



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

**FRIDAY SEPTEMBER 02, 2022 6:00p.m.**

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

**CALL TO ORDER**

Mayor Olivia Trujillo

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

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**ROLL CALL**

Olivia Trujillo	Mayor
Daniel Borrelli	Mayor Pro Tem
Mark S. Franetovich	Councilmember
Donny Horton	Councilmember
Susana Reyes	Councilmember

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**STAFF**

Jeff Jones	City Manager / Finance Director
Nathan Hodges	City Attorney – Hodges Law Group
Edwin Brock	Chief of Police
Cecilia Vela	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.

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### **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 Reyes \_\_\_ CM Horton \_\_\_ CM Franetovich \_\_\_ 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 the Emergency Management Director Job Description, Designation as a Retired Annuitant – Extra Help Position, and Corresponding Salary Schedule.

Staff recommends approval of the Consent Agenda.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Roll Call: CM Reyes \_\_\_ CM Horton \_\_\_ CM Franetovich \_\_\_ MPT Borreli \_\_\_ Mayor Trujillo \_\_\_

**4. CLOSED SESSION ITEM(S)**

A. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957.

**5. 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 24 hours prior to the meeting. Dated September 01, 2022.



Cecilia Vela, City Clerk



## CITY OF ARVIN Staff Report

Meeting Date: September 2, 2022

**TO:** Arvin City Council

**FROM:** Megan Miller, Human & Community Resources Manager  
Jeff Jones, City Manager / Finance Director

**SUBJECT:** Consideration and Approval of the Emergency Management Director Job Description, Designation as a Retired Annuitant – Extra Help Position, and Corresponding Salary Schedule.

### **BACKGROUND:**

The Arvin Police Department has experienced considerable evolution and growth over the last 12 months. There is a notable need for consistent high-level management. This position is key to help lead the APD to the next phase at a consistent and measurable pace. Additionally, this position can help plan and act for City of Arvin emergency functions. This is an incredibly important position for continuing the growth and productivity trajectory the city is on.

The Emergency Management Director position is designated as a retired annuitant – extra help position in accordance with CalPERS Retired Annuitant rules. The retired annuitant employment restrictions for extra help positions are authorized by Government Code sections 7522.56, 21224, 21227, and 21229. The restrictions include the following: 1) The employee has the skills needed to perform work of limited duration, terminates when the limited-duration work hired to perform is completed, and the work involves work to eliminate a backlog, work on a special project, and work that is in excess of what regular staff can do; 2) The hourly pay rate for this position cannot be less than the minimum or exceed the maximum paid to other employees performing comparable duties as listed in the employer’s publicly available pay schedule. Also, this position cannot receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate; and 3) The hours worked cannot exceed 960 hours in a fiscal year.

### **STAFF RECOMMENDATION:**

Approval of the Emergency Management Director job description, designation as a retired annuitant – extra help position, and corresponding salary schedule.

### **FINANCIAL IMPACT:**

Hourly rate of pay to be negotiated and determined by the City Manager between \$52.31 to \$66.70 per hour. Cost not to exceed 960 hours per fiscal year, funded via general fund.

### **ATTACHMENTS:**

Attachment 1: Emergency Management Director Job Description  
Attachment 2: Salary Table V8.30.22



City of Arvin  
**EMERGENCY MANAGEMENT DIRECTOR**

**DEPARTMENT:** POLICE DEPARTMENT  
**FLSA STATUS:** EXEMPT  
**UNIT:** UNREPRESENTED  
**GRADE:** RETIRED ANNUITANT – EXTRA HELP

**JOB SUMMARY**

Under administrative direction, plans, organizes, directs, and reviews the activities and operations of the Police Department including field operations, investigations, technical services, and related functions; coordinates assigned activities with other departments and outside agencies; ensures a high level of customer service delivered by a professional and respected law enforcement staff; and provides highly responsible and complex administrative support to the City Manager.

**DISTINGUISHING CHARACTERISTIC**

The Emergency Management Director is designated as a Retired Annuitant – Extra Help position. The Emergency Management Director has overall responsibility and oversight for the activities of the Police Department. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals, and for furthering City goals and objectives within general public safety guidelines.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the City Manager. Exercises supervision, and development either directly or through subordinate supervisors, over assigned management, supervisory, professional, technical, and administrative support personnel.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)**

- Develop, plan and implement Police Department goals, objectives, policies, and procedures in support of the department’s mission, vision, and values; recommend and administer procedures for providing effective law enforcement services, leadership and management principles.
- Evaluates division activities, policies, procedures, and departmental rules, orders, and regulations and makes recommendations as needed; assists in designing, coordinating, and implementing community education, organization, and mobilization efforts.
- Acts as ICS Incident Commander in the event of a critical incident or natural disaster in the City of Arvin.
- Help lead the response during and after emergencies, often in coordination with public safety officials, elected officials, nonprofit organizations, and government agencies.



