



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

**TUESDAY OCTOBER 16, 2018 6:00p.m.
CITY HALL COUNCIL CHAMBERS
200 CAMPUS DRIVE, ARVIN**

CALL TO ORDER

Mayor Jose Gurrola

PLEDGE OF ALLEGIANCE

INVOCATION

ROLL CALL

| | |
|-------------------|---------------|
| Jose Gurrola | Mayor |
| Jess Ortiz | Mayor Pro Tem |
| Jazmin Robles | Councilmember |
| Erika Madrigal | Councilmember |
| Gabriela Martinez | Councilmember |

STAFF

| | |
|-------------------------|--------------------------------------|
| Richard G. Breckinridge | City Manager/Interim Chief of Police |
| Shannon L. Chaffin | City Attorney – Aleshire & Wynder |
| Jeff Jones | Finance Director |
| Adam Ojeda | City Engineer – DeWalt Corporation |
| Cecilia Vela | City Clerk |

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 Robles _____ CM Madrigal _____ CM Martinez _____ MPT Ortiz _____ Mayor Gurrola _____

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. PRESENTATION(S)

A. Links for Life – Breast Cancer Screening Event
Jennifer Henry, Executive Director, Links for Life

B. Student Folder Program and Bulky Waste Clean Event
Ray Scott, Mountainside Disposal

C. Grants Update
Christine Viterreli, Grant Writer, City of Arvin

4. CONSENT AGENDA ITEM(S)

A. Approval of Demand Register(s) of September 28, 2018 – October 11, 2018.

B. Approval of Payroll Register(s) of October 05, 2018.

C. Approval of the Minutes of the Regular Meeting(s) of October 02, 2018.

D. Approval of A Resolution of the City Council of the City of Arvin Approving an Update to the Financial Policies and Procedures Management Manual.

E. Approval to Remove the 2017 Merit Pay Freeze for Non-Represented Employees.

F. Approval of Adoption of New Director Administrative Services Job Description and Related Salary Schedule.

Staff recommends approval of the Consent Agenda.

Motion _____ Second _____ Vote _____

Roll Call: CM Robles _____ CM Madrigal _____ CM Martinez _____ MPT Ortiz _____ Mayor Gurrola _____

5. PUBLIC HEARING(S)

A. A Public Hearing to Consideration and Approve A Resolution Initiating General Plan Amendment from Low Density Residential to General Commercial and Zone Change from R-1 Single Family Dwelling to C-1 Limited Commercial Zone for 240 Langford Ave. ***(Item continued from meeting of October 2, 2018; public comment was closed at that meeting)***
(City Planner)

Staff recommends approval of the Resolution and Council direction to staff for cost recovery for processing of and adoption.

Motion _____ Second _____ Vote _____

Roll Call: CM Robles _____ CM Madrigal _____ CM Martinez _____ MPT Ortiz _____ Mayor Gurrola _____

B. A Public Hearing to Consider and Approve A Resolution of the City Council of the City of Arvin Denying the Appeals of, and Affirming, the Planning Commission’s Approval of Conditional Use Permit (CUP) and Site Development Plan (SDP) 2018-240LA –Ismaili Market – Expansion of a Non-Conforming Use – Regarding Storage and Patio Use, and Denial of Expansion for a Take-Out Kitchen, Located within the R-1 Single Family Dwelling Zone at 240 Langford in Arvin, and adoption of a Finding Per CEQA Guidelines Section 15061(B) (3). ***(Item continued from meeting of September 18, 2018: public comment/hearing portion of proceeding was closed at that meeting; item was further continued at the meeting of October 2, 2018)*** (City Planner)

Staff recommends approval of the Resolution.

Motion _____ Second _____ Vote _____

Roll Call: CM Robles _____ CM Madrigal _____ CM Martinez _____ MPT Ortiz _____ Mayor Gurrola _____

6. ACTION ITEM(S)

A. Consideration and Approval of Appointment of Trustee to the Kern Mosquito & Vector Control District Board (KMVCD). (City Clerk)

Staff recommends that the City Council appoint a member of the City Council to serve as the KMVCD Board Trustee.

Motion _____ Second _____ Vote _____

Roll Call: CM Robles _____ CM Madrigal _____ CM Martinez _____ MPT Ortiz _____ Mayor Gurrola _____

B. Discussion and Request for Direction from Council Regarding Sanitary Sewer Management Program Proposal. (Finance Director)

Staff recommends that the City Council discuss and provide direction to Staff.

Motion _____ Second _____ Vote _____

Roll Call: CM Robles _____ CM Madrigal _____ CM Martinez _____ MPT Ortiz _____ Mayor Gurrola _____

7. STAFF REPORTS

8. COUNCIL MEMBER COMMENTS

9. CLOSED SESSION ITEM(S)

A. Conference with Legal Counsel – Existing Litigation (Pursuant to Government Code § 54956.9(d)(1))
Ronald Austin v. Arvin Police Department, et al., Kern County Superior Court Case No. BCV-18-101803

B. Conference with Labor Negotiators (Pursuant to Government Code §54957.6)
City Negotiator, Pawan Gill, Human Resources Administrator Employee Organizations: Arvin Police Officers Association (APOA) and Service Employees International Union (SEIU) Local 521

C. Conference with Legal Counsel: Anticipated Litigation (Pursuant to Government Code § 54956.9(d)(4)
One Potential Case

D. Conference with Legal Counsel – Existing Litigation (Pursuant to Government Code § 54956.9(d)(1))
Citizens for a Better Arvin v. City of Arvin and City Council (Real Party In Interest: Petro Lud, Inc.) Kern County Superior Court Case No. BCV-18-102949-KCT

10. 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 October 11, 2018.



Cecilia Vela, City Clerk

BE THE

Passion

BEHIND THE

Pink



Service • Support • Survival

Links for Life

Welcome to Links for Life

Links for Life is the only breast cancer organization where 100% of the funds raised in Kern County stay in Kern County to provide programs and services to women and families affected by breast cancer.



Our Mission

To benefit persons affected by breast cancer

To challenge every person in Kern County to be aware of their breast health

To educate the general public, teaching that optimum health and early detection saves lives.



Local Impact

- ❖ 1 in 5 deaths in Kern County are due to cancer
- ❖ Every year, 400 women in Kern County are diagnosed with breast cancer
- ❖ Over the past 5 years, 432 Kern County residents have died due to breast cancer
- ❖ Kern's Breast Cancer mortality rate is 17% higher than state average

Our Organization

Founders: Sharyn Woods and Carol Barraza



Our Organization

Five Part-Time Staff

Board of Directors

Sub-Committees

- ❖ Public Relations
- ❖ Finance
- ❖ Outreach & Programs
- ❖ Volunteer Development & Education
- ❖ Community Engagement

Survivors, Volunteers, and Supporters



Support Services

Funding Assistance

Uninsured and underinsured residents of
Kern County

- ❖ Mammograms
- ❖ Ultrasounds
- ❖ Needle Biopsies



Support Services

Survivor Support Groups

40 years and under/40 years and over

- ❖ Meet every first Tuesday of the month
- ❖ 374 survivors attended in 2016-2017



Support Services

Wig Boutique

- ❖ Two wigs provided at no cost to client
- ❖ Hats, scarves, turbans also available
- ❖ Two locations: Links for Life office & CBCC

In 2016-2017, 331 wigs/head coverings provided and
24 bras/prosthesis provided



Our Programs

Scholarship

Managed by Kern Community Foundation, the Links for Life, Mary Anne Walz scholarship is awarded to a student that fits the following criteria:

- ❖ A parent or guardian has received a breast cancer diagnosis
- ❖ Has received a breast cancer diagnosis themselves
- ❖ Are pursuing a career in the medical field

Community Education

Speakers Bureau & Health Fairs

 November 3, from 8:30am – 12:30pm at Bear Mountain Elementary School there will be a Breast Health Screening and Health Fair 

Fundraising

ALL FUNDS STAY IN KERN COUNTY

Links for Life Hosted Events

Memorial Golf and Gala (Spring)

Lace'n it Up 5k Run/Walk (Fall)

Fall Fashion Luncheon (October)

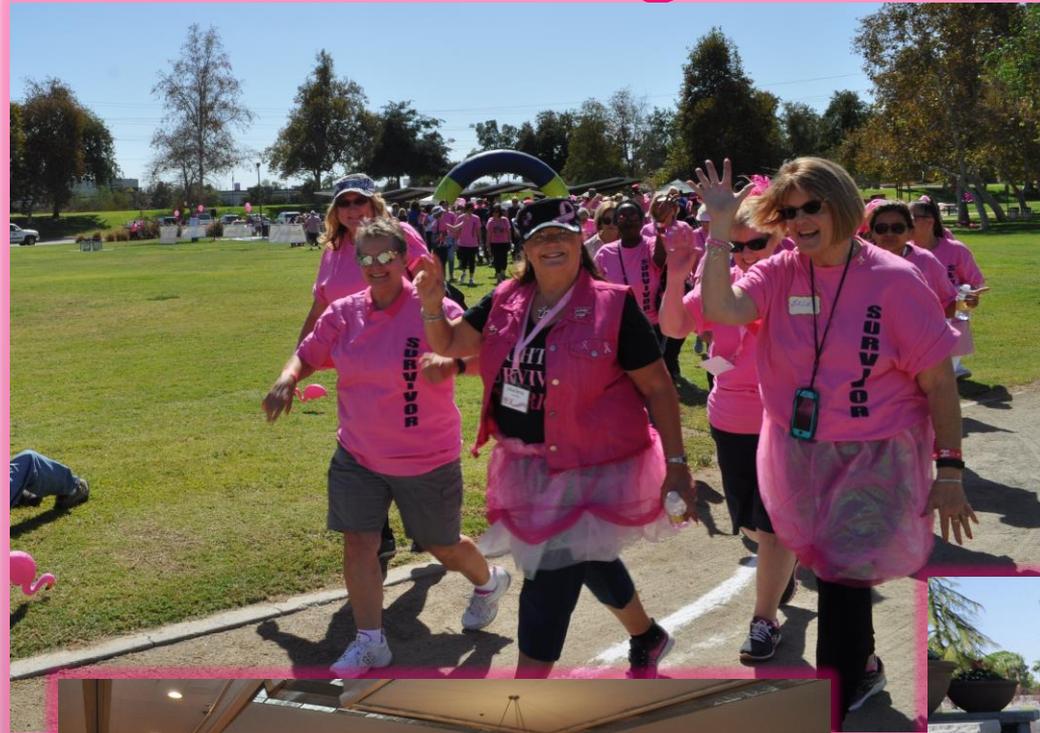
Community Hosted Events

Paint the Town Pink (throughout October)

Various events hosted by community members/businesses

Legacy Endowment

Fundraising Events



Fundraising Events



Arvin High School
Will be selling
"We Fight like a Bear!"
T-Shirts
Benefiting Links for Life



ARVIN HIGH SCHOOL



Our Volunteers

The Passion Behind the Pink!

Giving back to our community to impact lives



Volunteer Opportunities

- ❖ Fundraising Events
- ❖ Speakers Bureau provide breast health presentations
- ❖ Community hosted health and resource fairs
- ❖ Breast screening events
- ❖ Office/Clerical
- ❖ Wig Boutique

We want to include you on our team!

Stay Connected

Stay updated on Facebook, Instagram

Join our email list!

Visit our website

www.linksforlife.org



Links for Life

Office Hours 10:00a-3:30p

5301 Office Park Dr. Suite 370

Bakersfield, CA 93309

661-322-5601

staff@linksforlife.org



*Links
for Life*

Service • Support • Survival



CITY OF ARVIN

Grant Report - Highlights



Federal Emergency Management Agency

- Flood Disaster Recovery Claim
 - Awarded December 5, 2017
 - Amount Received/Value \$78,000
- Future Potential for Flood Mitigation Improvement Projects

Sumps, Additional Phases to Sycamore Drainage Project





RCAC

Water Filters (Smotherman)

- Awarded March 13, 2017
- Amount Received/Value \$10,000

On-Going Commitment by RCAC to Collaborate and Help Provide Water Fountains and Filtration Systems



Caltrans

- Planning Grant - Complete Streets
 - Awarded April 21, 2017
 - Amount Received/Value - \$158,858
- Collaborative project with Dolores Huerta Foundation and Local Government Commission (LGC)





Transportation Development Act, Article 3

- Sidewalks and Crosswalks
- Langford Avenue & A Street
 - Awarded September 6, 2017
 - Amount Received/Value - \$285,000
 - Sidewalks - \$270,000
 - Bike Racks - \$15,000 (installed in DiGiorgio, Smotherman and Kovacevich Park)





Electric Vehicle Charging Stations

- Adobe/ Veteran's Hall Complex Parking Lot
 - Awarded October 3, 2017
 - Received/Value - \$50,000



EVgo

- Infrastructure for EvCharging Stations
 - Awarded September 21, 2017
 - Amount Received/Value - \$60,000



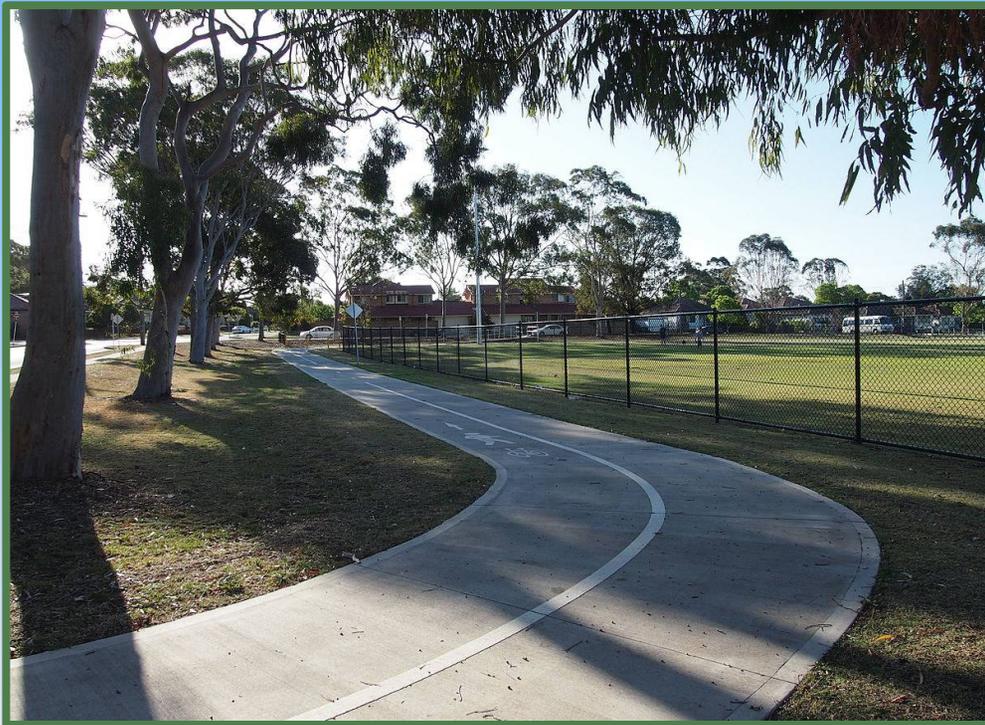
EVgo





CA Natural Resources Agency

Urban Greening-bike/pedestrian path with trees



Awarded October 14, 2017
Amount Received/Value - \$527,447



Cal Fire

- Urban Forestry Inventory and Forestry Plan
- Plan and Plant 303 trees in the City of Arvin
 - Awarded May 22, 2017
 - Amount Received/Value - \$195,147.04



CMAQ

- Sidewalk, curb and gutter
- South Derby between Haven & Hood w/ bike path
 - Awarded March 1, 2018
 - Amount Received/Value - \$385,619
 - City Match - \$55,000



Transportation Development Act, Article 3

- Bike Path to compliment CMAQ project along Derby Street between Haven & Schipper
 - Awarded September 2018
 - Amount Received/Value - \$ 197,235
 - Bike Path - \$ 192,235
 - Bike Racks & Safety Class \$ 5,000

The Rose Foundation

- PD Vehicles and EV Infrastructure
 - Awarded July 31, 2017
 - Received/Value – \$37,700
 - Non-reimbursable

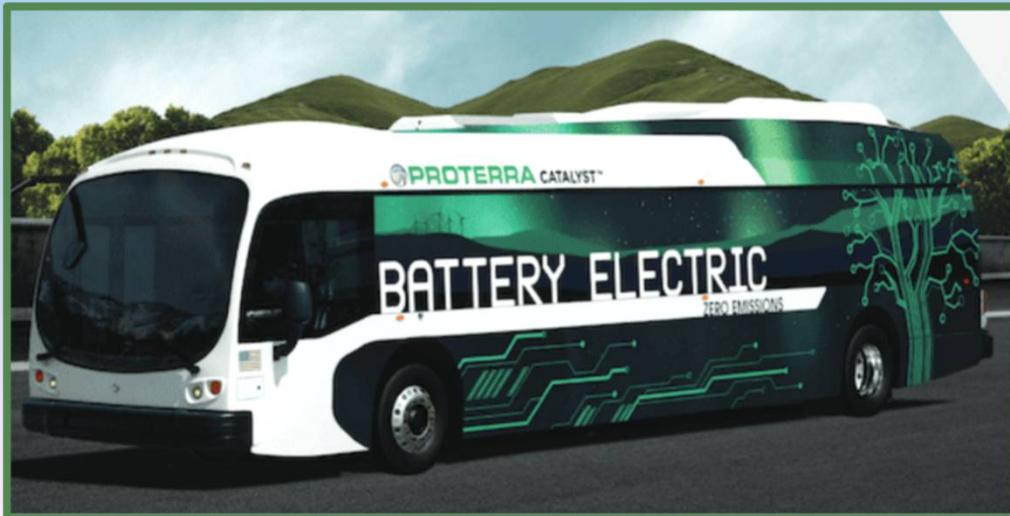
Disadvantaged Community Water Grants Water Fountains in Parks

- Awarded July 24, 2018
- Amount Received/Value - \$100,000
- First ever award to a public entity
For this grant program



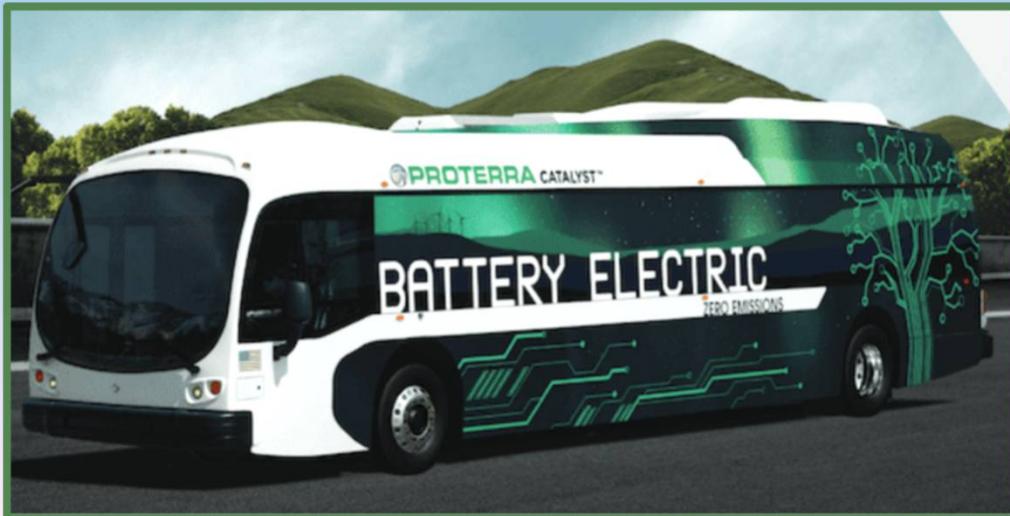


- Low or No Emissions Grant-
Converts 3 Diesel Buses and Replaces them with
3 Electric Buses with DC Fast Charging Stations
 - Amount Received/Value - \$2,290,000
 - City Match - \$400,000 (TDA and SGR Funds)



SB1- State of Good Repair (Transit)

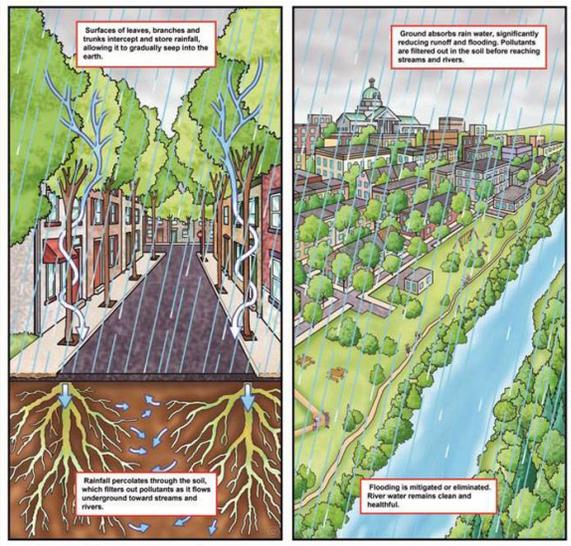
- State of Good Repair (match funds) for Electric Buses
 - Awarded 2018-2019
 - Amount Received/Value - \$181,826





Low Carbon Transit Operations Program

- “Free Ride” Days
 - Awarded July 10, 2018
 - Will double the number of “free rides” offered to transit users
 - Amount Received/Value - \$20,000
- Transit Electric Buses (match funds)
 - Awarded July 10, 2018
 - Amount Received/Value - \$68,259



Strategic Growth Council

- SCGIP Best Practices – Water Resources
- Planning Grant to update the General Plan
- Awarded April 11, 2017
 - Amount Received/Value \$49,000
 - Milestone 1-3 has been completed as of 09/30/2018

Grant Revenue

The City of Arvin has been awarded 48 Grants between 2016-2018 that will benefit the community of Arvin.

**Total Grant
Revenue:**

\$ 5,625,064.00



CITY OF ARVIN



Edit List of Invoices - Summary

4.A.a

DEMAND LIST 10/01/2018

Date: 10/05/2018

Time: 3:46 pm

Page: 1

City of Arvin

| Ref. No. | Vendor Name | Invoice No. | Posting Date | PO Number | Invoice Date | Invoice Description | Invoice Amount |
|----------|---------------------------|------------------------------|--------------|-----------|--------------|-------------------------------|----------------|
| 47878 | CALIFORNIA RURAL WATER | | 10/01/2018 | | 10/01/2018 | DEPOSIT REIMBURSEMENT 9.12- | |
| | | REFUND RECEIPT#31469 | | | | | 100.00 |
| | | | | | | Vendor Total: | 100.00 |
| 47877 | COMPLETE SOLAR SOLUTIONS | | 10/01/2018 | | 10/01/2018 | SPECIAL INSPECTION DEPOSIT | |
| | | RECEIPT#31543 | | | | | 200.00 |
| | | | | | | Vendor Total: | 200.00 |
| 47879 | FEDEX | | 10/01/2018 | | 10/01/2018 | FED EX SVC. AUG-SEP. 2018 | |
| | | 6-313-96380 | | | | | 260.14 |
| | | | | | | Vendor Total: | 260.14 |
| 47880 | KERN TURF SUPPLY | | 10/01/2018 | | 09/06/2018 | SIDEWALK PROJECT-DIGIORGIO | |
| | | 419182 | | | | | 291.89 |
| 47881 | KERN TURF SUPPLY | | 10/01/2018 | | 09/06/2018 | MOWER#2 REPAIR | |
| | | 84810 | | | | | 458.49 |
| | | | | | | Vendor Total: | 750.38 |
| 47874 | OFFICE DEPOT | | 10/01/2018 | | 10/01/2018 | OFFICE SUPPLIES - POLICE DEP1 | |
| | | 202131898001 | | | | | 218.51 |
| 47875 | OFFICE DEPOT | | 10/01/2018 | | 09/13/2018 | OFFICE SUPPLIES-POLICE DEPT. | |
| | | 202141214001 | | | | | 121.75 |
| | | | | | | Vendor Total: | 340.26 |
| 47872 | OPEN & SHUT ENTERPRISES | | 10/01/2018 | | 09/13/2018 | VEHICLE GATE -POLICE DEPT. | |
| | | 71858 | | | | | 240.00 |
| 47873 | OPEN & SHUT ENTERPRISES | | 10/01/2018 | | 09/17/2018 | VEHICLE GATE -POLICE DEPT. | |
| | | 71883 | | | | | 240.00 |
| | | | | | | Vendor Total: | 480.00 |
| 47876 | O'REILLY AUTOMOTIVE, INC | | 10/01/2018 | | 09/12/2018 | MAINTENANCE MOWER#2 | |
| | | 4451-372790 | | | | | 6.19 |
| | | | | | | Vendor Total: | 6.19 |
| 47861 | PACIFIC IRRIGATION | | 10/01/2018 | | 09/05/2018 | SIDEWALK PROJECT-DIGIORGIO | |
| | | 00196811 | | | | | 92.84 |
| | | | | | | Vendor Total: | 92.84 |
| 47862 | PACIFIC TIRE ARVIN | | 10/01/2018 | | 09/04/2018 | MAINTENANCE FLEET#280 | |
| | | 21531 | | | | | 25.82 |
| 47863 | PACIFIC TIRE ARVIN | | 10/01/2018 | | 09/07/2018 | MAINTENANCE FLEET#211,209 | |
| | | 21546 | | | | | 1,098.27 |
| 47864 | PACIFIC TIRE ARVIN | | 10/01/2018 | | 09/07/2018 | MAINTENANCE FLEET#269 | |
| | | 21550 | | | | | 25.82 |
| 47865 | PACIFIC TIRE ARVIN | | 10/01/2018 | | 09/07/2018 | MAINTENANCE FLEET#279 | |
| | | 21551 | | | | | 25.82 |
| 47866 | PACIFIC TIRE ARVIN | | 10/01/2018 | | 10/01/2018 | MAINTENANCE FLEET#316 | |
| | | 21563 | | | | | 15.41 |
| 47867 | PACIFIC TIRE ARVIN | | 10/01/2018 | | 09/20/2018 | MAINTENANCE FLEET#205 | |
| | | 21588 | | | | | 25.00 |
| 47868 | PACIFIC TIRE ARVIN | | 10/01/2018 | | 09/27/2018 | MAINTENANCE FLEET#205 | |
| | | 21657 | | | | | 242.53 |
| | | | | | | Vendor Total: | 1,458.67 |
| 47870 | PG & E | | 10/01/2018 | | 09/24/2018 | 2ND PAYMENT ARRANGEMENT | |
| | | 2ND PAYMENT ARRANGEMENT 2018 | | | | | 1,147.69 |
| | | | | | | Vendor Total: | 1,147.69 |
| 47871 | PRO FORCE LAW ENFORCEMENT | | 10/01/2018 | | 09/11/2018 | EQUIPMENT -POLICE DEPT. | |
| | | 355816 | | | | | 860.86 |
| | | | | | | Vendor Total: | 860.86 |

Attachment: Demand Register September 28, 2018 - October 11, 2018 (Demand Register(s) of September 28, 2018 - October 11, 2018)

Edit List of Invoices - Summary

4.A.a

DEMAND LIST 10/01/2018

Date: 10/05/2018

Time: 3:46 pm

Page: 2

City of Arvin

| Ref. No. | Vendor Name | Invoice No. | Posting Date | PO Number | Invoice Date | Invoice Description | Invoice Amount |
|----------|--------------------------------|------------------------|--------------|-----------|--------------|----------------------------|----------------|
| 47869 | PURCHASE POWER | | 10/01/2018 | | 09/11/2018 | POSTAGE SVC. SEP. 2018 | |
| | | 8000-9000-0054-0157 | 9.11.18 | | | | 500.00 |
| | | | | | | Vendor Total: | 500.00 |
| 47859 | SC COMMUNICATIONS, INC | | 10/01/2018 | | 09/17/2018 | MAINTENANCE FLEET #273 | |
| | | 99674 | | | | | 115.00 |
| | | | | | | Vendor Total: | 115.00 |
| 47853 | SITEONE LANDSCAPE SUPPLY LLC | | 10/01/2018 | | 08/31/2018 | SIDEWALK PROJECT-DIGIORGIO | |
| | | 87889502 | | | | | 3,810.50 |
| 47854 | SITEONE LANDSCAPE SUPPLY LLC | | 10/01/2018 | | 09/04/2018 | SIDEWALK PROJECT-DIGIORGIO | |
| | | 87931652 | | | | | 44.57 |
| 47855 | SITEONE LANDSCAPE SUPPLY LLC | | 10/01/2018 | | 09/05/2018 | SIDEWALK PROJECT-DIGIORGIO | |
| | | 87954530 | | | | | 730.24 |
| 47856 | SITEONE LANDSCAPE SUPPLY LLC | | 10/01/2018 | | 10/01/2018 | SIDEWALK PROJECT-DIGIORGIO | |
| | | 87975931 | | | | | 10.73 |
| | | | | | | Vendor Total: | 4,596.04 |
| 47858 | SO. CAL. GAS CO. | | 10/01/2018 | | 10/01/2018 | SVC. 08.23.18-09.21.18 | |
| | | SVC. 08.23.18-09.21.18 | | | | | 170.57 |
| | | | | | | Vendor Total: | 170.57 |
| 47857 | SOUTH VALLEY ELECTRICAL | | 10/01/2018 | | 10/01/2018 | ELECTRIC SVC. POLICE DEPT. | |
| | | 3686 | | | | | 3,000.00 |
| | | | | | | Vendor Total: | 3,000.00 |
| 47860 | SPARKLE TEXTILE RENTAL SERVICE | | 10/01/2018 | | 10/01/2018 | UNIFORM SVC. AUG. 2018 | |
| | | UNIFORM SVC. AUG. 2018 | | | | | 1,460.40 |
| | | | | | | Vendor Total: | 1,460.40 |
| 47852 | TRAFFIC MANAGEMENT, INC | | 10/01/2018 | | 08/29/2018 | ROAD MAINTENANCE M&I DEPT. | |
| | | 448060 | | | | | 310.17 |
| | | | | | | Vendor Total: | 310.17 |
| 47848 | U.S. HEALTHWORKS MEDICAL | | 10/21/2018 | | 09/21/2018 | RANDOM TESTING-TRANSIT | |
| | | 3400058-CA | | | | | 137.00 |
| | | | | | | Vendor Total: | 137.00 |
| 47849 | VEOLIA WATER NA - MAINT-NOTE | | 10/01/2018 | | 10/01/2018 | O&M COA WASTEWATER TREAT 7 | |
| | | 90163897 | | | | | 136,446.22 |
| 47850 | VEOLIA WATER NA - MAINT-NOTE | | 10/01/2018 | | 10/01/2018 | O&M COA WASTEWATER TREAT 8 | |
| | | 90164221 | | | | | 130,725.55 |
| | | | | | | Vendor Total: | 267,171.77 |
| 47841 | WAGeworks, INC. | | 10/01/2018 | | 10/01/2018 | COBRA SVC DEC 2017 | |
| | | 1217-TR39927 | | | | | 79.52 |
| 47842 | WAGeworks, INC. | | 10/01/2018 | | 10/01/2018 | COBRA SVC JAN 2018 | |
| | | 0118-TR39927 | | | | | 82.27 |
| 47843 | WAGeworks, INC. | | 10/01/2018 | | 10/01/2018 | COBRA SVC FEB. 2018 | |
| | | 0218-TR39927 | | | | | 79.52 |
| 47844 | WAGeworks, INC. | | 10/01/2018 | | 10/01/2018 | COBRA SVC MARCH 2018 | |
| | | 0318-TR39927 | | | | | 79.52 |
| 47845 | WAGeworks, INC. | | 10/01/2018 | | 10/01/2018 | COBRA SVC APRIL 2018 | |
| | | 0418-TR39927 | | | | | 79.52 |
| 47846 | WAGeworks, INC. | | 10/01/2018 | | 10/01/2018 | COBRA SVC MAY 2018 | |
| | | 0518-TR39927 | | | | | 79.52 |
| 47847 | WAGeworks, INC. | | 10/01/2018 | | 10/01/2018 | COBRA SVC JULY 2018 | |
| | | 0718-TR39927 | | | | | 79.52 |
| | | | | | | Vendor Total: | 559.39 |

Attachment: Demand Register September 28, 2018 - October 11, 2018 (Demand Register(s) of September 28, 2018 - October 11, 2018)

Edit List of Invoices - Summary

DEMAND LIST 10/01/2018

4.A.a

Date: 10/05/2018

Time: 3:46 pm

Page: 3

City of Arvin

| Ref. No. | Vendor Name | Invoice No. | Posting Date | PONumber | Invoice Date | Invoice Description | Invoice Amount |
|----------------------------|-------------|-------------|--------------|----------|--------------|---------------------|----------------|
| Grand Total: | | | | | | | 283,717.37 |
| Less Credit Memos: | | | | | | | 0.00 |
| Net Total: | | | | | | | 283,717.37 |
| Less Hand Check Total: | | | | | | | 0.00 |
| Outstanding Invoice Total: | | | | | | | 283,717.37 |

Total Invoices: 40

Attachment: Demand Register September 28, 2018 - October 11, 2018 (Demand Register(s) of September 11, 2018)

Edit List of Invoices - Summary

4.A.a

DEMAND LIST 10/09/2018

Date: 10/10/2018

Time: 8:18 am

Page: 1

City of Arvin

| Ref. No. | Vendor Name | Invoice No. | Posting Date | PO Number | Invoice Date | Invoice Description | Invoice Amount |
|----------|----------------------------|-------------|--------------|-----------|--------------|--------------------------------|----------------|
| 47884 | A1 BATTERY | 66047 | 10/09/2018 | | 10/02/2018 | Maintenance Fleet#302 | 228.19 |
| | | | | | | Vendor Total: | 228.19 |
| 47885 | ACC BUSINESS | 182555747 | 10/09/2018 | | 09/27/2018 | INTERNET ACCESS A#1205939 | 1,020.92 |
| | | | | | | Vendor Total: | 1,020.92 |
| 47886 | ACTION LOCKSMITH | 1710 | 10/09/2018 | | 10/01/2018 | Locksmith Svc. Community Cente | 229.35 |
| | | | | | | Vendor Total: | 229.35 |
| 47883 | ADVANCED PLUMBING | 207596 | 10/09/2018 | | 09/24/2018 | Plumbing Svc. Kovacevich Park | 402.96 |
| | | | | | | Vendor Total: | 402.96 |
| 47887 | ALESHIRE & WYNDER, LLP | | 10/09/2018 | | 10/09/2018 | Legal Svcs. Aug. 2018 | 40,941.00 |
| | | | | | | Vendor Total: | 40,941.00 |
| 47888 | AMERICAN BUSINESS MACHINES | 410271 | 10/09/2018 | | 09/18/2018 | BASE RATE SVC 9.15.18-12.18.18 | 1,915.73 |
| | | | | | | Vendor Total: | 1,915.73 |
| 47889 | ARVIN COMM SERVICES DIST | | 10/09/2018 | | 10/09/2018 | Svc. 8.23.18-9.20.18 | 8,743.29 |
| | | | | | | Vendor Total: | 8,743.29 |
| 47890 | AT&T | 11916840 | 10/09/2018 | | 09/13/2018 | Calnet 3 Acct#9391056024 | 542.82 |
| 47891 | AT&T | 11851406 | 10/09/2018 | | 09/01/2018 | Calnet 3 Acct#9391059040 | 271.50 |
| 47892 | AT&T | 11851637 | 10/09/2018 | | 09/01/2018 | Calnet 3 Acct#9391060015 | 185.78 |
| 47893 | AT&T | 11915077 | 10/09/2018 | | 09/13/2018 | Calnet 3 Acct#9391033189 | 360.50 |
| | | | | | | Vendor Total: | 1,360.60 |
| 47894 | AXON ENTERPRISE, INC. | S1-1554540 | 10/09/2018 | | 10/09/2018 | Taser Lease - Police Dept. | 7,221.66 |
| | | | | | | Vendor Total: | 7,221.66 |
| 47895 | BLACKBURN OIL COMPANY LLC | | 10/09/2018 | | 10/09/2018 | FUEL USAGE REPORT SEPT. 2018 | 9,138.11 |
| | | | | | | Vendor Total: | 9,138.11 |
| 47897 | BRIAN HANEY | | 10/09/2018 | | 09/27/2018 | INVESTIGATIVE CONSULTING 9.18 | 160.00 |
| 47898 | BRIAN HANEY | | 10/09/2018 | | 09/27/2018 | INVESTIGATIVE CONSULTING 9.18 | 426.90 |
| 47899 | BRIAN HANEY | | 10/09/2018 | | 09/27/2018 | INVESTIGATIVE CONSULTING 9.18 | 465.85 |
| 47900 | BRIAN HANEY | | 10/09/2018 | | 09/27/2018 | INVESTIGATIVE CONSULTING 9.18 | 200.00 |
| 47901 | BRIAN HANEY | | 10/09/2018 | | 09/27/2018 | INVESTIGATIVE CONSULTING 9.18 | 488.61 |
| | | | | | | Vendor Total: | 1,741.36 |
| 47896 | BSK ASSOCIATES | 0085659 | 10/09/2018 | | 09/30/2018 | PROF. SVC. SEP. 2018 | 897.75 |
| | | | | | | Vendor Total: | 897.75 |

Attachment: Demand Register September 28, 2018 - October 11, 2018 (Demand Register(s) of September 28, 2018 - October 11, 2018)

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| Ref. No. | Vendor Name | Invoice No. | Posting Date | PO Number | Invoice Date | Invoice Description | Invoice Amount |
|----------|--------------------------------|-------------|--------------|-----------|--------------|--|----------------|
| 47910 | C & T AUTOMOTIVE, INC | 900025234 | 10/09/2018 | | 09/28/2018 | MAINTENANCE FLEET#273 | 179.40 |
| | | | | | | Vendor Total: | 179.40 |
| 47902 | CALED | | 10/09/2018 | | 10/01/2018 | MEMBERSHIP RENEWAL FY2018- MEMBERSHIP FY 2018-2019 | 570.00 |
| | | | | | | Vendor Total: | 570.00 |
| 47903 | CALIFORNIA BUILDING STANDARDS | | 10/09/2018 | | 10/09/2018 | BSTD FEE REPORT 7.1.18-9.30.18 BSTD FEE REPORT 7.1.18-9.30.18 | 212.40 |
| | | | | | | Vendor Total: | 212.40 |
| 47904 | CALIFORNIA PEACE OFFICERS ASOC | | 10/09/2018 | | 10/09/2018 | MEMBERSHIP-POLICE DEPT. 142800 | 100.00 |
| | | | | | | Vendor Total: | 100.00 |
| 47906 | CEN-CAL CONSTRUCTION | | 10/09/2018 | | 10/09/2018 | WWTP PAVEMENT REHAB. 1828-01 | 138,292.45 |
| | | | | | | Vendor Total: | 138,292.45 |
| 47905 | CENTRAL CALIF. ASSOC. PUBLIC | | 10/09/2018 | | 10/09/2018 | COA UNION DUES 10.5.18 COA UNION DUES 10.5.18 | 654.09 |
| | | | | | | Vendor Total: | 654.09 |
| 47908 | CENTRAL VALLEY OCCUP. | | 10/09/2018 | | 09/20/2018 | PHYSICAL EXAM-NEW HIRE-POLI 00287263-00 | 534.00 |
| 47909 | CENTRAL VALLEY OCCUP. | | 10/09/2018 | | 09/28/2018 | PHYSICAL EXAM-NEW HIRE-POLI 00289735-00 | 175.00 |
| | | | | | | Vendor Total: | 709.00 |
| 47911 | CLEAN CUT LANDSCAPE MANAGEMENT | | 10/09/2018 | | 09/30/2018 | LANDSCAPE MAINTENANCE LLMI 1584 | 2,620.00 |
| 47912 | CLEAN CUT LANDSCAPE MANAGEMENT | | 10/09/2018 | | 09/30/2018 | LANDSCAPE MAINTENANCE LLMI 1585 | 610.00 |
| | | | | | | Vendor Total: | 3,230.00 |
| 47913 | COMMUNICATION ENTERPRISES | | 10/09/2018 | | 10/01/2018 | 450 PAMPA LTR DISPATCH TRANS 1096300 | 135.00 |
| 47914 | COMMUNICATION ENTERPRISES | | 10/09/2018 | | 10/01/2018 | 450 PAMPA LTR DISPATCH M&I 1096301 | 165.00 |
| | | | | | | Vendor Total: | 300.00 |
| 47915 | COMPLETE HARDWARE STORE & MORE | | 10/09/2018 | | 09/26/2018 | SUPPLIES REPAIRS-GITS PARK 212530 | 3.24 |
| 47916 | COMPLETE HARDWARE STORE & MORE | | 10/09/2018 | | 09/26/2018 | SUPPLIES-STREETS 212490 | 6.88 |
| 47917 | COMPLETE HARDWARE STORE & MORE | | 10/09/2018 | | 10/09/2018 | SUPPLIES - GITS PARK 212526 | 6.47 |
| 47918 | COMPLETE HARDWARE STORE & MORE | | 10/09/2018 | | 09/26/2018 | SUPPLIES - GITS PARK 212519 | 28.18 |
| 47919 | COMPLETE HARDWARE STORE & MORE | | 10/09/2018 | | 10/02/2018 | SUPPLIES-COMMUNITY CENTER 213155 | 20.99 |
| 47920 | COMPLETE HARDWARE STORE & MORE | | 10/09/2018 | | 10/01/2018 | SHOP SUPPLIES-M&I DEPT. 213034 | 7.77 |
| 47921 | COMPLETE HARDWARE STORE & MORE | | 10/09/2018 | | 10/04/2018 | SHOP SUPPLIES-M&I DEPT. 213391 | 51.94 |
| | | | | | | Vendor Total: | 125.47 |
| 47907 | CSJVRMA | | 10/09/2018 | | 10/09/2018 | 2018/2019 2nd Quarter RMA-2019-0089 | 107,852.00 |
| | | | | | | Vendor Total: | 107,852.00 |

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| Ref. No. | Vendor Name | Invoice No. | Posting Date | PO Number | Invoice Date | Invoice Description | Invoice Amount |
|----------|----------------------------|--------------------------------|--------------|-----------|--------------|-------------------------------|-------------------|
| 47922 | DANIELS TIRE SERVICE | 240113830 | 10/09/2018 | | 08/17/2018 | TIRES-POLICE DEPT. | 2,611.35 |
| | | | | | | Vendor Total: | <u>2,611.35</u> |
| 47930 | DEPARTMENT OF CONSERVATION | | 10/09/2018 | | 10/09/2018 | SMIP QUATERLY REPORT FEE | |
| | | SMIP REPORT FEE 7.1.18-9.30.18 | | | | | 627.56 |
| | | | | | | Vendor Total: | <u>627.56</u> |
| 47923 | DEWALT CORPORTATION | 1086414 | 10/09/2018 | | 09/11/2018 | ARVIN VEOLIA WWTF CONCRETE | 11,337.29 |
| 47924 | DEWALT CORPORTATION | 1086411 | 10/09/2018 | | 09/11/2018 | DIGIORGIO SIDEWALK PROJECT | 4,842.45 |
| 47925 | DEWALT CORPORTATION | 1086412 | 10/09/2018 | | 09/11/2018 | ENGINEERING SVC. AUG. 2018 | 11,241.00 |
| 47926 | DEWALT CORPORTATION | 1086413 | 10/09/2018 | | 09/11/2018 | PARK & RIDE | 4,772.25 |
| | | | | | | Vendor Total: | <u>32,192.99</u> |
| 47927 | DIAMOND TECHNOLOGIES, INC | 22642 | 10/09/2018 | | 09/30/2018 | IT SERVICES -365 OFFICE | 861.10 |
| | | | | | | Vendor Total: | <u>861.10</u> |
| 47928 | DIVISION OF THE STATE | | 10/09/2018 | | 10/09/2018 | DSA 786 JULY-SEPTEMBER 2018 | 11.40 |
| 47929 | DIVISION OF THE STATE | | 10/09/2018 | | 10/09/2018 | DSA 796 JULY-SEPTEMBER 2018 | 15.20 |
| | | | | | | Vendor Total: | <u>26.60</u> |
| 47931 | GENERAL OFFICE | 13485 | 10/09/2018 | | 10/09/2018 | | 1,503.81 |
| 47932 | GENERAL OFFICE | 13571 | 10/09/2018 | | 10/09/2018 | TONER REPLACEMENT-POLICE C | 94.83 |
| 47933 | GENERAL OFFICE | 13525 | 10/09/2018 | | 10/09/2018 | TONER REPLACEMENT-POLICE C | 94.83 |
| | | | | | | Vendor Total: | <u>1,693.47</u> |
| 47934 | GRIFFITH COMPANY | 308250001 | 10/09/2018 | | 10/09/2018 | DIGIORGIO SIDEWALK PROJECT | 104,714.70 |
| | | | | | | Vendor Total: | <u>104,714.70</u> |
| 47935 | HAAKER EQUIPMENT COMPANY | C45786 | 10/09/2018 | | 09/19/2018 | EL CROSSWIND J329D-PARTS | 804.85 |
| | | | | | | Vendor Total: | <u>804.85</u> |
| 47936 | JOHN N. OSHIMO | ARVIN-3 2018 | 10/09/2018 | | 10/09/2018 | PLANNING SERVICES 4.1-7.19.18 | 6,685.00 |
| | | | | | | Vendor Total: | <u>6,685.00</u> |
| 47937 | JTS TRUCKING REPAIR | 224709 | 10/09/2018 | | 09/27/2018 | MAINTENANCE FLEET#211 | 66.43 |
| 47938 | JTS TRUCKING REPAIR | 224708 | 10/09/2018 | | 09/27/2018 | MAINTENANCE FLEET#205 | 66.43 |
| 47939 | JTS TRUCKING REPAIR | 224707 | 10/09/2018 | | 09/27/2018 | MAINTENANCE FLEET#203 | 66.43 |
| 47940 | JTS TRUCKING REPAIR | 224706 | 10/09/2018 | | 09/27/2018 | MAINTENANCE FLEET#207 | 66.43 |
| 47941 | JTS TRUCKING REPAIR | 224411 | 10/09/2018 | | 09/21/2018 | MAINTENANCE FLEET#205 | 201.68 |
| 47942 | JTS TRUCKING REPAIR | 224793 | 10/09/2018 | | 09/28/2018 | MAINTENANCE FLEET#110 | 329.95 |
| 47943 | JTS TRUCKING REPAIR | 225231 | 10/09/2018 | | 10/08/2018 | MAINTENANCE FLEET#203 | 719.65 |
| 47944 | JTS TRUCKING REPAIR | 225235 | 10/09/2018 | | 10/08/2018 | MAINTENANCE FLEET#211 | 237.79 |

Attachment: Demand Register September 28, 2018 - October 11, 2018 (Demand Register(s) of September 28, 2018 - October 11, 2018)

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| Ref. No. | Vendor Name | Invoice No. | Posting Date | PO Number | Invoice Date | Invoice Description | Invoice Amount |
|----------|--------------------------------|-----------------|--------------|----------------|--------------|--------------------------------|----------------|
| | | | | | | Vendor Total: | 1,754.79 |
| 47946 | KERN RIVER POWER EQUIPMENT INC | 85168 | 10/09/2018 | | 09/18/2018 | MOWER#4 REPAIR | 35.30 |
| 47947 | KERN RIVER POWER EQUIPMENT INC | 84867 | 10/09/2018 | | 09/24/2018 | MOWER#4 REPAIR | 115.50 |
| 47948 | KERN RIVER POWER EQUIPMENT INC | 85161 | 10/09/2018 | | 09/24/2018 | MOWER#3 REPAIR | 226.68 |
| 47949 | KERN RIVER POWER EQUIPMENT INC | 85222 | 10/09/2018 | | 09/24/2018 | SHOP SUPPLIES M&I DEPT. | 16.78 |
| 47950 | KERN RIVER POWER EQUIPMENT INC | 85577 | 10/09/2018 | | 10/01/2018 | MOWER#3 REPAIR | 384.11 |
| | | | | | | Vendor Total: | 778.37 |
| 47951 | KERN TURF SUPPLY | 420189 | 10/09/2018 | | 09/24/2018 | DIGIORGIO PARK-IRRIGATION | 224.88 |
| | | | | | | Vendor Total: | 224.88 |
| 47952 | LOWE'S | 98007489176 | 10/09/2018 | 9.2.18 | 10/09/2018 | SUPPLIES-M&I DEPT. | 73.03 |
| | | | | | | Vendor Total: | 73.03 |
| 47953 | MARY VALENTI, PH.D | 9.19.18 | 10/09/2018 | PRE-EMPLOYMENT | 09/19/2018 | PRE-EMPLOYMENT EVALUATION | 800.00 |
| | | | | | | Vendor Total: | 800.00 |
| 47954 | MOUNTAINSIDE DISPOSAL | 516440 | 10/09/2018 | | 10/01/2018 | LANDFILL FEE 10.1.18 | 162.12 |
| 47955 | MOUNTAINSIDE DISPOSAL | 513042 | 10/09/2018 | | 09/10/2018 | ROLL-OFF DUMP AUG. 2018 | 66.94 |
| 47956 | MOUNTAINSIDE DISPOSAL | | 10/09/2018 | | 10/09/2018 | PROPERTY TAXES 9.21.18 | 270.04 |
| | | | | | | Vendor Total: | 499.10 |
| 47957 | MUNISERVICES, LLC | INV06-003999 | 10/09/2018 | | 09/30/2018 | STARS 1ST QTR 2018 REPORT | 500.00 |
| | | | | | | Vendor Total: | 500.00 |
| 47958 | OFFICE DEPOT | 211099291001 | 10/09/2018 | | 10/09/2018 | OFFICE SUPPLIES-POLICE DEPT. | 22.34 |
| | | | | | | Vendor Total: | 22.34 |
| 47959 | PACIFIC IRRIGATION | 197211 | 10/09/2018 | | 09/27/2018 | DIGIORGIO PARK-IRRIGATION | 54.92 |
| | | | | | | Vendor Total: | 54.92 |
| 47960 | PETTY CASH-ELSA CARDOSO-GUZMAN | | 10/09/2018 | | 10/09/2018 | PETTY CASH REPLINISHED 10.9.18 | 118.53 |
| | | | | | | Vendor Total: | 118.53 |
| 47945 | PUBLIC WORKS COUNTY OF KERN | 01-ARV 9.8.18 | 10/09/2018 | | 09/08/2018 | MUNI/STSW SVC. AUG 2018 | 977.40 |
| | | | | | | Vendor Total: | 977.40 |
| 47961 | SPARKLETTS | 15470162091418 | 10/09/2018 | | 09/14/2018 | SVC SEP 2018 | 77.57 |
| | | | | | | Vendor Total: | 77.57 |
| 47962 | SPECTRUM BUSINESS | 064070101092618 | 10/09/2018 | | 09/26/2018 | SVC OCT. 2018 | 274.28 |
| 47963 | SPECTRUM BUSINESS | 069794801092418 | 10/09/2018 | | 09/24/2018 | SVC. 9.29.18-10.28.18 | 104.33 |

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| Ref. No. | Vendor Name | Invoice No. | Posting Date | PO Number | Invoice Date | Invoice Description | Invoice Amount | |
|--------------------|-------------------------------|-------------|--------------|-----------|--------------|--------------------------------|----------------------------|------------|
| | | | | | | Vendor Total: | 378.61 | |
| 47964 | SUPPLYWORKS | 45778853 | 10/09/2018 | | 09/12/2018 | CLEANING SUPPLIES-COA | 6.09 | |
| | | | | | | Vendor Total: | 6.09 | |
| 47965 | TEL-TEC SECURITY SYSTEMS | 638059 | 10/09/2018 | | 10/09/2018 | FIRE ALARM MONITORING | 55.00 | |
| | | | | | | Vendor Total: | 55.00 | |
| 47966 | VANTAGE POINT TRANSFER AGENTS | | 10/09/2018 | | 10/09/2018 | 457K LOAN/CONTRIBUTION 10.5.1 | 257.95 | |
| | | | | | | Vendor Total: | 257.95 | |
| 47967 | VERIZON WIRELESS 609123961-3 | | 10/09/2018 | | 09/25/2018 | AIR CARDS SVC. 8.26.18-9.25.18 | 646.17 | |
| | | | | | | Vendor Total: | 646.17 | |
| 47968 | WELLS FARGO LEASE PMTS | 5005281377 | 10/09/2018 | | 10/09/2018 | A#603-0138128-000 POLICE DEPT | 367.72 | |
| | | | | | | Vendor Total: | 367.72 | |
| | | | | | | | Grand Total: | 483,875.82 |
| | | | | | | | Less Credit Memos: | 0.00 |
| | | | | | | | Net Total: | 483,875.82 |
| | | | | | | | Less Hand Check Total: | 0.00 |
| | | | | | | | Outstanding Invoice Total: | 483,875.82 |
| Total Invoices: 86 | | | | | | | | |

Attachment: Demand Register September 28, 2018 - October 11, 2018 (Demand Register(s) of September 28, 2018 - October 11, 2018)



City Council

REVIEWED

PAYROLL REGISTER (ID # 1176)

Meeting: 10/16/18 12:00 AM
Department: Finance Department
Category: Payroll Register
Prepared By: Cecilia Vela
Initiator: Jeff Jones
Sponsors:
DOC ID: 1176

Approval of Payroll Register(s) of October 05, 2018

COST REPORT

PAYROLL 10/05/18

Emp. Code Desc.: CITY OF ARVIN
 From 10/05/2018 to 10/05/20
 City of Arvin

Date: 10/11/2018
 Time: 12:14:21

| Employee Name | Employee ID | PER3E PER3S SUTA | FUTA PER5E PERS4 | MC PER6E PERS5 | MC1 PER9E PERS6 | PER1E PERCP PERS8 | PER2D PERS PERS9 | PER2E PERS1 SS | PER2M PERS2 SS1 | Other Total |
|---------------------|---------------------------|------------------------|------------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|-----------------------|----------------|
| Grand Total: | Employee Count: 48 | 0.00 | 0.00 | 1,471.62 | 450.59 | 0.00 | 631.22 | 0.00 | 885.15 | 0.00 |
| | | 1,330.83 | 119.59 | 0.00 | 0.00 | 736.29 | 0.00 | 0.00 | 2,198.81 | 21,828.84 |
| | | 2,490.09 | 0.00 | 0.00 | 1,787.69 | 1,270.50 | 0.00 | 6,294.03 | 2,162.43 | |
| | | 0.00 | | | | | | | | |

EARNINGS REPORT

PAYROLL 10/05/18

Emp. Code Desc.: CITY OF ARVIN
 From 10/05/2018 to 10/05/20
 City of Arvin

Date: 10/11/2018
 Time: 12:14:05

| Employee Name | Employee ID | 15X ADMLV DIFFL LONG PHALW SHOEA UNADV ADPAY | 1X ALLOW FH MILIT POST SICK URCL SSWEP | 1XFTO BERV FTO MISC PTO SRO URPEP | 25X BNFT1 HLPER PBD REG STDBY VAC | 2X COMP HOL PBD3 RETOT TRAIN VACCO | 3X CTO HP1X PBDCO RETRO TUPGR VACTO | ADJ CTYWK INSUR PERE SCKCO UACL WRKCO | ADLCO DEGRE JURY PERS SEVR UAPEP STLMT | Other Total |
|---------------------|---------------------------|---|---|---|---|--|---|---|--|----------------|
| Grand Total: | Employee Count: 48 | 0.00 | 20,845.69 | 0.00 | 0.00 | 90.56 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 151.38 | 715.45 | 0.00 | 607.09 | 0.00 | 230.79 | 121,193.29 |
| | | 196.35 | 0.00 | 145.38 | 0.00 | 0.00 | 0.00 | 1,494.16 | 744.80 | |
| | | 2,199.20 | 0.00 | 0.00 | 843.15 | 21.49 | 0.00 | 0.00 | 0.00 | |
| | | 300.00 | 732.39 | 0.00 | 87,073.92 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | 0.00 | 2,237.76 | 0.00 | 0.00 | 0.00 | 19.03 | 0.00 | 0.00 | |
| | | 90.78 | 0.00 | 0.00 | 466.04 | 851.20 | 0.00 | 0.00 | 0.00 | |
| | | 477.00 | 659.68 | | | | | | | |

REGULAR MEETING MINUTES

ARVIN CITY COUNCIL / SUCCESSOR AGENCY TO THE ARVIN COMMUNITY REDEVELOPMENT AGENCY / ARVIN HOUSING AUTHORITY / ARVIN PUBLIC FINANCING AUTHORITY

OCTOBER 02, 2018

CALL TO ORDER @ 6:03PM

PLEDGE OF ALLEGIANCE

INVOCATION

ROLL CALL: Mayor Gurrola and CM Martinez absent; All others present.

