

# AGENDA

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

Monday, June 24, 2024

<input type="checkbox"/> Murray Anderson, Mayor	<input type="checkbox"/> George Morris, City Treasurer	<input type="checkbox"/> Alex Silva, Fire Chief
<input type="checkbox"/> John Munger, Mayor Pro Tem	<input type="checkbox"/> Nick Wells, City Manager	<input type="checkbox"/> Joe Conkey, Police Chief
<input type="checkbox"/> Mike Goodsell, Council Member	<input type="checkbox"/> Adriana Anguis, Finance Supervisor	<input type="checkbox"/> Jack Holt, City Engineer
<input type="checkbox"/> Michael Pacheco, Council Member	<input type="checkbox"/> Steve Walker, City Attorney	<input type="checkbox"/> George Galvan, City Planner
<input type="checkbox"/> Ginger Ward, Council Member	<input type="checkbox"/> Yvette Rios, City Clerk	<input type="checkbox"/>

### THIS IS A PUBLIC MEETING

*The Holtville City Council values your input if there is an issue on which you wish to be heard, for both items listed on the agenda and for items of general concern. The Mayor reserves the right to place a limit on each person's comments. Any public comments must include the individual's name and address for the record. Personal attacks on individuals and/or comments which are slanderous or which may invade an individual's personal privacy are not permitted.*

## CITY COUNCIL

### MEETING CONVENED - 5:30

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

### ADJOURN TO CLOSED SESSION

#### PUBLIC EMPLOYMENT:

*(Government Code Section 54957)*

City Manager Evaluation  
Evaluation Criteria

### RECONVENE OPEN SESSION - 6:00 PM

#### PLEDGE of ALLEGIANCE:

#### INVOCATION:

#### CITY CLERK RE: Verification of Posting of the Agenda

#### EXECUTIVE SESSION ANNOUNCEMENTS:

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

#### 1. CONSENT AGENDA:

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

- a. Approval of the Minutes from the Regular Meeting of Monday, June 10, 2024.
- b. Current Demands #46873 through #46919.
- c. Adoption of City Manager Contract
- d. Amended **RESOLUTION #24-18** Calling for a Local Election on November 5, 2024

#### REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUES:

2. **UNFINISHED BUSINESS:** *None*

3. **NEW BUSINESS:**

a. **Discussion/Related Action** to Apoint Two Representatives to the Imperial Valley Housing Authority Board  
*Yvette Rios, City Clerk*

b. **Discussion/Related Action to Adopt RESOLUTION #24-19** Identifying the Ninth Street Improvements Projects for Use of SB1 Gas Tax Revenue Funds for the 2024-25 Fiscal Year  
*Nick Wells, City Manager*

c. **Discussion/Related Action to Adopt RESOLUTION #24-20** Establishing an Appropriations Limit for the 2024-25 Fiscal Year  
*Nick Wells, City Manager*

d. **Discussion/Related Action to Adopt RESOLUTION #24-21** Adopting the 2024-25 Salary Schedule  
*Nick Wells, City Manager*

e. **Discussion/Related Action to Adopt RESOLUTION #24-22** Adopting a Budget for the 2024-25 Fiscal Year  
*Nick Wells, City Manager*

f. **Discussion/Related Action** Regarding Closure of City Hall on July 4-5 in Observance of the the 2024 Independence Day Holiday  
*Nick Wells, City Manager*

## RECOGNITION

*Outgoing Councilwoman Ginger Ward*  
*Nick Wells, City Manager*

4. **INFORMATION ONLY:** *None*

5. **STAFF REPORTS**

- a. **City Manager Report - Nick Wells**
- b. Finance Supervisor - *Adriana Anguis*
- c. Fire Chief - Alex Silva
- d. Water/Wastewater Supervisor - *Frank Cornejo*
- e. ~~Public Works Foreman - Alex Chavez~~ *Not submitted*

6. **Items for future meetings** *Streets Assessment*  
*Explore communication platforms*

7. **ADJOURNMENT:**

I, Yvette Rios, City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall and on the City of Holtville's website ([www.Holtville.ca.gov](http://www.Holtville.ca.gov)) on Friday, June 21, 2024.

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

**Monday, June 10, 2024**

MEETING DATE:	<u>6/24/24</u>
ITEM NUMBER	<u>1 a</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

The Regular Meeting of the Holtville City Council was held on Monday, June 10, 2024, at 5:30 pm in the Civic Center. Mayor Murray Anderson was present, as were Council Members John Munger, Mike Pacheco, and Ginger Ward. Councilman Mike Goodsell was absent. Also present were Finance Supervisor Adriana Anguis, City Treasurer George Morris, Fire Chief Alex Silva, City Attorney Steve Walker, City Manager Nick Wells, and City Clerk Yvette Rios.

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

*The Closed Session meeting was called to order at 5:30 PM. by Mayor Murray Anderson.*

**PUBLIC EMPLOYMENT:**

*(Government Code Section 54957)*

City Manager Evaluation

*Evaluation Criteria*

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

*Mayor Anderson called the Open Session meeting to order at 6:05 PM.*

**PLEDGE OF ALLEGIANCE:** *Mr. Munger led the Pledge of Allegiance.*

**INVOCATION:** *The Invocation was given by Mr. Wells.*

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

*City Clerk Yvette Rios verified that the agenda was duly posted on Friday, June 7, 2024.*

**EXECUTIVE SESSION ANNOUNCEMENTS:**

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

**PRESENTATION:**

*Margaret Strahm*

*Daughters of the American Revolution*

*Margaret Strahm presented Holtville resident Spike Laurenson and the City of Holtville with certificates of recognition for their exemplary displays of the American flag.*

**1. CITY COUNCIL CONSENT AGENDA:**

- a. Approval of the Minutes from the Regular Meeting of Tuesday, May 28, 2024.
- b. Current Demands #46831 through #46872

*A motion was made by Ms. Ward and seconded by Mr. Pacheco to approve the Consent Agenda as presented. The motion passed in the form of a roll call vote.*

AYES: *Munger, Pacheco, Ward, Anderson*

NOES: *None*

ABSENT: *Goodsell*

ABSTAIN: *None*

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

*Ms. Rios reported that she assisted with the Ice Cream Social, noting that the event was well attended and the kids seemed to have a fun time.*

*Mr. Wells reported that he attended a recent Women's Club meeting with Mayor Anderson where they presented the City with a check for pool sponsorship. He also attended a tree planting at Earl Walker park with JB Hamby and a Wetlands Project site visit with a USACE Compliance Officer. A positive response was received that USACE will be granting the required permit. Mr. Wells also attended the Ice Cream Social and commented on the success of the event.*

*Mr. Walker had nothing to report.*

*Ms. Ward drove by Holt Park during the Ice Cream Social and noticed the large crowd. She will be attending an AAA meeting the following week.*

*Mr. Munger reported that he had the joy of watching the fireworks display at the HHS graduation.*

*Mr. Pacheco had nothing to report.*

*Mr. Morris apologized for missing the previous meeting due to attending the famous Indy 500.*

*Chief Conkey reported that calls for assistance were high for the month of May and delineated high priority calls. ICSO will use new City of Holtville citations to implement the recently passed parking Ordinance.*

*Ms. Anguis reported that she has continued working on the budget and reports for FEMA. An additionally payment was received from LIHWAP utility assistance program and she attended a grant writing class at the El Centro Public Library with Chief Silva.*

*Mayor Anderson reported that he attended the tree planting at Earl Walker park and took pictures with JB Hamby. He also attended the recent Women's Club meeting and his daughter Orian's graduation at IVC.*

**2. UNFINISHED BUSINESS:** *None*

**3. NEW BUSINESS:**

**a. PUBLIC HEARING: Discussion/Related Action to Adopt RESOLUTION #24-16 APPROVING ORDINANCE #494 Amending Title 10, Section 10.20 Regarding Restricting the Use of Cargo Containers** *Nick Wells, City Manager*

*Mr. Wells recapitulated the provisions of Ordinance No. 494, reiterating that it was not properly codified when it was originally passed. Discussion during the first hearing was sufficient, therefore the Council did not wish to speak further on the matter.*

*A motion was made by Mr. Munger and seconded by Ms. Ward to approve Ordinance No. 494 as presented. The motion passed in the form of a roll call vote.*

**AYES:** *Goodsell, Munger, Pacheco, Ward, Anderson*

**NOES:** *None*

**ABSENT:** *None*

**ABSTAIN:** *None*

**b. Discussion/Related Action to Adopt RESOLUTION #24-17 Approving the Extension of Water Utility Services Outside of City Limits to Specified Properties Located Near the Intersection of Olive Avenue and Underwood Road** *Nick Wells, City Manager*

*Mr. Wells explained that it was determined that the Pear Canal undergrounding project would benefit from encouraging six properties using canal water to convert to City water. These six properties are on County land and have agreed to a water service extension from the City of Holtville, awaiting approval from the City Council and LAFCo.*

*A motion was made by Mr. Pacheco and seconded by Ms. Ward to approve the action as presented. The motion passed in the form of a roll call vote.*

AYES: *Munger, Pacheco, Ward, Anderson*

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

**c. Discussion/Related Action to Adopt RESOLUTION #24-18** Calling for a Local Election in Conjunction with the November 5, 2024 Statewide Election

***Yvette Rios, City Clerk***

*Ms. Rios imparted information for the 2024 local election. The City of Holtville City Council has three incumbent seats expiring this year. Furthermore, she explained that it has been standard practice to consolidate the local election with the Statewide Election conducted by the County of Imperial.*

*Ms. Rios announced that as per her duties as City Clerk, she will be coordinating the municipal election for the first time. Fortunately, she will have guidance from Personnel Technician Ms. Dowsey, who coordinated the 2022 local election.*

*A motion was made by Ms. Ward and seconded by Mr. Pacheco to approve the action as presented. The motion passed in the form of a roll call vote.*

AYES: *Munger, Pacheco, Ward, Anderson*

NOES: *None*

ABSENT: *Goodsell*

ABSTAIN: *None*

**4. INFORMATION ONLY:**

**a. Discussion Only** Regarding the 2024-25 Budget

***Nick Wells, City Manager***

*Mr. Wells and Ms. Anguis have been working on the budget and presented a first draft for the General Fund. Mr. Wells explained that there are fluctuations in revenue categories that they have been working to extrapolate but they do not plan for any significant adjustments in department expenditures. Shifts in salary expenditures have proven difficult to analyze for Fire Department personnel, specifically changes in the ratio of full-time to part-time staff. Mr. Wells and Ms. Anguis answered questions for the Council and encouraged them to take their general fund binders home for further review.*

**5. STAFF REPORTS:**

- a. City Manager Report - *Nick Wells***
- b. Finance Supervisor - *Adriana Anguis***
- c. Police Chief - *Joe Conkey***
- d. Water/Wastewater Consultant - *Frank Cornejo***
- e. Public Works Supervisor - *Alex Chavez***

**6. Items for Future Meetings:**

*Streets assessment (will be presented after the budget is finalized)  
IVHA representative appointment*

**7. ADJOURNMENT:**

*There being no further business to come before the Council, Mayor Anderson adjourned the meeting at 6:53 PM.*

<b>MEETING DATE:</b>	<u>6/24/24</u>
<b>ITEM NUMBER</b>	<u>1 a</u>
<b>Approvals</b>	<b>CITY MANAGER</b>
	<b>FINANCE MANAGER</b>
	<b>CITY ATTORNEY</b>

City of Holtville  
Live 4.17.2022

Check Register - DETAILS REPORT  
Check Issue Dates: 5/31/2024 - 6/13/2024

Report Criteria:  
Report type: GL detail  
Check.Type = {<->} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
<b>46873</b>								
06/13/2024	46873	8x8, INC.	4442472	10-12001-4425	53.68	53.68	TELEPHONE	ADMIN
06/13/2024	46873	8x8, INC.	4442472	10-12003-4425	53.68	53.68	TELEPHONE	
06/13/2024	46873	8x8, INC.	4442472	10-14020-4425	53.68	53.68	TELEPHONE	
06/13/2024	46873	8x8, INC.	4442472	11-31510-44250	53.69	53.69	TELEPHONE	
06/13/2024	46873	8x8, INC.	4442472	12-31620-4425	53.69	53.69	TELEPHONE	
Total 46873:						268.42		
<b>46874</b>								
06/13/2024	46874	ACE HARDWARE	E46907	10-31150-44200	86.18	86.18	WEED KILLER	PW
06/13/2024	46874	ACE HARDWARE	E48762	10-31150-44210	32.31	32.31	FERTILIZER SPREADER	
06/13/2024	46874	ACE HARDWARE	E46847	10-31150-44200	59.24	59.24	PLIERS, ACE SCOOP GRAIN	
06/13/2024	46874	ACE HARDWARE	E50373	10-31140-44200	259.84	259.84	CONCRETE MIX	
06/13/2024	46874	ACE HARDWARE	E48146	10-31158-44200	28.82	28.82	SWIVEL SNAP HOOKS	
06/13/2024	46874	ACE HARDWARE	E47708	10-31158-44200	19.36	19.36	SNAP CAP ROUND EYE	
06/13/2024	46874	ACE HARDWARE	H14823	10-31140-44200	118.18	118.18	ANTO-SEIZE LUBRICANT, SHOVS	
06/13/2024	46874	ACE HARDWARE	E47830	10-21070-4420	50.63	50.63	DOG FOOD	
06/13/2024	46874	ACE HARDWARE	E47052	10-31150-44200	32.70	32.70	KEYS, HAIR REMOVER	
06/13/2024	46874	ACE HARDWARE	E47295	11-31510-44200	.74	.74	ALEX TRUCK SUPPLY	
06/13/2024	46874	ACE HARDWARE	E47295	12-31620-4420	.75	.75	ALEX TRUCK SUPPLY	
06/13/2024	46874	ACE HARDWARE	E49535	10-80127-4420	64.75	64.75	PAINT SUPPLIES	
06/13/2024	46874	ACE HARDWARE	E49502	10-80127-4420	70.68	70.68	PAINT SUPPLIES	
06/13/2024	46874	ACE HARDWARE	E48951	10-80127-4420	35.71	35.71	MARKERS	
06/13/2024	46874	ACE HARDWARE	E49559	10-80127-4420	41.99	41.99	BRUSHES	
06/13/2024	46874	ACE HARDWARE	E49044	10-80127-4420	45.24	45.24	2WAY RADIOS	
Total 46874:						947.12		
<b>46875</b>								
06/13/2024	46875	ADRIANA ANGUIS	PERMA JUN	10-14020-43110	169.00	169.00	PERMA MEETING REIMBURSE	ADMIN
Total 46875:						169.00		
<b>46876</b>								
06/13/2024	46876	AFLAC	302098	10-00000-2023	17.17	17.17	INSURANCE PREMIUM	ADMIN
06/13/2024	46876	AFLAC	302098	10-00000-2024	8.08	8.08	INSURANCE PREMIUM	
Total 46876:						25.25		
<b>46877</b>								
06/13/2024	46877	APPLIED INDUSTR	7029641770	12-31610-4431	349.11	349.11	LUBRIPLATE	PW
06/13/2024	46877	APPLIED INDUSTR	7029661429	12-31610-4420	813.00	813.00	AUTOMATIC SWITCH	
Total 46877:						1,162.11		
<b>46878</b>								
06/13/2024	46878	BABCOCK & SONS	CE40771-22	12-31610-4430	19.81	19.81	AMMONIA LAB ANALYSIS	PW
06/13/2024	46878	BABCOCK & SONS	LE40026-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CE40653-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CE40652-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	
06/13/2024	46878	BABCOCK & SONS	CE40798-22	12-31610-4430	39.64	39.64	TOTAL HARDNESS PACKAGE	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
06/13/2024	46878	BABCOCK & SONS	CE40799-22	12-31610-4430	65.65	65.65	OIL AND GREASE	
06/13/2024	46878	BABCOCK & SONS	CE40880-22	12-31610-4430	19.81	19.81	AMMONIA LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CE41362-22	11-31520-44301	39.62	39.62	ALUMINUM LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CE41363-22	11-31520-44301	178.35	178.35	TOTAL ORGANIC CARBON	
06/13/2024	46878	BABCOCK & SONS	CD41513-22	11-31520-44301	39.62	39.62	ALUMINUM LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CD41678-22	12-31610-4430	39.64	39.64	TOTAL HARDNESS PACKAGE	
06/13/2024	46878	BABCOCK & SONS	CE40800-22	12-31610-4430	19.81	19.81	COPPER	
06/13/2024	46878	BABCOCK & SONS	LE40038-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CE41596-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	
06/13/2024	46878	BABCOCK & SONS	CE41640-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	LE40054-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CE41765-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	
06/13/2024	46878	BABCOCK & SONS	LF40004-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CB40862-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CB41023-22	12-31610-4430	170.93	170.93	TOTAL DISSOLVED SOLIDS	
06/13/2024	46878	BABCOCK & SONS	LB40036-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CC41778-22	12-31610-4430	1,741.92	1,741.92	HEXAVALENT CHROMIUM	
Total 46878:						3,151.39		
<b>46879</b>								
06/13/2024	46879	BAJA DESERT TIR	S21-18857	11-31530-44280	25.00	25.00	FLAT REPAIR	PW
Total 46879:						25.00		
<b>46880</b>								
06/13/2024	46880	CA LIHWAP	2639	11-00000-39710	634.20	634.20	RECAPTURE 04302024 FUNDS	ADMIN
Total 46880:						634.20		
<b>46881</b>								
06/13/2024	46881	CASELLE, INC.	133677	10-14020-4430	1,761.00	1,761.00	CONTRACT SUPPORT	ADMIN
Total 46881:						1,761.00		
<b>46882</b>								
06/13/2024	46882	COUNTY MOTOR P	312174	10-31140-44200	8.12	8.12	ACCESSORY	PW
06/13/2024	46882	COUNTY MOTOR P	312201	10-12003-4420	35.27	35.27	DOOR PANEL CLIP	
Total 46882:						43.39		
<b>46883</b>								
06/13/2024	46883	CR&R INCORPORA	MAY 2024	13-31710-4430	27,401.48	27,401.48	GROSS RECEIPTS	ADMIN
06/13/2024	46883	CR&R INCORPORA	MAY 2024	10-00000-3145	3,288.18-	3,288.18-	FRANCHISE FEES	
06/13/2024	46883	CR&R INCORPORA	MAY 2024	13-00000-3849	1,644.09-	1,644.09-	ABA 939	
06/13/2024	46883	CR&R INCORPORA	MAY 2024	10-00000-3848	1,370.07-	1,370.07-	VEHICLE IMPACT FEE	
Total 46883:						21,099.14		
<b>46884</b>								
06/13/2024	46884	D&R SUPPLY, INC.	11306	10-80127-4420	1,043.41	1,043.41	POOL SUPPLIES	PW
Total 46884:						1,043.41		
<b>46885</b>								
06/13/2024	46885	DELL COMPUTER	1075291993	10-14020-4530	321.54	321.54	OUTLETS	ADMIN

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
06/13/2024	46885	DELL COMPUTER	1075291993	11-31510-45300	321.53	321.53	OUTLETS	
06/13/2024	46885	DELL COMPUTER	1075291993	12-31620-4530	321.53	321.53	OUTLETS	
Total 46885:						964.60		
<b>46886</b>								
06/13/2024	46886	DRAGON'S EXTER	89239018	10-31158-44300	250.00	250.00	MONTHLY PEST	PW
Total 46886:						250.00		
<b>46887</b>								
06/13/2024	46887	GREGORIA LOPEZ	FINAL BILL	11-00000-39620	96.02	96.02	FINAL BILL	UTILITIES
Total 46887:						96.02		
<b>46888</b>								
06/13/2024	46888	GUILLERMO ZARA	FINAL WATE	11-00000-39620	95.76	95.76	FINAL WATER BILL	UTILITIES
Total 46888:						95.76		
<b>46889</b>								
06/13/2024	46889	HALEY DOWSEY	TARGET 6/6/	10-13050-4420	84.09	84.09	ICE CREAM SOCIAL	FARMER MKT
Total 46889:						84.09		
<b>46890</b>								
06/13/2024	46890	HARTFORD	4817747605	10-11011-42310	58.81	58.81	INSURANCE PREMIUM	ADMIN
06/13/2024	46890	HARTFORD	4817747605	10-12001-4231	39.12	39.12	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	10-14020-4231	33.08	33.08	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	10-12003-4231	26.16	26.16	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	10-22080-4231	58.68	58.68	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	10-31140-42310	23.74	23.74	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	11-31530-42310	4.89	4.89	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	11-31510-42310	89.53	89.53	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	11-31520-42310	19.56	19.56	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	12-31610-4231	77.52	77.52	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	12-31620-4231	89.54	89.54	INSURANCE PREMIUM	
Total 46890:						520.63		
<b>46891</b>								
06/13/2024	46891	HOLT GROUP, THE	24-03-030	10-12003-4430	3,556.06	3,556.06	(526) PERI AND SONS LABOR H	ADMIN
06/13/2024	46891	HOLT GROUP, THE	24-03-029	22-80042-4430	4,885.00	4,885.00	(513) CMAQ FUNDS EAST 9TH	
06/13/2024	46891	HOLT GROUP, THE	24-03-028	22-80043-4430	1,050.00	1,050.00	(512) STBG FUNDS WEST 9TH	
06/13/2024	46891	HOLT GROUP, THE	24-03-027	10-12003-4430	350.00	350.00	(499) PINE CROSSING APARTM	
06/13/2024	46891	HOLT GROUP, THE	24-03-026	10-12003-4430	1,077.50	1,077.50	(491) SUNSET ROSE SENIOR A	
06/13/2024	46891	HOLT GROUP, THE	24-03-031	10-12003-4430	135.00	135.00	(527) ANDRADE 524 7TH ST LO	
06/13/2024	46891	HOLT GROUP, THE	24-03-032	10-12003-4430	430.09	430.09	(528) HIGGINBOTTOM 1991 UN	
06/13/2024	46891	HOLT GROUP, THE	24-03-025	10-12003-4430	420.00	420.00	(489) PROP 68 TRESTLE BRIDG	
06/13/2024	46891	HOLT GROUP, THE	24-03-024	10-12003-4430	3,358.62	3,358.62	(207) REVIEW BUILDING PERMI	
06/13/2024	46891	HOLT GROUP, THE	24-03-023	10-12003-4430	3,067.50	3,067.50	(047) APR REPORTS, PUBLIC Q	
06/13/2024	46891	HOLT GROUP, THE	24-03-020	10-12003-4430	2,343.00	2,343.00	(218) ANNUAL STREET ASSESS	
06/13/2024	46891	HOLT GROUP, THE	24-03-033	10-12003-4430	252.68	252.68	(529) GYSI 1912 UNDERWOOD	
06/13/2024	46891	HOLT GROUP, THE	24-03-034	10-12003-4430	572.50	572.50	(530) ANDRADE 524 EAST 7TH	



Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 46891:						21,497.95		
<b>46892</b>								
06/13/2024	46892	HOLTVILLE SENIO	HCD HOME	10-00000-3971	1,438,250.00	1,438,250.00	CHECK FROM HCD FOR HOME	ADMIN
Total 46892:						1,438,250.00		
<b>46893</b>								
06/13/2024	46893	HOLTVILLE TRIBU	0101493	10-12003-4422	441.00	441.00	ACTIVE TRANSPORTATION LEG	ADMIN
Total 46893:						441.00		
<b>46894</b>								
06/13/2024	46894	I.C. PUBLIC HEALT	23916	11-31520-44301	266.00	266.00	COLIFORM WATER ANALYSIS	PW
06/13/2024	46894	I.C. PUBLIC HEALT	24119	11-31520-44301	266.00	266.00	COLIFORM WATER ANALYSIS	
Total 46894:						532.00		
<b>46895</b>								
06/13/2024	46895	I.C. SHERIFF'S DE	06032024-1	10-21050-4430	8,476.00	8,476.00	DISPATCH SERVICES	ADMIN
06/13/2024	46895	I.C. SHERIFF'S DE	06032024-1	10-21040-4430	86,832.84	86,832.84	SHERIFF SERVICES	
Total 46895:						95,308.84		
<b>46896</b>								
06/13/2024	46896	IMPERIAL PRINTE	24-1470	12-31620-4416	476.65	476.65	ENVELOPES	ADMIN
06/13/2024	46896	IMPERIAL PRINTE	24-1470	11-31510-44160	476.64	476.64	ENEVELOPES	
06/13/2024	46896	IMPERIAL PRINTE	24-1470	10-14020-4416	476.64	476.64	ENVELOPES	
06/13/2024	46896	IMPERIAL PRINTE	24-1469	12-31620-4416	358.39	358.39	REPLY ENVELOPES	
06/13/2024	46896	IMPERIAL PRINTE	24-1469	11-31510-44160	358.40	358.40	REPLY ENVELOPES	
06/13/2024	46896	IMPERIAL PRINTE	24-1469	10-14020-4416	358.40	358.40	REPLY ENVELOPES	
Total 46896:						2,505.12		
<b>46897</b>								
06/13/2024	46897	INDUSTRIAL MECH	9551	11-31520-44300	5,356.56	5,356.56	NEW VALVE INSTALLATION	PW
Total 46897:						5,356.56		
<b>46898</b>								
06/13/2024	46898	J&S AG SUPPLIES	775824	11-31510-44200	84.93	84.93	HOSE ASSEMBLY	PW
Total 46898:						84.93		
<b>46899</b>								
06/13/2024	46899	JORDAN IMPLME	P22075	12-31610-4420	318.14	318.14	UNIVERSAL SEALS, OIL	PW
Total 46899:						318.14		
<b>46900</b>								
06/13/2024	46900	JOSHUA L. OSUNA	JOSH OSUN	11-31520-43140	42.95	42.95	JOSH OSUNA BOOTS 2023-24	PW
06/13/2024	46900	JOSHUA L. OSUNA	JOSH OSUN	11-31520-43140	157.05	157.05	JOSH OSUNA BOOTS 2023-24	
Total 46900:						200.00		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
<b>46901</b>								
06/13/2024	46901	K-C WELDING & R	197715	10-31140-43140	51.96	51.96	ALEX CHAVEZ BOOTS	PW
06/13/2024	46901	K-C WELDING & R	197715	11-31510-43140	103.91	103.91	ALEX CHAVEZ BOOTS	
06/13/2024	46901	K-C WELDING & R	197715	12-31620-4314	103.92	103.92	ALEX CHAVEZ BOOTS	
Total 46901:						259.79		
<b>46902</b>								
06/13/2024	46902	LA BRUCHERIE IR	283762C	10-31140-44200	393.94	393.94	CAM LOCK, PUMP WITH HOSE	PW
Total 46902:						393.94		
<b>46903</b>								
06/13/2024	46903	LEAF	16639051	10-22080-4525	248.91	248.91	PRINTER LEASE	FIRE
Total 46903:						248.91		
<b>46904</b>								
06/13/2024	46904	MACIAS ELECTRIC	851	12-31610-4430	1,780.00	1,780.00	REPAIRED MOUNTED AREA LIG	PW
Total 46904:						1,780.00		
<b>46905</b>								
06/13/2024	46905	MISSIONSQUARE	6466144	12-31610-4240	454.88	454.88	RETIREMENT PREMIUM	ADMIN
06/13/2024	46905	MISSIONSQUARE	6466144	11-31520-42400	389.44	389.44	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	11-31510-42400	506.05	506.05	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	11-31530-42400	58.72	58.72	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-31140-42400	159.06	159.06	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-12003-4240	185.20	185.20	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-22080-4240	349.58	349.58	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-14020-4240	287.28	287.28	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-12001-4240	657.76	657.76	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-00000-2027	798.89	798.89	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-00000-2026	2,188.65	2,188.65	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6883032	10-00000-2029	640.00	640.00	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	12-31620-4240	524.50	524.50	RETIREMENT PREMIUM	
Total 46905:						7,200.01		
<b>46906</b>								
06/13/2024	46906	MOSS, LEVY & HA	15559	10-14020-4430	15,000.00	15,000.00	AUDIT WORK 6/30/2023	ADMIN
Total 46906:						15,000.00		
<b>46907</b>								
06/13/2024	46907	NOBEL SYSTEMS	15932	10-17030-4430	847.58	847.58	GIS ANNUAL SUBSCRIPTION	ADMIN
Total 46907:						847.58		
<b>46908</b>								
06/13/2024	46908	PEOPLEREADY,IN	28689907	12-31610-4140	1,323.39	1,323.39	TEMP WORKER WWTP	PW
06/13/2024	46908	PEOPLEREADY,IN	28695819	12-31610-4140	1,053.02	1,053.02	TEMP WORKER WWTP	
06/13/2024	46908	PEOPLEREADY,IN	28676082	12-31610-4140	1,323.39	1,323.39	TEMP WORKER WWTP	
06/13/2024	46908	PEOPLEREADY,IN	28670045	12-31610-4140	1,323.39	1,323.39	TEMP WORKER WWTP	
06/13/2024	46908	PEOPLEREADY,IN	28695820	10-31150-41400	782.65	782.65	TEMP WORKER PARKS	
06/13/2024	46908	PEOPLEREADY,IN	28689908	10-31150-41400	626.12	626.12	TEMP WORKER PARKS	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 46908:						6,431.96		
<b>46909</b>								
06/13/2024	46909	POOL ELECTRICAL	15955055-00	10-80127-4420	345.18	345.18	POOL BREEZE GRANULAR	PW
06/13/2024	46909	POOL ELECTRICAL	15955055-00	10-80127-4420	82.33	82.33	GENERIC SKIMMER BASKET	
06/13/2024	46909	POOL ELECTRICAL	16007202-00	10-80127-4420	158.21	158.21	FIRST CHOICE METAL OUT QU	
Total 46909:						585.72		
<b>46910</b>								
06/13/2024	46910	REXEL USA, INC.	S139662495.	10-31150-44200	3,355.75	3,355.75	WSTG DIRECT ITEM	PW
06/13/2024	46910	REXEL USA, INC.	S139662495.	10-31150-44200	4,626.93	4,626.93	SYL MULTI KIT	
Total 46910:						7,982.68		
<b>46911</b>								
06/13/2024	46911	RUBIO MEDINA, A	2304-052024	10-70001-4430	17,546.24	17,546.24	PUBIC SAFETY BUILDING PLAN	ADMIN
Total 46911:						17,546.24		
<b>46912</b>								
06/13/2024	46912	SELLERS PETROL	CL38489	11-31530-44270	272.32	272.32	PUBLIC WORKS FUEL	PW
06/13/2024	46912	SELLERS PETROL	CL38489	11-31520-44270	206.88	206.88	PUBLIC WORKS FUEL	
06/13/2024	46912	SELLERS PETROL	CL38489	12-31610-4427	517.51	517.51	PUBLIC WORKS FUEL	
06/13/2024	46912	SELLERS PETROL	CL38489	12-31620-4427	380.95	380.95	PUBLIC WORKS FUEL	
06/13/2024	46912	SELLERS PETROL	CL38489	10-21070-4427	197.25	197.25	PUBLIC WORKS FUEL	
06/13/2024	46912	SELLERS PETROL	CL38489	10-31150-44270	385.36	385.36	PUBLIC WORKS FUEL	
06/13/2024	46912	SELLERS PETROL	CL38489	11-31510-44270	186.79	186.79	PUBLIC WORKS FUEL	
Total 46912:						2,147.06		
<b>46913</b>								
06/13/2024	46913	SERVICE MASTER	35236	10-31158-44300	2,045.60	2,045.60	JANITORIAL SERVICE	PW
Total 46913:						2,045.60		
<b>46914</b>								
06/13/2024	46914	SHI INTERNATION	B17208477	10-31158-44200	7,497.92	7,497.92	MERAKI ROUTERS	ADMIN
Total 46914:						7,497.92		
<b>46915</b>								
06/13/2024	46915	SPARKLETTS	9431538 060	10-31158-44200	293.56	293.56	WATER DELIVERY	PW
Total 46915:						293.56		
<b>46916</b>								
06/13/2024	46916	TRACTOR SUPPLY	100565859	10-31140-44200	79.92	79.92	ROUNDUP, MACHETE	PW
Total 46916:						79.92		
<b>46917</b>								
06/13/2024	46917	TROJAN TECHNOL	200/24336	12-31610-4420	4,548.50	4,548.50	LAMP DRIVER KITS	PW


Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 46917:						4,548.50		
<b>46918</b>								
06/13/2024	46918	UNDERGROUND S	520240325	10-31140-44300	34.50	34.50	NEW TICKET CHARGES	PW
Total 46918:						34.50		
<b>46919</b>								
06/13/2024	46919	USA BLUEBOOK	INV0034685	11-31520-44200	194.38	194.38	FLOWMETER	PW
06/13/2024	46919	USA BLUEBOOK	INV0034725	11-31520-44200	1,185.20	1,185.20	FLEXFLO PUMP	
06/13/2024	46919	USA BLUEBOOK	INV0037342	11-31520-44200	1,752.77	1,752.77	FLEXFLO PUMP	
06/13/2024	46919	USA BLUEBOOK	INV0037413	11-31520-44200	345.55	345.55	SPECIAL SIGNS	
06/13/2024	46919	USA BLUEBOOK	INV0035049	11-31520-44200	20.46	20.46	CHEMICAL DANGER SIGN	
06/13/2024	46919	USA BLUEBOOK	INV0037335	11-31520-44200	1,472.38	1,472.38	FLEXFLO PUMP	
Total 46919:						4,970.74		
Grand Totals:						1,676,729.70		

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

MEETING DATE:	06/24/24
ITEM NUMBER	3 a
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

**DATE ISSUED:** June 21, 2024  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** *City Manager Contract*

**ISSUE:**

Shall the City Council approve the negotiated 3-year contract for Nicholas Wells to continue in his current role as City Manager?

**DISCUSSION:**

Having served as City Manager of Holtville since September 29, 2014, I have worked under an original contract from that time, a new contract in 2017, and multiple amendments since then. Pursuant to a performance review and negotiations early this year, a new agreement has been drafted. The language is largely unchanged from the original document, but incorporates previous changes and caveats from the recent negotiation.

The new document will be for a 3-year term, from July 1, 2024 through June 30, 2027,

**FISCAL IMPACT:**

The discussed change to salary was minimal, with a current increase of 2%, which equates to approximately \$2,229. Additional increases in 2025 (3%) and 2026 (4%) will add just over \$10,300 in compensation by the end of the pact.

**CITY MANAGER RECOMMENDED ACTION:**

It is recommended that the action be authorized as presented.

**ALTERNATIVE:**

- 1 - Approve the contract as negotiated.
- 2 - Reopen negotiations to alter terms.
- 3 - Take no action, allowing Wells to continue to work indefinitely under the current agreement terms.

## EMPLOYMENT AGREEMENT

THIS AGREEMENT is made between City of Holtville, a public entity, and Nicholas Wells, (“Wells” or “City Manager”) an individual, for employment and service as City Manager of Holtville, California.

1. **Term** - Employment shall continue, with designation as City Manager, on July 1, 2024, for a period of three (3) years. Thereafter, the parties may mutually agree to extend or modify this agreement. Provided, however, that the duration of this term shall not prevent, limit, or otherwise interfere with the right of the City Council to terminate the service of the City Manager as provided within this agreement and the rules, regulations and ordinances of the City of Holtville and/or state of California. This agreement shall be automatically renewed for successive one year periods unless City notifies City Manager, in writing, at least 120 days before the expiration of the initial term or any successor term, of the City’s intent not to renew this agreement. Nothing in this paragraph affects or modifies any right to severance pay upon termination.

2. **Duties** - Wells will serve as City Manager of the City of Holtville, as well as its Personnel Officer and Purchasing Manager, to fulfill all duties set forth by Municipal Ordinance for these positions as well as such additional responsibilities delegated by the Council.

3. **Hours** - Wells will dedicate his entire productive time to the management and duties of the City. Office hours are not fixed. Evening meeting attendance is a job duty. Overtime is not paid in money or compensatory time off except for administrative leave. Wells agrees to remain the exclusive employee of the City during the term of this agreement. It is understood that Wells is frequently paid in association with musical performances, which will continue to occur on his own time.

4. **Holidays** - City Manager is entitled to the same holidays as all other City staff. Presently there are twelve paid holidays per year.

5. **Annual Leave** - Wells shall be entitled to 200 hours (25 days) of annual leave, which may be carried over to the next year with prior approval of the City Council. At no time shall accrued annual leave exceed twice the annual rate. No more than twice annually, Wells will be permitted to cash out up to two weeks accrued annual leave in excess of his annual rate. Any further vacation cash out will only be permitted with the permission of the City Council. Accrued, unused annual leave will be paid for at termination from service. Annual leave is earned on a prorated basis starting from the date of hire.

6. **Sick Time** - City Manager is entitled to earn and accrue sick leave at the rate prescribed for employees covered under the City's Management & Supervisory Bargaining Unit (*currently 3.69 hours per bi-weekly pay period*). Rules governing the use, conversion and forfeiture of Sick Leave will be governed under the terms specified in the Memorandum of Understanding with Management/Supervisory employees.

7. **Administrative Leave** - City Manager is entitled to 60 hours of Administrative Leave per year. Administrative Leave may be used at the City Manager's discretion for any personal reason at any time with appropriate notice. Unused administrative leave hours do not carry over to subsequent years and must be used before the service anniversary date or be lost, without compensation.

8. **Other Leave** - City Manager shall be entitled to attend jury duty and have military and bereavement leave as provided for other management staff.

9. **Vehicle Use** - The City will reimburse the City Manager for use of a personal vehicle up to \$500.00 per month for mileage travelled on City business at the rate established by the Internal Revenue Service, updated annually. Any balance of \$500.00 not reimbursed as mileage shall be paid to Wells monthly as a taxable car allowance.

10. **Compensation** - Annual salary will be \$113,675.33 per year, payable according to the usual pay periods of the City. City agrees to conduct an annual performance evaluation within 60 days of the City Manager's anniversary date.

City has granted a two percent [2%] annual salary increase, effective the effective day of this contract (July 1, 2024), included in the compensation figure listed above. City additionally grants a three percent [3%] annual salary increase effective July 1, 2025, and a four percent [4%] annual salary increase effective July 1, 2026. The City Council may also consider adjustments to salary compensation as a result of additional revenues generated to the City, including grants, as part of the City Manager's annual compensation review.

City will provide the health, dental, and vision insurance benefits on the same terms and conditions as are provided to other employees. City will contribute an amount equal to 7% of City Manager's annual compensation to City's deferred compensation/retirement program.

11. **Performance Standards/Objectives** - The City Council and the City Manager will establish mutually acceptable performance standards/objectives as part of the annual performance evaluation.

12. **Professional Development** - Subject to budget and prior authorization from Council, City agrees to pay for the professional dues and subscriptions of City Manager as needed for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement, and for the good of the City. Subject to budget and prior authorization from Council, City agrees to pay travel and subsistence expense of City Manager for professional and official travel, meetings, and occasions to continue the professional development of City Manager and to adequately pursue necessary official and other functions for City, including but not limited to the Annual Conference of the International City Management Association, the annual League of California City Managers' Department meeting, the annual

California League of Cities meeting and such other national, regional, state, and local governmental groups and committees thereof which City Manager serves as a member, provided funding is available for such expense.

13. **Termination** - This is a professional position serving at the pleasure of the Council, not subject to City personnel rules. No specific grounds are necessary for termination of employment. Termination may occur as set forth below, and as contained in Holtville Municipal Code " 2.06.80.

14. **Termination Notice** - Termination may occur by the Council giving the City Manager written notice of termination 10 or more days before the termination date. In the event of such notice, and upon request of City Manager, City Council shall meet with City Manager in closed session to inform him of any reasons for termination. City Manager shall be entitled to full salary and benefits for five (5) months if termination is not based upon misconduct in office as defined herein. Termination may occur by City Manager giving the City written notice of termination 90 days before the termination date, if during the initial term, or 30 days before the termination date in any successor term. City Manager shall not be entitled to severance pay in this event.

15. **Removal - Limitation** - Notwithstanding the foregoing provision, the City Manager shall not be terminated from office, other than for willful misconduct in office, during or within a period of 90 days after a general or special municipal election at which any member of the Council is elected or when a new City Councilperson is appointed. The purpose is to allow a newly elected or appointed member of the Council or a reorganized Council to observe the actions and abilities of the City Manager in the performance of his office.

16. **Termination - Misconduct in Office** - Termination may occur upon the finding by a majority of the Council that the City Manager has misappropriated public funds, violated public trust for the gain of himself or others, breached any fiduciary responsibility to the City, or committed misconduct in office which would amount to a crime, provided, however, the City Manager shall be given 10 days written notice setting forth such charges before such vote occurs. In the event of such notice, and upon request of City Manager, City Council shall meet with City Manager in closed session to inform her of the reasons for termination.

17. **Bond** - The City Manager shall qualify for a corporate surety bond, to be paid for by the City.

18. **Notices** - Notices pursuant to this contract shall be given by deposit in custody of the United States Postal Service, within the County of Imperial, postage prepaid, addressed as follows or as later designated:

**City:**                   The Honorable Mayor  
City of Holtville  
121 West Fifth Street  
Holtville, CA 92250-1298



**Employee:** Nicholas D. Wells  
273 Charles Elmore Drive  
El Centro, CA 92243

Alternatively, notices required pursuant to this contract may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

19. **General Provisions** - (A) The text herein shall constitute the entire agreement between the parties; provided however, municipal ordinance governs if inconsistent with this agreement.

(B) If any provision, or any portion thereof, contained in this contract is held unconstitutional, invalid, or unenforceable, the remainder of this contract, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Holtville has caused this contract to be signed and executed on its behalf by the Mayor and duly attested by the City Clerk, and the Manager has signed and executed this contract, both in duplicate, effective as of the day and year first above written.

CITY OF HOLTVILLE

By \_\_\_\_\_  
Murray Anderson, Mayor

\_\_\_\_\_  
Nicholas D. Wells

ATTEST:

\_\_\_\_\_  
Yvette Rios, City Clerk

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

MEETING DATE:	<u>06/24/24</u>
ITEM NUMBER	<u>1 d</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 21, 2024  
**FROM:** Yvette Rios, City Clerk  
**SUBJECT:** **Resolution No. 24-18** *Calling for a Local Election in Conjunction with the November 5, 2024 Statewide Election?*

**ISSUE:**

Shall the City Council approve Resolution No. 24-18, calling for an election to be conducted by the County of Imperial and requesting the consolidation of such an election with the Statewide General Election to be Held on November 5, 2024, for the purpose of filling the three expiring terms on the Holtville City Council?

**BACKGROUND & DISCUSSION:**

In December, 2024, the terms of three seats on the City Council will be expiring. The City Council members currently holding those seats are Mike Pacheco, Murray Anderson and Ginger Ward. That election can be -and as is standard practice, is - conducted in conjunction with the November County-wide elections. It is therefore necessary to call for, publicize and otherwise prepare for the possibility of an election to be held on November 5, 2024.

The City is required to make this request by early July in election years.

A proportional share of the election costs are charged to the City by the County, however this is far more economical than holding a stand-alone election.

*The Treasurer seat and language required by the County was omitted from the resolution.*

**FISCAL IMPACT:**

The City has only participated in two elections in the past decade. The allocated cost for those cycles were approximately \$3,300 in 2022 and \$2,200 in 2020.

**CITY MANAGER RECOMMENDED ACTION:**

It is recommended that the resolution be adopted, calling for the election and consolidation with the Statewide General Election conducted regionally by the County of Imperial

**ALTERNATIVES:**

Not to adopt, giving staff alternate direction.

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

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL ORDERING AN ELECTION,  
REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION, AND  
REQUESTING CONSOLIDATION OF THE ELECTION**

**WHEREAS**, pursuant to Elections code Section 1002, the governing body of any city or district may by resolution request the Board of Supervisors of the County to permit the county elections official to render specified services to the City or district relating to the conduct of an election; and

**WHEREAS**, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

**WHEREAS**, pursuant to Elections code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

**WHEREAS**, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the Board of Supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

**WHEREAS**, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

**WHEREAS**, various district, county, state and other political subdivision elections may be, or have been, called to be held on November 5, 2024; and

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

1. That the Holtville City Council hereby orders an election be called and consolidated with any and all elections also called to be held on November 5, 2024 in the County of Imperial, insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the County of Imperial.
2. That the Holtville City Council hereby requests the Board of Supervisors of the County of Imperial to order such consolidation under Elections Code Section 10401 & 10403.
3. That the Holtville City Council hereby requests the Board of Supervisors to permit the Imperial County Registrar of Voters to provide any and all services necessary for conducting the election and agrees to pay for said services.
4. That the Imperial County Registrar of Voters conduct the election for the following offices on the November 5, 2024 ballot:

<u>SEATS OPEN</u>	<u>OFFICE</u>	<u>TERM</u>	<u>DIST/DIV.</u>
3	Council	Four Years	5
1	Treasurer	Four Years	5

5. That the foregoing is true, correct and adopted.

**PASSED, APPROVED AND ADOPTED** by Holtville City Council at a regular meeting held on this 10th day of June, 2024, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

Attest:

\_\_\_\_\_  
Murray Anderson, Mayor

\_\_\_\_\_  
Yvette Rios, City Clerk

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

**DATE ISSUED:** June 21, 2024  
**FROM:** Yvette Rios, City Clerk  
**SUBJECT:** *Appointment of IVHA Representatives*

Meeting Date	<u>06/24/24</u>	
Item Number	<u>3 a</u>	
<b>Approvals</b>	City Manager	_____
	Finance	_____
	City Attorney	_____

**ISSUE:**

Shall the City Council take action to appoint two Holtville Representatives to the Imperial Valley Housing Authority (IVHA) Board of Directors to fill the seats left vacant by Council members Murray Anderson and John Munger?

**DISCUSSION:**

It was recently brought to the attention of Council members Murray Anderson and John Munger that as elected officials they could no longer represent Holtville as board members for IVHA. Consequently, Mayor Anderson directed City Clerk Ms. Rios to post the availability of the two newly vacant seats to the City’s website and social media platforms. In the weeks following, the City Clerk received applications from Louie Anderholt, Ricci Santistevan-Pacheco, Jose Valle, and Bryan Vega.

**FISCAL IMPACT:**

There is no fiscal impact.

**RECOMMENDED ACTION:**


The City Clerk recommends that the Council appoint two Holtville Representatives to the IVHA Board of Directors

**ALTERNATIVES:**

1. Select one of the applicants for appointment to the IVHA Board and proceed with option 2.
2. Request additional applications before proceeding
3. Give staff alternate direction

Respectfully Submitted,  
*Yvette Rios*

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

MEETING DATE:	06/24/24
ITEM NUMBER	3 b
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 19, 2024

**FROM:** Nick Wells, City Manager

**SUBJECT:** **Resolution No. 24-19** *Identifying the Ninth Street Improvements Projects for Use of SB1 Gas Tax Revenue Funds for Fiscal Year 2023-24*

**\*\*\* Note: As both of these identified projects encountered delays to get started, most of the information from this report was pulled forward from last year to dedicate these funds to the projects to handle any matching funds and/or cost overruns. \*\*\***

**ISSUE:**

Shall the City Council adopt Resolution No. 24-19, identifying projects for Fiscal Year 2024-25 to comply with California Transportation Commission requirements to capture SB1 Gas Tax funds?

**DISCUSSION:**

The California Transportation Commission website states that "The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1, provides the first significant, stable, and on-going increases in state transportation funding in more than two decades. The Legislature has increased revenues...and accountability for transportation infrastructure investments."

The CTC has correspondingly issued regulations and established the procedure for capturing that funding. Eligible projects include (among other criteria) major rehabilitation that extends the useful life of the segment by at least 15 years, reduces congestion and enhances safety or operational improvements that are intended to reduce accidents and fatalities or improve mobility. The CTC requires that to capture its share of RMRA funding, a local entity must include the revenue and expenditure of those funds to a specifically identified project

The CTC has directed that cities utilize estimates provided by the California League of Cities to budget for the City's share of the Road Maintenance Rehabilitation Account (RMRA) funding. CLoC estimates that the share for Holtville in 2024-25 is estimated to be approximately \$143,199.

The City currently has two projects in process along the north side of Ninth Street to improve pavement and add curb, gutter and sidewalk. The Ninth Street East project will occur first, widening the roadway and connecting the sidewalk along the street between Webb and Oak Avenues. The second project, on West Ninth Street, will perform similar activities between Olive and Melon Avenues after the IID's undergrounding of the Pear Canal. Both require a match of local funds that can be drawn from this source.

***It is hoped that the paperwork issues with the Ninth Street East project have been solved and it should go to construction in a matter of weeks. The West project still awaits IID's undergrounding operation, but that seems to be gearing up for late-Summer or early Fall.***

	Fund Source	Fiscal Year	Grant Funds	Local Match	Project Total	Project Description
Ninth Street Improvements <i>Olive Avenue to Melon Avenue</i>	STBG	2022/23	\$53,000 <i>Design</i>		<b>\$722,919</b>	<i>Will widen roadway, adding curb, gutter and sidewalk along the project scope area. Programmed to follow IID undergrounding of the open Pear Canal on north side of the roadway.</i>
		2024/25	\$587,000 <i>Construction</i>	\$82,919 <i>Construction</i>		
E Ninth Street Improvements <i>Webb Ave to Oak Ave</i>	CMAQ	2022/23	\$400,000	\$51,824 <i>Design</i>	<b>\$451,824</b>	<i>Finishes section left undone due to funding shortfall in last project cycle.</i>

Very ironically, the local match amount for these two projects is projected at \$134,743, which is very close to the estimate for SB1 fund revenue for the year. The SB1 funding is a League of Cities estimate and there always exists the possibility of cost overruns on these projects, so it may not be quite so tidy in the end, but this seems to be a good marriage of available funding and upcoming expenditures.

**FISCAL IMPACT:**

Allows for the capture of this funding, projected to be approximately \$143,199.

**CITY MANAGER RECOMMENDATION:**

It is recommended that the City Council authorize the resolution supporting the proposed allocation.

**ALTERNATIVES:**

- 1 - Adopt the resolution to utilize the funding for the recommended purpose.
- 2 - Amend the resolution, directing staff to apply the funds to (an)other project(s).
- 3 - Reject adoption, foregoing SB1 funding.

## Local Streets and Roads - Projected FY 2023-24 Revenues

<i>Estimated January 2021</i>	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
<b>HUMBOLDT COUNTY</b>						
ARCATA	530,178	453,317	983,495	539,182	484,011	1,023,193
BLUE LAKE	39,391	29,206	68,597	39,971	31,183	71,154
EUREKA	763,434	654,384	1,417,818	776,431	698,692	1,475,124
FERNDALE	44,663	33,790	78,453	45,335	36,078	81,413
FORTUNA	357,125	303,723	660,848	363,157	324,288	687,445
RIO DELL	100,294	82,159	182,453	101,926	87,722	189,648
TRINIDAD	14,365	7,447	21,812	14,513	7,951	22,464
County of Humbolt	6,059,153	6,280,039	12,339,191	6,149,159	6,710,039	12,859,198
Total Cities & County: Humbolt	7,908,603	7,844,064	15,752,666	8,029,674	8,379,965	16,409,639
<b>IMPERIAL COUNTY</b>						
BRAWLEY	668,016	773,212	1,441,228	786,368	713,248	1,499,616
CALEXICO	939,332	1,082,866	2,022,198	1,101,366	1,002,934	2,104,300
CALIPATRIA	160,364	189,824	350,188	192,982	171,222	364,204
EL CENTRO	1,087,252	1,251,688	2,338,940	1,273,101	1,160,870	2,433,971
<b>HOLTVILLE</b>	<b>159,869</b>	<b>134,117</b>	<b>293,987</b>	<b>162,511</b>	<b>143,199</b>	<b>305,709</b>
IMPERIAL	521,431	604,912	1,126,343	615,182	556,737	1,171,919
WESTMORLAND	48,999	61,723	110,722	62,688	52,317	115,005
County of Imperial	10,252,686	11,779,484	22,032,170	10,403,299	12,586,036	22,989,335
Total Cities & County: Imperial	13,837,950	15,877,826	29,715,777	14,597,497	16,386,563	30,984,059
<b>INYO COUNTY</b>						
BISHOP	113,550	93,923	207,473	115,410	100,283	215,693
County of Inyo	3,516,725	3,898,054	7,414,779	3,551,860	4,164,957	7,716,817
Total City & County: Inyo	3,630,275	3,991,977	7,622,252	3,667,270	4,265,240	7,932,510

**HOLTVILLE CITY COUNCIL  
RESOLUTION NO. 24-19**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL FOR FISCAL YEAR 2023-24  
ADOPTING A LIST OF ELIGIBLE PROJECTS TO BE FUNDED BY SB1: THE ROAD  
REPAIR AND ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, California Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April, 2017, in order to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB1 includes accountability and transparency provisions that will ensure that the residents of Holtville are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City will receive an estimated \$143,199 in RMRA funding for Fiscal Year 2024-25 from SB1; and

**WHEREAS**, this is the 8th year in which the City is receiving SB1 funding which will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, while increasing access and mobility options for the traveling public that would not have otherwise been possible without SB1; and

**WHEREAS**, the City has opened discussion for public input into our community's transportation priorities and the project list; and

**WHEREAS**, the City used a Pavement Management System to develop the SB1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

**WHEREAS**, the funding from SB1 will help the City maintain and rehabilitate the selected street included in the Ninth Street Improvements Project ("Project"), add active transportation infrastructure throughout the City this year and multiple similar projects into the future; and

**WHEREAS**, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City/County's streets and roads are estimated to be in an "at-risk" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into better condition; and

**WHEREAS**, the SB1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

**WHEREAS**, the following information regarding the Projects is incorporated in this Resolution:



**PROJECT #1 TITLE:** Ninth Street East Improvements Project  
**PROJECT LOCATION:** Ninth Street between Webb and Oak Avenues  
**FEDERAL PROJECT ID:** CML-5174 (035)

**PROJECT DESCRIPTION:** This project will connect two sections of curb, gutter and sidewalk along the north side of Ninth Street in this area of the City, while widening the roadway to correspond with the existing adjacent street sections.  
**ANTICIPATED PROJECT SCHEDULE:** July, 2024, through August, 2023  
**ESTIMATED USEFUL LIFE:** 20-25 years with continued maintenance.

**PROJECT #2 TITLE:** Ninth Street West Improvements Project  
**PROJECT LOCATION:** Ninth Street between Olive and Melon Avenues  
**FEDERAL PROJECT ID:** STPL 5174(034)

**PROJECT DESCRIPTION:** This project completes the undergrounding of the open Pear Canal along the north side of Ninth Street in the City limits, along with the resulting widening of Ninth Street to correspond with previous project as well as installation of curb, gutter and sidewalk.  
**ANTICIPATED PROJECT SCHEDULE:**  
**Design:** February, 2024, through June, 2024  
**Construction:** January, 2025, through June, 2025  
**ESTIMATED USEFUL LIFE:** 20-25 years with continued maintenance.

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

1. The City Council does hereby select the **Ninth Street East and Ninth Street West** Improvements Projects for dedication of its fiscal year 2023-24 SB1 funding allocation.
2. That the City Council hereby directs the City Manager to incorporate these Projects into the Fiscal Year 2023-24 Budget as appropriate and add to the Capital Improvement Program.
3. That the foregoing is true, correct and adopted.

**PASSED, APPROVED AND ADOPTED** by Holtville City Council at a regular meeting held on this 24th day of June, 2024, by the following roll call vote:


**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

Attest:

\_\_\_\_\_  
Murray Anderson, Mayor

\_\_\_\_\_  
Yvette Rios, City Clerk

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

MEETING DATE:	<u>06/24/24</u>
ITEM NUMBER	<u>3 c</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 20, 2024  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** **Resolution No. 24-20** *Establishing the Gann Appropriations Limit for the 2024-25 Fiscal Year*

**ISSUE:**

Shall the City Council approve Resolution No. 24-20, establishing an appropriations limit for the 2024-25 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.

Staff has collected the data and made the calculations for the 2024-25 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. 24-20**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL ADOPTING AN  
APPROPRIATIONS LIMIT FOR 2024-25 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**, the 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 attached document; 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 \$5,289,850 for the City of Holtville for the 2024-25.
2. That corresponding Revenues subject to the appropriation limit are projected to be \$2,237,200 for the 2024-25 Fiscal Year.
3. That the foregoing is true, correct and adopted.

