

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

Monday, June 25, 2018

OPEN SESSION

6:00 PM

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

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

Steve Walker, City Attorney

Nick Wells, City Manager

THIS IS A PUBLIC MEETING

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

CITY COUNCIL

MEETING CONVENED 5:30 PM

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

ADJOURN TO CLOSED SESSION

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

RECONVENE OPEN SESSION

PLEDGE OF ALLEGIANCE:

INVOCATION:

CITY CLERK RE: Verification of Posting of the Agenda

EXECUTIVE SESSION ANNOUNCEMENTS: Steve Walker, City Attorney

GENERAL 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 Regular Meeting of June 11, 2018
2. Current Demands # 38912 thru # 38989

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:

UNFINISHED BUSINESS:

NEW BUSINESS:

3. **Discussion/Related Action to Adopt RESOLUTION #18-21** Establishing an Appropriations Limit for the 2018-19 Fiscal Year *Kariza Preciado, Finance Supervisor*
4. **Discussion/Related Action to Adopt RESOLUTION #18-22** Adopting the Revised Salary Schedule for the 2018-19 Fiscal Year *Nick Wells, City Manager*
5. **Discussion/Related Action to Adopt RESOLUTION #18-23** Delaying Sewer Rate Increase Set to Take Effect on July 1, 2018. *Nick Wells, City Manager*
6. **Discussion/Related Action to Adopt RESOLUTION #18-24** Adopting a Budget for the 2018-19 Fiscal Year *Kariza Preciado, Finance Supervisor*

INFORMATION ONLY:

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

9. ADJOURNMENT:

I, Raquel Zinn, Interim City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall Friday, June 22, 2018

THE MINUTES OF TH REGULAR MEETING OF THE HOLTVILLE CITY COUNCIL

Monday, June 11, 2018

The Regular Meeting of the Holtville City Council was held on Monday, June 11, 2018 at 5:30 p.m. in the Civic Center. Council Members present were Richard Layton, David Bradshaw, James Predmore, and Ginger Ward. Council Member Mike Goodsell was absent. Staff members present were Nick Wells, Raquel Zinn, Kariza Preciado, and Roy Patterson. City Attorney Steve Walker was absent however; his proxy Mitch Driskoll was present. City Treasurer George Morris and City Planner Justina Arce were also present.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

Mayor Layton called the Closed Session meeting to order at 5:30 p.m.

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Layton called the meeting to order at 6:03 p.m.

PLEDGE OF ALLEGIANCE:

Mayor Layton led the Pledge of Allegiance.

INVOCATION:

Mr. Predmore led the Invocation.

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

City Clerk, Raquel Zinn, verified that the agenda was duly posted on Friday, June 8, 2018.

EXECUTIVE SESSION ANNOUNCEMENTS

Steve Walker, City Attorney

No Reportable Action.

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6)

City Manager Evaluation

Evaluation Criteria

No Reportable Action Taken.

CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION:

(Government Code Section 54957.6 (a))

City of Holtville vs. Willowbend Mobile Home Park

Charles Simpson vs. City of Holtville

No Reportable Action Taken.

PUBLIC COMMENTS:

None

PROCLAMATION (S):

City Manager Nick Wells presented FFA Member Armando Navarez with a plaque.

CITY COUNCL CONSENT AGENDA:

- 1. Approval of the Minutes from the City Council Meeting of Tuesday, May 29, 2018.**
- 2. Current Demands #38912 thru 38989**

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

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

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMUNIQUES:

Ms. Zinn reported that the Ice Cream Social on June 8th went well. She also attended ethics training during the week.

Ms. Preciado attended Ethics Training and a PERMA meeting.

Sgt. Patterson attended the Ice Cream Social. He felt there was a big turn out and well attended. Sgt. Patterson reported that they discovered the perps who were vandalizing personal property. He also updated council on the threat of the Holtville High School graduation.

Ms. Ward attended the Ice Cream Social and thanked Ms. Zinn on her coordination of the event. She enjoyed seeing the community gather together.

Mr. Layton attended the Ice Cream Social and compared it to a picnic in Pine Valley. He enjoyed the Sheriff Booth and Dunk Tank.

Mr. Wells congratulated Ms. Zinn on the success of the Ice Cream Social event. He informed the council that closure of Holt Street is the best option for this event.

Ms. Arce updated the council on Melon LLC submittal of their final report. Dollar General is currently finalizing their 4th plan check. She reported that there are a few items that need to be addressed for the Dollar General project.

UNFINISHED BUSINESS: *None*

NEW BUSINESS:

- 3. Discussion/Related Action to Adopt RESOLUTION #18-18** Adopting Ordinance 491 Amending Title 17 (Zoning) of the Holtville Municipal Code in Relation to Restrictions on Use of Cargo Containers.

Justina Arce, City Planner

A motion was made by Mr. Bradshaw and seconded by Ms. Ward to approve RESOLUTION 18-18 to adopt Ordinance 491 Amending Title 17 (Zoning) of the Holtville Municipal Code in Relation to Restrictions of Use of Cargo Containers.

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

- 4. Discussion/Related Action to Adopt RESOLUTION #18-19** Authorizing the Purchase of Signage for the Proposed Holtville Wetlands from First Signs to be Reimbursed Under the Imperial County Community Benefit Program.

Justina Arce, City Planner

A motion was made by Mr. Predmore and seconded by Ms. Ward to approve RESOLUTION #18-19 to Authorize the Purchase of Signage for the Proposed Holtville Wetlands from First Signs to be Reimbursed Under the Imperial County Community Benefit Program.

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

- 5. Discussion/Related Action to Adopt RESOLUTION #18-20** Approving a Pledge Agreement and Authorizing and Directing Certain Actions with Respect Therto

Nick Wells, City Manager

A motion was made by Ms. Ward and seconded by Mr. Bradshaw to adopt RESOLUTION #18-20 to approve a Pledge Agreement and Authorize and Direct Certain Actions with Respect Therto.

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

- 6. Discussion/Related Action Regarding** the 2018-19 Budget

Kariza Preciado, Finance Supervisor

INFORMATION ONLY:

- 7. City Manager Report- *Nick Wells***
a. Police Chief- *Roy Patterson*
b. Water/Wastewater Supervisor- *Frank Cornejo*
c. Public Works Foreman- *Alex Chavez*

8. Items for Future meetings: *None*

There being no further business to come before the Council, Mayor Layton adjourned the Meeting at 7:08 p.m.

Richard Layton, Mayor

Raquel L. Zinn, Interim City Clerk

CITY OF HOLTVILLE
Monthly Check Register

MEETING DATE: 06/25/18

ITEM NUMBER

2

Approvals

CITY MANAGER

FINANCE MANAGER

CITY ATTORNEY



Date : 6/21/2018 9:49:23 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description		
Check Number : 38990 Check Date : 6/12/2018						
Vendor : 1853 I.C. SHERIFF'S DEPT						
10	83628	6/5/2018	JUNE 2018	BACKGROUND CLEARANCE CHECKS O	POOL	290.00
Invoice Amount	: 290.00		Discount Amount	: 0.00	Check Amount	: 290.00
Check Number : 38991 Check Date : 6/12/2018						
Vendor : 8830 RAQUEL ZINN						
10	83627	6/5/2018	8808165690	reimb. for Ice Cream Social prizes 6/	FARMERS MARKET	44.79
Invoice Amount	: 44.79		Discount Amount	: 0.00	Check Amount	: 44.79
Check Number : 38992 Check Date : 6/21/2018						
Vendor : 8041 AFLAC						
10	83755	6/20/2018	29825	INSURANCE PREMIUM	ADMIN	104.26
Invoice Amount	: 104.26		Discount Amount	: 0.00	Check Amount	: 104.26
Check Number : 38993 Check Date : 6/21/2018						
Vendor : 1771 AIRWAVE COMMUNICATION						
10	83557	6/8/2018	609005	MONTHLY RADIO MAINTENANCE	FD	226.00
10	83673	6/13/2018	433234	BATT IMP STD		232.63
Invoice Amount	: 458.63		Discount Amount	: 0.00	Check Amount	: 458.63
Check Number : 38994 Check Date : 6/21/2018						
Vendor : 1433 APPLIED INDUSTRIAL TECHNOLOGIES						
12	83581	6/11/2018	7013500132	GLOVES	PW	213.69
11	83586	6/11/2018	7013416670	GOLDSPEC		41.48
Invoice Amount	: 255.17		Discount Amount	: 0.00	Check Amount	: 255.17
Check Number : 38995 Check Date : 6/21/2018						
Vendor : 1796 ARAMARK SERVICES, INC.						
10	83754	6/20/2018	MAY 2018	UNIFORMS (PW)	PW	656.85
11	83754	6/20/2018	MAY 2018	UNIFORMS (PW)		1,039.01
12	83754	6/20/2018	MAY 2018	UNIFORMS (PW)		748.30
Invoice Amount	: 2,444.16		Discount Amount	: 0.00	Check Amount	: 2,444.16
Check Number : 38996 Check Date : 6/21/2018						
Vendor : 2378 AT&T						
10	83707	6/18/2018	11461351	PHONE CHARGES	ADMIN	634.33
11	83707	6/18/2018	11461351	PHONE CHARGES		249.85
12	83707	6/18/2018	11461351	PHONE CHARGES		95.45
Invoice Amount	: 979.63		Discount Amount	: 0.00	Check Amount	: 979.63
Check Number : 38997 Check Date : 6/21/2018						
Vendor : 7800 AUTO ZONE COMMERCIAL						
11	83591	6/11/2018	5648624025	ENGINE THERMOSTAT S-10 VEHICLE	PW	25.40
10	83650	6/13/2018	5648613969	BUG AND TAR REMOVER		11.73
10	83657	6/13/2018	5648611533	DIESEL EXHAUST BLUE DEF FLUID	FD	21.53
10	83659	6/13/2018	5648613500	VEHICLE SHADE		20.55
Invoice Amount	: 79.21		Discount Amount	: 0.00	Check Amount	: 79.21
Check Number : 38998 Check Date : 6/21/2018						
Vendor : 1237 BABCOCK & SONS, INC.						
12	83593	6/11/2018	BF80637-2279	LAB ANALYSIS	PW	562.50
12	83594	6/11/2018	BF80609-2279	LAB ANALYSIS		22.50
12	83714	6/18/2018	BF80973-2279	LAB ANALYSIS		50.00
Invoice Amount	: 635.00		Discount Amount	: 0.00	Check Amount	: 635.00
Check Number : 38999 Check Date : 6/21/2018						
Vendor : 4617 BAJA DESERT TIRE						
11	83691	6/14/2018	44800	REPAIR FLAT ON BACKHOE AT CITY	PW	42.00
12	83691	6/14/2018	44800	REPAIR FLAT ON BACKHOE AT CITY		42.00

