



**REGULAR MEETING AGENDA
OF THE
ARVIN CITY COUNCIL / SUCCESSOR AGENCY TO THE
ARVIN COMMUNITY REDEVELOPMENT AGENCY / ARVIN HOUSING
AUTHORITY / ARVIN PUBLIC FINANCING AUTHORITY**

TUESDAY JANUARY 24, 2023 6:00p.m.

**CITY HALL COUNCIL CHAMBERS
200 CAMPUS DRIVE, ARVIN**

CALL TO ORDER

Mayor Olivia Trujillo

PLEDGE OF ALLEGIANCE

INVOCATION

ROLL CALL

Olivia Trujillo
Daniel Borrelli
Donny Horton
Susana Reyes
Juan Murillo

Mayor
Mayor Pro Tem
Councilmember
Councilmember
Councilmember

STAFF

Jeff Jones
Nathan Hodges
Cecilia Vela

City Manager / Finance Director
City Attorney – Hodges Law Group
City Clerk



I pledge allegiance to the flag of the United States of America
and to the Republic for which it stands, one nation, under
God, indivisible, with liberty and justice for all.

PUBLIC COMMENTS:

The meetings of the City Council and all municipal entities, commissions, and boards (“the City”) are open to the public. At regularly scheduled meetings, members of the public may address the City on any item listed on the agenda, or on any non-listed matter over which the City has jurisdiction. At special or emergency meetings, members of the public may only address the City on items listed on the agenda. The City may request speakers to designate a spokesperson to provide public input on behalf of a group, based on the number of people requesting to speak and the business of the City.

In accordance with the Brown Act, all matters to be acted on by the City must be posted at least 72 hours prior to the City meeting. In cases of an emergency, or when a subject matter needs immediate action or comes to the attention of the City subsequent to the agenda being posted, upon making certain findings, the City may act on an item that was not on the posted agenda.

AGENDA STAFF REPORTS AND HANDOUTS:

Staff reports and other disclosable public records related to open session agenda items are available at City Hall, 200 Campus Drive, Arvin, CA 93203 during regular business hours.

CONDUCT IN THE CITY COUNCIL CHAMBERS:

Rules of Decorum for the Public

Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, clapping, whistling, stamping of feet or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the City meeting infeasible. A member of the audience engaging in any such conduct shall, at the discretion of the presiding officer or a majority of the City, be subject to ejection from the meeting per Gov. Code Sect. 54954.3(c).

Removal from the Council Chambers

Any person who commits the following acts in respect to a meeting of the City shall be removed from the Council Chambers per Gov. Code Sect. 54954.3(c).

- (a) Disorderly, contemptuous or insolent behavior toward the City or any member thereof, tending to interrupt the due and orderly course of said meeting;
- (b) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting;
- (c) Disobedience of any lawful order of the Mayor, which shall include an order to be seated or to refrain from addressing the City; and
- (d) Any other unlawful interference with the due and orderly course of said meeting.

AMERICANS with DISABILITIES ACT:

In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by the City, please contact the City Clerk’s office, (661) 854-3134. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

1. APPROVAL OF AGENDA AS TO FORM.

Motion _____ Second _____ Vote _____

Roll Call: CM Murillo ___ CM Reyes ___ CM Horton ___ MPT Borreli ___ Mayor Trujillo ___

2. PUBLIC COMMENTS

(This is the opportunity for the public to address the City Council on any matter on the agenda or any item of interest to the public that is within the subject matter jurisdiction of the City Council.)

3. CONSENT AGENDA ITEM(S)

A. Approval of Demand Register(s) of January 07, 2023 – January 20, 2023.

B. Approval of Payroll Register(s) of January 20, 2023.

C. Approval of A Proclamation Proclaiming February 2023 as Safe Surrendered Baby Awareness Month.

Staff recommends approval of the Consent Agenda.

Motion _____ Second _____ Vote _____

Roll Call: CM Murillo ___ CM Reyes ___ CM Horton ___ MPT Borreli ___ Mayor Trujillo ___

4. ACTION ITEM(S)

A. Consideration and Approval of A Resolution of the City Council of the City of Arvin Establishing An Ad Hoc City Council Committee Regarding City Facilities. (City Manager)

Staff recommends the approval of the Resolution.

Motion _____ Second _____ Vote _____

Roll Call: CM Murillo ___ CM Reyes ___ CM Horton ___ MPT Borreli ___ Mayor Trujillo ___

B. Discussion and Action on Measures to Mitigate the Impacts of the COVID-19 (Coronavirus) Pandemic. (City Manager)

Staff recommends to discuss and take action as appropriate.

Motion _____ Second _____ Vote _____

Roll Call: CM Murillo ___ CM Reyes ___ CM Horton ___ MPT Borreli ___ Mayor Trujillo ___

5. STAFF REPORTS

A. Report – Transportation Data FY 2021-2022 (City Manager)

6. COUNCIL MEMBER COMMENTS

7. CLOSED SESSION ITEM(S)

A. Threats to Public Services or Facilities (Pursuant to Government Code, §54957(a).)

Consultation with: City Attorney and/or City Emergency or Critical Function Personnel. (one item)

B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) and (3): (five potential cases)

8. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the Arvin City Council Chambers Bulletin Board not less than 72 hours prior to the meeting. Dated January 20, 2023.



Cecilia Vela, City Clerk



City of Arvin

Payment Register

APPKT00303 - FOR AP 1/11/2023

01 - Vendor Set

Bank: Main Pool Ck - Main Checking - BOA

Vendor Number	Vendor Name	Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	Total Vendor Amount
1003	AFLAC	Check		957734	SUPP INS DECEMBER 2022	01/01/2023	01/01/2023	0.00	40.98	40.98

Vendor Number	Vendor Name	Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	Total Vendor Amount
1015	AT&T MOBILITY	Check		287251442687X12282022	PW + COMM DEV + CH CELL PHONES 11.23.22-12.22.22	01/11/2023	01/11/2023	0.00	400.83	400.83

Vendor Number	Vendor Name	Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	Total Vendor Amount
1255	BRANDONS TRANSMISSION	Check		INV0000559	UNIT 302 STREET SWEEPER- REPALCE AIR BRAKE DRYER	01/06/2023	01/06/2023	0.00	5,129.75	5,129.75

Vendor Number	Vendor Name	Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	Total Vendor Amount
1530	BRIGHT PLANET SOLAR INC.	Check		#R00000941	OVERPAYMENT OF \$190.25 FOR BUS. LICENSE	01/10/2023	01/10/2023	0.00	190.25	190.25