**PASSED, APPROVED AND ADOPTED** by Holtville City Council at a regular meeting held on this 26th day of June, 2023, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

Attest:

\_\_\_\_\_  
Yvette Rios, City Clerk

\_\_\_\_\_  
Murray Anderson, Mayor

**Exhibit " A "**  
**CITY OF HOLTVILLE**  
**APPROPRIATIONS LIMIT CALCULATION**  
**Fiscal Year 2024-25**

July, 1 2023 Appropriation Limit		\$ 5,007,403
Per Capita Cost of Living % Change <i>(per California Dept of Finance)</i>	3.620%	
01/02/2024 Population Change *		
Holtville	1.27%	
Imperial County	1.95%	
Greater of the Two Options	1.95%	
June, 30 2024 Calculation Factor		
Per Capita Percentage Increase	1.0362	
Population Percentage Increase	1.0195	
Total (Per Capita X Population)		1.0564059
June, 30 2024 Gross Appropriation Limit		\$ 5,289,850
Adjustments:		0
<b>2024-25 Appropriations Limit</b>		<b>\$ 5,289,850</b>
Projected appropriations subject to the Limit		2,237,200
Projected appropriations are below the limit by:		\$ 3,052,650


**CONCLUSION:**

*The City HAS NOT exceeded its appropriation limit for the 2022-23 Fiscal Year.*

**Exhibit "B"**  
**CITY OF HOLTVILLE**  
**PROCEEDS OF TAXES**  
**GANN APPROPRIATION CALCULATION**  
**FY 2024-25**

<b>Description</b>	<b>Total Budget</b>	<b>Proceeds From Taxes</b>	<b>Non-Tax Revenue</b>
Property Tax	\$330,700	\$330,700	
Motor Vehicle License Fees	675,000	675,000	
Franchise Tax	107,000	107,000	
Sales Tax	525,000	525,000	
Utility Tax	545,000	545,000	
Other Taxes	54,500	54,500	
Licenses/Permits/Fines/Penalties	2,750		2,750
Other Revenues/Use of Money	55,000		55,000
Revenue From Other Agencies	345,738		345,738
Current Services	188,625		188,625
Miscellaneous Revenue	5,000		5,000
Transfers In from Transportation	200,000		200,000
Transfers In From RDA Successor	215,000		215,000
Transfers In From Sewer	125,000		125,000
Transfers In From Water	125,000		125,000
<i>Subtotal</i>	<b>\$3,499,313</b>	<b>\$2,237,200</b>	<b>\$1,262,113</b>
Reserves			\$0
<b>TOTAL GF BUDGET</b>	<b>\$3,499,313</b>	<b>\$2,237,200</b>	<b>\$1,262,113</b>

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

MEETING DATE:	06/24/24
ITEM NUMBER	3 d
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

**DATE ISSUED:** June 21, 2024  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** **Resolution No. 24-21** *Adopting the 2024-25 Salary Schedule*

**ISSUE:**

Shall the City Council approve Resolution No. 24-21, adopting the 2024-25 Salary Schedule?

**DISCUSSION:**

In consideration of the Memoranda of Understanding recently negotiated with the City Employees represented by the three Bargaining Units (Management/Supervisory Employees, Classified Employees and Fire Department Personnel), a two and one-half percent (2.5%) upward adjustment has been made to their sections of the City's 2024-25 Salary Schedule. Some additional minor modifications have also been included in this schedule, reslotting and incrementally amending multiple positions, most as a result of the adjustments to the California Minimum Wage over the past several years. None of these changes had material effects on existing employees.

**FISCAL IMPACT:**

Changes will result in approximately \$24,200 in additional expenditures for the 2024-25 Fiscal Year. The allocation breaks down approximately as follows:

General Fund	\$11,350
Water Fund	\$5,950
Sewer Fund	\$6,850

**CITY MANAGER RECOMMENDATION:**

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

**ALTERNATIVE:**

Not to adopt, giving alternate direction.

**HOLTVILLE CITY COUNCIL  
RESOLUTION NO. 24-21**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL ESTABLISHING TERMS AND  
CONDITIONS OF EMPLOYMENT WITH FULL-TIME PERMANENT CITY EMPLOYEES**

**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 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. The positions of "Parks Maintenance Worker (I, II, & II)" have been eliminated.
2. Step D has been added to the position of "Firefighter - 53hr/wk" (Range 26).
3. A two and one half percent (2.5%) increase for positions on the attached Salary Schedule for Ranges 16 through 24, Ranges 30 through 50 and Range 54 are enacted from the previously adopted schedule for the 2023-24 Fiscal Year.
4. Per language in the Memoranda of Understanding, pay rates for all positions that garnered increases on January 1, 2024, as a result of the California Minimum Wage Increase were augmented to a net of 2.5% above the original adopted 2023-24 Salary Schedule. This includes Ranges 16 and 26.
5. Per language in the Memoranda of Understanding, pay rates for all positions that on January 1, 2024, as a result of the California Minimum Wage Increase, garnered increases in excess of 2.5% above the original adopted 2023-24 Salary Schedule were not adjusted. This included Range 53.
6. The modifications described are included in this Resolution as the attached "Exhibit "A.""
5. The modified Salary Schedule takes effect as of July 1, 2024.
6. The foregoing is true, correct and adopted.

**PASSED, APPROVED AND ADOPTED** by Holtville City Council at a regular meeting held on this 24th day of June, 2024, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**CITY OF HOLTVILLE**  
**Salary Schedule - 2024-25 (Proposed)**

<b>MANAGEMENT/SUPERVISORY PERSONNEL</b>								
<b>POSITION</b>	<b>RANGE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>
FINANCE MANAGER	60	Hourly	31.78	33.37	35.04	36.79	38.63	40.56
		Per Pay	2,542	2,670	2,803	2,943	3,090	3,245
		Annual	66,102	69,408	72,878	76,522	80,348	84,365
WTP/WWTP SUPERVISOR	60	Hourly	31.78	33.37	35.04	36.79	38.63	40.56
		Per Pay	2,542	2,670	2,803	2,943	3,090	3,245
		Annual	66,102	69,408	72,878	76,522	80,348	84,365
PUBLIC WORKS SUPERVISOR AC	54	Hourly	25.52	26.80	28.14	29.54	31.02	32.57
		Per Pay	2,042	2,144	2,251	2,363	2,482	2,606
		Annual	53,082	55,736	58,522	61,449	64,521	67,747
FIRE CHIEF AS	53	Hourly	25.07	26.32	27.64	29.02	30.47	32.00
		Per Pay	2,006	2,106	2,211	2,322	2,438	2,560
		Annual	52,146	54,753	57,491	60,365	63,383	66,552
FINANCE SUPERVISOR AA	50	Hourly	24.51	25.74	27.02	28.37	29.79	31.28
		Per Pay	1,961	2,059	2,162	2,270	2,383	2,503
		Annual	50,981	53,530	56,206	59,017	61,967	65,066

<b>PERMANENT FULL-TIME PERSONNEL (Classified)</b>								
<b>POSITION</b>	<b>RANGE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>
PUBLIC WORKS FOREMAN	45	Hourly	24.14	25.35	26.61	27.95	29.34	30.81
		Per Pay	1,931	2,028	2,129	2,236	2,347	2,465
		Annual	50,211	52,722	55,358	58,126	61,032	64,084
WTP/WWTP Foreman JLO	45	Hourly	24.14	25.35	26.61	27.95	29.34	30.81
		Per Pay	1,931	2,028	2,129	2,236	2,347	2,465
		Annual	50,211	52,722	55,358	58,126	61,032	64,084
WTPO III	45	Hourly	24.14	25.35	26.61	27.95	29.34	30.81
		Per Pay	1,931	2,028	2,129	2,236	2,347	2,465
		Annual	50,211	52,722	55,358	58,126	61,032	64,084
WWTPO II IC	45	Hourly	24.14	25.35	26.61	27.95	29.34	30.81
		Per Pay	1,931	2,028	2,129	2,236	2,347	2,465
		Annual	50,211	52,722	55,358	58,126	61,032	64,084
Accountant/GL Analyst	44	Hourly	23.53	24.71	25.94	27.24	28.60	30.03
		Per Pay	1,882	1,977	2,075	2,179	2,288	2,402
		Annual	48,942	51,390	53,959	56,657	59,490	62,464
BUDGET ANALYST	42	Hourly	23.00	24.15	25.36	26.63	27.96	29.35
		Per Pay	1,840	1,932	2,029	2,130	2,237	2,348
		Annual	47,840	50,232	52,744	55,381	58,150	61,057
PERSONNEL TECH. HD	42	Hourly	23.00	24.15	25.36	26.63	27.96	29.35
		Per Pay	1,840	1,932	2,029	2,130	2,237	2,348
		Annual	47,840	50,232	52,744	55,381	58,150	61,057
SENIOR ACCOUNT CLERK SM	42	Hourly	23.00	24.15	25.36	26.63	27.96	29.35
		Per Pay	1,840	1,932	2,029	2,130	2,237	2,348
		Annual	47,840	50,232	52,744	55,381	58,150	61,057
Building Inspector RT	37	Hourly	21.53	22.61	23.74	24.92	26.17	27.48
		Per Pay	1,722	1,809	1,899	1,994	2,094	2,198
		Annual	44,782	47,022	49,373	51,841	54,433	57,155
WTPO II JO RR	33	Hourly	20.50	21.53	22.60	23.73	24.92	26.16
		Per Pay	1,640	1,722	1,808	1,899	1,993	2,093
		Annual	42,640	44,772	47,011	49,361	51,829	54,421



**CITY OF HOLTVILLE**  
**Salary Schedule - 2024-25 (Proposed)**

<b>PERMANENT FULL- TIME PERSONNEL (Classified) [Continued]</b>									
<b>POSITION</b>		<b>RANGE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>
WWTPO I	JH	33	Hourly	20.50	21.53	22.60	23.73	24.92	26.16
			Per Pay	1,640	1,722	1,808	1,899	1,993	2,093
			Annual	42,640	44,772	47,011	49,361	51,829	54,421
Environmental Compliance Inspector		33	Hourly	20.50	21.53	22.60	23.73	24.92	26.16
			Per Pay	1,640	1,722	1,808	1,899	1,993	2,093
			Annual	42,640	44,772	47,011	49,361	51,829	54,421
ADMINISTRATIVE ASSIST	GP	30	Hourly	18.19	19.10	20.05	21.06	22.11	23.22
			Per Pay	1,455	1,528	1,604	1,685	1,769	1,857
			Annual	37,835	39,727	41,713	43,799	45,989	48,288
PARK MAINT CREW LEADER		24	Hourly	17.59	18.47	19.39	20.36	21.38	22.45
			Per Pay	1,407	1,478	1,551	1,629	1,710	1,796
			Annual	36,587	38,417	40,337	42,354	44,472	46,696
WTPO I		24	Hourly	17.59	18.47	19.39	20.36	21.38	22.45
			Per Pay	1,407	1,478	1,551	1,629	1,710	1,796
			Annual	36,587	38,417	40,337	42,354	44,472	46,696
Dist. Collection OP./Oper. I	TA BM FO	20	Hourly	16.84	17.68	18.57	19.49	20.47	21.49
			Per Pay	1,347	1,415	1,485	1,560	1,638	1,719
			Annual	35,027	36,779	38,617	40,548	42,576	44,705
MWIII	IA	18	Hourly	16.54	17.37	18.24	19.15	20.10	21.11
			Per Pay	1,323	1,389	1,459	1,532	1,608	1,689
			Annual	34,403	36,123	37,930	39,826	41,817	43,908
MWII		17	Hourly	16.27	17.08	17.94	18.83	19.78	20.77
			Per Pay	1,302	1,367	1,435	1,507	1,582	1,661
			Annual	33,842	35,534	37,310	39,176	41,135	43,191
<del>PARKS MAINT WKR III</del>		<del>18</del>	Hourly	<del>16.54</del>	<del>17.37</del>	<del>18.24</del>	<del>19.15</del>	<del>20.10</del>	<del>21.11</del>
			Per Pay	<del>1,323</del>	<del>1,389</del>	<del>1,459</del>	<del>1,532</del>	<del>1,608</del>	<del>1,689</del>
			Annual	<del>34,403</del>	<del>36,123</del>	<del>37,930</del>	<del>39,826</del>	<del>41,817</del>	<del>43,908</del>
<del>PARKS MAINT WKR II</del>		<del>17</del>	Hourly	<del>16.29</del>	<del>16.68</del>	<del>17.51</del>	<del>18.39</del>	<del>19.31</del>	<del>20.27</del>
			Per Pay	<del>1,303</del>	<del>1,334</del>	<del>1,401</del>	<del>1,471</del>	<del>1,545</del>	<del>1,622</del>
			Annual	<del>33,883</del>	<del>34,694</del>	<del>36,429</del>	<del>38,251</del>	<del>40,163</del>	<del>42,171</del>
ADMINISTRATIVE ASSIST	YR	16	Hourly	16.00	16.68	17.51	18.39	19.31	20.27
			Per Pay	1,280	1,334	1,401	1,471	1,545	1,622
			Annual	33,280	34,694	36,429	38,251	40,163	42,171
Dist. Collection OP. OIT/Maint		16	Hourly	16.00	16.68	17.51	18.39	19.31	20.27
			Per Pay	1,280	1,334	1,401	1,471	1,545	1,622
			Annual	33,280	34,694	36,429	38,251	40,163	42,171
WWTPO IT		16	Hourly	16.00	16.68	17.51	18.39	19.31	20.27
			Per Pay	1,280	1,334	1,401	1,471	1,545	1,622
			Annual	33,280	34,694	36,429	38,251	40,163	42,171
MWI	GR LR	16	Hourly	16.00	16.68	17.51	18.39	19.31	20.27
			Per Pay	1,280	1,334	1,401	1,471	1,545	1,622
			Annual	33,280	34,694	36,429	38,251	40,163	42,171
<del>PARKS MAINT WKR I</del>		<del>13</del>	Hourly	<del>16.00</del>	<del>16.28</del>	<del>17.09</del>	<del>17.95</del>	<del>18.85</del>	<del>19.79</del>
			Per Pay	<del>1,280</del>	<del>1,302</del>	<del>1,368</del>	<del>1,436</del>	<del>1,508</del>	<del>1,583</del>
			Annual	<del>33,280</del>	<del>33,862</del>	<del>35,556</del>	<del>37,333</del>	<del>39,200</del>	<del>41,160</del>


<b>PERMANENT FULL-TIME PERSONNEL (Fire)</b>									
FIREFIGHTER - 53hr/wk	4	26	Hourly		16.00	16.28	16.69		
			Per Pay		1,792	1,823	1,869		
			Annual		46,592	47,407	48,593		

**CITY OF HOLTVILLE**  
**Salary Schedule - 2024-25 (Proposed)**

<b>P/T HOURLY EMPLOYEES (NON-REPRESENTED)</b>									
		<b>RANGE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>
Firefighter (Part Time)		10	Hourly	16.00					
LIFEGUARD - Seasonal	(	10	Hourly	16.00					
Swimming Instructor (Seasonal)		10	Hourly	16.00					

Administrative Assistant (Part Time)		10	Hourly	16.00	16.40	16.81	17.23	17.66	18.10
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**City of Holtville**  
**REPORT TO COUNCIL**

MEETING DATE:	<u>06/24/24</u>
ITEM NUMBER	<u>3 e</u>
Approvals	CITY MANAGER <u></u>
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 21, 2024  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** **Resolution No. 24-22** *Adopting the Fiscal Year 2024-25 Budget*

**ISSUE:**  
Shall the City Council approve Resolution No. 24-22, adopting the Fiscal Year 2024-25 budget as previously presented and discussed in City Council meetings, and rescind all prior resolutions related to the appropriation of funds?

**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 2024-25 Fiscal Year Budget will direct the operation of all City activities.

**STAFF RECOMMENDATION:**  
Staff recommends that the resolution be adopted.

- ALTERNATIVE:**
- 1) Adopt the Budget as presented
  - 2) Direct chnges to line items, allocations and/or projections.
  - 3) Give staff direction to recalculate, amend and present at a later date.
  - 4) Provide staff with alternate direction in order to continue to provide ongoing necessary services to the community.

**HOLTVILLE CITY COUNCIL  
RESOLUTION NO. 24-22**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL ADOPTING A BUDGET FOR  
FISCAL YEAR 2024-25 AND RESCINDING ALL PRIOR RESOLUTIONS  
RELATED TO THE APPROPRIATION OF FUNDS**

**WHEREAS**, City staff has submitted the 2024-25 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	\$3,526,816	Gas Tax Fund	213,091 *
Water Operating Fund	1,648,886	Local Transportation Fund	3,201,824 *
Sewer Operating Fund	1,514,570	Local Transportation Authority Fund	575,000 *
Trash Operating Fund	338,000	Sidewalk Fund	16,000 *
<b>Total 2024-25 Appropriations</b>			<b>\$11,034,187</b>

**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 2024-25 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 2024-25 Budget is based upon reasonable estimates of revenues and expenditures.
2. That in the fiscal year beginning July 1, 2024, 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 \$11,034,187 in the amounts, allowances and estimates 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. That the foregoing is true, correct and adopted.

**PASSED, APPROVED AND ADOPTED** by Holtville City Council at a regular meeting held on this 24th day of June, 2024, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

Attest:

\_\_\_\_\_  
Yvette Rios, City Clerk

\_\_\_\_\_  
Murray Anderson, Mayor

*\* Transportation budgets still being developed - to be presented at 06/24/2024 meeting. 2023-24 numbers listed for reference, will be replaced.*

**CITY OF HOLTVILLE**  
**Reso 24-22 Adopting the FY 2024-25 Budget (2024'06) 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
	\$330,700	\$1,231,500	\$2,750	\$55,000	\$1,209,363	\$670,000	\$3,499,313

		Salaries	Benefits	Personal Expenses	Supplies & Services	Data Processing	Outlay & Other	Total G&A Expenses
<b>ADMINISTRATION</b>	CITY COUNCIL	\$21,000	\$1,804	\$10,750	\$6,580	\$0	\$500	\$40,634
	CITY MANAGER	\$183,543	\$50,413	\$5,900	\$5,228	\$7,850	\$0	\$252,935
	PLANNING	\$52,342	\$23,459	\$3,635	\$182,475	\$3,175	\$0	\$265,086
	ENGINEERING	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
	CITY CLERK	\$36,263	\$15,625	\$1,050	\$7,125	\$1,250	\$0	\$61,313
	FARMERS MARKETS	\$0	\$0	\$0	\$8,100	\$500	\$0	\$8,600
	FINANCE	\$80,975	\$26,576	\$3,460	\$61,725	\$10,350	\$5,000	\$188,086
	CITY TREASURER	\$1,800	\$144	\$50	\$0	\$0	\$0	\$1,994
	CITY ATTORNEY	-	-	\$600	\$30,500	\$0	\$0	\$31,100
	NON-DEPARTMENTAL	\$0	\$0	\$285,000	\$26,000	\$12,000	\$0	\$323,000
	<b>ADMIN TOTAL</b>	<b>\$375,923</b>	<b>\$118,022</b>	<b>\$310,445</b>	<b>\$332,733</b>	<b>\$35,125</b>	<b>\$5,500</b>	<b>\$1,177,748</b>
<b>SAFETY</b>	POLICE	\$0	\$0	\$0	\$967,000	\$0	\$0	\$967,000
	DISPATCH	\$0	\$0	\$0	\$97,500	\$0	\$0	\$97,500
	ANIMAL CONTROL	\$11,958	\$5,401	\$100	\$11,000	\$0	\$0	\$28,459
	FIRE	\$429,183	\$143,264	\$28,250	\$145,930	\$8,350	\$5,000	\$759,977
		<b>SAFETY TOTAL</b>	<b>\$441,141</b>	<b>\$148,665</b>	<b>\$28,350</b>	<b>\$1,221,430</b>	<b>\$8,350</b>	<b>\$5,000</b>
<b>PUBLIC WKS</b>	STREETS	\$41,913	\$17,597	\$3,500	\$89,880	\$700	\$8,500	\$162,090
	PARKS	\$114,479	\$33,362	\$3,400	\$62,700	\$4,250	\$3,500	\$221,691
	GOV'T BLDGS	\$0	\$0	\$0	\$99,850	\$0	\$12,500	\$112,350
		<b>PUBLIC WKS TOTAL</b>	<b>\$156,392</b>	<b>\$50,959</b>	<b>\$6,900</b>	<b>\$252,430</b>	<b>\$4,950</b>	<b>\$24,500</b>

<b>TOTAL GF REVENUE OVER EXPENSES</b>	<b>(\$27,503)</b>
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**CITY OF HOLTVILLE**  
**Proposed 2024-25 Other Funds Budget Summary**


**ENTERPRISE FUNDS**

	Revenue	Salaries & Benefits	Personal Expenses	Materials, Supplies & Services	Data Processing	Transfers, Debt Service	Outlay / Capital Improvement	Total Expenditures
<b>WATER</b>	<b>\$1,579,250</b>					<b>\$125,000</b>		<b>\$1,454,250</b>
<i>Treatment</i>		\$177,226	\$10,550	\$533,050	\$12,135	\$194,906	\$110,333	<b>\$1,038,200</b>
<i>Distribution</i>		\$200,640	\$5,425	\$63,200	\$7,250	\$0	\$86,500	<b>\$363,015</b>
<i>Meters</i>		\$14,471	\$1,600	\$6,600	\$0	\$0	\$100,000	<b>\$122,671</b>
						<b>Net Enterprise Income</b>		<b>(\$69,636)</b>
		<b>\$392,337</b>	<b>\$17,575</b>	<b>\$602,850</b>	<b>\$19,385</b>	<b>\$194,906</b>		
<b>SEWER</b>	<b>\$1,643,600</b>					<b>\$125,000</b>		<b>\$1,518,600</b>
<i>Collection</i>		\$232,025	\$5,950	\$42,000	\$9,500	\$167,300	\$52,500	<b>\$509,275</b>
<i>Treatment</i>		\$192,306	\$11,400	\$315,650	\$16,850	\$228,589	\$95,000	<b>\$859,796</b>
<i>Lift Stations</i>		\$0	\$0	\$5,500	\$0	\$0	\$15,000	<b>\$20,500</b>
						<b>Net Enterprise Income</b>		<b>\$129,030</b>
		<b>\$424,331</b>	<b>\$17,350</b>	<b>\$363,150</b>	<b>\$26,350</b>	<b>\$395,889</b>		
<b>TRASH</b>	<b>\$342,500</b>			<b>\$338,000</b>		<b>Net Enterprise Income</b>		<b>\$4,500</b>

# City of Holtville

## REPORT TO COUNCIL

**DATE ISSUED:** June 21, 2024  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** City Manager Update

Meeting Date	<u>06/24/24</u>
Item Number	<u>5 a</u>
City Manager	<u></u>
Finance	_____
City Attorney	_____

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

#### ADMINISTRATION

**Financial Audit** – Multiple challenges with the new accounting software delayed work on the City’s annual financial audit. This is impacting the submission of the Single Audit of Federal funds, which was due March 31, however the Finance Department continues to work to rectify the issue. Auditors were finally able to begin work onsite recently and completed preliminary work. *We have received a draft copy and the CPA firm is currently reviewing the document.*

**Public Safety Lot/New Construction** – Rubio Medina of Irvine, California was engaged in April, 2023, to perform Architecture services to design Phase I (Fire Apparatus Bay) and Phase II (PS Administration & Fire Dormitories) of this project. Staff met with Mr. Medina multiple times in early May and iterative documents were discussed and revised. Pursuant to discussions between Chief Silva, the CM and Mr. Medina regarding configuration, direction solidified for constructing a 3-bay apparatus section and a 2-story administration/residence area. Further discussion also clarified the placement of the building on the site and the external motif of the building. Feedback was provided to the architect and he was very open to incorporating ideas presented.

Mr. Medina is now moving forward with subconsultants for plumbing, electrical, HVAC, etc. Due to an increase in the size of the project over that which was called out in the RFP, the architect has approached the City about augmented funding, which will be brought to Council in May. The CM and Chief Silva checked in with the architect via Zoom recently and the project continues to develop.

Multiple conversations regarding augmented funding have taken place with staff, Mayor Anderson, and various entities. Some very positive leads have developed that will continue to be pursued. The CM compiled information from various sources and submitted an application for directed Congressional funding to Raul Ruiz’s office in early May. The City received word that the project was selected by the Congressman and recommended to the Congressional budget committee. We now await a positive response there!

#### PUBLIC WORKS

##### TRANSPORTATION PROJECTS

**East Ninth Street Sidewalk Improvements** – The City was awarded CMAQ money to complete this project through Caltrans and ICTC. Holt Group completed design on the project in late 2023. Staff worked with LAFCo, the County and a private landowner to finalize jurisdiction and easements in the project area. SB1 funding was allocated to this and the West Ninth project in July, 2023. Advertising to procure contractors was run in January and Nicklaus Engineering (NEI) was selected as the RE/CM for the project. A project kickoff meeting was held in early March with NEI, THG and staff to discuss issues and responsibilities. The construction bid opening was held on Tuesday, February 13, 2024, with a low bid



actually coming in *below* the projected project cost. A request was made to Caltrans to reallocate some of the funding to cover some non-construction costs. Contract documents have been completed by the contractor and counter signed by the City. A previously agreed upon administrative course of action to annex a small strip of the project from the County into the City is now requiring a more formal process. The CM met with the County CEO and Public Works Director to finalize all of the required paperwork, which will now need to go through a formal process with LAFCO. This put the project on hold for a few weeks. ***The CM worked with the County to obtain an encroachment permit while the jurisdiction transfer is being completed. It is hoped that this project gets greenlit by the end of this month.***

**Pear Canal Undergrounding/Ninth Street Improvements (Olive to Melon)** – this project has been discussed for some time. Initial action to proceed was taken in early 2021. A deposit was forwarded to IID to begin design and multiple site visits with staff, the IID and City Engineer took place to discuss issues that need to be addressed in design. Undergrounding work was scheduled to take place in December 2021, however, delays were discussed in those meetings from the IID side which eventually led to construction work being pushed back. The City has been awarded funding through ICTC for the resulting necessary sidewalk and roadway improvements. A conversation with Mr. Hawk revealed that he is waiting for this project to take place to begin construction of his adjacent housing project. LC Engineering was awarded the contract for design in February.

A construction challenge for IID existed for this project, as it would make it difficult to continue to service several nearby County-area residences served by surface water. It was determined that incentivizing these properties to convert to City water would be in the best interest of the project. Staff worked with IID to encourage the residents to switch. In March, the final remaining holdout submitted paperwork to connect to City water service, so staff is working with IID to get the project reinitialized. Separately, staff met with a contractor to establish physical connections. The CM is working with IID to schedule the work prior to the undergrounding operation. ***The CM has had multiple conversations with IID in the past week and we will keep this moving forward.***

A new wrinkle developed wherein the dedicated Congressional funding IID procured is not immediately accessible. Although that is expected to be resolved fairly soon, the uncertainty begat the need to push the City's project funding into next fiscal year to avoid non-performance. David Aguirre with ICTC worked with SCAG and Caltrans to accomplish that and, although there are still some final steps, it has been tentatively approved at the base level.

**Pine Avenue Sidewalks** – Subsequent to the awards of funding for streets projects utilizing Federal Highways dollars through ICTC in early 2022, another year of projects was quickly requested to be added. Holtville submitted a project to capture CMAQ dollars to add sidewalks to either side of Pine Avenue between Fourth and Fifth Streets. Action to approve was taken in October, 2023.

**Capital Improvements Project Listing** – a meeting was held in November with staff, including the City Manager, City Engineer, City Planner and Water/Wastewater Lead Operator to discuss long term capital improvements needed in the City. Water system improvements, sewer system upgrades, streets projects and other issues were discussed and expected to be further explored. A more complete detailing of the discussion will be presented to the Council in the near future.

## **PARKS**

**Holtville Wetlands Project** – In late 2016, approximately \$3 million was granted to the City through the US Bureau of Reclamation (BoR). THG was selected for Grant Administration tasks and George Cairo Engineering (GCE) for design services. GCE was significantly behind schedule from the outset, but finally produced approved plans in 2021.

A construction RFP was released in early 2022 netted only one bid, which was significantly over (+/- \$1.4 million) the construction budget. The BoR representative, Jeremy Brooks, was extremely helpful in moving the project along. In September, 2022, he was able to secure funding to bridge the gap to pay for construction. That funding was officially awarded in early February, 2023. Action to officially award the construction contract was taken in March and a pre-con meeting was held in early May, with the contractor onsite performing various activities simultaneously.

