this agreement as well as the ranges and steps are contained in Appendix A, entitled “2016-17 Salary Schedule.”
- B. As used herein, “anniversary date” shall mean the day an employee has achieved permanent status and is eligible for a performance pay increase. Every employee with an established anniversary date on the day prior to the adoption by the City Council of this agreement shall retain said anniversary date.
- C. For a probationary employee, the performance evaluation will be conducted prior to completion of six months of actual service from the appointment date. An employee acquires “permanent status” upon successful completion of the probationary period with a performance rating of “satisfactory” or better, and thereafter the performance evaluation will be conducted in accordance with the Personnel Rules and Regulations.
- D. Any performance pay increase for any employee will be subject to the performance pay authorization adopted by resolution of the City Council when the City Council approves the budget.
- E. Wages at the amount specified in the salary schedule shall become effective as of July 1, 2016 (implementing a 1% salary increase from the previously adopted schedule). The amounts for each Range and Step shall be increased

by two percent (2%) on July 1, 2017, and two percent (2%) on July 1, 2018. These amounts shall be in effect for the duration of this agreement unless subsequently modified by mutual agreement of the parties and approved by the City Council.

- F. One percent (1%) off-schedule Cost of Living Allowances will be paid to Classified Employees on the closest payroll subsequent to the following dates:

- June, 2015 (*Paid June 19, 2015*)

- July 1, 2016

- December 1, 2016

- December 1, 2017

- December 1, 2018

- G. The compensation ranges and steps contained in the salary schedules are approximate monthly compensation rates. For the purpose of calculating daily, weekly, monthly or annual wages, 40 hour employee's wages shall be calculated on the hourly wage times 40 hours for weekly, hourly wage time 80 hours for biweekly, hourly wages times 80 times 26 for annual wages. For the purpose of calculating the daily, weekly, or monthly wages for 56 hour employees, wages shall be calculated on the hourly wage times 56 hours for weekly, hourly wage times 112 hours for biweekly, hourly wages times 112 times 26 for annual wages.

### **Section 3.2 Work Schedules**

Employees covered by this MOU will work one of two work periods depending on assignment.

- A. 40 hour employees: The work period is seven (7) days commencing at 12:01 A.M. Sunday and continuing through 12:00 midnight the following Saturday. The normal work schedule for a 40-hour employee shall be five eight-hour days, although a different work schedule may be mutually agreed upon between the employee and the department head consistent with the needs of the department.
- B. 56 Hour Employees: The work period is 24 days. The basic schedule shall be a three (3) platoon fifty-six (56) hour schedule consisting of four (4) twenty-four (24) hour shifts each separated by twenty-four (24) hours off duty followed by four (4) consecutive days off, followed by four (4) twenty-four (24) hour shifts each separated by twenty-four (24) hours off duty, followed by six (6) consecutive days off. This schedule recurs on a regular twenty-four (24) day cycle.

## **ARTICLE 4.0 OTHER COMPENSATION**

### **Section 4.1 Acting Pay**

The Personnel Rules and Regulations adopted by City Council Resolution 94-09 Rule V, Section 5 Acting Pay, is hereby amended to read "...at least five (5) calendar days instead of one (1) calendar month." In all other respects the article remains unchanged.

### **Section 4.2 Automobile Allowances**

Expense claims for the use of private automobiles on city business will be reimbursed at the rate established by the Internal Revenue Service and updated annually.

### **Section 4.3 Overtime and Compensatory Time**

#### *Overtime*

- A. Employees covered by this agreement shall be entitled to overtime in accordance with the Personnel Rules and Regulations.
- B. 56 hour employee's Overtime - and/or paid at the rate of time and one half for all hours worked in a work period in excess of the maximum hours standard set forth in 29 CFR 553.230.

#### *Compensatory Time*

- A. 40 hour employees shall be entitled to accrue compensatory time, up to eighty (80) hours of accumulated compensatory time, to be taken in accordance with the Personnel Rules and Regulations.
- B. 56 hour employees shall be entitled to accrue compensatory time, up to one hundred twelve (112) hours of accumulated compensatory time, to be taken in accordance with the Personnel Rules and Regulations.
- C. All Employees may elect to request payment for any or all compensatory time hours remaining to their credit as long as the request is attached in writing to time sheets when they are due to payroll. Compensatory time payment shall be made at the employee's current regular base salary rate on the payday immediately following the close of that pay period.

### **Section 4.4 Retirement (401k)**

- A. The City contracts with ICMA-RC for employee retirement benefits. Employee eligibility contributions and benefits are as prescribed in the contract between the City and ICMA-RC contributions and benefits are as prescribed in the contract between the City and ICMA-RC heretofore approved by the City Council. The City shall pay on behalf of each affected employee ten (10) percent provided the employee elects to make a payroll contribution of three (3) percent.

- B. The City shall make available for employees deferred compensation under the International City Management Association Retirement Corporation's deferred compensation program. Said program shall be for voluntary contributions by the employee.

#### **Section 4.5 Standby Pay**

- A. In order to ensure prompt responses to emergency situations, the City may place employees on "stand-by" status.
- B. Such employees must be available for work and be able to report for work in less than one (1) hour.
- C. An employee placed on "stand-by" status shall be paid one hundred fifty dollars (\$150.00) each week that the employee is on call.
- D. An employee who is unable to report to work or cannot be located shall forfeit "standby" pay and be removed from "stand-by" status for the week in question.
- E. The foregoing provisions in section 4.5 Standby Pay applies only to employees in the Public Works Department.

#### **Section 4.6 Call Back Pay**

- A. In order to ensure prompt responses to emergency situations, the City may require employees to return to work after the normal work schedule has been completed.
- B. Such employees, when called back to work, will receive a minimum of two (2) hours pay regardless of actual time responding to the emergency. Time worked in excess of the two (2) hour minimum will be paid at the overtime rate (time and one/half).
- C. Call Back Pay is in addition to standby pay, if the employee is in a standby pay status.
- D. However, if an employee is called back within 1 hour of the start of his/her regularly scheduled shift, the employee will only be entitled to actual overtime worked.
- E. The foregoing provisions in section 4.6 Call Back Pay applies only to employees in the Public Works Department.

#### **Section 4.7 Shoe Allowance**

- A. Employees shall be paid a "shoe allowance" for safety shoes that are required.
- B. The City will reimburse the employee up to \$200.00 annually for required safety shoes, or the actual out-of-pocket expense, whichever is less. In the alternative the City may issue a purchase order to a city approved business, to pay the

cost of safety shoes, up to \$200.00 annually, or the actual cost of the shoes, whichever is less.

- C. Employee shall provide an original receipt or other evidence documenting the expenditure prior to reimbursement.
- D. Department Managers shall be the final authority on which employees are required to wear safety shoes.
- E. The foregoing provisions in section 4.7 Safety Shoe Allowance applies only to employees in the Public Works Department.