1. Approval of Agenda as To Form.

Motion to approve the Agenda with the following updates:

- Public Hearing Item 4B is continued to the Council Meeting of October 16, 2018 however the public hearing portion will be opened, and the members of the public may provide testimony when this item is called.
- Public Hearing Item 4C is a continued item that was further continued to the City Council Meeting of October 16, 2018 as only three (3) council members were in attendance and one (1) of the three (3) council members in attendance did not attend this hearing when previously considered at the Council meeting of September 18, 2018. Therefore, only two (2) council members were available to participate in the hearing, which is not sufficient for a quorum. The public hearing portion of this item remains closed.

Motion CM Madrigal Second CM Robles Vote 3-0

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 September 14, 2018 – September 27, 2018.
- B. Approval of Payroll Register(s) of September 21, 2018.
- C. Approval of the Minutes of the Regular Meeting(s) of September 18, 2018.
- D. Approval of A Resolution of the City Council of the City of Arvin Re-affirming the Regulations Establishing the Procedures for Handling Requests for Inspection and/or Copying of Public Records.

Resolution No. 2018-65

- E. Approval of A Resolution of the City Council of the City of Arvin Approving An Application for Authorization to Access State and Federal Level Summary Criminal History Information for Employment, Licensing or Certification Purposes.

Resolution No. 2018-66

- F. Approval of A Resolution of the City Council of the City of Arvin Accepting the Work Completed by J.L. Plank Inc. dba Cen-Cal Construction and Filing the Notice of Completion for the Veolia Wastewater Treatment Plant Pavement Improvements Project.

Resolution No. 2018-67

- G. Approval of A Resolution of the City Council of the City of Arvin Requesting and Authorizing an Application For, and the Initiation of, A Sphere of Influence Amendment and Approving A Professional Services Agreement with Provost and Pritchard Consulting Group.

Resolution No. 2018-68**Agreement No. 2018-26**

Staff recommends approval of the Consent Agenda.

Motion to approve Consent Agenda Items 3A – 3G.

Motion CM Madrigal Second CM Robles Vote 3-0

4. PUBLIC HEARING(S)

- A. ***(This item is continued to the regular Council meeting of December 4, 2018, starting at 6:00 p.m. The only action anticipated to be taken on this item at the Meeting of October 2, 2018, will be to continue the item as noted.)*** Public Hearing to December 04, 2018 for General Plan Amendment 2013-01-Ariston Project by approving the change of Land Use Designation on 62+/- Acres from Light Industrial and Heavy Industrial to 21.32 acres as General Commercial, 27.17 Acres as Medium-Density Residential, and 13.16 Acres as High Density Residential; Resolution Recommending the City Council of the City of Arvin adopted An Uncodified Ordinance, Zone Change 2013-01 Ariston Project, Rezoning 62+/- Acres From Agricultural (A-1 and A-2) to General Commercial -Planned Development (C-2 PD) – 21.32 Acres; Two Family Dwelling Zone- Planned Development (R-2 PD) – 27.17 Acres; Limited Multiple Family Zone- Planned Development (R-3-PD) – 7.15 Acres; and Multiple Family Dwelling Zone – Planned Development (R-4-PD) - 6.01 Acres; and Adopt the associated Mitigated Negative Declaration for GPA 2013-01 and ZC 2013-01 for the Ariston Project; and Adopted the Mitigation Monitoring Program for GPA/ZC 2013-01 for the Ariston Project

Staff recommends that the City Council continue the matter to December 4, 2018.

Above Public Hearing Item 4A continued to the City Council Meeting of December 4, 2018.

- B. A Public Hearing to Consideration and Approve A Resolution Initiating General Plan Amendment from Low Density Residential to General Commercial and Zone Change from R-1 Single Family Dwelling to C-1 Limited Commercial Zone for 240 Langford Ave. (City Planner)**

Staff recommends approval of the Resolution and Council direction to staff for cost recovery for processing of and adoption.

Above Public Hearing Item 4B is continued to the Council Meeting of October 16, 2018 however, the public hearing portion was opened, and members of the public provided testimony.

Public Testimony: Four (4) members of the public spoke in favor of the project. A tally by show of hands raised by the members of the public in attendance was taken:

- **Approximately forty (40) people were in support of the project;**
- **Zero (0) people in opposition of the project; and**
- **Approximately twenty (20) people live within approximately 500 feet of the project site.**

- C. A Public Hearing to Consider and Approve A Resolution of the City Council of the City of Arvin Denying the Appeals of, and Affirming, the Planning Commission's Approval of Conditional Use Permit (CUP) and Site Development Plan (SDP) 2018-240LA –Ismaili Market – Expansion of a Non-Conforming Use – Regarding Storage and Patio Use, and Denial of Expansion for a Take-Out Kitchen, Located within the R-1 Single Family Dwelling Zone at 240 Langford in Arvin, and adoption of a Finding Per CEQA Guidelines Section 15061(B) (3). *(Item continued from Meeting of September 18, 2018: public comment/hearing portion of proceeding was closed at that meeting)* (City Planner)**

Staff recommends approval of the Resolution.

Above Public Hearing Item 4C is a continued item that was further continued to the City Council Meeting of October 16, 2018 as only three (3) council members were in attendance and one (1) of the three (3) council members in attendance did not attend this hearing when previously considered at the Council meeting of September 18, 2018. Therefore, only two (2) council members were available to participate in the hearing, which is not sufficient for a quorum. The public hearing portion of this item remains closed.

5. STAFF REPORTS

- A. Monthly Financial Report – July and August 2018 (Finance Director)**

6. COUNCIL MEMBER COMMENTS

7. CLOSED SESSION ITEM(S)

- A. Conference with Legal Counsel: Anticipated Litigation (Pursuant to Government Code § 54956.9(d)(4)
One Potential Case

Above Closed Session Item 7A was removed from the agenda.

8. ADJOURNED @ 6:42PM

Respectfully submitted,

Cecilia Vela, City Clerk

DRAFT



CITY OF ARVIN Staff Report

Meeting Date: October 16, 2018

TO: City Council

FROM: Jeff Jones, Finance Director
Jerry Breckinridge, Interim City Manager

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARVIN APPROVING AN UPDATE TO THE FINANCIAL POLICIES AND PROCEDURES MANAGEMENT MANUAL

BACKGROUND:

The financial health and welfare of the City of Arvin is highly dependent upon establishing and maintaining sound, financial-planning objectives and strategies for implementation. These financial management policies assist the decision-making process of the City Council and City administration while operating independently of fluctuating operating conditions and varying financial circumstances. These policies also provide guidelines for evaluating both current activities and proposals for future programs and direct the City's financial resources toward meeting the goals and programs of the City Council's adopted strategic plan. The implementation of wise fiscal policies enables City officials to protect the public interest and ensure public trust and confidence.

The Staff has presented this manual and it was approved by the City Council at City Council meeting held on May 16, 2017. It was further amended on June 6, 2017.

As a result of a Federal Single Audit for Fiscal Year 2016-2017, and at the request of the California Department of Transportation's (Caltrans) review of the Federal Single,

Caltrans has requested that the City of Arvin modify the Financial Policies and Procedures Manual to resolve certain 'findings' on that audit.

No ordinances of the City of Arvin are required to be updated as a result of this audit. However due to the nature of the findings and the related corrective action plan to resolve those findings, the Grant Management Policy (Section 740) of the Manual requires updating.

According to Section 740, all grant management policies must be approved by the City Council.

The following clauses of Section 740 will be updated in response to the findings:

Finding 2017-005. “Accurate Preparation of the Schedule of Expenditures of Federal Awards

Issue is that the Schedule of Expenditures of Federal Awards was submitted to the auditors with imperfect information.

On page 740-4, item 5 (f), add sub-clause (1)

(f) (1) - The finance department will meet on a quarterly basis to review the current schedule of grant revenue and expenses. Such schedule is the joint responsibility of the Accountant and the Grant Writer. This meeting will serve as verification that all Federal award grants are identified and will be included on the annual “Schedule of Expenditures of Federal Awards”

Finding 2017-006 “Procurement and Suspension, and Debarment - Internal Control over Verification Against the System for Award Management “SAM”

Issue is that the Federal Award System was not checked to see if contractors who were awarded contracts using federal funds were not under suspension or debarment by the Federal government.

On page 740-3, Item 2 add sub-clause (1) under clause (h) to wit:

(h) (1) . Ensure that the successful bidder of a federal grant funded project is not under suspension and/or debarment. This is done by going to the SAM website and verifying that the bidder is NOT under suspension or debarment. Print out such proof and maintain in grant file

Finding 2017-007. Internal Controls and Compliance over Reporting.

Issue is regarding fact that City did not submit final project invoice for payment on a grant in a timely fashion.

Sub-clause (b) (1) is added to clause 5 of section 740 - to wit on page 4:

5. Complete grant closeout.

- a. Complete the grant work scope.
- b. Notify affected departments that the project is completed and schedule a “close-out” meeting if necessary to resolve any final procedural issues.
 - (1) Within 90 days of last expenditure of grant funds, ensure that a final invoice is submitted to the grantor for payment. Finance Director to verify this process happens.

FINANCIAL IMPACT:

No Financial Impact

ATTACHMENT(S)/EXHIBIT(S):

A Resolution of the City Council of the City of Arvin, California, Approving an Update to the Financial Policies and Procedures Management Manual.

Updated Financial Policies and Procedures Management Manual

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARVIN APPROVING AN UPDATE TO THE FINANCIAL POLICIES AND PROCEDURES MANAGEMENT MANUAL

WHEREAS, the City Council recognizes the need for City of Arvin Financial Management Policies; and

WHEREAS, the City Council previously approved the Financial Management Manual on June 21, 2016, and on June 6, 2017; and

WHEREAS, the financial health and welfare of the City of Arvin is highly dependent upon establishing and maintaining sound, financial-planning objectives and strategies of implementation; and

WHEREAS, the City's external financial auditors requested this document as a sound business practice, therefore recommends approval and implementation by the City Council of these financial policies; and

WHEREAS, financial management policies assist the decision-making process of the City administration while operating independently of changing service and financial circumstances and conditions; and

WHEREAS, these policies also provide guidelines for evaluating both current activities and proposals for future programs and direct the City's financial resources toward meeting the goals and programs of the strategic plan; and

WHEREAS, the implementation of wise fiscal policies enables City officials to protect the public interest and ensure public trust and confidence; and

WHEREAS, As a result of the findings of the Federal Single Audit for Fiscal Year 2016-2017 that certain parts of section 740 of the Financial Policies and Procedure Manual needs updating to resolve those findings.

NOW THEREFORE BE IT RESOLVED the City Council of the City of Arvin hereby finds, determines, resolves and orders as follows: That the updated City of Arvin Financial Management Manual attached hereto be adopted as policy.

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 16th day of October, 2018 by the following vote:

ATTEST

CECILIA VELA, City Clerk

CITY OF ARVIN

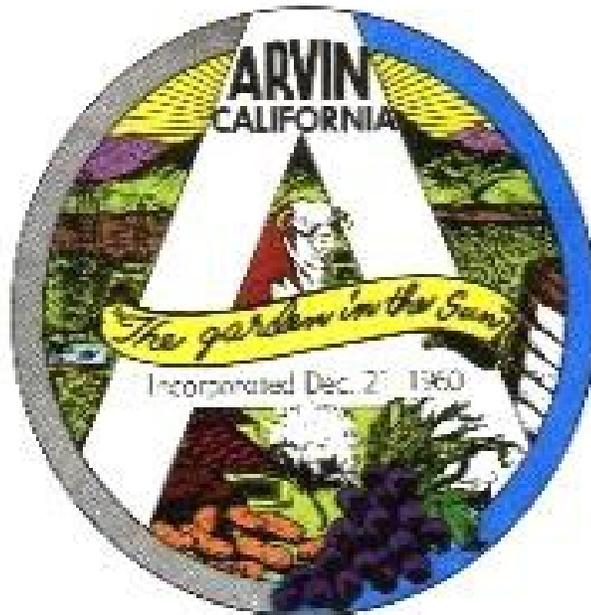
By: _____
JOSE GURROLA, Mayor

APPROVED AS TO FORM:

By: _____
SHANNON L. CHAFFIN, City Attorney
Aleshire & Wynder, LLP

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.

Financial Management Manual



Updated 10-16-18

City of Arvin

FINANCIAL MANAGEMENT MANUAL

A comprehensive guide to the conduct
of the City's financial affairs

Prepared by Jeff Jones

Finance Director

Approved by Resolution 2018-XX

CITY OF ARVIN

RESOLUTION NO. 2016-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARVIN TO APPROVE THE FINANCIAL POLICIES & PROCEDURES.

WHEREAS, the City Council recognizes the need for City of Arvin Financial Management Policies; and

WHEREAS, the City Council attended Financial Management Manual workshops on September 15th, October 24th and December 1st; and

WHEREAS, the financial health and welfare of the City of Arvin is highly dependent upon establishing and maintaining sound, financial-planning objectives and strategies of implementation; and

WHEREAS, the City's external financial auditors requested this document as a sound business practice, therefore recommends approval and implementation by the City Council of these financial policies; and

WHEREAS, financial management policies assist the decision-making process of the City administration while operating independently of changing service and financial circumstances and conditions; and

WHEREAS, these policies also provide guidelines for evaluating both current activities and proposals for future programs and direct the City's financial resources toward meeting the goals and programs of the strategic plan; and

WHEREAS, the implementation of wise fiscal policies enables City officials to protect the public interest and ensure public trust and confidence; and

WHEREAS, the City Staff has met with the SEID through the Meet & Confer process on January 25, 2016, March 9, 2016, March 14 and June 7, 2016; and

WHEREAS, the SEID has signed a Side Letter Agreement which details that the SEID has agreed with the policies except for the policy on page 293.1, which will require a change to the Municipal Code.

NOW, THEREFORE, BE IT HEREBY RESOLVED the City of Arvin Financial Management Manual document be adopted as policy.

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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 21st day of June, 2016, by the following vote:

AYES: CM Ortiz, CM Robles, CM Gurrola, MPT Madrigal, Mayor Flores

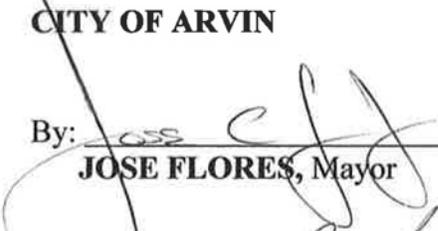
NOES : - - - - -

ABSTAIN: - - - - -

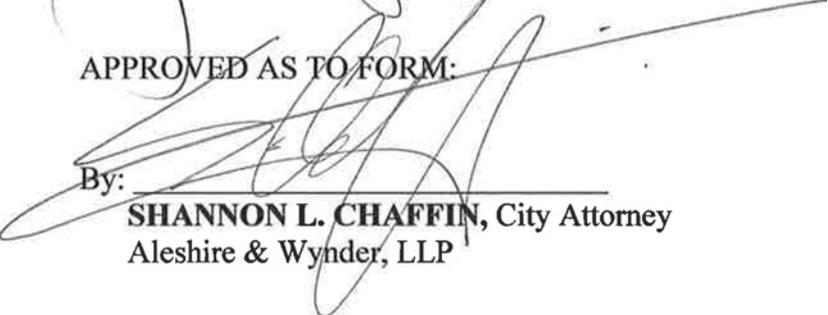
ABSENT: - - - - -

ATTE T
ittLtk - IL
CECILIA VELA, City Clerk

CITY OF ARVIN

By: 
JOSE FLORES, Mayor

APPROVED AS TO FORM:

By: 
SHANNON L. CHAFFIN, City Attorney
Aleshire & Wynder, LLP

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.

Financial Management Manual

PREFACE

This manual is distributed to key individuals throughout the organization who are responsible for managing the financial operations of the City. As indicated by its title, the purpose of this document is to provide a single, up-to-date reference source of the major policies and procedures that guide the administration of the City's financial affairs. The following is a brief overview of the contents of this manual.

Section 100 Introduction

Overviews the purpose and organization of the Financial Management Manual, including procedures for updating and distributing the manual, internal control concepts, role of fiscal officers and a summary of other key policy documents.

Section 200 Purchasing Policies and Procedures

Comprehensively discusses the City's purchasing policies and procedures including ethics, objectives, competitive bidding requirements, specifications, standards, and purchasing procedures for supplies, equipment, operating & maintenance services, consultants, and construction projects.

Section 300 Travel Guidelines

Includes the travel guidelines approved by the Council in 2003 and the current mileage reimbursement rate for use of personal vehicles on City business.

Section 400 Fixed Assets and Inventory Management

Outlines policies and procedures for the financial management of the City's fixed assets and inventory items including vehicles, real property, infrastructure and disposal of surplus property.

Section 500 Budget Policies and Procedures

Discusses all of the City's key policies regarding budget preparation and execution such as the Financial Plan preparation process, budget amendment procedures, re-appropriation policies and budget monitoring procedures.

Section 600 Accounting Policies and Procedures

Summarizes key accounting policies and procedures such as financial reporting, payroll, payment approval authority, disaster accounting procedures and security deposits.

Section 700 ****REVISED 10-16-18 (section 740)**** Administrative Policies and Procedures

Includes general administrative policies and procedures that affect the City's financial operations such as City Manager Report preparation, grant management and donation policies.

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Section 101-Introduction

The purpose of this manual is to provide a comprehensive, up-to-date procedural guide on the conduct of the City's financial affairs. Although the goal is to provide a “one-stop” reference tool for the City's financial policies and procedures, references will sometimes be made to major free-standing policy documents rather than restating or reproducing them in this manual. However, to the extent possible, this approach has been minimized, and in many cases documents that are “free-standing” such as the Fleet Management Program and Travel Guidelines have been directly incorporated into the manual.

If it is to meet its goal, this manual should be easy to read and provide useful information and solutions to an extremely broad range of financial subjects. It must also be up-to-date and easy to access. Accordingly, it has been prepared electronically in a “PDF” format and placed on the City’s Web Site in order to accommodate the changes that will occur over time. As discussed in Section 120, notification about updates will be sent-out via email.

As described in the Preface, this manual is divided into seven Sections:

- Introduction (100)
- Purchasing Policies and Procedures (200)
- Travel Guidelines (300)
- Fixed Assets and Inventory Management (400)
- Budget Policies and Procedures (500)
- Accounting Policies and Procedures (600)
- Administrative Policies and Procedures (700)

Each of these sections begins with an overview that further describes its purpose and organization. In summary, we want this manual to be easy to use and understand in keeping City staff up-to-date on changes in policies and procedures. If you have any suggestions for improvements that can be made to this manual, please feel free to contact the Department of Finance & Information Technology.

Section 105-Major Policy Documents Summary

Complementing the policies and procedures provided in this manual are the following major policy documents that also guide the management of the City's financial affairs. A brief narrative summary for each of these documents is provided in this section; the department or office responsible for maintaining the document and making it available for distribution is noted at the end of each description.

Citywide Policy Documents

- City Incorporation
- Municipal Code
- Council Policies and Procedures Manual
- Advisory Body Handbook
- Conflict of Interest Code
- City Code of Ethics- (In Process)
- General Plan
- Conceptual Plan for the City – (In Process)
- Facilities Master Plan: (In Process)
- Financial Plan and Budget

Utilities

- Wastewater Management Plan – (In Process)
- Refuse Management Plan – (In Process)

Transportation

- Transit Plan
- Pavement Management Plan
- Bicycle Master Plan (In Process)
- Flood Management Policy – (In Process)

Administration - General

- Goals and Objectives Reporting System
- Manual for Preparing Council Agenda Reports

- Emergency Response Plan – (In Process)

Administration-Human Resource Management

- Personnel Rules and Regulations
- Employer/Employee Relations Resolution
- Memorandums of Agreement
- Affirmative Action Plan/Sexual Harassment Avoidance Policy
- Drug Free Work Place Policy
- Anti-Discrimination Plan

Financial & Information Technology

- Revenue Management Manual
- General Fund Five Year Forecast
- Investment Management Plan
- Cost Allocation Plan
- Quarterly Financial Reports
- Comprehensive Annual Financial Report (CAFR)
- Information Technology Strategic Plan
- Information Technology Policies and Procedures Manual – (In Process)
- Risk Management Manual
- Safety/Loss Control Manual

Summary of Major Policy Documents

CITYWIDE POLICY DOCUMENTS

City Incorporation. The City was incorporated December 21, 1960, as a general law city and as such draws its authority from the Constitution and laws of the State of California. The City has a council/manager form of government and is governed by a five-member elected council. The City Manager is appointed by the City Council. The City provides the following services: police, community services, street construction and maintenance, planning and zoning, street cleaning, transit, sanitation, and general administrative services.

Municipal Code. The Municipal code contains all of the regulatory, penal, and administrative ordinances of the City of Arvin, codified according to the Government Code of the State of California. Responsibility: *City Clerk*

City Council Policies and Procedures Manual. This manual establishes guidelines for the conduct of Council meetings. It also sets forth other policies and procedures related to the Council such as appointments to advisory bodies, Council compensation, and Council/staff relationships. Responsibility: *City Clerk*

City Code of Ethics. The purpose of this code is to establish and communicate City standards for ethical conduct. Containing examples, it addresses conflicts-of-interest (real and perceived), public confidence, acceptance of favors, use of confidential information, use of City facilities, contracts, outside employment, personal investments, and each individual employee's personal responsibility for ethical behavior. Responsibility: *Administration*

General Plan. A General Plan is the blueprint of a community's future addressing land use, transportation, housing, open space preservation, conservation of resources, public safety, and noise. In addition to these mandated topics, called *elements*, the City's General Plan also addresses energy conservation, park and recreational facility development, water, and wastewater treatment facilities. Responsibility: *Planning*

Conceptual Plan for the City. This plan guides development and change in the central business district by providing design concepts and policies for key areas of the City. Responsibility: *Planning*

Financial Plan and Budget. The City uses a one-year financial planning process in preparing its budget. The overall goal of the City's Financial Plan is to establish and maintain effective management of the City's fiscal resources. To accomplish this objective, the City uses a policy-driven, goal-oriented budgeting process. Accordingly, the Financial Plan identifies key financial policies, major goals, program objectives, and appropriates the resources necessary to accomplish them. Responsibility: *Finance & Information Technology*

UTILITIES

Refuse Management. This policy document provides a plan for delivering services and determination of rates for the Citizens. Responsibility: *Administration and Mountainside Disposal*

Summary of Major Policy Documents

Wastewater Management Plan. Wastewater is another critical resource consideration for the City. Upgrades to the current wastewater treatment plant and other large capital requirements required to modernize the entire infrastructure will significantly influence financial planning for many years to come. This document is a policy instrument that defines and analyzes the key wastewater issues facing the City and recommends solutions. Responsibility: *Administration and Veolia*

TRANSPORTATION

Transit Plan. This plan outlines one year's goals and objectives for transit system operation and objectives. *Transit*

Pavement Management Plan. The City maintains miles of streets representing a significant community investment in infrastructure and rights-of-way. The plan's objectives are to establish design and maintenance standards, prioritize maintenance actions, schedule long term maintenance activities to obtain maximum pavement life, and protect the investment made in pavement systems. Responsibility: *City Engineer*

Flood Management Policy. The City of Arvin is in a natural flood plain. The objectives of this policy document include preventing the loss of life and minimizing property damage from flooding. Additionally, the policy establishes design capabilities, development guidelines, flood management standards and priorities, and an action plan. Responsibility: *Administration*

ADMINISTRATIVE

Goals & Objectives Reporting System. The Financial Plan identifies major goals to be accomplished over the budget year. Formal reports are provided to the Council on a quarterly basis which report our progress in accomplishing these goals as well as the status of capital improvement plan projects and other key objectives. Responsibility: *Finance*

Manual for Preparing Council Agenda Reports. This document outlines the format, content, and procedures to be used in preparing and processing Council Agenda Reports. *Administration*

HUMAN RESOURCE MANAGEMENT

Personnel Rules and Regulations. This section establishes the City's procedures for attracting and retaining qualified employees as well as assuring that appointments and promotions are based on fitness and merit. Responsibility: *Administration*

Employer/Employee Relations. City Council Resolutions provides procedures for the administration of employer/employee relations between the City and its employee organizations and for resolving disputes regarding wages, hours, and other terms and conditions of employment. *Administration*

Memorandums of Understanding. The City has entered into agreements (MOU's) with each of

Summary of Major Policy Documents

its employee units that govern terms and conditions of employment. Responsibility: *Administration*

Affirmative Action Plan. The City is committed to providing equal opportunity in its hiring practices and ensuring that we have a work environment free from harassment. This document contains the City's policies and procedures designed to achieve these goals. Responsibility: *Administration*

Drug-Free Workplace Policy. It is the City's goal to maintain a safe, healthful, and productive work environment for all of our employees. This document sets forth our commitment to this goal and establishes policies and procedures designed to achieve it. Responsibility: *Administration*

Safety/Loss Control. The City's policies and procedures designed to prevent i n j u r i e s to our employees, protect our property from damage, and ensure the safety of the public are provided in this document. Responsibility: *Administration*

FINANCIAL

General Fund One Year Fiscal Forecast. The City begins each of its one-year Financial Plans with a detailed forecast of the General Fund's projected financial position for the next year. This forecast is provided to the Council in conjunction with the goal-setting process. The forecast looks at trends for the past five years in the consumer price index, population, revenues and expenditures. Based on these past trends as well as economic forecasts prepared for the state and region by the State Controller's Office, and other key assumptions prepared by the staff about likely revenue and expenditure factors that will affect the upcoming Financial Plan, the forecast provides an "order of magnitude" feel for the fiscal challenges likely to face the City in preparing the budget. Responsibility: *Finance*

Investment Management Plan. The purpose of this plan is to establish strategies, practices, and procedures to be used in administering the City's investment portfolio in accordance with the City's adopted Investment Policy. Responsibility: *Finance*

Cost Allocation Plan. The cost allocation plan identifies the total cost of providing City services by allocating indirect costs such as accounting, personnel, legal, and facility usage to direct program cost areas. This information is used in setting City fees, reimbursing the General Fund for services provided to other funds, evaluating service delivery options, and recovering grant administration costs. The plan is updated every year in conjunction with the Financial Plan. Responsibility: *Finance*

Monthly and Quarterly Financial Reports. In addition to providing up-to-date, on-line access to City financial information, the Department of Finance and Information Technology publishes interim financial statements on a monthly and quarterly basis. Monthly reports are distributed to the operating departments at a detailed level for ongoing monitoring and tracking of revenues and expenditures. Formal quarterly reports are prepared for distribution to a broader group of end users that summarize revenues, expenditures, and fund balance, and highlight key trends and issues. The purpose of these reports is to provide meaningful information on an ongoing basis

Summary of Major Policy Documents

regarding the City's financial position as well as emerging trends. Responsibility: *Finance*

Comprehensive Annual Financial Report (CAFR). The CAFR includes the City's audited general purpose financial statements as well as a comprehensive review of the City's financial operations and statistical information of general interest about the Arvin community. Responsibility: *Finance*

Risk Management. The City's goals, policies, and procedures regarding risk management activities are provided in this document. Responsibility: *Finance*

Section 115-Internal Control Concepts

Faithful stewardship of the public assets and resources that have been entrusted to us is the responsibility of all City employees. Assuring appropriate internal control over the use of these assets is one of the key tools available to us in meeting this responsibility. The following is an outline of internal control concepts.

PURPOSE OF INTERNAL CONTROLS

The objective of internal control systems is to provide reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and to ensure that transactions are properly recorded to permit the preparation of financial statements in accordance with generally accepted accounting principles. The concept of reasonable assurance recognizes that *the cost of control should not exceed the benefits likely to be derived*, and that estimates and judgments are required to be made by management in evaluating these costs and benefits.

INTERNAL CONTROLS ARE FOR THEEMPLOYEE

By establishing procedures that reduce the opportunity for employees to make unauthorized transactions, the City protects employees from unwarranted suspicions when unusual events or trends are identified.

STANDARD INTERNAL CONTROLS

The three most common types of internal controls are using and documenting standard operating procedures; formalizing approval authorizations; and separating duties. None of these approaches in themselves can guarantee the appropriate use of City assets at all times, but they represent a reasonable effort to reduce the *opportunity* for misuse of City assets.

SEPARATION OF DUTIES

Of the three approaches noted above, "separation of duties" is the most common internal control methodology by ensuring that no one individual has total control over an accounting transaction. For example, the responsibility for the purchasing/disbursement function would ideally be segregated between separate departments or individuals as follows:

- Purchasing (authorization to acquire)
- Receiving (approval to pay)
- Accounting (disbursement)

However, no system of internal control based on separation of duties will be successful if there is collusion between parties. Further, any employee with "larceny in their heart" will identify ways to "beat the system." However, this should not deter an organization from establishing *reasonable* controls to reduce the opportunity and temptation to misuse City assets.

Section 120-Manual Updating & Distribution

- Email notification will be used for all manual additions and updates. It will be clearly titled “Financial Management Manual Update” and will reference the updated sections.
- The e-mail notification will be sent to everyone on the Distribution List. (See the following page)

DISTRIBUTION LIST

Administration

City Manager
Management Analyst
City Clerk
Director of Finance & Information Technology
Financial Analyst
Accountant
Accounting Technician
Audit Firm

City Attorney

Contract City Attorney

Building & Planning

Contract City Planner
Building Inspector

Parks & Recreation

Manager of Parks & Recreation

Public Works

Contract City Engineer
Public Works Supervisor

Utilities

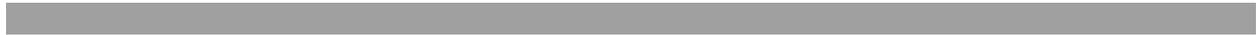
Wastewater Contractor
City Refuse Contractor

Police

Police Chief
Administrative Assistant
Lieutenant

Transportation

Manager of Transportation



Updated August 2015

Section 130 – Dept. Fiscal Officers

Each Department Head designates one employee to serve as their department’s Fiscal Officer. The following is an outline of fiscal officer roles and responsibilities:

Role of Fiscal Officers

- What should fiscal officers be doing?
- What are they doing?
- If there’s a difference, what should we do about it?

General Consensus on Roles

- Departmental resource for budget *preparation*.
- Departmental resource for budget *execution*.
- Facilitator for departmental communications regarding the City’s fiscal policies and operations.
- Departmental representatives with the responsibility for communicating financial concepts throughout the organization.
- Sounding board for the development and implementation of financial policies.
- Network for sharing Citywide what works (and what doesn’t) in managing departmental fiscal affairs.
- Framework for establishing minimum levels of consistency, recognizing that departments are different, and accordingly, procedures may need to be different.
- Department resource for purchasing process (a key form of “budget execution”).
- Liaison with Finance & Information Technology (IT) for departmental fiscal issues.

How to Best Perform These Roles and Responsibilities

Clear Roles

Ensure that the responsibilities of the following in coordinating departmental fiscal activities with the Finance & IT Department are clear.

- Department Heads
- Division Managers
- Fiscal Officer

Department Fiscal Officers

Clear Policies

- Create *concise* policies and procedures compiled into one document which provide good *overall* guidance in conducting the City's financial affairs.
- Do not focus on detail procedures designed to accommodate every situation.
- Prepare a concise directory of key policy documents for further reference (such as property management, purchasing and fleet management).
- Help bridge the “learning curve” for new Fiscal Officers and Division Managers. Concise policy guides like above will be useful in making this bridge.
- Rules keep changing, and obviously, this makes the Fiscal Officer's job more difficult. Implicit (maybe explicit) recommendations: Stop changing the rules (or at least make sure that the benefit of the change is worth the effort required to communicate and implement it).

LISTING OF DEPARTMENT FISCAL OFFICERS

| | |
|----------------------------------|--------------------------------|
| Administration | City Manager |
| Finance & Information Technology | Finance Director |
| Building Department | Community Development Director |
| Police | Chief of Police |
| Public Works | Public Works supervisor |
| Transit | Transit Manager |
| Wastewater | City Manager |

Section 201 – Purchasing Goods & Services

OVERVIEW

The purpose of this chapter is to guide staff members in purchasing goods and services on behalf of the City by establishing responsibilities and authorization levels, outlining statutory requirements, and setting forth the policies and procedures that govern purchasing activities.

These guidelines are not intended to address every issue, exception or contingency that may arise in the course of purchasing activities. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of City resources.

PURCHASING SYSTEM OBJECTIVES

The purchasing ordinance (Municipal Code) and purchasing resolutions — the policies and procedures set forth in this chapter form the City's purchasing system. This system has been developed in order to achieve the following objectives:

- Secure goods and services at the lowest cost possible commensurate with quality requirements.
- Establish authority, responsibility and accountability for purchasing activities conducted on behalf of the City.
- Ensure competition and impartiality in all purchasing transactions to the maximum extent possible.
- Standardize procedures where appropriate to ensure that organization-wide policies and goals are achieved.
- Maintain department responsibility, initiative and flexibility in evaluating, selecting and purchasing goods and services.
- Implement simple yet effective internal control procedures that appropriately support planning, maximize productive use of public funds and protect City assets from unauthorized use.
- Coordinate organization-wide purchasing activities for commonly used items.
- Communicate organization-wide purchasing goals, policies and procedures to departmental staff involved in purchasing activities.
- Decentralize decision-making to the maximum extent possible consistent with prudent review and internal control procedures.

Introduction

PURCHASING AUTHORITY

The City's purchasing ordinance delegates purchasing authority to the City Council as well as the City Manager, up to certain limits, as well as any other representatives designated by the City Manager with limits. Purchasing authority responsibilities include:

- Developing and prescribing such administrative policies, forms and files as may be reasonably necessary for the internal management and operation of City purchasing policies and procedures.
- Purchasing or contracting for supplies, equipment, services and construction projects as required by the operating departments in accordance with City purchasing policies and procedures.
- Negotiating and recommending execution of contracts.
- Procuring needed quality in goods and services at minimum expense.
- Ensuring as full and open competition as possible on all purchases.
- Consolidating department orders for similar items, ensuring quantity discount pricing whenever possible.
- Developing and maintaining department awareness of purchasing and pricing principles, marketing conditions and new products.
- Inspecting supplies and equipment delivered, as well as contractual services performed, to determine their conformance with the specifications set forth in orders and contracts; and, in this connection, having the authority to require chemical, physical or other tests of samples submitted with quotations or bids, or of delivery samplings, which may be necessary to determine quality and conformance with specifications.
- Establishing procedures for, and assigning duties to, staff engaged in receiving, storing and issuing purchased supplies, ensuring that supply levels are consistent with usage requirements.
- Facilitating the transfer of surplus or unused supplies and equipment among departments as needed.
- Selling or exchanging surplus supplies and equipment, provided that they cannot reasonably be used by any department.

PURCHASING ORGANIZATION

As provided in the purchasing ordinance, responsibility and accountability for purchasing activities has been delegated by the City Council to the City Manager within certain limits. As noted under purchasing system objectives, maintaining department responsibility, initiative and flexibility in purchasing activities and decentralizing decision-making to the maximum extent possible, are specific objectives of the City's purchasing system. However, this can only occur

Introduction

when organization-wide guidelines are clearly set forth and then followed.

General responsibilities for setting and implementing purchasing system policies and procedures are summarized in [Exhibit 201-A](#).

PURCHASING SYSTEM OVERVIEW

Regardless of the type of item or service being acquired, virtually every purchase transaction goes through seven distinct stages in varying degrees:

- Assessing and determining resource needs.
- Developing specifications.
- Soliciting and evaluating quotations, bids or proposals.
- Selecting the best proposal.
- Awarding the contract or purchase order and authorizing work to proceed.
- Receiving and inspecting goods or services to ensure they conform to specifications.
- Paying the vendor when contract terms have been met.

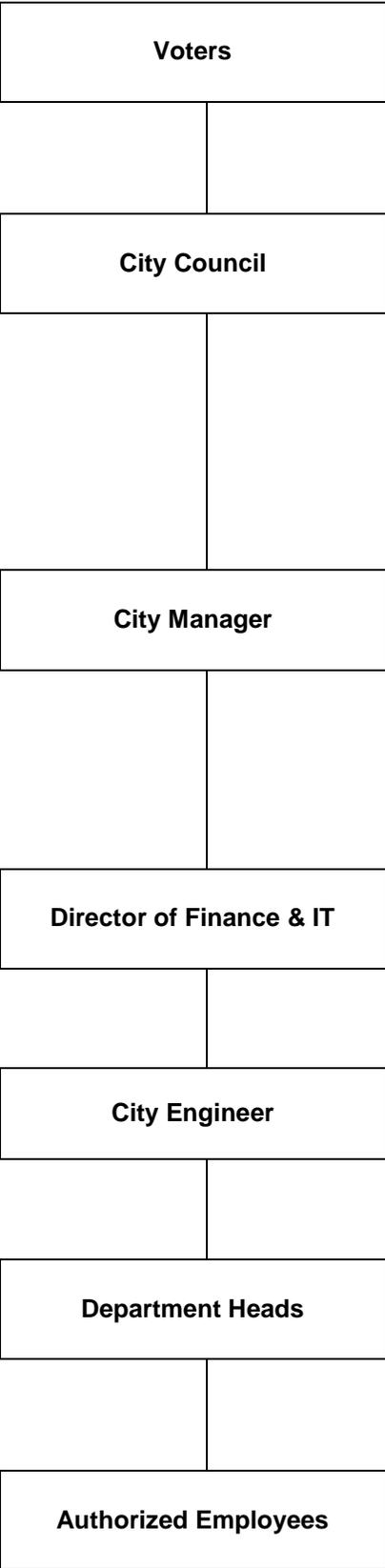
The type of purchase as well as its estimated cost determine the formality with which each stage is completed and documented. For this purpose, the City has identified two basic types of purchases:

- General Purchases.** Contracts and purchases for supplies, equipment, operating & maintenance services and construction projects.
- Consultant Services.** Professional advice provided to the City by specially trained and experienced individuals or firms regarding economic, financial, engineering, planning, architectural, environmental, legal or administrative matters.

Procedural categories, purchasing authority levels and features for each of these purchase types are summarized in [Exhibit 201-B](#).

Purchasing System Responsibilities

Exhibit 201-A



- Elect the City Council

City

- Adopt purchasing ordinance.
- Adopt resolution setting purchasing guidelines.
- Approve *Request for Proposal* (RFP) documents for general purchases in excess of \$30,000 and consultant services in excess of \$30,000.
- Delegate authority to award contracts if they are within budget to the City Manager.
- Award contracts if they exceed the budget.

Policies: Ordinances and Resolutions

- Implement purchasing policies.
- Delegate purchasing authority.
- Award major contracts.
- Approve RFP's for general purchases \$30,000 and below; and \$30,000 and below for consultant services.

Administrative Policies and Procedures

- Develop and implement purchasing guidelines.
- Monitor and evaluate system performance.
- Set payment schedule.
- Approve purchase orders for general purchases (except "job order contract" task orders) \$10,000 and below.
- Approve for payment "job order contract" task orders for approved construction projects.

Organization-Wide Procedures

- Develop and implement departmental purchasing procedures.
- Delegate departmental purchasing authority.
- Request Approval of major departmental purchases.

Departmental Procedures

- Purchase, receive and pay for goods and services in accordance with City and departmental guidelines.
- Maintain required purchasing records.
- Manage departmental inventories.

Attachment: FMM 2018 - City of Arvin-10-16-18 (Update of Financial Manual)

Purchasing System Overview

Exhibit 201-B

| Type | Category | Features |
|--|--|--|
| <p align="center">GENERAL PURCHASES</p> <p><i>Includes supplies, equipment, operating or maintenance services and construction projects.</i></p> | <p><i>Over-the-Counter</i></p> <p>Up to \$15,000</p> | <ul style="list-style-type: none"> ■ No specific requirements; competitive bidding to be used whenever practical. ■ Bid award by department via voucher or purchase order. ■ Job Order Contract (JOC) Task Orders by the City Engineer. |
| | <p><i>Open Market</i></p> <p>>\$15,000 to \$30,000</p> | <ul style="list-style-type: none"> ■ Department solicits at least 3 proposals; (may be verbal with written quotes). Must be posted on public bulletin board in City Hall. Written bids submitted to City Clerk and kept for one year. ■ Bid award by Finance via purchase order or contract (or JOC Task Order by the City Engineer). |
| | <p><i>Formal</i></p> <p>Greater Than \$30,000</p> | <ul style="list-style-type: none"> ■ Formal Bid or RFP documents. ■ Advertising for sealed bids or proposals. (Mailed notice in the case of construction projects.) ■ City Council approves soliciting for bids or proposals and awards the contract (or approves JOC Task Order). |
| | <p>Greater Than \$30,000</p> | <ul style="list-style-type: none"> ■ Same as above except the Council approves Bid/RFP documents and soliciting for proposals; contract award generally delegated by Council to the City Manager. ■ City Manager authorized to approve all JOC Task Orders, not to exceed Council-approved annual limits. |
| <p align="center">CONSULTANT SERVICES</p> <p><i>Includes advisory services from professionals such as engineers, architects, attorneys and other specialized consultants.</i></p> | <p>Less Than \$15,000</p> | <ul style="list-style-type: none"> ■ No specific requirements; proposals to be solicited whenever practical. ■ Proposal award by Department via voucher or purchase order. |
| | <p><i>Formal</i></p> <p>Greater Than \$30,000</p> | <ul style="list-style-type: none"> ■ Proposals solicited whenever practical. ■ Contract negotiated by Department. ■ Contract award by City Manager via purchase order or contract. ■ Formal RFP document. ■ Council authorizes staff to request proposals and generally delegates contract award to the City Manager. |

Note: These are general guidelines; the evaluation and selection process for consultant services may vary on a case-by-case basis.

 Formal Bid or Proposal Process

Section 205-Ethical Standards of Conduct

OVERVIEW

The purpose of this policy is to set forth the ethical standards of professional behavior expected of all officials and employees conducting purchasing activities on behalf of the City.

STANDARDS OF CONDUCT

Every employee or official engaging in purchasing activities on behalf of the City is required to employ the following standards of conduct:

- Consider, first, the interests of the City in all transactions.
- Carry-out the established policies of the City.
- Buy without prejudice, seeking to obtain the maximum value for each expenditure of public funds.
- Subscribe to and work for honesty and truth in buying and selling, and to denounce all forms and manifestations of commercial bribery.
- Cooperate with all organizations and individuals engaged in activities designed to enhance the development of purchasing practices.
- Respect obligations to others, and require the same respect from others for their obligations.

PROHIBITED PRACTICES

The following practices are specifically prohibited in performing purchasing activities on behalf of the City:

- Having a financial or personal beneficial interest (directly or indirectly) in any contract or purchase order for supplies, equipment, services, or projects furnished to the City.
- Accepting or receiving (directly or indirectly) from any person, firm, or corporation to whom any contract or purchase order may be awarded (by rebate, gift or otherwise) any money or anything of value, or any promise, obligation or contract for future reward or compensation. Inexpensive advertising items bearing the name of the firm—such as pens, pencils, paper weights or calendars—are not considered articles of value or gifts in relation to this policy.
- Using information available to officials and employees, solely because of their City position, for personal profit, gain or advantage.

Ethical Standards of Conduct

- Directly or indirectly furnishing services or information not available to all prospective bidders to any person or firm bidding on, or who may reasonably be expected to bid on, a contract with the City.
- Providing confidential information to persons to whom issuance of such information has not been authorized.
- Using a position or status in the City to solicit (directly or indirectly) business of any kind; or to purchase products at special discounts or upon special concessions for personal private use from any person or firm who sells or solicits sales to the City.
- Serving the interests of any organization (either as an officer, employee, member of the board of directors, or in any capacity for consideration) which transacts or attempts to transact business with the City for profit when such employee holds a City position of review or control—even though remote—over such business transactions.

RESPONSIBILITY

- **Employees.** Each employee is responsible for following these practices. Violation of this policy may result in disciplinary action, termination of employment or criminal prosecution.
- **Department Heads.** Department heads are responsible for ensuring that all employees of their department who conduct purchasing activities possess a thorough understanding of these standards of ethical conduct and prohibited practices.

Section 210-Centralized Purchasing

Purchasing responsibilities have generally been delegated to the operating departments. However, in selected circumstances, responsibilities for purchasing goods or services used on an organization-wide basis have been assigned by the City Manager to a single department in order to reduce administrative costs as well as to achieve “best pricing” through volume purchases. The following summarizes those areas where purchasing responsibilities have been centralized:

| Purchase | Department |
|--|--------------------------------------|
| • Construction projects and related services | Public Works: City Engineer |
| • Office systems furnishings | Public Works: Buildings/Chief for PD |
| • Office supplies and paper | Department Heads |
| • Off-site copying | Finance & IT/Chief for PD |
| • Copiers | Finance & IT/Chief for PD |
| • Computer workstations, file servers, printers and organization-wide software standards | Finance & IT/Chief for PD |
| • Telephones | Finance & IT/Chief for PD |
| • Radios and cell phones | Department Heads |
| • City letterhead and envelopes | City Clerk |
| • Project financings | Finance & IT |

In selected circumstances, assigned departments may delegate purchasing responsibilities on a case-by-case basis. For example, the Public Works M a n a g e r may delegate purchasing and project management responsibilities to a designated Public Works employee.

Section 225–Construction Contract Change Orders

OVERVIEW

When the City awards a construction contract, the need for contract change orders (CCO's) is not unusual. CCO's are required whenever the scope of work changes from that in the original contract or an unknown condition of the site requires a change in the scope of work. Usually a contingency amount is established when the project budget is finalized upon contract award to accommodate limited CCO's. The purpose of this policy is to establish limits of authority for approving construction project CCO's.

GOALS

1. Ensure appropriate authority and accountability in the approval of change orders.
2. Minimize the time needed to approve a CCO in order to avoid project delays.
3. Establish a system under which the organizational level at which approval is given is commensurate with the size of CCO and size of project.
4. Eliminate the potential for approval of a CCO when contingency funds are insufficient.

POLICIES

Conditions for Approval of CCO's by Staff

1. Sufficient contingency funds are budgeted and available in order for the City Engineer or City Manager (approved designees) to approve a CCO.
2. The nature of work in the CCO is not significantly different from that in the contract.
3. Authorization limits are based on an individual CCO amount, not the aggregate amount of all CCO's.
4. Authorization limits apply to CCO's for increases in contract amounts only.
5. When the aggregate amount of CCO's reaches 75% of the contingency, the awarding authority shall be informed of the status of the project and the sufficiency of funding to complete the project.
6. Work will not be broken up into multiple CCO's in order to circumvent this policy.
7. All CCO's must be in writing and approved by the appropriate contract parties consistent with the authorized limits established in this policy.

Construction Change Orders

- 8. A copy of each approved CCO will be transmitted promptly to the Finance Division.
- 9. The City Manager may grant approval of CCO's in excess of \$30,000 under the following circumstances (all three factors must be present):
 - a. Immediate approval of the CCO is necessary to avoid delay.
 - b. The CCO is an integral and mandatory component of the project.
 - c. The costs associated with delay of the project would be excessive.

The City Engineer is responsible for carrying out this policy.

Authorization Limits

- | | |
|------------------|--|
| 1. City Engineer | Must request approval |
| 2. City Manager | Not to exceed \$30,000 |
| 3. City Council | Greater than contract or above \$30,000* |



Section 250-Standard Bid & Proposal Docs

OVERVIEW

The standard bid and proposal documents provided in this section have been developed for use in a broad range of purchasing situations: supplies, equipment, operation & maintenance services and consultant services. (Bid documents for construction projects have been specifically excluded, since all construction projects are generally managed by Public Works, and they are responsible for maintaining standard bid documents for construction projects.) Additionally, these standard specifications can be used for the more price sensitive Invitation for Bid process (IFB) as well as the Request for Proposal (RFP) process where criteria other than price may be significant factors in making the purchasing decision.

GOALS

- Ensure consistency in the preparation of RFP packages.
- Assure that generally accepted terms and conditions are included in all RFP documents.
- Reduce the level of staff resources required to prepare and review RFP documents.

USING THE STANDARD DOCUMENTS

Accessing the Standard RFP Documents. These boilerplate documents have been installed on the City's Web Site.