The site has now been fully constructed with regard to major earth work, piping and the inlet headworks, however there remains a holdup with a permit from the Army Corps of Engineers (USACE). We await approval to tap into the River and begin the process of populating the beds with plant species.

When awaiting the ACE permit drug on, the project grant end date was looming on January 30. BoR was aware of the issue, but staff officially requested an extension in January, which was granted. The new completion deadline has been pushed to September, 2024. THG completed work on an additional set of documents requested by USACE and met with their representative in March. Although the application was not immediately accepted, he gave some positive feedback that things are on the right track and suggested a short list of fixes. THG resubmitted the amended application in early April, but was unable to connect with USACE until late-April. Although the application was deemed complete, the compliance officer insisted on an onsite inspection. That inspection was performed earlier this month and the compliance officer has now stated that the permit will now be reissued! THG is contacting the contractor to ramp back up as soon as the permit is in hand. ***The horticulture contractor has begun ordering plants for the project. With a 30- to 60-day lead time, it is assumed that we will be able to proceed when the material is in hand.***

**Railroad Trestle Repair** – A grant was secured from the California Natural Resources Agency to repair the railroad trestle burned in a river bottom fire several years ago. This is necessary to connect the Trail to east side of the river and eventually the future Wetlands area. After over a decade and a half of being somewhat unsightly and unusable, the trestle will soon be fixed cosmetically and usable for pedestrian and non-motorized traffic. Documentation was finally signed for this grant in late October, 2021. The City Engineer completed the technical specification for the Scope of Work in June 2022 for the RFP. A decision was made to forestall the bid process a bit to allow construction costs to stabilize. An extension was secured in early October from the funding agency to allow this extra time. Kleinfelder, Inc., was selected for Design services in April. A meeting with the design team was held in early May wherein various facets of the project were discussed. Mayor Ward volunteered to sit in on meetings for this project when possible, so she and staff met with the design team via Zoom to discuss preliminary design concepts. Multiple ideas to control costs and stretch the project dollars were decided upon. Staff has continued to meet with the design team. Mayor Ward and the CM have proceeded with the general direction of keeping the original character of the structure, while making concessions to keep costs under control.

At this point, most of the structural work has been completed, with additional work needed on ancillary elements such as landscaping and the proposed picnic area. A January update meeting between the Design team, the City Planner and the CM revealed that the project had stalled due to a needed topographical study that the consultant thought the City would provide. After discussion, Kleinfelder engaged a local consultant to produce the document and the project is back in motion. Preliminary plans were recently submitted for review. Other than requesting a reprioritization of the elements to be completed vis a vis available funding, the project is once again progressing and starting to take definitive shape. The designer recently inquired about prioritization of construction elements, so costing seems to be on the horizon.

At the SCAG event in May, 2022, the City Manager had multiple discussions about a Trail extension from the Trestle to the Country Club area, then to the UC Research station and eventually to Hwy 111 for easier access to IVC with active transportation funding options. The idea was well-received and staff will be meeting with other agencies about the concept in the future. Subsequently, the head of Public Works for the County was brought in and he was enthusiastically supportive. A new round of Active Transportation funding is now available, so staff is working on an application for funding this project. A public hearing was

held at Planning Commission to solicit any comments from residents regarding the project. Although only one member of the public was on hand to register a comment, both his feedback and that from the PC was positive. ***A grant application was submitted this week to fund design of the project.***

**Mellinger Alamo River Trail** - A grant application through River Partners, a non-profit that deals in habitat restoration, for a project that would include our Wetlands trail spur, was unsuccessful in 2022, but a reapplication recently received approval. RP met with the City Manager and toured the site this week to kick off the project. They are in discussion with Nicklaus Engineering to design the project. Staff was contacted by NEI in March to discuss design elements. River Partners staff met briefly with the CM a few weeks ago while in town to do a physical “scouting” trip to decide a best path for the trail extension. We expect to meet with them and the design engineer soon to discuss. Staff has interacted with River Partners multiple times in the past few weeks. They have done some preliminary exploration and soil sampling and continue to move the project forward. ***They are now beginning weekly check-in meetings. A tentative map was forwarded to the City this week. The original template is aggressive (i.e. “Expensive”), so it is assumed that discussions and concessions will be forthcoming.***

**BUILDING DEPT** - The City issued **64** building permits in 2024. A list of permits pulled by month is available on the City’s website at <http://holtville.ca.gov/section.php?id=73>.

**Melon, LLC Housing Project (± 50)** – A project has been in the works for some time at the northeast corner of Ninth and Melon, just outside the City limits. After years of confusion regarding the process, the project’s ownership group, led by John Hawk, engaged Development Design & Engineering in 2016 to assist in shepherding the project along. DD&E completed CEQA compliance and a Mitigated Negative Declaration was adopted by the Planning Commission and City Council in late 2020.

The project was presented at Planning Commission in October 2020 and drew a good deal of public opposition. PC action pushed the project forward with a designation of allowing R-1 or R-2 development, with Council accepting the PC recommendation in November, 2020. The more dense R-2 zoning designation would allow up to 8 units per acre or approximately 65 units. The annexation was approved by LAFCo in February, 2021. We await further submission from the project proponent.

Staff spoke with Mr. Hawk multiple times to remind him that there are still several requirements to move his project forward, which he could be doing concurrently with the preparation and construction of the IID and City improvements. He said he will be speaking to his partners. As the undergrounding and street work are imminent, he still needs to produce a site plan, building plans, pull permits, etc. The City’s project should now have no bearing on his timeline. This was reiterated to Mr. Hawk again in January.

**AMG Sunset Rose Senior Apartments (± 33)** – In July, 2022, the City was granted HOME funding for this AMG & Associates apartment project, proposed in the area of Third and Grape. This will create some long-term oversight by the City, but it does continue to add housing. A subdivision map was approved for the property. A consultant to administer this grant was engaged in May, 2022, and an application for additional subsidized financing was approved by the City in late November.

A pre-submittal meeting was held in early November to discuss necessary aspects to the construction with the project proponent, including offsite improvements. Much of the discussion centered on handling stormwater. Final map and the necessary proposed lot split were approved in late February as well. Since the closing of the financing, several paperwork/compliance issues cropped up that the City was left to work on. This was not the “deal” as originally presented, so staff sought assistance. Staff met with HCD representatives on this project in October. We are hoping they will assist in working with the contractor to get the project running more smoothly.

Start was delayed as construction bids came in significantly over projections. The developer has now made a drawdown on funding, however, the ownership group has been somewhat unresponsive as the project

continues to sit in limbo. An extension on their CUP was requested and was granted by Planning Commission in May, so we still await the start of construction activities. *The CM had a recent conversation with AMG to express disappointment over the lack of information flow. It was promised that more updates would begin to flow.*

**AMG Pine Crossing Apartments (± 64)** – Staff has been notified by AMG, that the mirror image project across from Fern Crossing will be starting up, with plan submittal expected soon. The Building Inspector coordinated a meeting with a firm to perform the plan check, of whom the City Engineer approved. The Building Inspector finalized the agreement with the firm and submitted plans in June. The plans have already been returned to AMG with comments, so we await resubmission.

**Peri & Sons Ag Labor Housing (66)** – this project was introduced to Planning Commission earlier this week. It proposes to construct USDA-approved dormitory style housing for up to 660 H2A Visa Program agriculture laborers working for the applicant firm. PC approved the site plan and density waiver contingent on City Council approval of the land use designation and Conditional Use Permit. A Public Hearing was held at the last City Council meeting and the project was approved. We will now await more definitive site plans and building design for review.

## **WATER ENTERPRISE**

**Rate Study** – The profitability of the Water Enterprise has been problematic in recent years. Coupled with the debt covenant to budget a net revenue of 120% of the annual debt service, a rate adjustment has been explored. A formal Water Rate Study must be completed, which will be brought back for discussion at some point in the future.

**MEETINGS & EVENTS RECENTLY ATTENDED :**

- 06/10/24 Department Head Meeting City Hall
- 06/10/24 Holtville City Council Meeting City Hall
- 06/11/24 Trail Wetlands Spur Design Check-in Web Conference
- 06/12/24 ICTC Management/CCMA Meetings City of Imperial
- 06/12/24 Conference w/ City Attorney re: Various Issues Offices of Walker & Driskill
- 06/14/24 Holtville Rotary Club Meeting St. Paul's Lutheran Church
- 06/17/24 Department Head Meeting City Hall
- 06/18/24 Summer Swim Safety Check Presentation w/ Dippy Duck IID Board Chambers(EC)
- 06/19/24 Juneteenth Observed (City Hall Closed)
- 06/19/24 Conference w/ City Attorney re: Various Issues Offices of Walker & Driskill
- 06/20/24 Overall Economic Development Commission (OEDC) IC Workforce Development (EC)
- 06/20/24 Meeting w/ City Engineering Staff re: Various Issues THG Offices (EC)
- 06/21/24 Holtville Rotary Club Meeting St. Paul's Lutheran Church
- 
- 

**UPCOMING EVENTS :**

- 06/24/24 Department Head Meeting City Hall
- 06/24/24 Holtville City Council Meeting Civic Center
- 06/27/24 Proposed Project Meeting THG Offices (EC)
- 06/28/24 Holtville Rotary Club Meeting St. Paul's Lutheran Church
- 07/01/24 Department Head Meeting City Hall
- 07/04/24 Independence Day Observed (City Hall Closed)
- 07/08/24 Holtville City Council Meeting (Planned to be DARK)
- 07/09/24 Alamo River Trail (Wetlands Spur) Check-in Meeting Web Conference
- 07/10/24 ICTC Management/CCMA Meetings ICTC Offices (EC)
- 07/11/24 Imperial-Mexicali Bi-National Alliance Meeting Imperial County
- 07/16/24 Alamo River Trail (Wetlands Spur) Check-in Meeting Web Conference
- 07/16/24 Holtville Planning Commission Meeting City Hall
- 07/17/24 IV Foreign Trade Zone Meeting IC Workforce Development (EC)
- 07/22/24 Holtville City Council Meeting City Hall
- 07/23/24 Alamo River Trail (Wetlands Spur) Check-in Meeting Web Conference
- 08/05/24 Overall Economic Development Commission (OEDC) IC Workforce Development (EC)
- 10/16 - 10/18/24 SCAG General Assembly & Annual Conference Long Beach, CA
- 

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

Respectfully submitted,



Nicholas D. Wells  
(760) 356-2831

City of Holtville  
Report to City Council

June 20, 2024

From: Adriana Anguis, Finance Supervisor

Subject: Bimonthly Report

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

The purpose of this report is to inform Council of City of Holtville Finance activities and updates since the last council meeting.

- Budget for fiscal year 24-25
- Working on the roof reports with Raylene for the FEMA claims.
- Received the financial statements and single audit from auditors, we are currently reviewing it to finalize.
- Staff has been working posting all transactions and paying invoices before June 30<sup>th</sup>.

Respectfully Submitted,

*Adriana Anguis*

Adriana Anguis  
Finance Supervisor  
City of Holtville

MEETING DATE:	<u>6/24/24</u>
ITEM NUMBER	<u>5 b</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

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

MEETING DATE:	<u>6/24/24</u>
ITEM NUMBER	<u>5 c</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 10, 2024  
**FROM:** Alex Silva, Fire Chief  
**SUBJECT:** Monthly Report for May 2024

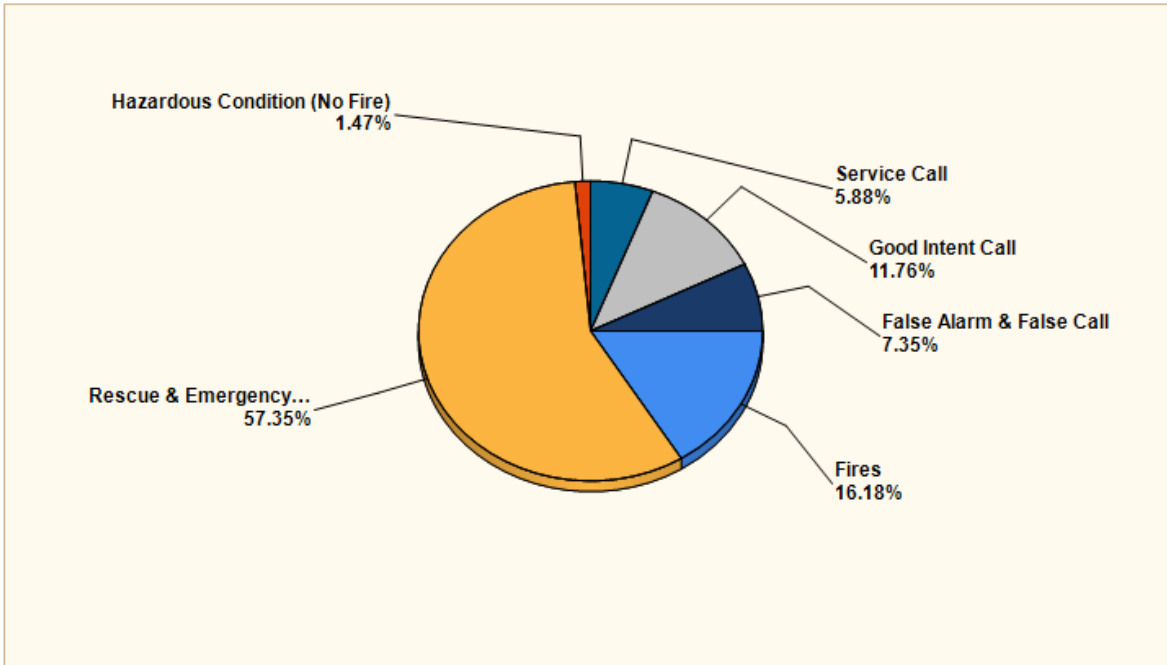
**THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.**

The following is the monthly report for May, 2024. We had the great pleasure to participate on the Annual Memorial Day Presentation. Our fire personnel attended free training throughout the valley. We attended Career days at Finley School and Mental Health at the high school. Firefighter Hernandez continued with the nuisance abatement program. Attached are the fire report for the month of May, 2024.

Emergency calls            68  
Training hours            174  
Residential inspections   60  
Commercial inspections   2

Cordially submitted

Alex Silva  
Fire Chief



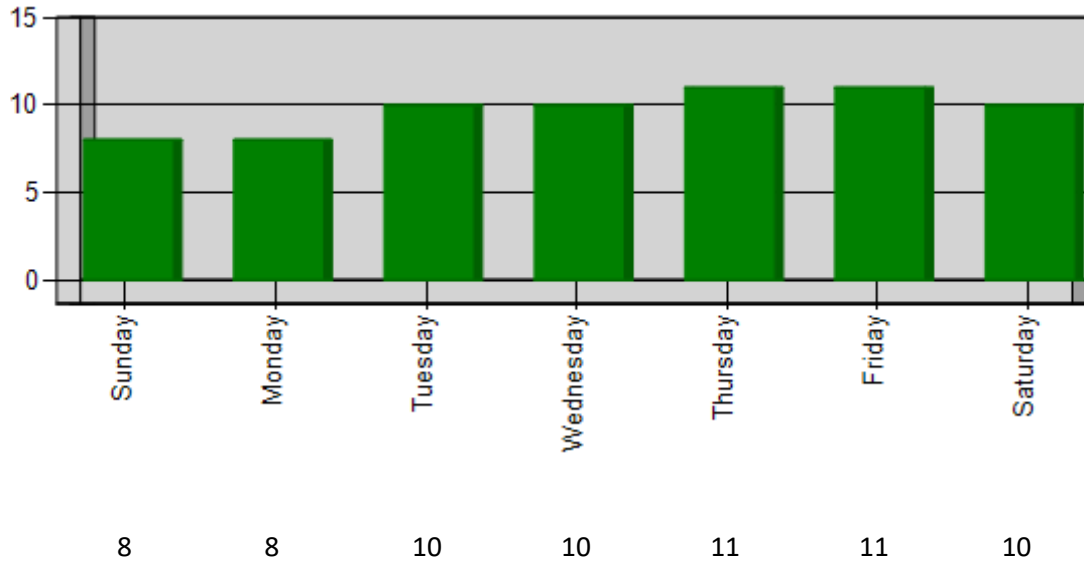
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	11	16.18%
Rescue & Emergency Medical Service	39	57.35%
Hazardous Condition (No Fire)	1	1.47%
Service Call	4	5.88%
Good Intent Call	8	11.76%
False Alarm & False Call	5	7.35%
<b>TOTAL</b>	<b>68</b>	<b>100%</b>

ACTION TAKEN	# INCIDENTS	PERCENTAGE
00 - Action taken, other	1	1.45%
11 - Extinguishment by fire service personnel	7	10.14%
12 - Salvage & overhaul	2	2.9%
14 - Contain fire (wildland)	1	1.45%
30 - Emergency medical services, other	1	1.45%
31 - Provide first aid & check for injuries	6	8.7%
32 - Provide basic life support (BLS)	32	46.38%
58 - Operate apparatus or vehicle	1	1.45%
72 - Assist animal	1	1.45%
73 - Provide manpower	2	2.9%
86 - Investigate	8	11.59%
87 - Investigate fire out on arrival	1	1.45%
93 - Cancelled en route	8	11.59%

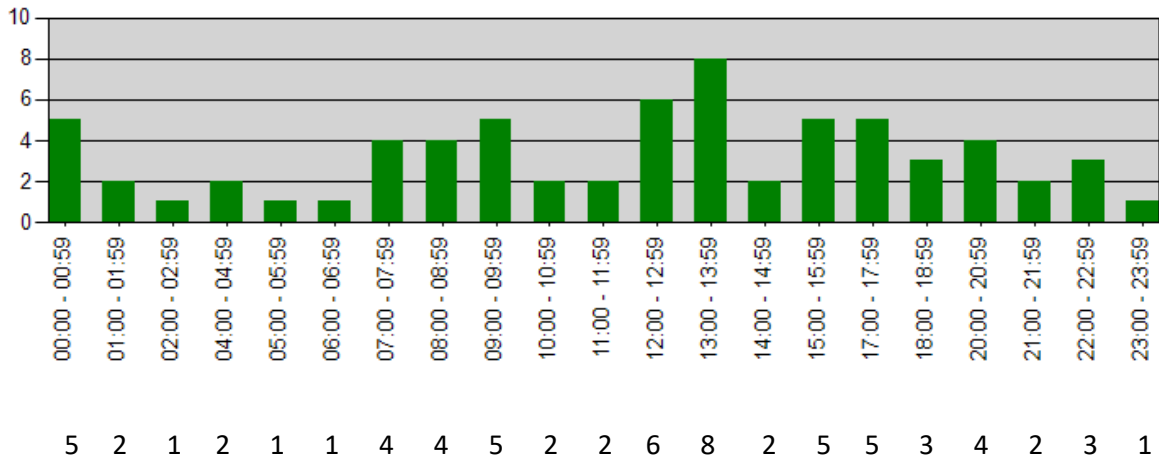
**TOTAL: 71**

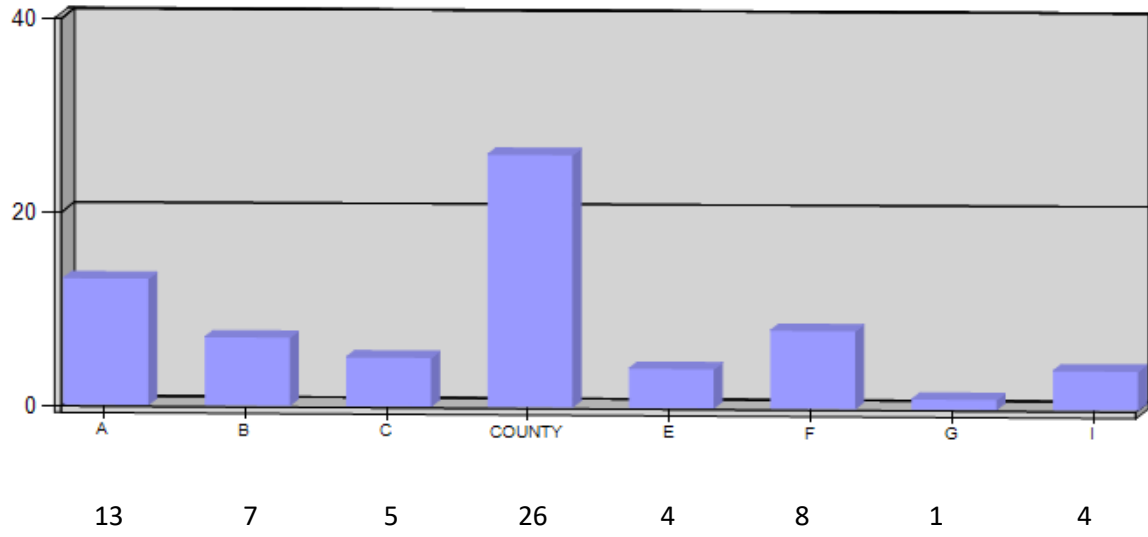


### Days of the week



### Hours of the day







**WASTEWATER TREATMENT PLANT:**

As noted in the spreadsheet below, wastewater treatment plant effluent ammonia levels have continued to remain in compliance during the **1<sup>st</sup> Quarter 2024**.

**City of Holtville Monthly Wastewater Monitoring Data**

NPDES Permit No. CA0104361

Month/Year	Influent Flow Average (MGD)	Influent Flow Minimum (MGD)	Influent Flow Maximum (MGD)	Influent BOD mg/L	Effluent BOD mg/L	Influent TSS mg/L	Effluent TSS mg/L	Influent Ammonia, ppm	Effluent Ammonia, ppm	Effluent E. Coli
Jan-23	0.3609	0.3007	0.623	670.0	0.0	2460.0	1.8	55.0	0.0	2.4
Feb-23	0.3624	0.3151	0.4431	460.0	0.0	1625.0	2.3	59.0	0.0	3.7
Mar-23	0.3672	0.3252	0.4088	610.0	0.0	1650.0	1.8	42.0	0.0	5.1
Apr-23										
May-23										
Jun-23										
Jul-23										
Aug-23										
Sep-23										
Oct-23										
Nov-23										
Dec-23										
<b>AVERAGES-</b>	<b>0.3635</b>	<b>0.3137</b>	<b>0.4916</b>	<b>580.0</b>	<b>0.0</b>	<b>1911.7</b>	<b>1.9</b>	<b>52.0</b>	<b>0.0</b>	<b>3.7</b>

Respectfully Submitted,

Frank Cornejo.  
Water/Wastewater Chief Operator/Consultant  
IV Water Specialists

# AGENDA

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

Monday, June 24, 2024

<input type="checkbox"/> Murray Anderson, Mayor	<input type="checkbox"/> George Morris, City Treasurer	<input type="checkbox"/> Alex Silva, Fire Chief
<input type="checkbox"/> John Munger, Mayor Pro Tem	<input type="checkbox"/> Nick Wells, City Manager	<input type="checkbox"/> Joe Conkey, Police Chief
<input type="checkbox"/> Mike Goodsell, Council Member	<input type="checkbox"/> Adriana Anguis, Finance Supervisor	<input type="checkbox"/> Jack Holt, City Engineer
<input type="checkbox"/> Michael Pacheco, Council Member	<input type="checkbox"/> Steve Walker, City Attorney	<input type="checkbox"/> George Galvan, City Planner
<input type="checkbox"/> Ginger Ward, Council Member	<input type="checkbox"/> Yvette Rios, City Clerk	<input type="checkbox"/>

### THIS IS A PUBLIC MEETING

*The Holtville City Council values your input if there is an issue on which you wish to be heard, for both items listed on the agenda and for items of general concern. The Mayor reserves the right to place a limit on each person's comments. Any public comments must include the individual's name and address for the record. Personal attacks on individuals and/or comments which are slanderous or which may invade an individual's personal privacy are not permitted.*

## CITY COUNCIL

### MEETING CONVENED - 5:30

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

### ADJOURN TO CLOSED SESSION

#### PUBLIC EMPLOYMENT:

*(Government Code Section 54957)*

City Manager Evaluation  
Evaluation Criteria

### RECONVENE OPEN SESSION - 6:00 PM

#### PLEDGE of ALLEGIANCE:

#### INVOCATION:

#### CITY CLERK RE: Verification of Posting of the Agenda

#### EXECUTIVE SESSION ANNOUNCEMENTS:

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

#### 1. CONSENT AGENDA:

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

- a. Approval of the Minutes from the Regular Meeting of Monday, June 10, 2024.
- b. Current Demands #46873 through #46919.
- c. Adoption of City Manager Contract
- d. Amended **RESOLUTION #24-18** Calling for a Local Election on November 5, 2024

#### REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUES:

2. **UNFINISHED BUSINESS:** *None*

3. **NEW BUSINESS:**

a. **Discussion/Related Action** to Apoint Two Representatives to the Imperial Valley Housing Authority Board  
*Yvette Rios, City Clerk*

b. **Discussion/Related Action to Adopt RESOLUTION #24-19** Identifying the Ninth Street Improvements Projects for Use of SB1 Gas Tax Revenue Funds for the 2024-25 Fiscal Year  
*Nick Wells, City Manager*

c. **Discussion/Related Action to Adopt RESOLUTION #24-20** Establishing an Appropriations Limit for the 2024-25 Fiscal Year  
*Nick Wells, City Manager*

d. **Discussion/Related Action to Adopt RESOLUTION #24-21** Adopting the 2024-25 Salary Schedule  
*Nick Wells, City Manager*

e. **Discussion/Related Action to Adopt RESOLUTION #24-22** Adopting a Budget for the 2024-25 Fiscal Year  
*Nick Wells, City Manager*

f. **Discussion/Related Action** Regarding Closure of City Hall on July 4-5 in Observance of the the 2024 Independence Day Holiday  
*Nick Wells, City Manager*

## RECOGNITION

*Outgoing Councilwoman Ginger Ward*  
*Nick Wells, City Manager*

4. **INFORMATION ONLY:** *None*

5. **STAFF REPORTS**

- a. **City Manager Report -** *Nick Wells*
- b. Finance Supervisor - *Adriana Anguis*
- c. Fire Chief - *Alex Silva*
- d. Water/Wastewater Supervisor - *Frank Cornejo*
- e. ~~Public Works Foreman - *Alex Chavez*~~ *Not submitted*

6. **Items for future meetings** *Streets Assessment*  
*Explore communication platforms*

7. **ADJOURNMENT:**

I, Yvette Rios, City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall and on the City of Holtville's website ([www.Holtville.ca.gov](http://www.Holtville.ca.gov)) on Friday, June 21, 2024.

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

**Monday, June 10, 2024**

MEETING DATE:	6/24/24
ITEM NUMBER	1 a
Approvals	CITY MANAGER
	FINANCE MANAGER
	CITY ATTORNEY

The Regular Meeting of the Holtville City Council was held on Monday, June 10, 2024, at 5:30 pm in the Civic Center. Mayor Murray Anderson was present, as were Council Members John Munger, Mike Pacheco, and Ginger Ward. Councilman Mike Goodsell was absent. Also present were Finance Supervisor Adriana Anguis, City Treasurer George Morris, Fire Chief Alex Silva, City Attorney Steve Walker, City Manager Nick Wells, and City Clerk Yvette Rios.