Vendor Number	Vendor Name	Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	Total Vendor Amount
1138	CECILIA VELA	Check		REIMBURSEMENT FOR PURCH	REIMBURSEMENT FOR PURCHASE OF FRAMES	01/10/2023	01/10/2023	0.00	42.30	42.30

Vendor Number	Vendor Name	Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	Total Vendor Amount
1045	CLARK PEST CONTROL OF STOCKTON	Check		32532660	COMM DEV 01.04.2023	01/04/2023	01/04/2023	0.00	86.00	86.00
				32532701	ARVIN PD 1.4.2023	01/04/2023	01/04/2023	0.00	321.00	321.00
				32532707	TRANSIT 01.04.2023	01/04/2023	01/04/2023	0.00	86.00	86.00

Vendor Number	Vendor Name	Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	Total Vendor Amount
1204	COMPLETE HARDWARE STORE AND MORE	Check		463884	MATERIAL FOR FUEL SYSTEM	12/27/2022	12/27/2022	0.00	9.94	9.94
				463887	CABLE TO ATTEMPT TO CONNECT FUEL SYSTEM	12/27/2022	12/27/2022	0.00	10.81	10.81
				463889	MATERIAL FOR FUEL SYSTEM	12/27/2022	12/27/2022	0.00	14.38	14.38

Attachment: Demand Register(s) of January 07, 2023 - January 20, 2023.

Payment Register

APPKT00303 - FOR AP 1/11/2023

Vendor Number	Vendor Name					Total Vendor Amount	
1193	DIAMOND TECHNOLOGIES INC					13,18	
		Payment Type	Payment Number		Payment Date	Payment Amount	
		Check			01/11/2023	9,662.97	
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		32594MS	MICROSOFT 365 FOR BUSINESS JANUARY 2023	01/01/2023	01/01/2023	0.00	1,740.30
		32595	MANAGED SERVICES AGREEMENT JANUARY 2023	01/01/2022	01/01/2022	0.00	7,922.67
		Check			01/11/2023	3,520.10	
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		33202214	DELL PWREDGE SERV LIC & EQUIP- WRKSTNS	01/09/2023	01/09/2023	0.00	3,520.10
1310	ERIC REYES GUERRA					27	
		Payment Type	Payment Number		Payment Date	Payment Amount	
		Check			01/11/2023	270.00	
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		INV0133	BUS WASH AND BUMPER SHINE 01.09.23	01/09/2022	01/09/2022	0.00	270.00
1070	GENERAL OFFICE					36	
		Payment Type	Payment Number		Payment Date	Payment Amount	
		Check			01/11/2023	361.56	
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		20044	LANIER ARVIN PD DECEMBER 2022	01/01/2023	01/01/2023	0.00	16.22
		20045	METER READING APD & COMM DECEMBER 2022	01/01/2022	01/01/2022	0.00	345.34
1372	GREGS PETROLEUM SERVICE INC					7,38	
		Payment Type	Payment Number		Payment Date	Payment Amount	
		Check			01/11/2023	7,383.46	
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		FUEL USAGE DECEMBER 2022	FUEL USAGE DECEMBER 2022	12/31/2022	12/31/2022	0.00	7,383.46
1528	GUILLERMO GARCIA					61	
		Payment Type	Payment Number		Payment Date	Payment Amount	
		Check			01/11/2023	616.73	
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		#R00000743	REFUND FOR BP22-0274 OF \$616.73	01/10/2023	01/10/2023	0.00	616.73
1417	JESUS MARTINEZ					47	
		Payment Type	Payment Number		Payment Date	Payment Amount	
		Check			01/11/2023	474.14	
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		7967	UNIT #292 BATTERY WAS REPLACED	01/04/2023	01/04/2023	0.00	474.14
1165	KERN COUNTY FIRE DEPARTMENT					190,55	
		Payment Type	Payment Number		Payment Date	Payment Amount	
		Check			01/11/2023	190,555.75	
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		23-000088	FY 2022-23 FIRE PROTECTION SERVICES	10/18/2022	10/18/2022	0.00	190,555.75
1102	MOUNTAINSIDE DISPOSAL					21	
		Payment Type	Payment Number		Payment Date	Payment Amount	
		Check			01/11/2023	214.18	
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		691479	BIN RENT AND 4 YD ROLL OFF JAN 2023	01/01/2023	01/01/2023	0.00	214.18

Attachment: Demand Register(s) of January 07, 2023 - January 20, 2023 - January 20, 2023.

APPKT00303 - FOR AP 1/11/2023

Payment Register

Vendor Number	Vendor Name					Total Vendor Amount
1108	PG & E					36
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/11/2023	366.53
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		8440977428-2	12.02.22-12.30.22 8440977428-2 12.02.22-12.30.22	12/30/2022	12/30/2022	0.00
						366.53
1113	PRINTING SYSTEMS					21
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/11/2023	218.18
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		226463	ENVELOPES- COMMERCIAL / #10 X 2000	01/04/2023	01/04/2023	0.00
						218.18
1125	SPARKLE TEXTILE RENTAL SERVICE					1,849.80
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/11/2023	1,849.80
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		UNIFORM SERVICES DEC2022	UNIFORM SERVICES DEC2022	01/11/2023	01/11/2023	0.00
						1,849.80
1529	SWRCB					548.00
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/11/2023	548.00
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		SW-0251436	NPDES SW CONSTRUCTION CGO	12/21/2022	12/21/2022	0.00
						548.00
1131	TEL-TEC SECURITY SYSTEMS					55.00
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/11/2023	55.00
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		800431	ARVIN ADOBE COMPLEX FIRE MONITORING JAN 2023	01/01/2023	01/01/2023	0.00
						55.00
1527	VALLARTA SUPERMARKETS #39					86.25
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/11/2023	86.25
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		#R00000894	OVERPAYMENT OF \$86.25 FOR BUSINESS LICENSE	01/05/2023	01/05/2023	0.00
						86.25
1135	VEOLIA WATER NORTH AMERICA					49,780.29
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/11/2023	49,780.29
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		9000072378	WWTP POND REHAB DESIGN PROJECT INV #2	01/04/2023	01/04/2023	0.00
						49,780.29
1140	VERIZON WIRELESS 609123961 5					1,010.50
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/11/2023	1,010.50
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		9923846393	ARVIN PD CELL PHONES 11.26.22-12.25.22	12/25/2022	12/25/2022	0.00
						1,010.50

Attachment: Demand Register(s) of January 07, 2023 - January 20, 2023 (Demand Register(s) of January 07, 2023 - January 20, 2023.)