Because changes will undoubtedly be made to these documents over time, it is essential in ensuring consistency in the preparation of IFB and RFP documents that these "boilerplates" be used for each package, not a previous package that you may have used for a similar purchase. Finance is committed to ensuring that the City's standard package on the City's Intranet contains the latest version of these documents; however, this update effort will be wasted if the latest version is not used for each procurement.

Contents. As discussed in greater detail below, the City's standard RFP documents consist of the following elements:

- Notice inviting bids (requesting proposals)
- Table of contents
- Description of work
- General terms and conditions
- Special terms and conditions
- Agreement
- Insurance
- Proposal submittal form(s)
- Bidders list (prepared as part of the total package but not mailed to vendors)

Standard Bid and Proposal Documents

Although these documents should generally be used exactly as formatted, there will be times when changes are appropriate. In these circumstances, departments should clearly highlight any deviations from our standard specifications when submitting them for review. (Better yet: coordinate your proposed changes with Human Resources (for insurance issues), Finance and the City Attorney’s Office before submitting them—the review process will go even quicker!) One of the advantages of the standard documents is to reduce the amount of time required for preparation and administrative review; unless deviations are highlighted, reviewing staff are going to assume that departments have faithfully used the standard documents, and will not review them in detail.

DESCRIPTION OF THE STANDARD DOCUMENTS

Notice Inviting Bids (Requesting Proposals). As reflected in the sample, the bias is towards making the information presented in the notice as concise as possible. The title “Notice Requesting Proposals” should be used whenever an RFP process is being used. As a “cover page” to the document, the City’s logo is formatted directly into this document.

Table of Contents. It’s always useful to number pages and have a reference as to what’s in the package.

Description of Work. This is the “meat” of the package—what do you want to buy, what does it have to do, how should it perform? Section 205-B of this manual provides an overview of the factors that should be considered by departments in preparing specifications. The term “work” is used to reflect the broad range of purchases that can be made using these documents. If this will be an RFP for consultant services, this section should describe the tasks—or work—for which you are requesting proposals. The “work sample” provided in this package is the purchase of a tree stump grinder. While this provides some general idea of how to prepare “open specifications” for a commodity-type purchase, this section of the package by its very nature cannot be “standard.” But that’s the purpose of using boilerplate documents: freeing departmental resources to focus on the important stuff—like what you want to buy—rather than the repetitive, mundane stuff that applies to every purchase.

General Terms and Conditions. This section includes conditions that should be addressed in every formal purchasing situation. They have been arranged into three basic groups:

- Proposal requirements
- Contract award and execution
- Contract performance

Special Terms and Conditions. Every purchasing situation will be different, and it is not reasonable to assume that “one size will fit all.” This section contains language for the most “common” special circumstances, organized into the following twelve areas:

- Invitation for bids
- Open contract period or estimated quantities

Standard Bid and Proposal Documents

- Use of brand names
- Performance standards
- Recycled products
- References
- Bidders security and performance bonds (rarely used for non-construction purchases)
- Request for proposals
- State cooperative purchasing program
- Ownership, delivery and presentation of written or graphic products
- Alternate proposals
- Bid specification limits (accuracy of specifications)

☛ **Note:** Make sure this section is renumbered correctly after your changes, and delete any inappropriate “subject” headings.

Departments are free to “mix and match” these components as appropriate: simply use the “delete” or “cut and paste” features of Word for those that don’t apply. Additionally, if you have other terms and conditions that you want to include not specifically addressed in general terms and conditions section—or the boilerplates already provided in this section—this is the place to put them.

Agreement. This standard agreement should be included in each IFB/RFP package so the contractor knows what we expect to execute if awarded the contract. You’ll notice it’s very short. This is possible because many of the terms and conditions that we might otherwise expect in an agreement have been incorporated into the standard IFB/RFP package. In using the agreement, the highlighted sections represent parts of the agreement that will have to be modified on a case-by-case basis.

If you are entering into a purchase agreement where you didn’t use the standard IFB/RFP package, the agreement will have to be expanded to include those areas of concerns normally addressed through the bid package. Please request a boilerplate agreement from the City Attorney.

Insurance. This part provides the City's standard insurance requirements for the following kinds of purchases—pick the one that’s right for your specific circumstances:

- Supplies and equipment—see note
- Operation and maintenance services
- Consultant services
- Environmental services (including consultants)

☛ **Note:** For supplies and equipment, if the vendor will be providing significant ongoing maintenance services after purchase (such as copiers), the insurance requirements for operation and maintenance services should be used.

Again, it is very important that you coordinate any proposed changes in these insurance requirements with Human Resources.

Proposal Submittal Forms. Well-designed and thought-out proposal submittal forms can be an extremely valuable tool in evaluating bids and proposals by ensuring that key information is presented in a similar fashion by all of the bidders. This is true even for RFP approaches:

Standard Bid and Proposal Documents

because it is a subjective process, the more you can standardize responses from bidders through submittal forms and questionnaires, the easier it will be to fairly compare and evaluate proposals. Three kinds of boilerplates are provided for proposal submittals:

- Proposal submittal summary
- References
- Statement of past contract disqualifications

Although references and a statement of past contract disqualifications may not be necessary for all purchases, some kind of submittal form should accompany all proposals. Like the “description of work” and “special terms and conditions” sections of the specifications package, the proposal submittal form will require modification depending on the specific purchase. The following six samples are provided:

- **Sample A.** This is the City's “basic” submittal form, and something like it should accompany all proposals even if additional submittals (like the one provided in Sample E) are also required.
- **Sample B.** This provides another example of a “basic submittal” form for multiple bid items.
- Sample C.** Something like this sample proposal submittal form would be especially useful for an RFP package where you expect a large, primarily narrative submittal from the bidders. It also provides a sample format for alternative work programs.
- Sample D.** This provides another example of a proposal submittal form as part of an RFP process for consultant type services. It also provides an example for a multi-year proposal.
- **Sample E.** In this sample, the bid form and the work description are combined in one form for simplicity. In this case, a brief description of the purchase should be provided in the “description of work” section, with a reference to the “proposal submittal form” section.

However, as indicated above, a summary proposal form should also be submitted along with this form to document our standard proposer assurances.

- **Sample F.** This sample is for those limited circumstances—such as engineering, architectural and environmental services—where we will not be requesting price information as part of the initial proposal.

Bidders List. Although this is not a “formal” part of the IFB/RFP package, a listing of bidders should accompany the package as it is reviewed. This listing should *not* be mailed to vendors with the IFB/RFP package. However, it should be attached to Council agenda and City Manager reports when requesting authorization to invite bids or request proposals.

PRE-RFP INTEREST LETTER

To help ensure a smooth proposal evaluation process, you may want to consider sending a pre-RFP interest letter to prospective proposers. This has three benefits:

- Provides proposers with an early “heads-up” on key dates like the pre-proposal conference,

Standard Bid and Proposal Documents

proposal closing and finalist interviews.

- Gives you an early idea of who is likely to be interested in proposing on your project and avoids sending large RFP packages to firms who are not interested.
- Ensures that you have good mailing address and contact name so valuable time isn't lost on internal distribution of your RFP. This is especially true for larger firms.



Amendments to Agreements

Section 255-Amendments to Agreements

After contract award—whether by voucher, purchase order or formal contract—amendments may be needed to reflect changes in the scope of goods or services to be provided. The following summarizes what is required to authorize and document contract changes.

DOCUMENTING WORKSCOPE CHANGES

Attached is a sample “Amendment to Agreement” that can be used in approving contract changes. It is applicable for almost all types of purchase agreements (supplies, equipment, operation & maintenance services, consultant services) *except* construction contracts: as set forth in Section 225, separate procedures have been established for managing construction change orders. Amendments should be numbered.

Please note that some Federal and State agencies may require the use of their agency form and the following may not be allowed.

AUTHORIZING AGREEMENT CHANGES

Construction Contracts

Authorization levels for approving construction contract change orders are set forth in Section 225 of this manual.

Supplies, Equipment, Maintenance & Operation and Consultant Service Contracts

The specific authority for approving contract amendments is usually set forth in the agreement itself (Section 5 of our standard agreement format). As a general rule, contracts where the bid or Request for Proposal (RFP) documents were approved by the City Manager should be amended by the City Manager; and contracts where the bid or RFP documents were approved by the Council should be amended by the Council.

General Policy. Staff can request to amend agreements to the cumulative *contract* amount that they are otherwise not authorized to award. In those cases where the original contract was awarded by a higher purchasing authority, then only that authority has the right to amend those contacts.

Budget Constraints. In all cases, however, staff authorization to increase contract amounts is subject to existing budget availability.

Staging of Contract Costs and Amendments. Using the amendment process in order to avoid competitive bidding or higher authorization levels at the contract award stage is prohibited.

The following provides general guidelines for authorization levels in approving changes to purchase orders and agreements.

Amendments to Agreements

Department Heads

- **Contract originally awarded by the Department Head.** Not to exceed a cumulative amended *contract* cost of \$1,000.
- **Contract originally awarded by a higher purchasing authority such as the City Manager or Council.** Not to exceed a cumulative *amendment* cost of \$5,000.

If amendments beyond these limits are needed, it will require the approval of either the City Manager or Council, depending on the type of contract, the amount of the amendment and the cumulative cost of the contract. Moreover, depending on the procedures used in awarding the original contract, amendments may not be possible due to competitive bidding requirements.

Finance Director

For supplies, equipment or operation & maintenance services:

- **Contract originally awarded by the Department Head or Finance Manager.** Not to exceed a cumulative amended *contract* cost of \$1,000.
- **Contract originally awarded by a higher purchasing authority (City Manager or Council).** Not to exceed a cumulative *amendment* cost of \$5,000.

If amendments beyond these limits are needed, it will require the approval of either the City Manager or Council, depending on the type of contract, the amount of the amendment and the cumulative cost of the contract. Moreover, depending on the procedures used in awarding the original contract, amendments may not be possible due to competitive bidding requirements.

City Manager

- **Contract or Bid/RPP package originally approved by the Department Head, Finance Manager or City Manager.** Not to exceed a cumulative *contract* cost (including amendments) of \$1,000 for supplies, equipment and operation & maintenance services; and \$1,000 for consultant services.
- **Bid/RPP package or contract originally approved by the Council.** Not to exceed a cumulative *amendment* amount from the original contract cost greater than \$5,000 for supplies, equipment and operation & maintenance services; and greater than \$5,000 for consultant services.

If amendments beyond these limits are needed, it will require the approval of the Council. Moreover, depending on the procedures used in awarding the original contract, amendments may not be possible due to competitive bidding requirements.

Amendments to Agreements

Council

Any amendment that cannot be approved by the staff as outlined above.

Exceptions

If greater discretionary authority at the Department Head or City Manager level is desired than indicated above, this should be clearly identified in the City Manager or Council Agenda Report approving bid/RFP documents or awarding the contract.

DOCUMENTATION

Amendment requests (such as the City Manager or Council Agenda Report) should include a cost summary of the original contract amount, any amendments to-date, the proposed amendment and the revised contract total.



Amendments to Agreements

AMENDMENT TO AGREEMENT NO.
(This must be approved by the City Attorney
Before presenting to the City Council.)

THIS AMENDMENT TO AGREEMENT is made and entered in the City of Arvin on [date], by and between the CITY OF ARVIN, a municipal corporation, herein after referred to as City, and [CONTRACTOR NAME], hereinafter referred to as Contractor.

WITNESSETH:

WHEREAS, on [date] the City entered into an Agreement with Contractor for [generally describe the original agreement work scope] per Specification No. [xxxxxx]; and

WHEREAS, the City desires to amend the scope of services to include [generally describe the proposed change in the work scope] and Contractor has submitted a proposal for this purpose that is acceptable to the City.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

- 1. The scope of services and related compensation is hereby amended as set forth in Exhibit A attached hereto. [Attach proposal letter or other itemization of proposed work and agreed upon compensation referencing the Amendment Number]
2. All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first written above.

ATTEST:
City Clerk

CITY OF ARVIN
By: City Manager [or Mayor]

APPROVED AS TO FORM:
City Attorney

CONTRACTOR
By:

Section 275-City Credit Cards

OVERVIEW

Purpose

These guidelines establish the City's basic policies and procedures for using credit cards in making minor supply and service purchases on behalf of the City and paying for travel expenses when on City business.

City Use Only. City credit cards are for official business use only. Charging personal expenses, even if the intent is to reimburse the City later, is prohibited. Doing so will result in disciplinary action.

Objectives

By using credit cards instead of other payment options we hope to:

- Reduce procurement and payment processing costs.
- Improve vendor relations by making “doing business” with the City easier.
- Enhance internal control by better identifying specific employees making minor supply and service purchases on behalf of the City, and improving the accuracy of account distributions between programs and projects.
- Take advantage of cost-saving opportunities by purchasing on the Internet and through catalogs.

Background

In the past, the City limited its card use to a debit card to make purchases for product or services as needed due to time constraints. This usually involved either new vendors with products that were needed quickly or expenses for conference hotels that had to be reserved in advance. Unfortunately, using a debit card has several inherent weakness that could cause serious problems for the City. If at any time a debit card number or card is stolen, the user has direct access to the City's general bank account, which holds a regular balance of \$500,000 , but at time can be in the Millions. The limit of what can be charged on a debit card is the bank balance. Stolen charges on a debit card are not protected by the law as are credit card purchases, so debit cards are not allowed. Also, the muni-code is circumvented, since debit cards purchases do not require two signers.

Several factors have led the City to change our approach in using credit cards:

- Credit card issuers are no longer willing to issue “generic” cards in the City's name; they now require them to be held in a specific individual's name.
- Many vendors who once agreed to “open purchase orders” will no longer do so; they require credit card purchases.

- In those cases where vendors have agreed to “open purchase orders,” we have experienced significant difficulties in ensuring appropriate cost distribution, especially where several departments, divisions and sections use the same vendor for similar purchases.
- Internet and catalog (via telephone and fax) purchasing is much more prevalent (offering significant cost-reduction opportunities for the City), and this requires the use of a credit card.

For these reasons, the City’s use of credit cards, by issuing them to specific individuals, we can improve our internal control and cost accounting procedures.

City past practice and experience in other California cities. Before adopting these guidelines, we analyzed practices in other California cities and evaluated card options (such as “purchase cards” under the “Cal-Card” program versus more generic credit cards). Additionally, we have requested other Cities experiences in “checking-out” cards to employees on a case-by-case basis, and the administrative costs and inefficiencies with this approach. These guidelines reflect the results of this analysis, and build on the successful experience of other cities.

Internal Control Concerns

While credit cards provide a cost-effective alternative for purchasing minor items and paying for authorized travel expenditures, the potential for abuse may offset any benefits that they offer. In addressing this concern, two conceptual approaches are available in managing their use:

- Developing detailed centralized control procedures.
- Having confidence in the discretion, judgment and ethics of City staff, with appropriate oversight by department heads.
- Limit the number of credit cards issued.

Based on our organizational values as well as limited central staff resources, the second option is the most appropriate one for the City. Accordingly, the primary responsibility for ensuring the appropriate use of credit cards lies with each employee assigned a card. Department heads are responsible for ensuring that employees are aware of their responsibilities, and for implementing appropriate review and payment procedures within their department.

Summary. Some level of risk is inherent in expanding credit card use in conducting City business, and we should recognize this. However, there are also significant advantages; and with reasonable internal controls and exercise of good judgment by cardholders, we believe these advantages outweigh the underlying potential for abuse.

POLICIES

- The City Manager may designate who may have the specific need for a credit card.
- Once approved by the City Manager, Finance issues City credit cards to those individuals. Credit limits are follows: City Manager \$10,000; Finance Director \$15,000 (to be used to pay invoices & other City business); Police Chief, City Directors \$4,000; Supervisors \$1,000.
- Credit cards should never be used to circumvent established competitive purchasing procedures. This means no purchases for goods or services should be made in excess of \$1,000 and any amount above that limit may require competitive bidding.

- Credit cards may be used in paying for travel expenses. However, the City’s *Travel Guidelines* still apply to all such credit card payments, including the use of Travel Authorizations and per diem amounts.
- **City Officials or City Employees will not use City credit cards for personal expenses even if the intent is to reimburse the City later.** Charging personal expenses on City cards is a misuse of City funds and a serious breach of the City’s ethics policy. Doing so—even if the intent is to reimburse the City later—will result in progressive disciplinary action, up to and including termination.

Note: Including minor incidental expenses as a component part of a larger billing—such as personal telephone calls or video rentals on a hotel bill—is allowed if reimbursed at the time the credit card billing is submitted for payment.

Standard Way of Doing Business. Using credit cards is no longer a “special way” of purchasing supplies and services on behalf of the City; for many minor purchases, it has become the standard way of doing business. For those employees assigned City credit cards, purchasing supplies and services on behalf of the City is an integral part of their job duties; and failure to follow City policies and procedures regarding the use of City cards is no different from failure to follow policies and procedures in any other aspect of their job.

PROCEDURES

Requesting Credit Cards. Department heads should submit credit card requests to Finance (via memorandum or email) to approve cardholders and set credit card limits. The Finance Director will then obtain approval to issue the credit card from the City Manager. Department heads need to include supplemental justification for credit limits in excess of \$1,000.

Criteria. Credit cards are only issued to regular employees. Department heads should consider the following factors in approving credit cards for their staff and setting credit limits:

- Ability to hold the employee accountable for purchases made on the card.
- Recognition that delegating authority to an employee to purchase via credit card is not conceptually different from delegating authority to them to purchase from an open contract on a vendor account. In fact, by issuing cards to named holders, accountability is enhanced.
- Frequency of use, diversity of vendors and dollar value of purchases made by the employee.

Cardholder Agreement. Before receiving a credit card, employees must sign a “credit cardholder use agreement” (Exhibit A) setting forth their obligations under this program.

Competitive Bidding. The City’s competitive bidding standards apply to all types of payment methods, including credit card purchases. Generally, credit card purchases will be for smaller expenditures. While there may be exceptions as allowed under the Arvin Municipal Ordinances, this means individual total purchases of one item should not exceed \$1,000, unless previous approval by the City Manager is approved and purchase orders or formal agreements may be needed for purchases in excess of \$1,000.

Timely Payment. Department heads are responsible for ensuring that each credit card statement (along with appropriate supporting documentation reconciled to the statement) is submitted to Finance for payment in a timely manner. Based on the statement cycle date, Finance has established specific monthly payment schedules for credit card statements. To avoid posting errors, administrative charges and late fees, Finance pays all credit card charges based on the “master account” on a timely basis, even if supporting documentation is not yet received from the operating departments. When subsequently received, the supporting documentation will be retroactively reconciled to the payment. Instances where this occurs should be very rare and due to extenuating circumstances. Accounting staff will notify the Director of Finance of any such instances of late or inaccurate payment submittals. After reviewing the circumstances, the Director of Finance will recommend to the City Manager appropriate follow-up action, including cancellation of card privileges and disciplinary action.

Disputed Charges. Cardholders are responsible for ensuring that the vendor and issuing bank are notified immediately of any disputed charges. Standard forms (provided by the issuing bank) are available from Finance for this purpose. Departments should pay the statement in full— including any disputed amounts—to avoid finance charges and late fees; when resolved, this will result in a credit to the account on the next monthly statement.

Standard Process for Payment. The City’s standard accounts payable system is used in processing monthly credit card statements for payment. Each credit card charge should be listed separately on the credit card payment voucher, and account numbers, purchase descriptions and amounts referenced as appropriate. Supporting documentation for credit card payments should be the same as for any other accounts payable item. This means that original invoices (or receipts) along with credit card receipts must be retained, reconciled to the credit card statement and attached to the payment voucher.

Finance has prepared a “streamlined” voucher for processing credit card payments makes it easier for departments to keep track of uses, reconcile receipts to the monthly statement and process payments.

Guidelines for Departmental Procedures. Specific procedures for processing credit card payments will vary from department-to-department based on their unique needs. Departments should document their internal procedures and periodically review them to ensure that they continue to make sense. Finance is available to assist departments with this.

Credit Card Awards. Awards, Cash Back Fees, Redemption Points, Air Mileage Accruals or any other type of general awards from the credit card issuer are deemed the property of the City of Arvin solely and are to be used to reduce the amount of any purchase as a payment.

Credit Card Processing Fees. There may be a nominal processing fee by the issuing bank. This charge—if any—is the department’s cost responsibility.

Lost or Stolen Cards. Upon discovery by the cardholder of a lost or stolen credit card, they are responsible for ensuring that notification to the issuing bank and the Finance Director are made immediately. Failure to do so may result in making the cardholder responsible for any fraudulent use of the card.

Disciplinary Action. Department heads are responsible for all disciplinary action surrounding misuse of cards, including requesting cancellation of card privileges.

Return of the Card Upon Request or Termination. Cardholders will immediately surrender their card upon request of their department head. Human Resources is responsible for retrieving the credit card when an employee separates from the City. Use of the credit card for any purpose after a request for surrender is prohibited.

RESPONSIBILITIES

- **Cardholders.** Purchase supplies and services on behalf of the City in accordance with these guidelines.
- **Department Heads.** Authorize issuance of credit cards and set credit limits; develop and implement departmental procedures to ensure that payments are appropriately reviewed and approved, processed in a timely manner and that all supporting documentation is retained, reconciled to monthly statements and attached to payment vouchers; and oversee implementation of these guidelines.
- **Finance.** Establish “master account” relationship with issuing bank; issue credit cards as requested by department heads in accordance with these guidelines; process credit card payment vouchers in accordance with the City’s accounts payable policies and procedures; ensure that the monthly “master account” is paid in full on a timely basis; develop guidelines (“best practices”) for departmental payment procedures; help resolve billing disputes; and replace lost or stolen cards. Retrieve credit cards from employees separating from the City.

SUMMARY

The above statements are guidelines only and cannot cover every issue, exception or contingency that may arise in using City credit cards. Accordingly, the basic standard that should always prevail is to use common sense and good judgment in the use and stewardship of City resources.

CITY OF ARVIN
CREDIT CARDHOLDER USE AGREEMENT

Employee: _____ Department: _____

The above named City Official or employee (Cardholder) of the City of Arvin has been issued a City credit card. The Cardholder has been provided with a copy of the City's credit card policy, and hereby agrees to comply with all terms and conditions set forth therein, including but not limited to:

- 1. Official Use Only. City credit cards are for official City use only. Charging personal expenses on City cards is a misuse of City funds and a serious breach of the City's ethics policy.
2. Timely, Accurate and Supported Payments. Credit card payments will be processed on a timely basis, and adequate supporting documentation (such as vendor order forms, receipts, invoices and credit card receipts) will be retained for all charges and attached to payment vouchers.
3. Disputed Charges. The vendor and issuing bank will be notified immediately of any disputed charges.
4. Lost or Stolen Cards. Upon discovery of a lost or stolen card, card holder will immediately notify the issuing bank and the Department of Finance and Information Technology.
5. Surrender Upon Request or Separation. The credit card will be immediately surrendered upon retirement, termination or upon request of the employee's department head.
6. Awards, Cash Back Fees, Redemption Points, Air Mileage Accruals or any other type of general awards are the property of the City of Arvin solely and are to be used to reduce the amount of the purchase or as a payment to the credit card.
7. Unsupported Purchases. If purchases on this credit card are not supported by invoices or approved by your supervisor, the cardholder will be held liable for the unapproved amount and will be required to reimburse the City for those purchases.
8. Credit Card Limit. The credit limit of this card is \$ _____.
9. Other Restrictions (if none, please write "None") _____.

Cardholder Signature Date

DISTRIBUTION: Original—Cardholder Personnel File Copies—Finance, Department Head and Cardholder

RETURN OF CITY CREDIT CARD UPON SEPARATION FROM CITY EMPLOYMENT

I HEREBY SURRENDER the credit card issued to me by the City of Arvin to the Finance Department. I declare that all outstanding charges on the credit card are for official City business and will be paid through established procedures.

Cardholder Date Finance Director Date

Attachment: FMM 2018 - City of Arvin-10-16-18 (Update of Financial Manual)

Section 290-Ordinances for Purchasing

Chapter 3.24

PROCEDURES FOR PAYMENT OF CLAIMS AND PURCHASES

Article I. General Provisions

PROCEDURES FOR PAYMENT OF CLAIMS AND PURCHASES

Municipal Code for the City

- 3.04.010 Depository designated.
- 3.04.020 Withdrawals – Authorized signors.
- 3.08.010 System adopted - Purpose.
- 3.08.020 Departments – Estimate filing required.
- 3.08.030 Departments – Requisitions for supplies and equipment.
- 3.08.040 Purchase orders – Issuance authority.
- 3.08.050 Encumbrance of funds.
- 3.08.060 Annual contracts.
- 3.08.070 Bidding procedures generally.

Purchase Orders Under \$5,000

- 3.08.080 Open market procedures
- A. Minimum numbers of bids.
- B. Notice Inviting Bids.
- C. Written Bids.
- D. Oral Bids.
- E. Petty Cash.

Purchase Orders Greater than \$5,000

- 3.08.090 Formal Contract Procedure
- A. Notice Inviting Bids.
- B. Bidder’s Security
- C. Bid Opening Procedure.
- D. Rejection of Board.
- E. Award of Contract
- F. Tie Bid.
- G. Performance Bonds.

Procurement of Professional Services

- 3.08.095 Process
- 3.08.100 Inspection of Purchases
- 3.08.110 Surplus Supplies/Equipment
- A. Sale or disposal.
- B. Notice of Sale.
- C. Value Less than \$250
- D. Oral Bids.
- E. Payment method.

3.04.010 Depository designated. A bank or savings and loan association designated by the city council, that is located within Kern County, shall be the depository of all funds and money coming into the possession of the treasury of the city, and all such funds and money shall forthwith upon receipt by the city be deposited therein to the credit of the city. (Ord. 170 §1, 1982: Ord. 4 §1, 1960).

3.04.020 Withdrawals – Authorized signors. All withdrawals upon funds and moneys deposited as required by Section 3.04.010 of this chapter shall be made upon warrants drawn on the city treasury signed by the mayor and the city manager or the mayor and the finance director. In the absence of the mayor, said warrants shall be signed by the mayor pro tem and the city manager or the mayor pro tem and the finance director. When expediency is required, and the mayor and mayor pro tem are both absent, said warrants shall be signed by the city manager and finance director. Expediency may be required if neither the mayor or mayor pro tem is reasonably available and timely payment is required to avoid a penalty, fee, legal exposure, or is necessary to complete an action authorized or directed by the council while meeting a payment deadline not set by the city. (Ord. 170 §2, 1982: Ord. 4 §2, 1960). (Ord. No. 429, § 3, 7-5-2016)

3.08.010 System adopted - Purpose. In order to establish efficient procedures for the purchase of supplies, equipment and incidental services, to secure for the city supplies, equipment and incidental services at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function, and to assure the quality of purchases, a purchasing system is hereby adopted. (Ord. 138 §2, 1978).

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3.08.020 Departments – Estimate filing required. All departments shall file detailed estimates of their requirements in supplies and equipment, setting forth specifications in such manner, at such time, and for such future periods as the purchasing rules and regulations shall prescribe. (Ord. 138 §3, 1978).

3.08.030 Departments – Requisitions for supplies and equipment. Departments shall submit requests for supplies and equipment to the council by standard requisition form, or by other means as may be established. (Ord. 138 §5, 1978).

3.08.040 Purchase orders – Issuance authority. Purchases of supplies and equipment shall be made only by purchase orders except as otherwise provided herein. No purchase order shall be issued except by the city council or such city officer as it may designate. (Ord. 138 §7, 1978).

3.08.050 Encumbrance of funds. Except in cases where necessary budget adjustments have been duly authorized, no purchase order for supplies or equipment shall be issued, unless there exists an unencumbered appropriation in the fund account against which said purchase is to be charged. (Ord. 138 §8, 1978).

3.08.060 - Annual contracts. The city council or the city officer designated by the city council shall have authority to negotiate prices set forth in annual contracts for purchases of repetitively used items, and shall have authority to accept proposals from or enter into memorandum accounts with vendors for items that are required in minor, undetermined quantities which are not practical in competitive bidding. (Ord. 138 §4, 1978).

3.08.070 - Bidding procedures generally. Purchases of supplies and equipment shall be by procedures pursuant to Sections 3.08.080 and 3.08.090. Bidding may be dispensed with only when: A. Except as otherwise provided in subsection B of this section, by this Chapter, or

pursuant to applicable law, the purchase of supplies, equipment, materials and public works projects, shall be by bid procedures pursuant to Sections 3.08.080 and 3.08.090. B. Bidding or open market procedure may be dispensed with only when: 1. An emergency requires that an order be placed with the nearest available source of supply; 2. The amount involved is less than two thousand five hundred dollars; 3. The commodity can be obtained from only one vendor; or 4. Competitive bidding or proposal procedures, substantially similar to the competitive bidding or proposal procedures in this Code, have already been utilized either by a federal, state, county, city or special district government agency, or by a legitimate cooperative purchasing agency; and, that the supplies, equipment, materials or public works project provided to the City are at the same or better price, terms and conditions, as was obtained through such prior competitive bidding or proposal procedures.”

(Ord. 440 2017).

3.08.080 - Open market procedure— Purchases under thirty thousand dollars. Purchases of supplies and equipment of an estimated value in the amount of thirty thousand (\$30,000.00) dollars or less may be made in the open market pursuant to the procedure prescribed in this section and without observing the procedure prescribed in Section 3.08.090.

A. Minimum Number of Bids. Open market purchases shall, wherever possible, be based on at least three (3) bids, and shall be awarded to the lowest responsible bidder.

B. Notice Inviting Bids. Bids shall be solicited by written requests to prospective vendors, by telephone, and by public notice posted on a public bulletin board in the City Hall, for single purchases amounting to more than fifteen thousand (\$15,000.00) dollars but less than thirty thousand (\$30,000.00) dollars.

C. Written Bids. Sealed written bids shall be submitted to the city clerk for single purchases amounting to more than fifteen thousand (\$15,000.00) dollars. The city council shall keep a record of all open market orders and bids for a period of one year after the submission of bids or the placing of orders. This record,

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while so kept, shall be open to public inspection.

D. Oral Bids. Oral bids shall be obtained from prospective suppliers when the amount involved is fifteen thousand (\$15,000.00) dollars or less, unless, at the city's discretion, written bids have been obtained or bidding has been dispensed with in accordance with Section 3.08.070 of this chapter, or the amount involved is less than five hundred (\$500.00) dollars and the city council has determined more than one bid to be impractical; or the purchase is to be made through the petty cash procedures.

E. Petty Cash. Purchases of a minor nature may be made through petty cash procedures prescribed by the city council. Bidding shall not be required for petty cash purchases. (Ord 138 §10, 1978).

3.08.090 - Formal contract procedure—Purchases over thirty thousand dollars.

Except as otherwise provided in this chapter, purchases of supplies and equipment of an estimated value greater than thirty thousand (\$30,000) dollars shall be by written order or contract with the lowest responsible bidder pursuant to the procedure prescribed in this section.

A. Notice Inviting Bids. Notices inviting bids shall include a general description of the articles to be purchased, shall state where bid blanks and specification may be secured, and the time and place for opening bids.

1. Published Notice. Notices inviting bids shall be published at least five (5) days before the date of opening of the bid. Notice shall be published at least once in a newspaper of general circulation, printed and published in the city, or if there is none, it shall be posted in at least three public places in the city that have been designated by ordinance as the places for posting public notices.

2. Bidder's List. Sealed bids shall be solicited from responsible prospective

suppliers whose names are on a bidder's list maintained by the city, or from responsible bids have been obtained or bidding has been dispensed prospective suppliers who have made written request that their names be added thereto.

3. Bulletin Board. The city council, by its designated official, shall also advertise pending purchases by a notice posted on a public bulletin board in the City Hall.

B. Bidder's Security. When deemed necessary by the city council, bidder's security may be prescribed in the public notices inviting bids. Bidders shall be entitled to return of bid security; provided, however, that a successful bidder shall forfeit his bid security upon his refusal or failure to execute the contract within ten (10) days after notice of award of contract has been mailed, unless in the latter event the city is solely responsible for the delay in executing the contract. The city council may, on refusal or failure of the successful bidder to execute the contract, award to the next lowest responsible bidder. If the city council awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the city to the contract price differential between the lowest bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder. If the city council rejects all bids presented and re-advertises the amount of the lowest bidder's security may be used to offset the cost of receiving new bids and the surplus, if any, shall be returned to the lowest bidder.

C. Bid Opening Procedure. Sealed bids shall be submitted to the city clerk and shall be identified as "bids" on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

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D. Rejection of Bids. In its discretion, the city council may reject any and all bids presented and re-advertise for bids pursuant to the procedure hereinabove prescribed in this section.

E. Award of Contracts. Except as otherwise provided herein, orders or contracts shall be awarded by the city council to the lowest responsible bidder. **Notwithstanding any other provision in this section, if no bids are received, orders or contracts may be awarded by the city council in its discretion without complying with any further bidding requirements of this section.**

F. Tie bids. If two or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of re-advertising for bids, the city council may, in its discretion, accept the one it chooses.

G. Performance Bonds. The city council may require a performance bond before entering a contract, in such amount as it shall find reasonably necessary to protect the best interest of the city. When required, the form and amount of the bond will be described in the notice inviting bids. (Ord. 138 §9, 1978).

3.08.110 - Surplus supplies and equipment—Sale or other disposal.

All department heads of the city shall submit to the city council at such times, and in such form as may be prescribed, reports showing stock, materials and equipment on hand not then in use in said department. When a surplus of stock, materials or equipment exists in any department, the city council may transfer the same to any other department having a need for such stock or any portion thereof on approval of the city council or its designated official. When it is found by the city council that equipment exists which is not needed for use by any city department, the city council may authorize the sale thereof, and the proceeds from any such sale or sales shall be deposited in the city treasury. Such sale or sales shall be conducted in the following manner:

A. Upon authorization of the city council, the designated official shall obtain competitive and formal quotations for the sale of surplus stock, materials or equipment, when any one item or group of items offered for sale amounts to more than two hundred fifty (\$250.00) dollars in estimated resale value.

B. When items offered for sale amount to more than two hundred fifty (\$250.00) dollars in estimated resale value, the designated city official shall cause notice of sale to be published at least five days before the sale, in the official newspaper, giving a general description of the items to be sold, where bids are to be received, and the time and place of sale. The designated city official shall, in addition, solicit sealed quotations from prospective buyers by telephone, or by sending those copies of newspaper notices, or other methods designed to reach the greatest number of prospective buyers.

C. When any separate item or items of such surplus stock, material or equipment to be offered for sale amounts to two hundred fifty (\$250.00) dollars or less, the designated city official may accept informal written bids or quotations for the sale of such item or items, without causing a notice of sale to be published in a newspaper.

D. At the time and place of sale of such surplus stock, material or equipment, oral bids may be considered by the designated city official, after giving proper notice of such fact, provided such oral bids shall be at least ten (10) percent higher than the highest written bid received at the time of opening of bids.

E. The designated city official may, at his discretion, require cash or a cashiers' check in an amount equal to ten (10) percent of the price bid to be deposited by the bidder at the time of making or submitting his bid. The person to whom any bid is awarded shall consummate the purchase within five (5) days from then, excluding the day of the award of such bid. (Ord. 138 §12, 1978).

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A. Professional Services. Professional services may include, but not be limited to, architectural, engineering, testing, land surveying, appraising, environmental, planning, financial, economic, accounting, legal, development processing, waste management, governmental operations, special studies, construction project management and other related services. The City shall follow the procedures set forth in this section to procure professional services.

B. Process for Contracts with a Total Value Not to Exceed \$15,000.00. The city manager is authorized to contract for all professional services required by the city, for which an appropriation has been made in the current budget, without implementing the formal request for proposal process set forth in subsection B, provided the contract involves an expenditure of city moneys of less than or equal to fifteen thousand dollars (\$15,000.00) and the total proposed expenditure of city moneys under the contract and any amendments thereto will not exceed fifteen thousand dollars (\$15,000.00). However, in procuring professional services pursuant to the authority provided in this subsection the city manager shall use his best efforts to obtain the best value for the City based upon (1) qualifications of the firm; (2) The firm's experience with similar projects; (3) the firm's capacity to provide the professional services consistent with the City's timelines for performance and (4) the total overall cost to the City unless excluded by state or federal law. In addition, to the extent that its provisions apply to the particular type of service to be procured, the city manager shall fully comply with the requirements of Government Code, section 4526, as may be amended, which shall take precedence over

any conflicting provisions in this section. The contract procuring the professional services shall be approved as to form by the city attorney prior to execution by the city manager. The city clerk shall retain the original contract. The finance department shall encumber the amount against the budget.

C. Process for Contracts with a Total Value in Excess of \$15,000.00.

1. Upon approval of the city manager, the department head of the department requesting professional services shall prepare a request for proposal (RFP), and request for qualifications which shall then be sent to the appropriate professional service firms. The RFP shall include a description of the project and a scope of work to be performed. As a rule, proposals from a minimum of three (3) prospective firms shall be solicited. To solicit proposals, at a minimum the City shall post the RFP on its website, public notice of the RFP at least once in a newspaper of general circulation and shall use its best efforts to identify other means of communicating the existence of the RFP to persons and firms who may be qualified to provide the services sought.

2. The department shall review all proposals received. The general selection criteria for determining which firm is to be selected include:

- a. Firm qualifications;
- b. The firm's experience with similar projects;
- c. Schedule of completion;
- d. Price, unless excluded by state or federal law.

To the extent that the provisions of Government Code, section 4526, as may be amended, apply to the particular type of service to be procured the selection process shall comply with its requirements which shall take precedence over any conflicting provisions in this section.

3. Based on the results of the initial screening process, the top firms may be invited

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3. Based on the results of the initial screening process, the top firms may be invited to present their qualifications. Based upon their qualifications and presentations, the city shall rank order the firms. The city may negotiate the price, terms and conditions of the project with the top firm. The city also reserves the right to negotiate with another top-ranked firm if an agreement cannot be reached with the number one ranked firm.

4. Once the firm is selected, the contract shall be forwarded to the city attorney for review.

5. A staff report with recommendations shall be presented to the city manager.

6. The city manager is authorized to exercise his/her discretion to award the contract based upon the selection criteria set forth in subsection (B)(2) and staff's recommendation for professional services required by the city, for which an appropriation has been made in the current budget, provided the contract involves an expenditure of city moneys greater than fifteen thousand dollars (\$15,000.00) and less than or equal to thirty thousand dollars (\$30,000.00) and the total proposed expenditure of city moneys under the contract and any amendments thereto will not exceed thirty thousand dollars (\$30,000.00).

7. The city manager shall submit to the city council for its consideration at a regular meeting or special meeting, unless not permitted by law, any contracts for professional services that involves an expenditure of city moneys greater than thirty thousand dollars (\$30,000.00) or when the total proposed expenditure of city moneys under the contract and any amendments thereto will exceed thirty thousand dollars (\$30,000.00).

8. The contract procuring the professional services shall be approved as to form by the city attorney prior to execution by the city. The city clerk shall retain the original contract. The Finance department shall encumber the amount against the budget.

D. If no proposals are received in response to the RFP after solicitation as required by this section, then this may serve as a presumption that no competitive advantage may be served by further solicitation of bids as it would either be impossible or not in the public interest. Upon such a determination by the city manager, or the city council for contract in excess of thirty thousand dollars (\$30,000), no further solicitation of bids is required by **this section.**

Section 293-Payment by Check

There is a risk that our funds will be spent on unauthorized items, theft of blank checks, intentional payment to non-vendors or City property converted to personal use.

Finance has the responsibility to pay for all items with a check, authorized bank transfer or by credit card. No items should be paid by cash.

PROCEDURES

1. *Opening Bank Accounts.* Bank accounts may be opened only upon authorization by the Board of Directors.

- All bank accounts must be opened with the City's employer identification number (EIN).
- The Council shall approve the authorized signers on the organization's bank accounts.
- Checks must have two signatures to be authorized as follows:
 1. Mayor and City Manager
 2. Mayor and Finance Director
 3. Mayor Pro Tem and City Manager
 4. Mayor Pro Tem and Finance Director
 5. City Manager and Finance Director (for expediency)
- The Mayor and City Manager are the primary check signers.

2. *Custody of Checks.* The Finance Department Accountant is the only person authorized to have access to unused check stock. The checks should be stored in a locked location and information about how to access them should be kept confidential from everyone but the Finance Director and the City Manager. The Finance Department Accountant must notify the City Council of any requests for blank checks that has not been authorized by the City Manager and the Finance Director.

3. *Check Authorization.* All invoices will be forwarded immediately to the Finance Director for review and authorization to pay. The Finance Director will perform the following procedures:

- Review all invoices for mathematical accuracy, agreement with a written invoice, conformity to budget or Board authorization and compliance with grant fund requirements.
- Ensure that all conditions and specifications on a contract or order have been satisfactorily fulfilled, including inventorying items received against packing slip counts.
- Code the invoice with the appropriate expense or chart of accounts line time number and other information as needed for accounting purposes.
- Approving an invoice indicates that it has reviewed and a check is authorized.
- Responsible for timely follow-up on discrepancies and payment.
- Send approved invoices to the Finance Department Accountant for payment.

4. *Expenses Not Invoiced.* In some cases, expenses may not be invoiced, such as rent. When such expenses are due, the Finance Director needs to ensure that the expense is in the budget and write a note authorizing payment of the expense and the amount of the expense and supply it to the Finance Department Accountant.

4. *Payment by Checks.* Upon approval of the invoice and note by the Finance Director, the Finance Department Accountant is authorized to prepare all checks and should do so.

- If a check is voided, the check will have “VOID” written in large letters in ink on the face and have the signature portion of the check torn out. Voided checks will be kept on file.
- In the event that it is necessary to issue a duplicate check for checks in an amount over \$50, the Finance Department Accountant will order a stop payment at the bank on the original check.

5. *Duties of Check Signers.* All checks will be signed by the signers designated by the City Council. Prior to signing a check, a check signer will do the following:

- Compare the check to the original invoice or the Finance Director’s note to pay the expense.
- Compare the amount on the check to the amount on the invoice or note
- Be sure that the Finance Director has initialed the invoice. This is to protect against the risk that you are paying based on a copy of the bill that has already been paid.
- Check the date on the invoice or the Finance Director’s note against the date of signing the check. If the difference is more than 60 days, get written approval from the Finance Director before signing the check. This is to mitigate the risk that the organization is paying the same expense twice.
- Check to be sure that the amount of the check is not clearly unreasonable.

6. *Prohibited Practices.* In no event will:

- Invoices be paid unless approved by the Finance Director;
- Blank checks be signed in advance;
- Checks be made out to “cash,” “bearer,” etc.

Each check signer will be made aware that signing blank checks exposes our organization to theft since the bank is entitled to charge our account for any check that has a valid signature. A signed blank check is an invitation to theft.

7. *On-line Payments.* If we make online payments, we will make arrangements with the bank that allow the Finance Director to have online, read-only access to the account. We will also arrange with the bank to be sure that only the individuals the board has authorized as check signers will be permitted to authorize the payment of bills electronically. In addition to the monthly reconciliation, the Finance Director will periodically check the account to compare the bank automatic payments with the vendor statements.

8. *Review of City Manager and Finance Director signed checks.* This will only occur when a check must be signed and sent immediately to appease a vendor or to make payments that requires immediate attention. Once given to the vendor, a copy of this check must be held for the Mayor or Mayor Pro Tem to authorize by the Finance Department Accountant for review and initials.

Section 295-Purchasing Guidelines

In accordance with the policy framework set forth in the municipal code, City purchases and contracts (including those for rentals and leases, but excluding those for real property) will be made pursuant to these guidelines. Applicable competitive bidding categories, authorization limits or contract award procedures will be based on unit cost, total purchase cost for consolidated bid items or fiscal year aggregates in the case of blanket purchase orders or similar ongoing purchasing arrangements. Staging of purchases in order to avoid these competitive bidding procedures or authorization limits is prohibited.

GENERAL PURCHASES

Purchases and contracts for supplies, equipment, operating and maintenance services, and construction projects will be made pursuant to the following guidelines. Please refer to the Arvin Municipal Code for the exact wording:

A. 3.08.080 Open Market for Purchases less than \$30,000. Purchases of supplies and equipment of \$30,000 or less may be made in the open market without observing the formal contract procedure as set in 3.08.090. The City Manager (or designee) is authorized to purchase without City Council approval.

1. Open market purchase shall, wherever possible, be based on at least 3 bids, and shall be awarded to the lowest responsible bidder.
2. Bids shall be solicited by written request to prospective vendors, by telephone, and by public notice posted on a public bulletin board in the City Hall, for single purchases amounting to \$15,000 but less than \$30,000.
3. Written bids shall be submitted to the city clerk for single purchases amounting to more than \$15,000 and available for public inspection.
4. Oral bids shall be obtained from prospective suppliers when the amount involved is \$15,000 or less, or per 3.08.070, bidding may be dispensed with only when the city council has declared a local emergency which requires that an order be placed with the nearest available source of supply, or when the service, material, or group of commodities can be obtained from only one vendor.
5. Purchases of a minor nature may be made through petty cash procedures prescribed by the city council and bidding is not required.

B. 3.08.090 Formal Contract Procedure for purchases equal to or greater than \$30,000.

Purchases of supplies and equipment equal to or greater than \$30,000 shall be by written order or contract with the lowest responsible bidder.

- 1) Notices inviting bids shall include a general description of the articles to be purchased, shall state where bid blanks and specification may be secured, and the time and place for opening bids.
 - a) Notices inviting bids will be published at least 5 days before the date of opening of the bid. Notice will be published at least once in a newspaper.
 - b) Sealed bids will be solicited from suppliers whose names are on a bidder's list maintained by the city, or from suppliers who have made written request to add their names.
 - c) Advertise pending purchases by a notice posted on a public bulletin board in the City Hall.
- 2) Bidder's Security. The city council may require security in order to bid. Bidders shall be entitled to return of bid security, but the bidder will forfeit security upon refusal or failure to execute the contract within 10 days after award, unless in the city is responsible for the delay. The city council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest bidder. Refer to the Arvin Municipal Ordinances for details on bid security.

Purchasing Guidelines - 295

- 3) Sealed bids are to be submitted to the city clerk. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than 30 days after the bid opening.
- 4) Rejection of Bids. In its discretion, the city council may reject any and all bids presented and readvertise for bids.
- 5) Award of Contracts. Orders or contracts will be awarded by the city council to the lowest bidder.
- 6) Tie bids. If two or more bids received are for the same amount, quality and service being equal, and if a delay is not an option, the city council may accept the one it chooses.
- 7) Performance Bonds. The city council may require a performance bond before entering a contract to protect the best interest of the city. The form and amount will be described in the notice inviting bids.

C. Public Works Construction Projects. Public works law requires private construction contractors to pay prevailing wages to their workers and requires the construction contractor to follow public works law when working on a project funded by a public entity. Prevailing wages are due, in most instances, if the project costs more than \$1,000, and involves the following construction work: new construction, alteration, demolition, installation, repair and maintenance.

CONSULTANT SERVICES

Contracts for consultant services will be awarded pursuant to the following guidelines. (Please refer to the Arvin Municipal Code 3.08.095 for the exact wording):

3.08.095 – Procurement of Professional Services.

- A. **Professional Services.** Professional services may include, but not be limited to, architectural, engineering, testing, land surveying, appraising, environmental, planning, financial, economic, accounting, legal, development processing, waste management, governmental operations, special studies, construction project management and other related services. The City shall follow the procedures set forth in this section to procure professional services.
- B. **Contracts Total Value not to Exceed \$15,000.** The city manager is authorized to contract for all professional services required by the city, for which were approved in the current budget, without a formal request for proposal, provided the expenditure is less than or equal to fifteen \$15,000.00.
 - (1) qualifications of the firm;
 - (2) The firm's experience with similar projects;
 - (3) the firm's capacity to provide the professional services consistent with the City's timelines for performance and
 - (4) the total overall cost to the City unless excluded by state or federal law and fully comply with the requirements of Government Code, section 4526, as may be amended, which shall take precedence over any conflicting provisions in this section.

The contract shall be approved as to form by the city attorney prior to execution, the city clerk shall retain the original contract and finance shall encumber the amount against the budget.

Purchasing Guidelines - 295

C. Process for Contracts with a Total Value in Excess of \$15,000.00.

1. Upon approval of the city manager, the department head requesting professional services will prepare a request for proposal (RFP), and request for qualifications which shall then be sent to the appropriate professional service firms. The RFP shall include a description of the project and a scope of work to be performed. Proposals from a minimum of 3 prospective firms shall be solicited. To solicit proposals, the City will post the RFP on its website, publish a notice of the RFP at least once in a newspaper and will use best efforts to identify persons and firms who may be qualified to provide the services.
2. The department shall review all proposals received. The general selection criteria for determining which firm is to be selected include:
 - a. Firm qualifications;
 - b. The firm's experience with similar projects;
 - c. Schedule of completion;
 - d. Price, unless excluded by state or federal law.

If Government Code, section 4526 is applicable it will take precedence.

3. The top firms may be invited to present their qualifications. Based upon their qualifications and presentations, the city will rank the firms. The city may negotiate the price, terms and conditions of the project with the top firm and another top-ranked firm in case an agreement cannot be reached with the number one ranked firm.
 4. Once the firm is selected, the contract shall be forwarded to the city attorney for review.
 5. A staff report with recommendations shall be presented to the city manager.
 6. The city manager is authorized to award the budgeted contract based upon the selection criteria is less than or equal to \$30,000.
 7. The city manager will submit to the city council any contracts for professional services that involves an expenditure greater than \$30,000.
 8. The contract must be approved as to form by the city attorney prior to execution. The city clerk will retain the original contract and the finance department will encumber the amount against the budget.
-

City of Arvin

PURCHASING SYSTEM OVERVIEW

| Category | Type | Features |
|---|---|--|
| Open Market Purchases Petty Cash Purchases | All Services, Goods and Professional Services. | <ul style="list-style-type: none"> ■ No specific requirements; not competitive, but less than \$500 |
| 15,000 or Less | Non-Professional Services or goods. | <ul style="list-style-type: none"> ■ 3 oral solicited bids sent to City Clerk; ■ Lowest bidder accepted. ■ Contract awarded by City Manager ■ Subject to Arvin Municipal Code 3.08.080. |
| Less Than \$30,000 | Professional Services | <ul style="list-style-type: none"> ■ Approved in current budget. ■ City Manager authorized to contract for services. ■ No formal request for proposal |
| Less Than \$30,000 | Non-Professional Services or goods | <ul style="list-style-type: none"> ■ Follow formal RFP process. ■ Must be published for 5 days before opening bids. ■ Sealed bids submitted to City Clerk. ■ To be opened in public at time and place as noted in publications. ■ Bids may be rejected. ■ Awarded to lowest bidder by the City Council. ■ Subject to Arvin Municipal Code 3.09.090. |
| \$30,000 or Greater | Professional Services <i>Includes advisory services from professionals such as engineers, architects, attorneys and other specialized consultants.</i> | <ul style="list-style-type: none"> ■ Approved in Current Budget. ■ 'l;k; <p>Formal RFP document. Council authorizes staff to request proposals and generally delegates contract award to the City Manager <i>Note: These are general guidelines; the evaluation and selection process for consultant services may vary on a case-by-case basis</i></p> |

Section 301-Travel and Meeting Guidelines

OVERVIEW

These guidelines establish the basic policies and procedures for travel on City business or attendance at meetings by all employees and **officials**. Everyone who travels or attends meetings for City business purposes (or supervises someone who does) is responsible for knowing and following these guidelines.

These guidelines are organized into the following eight sections:

1. General Standards
2. Allowable Expenses
3. Planning an Official Trip
4. Travel Authorizations
5. Making the Trip
6. Incurring Non-Travel Expenses
7. Accounting for Expenses
8. Completing Travel Authorizations and Expense Reports

The key document in the administrative process is the Travel Authorization/Expense Report (TA). Besides ensuring that travel by City employees and officials is conducted in accordance with these guidelines, the TA summarizes the total cost of attending conferences, meetings, and seminars and provides documentation for cash advances, vendor payments and credit card purchases. General instructions for completing and processing this form are also included in these guidelines.

Adoption and Implementation. The Council is responsible for adopting the City's travel and meeting guidelines and for approving any significant policy revisions to them. The City Manager is responsible for developing administrative procedures as needed to implement the guidelines. In this role, the City Manager is authorized to make minor administrative changes in the guidelines as long as they are intended to carry out the purpose of these guidelines and will not have any significant policy impacts.