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

*The Closed Session meeting was called to order at 5:30 PM. by Mayor Murray Anderson.*

**PUBLIC EMPLOYMENT:**

*(Government Code Section 54957)*

City Manager Evaluation

*Evaluation Criteria*

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

*Mayor Anderson called the Open Session meeting to order at 6:05 PM.*

**PLEDGE OF ALLEGIANCE:** *Mr. Munger led the Pledge of Allegiance.*

**INVOCATION:** *The Invocation was given by Mr. Wells.*

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

*City Clerk Yvette Rios verified that the agenda was duly posted on Friday, June 7, 2024.*

**EXECUTIVE SESSION ANNOUNCEMENTS:**

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

**PRESENTATION:**

*Margaret Strahm*

*Daughters of the American Revolution*

*Margaret Strahm presented Holtville resident Spike Laurensen and the City of Holtville with certificates of recognition for their exemplary displays of the American flag.*

**1. CITY COUNCIL CONSENT AGENDA:**

- a. Approval of the Minutes from the Regular Meeting of Tuesday, May 28, 2024.
- b. Current Demands #46831 through #46872

*A motion was made by Ms. Ward and seconded by Mr. Pacheco to approve the Consent Agenda as presented. The motion passed in the form of a roll call vote.*

AYES: *Munger, Pacheco, Ward, Anderson*

NOES: *None*

ABSENT: *Goodsell*

ABSTAIN: *None*

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

*Ms. Rios reported that she assisted with the Ice Cream Social, noting that the event was well attended and the kids seemed to have a fun time.*

*Mr. Wells reported that he attended a recent Women's Club meeting with Mayor Anderson where they presented the City with a check for pool sponsorship. He also attended a tree planting at Earl Walker park with JB Hamby and a Wetlands Project site visit with a USACE Compliance Officer. A positive response was received that USACE will be granting the required permit. Mr. Wells also attended the Ice Cream Social and commented on the success of the event.*

*Mr. Walker had nothing to report.*

*Ms. Ward drove by Holt Park during the Ice Cream Social and noticed the large crowd. She will be attending an AAA meeting the following week.*

*Mr. Munger reported that he had the joy of watching the fireworks display at the HHS graduation.*

*Mr. Pacheco had nothing to report.*

*Mr. Morris apologized for missing the previous meeting due to attending the famous Indy 500.*

*Chief Conkey reported that calls for assistance were high for the month of May and delineated high priority calls. ICSO will use new City of Holtville citations to implement the recently passed parking Ordinance.*

*Ms. Anguis reported that she has continued working on the budget and reports for FEMA. An additionally payment was received from LIHWAP utility assistance program and she attended a grant writing class at the El Centro Public Library with Chief Silva.*

*Mayor Anderson reported that he attended the tree planting at Earl Walker park and took pictures with JB Hamby. He also attended the recent Women's Club meeting and his daughter Orian's graduation at IVC.*

**2. UNFINISHED BUSINESS:**      *None*

**3. NEW BUSINESS:**

**a. PUBLIC HEARING:    Discussion/Related Action to Adopt RESOLUTION #24-16 APPROVING ORDINANCE #494 Amending Title 10, Section 10.20 Regarding Restricting the Use of Cargo Containers**  
**Nick Wells, City Manager**

*Mr. Wells recapitulated the provisions of Ordinance No. 494, reiterating that it was not properly codified when it was originally passed. Discussion during the first hearing was sufficient, therefore the Council did not wish to speak further on the matter.*

*A motion was made by Mr. Munger and seconded by Ms. Ward to approve Ordinance No. 494 as presented. The motion passed in the form of a roll call vote.*

*AYES:    Goodsell, Munger, Pacheco, Ward, Anderson*

*NOES:    None*

*ABSENT:    None*

*ABSTAIN:    None*

**b. Discussion/Related Action to Adopt RESOLUTION #24-17 Approving the Extension of Water Utility Services Outside of City Limits to Specified Properties Located Near the Intersection of Olive Avenue and Underwood Road**  
**Nick Wells, City Manager**

*Mr. Wells explained that it was determined that the Pear Canal undergrounding project would benefit from encouraging six properties using canal water to convert to City water. These six properties are on County land and have agreed to a water service extension from the City of Holtville, awaiting approval from the City Council and LAFCo.*



*A motion was made by Mr. Pacheco and seconded by Ms. Ward to approve the action as presented. The motion passed in the form of a roll call vote.*

AYES: *Munger, Pacheco, Ward, Anderson*

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

**c. Discussion/Related Action to Adopt RESOLUTION #24-18** Calling for a Local Election in Conjunction with the November 5, 2024 Statewide Election

***Yvette Rios, City Clerk***

*Ms. Rios imparted information for the 2024 local election. The City of Holtville City Council has three incumbent seats expiring this year. Furthermore, she explained that it has been standard practice to consolidate the local election with the Statewide Election conducted by the County of Imperial.*

*Ms. Rios announced that as per her duties as City Clerk, she will be coordinating the municipal election for the first time. Fortunately, she will have guidance from Personnel Technician Ms. Dowsey, who coordinated the 2022 local election.*

*A motion was made by Ms. Ward and seconded by Mr. Pacheco to approve the action as presented. The motion passed in the form of a roll call vote.*

AYES: *Munger, Pacheco, Ward, Anderson*

NOES: *None*

ABSENT: *Goodsell*

ABSTAIN: *None*

**4. INFORMATION ONLY:**

**a. Discussion Only** Regarding the 2024-25 Budget

***Nick Wells, City Manager***

*Mr. Wells and Ms. Anguis have been working on the budget and presented a first draft for the General Fund. Mr. Wells explained that there are fluctuations in revenue categories that they have been working to extrapolate but they do not plan for any significant adjustments in department expenditures. Shifts in salary expenditures have proven difficult to analyze for Fire Department personnel, specifically changes in the ratio of full-time to part-time staff. Mr. Wells and Ms. Anguis answered questions for the Council and encouraged them to take their general fund binders home for further review.*

**5. STAFF REPORTS:**

- a. City Manager Report - *Nick Wells***
- b. Finance Supervisor - *Adriana Anguis***
- c. Police Chief - *Joe Conkey***
- d. Water/Wastewater Consultant - *Frank Cornejo***
- e. Public Works Supervisor - *Alex Chavez***

**6. Items for Future Meetings:**

*Streets assessment (will be presented after the budget is finalized)  
IVHA representative appointment*

**7. ADJOURNMENT:**

*There being no further business to come before the Council, Mayor Anderson adjourned the meeting at 6:53 PM.*

<b>MEETING DATE:</b>	<u>6/24/24</u>
<b>ITEM NUMBER</b>	<u>1 a</u>
<b>Approvals</b>	<b>CITY MANAGER</b>
	<b>FINANCE MANAGER</b>
	<b>CITY ATTORNEY</b>

City of Holtville  
Live 4.17.2022

Check Register - DETAILS REPORT  
Check Issue Dates: 5/31/2024 - 6/13/2024

Report Criteria:  
Report type: GL detail  
Check.Type = {<->} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
<b>46873</b>								
06/13/2024	46873	8x8, INC.	4442472	10-12001-4425	53.68	53.68	TELEPHONE	ADMIN
06/13/2024	46873	8x8, INC.	4442472	10-12003-4425	53.68	53.68	TELEPHONE	
06/13/2024	46873	8x8, INC.	4442472	10-14020-4425	53.68	53.68	TELEPHONE	
06/13/2024	46873	8x8, INC.	4442472	11-31510-44250	53.69	53.69	TELEPHONE	
06/13/2024	46873	8x8, INC.	4442472	12-31620-4425	53.69	53.69	TELEPHONE	
Total 46873:						268.42		
<b>46874</b>								
06/13/2024	46874	ACE HARDWARE	E46907	10-31150-44200	86.18	86.18	WEED KILLER	PW
06/13/2024	46874	ACE HARDWARE	E48762	10-31150-44210	32.31	32.31	FERTILIZER SPREADER	
06/13/2024	46874	ACE HARDWARE	E46847	10-31150-44200	59.24	59.24	PLIERS, ACE SCOOP GRAIN	
06/13/2024	46874	ACE HARDWARE	E50373	10-31140-44200	259.84	259.84	CONCRETE MIX	
06/13/2024	46874	ACE HARDWARE	E48146	10-31158-44200	28.82	28.82	SWIVEL SNAP HOOKS	
06/13/2024	46874	ACE HARDWARE	E47708	10-31158-44200	19.36	19.36	SNAP CAP ROUND EYE	
06/13/2024	46874	ACE HARDWARE	H14823	10-31140-44200	118.18	118.18	ANTO-SEIZE LUBRICANT, SHOVS	
06/13/2024	46874	ACE HARDWARE	E47830	10-21070-4420	50.63	50.63	DOG FOOD	
06/13/2024	46874	ACE HARDWARE	E47052	10-31150-44200	32.70	32.70	KEYS, HAIR REMOVER	
06/13/2024	46874	ACE HARDWARE	E47295	11-31510-44200	.74	.74	ALEX TRUCK SUPPLY	
06/13/2024	46874	ACE HARDWARE	E47295	12-31620-4420	.75	.75	ALEX TRUCK SUPPLY	
06/13/2024	46874	ACE HARDWARE	E49535	10-80127-4420	64.75	64.75	PAINT SUPPLIES	
06/13/2024	46874	ACE HARDWARE	E49502	10-80127-4420	70.68	70.68	PAINT SUPPLIES	
06/13/2024	46874	ACE HARDWARE	E48951	10-80127-4420	35.71	35.71	MARKERS	
06/13/2024	46874	ACE HARDWARE	E49559	10-80127-4420	41.99	41.99	BRUSHES	
06/13/2024	46874	ACE HARDWARE	E49044	10-80127-4420	45.24	45.24	2WAY RADIOS	
Total 46874:						947.12		
<b>46875</b>								
06/13/2024	46875	ADRIANA ANGLUIS	PERMA JUN	10-14020-43110	169.00	169.00	PERMA MEETING REIMBURSE	ADMIN
Total 46875:						169.00		
<b>46876</b>								
06/13/2024	46876	AFLAC	302098	10-00000-2023	17.17	17.17	INSURANCE PREMIUM	ADMIN
06/13/2024	46876	AFLAC	302098	10-00000-2024	8.08	8.08	INSURANCE PREMIUM	
Total 46876:						25.25		
<b>46877</b>								
06/13/2024	46877	APPLIED INDUSTR	7029641770	12-31610-4431	349.11	349.11	LUBRIPLATE	PW
06/13/2024	46877	APPLIED INDUSTR	7029661429	12-31610-4420	813.00	813.00	AUTOMATIC SWITCH	
Total 46877:						1,162.11		
<b>46878</b>								
06/13/2024	46878	BABCOCK & SONS	CE40771-22	12-31610-4430	19.81	19.81	AMMONIA LAB ANALYSIS	PW
06/13/2024	46878	BABCOCK & SONS	LE40026-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CE40653-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CE40652-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	
06/13/2024	46878	BABCOCK & SONS	CE40798-22	12-31610-4430	39.64	39.64	TOTAL HARDNESS PACKAGE	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
06/13/2024	46878	BABCOCK & SONS	CE40799-22	12-31610-4430	65.65	65.65	OIL AND GREASE	
06/13/2024	46878	BABCOCK & SONS	CE40880-22	12-31610-4430	19.81	19.81	AMMONIA LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CE41362-22	11-31520-44301	39.62	39.62	ALUMINUM LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CE41363-22	11-31520-44301	178.35	178.35	TOTAL ORGANIC CARBON	
06/13/2024	46878	BABCOCK & SONS	CD41513-22	11-31520-44301	39.62	39.62	ALUMINUM LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CD41678-22	12-31610-4430	39.64	39.64	TOTAL HARDNESS PACKAGE	
06/13/2024	46878	BABCOCK & SONS	CE40800-22	12-31610-4430	19.81	19.81	COPPER	
06/13/2024	46878	BABCOCK & SONS	LE40038-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CE41596-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	
06/13/2024	46878	BABCOCK & SONS	CE41640-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	LE40054-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CE41765-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMA	
06/13/2024	46878	BABCOCK & SONS	LF40004-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CB40862-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CB41023-22	12-31610-4430	170.93	170.93	TOTAL DISSOLVED SOLIDS	
06/13/2024	46878	BABCOCK & SONS	LB40036-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
06/13/2024	46878	BABCOCK & SONS	CC41778-22	12-31610-4430	1,741.92	1,741.92	HEXAVALENT CHROMIUM	
Total 46878:						3,151.39		
<b>46879</b>								
06/13/2024	46879	BAJA DESERT TIR	S21-18857	11-31530-44280	25.00	25.00	FLAT REPAIR	PW
Total 46879:						25.00		
<b>46880</b>								
06/13/2024	46880	CA LIHWAP	2639	11-00000-39710	634.20	634.20	RECAPTURE 04302024 FUNDS	ADMIN
Total 46880:						634.20		
<b>46881</b>								
06/13/2024	46881	CASELLE, INC.	133677	10-14020-4430	1,761.00	1,761.00	CONTRACT SUPPORT	ADMIN
Total 46881:						1,761.00		
<b>46882</b>								
06/13/2024	46882	COUNTY MOTOR P	312174	10-31140-44200	8.12	8.12	ACCESSORY	PW
06/13/2024	46882	COUNTY MOTOR P	312201	10-12003-4420	35.27	35.27	DOOR PANEL CLIP	
Total 46882:						43.39		
<b>46883</b>								
06/13/2024	46883	CR&R INCORPORA	MAY 2024	13-31710-4430	27,401.48	27,401.48	GROSS RECEIPTS	ADMIN
06/13/2024	46883	CR&R INCORPORA	MAY 2024	10-00000-3145	3,288.18-	3,288.18-	FRANCHISE FEES	
06/13/2024	46883	CR&R INCORPORA	MAY 2024	13-00000-3849	1,644.09-	1,644.09-	ABA 939	
06/13/2024	46883	CR&R INCORPORA	MAY 2024	10-00000-3848	1,370.07-	1,370.07-	VEHICLE IMPACT FEE	
Total 46883:						21,099.14		
<b>46884</b>								
06/13/2024	46884	D&R SUPPLY, INC.	11306	10-80127-4420	1,043.41	1,043.41	POOL SUPPLIES	PW
Total 46884:						1,043.41		
<b>46885</b>								
06/13/2024	46885	DELL COMPUTER	1075291993	10-14020-4530	321.54	321.54	OUTLETS	ADMIN

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06/13/2024	46885	DELL COMPUTER	1075291993	11-31510-45300	321.53	321.53	OUTLETS	
06/13/2024	46885	DELL COMPUTER	1075291993	12-31620-4530	321.53	321.53	OUTLETS	
Total 46885:						964.60		
<b>46886</b>								
06/13/2024	46886	DRAGON'S EXTER	89239018	10-31158-44300	250.00	250.00	MONTHLY PEST	PW
Total 46886:						250.00		
<b>46887</b>								
06/13/2024	46887	GREGORIA LOPEZ	FINAL BILL	11-00000-39620	96.02	96.02	FINAL BILL	UTILITIES
Total 46887:						96.02		
<b>46888</b>								
06/13/2024	46888	GUILLERMO ZARA	FINAL WATE	11-00000-39620	95.76	95.76	FINAL WATER BILL	UTILITIES
Total 46888:						95.76		
<b>46889</b>								
06/13/2024	46889	HALEY DOWSEY	TARGET 6/6/	10-13050-4420	84.09	84.09	ICE CREAM SOCIAL	FARMER MKT
Total 46889:						84.09		
<b>46890</b>								
06/13/2024	46890	HARTFORD	4817747605	10-11011-42310	58.81	58.81	INSURANCE PREMIUM	ADMIN
06/13/2024	46890	HARTFORD	4817747605	10-12001-4231	39.12	39.12	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	10-14020-4231	33.08	33.08	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	10-12003-4231	26.16	26.16	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	10-22080-4231	58.68	58.68	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	10-31140-42310	23.74	23.74	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	11-31530-42310	4.89	4.89	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	11-31510-42310	89.53	89.53	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	11-31520-42310	19.56	19.56	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	12-31610-4231	77.52	77.52	INSURANCE PREMIUM	
06/13/2024	46890	HARTFORD	4817747605	12-31620-4231	89.54	89.54	INSURANCE PREMIUM	
Total 46890:						520.63		
<b>46891</b>								
06/13/2024	46891	HOLT GROUP, THE	24-03-030	10-12003-4430	3,556.06	3,556.06	(526) PERI AND SONS LABOR H	ADMIN
06/13/2024	46891	HOLT GROUP, THE	24-03-029	22-80042-4430	4,885.00	4,885.00	(513) CMAQ FUNDS EAST 9TH	
06/13/2024	46891	HOLT GROUP, THE	24-03-028	22-80043-4430	1,050.00	1,050.00	(512) STBG FUNDS WEST 9TH	
06/13/2024	46891	HOLT GROUP, THE	24-03-027	10-12003-4430	350.00	350.00	(499) PINE CROSSING APARTM	
06/13/2024	46891	HOLT GROUP, THE	24-03-026	10-12003-4430	1,077.50	1,077.50	(491) SUNSET ROSE SENIOR A	
06/13/2024	46891	HOLT GROUP, THE	24-03-031	10-12003-4430	135.00	135.00	(527) ANDRADE 524 7TH ST LO	
06/13/2024	46891	HOLT GROUP, THE	24-03-032	10-12003-4430	430.09	430.09	(528) HIGGINBOTTOM 1991 UN	
06/13/2024	46891	HOLT GROUP, THE	24-03-025	10-12003-4430	420.00	420.00	(489) PROP 68 TRESTLE BRIDG	
06/13/2024	46891	HOLT GROUP, THE	24-03-024	10-12003-4430	3,358.62	3,358.62	(207) REVIEW BUILDING PERMI	
06/13/2024	46891	HOLT GROUP, THE	24-03-023	10-12003-4430	3,067.50	3,067.50	(047) APR REPORTS, PUBLIC Q	
06/13/2024	46891	HOLT GROUP, THE	24-03-020	10-12003-4430	2,343.00	2,343.00	(218) ANNUAL STREET ASSESS	
06/13/2024	46891	HOLT GROUP, THE	24-03-033	10-12003-4430	252.68	252.68	(529) GYSI 1912 UNDERWOOD	
06/13/2024	46891	HOLT GROUP, THE	24-03-034	10-12003-4430	572.50	572.50	(530) ANDRADE 524 EAST 7TH	

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Total 46891:						21,497.95		
<b>46892</b>								
06/13/2024	46892	HOLTVILLE SENIO	HCD HOME	10-00000-3971	1,438,250.00	1,438,250.00	CHECK FROM HCD FOR HOME	ADMIN
Total 46892:						1,438,250.00		
<b>46893</b>								
06/13/2024	46893	HOLTVILLE TRIBU	0101493	10-12003-4422	441.00	441.00	ACTIVE TRANSPORTATION LEG	ADMIN
Total 46893:						441.00		
<b>46894</b>								
06/13/2024	46894	I.C. PUBLIC HEALT	23916	11-31520-44301	266.00	266.00	COLIFORM WATER ANALYSIS	PW
06/13/2024	46894	I.C. PUBLIC HEALT	24119	11-31520-44301	266.00	266.00	COLIFORM WATER ANALYSIS	
Total 46894:						532.00		
<b>46895</b>								
06/13/2024	46895	I.C. SHERIFF'S DE	06032024-1	10-21050-4430	8,476.00	8,476.00	DISPATCH SERVICES	ADMIN
06/13/2024	46895	I.C. SHERIFF'S DE	06032024-1	10-21040-4430	86,832.84	86,832.84	SHERIFF SERVICES	
Total 46895:						95,308.84		
<b>46896</b>								
06/13/2024	46896	IMPERIAL PRINTE	24-1470	12-31620-4416	476.65	476.65	ENVELOPES	ADMIN
06/13/2024	46896	IMPERIAL PRINTE	24-1470	11-31510-44160	476.64	476.64	ENEVELOPES	
06/13/2024	46896	IMPERIAL PRINTE	24-1470	10-14020-4416	476.64	476.64	ENVELOPES	
06/13/2024	46896	IMPERIAL PRINTE	24-1469	12-31620-4416	358.39	358.39	REPLY ENVELOPES	
06/13/2024	46896	IMPERIAL PRINTE	24-1469	11-31510-44160	358.40	358.40	REPLY ENVELOPES	
06/13/2024	46896	IMPERIAL PRINTE	24-1469	10-14020-4416	358.40	358.40	REPLY ENVELOPES	
Total 46896:						2,505.12		
<b>46897</b>								
06/13/2024	46897	INDUSTRIAL MECH	9551	11-31520-44300	5,356.56	5,356.56	NEW VALVE INSTALLATION	PW
Total 46897:						5,356.56		
<b>46898</b>								
06/13/2024	46898	J&S AG SUPPLIES	775824	11-31510-44200	84.93	84.93	HOSE ASSEMBLY	PW
Total 46898:						84.93		
<b>46899</b>								
06/13/2024	46899	JORDAN IMPLME	P22075	12-31610-4420	318.14	318.14	UNIVERSAL SEALS, OIL	PW
Total 46899:						318.14		
<b>46900</b>								
06/13/2024	46900	JOSHUA L. OSUNA	JOSH OSUN	11-31520-43140	42.95	42.95	JOSH OSUNA BOOTS 2023-24	PW
06/13/2024	46900	JOSHUA L. OSUNA	JOSH OSUN	11-31520-43140	157.05	157.05	JOSH OSUNA BOOTS 2023-24	
Total 46900:						200.00		

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<b>46901</b>								
06/13/2024	46901	K-C WELDING & R	197715	10-31140-43140	51.96	51.96	ALEX CHAVEZ BOOTS	PW
06/13/2024	46901	K-C WELDING & R	197715	11-31510-43140	103.91	103.91	ALEX CHAVEZ BOOTS	
06/13/2024	46901	K-C WELDING & R	197715	12-31620-4314	103.92	103.92	ALEX CHAVEZ BOOTS	
Total 46901:						259.79		
<b>46902</b>								
06/13/2024	46902	LA BRUCHERIE IR	283762C	10-31140-44200	393.94	393.94	CAM LOCK, PUMP WITH HOSE	PW
Total 46902:						393.94		
<b>46903</b>								
06/13/2024	46903	LEAF	16639051	10-22080-4525	248.91	248.91	PRINTER LEASE	FIRE
Total 46903:						248.91		
<b>46904</b>								
06/13/2024	46904	MACIAS ELECTRIC	851	12-31610-4430	1,780.00	1,780.00	REPAIRED MOUNTED AREA LIG	PW
Total 46904:						1,780.00		
<b>46905</b>								
06/13/2024	46905	MISSIONSQUARE	6466144	12-31610-4240	454.88	454.88	RETIREMENT PREMIUM	ADMIN
06/13/2024	46905	MISSIONSQUARE	6466144	11-31520-42400	389.44	389.44	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	11-31510-42400	506.05	506.05	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	11-31530-42400	58.72	58.72	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-31140-42400	159.06	159.06	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-12003-4240	185.20	185.20	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-22080-4240	349.58	349.58	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-14020-4240	287.28	287.28	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-12001-4240	657.76	657.76	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-00000-2027	798.89	798.89	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	10-00000-2026	2,188.65	2,188.65	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6883032	10-00000-2029	640.00	640.00	RETIREMENT PREMIUM	
06/13/2024	46905	MISSIONSQUARE	6466144	12-31620-4240	524.50	524.50	RETIREMENT PREMIUM	
Total 46905:						7,200.01		
<b>46906</b>								
06/13/2024	46906	MOSS, LEVY & HA	15559	10-14020-4430	15,000.00	15,000.00	AUDIT WORK 6/30/2023	ADMIN
Total 46906:						15,000.00		
<b>46907</b>								
06/13/2024	46907	NOBEL SYSTEMS	15932	10-17030-4430	847.58	847.58	GIS ANNUAL SUBSCRIPTION	ADMIN
Total 46907:						847.58		
<b>46908</b>								
06/13/2024	46908	PEOPLEREADY,IN	28689907	12-31610-4140	1,323.39	1,323.39	TEMP WORKER WWTP	PW
06/13/2024	46908	PEOPLEREADY,IN	28695819	12-31610-4140	1,053.02	1,053.02	TEMP WORKER WWTP	
06/13/2024	46908	PEOPLEREADY,IN	28676082	12-31610-4140	1,323.39	1,323.39	TEMP WORKER WWTP	
06/13/2024	46908	PEOPLEREADY,IN	28670045	12-31610-4140	1,323.39	1,323.39	TEMP WORKER WWTP	
06/13/2024	46908	PEOPLEREADY,IN	28695820	10-31150-41400	782.65	782.65	TEMP WORKER PARKS	
06/13/2024	46908	PEOPLEREADY,IN	28689908	10-31150-41400	626.12	626.12	TEMP WORKER PARKS	

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Total 46908:						6,431.96		
<b>46909</b>								
06/13/2024	46909	POOL ELECTRICAL	15955055-00	10-80127-4420	345.18	345.18	POOL BREEZE GRANULAR	PW
06/13/2024	46909	POOL ELECTRICAL	15955055-00	10-80127-4420	82.33	82.33	GENERIC SKIMMER BASKET	
06/13/2024	46909	POOL ELECTRICAL	16007202-00	10-80127-4420	158.21	158.21	FIRST CHOICE METAL OUT QU	
Total 46909:						585.72		
<b>46910</b>								
06/13/2024	46910	REXEL USA, INC.	S139662495.	10-31150-44200	3,355.75	3,355.75	WSTG DIRECT ITEM	PW
06/13/2024	46910	REXEL USA, INC.	S139662495.	10-31150-44200	4,626.93	4,626.93	SYL MULTI KIT	
Total 46910:						7,982.68		
<b>46911</b>								
06/13/2024	46911	RUBIO MEDINA, A	2304-052024	10-70001-4430	17,546.24	17,546.24	PUBIC SAFETY BUILDING PLAN	ADMIN
Total 46911:						17,546.24		
<b>46912</b>								
06/13/2024	46912	SELLERS PETROL	CL38489	11-31530-44270	272.32	272.32	PUBLIC WORKS FUEL	PW
06/13/2024	46912	SELLERS PETROL	CL38489	11-31520-44270	206.88	206.88	PUBLIC WORKS FUEL	
06/13/2024	46912	SELLERS PETROL	CL38489	12-31610-4427	517.51	517.51	PUBLIC WORKS FUEL	
06/13/2024	46912	SELLERS PETROL	CL38489	12-31620-4427	380.95	380.95	PUBLIC WORKS FUEL	
06/13/2024	46912	SELLERS PETROL	CL38489	10-21070-4427	197.25	197.25	PUBLIC WORKS FUEL	
06/13/2024	46912	SELLERS PETROL	CL38489	10-31150-44270	385.36	385.36	PUBLIC WORKS FUEL	
06/13/2024	46912	SELLERS PETROL	CL38489	11-31510-44270	186.79	186.79	PUBLIC WORKS FUEL	
Total 46912:						2,147.06		
<b>46913</b>								
06/13/2024	46913	SERVICE MASTER	35236	10-31158-44300	2,045.60	2,045.60	JANITORIAL SERVICE	PW
Total 46913:						2,045.60		
<b>46914</b>								
06/13/2024	46914	SHI INTERNATION	B17208477	10-31158-44200	7,497.92	7,497.92	MERAKI ROUTERS	ADMIN
Total 46914:						7,497.92		
<b>46915</b>								
06/13/2024	46915	SPARKLETTS	9431538 060	10-31158-44200	293.56	293.56	WATER DELIVERY	PW
Total 46915:						293.56		
<b>46916</b>								
06/13/2024	46916	TRACTOR SUPPLY	100565859	10-31140-44200	79.92	79.92	ROUNDUP, MACHETE	PW
Total 46916:						79.92		
<b>46917</b>								
06/13/2024	46917	TROJAN TECHNOL	200/24336	12-31610-4420	4,548.50	4,548.50	LAMP DRIVER KITS	PW

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description
Total 46917:						4,548.50	
<b>46918</b>							
06/13/2024	46918	UNDERGROUND S	520240325	10-31140-44300	34.50	34.50	NEW TICKET CHARGES
Total 46918:						34.50	
<b>46919</b>							
06/13/2024	46919	USA BLUEBOOK	INV0034685	11-31520-44200	194.38	194.38	FLOWMETER
06/13/2024	46919	USA BLUEBOOK	INV0034725	11-31520-44200	1,185.20	1,185.20	FLEXFLO PUMP
06/13/2024	46919	USA BLUEBOOK	INV0037342	11-31520-44200	1,752.77	1,752.77	FLEXFLO PUMP
06/13/2024	46919	USA BLUEBOOK	INV0037413	11-31520-44200	345.55	345.55	SPECIAL SIGNS
06/13/2024	46919	USA BLUEBOOK	INV0035049	11-31520-44200	20.46	20.46	CHEMICAL DANGER SIGN
06/13/2024	46919	USA BLUEBOOK	INV0037335	11-31520-44200	1,472.38	1,472.38	FLEXFLO PUMP
Total 46919:						4,970.74	
Grand Totals:						1,676,729.70	

PW

PW


Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"



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

MEETING DATE:	06/24/24
ITEM NUMBER	3 a
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

**DATE ISSUED:** June 21, 2024  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** *City Manager Contract*

**ISSUE:**

Shall the City Council approve the negotiated 3-year contract for Nicholas Wells to continue in his current role as City Manager?