CITY OF HOLTVILLE

Monthly Check Register

Date : 6/21/2018 9:49:23 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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12	83717	6/18/2018	45146	REPAIR TIRE		37.72
Invoice Amount : 121.72		Discount Amount : 0.00		Check Amount :		121.72
Check Number : 39000		Check Date : 6/21/2018				
Vendor : 8796 CORE & MAIN LP						
11	83566	6/11/2018	I832533	REPAIR CLAMPS	PW	513.30
11	83567	6/11/2018	I874063	HYDRANT REPAIR PARTS		118.78
11	83571	6/11/2018	I919856	1 WATT REP AIR KIT		60.28
Invoice Amount : 692.36		Discount Amount : 0.00		Check Amount :		692.36
Check Number : 39001		Check Date : 6/21/2018				
Vendor : 2320 COUNTY MOTOR PARTS						
12	83553	6/8/2018	23969	FULE CAP	PW	17.98
10	83669	6/13/2018	237159	DAMPNER W/ STUDS		43.06
Invoice Amount : 61.04		Discount Amount : 0.00		Check Amount :		61.04
Check Number : 39002		Check Date : 6/21/2018				
Vendor : 2208 DC FROST ASSOCIATES, INC.						
12	83578	6/11/2018	20702	BALLASTS; ALUMINUM END CAPS	PW	1,673.68
Invoice Amount : 1,673.68		Discount Amount : 0.00		Check Amount :		1,673.68
Check Number : 39003		Check Date : 6/21/2018				
Vendor : 8810 DDP ELECTRIC, INC.						
12	83670	6/13/2018	78	TROUBLESHOOT EFFLUENT METER	PW	275.00
Invoice Amount : 275.00		Discount Amount : 0.00		Check Amount :		275.00
Check Number : 39004		Check Date : 6/21/2018				
Vendor : 4572 EMPIRE SOUTHWEST						
12	83715	6/18/2018	EPWK0436288	INSPECT TRANSFER SWITCH FOR WW	PW	125.00
11	83718	6/18/2018	EPWK0436007	REPAIRS TO GENERATOR AT WTP		335.00
12	83719	6/18/2018	EPWK0435971	PERFORM FULL OIL SERVICE WWTP		911.65
Invoice Amount : 1,371.65		Discount Amount : 0.00		Check Amount :		1,371.65
Check Number : 39005		Check Date : 6/21/2018				
Vendor : 1124 FEDERAL EXPRESS						
12	83723	6/18/2018	620720575	MAILING SAMPLES	PW	119.29
Invoice Amount : 119.29		Discount Amount : 0.00		Check Amount :		119.29
Check Number : 39006		Check Date : 6/21/2018				
Vendor : 1536 FERGUSON ENTERPRISES, INC. #1350						
10	83562	6/1/2018	0110054	QC PITOT GA W/FTG	PW	129.94
Invoice Amount : 129.94		Discount Amount : 0.00		Check Amount :		129.94
Check Number : 39007		Check Date : 6/21/2018				
Vendor : 4662 FERNANDO RUIZ, INC.						
10	83583	6/11/2018	137659	SAFETY SERVICES	PW	234.00
11	83583	6/11/2018	137659	SAFETY SERVICES		234.00
12	83583	6/11/2018	137659	SAFETY SERVICES		237.00
Invoice Amount : 705.00		Discount Amount : 0.00		Check Amount :		705.00
Check Number : 39008		Check Date : 6/21/2018				
Vendor : 1959 HARRIS COMPUTER SYSTEMS						
10	83598	6/11/2018	XT00140612	DEMAND CHECKS	ADMIN	134.34
11	83598	6/11/2018	XT00140612	DEMAND CHECKS		134.34
12	83598	6/11/2018	XT00140612	DEMAND CHECKS		134.36
Invoice Amount : 403.04		Discount Amount : 0.00		Check Amount :		403.04
Check Number : 39009		Check Date : 6/21/2018				
Vendor : 1385 HINDERLITER deLLAMAS & ASSOCIATES						
10	83597	6/11/2018	0028054	CONTRACT SERVICES SALES TAX 4		327.66
Invoice Amount : 327.66		Discount Amount : 0.00		Check Amount :		327.66

CITY OF HOLTVILLE

Monthly Check Register

Date : 6/21/2018 9:49:23 AM

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Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 39010		Check Date : 6/21/2018				
Vendor : 1015 HOLT GROUP, THE						
22	83603	6/11/2018	18-04-002	(459) CONSTRUCTION MANAGEMENT		6,642.50
10	83604	6/11/2018	18-04-022	(047) MISC. PLANNING SERVICES		2,065.18
10	83605	6/11/2018	18-04-023	(207) REVIEW OF BUILDING PERMITS		1,296.49
10	83606	6/11/2018	18-04-024	(226) ANNUAL DBE PROGRAM 2005-2		171.63
10	83607	6/11/2018	18-04-025	(335) ICTC & MISC. TRANSPORTATIO		1,592.50
10	83608	6/11/2018	18-04-026	SGC GP/SAP GRANT ADMIN		182.50
22	83609	6/11/2018	18-04-027	(442) 9TH STREET PHASE 3	ADMIN	1,202.90
22	83610	6/11/2018	18-04-028	(446) 6TH STREET (SOUTH) RSTP		577.90
11	83611	6/11/2018	18-04-029	(450) WTP TANK SRF GRANT		402.50
22	83612	6/11/2018	18-04-030	(456) BOR GRANT ADMIN & PERMITTI		632.73
10	83613	6/11/2018	18-04-031	(462) DOLLAR GENERAL SITE PLAN		390.47
10	83614	6/11/2018	18-04-032	(467) DOLLAR GENERAL LLA		372.09
10	83615	6/11/2018	18-04-033	(468) LOT MERGER WILLIAMS		90.00
10	83616	6/11/2018	18-04-034	(470) SITE PLAN & DESIGN REVIEW		792.19
10	83617	6/11/2018	18-04-035	(471) LUCA CENSUS DATA		157.50
10	83618	6/11/2018	18-04-036	(473) CARGO CONTAINER AMENDME		775.00
10	83619	6/11/2018	18-04-037	(474) AMG ASSOCIATES DESIGN REV		2,111.97
22	83620	6/11/2018	18-04-038	(475) WETLANDS PLAN CHECK AND C		2,228.50
Invoice Amount : 21,684.55		Discount Amount : 0.00		Check Amount :		21,684.55
Check Number : 39011		Check Date : 6/21/2018				
Vendor : 1638 HOME DEPOT/GECF						
10	83546	6/8/2018	007686	BARK FOR PLAYGROUND EQUIPMENT	PW	316.31
10	83556	6/8/2018	007703	BARK FOR PLAYGROUND		23.65
Invoice Amount : 339.96		Discount Amount : 0.00		Check Amount :		339.96
Check Number : 39012		Check Date : 6/21/2018				
Vendor : 8832 IMAGE SOURCE						
10	83705	6/18/2018	AR773429	COPY CHARGES	ADMIN	23.53
11	83705	6/18/2018	AR773429	COPY CHARGES		23.53
12	83705	6/18/2018	AR773429	COPY CHARGES		23.55
Invoice Amount : 70.61		Discount Amount : 0.00		Check Amount :		70.61
Check Number : 39013		Check Date : 6/21/2018				
Vendor : 2297 IMPERIAL COUNTY SHERIFF'S DEPT.						
10	83709	6/18/2018	53118-1	SHERIFF SERVICES MAY 2018	SHERIFF	83,169.49
Invoice Amount : 83,169.49		Discount Amount : 0.00		Check Amount :		83,169.49
Check Number : 39014		Check Date : 6/21/2018				
Vendor : 1026 IMPERIAL IRRIGATION DISTRICT						
10	83711	6/18/2018	JUNE 2018 PARKS	ELECTRICITY PARKS	PW	1,976.95
10	83712	6/18/2018	JUNE 2018	ELECTRICITY		4,586.55
11	83712	6/18/2018	JUNE 2018	ELECTRICITY		7,075.82
12	83712	6/18/2018	JUNE 2018	ELECTRICITY		99.41
11	83747	6/19/2018	50009939	ELECTRICITY (WTP)	ADMIN	2,241.81
Invoice Amount : 15,980.54		Discount Amount : 0.00		Check Amount :		15,980.54
Check Number : 39015		Check Date : 6/21/2018				
Vendor : 2137 IMPERIAL IRRIGATION DISTRICT (WATER)						
11	83724	6/18/2018	JUNE 2018	RAW WATER CHARGES	PW	2,834.00
Invoice Amount : 2,834.00		Discount Amount : 0.00		Check Amount :		2,834.00
Check Number : 39016		Check Date : 6/21/2018				
Vendor : 1027 IMPERIAL STORES						
10	83548	6/8/2018	610845	MARKERS		2.98