#### **Section 4.8 Class A Uniform Allowance**

- A. Employees in the firefighter class of service shall be paid a “uniform allowance” for Class A uniforms and shoes that are required.
- B. The City will reimburse the employee up to \$200.00 annually for Class A uniforms, or the actual out-of-pocket expense, whichever is less. In the alternative, the City may issue a purchase order to a city approved business, to pay the cost of uniforms, up to \$200.00 annually, or the actual cost of the uniform, whichever is less.
- C. Employee shall provide an original receipt or other evidence documenting the expenditure prior to reimbursement.
- D. Paid per call firefighters are not eligible for this allowance.
- E. The forgoing provisions in section 4.8 Uniform Allowance applies only to employees in the Firefighter service.

#### **Section 4.9 Higher Certification Pay**

- A. Employees in the firefighter class of service shall be compensated ~~2.5%~~ 5% of their base salary for maintaining an advanced EMT certificate.
- B. Operators in the Public Works Division shall be compensated 5% of their base salary for maintaining a higher operator certification than required by the classification they occupy.

#### **Section 4.10 Longevity Pay**

The longevity pay plan under Rule V Section 6 of the City of Holtville rules and regulations shall be in effect with the following changes:

Employees shall receive longevity pay as follows:

- A. \$20.00 per month for 5 - 10 years = \$240
- B. \$30.00 per month for 10 – 15 years = \$360
- C. \$40.00 per month for 15 - 20 years = \$480

D. \$50.00 per month for 20 - 25 years = \$600

F. \$60.00 per month for 25+ years = \$720

The longevity pay shall be paid as an annual lump sum payment on the first payroll following the employee's anniversary date.

## **ARTICLE 5.0 INSURANCE**

### **Section 5.1 Medical, Dental, Vision, Life Insurance Coverage**

Each employee filling a full-time, permanent position and in a pay status for at least thirty (30) hours per week shall have the opportunity to participate in the City's comprehensive major medical, dental, life and vision care insurance program. Part time or hourly employees are excluded.

The City shall select such insurance program. Employees may join or remove themselves or dependents once annually. The City shall notify employees at least three (3) weeks prior to the time period for said change. Employees may modify their dependent coverage under any insurance program as needed, or as may be permitted by the insurance program.

### **Section 5.2 Health Insurance**

The city will contribute to the cost of health insurance premiums coverage for the employee's and dependents' health insurance up to a maximum of \$600.00 per month. The employees covered by this agreement may obtain coverage for their legal dependents under the same comprehensive major medical health plan.

### **Section 5.3 Vision Insurance**

The City will contribute to the cost of insurance premiums for vision care for employees and their dependents. The City shall select the insurance program. The City's contribution shall be capped at ~~\$30~~ \$40 per month. The employee shall pay for the cost of such insurance program over the city's contribution.

### **Section 5.4 Dental Insurance**

The City will contribute to the cost of insurance premiums for dental plan coverage for employees and their dependents. The City shall select the insurance program. The City's contribution shall be capped as follows:

Employee only \$29.00  
Employee +1 \$56.00  
Employee +2 \$69.00

The employee shall pay for the cost of such dental insurance program over the City's contribution.

### **Section 5.5 Waiver of Insurance**

Upon proof of coverage for health insurance by an alternate health insurance provider the City shall pay to the employee \$1,600 cash in two installments. The first installment shall be made with the 1<sup>st</sup> full pay period in December and the 2<sup>nd</sup> installment with the 1<sup>st</sup> full pay period in June.

### **Section 5.6 Life Insurance**

The City shall pay the full premiums to provide term life insurance and accidental death and dismemberment coverage in the amount of \$15,000 each for all employees covered by this agreement.

### **Section 5.7 Continuity of Insurances**

If an employee who has been employed by the City for five (5) or more years suffers a work related injury and is absent from work, the City shall continue to make the insurance contribution provided for in Section 5 for a maximum of ninety (90) days. The employee may only continue to participate in the same type (medical) benefit plan at the level of participation that was immediately prior to his/her work related injury.

## **ARTICLE 6.0 LEAVES OF ABSENCE**

Employee shall be eligible for vacation, sick, military, jury duty, emergency, bereavement, wellness, maternity, and leaves without pay in accordance with Rule VII, Section 1 of the Personnel Rules and Regulations adopted by City council Resolution 94-09.

### **Section 6.1 Holidays**

Employees covered by this agreement shall be granted the paid holidays in accordance with the Personnel Rules and Regulations adopted by adopted by City Council Resolution 94-09.

Employees working under the 56 hour work period schedule who are required to work on a designated holiday shall be paid at the rate of one and one half (1½) times his/her current regular base salary rate for that shift.

In addition, employees covered by this agreement are granted the following:

- A. The anniversary of the birth of the employee, known as Employee's birthday.
- B. Any birthday holiday shall be taken within thirty (30) days after the date of the employee's birth date, subject to approval of the employee's supervisor.
- C. If such birthday holiday is not taken within the time allotted, the birthday holiday shall be considered forfeited, unless such request was denied for the convenience of the city and rescheduled to a date after the time allotted. Employees working under the 56 hour work period schedule are entitled to earn a total of 24 hours of Birthday Leave which shall be taken in accordance with this section.

## **Section 6.2 Vacation Leave**

- A. Vacation Leave for employees working under the 40 hour work period schedule are entitled to vacation leave according to the City's Personnel Rules and Regulations.
- B. Accrual for Vacation leave for employees working under the 56 hour work period schedule will be calculated as follows:
  - Length of Continuous Employment Vacation Accrual Rates
  - Beginning of 1<sup>st</sup> month through end of 3 years 4.31 hours/pay period
  - Beginning of 4<sup>th</sup> year through end of 10 years 6.47 hours/pay period
  - Beginning of 11<sup>th</sup> year and over 8.62 hours/pay period
- C. Vacation leave for all employees will be deducted hour for hour with no minimum increments for any time taken. Vacation leave for employees working under the 40 hour work period schedule and 56 hour work period schedule result in equal vacation benefits.

## **Section 6.3 Sick Leave**

Employees covered by this agreement shall be granted sick leave in accordance with the Personnel Rules and Regulations adopted by adopted by City Council Resolution 94-09.

- A. Sick Leave for employees working under the 40 hour work period schedule are entitled to Sick Leave according to the City's Personnel Rules and Regulations.
- B. 56 hour employees shall accrue Sick Leave on a bi-weekly basis at the rate of 5.18 hours.
- C. 56 hour employees shall have Sick Leave deducted in 24 hour increments per shift.
- D. 56 hour employees requesting Sick Leave for three (3) or more consecutive shifts shall be required to furnish substantiating evidence or a statement from his/her attending physician certifying that absence from work was required.
- E. 56 hour employees who are sick or disabled, and are paid Sick Leave, for five (5) or more consecutive shifts shall be required to secure and submit a physician's release certifying that he/she is fit to return to work. This release must be submitted to the employee's immediate supervisor before the employee will be permitted to return to work.