1 GENERAL STANDARDS

These guidelines do not require you to take a bus, stay in a cheap motel or eat only in fast food restaurants. A bus or a train may cost less than a plane, but the added time away from work may make these slower options more expensive to the City overall. The meal allowances established in these guidelines allow you to eat in moderately priced restaurants.

In all areas, not just economy, you are responsible for exercising good judgment in requesting, arranging and making a trip. It should be thoroughly planned, well in advance. You should not mix personal business with official business if it will cost the City anything in dollars or lost time, or if it will harm the City's interests in any way.

Travel and Meeting Guidelines

These guidelines are not intended to address every issue, exception or contingency that may arise in the course of City travel or attendance at meetings. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the City's resources.

2 ALLOWABLE EXPENSES

Expenses incurred in connection with the following activities generally constitute authorized expenses, as long as the other guidelines of this policy are met, including good judgment in the use and stewardship of the City's resources.

1. Communicating with representatives of regional, state and national government on City adopted policy positions.
2. Serving on professional organization or governmental committees, boards or task forces.
3. Attending educational seminars, conferences or organized educational activities designed to improve skill levels or provide information on topics important to City policy and operations.
4. Preparing research for City projects or implementing adopted City plans, policies, goals or programs.
5. Attending meetings involving activities or decisions important to City interests, consistent with adopted plans, policies, goals or programs.
6. Attending events where the City is a formal sponsor or participant, or in performance of official duties for the City.
7. Communicating with individuals or representatives of community groups on policy positions adopted by or under consideration by the City.
8. Recognizing volunteer or employee service to the City.
9. Engaging in other business related activities with a direct connection to the implementation of adopted City plans, policies, goals or programs.

3 PLANNING AN OFFICIAL TRIP

How will you travel?

When planning the transportation portion of your trip, you should consider all aspects of cost to the City—daily expenses, overtime, lost work time—as well as actual transportation costs. In general, common carrier (such as bus, train or plane) is the preferred mode of transportation. You should use an intercity bus, train or airplane unless there is a valid reason for using private transportation. For example, use of a City vehicle—especially if two or more employees or officials are traveling together—may be less expensive for travel within the State. However, as noted above, the increased time for automobile transportation—and the potential for lost work

Travel and Meeting Guidelines

time, overtime, or increased lodging costs—should be considered in determining the best mode of transportation.

Transportation at Your Destination. If you need local transportation at your destination, use of public transit such as buses, streetcars and subways is appropriate: the City will reimburse you for these expenses. The City will also reimburse you for taxis when public transit or other common carriers are not reasonably available. If a car rental is required, you may use a City credit card or request reimbursement when you return (see Section 275 of the Financial Management Manual regarding guidelines and procedures for using City credit cards).

Government or Group Rates
It is the City's policy to use discounted government or sponsoring group rates for transportation whenever these are offered and available.

Air Travel. All air travel on City business should be coach class.

Traveling by Automobile. If you will be driving, you should use a City vehicle if one is available. You may use a City credit card to purchase gasoline or request reimbursement when you return. If a City vehicle is not available, or there is another reason why you should drive your personal car, you may do so with the approval of your department head. You will be reimbursed at the currently approved per mile rate (see Section 350 of the Financial Management Manual).

Additionally, you may also use third party sources such as “Yahoo Maps” in determining mileage reimbursements.

To drive a privately owned vehicle on City business you must:

1. Possess a valid California driver’s license.
2. Carry liability insurance limits required by the City’s Risk Management Manual.
3. Realize that any damage to the car, needed service or repair occurring on the trip will be your responsibility, as these costs are included in the City’s per mile cost reimbursement.

Travel and Meeting Guidelines

Mileage in-Lieu of Common Carrier Costs. In the event that a common carrier would otherwise be the preferred mode of transportation, but you will use a personal car instead (subject to the approval guidelines set forth above), you will not be reimbursed more than the common carrier cost.

When will you go? By what route?

You should schedule your trip so that you leave at the latest reasonable hour and still arrive at your destination on time. You should also return promptly when your business is finished, thereby minimizing the time away from work and ensuring full reimbursement of all related expenses. You should generally take the most direct and commonly traveled routes. Other routes may be authorized when official business requires their use. If you take an indirect route or stop along the way for personal reasons, the City will not reimburse you for related expenses.

What about compensation for travel time?

Please refer to the Union MOU for this portion.

Where will you stay?

The City will pay for a single room (including taxes and parking) for as many nights as necessary. The accommodations you use should be economical but practical. For example, it is preferable to stay at the hotel where a conference is held, even if that hotel may be slightly more expensive than others in the area. Location is also important: a hotel close to where you will be conducting business may be slightly more expensive than outlying hotels, but it may be easier to achieve the City’s travel goals by staying at the closer location. In general, you should stay at the most reasonably priced accommodations available consistent with the purpose and goals of your travel.

If you have a question about using a particular hotel, obtain concurrence or direction from your department head before making a reservation.

| |
|---|
| Sponsored Conferences and Training |
| <p>When conference or training sponsors have made arrangements for lodging, you should stay at one of these facilities and the cost should not exceed the maximum group rate published by them.</p> <p>In the event that rooms are not available at one these facilities, you should stay at a comparable facility at a comparable cost, not to exceed the maximum group rate published by the sponsor.</p> |

Should you make reservations?

Whenever possible, you should make reservations. They are often required for large conferences. You can use a City credit card number to confirm reservations. Be sure to cancel any reservations you will not use. If the City is charged for an unused reservation, you will pay that charge unless circumstances requiring cancellation were reasonably beyond your control.

Travel and Meeting Guidelines

When making lodging reservations, be sure to ask about exemptions from the local transient occupancy tax (TOT): some cities exempt travelers on City business, others don't. If there is an exemption, you can save up to 15% on lodging costs depending on the local TOT rate. Almost all lodging operators will require an official, written claim for exemption. A sample for this purpose is provided in Exhibit A.

Additionally, you should also ask about any discounted government or group rates; and use them if they are offered and available.

4 TRAVEL AUTHORIZATIONS

TA's are required whenever the total estimated cost will exceed \$200 or overnight accommodations will be required. Otherwise, credit cards or the City's standard voucher system may be used to request vendor payments or expense reimbursements.

Department head approval of TA's is required, and out-of-state travel requires the further approval of the City Manager. The completed TA and accompanying voucher requests should be submitted to your department head as far in advance as possible. The Expense Report Form will be used when you return in order to account for your actual travel expenses.

Department heads approving TA's are responsible for determining that the cost is reasonable and justified by the trip's purpose. They should be certain that:

1. The purpose cannot be accomplished by mail or telephone.
2. The seminar, meeting or conference is necessary to accomplish key City goals and objectives and is unavailable locally if overnight accommodations are required.
3. The minimum number of City staff members are going.
4. The itinerary ensures accomplishment of the purpose at the lowest reasonable cost.
5. The traveler understands and follows these guidelines.
6. There is enough money in the appropriate travel budget to cover the costs.

Ultimately, the responsibility for following these guidelines and exercising good judgment in the use and stewardship of the City's resources rest with each City employee and official incurring travel, meeting or meal costs on City business.

Requests for Cash in Advance and Payments to Vendors

The City will pay all legitimate expenses of your trip or meeting. These include transportation, lodging, registration fees, meals and any other related expenses such as parking, baggage handling and telephone costs if they are for official business and fit within these guidelines.

There are three ways to pay for travel expenses: direct vendor payments, cash advances/reimbursements and credit cards. Direct vendor payments are made by the City to an

Travel and Meeting Guidelines

organization to pay for specific costs related to a trip—usually registration fees, lodging and airfare. Cash advances are lump sum payments made to you before you leave to cover expenses as they arise on the trip; and reimbursements (or refunds to the City) are processed after your travel is completed. Credit cards are issued pursuant to the City credit card policy (Section 275 of the Financial Management Manual).

If you request a cash advance, your department head must review the amount to be sure it is reasonable. When you return, you must account for all expenses you incurred, and return the unused portion of the advance. You will be reimbursed the difference if the actual, authorized expenses you incurred exceed the amount advanced.

To obtain either direct vendor payments or a cash advance, you must complete the appropriate sections of the TA and attach payment vouchers for all payments (including cash advances). You should also attach a copy of the approved City Manager transmittal report (if required). You should retain a copy of the completed TA (both sides) because you will need it when you return to reconcile and account for your actual expenses.

TA Forms. The TA Form is available as an *Excel* file on the City’s Intranet.

5 MAKING THE TRIP

There are two key “golden rules” to remember about making an official trip:

1. Keep it official.
2. Keep records for all expenses.

Keeping It Official

If you take time away from official business for personal matters, or if you delay your return after completing your business, you will not be reimbursed for expenses incurred during that time. When combining business and personal travel in this manner, department head approval is required. If this extended period occurs during your regular scheduled work hours, the time will be counted as vacation, comp time (if available) or leave without pay.

If you become sick and must delay your return, you will be reimbursed for your additional living expenses (except those directly related to your illness, such as physician or hospital costs) until you are able to return home. You should notify your supervisor as soon as possible if you become ill. The time will be counted as sick leave if it occurs during your normally scheduled work hours, and the City's normal sick leave rules will apply.

And lastly, all expenses must be incurred in accordance with the guidelines set forth in this policy.

Keeping Records for All Expenses

Travel and Meeting Guidelines

As discussed below under *Accounting for Expenses*, you must maintain a detailed record of all expenses incurred during your travel: meals, transportation, lodging, baggage handling, parking fees, registration fees, telephone (including reasonable calls to communicate home) and any other reasonable and necessary expenses.

Receipts must be submitted for all expenses.

In the event that receipts are not available, you must provide a written explanation of the circumstances as to why this is the case and reason you incurred this expense.

Meal Guidelines

The following amounts (including beverages, taxes and gratuities) are allowed for meals:

| | |
|-----------|---------|
| Breakfast | \$15.00 |
| Lunch | 25.00 |
| Dinner | 35.00 |

As noted above, receipts are required for all meal costs.

Because of reimbursement limitations by other agencies (such as P.O.S.T) or other budget constraints, department heads may authorize lower meal allowances. Any reimbursements exceeding these allowances require approval by the department head. In the event that there are conflicts between these guidelines and Memorandums of Understanding (MOU) with employee associations, the MOU will apply.

If meals are provided without charge at a meeting or while in transit (meals served on a plane, for example), meal costs will not be reimbursed.

6 INCURRING NON-TRAVEL EXPENSES

Special Events. The City will reimburse expenses incurred for such meetings and hospitality as may, from time to time, be determined by the Council to be appropriate. Costs for such special occasions will be determined by specific Council action authorizing such events.

Local Meeting and Training Costs. The City will also reimburse expenses you incur in attending meetings or conferences held locally which do not include travel expenditures, subject to the following guidelines:

1. Meals not incurred as part of out-of-area or overnight travel are limited to activities outside of normal duties, such as business-related meetings held before or after regular working hours (including working lunches where this is the only time available) or extended overtime due to special projects or emergencies.
2. Meal reimbursements are not allowed as part of routine daily work assignments or training within City limits, unless part of the registration cost or the meal is served on site as part of the program to keep all participants together and not have them disperse for meals.

Travel and Meeting Guidelines

- Meals incurred during training held outside the City limits are only allowable when the training (including travel time) spans the normal meal period.

For example, if training is held outside of the City limits from 9:00 until 10:30 AM at a location that is an hour away from the City, meal costs for lunch would not be reimbursable. However, meal costs for lunch under similar circumstances where the training is held from 9:00 AM to 3:00 PM would be reimbursable.

- Reimbursement for meal costs in these circumstances are subject to the City's meal cost guidelines for overnight travel.

Other Expenses. The City will reimburse you for costs incurred while at a meeting or other function when such costs are directly linked to the program or subject matter of the meeting. Examples of costs that may be borne by the City include printed materials, tapes or other training material that may be available for sale at the meeting.

Alcoholic Beverages

City funds should not be used to purchase alcohol or reimburse employees for alcohol related costs. The Council or City Manager may approve exceptions to this policy on a case-by-case basis for special receptions or other unique circumstances. This discretion applies primarily to non-travel related expenditures such as special receptions, and not to routine travel or meetings by City employees.

Spouses and Guests

Spouses and guests are welcome to accompany you on City travel and at conferences, seminars and meetings. However, any additional costs associated with the participation of your spouse or other guests are your responsibility. Exceptions to this policy include the annual League of California Cities dinner and any other occasions as specifically approved by the Council.

Guests As Passengers in City Vehicles. Due to liability concerns, non-City employees are forbidden to ride as passengers in City vehicles when it is not directly related to City business. In Non-police vehicles, however, department heads may approve exceptions on a case-by-case basis, subject to review by the Risk Manager (Finance Director) and approved by the City Manager.

7 ACCOUNTING FOR EXPENSES

When you return from your trip or official function, a final accounting of all expenses must be approved by your department head and submitted to Finance within ten working days. An expense report is required in all cases—whether the advance and actual expenses are equal, you are eligible for additional reimbursement or you owe money to the City.

Travel and Meeting Guidelines

The final accounting is made by completing the *Travel Expense Report* section on the reverse side of the TA. After completing the expense report, you should attach required receipts, sign the report attesting to its accuracy and submit it to your department head for review and approval. If you owe the City for the unused balance of a cash advance, you should pay the amount due to the cashier at your location and attach the cash register receipt to your expense report.

A completed Travel Expense Report is required for the employee's vendor file, even when a trip does not have an employee advance or reimbursement because all payments were made via direct voucher or credit card.

Department heads approving expense reports are responsible for ensuring that:

1. All expenses are reasonable, necessary and consistent with these guidelines.
2. Any required receipts are attached.
3. The final disposition is correct (balance due employee; balance due City).
4. Any amounts due to the City are reimbursed.
5. Final accounting of all expenses is submitted to Finance.

Upon approval by your department head, the expense report should be processed as follows depending upon the circumstances:

If the City Owes You

The expense report should be forwarded to Finance along with a voucher request for payment to you; the reimbursement will be processed on the next check register.

If You Owe the City

The expense report should be forwarded to Finance with the cash register receipt attached evidencing payment of the amount due.

Processing Related Vouchers

All travel related costs require payments to vendors via vouchers, whether it is direct payments to vendors (such as to the conference provider for registration or hotel for lodging), credit payments or reimbursements to employees. To ensure appropriate documentation for all such payments, copies of the TA or Travel Expense Report must accompany all vouchers as follows:

1. ***Vouchers Processed Before Travel Occurs.*** The TA must be attached to all related vouchers.
2. ***Vouchers Processed After Travel Occurs.*** The Travel Expense Report must be attached to all related vouchers.

Note: When City Manager approval is required, documentation of this must also be attached to all related vouchers.

Travel and Meeting Guidelines

8 COMPLETING TRAVEL AUTHORIZATIONS AND EXPENSE REPORTS

The following charts and tables provide an overview of the City's travel procedures, instructions for completing the TA and Expense Report forms, and completed samples.

OVERVIEW OF TRAVEL PROCEDURES

| STEP 1 Travel Authorization | | Who | What |
|--------------------------------|------------------------|-----|---|
| | Traveler | | <ul style="list-style-type: none"> Consult with Department Head on the need for travel. Plan itinerary, transportation & lodging. Complete Travel Authorization (TA); attach vouchers for employee cash advance (if needed) and each direct vendor payment requested. |
| | Department Head | | <ul style="list-style-type: none"> Review TA for conformance with City travel guidelines and department priorities. Verify that adequate funding exists in the appropriate travel budget to cover all costs. Approve TA, provide a copy to the employee and submit to Finance for payment processing. |
| | Finance | | <ul style="list-style-type: none"> Make cash advance and vendor payments. File TA in employee's vendor file. |
| STEP 2 Expense Reporting | | Who | What |
| | Traveler | | <ul style="list-style-type: none"> Complete and submit expense report section of the TA accounting for all expenses to the Department Head within 10 working days after completion of travel. Attach any required receipts. Sign report attesting to its accuracy. Pay cashier at your location and attach cash register receipt if a balance is due to the City. |
| | Department Head | | <ul style="list-style-type: none"> Review expense report for conformance with City travel guidelines. Verify accuracy of balances and disposition. Approve expense report, make a copy for departmental records and submit to Finance; attach voucher request if funds are due to the employee. |
| | Finance | | <ul style="list-style-type: none"> File expense report in employee's vendor file and process any payment due to the employee if requested. |

Travel and Meeting Guidelines

COMPLETING THE TRAVEL AUTHORIZATION

OVERVIEW

The Travel Authorization (TA) form should be prepared whenever overnight lodging is required.

The form provides for approval of the travel, summarizes the cost and provides documentation for any cash advance to the employee and direct payments to vendors

Completing the form itself is largely self-explanatory, and a completed sample is provided for your information. The following highlights key areas of the TA form:

TRAVEL AUTHORIZATION:

The front side of the TA is organized into five major sections:

1. **General Information.** Identifies who is going, where the meeting or conference will be held, how long the employee will be gone, how much it will cost, and the account number that should be charged.
2. **Purpose.** Describes the reason for the trip.
3. **Cost and Payment Summary.** Outlines the estimated cost of the trip by expense type (registration, transportation, lodging, meals; spaces are provided to add categories not pre-listed), vendors to whom payment will be made (including cash advances to the employee), method of payment (voucher, purchase order, credit card), and amount. A summary is then provided of the payments to be made to the employee, vendors, or by credit card.

Appropriate vouchers, purchase orders or credit card requests should be attached to the TA when it is submitted to Finance for processing.

4. **Approvals.** Provides a signature box for the employee and approval by the Department Head. Out-of-state travel requires the further approval of the City Manager.

TRAVEL EXPENSE REPORT

For reporting actual expenses upon completion of travel and reconciling this amount to any cash advance received, the reverse side of the TA is organized into four major sections:

1. **Actual Expense Detail.** Itemizes actual expenses by type for each day of your trip (spaces are provided for dates and expense categories not pre-listed).
2. **Mileage Detail: Personal Vehicle.** Summarizes miles and cost if you were authorized to use a personal vehicle for the trip.
3. **Travel Expense Summary.** Totals expenses for the trip and reconciles them with any cash advance received, resulting in either a balance due to the employee or due to the City.
4. **Approvals.** Provides a signature box for the employee and approval by the Department Head (and City Manager if required).

Travel and Meeting Guidelines

City of Arvin

TRAVEL AUTHORIZATION*Sample**This form should be completed in legible handwriting or in Excel using the City's standard template***REQUEST FOR TRAVEL /
CONFERENCE, MEETING OR TRAINING REGISTRATION**

Please provide estimates if actual cost unknown. Attach copy of conference, training, or meeting brochure, announcement or agenda and copy of map indicating mileage. An expense statement must also be completed for any reimbursements after travel/conference/training or to request an advance. Requests for advance should be provided 2 to 3 weeks in advance to allow for approval at a Council Meeting and processing by Finance.

| | | |
|--|---|--|
| NAME: | <u>Mary Jane</u> | <u>11/5/2014</u> |
| CONF/MTG NAME: | <u>Intermediate Accounting</u> | |
| LOCATION: | <u>Shafter, CA</u> | DATE(S): <u>11/13/2014 only</u> |
| HYPERLINK: | http://events.csmfo.org/events/index.cfm?OrgGUID=CA2000&Action=Events&Option=View&GUID=14FC98CB-4040-BE2A-B1B136F7AE870CDA | |
| REGISTRATION (include costs for testing, books, etc.) | Amount | Request to be Paid w/ City Visa (X) |
| | <u>\$150.00</u> | <input checked="" type="checkbox"/> |
| HOTEL | Daily Rate | # of Nights |
| MARRIOTT | | <u>0</u> |
| | Amount | |
| | <u>\$0.00</u> | <input type="checkbox"/> |
| PARKING | Daily Rate | # of Days |
| | | <u>0</u> |
| | Amount | |
| | <u>\$0.00</u> | <input type="checkbox"/> |
| MILEAGE (Effective 01/01/14 the mileage reimbursement rate = \$0.56/mile) | | |
| # of Miles | Mileage Rate | Amount |
| <u>80</u> | <u>\$0.560</u> | <u>\$44.80</u> |
| | | <input type="checkbox"/> |
| AIRFARE / TRAIN FARE | Amount | |
| <u></u> | <u></u> | <input type="checkbox"/> |
| (Airline/Train Carrier) | | |
| PER DIEM (Rates: Breakfast (B) \$15, Lunch (L) \$25, Dinner (D) \$35) | | |
| | (Indicate B, L, D or All) | Amount |
| <u>10/26/2014</u> | <u>L</u> | <u>\$25.00</u> |
| <u>10/27/2014</u> | <u>All</u> | <u>\$75.00</u> |
| <u>10/28/2014</u> | | <u>\$0.00</u> |
| <u>10/29/2014</u> | | <u>\$0.00</u> |
| | | <u>\$0.00</u> |
| | TOTAL = | \$294.80 |
| | | Code: 100-01-5058 |
| APPROVED BY: | | |
| SUPERVISOR / DEPT. HEAD | <u></u> | |
| CITY MANAGER | <u></u> | |

PLEASE SUBMIT FORM TO CITY CLERK

Travel and Meeting Guidelines



City of Arvin

EXHIBIT A

200 Campus Dr. • Arvin, CA 93203

CLAIM FOR EXEMPTION FROM TRANSIENT OCCUPANCY TAX

The undersigned claims exemption from paying city transient tax charged for the period from _____ through _____. The undersigned claims this exemption for _____ who is on official business as an employee of the City of Arvin.

NOTE: Operators of hotels should not accept this application unless the person presenting it shows satisfactory identification. A separate application is required for each occupancy period.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct:

[Signature of Authorizing Official]

Sara Elspeth,
Director of Department

Date



The City of Arvin is committed to including disabled persons in all of our services, programs and activities. Telecommunications Device for the Deaf (805) 781-7410.

Attachment: FMM 2018 - City of Arvin-10-16-18 (Update of Financial Manual)

Travel and Meeting Guidelines

Section 350-Mileage Reimbursement Rate

Under the City's fleet management program, the City reimburses employees for using their personal car in conducting City business at the IRS approved rate. Consistent with the IRS basis in setting this rate, the City's per mile reimbursement rate reflects all costs associated with operating a vehicle, such as depreciation, lease payments, maintenance, repairs, fuel, oil, insurance (including deductibles) and vehicle registration fees.

As of January 1, 2016, the IRS standard mileage rate is 54 cents per mile. Accordingly, effective January 1, 2016, the City will reimburse employees at the rate of 54 cents per mile when using their personal vehicle in conducting City business.

Section 401-Fleet Management

The purpose of this section is to describe the City's policies and procedures regarding the management of the City's fixed assets and inventory items.

Areas currently covered include:

- Fleet management (Section 405)
- Accounting for fixed assets (Section 415)
- Real property acquisition and disposal (Section 475)
- Disposal of surplus property (Section 480)

Further areas that will be covered in this section include policies and procedures for the management of:

- Information technology property
- Other equipment items
- Infrastructure (water and sewer lines, treatment facilities, bridges, sidewalks)
- Consumable supplies in inventory

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Section 405-A: Purpose and Objectives

1. Purpose

The City's fleet represents a significant investment in the tools needed to deliver day-to-day services. This section of the Financial Management Manual outlines responsibilities, policies, and procedures for managing the City's fleet according to established objectives.

2. Objectives

- a. ***Minimize fleet life-cycle costs.*** Typically, it makes sense to get as much service life as possible out of a fleet unit. On the other hand, as fleet units get older and accumulate more miles, operation and maintenance costs eventually become excessive. Also, surplus value declines sharply after a certain point. Striking a sensible balance among these fleet management principles can maximize utility and minimize overall costs.
- b. ***Avoid unnecessary capital outlays for fleet expansion and replacement.*** Expanding the fleet or replacing an existing unit may not make sense if the unit is used only sparingly.
- c. ***Preserve and improve fleet safety, utility, reliability, and economy.*** Regular and competent inspection and maintenance can prevent safety problems, maximize reliability, and minimize long-term costs. Newer vehicles usually incorporate more advanced technology such as airbags, anti-lock braking systems, and engines that burn cleaner, last longer, and use less fuel. New construction equipment usually incorporates technology that improves the productivity and safety of equipment operators. Also, newer units are naturally more reliable.
- d. ***Maintain a positive image for the City.*** Routinely cleaning, maintaining, and repairing fleet units can demonstrate a commitment to good stewardship over City assets. Operating older vehicles and equipment can sometimes convey a positive impression of cost-consciousness, if the units are not allowed to become unsightly or noisy. Stylish features with marginal utility may project an inappropriate image of luxury or extravagance.
- e. ***Set a progressive example of environmental stewardship.*** Buying and operating alternative-fuel and high efficiency conventional-fuel units, where functionally and fiscally practical, can demonstrate the practicality of such units in reducing conventional-fuel use and enhancing air quality. It can also encourage the initial supply of innovative products until widespread demand makes them more feasible to produce.
- f. ***Encourage responsible use of City vehicles and equipment.*** Conscientious use of City vehicles and equipment can improve safety and reduce liability.

Section 405-B: Responsibilities

1. City Manager Responsibilities

- a. Oversee the acquisition, operation, and disposal of all City-owned and leased Fleet vehicles and equipment.
- b. Authorize replacement of fleet units that have been damaged beyond repair when the cost or method of replacement is within the City Manager's purchasing authority and adequate resources are available within existing budget appropriations.
- c. Amend fleet management policies and procedures as required to accomplish adopted fleet management objectives.

2. Department Head Responsibilities

- a. Ensure fleet management policies and procedures are followed.
- b. Budget for fleet additions and replacements not funded through the Fleet Replacement Fund.
- c. Ensure that all department employees who operate fleet units have appropriate and valid operator licenses.
- d. Ensure discussion between management staff occurs to identify and consider incremental changes when Transit contracts renew or key fleet staff positions vacate. Potential opportunities could include combining business activities to take advantage of economies of scale, better integration or centralized administrative support, integration of fleet asset management data collection and reporting, establishing equipment standards and using master contracts for outsourced service providers.

3. General Fleet Coordinator Responsibilities

- a. Manage the acquisition, disposal and replacement of all units not assigned to the Fire or Transit Fleet.
- b. Service and repair all vehicles and other related fleet equipment including portable and fixed emergency generators not assigned to the Fire or Transit Fleet.
- c. Manage inventories of the fuel, oil, tires, and replacement parts needed for all units not assigned to the Fire or Transit Fleet.
- d. Document the maintenance history and cost, the fuel use, and the accumulated mileage (or hours) for each unit not assigned to the Fire or Transit Fleet.
- e. Identify units to be disposed of.

4. Transit Fleet Coordinator Responsibilities (General Fleet Coordinator)

The City owns passenger vehicles available to the employees for particular city purposes. These vehicles may include passenger cars, vans, busses and pickup trucks. The Transit

Manager will, per certain guidelines, issue vehicles for use to employees who have met legal requirements to operate these vehicles and who have been authorized to attend certain events or for use in City business.

The Transit Manager will be required to maintain these vehicles and assure that the vehicles are ready for use at all times.

The City also has established a separate Transit Fleet to address the specific needs of this specialized equipment. Transit equipment has a special roll and demands that require special certification and record keeping in maintaining unique equipment. Examples may be combining business activities to take advantage of economies of scale, better integrated or centralized administrative support, integration of fleet asset data collection and reporting, adoption of common equipment standards and using master contracts for outsourced service providers.

- a. Manage the acquisition, disposal and replacement of all units assigned to the Transit Fleet. The Transit Fleet includes buses and service vehicles owned by the City.
- b. Oversee the maintenance and operation activities of the Transit Fleet.
- c. Identify units to be disposed of.

5. Vehicle and Equipment Operator Responsibilities

- a. Exercise good judgment.
- b. Consult a supervisor or the fleet coordinator if any operator responsibilities are not clear.
- c. Use City units only for conducting City business unless 1) a vehicle has been approved as a part of compensation or 2) personal use of a vehicle has been specifically approved by the City Manager.
- d. Arrange for emergency repairs whenever consulting with the fleet coordinator would be impractical. Pay for emergency repairs by either using a City credit card or paying for the repair and submitting receipts for reimbursement.
- e. Wash and vacuum units periodically to maintain appearance and prevent premature deterioration of surfaces and materials. Use commercial waxing and detailing services only with prior approval of the City Manager.
- f. Pay for any parking fees and tolls required while on City business. Submit receipts for reimbursement.
- g. Pay any traffic and parking fines incurred. These payments are not reimbursable.
- h. Carry a valid California driver license.
- i. Obey all traffic laws.
- j. Except for emergency response, strictly observe speed limits and avoid rapid acceleration in order to minimize fuel use.
- k. In order to minimize fuel use, avoid vehicle idling except when required for safety, emergency response, vehicle maintenance, equipment activity, or recommended warm-up.
- l. Drive defensively.
- m. Use turn signals.

- n. Use seat belts and ensure all occupants the use seat belts.
- o. In case of accident, follow instructions included in the accident folder.
- p. Observe no smoking in City vehicles policy requirements in accordance with City policies pursuant to City Municipal Code.
- q. Observe cell phone use policy requirements during operation of City vehicles.

6. Finance Division Responsibilities

- a. Dispose of surplus vehicles in accordance with City policy in section 480 or the Finance Management Manual.

Section 405-C: Maintaining Proper Fleet Size

1. **Minimum Fleet Size.** The number of units in the fleet should not exceed the minimum number of units needed to effectively conduct City business.
2. **Reviewing Vehicle Use.** When budgeting for fleet replacements, average annual mileage or hours should be calculated for each unit to be replaced. If average annual use appears to be much lower than the average annual use within the same vehicle or equipment category, the following options should be considered instead of replacement:
 - a. Using a vehicle assigned to a convenient vehicle pool
 - b. Occasionally borrowing from, or establishing on-going shared equipment with another operating program.
 - c. Renting a vehicle or equipment item for a limited period of time in accordance with Financial management Manual requirements and City Manager approval where required.
 - d. Reimbursing employees for use of privately-owned personal vehicles where it is a practical or necessary alternative to City vehicle use, particularly if such use may result in reduction in fleet size and does not conflict with trip reduction efforts.
 - e. Leasing of select construction or alternative fuel equipment.
3. **Reimbursement for Business Use of Personal Vehicles.** When use of a privately-owned personal vehicle is authorized for City business, reimbursement will be made at the current Internal Revenue Service rate allowed for business use of vehicles. Consistent with the IRS calculation of this rate, the per mile reimbursement rate will reflect *all* costs associated with operating a vehicle, including, but not limited to, depreciation, lease payments, maintenance, repairs, fuel, oil, insurance, and vehicle registration fees.
4. **Timely Disposal of Replacement Units.** Replacement of units will not be used as a strategy to expand the fleet either temporarily or permanently. When a unit is replaced, it will expeditiously be declared surplus and be disposed of, except that the City Manager may approve a one-time temporary retention and use not to exceed 180 days.
 - a. The General Fleet Coordinator may retain one surplus general purpose sedan or pickup truck for a loaner vehicle to be used by departments when their vehicles are being serviced.
5. **Authority to Dispose of Surplus Units.** The Director of Finance & Information Technology is authorized to:
 - a. Declare replaced units as surplus whenever the Council has previously approved replacement through the budget process or other Council action.
 - b. Dispose of surplus units by sale, auction, trade-in, or other disposal method according to City policies and procedures.

Section 405-D: Buying New Versus Used

- 1.
2. Based on past experience with purchase of used general fleet equipment, and to ensure reliability and value, the City's primary practice should be purchasing new vehicles and equipment when replacements are needed. Buying new fleet equipment takes advantage of design advancements and improvements in fuel usage at reasonable cost from competitive bidding through state and local cooperative purchase opportunities. This does not preclude the option to buy used on a case-by-case basis if there are specific reasons why used vehicles or specialize equipment is a more practical and cost effective alternative to buying new.
3. **Exception.** One standing exception to this policy will be that the City will purchase used general-purpose police sedans. Police Department has found that it needs general- purpose sedans that:
 - a. Are not typically specified for government fleet use and have modest exterior trim levels so the sedans do not stand out as stripped-down government vehicles. This is important because these cars are often pressed into service for detective or undercover work.
 - b. Have large interior capacities with plenty of seat width and legroom in the rear. This is important because these cars must occasionally respond to emergencies carrying four fully equipped patrol officers.

To meet these two criteria and keep replacement budgets reasonable, the City should buy used vehicles to replace general-purpose police sedans. This procedure is common practice in California cities when replacing similar police vehicles.

Section 405-E: Environmental Stewardship

ENVIRONMENTAL STEWARDSHIP

1. The City should incorporate “green” vehicles into its General, Fire, and Transit Fleets when such units:
 - a. Will produce significantly less air pollution, use less fossil fuel or have higher miles-per-gallon ratings than comparable conventional units.
 - b. Will not compromise fleet safety, utility, and reliability.
 - c. Can be fueled or recharged locally.
 - d. Can be serviced economically and locally.
 - e. Have a projected life-cycle cost that no more than 20% higher than the projected life-cycle cost of comparable conventional-fuel units. The impact of environmental externalities, such as secondary pollution or market impacts from bio fuel production and distribution, should be considered with potential decisions in procuring alternative fuel vehicles.

2. Each new and replacement unit should have the best fuel-efficiency and the lowest emissions available while performing its *primary* program use. Incidental or occasional program uses should not compromise good fuel-efficiency and low emissions. For example, if the primary use is local transportation for one or two people, then a small or ultra-small vehicle should be selected. If the program occasionally needs a larger unit to transport three or four people to an out-of-town conference, such a unit should be rented or borrowed from another program area.

Section 405-F: Target Guidelines

FLEET USE TARGET GUIDELINES BEFORE REPLACEMENT

- The following table shows the age and mileage expected from City units in front-line operation before replacement or assignment to backup service:

| Vehicle or Equipment Category | Age in Years | Mileage | Years Allowed in Backup Service* | Hours |
|--------------------------------------|--------------|---------|----------------------------------|-------|
| Public Safety Vehicles | | | | |
| Police Patrol Vehicles | --- | 100,000 | --- | --- |
| **Other Public Safety Vehicles | --- | 100,000 | --- | --- |
| General Purpose Vehicles | | | | |
| Police Sedans | 8 | 100,000 | | --- |
| Sedans | 11 | 100,000 | | --- |
| Utility Vehicles | 11 | 90,000 | | --- |
| Pickup Trucks (under 1 ton) | 11 | 100,000 | | --- |
| Special Purpose Service Units | | | | |
| Light Trucks (under 1 ton) | 15 | 150,000 | | --- |
| Medium Trucks (1 to 2 tons) | 15 | 150,000 | | --- |
| Heavy Trucks (over 2 tons) | 15 | 150,000 | | --- |
| Street Sweepers | 10 | 150,000 | | 6,000 |
| Trailers | 18 | --- | | --- |
| Construction Equipment | 12 | --- | | 5,000 |
| Buses | 12 | --- | | --- |
| Mowers | 7 | --- | | 5,000 |

* Backup service defined as setting aside a unit from front line or regular service for the sole purpose of being available during down time of the front line unit.

** Includes any 24/7 scheduled units that are primarily assigned as a front-line, first responder emergency-call vehicle.

- For units bought used, the age and mileage targets apply to age and mileage since new, rather than age and mileage since acquired by the City.
- Age/mileage/hours standards will be periodically reviewed and may be adjusted because of improvements in technology or maintenance practices.
- In order to maintain the high level of reliability required for emergency response vehicles, police patrol units should be replaced when they reach their mileage targets
- For non-safety units, the age/mileage/hours targets are only guidelines. Units in exceptional condition with low-cost repair histories may continue in service beyond expected age/mileage/hours targets at the discretion of the fleet coordinator. On the other hand, units may be recommended for replacement before expected age/mileage/hours targets are reached if there are problems with irreparable damage, high maintenance cost, unreliability, unsafe components, or technological obsolescence.

Section 405-G: New Units – Equipping & Marking

EQUIPPING AND MARKING NEWLY-ACQUIRED UNITS

1. The fleet coordinator will equip each unit with the following articles:
 - a. Vehicle registration forms
 - b. Proof of insurance
 - c. An accident folder that includes an incident report form, an information exchange card, and witness information cards
2. General-purpose sedans, station wagons, and passenger vans do not require any special markings. However, these vehicles must be identified as belonging to the City of Arvin through such means as a license plate holder or window decal.
3. Utility vehicles, pickup trucks, and special purpose units will be marked with the current standard City logo and logo colors on each side and the City fleet identification number on the tailgate or other conspicuous area.
4. Police patrol vehicles and patrol motorcycles will be marked so that they will be immediately recognizable as City public safety vehicles. Marking schemes for patrol vehicles will be approved by the City Manager.
5. Transit Fleet vehicles will be marked with a distinctive scheme that includes the term “Arvin Transit.”
6. The City Manager must approve any deviations from the provisions of paragraphs 2 through 4 and any additional special markings on any units. Any significant change to established vehicle markings may, at the discretion of the City Manager, require Council approval.

Section 405-H: Fleet Additions & Replacements - Budgeting

Budgeting for additions and replacements will be pursuant to the City's budget policies and the budget instructions issued for each Financial Plan cycle. Except as noted below, all fleet additions and replacements are approved by the Council through the budget process.

1. Budgeting for Fleet Additions

- a. Prepare a Capital Improvement Plan (CIP) project request for each unit to be added.
- b. Group similar units within one operating program into a single request.
- c. Understand that the City's budget policies will apply to all such requests.

2. Budgeting for Fleet Replacements

- a. Examine units that are near or beyond age and mileage targets. Recommend replacement if justified by maintenance history, overall condition, value, and obsolescence.
- b. Prepare a CIP project request for each unit to be replaced. Group similar units within one operating program into a single request. Include the following minimum information for each unit to be replaced:
 - City identification number (e.g., 0405)
 - Model year (e.g., 2005), make (e.g., Ford), and model (e.g., F-350)
 - Description (e.g., one-ton truck)
 - Assigned department (e.g., Public Works)
 - Assigned program (e.g., Signal and Light Maintenance)
 - Acquisition year (e.g., 2004-05)
 - Acquisition price
 - Recommended replacement year (e.g., 2010-11)
 - Estimated total replacement price (including the price of additional equipment such as radios and installation for new or transferred equipment)
 - Itemization of total replacement price (including base price, price of special equipment, price of special equipment installation, and five percent price contingency)
 - Estimated surplus value
 - Basis of estimated surplus value (e.g., blue book, previous auction proceeds)
 - Current odometer or hour meter reading
 - Projected odometer or hour meter reading at replacement

- Maintenance cost since acquisition
- Maintenance cost in the last full fiscal year
- Justification for replacement before age or mileage targets
- Justification for replacement with other than a like unit
- An explanation of how the replacement unit conforms to the policies of Section 405-E regarding environmental stewardship

3. Off-Cycle Additions and Replacements

Request fleet additions or replacements at times other than the normal budget cycle (Financial Plans, Mid-Year Budget Reviews and Financial Plan Supplements) when necessary due to exceptional circumstances. However, except for replacements due to damage beyond repair as discussed below, understand that Council approval is always required.

4. Replacing Fleet Units Damaged Beyond Repair

Request City Manager approval to replace fleet units that have been damaged beyond repair, subject to all of the following conditions:

- a. The Fleet Coordinator has evaluated cost options and recommended replacement rather than repair as the most cost effective solution.
- b. The cost and method of replacement are within the City Manager's purchasing authority.
- c. Adequate resources are available for the purchase within existing budget appropriations.
- d. The City Manager Report includes (1) the same information about the unit being replaced described in paragraph 2b of this section and (2) a full description of the circumstances resulting in the damage.

Request Council approval if the City Manager conditions in paragraph 4b and 4c are not met.

Section 405-I: Buying New Units

COOPERATIVE PURCHASING CONTRACT

Note: All Fleet purchases such as Police patrol vehicles, sedans, station wagons, passenger vans, light to heavy trucks, utility vehicles, and construction equipment should generally be acquired new through State of California Multiple Award Schedule (CMAS) contracts. Specialized units not generally available through CMAS should generally be acquired new through “piggyback” purchases, where other local agencies have conducted competitive procurements and made those contracts available to the City.

1. Obtain a copy of the purchasing contract that extends contract prices to other government agencies.
2. Ensure that the specified unit along with options is appropriate for the intended use.
3. Contact any local dealers that might have been potential bidders to ensure that the cooperative contract price is a good value and prudent alternative to advertising for bids.
4. Include only those options needed to meet work requirements and typical comfort needs. Avoid options like fancy wheels or leather upholstery that might be perceived as luxurious or extravagant, even if there is no difference in price compared to ordinary options.
5. Specify the exterior paint color to be white. Specify another base color (preferably solid and non-metallic) if authorized or if it will demonstrably improve safety, enhance utility, or reduce cost.
6. Prepare a purchase order to the contract dealer. Depending on the cost, submit a Council Agenda Report or City Manager Report requesting approval of the purchase order.
7. Receive the unit and examine it for defects and conformance to specifications. If satisfactory, mark the dealer’s invoice “okay to pay,” initial it, and forward it to Accounting with a copy of the purchase order. Note: CMAS contracts often include substantial cash discounts for payment within a stated period of time. For this reason, invoices should be processed promptly to earn such discounts.
8. Forward any title documents to Accounting.
9. Pay any State of California CMAS invoices and charge the appropriate project account. The State assesses a nominal service charge – typically one percent of the base price – for CMAS procurements. Invoices for these service charges usually arrive two or three months after the procurement.

Section 405-J: Invitation for Bids – Buying New Units

Note: Where appropriate vehicles and equipment are not available through cooperative purchasing contracts, they should be acquired new through invitations for bids.

1. Use the standard invitation for bids (IFB) template to create the specification.
2. In Section A (Description of Work), list the dimensions, capacities, ratings, and options that will adequately describe the unit needed for the intended use. Avoid describing a unit available from only one manufacturer.
3. Include only those options needed to meet work requirements and typical comfort needs. Avoid options like fancy wheels or leather upholstery that might be perceived as luxurious or extravagant, even if there is no difference in price compared to ordinary options.
4. Specify the exterior paint color to be white. Specify another base color (preferably solid and non-metallic) if it will demonstrably improve safety, enhance utility, or reduce cost.
5. If the unit will be picked up at the dealer or delivered by common carrier, eliminate insurance requirements from Section B (General Terms and Conditions) and eliminate Section E (Insurance Requirements) from the specification.
6. Eliminate the contract requirements from Section B (General Terms and Conditions). Eliminate Section D (Form of Agreement) from the specification.
7. In Section C (Special Terms and Conditions), change language about awarding a contract to language about issuing a purchase order.
8. Along with the bid form, include a specification conformance form on which the bidder affirmatively indicates that its product meets the description included in Section A of the Invitation for Bid.
9. Depending on estimated cost, submit a City Manager Report or Council Agenda Report requesting authorization to invite bids. If a Council Agenda Report is submitted, request that the City Manager be authorized to award a purchase order if the cost is within budget.
10. Advertise for bids.
11. Open bids.
12. Prepare a purchase order to the successful bidder. Submit a City Manager Report requesting approval of the purchase order.
13. Forward the purchase order to Accounting.
14. Receive the unit and examine it for defects and conformance to specifications. If satisfactory, mark the dealer's invoice "okay to pay," initial it, and forward it to Accounting with a copy of the purchase order.
15. Forward any title documents to Accounting.

Section 405-K: Buying Used Vehicles

Note: Although the City's past policy has been to buy used vehicles through dealers who sell used rental vehicles from rental, movie companies, there have been two disadvantages with using this procedure: 1) prices have tended to be at the high end of the retail range, above what is commonly referred to as "high blue book" value and 2) long-term reliability has been dubious because of the effects of multiple drivers and hard rental service.

To avoid these problems and, particularly, to find vehicles in excellent overall condition with relatively low mileage and reasonable prices, the City should use local auto brokers to find suitable vehicles at auction. This approach avoids high dealer markups and allows purchases of vehicles from leased corporate fleets. Such vehicles are usually in better shape than rental vehicles because they have typically had only one driver and have been subject to strict lease conditions regarding condition and mileage at the end of the lease.

1. Depending on estimated cost, submit a City Manager Report or Council Agenda Report requesting authorization to buy a used vehicle.
2. The Fleet Coordinator will initiate a search for a vehicle through brokers who buy and sell vehicles.
3. Select a late model, low mileage vehicle that appears to be in excellent overall condition. Consider only vehicles with options needed to meet work requirements and typical comfort needs. Avoid vehicles with options like fancy wheels or leather upholstery that might be perceived as luxurious or extravagant, even if there is no difference in price compared to ordinary options.
4. Perform a technical inspection to confirm the vehicle is in excellent condition.
5. Negotiate a purchase price, including an extended warranty as appropriate, to be included in a written buyers order from the dealer.
6. Prepare a payment voucher and submit a City Manager Report for approval authorizing the appropriate Fleet Department Head to approve the purchase.
7. Forward the payment voucher to Accounting.
8. Receive the vehicle and examine it for defects and conformance to the buyers order. If satisfactory, pick up the check from Accounting and pay the broker.
9. Forward any title documents to Accounting.

Section 405-L: Disposing of Surplus Units

1. When a unit is replaced or otherwise permanently removed from service, report to Accounting that it is surplus and available for sale.
2. Include in each such report the following information for each unit reported:
 - City identification number (e.g., 9901)
 - Vehicle identification number (VIN)
 - License number
 - Model year (e.g., 2005), make (e.g., Ford), and model (e.g., F-350)
 - Description (e.g., one-ton truck)
 - Assigned department (e.g., Public Works)
 - Assigned program (e.g., Signal and Light Maintenance)
 - Acquisition year (e.g., 2004-05)
 - Estimated surplus value
 - Basis of estimated surplus value (e.g., blue book, previous auction proceeds)
 - Current odometer or hour meter reading
 - Justification for replacement
 - Current location
 - Authorization to surplus (e.g., budget document that authorized replacement or other Council authorization to replace or dispose of the unit)
3. Finance Division will dispose of surplus vehicles in accordance Section 480 of the Finance Management manual.

Section 415 – Fixed Asset Accounting

OVERVIEW

The City defines Fixed Assets, for the purposes of capitalization, as long-lived tangible items that cost \$5,000 or more. Capitalized fixed assets are categorized as follows:

- Land
- Infrastructure
- Buildings and structures
- Improvements other than buildings
- Computer Equipment
- Vehicles
- Miscellaneous Equipment

Additions or improvements that significantly extend the useful life or substantially increase the operating efficiency of an asset are capitalized. Other related costs that only enable an asset to meet its original estimated useful life or operational efficiency are considered maintenance expenditures in the period incurred.

The Finance Division will record all items requiring capitalization using the Fixed Asset system. All fixed assets are valued at cost, or estimated cost, if actual cost is not available. Contributed fixed assets are recorded at estimated fair market value at the time received. The Fixed Asset System will be updated at least annually in conjunction with the annual audit.

DEPRECIATION

Estimated useful lives are assigned to the various classes of fixed assets. Depreciation, a measure of the exhaustion of economic resources, is an allocation of the cost of a fixed asset over its useful life. Depreciation can then be used to determine the amount which must be budgeted annually to fund replacement of the item. Depreciation is calculated using the Fixed Asset System in conjunction with the annual audit.

Infrastructure items such as roads, curbs and gutters, streets and sidewalks, bridges, draining systems, and lighting systems are capitalized and depreciated using the straight line method over the following estimated useful lives:

| <u>Assets</u> | <u>Years</u> |
|-----------------------------------|--------------|
| Infrastructure | 35-50 |
| Buildings and structures | 15-40 |
| Improvements other than buildings | 15-40 |
| Equipment | 5-20 |
| Vehicles | 5 |

Detailed information regarding useful lives is provided in the “GASB 34” report prepared for this purpose, and as noted above, fleet replacement guidelines are provided in Section 405 of the Finance Management Manual (Fleet Management).

Section 475 – Introduction Real Property



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Section 475-Real Property – Acquisition & Disposal

INTRODUCTION

PURPOSE AND OBJECTIVES

Purpose

The purpose of this policy is to set forth responsibilities and general strategies for the *acquisition and disposal of real property*, whether by sale, lease or via grants, donations, gifts, dedication or exchange.

This policy does not address *maintenance and operations* of City real property. These are covered in other policy documents that are more focused on operations. The City's Wastewater Management Plans addresses maintenance and operations of the real property used in delivering these services such as treatment plants and reservoirs.

It also does not address City “personal property,” such as vehicles or computers. For example: detailed policies and procedures for the acquisition, disposal, operations and maintenance of the City's fleet are comprehensively set forth in the City's *Fleet Management Policy* (Section 405 of the Financial Management Manual).

Lastly, this policy *supplements* provisions regarding the acquisition and disposal of real property that may exist in other City policy documents: unless there are direct conflicts, it does not replace them.

Objectives

The goal of this policy is to provide a framework for the acquisition and disposal of City real property that assures these actions:

1. Advance City plans, policies and goals, such as the General Plan (which consists of eight elements: Land Use, Circulation, Housing, Parks & Recreation and Conservation & Open Space, Noise, Safety and Wastewater); Bicycle Plan; Short-Range Transit Plan; and Financial Budget.
2. Provide effective stewardship of City assets.

Introduction

MANAGEMENT STRATEGY

Team-Oriented Rather than Centralized or Decentralized

The opportunities to acquire or dispose of property, whether initiated by the City or others, are infrequent. Accordingly, it does not make sense to establish a centralized real property management function for this purpose. On the other hand, a highly-decentralized approach is unlikely to be successful in achieving broader City goals and assuring effective stewardship of City assets.

For this reason, real property acquisition and disposal will be managed on a team basis, with the project manager and team members to be determined by the City Manager based on the nature of the sale or lease on a case-by-case basis. Depending on the complexity of the sale or lease, the project manager will be responsible for preparing a formal “Project Plan.”

Along with staff members, the project team may include third party, independent advisors as needed based on the nature and complexity of the sale or lease, such as appraisers, engineers, accountants, legal counsel, economists, brokers and financing consultants. These will be selected in accordance with the City’s purchasing policies.

RESPONSIBILITIES

1. City Council

- a. Adopts Real Property Acquisition and Disposal Policy.
- b. Determines the process that is most appropriate for the sale or lease of City property on a case-by-case basis.
- c. Reviews the acquisition of City real property via its review of the Capital Improvement Plan (CIP) as part of the City’s budget process for General Plan consistency.
- d. Reviews the sale of all City-owned property for General Plan consistency.

2. City Manager

- a. Recommends real property management policies to the Council and oversees implementation.
- b. On a case-by-case basis, designates project manager and team members comprised of staff from various departments to manage real property acquisition and disposal projects.

Introduction

Along with the project manager, the project team will typically include representatives from:

- Administration
- City Attorney
- Finance Division
- Operating Department responsible for managing the property that will be disposed of or acquired
- Other City staff as appropriate

- c. Makes non-substantive administrative changes to policies and procedures as required to accomplish policy objectives.

3. City Attorney

- a. Serves as member of project team as set forth in the Project Plan.
- b. Drafts required legal documents.
- c. Manages escrow closing and other related technical duties, including review of title reports and insurance requirements to ensure encumbrances on City real property do not cloud title, whether acquired with City funds, grants, donations, gifts, dedications or exchange.

4. Finance & Information Technology

Finance Division

- a. Serves as member of project team as set forth in the Project Plan.
- b. Manages financing and budgeting activities, as well as processes payment for a property sale or lease.
- c. Reviews all City-owned properties as part of the two-year Financial Plan development process.

Planning

- d. Via the City's Geographic Information System (GIS), maintains an on-line inventory of City-owned properties and provides an annual summary report to the City Manager and department heads.

5. Project Manager

As designated by the City Manager on a case-by-case basis, provides overall planning, coordination and successful implementation of real property acquisitions and disposals.

Introduction

6. Finance Director: Risk Management

Ensures appropriate insurance coverage for all properties; reports property acquisition and disposals to the City's insurance carrier.

7. Finance Director

Maintains central records system for all real property acquisitions and disposals, including deeds and lease documents

8. Operating Departments

- a. Serve as members of the project team as set forth in the Project Plan.
- b. *Operating department responsible for managing the property that will be disposed of or acquired.* Ensures compliance with any covenants or restrictions set forth in the deed or lease, including any grant or donor requirements.

STATE AND CITY REQUIREMENTS

While the City Attorney's Office should always be consulted on real property acquisitions or disposals for compliance with State and City requirements, the following summarizes key guidelines:

1. State Guidelines

- a. *California Government Code Section 37380:* Allows City-owned property to be leased for a period not exceeding 99 years.
- b. *California Government Code Section 54220:* Surplus City-owned property must first be offered to:
 - Housing authorities
 - Parks, recreations and open space areas
 - Enterprise zones
 - Schools

While these agencies have the "right of first refusal," the City is not required to accept an offer from these entities if the terms are not acceptable to the City. Property exchanges are exempt from these provisions.