Payment Register

APPKT00303 - FOR AP 1/11/2023

Vendor Number	Vendor Name					Total Vendor Amount
1139	VERIZON WIRELESS 609123961 6					1,087.47
	Payment Type	Payment Number		Payment Date		Payment Amount
	Check			01/11/2023		1,087.47
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	9923846394	ARVIN PD AIR CARDS 11.26.22-12.25.22	12/25/2022	12/25/2022	0.00	1,087.47

Vendor Number	Vendor Name					Total Vendor Amount
1186	VERIZON WIRELESS 642023305 2					576.30
	Payment Type	Payment Number		Payment Date		Payment Amount
	Check			01/11/2023		576.30
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	9924059656	TRANSIT SVCS 11.29.22-12.28.22	12/28/2022	12/28/2022	0.00	576.30

Vendor Number	Vendor Name					Total Vendor Amount
1142	WELLS FARGO LEASE PMTS					285.91
	Payment Type	Payment Number		Payment Date		Payment Amount
	Check			01/11/2023		285.91
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	5023104520	LARGE COPIER LEASE COMM DEV 12.12.2022-1.11.2023	12/16/2022	12/16/2022	0.00	285.91

Bank: PY - Payroll Vendor Payables

Vendor Number	Vendor Name					Total Vendor Amount
1013	ARVIN POLICE OFFICERS					800.00
	Payment Type	Payment Number		Payment Date		Payment Amount
	Check			01/11/2023		800.00
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	INV0000548	APOA Dues	01/06/2023	01/06/2023	0.00	800.00

Vendor Number	Vendor Name					Total Vendor Amount
1017	CENTRAL CALIFORNIA ASSOC OF PUBLIC EMPLOYEES					898.85
	Payment Type	Payment Number		Payment Date		Payment Amount
	Check			01/11/2023		898.85
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	INV0000549	SEIU Dues	01/06/2023	01/06/2023	0.00	47.00
	INV0000550	SEIU Dues	01/06/2023	01/06/2023	0.00	851.85

Vendor Number	Vendor Name					Total Vendor Amount
1312	FRANCHISE TAX BOARD					300.00
	Payment Type	Payment Number		Payment Date		Payment Amount
	Check			01/11/2023		300.00
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	INV0000553		01/06/2023	02/15/2023	0.00	300.00

Vendor Number	Vendor Name					Total Vendor Amount
1456	KERN COUNTY SHERIFF					416.78
	Payment Type	Payment Number		Payment Date		Payment Amount
	Check			01/11/2023		416.78
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	INV0000552		01/06/2023	02/15/2023	0.00	416.78

Vendor Number	Vendor Name					Total Vendor Amount
1018	VANTAGE POINT TRANSFER AGENTS					1,347.96
	Payment Type	Payment Number		Payment Date		Payment Amount
	Check			01/11/2023		1,347.96
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	INV0000545	457 Contributions	01/06/2023	01/06/2023	0.00	1,338.00
	INV0000546	457 Loan Repayment	01/06/2023	01/06/2023	0.00	9.96

Attachment: Demand Register(s) of January 07, 2023 - January 20, 2023 (Demand Register(s) of January 07, 2023 - January 20, 2023.)

Payment Register

Payment Summa

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Main Pool Ck	Check	33	27	0.00	275,255.36
Packet Totals:		33	27	0.00	275,255.36

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
PY	Check	7	5	0.00	3,763.59
Packet Totals:		7	5	0.00	3,763.59

Attachment: Demand Register(s) of January 07, 2023 - January 20, 2023 (Demand Register(s) of January 07, 2023 - January 20, 2023.)

Cash Fund Summa

Fund	Name	Amount
90	Main Pooled Cash Fund	-279,018.95
	Packet Totals:	-279,018.95

Attachment: Demand Register(s) of January 07, 2023 - January 20, 2023 (Demand Register(s) of January 07, 2023 - January 20, 2023.)



City of Arvin

Payment Register

APPKT00306 - FOR AP 1/19/2023

01 - Vendor Set

Bank: Main Pool Ck - Main Checking - BOA

Vendor Number	Vendor Name					Total Vendor Amount
1207	ACC BUSINESS					96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/19/2023	962.26	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
223485771	INTERNET ACC 11/11/20212 - 12/10/22	12/27/2022	12/27/2022	0.00	962.26	

Vendor Number	Vendor Name					Total Vendor Amount
1150	AT&T					87
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/19/2023	877.81	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
000019213001	9391033189 SERVICE 11.13.2022-12.12.22	12/13/2022	12/13/2022	0.00	352.78	
000019214764	9391056024 SERVICE 11.13.22-12.12.22	12/13/2022	12/13/2022	0.00	525.03	

Vendor Number	Vendor Name					Total Vendor Amount
1172	BAKERSFIELD ANIMAL HOSPITAL					14
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/19/2023	142.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
A1175051	EXAM / CONSULATION EMERGENCY A1175051	01/16/2023	01/16/2023	0.00	142.50	

Vendor Number	Vendor Name					Total Vendor Amount
1205	CLEAN CUT LANDSCAPE MANAGEMENT INC					3,32
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/19/2023	3,325.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3940	ARVIN LANDSCAPE & MAINT LLMD NO. 1 DEC2022	12/31/2022	12/31/2022	0.00	2,680.00	
3941	ARVIN LANDSCAPE & MAINT LLMD NO. 2 DECEMBER 2022	12/31/2022	12/31/2022	0.00	645.00	

Vendor Number	Vendor Name					Total Vendor Amount
1204	COMPLETE HARDWARE STORE AND MORE					2
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/19/2023	25.94	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
461135	5 GAL PAIL LID	12/01/2022	12/01/2022	0.00	25.94	

Vendor Number	Vendor Name					Total Vendor Amount
1052	CSJVRMA					138,56
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/19/2023	138,561.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
RMA 2023-00143	2022/2023 3RD QUARTER DEPOSITS	12/16/2022	12/16/2022	0.00	138,561.00	

Vendor Number	Vendor Name					Total Vendor Amount
1310	ERIC REYES GUERRA					36
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/19/2023	360.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0134	ARVIN PD FLEET WASH 1.11.2023	01/11/2023	01/11/2023	0.00	360.00	

Attachment: Demand Register(s) of January 07, 2023 - January 20, 2023 (Demand Register(s) of January 07, 2023 - January 20, 2023.)