## **Section 6.4 Wellness Leave**

- A. Employees working under the 40 hour work period schedule are eligible to earn Wellness Leave in accordance with the City's Personnel Rules and Regulations.

- B. Employees working under the 56 hour work period schedule are eligible to earn four (4) hours of paid Wellness leave for 559 hours, or 23.29 consecutive 24 hour work shifts, of perfect attendance without using any sick leave time.

### **Section 6.5 Bereavement Leave**

Employees covered by this agreement shall be granted bereavement leave in accordance with the Personnel Rules and Regulations adopted by City Council Resolution 94-09. However, employees on a 24 hour/56 hour work period schedule shall be eligible for a leave of absence without loss of compensation for twenty-four hours (24) hours (one shift).

### **Section 6.6 Jury Duty Leave**

Employees covered by this agreement shall be granted jury duty leave in accordance with the Personnel Rules and Regulations adopted by City Council Resolution 94-09. Employees on a 56 hour work period schedule are required to report to work if excused from jury service before the end of a regularly scheduled work shift.

### **Section 6.7 Leave Conversion Procedure**

Employees on a 56 hour work period schedule reassigned to a 40 hour work period schedule, or vice versa, shall have accrued leave converted on the following basis:

- A. To determine the equivalent hours to convert from 40 hour work period schedule to 56 hour work period schedule, multiply hours times a conversion factor of 1.4.
- B. To determine equivalent leave hours for new 40 hour employees, multiply leave hours times a conversion factor of .7143.

## **ARTICLE 7.0 STAFF DEVELOPMENT**

- A. Employees attending conferences, workshops, education classes and other programs for the purpose of professional development within the employee's scope of work shall be provided leave time with pay for the purpose of attending such training, subject to the approval of the employee Department Head.
- B. Payment for the cost of professional training and development shall be provided by the City in accordance with the funds provided for in the adopted Municipal Budget for the fiscal year. This includes registration, lodging, meals and mileage, parking, etc.
- C. The City shall provide advance payment for such costs as is necessary and practical.
- D. The City shall provide a meal per Diem of thirty-five dollars (\$35) per day.
- E. Unbudgeted conferences, workshops, meetings that require travel must receive City Manager approval prior to incurring any expenses. All overnight

travel must have Council approval, or at the discretion of the City Manager a substitution may be made for a like trip that has not been taken and has been approved by Council either through the regular budget adoption process or by action of the Council at a regularly scheduled Council meeting.

## ARTICLE 8.0 PERSONNEL RULES

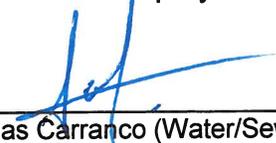
Should any conflict or inconsistency exist between these terms and conditions of employment and anything contained in Chapter 2.28 of Title 2 of the City Code (commencing with Section 2.28.010) or in the City's Personnel Rules and Regulations the provisions of the terms and conditions of employment set forth in the agreement shall prevail.

## ARTICLE 9.0 EFFECTIVE DATES

Except as otherwise provide herein, this agreement is effective upon adoption. This agreement shall remain in full force and effective July 1, 2016, through June 30, 2019, or until a successor agreement is adopted by the City Council.

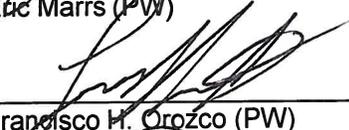
Agreed to by:

Classified Employees:

  
\_\_\_\_\_  
Isaias Carranco (Water/Sewer) 6/10/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Sandra Mandujano (Office Clerical) 6-10-16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Eric Marrs (PW) 6/9/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Francisco H. Orozco (PW) 6-9-16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Felipe Patino (Fire) 6-10-16  
\_\_\_\_\_  
Date

City of Holtville  
  
\_\_\_\_\_  
Nicholas D. Wells, City Manager 6/10/16  
\_\_\_\_\_  
Date

**City of Holtville  
2016-17 Salary Schedule**

PERMANENT FULL-TIME PERSONNEL (Classified)							
POSITION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
MWI	13	2,163	2,271	2,385	2,504	2,629	2,761
		12.48	13.10	13.76	14.45	15.17	15.93
PARKS MAINT WKR I	13	2,163	2,271	2,385	2,504	2,629	2,761
		12.48	13.10	13.76	14.45	15.17	15.93
MWII	16	2,298	2,413	2,534	2,661	2,794	2,933
		13.26	13.92	14.62	15.35	16.12	16.92
PARKS MAINT WKR II	16	2,298	2,413	2,534	2,661	2,794	2,933
		13.26	13.92	14.62	15.35	16.12	16.92
WWTPO IT	16	2,298	2,413	2,534	2,661	2,794	2,933
		13.26	13.92	14.62	15.35	16.12	16.92
Dist. Collection OP. OIT/Maint	16	2,298	2,413	2,534	2,661	2,794	2,933
		13.26	13.92	14.62	15.35	16.12	16.92
MWIII	18	2,392	2,512	2,637	2,769	2,907	3,053
		13.80	14.49	15.21	15.98	16.77	17.61
PARKS MAINT WKR III	18	2,392	2,512	2,637	2,769	2,907	3,053
		13.80	14.49	15.21	15.98	16.77	17.61
Dist. Collection OP. OIT/Oper. I	20	2,434	2,555	2,683	2,817	2,958	3,106
		14.04	14.74	15.48	16.25	17.07	17.92
PARK MAINT CREW LEADER	24	2,541	2,668	2,802	2,942	3,089	3,243
		14.66	15.39	16.16	16.97	17.82	18.71
WTPO I	24	2,541	2,668	2,802	2,942	3,089	3,243
		14.66	15.39	16.16	16.97	17.82	18.71
FIREFIGHTER -40hr/wk	26	2,569	2,697	2,832	2,974	3,122	3,279
		14.82	15.56	16.34	17.16	18.01	18.91
FIREFIGHTER -56hr/wk	26	1,834	1,926	2,022	2,123	2,229	2,341
		10.58	11.11	11.66	12.25	12.86	13.50
ADMINISTRATIVE ASSIST	30	2,772	2,910	3,056	3,208	3,369	3,537
		15.99	16.79	17.63	18.51	19.44	20.41
FIREFIGHTER LT - 40hr/wk	32	2,950	3,098	3,253	3,415	3,586	3,765
		17.02	17.87	18.76	19.70	20.69	21.72
FIREFIGHTER LT - 56hr/wk	32	2,103	2,208	2,318	2,434	2,556	2,683
		12.13	12.74	13.37	14.04	14.74	15.48
WWTPO I	33	2,962	3,110	3,266	3,429	3,601	3,781
		17.09	17.94	18.84	19.78	20.77	21.81
WTPO II	33	2,962	3,110	3,266	3,429	3,601	3,781
		17.09	17.94	18.84	19.78	20.77	21.81
HEAVY EQUIPT OPERATOR	37	3,091	3,245	3,407	3,578	3,757	3,944
		17.83	18.72	19.66	20.64	21.67	22.76
SENIOR ACCOUNT CLERK	39	3,160	3,318	3,484	3,658	3,841	4,033
		18.23	19.14	20.10	21.10	22.16	23.27
BUDGET ANALYST	42	3,326	3,493	3,667	3,851	4,043	4,245
		19.19	20.15	21.16	22.21	23.33	24.49
PERSONNEL TECH.	42	3,326	3,493	3,667	3,851	4,043	4,245
		19.19	20.15	21.16	22.21	23.33	24.49
Accountant/GL Analyst	44	3,401	3,571	3,749	3,937	4,134	4,340
		19.62	20.60	21.63	22.71	23.85	25.04
WWTPO II	45	3,491	3,665	3,849	4,041	4,243	4,455
		20.14	21.15	22.20	23.31	24.48	25.70
WTPO III	45	3,491	3,665	3,849	4,041	4,243	4,455
		20.14	21.15	22.20	23.31	24.48	25.70