- c. *California Government Code Section 65402:* The Planning Commission must review all property acquisition and disposal proposals to determine compliance with the General Plan.

Introduction

- d. *Abandonment of Parks, Street Right-of-Ways*: There are detailed requirements that must be met in each of these cases. As such, the City Attorney must be contacted for direction on a case-by-case basis.

2. City Requirements

- Sale of real or personal property in excess of \$1,000.
- Lease of personal property for more than three years.

The full text of these City requirements is provided in the Appendix.

Section 475-B- Property Acquisition

PURCHASE

The following guidelines apply to the purchase of real property, whether in the form of fee title, rights-of-way or easements; and whether purchased with City funds or acquired via grants, donations, gifts, dedications via the development review process or property exchanges. Prior to the acquisition of real property, a professional title search shall be completed.

1. Purchase with City Funds

- a. Property purchase recommendations should normally be presented as part of the City's Financial Plan process via the recommended Capital Improvement Plan (CIP). However, as opportunities arise, the Council may consider property acquisitions at any time.
- b. Acquisition proposals should be consistent with adopted plans and policies, including the prior Financial Plans and the adopted CIP.
- c. The Council must authorize negotiations and approve the acquisition of any real property.
- d. Depending on the complexity of the transaction, market conditions and other circumstances at the time, the City may choose to be represented by a broker or other third party professionals in acquiring real property. These will be selected in accordance with the City's purchasing policies.

2. Acquisition Via Grants, Donations, Gifts, Dedications and Exchanges

1. Acquisition recommendations that will be fully or partially funded from grants, donations, gifts, dedications or exchanges should follow, at a minimum, the same guidelines as acquisitions financed from City funds. Where grant fund requirements for property acquisition are different from these guidelines, the requirement with the greater public disclosure will apply.
2. Council approval of acquisitions via grants will be required in accordance with the City's Grant Management Policy (Section 740 of the Financial Management Manual).
3. In considering property donations and gifts, the City will evaluate and short and long- term maintenance and operating costs, as well as any one-time costs that might be necessary to rehabilitate properties for public use or meet building code requirements.

RENTS, LEASES AND MANAGEMENT AGREEMENTS

The following guidelines apply to real property rents and leases (including management agreements) where the City will be the tenant. This need may arise for short-term uses, such as rental of interim space during construction; or ongoing operational needs, such as leases for the

Property Acquisition

City's cellular tower or radio needs as well as cooperative use agreements with the school district for recreation programs.

1. These should normally be included as part of the City's Financial Plan process. However, as needed, the City may consider renting or leasing property as required to meet the City's operational needs at any time.
2. The approval authorization required for entering into lease agreements will be in accordance with the City's purchasing policies.
3. Depending on the complexity of the transaction, market conditions and other circumstances at the time, the City may choose to be represented by a broker or other third party professionals in renting or leasing real property. These will be selected in accordance with the City's purchasing policies.

Section 475-C-Property Disposal

The consideration of selling or leasing City property may arise from the City's initiative to do so or may be in response to interest by others. The guidelines below cover short-term leases of City property as well as long-term leases or fee-title sales.

SALES AND LONG-TERM LEASES

Sales Versus Long-Term Lease

In most cases, the sale or long-term lease of City real property will have a similar practical effect: the use of City property by others for a very long time. As such, as set forth below, the basic process for the sale or long-term lease of City property will be same. The decision on whether the City goals will be better met through sale or long-term lease will be made by the Council on a case-by-case basis. Key factors to be considered include:

1. Which option represents the best financial return to the City?
2. Are the City's fiscal goals at the time best met with one-time proceeds from the sale or from a long-term income stream? For example, if the disposition is directly linked to the funding of another capital project, such as the acquisition or construction of a replacement facility, then sale may make the most sense.
3. Does the City have a long-term policy, project, program or proprietary interest in how the property is used? In this case, a long-term lease may make the most sense.
4. Is the property already fully developed, undeveloped or under-developed? If developed, was it intended to be use as leased space?
5. Are there limiting factors based on how the property was originally acquired or its initial intended use, such as grants, enterprise funds or donations) that would favor long-term leasing over direct sale?
6. What is the appropriate lease term? Depending on the circumstances, the Council is hereby authorized under this policy to enter into a lease for up to 99 years. Terms up to 99 years would be appropriate for leases where the intent, from a use and developer financing perspective, is intended to mirror a sale; but for the reasons outlined above, the City desires to retain fee-title.

In most cases, the decision will be a balancing of competing interests that can best be weighed by the Council based on the circumstances at the time.

Process: Determined on Case-by-Case Basis

The City disposes of property infrequently and the most appropriate process will vary in each case depending on the circumstances. The guidelines below are intended to provide the City with a framework for assessing the best approach on a case-by-case basis. It is not intended to

Property Disposal

limit the approaches available to the City: the overarching principle that should always apply is using an approach that will best accomplish the City's objectives given the circumstances at the time.

As outlined below, there are five basic approaches that the City could take in determining the best long-term use of City property by others: request for proposals, broker services, exclusive negotiations, competitive sealed bids or auction (or a combination of these approaches), which will be determined by the Council on a case-by-case basis depending on the circumstances.

1. ***Request for Proposals (RFP)***. This approach makes the most sense when the City is initiating the sale or long-term lease of City property. It provides an opportunity to clearly articulate the City's policy goals and the general terms and conditions under which it will select the successful proposal. However, even with an RFP process, extensive negotiations are likely to follow the finalist selection.
2. ***Broker Services***. This approach makes the most sense for sales when the City is initiating the sale; the goal is primarily a financial one; and the conditions of the sale are straightforward. The sale of the prior Headquarters Fire Station at Pismo and Garden Streets after the construction of the replacement Fire Station No. 1 at Broad and Santa Barbara in the mid-1990's is an example of where listing the property with a broker is likely to be the best option.
3. ***Exclusive Negotiations***. This approach makes the most sense when considering the sale or lease in response to a development proposal by others. The following factors support this approach:
 - a. The City receives a written request from a proposer that sets forth its conceptual project and why it believes that exclusive negotiations are in the City's best interest.
 - b. The proposer owns or controls a majority of the privately-held property adjacent to the intended area to be developed that is integral to the proposed development and required for successful implementation of the project. In this case, the project could not occur without the developer's property and no other developer could make a similar proposal.
 - c. The proposal involves an exchange of City-owned property with the developer/property owner. In this case, the project could not occur without the developer's property and no other developer could make a similar proposal.
 - d. There is a clear link to the development proposal and accomplishment of significant City goals, plans or policies.
 - e. The proposer has a demonstrated record of completing highly successful projects in the City or similar communities.
 - f. Other circumstances where it is clearly in the City's best interest in achieving major policy objectives to enter into exclusive negotiations.

Property Disposal

When this approach is used, the City will enter into a formal Exclusive Negotiating Agreement which will be considered at a public meeting and clearly sets forth the terms and conditions of the negotiating period.

4. **Competitive Sealed Bids.** This approach makes the most sense for sales when the City is initiating the sale; the goal is primarily a financial one; the conditions of the sale are straightforward; and the City believes that it can successfully market the sale without outside professional assistance.
5. **Auction.** This approach is typically used for delinquent tax sales or forfeited assets. Accordingly, it is likely to be rarely used by the City.

LEASES OF CITY-OWNED BUILDINGS AND REALPROPERTY

The following guidelines apply to leases of City-owned buildings to outside parties.

Leases with Non-Profit Organizations

1. Requests for the long-term use of City property by non-profit organizations should generally follow the same review procedures as the sale or lease of City property by private for-profit entities.
2. The proposed use should be consistent with the goals and objectives of the City's General Plan and not conflict or preclude any existing or planned City use.
3. Any development or operations directly related to the proposed use should have a clear and measurable community benefit in alignment with City goals, policies and plans.
4. Any lease agreements for the use of City property by non-profit organizations that charge a less than market rate for the City property should include a provision for community access and/or City use, or operate in close partnership in the delivery of City services.
5. Lessees will be responsible for all property related use taxes and insurance that may be assessed or needed.

Long-Term Uses

Buildings permanently intended for non-residential uses (such as retail or office) and located on land zoned for those uses

- a. The City may use the services of a real estate agent or broker in advertising, locating and managing the leases. This selection will be made in accordance with the City's purchasing policies. The net difference between the manager's fees and the rents collected shall accrue to the City.
- b. For-profit entities should pay comparable market rents. Below-market rates may be considered for non-profit organizations in accordance with the guidelines above.

Property Disposal

- c. Unless otherwise agreed upon, lessees will be responsible for making all tenant improvements and comply with all City zoning and land use requirements, including any special conditions the City may place on the property.
- d. Lessees will conform to the City's non-discrimination requirements.
- e. Lessees will be responsible for all property related use taxes that may be assessed.

Buildings or real property permanently intended for specific City-approved purposes by others, such as cultural or agricultural uses

- f. The lessee must be a formal, non-profit organization whose stated purpose is a public benefit aligned with the purpose and goals of the City.
- g. The proposed use must further the Council's intended goals or policies for the specific property, and shall not conflict or preclude any existing or planned City use.
- h. The proposed use should be consistent with the goals and objectives of the City's General Plan for land use.
- i. Any development of operations directly related to the proposed use must be in the public interest and supply measurable benefit to the public.
- j. The lease agreement must include a provision for community and/or City use.
- k. Lessees will be determined either by a specific organization requesting use of the building or by the City actively seeking out an organization to fulfill the Council approved use for the property.
- l. Approved lessees must conform to the City's non-discrimination requirements.
- m. Lessees will be responsible for all general maintenance and upkeep of the property and any expansion or improvement of the building, unless the Council otherwise chooses to help fund that expansion or improvement.
- n. The long-term lease will be at a rate of \$1 per year, unless the Council determines otherwise.

Typical properties in this category include the farm property south of Arvin, which is agricultural/open space operations.

Property Disposal

Interim Uses

Buildings on land eventually intended for other purposes, which are available for interim residential use and located on land zoned for that use

- o. Each property will be evaluated on its particular merits and an appropriate agreement will be developed by the City.
- p. For any properties acquired that are already being successfully managed by a property management company, the City may continue this relationship.

Buildings on land eventually intended for other purposes, which are available for interim uses on land zoned for other than residential uses

- q. The Council will determine the best use of the property on a case-by-case basis.
- r. For any residential properties acquired that are already being successfully managed by a property management company, the City may continue this relationship.
- s. For non-residential uses, the City may use the services of a real estate agent or broker to advertise the property, and locate and manage lessees. At this time the City has decided not to use a broker, but deal directly with the tenants. The City will provide direction to the property manager, if any, as to the length of the lease term, since business/office users that install tenant improvements generally want lease terms long enough to recover those costs.
- t. Lessees will pay comparable market rents. Below-market rates may be considered for non-profit organizations in accordance with the guidelines above.
- u. Lessees must conform to the City's non-discrimination requirements.
- v. Unless otherwise agreed upon, lessees will be responsible for making all tenant improvements and comply with all City zoning and land use requirements, including any special conditions the City may place on the property.

Typical buildings in this category include: properties in the Adobe Complex.

RIGHT-OF-WAY

Right-of-way disposals may be initiated by the City or in response to public requests. Right-of-way will only be abandoned when it has no apparent current or future use. The following guide the disposal of right-of-way:

1. The City will follow requirements of the State of California Streets and Highways Code in acquiring, disposing and abandoning public right-of-way.
2. Right-of-way that has been purchased in fee or easements purchased with City funds will be sold or leased in accordance with the policies above.

Property Disposal

3. Easements used for utility transmission and distribution systems will normally be reserved. If the utility previously using the easement declines further use, the City will offer it to other utilities before abandonment.
4. The City may place conditions of approval on abandonments of right-of-way that must be satisfied prior to transfer of ownership of the subject easement or property.
5. The City may reserve an easement for its water and sewer system or may reserve a blanket easement for all utilities.
6. The City will not guarantee the title of right-of-way it abandons.

Appendix

CITY ARTICLE IX, SECTION 906

906 Sale or Lease of City Property.

The City Council, by ordinance or resolution, shall adopt policies and procedures that shall be applicable to the sale or lease of City property.

Appendix

RESOLUTION NO.

Appendix

RESOLUTION NO.

This is for a resolution regarding sale or lease of property.

Section 480-A

SURPLUS PERSONAL AND UNCLAIMED PROPERTY POLICY

OVERVIEW

This policy addresses the procedures for the disposal of surplus personal property, unclaimed property, consumable supplies, and junk. The policies and procedures for the disposal or sale of surplus real property, abandoned property and resale inventory are provided in other policy documents.

In preparing this policy, not all issues or exceptions could be anticipated. Accordingly, the guidance given in this policy does not relieve Staff from exercising good judgment in their stewardship of the City's property resources. Whenever there is a question or doubt between the guidance provided in this policy and the good judgment expected of a prudent person, good judgment should always be the prevailing standard, with this policy as a minimum standard.

LEGISLATIVE POLICY

A. Surplus Property

Council must approve the sale of surplus property (real or personal) with an estimated value greater than \$1,000.

B. Unclaimed Property

1. The City Municipal Code provides for the disposal of unclaimed property by the Chief of Police. This property must be held for a minimum of four months and notice of sale must be given at least five days prior to sale by publication in a newspaper of general circulation. Property not sold may be destroyed by the Police Department after public auction.
2. Sections 2080.4 and 2080.6 of the Civil Code requires any person finding property valued at \$10.00 or more to turn the property over to the Police Department within a reasonable time, stating when and where the property was found and providing a description of the property. If the property was saved, a statement is required from the "finder" describing:
 - a. From what and how it was saved.
 - b. Whether the owner of the property is known to the "finder".
 - c. That the property has not been secreted, withheld, or partially disposed.

Surplus Personal and Unclaimed Property Policy

ADMINISTRATIVE POLICY

- A. The Director of Finance is authorized to declare as surplus those items of personal property and consumable supplies estimated to be less than \$1,000 in value; Council approval is required to declare personal and consumable supplies as surplus with a value of \$1,000.
- B. Department Heads are authorized to approve the disposal of property that is essentially without value due to technical obsolescence or its unrepairable (or economically unrepairable) condition. Department Heads may dispose of such junk property in the manner they deem most appropriate, consistent with other rules, regulations, and the City's ethics policy.
- C. Generally, estimating the value of surplus property is made by the Department Head or designated representative. In unique and unusual cases, Finance will assist Departments in estimating the value of property by using the City's auction firm to provide a professional estimate. However, in all cases, the Department Head must approve in writing the estimated value of the property to be sold or otherwise disposed.
- D. The Director of Finance is authorized to sell, transfer, trade, or otherwise dispose of surplus personal property, consumable supplies, or unclaimed property in the most cost effective manner. Normally the sale of this property will be at auction with a firm contracted to provide the following services:
1. Sell and dispose of personal property, consumable supplies and unclaimed property at auction.
 2. Provide professional estimates as to the value of personal property and consumable supplies when required.
 3. Assist in the sale of unique or special property and consumable supplies that requires the use of a "specialty house" to sell or dispose of the property.
 4. Dispose of unsaleable property, supplies and equipment at an approved disposal site.
- E. The Director of Finance may dispose of surplus property and supplies by transfer to another local government agency or non-profit organization based on the recommendation of a Department Head. Although there may be circumstances where it is appropriate to make such transfer without compensation, cash or in-kind services should generally be received in an amount equal to or greater than the estimated value provided by the City's auction firm or the Department Head. In the case of vehicles, "low blue book value" may also be considered.
- F. When it is a normal business practice, trade value should be obtained to determine the most cost effective method of disposal and as a standard by which to evaluate the services of the City's auction firm. There may be circumstances when trade value of

Surplus Personal and Unclaimed Property Policy

property may exceed auction value, in which case the Director of Finance may authorize the trade of surplus property versus sale at auction based on the recommendation of the appropriate Department head.

- G. Advertising the sale of the City's property and unclaimed property will be made by the City's auction firm in accordance with these procedures, the Auction Services Agreement, and legislative policy. Accordingly, the advertising must disclose that the property for sale at auction is either the surplus property of the City of Arvin or is unclaimed property in the possession of the City and it must state the date and time of sale. Property sold at auction will be advertised at least five days in a newspaper of general circulation in the City of Arvin.
- H. Property determined to be unclaimed by the Chief of Police may be sold at public auction in accordance with these policies and procedures under the following conditions:
1. It is a thing which is commonly the subject of sale.
 2. The owner cannot (with reasonable diligence) be found.
 3. The owner, if identified, refuses to pay the reasonable charges incurred by the City for storing and safeguarding of the property.

PROCEDURES

- A. Surplus Personal Property and Consumable Supplies
1. Department Heads will identify personal property and supplies that are surplus to their needs and notify the Director of Finance & IT by Memorandum to sell or dispose of property identified, in accordance with City policy and procedures. The property to be declared surplus will be listed and include the City Asset Number (if applicable), a descriptive name of the property, quantity, pickup location, estimated value, and name of the contract person with their extension number. Separate memorandums must be prepared for property estimated to exceed \$1,000 in value and for property estimated to be less than \$1,000 in value. The memorandum (or listing) must indicate why the property is no longer required.
 2. Department Heads may request that Finance assist them in estimating the value of personal property and consumable supplies. In such instances, Finance may request the services of the City's auction firm in estimating these values. However, these services are limited and should not be used except for unique and unusual property.
 3. Special handling will be required for the disposal of toxic and hazardous materials, and should be coordinated with the City's Fire Department.

Surplus Personal and Unclaimed Property Policy

4. After receipt of a request to dispose of personal property and consumable supplies from a Department Head, Finance will circulate the list of property to other City Departments as an advisory memorandum. The property listed may be claimed by other Departments on a first come first serve basis. After 10 days from the date of the advisory memorandum, this listing will be forwarded to the Housing Authority, San Luis Coastal Unified School District, and United Way for their information. If none of these agencies expresses interest in the remaining property items within 10 days of receiving the listing, then the property will be consigned to the City's auction firm for sale or other method of disposal as determined by the Director of Finance & IT. Except in unusual circumstances, surplus property will generally remain on site pending its final disposition. This means that it is the responsibility of the interested party to make arrangements with the disposing department to view the property, discuss its condition, and coordinate any terms of transfer such as price, timing, and transportation.
5. For property with a value of \$1,000 or more, the Director of Finance & IT will prepare an Agenda Report for Council approval to declare the property as surplus after review by the operating departments as described above and prior to the consignment of property to the City's auction firm.

B. Evidence

The provisions of this policy do not address the disposal of property which is classified as evidence. Evidence is governed by the provisions of the penal code and must be dealt with accordingly. For example, evidence may be returned to the owner, subjected to lien, or classed as contraband and accordingly destroyed. However, evidence may also be determined by the Chief of Police to be unclaimed property and, in that event, will be processed in accordance with the policies and procedures provided below.

C. Unclaimed Property

Unclaimed property received by the City will be processed as follows:

1. The Police Department is required to receive, hold, and safe keep all property valued at more than \$10 that is found within the City limits and turned in to the Police Department for safekeeping. The owner will be notified as to where the property may be claimed if the owner's identity can reasonably be determined.
2. If the owner appears within 120 days after receipt of the property by the Police Department, proves ownership, and pays all reasonable charges, the Police Department will return the property to the owner.
3. If the reported value of the property is fifty dollars or more (and no owner appears and proves ownership within 120 days), the Police Department will publish a notice, at least once, in a newspaper of general circulation. After seven days following the first published notice the following actions will be taken if no owner appears and proves ownership of the property;

Surplus Personal and Unclaimed Property Policy

- a. If the property was found in the course of employment by a City employee, the property shall be sold at public auction.
- b. The title shall vest in the person who found the property if he or she is willing to pay the cost of the publication.
- c. If the reported value of the property is less than \$50 and no owner appears and proves ownership of the property within 120 days, the title shall vest in the person who found the property, unless the property was found in the course of employment by a City employee, in which case the property shall be sold at public auction.
- d. Generally, the sale of unclaimed property will be made by the City's auction firm; however, in unique circumstances, the Chief of Police may request that Police Department staff conduct the auction. When the City's auction firm is used, the firm must be notified in writing with a list of property to be sold. This list does not require a statement of estimated values. The letter will give the name of the contact person and extension number, a short title property description, a pickup location, and a pickup time.
- e. Prior to sale, a listing of unclaimed property shall be provided to the Director of Finance & IT, who will circulate this list as an advisory memorandum to other City Departments. The property listed may be claimed by other Departments on a first come first serve basis. After a 15 day period from the date of the advisory memorandum, the unclaimed property will be available for sale at public auction according to policy.
- f. The unclaimed property to be sold by the City's auction firm will be transferred on consignment in accordance with the surplus property policies.
- g. Any property remaining unsold after being offered at public auction may be destroyed or otherwise disposed of by the City's auction firm.

Section 480-B-Auction Firm Services

OVERVIEW

To reduce staff time in the sale and disposal of property, to reduce the amount of space being used to store surplus and unclaimed property, to improve the process of estimating the value of surplus property, and to maximize the value of return on surplus property, the Department of Finance & IT is authorized to contract with an auction firm to assist staff in the sale and disposal of personal property, consumable supplies and unclaimed property on an "as available basis" after authorization is given by the Council or the Director of Finance & IT to sell or dispose of City property.

The policies and procedures provided below in conjunction with the City's auction firm will provide the staff with the opportunity to systematize the sale and disposal of this property.

AUCTION FIRM RESPONSIBILITIES

The following responsibilities will normally be assigned to the City's auction firm by Agreement between the City and the firm selected:

- A. The auction firm will be required to pick up any and all "marketable" surplus property by consignment and deliver this property to their premises where it shall be inventoried, sorted, identified, and catalogued. An auction will be conducted within 30 days of receipt of property and supplies.
- B. The auction firm will make the necessary arrangements for offering the property for sale by auction to the most qualified buyers to obtain the highest return possible. The auction firm will advertise the auction in a manner that will obtain the maximum participation by the public in at least one newspaper of general circulation in the City of Arvin for a minimum of five days prior to a scheduled auction.
- C. The property consigned to the auction firm will remain the property of the City until sold or disposed in accordance with these procedures.
- D. Property not sold at auction will be disposed by one of the following methods:
 1. Consignment to a sub-contractor specializing in unique or special equipment and material for which there is no local market.
 2. Direct sale to a buyer of unique or special equipment and material for which there is no local market.
 3. By sale as salvage to a local dealer or any recycling firm.
 4. By destruction at an appropriate landfill site and certification thereto.
 5. Returned to the City.
- E. The material and equipment not sold at auction will be disposed of by one of the methods described above within 15 days from the date offered at auction. For the purpose of these

Auction Firm Services

instructions, the City will give approval as to the disposal method based on the recommendation of the auction firm and the method that is in the best interests of the City.

- F. The auction firm will provide the Department of Finance & IT with a list of consigned property with a check for the net proceeds from the auction or specialty sale within 60 days of receipt of consigned material and equipment providing the following information:
1. City Asset number (if available)
 2. Short title description of the property
 3. Date of sale or disposal
 4. Purchaser or the disposal site
 5. Total purchase price
 6. Auction fee
 7. Net to City
 8. Method of disposal (sale at auction, transfer to a specialty house for sale, direct sale as salvage, transfer to an appropriate landfill or disposal site, return to City)

Section 501-Budget Policies & Procedures

INTRODUCTION

The purpose of this section is to describe the City's budget policies and procedures. Areas currently covered include:

- Overview of the City's budget process (Section 505)
- Budget amendment requests (Section 540)
- Re-appropriation policy for operating programs and capital improvement plan projects (Section 550)
- Monitoring budget performance—monthly expenditure reports and comprehensive annual financial report (Section 560)
- Accounting for completed capital improvement plan (CIP) projects (Section 565)

Section 505-Budget Process Overview

Significant features of the City's Financial Plan include the integration of Council goal-setting into the budgetary process and the extensive use of formal policies and measurable objectives. The Financial Plan includes operating budgets and a capital improvement plan.

While appropriations continue to be made annually under this process, the Financial Plan is the foundation for preparing the budget every year. Additionally, unexpended operating appropriations from the budget year may be carried over for specific purposes into the next year with the approval of the City Council.

Purpose of the City's Financial Plan. The fundamental purpose of the City's Financial Plan is to link what we want to accomplish for the community with the resources necessary to do so. The City's Financial Plan process does this by: clearly setting major City goals and other important objectives; establishing reasonable timeframes and organizational responsibility for achieving them; and allocating resources for programs and projects.

Major City Goals. Linking important objectives with necessary resources requires a process that identifies key goals at the very beginning of budget preparation. Setting goals and priorities should drive the budget process, not follow it.

For this reason, the City begins each year's Financial Plan process with a series of in-depth goal setting workshops where Council members invite candidate goals from community groups, Council advisory bodies and interested individuals; review the City's fiscal outlook for the next year and the status of prior goals; present their individual goals to fellow Council members; and then set and prioritize major goals and work programs for the next year. City staff then prepares the Preliminary Financial Plan based on the Council's policy guidance.

Financial Plan Policies. Formally articulated budget and fiscal policies provide the foundation for preparing and implementing the Financial Plan while assuring the City's long-term fiscal health. Included in the Financial Plan itself, these policies cover a broad range of areas such as user fee cost recovery goals, enterprise fund rates, investments, capital improvement management, capital

financing, debt management, fund balance and reserves, human resource management, and productivity.

Preparation and Review Process. The City Manager is responsible for preparing the budget and submitting it to the Council for approval. Although specific steps will vary from year to year, the following is an overview of the general approach used under the City's budgetary process:

First. As noted above, the Financial Plan process begins with a Council goal-setting session to determine major objectives to be accomplished over the next year. The results of Council goal-setting are incorporated into the budget instructions issued to the operating departments, who are responsible for submitting initial budget proposals. After these proposals are comprehensively reviewed and a detailed financial budget is prepared, the City Manager issues the Preliminary Financial Plan for public comment. A series of study sessions and public hearings are then held leading to Council adoption of the Financial Plan by June 30.

Mid-Year Reviews. The Council formally reviews the City's financial condition and amends appropriations, if needed, six months after the beginning of each fiscal year.

Interim Financial and Project Status Reports. On-line access to "up-to-date" financial information is provided to staff throughout the organization. Additionally, comprehensive financial reports are prepared monthly to monitor the City's fiscal condition, more formal reports are issued to the Council on a quarterly basis, and special report are provided on focused topics on an ongoing basis on sales tax, transient occupancy tax and investments. The status of major program objectives – including CIP projects – is also periodically reported to the Council on a formal basis.

Administration. The Council may amend or supplement the budget at any time after its adoption by majority vote of the Council members. The City Manager has the authority to make administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.

Section 540-Budget Amendments

OVERVIEW

Formal amendments to the budget (including increases or reductions in both revenues and expenditures) may be required for a variety of reasons, including:

- Supplemental appropriations approved by the Council.
- Changes in Memorandums of Agreement.
- Acceptance of grant programs.
- Revisions to currently funded programs, projects and activities.
- Intra-departmental revisions between and within program areas.

A standard *Budget Amendment Request* form is used to document all budget changes. Amendments to the budget that do not have significant policy impacts and will not affect budgeted fund balances or working capital may be administratively approved; all other changes require Council approval.

POLICIES

Budget Control

Through adoption of the Financial Plan, the Council sets major City goals and program objectives, approves timeframes and departmental responsibility for accomplishing them, establishes service levels, and appropriates the resources necessary to achieve objectives and deliver services.

Under our program budgeting approach, departments are provided with significant flexibility in managing the resources allocated to them for these purposes: although detail line item budgets are prepared for each of our operating programs, formal budget control is maintained at the fund level by department. However, in order to help assure that this overall budgetary control goal is achieved, more detailed financial reporting and budget control guidelines are internally used at the program and object level as more fully discussed in *Section 560: Monthly Expenditure Reports* of the Financial Management Manual.

Budget Amendment Authority

- **Council.** The Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after its adoption by majority vote of the Council. After budget adoption, all supplemental appropriations from fund balance or working capital require Council approval.
- **City Manager.** The City Manager has the authority to make or approve administrative adjustments to the budget as long as those changes will not have significant policy impacts nor affect budgeted year-end fund balances or working capital.

Budget Amendments

- **Director of Finance.** The Director of Finance has the authority to make or approve administrative adjustments to all line item accounts at the department and program level, and to adjust offsetting revenue and expenditure accounts based on policies or programs approved by the Council. However, any such adjustments must not have significant policy impacts nor affect budgeted year-end fund balances or working capital.
- **Department Heads.** Department Heads request to make administrative adjustments within and between their program budgets as long as those changes do not have significant policy impacts nor affect department totals at the fund level. However, even within these guidelines, budget amendments require City Manager approval under the following circumstances:
 - **CIP projects.** All budget changes to capital improvement plan (CIP) projects.
 - **Staffing.** All budget changes to staffing accounts, both within and between programs. Note: In accordance with the City’s line item control policies as set forth in Section 560, *Budget Amendment Requests* are not required to correct for overages for sub-object level overtime accounts within the program.
 - **Travel, meetings and dues.** Any budget increases in this object code at the departmental level. This means Department Heads may approve inter-program budget changes in this object code as long as departmental totals for it are not higher.

Budget Amendment Request

To ensure that all changes to the budget are correctly recorded and appropriately authorized, a standard *Budget Amendment Request* form is used to document all budget changes, including those approved by the Council. As such, any Council Agenda Report that amends the budget should be accompanied by a completed *Budget Amendment Request* when submitted to the Director of Finance & IT as part of the agenda review process; however, as noted below, it will not be included with the Council Agenda packet.

PROCEDURES

- **Initiating the Amendment.** The operating department requesting an amendment is responsible for completing the *Budget Amendment Request*. If the request requires a new program or account number, the Department of Finance & IT should be contacted before completing the form for the assignment of appropriate account numbers. Department Head approval of the request is required before its submission to the Department of Finance & IT.
- **Finance Review.** All requests should be submitted to the Finance Manager who will review the request to determine the effect of the change on fund balances and to verify the account numbers. If required, the request will be forwarded for approval to the Director of Finance & IT; as determined by her or him, approval by the City Manager may also be required.

Budget Amendments

- **Council Agenda Reports.** *Budget Amendment Requests* that are related to a Council agenda report will be pulled by the Department of Finance & IT and held pending Council action. If the Council approves the item, the request will be processed by the Department of Finance & IT without further action required by the department. Items disapproved or changed by the Council will be returned to the originating department for further action as appropriate.
- **Implementation.** After the *Budget Amendment Request* has been submitted and approved, the operating department should review the next Monthly Financial Report to ensure that the change has been processed as requested.

PREPARING THE BUDGET AMENDMENT REQUEST

The *Budget Amendment Request* form has been placed on the City's intranet.

Provided in Exhibits 1 and 2 are completed samples of the *Budget Amendment Request* form. (Note: The request does not have to be entered in Excel or typed; legible printing is the desired method of preparation if data is not entered into a spreadsheet.) As this form updates on-line budgetary information as well as Monthly and Quarterly Financial Reports, its timely completion is essential in maintaining the accuracy of these reports.

Completing the form itself is largely self-explanatory. The following highlights key areas to consider in preparing the form:

- **More than One Department.** The signatures of all Department Heads are required if more than one department is affected.
- **More than One Fund.** Only one fund should be affected per form to ensure that any budget transfers between funds will not result in changes in ending fund balance for any of the funds.
- **Regular Staffing.** When proposing to use savings from regular staffing costs to fund other cost areas, the contra-account of *Salary Savings (707)* should be used instead of directly reducing all the other affected line accounts (regular salaries as well as related benefits). This approach has several benefits: it reduces the number of specific line item accounts that would otherwise have to be adjusted to correctly reflect the savings; and it retains the budgeted cost for authorized regular staffing levels for information and financial reporting purposes.
- **City Manager Approval.** Whenever City Manager approval is necessary as discussed above, a *City Manager Staff Report* should accompany the *Budget Amendment Request*.

Budget Amendments

- **Council Approval.** The Council must approve all budget amendments under the following circumstances.
 - Total amendments for expenditures *do not equal zero*. In the sample provided in the first exhibit, Council approval would not be required. However, because staffing accounts are affected, Human Resources Director review and City Manager approval would be required.
 - Total amendments for revenues and expenditures *are not equal*; in the sample provided in Exhibit 2, Council approval would be required.
- **Reason for the Amendment.** In most cases, the space provided on the form under “purpose” should be sufficient to describe the need for the requested change (supporting documentation may be attached if appropriate but it is not required). If the amendment implements Council or prior City Manager approval of a budget change, the date of this action should also be referenced in this section.

Budget Amendments

EXHIBITS

1. Sample budget amendment request reflecting administrative line item adjustments.
2. Sample budget amendment request reflecting Council approval of new appropriation.

Exhibit 1: Sample Budget Amendment Request
Administrative Approval



City of Arvin
BUDGET AMENDMENT REQUEST

| |
|---------------|
| NUMBER |
| |

| | | |
|------------------------------|------------------|-----------------|
| Requesting Department | Fund Name | Fund No. |
| Finance | General | 100 |

REVENUES AND OTHER FINANCING SOURCES

| Account Description | Revenue Account No. | Amendment Amount |
|---------------------|---------------------|------------------|
| | | |
| | | |
| TOTAL | | 0 |

EXPENDITURES AND OTHER FINANCING USES

| Account Description | General Ledger No. | | Capital Project No. | | Amendment Amount |
|----------------------------|--------------------|---------|---------------------|-------|------------------|
| | Program | Account | Project | Phase | |
| Temporary Salaries | 25300 | 7014 | | | 5,000 |
| Overtime | 25300 | 7020 | | | 3,500 |
| Wide Area Network Services | 25300 | 7351 | | | 4,500 |
| Salary Savings | 25300 | 707 | | | (11,000) |
| Contract Services | 25120 | 7227 | | | (2,000) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | 0 |

City Manager approval is needed on all such requests.

Because the net effect is zero, Council approval is not needed.

PURPOSE

Use salary savings from two vacant positions in Information Systems and other contract savings

Attachment: FMM 2018 - City of Arvin-10-16-18 (Update of Financial Manual)

Budget Amendments

to backfill minimum support needs for the next three months with temporary staff, overtime and contracts.

| Department Head | Date | Director of Finance | Date |
|-----------------|------|---------------------|------|
| Sara Elspeth | 1/14 | | |
| City Manager | Date | Entered By | Date |
| | | | |

Budget Amendments

Exhibit 2: Sample Budget Amendment Request Council Approval



City of Arvin
BUDGET AMENDMENT REQUEST

| |
|--------|
| NUMBER |
| |

| | | |
|-----------------------|----------------|----------|
| Requesting Department | Fund Name | Fund No. |
| Public Works | Capital Outlay | 400 |

REVENUES AND OTHER FINANCING SOURCES

| Account Description | Revenue Account No. | Amendment Amount |
|----------------------------|---------------------|------------------|
| Proceeds from Bond Sales | | 500,000 |
| Transportation Impact Fees | | 325,000 |
| TOTAL | | 825,000 |

EXPENDITURES AND OTHER FINANCING USES

| Account Description | General Ledger No. | | Capital Project No. | | Amendment Amount |
|---|--------------------|---------|---------------------|-------|------------------|
| | Program | Account | Project | Phase | |
| Street Resurfacing | 90012 | 990 | | | (165,000) |
| Mathews Property Acquisition | 90347 | 990 | 53900347 | 90550 | 1,095,000 |
| Environmental Review | | | 53900347 | 90557 | 25,000 |
| Site Preparation | | | 53900347 | 90555 | 35,000 |
| Design | | | 53900347 | 90552 | 50,000 |
| Construction | | | 53900347 | 90553 | 100,000 |
| <i>Because the net effect is <u>not</u> zero, Council approval is required.</i> | | | | | |
| TOTAL | | | | | 930,000 |

PURPOSE

| |
|--|
| Funding for Mathews property purchase and improvements per Council approval of 11/3. |
| |
| |

| | | | |
|-----------------|-------|---------------------|------|
| Department Head | Date | Director of Finance | Date |
| James Logan | 10/23 | | |
| City Manager | Date | Entered By | Date |
| | | | |

Section 550-Budget Carryover

CIP PROJECTS

Under the City's Financial Plan policies, annual appropriations for designated capital improvement plan (CIP) projects lapse after three years unless funds are subsequently appropriated for specific project phases (such as study, design, acquisition or construction). This usually occurs at the time of contract award.

The following sets forth basic procedures for implementing this aspect of the City's Financial Plan policies.

BUDGET BALANCE CARRYOVER

Budget balances at the end of each year will be carried-over in their entirety on a project-by-project basis.

LAPSED PROJECTS

In the event that funding will lapse because sufficient progress has not been made in studying, designing, acquiring or constructing projects within the three-year timeframe following Financial Plan adoption, the managing department will either:

- Resubmit the project for consideration in a subsequent capital improvement plan.
- Present a report to the Council recommending that the project be eliminated or indefinitely deferred. This report may be prepared on a "case-by-case" basis or incorporated into the overall budget review and approval process.



City of Arvin

Section 560-Monitoring the City's Fiscal Performance

OVERVIEW

Staying on top of the City's fiscal condition on an ongoing basis—on both the revenue and expenditure side of the equation—is an essential part of our overall strategy for preserving our fiscal health. The following summarizes how we report on this at the Council and staff level.

Core Principles

There are four core principles underlying our fiscal monitoring and reporting efforts:

- ❶ **Strong Systems.** We need to have an underlying financial management and internal control system that captures and produces both *timely* and *reliable* information (one without the other is worthless).
- ❷ **Meaningful Reports.** To be useful for policy makers and managers, this raw data then needs to be analyzed and summarized to answer the key question of: *what's it mean?* And setting specific, periodic reporting goals and standards is one of the best ways of ensuring that this kind of analysis is in fact taking place. While this requires more time and effort, it is a critical organizational discipline.
- ❸ **Timely, Open Reporting.** Full, open, honest and straightforward disclosure of our fiscal condition on an ongoing basis—whether good or bad—to elected officials, senior managers, the organization at-large and the community is a fundamental precept for effective and responsible stewardship of the public resources that have been entrusted to us. In short, we may not always like results—but if we are doing our job, they should never be a surprise.
- ❹ **Organizational Responsibility.** On the revenue side (especially in the General Fund), the Department of Finance & Information Technology plays the lead role in managing the City's fiscal condition; on the expenditure side, Department Heads have the principal responsibility for ensuring that the City's resources are used wisely and in accordance with adopted plans, policies, service levels and the resources allocated by the Council.

FISCAL HEALTH MONITORING

Council-Focused Reports

The following reports are provided to the Council on an ongoing basis, and except as noted, typically cover both revenues and expenditures. In all cases, these same reports are widely distributed within the organization; and several of these that have broad interest—such as our Sales Tax Newsletter, TOT Newsletter, Quarterly Financial Newsletter and Monthly Investment Report—are distributed externally to others and posted on our web site.

- **Financial Plan.** This is the benchmark against which we measure our fiscal performance for revenues, departmental operating expenditures and CIP projects. And while this document primarily looks forward to the next year, it also includes detailed information about our fiscal performance for both revenues and expenditures for the prior five years.
- **Financial Plan Supplement.** Under the Financial Plan concept, appropriations in the next year's plan are based upon the framework and foundation developed during the budget process. Again, this report provides prior and current year information on the status of revenues, departmental expenditures and CIP projects.
- **Mid-Year Budget Review.** Prepared six months into each fiscal year, this is another opportunity to take a formal look at the City's fiscal performance, and take corrective action as needed.
- **Quarterly Financial Newsletters.** In staying focused on the "big picture," we issue a one-page Newsletter (okay, so it's front and back—but it's still one piece of paper) quarterly focusing on key fiscal performance indicators in the General and Enterprise Funds. This includes year-to-date revenues, expenditures and changes in fund balance, "Top 10" General Fund revenues (which account for about 95% of the total) and budget versus actual expenditures for each of the departments. The last quarter report serves as an *Interim Annual Financial Report* for the year pending issuance of the City's Comprehensive Annual Financial Report. This Newsletter is also distributed electronically to all employees.
- **Comprehensive Annual Financial Report.** This includes audited financial statements for all of the City's funds, including budget versus actual for revenues and expenditures. More importantly, it includes a transmittal memorandum from the Director of Finance & IT that concisely analyzes key fiscal results for the year.
- **Monthly Investment Report.** This report shows the City's cash and investment position for all funds held by the City and our trustees. The Investment Oversight Committee meets quarterly for a detailed review of the City's investment performance and conformance with investment policies.
- **Council Agenda Reports.** In every Council agenda report, we assess the fiscal impact of the recommended action, including any budget shortfalls if applicable.

Staff-Focused Reports

As noted above, City staff receive the same reports as those listed above. This is supplemented by more detailed reports as follows (which are also available to the Council upon request).

- **On-Line Access.** Through our network, up-to-date financial information is available on-line to everyone in the organization. This ranges from high-level summaries to detailed, individual transactions.
- **Monthly Financial Reports.** Even though data is available on-line, we produce and distribute detailed monthly financial reports to ensure that records are accurate and up-to-date. (This is one of those “organizational discipline” things.)
- **Quarterly CIP Expenditure Status Reports.** The CIP Review Committee meets at least quarterly to review the status of CIP projects. An important part of their role is to identify any problem areas with upcoming projects (and resolve them); and to ensure smooth coordination of complex projects. These detailed reports on the “project-to-date” budget and expenditure status of all CIP projects are to be distributed.
- **Daily Cash Balance Reports.** Every day we access the City's bank cash balances on-line and compare them to our general ledger. While the primary reason for this is maximum investment of idle cash, it also keeps us on top of our cash position.

SUMMARY

There are two key aspects to our approach in monitoring our fiscal condition: we are committed to an ongoing program of collecting meaningful information and reporting on it; and then ensuring that this information is acted upon in a timely manner.



Section 561-Monthly Financial Reports

MONTHLY FINANCIAL REPORTS

OVERVIEW

In addition to providing up-to-date, on-line access to the City's financial system, the Finance Division issues "hard copy" monthly financial reports to assist operating departments in monitoring their expenditures and revenues. These reports detail on a line item basis year-to-date budget, expenditure and encumbrance information for each operating program and capital improvement plan (CIP) project. Similar information is provided for revenues.

The purpose of these reports is to help identify erroneous postings and approved-but-unrecorded budget changes. It also helps identify any over-budget expenditures that must be corrected, either through internal reallocations or supplemental appropriations requiring Council approval.

POLICIES

Timely Financial Reports

Finance will issue monthly financial reports by the tenth working day of the month (except for June, when longer lead times are required to include year-end items).

Budgetary Controls

- Operating departments are responsible for ensuring that adequate funds are available within the *object* budget for the program (or *phase* level for CIP projects) before submitting payment vouchers and purchase orders to Finance for processing.
- Operating departments are responsible for addressing on a timely basis any budget totals that are over-expended at the *object* level within the operating program or *phase* level within individual CIP projects. For operating programs, *object* levels are:
 - Staffing (See note below on additional staffing line item control)
 - Contract Services
 - Office Expenses
 - Travel, Meetings and Dues
 - Communications and Utilities
 - Rents and Leases
 - Insurance
 - Operating Materials and Supplies
 - Minor Capital Outlay

Monthly Financial Reports

Staffing. There is further line item control within the following staffing object levels within the program:

- Regular staffing
- Contract staffing
- Temporary staffing
- Special staffing accounts (Such as Council/Commissions or Uniform Allowances)
- Overtime (Note: Does not include detail sub-object codes for overtime within the program)

Corrective Action

- Operating departments are responsible for initiating corrective action for any problem areas. There are generally two options for this:
- Submitting a memorandum to Accounting requesting a correction due to incorrect coding or posting of charges or receipts.
- Preparing a Budget Amendment Request.

Note. Depending on the circumstances, this may require City Manager or Council approval. The guidelines for preparing and approving budget amendments are set forth in *Section 540: Budget Amendment Requests* of the Financial Management Manual.

Section 565-Completed CIP Projects-Accounting

OVERVIEW

Under the City's capital improvement plan (CIP) budget policies, funding is approved for each CIP project by phase when the Financial Plan is adopted. Unless otherwise approved by the Council, appropriations for each phase lapse after three years if no activity is shown for the account.

As the project proceeds, there are a number of systems for monitoring its status, including on-line financial reports, formal monthly and quarterly financial reports, formal CIP status reports, ongoing CIP Review Committee review and comprehensive procedures for approving construction change orders as set forth in Section 225 of this manual.

The purpose of this section is to bring closure to the CIP project funding process by establishing procedures for accounting for completed projects.

GOALS

- Provide consistency in accounting for completed CIP projects.
- Improve financial reporting on the status of CIP projects and related effects on the City's fiscal condition.
- Assure timely and consistent filing of notices of completion for construction projects.
- Identify responsibility for approving the use of budget balances from completed projects.

PROCEDURES

Filing of the Notice of Completion for Construction Projects

Upon completion of construction project work specified in the contract, the City Engineer will forward to the City Manager the Notice of Completion for signature. The Notice will then be filed with the County of Kern within 10 days of the last day of work on the project to begin the formal notice for liens against the project for materials and labor.

Reporting on Completed Projects

Upon completion of each project, the managing department is responsible for preparing a City Manager Report summarizing its final status. Generally, reports are only required upon the completion of the construction phase, and should encompass all phases of the project. However, if the project is not expected to go beyond the study, design or acquisition phase, the report should be prepared upon completion of the furthest phase. Reports should:

- Briefly summarize the purpose of project.

Accounting for Completed CIP Projects

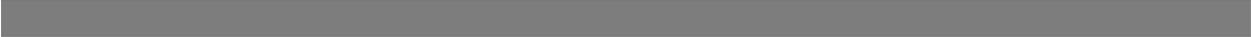
- Discuss any unusual circumstances or difficulties in completing the project, and recommend corrective action for the future if appropriate.
- Compare estimated and actual completion dates.
- Compare the project budget with actual costs. This comparison should provide sufficient detail to meaningfully summarize key expenditure areas and project phases.
- Summarize the status of any outside funding sources such as grants, loans, donations or developer agreements.
- Identify any outstanding encumbrance balances that should be closed once final contract payments are made.
- Request authorization for a budget amendment request transferring any remaining budget balances to or from the fund's completed or master project account. Processing of the budget amendment request will follow upon completion of the claim period for construction projects.

☛ *Note: This account is established in each fund in order to account for net budget balances resulting from completed projects. This balance is available to fund new projects or offset shortfalls in existing projects, subject to Council or City Manager approval as discussed below.*

Roles and Responsibilities

- **City Council.** Approval by the Council is required for all transfers from the completed projects account for any new projects as well as for any existing project when the transfer amount exceeds the City Manager's purchasing authority.
- **City Manager.** The City Manager is authorized to make transfers to and from the master project or completed projects account for existing CIP projects. The City Manager's authority to transfer balances from this account is limited to amounts otherwise within his or her purchasing authority.
- **City Engineer.** Public Works is responsible for ensuring that notices of completion for construction projects are appropriately filed.
- **Department of Finance & Information Technology.** The Finance Division is responsible for reviewing completed project reports for fiscal accuracy; processing the approved budget amendment request and ensuring that project budget balances on the next monthly financial report will be zero; reducing encumbrances as recommended by the managing department and ensuring that encumbrance balances will be zero after any final project contract payments are made; and ensuring that projects completed by the end of the fiscal year are not carried over into the next fiscal year.

Accounting for Completed CIP Projects

- **Operating Departments.** Upon completion of a CIP project assigned to them, operating departments are responsible for completing timely and accurate City Manager Reports summarizing the project's final status as discussed above. A sample report is provided in Exhibit A.
- 

Accounting for Completed CIP Projects

SAMPLE STAFF REPORT-CIP COMPLETION

August 16, 200X

FROM: CITY ENGINEER

SUBJECT: PROJECT COMPLETION: SMOTHERMON SPRAY PARK

The purpose of the Laguna Lake dredging project was to mitigate flooding damage and improve recreational use of the lake by removing sediment that had built up over time. Prior to this project, the lake had never been dredged in its entirety, although there had been limited dredging of the Park Sump area on a periodic basis.

Unusual Circumstances or Difficulties

The primary difficulties in completing this project—mitigating environmental concerns and identifying appropriate methods for disposing of dredged materials—were identified and resolved during the study and design phases. No significant difficulties were encountered during construction. This project was scheduled to be completed within 150 days after authorization to proceed; construction was completed within 148 days.

Project Budget Summary

| | Original Budget | Budget As Amended | Actual | Variance |
|-------------------------|-----------------|-------------------|----------------|---------------|
| Study | 50,000 | 39,000 | 39,000 | - |
| Design | 30,000 | 27,000 | 25,000 | 2,000 |
| Construction | | | | |
| Bid Amount Change | 230,000 | 225,000 | 225,000 | - |
| Orders Other Project | | 25,000 | 15,000 | 10,000 |
| Costs* | 5,000 | 5,000 | 3,500 | 1,500 |
| Construction Management | 15,000 | 15,000 | 12,500 | 2,500 |
| TOTAL | 330,000 | 336,000 | 320,000 | 16,000 |

* Soils reports; materials testing

Status of Funding Sources

- Grant funds for this project were awarded in the amount of \$125,000 (50% of construction costs). Because construction costs were less than budgeted by \$10,000 (\$240,000), \$120,000 is the total grant eligible amount. To date, \$100,000 has been requested, and of this amount, \$75,000 has been received. Upon final payment to the contractor, the remaining balance

Accounting for Completed CIP Projects

(\$20,000) will be requested. No problems are anticipated in receiving the total eligible amount.

- Zone 9 contributed a fixed amount of \$50,000 for this project. All funds have been billed and received.

The following is a brief overview of the final funding for this project:

Project Funding Summary

| | Original Budget | Budget As Amended | Actual | Variance |
|---------------|------------------------|--------------------------|----------------|-----------------|
| General Fund | 155,000 | 161,000 | 150,000 | 11,000 |
| Zone 9 | 50,000 | 50,000 | 50,000 | - |
| Federal Grant | 125,000 | 125,000 | 120,000 | 5,000 |
| TOTAL | 330,000 | 336,000 | 320,000 | 16,000 |

Because \$5,000 of the \$16,000 in project savings is allocable to grant funding, only \$11,000 is recommended for transfer to the completed projects account in the Capital Outlay Fund. Correspondingly, the budget estimate for grant revenue in the Capital Outlay Fund should be adjusted downward by \$5,000. (See attached budget amendment request).

Contract Status

| | Original Contract | Change Orders | Total Costs* | Contract Balance |
|--------------------|--------------------------|----------------------|---------------------|-------------------------|
| Wepus Management | 15,000 | - | 12,500 | 2,500 |
| Smith Construction | 225,000 | 15,000 | 240,000 | - |
| SSN Associates | 27,000 | - | 25,000 | 2,000 |

* Including final payments that will be processed within the next 30 days pending publishing the notice of completion.

Combined with the attached budget amendment request, reducing the Wepus Construction Management and SSN Associates encumbrance balances as indicated above should result in "zero" balances for all phases of this project.

ATTACHMENTS

- Notice of completion
- Budget amendment request closing project balances

Section 601-Key Accounting Policies & Procedures

The purpose of this section is to describe the City's key accounting policies and procedures. Areas currently covered include:

Correction of Payroll Payment Errors (Section 631)

Approval authorizations (Section 635)

Procedures to be used in accounting for the costs of disaster response and recovery (Section 650)

Security deposits such as guarantees, letters of credits, certificates of deposits, promissory notes, and performance bonds (Section 670)

Future areas that will be covered include:

Significant accounting policies

Purpose and preparation approach of the cost allocation plan

Payroll procedures (timesheets, personnel actions, periodic reports, schedules)

Accounts payable (voucher preparation, purchase orders, schedules)

Section 631-A-Payroll Procedures – Corrections of Payments

Although the City strives to ensure that employees are correctly paid with every pay check, from time to time payment errors will happen. The following sets forth the City's policy for correcting underpayments and overpayments to our employees.

Underpayments

Immediate Correction. Underpayments will be corrected through a one-time payment to the employee on the next paycheck after the error has been identified and the correct amount of the retroactive payment has been calculated.

Interest If One-Year or More. If the underpayment has occurred for one year or more, the City will pay interest on the underpayment based on the interest rate earned by the City during that same period on its investments placed in the Local Agency Investment Fund (LAIF). Due to its "de minimus" affect, no interest will be paid on underpayments that occurred over less than one year.