## Emergency Management Director

Page 2 of 5

- Propose alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.
- Maintain and update all resource materials associated with emergency preparedness plans.
- Develop and perform tests and evaluations of emergency management plans in accordance with state and federal regulations.
- Assists in designing and implementing contemporary management styles and coaching staff to enhance leadership potential and capabilities of law enforcement supervision and management staff.
- Coordinates Police Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager, City Council and relevant boards and commissions; and prepare and present staff reports and other necessary correspondence.
- Directs, oversees, and participates in the development of the Police Department's work plan; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Supervises and participates in the development and administration of the Police Department budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Police Department.
- Works collaboratively with supervisors and employees where performance and disciplinary issues may exist to correct the situation in a positive and proactive manner.
- Meets with various officials, citizens, members of the public, and representatives of the news media; gives speeches and presentations to local service clubs and organizations to further the public relations of the Police Department; responds to and resolve difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Participates on a variety of boards, commissions, and committees; attends local, regional, and state conferences on law enforcement; obtains information and cooperation on law enforcement issues; establishes and maintains cooperative working relationship with county, area, and state law enforcement officials and with other public officials.
- Confers with attorneys concerning the prosecution of criminal complaints and civil litigation.
- Reviews and recommends modification of codes, regulations, and ordinances; actively participates in Emergency Services Planning; research modern police management methods; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement; maintains departmental awareness of state-of-the-art developments in management and fields of specialty.
- May testify in court and/or before legislative bodies.

## Emergency Management Director

Page 3 of 5

- Represents the Department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Regular and timely attendance.
- Performs other duties as required.

### **MINIMUM QUALIFICATIONS**

*Sufficient experience and education to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:*

#### **Education:**

Equivalent to a four (4) year degree from an accredited college or university in criminal justice, law enforcement, police science, public or business administration or a related field.

#### **Experience:**

Ten (10) years of increasingly responsible law enforcement experience in all major phases of municipal police work including five (5) years of administrative or management responsibility at the rank of Lieutenant or above.

#### **Desired Achievements:**

- POST Executive Management Certificate
- FBI Academy, SMIP, Northwestern SPSC,

#### **Other Requirements:**

- Must be a United States citizen (including naturalization).
- Valid California driver's license and satisfactory driving record.
- Must be willing to work various shifts and holidays.
- Must not have been convicted of any misdemeanor or felony in this state or any other state or federal jurisdiction which carries a penalty of prohibiting ownership, possession, or control of a firearm (12021 (c) PC).

#### **Knowledge of:**

- Principles and practices of public administration, management, and organizational theories.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, state and federal laws, rules, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Operations, services, and activities of a comprehensive municipal law enforcement program.



## Emergency Management Director

Page 4 of 5

- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Principles and practices of human resources management, supervision, and training.
- Public relations practices and techniques.
- Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.
- Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, crime prevention, records management, and care and custody of persons and property.
- Recent court decisions and how they affect department operations.
- Principles and practices of budget preparation and administration.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Plan, direct and control the administration and operations of the Police Department.
- Interpret, analyze, and evaluate budget, staff, and technical reports.
- Develop and implement department policies and procedures.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City policies, procedures, rules and regulations and Police Department General Orders.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned personnel.
- Provide high quality customer service.
- Establish and maintain effective working relationships with those contacted in the course of the work including City and other government officials, community groups, the general public, and media representatives.

**WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed primarily indoors in an air-conditioned office environment with natural and fluorescent lighting and moderate noise level. There may be some travel to different sites and incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings. Position requires prolonged sitting, standing, walking; and occasional kneeling, squatting and stooping in the performance of daily activities. While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine

## Emergency Management Director

Page 5 of 5

coordination in data entry and preparing reports using a computer keyboard. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Acute hearing is required when providing phone and personal service. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.