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

MEETING DATE:	<u>06/13/16</u>
ITEM NUMBER	<u>5</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 13, 2016  
**FROM:** Hector Orozco, Accountant  
**SUBJECT:** **Resolution No. 16-26** *Fiscal Year 2016-17 Budget Adoption*

**ISSUE:**

Shall the City Council adopt Resolution Number 16-26 adopting the Fiscal Year 2016-17 Budget, as presented by the Finance Department and City Manager?

**DISCUSSION:**

Budgeting is an integral part of managing any organization, in that it is concerned with the translation organizational goals and objectives into financial and human resource terms. Finance staff has worked with the City Council, other City department heads and given the public the opportunity through one scheduled budget workshop on May 3, 2016, and a regularly scheduled Council meeting on May 10, 2016, to be an integral part of the development of the FY 2016-17 budgets

**Material Changes to Budget since Last Meeting**

**General Fund:**

Revenue forecast has been reduced by \$46,877, since the proposed Budget on May 10, 2016. This is a combination of sluggish sales tax, telephone utility tax, other small misc receipts and a calculating error.

**Water Fund:**

Revenue and expenditures forecast increased by \$17,000 and \$9,000 respectively. The \$9,000 increase is for repairs to the smallest water tank. The State is requiring the City to repair the rusted vent on the top of the 1.5 million gallon tank.

**Sewer Fund:**

Revenue decreased \$3,700 and expenditures increased \$68,112. The majority of the expenditure increase is due to an error in the spreadsheet for sewer treatment salaries which did not carry over properly from one worksheet to another. This was noticed during the May 10, 2016 Council meeting. Additionally, we have increase the electricity expense budget 15%, or \$7,500, for sewer treatment as we expect electricity usage to increase with a larger sewer processing facility.

**Transportation Funds:**

Transportation Funds remained unchanged.

**FISCAL IMPACT:**

Total FY 2016-17 Appropriations \$ 8,570,869

**CONCLUSION**

Adopt Resolution No. 16-26 Approving the Fiscal Year 2016-17 Budget, to be effective July 1,

**RECOMMENDATION:**

It is recommended that Resolution 16-26 be adopted.

**ALTERNATIVES:**

Provide staff with alternate direction and not approve the proposed budget. This could impose on the City's ability to provide ongoing necessary services to the community. A public agency may not expend public funds without the legal authorization to do so. Among other things, a budget appropriates public funds, thereby providing the legal authorization from the governing body to expend these funds.

Respectfully submitted,



Hector Orozco

**CITY OF HOLTVILLE**  
**2016-17 General Fund (HO) Budget Summary**

**GENERAL FUND**

<b><u>REVENUES</u></b>	Property Taxes	Other Taxes	Licenses, Prmts, Fines	Use of Money	Other Agys / Services	Other Revenue	TOTAL REVENUE
	\$109,700	\$924,600	\$2,580	\$8,250	\$948,516	\$690,000	\$2,683,646

	Salaries	Benefits	Personal Expenses	Supplies & Services	Data Processing	Outlay	Total G&A Expenses	
<b>ADMINISTRATION</b>	CITY COUNCIL	\$21,000	\$1,998	\$6,250	\$6,350	\$0	\$0	\$35,598
	CITY MANAGER	\$174,634	\$45,195	\$10,000	\$6,450	\$3,350	\$0	\$239,630
	PLANNING	\$0	\$0	\$0	\$76,000	\$1,600	\$0	\$77,600
	ENGINEERING	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000
	CITY CLERK	\$12,181	\$55	\$805	\$12,325	\$4,350	\$0	\$29,716
	FINANCE	\$66,394	\$23,337	\$2,595	\$65,100	\$5,550	\$0	\$162,976
	CITY TREASURER	\$1,800	\$146	\$0	\$0	\$0	\$0	\$1,946
	CITY ATTORNEY	-	-	-	\$72,000	\$0	\$0	\$72,000
	NON-DEPARTMENTAL	\$0	\$0	\$85,000	\$31,250	\$0	\$0	\$116,250
	<b>ADMIN TOTAL</b>	<b>\$276,009</b>	<b>\$70,731</b>	<b>\$104,650</b>	<b>\$294,475</b>	<b>\$14,850</b>	<b>\$0</b>	<b>\$760,715</b>
<b>SAFETY</b>	POLICE	\$0	\$0	\$0	\$892,836	\$0	\$0	\$892,836
	DISPATCH	\$0	\$0	\$0	\$112,000	\$0	\$0	\$112,000
	ANIMAL CONTROL	\$9,250	\$4,616	\$0	\$7,700	\$0	\$0	\$21,566
	FIRE	\$244,763	\$83,077	\$15,500	\$99,050	\$6,050	\$7,500	\$455,940
	<b>SAFETY TOTAL</b>	<b>\$254,013</b>	<b>\$87,693</b>	<b>\$15,500</b>	<b>\$1,111,586</b>	<b>\$6,050</b>	<b>\$7,500</b>	<b>\$1,482,342</b>
<b>PUBLIC WKS</b>	STREETS	\$61,377	\$28,404	\$3,250	\$66,925	\$1,200	\$800	\$161,955
	PARKS	\$68,313	\$25,216	\$2,800	\$67,456	\$2,500	\$500	\$166,786
	GOV'T BLDGS	\$0	\$0	\$0	\$70,382	\$0	\$0	\$70,382
	<b>PUBLIC WKS TOTAL</b>	<b>\$129,690</b>	<b>\$53,620</b>	<b>\$6,050</b>	<b>\$204,763</b>	<b>\$3,700</b>	<b>\$1,300</b>	<b>\$399,123</b>
<b>TOTAL GF REVENUE OVER EXPENSES</b>							<b>\$41,466</b>	