Overpayments

Installment Payment Option Via Payroll Deduction. When an employee has been overpaid, the full amount of the overpayment is due to the City. The City will offer the employee the option, via payroll deduction, to repay the amount of the overpayment up to the same period of time that the overpayment occurred. For example, if an employee was overpaid \$1,000 for six months (13 payroll periods), the employee will have the option of repaying this amount in 13 payroll period installments of \$76.92 each. (Employee may choose a shorter timeframe).

To exercise this option, employees must authorize the deduction in writing. They must also agree in writing to authorize the City to deduct any outstanding balance in a lump sum from their final paycheck if employment with the City is terminated before the total amount of the over-payment is collected. Further, they must agree in writing that in the event that their final paycheck is not enough to cover any outstanding balance, they will pay the City any amounts due in a lump sum on their last day of employment with the City.

One-Time Payment. In the event that the employee does not agree to have voluntary payroll deductions to reimburse the City, the total amount of the overpayment, once it has been calculated by the City, will become immediately due and payable in full. The City will then invoice the employee under its standard accounts receivable process. In seeking recovery of the overpayment, the City will use its full range of collection options, including court action, to ensure that the City is fully reimbursed for the overpayment.

No Interest on Overpayments. The City will not charge interest on overpayments, either for the period of time that the overpayment occurred, or for the period of time over which installment payments will be deducted.

Section 631-B-Timecard Approval Authority

OVERVIEW

The City provides significant discretion to department heads in approving timecards. The purpose of this policy is to provide organization-wide guidance to department heads in delegating timecard approval authority.

POLICY

Authorized Employees

Department heads should only delegate timecard approval to the following City staff members:

- Division managers
- Program managers and supervisors

Department heads should limit timecard approval authority to those areas where the employee is knowledgeable about the transaction and is able to attest to the accuracy of the hours worked. Further, the timecard approval should be consistent with the employee's overall scope of duties and responsibilities.

Section 635-Purchase & Payment Approval Authority

OVERVIEW

The City provides significant discretion to department heads in approving payments, and in delegating this authority to others in their department. The purpose of this policy is to provide organization-wide guidance to department heads in delegating purchase and payment approval authority.

POLICY

Authorized Employees

All purchases \$30,000 or more require a formal bid and City Council approval, unless

All purchases of \$15,000 to \$29,999 will require informal bids, City Manager approval. If the City Manager is unavailable, then the Finance Director may sign in his place, but must notify the City Council at the next scheduled meeting.

All purchases between the amounts of \$5,000 to \$14,999 will require informal bids, City Manager approval or Finance Director approval, and the approval of the Department Director or Division Supervisor.

All purchases between the amounts of \$4,000 to \$4,999 will require Finance Director approval and the approval of the Department Director or Division Supervisor.

All purchases between the amounts of \$1,000 to \$3,999 will require the approval of the Department Director or Division Supervisor or Finance Director.

All purchases between the amounts of \$500 to \$999 will require the approval of the Department Director or Division Supervisor.

All items up to the amount of \$499 will require the approval of the Department Director or Division Supervisor.

Department heads should only delegate purchase and payment approval to the following City staff members:

- Division managers
- Program managers and supervisors
- Formally designated department fiscal officers

Department heads may delegate approval to other staff members, but this requires City Manager approval.

the employee is knowledgeable about the transaction and is accountable for the use of City funds. Further, the purchase or payment approval amount should be consistent with the employee's overall scope of duties and responsibilities.

Written Delegation of Authority

All approval authorizations by the Department Head will be in writing and filed with Accounting. In addition to identifying the employee and her or his position, the authorization will also identify any program account number and amount limitations.

ATTACHMENT

Sample Approval Authorization Form is below.



Section 650-Disaster Response Accounting Procedures

OVERVIEW

From the moment the State or the City declares a “state of emergency” in the event of natural disasters, technological incidents or national security emergencies, special accounting procedures are implemented. In order to ensure maximum cost reimbursement from the Federal Emergency Management Agency (FEMA) or the State Office of Emergency Services (OES), expenditure information must be captured in a format approved by these agencies. Disaster- related activities must be accounted for separately from normal activities and captured by damaged site or Damage Survey Report (DSR). Each damaged site has the potential to generate one or more DSR’s. Therefore, accounting for activity by location is essential.

The types of cost activities that must be captured include:

- Staff labor hours (regular and overtime) by location and description of work performed. Only overtime and related benefits are reimbursable for sworn personnel.
- Equipment hours and cost of rented equipment, by location.
- Cost of materials used and purchased, by location.
- Equipment damaged or destroyed and the cost to repair or replace it, by location.
- Vendor services or materials acquired under purchase orders, contracts, or pre-existing agreements, by location where the services or materials were used.
- Contracted construction services and costs by site.
- Cost of consultant services and specific purpose of work performed.

POLICIES

It is the City’s policy to:

- Identify the costs of responding to emergencies and recovery from disasters as accurately as possible.
- Receive maximum allowable reimbursement for eligible emergency response and disaster recovery costs.

ROLES AND RESPONSIBILITIES

- **Operating Departments.** The primary responsibilities for initiating expenditures and identifying and maintaining cost information rests with the operating departments. Procedures for doing so are outlined below.
- **Finance.** The Finance Department is responsible for establishing cost accounting procedures, coordinating the collection of cost information and preparing this information in a format acceptable for reimbursement by state

Disaster Response Accounting Procedures

and federal agencies. On an as-needed basis, Finance will conduct briefings with key staff on emergency response and disaster recovery accounting procedures.

PROCEDURES

Account Number

The City has established program number **238-054 (Emergency Services)** to account for all disaster-related expenditures. The normal fund/object/sub-object numbers should be used.

Form Preparation

The following forms should be prepared by the operating departments and submitted to Finance in order to maintain sufficient documentation for cost recovery:

A. Emergency Services Individual Time Sheet Supplement. In addition to our regular time sheet, each non-sworn employee working during emergency operations must complete a time sheet supplement that details the location and description of the work done related to the emergency (sworn overtime hours will be captured from the City’s regular time cards). Regular and overtime hours must be recorded separately. Each supervisor is responsible for accurately reviewing, completing and approving the time sheet supplement. The information from the supplements will be compiled by Finance & IT in the format required by FEMA. The location and description sections are very important to ensure reimbursement.

All overtime (sworn or non-sworn) should be charged to program account 238-054 on timesheets. Additionally, regular hours incurred by temporary employees should also be charged to program **account 238-054**.

B. Force Account Equipment Record. This form was designed by OES and is required for reimbursement for the use of City-owned equipment. A separate form should be completed for each specific location where City-owned equipment was used. Operating departments are responsible for providing the following information on each form:

- Location of work
- Time period
- Date prepared
- City equipment reference number
- Description of work
- Prepared by
- Type of equipment
- Date and hours used

Finance & IT will complete the rate and cost sections along with assigned FEMA/OES reference, DSR, job site and category numbers.

C. Rented Equipment Record. This form was also designed by OES and is required for reimbursement of rental equipment costs. A separate form should be completed for each specific location where rented equipment was used. Operating departments are responsible for completing this form with the exception of OES and FEMA reference, DSR, category and job site numbers, which will be completed by Finance & IT. Additionally, Finance & IT will verify pricing from accounts payable records.

Disaster Response Accounting Procedures

D. Materials Record. This form maintains a record of materials and supplies purchased by the location where they were used. Operating departments are responsible for completing this form with the exception of OES and FEMA reference, DSR, category and job site numbers. Additionally, Finance & IT will verify the pricing from accounts payable records.

Avoid paying for supplies or services with petty cash; most vendors, especially those that the City uses on a regular basis will extend their normal order and payment terms to the City. Use an emergency purchase order (see below) for those vendors who won't extend credit at the time of purchase. The Multi-Hazard Emergency Response Plan, Part 3, lists vendors with whom the City has emergency purchasing agreements. If cash is required beyond amounts readily available from departmental petty cash balances, contact Finance & IT for assistance.

E. Emergency Purchase Order. Finance & IT has a supply of emergency purchase orders that can be used when a vendor is reluctant to extend payment for emergency purchases without formal, written authorization. Each fiscal officer is assigned a limited supply of emergency purchase orders for use by their department, if required. Additional supplies of emergency order forms are available at the Emergency Operation Centers (Police Station and Corporation Yard) as well as the Headquarters Fire Station and Finance & IT.

Payment Processing

To the maximum extent feasible, the City's normal payment processing procedures should be followed. This means that vendor invoices for ordered supplies, materials, equipment, rentals and services should be sent to the operating department and a voucher prepared for payment accordingly. It is important that the vouchers:

- Use program account 238-054 and the appropriate fund and object/sub-object code.
- Describe the purpose of the purchase.*
- Identify the location where the purchase items or services were used.*

* This information can be annotated on the invoice or described in the voucher as appropriate. This is especially important for services, as the accounts payable documentation will be our sole support for those costs.

EXHIBITS

- A. Emergency Services Individual Timesheet Supplement
- B. Force Account Equipment Record
- C. Equipment Rental Record
- D. Materials Record
- E. Emergency Purchase Order

EXHIBIT B

Force Account Equipment Record

CITY OF ARVIN

FORCE ACCOUNT EQUIPMENT RECORD

Page _____ of _____ pages(s)

TIME PERIOD: _____ 10 _____ 19 _____

LOCATION OF WORK: _____

DESCRIPTION OF WORK: _____

Equipment Record prepared by: _____ Date prepared: _____

OES NO.: _____ STATE DSR NO.: _____

FEMA: _____ DR _____ FIPS NO.: _____ JOB SITE NUMBER: _____

_____ FED DSR NO.: _____ CATEGORY: ()A ()B ()C ()D ()E ()F ()G

| TYPE OF EQUIPMENT <small>Indicate size, capacity, horsepower, make and model as appropriate.</small> | EQUIPMENT NUMBER REFERENCE | DATE | DATE/HOURS USED EACH DAY | | | | | | | TOTAL HOURS | RATE | TOTAL COST |
|---|----------------------------|------|--------------------------|-----|-----|-----|-----|-----|-----|-------------|-------|------------|
| | | | HRS | HRS | HRS | HRS | HRS | HRS | HRS | | | |
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| | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | TOTAL | TOTAL | |

OES FORM 129 (10/89) DAD FORM

Section 670-Construction Security Deposits

OVERVIEW

It is customary to require members of the public to furnish security deposits to guarantee the performance of acts or agreements related to private construction projects.

Since January 1, 1986, the City has been required to pay interest on all cash deposits for security purposes that are banked or invested (Government Section Code 53079). The statutory formula for computing interest due is complicated and additional effort is required to ensure these deposits are properly managed and controlled. Accordingly, City staff determined that the public could be better served by eliminating the use of cash or cash-like deposits as security to guarantee work or services and to develop policies and procedures to allow non-cash security deposits.

The following policies and procedures have been prepared in order to provide guidance on the administration of construction security deposits for private projects. (Policies and procedures for City construction projects are not addressed in this section).

POLICY

- A. No cash or cash equivalent deposits (such as personal or cashier checks) will be accepted as security when required to guarantee the performance of any act or agreement related to a private construction project.
- B. The following forms of guarantee are acceptable security deposits:
 - 1. Certificates of deposit (any amount)
 - 2. Letters of credit (any amount)
 - 3. Promissory notes (less than \$1,000 under conditions provided in this policy)
 - 4. Unconditional guarantees or notes issued by certain institutions (any amount)

It is the City's preference not to use performance bonds as security deposits. However, if an applicant cannot provide a letter of credit or certificate of deposit, this form of security may be considered at the sole discretion of the City Manager.

- C. The guarantee form provided in Exhibit A must accompany all certificates of deposit, letters of credit and promissory notes.
 - 1. Guarantees will not be accepted for amounts less than \$100, and all guarantees shall be rounded to the nearest \$100.
 - 2. Guarantees for letters of credit will expire no sooner than 90 days before the expiration date of the letter of credit. (Promissory notes and certificates of deposit do not expire.)

Construction Security Deposits

D. Security deposits must meet the following standards to be acceptable:

1. Certificates of Deposit (must be accompanied by guarantee form)

Certificates must be made out on a form that clearly identifies the Payer bank and an unconditional promise to pay the City of Arvin.

2. Letters of Credit (must be accompanied by guarantee form)

Irrevocable letters of credit will only be accepted when issued by a Federal or State chartered bank or savings and loan institution. The City reserves the right to qualify any institution based upon the current financial position of that institution. Irrevocable letters of credit for general purposes must appear in substantially the same form as provided in Exhibit B.1. An irrevocable letter of credit for subdivisions must appear in substantially the same form as Exhibit B.2 to comply with the requirements of the Subdivision Map Act. As a minimum, this means that the letter of credit must indicate:

- a. By its title, it is irrevocable.
- b. City of Arvin must be the beneficiary.
- c. Entire sum is available to the City upon written demand.
- d. Letter is issued in accordance with and shall be interpreted in accordance with Division 5 of the California Commercial Code.
- e. The timeframe should be based on a reasonable period for completion of the work scope, and must remain valid for at least one year from its issue date.
- f. No mention of the project or work that is being guaranteed may appear on the letter.

3. Promissory Notes (must be accompanied by guarantee form)

Promissory notes are acceptable only for deposits of \$1,000 or less. The promissory note must be prepared in the format shown in Exhibit C. Acceptance of a promissory note is not required; the responsible department may refuse the depositor's promissory note under the following circumstances:

- a. Within the past 12 months, the depositor has given the City a check that was subsequently dishonored.
- b. Within the past 24 months, the depositor has failed to complete a construction project for which security was given.
- c. The department involved has verified that a stop notice or mechanics lien has been filed against the depositor, and has developed into a civil suit filed in a Superior Court within the State of California.
- d. The depositor has a primary business or home address outside the County of Kern.

Construction Security Deposits

All promissory notes signed by a corporate officer on behalf of the corporation shall also be signed by the same individual as a guarantor of the note.

4. Unconditional Guarantees or Notes Issued by Certain Institutions

The instruments listed above are issued by bonding companies or financial institutions and may be accepted if they include an unconditional promise to pay upon demand to the City the sum of the deposit. *All such instruments shall be reviewed by the City Attorney before acceptance.*

As noted above, it is the City's preference not to use this form of security, but it may be considered depending upon the circumstances of the work to be performed and our prior experience with the applicant and the issuing institution. Acceptance of this form of guarantee is at the sole discretion of the department.

E. The following types of security shall not be acceptable:

1. Passbooks purporting to pledge a savings account.
2. Any document, otherwise acceptable, which makes the City and the depositor joint tenants or co-owners of payment rights.
3. Any document, otherwise acceptable, which requires that the City first establish, as a condition to collection, that the depositor has failed to satisfactorily complete the act or work guaranteed.
4. Cash.
5. Personal checks or cashier checks.

PROCEDURES

Responsible departments will ensure the following procedures are used in processing guarantees for certificates of deposit, letters of credit and promissory notes:

A. Certificates of Deposit (Any Dollar Amount)

1. Certificates of deposit will be made in the name of the City of Arvin only. Be sure there is an automatic renewal. They cannot expire.
2. A guarantee form will be completed with the pink copy attached to the certificate of deposit (Exhibit A).
3. Original certificates of deposit and the pink copy of the guarantee form will be held by the Department in a locked file cabinet or other secure location. The department may make additional copies for internal purposes but they must be clearly marked "copy."
4. The yellow copy of the guarantee will be given to the applicant. The original or white copy of the guarantee is a file copy.

Construction Security Deposits

- 5. The responsible Department will prepare a notification letter approximately two weeks to one month prior to scheduled completion of the work, notifying the guarantor of the work requirements (Exhibit D).
- 6. If the guarantor does not complete requirements, a copy of the notification letter will be sent to the City Attorney for further action.
- 7. When the guarantor completes all work as required, the responsible department will release the certificate of deposit to the guarantor. The back of the certificate of deposit should be endorsed back to the guarantor in the following manner:

Pay to the order of (guarantor's name)

On behalf of the City of Arvin

By: (authorized staff)

(staff's title)

B. Letters of Credit (Any Dollar Amount)

- 1. Letters of credit must be in the approved format (Exhibit B.1 or B.2 depending if letter of credit is for general purposes or for subdivisions).
- 2. Processing is the same as certificates of deposit for items 2 through 6 as described above.
- 3. When the guarantor completes all work as required, the responsible department will release the letter of credit to the guarantor. No endorsement is required.

C. Promissory Notes (\$100 to \$1,000)

- 1. Promissory notes (Exhibit C) must be signed by the property owner. If the property owner is a corporation or partnership, the note must be signed by an official of the organization named. The note should be witnessed by a City official; however, when this is not possible, notes must be notarized.
- 2. Other processing requirements are the same as letters of credit.

EXHIBITS

- A. Guarantee Form
- B. Sample Irrevocable Letter of Credit
 - 1. General Purposes
 - 2. Subdivisions
- C. Promissory Note Form
- D. Sample Reminder letter to Guarantor to Complete Work
- E. Sample Release of Guarantee

Construction Security Deposits

Exhibit A



GUARANTEE TO THE CITY OF ARVIN

(with Promissory Note, Letter of Credit or Certificate of Deposit)

I, the undersigned, hereby place on deposit with the City of San Luis Obispo, in the form of a promissory note, Letter of Credit or Certificate of Deposit, the sum of \$_____ to guarantee: _____

_____ at the property commonly known as _____ within _____

days from this date. If I fail to make these improvements within said days from this date, the City is authorized to make these improvements. If the City has to proceed with these improvements, I agree to pay the City for all costs incurred by the City, including attorney's fees, for the enforcement and/or installation of these improvements.

APN _____ Lot _____ Block _____ Tract _____

Signed _____ Date _____

Print _____

Address _____

Phone _____

Attachment: FMM 2018 - City of Arvin-10-16-18 (Update of Financial Manual)

Construction Security Deposits

(Bank letterhead)

Exhibit B-1

LAST BANK OF ARVIN

August 25, 1990

Reference Number (if any)

IRREVOCABLE LETTER OF CREDIT

Last Bank of Arvin, being a financial institution which is subject to regulation by the State of California or by the federal government, as insurer of the Irrevocable Letter of Credit, on behalf of its customer, XYZ Enterprises, hereby establishes this Letter of Credit in favor of the below named beneficiary:

THE CITY OF ARVIN

in the amount of Twenty Thousand and No/100 Dollars (\$20,000) payable upon written notice from the beneficiary through its Director of Finance & Information Technology that the entire sum, or a portion thereof is due.

This Credit is available in portions at the discretion of the beneficiary. This Credit is nontransferable and non-assignable. This Letter of Credit is issued in accordance with and shall be interpreted in accordance with Division 5 of the California Commercial Code (Section 5101, et seq.) and the rights of all parties shall be governed hereby.

This Credit will expire at midnight on March 1, 1992. Demands for payment received after this date will not be honored and will be considered null and void.

Dated this 25th day of August 1990 at Arvin, California. LAST BANK
OF ARVIN

BY: _____
Corporate Officer

XYZ ENTERPRISES

BY: _____
General Partner

Attachment: FMM 2018 - City of Arvin-10-16-18 (Update of Financial Manual)

Construction Security Deposits

Exhibit B-2

(Bank Letterhead)

Date _____

City of Arvin
200 Campus Dr.
Arvin, CA 93203

Irrevocable Letter of Credit No. _____

For Faithful Performance for _____

The undersigned, _____ Bank, being a financial institution which is subject to regulation by the State of California or by the Federal Government, hereby pledges that monies to the extent of \$ _____ (_____ Dollars) are credited to the loan commitment account of _____ (Company Name) as required by the Subdivision Map Act of the State of California for the purpose of securing the faithful performance of all the terms and conditions of that certain agreement dated _____ for _____ Tract _____ executed by and between said _____ (Company Name) and the City of San Luis Obispo, a municipal corporation, and in addition, costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by the City of San Luis Obispo in enforcing the terms and conditions of said agreement.

The undersigned agrees that said funds are trust funds on deposit and guaranteed for payment and that upon receipt of written demand, signed by the City Engineer of the City of Arvin, the undersigned shall immediately pay said funds or such amount thereof as shall be set forth in said demand, to the Finance Director of the City of Arvin to be used for the purpose set forth above.

The undersigned further agrees that it shall hold said funds to the credit of the loan commitment account of _____ (Company Name), for the uses and purposes herein set forth, until such time as it receives written notice signed by the Public Works Director of the City of San Luis Obispo authorizing the release of said funds.

It is specifically recognized and understood and agreed to by the undersigned that the full amount of monies, as set forth above, are to be maintained in said account at all times during the duration of this obligation and that any reduction or release in the fund amount to be maintained will only be done in accordance with Section 66499.7 of the Government Code of the State of California.

By execution and delivery of this Irrevocable Commitment of Funds to the City of San Luis Obispo, the undersigned financial institution is relieved of any and all liability to said _____ (Company Name) except as herein specifically set forth.

Attachment: FMM 2018 - City of Arvin-10-16-18 (Update of Financial Manual)

Construction Security Deposits

Exhibit B-2

Dated at Arvin, California, this _____ day of _____, 20____.

Bank of America
Arvin, CA

BY: _____
Authorized Signature for Bank

Address to which notices to Bank should be sent:

Name of Bank
Street Address
City, State

The undersigned hereby agrees to all the terms and conditions of the foregoing Irrevocable Commitment of Funds and releases the financial institution executing said Irrevocable Commitment of Funds from all liability except as therein specifically set forth.

Dated at Arvin, California, this _____ day of _____, 20____.

Company Name

BY: _____
Authorized Signature for Company

Construction Security Deposits

Exhibit C



Issued to:
 The City of Arvin, Payee
 (hereafter "City")
 by

FOR CITY FILING:

_____, maker(s)
 (hereafter "Maker")

who, in consideration for the City issuing a permit or contract involving a construction project under the regulatory control of the City, do(es) hereby promise to pay to the order of the City, upon demand, the sum of

_____ dollars (\$ _____).

FURTHER, the makers hereto waive notice of dishonor, presentment and protest prior to collection on this note.

It is the intention of the parties hereto that this Note constitute a negotiable instrument under Division 3 of the California Commercial Code. While this Note is given by the maker as security for an act or work on a particular construction project, demand for payment is not in any way conditioned upon a failure of performance or governed by any other agreement between the maker and the payee.

_____, Maker
 Date _____

_____, Maker
 Date _____

WITNESS _____ Date _____ (if signed at city counter, a city employee shall sign here, otherwise the note must be notarized)

If this Note is signed by an officer on behalf of a corporation, the following must also be completed.

_____, Maker
 Date _____ As an Individual and not as a Corporate Representative

WITNESS _____ Date _____

Construction Security Deposits

Exhibit D**CITY LETTERHEAD**

October 27, 1990

XYZ Enterprises
120 North Street
Cambria, CA 93444

SUBJECT: *COMPLETION OF IMPROVEMENTS*

Dear Mr. Smith:

On August 25, 1990, you agreed to complete the installation of landscaping at 1234 Restful Drive within 90 days. This time period expires November 23, 1990. If the work has not been completed by this date, we will refer this to the City Attorney for action to collect on your [Certificate of Deposit or Letter of Credit].

If the landscaping has been installed, please contact Mary Smith at 781-7170 so that she may inspect the property to verify that the work has been completed as required. After verification, we will release your [Certificate of Deposit or Letter of Credit].

Sincerely,

Joe Doe
Public Works cc:

Mary Smith

Construction Security Deposits

Exhibit ECITY LETTERHEAD

November 5, 199X

XYZ Enterprises
120 North Street
Cambria, CA 93444

SUBJECT: RELEASE OF GUARANTEE AND SECURITY

The improvements required at 1234 Restful Drive have been completed and accepted by the City. Accordingly, the release of your Certificate of Deposit in the amount of \$20,000 is hereby authorized for release.

Please contact Mary Smith, at 781-7170 to arrange for the return of your Certificate of Deposit. If we do not hear from you within the next ten days, we will simply mail the Certificate of Deposit to you.

Sincerely,

Joe Doe
Public Works

cc: Mary Smith, Project Manager

Section 701-Admin Policies – Financial Operations

The purpose of this section is to provide key excerpts of existing administrative policies and procedures that affect the City's financial operations.

Areas currently covered include:

- Mail processing guidelines (Section 715)
- Copying management policies (Section 725)
- City Manager Report preparation (Section 735)
- Grant management policy adopted by the Council on August 16, 1994 (Resolution No. 8322) (Section 740)
- Employee use of City property (Section 750)
- Donation policy (Sections 760)
- PEG access funds policy (Section 770)

City Manager Report Preparation

OVERVIEW

The purpose of these guidelines is to set forth standards, responsibilities and procedures for processing postal service mail.

RESPONSIBILITIES

In-House Mail Processing

- The Police Department is responsible for in-house processing of postal service mail at the Police Station.
- The City Clerk is responsible for in-house postal service mail for all other departments.
- Departments are responsible for dropping-off and picking-up postal service mail at City Hall.

ACCOUNTING FOR MAILING COSTS

- **In-House Mail Processing.** The Support Services budget managed by the City Clerk is responsible for all general postage costs for normal services. The cost for any “very large” mailings that should otherwise be processed through USPS will be charged to the initiating department. (Note: As discussed above, any mailings of 100 pieces or more require prior arrangements with the City Clerk.

City Manager Report Preparation
Section 725-Copies - Policy

OVERVIEW

This policy addresses the City of Arvin’s document reproduction program, both in- house and off-site. The purpose of the policy is to ensure that documents are reproduced in an efficient and effective manner. The policy will take effect upon approval of the City Manager, and will be reviewed whenever the off-site copy contract is renewed. The policy will be administered by the Department of Finance & Information Technology (IT).

POLICY

A. In-House Copying Volume Guidelines

Generally, it can be more cost effective to send copying services to off-site copying services. Therefore, copying of documents requiring 10 or more copies of a single sheet and not needing the copies for 6 to 24 hours, should be sent out. Labor, equipment and maintenance factors make this more economical and efficient. For immediate copying needs, the City will provide for a least three operational levels of walk-up copiers for use within individual department and divisions as set forth below:

| | |
|----------------|--------------------|
| Large Copiers | 50 copies or under |
| Medium Copiers | 30 copies or under |
| Small Copiers | 10 copies or under |

B. Acquisition of In-House Copiers

1. Funding for all copier acquisitions will come from either Capital Improvement Plan or the Support Services operating program, consistent with Financial Plan policies.
2. During the analysis of copier needs and bid evaluations, cost will only be one factor among many to be considered.
3. The choice of lease, rent, lease/purchase or purchase will be used for each copier acquisition as best benefits the City in each situation.
4. The Department of Finance & IT will establish and administer a replacement cycle policy for all copiers.

C. Standard Specifications for Copiers

There are four levels of copiers which will be considered for use by the City. At the time that need of a new copier is established, an analysis of the specific user requirements will be done to determine which category is appropriate. The levels are:

1. **Very High Speed Volume.** Target use: centralized copy services for City-wide copying. Target volume per month: 50,000 copies and up. As long as the City makes extensive use of off-site copying, it is unlikely that there would be an on-site need for this level of copier.

City Manager Report Preparation

2. **High Speed Volume.** Target use: central copy site for large number of users; multiple divisions and department; high volume and quick turnaround time needs. Target City volume per month: 25,000 to 50,000 copies. Industry rating: 50,000 copies/month.
3. **Medium Volume.** Target use: divisional or isolated site main copier. Target City volume per month: 5,000 to 25,000 copies. Industry rating: 30,000 copies/month.
4. **Low Volume.** Target use: secondary copier in department or site with high demand for more than one copier, or an isolated site with the need for very simple single sheet copying. Target City volume per month: up to 5,000 copies. Industry rating: 10,000 copies/month.

D. Management and Operation of In-House Copiers

1. **Management.** The City Clerk will manage the City's on-site copy equipment. This includes developing copier policies, receiving new copier requests, coordinating the analysis and procurement of any and all copiers, coordinating trouble calls, managing maintenance agreements, monitoring copier usage and coordinating key operators.
2. **Maintenance.** All copiers owned, leased, or rented by the City will be covered by a third party maintenance agreement provided by a vendor certified to work on the specific machine's brand.
3. **Operation.** Each copier will have at least one "key operator" appointed by the Department Head of the department, division, or site, who is the main user of the equipment. The key operator will be thoroughly trained in the use and routine maintenance of the copier, and will be responsible for:
 - a. Performing routine weekly maintenance and cleaning.
 - b. Serving as the user's main contact for problems encountered with the equipment.
 - c. Calling the maintenance vendor for service when problems are encountered.
 - d. Informing the Department of Finance & IT of severe or repetitive equipment problems.
4. **Supplies.** The City Manager will designate a department responsible for bulk ordering of consumable supplies such as paper and toner. ALL copier sites will use supplies ordered by this department. Each site's key operator will be responsible for arranging delivery of supplies to their copier.

E. Management of Off-Site Copy Contract

The City Clerk will be responsible for implementing and administering the off-site copy contract.

City Manager Report Preparation

Section 735-City Staff Report Preparation

OVERVIEW

The City Staff Report format and review process should be used whenever this level of approval is required to authorize an administrative decision or action with significant management or policy implications. Examples include approving bid or request for proposal (RFP) documents, awarding contracts and purchase orders, and approving other policy items such as department organization changes, position reclassifications, filling vacant positions if a “hiring freeze” is in effect and budget amendment requests if they require City Manager approval.

CITY STAFF REPORT PROCESS

Attached is a sample City Staff Report, which should accompany all:

- Clearly identify reports or documents requiring the City Council’s approval.
- Summarize key information regarding the request.
- Ensure that any required supporting documentation is provided.
- Facilitate report review and routing.
- Reduce report preparation efforts.

As discussed below, completing this form may be the only “report” preparation required in many circumstances.

Form Overview

This one-page form is has the City logo and is addressed to the City Council. Since it is a simple one-page document that uses standard bond paper, copies can be easily made by the department.

Preparation and Processing Guidelines

Completing this form is largely self-explanatory. The following highlights key concepts in the City Manager Report process.

- Although the City Staff Report should be used for significant policy approvals by the City Council, its largest use is in conjunction with the City’s formal bid or RFP process.
- Initiating departments are responsible for using good judgment in determining when review and coordination are necessary.
- Reviews of the report are made by the Finance Director, the City Attorney, the City Clerk and the City Manager before it can be placed in the Council Agenda.
- Administration is responsible for distributing reports as appropriate after they are approved.

CITY STAFF REPORT FORMAT AND CONTENTS

Format

City Manager Report Preparation

See the attached example for the format used in order to present a consistent format for the City Council.

Contents

Whenever a formal City Manager Report is required, it should include the same information organized in the same manner as Council Agenda Reports summarized as follows:

- Subject
- Background/Discussion (with appropriate sub-headings if necessary)
- Report-in-Brief (if the report is over five pages long)
- Alternatives (when appropriate)
- Fiscal Impact
- Recommendation

No approving signature lines are required.

Sample City Staff Report



CITY OF ARVIN

Agenda Report

Meeting Date: 9-15-2015

| | |
|-----------------|--|
| TO: | City Council |
| FROM: | Robert D. Ruiz, Finance Director |
| SUBJECT: | Adoption of a Resolution to authorize the Staff to file a claim with KernCOG for Transportation Development Act (TDA) funding for Streets and Roads Maintenance for the FY: 2013-2014 and FY: 2014-2015. |

Background/Discussion:

City of Arvin provides streets and roads for the Citizens of the City of Arvin. As such, these roads and streets require regular maintenance, which includes such items as filling potholes up to replacing sections of a street. This is done to preserve the quality of these streets and roads.

TDA is a funding source for the development and support of maintaining our public transit needs that exist in California. TDA provides two major sources of funding. Local Transportation Fund and State Transit Assistance Fund. TDA Funds are distributed to KernCOG who oversees the administration and distribution of the funds to the various city and county agencies for transit operations. Excess TDA monies not used for transit, after going through an unmet transit needs process, are then available for street maintenance purposes.

Fiscal Impact:

This is a budgeted revenue item in the full amount of \$300,000.

Recommendation:

Staff recommends City council adopt a resolution authorizing the City Manager to file a claim from TDA funding for the City's streets and road maintenance projects for FY 2013-2014 and FY 2014-2015 with the Kern Council of Governments (KernCOG) for these corresponding years.

Section 740-Grant Management

OVERVIEW

With state-takeaways and continued decreases in key General Fund revenues, grant revenues have become an even more important part of the City's overall resource picture, especially in funding capital improvements. Although grant programs themselves are being reduced and becoming more competitive, actively seeking out grant revenues that assist in achieving identified City goals and objectives should nonetheless play a key role in the City's overall financial health strategies.

The purpose of this policy is to set forth an overall framework for guiding the City's use and management of grant resources.

GOALS

1. Set forth the importance of grant programs in accomplishing City goals and objectives.
2. Establish general concepts and framework for seeking and managing grant programs.
3. Identify roles and responsibilities in managing grant programs.
4. Establish criteria for evaluating the benefits and costs of grant programs.
5. Set forth the City's policy in complying with Single Audit Act requirements.

GENERAL CONCEPTS AND FRAMEWORK

1. The City will aggressively pursue grant funding from federal, state and other sources, consistent with identified City goals and objectives.
2. Aside from entitlement grants, the City should focus its efforts on securing grants for capital improvements. This approach will allow the City to compete for projects we might not otherwise be able to afford while maintaining financial independence should future grant sources diminish. Grants for operating purposes may be considered on a case-by-case basis after careful consideration of the benefits of the program and the ongoing impacts on the City if grant funding is no longer available.
3. The City will only seek grants when sufficient staff resources are available to effectively administer the program in compliance with grant requirements and successfully perform the grant work scope.

Grant Management Policy

4. Indirect costs of administering grant programs will be recovered to the maximum extent feasible.
5. Operating departments have the primary responsibility for seeking out grant opportunities, for preparing effective grant applications and for successfully managing grant programs after they have been awarded.
6. Operating departments should develop a simple system that tracks grant funding availability in their functional areas. Using this system, all capital improvement plan budget requests will evaluate and document the ability of grants to assist in funding the project.

ROLES AND RESPONSIBILITIES

City Council

1. Approves grant management policies.
2. Approves all grant applications in excess of \$5,000 and delegates receipt and contract execution to the City Manager if delegation is allowed by the grantor agency.

City Manager

1. Receives grants and executes related contract documents when delegated to do so by the Council.
2. Develops, recommends and maintains grant management policies.

Operating Departments

1. Develop systems for maintaining ongoing information regarding grant availability within their functional areas of responsibility.
2. Evaluate benefits and costs of specific grant programs on a case-by-case basis:
 - a. Purpose of the grant program and its consistency with identified City goals and objectives.
 - b. Additional staffing, office space, facilities, supplies or equipment that will be required if the grant is awarded.
 - c. Ongoing impacts of the grant program after it is completed.
 - d. Responsibilities of other departments and impacts on them in preparing the grant application or performing work scope if the grant is approved.

Grant Management Policy

- e. Amount of indirect costs to be recovered from the grant,
- f. Total program costs, including portion funded through grant revenues and any required City contribution.
- g. Source of funding for any required City share.
- h. Compliance and audit requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.

(1) Ensure that the successful bidder of a federal grant funded project is not under suspension and/or debarment. This is done by going to the SAM website and verifying that the bidder is NOT under suspension or debarment. Print out such proof and maintain in grant file.

(added as a result of Federal Single Audit finding 2017-007)

- 3. Prepare grant applications.
 - a. Work with the grantor agency in identifying special program requirements and developing strategies for preparing a successful grant application.
 - b. Complete grant application documents.
 - c. Coordinate with affected departments as necessary.
 - d. For grants in excess of \$5,000, prepare a Council agenda report requesting authorization to seek grant funding. This report should describe the grant program's conformance with this policy, including the results of the cost/benefit analysis.
 - e. For grants of \$5,000 or less, submit the grant application, subject to the following conditions:
 - It will not add regular staffing.
 - Any matching funds or in-kind contributions are already available within existing resources, and no additional appropriation of unreserved, undesignated fund balance or working capital is required.
 - At the conclusion of the grant, there will no ongoing commitments or obligations to continue the program.
 - The purpose of the grant program is clearly consistent with current City plans, policies and goals.
- 4. Administer grant programs if awarded.
 - a. For grants in excess of \$5,000, prepare a Council Staff Report accepting grant award, including grant summary form (see attached), budget amendment request and any other required City forms or documents; and coordinate execution of grant documents by the City Manager and return executed documents to grantor agency.

Grant Management Policy

- b. For grants of \$5,000 or less, execute and return grant documents to grantor agency.
 - c. Notify affected departments of grant award.
 - d. Maintain financial and other records in accordance with grant requirements.
 - e. Complete and submit required reports, including requests for funds.
 - f. Monitor grant expenditures and receipt of revenues.
 - g. Coordinate on-site management reviews by the grantor agency during the grant term.
 - h. Ensure compliance with grant requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.
 - i. Perform the grant work scope.
5. Complete grant closeout.
- a. Complete the grant work scope.
 - b. Notify affected departments that the project is completed and schedule a "close-out" meeting if necessary to resolve any final procedural issues.

(1) Within 90 days of last expenditure of grant funds, ensure that a final invoice is submitted to the grantor for payment. Finance Director to verify this process happens.

(added as result of Federal Single Audit finding 2017-007)

- c. Ensure final receipt of grant revenues.
- d. Prepare and submit any required grant close-out documents.
- e. Review grant file for completeness.
- f. Retain all necessary program and financial records for the period of time required by grantor agency.

(1) The finance department will meet on a quarterly basis to review the current schedule of grant revenue and expenses. Such schedule is the joint responsibility of the Accountant and the Grant Writer. This meeting will serve as verification that all Federal award grants are identified and will be included on the annual "Schedule of Expenditures of Federal Awards"

(added as a result of Federal Single Audit finding 2017-006)

- g. Coordinate any on-site management reviews or audits after the grant is completed.
- h. Resolve any audit findings.

Grant Management Policy

- i. Ensure that the City's policy regarding single audit act requirements is implemented as discussed below.

Department of Finance & Information Technology

1. Provides technical assistance to operating departments in preparing grant applications, submitting reports and maintaining records.
2. Coordinates preparation and distribution of single audit reports.

Other Departments

Provide assistance to the managing department as identified during the grant application and award process.

Grant Management Policy

SINGLE AUDIT ACT REQUIREMENTS

Background

The City is subject to the financial and compliance requirements of the Single Audit Act of 1984, which is applicable to all local and state governments expending more than \$500,000 in federal financial assistance during a fiscal year. The purpose of the Act is to:

1. Improve the financial management and accountability of state and local governments with respect to federal financial assistance programs.
2. Establish uniform requirements for audits of federal grants.
3. Promote efficient and effective use of audit resources.
4. Assure that federal departments and agencies rely upon and use audit work performed during a single audit rather than performing the audit work themselves.

Under this Act, federal grants are included under an inclusive single audit program that is incorporated into the City's annual audit and financial report preparation process. During the audit, tests are made to determine the adequacy of the internal control structure, including that portion related to federal financial assistance programs, as well as to determine that the City has complied with applicable laws and regulations.

City's Policy Regarding the Single Audit Approach

For federal grants included in the scope of the City's single audit approach, it is the City's policy that all financial and compliance issues have been met through the single audit, and follow-up audits to determine these issues are not necessary unless specifically related to findings or recommendations included in the single audit report. As noted above, the purpose of the Act is to establish uniform audit requirements, promote efficient use of audit resources, and assure that federal agencies rely upon audit work already completed; its purpose is *not* to audit local agencies twice. Accordingly, the City will strongly resist any efforts by federal agencies to duplicate audit work already performed in complying with Act requirements. As such, whenever federal grantor agencies request final audits, the managing department should notify the Department of Finance in order to ensure a consistent response to these types of requests.

ATTACHMENT

Grant Summary Form

Grant Management Policy

GRANT SUMMARY FORM

This form is available on the City's Intranet.

**City of Arvin GRANT PROGRAM
SUMMARY**

GENERAL INFORMATION

| | | | |
|--|-------------------------|---------------------------|------------------------------|
| Grant Title | | Grant No. | |
| | | | |
| General Description of Grant Work scope | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Granting Agency | | Agency Contact | Phone No. |
| | | | |
| Responsible Department | | Department Contact | Extension No. |
| | | | |
| Council Approval Date | Application Date | Award Date | Est'd Completion Date |
| | | | |

GRANT COST AND REVENUE SUMMARY

| Program Cost Summary | Total | Grant Portion |
|--|----------------|--------------------------------------|
| Staffing | | |
| Contract Services | | |
| Supplies & Other Operating Expenditures | | |
| Capital Outlay | | |
| Indirect Costs @ _____ % of Direct Costs | | |
| TOTAL GRANT COSTS AND REVENUES | \$ | \$ |
| How Was Grant Portion Determined? | | |
| | | |
| | | |
| | | |
| Is a Budget Amendment Request Required? | | |
| | Yes () No () | <i>If yes, it should be attached</i> |

OTHER COMMENTS (note any significant or unusual compliance requirements)

| |
|--|
| |
| |
| |
| |

Use reverse side if necessary to provide additional information

| | |
|--------------------|-------------|
| Prepared By | Date |
| | |

This form does not have to be typed - legible handwritten printing is preferred

Section 750-Employee Use of City Property

The City Code of Ethics states that *“employees should not use, for private gain or advantage, their City time or the City's facilities, equipment or supplies, nor should they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.”*

While personal use of City property is discouraged, if there is an occasion where an employee uses copiers, fax machines or makes personal phone calls, the employee must reimburse the City. Payment should be made to the cashier at your location. For use of copiers and FAX machines, payment should be made at the time of use; for telephone calls, payment should be made upon receipt of your itemized phone calls that is distributed to you monthly.

As of July 2015, the following rates for reimbursement should be used for both employees and the general public:

| | |
|-------------|---------------------|
| Copies | \$.50 per copy |
| FAX | \$1.00 per page |
| Phone calls | Actual cost of call |

Section 760-Investment Policy

INVESTMENT PROCEDURES - SUMMARY

The Director of Finance reviews the City's cash balances on a daily basis. As necessary, cash is transferred between bank accounts, to and from the state's Local Agency Investment Fund, or securities are purchased based on established criteria in accordance with City Council Investment Policy of City Funds.

INVESTMENT PROCEDURES - DETAIL

PURPOSE

This statement is intended to provide a guideline for the prudent investment of funds and to outline the policies for maximizing the efficiency of the City of Arvin and its components units ("Entity") cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled funds. This investment policy has been prepared so as to be in conformance with all pertinent existing laws of the State of California for General Law cities.

OBJECTIVE

The goal of the City's investment policy is to enable the City to invest funds to enhance the economic status while protecting its pooled cash. The city attempts to obtain a market rate of interest without assuming undue risk to principal. The objective of such investments is:

- 1) Preservation of capital with maintenance of liquidity; and
- 2) Competitive rate of return.

DELEGATION OF AUTHORITY

The authority of the legislative body to invest or to reinvest funds of the Entity is delegated to the City Finance Director in accordance with State Statutes and Council resolution.

INVESTMENT RESPONSIBILITY /REPORTING

Investments are the responsibility of the City Finance Director. He shall be responsible for reporting the status of investments to the City Council and the City Manager on a quarterly basis. In addition, to be in compliance with the California Government Code, a report will be submitted to City Council not later than thirty (30) days after the end of the quarter which shows the type of investment, institution, cost, par, market value, interest rate, date of maturity, and source of market value for all investments of more than twelve months. The report will contain a certification regarding the compliance of investments with the Entity's investment policy and disclosure regarding the availability to provide sufficient liquidity to meet six months of estimated expenditures.

PRUDENCE

The standard of prudence to be applied by the City Finance Director shall be the "prudent investor" rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence description and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived." The prudent investor rule shall be applied in

the context of managing the overall portfolio.

INVESTMENT CRITERIA

Criteria for selecting investments and the order of priority are:

1. SAFETY

The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The City only operates in those investments that are considered secure.

2. LIQUIDITY

This refers to the ability to “cash in” at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality especially when the need for unexpected funds occurs occasionally.

3. YIELD

Yield is the potential dollar earnings an investment can provide and sometimes is described as the rate of return.

INVESTMENT INSTRUMENTS

California cities may invest in any instrument allowable under current legislation of the State of California (Government Code Section 53600 et al.) so long as the investment is appropriate when the City’s investment objectives and policies are taken into consideration. Currently, the following investment types have been selected as permissible investments for the Entity:

| | Max Maturity | Max % of Portfolio | Max Invest In One Issuer |
|--|-----------------|--------------------------|--------------------------------|
| • US Treasury Obligations (bills, Notes and Bonds) | 5 Years | None | None |
| • US Government Agency Securities and Instrumentalities of Government Sponsored Corporations (except inverse floating rate securities and other derivative products) | 5 Years | None | None |
| • Banker’s Acceptances | 180 | 40% | 30% |
| • Commercial Paper Rated “Prime-1” by Moody’s and “A-1” or better by S&P | 270 Days | 25% | 10% |
| • Investment Contracts | 30 Years | None | None |
| • Time Certificates of Deposits | 3 Years | None | 10% |
| • Negotiable Certificates of Deposits | 5 Years | 30% | 5% |
| • Certificates of Deposits | 3 Years | None | 10% |
| • Repurchase Agreements | 92 Days | 20% | 10% |
| • Mortgage Pass-Through Securities | None | None | None |
| • State Bonds or Notes | 5 Years | None | 10% |
| • Municipal Bonds or Notes | None | None | None |
| • State Bonds or Notes | None | None | None |
| • Money Market Funds | N/A | 15% | 10% |
| • Local Agency Investment Fund (LAIF) | N/A | None | \$50 Million |

| | | | |
|--|------|------|-----|
| • Investment Trust of California (Cal Trust) | N/A | None | 10% |
| • Municipal Bonds or Notes | None | None | 10% |
| • Joint Powers Investment Pool (Cal TRUST) | None | None | 10% |
| • JPA Pool (other investment pools) | None | None | 10% |
| • CSJVRMA Invest Pool (Chandler) | None | None | 10% |

MATURITY LIMITATIONS

Every investment instrument purchased must have a term remaining to maturity of less than five years, unless the investment is for bond proceeds for the reserve fund or funded/capitalized interest fund or the City Council has granted express authority to make that investment either specifically or as part of an investment program approved by the City Council no less than three months prior to the investment. The average maturity of the City’s total portfolio is to be managed so that money is always available when needed.

1. Purpose

This Investment Procedures Manual is intended to document the internal procedures that are used to implement the City’s Investment of Funds.

2. Worksheet

The Director of Finance shall be responsible for maintaining the Excel spreadsheet called Cash & Investments, which calculates the daily book balances of the City’s General Checking Account, and the Investment Portfolio.

The General Checking Account is the operating account where all of the receipts of the City are deposited and all of the accounts payable are disbursed from. This account is also the “parent” account to the specialized “zero balance account” (ZBAs) maintained by the City, which is the payroll account. ZBA means that at the end of each banking day the City’s bank automatically transfers all money deposited into a ZBA account to the General Account, and conversely transfers from the General Account to a ZBA account the funds needed to cover all disbursements from a ZBA account. Therefore, at the end of each banking day, only the General Account has funds in it, and all ZBA account has a zero balance.

Every morning, the Finance Director must log on to City’s bank account for the General Account information, as well as lists of all ZBA transfers to/from the General Account. The information from these reports is then entered on Excel spreadsheet for deposits, ZBA transfers, and returned checks. Wires and other transfers in and out of the General Account (such as revenue from the State or debt service wires) are also verified and entered (if not previously entered). ZBA activity is also entered on a separate spreadsheet also located in the Excel file.

Wires and other transfers in and out of the General or Custody Account, and investment transactions are entered as soon as the information is available.

3. Calendar of Cash and Investment Activity

The Director of Finance is responsible for keeping a calendar of all major scheduled cash and investment activity for the calendar year. An entry is made on each day that has anticipated cash or investment activity, as soon as that activity becomes known, showing the activity description and the

amount (if known). The following are the items to be posted on the calendar:

- a) Investment purchases, sales, calls, and maturities.
- b) Payroll disbursements.
- c) Accounts payable check runs.
- d) Property tax receipts (including redevelopment tax increment).
- e) Sales tax receipts.
- f) Motor vehicle in-lieu receipts.
- g) Highway users tax receipts.
- h) Debt service payments.
- i) Any other large receipts or disbursements scheduled in advance.

4. Cash Available for Investment

The Director of Finance must review the cash balances and investment portfolio daily to determine how much is available for investment. Items to be reviewed should include:

- a) Balance in General Account.
- b) Outstanding checks in all accounts.
- c) Holds placed by bank on deposits (shown as “float” on daily report from bank).
- d) Balance in Custody Sweep Account.
- e) Balance in Local Agency Investment Fund (LAIF).
- f) Cash flow data.
- g) Investment purchases, sales, maturities and calls.
- h) Current receipts and anticipated large receipts shown on calendar.
- i) Current disbursements and anticipated large disbursements shown on calendar.

5. Development of Investment Strategies

The City Manager and Director of Finance shall meet periodically to determine the City’s investment strategies. The following factors shall be considered while developing the strategies:

- a) City of Arvin’s Investment Policy.
- b) Cash flow data, including maturing investments.
- c) Yield curve.
- d) Current portfolio structure.
- e) Market information from various sources.

These factors should be evaluated within the overall context of passive portfolio management, although selective active management may occasionally be utilized.

6. Investment Selection

Information on possible investment types, yields, and maturities is obtained by the Director of Finance from various sources, including:

- a) Authorized brokers.
- b) Business publications.
- c) The internet.

- d) Data services, such as Bloomberg.

7. Purchasing an Investment

If purchasing an investment through a broker, the broker must be approved by the Director of Finance, as specified in the City's Investment Policy. The Director of Finance should be as specific as possible in requesting offerings from brokers. The following must be determined prior to contacting brokers or direct issuers:

- a) Settlement—cash, regular (next day), corporate (3 business days) or when-issued if a new issue.
- b) Amount—either par value or total dollars to be invested.
- c) Type of security to be purchased, or type to be excluded.
- d) Targeted maturity, or maturity range.
- e) Time limit to show offering—5 minutes, 15 minutes, etc.

The Director of Finance shall select the investment that meets all the criteria of allowed investments as specified in the City's Policy and that best meets the City's needs for safety, liquidity, and yield. After the selection is made, the Director of Finance will advise the successful provider that their offering has been selected for purchase.

After consummation of the transaction, and prior to settlement, the Director of Finance should receive the following by fax or email, if a security is being purchased through a broker:

- a) A trade ticket.
- b) A Bloomberg security description printout.
- c) If the security is callable, a Bloomberg call schedule printout.

If the security is being purchased directly from an issuer (for example, commercial paper purchased directly from the issuing company), a faxed confirmation should be requested from the issuer containing the following information:

- a) CUSIP number.
- b) Settlement dollar amount.
- c) Settlement date.
- d) Maturity date.

If the investment is a deposit to or withdrawal from LAIF, a LAIF transaction form must be completed.

The Director of Finance must verify that all written documentation of a trade that the City receives from a broker or direct issuer agrees with the City's records.

8. Selling or Swapping an Investment

Before a security can be sold (not including withdrawing funds from LAIF or a money market account) or swapped, the reason for the sale or swap should be discussed by the City Manager and the Director of Finance. The City Manager must approve the sale or swap before the transaction occurs.

9. Settlement & Follow-through

The Director of Finance must enter the transaction information into the investment management software used by the City (currently Excel) and print out a transaction confirmation. LAIF transactions, however, do not require this confirmation. This transaction confirmation must be given to the City's Accountant for recording.

The Director of Finance must make sure that the funds needed to purchase a security are either already held by the custodian or are wired to the custodian on the settlement date.

The custodian must notify the City Manager or Director of Finance if a trade fails. In this event, the Director of Finance must follow through until all problems are resolved with the trade.

For purchases (excluding LAIF), the Director of Finance must fill out an Investment Purchase Approval form and attach copies of all relevant documents, including trade tickets and Bloomberg security descriptions. For sales (excluding LAIF), the Director of Finance must complete an Investment Sale Approval form and attach any relevant documents. These forms and attachments must be submitted to the Director of Finance for review and signature. In the absence of the Director of Finance, the City Manager should review and sign the transaction.

All transactions, including LAIF deposits and withdrawals, must also be entered on the Excel Spreadsheet.