**HISTORY**

Approved by:

Date:

CITY OF ARVIN  
EMPLOYEE CLASSIFICATION & SALARY SCHEDULE

**Budgeted positions only**

Hourly Rates							
Classification	Range	A	B	C	D	E	F
<b>SEIU Union Positions</b>							
Receptionist	5			\$ 16.76	\$ 17.29	\$ 17.99	\$ 19.08
Bus Drivers	8	\$ 17.99	\$ 18.89	\$ 19.83	\$ 20.82	\$ 21.86	\$ 22.96
Public Works	9	\$ 18.90	\$ 19.86	\$ 20.84	\$ 21.88	\$ 22.98	\$ 24.13
Police Dispatchers	10	\$ 19.86	\$ 20.85	\$ 21.89	\$ 22.98	\$ 24.14	\$ 25.35
Transit Lead	10	\$ 19.86	\$ 20.85	\$ 21.89	\$ 22.98	\$ 24.14	\$ 25.35
Animal Control	12	\$ 22.10	\$ 23.22	\$ 24.37	\$ 25.60	\$ 26.87	\$ 28.21
Community Services Officer	12	\$ 22.10	\$ 23.22	\$ 24.37	\$ 25.60	\$ 26.87	\$ 28.21
Accounting Technician	13	\$ 22.42	\$ 23.54	\$ 24.71	\$ 25.95	\$ 27.25	\$ 28.61
Permit Technician	13	\$ 22.42	\$ 23.54	\$ 24.71	\$ 25.95	\$ 27.25	\$ 28.61
Police Admin Asst.	14	\$ 24.13	\$ 25.34	\$ 26.61	\$ 27.94	\$ 29.34	\$ 30.80
Accountant	15	\$ 26.57	\$ 27.90	\$ 29.30	\$ 30.75	\$ 32.30	\$ 33.90
Public Works Supervisor	17	\$ 30.07	\$ 31.57	\$ 33.16	\$ 34.82	\$ 36.55	\$ 38.38
Finance Supervisor	17-R	\$ 33.26	\$ 34.92	\$ 36.68	\$ 38.50	\$ 40.44	\$ 42.45
City Clerk	18	\$ 33.92	\$ 35.62	\$ 37.40	\$ 39.27	\$ 41.23	\$ 43.29
<b>Part-Time Positions</b>							
Custodian		\$ 15.00					
<b>APOA Union Hourly Schedule</b>							
Classification	Range	A	B	C	D	E	F
Officer	13-A	\$ 25.97	\$ 27.27	\$ 28.63	\$ 30.06	\$ 31.57	\$ 33.15
Sergeant	16-A	\$ 30.06	\$ 31.56	\$ 33.14	\$ 34.80	\$ 36.54	\$ 38.37
<b>Mid-Manager Non-Union/Exempt Hourly Schedule</b>							
Classification	Range	A	B	C	D	E	F
Transportation Manager	35	\$ 28.64	\$ 30.07	\$ 31.58	\$ 33.15	\$ 34.81	\$ 36.55
Human & Community Resources Mgr	60	\$ 40.59	\$ 42.62	\$ 44.75	\$ 46.99	\$ 49.34	\$ 51.80
Grants Manager	60	\$ 40.59	\$ 42.62	\$ 44.75	\$ 46.99	\$ 49.34	\$ 51.80
City Planner	60	\$ 40.59	\$ 42.62	\$ 44.75	\$ 46.99	\$ 49.34	\$ 51.80
Sr. Bldg Officer/Code Enforcement	60	\$ 40.59	\$ 42.62	\$ 44.75	\$ 46.99	\$ 49.34	\$ 51.80
Lieutenant - Police Dept.	60	\$ 40.59	\$ 42.62	\$ 44.75	\$ 46.99	\$ 49.34	\$ 51.80
City Engineer	65	\$ 44.55	\$ 46.78	\$ 49.12	\$ 51.57	\$ 54.15	\$ 56.86
<b>Executive Tier/Exempt Hourly Schedule</b>							
Classification	Range			Minimum	Maximum		
Police Chief	F			\$ 49.15	\$ 68.06		
Emergency Management Director	G			\$ 52.31	\$ 66.70		
Assistant City Manager	G			\$ 52.31	\$ 66.70		
City Manager/Finance Director	X			\$ 84.13	\$ 84.13		
<b>Elected Officials (Monthly)</b>							
Classification	Range			Per Month			
Mayor	EL-M			\$ 900.00			
Mayor Pro Tem	EL-C			\$ 300.00			
Council Members	EL-C			\$ 300.00			