Payment Register

Vendor Number	Vendor Name					Total Vendor Am	
1062	FEDEX					3	
		Payment Type	Payment Number	Payment Date	Payment Amount		
		Check		01/19/2023	36.44		
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		7-993-29356	SHIPPING SVCS 12.22.22	12/30/2022	12/30/2022	0.00	36.44
1100	FERNANDO LOPEZ					16	
		Payment Type	Payment Number	Payment Date	Payment Amount		
		Check		01/19/2023	160.00		
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		01.10.2023	INTERPRETER SERVICES 01.10.2023	01/10/2023	01/10/2023	0.00	160.00
1322	JAKE RAPER JR					6,84	
		Payment Type	Payment Number	Payment Date	Payment Amount		
		Check		01/19/2023	6,840.00		
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		INVOICE 26	INVOICE 26	01/03/2023	01/15/2023	0.00	6,840.00
1225	JASMIN GARCIA					29	
		Payment Type	Payment Number	Payment Date	Payment Amount		
		Check		01/19/2023	294.42		
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		REIMBURSEMENT SANTA SUIT	REIMBURSEMENT SANTA SUIT, HATS, CANDY CANES	12/15/2022	12/15/2022	0.00	294.42
1232	JEFFREY B KELLEY					35	
		Payment Type	Payment Number	Payment Date	Payment Amount		
		Check		01/19/2023	359.54		
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		3665	KEYS AND CYLINDER CDD	10/20/2022	10/20/2022	0.00	359.54
1081	JIM BURKE FORD					82	
		Payment Type	Payment Number	Payment Date	Payment Amount		
		Check		01/19/2023	822.52		
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		715184C	SPARE KEY UNIT 999	01/10/2023	01/10/2023	0.00	822.52
1531	JUAN MURILLO					26	
		Payment Type	Payment Number	Payment Date	Payment Amount		
		Check		01/19/2023	269.45		
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		LEAGUE OF CA CITIES	LEAGUE OF CA CITIES 1.31.23-2.03.23	01/13/2023	01/13/2023	0.00	269.45
1168	LOWES					87	
		Payment Type	Payment Number	Payment Date	Payment Amount		
		Check		01/19/2023	872.12		
		Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
		16032233	NEW TOOL FOR PW SHOP	11/09/2022	11/09/2022	0.00	122.38
		2011157	STAFF IS BUILDING STORAGE SHELVE INSIDE SHOP	11/09/2022	11/09/2022	0.00	645.42
		37700585	MATERIAL TO SET STREET SIGNS	11/17/2022	11/17/2022	0.00	104.32

Attachment: Demand Register(s) of January 07, 2023 - January 20, 2023 (Demand Register(s) of January 07, 2023 - January 20, 2023.)

Payment Register

APPKT00306 - FOR AP 1/19/2023

Vendor Number	Vendor Name					Total Vendor Am
1332	MADLAND TOYOTA LIFT INC					35
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			01/19/2023	357.66		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
14000163	OIL CHANGE/ FILTER REPLACEMENT UNIT #999	12/20/2022	12/20/2022	0.00	357.66	

Vendor Number	Vendor Name					Total Vendor Am
1191	MARY VALENTI PHD					50
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			01/19/2023	500.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PREEMPLOYMENT EVALUATIC	PREEMPLOYMENT EVALUATION 12.23.22	12/23/2022	12/23/2022	0.00	500.00	

Vendor Number	Vendor Name					Total Vendor Am
1184	OREILLY AUTOMOTIVE INC					47
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			01/19/2023	477.53		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4451-262266	MOTOR OIL / ANTI FREEZE TRANSIT	12/09/2022	12/09/2022	0.00	268.68	
4451-262838	UNIT 319 SWITCH TO TURN ON AMBER LIGHTS	12/12/2022	12/12/2022	0.00	7.57	
4451-263224	PD FOR CHRISTMAS SLEIGH	12/14/2022	12/14/2022	0.00	90.36	
4451-264413	HITCH BALL / BALL MOUNT	12/21/2022	12/21/2022	0.00	110.92	

Vendor Number	Vendor Name					Total Vendor Am
1109	PACIFIC IRRIGATION					62
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			01/19/2023	627.13		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
00219788	DIGIORGIO PARK REPAIRS	01/04/2023	01/04/2023	0.00	627.13	

Vendor Number	Vendor Name					Total Vendor Am
1113	PRINTING SYSTEMS					16
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			01/19/2023	164.43		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
224814	ENVELOPES COMMERCIAL #10 REGULAR	08/11/2022	08/11/2022	0.00	164.43	

Vendor Number	Vendor Name					Total Vendor Am
1114	PUBLIC WORKS COUNTY OF KERN					1,73
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			01/19/2023	1,736.02		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
ARV 1/8/2023	ARV DECEMBER 2022	01/08/2023	01/08/2023	0.00	1,736.02	

Vendor Number	Vendor Name					Total Vendor Am
1112	PURCHASE POWER					52
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			01/19/2023	522.04		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
METER ADD 1.11.2023	METER ADD 1.11.2023	01/11/2023	01/11/2023	0.00	522.04	

Vendor Number	Vendor Name					Total Vendor Am
1122	SIRCHIE					28
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			01/19/2023	287.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0571821-IN	EVIDENCE BOX / 50 EACH	12/20/2022	12/20/2022	0.00	287.00	

Attachment: Demand Register(s) of January 07, 2023 - January 20, 2023 (Demand Register(s) of January 07, 2023 - January 20, 2023.)

Payment Register

APPKT00306 - FOR AP 1/19/2023

Vendor Number	Vendor Name					Total Vendor Am
1123	SO CAL GAS CO					3,08
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/19/2023	3,081.44
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		SERVICES 11.26.22-12.27.22	SERVICES SERVICES 11.26.22-12.27.22	12/29/2022	12/29/2022	0.00
						3,081.44
1033	SPECTRUM BUSINESS					10
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/19/2023	108.99
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		168251101122122	PUBLIC WORKS SVC 12.29.22-1.28.23	12/21/2022	12/21/2022	0.00
						108.99
1126	STAPLES BUSINESS ADVANTAGE					2,20
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/19/2023	2,204.77
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		1646110979	OFFICE SUPPLIES FOR THE CITY DECEMBER 2022	12/25/2022	12/25/2022	0.00
						2,204.77
1130	TAG AMS INC					30
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/19/2023	300.00
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		2821725	ANNUAL RENEWAL FEE ACCT 1446	01/11/2022	01/11/2022	0.00
						300.00
1145	VEOLIA WATER NORTH AMERICA MAINT NOTE					173,28
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/19/2023	173,282.61
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		9000071563	O & M SERVICES WASTEWATER NOVEMBER 2022	01/18/2023	01/18/2023	0.00
						173,282.61
1259	VINCENTE MEDRANO					8
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/19/2023	85.00
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		FUEL FOR VEHICLE #292	FUEL FOR VEHICLE #292/ RIVERSIDE SHERIFF FUNERAL	01/14/2023	01/14/2023	0.00
						85.00
1142	WELLS FARGO LEASE PMTS					11
		Payment Type	Payment Number		Payment Date	Payment Amount
		Check			01/19/2023	110.88
		Payable Number	Description	Payable Date	Due Date	Discount Amount
		5023226979	COMM DEV LEASE 12.21.22-1.20.23	12/26/2022	12/26/2022	0.00
						110.88

Attachment: Demand Register(s) of January 07, 2023 - January 20, 2023 (Demand Register(s) of January 07, 2023 - January 20, 2023.)