10. Monthly Reports & Reconciliations

After each month-end, the Director of Finance must obtain the estimated market value of all securities owned by the City at month-end. The City currently receives month-end statement from each of its investment entities. Any earned interest must be posted to the Fund Balance General Ledger System.

The LAIF average interest rate for the month can be obtained by either calling LAIF or going to the website <http://www.Finance Director.ca.gov/pmia-laif/laif.asp>. The actual amount of interest posted quarterly to the City's LAIF account can be obtained from the mailed notice received from LAIF, or by calling LAIF. These interest rates and dollar amounts must be posted to the investment management software. The quarterly interest amount must also be posted to the Excel Spreadsheet.

After all market values, interest amounts received, and interest rates are entered into the investment the spreadsheet, the monthly reports must be run. These reports include:

- a) Portfolio Summary
- b) Amortization Schedule
- c) Accrued Interest
- d) Interest Earnings
- e) Interest Received

Using the information from these reports, the Director of Finance's Cash Report for the month is prepared.

A City Council Agenda Report must be prepared for the Director of Finance's Cash Report, and the

entire package must be submitted to the City Manager for review and approval. After approval, the package is sent for inclusion on the consent calendar of the specified City Council meeting.

11. Investment Policy Review

At the beginning of each calendar year, and any other time a change in state law or other circumstances warrant a review and possible change to the City's Investment Policy, the City Manager and Director of Finance shall discuss possible policy changes. Any suggested changes must be presented to the Investment Advisory Committee if any. The Committee may also recommend additional changes to Policy. After discussion and approval by the Committee, either the City Manager or the Director of Finance shall prepare a City Council Agenda Report listing all changes recommended by the Investment Advisory Committee. This Agenda Report shall be included in the specified City Council meeting.

Section 770-Credit Card Acceptance from Public

OVERVIEW

In April of 2015, the City Manager approved the public use of credit cards to pay amounts due the City for Permits, Police citations, business licenses and dog licenses. There is no limit to the amount that may be used to pay for amounts due to the City, but any amounts above \$3,000 will be charged and additional 2.5% of the charge to cover the merchant service fee being charged to the City.

GOALS

1. Establish positive customer service relationships by using current technology allowing customers to pay their amounts due to the City.
 2. Increase cash flow to the City.
-



CITY OF ARVIN Staff Report

Meeting Date: October 16, 2018

TO: City Council

FROM: Jerry Breckinridge, City Manager
Jerry Breckinridge, City Manager

SUBJECT: Approval to Remove the 2017 Merit Pay Freeze for Non-Represented Employees

BACKGROUND:

In the City of Arvin the annual salary schedule adopted each year contains the lower and upper range of the salary and “steps” in 5% increments. Per the MOU Represented employees receive step increases of 5% following a satisfactory evaluation. Non-represented employees receive step or “merit” increases which also follow a satisfactory evaluation and are usually 5%, but they are not guaranteed by a contract.

Just over a year ago the City Council was presented with notice of a budget deficit and an overview of proposals to reduce the deficit. One of those proposals was to freeze merit pay for non-represented employees. On November 7, 2017, the Council approved the freezing of merit pay as a means of reducing the budget deficit. Management positions were reduced by 25% due to lay offs associated with two positions. The City also engaged in a series of austerity measures to address deficit issues.

The freezing of merit pay did not affect step increases in any represented positions, nor were any represented positions laid off as part of the austerity efforts. Additionally, no budget reduction strategies involving concessions from labor organizations have been finalized at this time.

As a result of the austerity measures and salary savings from vacant positions, as well as slightly higher than projected tax revenues, etc., the City’s overall financial health has started to improve although much work remains to be done. No layoffs are anticipated, and all currently-filled positions are fully funded in the recently-approved budget. However, with the improving economy, salaries have become very competitive for management-level positions. The City also has a history of turnover at the management level which has affected operations. To reduce the likelihood of future turnover, as well as to keep a balanced playing field for all employees during the pendency of discussions with labor organizations, the City Manager recommends the Council remove the freeze on merit increases for non-represented employees.

The City has been in negotiations with SEIU and APOA for over one year on expired contracts, which are expected to resume now that the latest audit has been completed. During this time, represented employees have been receiving 5% step increases, and allowing merit increases for the same period of time would level the playing field and promote retention. If the freeze is removed, any concessions from labor organizations may necessitate re-visiting the merit pay issue in the future to promote equivalent treatment for all City employees.

FINANCIAL IMPACT:

There are four non-represented positions in the City. Lifting the freeze is estimated at \$8,000.00 for the remainder of the fiscal year and thus will have a minor impact on the budget due to vacancies and other cost-savings.

RECOMMENDATION:

Remove the merit pay freeze for non-represented employees.



**CITY OF ARVIN
Staff Report**

Meeting Date: 10-16-2018

| | |
|-----------------|---|
| TO: | City Council |
| FROM: | Jerry Breckinridge, City Manager |
| SUBJECT: | Adoption of New Director Administrative Services Job Description and Related Salary Schedule |

BACKGROUND

The job description being presented today is for a new Director of Administrative Services position along with its corresponding pay range. This position is a reclassification of the current Human Resources Administrator position and expand the role to provide administrative oversight of the Community Development Department. The Human Resources Administrator has been providing oversight for the Community Development Department since March 8, 2018.

The new position job description and updated salary step schedule are attached in Schedule A.

RECOMMENDATION

1. The City Council authorizes to eliminate the Human Resources Administrator job classification from the classification schedule and replace with the Administrative Services Director position.
2. The City Council authorizes to reclassify the current Human Resources Administrator to the Administrative Services Director position including adoption of the new job description and corresponding salary range.

FISCAL IMPACT

The total cost of upgrading the Human Resources Manager position to that of Administrative Services Director for the remainder of Fiscal Year 2018-2019 (nine months) is \$21,014. As the Administrative Services Director is expected to be involved with Grant Management and Administration in addition to other responsibilities, it is expected that most if not all of this increase can be allocated to non-general fund sources, thus having minimal impact to the General Fund for FY 18/19.

ATTACHMENTS

Job Description, Step Schedule, Updated Organizational Chart

1. Director of Administrative Services Non-represented, Dept Head, Confidential



City of Arvin

Director of Administrative Services

DEFINITION

Under the general direction of the City Manager, plans directs, manages and oversees the activities and operations of Administrative Services including Human Resources, Workers Compensation, Risk Management, Safety, and other assigned divisions and/or departments

DISTINGUISHING CHARACTERISTICS

This single position class has responsibility for the overall administration and coordination of the Human Resources functions including, but not limited to, recruitment, selection, classification, wage and salary administration, workers' compensation and other risk management activities, employer-employee relations, labor negotiations, training, and related functions and other assigned divisions. The position performs complex analysis, prepares reports and policy implementation documents, exercises discretion and good judgment, communicates with tact and diplomacy, utilizes leadership skills, and establishes effective relationships with a variety of groups and individuals. The incumbent will serve as the chief negotiator and primary point of contact for addressing union issues. The incumbent is accountable for accomplishing all department and assigned division goals, and for furthering City goals and objectives within general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following)*

Human Resources & Risk Management

- Assume full management responsibility for all department services and activities including planning, organizing and directing all internal support functions for all the divisions within Administrative Services; recommend and implement policies and procedures.
- Manage the development and implementation of goals, objectives, policies and priorities for each assigned service area.
- Handle union issues pertaining to the City's two represented groups; serve as lead negotiator for current and future memorandum of understanding (MOU) issues; resolve employee relations issues related to contract interpretation.
- Address employee relations issues; consult with managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations and provisions of the MOUs; provide information and assistance to departmental personnel regarding employee evaluations, disciplinary actions, and other employee relations issues.

- Coordinate and implement recruitment and selection activities including announcement development, application screening and evaluation, examination selection and development, and candidate certification.
- Conduct and implement classification, reclassification, and organizational studies; evaluate and determine appropriate classifications and structures; prepare written reports and recommendations; develop new and revise existing classification specifications.
- Conduct wage, salary and benefit studies and surveys for the purpose of compensation administration and bargaining unit negotiations; compile data and prepare written reports including recommendations for action.
- Administer the City's Workers' Compensation program to include claims processing and preventative activities (e.g., training and audits); conduct investigations; prepare reports for insurance carriers; represent the City at related hearings.
- Manage medical leaves (industrial and otherwise), ensuring compliance with relevant federal and state leave laws and City policy; develop and administer return-to-work plans; conduct interactive processes and formulate and implement accommodations as needed.
- Consult with managers and supervisors regarding job performance and workplace behavioral standards and expectations, and coach City leadership through feedback communication about expectations and observations; monitor performance improvement conversations and documentation processes.
- Conduct and/or coordinate implementation of intra/interdepartmental training programs and activities.
- Conduct research, analyze data, and prepare written and statistical reports and recommendations for a variety of human resource issues and topics; make oral presentations as required to a wide variety of audience types (city council, employee groups, supervisors, etc.).
- Update and revise policies and procedures, written directives, rules, and regulations and various employee materials as appropriate.
- Conduct new employee orientation and exit interviews; ensure proper applicant notification.
- Respond to public inquires in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Attend and participate in professional group meeting; stay abreast of new trends and innovations in the field of human resources administration.
- Perform related duties as requested.
- Administers Risk Management and insurance programs to include Workers' Compensation, General Liability, and Property/Vehicle Damage and has the responsibility of minimizing the adverse effects of losses to the City

General Management

- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources

accordingly within assigned divisions including, but not limited to Community development: building, planning and engineering and grant writing.

- Plan, direct and coordinate, through subordinate level staff, the Administrative Services in assigned divisions; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Prepare and present written and oral reports on Administrative Services related issues
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department and City-wide budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify and defend departmental programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Manage the grant writing function to ensure alignment with City goals
- Represent assigned functional areas to elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Manager, participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Provide staff support to assigned boards and commissions.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration, risk management and human resources.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Promotes economic development initiatives and advocated for programs for community and economic development
- On a continual basis, identify areas for citywide process improvement and develop strategies to effectively streamline procedures in order to minimize errors, increase effectiveness and enhance customer service delivery
- Initiates and oversees the establishment of integrated strategies, plans, and programs designed to ensure that all communication and public relations efforts are cohesive, consistent and effective in supporting the mission and advancement goals of the organization.
- Perform related duties as required.

REQUIREMENTS

Knowledge of

- Principles, practices and procedures of human resources administration in the areas of employment, compensation and classification, workers' compensation, employee development, training, labor relations, negotiation processes, performance management and discipline, and benefits administration.
- Principles of city government organization, functions, and management.

- Basic principles and procedures of record keeping; principles and practices of good customer services.
- Resources to sustain current understanding of modern trends and legal issues in the field of human resources management.
- Methods and techniques of research and analysis.
- Office procedures, methods, and equipment including computers, Microsoft Office applications, and other relevant software applications.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of public administration principles and methods.
- Principles of management and supervision of employees.
- Basic principles and procedures of record keeping; principles and practices of good customer services.
- Methods and techniques of research and analysis.
- Citizen involvement techniques and practices
- Office procedures, methods, and equipment including computers, Microsoft Office, Excel, and other relevant software applications.

Ability to

- Perform administrative function and perform planning, organizing, staffing
- Read, understand and interpret State, Federal and County laws pertaining to planning
- Write clear, concise and accurate reports, agendas, correspondence, resolutions, contract and agreements
- Prepare and present technical information at public meetings, to boards and commissions
- Develop administrative policies and procedures
- Communicate verbally and in writing with people of various educational and socioeconomic backgrounds in a tactful and courteous manner
- Develop and implement goals, recommend policies and internal controls
- Analyze complex technical and administrative problems
- Perform professional human resources work with minimum supervision.
- Exercise independent judgment and personal initiative; effectively manage highly sensitive information.
- Collect, compile, and analyze information and data; prepare complete and accurate analyses, and write clear and logical reports providing recommendations in a variety of administrative areas.
- Work tactfully with and win confidence and cooperation of other departmental personnel, the public, and outside agencies and organizations.
- Understand and assess needs and strengths of others for the purpose of coaching and counseling employees and the management team.

- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws and regulations.
- Formulate and conduct presentations to employees, supervisors, and department managers.
- Plan and organize work to meet changing priorities and deadlines.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiation
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Read, speak, write, and comprehend English (and preferably Spanish) at a level necessary to carry out the essential functions of the position to explain complex policies and instructions in plain language and communicate effectively with the public, elected officials, executives, other departments, agencies, and government organizations.
- Act as a liaison to local, state and federal agencies, boards, etc.
- Establish and maintain cooperative working relationships with the news media, public, boards, agencies, city staff, etc.
- Make presentations to City Council

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to public human resources administration and/or public administration to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- Graduation from an accredited college or university with a Bachelor’s degree with major course work in public or business administration, human resources; industrial relations or closely related field; Masters degree preferred AND a minimum of five years of experience in progressively responsible human resources role;
- Experience with supervision or professional and support staff is a plus
- Bi-lingual Spanish a plus
- HR Certification (PHR, SHRM) highly preferred
- Experience with Lean/Six Sigma preferred

PHYSICAL 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 primarily performed indoors in a carpeted and air-conditioned office environment with natural and fluorescent lighting and moderate noise level. 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 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.

OTHER:

FLSA Status: Exempt
Reports To: City Manager
Classification: Range D
Unit: Unrepresented Confidential At Will
Approved by: City Council
Date: October 16th, 2018

CITY OF ARVIN EMPLOYEE CLASSIFICATION & SALARY SCHEDULE

Effective Dates as Listed on the Left

City Council Proposed 10/16/2018

SEIU Only - July 1, 2016

5%

SEIU Hourly Pay

Annual Salary

| Classification | Range | SEIU Hourly Pay | | | | | | Annual Salary | |
|----------------------------|-------|-----------------|----------|----------|----------|----------|----------|---------------|--------------|
| | | A | B | C | D | E | F | Step A | Step F |
| Groundskeeper I | 4 | \$ 13.05 | \$ 13.05 | \$ 13.71 | \$ 14.39 | \$ 15.11 | \$ 15.87 | \$ 27,149.16 | \$ 32,999.98 |
| Receptionist | 5 | \$ 13.18 | \$ 13.83 | \$ 14.53 | \$ 15.25 | \$ 16.02 | \$ 16.82 | \$ 27,405.47 | \$ 34,977.10 |
| Groundskeeper II | 6 | \$ 13.83 | \$ 14.53 | \$ 15.25 | \$ 16.02 | \$ 16.82 | \$ 17.66 | \$ 28,775.74 | \$ 36,725.95 |
| Bus Drivers | 8 | \$ 15.86 | \$ 16.66 | \$ 17.49 | \$ 18.36 | \$ 19.28 | \$ 20.25 | \$ 32,997.26 | \$ 42,113.80 |
| Public Works | 9 | \$ 16.67 | \$ 17.51 | \$ 18.38 | \$ 19.30 | \$ 20.27 | \$ 21.28 | \$ 34,681.72 | \$ 44,263.64 |
| Police Dispatchers | 10 | \$ 17.51 | \$ 18.39 | \$ 19.31 | \$ 20.27 | \$ 21.29 | \$ 22.35 | \$ 36,426.33 | \$ 46,490.25 |
| Animal Control | 12 | \$ 19.49 | \$ 20.47 | \$ 21.49 | \$ 22.57 | \$ 23.69 | \$ 24.88 | \$ 40,547.23 | \$ 51,749.68 |
| Community Services Officer | 12 | \$ 19.49 | \$ 20.47 | \$ 21.49 | \$ 22.57 | \$ 23.69 | \$ 24.88 | \$ 40,547.23 | \$ 51,749.68 |
| Accounting Technician | 13 | \$ 19.77 | \$ 20.76 | \$ 21.79 | \$ 22.88 | \$ 24.03 | \$ 25.23 | \$ 41,117.08 | \$ 52,476.97 |
| Police Admin Asst. | 14 | \$ 21.28 | \$ 22.34 | \$ 23.46 | \$ 24.64 | \$ 25.87 | \$ 27.16 | \$ 44,264.26 | \$ 56,493.66 |
| Accountant | 15 | \$ 23.43 | \$ 24.60 | \$ 25.83 | \$ 27.12 | \$ 28.48 | \$ 29.90 | \$ 48,730.50 | \$ 62,193.84 |
| Grant Writer | 16 | \$ 25.26 | \$ 26.52 | \$ 27.85 | \$ 29.24 | \$ 30.70 | \$ 32.23 | \$ 52,533.29 | \$ 67,047.26 |
| Public Works Supervisor | 17 | \$ 26.52 | \$ 27.84 | \$ 29.24 | \$ 30.70 | \$ 32.23 | \$ 33.84 | \$ 55,156.73 | \$ 70,395.51 |
| City Clerk | 18 | \$ 29.91 | \$ 31.41 | \$ 32.98 | \$ 34.63 | \$ 36.36 | \$ 38.18 | \$ 62,218.59 | \$ 79,408.44 |

Police Only -June 1, 2017

3%

APOA Hourly Schedule

| Classification | Range | A | B | C | D | E | F | Step A | Step F |
|----------------|-------|-------|-------|-------|-------|-------|-------|--------------|--------------|
| Officer | 13-A | 23.56 | 24.73 | 25.97 | 27.27 | 28.63 | 30.06 | \$ 48,994.94 | \$ 62,531.33 |
| Senior Officer | 14-A | 24.73 | 25.97 | 27.27 | 28.63 | 30.06 | 31.57 | \$ 51,444.68 | \$ 65,657.90 |
| Sergeant | 16-A | 27.27 | 28.63 | 30.06 | 31.57 | 33.14 | 34.80 | \$ 56,717.76 | \$ 72,387.84 |

As of July 1, 2016

5%

Mid-Manager Non-Union/Exempt Hourly Schedule

| Classification | Range | A | B | C | D | E | F | Step A | Step F |
|--|-------|----------|----------|----------|----------|----------|----------|--------------|---------------|
| Financial Analyst | 35 | \$ 26.52 | \$ 27.84 | \$ 29.24 | \$ 30.70 | \$ 32.23 | \$ 33.84 | \$ 55,156.73 | \$ 70,395.51 |
| Transportation Manager | 35 | \$ 26.52 | \$ 27.84 | \$ 29.24 | \$ 30.70 | \$ 32.23 | \$ 33.84 | \$ 55,156.73 | \$ 70,395.51 |
| Management Analyst | 40 | \$ 29.24 | \$ 30.70 | \$ 32.23 | \$ 33.84 | \$ 35.54 | \$ 37.31 | \$ 60,810.29 | \$ 77,611.05 |
| Building Official/Code Enforcement | 45 | \$ 29.33 | \$ 30.79 | \$ 32.33 | \$ 33.95 | \$ 35.65 | \$ 37.43 | \$ 60,999.12 | \$ 77,852.05 |
| Parks Manager | 50 | \$ 29.91 | \$ 31.41 | \$ 32.98 | \$ 34.63 | \$ 36.36 | \$ 38.18 | \$ 62,218.59 | \$ 79,408.44 |
| City Planner | 55 | \$ 36.02 | \$ 37.82 | \$ 39.71 | \$ 41.70 | \$ 43.78 | \$ 45.97 | \$ 74,921.60 | \$ 95,621.06 |
| Lieutenant - Police Dept. ¹ | 60 | \$ 37.58 | \$ 39.46 | \$ 41.43 | \$ 43.50 | \$ 45.68 | \$ 47.96 | \$ 78,166.48 | \$ 99,762.43 |
| City Engineer | 65 | \$ 41.25 | \$ 43.31 | \$ 45.48 | \$ 47.75 | \$ 50.14 | \$ 52.65 | \$ 85,800.00 | \$ 109,504.96 |

As of July 1, 2016

5%

Executive Tier/Exempt Hourly Schedule

| Classification | Range | Minimum | Maximum | Step A | Step F |
|-------------------------------------|----------|----------|----------|---------------|---------------|
| Director of Administrative Services | D | \$ 47.50 | \$ 61.89 | \$ 98,801.64 | \$ 128,741.13 |
| Community Dev Director | D | \$ 47.50 | \$ 61.89 | \$ 98,801.64 | \$ 128,741.13 |
| Finance Director | D | \$ 47.50 | \$ 61.89 | \$ 98,801.64 | \$ 128,741.13 |
| Police Chief | F | \$ 49.15 | \$ 68.06 | \$ 102,228.21 | \$ 141,561.00 |
| City Manager ² | Contract | | | | |

Elected Officials Monthly Schedule

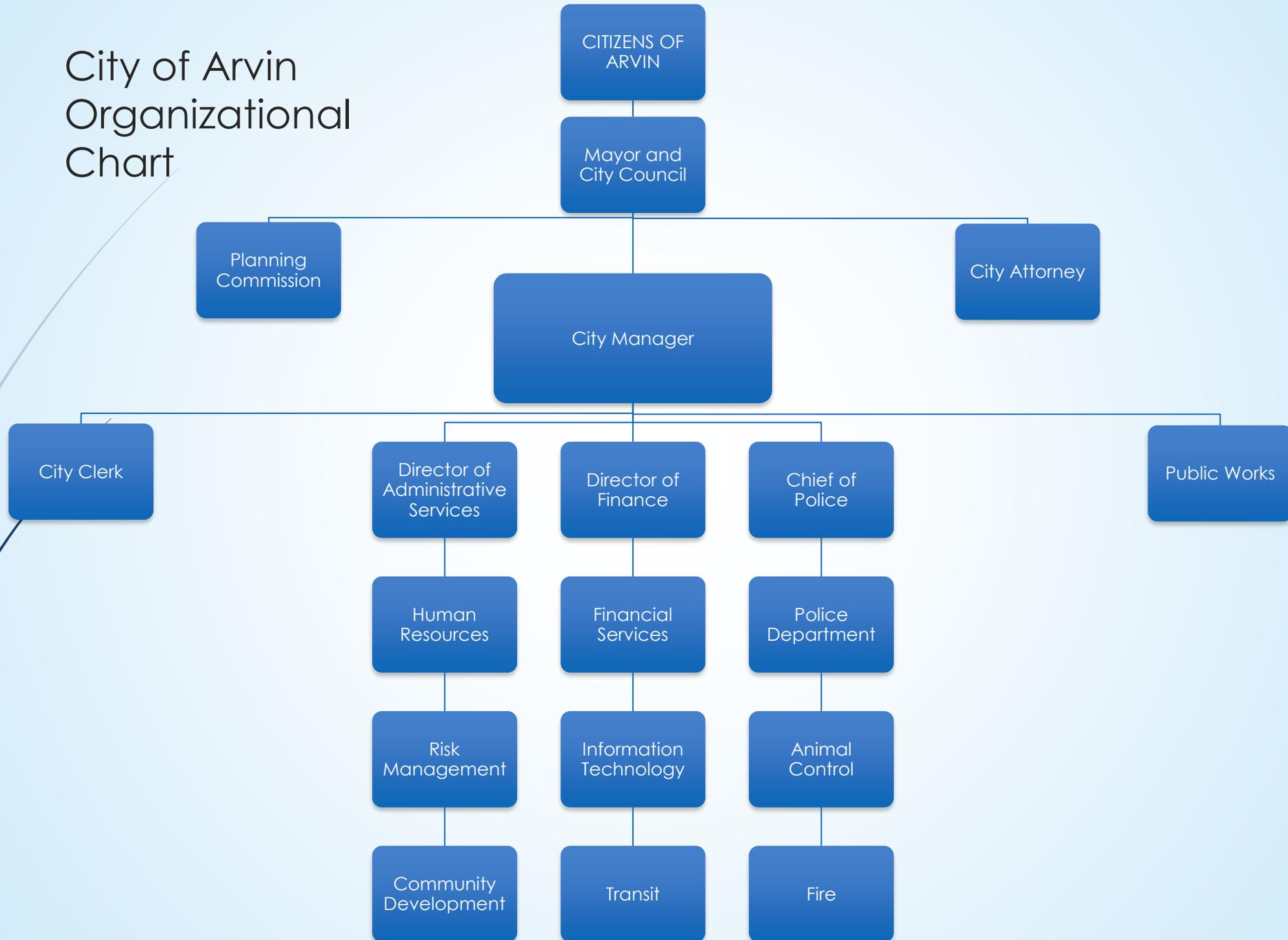
| Classification | Range | Monthly Rate | Annual |
|-----------------|-------|--------------|--------------|
| Mayor | EL-M | \$ 900.00 | \$ 10,800.00 |
| Mayor Pro Tem | EL-C | \$ 300.00 | \$ 3,600.00 |
| Council Members | EL-C | \$ 300.00 | \$ 3,600.00 |

¹ The LT position will receive the same COLA increase as the APOA.

² This position is under separate contract. Salary and benefits are stated in the contract.



City of Arvin Organizational Chart





CITY OF ARVIN
Staff Report

Meeting Date: October 16, 2018

| | |
|-----------------|---|
| TO: | City Council |
| FROM: | Jake Raper, City Planner Jerry Breckinridge, Interim City Manager |
| SUBJECT: | A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARVIN INITIATING GENERAL PLAN AMENDMENT FROM LOW DENSITY RESIDENTIAL TO GENERAL COMMERCIAL AND ZONE CHANGE FROM R-1 SINGLE FAMILY DWELLING TO C-1 LIMITED COMMERCIAL ZONE FOR 240 LANGFORD AVE. |

RECOMMENDATION:

1. Adopt the Resolution Initiating General Plan Amendment from Low Density Residential to General Commercial and Zone Change from R-1 Single Family Dwelling to C-1 Limited Commercial Zone for 240 Langford Ave; and
2. Provide Direction to Staff for Cost Recovery for processing of and adoption.

BACKGROUND:

The City Council on September 18, 2018 conducted the public hearing for the appeal for Planning Commission action of April 19, 2018 conditionally approving an expansion of a non-conforming use, Neighborhood Market, by permitting storage addition. The applicant had requested the establishment of a Take-Out Kitchen, however the Planning Commission disapproved the request.

The City Council after the public hearing, directed Staff to prepare a resolution for the initiation of a general plan amendment and zone change for consideration. The City Council also requested estimated cost for the processing of a general plan and zone change for the property.

Staff returned as directed at the meeting of October 2, 2018. The Council opened the public comment period and received comments before continuing this matter to the meeting of October 16, 2018 for additional consideration.

DISCUSSION:

Staff has prepared the attached resolution for the City Council's consideration. Should the City Council wish to proceed with the adoption of the general plan amendment and zone change, Staff has recommended that the General Plan Land Use Designation be amended from Low-Density Residential to General Commercial. Staff is also believes that should the City Council wish to proceed with a zone change from R-1 Single Family Residential, the most appropriate zone district would be C-1 Restricted Commercial, see attached Chapter 17.24 Restricted Commercial.

The city has one general plan land use designation for commercial - General Commercial. Within that general plan land use category four (4) commercial zone districts may be established: C-O Professional Office; C-1 Restricted Commercial; C-2 Commercial; and NC - Neighborhood Commercial.

Should the City Council wish to initiate a zone change for the property, Staff believes that the C-1 Restricted Commercial Zone. The C-1 Zone also permits apartment hotels, automobile service stations, etc.

The General Plan Amendment and Rezoning to Commercial creates a Commercial zone district in a residential neighborhood - and could be considered "spot zoning" under certain circumstances.

COST ESTIMATES FOR PROCESSING GENERAL PLAN AMENDMENT AND ZONE CHANGE - FEES WOULD BE CALCULATED MORE ACCURATELY UPON SUBMISSION OF AN APPLICATION.

Most of the fees charged are based on the Deposit System and others are based on a Flat Fee. As Staff works on the project their hourly billing rate is charged to the deposit. Should the deposit be depleted, all work is stopped until a new deposit is made.

Below is an estimated of Deposits and Flat Fees Associated with processing a General Plan Amendment and Zone Change. Also in addition the fees established by the City, A General Plan Amendment and Zone Change require special studies to be completed by the applicant, where applicable. These studies include a Traffic Analysis, Air Quality Analysis, Cultural and Historical Review, Will Serve Letter from Water Agency, etc.

| | FLAT FEE | DEPOSIT |
|---|--|----------------|
| REVIEW OF APPLICANT'S PART 1 - INITIAL STUDY | | \$360.00 |
| INITIAL STUDY PART 2 | | \$5,000.00 |
| NOTICE OF EXEMPTION - CITY FILING PLUS KERN COUNTY FEE | \$250.00 PLUS OUTSIDE AGENCY FEES | |
| NOTICE OF DETERMINATION - SEE FEES FOR OUTSIDE AGENCY | \$250.00 PLUS OUTSIDE AGENCY FEES | |
| KERN COUNTY CLERK PROCESSING FEE FOR ALL ENVIRONMENTAL DOCUMENTS - PLUS CITY FEE IS 15% | \$50.00 To be calculated by Staff prior to preparation and filing | |

| | | |
|--|--|------------|
| SITE DEVELOPMENT PERMIT APPLICATIONS BY STAFF | | \$1500.00 |
| SITE DEVELOPMENT PERMIT APPLICATIONS BY PLANNING COMMISSION AND/OR CITY COUNCIL | | \$2,500.00 |
| ZONE CHANGE AMENDMENT | | \$5,000.00 |
| GENERAL PLAN AMENDMENT; MASTER PLAN; SPECIFIC PLANS; DEVELOPMENT PLANS | | \$5,000.00 |
| MONITORING PROGRAM FOR APPLICATIONS WHERE CONDITIONS, FOLLOW UP REVIEW, MITIGATION MEASURES, ETC. ARE PLACED ON PROJECT APPROVALS. | | \$1,500.00 |
| REVIEW OF LANDSCAPE PLANS | | \$500.00 |

| | | |
|---|-------------------|---|
| General Plan Maintenance Fee - Discretionary permits and all new building permit \$0.022 per square foot of lot area 240 Langford Site is 44,866 square feet = \$987.05 | | |
| Map Maintenance Fees: Parcel and Tract Maps, Rezone, Amend General Plan Land Use Policy Diagram (Map) | \$500.00- | |
| Code Maintenance Fees - Planning Applications Discretionary, | \$100.00 | |
| File Maintenance Fee - Community Development Department - Planning Applications: | \$20.00 | |
| File Maintenance Fee - City Clerk files: | \$20.00 | |
| ESTIMATED FEE FOR PROCESSING | \$2,500.00 | *\$10,000.00 |
| | | • Deposits are charged based on Staff Time Expended |

CALCULATION OF IMPACT FEES - ESTIMATE:

Based on a proposed 490 square foot addition the Impact Fees would be:

Police: 44,866 square feet parcel X \$350.00 per acre - \$360.49;

Sewer: new Restaurant less than 35 seats \$17,160.00 per building.

Traffic: 490 sq. ft. X 7.874 per square foot - \$3,858.26

Estimated Impact Fees: Between \$3,858.26 to \$21,378.75 dependent on how the fees are calculated for the 490 Square Foot Addition identified as the Take Out Kitchen addition.

| . IMPACT FEE - UPDATED 2018 | | | | | | |
|-----------------------------|--------|-------|-------|---------|---|--|
| Type of Land Use | Police | Parks | Sewer | Traffic | Water (contact Arvin Community Services District) | Schools (Contact Arvin Union School District (661-854-6500)) |
| | | | | | | |

| | | | | | | |
|--------------------------------------|------------|--|----------------|----------------------|----------------|--|
| | | | | | (651) 854-2127 | |
| Commercial | | | | | | |
| grocery stores | \$350/acre | | \$16,280/bldg. | \$7,874/1000 sq.ft | | |
| <u>Restaurant less than 35 seats</u> | \$350/acre | | \$17,160/bldg | \$7,874/1000 sq. ft. | | |

ATTACHMENT(S)/EXHIBIT(S):

Adopt Resolution Initiating General Plan Amendment from Low Density Residential to General Commercial and Zone Change from R-1 Single Family Dwelling to C-1 Limited Commercial zone for 240 Langford Ave.

Chapter 17.24 - C-1 Restricted Zone District

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARVIN INITIATING GENERAL PLAN AMENDMENT FROM LOW DENSITY RESIDENTIAL TO GENERAL COMMERCIAL AND ZONE CHANGE FROM R-1 SINGLE FAMILY DWELLING TO C-1 LIMITED COMMERCIAL ZONE FOR 240 LANGFORD AVE.

WHEREAS, The City of Arvin City Council on September 18, 2018 conducted the public hearing for the appeal for Planning Commission action of April 19, 2018 conditionally approving an expansion of a non-conforming use, Neighborhood Market, by permitting storage addition; and

WHEREAS, The applicant had requested the establishment of a Take-Out Kitchen, however the Planning Commission disapproved the request.

WHEREAS, The City Council after the public hearing, directed Staff to prepare a resolution for the initiation of a general plan amendment and zone change for the City's consideration; and

WHEREAS, The City Council also requested estimated cost for the processing of a general plan and zone change for the property and has provided direction to Staff; and

WHEREAS, Staff has prepared the attached resolution for the City Council's consideration; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARVIN HEREBY RESOLVES AS FOLLOWS:

1. The above recitals are true and correct, and incorporated herein by this reference.
2. The City Council has the authority to initiate a zone change from R-1 Single Family Residential to the C-1 Restricted Commercial, see attached Chapter 17.24 Restricted Commercial of the Municipal Code.
3. The City Council hereby directs City Staff to prepare a General Plan Amendment and Rezoning report for 240 Langford Avenue and provide a recommendation to the Planning Commission review and recommendation to the City Council.

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 16th day of October, 2018 by the following vote:

ATTEST

CECILIA VELA, City Clerk

CITY OF ARVIN

By: _____
JOSE GURROLA, Mayor

APPROVED AS TO FORM:

By: _____
SHANNON L. CHAFFIN, City Attorney
 Aleshire & Wynder, LLP

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.

Chapter 17.24 - C-1 RESTRICTED COMMERCIAL ZONE*¹Sections:

Footnotes:

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* Prior ordinance history: Ordinances 51 and 227.

17.24.010 - Applicability.

The regulations set forth in this chapter shall apply in the C-1 restricted commercial zone unless otherwise provided in title.

(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.020 - Permitted uses.

Uses permitted in the C-1 zone are as follows:

A. Any of the following uses:

1. Apartment hotels,
2. Automobile parking areas, when developed as required in the P automobile parking zone set forth in Chapter 17.38,
3. Automobile service stations; provided the station does not have more than two service bays and is located on a site not greater than fifteen thousand (15,000) square feet in area,
4. Bakery (retail only),
5. Banks,
6. Barber shops,
7. Beauty shops,
8. Book stores,
9. Church; excluding schools other than Sunday School,
10. Christmas tree sales, limited between November 15th and December 26th of each calendar year,
11. Communications equipment buildings and towers,
12. Confectionery stores,
13. Dress or millinery shops,
14. Drug stores/pharmacy,
15. Dry cleaning, pressing and laundry agencies,
16. Dry goods or notions stores,
17. Electric appliance stores, retail, including repairs,
18. Fireworks sales, subject to Chapter 15.18, Uniform Fire Code, of the Arvin Municipal Code,

19. Florist shops, retail,
 20. Grocery, fruit and vegetable stores, retail,
 21. Hair styling/beauty salon, barber shops,
 22. Hardware stores,
 23. Ice storage houses of not more than five (5) ton capacity,
 24. Jewelry stores, including repairs,
 25. Laundromat,
 26. Liquor store/convenience store,
 27. Meat markets or delicatessen stores,
 28. Offices, business, professional, government or public utility,
 29. Pet food stores, retail,
 30. Pet grooming, if wholly contained within a building,
 31. Photocopying and duplicating services,
 32. Photographic shops,
 33. Restaurants and related food services, excluding on site alcohol sales, entertainment or drive through service,
 34. Rest home, convalescent home, adult care facility, residential care facility as defined in Section 1502 of the Health and Safety Code of the state of California,
 35. Shoe stores or shoe repair shops,
 36. Stationery stores,
 37. Tailor, clothing or wearing apparel and accessory shops,
 38. Coin-operated self-service car washes,
 39. Recycling facilities as defined in Chapter 17.47 and subject to all conditions set forth in Section 17.47.030,
 40. Video rental stores,
 41. Similar restricted commercial activities and facilities not specifically listed in the Arvin Municipal Code, as determined by the planning director;
- B. The accessory buildings and structures necessary to such use located on the same lot or parcel of land, including a storage garage for the exclusive use of the patrons and employees of the stores or businesses set forth in subsection A of this section;
- C. All new construction and/or changes of use shall be subject to Chapter 17.60, Site Development Permits.

(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.030 - Restrictions on permitted uses.

In the C-1 zone the specified stores, shops, or businesses set forth in Section 17.24.020 shall be retail establishments selling new merchandise exclusively and shall be permitted only under the following conditions:

- A. Such stores, shops or businesses, except automobile service stations and coin-operated self-service car washes, shall be conducted entirely within an enclosed building;

- B. Products made incidental to a permitted use shall be sold at retail on the premises;
- C. All public entrances to such stores, shops or businesses shall be from the principal street upon which the property abuts or within fifty (50) feet thereof, except that a rear or side entrance from the building to a parking area may be provided;
- D. Except as provided elsewhere in this title, any exterior sign displayed shall pertain only to a use conducted on the premises, shall not exceed a height of twenty-four (24) feet above the ground level, shall not project into a street or alley more than twelve (12) inches beyond any property line, and any sign projecting beyond a property line shall have a clearance of not less than ten (10) feet between the bottom of the sign and the ground level;
- E. All new construction shall be subject to Chapter 17.60, Site Development Permits.

(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.040 - Height limitations.

The maximum height for buildings in the C-1 zone shall be four (4) stories and not to exceed fifty (50) feet.

(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.050 - Front yard requirements.

- A. In the C-1 zone, all buildings shall be located not nearer than forty (40) feet from the centerline of a street; provided, however, that along any secondary highway, as designated by the city's highway plan, a minimum setback of forty-five (45) feet from the centerline of the highway shall be required, and along any major highway, as designated by the city's highway plan, a minimum setback of fifty-five (55) feet from the centerline of the highway shall be required. Setback from the centerline of Bear Mountain Boulevard (State Route 223) shall be seventy-two (72) feet.
- B. In the C-1 zone, all buildings used exclusively for dwelling purposes shall comply with the provisions of the R-4 zone.

(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.060 - Side yard requirements.

In the C-1 zone, a side yard setback is not required, except that a minimum side yard of ten (10) feet shall be provided when the side property line abuts a street or a residential zone; and a minimum side yard setback of twenty (20) feet, when the side property line abuts an industrial zone.

(Ord. 311 §1 (Exh. A(part)), 1998).

(Ord. No. 376, 2008).

17.24.070 - Rear yard requirement.

In the C-1 zone, a rear yard setback is not required, except that a minimum rear yard of ten (10) feet shall be provided when the rear property line abuts a street or a residential zone; and a minimum rear yard of twenty (20) feet when the rear property line abuts an industrial zone. No rear yard setbacks are required when there is an existing public dedicated and accepted alley abutting the rear property line.

(Ord. 311 §1 (Exh. A(part)), 1998).

(Ord. No. 376, 2008).

17.24.080 - Area requirements.

In the C-1 zone, minimum lot size shall be six thousand (6,000) square feet and all buildings used exclusively for dwelling purposes shall comply with the provisions of the R-4 zone.

(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.090 - Required distance between buildings on same lot.

There shall be no required distance between buildings on the same lot in the C-1 zone, except that all buildings used exclusively for dwelling purposes shall comply with the provisions of the R-4 one.

(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.100 - Prohibited uses.

Uses expressly prohibited in the C-1 zone are as follows:

- A. New residential uses;
- B. Trailer parks;
- C. Industrial uses;
- D. Billboards or outdoor advertising structures other than those permitted under the requirements of this chapter identifying the place of business.

(Ord. 311 §1 (Exh. A(part)), 1998).



CITY OF ARVIN
Staff Report

Meeting Date: October 16, 2018

| | |
|-----------------|---|
| TO: | City Council |
| FROM: | Jake Raper, City Planner Jerry Breckinridge, Interim City Manager |
| SUBJECT: | A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARVIN DENYING THE APPEALS OF, AND AFFIRMING, THE PLANNING COMMISSION'S APPROVAL OF CONDITIONAL USE PERMIT (CUP) AND SITE DEVELOPMENT PLAN (SDP) 2018-240LA – ISMAILI MARKET- EXPANSION OF A NON-CONFORMING USE- REGARDING STORAGE AND PATIO USE, AND DENIAL OF EXPANSION FOR A TAKE OUT KITCHEN, LOCATED WITHIN THE R-1-SINGLE FAMILY DWELLING ZONE AT 240 LANGFORD IN ARVIN, AND ADOPTION OF A FINDING PER CEQA GUIDELINES SECTION 15061(B)(3) |

BACKGROUND:

This item has been continued from a previous matter held at the Arvin City Council Meeting of September 18, 2018. The public comment portion of the hearing was closed at the meeting of September 18, 2018. As directed, Staff returned with a Resolution per Council's direction and for final consideration and vote on October 2, 2018. However, there was not a quorum of the Council members present who heard the appeal on September 18, 2018, and as a result the matter was continued to October 16, 2018, for final consideration. Public comment period currently remains closed, and this Resolution is now before the Council for final consideration and vote.

RECOMMENDATION:

Staff recommends approval of the Resolution.

ATTACHMENT(S)/EXHIBIT(S):

Resolution

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARVIN DENYING THE APPEALS OF, AND AFFIRMING, THE PLANNING COMMISSION'S APPROVAL OF CONDITIONAL USE PERMIT (CUP) AND SITE DEVELOPMENT PLAN (SDP) 2018-240LA – ISMAILI MARKET- EXPANSION OF A NON-CONFORMING USE- REGARDING STORAGE AND PATIO USE, AND DENIAL OF EXPANSION FOR A TAKE OUT KITCHEN, LOCATED WITHIN THE R-1-SINGLE FAMILY DWELLING ZONE AT 240 LANGFORD IN ARVIN, AND ADOPTION OF A FINDING PER CEQA GUIDELINES SECTION 15061(B)(3)

WHEREAS, applicant Maher Ahmed Saleh (“Applicant”) is seeking approval of a Conditional Use Permit (CUP) and a Site Development Plan (SDP) to allow for the expansion of a non-conforming neighborhood grocery store (commercial use) located in a residential zone; and

WHEREAS, the subject property is located at the northeast corner of Langford Avenue and Stockton Avenue and is zoned R-1-Single Family Dwelling (“property” or “site”); and

WHEREAS, the property is currently developed with a 24’-6” by 50’-0,” 1,274 square-foot neighborhood market, a 1,346-square foot residence and a 700-square foot detached garage, all of which were built prior to the City’s incorporation on December 21, 1960; and

WHEREAS, pursuant to Section 17.08.020 (R-1 Zone) of the Municipal Code, a commercial use is not an allowed use within the R-1 Zone; and

WHEREAS, the neighborhood grocery store on the property is a legal-nonconforming use as to those uses which were in lawful existence when the property was rezoned to the R-1 Zone; and

WHEREAS, as a rule, a non-conforming use may be maintained and continued provided there is no increase or enlargement of the area, space, or volume occupied or devoted to the non-conforming use, and there is no intensification of the land use; and

WHEREAS, in 2015 the Applicant applied for a 490-square foot (20’-0” by 24.5’) addition to the existing store, which the Applicant represented would be used as a storage area; and

WHEREAS, the application for the 490-square foot addition was approved for storage only; an open patio area and serving windows were neither sought by Applicant or approved by City staff; and

WHEREAS, a building permit was issue for construction, but said issuance was an

oversight by City staff and the permit was issued erroneously; and

WHEREAS, notwithstanding, the Applicant failed to exercise his rights under the permit, failed to pay fees required by the permit, and failed to timely construct the improvements prior to the expiration of the building permit; and

WHEREAS, approximately two years after the building permit was erroneously issued and after the building permit had long since expired by its own terms, Applicant partially constructed a 490-square foot addition as a take out kitchen and a 800-square foot open patio (“Expansion”) area to the existing neighborhood market in 2017; and

WHEREAS, construction on the Expansion was done without a building permit or any other approval by the City, and was not inspected by the City for compliance with the building code, etc., as required by law for construction; and

WHEREAS, in 2017 the applicant was cited for constructing the Expansion without proper approval or building permits; and

WHEREAS, Applicant subsequently sought approval of a Conditional Use Permit (CUP) and a Site Development Plan (SDP) to allow for the Expansion; and

WHEREAS, after notice as required by law, the Planning Commission considered the matter at a public hearing on April 19, 2018, and has received testimony and other evidence at the meeting; and

WHEREAS, after considering all evidence in the record, the Planning Commission adopted a CEQA finding under CEQA Guidelines section 15061(b)(3) and approved the CUP with conditions; and

WHEREAS, these conditions limited the Expansion to just use as a storage unit; and

WHEREAS, Applicant timely appealed the determination of the Planning Commission to the City Council; and

WHEREAS, the City provided notice of the Council hearing of the appeal; and

WHEREAS, the City Council received and reviewed the appeals of the Planning Commission’s decision granting the CUP at a duly noticed meeting on September 18, 2018; and

WHEREAS, a public hearing was held, and the public was provided an opportunity to comment on the appeals to the Planning Commission decision; and

WHEREAS, and public testimony and evidence, both written and oral, was considered by the City Council; and

WHEREAS, unlike legislative acts (General Plan amendments, rezones and ordinances, etc.), a conditional use permit is an entitlement that is reviewed as a quasi-adjudicatory proceeding; and

WHEREAS, the Municipal Code provides that “The decision appealed from shall be affirmed unless reversed by a vote of not less than a majority of all members of the city council;” and

WHEREAS, the City Council has more limited discretion when reviewing appeals involving a conditional use permit, in that it is a quasi-adjudicatory proceeding; and

WHEREAS, after considering all public testimony and receiving information provided to date, the City Council closed public testimony and deliberated on the appeals based on the evidence in the administrative record; and

WHEREAS, after consideration of said public testimony and information in the record, the City Council determined that there was substantial evidence in the record that the CUP complied with the City’s Municipal Code as conditioned for storage use, but could not be issued as requested by the Applicant to allow for use as a take out and patio; and

WHEREAS, the City Council did not find any substantial evidence in the record that the CUP failed to comply with specific requirements of the City’s Municipal Code as conditioned as a storage unit, or which would require overturning the Planning Commission decision and denial of the CUP; and

WHEREAS, the City Council also determined that there was substantial evidence in the record to support a determination that the project was subject to a finding under section 15061(b)(3) of the CEQA Guidelines; and

WHEREAS, the City Council continued the item to the next regular meeting of October 2, 2018, with direction to staff to return with a resolution consistent with Council’s determination for final approval; and

WHEREAS, the City Council also directed staff to return with a resolution for discussion which would initiate a plan amendment and rezone for the property that would allow the property to be used for take out if the appropriate CUP, etc., was subsequently approved; and

WHEREAS, although there was a quorum of the Council available for general business on October 2, 2018, there was not a quorum present of Council members who had participated in the hearing on this matter on September 18, 2018; and

WHEREAS, the matter was continued to the next regular meeting on October 17, 2018; and

WHEREAS, the City Council now desires to deny the appeals and uphold the decision of the Planning Commission to approve the CUP with conditions; and

WHEREAS, nothing in this Resolution preclude the Applicant from immediately seeking to amend the approved CUP or seeking a new CUP for take out, as may be warranted.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Arvin as follows:

Section 1. Recitals. The City Council hereby specifically finds that all of the facts set forth in the recitals above of this Resolution are true and correct and incorporated herein.

Section 2. Administrative Record. The proceedings and all evidence introduced before the Planning Commission at the public hearing, including staff reports, attachments, and presentations, are hereby incorporated into the record of this proceeding. These documents, along with any staff reports, documents, testimony or evidence submitted to the City Council, including all documents specified under applicable State law including Public Resources Code section 21167.6(e), shall comprise the entire record of proceedings for any claims under CEQA.

Section 3. CEQA. The City Council finds and determines that there is substantial evidence in the administrative record to support the Planning Commission determination that the project falls within CEQA Guidelines section 15061(b)(3), and the City Council further finds and determines this project falls within CEQA Guidelines section 15061(b)(3) as the project does not have the potential for causing a significant effect on the environment. The extension has already been built, including the portion for storage. Removal of the take out windows and the patio will not create a reasonable possibility of a significant, adverse environmental impact and is instead likely to reduce vehicular and pedestrian traffic, noise, and allow for landscaping to be installed.

Section 4. Findings Regarding CUP. The City Council finds and determines that there is substantial evidence in the administrative record to support the Planning Commission determination that the CUP, as conditioned, is consistent with the requirements of the Municipal Code requirements applicable to the CUP. Additionally, the City Council also independently finds and determines that there is substantial evidence in the entire administrative record that the CUP, as conditioned, is consistent with the requirements of the Municipal Code requirements applicable to the CUP. The City Council further approves, accepts as its own, incorporates as if set forth in full herein, and makes each and every one of the following findings:

- a. The use proposed by Conditional Use Permit is consistent with the City of Arvin's General Plan and zoned district designation.
- b. The use proposed by Conditional Use Permit is consistent with the City of Arvin's Municipal Code.

- c. The use proposed is not detrimental to the health, safety, peace, morals, comfort or general welfare of persons residing or working in the neighborhood.
- d. The CUP is in compliance with all applicable laws and ordinances.

These findings are appropriate for all the items in the record, including:

The existing neighborhood grocery store on the property is considered a legal non-conforming use and is subject to the rules and regulations of Section 17.52.010 of the Municipal Code which address non-conforming land uses. Specifically, a non-conforming use may be maintained and continued; provided there is no physical change other than maintenance and repair. Additional uses may be added per Arvin Municipal Code 17.08.020 (J) additional uses may be permitted according to the provisions of Chapter 17.56, conditional use permits.

The addition of 490 square foot room for storage to an existing 1200 square foot neighborhood grocery store is concluded to be a nonintrusive use and the approval of a Conditional Use Permit to permit said addition has met the provisions of Chapter 17.56 conditional use permits.

Chapter 17.05 Uses Permitted Subject to Administrative Approval and Chapter 17.60 Site Development Permits require approval of new construction to insure compliance with City Standards. The proposed additions, additional storage area and open patio area, meet the requirements Section 17.60.040 A and B in that the additions shall meet city laws and ordinances; comply with City Policies, compliance with planning and engineering standards.

The proposed use or building will not be detrimental to the health, safety, peace, morals, comfort or general welfare of persons residing or working the neighborhood.

The proposed 490-square foot storage addition storage space and modified open patio area would not provide an intensification of land use as well as the open patio area. For instance, additional storage space would not result in an increase of the commercial sales area, and it would not generate additional parking spaces. The additional storage area would not generate additional customer demand. The approval of additional floor area as storage space, as opposed to a take-out kitchen, would not in of itself create an intensification of land use. For instance, additional storage space would not result in an increase of the commercial sales area, and it would not require any more parking spaces than what would otherwise already be required.

The addition when compliant with the conditions of approval the additional floor area for storage only would not create any new nonconforming setbacks.

Although the property is not being used consistent with the R-1 zoning, the proposed use, as conditioned, is deemed essential or desirable to the public convenience or welfare, and is in harmony with the various elements or objectives of the comprehensive general plan.

Section 5. Findings Regarding Site Development Permit. The City Council finds and determines that there is substantial evidence in the administrative record to support the Planning Commission determination that the Site Development Permit (SDP), is consistent with the requirements of the Municipal Code requirements applicable to the SDP. Additionally, the City Council also independently finds and determines that there is substantial evidence in the entire administrative record that the SDP is consistent with the requirements of the Municipal Code requirements applicable to the SDP. The City Council further approves, accepts as its own, incorporates as if set forth in full herein, and makes each and every one of the following findings:

- a. The SDP is in compliance with all applicable laws and ordinances;
- b. The SDP is in compliance with all applicable city policies duly adopted by a majority vote of the planning commission or the city council;
- c. The SDP is in conformance with the latest accepted planning and engineering standards covering the following area: site layout, building appearance and structural design, landscaping, water and sewer service and other utilities, surface drainage and erosion control, fire protection, access, traffic circulation and parking; and
- d. Under the circumstances of this particular case, the proposed use or buildings will not be detrimental to the health, safety, peace, morals, comfort or general welfare of persons residing or working in the neighborhood.

Section 6. Use as Take Out and Patio Inconsistent with Municipal Code. The City Council affirms the Planning Commission finding that Applicant's request to allow a 490-square foot addition for use as a take-out kitchen and the patio is denied as an impermissible expansion of a non-conforming use, is incompatible with the surrounding uses, and is prohibited by Arvin Municipal Code section 17.52.010(a) and (b). The City Council also independently finds Applicant's request to allow a 490-square foot addition for use as a take-out kitchen and the patio is an impermissible expansion of a non-conforming use, is incompatible with the surrounding uses, and is prohibited by Arvin Municipal Code section 17.52.010(a) and (b).