**CITY OF HOLTVILLE**  
**2016-17 Enterprise Funds Budget Summary**

	Revenue	Salaries & Benefits	Personal Expenses	Materials, Supplies & Services	Data Processing	Outlay Captl Imprv	Transfers, Debt Service	Total Expenditures
<b>WATER</b>	\$1,535,850						(\$25,000)	\$1,510,850
<i>Treatment</i>		\$193,547	\$6,550	\$326,525	\$4,635	\$155,333	\$192,500	(\$879,090)
<i>Distribution</i>		\$164,117	\$4,850	\$67,575	\$4,850	\$0	\$320,750	(\$562,142)
<i>Meters</i>		\$24,738	\$1,565	\$43,625	\$0	\$0	\$0	(\$69,928)
							<b>Net Enterprise Income</b>	<b>(\$310)</b>
<b>SEWER</b>	\$1,477,900						(\$225,000)	\$1,252,900
<i>Collection</i>		\$185,732	\$4,750	\$59,825	\$6,750	\$90,745	\$167,158	(\$514,960)
<i>Treatment</i>		\$282,812	\$10,250	\$244,050	\$6,500	\$25,000	\$0	(\$568,612)
<i>Lift Stations</i>		\$0	\$0	\$8,659	\$0	\$1,000	\$0	(\$9,659)
							<b>Net Enterprise Income</b>	<b>\$159,669</b>
<b>TRASH</b>	\$242,398							
							<b>Net Enterprise Income</b>	<b>\$10,498</b>

**CITY OF HOLTVILLE**  
**2016-17 Transportation Funds (002)**

Description	Revenue	Expenditures	Net Revenue Over Expenditures
<b><i>GAS TAX (Fund 21)</i></b>	134,075	125,000	9,075
<b><i>Local Transportation Funds (Fund 22)</i></b>	2,028,000	1,675,000	353,000
<b><i>Local Transportation Auth (Fund 23)</i></b>	469,000	529,000	(60,000)
<b><i>Sidewalk Fund (Fund 24)</i></b>	10,000	-	10,000
<b><i>Transportation Total</i></b>	2,641,075	2,329,000	312,075

# City of Holtville

## REPORT TO COUNCIL

**DATE ISSUED:** June 13, 2016  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** City Manager Update

Meeting Date	<u>06/13/16</u>
Item Number	<u>6</u>
City Manager	<u></u>
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 City recently applied for funding of these repairs with SRF. The Holt Group was engaged to produce Design/Build specifications so that the project can be considered “designed” for grant purposes.

**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. This issue is also addressed on the SRF application. They have subbed out the electrical portion of that work and we have been working with Delta Systems on that portion.

**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. Through Sean Sterchi of the State Water Resources Control Board - Division of Drinking Water, Rural Community Assistance Corporation has contacted the City to begin the process of performing a no-cost Water Rate Study.

**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,” primarily with the electrical drawings. After the seventh round of checks, the remaining issues were sufficiently addressed and the plans passed the review. We opened discussions with Infratech regarding contract changes necessitated by the scaled-back size of the project at that time. The pushback from Infratech had recently put the project in danger of cancellation. City Staff has met with an Infratech representative over the past few weeks to finalize the Addendum, which was executed, and is *finalizing the necessary information to issue a building permit.*

#### 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. Last 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. Issues with engineering submittals for questions that arise on the job now seem to have been addressed. At present, we are trending for an October/November completion of the plant operations, *however additional “clean-up” construction activities may stretch into January, 2017.*

## 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 has been halted for some time as the construction contractor is at odds with Caltrans over materials submittals. The City recently issued a letter demanding action soon to avoid contracted repercussions on the contractor. *A meeting was set up for Monday, June 13, 2016, at the Caltrans Construction office in Imperial to hammer out details and get the project restarted.*

**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. A design engineering contract has been forwarded to Dynamic Consulting for review.

**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. The construction contract was awarded to Hal Hayes Construction of Riverside and the Resident Engineer/Construction Manager contract awarded to Athalye Consulting Engineers. *The pre-construction conference was held a few weeks ago and staff is working alongside Athalye to get all paperwork in order. Work is scheduled to begin Tuesday, June 14, 2016.*

## PUBLIC WORKS

### PARKS

**Pete Mellinger Alamo River Trail** - The 4<sup>th</sup> 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 has been produced, which will complete this phase of the project. *The sign has been installed and looks great. We discussed scheduling a dedication ceremony with the Mellinger family and they have requested a date in early September.*

**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 **59** building permits during 2016.

**Clear Talk Cell Tower** – *The City was approached last year by Clear Talk Wireless for the purpose of replacing one of the light poles in Samaha Park with a taller pole that would then contain the lights topped by cellular communications equipment. The project has met with informal approval by both the Council and the Planning Commission and is now in the process of completing the requirements for California Environmental Quality Act (CEQA). The proposed lease agreement will be brought to the Council next month.*

**Holtville Estates** – Permits for the remaining 6 homes in the project were pulled this month. As it nears completion, sales have been brisk - at present, only 6 or 7 homes remain to be sold in the development.

**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. Although we are awaiting formal submission of project plans by the Melon, LLC group, staff recently met with Mr. Hawk and hopefully he/they are aware of the next steps that need to be taken.

## 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. *We have recently checked in with the consultant to insure that work is continuing and expect additional onsite collaboration soon.*

**Blossom Valley Inn** – A Conditional Use Permit Application passed the Planning Commission last month to put the facility into full compliance. It is expected that the facility will soon be under new management and several changes will be forthcoming.

**MEETINGS & EVENTS RECENTLY ATTENDED:**

- 05/23/16 Management Staff Meeting *City Hall*
- 05/24/16 WWTP - Monthly Progress Meeting *WWTP Plant*
- 05/25/16 Walnut Ave Project Pre-Construction Meeting *City Hall*
- 05/26/16 Meetings with CR&R/Council Members *City Hall*
- 05/26/16 League of Cities Division Dinner *Imperial Palms Resort*
- 05/30/16 Memorial Day Ceremonies *Holt Park*
- 05/31/16 Management Staff Meeting *City Hall*
- 06/03/16 Meeting w/ Resort Staff *re: State of the City Address* *Imperial Palms Resort*
- 06/06/16 Management Staff Meeting *City Hall*
- 06/06/16 Meeting with Pyramid/DD&E *re: Grape/155 Project* *City Hall*
- 06/08/16 ICTC Management Committee Meeting *City of Calexico*
- 06/08/16 CCMA Meeting *City of Calexico*
- 06/08/16 Meeting w/ Infratech Representative *re: Pond Solar Project* *Assagio (Brawley)*

**UPCOMING EVENTS:**

- 06/13/16 5th & Grape Project Meeting *Caltrans Construction Office (Imperial)*
- 06/13/16 Management Staff Meeting *City Hall*
- 06/15/16 State Site Visit to WWTP Project *City Hall & WWTP*
- 06/16/16 Meeting w/ California Consulting *re: Sustainable Communities Grant* *City Hall*
- 06/16/16 NW Vacation *Hermosa Beach, CA*
- 06/17/16 NW Vacation *Hermosa Beach, CA*
- 06/20/16 Holtville Planning Commission Meeting *City Hall*
- 06/23/16 IVECA Board Meeting *EC ED Offices*
- 06/23/16 Meeting w/ BECC Representatives *re: Outfall Main & WWTP Projects* *Project Sites*
- 06/27/16 Holtville City Council Meeting *City Hall*
- 07/04/16 Independence Day *City Hall Closed*
- 07/07/16 Holtville CofC Board Meeting *TBD*
- 07/13/16 ICTC Management Committee Meeting *City of Calipatria*
- 07/13/16 CCMA Meeting *City of Calipatria*