Payment Register

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Main Pool Ck	Check	37	30	0.00	337,754.50
Packet Totals:		37	30	0.00	337,754.50

Attachment: Demand Register(s) of January 07, 2023 - January 20, 2023 (Demand Register(s) of January 07, 2023 - January 20, 2023.)

Cash Fund Summa

Fund	Name	Amount
90	Main Pooled Cash Fund	-337,754.50
	Packet Totals:	-337,754.50

Attachment: Demand Register(s) of January 07, 2023 - January 20, 2023 (Demand Register(s) of January 07, 2023 - January 20, 2023.)



City of Arvin

Detail Register

Payroll Summary

Packet: PYPKT00421 - PY 1.20.23 (1/3/23-1/16/23)
Payroll Set: 01 - Payroll Set 01

Pay Period: 01/03/2023 - 01/16/2023

Total Direct Deposits: 118,074.21
Total Check Amounts: 0.00

Males Paid: 39
Females Paid: 20
Total Employees: 59

Attachment: Payroll Register(s) of January 20, 2023 (Payroll Register(s) of January 20, 2023.)

EARNINGS

Pay Code	Units	Pay Amount
1X	162.00	8,299.39
2X	12.50	789.14
AUTO ALLOW	0.00	200.00
BILINGUAL	0.00	1,292.27
CELL ALLOW	0.00	200.00
DEGREE	0.00	461.57
DIFFL	196.00	254.80
FICA	0.00	476.53
FTO	84.00	242.31
HOL	412.00	12,937.08
HOL PD	93.00	2,840.34
HPD1X	93.00	4,573.19
HPD3X	39.00	3,968.19
INSUR	0.00	1,825.74
LONG	0.00	3,036.00
PBD	33.00	1,071.45
POST	0.00	965.30
REG	3,496.00	109,018.71
SALARY	4.00	900.00
SICK	253.98	6,916.56
SS Only	0.00	132.04
SSWEP	18.00	434.34
TUPGR	160.00	282.16
TUPGR-NP	320.00	1,185.96
Vacation	116.02	3,506.85
VACCO	80.00	2,246.00
Total:	5,572.50	168,055.92

BENEFITS

Pay Code	Units	Pay Amount
COMP	45.75	0.00
PERS-Classic	13.00	800.02
Uniform Classic	5.00	52.42
Total:	63.75	852.44

TAXES

Code	Subject To	Employee	Employer
Federal W/H	153,454.53	12,467.64	0.00
MC	164,588.33	2,386.52	2,386.52
SDI	163,150.33	1,468.35	0.00
SS	164,588.33	10,204.48	10,204.48
State W/H	153,454.53	4,937.77	0.00
Unemployment	166,547.35	0.00	0.00
Total:		31,464.76	12,591.00

DEDUCTIONS

Code	Subject To	Employee	Employer
457K-Flat	0.00	1,438.00	0.00
457LO	0.00	9.96	0.00
ALLST	0.00	94.10	0.00
APOA Dues	0.00	800.00	0.00
BLUE	0.00	1,022.50	0.00
COLONIAL-AT	0.00	322.57	0.00
COPRE	0.00	319.70	0.00
DUES-COPE	0.00	47.00	0.00
EWO	0.00	416.78	0.00
EWO_FTB	0.00	300.00	0.00
GARNISHMENT	0.00	843.22	0.00
GUARD1	0.00	677.32	0.00
GUARD2	0.00	668.82	0.00
KAISR	0.00	848.00	0.00
PERS SCP	0.00	44.65	0.00
PERS2	20,537.53	1,437.64	0.00
PERS2 ER CLASSIC	29,921.99	0.00	3,087.96
PERS2D-EE/ER-CLASSIC	6,669.23	0.00	466.85
PERS3-EE/ER SAFETY	10,697.50	0.00	748.83
PERS3-ER-SAFETY	10,882.12	0.00	1,604.02
PERS5 CLASSIC	2,099.83	10.50	0.00
PERS5E-EE/ER CL	2,099.83	0.00	136.49
PERS6 PEPRA	63,019.75	4,253.82	0.00
PERS6-ER-PEPRA	63,019.75	0.00	4,707.58
PERS8 ER SAFETY	39,938.30	0.00	4,313.34
PERS8-SAFETY	39,938.30	3,993.84	0.00
PERS-CL DED	0.00	0.00	800.02
SEIU Dues	0.00	968.53	0.00
Total:		18,516.95	15,865.09

RECAP 01 - Payroll Set 01

Earnings:	168,055.92	Benefits:	852.44	Deductions:	18,516.95	Taxes:	31,464.76	Net Pay:	118,074.21
-----------	------------	-----------	--------	-------------	-----------	--------	-----------	----------	------------

Attachment: Payroll Register(s) of January 20, 2023 (Payroll Register(s) of January 20, 2023.)

Department: 001 - ADMINISTRATION

EARNINGS

Pay Code	Units	Pay Amount
1X	5.50	320.01

Department: 003 - ANIMAL CONTROL

EARNINGS

Pay Code	Units	Pay Amount
1X	7.00	305.09

Department: 013 - Non Sworn PD

EARNINGS

Pay Code	Units	Pay Amount
1X	11.00	432.08
2X	4.00	209.72

Department: 014 - POLICE DEPARTMENT

EARNINGS

Pay Code	Units	Pay Amount
1X	129.50	6,974.50
2X	8.50	579.42

Department: 023 - TRANSIT

EARNINGS

Pay Code	Units	Pay Amount
1X	9.00	267.71

February 14, 2023

City of Arvin
200 Campus Drive
Arvin, CA 93203

**PROCLAIM FEBRUARY 2023 AS SAFE SURRENDER BABY
AWARENESS MONTH IN KERN COUNTY
(Fiscal Impact: None)**

The purpose of this letter is to ask the Arvin City Council, to proclaim February 2023 as Safely Surrender Baby Awareness Month and to advise the community of planned events to highlight the importance of the Safely Surrendered Baby Law.