CITY OF HOLTVILLE

Monthly Check Register

Date : 6/21/2018 9:49:23 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
10	83549	6/8/2018	610880	RIM ROLLER; LAG BOLTS		23.73
10	83550	6/8/2018	610646	FLEXOGEN HOSE		87.69
10	83551	6/8/2018	610572	ROLLER COVERS		3.98
10	83552	6/8/2018	610257	DOOR SWEEP; BASE; FLY TRAP (UP		42.87
10	83554	6/8/2018	610738	CHAIN CONNECTOR; CHAIN BEAD; BIT SE		36.05
10	83555	6/8/2018	610611	HOSE; HOSE MENDER		35.84
10	83565	6/11/2018	610473	BROOM; PVC CLIP CAPS		14.22
10	83568	6/11/2018	610119	FLAT WASHER; LAG BOLTS		4.35
10	83569	6/11/2018	610148	SANDPAPER; GARNET PAPER		5.37
10	83570	6/11/2018	610086	WOOD DOWEL FOR FLAGS FOR ICE		14.32
10	83587	6/11/2018	610236	BATTERIES; LIQUID ACID		132.42
11	83588	6/11/2018	610475	BATTERIES; MOUSE TRAP; TRASH B		37.13
11	83589	6/11/2018	610578	WISE GRIP PLIER; TAPE RULES		53.79
10	83599	6/11/2018	18-1900	BANNERS FOR ICE CREAM SOCIAL		146.14
10	83631	6/13/2018	611085	BATTERY FOR TIMER FOR GRAPE ST		15.07
10	83632	6/13/2018	611066	BROOM		11.95
10	83633	6/13/2018	611069	BOTTLED WATER		14.75
10	83634	6/13/2018	997267	RCA PLUGS; ADHESIVE FASTNER		21.69
10	83635	6/13/2018	610865	VELCRO STRIPS		7.95
10	83637	6/13/2018	610689	WHEEL CLEANERS; VEHICLE WASH		19.71
10	83638	6/13/2018	610678	AIR FILTERS; KNIVES; CLOROX; CAR		32.13
10	83639	6/13/2018	610801	TUBE BRUSH		2.78
10	83640	6/13/2018	610516	PAN PH MSS		1.58
10	83641	6/13/2018	610567	WHEEL CLEANER; BUG AND TAR RE		19.91
10	83642	6/13/2018	610617	BATTERIES		7.96
10	83643	6/13/2018	610622	GENERAL HARDWARE; FLAT CUT W		3.48
10	83644	6/13/2018	610008	PLUG WRENCH		7.96
10	83645	6/13/2018	993365	BATTERY; HEX NUT		22.79
10	83646	6/13/2018	610169	EXTRACTOR FLUTE		5.97
10	83647	6/13/2018	610472	USB CABLE; LIGHTER		13.12
10	83648	6/13/2018	610280	RATCHET STRAP		24.91
10	83649	6/13/2018	610314	BOTTLED WATER		7.38
10	83651	6/13/2018	610010	HANDLE PULLER		6.97
10	83652	6/13/2018	609548	PICKUP STICK		22.92
10	83653	6/13/2018	609986	PADLOCK; VEHICLE WASH;		43.46
10	83654	6/13/2018	610014	MIXET BRASS CARTRIG		24.91
10	83655	6/13/2018	610017	MIXET CHROME LEVER		5.97
10	83656	6/13/2018	609877	BATTERIES; ROPE PULLEY; SPEAKER		62.44
10	83658	6/13/2018	609651	CLEANING SUPPLIES		7.76
10	83660	6/13/2018	609757	SMALL BASKET		3.58
10	83661	6/13/2018	609703	CLEANING SUPPLIES		16.14
10	83662	6/13/2018	609797	VEHICLE WASH; TIRE FOAM		11.74
10	83663	6/13/2018	610109	WHEEL CLEANER; BUG AND TAR REM		21.01
10	83664	6/13/2018	610164	9 V BATTERY		5.47
10	83665	6/13/2018	610181	3 V BATTERY		6.77
10	83667	6/13/2018	610403	BATTERIES		28.67
10	83668	6/13/2018	610417	PROPANE		6.72
10	83692	6/14/2018	611185	CLEANING SUPPLIES		36.60
10	83693	6/14/2018	611163	SXS COUPLING		0.58
10	83694	6/14/2018	611162	PVC PIPE; COMBO TEE; WET DRY CE		5.26
10	83695	6/14/2018	995900	SIDE RELEASE BUCKLE		16.10

CITY OF HOLTVILLE

Monthly Check Register

Date : 6/21/2018 9:49:23 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
10	83696	6/14/2018	610953	HEX NUT; LOCK WASHER		0.60
10	83697	6/14/2018	610963	PUTTY KNIFE		3.28
10	83698	6/14/2018	610654	KITCHEN SUPPLIES; GORILLA TAPE		40.64
10	83699	6/14/2018	610504	BATTERIES		7.96
10	83700	6/14/2018	610560	GAV PLUG		2.28
10	83701	6/14/2018	610624	HAND TEAR TAPE		7.47
10	83702	6/14/2018	610618	PAN PH MSSS; PAN PHD M/S		2.87
12	83720	6/18/2018	611137	AIR FILTERS		41.79
12	83721	6/18/2018	610912	FLASH LIGHT; BATTERIES; BUG KILLE		86.30
Invoice Amount		: 1,408.23	Discount Amount		: 0.00	Check Amount : 1,408.23
Check Number		: 39017	Check Date		: 6/21/2018	
Vendor		: 1757 IMPERIAL VALLEY ENVIRONMENTAL LAB				
12	83580	6/11/2018	9383	LAB ANALYSIS	PW	314.00
12	83727	6/18/2018	9395	LAB ANALYSIS		336.00
Invoice Amount		: 650.00	Discount Amount		: 0.00	Check Amount : 650.00
Check Number		: 39018	Check Date		: 6/21/2018	
Vendor		: 1148 IMPERIAL VALLEY PRESS				
10	83710	6/18/2018	11176503	PUBLISH LIFEGUARD POSITIONS	PW ADMIN	384.95
Invoice Amount		: 384.95	Discount Amount		: 0.00	Check Amount : 384.95
Check Number		: 39019	Check Date		: 6/21/2018	
Vendor		: 8740 JADE SECURITY SYSTEMS, INC.				
11	83577	6/11/2018	0144527	SECURITY SYSTEM MONITORING	PW	59.99
12	83577	6/11/2018	0144527	SECURITY SYSTEM MONITORING		59.98
Invoice Amount		: 119.97	Discount Amount		: 0.00	Check Amount : 119.97
Check Number		: 39020	Check Date		: 6/21/2018	
Vendor		: 8146 JOSE HERRERA				
12	83725	6/18/2018	6/11/18	WORKBOOT REIMB.	PW	140.73
12	83759	6/18/2018	May 2018	WORKBOOT REIMB.		59.27
Invoice Amount		: 200.00	Discount Amount		: 0.00	Check Amount : 200.00
Check Number		: 39021	Check Date		: 6/21/2018	
Vendor		: 4648 JOSE LUIS OSUNA				
12	83575	6/11/2018	JOSE LUIS OSUNA	WORK BOOTS	PW	140.02
Invoice Amount		: 140.02	Discount Amount		: 0.00	Check Amount : 140.02
Check Number		: 39022	Check Date		: 6/21/2018	
Vendor		: 8839 JOSHUA L. OSUNA				
11	83713	6/18/2018	6/18/18	WORK BOOTS	PW	140.02
Invoice Amount		: 140.02	Discount Amount		: 0.00	Check Amount : 140.02
Check Number		: 39023	Check Date		: 6/21/2018	
Vendor		: 1382 K-C WELDING & RENTAL, INC.				
12	83564	6/11/2018	96094	REPAIR PARTS FOR VACTOR MACHIN	PW	364.14
Invoice Amount		: 364.14	Discount Amount		: 0.00	Check Amount : 364.14
Check Number		: 39024	Check Date		: 6/21/2018	
Vendor		: 1564 LESLIE'S POOL SUPPLIES				
10	83590	6/11/2018	652-001-6429	POOL CHEMICALS; STEEL BRUSH; PV	PW	522.45
10	83592	6/11/2018	652-001-6679	LENS GASKET		120.49
Invoice Amount		: 642.94	Discount Amount		: 0.00	Check Amount : 642.94
Check Number		: 39025	Check Date		: 6/21/2018	
Vendor		: 4619 LUIS M. ESTRADA				
11	83576	6/11/2018	1214	REPAIRS TO S-10 VEHICLE WTP	PW	140.00
12	83716	6/18/2018	1215	REPAIRS TO BACKHOE WWTP		660.00
Invoice Amount		: 800.00	Discount Amount		: 0.00	Check Amount : 800.00