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:	<u>06/13/16</u>
ITEM NUMBER	<u>6 a</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

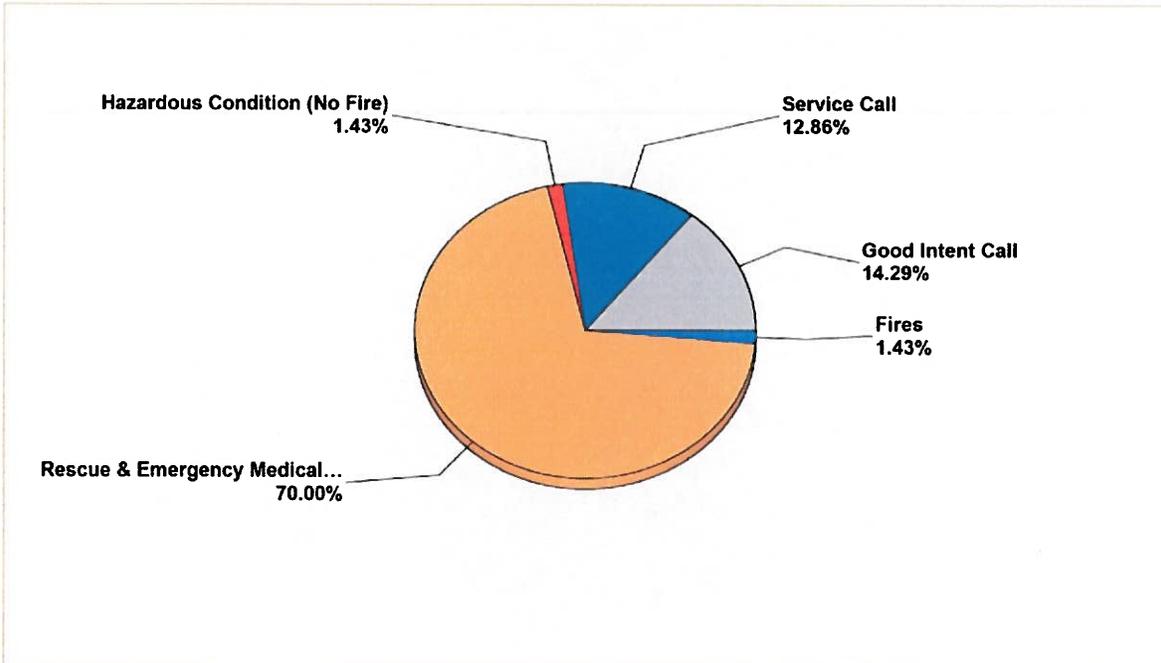
**DATE ISSUED:** June 8, 2016  
**FROM:** Alex Silva, Fire Chief  
**SUBJECT:** Monthly report for May 2016

During the month of May, with the assistance of the Holtville Based Sheriff's Deputies, Holtville Public Works, City Manager, we held our annual Bike run to Finley School. This year we had over 130 kids participate. We responded to 70 emergency calls. The following is the monthly report for the month of May 2016.

Emergency calls	70
Training hours	216
Residential inspections	32
Commercial inspections	9

Cordially submitted

Alex Silva  
Fire Chief



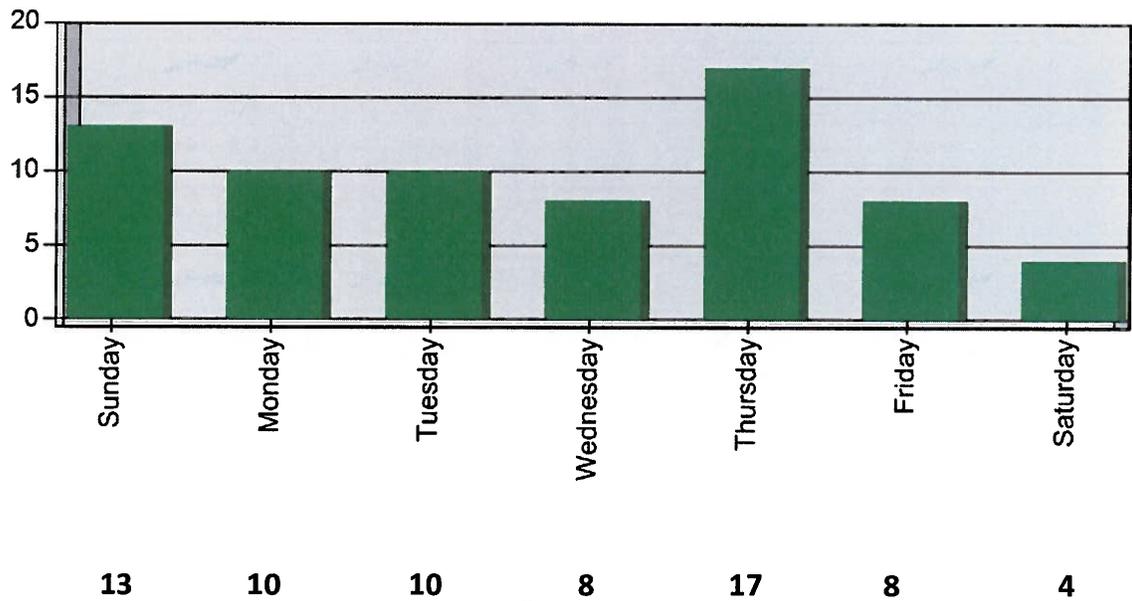
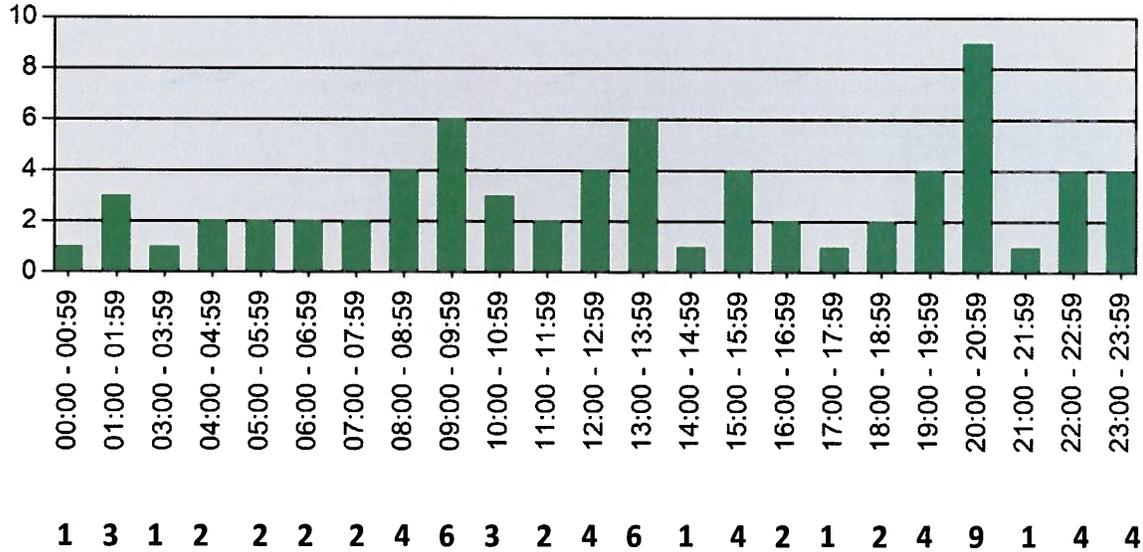
**MAJOR INCIDENT TYPE # INCIDENTS % of TOTAL**