The Safely Surrendered Baby Law responds to the increasing number of newborn infant deaths due to abandonment in unsafe locations. First created in January 2001, the law's intent is to save the lives of newborn infants at risk of abandonment by encouraging parents or persons with lawful custody to safely surrender the infant within 72 hours of birth, with no questions asked. **Since 2006, Kern County has had 95 babies safely surrendered.**

In Kern County, a newborn baby can be safely surrendered into the hands of any hospital emergency room or Fire Station staff. The Safely Surrendered Baby Coalition, under the coordination of the Department of Human Services, works to educate Kern County residents about this important law.

The coalition is led by the Department of Human Services, and includes a group of dedicated individuals representing a long list of agencies, non-profits, hospitals, and stakeholders, including First Five Kern, the Kern County Fire Department, Bakersfield City Fire Department, Bakersfield Pregnancy Center, Right to Life Kern County, Kern Medical, Dignity & Mercy Hospitals, Adventist Health Hospitals, Clinica Sierra Vista, Kern Family Healthcare, and Koinonia Family Services.

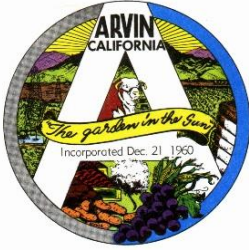
Our February Awareness Campaign will include:

- Movie Theater Advertising via a 30 second PSA
- Live Press Conference at Kern Medical
- Presentations and proclamations throughout Kern County

Therefore, IT IS RECOMMENDED that your Board proclaim February as Safely Surrendered Baby Awareness Month, prepare a proclamation and make presentation.

Sincerely,

Lito Morillo
Director



PROCLAMATION

Safe Surrendered Baby Awareness Month – February 2023

Whereas, the Safely Surrendered Baby Law (SSB) was implemented on January 1, 2001, with the intent to prevent harm and possible death to newborns, and Governor Schwarzenegger signed legislation extending the SSB Law permanently as of January 1, 2006.

Whereas, the intent of the laws is to save the lives of newborn infants at risk of abandonment by encouraging parents or persons with lawful custody to safely surrender the infant within 72 hours of birth, with no questions asked; and

Whereas, since 2006, 95 newborns have been safely surrendered in Kern County; and

Whereas, in Arvin and throughout Kern County, a newborn baby can be safely surrendered into the hands of any hospital emergency room or Fire Station staff; and

Whereas, the Safely Surrendered Baby Coalition, under the coordination of the Department of Human Services, works to educate Arvin Citizens and all Kern County residents about this important law. The coalition is made up of a small group of dedicated individuals representing a long list of agencies, non-profits, hospitals, and stakeholders, including First Five Kern, Kern Family Health Care, and the Kern County Fire Department, to name a few.

Now, therefore, on behalf of all the citizens of the City of Arvin, We, the City Council of the City of Arvin are honored to declare February 2023, as Safe Surrendered Baby Awareness Month in the City of Arvin and recognize the work being done by the Safely Surrendered Baby Coalition.

In Witness Whereof, I have hereunto set my hand and caused to be affixed the seal of the City of Arvin, California, this 24th day of January 2023.

Olivia Trujillo, Mayor
City of Arvin



CITY OF ARVIN

Staff Report

Meeting Date: January 24, 2023

TO: Arvin City Council

FROM: Jeff Jones, City Manager

SUBJECT: A Resolution of the City Council of the City of Arvin Establishing An Ad Hoc City Council Committee Regarding City Facilities.

BACKGROUND:

The proposed Resolution is presented to Council following Council's request. Based on previous discussion, various issues, including a definite process on how to issue leases of City facilities to either members of the public or non-profit organizations have been of interest to the Council.

On January 26, 2021, the City Council adopted the City of Arvin's Policy Guidelines for Leasing City Property. Although this policy provides criteria to consider in evaluating a potential tenant, this policy does not provide a process and methods of how to provide information to interested parties of availability of City facilities for possible leasing and or one-time use. The City also does not have a long-term plan regarding upgrading City facilities and establishing a fair market rate for rental and or leases of City facilities.

This proposed Resolution would, if adopted, authorize the formation of an Ad Hoc Committee on City Facilities.

The Proposed Committee would be tasked with a review of current facilities, along with leases and terms of those leases with various organizations that currently hold leases with the City. The Committee will make recommendations on how to publicize the availability of facilities and also provide recommendations on how to select new tenants should multiple organizations apply for the same lease or rental opportunity. The Committee will also look at ways to upgrade and/or maintain the facilities. Finally, the Committee will look at current rental/lease rates and determine if adjustments to the current rate schedule is warranted. After such review, the Committee would prepare recommendations regarding each of the Committee matters for the full City Council to discuss and potentially act on.

STAFF RECOMMENDATION:

Staff recommends consideration and discussion from Council along with approval of the resolution.

FINANCIAL IMPACT:

This resolution may involve budgetary impacts. Capital improvements to facilities could be funded by reallocation of America Rescue Plan Act funds. The City will receive additional revenue from leases/rentals based on charging current market rates.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARVIN ESTABLISHING AN AD HOC CITY COUNCIL COMMITTEE REGARDING CITY FACILITIES.

WHEREAS, on January 26, 2021, the City Council adopted the City of Arvin Policy Guidelines for Leasing City Property that establishes criteria for selectin and vetting tenants and to establish consistent terms and conditions for leases of City owned property; and

WHEREAS, although said policy provides criteria to consider in evaluating a potential tenant, the policy does not provide a process and methods of how to provide information to interested parties of availability of City facilities for possible leasing and or one-time use. The City also does not have a long-term plan regarding upgrading City facilities and establishing market rate for rental and or leases of City facilities; and

WHEREAS, on July 21, 2021 the City Council approved Resolution No. 2021-50, establishing a City Council Committee Policy Governing Council Committees; and

WHEREAS, the City Council wishes to establish an Ad Hoc Committee to assist the Council with a review of facilities, along with leases and terms of those leases with various organizations that currently hold leases with the City; and

WHEREAS, the Committee will make recommendations on how to publicize the availability of facilities and also recommend selection of new tentants, should multiple organizations apply for the same lease or rental opportunity, using Section 5, Review and Selection Process criteria of the current City of Arvin Policy Guidelines for Leasing City Property; and

WHEREAS, the Committee will make recommendations on a long-term plan regarding upgrading and/or maintaining the City facilities and determining the fair market rate for rental or leases of City facilities in accordance to Section 6, Lease Terms of the City of Arvin Policy Guidelines for Lease City Property; and

WHEREAS, all leases shall continue to be in writing in a form approved by the City Attorney and all leases shall be approved by the City Council; and

WHEREAS, the City of Arvin Policy Guidelines for Leasing City Property adopted by the City Council on January 26, 2021, in its entirety, shall subsist.