CITY OF HOLTVILLE

Monthly Check Register

Date : 6/21/2018 9:49:23 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 39026 Check Date : 6/21/2018						
Vendor : 1095 MOSS, LEVY & HARTZHEIM (bh)						
10	83595	6/11/2018	8070	COMPLETION OF AUDIT 6/30/17	ADMIN	4,650.00
Invoice Amount : 4,650.00		Discount Amount : 0.00		Check Amount :		4,650.00
Check Number : 39027 Check Date : 6/21/2018						
Vendor : 8761 PEOPLEREADY, INC.						
12	83582	6/11/2018	23535044	TEMP EMPLOYEE	PW	630.90
12	83728	6/18/2018	23552765	TEMP EMPLOYEE FOR WASTE WATER		630.90
Invoice Amount : 1,261.80		Discount Amount : 0.00		Check Amount :		1,261.80
Check Number : 39028 Check Date : 6/21/2018						
Vendor : 1450 PITNEY BOWES GLOBAL FINANCE SERVICES LLC						
10	83708	6/18/2018	3102195645	POSTAGE/FOLDING EQUIPMENT LEAS	ADMIN	92.00
11	83708	6/18/2018	3102195645	POSTAGE/FOLDING EQUIPMENT LEAS		92.00
12	83708	6/18/2018	3102195645	POSTAGE/FOLDING EQUIPMENT LEAS		92.02
Invoice Amount : 276.02		Discount Amount : 0.00		Check Amount :		276.02
Check Number : 39029 Check Date : 6/21/2018						
Vendor : 4575 PYRAMID CONSTRUCTION, INC.						
10	83572	6/11/2018	16366	MEDIUM ASPHALT	PW	565.69
Invoice Amount : 565.69		Discount Amount : 0.00		Check Amount :		565.69
Check Number : 39030 Check Date : 6/21/2018						
Vendor : 1176 QUILL CORPORATION						
10	83596	6/11/2018	7154009	OFFICE SUPPLIES		108.37
10	83600	6/11/2018	7493931	KEYBOARDS FOR PERSONNEL AND C		102.34
10	83602	6/11/2018	7363294	OFFICE SUPPLIES	ADMIN	155.14
10	83756	6/20/2018	7772178	OFFICE SUPPLIES		48.64
11	83756	6/20/2018	7772178	OFFICE SUPPLIES	PW	134.46
12	83756	6/20/2018	7772178	OFFICE SUPPLIES		134.48
Invoice Amount : 683.43		Discount Amount : 0.00		Check Amount :		683.43
Check Number : 39031 Check Date : 6/21/2018						
Vendor : 2241 REDDY ICE						
10	83671	6/13/2018	1060011129	ICE	FD	37.71
10	83672	6/13/2018	1060013422	ICE		43.10
Invoice Amount : 80.81		Discount Amount : 0.00		Check Amount :		80.81
Check Number : 39032 Check Date : 6/21/2018						
Vendor : 1043 SELLERS PETROLEUM						
10	83559	6/1/2018	CL97587	FUEL (FD)		1,252.62
10	83574	6/11/2018	CL97588	FUEL (PW)	FD	571.35
11	83574	6/11/2018	CL97588	FUEL (PW)	PW	544.81
12	83574	6/11/2018	CL97588	FUEL (PW)		524.00
Invoice Amount : 2,892.78		Discount Amount : 0.00		Check Amount :		2,892.78
Check Number : 39033 Check Date : 6/21/2018						
Vendor : 7841 SPARKLETTS						
10	83560	6/1/2018	9439337060118	DRINKING WATER	FD	118.71
10	83573	6/11/2018	9431538060118	DRINKING WATER	PW	160.92
Invoice Amount : 279.63		Discount Amount : 0.00		Check Amount :		279.63
Check Number : 39034 Check Date : 6/21/2018						
Vendor : 1109 SPRINT						
11	83579	6/11/2018	984297987-119	DATE LINE AT WATER PLANT	PW	34.38
Invoice Amount : 34.38		Discount Amount : 0.00		Check Amount :		34.38
Check Number : 39035 Check Date : 6/21/2018						
Vendor : 8834 SPRINT PHONE						

CITY OF HOLTVILLE

Monthly Check Register

Date : 6/21/2018 9:49:23 AM

User Name : Lee Ann

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Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
10	83706	6/18/2018	JUNE 2018	CELL PHONE CHARGES		62.80
Invoice Amount : 62.80		Discount Amount : 0.00		Check Amount :		62.80
Check Number : 39036		Check Date : 6/21/2018				
Vendor : 8707 TARGETSOLUTIONS LEARNING LLC				FD		
10	83666	6/13/2018	26037	TRAINING MEMBERSHIP		185.60
Invoice Amount : 185.60		Discount Amount : 0.00		Check Amount :		185.60
Check Number : 39037		Check Date : 6/21/2018				
Vendor : 2083 THATCHER CO.				PW		
11	83722	6/18/2018	249182	T CHLOR		5,068.56
Invoice Amount : 5,068.56		Discount Amount : 0.00		Check Amount :		5,068.56
Check Number : 39038		Check Date : 6/21/2018				
Vendor : 1260 USA BLUEBOOK				PW		
11	83584	6/11/2018	580719	INJECTION VALVE; GOULDS PUMP		401.83
12	83585	6/11/2018	580171	REPLACEMENT TUBE KIT		26.25
Invoice Amount : 428.08		Discount Amount : 0.00		Check Amount :		428.08
Check Number : 39039		Check Date : 6/21/2018				
Vendor : 1022 VANTAGE POINT TRANSFER - 457				ADMIN		
10	83621	6/11/2018	CM PP# 9-10-11	CM RETIREMENT PP# 9,10&11		220.09
Invoice Amount : 220.09		Discount Amount : 0.00		Check Amount :		220.09
Check Number : 39040		Check Date : 6/21/2018				
Vendor : 8116 VANTAGE POINT TRANSFER AGENTS - 108793						
10	83622	6/11/2018	PP#10 5/18/18	PP# 10 RETIREMENT CONTRIBUTION;		3,830.86
11	83622	6/11/2018	PP#10 5/18/18	PP# 10 RETIREMENT CONTRIBUTION;	ADMIN	976.42
12	83622	6/11/2018	PP#10 5/18/18	PP# 10 RETIREMENT CONTRIBUTION;		954.03
10	83623	6/11/2018	PP#11 6/1/18	PP# 11 RETIREMENT CONTRIBUTION;		3,798.93
11	83623	6/11/2018	PP#11 6/1/18	PP# 11 RETIREMENT CONTRIBUTION;		876.02
12	83623	6/11/2018	PP#11 6/1/18	PP# 11 RETIREMENT CONTRIBUTION;		1,132.03
Invoice Amount : 11,568.29		Discount Amount : 0.00		Check Amount :		11,568.29
Check Number : 39041		Check Date : 6/21/2018				
Vendor : 1231 WALKER & DRISKILL				ADMIN		
10	83601	6/11/2018	8709	ATTORNEY FEES		1,350.00
Invoice Amount : 1,350.00		Discount Amount : 0.00		Check Amount :		1,350.00
Check Number : 39042		Check Date : 6/21/2018				
Vendor : 8193 WESTAIR GASES & EQUIPMENT				FD		
10	83636	6/13/2018	00956319	OXYGEN, MEDICAL GRADE		248.50
Invoice Amount : 248.50		Discount Amount : 0.00		Check Amount :		248.50
Check Number : 39043		Check Date : 6/21/2018				
Vendor : 1057 WYMORE, INC.				PW		
10	83547	6/8/2018	1197548	FABRICATE FLANGE FOR CITY POOL		119.08
Invoice Amount : 119.08		Discount Amount : 0.00		Check Amount :		119.08
Check Number : 39044		Check Date : 6/21/2018				
Vendor : 1058 XEROX CORPORATION				ADMIN		
10	83561	6/1/2018	093427869	COPIER LEASE AND USAGE JUNE 20		122.89
Invoice Amount : 122.89		Discount Amount : 0.00		Check Amount :		122.89
Check Number : 39045		Check Date : 6/21/2018				
Vendor : 8823 XEROX FINANCIAL SERVICES						
10	83757	6/20/2018	JUNE 2018	COPIER LEASE		158.02
11	83757	6/20/2018	JUNE 2018	COPIER LEASE	ADMIN	158.02
12	83757	6/20/2018	JUNE 2018	COPIER LEASE		158.04
Invoice Amount : 474.08		Discount Amount : 0.00		Check Amount :		474.08

CITY OF HOLTVILLE

Monthly Check Register

Date : 6/21/2018 9:49:23 AM

User Name : Lee Ann

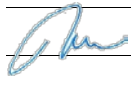
Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Total Number of Vendors		:	56		:	0.00
Total Number of Checks Printed		:	56			
Total Number of Voided Checks		:	0			
Largest Check Amount		:	83,169.49			
Total for all Checks Printed		:	170,673.16			
Total for Voided Checks		:	0.00			
Net Amount of Checks Printed		:	170,673.16			

Summary

Fund	Amount
10 GENERAL FUND	123,426.14
11 WATER	24,088.53
12 SEWER	11,873.96
22 LOCAL TRANSPORTATION FUND - TDA	11,284.53

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>06/25/18</u>
ITEM NUMBER	<u>3</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: June 22, 2018

FROM: Kariza Preciado, Finance Supervisor

SUBJECT: **Resolution No. 18-21** *Establishing the Gann Appropriations Limit for the 2018-19 Fiscal Year.*

ISSUES:

Shall the City Council adopt Resolution No. 18-21 , establishing an appropriations limit for the 2018-2019 fiscal year?

DISCUSSION:

Article XIII B of the California State Constitution (Government Spending Limitation) provides for a limit on the annual growth in the level of certain appropriations from tax proceeds for various government entities in the State. The growth in the appropriations limit utilizes the prior year's limit, then calculates an adjustment to that limit accounting for changes in population and the cost of living. The State Department of Finance requires that all cities and counties adopt and submit that appropriations limit for each fiscal year.