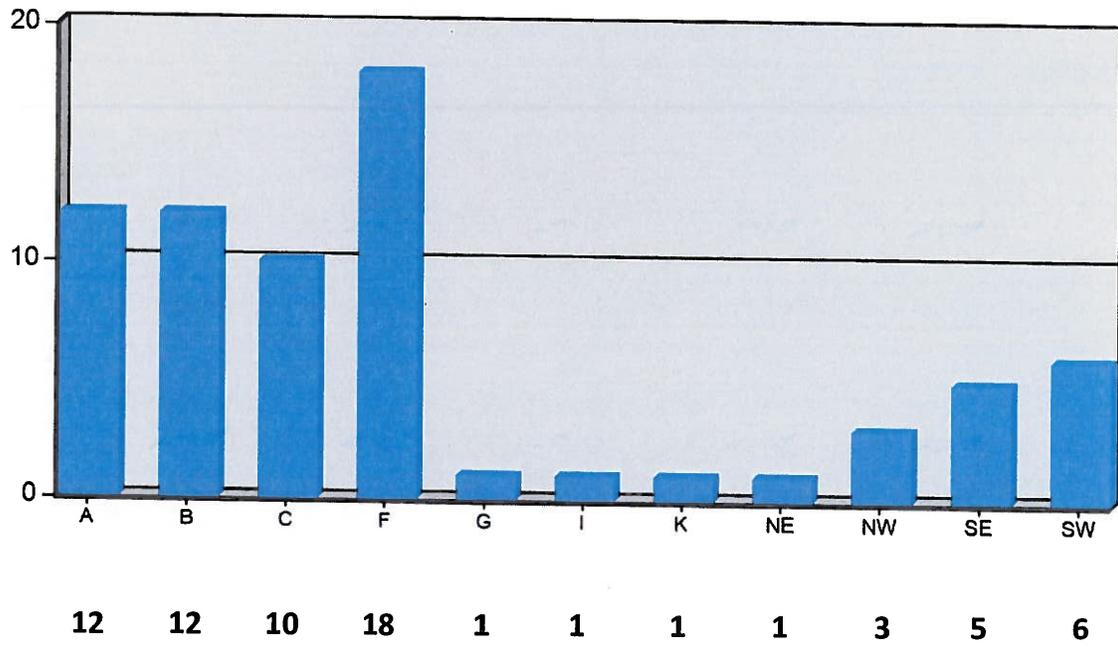
Fires	1	1.43%
Rescue & Emergency Medical Service	49	70.00%
Hazardous Condition (No Fire)	1	1.43%
Service Call	9	12.86%
Good Intent Call	10	14.29%
<b>TOTAL</b>	<b>70</b>	<b>100.00%</b>

**ACTION TAKEN # INCIDENTS PERCENTAGE**

11 - Extinguishment by fire service personnel	1	1.43%
31 - Provide first aid & check for injuries	8	11.43%
32 - Provide basic life support (BLS)	14	20%
33 - Provide advanced life support (ALS)	29	41.43%
70 - Assistance, other	1	1.43%
71 - Assist physically disabled	7	10%
73 - Provide manpower	2	2.86%
82 - Notify other agencies.	1	1.43%
86 - Investigate	4	5.71%
87 - Investigate fire out on arrival	1	1.43%
93 - Cancelled en route	6	8.57%
<b>TOTAL:</b>	<b>74</b>	

Number	Date	Incident type	Property loss	Content loss	Total	% of total
0242	05/04/2016	441 - Heat from short circuit (wiring), defective/worn	\$500.00	\$0.00	\$500.00	100





66

MEETING DATE:	6-13-16
APPROVED FOR AGENDA	<i>[Signature]</i>
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

# City of Holtville

## Report to Council

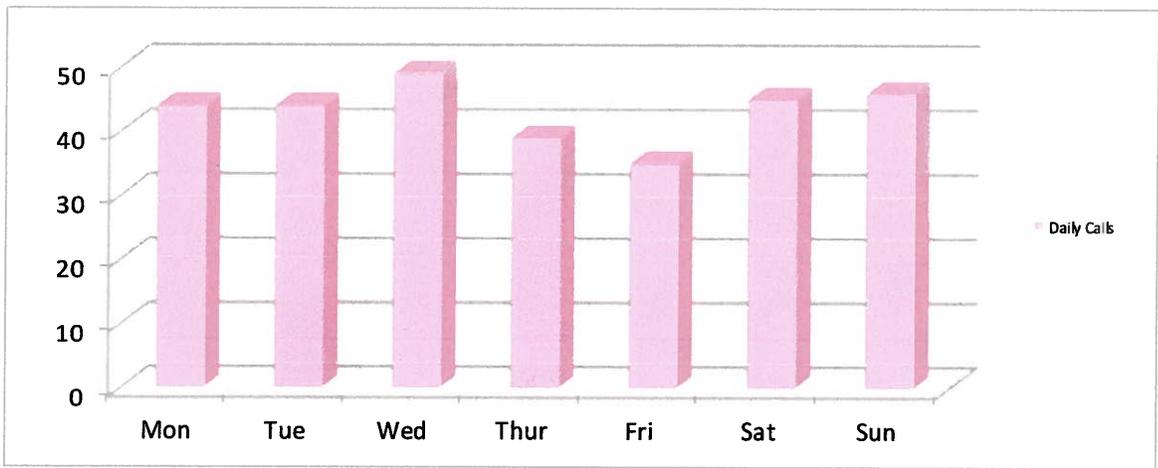
**Date Issued:** June 4, 2016  
**From:** Sergeant Robert Benavidez, Chief of Police  
**Subject:** Holtville Sheriff's Monthly Report – May 2016

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

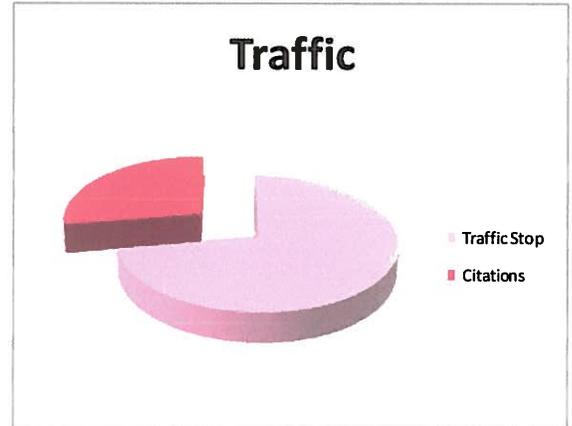
The following is a summary of statistics for the Holtville Sheriff's Deputies for the month of June 2016.