////

////

Attachment: Reso Facility Ad hoc Committee_012423 (Ad Hoc Committee Regarding City Facilities)

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ARVIN as follows:

1. **SECTION 1.** Committee Established.
 - a. The following Ad Hoc Committee is hereby established:
City Facilities.
2. **SECTION 2.** General Powers and Duties.
 - a. The Committee shall have the general power and duty to render advice and make recommendations to the City Council for selection of applicants to lease City facilities in accordance to the following criteria as provided in Section 5. Review and Selection Process of the City of Arvin's Policy Guidelines for Leasing City Property previously adopted on January 26, 2021:

Review and Selection Process. City will consider the following factors, among others, in evaluating a potential tenant:

- i. **Public Benefit.** Priority will be given to tenants that provide beneficial services or programs to City residents that are not otherwise available, or are in short supply, in the City.
 - ii. **Job Growth.** Priority will also be given to tenants that will create employment opportunities for City residents.
 - iii. **Low Impact.** City will weigh any detrimental environmental or community impacts of the tenant's proposed use against any public benefits provided by the tenant and give priority to tenants that have no or minimal detrimental impacts.
 - iv. **Professionalism and Financial Reliability.** The City will give priority to tenants with demonstrated professionalism and expertise in their area of work and organizational management, and with demonstrated financial reliability.
 - v. **Compliance with Restrictions on Property Use.** The permissible use of certain City properties (including, but not limited, to the Adobe Complex) is or may be restricted by conditions on grants used to fund the development of such properties, by deed restrictions, or by other legal restrictions. City will evaluate each proposed use of the property to ensure compliance with any such restrictions.
- b. The Committee will make recommendations on how to publicize the availability of facilities and also provide recommendation on selection of new tenants, should multiple organizations apply for the same lease or rental opportunity, using the current City of Arvin Policy Guidelines Review and Selection Process criteria.
 - c. The Committee will make recommendations on a long-term plan regarding upgrading and/or maintaining the City facilities and determining the fair market rate for rental or leases of City facilities in accordance to Section 6, Lease Terms of the City of Arvin Policy Guidelines for Lease City Property.
 - d. The Committee shall make regular oral reports to the Council, in addition to any specific reports and recommendations requested by the City Council.

- 3. SECTION 3. Meetings. The Committee shall meet at least monthly, at times and places to be determined by the Committee and shall hold additional meetings as it deems necessary to perform its functions.
- 4. SECTION 4. Interested tenants shall continue to submit a Lease Application to the City of Arvin in accordance with Section 4, Lease Application of the City of Arvin Policy Guidelines for Lease City Property.
- 5. SECTION 5. All leases shall continue to be in writing in a form approved by the City Attorney and all leases shall be approved by the City Council.
- 6. SECTION 6. The City of Arvin Policy Guidelines for Leasing City Property adopted by the City Council on January 26, 2021, in its entirety, shall subsist.
- 7. SECTION 7. The Mayor of the City of Arvin shall appoint two City Council Members to serve on the Committee. Each appointee shall serve at the pleasure of the Mayor.
- 8. SECTION 8. The Committee shall not remain in existence for more than one calendar year after its formation unless specifically extended by resolution of the City Council.
- 9. SECTION 9. The City Clerk shall certify to the passage and adoption of this Resolution.

/////

/////

/////

/////

/////

/////

/////

/////

/////

/////

/////

/////

/////

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Arvin at a regular meeting thereof held on the 24th day of January 2023 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST

CECILIA VELA, City Clerk

CITY OF ARVIN

By: _____
OLIVIA TRUJILLO, Mayor

APPROVED AS TO FORM:

By: _____
NATHAN HODGES, City Attorney
Hodges Law Group

I, _____, City Clerk of the City of Arvin, California, **DO HEREBY CERTIFY** that the foregoing is a true and accurate copy of the Resolution passed and adopted by the City Council of the City of Arvin on the date and by the vote indicated herein.

CITY OF ARVIN

POLICY GUIDELINES FOR LEASING CITY PROPERTY

1. **Purpose.** From time to time, City of Arvin leases City-owned property to various entities. The purpose of this policy is to establish criteria for selecting and vetting tenants, and to establish consistent terms and conditions for leases of City property.
2. **Compliance with Laws.** City must comply with the Surplus Land Act (Govt. Code 54220 et seq.) with respect to leasing surplus property. In addition certain types of property (such as park, recreation and open space property) may have additional requirements before being available for leasing.
3. **Scope of Policy.** This policy applies to leasing of City-owned property for more than 30 days.
4. **Lease Application.** A person or entity interested in leasing City property shall submit a written application either by email to cvela@arvin.org or a physical copy to City Clerk's office located at 200 Campus Drive, Arvin, CA 93203. Each application must include the following information regarding the proposed tenant:

A. Proposed Tenant.

- Legal name and address;
- Other names used by proposed tenant;
- If an entity, specify the type (i.e. corporation, LLC, LLP, etc.), the state of formation, and, if formed outside of California, confirmation of California filings as a foreign entity;
- Whether a proposed tenant is a tax-exempt entity, and if so, under what section of the Internal Revenue Code (e.g., 501(c)(3)), including documentation of non-profit status;
- Date of entity formation, including a brief history or background of the entity;
- Contact information for representative of proposed tenant; and
- A copy of the entity's bylaws or other similar document showing which individual(s) have signing authority for the entity.

B. Location and Proposed Term

- Identification of the proposed City property;
- Proposed lease term including any extensions; and
- Proposed date of term commencement.

C. Intended Use

- Detailed information regarding the intended use of the property;
- Public services, programs, or benefits provided by the intended use of the property, if any;
- Intended population served by use, including estimated portion residing within City of Arvin;
- Documentation showing any available performance measures related to the entity's services or business;
- The number of employees who will work at the property; and
- Approximate number of employees tenant anticipates hiring from the Arvin community to work at the property, if any.

D. Impacts of Use and Proposed Tenant Improvements

- Anticipated impacts of the use, including increased traffic, noise, effects on neighboring uses, etc.; and
- Summary of any requested tenant improvements to the property.

E. Viability and Credit History

- Proposed tenants that are business entities must provide documentation showing the entity's officers, agent for service of process, active standing with the California Secretary of State, and most current Statement of Information filed with the California Secretary of State; and
- All proposed tenants must provide documentation showing the proposed tenant's credit history, including outstanding liens, judgments, and bankruptcies. This requirement may be satisfied by providing the City with a business or individual credit report (depending on whether the proposed tenant is a business entity or individual).

F. Terms and Conditions

- Any specific terms and conditions the leasing entity requests to be included or excluded from the lease agreement.