The Finance Department has collected the data and made the calculations for the 2018-19 limitation. The calculations are attached herein as "Exhibit A" and "Exhibit B."

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends that the resolution be adopted.

ALTERNATIVE

Not to adopt, resulting in non-compliance with State regulations.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 18-21**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL ADOPTING AN
APPROPRIATIONS LIMIT FOR 2018-19 FISCAL YEAR**

WHEREAS, Article XIII B of the Constitution of the State of California, also known as the Gann Initiative, mandates an appropriations limit on various units of government, including the City of Holtville; and

WHEREAS, the limit is calculated annually, based on the prior year's limit and established growth factors to derive a maximum increase in government expenditures; and

WHEREAS, calculation of the limit utilizes guidelines provided by the State Department of Finance; and

WHEREAS, the limit has been calculated by the Finance Department of the City of Holtville and is attached as "Exhibit A;" and

WHEREAS, the City of Holtville formally adopts the appropriations limit calculated in the effective attached document performed, and abilities under the position held as a member of the City of Holtville Staff, adhering to the proper Memorandum of Understanding and agreement of terms and conditions of employment; and

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

1. That the City Council, in accordance with Article XIII B of the Constitution of the State of California, hereby adopts an appropriation limit of \$3,971,561 for the City of Holtville for the 2018-19 Fiscal Year..
2. That corresponding Revenues subject to the appropriation limit are projected to be \$1,627,000 for the 2018-19 Fiscal Year.
3. The foregoing is true, correct and adopted.
- 4.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on the 25th of June, 2018, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Raquel Zinn, Interim City Clerk

Richard Layton, Mayor

Exhibit " A "
CITY OF HOLTVILLE
APPROPRIATIONS LIMIT CALCULATION
FY 2018-19

June 30, 2017 Appropriation Limit \$ 3,847,696

Per Capita Cost of Living % Change
(per California Dept of Finance) 0.800%

01/01/2017 Population Change ¹:
Holtville 2.40%
Imperial County 1.40%
Greater Of Two Options 2.40%

June 30, 2018 Calculation Factor
Per Capita Percentage Increase 1.0080
Population Percentage Increase 1.0240
Total (Per Capita X Population) 1.032192

June 30, 2018 Gross Appropriation Limit \$ 3,971,561

Adjustments: 0

2018-2019 Appropriations Limit \$ 3,971,561

Projected appropriations subject to the Limit 1,627,000

Projected appropriations are below the limit by: \$ 2,344,561

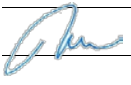
CONCLUSION:

The City Budget DOES NOT exceed its appropriation limit for the 2018-19 Fiscal Year.

Exhibit "B"
CITY OF HOLTVILLE
PROCEEDS OF TAXES
GANN APPROPRIATION CALCULATION
FY 2018-19

Description	Total Budget	Proceeds From Taxes	Non-Tax Revenue
Property Tax	\$164,700	\$164,700	
Motor Vehicle In Lieu VLF	530,000	530,000	
Franchise Tax	86,500	86,500	
Sales Tax	335,000	335,000	
Utility Tax	463,000	463,000	
Other Taxes	47,800	47,800	
Licenses/Permits/Fines/Penalties	27,300		27,300
Other Revenues/Use of Money	24,750		24,750
Revenue From Other Agencies	437,728		437,728
Current Services	76,612		76,612
Miscellaneous Revenue	35,000		35,000
Transfers In from Transportation	200,000		200,000
Transfers In From RDA Successor	225,000		225,000
Transfers In From Sewer	125,000		125,000
Transfers In From Water	125,000		125,000
<i>Subtotal</i>	<i>\$2,903,390</i>	<i>\$1,627,000</i>	<i>\$1,276,390</i>
Use of Reserves	\$0		\$0
TOTAL GF BUDGET	\$2,903,390	\$1,627,000	\$1,276,390

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>06/25/18</u>
ITEM NUMBER	<u>4</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: June 22, 2018
FROM: Nick Wells, City Manager
SUBJECT: **Resolution No. 18-22** *Adopting an Updated Salary Schedule for Implementation in the 2018-19 Fiscal Year*

ISSUES:

Shall the City Council adopt Resolution No. 18-22 , implementing the 2018-19 Salary Schedule, reflecting programmed pay rate changes, adding two positions and eliminating an unfilled position?

DISCUSSION:

The salary schedule has been changed in several ways for this year's adoption. Below are the most significant changes, most of which have previously been discussed:

1. Format - in the past, hourly rate was listed along with monthly salary, however the monthly figure does not correspond to the City's pay frequency or any known reporting requirements. More useful information has now replaced the monthly figure in the form of a "Per Pay" amount (corresponding to the City's bi-weekly schedule) and an Annual figure, based on the standard straight time work schedule.
2. The Memorandum of Understanding negotiated in June, 2016, with the Classified Employees' Bargaining calls for an automatic 2% upward adjustment to their section of the Schedule. As previously noted, Firefighters previously received their 2% increase due to California's minimum wage laws.
3. A position has been recreated for "Public Works Supervisor" to allow for a future staff promotion if merited.
4. The part time position of "Building Inspector" has been moved to the full time schedule.

FISCAL IMPACT:

Expenditures will be impacted in all departments. The projected changes have been presented in the Fiscal Year 2018-19 Budget.

CITY MANAGER RECOMMENDATION:

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

ALTERNATIVE

Not to adopt, giving staff alternate direction.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 18-22**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING THE
MODIFICATION AND ADOPTION OF THE 2018-19 SALARY SCHEDULE**

WHEREAS, the City of Holtville has employees that render valuable services to the City, its citizens and facilities; and

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

WHEREAS, the City wishes to continue to compensate those employees in a fair, but fiscally-responsible manner; and

WHEREAS, the City of Holtville wishes to align its approved Salary Schedule with 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 two percent (2%) salary increase for positions within the "Permanent Full-Time (Classified)" section (Ranges 13 through 45) to the previously adopted schedule for the 2017-18 Fiscal Year.
2. The position of "Public Works Supervisor" (Range 56) has been created.
3. The position of "Building Inspector" (Range 36) has been created.
4. The position "Heavy Equipment Operator" (Range 37) has been eliminated.
5. The modifications described are included in this Resolution as the attached "Exhibit "A."
6. The modified Salary Schedule will take effect July 1, 2018.
7. The foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on the 25th of June, 2018, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Raquel Zinn, Interim City Clerk

Richard Layton, Mayor

City of Holtville
2018-19 (Proposed) Salary Schedule

MANAGEMENT/SUPERVISORY PERSONNEL								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
FINANCE MANAGER	60	Hourly	28.25	29.66	31.15	32.70	34.34	36.05
		Per Pay	2,260	2,373	2,492	2,616	2,747	2,884
		Annual	58,760	61,698	64,783	68,022	71,423	74,994
WTP/WWTP SUPERVISOR	60	Hourly	28.25	29.66	31.15	32.70	34.34	36.05
		Per Pay	2,260	2,373	2,492	2,616	2,747	2,884
		Annual	58,760	61,698	64,783	68,022	71,423	74,994
<i>PUBLIC WORKS SUPERVISOR</i>	56	Hourly	22.32	23.44	24.61	25.84	27.13	28.49
		Per Pay	1,786	1,875	1,969	2,067	2,170	2,279
		Annual	46,426	48,747	51,184	53,743	56,431	59,252
FINANCE SUPERVISOR	54	Hourly	21.26	22.32	23.44	24.61	25.84	27.13
		Per Pay	1,701	1,786	1,875	1,969	2,067	2,171
		Annual	44,221	46,432	48,753	51,191	53,751	56,438
PUBLIC WORKS FOREMAN	50	Hourly	20.34	21.36	22.42	23.55	24.72	25.96
		Per Pay	1,627	1,709	1,794	1,884	1,978	2,077
		Annual	42,307	44,423	46,644	48,976	51,425	53,996

PERMANENT FULL-TIME PERSONNEL (Classified)								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
WTPO III	45	Hourly	20.95	22.00	23.10	24.25	25.47	26.74
		Per Pay	1,676	1,760	1,848	1,940	2,037	2,139
		Annual	43,578	45,757	48,044	50,447	52,969	55,617
WWTPO II	45	Hourly	20.95	22.00	23.10	24.25	25.47	26.74
		Per Pay	1,676	1,760	1,848	1,940	2,037	2,139
		Annual	43,578	45,757	48,044	50,447	52,969	55,617
Accountant/GL Analyst	44	Hourly	20.41	21.43	22.50	23.63	24.81	26.05
		Per Pay	1,633	1,714	1,800	1,890	1,985	2,084
		Annual	42,453	44,576	46,805	49,145	51,602	54,182
BUDGET ANALYST	42	Hourly	19.96	20.96	22.01	23.11	24.26	25.48
		Per Pay	1,597	1,677	1,761	1,849	1,941	2,038
		Annual	41,520	43,596	45,775	48,064	50,467	52,991
PERSONNEL TECH.	42	Hourly	19.96	20.96	22.01	23.11	24.26	25.48
		Per Pay	1,597	1,677	1,761	1,849	1,941	2,038
		Annual	41,520	43,596	45,775	48,064	50,467	52,991
SENIOR ACCOUNT CLERK	39	Hourly	18.96	19.91	20.91	21.95	23.05	24.20
		Per Pay	1,517	1,593	1,672	1,756	1,844	1,936
		Annual	39,441	41,413	43,483	45,657	47,940	50,337
HEAVY EQUIPT OPERATOR	37	Hourly	18.55	19.48	20.46	21.48	22.55	23.68
<i>Building Inspector</i>	36	Hourly	18.00	18.90	19.85	20.84	21.88	22.97
		Per Pay	1,440	1,512	1,588	1,667	1,750	1,838
		Annual	37,440	39,312	41,278	43,341	45,509	47,784
WTPO II	33	Hourly	17.78	18.67	19.60	20.58	21.61	22.69
		Per Pay	1,422	1,493	1,568	1,646	1,729	1,815
		Annual	36,979	38,828	40,770	42,808	44,949	47,196
WWTPO I	33	Hourly	17.78	18.67	19.60	20.58	21.61	22.69
		Per Pay	1,422	1,493	1,568	1,646	1,729	1,815
		Annual	36,979	38,828	40,770	42,808	44,949	47,196