### Calls For Service:

- **255** 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 **Wednesday** with **49 calls**. The lowest volume of calls for service occurred on Fridays. The highest volume of calls occurred from **9:00 p.m. to 10:00 p.m.**

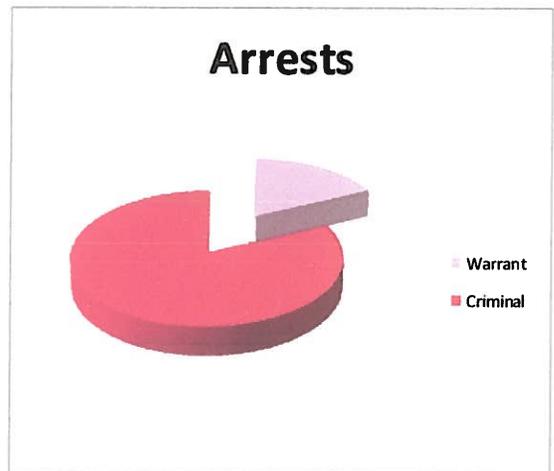


<i>Traffic</i>	<i>Total</i>
Traffic Stops	86
Citations Issued	33
Traffic Collisions	2
DUI's	2



<i>Crimes</i>	<i>Total</i>
Burglary	2
911 Calls - Hangups	3
Vandalism	1
Disturbing the Peace	19
Narcotic Offenses	0

<i>Arrests</i>	<i>Total</i>
Warrants	3
Criminal	11
Total	14



<i>Miscellaneous</i>	<i>Total</i>
Animal Problem	07
Alarm Calls	11
Deputy Request	18
Suspicious Person/Circ.	17

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

- On May 1<sup>st</sup>, 2016 Deputies arrested a female at the scene of a traffic accident for drinking and driving.
- On May 5<sup>th</sup>, 2016 Deputies assisted with Finley School annual "Bike to School" day.
- On May 10<sup>th</sup>, 2016 Deputies assisted Imperial Valley Street Interdiction Team with search and arrest of subject in possession of narcotics.
- On May 10<sup>th</sup>, 2016, Deputies arrested a male adult for causing a disturbance on Fern avenue, he was also found to be in possession of narcotics.
- On May 19<sup>th</sup>, 2016, Sergeant DeLeon concluded his final day as Holtville Chief of Police
- On May 20<sup>th</sup>, 2016, Deputies responded to Fifth and Holt in reference to a female causing a disturbance in public place. The female was later taken and admitted to Imperial County Behavioral Health Services
- On May 21, 2016, Deputies assisted with the Holtville Car show.
- On May 23, 2016, I attended the City of Holtville Council Meeting at the Civic Center.
- On May 27<sup>th</sup>, 2016, Deputies were involved in a pursuit generated within Holtville. Driver of suspect vehicle was subsequently arrested as a result of pursuit, a local warrant and found to be in possession of a large amount of narcotics.
- On May 30<sup>th</sup>, 2016, Deputies attended the Holtville Memorial Day Service.
- On May 31<sup>st</sup>, 2016, Deputies received report of found property. An investigation ensued and discovered a burglary/theft from "Bolt Farms" had occurred resulting in theft and damages over \$20,000. Case is under investigation.
- During the month of April, Deputies handled four domestic violence incidents. Additionally, there were 3 vehicles stolen, one of which was recovered.

Respectfully submitted,

Sergeant Robert Benavidez

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

MEETING DATE:	<u>06/13/16</u>
ITEM NUMBER	<u>6 c</u>
Approvals	CITY MANAGER <u></u>
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 7, 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 05/26/16 to 06/07/16

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

**Water Treatment Plant:**

- **WTP staff replaced damaged rubber couplings and installed new steel compression couplings on 2" clarifier sludge withdrawal pipelines.**
- **WTP staff installed new chemical dose metering column on new sodium permanganate injection system at raw water ponds headworks.**
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

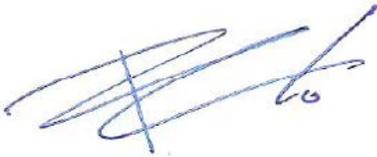
**Waste Water Treatment Plant:**

- **WWTP staff completed dried sludge removal operations on drying beds 2 & 3.**
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

**Waste Water Treatment Construction:**

- **Pacific Hydro work crews completed installation of hypalon basin liner for Biolac aeration basin.**  
*(see attached photos)*
- **Pacific Hydro work crews began installation of piping and valve connections on west side of secondary clarifier structure.** *(see attached photos)*
- **Pacific Hydro work crews completed installation of electrical conduit and cable vaults for north side plant controls.** *(see attached photos)*

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Frank Cornejo', with a stylized flourish at the end.

Frank Cornejo.  
Water/Wastewater Operations Supervisor  
City of Holtville

# WWTP Construction



# WWTP Construction



# WWTP Construction



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

MEETING DATE:	<u>06/13/16</u>
ITEM NUMBER	<u>6 d</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 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 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.
- Installed 6 - one inch Verizon meters at the Holtville Estates.
- Caught 2 dogs
- Removed and replaced 70 feet of sidewalk on the 700 Blk. Holt Ave.
- Removed and replaced 22 feet of side walk on 9th and Apple Crt.

Respectfully Submitted,



Alejandro Chavez  
Public Works

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

MEETING DATE:	<u>06/13/16</u>
ITEM NUMBER	<u>6 e</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 13, 2016  
**FROM:** Hector Orozco, Accountant/GL Analyst  
**SUBJECT:** Finance Department Update

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

***11 month Income Statement Review of Major Funds - Excludes HOME, CDBG, Successor Agency and LTF***

At the end of May, 2016, revenues should be at least at 92% of projections, while expenditures should be at most 92% of budgeted amount.

**General Fund**

General fund revenues are tracking higher than projected at 101% of forecast. However, expenditures are at 105% of budget. Settlement is not being included in reports because it's extraordinary income.

**Water Fund**

Water fund revenues and expenditures forecast decreased by 3% and 10% respectively.

**Sewer Fund**

Sewer Revenues are 5% higher than projection and expenditures are 8% lower than budgeted.

**Trash**

Solid waste revenues are at 1% higher than projections; however, expenditures are at 7% higher than budget.

**Local Transportation Authority**

LTA fund has received \$424,884.99 in Measure D Tax Revenue.

Respectfully submitted,



Hector Orozco