**DISCUSSION:**

Having served as City Manager of Holtville since September 29, 2014, I have worked under an original contract from that time, a new contract in 2017, and multiple amendments since then. Pursuant to a performance review and negotiations early this year, a new agreement has been drafted. The language is largely unchanged from the original document, but incorporates previous changes and caveats from the recent negotiation.

The new document will be for a 3-year term, from July 1, 2024 through June 30, 2027,

**FISCAL IMPACT:**

The discussed change to salary was minimal, with a current increase of 2%, which equates to approximately \$2,229. Additional increases in 2025 (3%) and 2026 (4%) will add just over \$10,300 in compensation by the end of the pact.

**CITY MANAGER RECOMMENDED ACTION:**

It is recommended that the action be authorized as presented.

**ALTERNATIVE:**

- 1 - Approve the contract as negotiated.
- 2 - Reopen negotiations to alter terms.
- 3 - Take no action, allowing Wells to continue to work indefinitely under the current agreement terms.

## EMPLOYMENT AGREEMENT

THIS AGREEMENT is made between City of Holtville, a public entity, and Nicholas Wells, (“Wells” or “City Manager”) an individual, for employment and service as City Manager of Holtville, California.

1. **Term** - Employment shall continue, with designation as City Manager, on July 1, 2024, for a period of three (3) years. Thereafter, the parties may mutually agree to extend or modify this agreement. Provided, however, that the duration of this term shall not prevent, limit, or otherwise interfere with the right of the City Council to terminate the service of the City Manager as provided within this agreement and the rules, regulations and ordinances of the City of Holtville and/or state of California. This agreement shall be automatically renewed for successive one year periods unless City notifies City Manager, in writing, at least 120 days before the expiration of the initial term or any successor term, of the City’s intent not to renew this agreement. Nothing in this paragraph affects or modifies any right to severance pay upon termination.

2. **Duties** - Wells will serve as City Manager of the City of Holtville, as well as its Personnel Officer and Purchasing Manager, to fulfill all duties set forth by Municipal Ordinance for these positions as well as such additional responsibilities delegated by the Council.

3. **Hours** - Wells will dedicate his entire productive time to the management and duties of the City. Office hours are not fixed. Evening meeting attendance is a job duty. Overtime is not paid in money or compensatory time off except for administrative leave. Wells agrees to remain the exclusive employee of the City during the term of this agreement. It is understood that Wells is frequently paid in association with musical performances, which will continue to occur on his own time.

4. **Holidays** - City Manager is entitled to the same holidays as all other City staff. Presently there are twelve paid holidays per year.

5. **Annual Leave** - Wells shall be entitled to 200 hours (25 days) of annual leave, which may be carried over to the next year with prior approval of the City Council. At no time shall accrued annual leave exceed twice the annual rate. No more than twice annually, Wells will be permitted to cash out up to two weeks accrued annual leave in excess of his annual rate. Any further vacation cash out will only be permitted with the permission of the City Council. Accrued, unused annual leave will be paid for at termination from service. Annual leave is earned on a prorated basis starting from the date of hire.

6. **Sick Time** - City Manager is entitled to earn and accrue sick leave at the rate prescribed for employees covered under the City's Management & Supervisory Bargaining Unit (*currently 3.69 hours per bi-weekly pay period*). Rules governing the use, conversion and forfeiture of Sick Leave will be governed under the terms specified in the Memorandum of Understanding with Management/Supervisory employees.

7. **Administrative Leave** - City Manager is entitled to 60 hours of Administrative Leave per year. Administrative Leave may be used at the City Manager's discretion for any personal reason at any time with appropriate notice. Unused administrative leave hours do not carry over to subsequent years and must be used before the service anniversary date or be lost, without compensation.

8. **Other Leave** - City Manager shall be entitled to attend jury duty and have military and bereavement leave as provided for other management staff.

9. **Vehicle Use** - The City will reimburse the City Manager for use of a personal vehicle up to \$500.00 per month for mileage travelled on City business at the rate established by the Internal Revenue Service, updated annually. Any balance of \$500.00 not reimbursed as mileage shall be paid to Wells monthly as a taxable car allowance.

10. **Compensation** - Annual salary will be \$113,675.33 per year, payable according to the usual pay periods of the City. City agrees to conduct an annual performance evaluation within 60 days of the City Manager's anniversary date.

City has granted a two percent [2%] annual salary increase, effective the effective day of this contract (July 1, 2024), included in the compensation figure listed above. City additionally grants a three percent [3%] annual salary increase effective July 1, 2025, and a four percent [4%] annual salary increase effective July 1, 2026. The City Council may also consider adjustments to salary compensation as a result of additional revenues generated to the City, including grants, as part of the City Manager's annual compensation review.

City will provide the health, dental, and vision insurance benefits on the same terms and conditions as are provided to other employees. City will contribute an amount equal to 7% of City Manager's annual compensation to City's deferred compensation/retirement program.

11. **Performance Standards/Objectives** - The City Council and the City Manager will establish mutually acceptable performance standards/objectives as part of the annual performance evaluation.

12. **Professional Development** - Subject to budget and prior authorization from Council, City agrees to pay for the professional dues and subscriptions of City Manager as needed for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement, and for the good of the City. Subject to budget and prior authorization from Council, City agrees to pay travel and subsistence expense of City Manager for professional and official travel, meetings, and occasions to continue the professional development of City Manager and to adequately pursue necessary official and other functions for City, including but not limited to the Annual Conference of the International City Management Association, the annual League of California City Managers' Department meeting, the annual

California League of Cities meeting and such other national, regional, state, and local governmental groups and committees thereof which City Manager serves as a member, provided funding is available for such expense.

13. **Termination** - This is a professional position serving at the pleasure of the Council, not subject to City personnel rules. No specific grounds are necessary for termination of employment. Termination may occur as set forth below, and as contained in Holtville Municipal Code " 2.06.80.

14. **Termination Notice** - Termination may occur by the Council giving the City Manager written notice of termination 10 or more days before the termination date. In the event of such notice, and upon request of City Manager, City Council shall meet with City Manager in closed session to inform him of any reasons for termination. City Manager shall be entitled to full salary and benefits for five (5) months if termination is not based upon misconduct in office as defined herein. Termination may occur by City Manager giving the City written notice of termination 90 days before the termination date, if during the initial term, or 30 days before the termination date in any successor term. City Manager shall not be entitled to severance pay in this event.

15. **Removal - Limitation** - Notwithstanding the foregoing provision, the City Manager shall not be terminated from office, other than for willful misconduct in office, during or within a period of 90 days after a general or special municipal election at which any member of the Council is elected or when a new City Councilperson is appointed. The purpose is to allow a newly elected or appointed member of the Council or a reorganized Council to observe the actions and abilities of the City Manager in the performance of his office.

16. **Termination - Misconduct in Office** - Termination may occur upon the finding by a majority of the Council that the City Manager has misappropriated public funds, violated public trust for the gain of himself or others, breached any fiduciary responsibility to the City, or committed misconduct in office which would amount to a crime, provided, however, the City Manager shall be given 10 days written notice setting forth such charges before such vote occurs. In the event of such notice, and upon request of City Manager, City Council shall meet with City Manager in closed session to inform her of the reasons for termination.

17. **Bond** - The City Manager shall qualify for a corporate surety bond, to be paid for by the City.

18. **Notices** - Notices pursuant to this contract shall be given by deposit in custody of the United States Postal Service, within the County of Imperial, postage prepaid, addressed as follows or as later designated:

**City:** The Honorable Mayor  
City of Holtville  
121 West Fifth Street  
Holtville, CA 92250-1298

**Employee:** Nicholas D. Wells  
273 Charles Elmore Drive  
El Centro, CA 92243

Alternatively, notices required pursuant to this contract may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

19. **General Provisions** - (A) The text herein shall constitute the entire agreement between the parties; provided however, municipal ordinance governs if inconsistent with this agreement.

(B) If any provision, or any portion thereof, contained in this contract is held unconstitutional, invalid, or unenforceable, the remainder of this contract, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Holtville has caused this contract to be signed and executed on its behalf by the Mayor and duly attested by the City Clerk, and the Manager has signed and executed this contract, both in duplicate, effective as of the day and year first above written.

CITY OF HOLTVILLE

By \_\_\_\_\_  
Murray Anderson, Mayor

\_\_\_\_\_  
Nicholas D. Wells

ATTEST:

\_\_\_\_\_  
Yvette Rios, City Clerk

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

MEETING DATE:	<u>06/24/24</u>
ITEM NUMBER	<u>1 d</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 21, 2024  
**FROM:** Yvette Rios, City Clerk  
**SUBJECT:** **Resolution No. 24-18** *Calling for a Local Election in Conjunction with the November 5, 2024 Statewide Election?*

**ISSUE:**

Shall the City Council approve Resolution No. 24-18, calling for an election to be conducted by the County of Imperial and requesting the consolidation of such an election with the Statewide General Election to be Held on November 5, 2024, for the purpose of filling the three expiring terms on the Holtville City Council?

**BACKGROUND & DISCUSSION:**

In December, 2024, the terms of three seats on the City Council will be expiring. The City Council members currently holding those seats are Mike Pacheco, Murray Anderson and Ginger Ward. That election can be -and as is standard practice, is - conducted in conjunction with the November County-wide elections. It is therefore necessary to call for, publicize and otherwise prepare for the possibility of an election to be held on November 5, 2024.

The City is required to make this request by early July in election years.

A proportional share of the election costs are charged to the City by the County, however this is far more economical than holding a stand-alone election.

*The Treasurer seat and language required by the County was omitted from the resolution.*

**FISCAL IMPACT:**

The City has only participated in two elections in the past decade. The allocated cost for those cycles were approximately \$3,300 in 2022 and \$2,200 in 2020.

**CITY MANAGER RECOMMENDED ACTION:**

It is recommended that the resolution be adopted, calling for the election and consolidation with the Statewide General Election conducted regionally by the County of Imperial

**ALTERNATIVES:**

Not to adopt, giving staff alternate direction.

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

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL ORDERING AN ELECTION,  
REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION, AND  
REQUESTING CONSOLIDATION OF THE ELECTION**

**WHEREAS**, pursuant to Elections code Section 1002, the governing body of any city or district may by resolution request the Board of Supervisors of the County to permit the county elections official to render specified services to the City or district relating to the conduct of an election; and

**WHEREAS**, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

**WHEREAS**, pursuant to Elections code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

**WHEREAS**, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the Board of Supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

**WHEREAS**, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

**WHEREAS**, various district, county, state and other political subdivision elections may be, or have been, called to be held on November 5, 2024; and

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

1. That the Holtville City Council hereby orders an election be called and consolidated with any and all elections also called to be held on November 5, 2024 in the County of Imperial, insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the County of Imperial.
2. That the Holtville City Council hereby requests the Board of Supervisors of the County of Imperial to order such consolidation under Elections Code Section 10401 & 10403.
3. That the Holtville City Council hereby requests the Board of Supervisors to permit the Imperial County Registrar of Voters to provide any and all services necessary for conducting the election and agrees to pay for said services.
4. That the Imperial County Registrar of Voters conduct the election for the following offices on the November 5, 2024 ballot:

<u>SEATS OPEN</u>	<u>OFFICE</u>	<u>TERM</u>	<u>DIST/DIV.</u>
3	Council	Four Years	5
1	Treasurer	Four Years	5

5. That the foregoing is true, correct and adopted.

**PASSED, APPROVED AND ADOPTED** by Holtville City Council at a regular meeting held on this 10th day of June, 2024, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

Attest:

\_\_\_\_\_  
Murray Anderson, Mayor

\_\_\_\_\_  
Yvette Rios, City Clerk

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

**DATE ISSUED:** June 21, 2024  
**FROM:** Yvette Rios, City Clerk  
**SUBJECT:** *Appointment of IVHA Representatives*

Meeting Date	<u>06/24/24</u>	
Item Number	<u>3 a</u>	
<b>Approvals</b>	City Manager	_____
	Finance	_____
	City Attorney	_____

**ISSUE:**

Shall the City Council take action to appoint two Holtville Representatives to the Imperial Valley Housing Authority (IVHA) Board of Directors to fill the seats left vacant by Council members Murray Anderson and John Munger?

**DISCUSSION:**

It was recently brought to the attention of Council members Murray Anderson and John Munger that as elected officials they could no longer represent Holtville as board members for IVHA. Consequently, Mayor Anderson directed City Clerk Ms. Rios to post the availability of the two newly vacant seats to the City's website and social media platforms. In the weeks following, the City Clerk received applications from Louie Anderholt, Ricci Santistevan-Pacheco, Jose Valle, and Bryan Vega.

**FISCAL IMPACT:**

There is no fiscal impact.

**RECOMMENDED ACTION:**

The City Clerk recommends that the Council appoint two Holtville Representatives to the IVHA Board of Directors

**ALTERNATIVES:**

1. Select one of the applicants for appointment to the IVHA Board and proceed with option 2.
2. Request additional applications before proceeding
3. Give staff alternate direction

Respectfully Submitted,  
*Yvette Rios*



# CITY OF HOLTVILLE

Office of the City Clerk  
121 West Fifth Street  
Holtville, CA 92250  
442-206-0201

**RECEIVED**  
6-14-24  
*Yvette Riss*

**APPLICATION FOR:**

(NAME OF COMMITTEE, BOARD, OR PANEL)

The Holtville City Council is seeking citizens to serve on duly constituted City Boards and Commissions which have been established to assist and advise the City Council on specific matters. To apply, please complete this application for appointment in full. You may attach a resume or any additional information which you feel will assist the City Council in their selection. This application should be typed or clearly printed and filed with the City Clerk.

Name: Louie Frederick Anderholt Telephone: 760 960-4996

Residence Address: 835 Walnut Ave, Holtville, CA 92250

Present Occupation & Place of Employment: Vessey & Company, Inc

Education Background: BS Management Science - University of California, San Diego

Membership in Community Organizations or Professional Groups: \_\_\_\_\_

Holtville Rotary

Holtville Chamber of Commerce

Please list City Boards and/or Commissions which you have previously served on:

Please indicate any other City Board and/or Commissions you would like to be considered for: Imperial Valley Housing Authority

Please state the reasons for which you wish to be considered for appointment by the City Council: I have extensive experiance in federal goverment, private sector and non-profit organization finance.

Would you be available for meetings in the daytime \_\_\_\_\_, evenings x \_\_\_\_\_, or both \_\_\_\_\_.

Resident of the City since: 1985



Appointees and incumbents shall file the Statement of Economic Interest forms as required by the State of California. For example, the statement could include source of income, real property investments, and /or savings accounts within the City of Holtville depending upon the appointment. In addition applicants must be registered voters.

Completed applications should be returned to the City Clerk's office, 121 West Fifth Street, Holtville, California 92250, prior to any closing dates established.


I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

SIGNATURE OF APPLICANT: 

PRINTED NAME: Louie Anderholt DATE: 5/30/2024

\_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Received by:  Date: 6/14/24

CHECK ONE ~ \_\_\_\_\_ Counter \_\_\_\_\_ Fax \_\_\_\_\_ Mail  Email

Appointed to: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Signature/Title: \_\_\_\_\_



# CITY OF HOLTVILLE

RECEIVED  
5-24-24  
Yvette Rios

Office of the City Clerk  
121 West Fifth Street  
Holtville, CA 92250  
442-206-0201

**APPLICATION FOR:** IVHA City Representative

(NAME OF COMMITTEE, BOARD, OR PANEL)

The Holtville City Council is seeking citizens to serve on duly constituted City Boards and Commissions which have been established to assist and advise the City Council on specific matters. To apply, please complete this application for appointment in full. You may attach a resume or any additional information which you feel will assist the City Council in their selection. This application should be typed or clearly printed and filed with the City Clerk.

Name: Ricci Santistevan-Pacheco Telephone: 951-377-9014

Residence Address: 1951 E Underwood Road, Holtville, CA 92250

Present Occupation & Place of Employment: \_\_\_\_\_

Retired from CHOC Children's Hospital, Currently-Consultant for Pure Haven

Education Background: B.S. Human Development/Child Life, University of Utah

Membership in Community Organizations or Professional Groups: \_\_\_\_\_

Woman's Club of Holtville, P.E.O., Volunteer at Farm Smart, Finley Elementary School

Please list City Boards and/or Commissions which you have previously served on:

\_\_\_\_\_  
\_\_\_\_\_

Please indicate any other City Board and/or Commissions you would like to be considered for: \_\_\_\_\_

\_\_\_\_\_

Please state the reasons for which you wish to be considered for appointment by the City Council: I see this as an opportunity to contribute to this community while learning  
about the resources available to help those in need.

Would you be available for meetings in the daytime \_\_\_\_\_, evenings \_\_\_\_\_, or both XX.

Resident of the City since: 1968-1986 and 2021 to present



Appointees and incumbents shall file the Statement of Economic Interest forms as required by the State of California. For example, the statement could include source of income, real property investments, and /or savings accounts within the City of Holtville depending upon the appointment. In addition applicants must be registered voters.

Completed applications should be returned to the City Clerk's office, 121 West Fifth Street, Holtville, California 92250, prior to any closing dates established.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

SIGNATURE OF APPLICANT: Ricci Santistevan-Pacheco

PRINTED NAME: Ricci Santistevan-Pacheco DATE: 05-24-2024

\_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Received by: Yvette Riss Date: 5/24/24

CHECK ONE ~  Counter  Fax  Mail

Appointed to: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Signature/Title: \_\_\_\_\_

# Ricci Santistevan-Pacheco

Holtville CA 92250  
951-377-9014  
riccidawn@aol.com

## EDUCATION

University of Utah, Salt Lake City, UT  
B.S. Degree – Human Development and Family Studies  
Emphasis in Child Life  
Kappa Omicron Nu Honor Society

## EXPERIENCE

2/05 – 7/21

**Child Life Specialist** – CHOC Children’s Hospital, Orange, CA

- Provided a positive health care experience for patients and families
- Minimize stress and anxiety through normalization of the environment, preparation and support, therapeutic interventions and medical play
- Promote each patient’s individual development during hospitalization
- Supervised student interns and volunteers
- Provided Child Life Services to Outpatient Surgical Center, Surgical Short Stay, Emergency Department and Inpatient Medical Surgical Units

8/93 – 8/02

**Lead Preschool Teacher and Acting Director** – Funshine Preschool, WVUSD, Walnut, CA

- Planned, organized, and provided instruction, motivation, and guidance to preschool children, utilized program goals, objectives, age and developmentally appropriate activities while meeting the children’s specific needs
- As Director – interviewed, hired and evaluated staff
- Conducted staff meetings, planned special programs, maintained an operating budget



# CITY OF HOLTVILLE

Office of the City Clerk  
121 West Fifth Street  
Holtville, CA 92250  
442-206-0201

**RECEIVED**  
6-11-24  
*Yvette Pios*

**APPLICATION FOR:**

(NAME OF COMMITTEE, BOARD, OR PANEL)

The Holtville City Council is seeking citizens to serve on duly constituted City Boards and Commissions which have been established to assist and advise the City Council on specific matters. To apply, please complete this application for appointment in full. You may attach a resume or any additional information which you feel will assist the City Council in their selection. This application should be typed or clearly printed and filed with the City Clerk.

Name: Jose Valle Telephone: 760.562.1554

Residence Address: 2033 Anderholt Rd #A Holtville Ca 92250

Present Occupation & Place of Employment: Raizes/ Director of Operation and  
Realtor/Eduardo B. Broker

Education Background: College Education

Membership in Community Organizations or Professional Groups: NAR CAR ICAOR

Please list City Boards and/or Commissions which you have previously served on:  
None

Please indicate any other City Board and/or Commissions you would like to be considered for: Imperial County Housing Authority

Please state the reasons for which you wish to be considered for appointment by the City Council: Imperial County Housing Authority

Would you be available for meetings in the daytime \_\_\_\_\_, evenings \_\_\_\_\_, or both  \_\_\_\_\_.

Resident of the City since: JOSE VALLE 1996

*JOSE VALLE*

Appointees and incumbents shall file the Statement of Economic Interest forms as required by the State of California. For example, the statement could include source of / income, real property investments, and /or savings accounts within the City of Holtville depending upon the appointment. In addition applicants must be registered voters.

Completed applications should be returned to the City Clerk's office, 121 West Fifth Street, Holtville, California 92250, prior to any closing dates established.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

SIGNATURE OF APPLICANT: JOSE VALLE

PRINTED NAME: Jose valle DATE: 6/10/2024

\_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Received by: Yvette Rios Date: 6/11/24

CHECK ONE ~ \_\_\_\_\_ Counter \_\_\_\_\_ Fax \_\_\_\_\_ Mail X Email

Appointed to: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Signature/Title: \_\_\_\_\_



# CITY OF HOLTVILLE

Office of the City Clerk  
121 West Fifth Street  
Holtville, CA 92250  
442-206-0201

RECEIVED  
5/29/24  
Yvette Rios

## APPLICATION FOR:

(NAME OF COMMITTEE, BOARD, OR PANEL)

The Holtville City Council is seeking citizens to serve on duly constituted City Boards and Commissions which have been established to assist and advise the City Council on specific matters. To apply, please complete this application for appointment in full. You may attach a resume or any additional information which you feel will assist the City Council in their selection. This application should be typed or clearly printed and filed with the City Clerk.

Name: Bryan Vega Telephone: 760 235 8720

Residence Address: 643 Pine Ave Holtville CA 92250

Present Occupation & Place of Employment: Lithium Valley Program Associate, New Energy Nexus, Imperial County / Berkeley CA

Education Background: BA Political Science & Public Policy; minor American Ethnic Studies, Massachusetts College of Liberal Art.

Membership in Community Organizations or Professional Groups: N/A

Please list City Boards and/or Commissions which you have previously served on:

N/A

Please indicate any other City Board and/or Commissions you would like to be considered for: Imperial Valley Housing Authority

Please state the reasons for which you wish to be considered for appointment by the City Council: I care deeply about my community. I am hoping/willin to learn about IVHA dealings and collaborate with Holtville City Council to prioritize the needs of Holtvillians.

Would you be available for meetings in the daytime \_\_\_\_\_, evenings \_\_\_\_\_, or both X

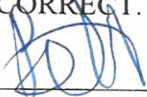
Resident of the City since: Birth / 1998



Appointees and incumbents shall file the Statement of Economic Interest forms as required by the State of California. For example, the statement could include source of income, real property investments, and /or savings accounts within the City of Holtville depending upon the appointment. In addition applicants must be registered voters.

Completed applications should be returned to the City Clerk's office, 121 West Fifth Street, Holtville, California 92250, prior to any closing dates established.


I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

SIGNATURE OF APPLICANT: 

PRINTED NAME: Bryan Vega DATE: 05/28/24

\_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Received by:  Date: 5/29/24

CHECK ONE ~  Counter  Fax  Mail

Appointed to: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Signature/Title: \_\_\_\_\_

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

**DATE ISSUED:** June 21, 2024  
**FROM:** Yvette Rios, City Clerk  
**SUBJECT:** *Appointment of IVHA Representatives*

Meeting Date	<u>06/24/24</u>
Item Number	<u>3 a</u>
<b>Approvals</b>	City Manager _____
	Finance _____
	City Attorney _____

**ISSUE:**

Shall the City Council take action to appoint two Holtville Representatives to the Imperial Valley Housing Authority (IVHA) Board of Directors to fill the seats left vacant by Council members Murray Anderson and John Munger?

**DISCUSSION:**

It was recently brought to the attention of Council members Murray Anderson and John Munger that as elected officials they could no longer represent Holtville as board members for IVHA. Consequently, Mayor Anderson directed City Clerk Ms. Rios to post the availability of the two newly vacant seats to the City’s website and social media platforms. In the weeks following, the City Clerk received applications from Louie Anderholt, Ricci Santistevan-Pacheco, Jose Valle, and Bryan Vega.

**FISCAL IMPACT:**

There is no fiscal impact.

**RECOMMENDED ACTION:**


The City Clerk recommends that the Council appoint two Holtville Representatives to the IVHA Board of Directors

**ALTERNATIVES:**

1. Select one of the applicants for appointment to the IVHA Board and proceed with option 2.
2. Request additional applications before proceeding
3. Give staff alternate direction

Respectfully Submitted,  
*Yvette Rios*

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

MEETING DATE:	06/24/24
ITEM NUMBER	3 b
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 19, 2024

**FROM:** Nick Wells, City Manager

**SUBJECT:** **Resolution No. 24-19** *Identifying the Ninth Street Improvements Projects for Use of SB1 Gas Tax Revenue Funds for Fiscal Year 2023-24*

**\*\*\* Note: As both of these identified projects encountered delays to get started, most of the information from this report was pulled forward from last year to dedicate these funds to the projects to handle any matching funds and/or cost overruns. \*\*\***

**ISSUE:**

Shall the City Council adopt Resolution No. 24-19, identifying projects for Fiscal Year 2024-25 to comply with California Transportation Commission requirements to capture SB1 Gas Tax funds?

**DISCUSSION:**

The California Transportation Commission website states that "The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1, provides the first significant, stable, and on-going increases in state transportation funding in more than two decades. The Legislature has increased revenues...and accountability for transportation infrastructure investments."

The CTC has correspondingly issued regulations and established the procedure for capturing that funding. Eligible projects include (among other criteria) major rehabilitation that extends the useful life of the segment by at least 15 years, reduces congestion and enhances safety or operational improvements that are intended to reduce accidents and fatalities or improve mobility. The CTC requires that to capture its share of RMRA funding, a local entity must include the revenue and expenditure of those funds to a specifically identified project

The CTC has directed that cities utilize estimates provided by the California League of Cities to budget for the City's share of the Road Maintenance Rehabilitation Account (RMRA) funding. CLoC estimates that the share for Holtville in 2024-25 is estimated to be approximately \$143,199.

The City currently has two projects in process along the north side of Ninth Street to improve pavement and add curb, gutter and sidewalk. The Ninth Street East project will occur first, widening the roadway and connecting the sidewalk along the street between Webb and Oak Avenues. The second project, on West Ninth Street, will perform similar activities between Olive and Melon Avenues after the IID's undergrounding of the Pear Canal. Both require a match of local funds that can be drawn from this source.

***It is hoped that the paperwork issues with the Ninth Street East project have been solved and it should go to construction in a matter of weeks. The West project still awaits IID's undergrounding operation, but that seems to be gearing up for late-Summer or early Fall.***

	Fund Source	Fiscal Year	Grant Funds	Local Match	Project Total	Project Description
Ninth Street Improvements <i>Olive Avenue to Melon Avenue</i>	STBG	2022/23	\$53,000 <i>Design</i>		<b>\$722,919</b>	<i>Will widen roadway, adding curb, gutter and sidewalk along the project scope area. Programmed to follow IID undergrounding of the open Pear Canal on north side of the roadway.</i>
		2024/25	\$587,000 <i>Construction</i>	\$82,919 <i>Construction</i>		
E Ninth Street Improvements <i>Webb Ave to Oak Ave</i>	CMAQ	2022/23	\$400,000	\$51,824 <i>Design</i>	<b>\$451,824</b>	<i>Finishes section left undone due to funding shortfall in last project cycle.</i>

Very ironically, the local match amount for these two projects is projected at \$134,743, which is very close to the estimate for SB1 fund revenue for the year. The SB1 funding is a League of Cities estimate and there always exists the possibility of cost overruns on these projects, so it may not be quite so tidy in the end, but this seems to be a good marriage of available funding and upcoming expenditures.

**FISCAL IMPACT:**

Allows for the capture of this funding, projected to be approximately \$143,199.

**CITY MANAGER RECOMMENDATION:**

It is recommended that the City Council authorize the resolution supporting the proposed allocation.

**ALTERNATIVES:**

- 1 - Adopt the resolution to utilize the funding for the recommended purpose.
- 2 - Amend the resolution, directing staff to apply the funds to (an)other project(s).
- 3 - Reject adoption, foregoing SB1 funding.