City of Holtville
2018-19 (Proposed) Salary Schedule

PERMANENT FULL- TIME PERSONNEL (Classified) [Continued]								
POSITION	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Environmental Compliance Inspector	33	Hourly	17.78	18.67	19.60	20.58	21.61	22.69
		Per Pay	1,422	1,493	1,568	1,646	1,729	1,815
		Annual	36,979	38,828	40,770	42,808	44,949	47,196
FIREFIGHTER LT - 40hr/wk	32	Hourly	17.67	18.55	19.48	20.45	21.47	22.55
		Per Pay	1,413	1,484	1,558	1,636	1,718	1,804
		Annual	36,744	38,582	40,511	42,536	44,663	46,896
FIREFIGHTER LT - 56hr/wk	32	Hourly	12.62	13.25	13.91	14.61	15.34	16.10
		Per Pay	1,413	1,484	1,558	1,636	1,718	1,804
		Annual	36,744	38,582	40,511	42,536	44,663	46,896
ADMINISTRATIVE ASSIST	30	Hourly	16.09	16.89	17.73	18.62	19.55	20.53
		Per Pay	1,287	1,351	1,419	1,490	1,564	1,642
		Annual	33,458	35,131	36,887	38,731	40,668	42,701
FIREFIGHTER - 56hr/wk	26	Hourly	15.40	16.17	16.98	17.83	18.72	19.66
		Per Pay	1,725	1,811	1,902	1,997	2,097	2,202
		Annual	32,036	33,638	35,320	37,086	38,940	40,887
FIREFIGHTER - 56hr/wk	26	Hourly	11.00	11.55	12.13	12.74	13.37	14.04
		Per Pay	1,232	1,294	1,358	1,426	1,498	1,573
		Annual	32,036	33,638	35,320	37,086	38,940	40,887
PARK MAINT CREW LEADER	24	Hourly	15.25	16.01	16.81	17.65	18.54	19.46
		Per Pay	1,220	1,281	1,345	1,412	1,483	1,557
		Annual	31,718	33,304	34,969	36,717	38,553	40,481
WTPO I	24	Hourly	15.25	16.01	16.81	17.65	18.54	19.46
		Per Pay	1,220	1,281	1,345	1,412	1,483	1,557
		Annual	31,718	33,304	34,969	36,717	38,553	40,481
Dist. Collection OP./Oper. I	20	Hourly	14.61	15.34	16.10	16.91	17.75	18.64
		Per Pay	1,169	1,227	1,288	1,353	1,420	1,491
		Annual	30,381	31,900	33,495	35,170	36,929	38,775
MWIII	18	Hourly	14.36	15.08	15.83	16.63	17.46	18.33
		Per Pay	1,149	1,206	1,267	1,330	1,397	1,466
		Annual	29,872	31,366	32,934	34,581	36,310	38,125
PARKS MAINT WKR III	18	Hourly	14.36	15.08	15.83	16.63	17.46	18.33
		Per Pay	1,149	1,206	1,267	1,330	1,397	1,466
		Annual	29,872	31,366	32,934	34,581	36,310	38,125
Dist. Collection OP. OIT/Maint	16	Hourly	13.80	14.49	15.22	15.98	16.77	17.61
		Per Pay	1,104	1,159	1,217	1,278	1,342	1,409
		Annual	28,705	30,141	31,648	33,230	34,891	36,636
PARKS MAINT WKR II	16	Hourly	13.80	14.49	15.22	15.98	16.77	17.61
		Per Pay	1,104	1,159	1,217	1,278	1,342	1,409
		Annual	28,705	30,141	31,648	33,230	34,891	36,636
WWTPO IT	16	Hourly	13.80	14.49	15.22	15.98	16.77	17.61
		Per Pay	1,104	1,159	1,217	1,278	1,342	1,409
		Annual	28,705	30,141	31,648	33,230	34,891	36,636
MWII	16	Hourly	13.80	14.49	15.22	15.98	16.77	17.61
		Per Pay	1,104	1,159	1,217	1,278	1,342	1,409
		Annual	28,705	30,141	31,648	33,230	34,891	36,636
MWI	13	Hourly	12.98	13.63	14.32	15.03	15.78	16.57
		Per Pay	1,039	1,091	1,145	1,203	1,263	1,326
		Annual	27,008	28,358	29,776	31,265	32,828	34,470
PARKS MAINT WKR I	13	Hourly	12.98	13.63	14.32	15.03	15.78	16.57
		Per Pay	1,039	1,091	1,145	1,203	1,263	1,326
		Annual	27,008	28,358	29,776	31,265	32,828	34,470

City of Holtville
2018-19 (Proposed) Salary Schedule


P/T HOURLY EMPLOYEES (NON-REPRESENTED)

	RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Building Inspector	35	Hourly	17.81	18.70	19.64	20.62	21.65	22.73
OFFICE COORDINATOR	12	Hourly	12.12	12.73	13.36	14.03	14.73	15.47
LIFEGUARD - Seasonal	11	Hourly	11.00	11.55	12.13	12.73	13.37	14.04

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

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

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>06/25/18</u>
ITEM NUMBER	<u>5</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: June 22, 2018
FROM: Nick Wells, City Manager
SUBJECT: **Resolution No. 18-23** *Delaying the July 1, 2018, Automatic \$1 per month Sewer Rate Increase Until July 1, 2019*

ISSUES:

Shall the City Council adopt Resolution No. 18-23 , delaying implementation of an approved increase to the City's Sewer Rates, set to automatically go into effect on July 1, 2018?

BACKGROUND & DISCUSSION:

In 2013, as a requirement to secure financing for the construction of the Sewer Enterprise's Outfall Main pipeline and Wastewater Treatment Plant Rehabilitation projects, the City projected out budgets for the Enterprise for several years. Utilizing all of that data and allowing for net income of at least 120% over the debt service required by lenders on those projects, necessary sewer rate increases were calculated and proposed in accordance with California Proposition 218 requirements. Those rates were adopted by Council via Resolution 13-20 on June 10, 2013.

The rate amendments consisted of an increase of 6.59% (\$3.25 per month for Single Family Residential customers), which took effect immediately on July 1, 2013, and a 1.9% increase (\$1 per month for SFRs) set to automatically go into effect on July 1, 2017. At the time, it was assumed that both projects would be long-completed by that date, with projected increases in expenditure levels for labor and utilities at the WWTP realized. Due to well-documented delays on that project, the plant was only completed just over a year ago. Historical data for the plant's operation is still not extensive enough to predict real trends. Additionally, multiple staff changes over the past year make calculating labor costs a bit more involved than reading the expenditure level.

At the time of the rate increases, Council stated that the additional increase would only be permitted to take affect if it was necessary. Whether or not that is the case has not been fully realized at this point. It was for that reason that the July 1, 2017, increase was deferred until July 1, 2018. Although we have some data to use today, it is still felt that more should be collected before allowing the increase.

FISCAL IMPACT:

No immediate impact, however additional revenue will not be realized.

CITY MANAGER RECOMMENDATION:

It is recommended that the City Council delay the rate increase.

ALTERNATIVE:

Allow the rate increase to take effect, delay it further or eliminate the increase completely.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 18-23**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL DELAYING A SCHEDULED
RATE INCREASE FOR THE WASTEWATER (SEWER) ENTERPRISE REQUIRED TO
FUND THE OPERATIONS, MAINTENANCE, REPAIR AND REPLACEMENT OF THE
MUNICIPAL WASTEWATER COLLECTION SYSTEM AND TREATMENT PLANT**

WHEREAS, City of Holtville Ordinance No. 333 requires that the amount of service charges for the Wastewater (Sewer) system to be set by resolution; and

WHEREAS, in keeping with both City Ordinance No. 333 and California Proposition 218, the City of Holtville passed Resolution No. 13-20 on June 10, 2013, scheduling two future increases in the base rates for Wastewater (Sewer) system charges; and

WHEREAS, the scheduled increases in City Sewer rates were established to be a 6.59% increase, which was implemented on July 1, 2013, and a 1.9% increase, which was scheduled to automatically be implemented on July 1, 2017; and

WHEREAS, the scheduled increase set to take effect on July 1, 2017, was previously deferred via Resolution 17-27 to take effect on July 1, 2018; and

WHEREAS, delays in the completion of scheduled improvements to the City's Wastewater Treatment Plant have forestalled the realization of several forecasted expenditures; and

WHEREAS, the City Council wishes to accrue and analyze historical data upon full operation of the refurbished Plant for a longer period of time prior to implementing the additional scheduled July 1, 2018, increase; and

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

1. The 1.9% increase in City Sewer rate originally scheduled to take affect on July 1, 2017, is hereby deferred until July 1, 2019, unless sooner authorized by Council.
2. The foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on the 25th of June, 2018, by the following roll call vote:

AYES:

NOES:

ABSTAIN:


ABSENT:

Attest:

Raquel Zinn, Interim City Clerk

Richard Layton, Mayor

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<u>06/25/18</u>
ITEM NUMBER	<u>6</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: June 22, 2018
FROM: Nick Wells, City Manager
SUBJECT: **Resolution No. 18-24** *Adopting the City of Holtville's 2018-19 Fiscal Year Budget*

ISSUES:

Shall the City Council approve Resolution No 18-24 , adopting the Fiscal Year 2018-19 budget as presented and discussed in previous City Council meetings, and rescind all prior resolutions related to the appropriation of funds?