The application will be reviewed by the City Manager or designee. The City Manager or designee may request any other information or documentation that he or she deems necessary to adequately evaluate the applicant, provided that requests for additional information or documentation shall not be unreasonably burdensome.

5. Review and Selection Process. City will consider the following factors, among others, in evaluating a potential tenant:

- A. Public Benefit.** Priority will be given to tenants that provide beneficial services or programs to City residents that are not otherwise available, or are in short supply, in the City.

- B. Job Growth.** Priority will also be given to tenants that will create employment opportunities for City residents.
- C. Low Impact.** City will weigh any detrimental environmental or community impacts of the tenant's proposed use against any public benefits provided by the tenant and give priority to tenants that have no or minimal detrimental impacts.
- D. Professionalism and Financial Reliability.** The City will give priority to tenants with demonstrated professionalism and expertise in their area of work and organizational management, and with demonstrated financial reliability.
- E. Compliance with Restrictions on Property Use.** The permissible use of certain City properties (including, but not limited, to the Adobe Complex) is or may be restricted by conditions on grants used to fund the development of such properties, by deed restrictions, or by other legal restrictions. City will evaluate each proposed use of the property to ensure compliance with any such restrictions.

6. Lease Terms.

- A. Lease Agreement.** All leases shall be in writing in a form approved by the City Attorney. Generally the City Attorney will prepare the lease.
- B. Rent.** City property generally will be leased for fair market rent although other public benefits will be considered. Leases for fair market rent will include provisions for annual or periodic rent increases to ensure the rent amount remains at fair market value throughout the term of the lease. First month's rent shall be paid at the time of the lease execution by City.

City may approve leases for below fair market value if the tenant is a non-profit or government agency and provides significant and beneficial services or programs to City residents through the leased property, which are not already available in the City or are in short supply. In determining whether to offer a below-fair-market rent, the City will also consider whether the proposed tenant charges market rates for its services and programs or whether it offers them at a subsidized rate. A lease with lower than fair market rent shall require the tenant to provide the services or programs on an ongoing basis throughout the term of the lease and to provide City with regular documentation of such services and programs, and shall provide that rent will revert to market value if the tenant ceases to provide the services and programs or ceases to be a tax-exempt entity.

City may approve leases with below-fair-market rent for a short time period to start-up businesses with demonstrated potential to create significant economic development in the City, provided that the rent shall be increased to fair market rent after a set time period or upon achievement of specified financial milestones by the tenant, as determined by City.

- C. Term.** While long-term leases may be appropriate in some circumstances, lease terms shall be established with the goal of providing City with a reasonable measure of long-term control over its property in the event City wishes to change the use of its property or lease the property to a different tenant. All leases should include

provisions allowing City to terminate the lease under certain default conditions. Furthermore, especially for leases of more than five years, City should consider adding provisions allowing early termination of the lease upon a determination by City that the property is needed for a different use, or if required maintenance and upkeep of the property becomes cost-prohibitive to the City.

City may also enter into leases with a relatively short term but with the option to renew upon a finding by City that the tenant is not in default and has satisfied certain conditions during the term. This will allow City to ensure that it continues to lease its property to high-quality tenants.

- D. Subleases.** The City will generally not allow subleases of its property, but may consider a sublease if the subtenant meets the selection criteria described in this policy, the terms of the sublease are approved by the City, and the proposed subtenant demonstrates financial viability to City's satisfaction. Any profit resulting to the tenant from the sublease will accrue to City.
- E. Taxes.** All tenants must pay possessory interest taxes and other property related taxes that may be incurred as a result of the tenancy. If a tenant qualifies for an exemption from real estate taxes, tenant is solely responsible to pursue such exemption.
- F. Security Deposit.** City will generally require a security deposit of at least one month's base rent.
- G. Maintenance.** Responsibility for property maintenance will be addressed in each lease agreement. In general, tenant will be responsible for day-to-day maintenance and upkeep of the property, including landscaping, and City will be responsible for repairs and capital improvements to the property, unless such improvements are requested by tenant. However, alternative requirements may apply for rental of space within a building as opposed to the leasing of an entire building, or as otherwise determined by the City.
- H. Improvements.** Tenants may not make improvements to the property without prior City approval and all such requested approvals shall be made at tenant's sole cost and expense and must comply with applicable laws including, but not limited to, prevailing wages. All improvements to the property will become the property of City upon termination of the lease unless City otherwise notifies tenant to remove same at no cost to City and restore the property to its previous condition.
- I. Inspections and Audits.** Leases will include provisions allowing City to inspect the property and audit tenant's records, as necessary, to determine tenant's compliance with the terms of the lease.
- J. Other City Requirements.** All tenants and subtenants shall remain in good standing and full compliance with all applicable laws and regulations including, but not limited to, City requirements regarding land use and business activity such as business

license requirements and obtaining all necessary permits for use of the property. Failure to do so will constitute a breach of the lease or sublease agreement.

- K. Broker Commission.** Generally City will not pay a leasing commission.
- L. Guaranty.** If appropriate, City may require a personal guaranty of the lease by a third party.
- M. Recordation.** All leases must be recorded pursuant to Government Code Section 37393.
- N. Approved Lease Terms Prevail.** Notwithstanding anything in this policy, the terms and conditions of the lease agreement, as approved by City Council, shall govern the relationship between City and tenant, and in the event of any conflict between this policy and the lease agreement, the lease agreement shall prevail.
- O. Approval and Execution Process.** If the City Manager and City Attorney have approved the lease, it shall be publicly noticed on the City Council agenda. Prior to the City Council meeting, tenant shall execute and acknowledge two copies of the proposed lease and deliver same to the City Manager together with the security deposit and first month's rent.

7. Applicability to Current Leases; Lease Renewals.

This policy shall only apply prospectively, beginning on the date that this policy is adopted by the City Council, and shall apply both to new leases and to discretionary renewals of current leases.

- A. Current and Future Fixed-Term Leases.** Current and future lessees of City property with a fixed-term lease, who are seeking renewal of the lease, shall submit an application to the City, in accordance with Section 4 of this policy, at least 3 months prior to termination of the lease. Failure to do so may result in non-renewal of the lease.
- B. Current Month-to-Month Tenants.** Lessees with a current month-to-month lease as of the date that this policy was adopted shall submit an application to the City, in accordance with Section 4 of this policy, no later than 6 months following the adoption of this policy by the City Council. Failure to do so may result in termination of the lease by the City.
- C. No Interference with Current Leases.** Nothing in this policy shall be interpreted to modify the terms and conditions of any current lease agreement between the City and a lessee of City property.