## Local Streets and Roads - Projected FY 2023-24 Revenues

<i>Estimated January 2021</i>	2023-24			2024-25		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
<b>HUMBOLDT COUNTY</b>						
ARCATA	530,178	453,317	983,495	539,182	484,011	1,023,193
BLUE LAKE	39,391	29,206	68,597	39,971	31,183	71,154
EUREKA	763,434	654,384	1,417,818	776,431	698,692	1,475,124
FERNDALE	44,663	33,790	78,453	45,335	36,078	81,413
FORTUNA	357,125	303,723	660,848	363,157	324,288	687,445
RIO DELL	100,294	82,159	182,453	101,926	87,722	189,648
TRINIDAD	14,365	7,447	21,812	14,513	7,951	22,464
County of Humbolt	6,059,153	6,280,039	12,339,191	6,149,159	6,710,039	12,859,198
Total Cities & County: Humbolt	7,908,603	7,844,064	15,752,666	8,029,674	8,379,965	16,409,639
<b>IMPERIAL COUNTY</b>						
BRAWLEY	668,016	773,212	1,441,228	786,368	713,248	1,499,616
CALEXICO	939,332	1,082,866	2,022,198	1,101,366	1,002,934	2,104,300
CALIPATRIA	160,364	189,824	350,188	192,982	171,222	364,204
EL CENTRO	1,087,252	1,251,688	2,338,940	1,273,101	1,160,870	2,433,971
<b>HOLTVILLE</b>	<b>159,869</b>	<b>134,117</b>	<b>293,987</b>	<b>162,511</b>	<b>143,199</b>	<b>305,709</b>
IMPERIAL	521,431	604,912	1,126,343	615,182	556,737	1,171,919
WESTMORLAND	48,999	61,723	110,722	62,688	52,317	115,005
County of Imperial	10,252,686	11,779,484	22,032,170	10,403,299	12,586,036	22,989,335
Total Cities & County: Imperial	13,837,950	15,877,826	29,715,777	14,597,497	16,386,563	30,984,059
<b>INYO COUNTY</b>						
BISHOP	113,550	93,923	207,473	115,410	100,283	215,693
County of Inyo	3,516,725	3,898,054	7,414,779	3,551,860	4,164,957	7,716,817
Total City & County: Inyo	3,630,275	3,991,977	7,622,252	3,667,270	4,265,240	7,932,510

**HOLTVILLE CITY COUNCIL  
RESOLUTION NO. 24-19**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL FOR FISCAL YEAR 2023-24  
ADOPTING A LIST OF ELIGIBLE PROJECTS TO BE FUNDED BY SB1: THE ROAD  
REPAIR AND ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, California Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April, 2017, in order to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB1 includes accountability and transparency provisions that will ensure that the residents of Holtville are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City will receive an estimated \$143,199 in RMRA funding for Fiscal Year 2024-25 from SB1; and

**WHEREAS**, this is the 8th year in which the City is receiving SB1 funding which will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, while increasing access and mobility options for the traveling public that would not have otherwise been possible without SB1; and

**WHEREAS**, the City has opened discussion for public input into our community's transportation priorities and the project list; and

**WHEREAS**, the City used a Pavement Management System to develop the SB1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

**WHEREAS**, the funding from SB1 will help the City maintain and rehabilitate the selected street included in the Ninth Street Improvements Project ("Project"), add active transportation infrastructure throughout the City this year and multiple similar projects into the future; and

**WHEREAS**, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City/County's streets and roads are estimated to be in an "at-risk" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into better condition; and

**WHEREAS**, the SB1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

**WHEREAS**, the following information regarding the Projects is incorporated in this Resolution:



**PROJECT #1 TITLE:** Ninth Street East Improvements Project  
**PROJECT LOCATION:** Ninth Street between Webb and Oak Avenues  
**FEDERAL PROJECT ID:** CML-5174 (035)

**PROJECT DESCRIPTION:** This project will connect two sections of curb, gutter and sidewalk along the north side of Ninth Street in this area of the City, while widening the roadway to correspond with the existing adjacent street sections.  
**ANTICIPATED PROJECT SCHEDULE:** July, 2024, through August, 2023  
**ESTIMATED USEFUL LIFE:** 20-25 years with continued maintenance.

**PROJECT #2 TITLE:** Ninth Street West Improvements Project  
**PROJECT LOCATION:** Ninth Street between Olive and Melon Avenues  
**FEDERAL PROJECT ID:** STPL 5174(034)

**PROJECT DESCRIPTION:** This project completes the undergrounding of the open Pear Canal along the north side of Ninth Street in the City limits, along with the resulting widening of Ninth Street to correspond with previous project as well as installation of curb, gutter and sidewalk.  
**ANTICIPATED PROJECT SCHEDULE:**  
**Design:** February, 2024, through June, 2024  
**Construction:** January, 2025, through June, 2025  
**ESTIMATED USEFUL LIFE:** 20-25 years with continued maintenance.

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

1. The City Council does hereby select the **Ninth Street East and Ninth Street West** Improvements Projects for dedication of its fiscal year 2023-24 SB1 funding allocation.
2. That the City Council hereby directs the City Manager to incorporate these Projects into the Fiscal Year 2023-24 Budget as appropriate and add to the Capital Improvement Program.
3. That the foregoing is true, correct and adopted.

**PASSED, APPROVED AND ADOPTED** by Holtville City Council at a regular meeting held on this 24th day of June, 2024, by the following roll call vote:


**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

Attest:

\_\_\_\_\_  
Murray Anderson, Mayor

\_\_\_\_\_  
Yvette Rios, City Clerk

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

MEETING DATE:	<u>06/24/24</u>
ITEM NUMBER	<u>3 c</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 20, 2024  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** **Resolution No. 24-20** *Establishing the Gann Appropriations Limit for the 2024-25 Fiscal Year*

**ISSUE:**  
Shall the City Council approve Resolution No. 24-20, establishing an appropriations limit for the 2024-25 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.

Staff has collected the data and made the calculations for the 2024-25 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. 24-20**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL ADOPTING AN  
APPROPRIATIONS LIMIT FOR 2024-25 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**, the 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 attached document; 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 \$5,289,850 for the City of Holtville for the 2024-25.
2. That corresponding Revenues subject to the appropriation limit are projected to be \$2,237,200 for the 2024-25 Fiscal Year.
3. That the foregoing is true, correct and adopted.

**PASSED, APPROVED AND ADOPTED** by Holtville City Council at a regular meeting held on this 26th day of June, 2023, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

Attest:

\_\_\_\_\_  
Yvette Rios, City Clerk

\_\_\_\_\_  
Murray Anderson, Mayor

**Exhibit " A "**  
**CITY OF HOLTVILLE**  
**APPROPRIATIONS LIMIT CALCULATION**  
**Fiscal Year 2024-25**

July, 1 2023 Appropriation Limit		\$ 5,007,403
Per Capita Cost of Living % Change <i>(per California Dept of Finance)</i>	3.620%	
01/02/2024 Population Change *		
Holtville	1.27%	
Imperial County	1.95%	
Greater of the Two Options	1.95%	
June, 30 2024 Calculation Factor		
Per Capita Percentage Increase	1.0362	
Population Percentage Increase	1.0195	
Total (Per Capita X Population)		1.0564059
June, 30 2024 Gross Appropriation Limit		\$ 5,289,850
Adjustments:		0
<b>2024-25 Appropriations Limit</b>		<b>\$ 5,289,850</b>
Projected appropriations subject to the Limit		2,237,200
Projected appropriations are below the limit by:		\$ 3,052,650


**CONCLUSION:**

*The City HAS NOT exceeded its appropriation limit for the 2022-23 Fiscal Year.*

**Exhibit "B"**  
**CITY OF HOLTVILLE**  
**PROCEEDS OF TAXES**  
**GANN APPROPRIATION CALCULATION**  
**FY 2024-25**

<b>Description</b>	<b>Total Budget</b>	<b>Proceeds From Taxes</b>	<b>Non-Tax Revenue</b>
Property Tax	\$330,700	\$330,700	
Motor Vehicle License Fees	675,000	675,000	
Franchise Tax	107,000	107,000	
Sales Tax	525,000	525,000	
Utility Tax	545,000	545,000	
Other Taxes	54,500	54,500	
Licenses/Permits/Fines/Penalties	2,750		2,750
Other Revenues/Use of Money	55,000		55,000
Revenue From Other Agencies	345,738		345,738
Current Services	188,625		188,625
Miscellaneous Revenue	5,000		5,000
Transfers In from Transportation	200,000		200,000
Transfers In From RDA Successor	215,000		215,000
Transfers In From Sewer	125,000		125,000
Transfers In From Water	125,000		125,000
<i>Subtotal</i>	<b>\$3,499,313</b>	<b>\$2,237,200</b>	<b>\$1,262,113</b>
Reserves			\$0
<b>TOTAL GF BUDGET</b>	<b>\$3,499,313</b>	<b>\$2,237,200</b>	<b>\$1,262,113</b>

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

MEETING DATE:	<u>06/24/24</u>
ITEM NUMBER	<u>3 d</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 21, 2024  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** **Resolution No. 24-21** *Adopting the 2024-25 Salary Schedule*

**ISSUE:**

Shall the City Council approve Resolution No. 24-21, adopting the 2024-25 Salary Schedule?

**DISCUSSION:**

In consideration of the Memoranda of Understanding recently negotiated with the City Employees represented by the three Bargaining Units (Management/Supervisory Employees, Classified Employees and Fire Department Personnel), a two and one-half percent (2.5%) upward adjustment has been made to their sections of the City's 2024-25 Salary Schedule. Some additional minor modifications have also been included in this schedule, reslotting and incrementally amending multiple positions, most as a result of the adjustments to the California Minimum Wage over the past several years. None of these changes had material effects on existing employees.

**FISCAL IMPACT:**

Changes will result in approximately \$24,200 in additional expenditures for the 2024-25 Fiscal Year. The allocation breaks down approximately as follows:

General Fund	\$11,350
Water Fund	\$5,950
Sewer Fund	\$6,850

**CITY MANAGER RECOMMENDATION:**

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

**ALTERNATIVE:**

Not to adopt, giving alternate direction.

**HOLTVILLE CITY COUNCIL  
RESOLUTION NO. 24-21**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL ESTABLISHING TERMS AND  
CONDITIONS OF EMPLOYMENT WITH FULL-TIME PERMANENT CITY EMPLOYEES**

**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 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. The positions of "Parks Maintenance Worker (I, II, & II)" have been eliminated.
2. Step D has been added to the position of "Firefighter - 53hr/wk" (Range 26).
3. A two and one half percent (2.5%) increase for positions on the attached Salary Schedule for Ranges 16 through 24, Ranges 30 through 50 and Range 54 are enacted from the previously adopted schedule for the 2023-24 Fiscal Year.
4. Per language in the Memoranda of Understanding, pay rates for all positions that garnered increases on January 1, 2024, as a result of the California Minimum Wage Increase were augmented to a net of 2.5% above the original adopted 2023-24 Salary Schedule. This includes Ranges 16 and 26.
5. Per language in the Memoranda of Understanding, pay rates for all positions that on January 1, 2024, as a result of the California Minimum Wage Increase, garnered increases in excess of 2.5% above the original adopted 2023-24 Salary Schedule were not adjusted. This included Range 53.
6. The modifications described are included in this Resolution as the attached "Exhibit "A.""
5. The modified Salary Schedule takes effect as of July 1, 2024.
6. The foregoing is true, correct and adopted.

**PASSED, APPROVED AND ADOPTED** by Holtville City Council at a regular meeting held on this 24th day of June, 2024, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**CITY OF HOLTVILLE**  
**Salary Schedule - 2024-25 (Proposed)**

<b>MANAGEMENT/SUPERVISORY PERSONNEL</b>								
<b>POSITION</b>	<b>RANGE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>
FINANCE MANAGER	60	Hourly	31.78	33.37	35.04	36.79	38.63	40.56
		Per Pay	2,542	2,670	2,803	2,943	3,090	3,245
		Annual	66,102	69,408	72,878	76,522	80,348	84,365
WTP/WWTP SUPERVISOR	60	Hourly	31.78	33.37	35.04	36.79	38.63	40.56
		Per Pay	2,542	2,670	2,803	2,943	3,090	3,245
		Annual	66,102	69,408	72,878	76,522	80,348	84,365
PUBLIC WORKS SUPERVISOR AC	54	Hourly	25.52	26.80	28.14	29.54	31.02	32.57
		Per Pay	2,042	2,144	2,251	2,363	2,482	2,606
		Annual	53,082	55,736	58,522	61,449	64,521	67,747
FIRE CHIEF AS	53	Hourly	25.07	26.32	27.64	29.02	30.47	32.00
		Per Pay	2,006	2,106	2,211	2,322	2,438	2,560
		Annual	52,146	54,753	57,491	60,365	63,383	66,552
FINANCE SUPERVISOR AA	50	Hourly	24.51	25.74	27.02	28.37	29.79	31.28
		Per Pay	1,961	2,059	2,162	2,270	2,383	2,503
		Annual	50,981	53,530	56,206	59,017	61,967	65,066

<b>PERMANENT FULL-TIME PERSONNEL (Classified)</b>								
<b>POSITION</b>	<b>RANGE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>
PUBLIC WORKS FOREMAN	45	Hourly	24.14	25.35	26.61	27.95	29.34	30.81
		Per Pay	1,931	2,028	2,129	2,236	2,347	2,465
		Annual	50,211	52,722	55,358	58,126	61,032	64,084
WTP/WWTP Foreman JLO	45	Hourly	24.14	25.35	26.61	27.95	29.34	30.81
		Per Pay	1,931	2,028	2,129	2,236	2,347	2,465
		Annual	50,211	52,722	55,358	58,126	61,032	64,084
WTPO III	45	Hourly	24.14	25.35	26.61	27.95	29.34	30.81
		Per Pay	1,931	2,028	2,129	2,236	2,347	2,465
		Annual	50,211	52,722	55,358	58,126	61,032	64,084
WWTPO II IC	45	Hourly	24.14	25.35	26.61	27.95	29.34	30.81
		Per Pay	1,931	2,028	2,129	2,236	2,347	2,465
		Annual	50,211	52,722	55,358	58,126	61,032	64,084
Accountant/GL Analyst	44	Hourly	23.53	24.71	25.94	27.24	28.60	30.03
		Per Pay	1,882	1,977	2,075	2,179	2,288	2,402
		Annual	48,942	51,390	53,959	56,657	59,490	62,464
BUDGET ANALYST	42	Hourly	23.00	24.15	25.36	26.63	27.96	29.35
		Per Pay	1,840	1,932	2,029	2,130	2,237	2,348
		Annual	47,840	50,232	52,744	55,381	58,150	61,057
PERSONNEL TECH. HD	42	Hourly	23.00	24.15	25.36	26.63	27.96	29.35
		Per Pay	1,840	1,932	2,029	2,130	2,237	2,348
		Annual	47,840	50,232	52,744	55,381	58,150	61,057
SENIOR ACCOUNT CLERK SM	42	Hourly	23.00	24.15	25.36	26.63	27.96	29.35
		Per Pay	1,840	1,932	2,029	2,130	2,237	2,348
		Annual	47,840	50,232	52,744	55,381	58,150	61,057
Building Inspector RT	37	Hourly	21.53	22.61	23.74	24.92	26.17	27.48
		Per Pay	1,722	1,809	1,899	1,994	2,094	2,198
		Annual	44,782	47,022	49,373	51,841	54,433	57,155
WTPO II JO RR	33	Hourly	20.50	21.53	22.60	23.73	24.92	26.16
		Per Pay	1,640	1,722	1,808	1,899	1,993	2,093
		Annual	42,640	44,772	47,011	49,361	51,829	54,421

**CITY OF HOLTVILLE**  
**Salary Schedule - 2024-25 (Proposed)**

<b>PERMANENT FULL- TIME PERSONNEL (Classified) [Continued]</b>									
<b>POSITION</b>		<b>RANGE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>
WWTPO I	JH	33	Hourly	20.50	21.53	22.60	23.73	24.92	26.16
			Per Pay	1,640	1,722	1,808	1,899	1,993	2,093
			Annual	42,640	44,772	47,011	49,361	51,829	54,421
Environmental Compliance Inspector		33	Hourly	20.50	21.53	22.60	23.73	24.92	26.16
			Per Pay	1,640	1,722	1,808	1,899	1,993	2,093
			Annual	42,640	44,772	47,011	49,361	51,829	54,421
ADMINISTRATIVE ASSIST	GP	30	Hourly	18.19	19.10	20.05	21.06	22.11	23.22
			Per Pay	1,455	1,528	1,604	1,685	1,769	1,857
			Annual	37,835	39,727	41,713	43,799	45,989	48,288
PARK MAINT CREW LEADER		24	Hourly	17.59	18.47	19.39	20.36	21.38	22.45
			Per Pay	1,407	1,478	1,551	1,629	1,710	1,796
			Annual	36,587	38,417	40,337	42,354	44,472	46,696
WTPO I		24	Hourly	17.59	18.47	19.39	20.36	21.38	22.45
			Per Pay	1,407	1,478	1,551	1,629	1,710	1,796
			Annual	36,587	38,417	40,337	42,354	44,472	46,696
Dist. Collection OP./Oper. I	TA BM FO	20	Hourly	16.84	17.68	18.57	19.49	20.47	21.49
			Per Pay	1,347	1,415	1,485	1,560	1,638	1,719
			Annual	35,027	36,779	38,617	40,548	42,576	44,705
MWIII	IA	18	Hourly	16.54	17.37	18.24	19.15	20.10	21.11
			Per Pay	1,323	1,389	1,459	1,532	1,608	1,689
			Annual	34,403	36,123	37,930	39,826	41,817	43,908
MWII		17	Hourly	16.27	17.08	17.94	18.83	19.78	20.77
			Per Pay	1,302	1,367	1,435	1,507	1,582	1,661
			Annual	33,842	35,534	37,310	39,176	41,135	43,191
<del>PARKS MAINT WKR III</del>		<del>18</del>	Hourly	<del>16.54</del>	<del>17.37</del>	<del>18.24</del>	<del>19.15</del>	<del>20.10</del>	<del>21.11</del>
			Per Pay	<del>1,323</del>	<del>1,389</del>	<del>1,459</del>	<del>1,532</del>	<del>1,608</del>	<del>1,689</del>
			Annual	<del>34,403</del>	<del>36,123</del>	<del>37,930</del>	<del>39,826</del>	<del>41,817</del>	<del>43,908</del>
<del>PARKS MAINT WKR II</del>		<del>17</del>	Hourly	<del>16.29</del>	<del>16.68</del>	<del>17.51</del>	<del>18.39</del>	<del>19.31</del>	<del>20.27</del>
			Per Pay	<del>1,303</del>	<del>1,334</del>	<del>1,401</del>	<del>1,471</del>	<del>1,545</del>	<del>1,622</del>
			Annual	<del>33,883</del>	<del>34,694</del>	<del>36,429</del>	<del>38,251</del>	<del>40,163</del>	<del>42,171</del>
ADMINISTRATIVE ASSIST	YR	16	Hourly	16.00	16.68	17.51	18.39	19.31	20.27
			Per Pay	1,280	1,334	1,401	1,471	1,545	1,622
			Annual	33,280	34,694	36,429	38,251	40,163	42,171
Dist. Collection OP. OIT/Maint		16	Hourly	16.00	16.68	17.51	18.39	19.31	20.27
			Per Pay	1,280	1,334	1,401	1,471	1,545	1,622
			Annual	33,280	34,694	36,429	38,251	40,163	42,171
WWTPO IT		16	Hourly	16.00	16.68	17.51	18.39	19.31	20.27
			Per Pay	1,280	1,334	1,401	1,471	1,545	1,622
			Annual	33,280	34,694	36,429	38,251	40,163	42,171
MWI	GR LR	16	Hourly	16.00	16.68	17.51	18.39	19.31	20.27
			Per Pay	1,280	1,334	1,401	1,471	1,545	1,622
			Annual	33,280	34,694	36,429	38,251	40,163	42,171
<del>PARKS MAINT WKR I</del>		<del>13</del>	Hourly	<del>16.00</del>	<del>16.28</del>	<del>17.09</del>	<del>17.95</del>	<del>18.85</del>	<del>19.79</del>
			Per Pay	<del>1,280</del>	<del>1,302</del>	<del>1,368</del>	<del>1,436</del>	<del>1,508</del>	<del>1,583</del>
			Annual	<del>33,280</del>	<del>33,862</del>	<del>35,556</del>	<del>37,333</del>	<del>39,200</del>	<del>41,160</del>

<b>PERMANENT FULL-TIME PERSONNEL (Fire)</b>									
FIREFIGHTER - 53hr/wk	4	26	Hourly		16.00	16.28	16.69		
			Per Pay		1,792	1,823	1,869		
			Annual		46,592	47,407	48,593		


**CITY OF HOLTVILLE**  
**Salary Schedule - 2024-25 (Proposed)**

<b>P/T HOURLY EMPLOYEES (NON-REPRESENTED)</b>									
		<b>RANGE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>
Firefighter (Part Time)		10	Hourly	16.00					
LIFEGUARD - Seasonal	(	10	Hourly	16.00					
Swimming Instructor (Seasonal)		10	Hourly	16.00					

Administrative Assistant (Part Time)		10	Hourly	16.00	16.40	16.81	17.23	17.66	18.10
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**City of Holtville**  
**REPORT TO COUNCIL**

MEETING DATE:	<u>06/24/24</u>
ITEM NUMBER	<u>3 e</u>
Approvals	CITY MANAGER <u></u>
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 21, 2024  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** **Resolution No. 24-22** *Adopting the Fiscal Year 2024-25 Budget*

**ISSUE:**

Shall the City Council approve Resolution No. 24-22, adopting the Fiscal Year 2024-25 budget as previously presented and discussed in City Council meetings, and rescind all prior resolutions related to the appropriation of funds?

**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 2024-25 Fiscal Year Budget will direct the operation of all City activities.

**STAFF RECOMMENDATION:**

Staff recommends that the resolution be adopted.

**ALTERNATIVE:**

- 1) Adopt the Budget as presented
- 2) Direct chnges to line items, allocations and/or projections.
- 3) Give staff direction to recalculate, amend and present at a later date.
- 4) Provide staff with alternate direction in order to continue to provide ongoing necessary services to the community.

**HOLTVILLE CITY COUNCIL  
RESOLUTION NO. 24-22**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL ADOPTING A BUDGET FOR  
FISCAL YEAR 2024-25 AND RESCINDING ALL PRIOR RESOLUTIONS  
RELATED TO THE APPROPRIATION OF FUNDS**

**WHEREAS**, City staff has submitted the 2024-25 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	\$3,526,816	Gas Tax Fund	213,091 *
Water Operating Fund	1,648,886	Local Transportation Fund	3,201,824 *
Sewer Operating Fund	1,514,570	Local Transportation Authority Fund	575,000 *
Trash Operating Fund	338,000	Sidewalk Fund	16,000 *
<b>Total 2024-25 Appropriations</b>			<b>\$11,034,187</b>

**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 2024-25 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 2024-25 Budget is based upon reasonable estimates of revenues and expenditures.
2. That in the fiscal year beginning July 1, 2024, 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 \$11,034,187 in the amounts, allowances and estimates 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. That the foregoing is true, correct and adopted.

**PASSED, APPROVED AND ADOPTED** by Holtville City Council at a regular meeting held on this 24th day of June, 2024, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

Attest:

\_\_\_\_\_  
Yvette Rios, City Clerk

\_\_\_\_\_  
Murray Anderson, Mayor

*\* Transportation budgets still being developed - to be presented at 06/24/2024 meeting. 2023-24 numbers listed for reference, will be replaced.*

**CITY OF HOLTVILLE**  
**Reso 24-22 Adopting the FY 2024-25 Budget (2024'06) 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
	\$330,700	\$1,231,500	\$2,750	\$55,000	\$1,209,363	\$670,000	\$3,499,313

		Salaries	Benefits	Personal Expenses	Supplies & Services	Data Processing	Outlay & Other	Total G&A Expenses
<b>ADMINISTRATION</b>	CITY COUNCIL	\$21,000	\$1,804	\$10,750	\$6,580	\$0	\$500	\$40,634
	CITY MANAGER	\$183,543	\$50,413	\$5,900	\$5,228	\$7,850	\$0	\$252,935
	PLANNING	\$52,342	\$23,459	\$3,635	\$182,475	\$3,175	\$0	\$265,086
	ENGINEERING	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
	CITY CLERK	\$36,263	\$15,625	\$1,050	\$7,125	\$1,250	\$0	\$61,313
	FARMERS MARKETS	\$0	\$0	\$0	\$8,100	\$500	\$0	\$8,600
	FINANCE	\$80,975	\$26,576	\$3,460	\$61,725	\$10,350	\$5,000	\$188,086
	CITY TREASURER	\$1,800	\$144	\$50	\$0	\$0	\$0	\$1,994
	CITY ATTORNEY	-	-	\$600	\$30,500	\$0	\$0	\$31,100
	NON-DEPARTMENTAL	\$0	\$0	\$285,000	\$26,000	\$12,000	\$0	\$323,000
	<b>ADMIN TOTAL</b>	<b>\$375,923</b>	<b>\$118,022</b>	<b>\$310,445</b>	<b>\$332,733</b>	<b>\$35,125</b>	<b>\$5,500</b>	<b>\$1,177,748</b>
<b>SAFETY</b>	POLICE	\$0	\$0	\$0	\$967,000	\$0	\$0	\$967,000
	DISPATCH	\$0	\$0	\$0	\$97,500	\$0	\$0	\$97,500
	ANIMAL CONTROL	\$11,958	\$5,401	\$100	\$11,000	\$0	\$0	\$28,459
	FIRE	\$429,183	\$143,264	\$28,250	\$145,930	\$8,350	\$5,000	\$759,977
		<b>SAFETY TOTAL</b>	<b>\$441,141</b>	<b>\$148,665</b>	<b>\$28,350</b>	<b>\$1,221,430</b>	<b>\$8,350</b>	<b>\$5,000</b>
<b>PUBLIC WKS</b>	STREETS	\$41,913	\$17,597	\$3,500	\$89,880	\$700	\$8,500	\$162,090
	PARKS	\$114,479	\$33,362	\$3,400	\$62,700	\$4,250	\$3,500	\$221,691
	GOV'T BLDGS	\$0	\$0	\$0	\$99,850	\$0	\$12,500	\$112,350
		<b>PUBLIC WKS TOTAL</b>	<b>\$156,392</b>	<b>\$50,959</b>	<b>\$6,900</b>	<b>\$252,430</b>	<b>\$4,950</b>	<b>\$24,500</b>

<b>TOTAL GF REVENUE OVER EXPENSES</b>	<b>(\$27,503)</b>
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**CITY OF HOLTVILLE**  
**Proposed 2024-25 Other Funds Budget Summary**


**ENTERPRISE FUNDS**

	Revenue	Salaries & Benefits	Personal Expenses	Materials, Supplies & Services	Data Processing	Transfers, Debt Service	Outlay / Capital Improvment	Total Expenditures
<b>WATER</b>	<b>\$1,579,250</b>					<b>\$125,000</b>		<b>\$1,454,250</b>
<i>Treatment</i>		\$177,226	\$10,550	\$533,050	\$12,135	\$194,906	\$110,333	<b>\$1,038,200</b>
<i>Distribution</i>		\$200,640	\$5,425	\$63,200	\$7,250	\$0	\$86,500	<b>\$363,015</b>
<i>Meters</i>		\$14,471	\$1,600	\$6,600	\$0	\$0	\$100,000	<b>\$122,671</b>
						<b>Net Enterprise Income</b>		<b>(\$69,636)</b>
		<b>\$392,337</b>	<b>\$17,575</b>	<b>\$602,850</b>	<b>\$19,385</b>	<b>\$194,906</b>		
<b>SEWER</b>	<b>\$1,643,600</b>					<b>\$125,000</b>		<b>\$1,518,600</b>
<i>Collection</i>		\$232,025	\$5,950	\$42,000	\$9,500	\$167,300	\$52,500	<b>\$509,275</b>
<i>Treatment</i>		\$192,306	\$11,400	\$315,650	\$16,850	\$228,589	\$95,000	<b>\$859,796</b>
<i>Lift Stations</i>		\$0	\$0	\$5,500	\$0	\$0	\$15,000	<b>\$20,500</b>
						<b>Net Enterprise Income</b>		<b>\$129,030</b>
		<b>\$424,331</b>	<b>\$17,350</b>	<b>\$363,150</b>	<b>\$26,350</b>	<b>\$395,889</b>		
<b>TRASH</b>	<b>\$342,500</b>			<b>\$338,000</b>		<b>Net Enterprise Income</b>		<b>\$4,500</b>

# City of Holtville

## REPORT TO COUNCIL

**DATE ISSUED:** June 21, 2024  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** City Manager Update

Meeting Date	<u>06/24/24</u>
Item Number	<u>5 a</u>
City Manager	
Finance	_____
City Attorney	_____

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

#### ADMINISTRATION

**Financial Audit** – Multiple challenges with the new accounting software delayed work on the City’s annual financial audit. This is impacting the submission of the Single Audit of Federal funds, which was due March 31, however the Finance Department continues to work to rectify the issue. Auditors were finally able to begin work onsite recently and completed preliminary work. *We have received a draft copy and the CPA firm is currently reviewing the document.*

**Public Safety Lot/New Construction** – Rubio Medina of Irvine, California was engaged in April, 2023, to perform Architecture services to design Phase I (Fire Apparatus Bay) and Phase II (PS Administration & Fire Dormitories) of this project. Staff met with Mr. Medina multiple times in early May and iterative documents were discussed and revised. Pursuant to discussions between Chief Silva, the CM and Mr. Medina regarding configuration, direction solidified for constructing a 3-bay apparatus section and a 2-story administration/residence area. Further discussion also clarified the placement of the building on the site and the external motif of the building. Feedback was provided to the architect and he was very open to incorporating ideas presented.