BACKGROUND & DISCUSSION:

The City Budget serves as the financial planning tool of the City and provides for the allocation of resources across the full range of City activities. Finance staff has worked with the City Council, the City Manager, other City department heads and the public to project anticipated revenue and necessary expenditures. The City's Annual budget represents a total financing plan for all City operations but has been analyzed in its component parts in order to make meaningful assumptions. Although each fund represented in the budget stands alone, interdependence between the funds and allocation of common cost centers is illustrated in the packaging of the funds in summaries.

FISCAL IMPACT:

Adoption of the 2018-19 Fiscal Year Budget will direct the operation of all City activities.

CITY MANAGER RECOMMENDATION:

Adopt the Budget as presented.

ALTERNATIVE:

Not to adopt the proposed budget, providing staff with alternate direction in order to continue to provide ongoing necessary services to the community.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 18-24**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL ADOPTING A BUDGET FOR
FISCAL YEAR 2018-19 AND RESCINDING ALL PRIOR RESOLUTIONS
RELATED TO THE APPROPRIATION OF FUNDS**

WHEREAS, City staff has submitted the 2018-19 Budget to the City Council for its review and consideration in accordance with budget policies and objectives established by the City Council; and

WHEREAS, the submitted Budget is based upon extensive use of historical revenue and expenditures, direction of the City Council received at regularly scheduled meetings; and

WHEREAS, the following monies are hereby appropriated from each fund in the following amounts:

General Fund	\$2,922,253	Gas Tax Fund	177,045
Water Operating Fund	1,419,250	Local Transportation Fund	3,116,100
Sewer Operating Fund	1,360,600	Local Transportation Authority Fund	486,000
Trash Operating Fund	250,500	Sidewalk Fund	15,100
Total 2012-13 Appropriations			\$6,781,391

WHEREAS, all previous appropriations are hereby cancelled and the balances remaining therein are applied to finance the new appropriations set forth in this budget; and

WHEREAS, the City Manager has the authority to execute expenditures up to \$15,000 without prior approval of the City Council; and

WHEREAS, all increases in the Fiscal Year 2018-19 Budget of funds, departments and/or activities shall be made by the City Council except that the City Manager may, on his own initiative and without prior approval of the City Council, transfer between budget accounts within a fund, activity, or capital improvement fund, or from a budget account or appropriation, to the said fund reserve, amounts determined to be in excess of actual requirements; as long as such changes are reported regularly to the City Council; and

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

1. That the City Council finds that the Fiscal Year 2018-19 Budget is based upon reasonable estimates of revenues and expenditures.
2. That in the fiscal year beginning July 1, 2018, there is hereby appropriated out of the Treasury of the City of Holtville for municipal purposes and for allowances to be used by various departments and activities, the sum of \$6,781,391 in the amounts, allowances and estimates more on file in the office of the City Clerk; and
3. That the Mayor is hereby authorized to sign said Resolution, a copy of which is on file at the Office of the City Clerk, on behalf of the City of Holtville, California.
4. The foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on the 25th of June, 2018, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Raquel Zinn, Interim City Clerk

Richard Layton, Mayor

CITY OF HOLTVILLE
Reso 18-24 Adopting the FY 2018-19 Budget (2018'06) Budget Summary

GENERAL FUND

<u>REVENUES</u>		Property Taxes	Other Taxes	Licenses, Prmts, Fines	Use of Money	Other Agys / Services	Other Revenue	TOTAL REVENUE
		\$165,200	\$969,500	\$2,200	\$19,500	\$1,055,853	\$710,000	\$2,922,253

		Salaries	Benefits	Personal Expenses	Supplies & Services	Data Processing	Outlay & Other	Total G&A Expenses
ADMINISTRATION	CITY COUNCIL	\$21,000	\$1,977	\$6,250	\$6,680	\$0	\$350	\$36,257
	CITY MANAGER	\$169,754	\$44,978	\$7,600	\$6,895	\$5,600	\$0	\$234,827
	PLANNING	\$37,814	\$44,978	\$8,048	\$55,345	\$2,000	\$0	\$148,186
	ENGINEERING	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
	CITY CLERK	\$1,011	\$97	\$960	\$1,750	\$4,800	\$0	\$8,618
	FARMERS MARKETS	\$0	\$0	\$0	\$6,850	\$0	\$0	\$6,850
	FINANCE	\$70,078	\$30,914	\$2,130	\$51,140	\$7,600	\$33,000	\$194,862
	CITY TREASURER	\$1,800	\$146	\$50	\$0	\$0	\$0	\$1,996
	CITY ATTORNEY	-	-	800.00	\$50,000	\$0	\$0	\$50,800
	NON-DEPARTMENTAL	\$0	\$0	\$77,500	\$24,992	\$5,400	\$61,552	\$169,444
ADMIN TOTAL		\$301,457	\$123,091	\$103,338	\$208,652	\$25,400	\$94,902	\$856,840
SAFETY	POLICE	\$0	\$0	\$0	\$891,500	\$0	\$0	\$891,500
	DISPATCH	\$0	\$0	\$0	\$101,712	\$0	\$0	\$101,712
	ANIMAL CONTROL	\$10,627	\$4,718	\$100	\$8,500	\$0	\$0	\$23,945
	FIRE	\$211,080	\$81,827	\$20,500	\$131,200	\$8,600	\$10,000	\$463,207
	SAFETY TOTAL		\$221,706	\$86,545	\$20,600	\$1,132,912	\$8,600	\$10,000
PUBLIC WKS	STREETS	\$62,264	\$28,276	\$3,350	\$68,900	\$1,000	\$8,500	\$172,290
	PARKS	\$60,920	\$21,382	\$2,800	\$64,050	\$3,500	\$5,000	\$157,652
	GOV'T BLDGS	\$0	\$0	\$0	\$67,350	\$0	\$30,000	\$97,350
	PUBLIC WKS TOTAL		\$123,184	\$49,658	\$6,150	\$200,300	\$4,500	\$43,500
TOTAL GF REVENUE OVER EXPENSES								\$157,757

CITY OF HOLTVILLE
Proposed 2018-19 Enterprise Funds Budget Summary

	Revenue	Salaries & Benefits	Personal Expenses	Materials, Supplies & Services	Data Processing	Transfers, Debt Service	Outlay / Capital Improvement	Total Expenditures
WATER	\$1,544,250					\$125,000		\$1,419,250
<i>Treatment</i>		\$178,283	\$10,700	\$276,300	\$8,535	\$196,220	\$120,333	(\$790,371)
<i>Distribution</i>		\$173,087	\$5,500	\$50,575	\$6,285	\$316,250	\$5,000	(\$556,697)
<i>Meters</i>		\$16,439	\$1,600	\$6,600	\$0	\$0	\$75,000	(\$99,639)
						Net Enterprise Income		(\$27,458)
SEWER	\$1,485,600					\$125,000		\$1,360,600
<i>Collection</i>		\$196,136	\$5,650	\$36,500	\$6,200	\$167,180	\$90,745	(\$502,411)
<i>Treatment</i>		\$303,036	\$11,100	\$200,925	\$6,100	\$194,226	\$105,000	(\$820,387)
<i>Lift Stations</i>		\$0	\$0	\$5,250	\$0	\$0	\$5,000	(\$10,250)
						Net Enterprise Income		\$27,552
TRASH	\$250,500			(\$235,250)		Net Enterprise Income		\$15,250


CITY OF HOLTVILLE
FY 2018-19 Transportation Budgets

Description	Revenue	Expenditures	Net Revenue Over Expenditures
<i>GAS TAX (Fund 21)</i>	177,045	100,000	77,045
<i>Local Transportation Funds (Fund 22)</i>	3,116,100	3,100,000	16,100
<i>Local Transportation Auth (Fund 23)</i>	486,000	100,000	386,000
<i>Sidewalk Fund (Fund 24)</i>	15,100	15,000	100
<i>Transportation Total</i>	3,794,245	3,315,000	479,245

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: June 22, 2018
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>06/25/18</u>
Item Number	<u>7</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. The Holt Group was engaged in 2016 to produce specifications so that the project could be considered “designed” for grant purposes and the City has applied for funding of the repairs with SRF, and the funding has been approved.

The Regional Water Quality Board contacted the City last year with additional requirements to be added to the project. Staff met to discuss feasibility and challenges associated with incorporating the additions, including whether they could be added to the funding package. It was felt that they larger scope could indeed be funded, given the request from the Regional Board. A change to the Holt Group’s scope of work to amend plans in May was approved. The redesigned plans and specs were submitted to SRF for comment multiple times and have now been conditionally approved. An archaeological study was required by the water board, which has been completed. We now await review and clearance of that report.

System Controls – An estimate was obtained from TESCO in 2014 of about \$450k to replace the aged system. Frank Cornejo had hoped that this project might be put off and the controls might “limp along” for another 18 months while we attacked other water issues, but that has stretched to 4 years. Fortunately, this issue is also addressed on the SRF application and design was addressed by Delta Systems as a sub-consultant to THG on the submission.

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

TRANSPORTATION PROJECTS

Citywide Street Resurfacing Project – The plans to resurface the bulk of the City’s streets has been in the works for some time. The Holt Group was selected last year to complete design engineering for the project. 90% plans were submitted to the City, which we have reviewed to make decisions on scope of the project.

After investigating other financing options, it was tentatively decided to utilize the joint Imperial County LTA bond funding opportunity facilitated by ICTC. Representatives from the bond underwriting team gave a presentation at the 4/24 Council meeting and ***a commitment of future LTA funds was approved by the Council at the June 11 meeting. Formal action by the LTA Board to approve the bond issue is expected at their June 27, 2018, meeting.***

PUBLIC WORKS

PARKS

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

Holtville Wetlands Project – A grant agreement document for approximately \$3 million to fund this project was received by the City from BoR late in 2016. Additionally, the City received notification that a \$20,000 grant was awarded by the County for signage and amenities. The Holt Group was selected to perform Grant Administration tasks and George Cairo Engineering for design services. A hiccup developed in that we had hoped to utilize the CEQA document prepared for the project in 2005-06. Although it is evident that the document was prepared, reviewed and accepted, none of the participating parties has proof of payment for the fees to the Department of Fish & Wildlife, so DF&W required that the process be completed and fees paid once again. The design team seems to be working diligently. An introductory site tour was recently conducted for the new BoR Salton Sea Program Manager. She was excited to see the site and the project's potential. The design team is significantly behind schedule. Staff worked with the Holt Group to reschedule deliverable timelines and get the project back on track. GCE finally produced a draft of the SWPPP earlier this month. THG has reviewed portions of the submittals. Much of the required work has been done, however, we still await GCE the survey work that was contracted. A letter to that affect was sent to them in early April and we await their response. They have, however, been working the past week on beginning the permitting process with the County in anticipation of finalizing issues.

ADMINISTRATION

BUILDING PERMITS - The City has issued **42** building permit thus far in 2018. A list of permits pulled by month is available on the City's website at <http://holtville.ca.gov/section.php?id=73>.

2016-17 Financial Audits – An error in the TDA Audit for minor transportation funds was recently found. Staff has been working internally and with MLH to correct.

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

Holtville Luxury Apartments – A project has been in the works for some time at the corner of Ninth and Melon, just outside the City limits. After many months of confusion regarding the process, the project’s ownership group engaged Development Design & Engineering last year to assist in shepherding the project along. Mr. John Hawk with the development group reports that things are moving along very well now that DD&E is onboard. To that end, plans to the City and the County regarding annexation issues were submitted in October. Last month, D&E forwarded most of the necessary studies for review, so the project will most likely be moving forward soon. Staff discussions have continued regarding the handling of stormwater as this property is developed. A recent site visit was held with DD&E to give a better picture of the stormwater issue in the area and implications the project will have on the existing conditions. John Hawk approached me in December and let me know that they are submitting everything imminently. Multiple meetings and conference calls have been held recently with the project proponent and DD&E to update status and discuss timelines. Most of the required documents were submitted recently and the Environmental Review Committee met to review and comment on the project the morning of 5/29. We are currently working with the other parties to engage a consultant to complete environmental documents for the project.

AMG Mixed Use Development/Apartments – A project for a combination of apartments and retail on the block bound by Holt Avenue, Fern Avenue and Fourth Street has been proposed by a Pacific West Development with input from the land owner, Jay Goyal. Preliminary conceptual maps and elevation renderings were presented to Planning Commission on April 16, 2018, with general acceptance from the Commission. They will be moving forward with more detailed information, which will make it to this body in the future.

MEETINGS & EVENTS RECENTLY ATTENDED:

- 06/08/18 Holtville Ice Cream Social *Holt Park*
- 06/11/18 Management Meeting *City Hall*
- 06/13/18 ICTC Management Committee & CCMA Meetings *City of El Centro*
- 06/14/18 NW Vacation Day (*Out of Office*)
- 06/15/18 NW Vacation Day (*Out of Office*)
- 06/18/18 Management Meeting *City Hall*
- 06/18/18 Holtville Planning Commission Meeting *City Hall*
- 06/19/18 Meeting w/ WPMA Rep *re: Upcoming Pavement Project* *Brickhouse Deli (Imperial)*
- 06/20/18 LTA Bond Issue Status Conference *Conference Call*
- 06/21/18 Foreign Trade Zone Board Meeting *City of Brawley*

UPCOMING EVENTS:

- 06/25/18 Management Meeting *City Hall*
- 06/27/18 LTA Board Meeting *IC Board of Supervisors Chambers (EC)*
- 06/28/18 Caltrans External Teambuilding Meeting *ICTC Offices (EC)*
- 06/28/18 IVECA Board Meeting *EC ED Offices*
- 06/29/18 NW Vacation Day (*Out of Office*)
- 07/02/18 Management Meeting *City Hall*
- 07/04/18 Independence Day (*City Hall Closed*)
- 07/05/18 NW Vacation Day (*Out of Office*)
- 07/06/18 NW Vacation Day (*Out of Office*)
- 07/09/18 Holtville City Council Meeting *City Hall*
- 07/11/18 ICTC Management Committee & CCMA Meetings *City of Holtville*
- 07/12/18 Holtville CofC Board Meeting *Site TBD*
- 07/16/18 Holtville Planning Commission Meeting *City Hall*
- 07/19/18 Imperial-Mexicali Binational Alliance *Mexicali*
- 07/23/18 Holtville City Council Meeting *City Hall*
- 08/13/18 Holtville City Council Meeting *City Hall*
- 08/20/18 CofC Holtville Teachers' Luncheon *IV Swiss Club*
- 08/20/18 Holtville Planning Commission Meeting *City Hall*
- 09/12 - 14/2018 League of CA Cities Conference *Long Beach*


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>06/25/18</u>
ITEM NUMBER	<u>7 b</u>
Approvals	CITY MANAGER <u></u>
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: June 20, 2018
FROM: Frank Cornejo
Water/Wastewater Operations Supervisor
SUBJECT: Water / Wastewater Plant Operations & Maintenance Summary

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

The purpose of this report is to inform council of all operations and maintenance activities carried out at the City's Water/Wastewater treatment facilities during the period between 06/06/18 to 06/20/18 .

Also included with this report is a summary of all Pretreatment Program related activities, as well as photos detailing the progress regarding construction of the wastewater treatment plant.

WASTEWATER TREATMENT PLANT:

- **Completed installation of privacy/security fence slats at Zenos Road sewer lift-station.**
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

WATER TREATMENT PLANT:

- **Staff completed reassembly and installation of 2-stage air compressor for 2.4 MG Tank mixer.**
- **Staff completed replacement of electrical cabinet cooling fans at Raw Water Ponds and Finished Water Transfer Pump Stations.**
- **Staff performed monthly maintenance and repairs to Chemical Storage Room swamp cooler.**
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

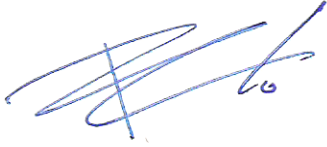
PREATREATMENT PROGRAM:

FOG INSPECTIONS: *(submitted by Lui Garza – Pretreatment Program coordinator)*

- **Donut Avenue-** On 5/17/18 I inspected grease trap and spoke with Ernesto Ramirez and instructed him to clean solids more often, picked BMP's (best management practices) from kitchen and one more time grease hauling company receipts the next visit will be the following week. On 5/24/17 inspected grease trap looking all normal, spoke with Ernesto picked up BMP s in the kitchen, one more time, and grease trap. Next visit in 2 weeks.
- **D'Lupitas –** On 5/17/18 I talked to Ruben the owner no BMPs ready I will get them during my next inspection, inspected the grease trap and it was in clean conditions. Ruben was explaining the cleaning frequency which is every week. On 5/24/18 talked to Ruben, picked up BMPs from one more time, kitchen, and grease trap checked grease trap all normal.
- **Taco Shop -** 5/17/18- I spoke with Ketzia MANAGER, Inspected the grease trap, Ketzia informed me that the employees were cleaning the trap at least once a week. The trap was clean, so I picked up the BMP's from kitchen, grease trap and one more time receipts. On 5/24//18 spoke with Lucy, inspected grease trap all normal, picked up BMPs from one more time, kitchen, and grease trap, next visit 2 weeks.
- **Wong's Kitchen-** On 5/17/18 I met with Mr. Wong (owner) and inspected the grease trap. The grease trap was not in acceptable conditions. Mr. Wong said he is cleaning it every other week. I instructed for him to clean it every week in order to get it under control. No BMP's in place he said he ran out of blank log sheets. I will get him more blank log sheets for the kitchen and grease trap. During my follow up visit I will be picking up the receipts from "one more time."
- **Pine Ave. Restaurant –** On 5/17/18 I talk to Jim Predmore (owner) and inspected the grease trap. I suggested that the trap needs to be cleaned more often. I picked BMP'S from the kitchen, grease trap and one more time, everything else looked good. My next visit is in 2 weeks.
- **Orchard View Apartments –** On 5/17/18 I talked to Ernesto the maintenance manager and inspected the lift station. There was no yellow grease and it was clean. The phone line was installed and in service. The auto dialing system was also in service with a float switch which will allow for any high flow alarm to call Ernesto maintenance manager and office manager and prevent any future sanitary sewer overflows due to lift station failure.
- **Humble Farmer Brewery –** On 5/17/18 I spoke with Erick (owner) and inspected the PH Equalization tank. I suggested for him to set up a PH calibration form in order to ensure the credibility of his PH readings. I will pick up the equalization form and check PH Calibration sheet on my next visit.

- **Barbara Worth Restaurant-** The kitchen is currently closed until further notice.

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