Mr. Medina is now moving forward with subconsultants for plumbing, electrical, HVAC, etc. Due to an increase in the size of the project over that which was called out in the RFP, the architect has approached the City about augmented funding, which will be brought to Council in May. The CM and Chief Silva checked in with the architect via Zoom recently and the project continues to develop.

Multiple conversations regarding augmented funding have taken place with staff, Mayor Anderson, and various entities. Some very positive leads have developed that will continue to be pursued. The CM compiled information from various sources and submitted an application for directed Congressional funding to Raul Ruiz’s office in early May. The City received word that the project was selected by the Congressman and recommended to the Congressional budget committee. We now await a positive response there!

#### PUBLIC WORKS

##### TRANSPORTATION PROJECTS

**East Ninth Street Sidewalk Improvements** – The City was awarded CMAQ money to complete this project through Caltrans and ICTC. Holt Group completed design on the project in late 2023. Staff worked with LAFCo, the County and a private landowner to finalize jurisdiction and easements in the project area. SB1 funding was allocated to this and the West Ninth project in July, 2023. Advertising to procure contractors was run in January and Nicklaus Engineering (NEI) was selected as the RE/CM for the project. A project kickoff meeting was held in early March with NEI, THG and staff to discuss issues and responsibilities. The construction bid opening was held on Tuesday, February 13, 2024, with a low bid

actually coming in *below* the projected project cost. A request was made to Caltrans to reallocate some of the funding to cover some non-construction costs. Contract documents have been completed by the contractor and counter signed by the City. A previously agreed upon administrative course of action to annex a small strip of the project from the County into the City is now requiring a more formal process. The CM met with the County CEO and Public Works Director to finalize all of the required paperwork, which will now need to go through a formal process with LAFCO. This put the project on hold for a few weeks. ***The CM worked with the County to obtain an encroachment permit while the jurisdiction transfer is being completed. It is hoped that this project gets greenlit by the end of this month.***

**Pear Canal Undergrounding/Ninth Street Improvements (Olive to Melon)** – this project has been discussed for some time. Initial action to proceed was taken in early 2021. A deposit was forwarded to IID to begin design and multiple site visits with staff, the IID and City Engineer took place to discuss issues that need to be addressed in design. Undergrounding work was scheduled to take place in December 2021, however, delays were discussed in those meetings from the IID side which eventually led to construction work being pushed back. The City has been awarded funding through ICTC for the resulting necessary sidewalk and roadway improvements. A conversation with Mr. Hawk revealed that he is waiting for this project to take place to begin construction of his adjacent housing project. LC Engineering was awarded the contract for design in February.

A construction challenge for IID existed for this project, as it would make it difficult to continue to service several nearby County-area residences served by surface water. It was determined that incentivizing these properties to convert to City water would be in the best interest of the project. Staff worked with IID to encourage the residents to switch. In March, the final remaining holdout submitted paperwork to connect to City water service, so staff is working with IID to get the project reinitialized. Separately, staff met with a contractor to establish physical connections. The CM is working with IID to schedule the work prior to the undergrounding operation. ***The CM has had multiple conversations with IID in the past week and we will keep this moving forward.***

A new wrinkle developed wherein the dedicated Congressional funding IID procured is not immediately accessible. Although that is expected to be resolved fairly soon, the uncertainty begat the need to push the City's project funding into next fiscal year to avoid non-performance. David Aguirre with ICTC worked with SCAG and Caltrans to accomplish that and, although there are still some final steps, it has been tentatively approved at the base level.

**Pine Avenue Sidewalks** – Subsequent to the awards of funding for streets projects utilizing Federal Highways dollars through ICTC in early 2022, another year of projects was quickly requested to be added. Holtville submitted a project to capture CMAQ dollars to add sidewalks to either side of Pine Avenue between Fourth and Fifth Streets. Action to approve was taken in October, 2023.

**Capital Improvements Project Listing** – a meeting was held in November with staff, including the City Manager, City Engineer, City Planner and Water/Wastewater Lead Operator to discuss long term capital improvements needed in the City. Water system improvements, sewer system upgrades, streets projects and other issues were discussed and expected to be further explored. A more complete detailing of the discussion will be presented to the Council in the near future.

## **PARKS**

**Holtville Wetlands Project** – In late 2016, approximately \$3 million was granted to the City through the US Bureau of Reclamation (BoR). THG was selected for Grant Administration tasks and George Cairo Engineering (GCE) for design services. GCE was significantly behind schedule from the outset, but finally produced approved plans in 2021.

A construction RFP was released in early 2022 netted only one bid, which was significantly over (+/- \$1.4 million) the construction budget. The BoR representative, Jeremy Brooks, was extremely helpful in moving the project along. In September, 2022, he was able to secure funding to bridge the gap to pay for construction. That funding was officially awarded in early February, 2023. Action to officially award the construction contract was taken in March and a pre-con meeting was held in early May, with the contractor onsite performing various activities simultaneously.

The site has now been fully constructed with regard to major earth work, piping and the inlet headworks, however there remains a holdup with a permit from the Army Corps of Engineers (USACE). We await approval to tap into the River and begin the process of populating the beds with plant species.

When awaiting the ACE permit drug on, the project grant end date was looming on January 30. BoR was aware of the issue, but staff officially requested an extension in January, which was granted. The new completion deadline has been pushed to September, 2024. THG completed work on an additional set of documents requested by USACE and met with their representative in March. Although the application was not immediately accepted, he gave some positive feedback that things are on the right track and suggested a short list of fixes. THG resubmitted the amended application in early April, but was unable to connect with USACE until late-April. Although the application was deemed complete, the compliance officer insisted on an onsite inspection. That inspection was performed earlier this month and the compliance officer has now stated that the permit will now be reissued! THG is contacting the contractor to ramp back up as soon as the permit is in hand. ***The horticulture contractor has begun ordering plants for the project. With a 30- to 60-day lead time, it is assumed that we will be able to proceed when the material is in hand.***

**Railroad Trestle Repair** – A grant was secured from the California Natural Resources Agency to repair the railroad trestle burned in a river bottom fire several years ago. This is necessary to connect the Trail to east side of the river and eventually the future Wetlands area. After over a decade and a half of being somewhat unsightly and unusable, the trestle will soon be fixed cosmetically and usable for pedestrian and non-motorized traffic. Documentation was finally signed for this grant in late October, 2021. The City Engineer completed the technical specification for the Scope of Work in June 2022 for the RFP. A decision was made to forestall the bid process a bit to allow construction costs to stabilize. An extension was secured in early October from the funding agency to allow this extra time. Kleinfelder, Inc., was selected for Design services in April. A meeting with the design team was held in early May wherein various facets of the project were discussed. Mayor Ward volunteered to sit in on meetings for this project when possible, so she and staff met with the design team via Zoom to discuss preliminary design concepts. Multiple ideas to control costs and stretch the project dollars were decided upon. Staff has continued to meet with the design team. Mayor Ward and the CM have proceeded with the general direction of keeping the original character of the structure, while making concessions to keep costs under control.

At this point, most of the structural work has been completed, with additional work needed on ancillary elements such as landscaping and the proposed picnic area. A January update meeting between the Design team, the City Planner and the CM revealed that the project had stalled due to a needed topographical study that the consultant thought the City would provide. After discussion, Kleinfelder engaged a local consultant to produce the document and the project is back in motion. Preliminary plans were recently submitted for review. Other than requesting a reprioritization of the elements to be completed vis a vis available funding, the project is once again progressing and starting to take definitive shape. The designer recently inquired about prioritization of construction elements, so costing seems to be on the horizon.

At the SCAG event in May, 2022, the City Manager had multiple discussions about a Trail extension from the Trestle to the Country Club area, then to the UC Research station and eventually to Hwy 111 for easier access to IVC with active transportation funding options. The idea was well-received and staff will be meeting with other agencies about the concept in the future. Subsequently, the head of Public Works for the County was brought in and he was enthusiastically supportive. A new round of Active Transportation funding is now available, so staff is working on an application for funding this project. A public hearing was



held at Planning Commission to solicit any comments from residents regarding the project. Although only one member of the public was on hand to register a comment, both his feedback and that from the PC was positive. ***A grant application was submitted this week to fund design of the project.***

**Mellinger Alamo River Trail** - A grant application through River Partners, a non-profit that deals in habitat restoration, for a project that would include our Wetlands trail spur, was unsuccessful in 2022, but a reapplication recently received approval. RP met with the City Manager and toured the site this week to kick off the project. They are in discussion with Nicklaus Engineering to design the project. Staff was contacted by NEI in March to discuss design elements. River Partners staff met briefly with the CM a few weeks ago while in town to do a physical “scouting” trip to decide a best path for the trail extension. We expect to meet with them and the design engineer soon to discuss. Staff has interacted with River Partners multiple times in the past few weeks. They have done some preliminary exploration and soil sampling and continue to move the project forward. ***They are now beginning weekly check-in meetings. A tentative map was forwarded to the City this week. The original template is aggressive (i.e. “Expensive”), so it is assumed that discussions and concessions will be forthcoming.***

**BUILDING DEPT** - The City issued **64** building permits in 2024. A list of permits pulled by month is available on the City’s website at <http://holtville.ca.gov/section.php?id=73>.

**Melon, LLC Housing Project (± 50)** – A project has been in the works for some time at the northeast corner of Ninth and Melon, just outside the City limits. After years of confusion regarding the process, the project’s ownership group, led by John Hawk, engaged Development Design & Engineering in 2016 to assist in shepherding the project along. DD&E completed CEQA compliance and a Mitigated Negative Declaration was adopted by the Planning Commission and City Council in late 2020.

The project was presented at Planning Commission in October 2020 and drew a good deal of public opposition. PC action pushed the project forward with a designation of allowing R-1 or R-2 development, with Council accepting the PC recommendation in November, 2020. The more dense R-2 zoning designation would allow up to 8 units per acre or approximately 65 units. The annexation was approved by LAFCo in February, 2021. We await further submission from the project proponent.

Staff spoke with Mr. Hawk multiple times to remind him that there are still several requirements to move his project forward, which he could be doing concurrently with the preparation and construction of the IID and City improvements. He said he will be speaking to his partners. As the undergrounding and street work are imminent, he still needs to produce a site plan, building plans, pull permits, etc. The City’s project should now have no bearing on his timeline. This was reiterated to Mr. Hawk again in January.

**AMG Sunset Rose Senior Apartments (± 33)** – In July, 2022, the City was granted HOME funding for this AMG & Associates apartment project, proposed in the area of Third and Grape. This will create some long-term oversight by the City, but it does continue to add housing. A subdivision map was approved for the property. A consultant to administer this grant was engaged in May, 2022, and an application for additional subsidized financing was approved by the City in late November.

A pre-submittal meeting was held in early November to discuss necessary aspects to the construction with the project proponent, including offsite improvements. Much of the discussion centered on handling stormwater. Final map and the necessary proposed lot split were approved in late February as well. Since the closing of the financing, several paperwork/compliance issues cropped up that the City was left to work on. This was not the “deal” as originally presented, so staff sought assistance. Staff met with HCD representatives on this project in October. We are hoping they will assist in working with the contractor to get the project running more smoothly.

Start was delayed as construction bids came in significantly over projections. The developer has now made a drawdown on funding, however, the ownership group has been somewhat unresponsive as the project

continues to sit in limbo. An extension on their CUP was requested and was granted by Planning Commission in May, so we still await the start of construction activities. ***The CM had a recent conversation with AMG to express disappointment over the lack of information flow. It was promised that more updates would begin to flow.***

**AMG Pine Crossing Apartments (± 64)** – Staff has been notified by AMG, that the mirror image project across from Fern Crossing will be starting up, with plan submittal expected soon. The Building Inspector coordinated a meeting with a firm to perform the plan check, of whom the City Engineer approved. The Building Inspector finalized the agreement with the firm and submitted plans in June. The plans have already been returned to AMG with comments, so we await resubmission.

**Peri & Sons Ag Labor Housing (66)** – this project was introduced to Planning Commission earlier this week. It proposes to construct USDA-approved dormitory style housing for up to 660 H2A Visa Program agriculture laborers working for the applicant firm. PC approved the site plan and density waiver contingent on City Council approval of the land use designation and Conditional Use Permit. A Public Hearing was held at the last City Council meeting and the project was approved. We will now await more definitive site plans and building design for review.

## **WATER ENTERPRISE**

**Rate Study** – The profitability of the Water Enterprise has been problematic in recent years. Coupled with the debt covenant to budget a net revenue of 120% of the annual debt service, a rate adjustment has been explored. A formal Water Rate Study must be completed, which will be brought back for discussion at some point in the future.

**MEETINGS & EVENTS RECENTLY ATTENDED :**

- 06/10/24 Department Head Meeting City Hall
- 06/10/24 Holtville City Council Meeting City Hall
- 06/11/24 Trail Wetlands Spur Design Check-in Web Conference
- 06/12/24 ICTC Management/CCMA Meetings City of Imperial
- 06/12/24 Conference w/ City Attorney re: *Various Issues* Offices of Walker & Driskill
- 06/14/24 Holtville Rotary Club Meeting St. Paul's Lutheran Church
- 06/17/24 Department Head Meeting City Hall
- 06/18/24 Summer Swim Safety Check Presentation w/ Dippy Duck IID Board Chambers(EC)
- 06/19/24 Juneteenth Observed (*City Hall Closed*)
- 06/19/24 Conference w/ City Attorney re: *Various Issues* Offices of Walker & Driskill
- 06/20/24 Overall Economic Development Commission (OEDC) IC Workforce Development (EC)
- 06/20/24 Meeting w/ City Engineering Staff re: *Various Issues* THG Offices (EC)
- 06/21/24 Holtville Rotary Club Meeting St. Paul's Lutheran Church
- 
- 

**UPCOMING EVENTS :**

- 06/24/24 Department Head Meeting City Hall
- 06/24/24 Holtville City Council Meeting Civic Center
- 06/27/24 Proposed Project Meeting THG Offices (EC)
- 06/28/24 Holtville Rotary Club Meeting St. Paul's Lutheran Church
- 07/01/24 Department Head Meeting City Hall
- 07/04/24 Independence Day Observed (*City Hall Closed*)
- 07/08/24 Holtville City Council Meeting (*Planned to be DARK*)
- 07/09/24 Alamo River Trail (Wetlands Spur) Check-in Meeting Web Conference
- 07/10/24 ICTC Management/CCMA Meetings ICTC Offices (EC)
- 07/11/24 Imperial-Mexicali Bi-National Alliance Meeting Imperial County
- 07/16/24 Alamo River Trail (Wetlands Spur) Check-in Meeting Web Conference
- 07/16/24 Holtville Planning Commission Meeting City Hall
- 07/17/24 IV Foreign Trade Zone Meeting IC Workforce Development (EC)
- 07/22/24 Holtville City Council Meeting City Hall
- 07/23/24 Alamo River Trail (Wetlands Spur) Check-in Meeting Web Conference
- 08/05/24 Overall Economic Development Commission (OEDC) IC Workforce Development (EC)
- 10/16 - 10/18/24 SCAG General Assembly & Annual Conference Long Beach, CA
- 

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

Respectfully submitted,



Nicholas D. Wells  
(760) 356-2831

City of Holtville  
Report to City Council

June 20, 2024

From: Adriana Anguis, Finance Supervisor

Subject: Bimonthly Report

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

The purpose of this report is to inform Council of City of Holtville Finance activities and updates since the last council meeting.

- Budget for fiscal year 24-25
- Working on the roof reports with Raylene for the FEMA claims.
- Received the financial statements and single audit from auditors, we are currently reviewing it to finalize.
- Staff has been working posting all transactions and paying invoices before June 30<sup>th</sup>.

Respectfully Submitted,

*Adriana Anguis*

Adriana Anguis  
Finance Supervisor  
City of Holtville

MEETING DATE:	<u>6/24/24</u>
ITEM NUMBER	<u>5 b</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

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

MEETING DATE:	<u>6/24/24</u>
ITEM NUMBER	<u>5 c</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

**DATE ISSUED:** June 10, 2024  
**FROM:** Alex Silva, Fire Chief  
**SUBJECT:** Monthly Report for May 2024

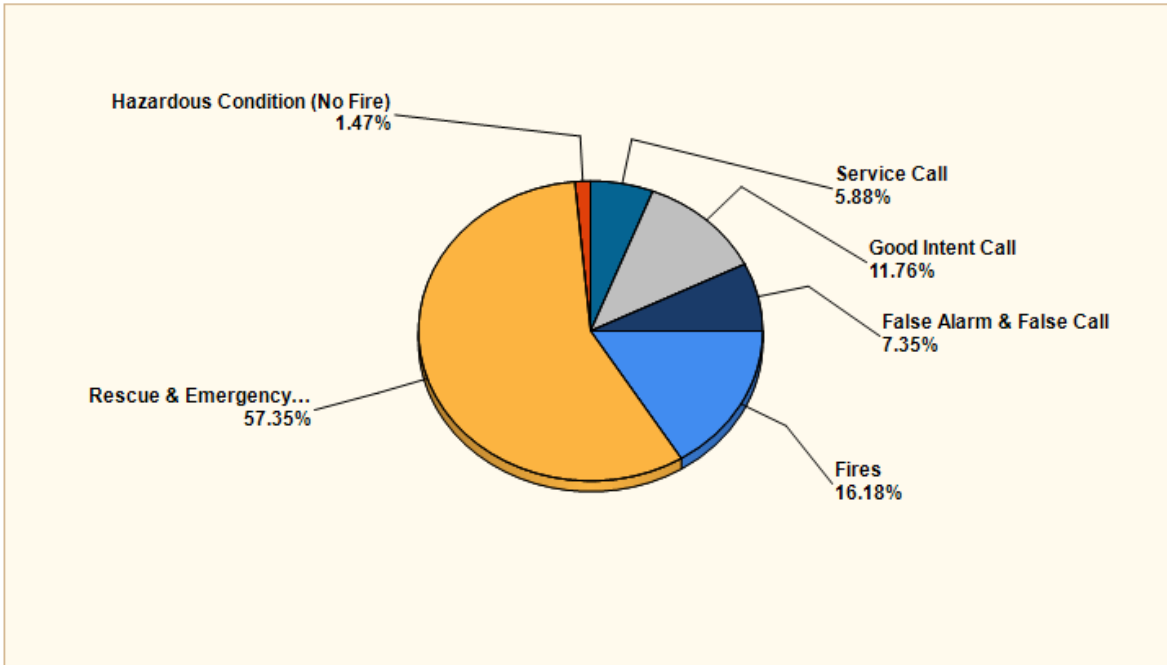
**THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.**

The following is the monthly report for May, 2024. We had the great pleasure to participate on the Annual Memorial Day Presentation. Our fire personnel attended free training throughout the valley. We attended Career days at Finley School and Mental Health at the high school. Firefighter Hernandez continued with the nuisance abatement program. Attached are the fire report for the month of May, 2024.

Emergency calls            68  
Training hours            174  
Residential inspections   60  
Commercial inspections   2

Cordially submitted

Alex Silva  
Fire Chief

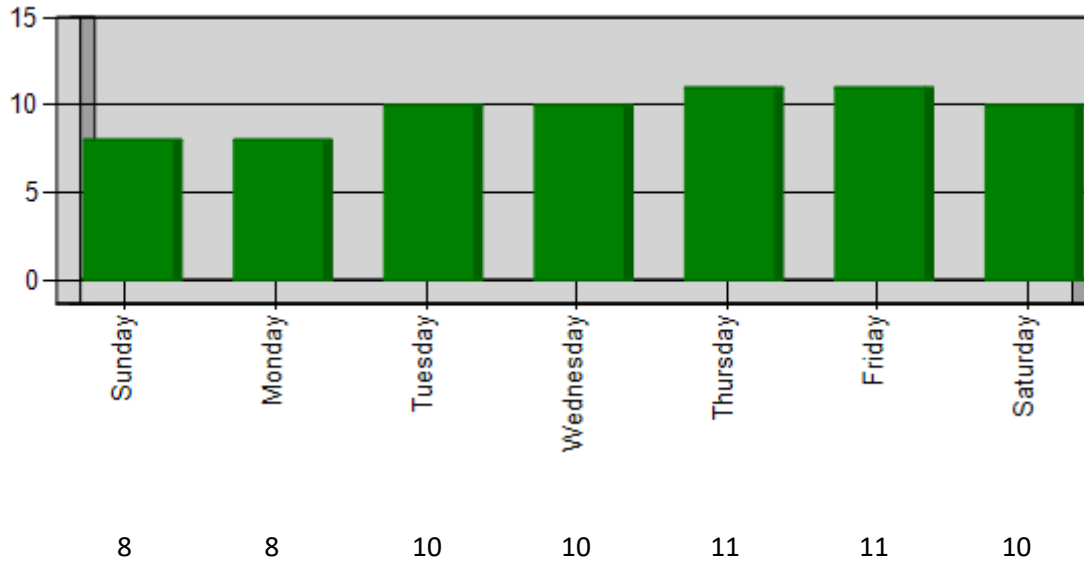


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	11	16.18%
Rescue & Emergency Medical Service	39	57.35%
Hazardous Condition (No Fire)	1	1.47%
Service Call	4	5.88%
Good Intent Call	8	11.76%
False Alarm & False Call	5	7.35%
<b>TOTAL</b>	<b>68</b>	<b>100%</b>

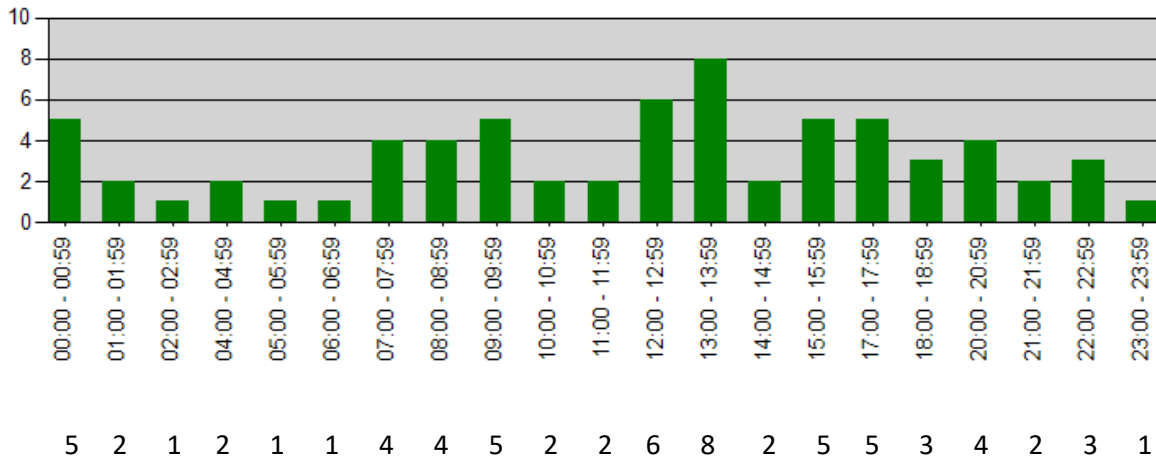
ACTION TAKEN	# INCIDENTS	PERCENTAGE
00 - Action taken, other	1	1.45%
11 - Extinguishment by fire service personnel	7	10.14%
12 - Salvage & overhaul	2	2.9%
14 - Contain fire (wildland)	1	1.45%
30 - Emergency medical services, other	1	1.45%
31 - Provide first aid & check for injuries	6	8.7%
32 - Provide basic life support (BLS)	32	46.38%
58 - Operate apparatus or vehicle	1	1.45%
72 - Assist animal	1	1.45%
73 - Provide manpower	2	2.9%
86 - Investigate	8	11.59%
87 - Investigate fire out on arrival	1	1.45%
93 - Cancelled en route	8	11.59%

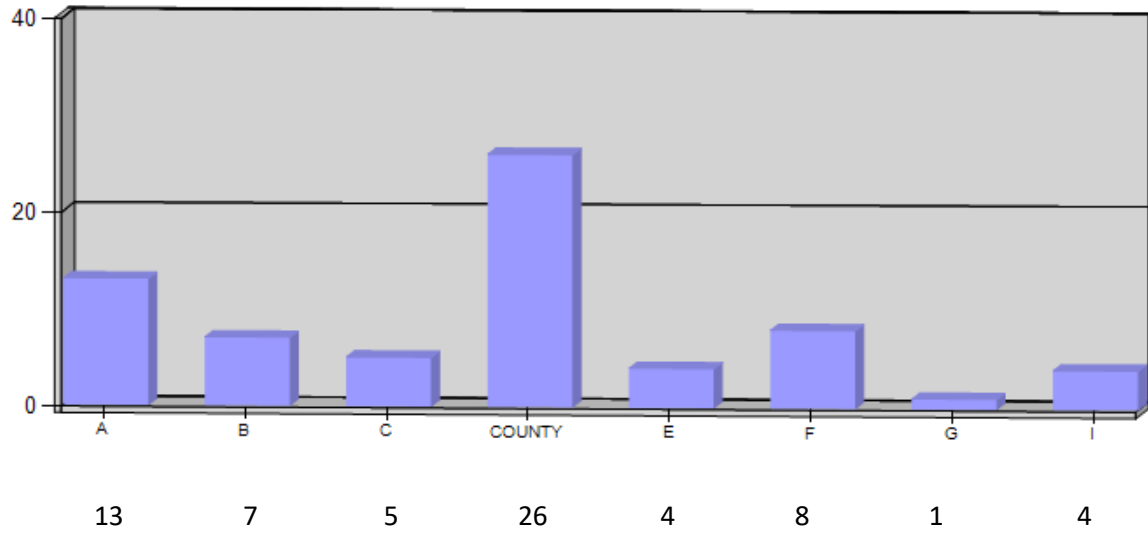
**TOTAL: 71**

Days of the week



Hours of the day









**WASTEWATER TREATMENT PLANT:**

As noted in the spreadsheet below, wastewater treatment plant effluent ammonia levels have continued to remain in compliance during the **1<sup>st</sup> Quarter 2024**.

**City of Holtville Monthly Wastewater Monitoring Data**

NPDES Permit No. CA0104361

Month/Year	Influent Flow Average (MGD)	Influent Flow Minimum (MGD)	Influent Flow Maximum (MGD)	Influent BOD mg/L	Effluent BOD mg/L	Influent TSS mg/L	Effluent TSS mg/L	Influent Ammonia, ppm	Effluent Ammonia, ppm	Effluent E. Coli
Jan-23	0.3609	0.3007	0.623	670.0	0.0	2460.0	1.8	55.0	0.0	2.4
Feb-23	0.3624	0.3151	0.4431	460.0	0.0	1625.0	2.3	59.0	0.0	3.7
Mar-23	0.3672	0.3252	0.4088	610.0	0.0	1650.0	1.8	42.0	0.0	5.1
Apr-23										
May-23										
Jun-23										
Jul-23										
Aug-23										
Sep-23										
Oct-23										
Nov-23										
Dec-23										
<b>AVERAGES-</b>	<b>0.3635</b>	<b>0.3137</b>	<b>0.4916</b>	<b>580.0</b>	<b>0.0</b>	<b>1911.7</b>	<b>1.9</b>	<b>52.0</b>	<b>0.0</b>	<b>3.7</b>

Respectfully Submitted,

Frank Cornejo.  
Water/Wastewater Chief Operator/Consultant  
IV Water Specialists