Section 7. Appeal Denied. For all the foregoing reasons, and each of them, the City Council finds that there was no substantial evidence submitted into the administrative record that would warrant denial of the CUP, including the CEQA for the project. As such, the appeal is denied in its entirety.

Section 8. Use Permit Approved. For all the foregoing reasons, and each of them, the City Council upholds the Planning Commission approval of Conditional Use Permit and Site Development Plan 2018-240LA, as conditioned. Further, for all of the foregoing reasons and based upon the substantial evidence in the record before it, and given that there is no substantial evidence in the administrative record that would warrant denial. The City Council also independently approves Conditional Use Permit and Site Development Plan 2018-240LA,

subject to the same conditions as approved by the Planning Commission:

- a. At the street side yard setback, the proposed 490 square foot addition, including the open patio, may not encroach any closer to the property line than 10'-0" as is required by the city code;
- b. All walk-up service windows and outside countertops shall be removed prior to approval of Conditional Use Permit and Site Development Plan (SDP) 2018-240LA taking effect. The property shall not be used for take out dining or a take out kitchen.
- c. That the area shall be used for storage only in relationship to the existing store.
- d. All property owner(s) and business owners(s) shall submit affidavits of acceptance of the conditions of approval for this project prior to approval of Conditional Use Permit and Site Development Plan (SDP) 2018-240LA taking effect.
- e. Approval of the Site Development Plan shall be contingent upon approval of the Conditional Use Permit taking effect.
- f. Any business conducted on the premises shall maintain a business license and comply with the Arvin Municipal Code at all times.

Section 9. Future Entitlement(s). Nothing in this Resolution preclude the Applicant from immediately seeking other entitlements for the property, including a new or amended CUP for take out, as may be warranted and consist with the City's Municipal Code, policies and procedures.

Section 10. Effectiveness. This Resolution shall become effective immediately.

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 16th day of October, 2018 by the following vote:

ATTEST

CECILIA VELA, City Clerk

CITY OF ARVIN

By: _____
JOSE GURROLA, Mayor

APPROVED AS TO FORM:

By: _____
SHANNON L. CHAFFIN, City Attorney
Aleshire & Wynder, LLP

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 Staff Report

Meeting Date: October 16, 2018

TO: City Council

FROM: Cecilia Vela, City Clerk
Jerry Breckinridge, City Manager

SUBJECT: Consideration and Approval of Appointment of Trustee to the Kern Mosquito & Vector Control District Board

BACKGROUND:

The Kern Mosquito & Vector Control District (KMVCD) Board is made up of eight (8) Trustees; four appointed by the Kern County Board of Supervisors, one each by City Councils of Bakersfield, Arvin, Shafter, and Wasco. The Arvin City Council appointed Mr. Lowell Chalk to serve as the KMVCD Board Trustee effective February 7, 2017. Mr. Chalk submitted his resignation as Trustee effective August 30, 2018.

PRIMARY OBJECTIVE OF THE KMVCD BOARD:

The primary objective of the KMVCD is the progressive elimination of mosquito breeding places, the objective to be accomplished by an educational service on control measures, performing services of temporary relief control, establishing projects of source reduction, using abatement procedure methods when necessary, and by general policy of cooperation.

QUALIFICATIONS TO SERVE AS THE KMVCD BOARD TRUSTEE:

To be eligible to serve as the City of Arvin District Trustee of the KMVCD Board, the individual must be at least 18 years of age, and an elector and resident of the City of Arvin. The filing of a Statement of Economic Interest disclosing certain personal financial holdings is required upon appointment and annually thereafter is required (Government Code sections 81000-91014). Two hours of training in general ethics principles and ethics law upon appointment, and every two years thereafter is required. (Government Code 53235(b), 53235.1).

A notice announcing this vacancy and inviting residents and registered voters of the City of Arvin to submit a letter of interest for this position was posted on September 4, 2018. There were no responses received. The Arvin City Council may appoint a member of its board to serve as the Trustee.

The Trustee must be available to attend meetings at the KMVCD office in Bakersfield every 2nd Tuesday of the month at 11:30am. The term is scheduled to expire on December 31, 2021.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the City Council appoint a member of the City Council to serve as the KMVCD Board Trustee.

ATTACHMENTS:

- Letter of Resignation as Trustee from Mr. Lowell Chalk
- Notice of Vacancy for KMVCD Board Trustee

CITY OF ARVIN

Unscheduled/Special Vacancy Notice: City Boards, Commissions, and Committees

Are you interested in serving in a public office? The City of Arvin has unscheduled vacancies for the following office that are pending appointment by the City Council:

Kern Vector & Mosquito Abatement Board – 1 Member Vacancy
Remaining term is up to four years coterminous with appointment official
(Special qualifications: None)

If you are interested in an appointment to a vacant seat, and are willing to regularly attend all regular and ongoing boards, commissions, and committee meetings, please provide the following:

1. Submit a resume and/or letter of interest and include a response to the question “Why do you wish to be appointed?”
2. Be a resident and registered voter of the City of Arvin at the time the resume/letter of interest is filed.

The deadline to submit resume/letter of interest is **5:00 p.m. on Thursday, September 27, 2018** to the Office of the City Clerk at Arvin City Hall, 200 Campus Dr., Arvin, CA 93203.

The City Council is scheduled to consider selection of applicants at the Arvin City Council Meeting of October 02, 2018. If you have any questions about this process, you may call the Office of the City Clerk at (661) 854-3134.

POSTED: September 4, 2018

08-22-13P01:24 RCYD

To whom it may concern:

DATE: 30 AUG 2018

RE: Resignation

Please accept this letter as my formal resignation from my role as a member of the Board Of Trustees for the Kern Mosquito and Vector Control District.

I would like to take this opportunity to thank you for the knowledge and experience I have gained by working here. I am very grateful for the time I have spent on our team and the professional relationships I've built. It's been a pleasure working for you, and I hope our paths will cross again in the future.



Sincerely,

LOWELL E CHALK JR



CITY OF ARVIN Staff Report

Meeting Date: October 16, 2018

TO: City Council

FROM: Jeff Jones, Finance Director
Jerry Breckinridge, City Manager

SUBJECT: Discussion and Request for Direction from Council Regarding Sanitary Sewer Management Program Proposal

The City of Arvin needs its Sanitary Sewer Management Program (SSMP) updated in order to meet State requirements in respects to capacity assurance. A SSMP was prepared by Harris and Associates in 2010, however it was never adopted by the Arvin City Council and remains in draft form eight years later.

The SSMP will define capital improvements which will be required to completed in the future in order to meet the sanitary system demands of current and future residents and businesses of Arvin. It should be noted that in the downtown portion of Arvin that much of the sewer infrastructure is over eighty years old and is reaching the end of its useful life.

An updated SSMP is also required to complete elements of the City's general plan.

Should the Council decide not to move forward with the SSMP the City runs the risk of being out of compliance with State guidelines in respects to sanitation/wastewater. The City will also not be able to update its general plan regarding sanitation/wastewater.

A proposal from Veolia to provide the SSMP is attached. Staff from Veolia will be present to answer any questions about the SSMP.

Council is requested to provide direction to staff in respects to next steps, if any, on the SSMP proposal.

Financial Impact: Total estimated cost for the SSMP is \$375,992 which includes a \$50,000 contingency should an Environmental Impact Report (EIR) be required within the SSMP. This project is not currently budgeted within the FY 2018/2019 sanitation fund; however sufficient reserves exist within this fund to pay for the project.

Staff Recommendation: Staff recommends that the City Council discuss and provide direction to staff.



September 5, 2018

Jerry Breckenridge
Interim City Manager
City Manager's Office
200 Campus Drive
Arvin, CA

RE: Arvin Sanitary Sewer Management Program (SSMP) Proposal

Dear Mr. Breckenridge,

Veolia Water West Operating Services, Inc. is pleased to submit the following proposal to provide a Sanitary Sewer Management Program (SSMP) for the City of Arvin. The proposal includes a detailed scope of engineering services to be provided by Harris & Associates under the direction and management of Veolia. Harris will complete the System Evaluation and Capacity Assurance Plan (SECAP) with updates from the General Plan, prepare a Capital Improvement Plan (CIP) and Sanitary Sewer Master Plan.

Schedule:

The Final Plan will be completed in 10 months if a Mitigated Negative Declaration (MND) is required. If a complete EIR is required, then the final report will be provided in 24 months.

Clarifications:

1. Veolia will coordinate engineering data with Harris, communicate progress and schedule reviews with the City of Arvin to support their rate study to the extent possible.
2. Analysis of wastewater treatment plant is NOT included.
3. Veolia has included a \$50,000 contingency in the total cost below to be used for the EIR if necessary or as a separate contingency amount.

Our price proposal for the above scope of work

\$ 375,992

Thank you for the opportunity to present this proposal and we look forward to working with you on this project. Please do not hesitate to contact me should you have any questions or need additional information on this proposal.

Sincerely,

Bill Hanley, P.E.
Capital Program Management Group
Veolia North America

bill.hanley@veolia.com



Master Cost Summary Sheet

PROJECT DATA INPUT

| Job No. | Project Name | Location | Revision | Date | JCE Model |
|---------|---|-------------------|----------|----------|-----------------|
| TBD | Arvin Sanitary Sewer Management Plan (SSMP) | City of Arvin, CA | 0 | 08/13/18 | V1.0R4, 7-31-18 |

PROPOSAL INFORMATION

| | |
|-------------------|---|
| Project Name: | Arvin Sanitary Sewer Management Plan (SSMP) |
| Job Number: | TBD |
| Location: | City of Arvin, CA |
| Project Manager: | Dale Ducharme |
| Proposal Manager: | Bill Hanley |
| Date: | 8/13/2018 |
| Revision: | 0 |

Master CPM Job Cost Estimate Model
Version V1.0R4, 07-31-2018 (FINAL)
Password (1111)

MULTIPLIERS

| | CONTINGENCY | MARGIN | |
|-------------------------|-------------|------------------|-----------------------------|
| Build: | 0.0% | 15.000% | |
| Professional Services: | 0.0% | 15.000% | Sell Price \$ 375,992 |
| Labor: | 0.0% | 15.000% | Margin \$ 56,399 |
| Equipment: | 0.0% | 15.000% | |
| Travel & Entertainment: | 0.0% | 15.000% | |
| Site Costs: | 0.0% | 15.000% | Calc'd Gross Margin: 15.00% |
| Financial Costs: | 0.0% | 15.000% | |
| Contingency: | | 15.000% | |
| TOTAL: | \$ - | \$ 56,399 | |

2.0 - 61P1/00000C00X-1-002 - BUILD

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------|-------------------------------|-------------|-------------|-------------|-------------|-------------|
| 1-002 | BUILD General Contractor | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Demolition | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Geotechnical | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Civil / Structural | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Mechanical Installation | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD HVAC Plumbing | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Electrical Installation | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Security Systems | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Fencing / Landscaping | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD CM Services | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Installation Other | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ - | \$ - | \$ - | \$ - | 0.0% |
| | CALC'ED MARGIN: | | | | | |

3.0 - 61P1/00000C00X-1-003 - PROFESSIONAL SERVICES

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------|---|-------------------|---------------|------------------|-------------------|--------------|
| 1-003 | PROF SVC Engineering Consultant | \$ 285,366 | \$ - | \$ 50,359 | \$ 335,725 | 0.0% |
| 1-003 | PROF SVC Technical Engineering | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-003 | PROF SVC Electrical/Instrumentation Engineering | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-003 | PROF SVC Professional Fees Other | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-003 | PROF SVC License/Permit Fees | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ 285,366 | \$ - | \$ 50,359 | \$ 335,725 | 89.3% |
| | CALC'ED MARGIN: | | 15.00% | | | |

4.0 - 61P1/00000C00X-1-004 - LABOR

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------|--|------------------|---------------|-----------------|------------------|-------------|
| 1-004 | LABOR Salaries and wages | \$ 23,612 | \$ - | \$ 4,167 | \$ 27,779 | 7.4% |
| 1-004 | LABOR Retirement/pensions (allowances) | \$ 742 | \$ - | \$ 131 | \$ 873 | 0.2% |
| 1-004 | LABOR Social security contributions | \$ 1,685 | \$ - | \$ 297 | \$ 1,982 | 0.5% |
| 1-004 | LABOR Ops Resources Labor | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ 26,039 | \$ - | \$ 4,595 | \$ 30,634 | 8.1% |
| | CALC'ED MARGIN: | | 15.00% | | | |

5.0 - 61P1/00000C00X-1-005 - EQUIPMENT

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------|----------------------------|-------------|-------------|-------------|-------------|-------------|
| 1-005 | EQUIP Mechanical Equipment | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Electrical Equipment | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Instrumentation | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Emergency Generators | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP HVAC Equipment | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Pipe & Fittings | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Valves | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Paint & Fasteners | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Equipment Other | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ - | \$ - | \$ - | \$ - | 0.0% |
| | CALC'ED MARGIN: | | | | | |

6.0 - 61P1/00000C00X-1-006 - TRAVEL & ENTERTAINMENT

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------|-------------------------------|-----------------|---------------|---------------|-----------------|-------------|
| 1-006a | T&E PM Travel & Entertainment | \$ 3,688 | \$ - | \$ 650.82 | \$ 4,339 | 1.2% |
| 1-006b | T&E CM Travel & Entertainment | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ 3,688 | \$ - | \$ 651 | \$ 4,339 | 1.2% |
| | CALC'ED MARGIN: | | 15.00% | | | |

7.0 - 61P1/00000C00X-1-007 - SITE COSTS

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------|--|-------------|-------------|-------------|-------------|-------------|
| 1-007 | SITE COSTS Telephones | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-007 | SITE COSTS Office Supplies | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-007 | SITE COSTS Safety | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-007 | SITE COSTS Trailer Costs | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-007 | SITE COSTS Utilities | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-007 | SITE COSTS Fleet | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-007 | SITE COSTS Laboratory & Start-up Costs | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ - | \$ - | \$ - | \$ - | 0.0% |
| | CALC'ED MARGIN: | | | | | |

8.0 - 61P1/00000C00X-1-008 - FINANCIAL COSTS

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------|---|-----------------|---------------|---------------|-----------------|-------------|
| 1-008 | FIN COST Surety Bonds | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-008 | FIN COST Bid Bonds | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-008 | FIN COST Corporate Guarantee | \$ N/A | \$ - | \$ - | \$ - | 0.0% |
| 1-008 | FIN COST Builders Risk Insurance | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-008 | FIN COST General Liability Insurance | \$ 4,500 | \$ - | \$ 794 | \$ 5,294 | 1.4% |
| 1-008 | FIN COST Sales & Use Tax | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-008 | FIN COST General Business unit overhead | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ 4,500 | \$ - | \$ 794 | \$ 5,294 | 1.4% |
| | CALC'ED MARGIN: | | 15.00% | | | |

TOTALS

| | | | | |
|---------------|-------------|--------------|---------------|--------|
| Cost | Contingency | Gross Margin | Sell | |
| \$ 319,593.05 | \$ - | \$ 56,398.77 | \$ 375,991.82 | 100.0% |
| Gross Margin | | 15.00% | | |

Cost Verification **True**

END OF SHEET

Attachment: Arvin SSMP Proposal 9.5.18 Final (Discussion of Sanitary Sewer Management Program Proposal)



Job Cost Estimate Engineering Subcontractors

| Project Name | Revision | Date | JCE Model |
|--------------|----------|-----------|-----------------|
| TBD | 0 | 8/13/2018 | V1.0R4, 7-31-18 |

Instructions: Input Only Light Yellow Colored Cells

Professional Services

| Activity Type | WBS# | Cost Element | Chart of Accounts Description | Company Name / Service | Quantity | Unit Measure | Unit Cost | Extended Cost |
|-----------------------------------|-------|--------------|---|--|----------|--------------|---------------|---------------|
| PROF SVCS | 1-003 | SAP | Management, strategic planning, engineering consultants | Harris & Associates SSMP | 1.00 | EA | \$ 235,366.00 | \$ 235,366.00 |
| | | | | Harris & Associates EIR Addition | 1.00 | EA | \$ 50,000.00 | \$ 50,000.00 |
| | | | | Engineering Consultant No. 3 | 1.00 | EA | \$ - | \$ - |
| | | | | Engineering Consultant No. 4 | 1.00 | EA | \$ - | \$ - |
| | | | | Engineering Consultant No. 5 | 1.00 | EA | \$ - | \$ - |
| | | | | Subtotal | | | \$ 285,366.00 | |
| PROF SVCS | 1-003 | SAP | Technical study, design, technical assistance | Technical Engineering No. 1 | 1.00 | EA | \$ - | \$ - |
| | | | | Technical Engineering No. 2 | 1.00 | EA | \$ - | \$ - |
| | | | | Technical Engineering No. 3 | 1.00 | EA | \$ - | \$ - |
| | | | | Technical Engineering No. 4 | 1.00 | EA | \$ - | \$ - |
| | | | | Technical Engineering No. 5 | 1.00 | EA | \$ - | \$ - |
| | | | | Subtotal | | | \$ - | |
| PROF SVCS | 1-003 | SAP | Systems integration | Electrical/Instrumentation Engineering No. 1 | 1.00 | EA | \$ - | \$ - |
| | | | | Electrical/Instrumentation Engineering No. 2 | 1.00 | EA | \$ - | \$ - |
| | | | | Electrical/Instrumentation Engineering No. 3 | 1.00 | EA | \$ - | \$ - |
| | | | | Electrical/Instrumentation Engineering No. 4 | 1.00 | EA | \$ - | \$ - |
| | | | | Electrical/Instrumentation Engineering No. 5 | 1.00 | EA | \$ - | \$ - |
| | | | | Subtotal | | | \$ - | |
| PROF SVCS | 1-003 | SAP | Other fees | Professional Fees Other No. 1 | 1.00 | EA | \$ - | \$ - |
| | | | | Professional Fees Other No. 2 | 1.00 | EA | \$ - | \$ - |
| | | | | Professional Fees Other No. 3 | 1.00 | EA | \$ - | \$ - |
| | | | | Professional Fees Other No. 4 | 1.00 | EA | \$ - | \$ - |
| | | | | Professional Fees Other No. 5 | 1.00 | EA | \$ - | \$ - |
| | | | | Subtotal | | | \$ - | |
| PROF SVCS | 1-003 | SAP | Certification | License/Permit Fees No. 1 | 1.00 | EA | \$ - | \$ - |
| | | | | License/Permit Fees No. 2 | 1.00 | EA | \$ - | \$ - |
| | | | | License/Permit Fees No. 3 | 1.00 | EA | \$ - | \$ - |
| | | | | License/Permit Fees No. 4 | 1.00 | EA | \$ - | \$ - |
| | | | | License/Permit Fees No. 5 | 1.00 | EA | \$ - | \$ - |
| | | | | Subtotal | | | \$ - | |
| Total Engineering Services | | | | | | | | \$ 285,366.00 |

END OF SHEET

Job Cost Estimate Labor Schedule



Job No. TBD Project Name n Sanitary Sewer Management Plan (SS) Revision 0 Date 8/13/2018 JCE Model V1.0R4, 7-31-18

1-004
Instructions: Input Only Light Yellow Colored Cells

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Year | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 | 2042 | 2043 | 2044 | 2045 | 2046 | 2047 | 2048 | 2049 | 2050 | 2051 | 2052 | 2053 | 2054 | 2055 | 2056 | 2057 | 2058 | 2059 | 2060 | 2061 | 2062 | 2063 | 2064 | 2065 | 2066 | 2067 | 2068 | 2069 | 2070 | 2071 | 2072 | 2073 | 2074 | 2075 | 2076 | 2077 | 2078 | 2079 | 2080 | 2081 | 2082 | 2083 | 2084 | 2085 | 2086 | 2087 | 2088 | 2089 | 2090 | 2091 | 2092 | 2093 | 2094 | 2095 | 2096 | 2097 | 2098 | 2099 | 2100 | 2101 | 2102 | 2103 | 2104 | 2105 | 2106 | 2107 | 2108 | 2109 | 2110 | 2111 | 2112 | 2113 | 2114 | 2115 | 2116 | 2117 | 2118 | 2119 | 2120 | 2121 | 2122 | 2123 | 2124 | 2125 | 2126 | 2127 | 2128 | 2129 | 2130 | 2131 | 2132 | 2133 | 2134 | 2135 | 2136 | 2137 | 2138 | 2139 | 2140 | 2141 | 2142 | 2143 | 2144 | 2145 | 2146 | 2147 | 2148 | 2149 | 2150 | 2151 | 2152 | 2153 | 2154 | 2155 | 2156 | 2157 | 2158 | 2159 | 2160 | 2161 | 2162 | 2163 | 2164 | 2165 | 2166 | 2167 | 2168 | 2169 | 2170 | 2171 | 2172 | 2173 | 2174 | 2175 | 2176 | 2177 | 2178 | 2179 | 2180 | 2181 | 2182 | 2183 | 2184 | 2185 | 2186 | 2187 | 2188 | 2189 | 2190 | 2191 | 2192 | 2193 | 2194 | 2195 | 2196 | 2197 | 2198 | 2199 | 2200 | 2201 | 2202 | 2203 | 2204 | 2205 | 2206 | 2207 | 2208 | 2209 | 2210 | 2211 | 2212 | 2213 | 2214 | 2215 | 2216 | 2217 | 2218 | 2219 | 2220 | 2221 | 2222 | 2223 | 2224 | 2225 | 2226 | 2227 | 2228 | 2229 | 2230 | 2231 | 2232 | 2233 | 2234 | 2235 | 2236 | 2237 | 2238 | 2239 | 2240 | 2241 | 2242 | 2243 | 2244 | 2245 | 2246 | 2247 | 2248 | 2249 | 2250 | 2251 | 2252 | 2253 | 2254 | 2255 | 2256 | 2257 | 2258 | 2259 | 2260 | 2261 | 2262 | 2263 | 2264 | 2265 | 2266 | 2267 | 2268 | 2269 | 2270 | 2271 | 2272 | 2273 | 2274 | 2275 | 2276 | 2277 | 2278 | 2279 | 2280 | 2281 | 2282 | 2283 | 2284 | 2285 | 2286 | 2287 | 2288 | 2289 | 2290 | 2291 | 2292 | 2293 | 2294 | 2295 | 2296 | 2297 | 2298 | 2299 | 2300 | 2301 | 2302 | 2303 | 2304 | 2305 | 2306 | 2307 | 2308 | 2309 | 2310 | 2311 | 2312 | 2313 | 2314 | 2315 | 2316 | 2317 | 2318 | 2319 | 2320 | 2321 | 2322 | 2323 | 2324 | 2325 | 2326 | 2327 | 2328 | 2329 | 2330 | 2331 | 2332 | 2333 | 2334 | 2335 | 2336 | 2337 | 2338 | 2339 | 2340 | 2341 | 2342 | 2343 | 2344 | 2345 | 2346 | 2347 | 2348 | 2349 | 2350 | 2351 | 2352 | 2353 | 2354 | 2355 | 2356 | 2357 | 2358 | 2359 | 2360 | 2361 | 2362 | 2363 | 2364 | 2365 | 2366 | 2367 | 2368 | 2369 | 2370 | 2371 | 2372 | 2373 | 2374 | 2375 | 2376 | 2377 | 2378 | 2379 | 2380 | 2381 | 2382 | 2383 | 2384 | 2385 | 2386 | 2387 | 2388 | 2389 | 2390 | 2391 | 2392 | 2393 | 2394 | 2395 | 2396 | 2397 | 2398 | 2399 | 2400 | 2401 | 2402 | 2403 | 2404 | 2405 | 2406 | 2407 | 2408 | 2409 | 2410 | 2411 | 2412 | 2413 | 2414 | 2415 | 2416 | 2417 | 2418 | 2419 | 2420 | 2421 | 2422 | 2423 | 2424 | 2425 | 2426 | 2427 | 2428 | 2429 | 2430 | 2431 | 2432 | 2433 | 2434 | 2435 | 2436 | 2437 | 2438 | 2439 | 2440 | 2441 | 2442 | 2443 | 2444 | 2445 | 2446 | 2447 | 2448 | 2449 | 2450 | 2451 | 2452 | 2453 | 2454 | 2455 | 2456 | 2457 | 2458 | 2459 | 2460 | 2461 | 2462 | 2463 | 2464 | 2465 | 2466 | 2467 | 2468 | 2469 | 2470 | 2471 | 2472 | 2473 | 2474 | 2475 | 2476 | 2477 | 2478 | 2479 | 2480 | 2481 | 2482 | 2483 | 2484 | 2485 | 2486 | 2487 | 2488 | 2489 | 2490 | 2491 | 2492 | 2493 | 2494 | 2495 | 2496 | 2497 | 2498 | 2499 | 2500 | 2501 | 2502 | 2503 | 2504 | 2505 | 2506 | 2507 | 2508 | 2509 | 2510 | 2511 | 2512 | 2513 | 2514 | 2515 | 2516 | 2517 | 2518 | 2519 | 2520 | 2521 | 2522 | 2523 | 2524 | 2525 | 2526 | 2527 | 2528 | 2529 | 2530 | 2531 | 2532 | 2533 | 2534 | 2535 | 2536 | 2537 | 2538 | 2539 | 2540 | 2541 | 2542 | 2543 | 2544 | 2545 | 2546 | 2547 | 2548 | 2549 | 2550 | 2551 | 2552 | 2553 | 2554 | 2555 | 2556 | 2557 | 2558 | 2559 | 2560 | 2561 | 2562 | 2563 | 2564 | 2565 | 2566 | 2567 | 2568 | 2569 | 2570 | 2571 | 2572 | 2573 | 2574 | 2575 | 2576 | 2577 | 2578 | 2579 | 2580 | 2581 | 2582 | 2583 | 2584 | 2585 | 2586 | 2587 | 2588 | 2589 | 2590 | 2591 | 2592 | 2593 | 2594 | 2595 | 2596 | 2597 | 2598 | 2599 | 2600 | 2601 | 2602 | 2603 | 2604 | 2605 | 2606 | 2607 | 2608 | 2609 | 2610 | 2611 | 2612 | 2613 | 2614 | 2615 | 2616 | 2617 | 2618 | 2619 | 2620 | 2621 | 2622 | 2623 | 2624 | 2625 | 2626 | 2627 | 2628 | 2629 | 2630 | 2631 | 2632 | 2633 | 2634 | 2635 | 2636 | 2637 | 2638 | 2639 | 2640 | 2641 | 2642 | 2643 | 2644 | 2645 | 2646 | 2647 | 2648 | 2649 | 2650 | 2651 | 2652 | 2653 | 2654 | 2655 | 2656 | 2657 | 2658 | 2659 | 2660 | 2661 | 2662 | 2663 | 2664 | 2665 | 2666 | 2667 | 2668 | 2669 | 2670 | 2671 | 2672 | 2673 | 2674 | 2675 | 2676 | 2677 | 2678 | 2679 | 2680 | 2681 | 2682 | 2683 | 2684 | 2685 | 2686 | 2687 | 2688 | 2689 | 2690 | 2691 | 2692 | 2693 | 2694 | 2695 | 2696 | 2697 | 2698 | 2699 | 2700 | 2701 | 2702 | 2703 | 2704 | 2705 | 2706 | 2707 | 2708 | 2709 | 2710 | 2711 | 2712 | 2713 | 2714 | 2715 | 2716 | 2717 | 2718 | 2719 | 2720 | 2721 | 2722 | 2723 | 2724 | 2725 | 2726 | 2727 | 2728 | 2729 | 2730 | 2731 | 2732 | 2733 | 2734 | 2735 | 2736 | 2737 | 2738 | 2739 | 2740 | 2741 | 2742 | 2743 | 2744 | 2745 | 2746 | 2747 | 2748 | 2749 | 2750 | 2751 | 2752 | 2753 | 2754 | 2755 | 2756 | 2757 | 2758 | 2759 | 2760 | 2761 | 2762 | 2763 | 2764 | 2765 | 2766 | 2767 | 2768 | 2769 | 2770 | 2771 | 2772 | 2773 | 2774 | 2775 | 2776 | 2777 | 2778 | 2779 | 2780 | 2781 | 2782 | 2783 | 2784 | 2785 | 2786 | 2787 | 2788 | 2789 | 2790 | 2791 | 2792 | 2793 | 2794 | 2795 | 2796 | 2797 | 2798 | 2799 | 2800 | 2801 | 2802 | 2803 | 2804 | 2805 | 2806 | 2807 | 2808 | 2809 | 2810 | 2811 | 2812 | 2813 | 2814 | 2815 | 2816 | 2817 | 2818 | 2819 | 2820 | 2821 | 2822 | 2823 | 2824 | 2825 | 2826 | 2827 | 2828 | 2829 | 2830 | 2831 | 2832 | 2833 | 2834 | 2835 | 2836 | 2837 | 2838 | 2839 | 2840 | 2841 | 2842 | 2843 | 2844 | 2845 | 2846 | 2847 | 2848 | 2849 | 2850 | 2851 | 2852 | 2853 | 2854 | 2855 | 2856 | 2857 | 2858 | 2859 | 2860 | 2861 | 2862 | 2863 | 2864 | 2865 | 2866 | 2867 | 2868 | 2869 | 2870 | 2871 | 2872 | 2873 | 2874 | 2875 | 2876 | 2877 | 2878 | 2879 | 2880 | 2881 | 2882 | 2883 | 2884 | 2885 | 2886 | 2887 | 2888 | 2889 | 2890 | 2891 | 2892 | 2893 | 2894 | 2895 | 2896 | 2897 | 2898 | 2899 | 2900 | 2901 | 2902 | 2903 | 2904 | 2905 | 2906 | 2907 | 2908 | 2909 | 2910 | 2911 | 2912 | 2913 | 2914 | 2915 | 2916 | 2917 | 2918 | 2919 | 2920 | 2921 | 2922 | 2923 | 2924 | 2925 | 2926 | 2927 | 2928 | 2929 | 2930 | 2931 | 2932 | 2933 | 2934 | 2935 | 2936 | 2937 | 2938 | 2939 | 2940 | 2941 | 2942 | 2943 | 2944 | 2945 | 2946 | 2947 | 2948 | 2949 | 2950 | 2951 | 2952 | 2953 | 2954 | 2955 | 2956 | 2957 | 2958 | 2959 | 2960 | 2961 | 2962 | 2963 | 2964 | 2965 | 2966 | 2967 | 2968 | 2969 | 2970 | 2971 | 2972 | 2973 | 2974 | 2975 | 2976 | 2977 | 2978 | 2979 | 2980 | 2981 | 2982 | 2983 | 2984 | 2985 | 2986 | 2987 | 2988 | 2989 | 2990 | 2991 | 2992 | 2993 | 2994 | 2995 | 2996 | 2997 | 2998 | 2999 | 3000 | 3001 | 3002 | 3003 | 3004 | 3005 | 3006 | 3007 | 3008 | 3009 | 3010 | 3011 | 3012 | 3013 | 3014 | 3015 | 3016 | 3017 | 3018 | 3019 | 3020 | 3021 | 3022 | 3023 | 3024 | 3025 | 3026 | 3027 | 3028 | 3029 | 3030 | 3031 | 3032 | 3033 | 3034 | 3035 | 3036 | 3037 | 3038 | 3039 | 3040 | 3041 | 3042 | 3043 | 3044 | 3045 | 3046 | 3047 | 3048 | 3049 | 3050 | 3051 | 3052 | 3053 | 3054 | 3055 | 3056 | 3057 | 3058 | 3059 | 3060 | 3061 | 3062 | 3063 | 3064 | 3065 | 3066 | 3067 | 3068 | 3069 | 3070 | 3071 | 3072 | 3073 | 3074 | 3075 | 3076 | 3077 | 3078 | 3079 | 3080 | 3081 | 3082 | 3083 | 3084 | 3085 | 3086 | 3087 | 3088 | 3089 | 3090 | 3091 | 3092 | 3093 | 3094 | 3095 | 3096 | 3097 | 3098 | 3099 | 3100 | 3101 | 3102 | 3103 | 3104 | 3105 | 3106 | 3107 | 3108 | 3109 | 3110 | 3111 | 3112 | 3113 | 3114 | 3115 | 3116 | 3117 | 3118 | 3119 | 3120 | 3121 | 3122 | 3123 | 3124 | 3125 | 3126 | 3127 | 3128 | 3129 | 3130 | 3131 | 3132 | 3133 | 3134 | 3135 | 3136 | 3137 | 3138 | 3139 | 3140 | 3141 | 3142 | 3143 | 3144 | 3145 | 3146 | 3147 | 3148 | 3149 | 3150 | 3151 | 3152 | 3153 | 3154 | 3155 | 3156 | 3157 | 3158 | 3159 | 3160 | 3161 | 3162 | 3163 | 3164 | 3165 | 3166 | 3167 | 3168 | 3169 | 3170 | 3171 | 3172 | 3173 | 3174 | 3175 | 3176 | 3177 | 3178 | 3179 | 3180 | 3181 | 3182 | 3183 | 3184 | 3185 | 3186 | 3187 | 3188 | 3189 | 3190 | 3191 | 3192 | 3193 | 3194 | 3195 | 3196 | 3197 | 3198 | 3199 | 3200 | 3201 | 3202 | 3203 | 3204 | 3205 | 3206 | 3207 | 3208 | 3209 | 3210 | 3211 | 3212 | 3213 | 3214 | 3215 | 3216 | 3217 | 3218 | 3219 | 3220 | 3221 | 3222 | 3223 | 3224 | 3225 | 3226 | 3227 | 3228 |
|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-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Job Cost Estimate Travel & Entertainment

| Job No. | Project Name | Revision | Date | JCE Model |
|---------|---|----------|-----------|-----------------|
| TBD | Arvin Sanitary Sewer Management Plan (SSMP) | 0 | 8/13/2018 | V1.0R4, 7-31-18 |

Instructions: Input Only Light Yellow Colored Cells

1-006a PM Travel & Entertainment

| No. of Trips | |
|------------------------------|---|
| Engineering and Design Phase | 8 |
| Construction Phase | 0 |
| | 8 |
| Ave. Trip Duration (Days) | 2 |

| | | |
|----------------------------------|------------|-----------|
| Average Airfare | Round Trip | \$ - |
| Egencia Fees | Lump Sum | \$ 11.00 |
| Average Hotel Costs | Per Night | \$ 150.00 |
| Breakfast, Lunch, Dinner (Meals) | Per Day | \$ 25.00 |
| Business Meals (Internal) | Lump Sum | \$ - |
| Business Meals (External) | Lump Sum | \$ 50.00 |
| Average Rental Car | Per Day | \$ - |
| Rental Car Fuel | Per Day | \$ - |
| Local Mileage | Lump Sum | \$ 200.00 |
| Airport Parking | Per Day | \$ - |
| Taxi/Shuttle | Lump Sum | \$ - |
| Tips | Lump Sum | \$ - |
| Tolls | Lump Sum | \$ - |

| Activity Type | WBSe | Cost Element | Chart of Accounts Description | Coupa Description | Units | Cost | Extended | # Trips | Extended Cost |
|---------------|-------|--------------|--|---|-------|-----------|-----------|---------|---------------|
| T&E | 1-006 | SAP | Airplane trips | Airfare | 1 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Taxi trips | Transportation - Taxi/Shuttle | 1 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Travel agencies | Booking Fees (Egencia) | 1 | \$ 11.00 | \$ 11.00 | 8 | \$ 88.00 |
| T&E | 1-006 | SAP | Carpark | Parking | 2 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Toll | Tolls | 1 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Mileage allowances | Mileage 2016 - Personal | 1 | \$ 200.00 | \$ 200.00 | 8 | \$ 1,600.00 |
| T&E | 1-006 | SAP | Hotel and restaurants (purchase order) | Tips | 1 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Hotel | Lodging | 1 | \$ 150.00 | \$ 150.00 | 8 | \$ 1,200.00 |
| T&E | 1-006 | SAP | Restaurants | Meals | 2 | \$ 25.00 | \$ 50.00 | 8 | \$ 400.00 |
| T&E | 1-006 | SAP | Restaurants | Entertainment - Business Meal- Internal | 1 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Hotel and restaurant receptions | Entertainment - Business Meal- External | 1 | \$ 50.00 | \$ 50.00 | 8 | \$ 400.00 |
| T&E | 1-006 | SAP | Short-term vehicle leasing (rental vehicles) | Rental Car | 2 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Short-term vehicle leasing (rental vehicles) | Rental Car - Fuel | 2 | \$ - | \$ - | 8 | \$ - |

Average Trip Costs \$ 461.00

Total PM T&E Budget \$ 3,688.00

1-006b CM Travel & Entertainment

| No. of Trips | |
|---------------------------|---|
| Construction Phase | 0 |
| | 0 |
| Ave. Trip Duration (Days) | 4 |

| | | |
|----------------------------------|------------|-----------|
| Average Airfare | Round Trip | \$ 750.00 |
| Egencia Charges | Lump Sum | \$ 11.00 |
| Average Hotel Costs | Per Night | \$ 140.00 |
| Breakfast, Lunch, Dinner (Meals) | Per Day | \$ 50.00 |
| Business Meals (Internal) | Lump Sum | \$ - |
| Business Meals (External) | Lump Sum | \$ - |
| Average Rental Car | Per Day | \$ 50.00 |
| Rental Car Fuel | Per Day | \$ 15.00 |
| Local Mileage | Lump Sum | \$ 50.00 |
| Airport Parking | Per Day | \$ 10.00 |
| Taxi/Shuttle | Lump Sum | \$ - |
| Tips | Lump Sum | \$ 5.00 |
| Tolls | Lump Sum | \$ - |

| Activity Type | WBSe | Cost Element | Chart of Accounts Description | Coupa Description | Units | Cost | Extended | # Trips | Extended Cost |
|---------------|-------|--------------|--|---|-------|-----------|-----------|---------|---------------|
| T&E | 1-006 | SAP | Airplane trips | Airfare | 1 | \$ 750.00 | \$ 750.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Taxi trips | Transportation - Taxi/Shuttle | 1 | \$ - | \$ - | 0 | \$ - |
| T&E | 1-006 | SAP | Travel agencies | Booking Fees (Egencia) | 1 | \$ 11.00 | \$ 11.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Carpark | Parking | 4 | \$ 10.00 | \$ 40.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Toll | Tolls | 1 | \$ - | \$ - | 0 | \$ - |
| T&E | 1-006 | SAP | Mileage allowances | Mileage 2016 - Personal | 1 | \$ 50.00 | \$ 50.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Hotel and restaurants (purchase order) | Tips | 1 | \$ 5.00 | \$ 5.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Hotel | Lodging | 3 | \$ 140.00 | \$ 420.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Restaurants | Meals | 4 | \$ 50.00 | \$ 200.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Restaurants | Entertainment - Business Meal- Internal | 1 | \$ - | \$ - | 0 | \$ - |
| T&E | 1-006 | SAP | Restaurants | Entertainment - Business Meal- External | 1 | \$ - | \$ - | 0 | \$ - |
| T&E | 1-006 | SAP | Short-term vehicle leasing (rental vehicles) | Rental Car | 4 | \$ 50.00 | \$ 200.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Short-term vehicle leasing (rental vehicles) | Rental Car - Fuel | 4 | \$ 15.00 | \$ 60.00 | 0 | \$ - |

Average Trip Costs \$ 1,476.00

Total CM T&E Budget \$ -

TOTAL T&E \$ 3,688.00

END OF SHEET

Attachment: Arvin SSMP Proposal 9.5.18 Final (Discussion of Sanitary Sewer Management Program Proposal)



Job Cost Estimate Taxes - Bonds - Other

| Job No. | Project Name | Revision | Date | JCE Model |
|---------|---|----------|-----------|-----------------|
| TBD | Arvin Sanitary Sewer Management Plan (SSMP) | 0 | 8/13/2018 | V1.0R4, 7-31-18 |

Instructions: Input Only Light Yellow Colored Cells

| 1-008 FINANCIAL COSTS | | | | | | | |
|----------------------------------|-------|--------------|---------------------------------------|--|----------------|-------------|--------------------|
| Activity Type | WBS# | Cost Element | Chart of Accounts Description | Description | Contract Value | Rate/Amount | Extended Cost |
| FIN COSTS | 1-008 | SAP | Other insurances | Surety Bonds (Consult Boston) | Lump Sum | \$ - | \$ - |
| FIN COSTS | 1-008 | SAP | Other insurances | Bid Bonds (Consult Boston) | \$ - | 0.00% | \$ - |
| FIN COSTS | 1-008 | SAP | Fees of operating guarantees received | Corporate Guarantee (Consult Boston) | N/A | N/A | N/A |
| FIN COSTS | 1-008 | SAP | Property insurance | Builders Risk Insurance (Consult Boston) | Lump Sum | \$ - | \$ - |
| FIN COSTS | 1-008 | SAP | Operating risk insurance | General Liability Insurance | \$ 375,000.00 | 1.200% | \$ 4,500.00 |
| FIN COSTS | 1-008 | SAP | Other taxes | Sales & Use Tax | \$ - | 0.00% | \$ - |
| FIN COSTS | 1-008 | SAP | Other current operating costs | Project Development Costs | \$ - | 0.00% | \$ - |
| Total Taxes, Bonds, Other | | | | | | | \$ 4,500.00 |

END OF SHEET

Attachment: Arvin SSMP Proposal 9.5.18 Final (Discussion of Sanitary Sewer Management Program Proposal)

August 10, 2018

Appendix A

Update to Arvin Sanitary Sewer Management Plan (SSMP) Scope of Work

Project Understanding

The City of Arvin (City) requires a comprehensive Capital Improvement Plan (Plan) for its wastewater system. Harris & Associates (Harris) was retained by the City in 2010 to prepare the Plan, however the Plan was not completed due to the need to update the General Plan. Now that the General Plan has been updated, the City has requested Harris to update the Plan.

Harris will utilize the updated information to build on the 2010 study to complete the System Evaluation and Capacity Assurance Plan (SECAP) element of the plan and to prepare a Capital Improvement Plan (CIP) and Sanitary Sewer Master Plan.

Scope of Work

We have prepared the following scope of work based on our discussion with the City staff and Veolia:

1.0 Project Management

1.1 Project Management responsibilities will involve preparation and maintenance of the scope, budget, schedule, resource management, and coordination of meetings with the team, which includes subconsultants, Veolia and City staff.

On a monthly basis, the Project Manager will provide a brief written summary of work that has been accomplished, a list of impediments and actions required to work through the impediments to keep the project on schedule and budget.

The Project Manager will manage invoices and submit a monthly cover letter with each invoice to identify the original budget, amount spent to date, amount spent on this period, and percentage spent to date for each task.

2.0 System Inspection and Condition Assessment

2.1 Inspection of pump station

Prior to the inspection, we will review the available pump station plans. During the inspection, we will discuss with City staff and Veolia the past performance of the pump station and any known or suspected deficiencies. The inspection will include the condition of the equipment, the reliability features relating to power failure, the safety features, and other aspects such as accessibility and operability. The capacity of the pump station and our findings of the inspection will be noted for SECAP work below.

2.2 Condition assessment of pump station

A written assessment of the condition of the pump station will be prepared.

2.3 Develop CIP for condition problems of pump station

Recommendations of capital improvement projects needed to enhance the capacity and reliability of the pump station will be prepared.

3.0 System Evaluation and Capacity Assurance Plan (SECAP)

3.1 Prepare for & Attend Kickoff Meeting & Site Tour with Veolia and City staff

At the Kickoff Meeting we will confirm the goals, schedule and deliverables of the SECAP, receive the requested data from Veolia and the City and discuss its completeness, and inquire about overflow locations (if any) known to the City and Veolia since 2009.

3.2 Determine Planning Horizon, Service Area, and Future Land Uses

The planning horizon will be the duration desired in the CIP to be prepared or as specified in the City's current General Plan document. We assume it will be 20 years. The future service area and future land users will be as described in the City's current updated General Plan.

3.3 Review City Information and Determine Completeness.

- GIS Data
- Current General Plan
- Previous reports related to the sewer system
- Record Drawings of sewer system
- Pump Station Data
- Existing Zoning Maps

3.4 Perform GIS Data Compatibility Check

The computer model will include all sewer lines 10-inch and larger and those 8-inch sewer mains which currently appear undersized or will carry increased flow from future development. We will check for GIS data anomalies and compatibility with our hydraulic software.

3.5 Flow Generation Analysis

We will develop flow generation analysis by using wastewater generation rates provided by the City or typically used elsewhere to develop existing and future flows within the service area. We will work with the City to estimate the rate and location of future development within the service area broken into 0-5 years, 5-10 years and 10-20 years from the present day.

In this task, the team will utilize the land-use and growth projections for the City to develop loadings for the selected basins. This will be carried out by utilizing the current water demands to correlate the current unit demands to the future land-use requirements and identify the overall intermediate and build-out scenarios.

We will utilize the current water meters that serve sewer customers as well, identify unit demands based on the usage type, adjust the demands to the water/sewer ratio based on the past metering analysis and correlate the usage type to the land use projections. Furthermore, we will also utilize a mass balance analysis to identify and update loading patterns. This is critical component of sewer modeling as it develops the interactions of the peaks between various loadings.

We will prepare a memorandum describing the flow generation analysis including key assumptions, methodology and results.

3.6 Model Calibration

In this task, we will review the City's current hydraulic model in Sewer Gems, as previously prepared, to become familiar with the organization, data and key assumptions used to develop the original model. We will utilize available data and discussions with Veolia and the City to validate that the current hydraulic model is reflecting the current operations and conditions within the City.

We will also develop the evaluation criteria for the selected collection system basins. In conjunction with the City the team will develop the criteria that will be utilized for the system evaluation. The criteria will include information such as:

- a. Hydraulic criteria (flows/velocities and depth/diameter ratios)
- b. Condition Evaluation Criteria based on the information collected thus far
- c. Age and expected useful life criteria
- d. Facility replacement infrastructure unit costs

3.7 Model Build Out Conditions

In this particular task, we will perform the following activities for the selected collection system basins:

1. Create Build-out Scenarios
2. Apply the demands developed in Task 3.5 to the build-out scenarios
3. Utilize the future land projections to develop reasonable piping layouts
4. Review the future piping layout with Veolia and the City
5. Allocate build-out demands to the future infrastructure
6. Utilize the system evaluation criteria developed in Task 3.6 to identify asset requirements and sizing that don't meet the criteria for build-out conditions. An optimization algorithm will be employed to identify best value for the system

analysis.

We will provide a copy of the updated hydraulic model and a memorandum describing the key assumptions, criteria for system evaluation, methodology, current conditions and recommendations for build-out conditions based on growth assumptions.

3.8 Progress Meetings with Veolia and City

Our team will meet with Veolia and the City during the SECAP project review and discuss the project progress, results of the hydraulic modeling tasks, including a discussion of preliminary results of capital needs and operational modifications and recommendations. After each meeting, copies of meeting minutes will be prepared and submitted for review.

We have included in our scope a total of two (2) progress meetings, in addition to the Kick-off Meeting.

3.9 Determine Existing & Future Collection System and Pump Station Capacity Needs.

Our team will identify collection system and pump station capital needs, as well as any operational modifications and recommendations based on the results of the Tasks 3.5-3.7.

3.10 CCTV Condition Assessment

We will review ¼ of the worst pipes in the system based on ranking generated by the CCTV Survey Report plus 16 hours to spot check the remainder of the system. We also budgeted 24 hours for a site visit and a learning session with Veolia to become acquainted with the City's GIS system and gather information on making the appropriate queries from the database. We will document defects, note any visible inflow/infiltration, amount of roots, and amount of offset joints and/or sags in vertical slopes.

3.11 Manhole Condition Assessment

The Harris team will uncover each manhole, visually assess the condition, record defects, such as infiltration, cracks, poor frame/cover conditions and document these defects in a Manhole Inspection Form. We will also take photographs for documentation purposes. City staff will provide traffic control during the inspection of manholes. Harris will then prepare a brief Existing Conditions Memorandum describing the field findings and include recommendations for improvements. We will not inspect the manholes that have been identified for replacement by the City or are newer than 5 years.

3.12 Development of a Capital Improvement Program (CIP) for Capacity Needs.

We will prioritize the list of capital improvement projects (CIP) from Tasks 3.9 and 3.10 to meet the City's sewer system needs through build-out. The deliverables for this task will include a description of each project including the reasons for this project; timing of the project relative to other proposed projects; project location as depicted on a sewer system map of the City and project details and other information in order to prepare a cost estimate for each project.

3.13 Prepare Draft Master Plan

We will prepare draft master plan and submit an electronic file in pdf form to the City for review.

3.14 Prepare Final Master Plan

Based upon City's and Veolia's review comments of the Draft Master Plan, a Final Master Plan will be prepared which will address the review comments. A Final Master Plan file in pdf form will be submitted to the City.

4.0 Environmental Assessment

4.1 Mitigated Negative Declaration (MND)

Harris will prepare an Initial Study/Mitigated Negative Declaration (IS/MND) in compliance with the California Environmental Quality Act (CEQA). Attachment A includes a detailed project description for this task.

Optional Services

4.2 Environmental Impact Report (EIR) (if required)

The decision to prepare an EIR will be made either during preliminary review or at the conclusion of the Initial Study. An EIR will be prepared if there is substantial evidence that the project may have a significant effect on the environment. Attachment A includes a detailed project description for this task.

Schedule

We understand that the CIP will be a key component of the City's wastewater rate update, which is scheduled for the Spring of 2019. Assuming the Notice to Proceed (NTP) is issued to Harris on August 15, 2018, we will endeavor to complete Task 3.0, SECAP and Mitigated Negative Declaration (MND) by June 15, 2019. Should the City decide to have Harris perform the optional services listed above, we will complete Tasks 3.0 and the MND by February 2019. The EIR process, if needed, will take an additional 16 to 18 months.

Fee Estimate

Our estimated level of effort to perform the base services as described herein is \$235,366, including subconsultant fee. If EIR is required, an additional \$50,000 will be required to complete this task, making the estimated total cost to be \$285,366. Please see our attached fee

proposal (Attachment “B”) for our team’s level of effort expected to execute the scope of work as requested and outlined herein. Attention is also directed to the assumptions listed below that were the basis for developing this fee.

Assumptions

1. Veolia will provide CCTV videos of sanitary sewer pipes to Harris for pipe condition assessment.
2. No field survey of existing system is needed (GIS data will be used), except as noted for manhole inspection.
3. Veolia will provide the Current General Plan, sewer and pump station record drawings and sewer reports.
4. Analysis of wastewater treatment plant is not included.
5. No additional flow monitoring required; we will use the hydraulic model from our previous study in 2010.
6. No calculation of I/I rates.
7. Meetings include a Kickoff meeting and 2 additional meetings.
8. Fee is based on 2018 rates. An adjustment in rates may occur on Jan. 1, 2019. However, 2019 rates increase will not impact the overall project costs.
9. The total cost for the team establishes the project budget and not the separate phase totals.

If a portion of this proposal does not meet your needs, or if those needs have changed, we will consider appropriate modifications based on your specific needs. Thank you for the opportunity to be of service again. Please call me at (925) 827-4900, ext. 1112, e-mail kourosh.iranpour@weareharris.com if you have any questions or need further information.

Sincerely,

HARRIS & ASSOCIATES



Kourosh Iranpour, P.E., QSD
Project Manager



Ann Hajnosz, P.E.*
Principal-in-Charge & QA/QC Manager
*Washington

Attachments: A. Detailed Scope of Work for MND and EIR Tasks
 B. Estimated Level of Effort

Scope of Work for Initial Study/Mitigated Negative (IS/MND) Declaration and Environmental Impact Report (EIR)

The following describes the scope of work for the City of Arvin Sewer Master Plan CEQA documentation. CEQA documentation will be prepared by Harris & Associates (Harris) staff, with assistance from subconsultants.

Initial Study/Mitigated Negative Declaration

The environmental document proposed for the Arvin Sewer Master Plan is an initial study and mitigated negative declaration (IS/MND). The scope of work for the IS/MND is provided below. Harris will undertake the following tasks to prepare the IS/MND for the project.

1. Technical Studies

- a. Harris will conduct a Biological Reconnaissance including a habitat assessment to identify habitats on the project site and determine if any habitat for threatened or endangered species exists throughout the project footprint. Specifically, Harris will survey the area for signs of Blunt-Nosed Leopard Lizard (*Creotophytus silus*) and San Joaquin Kit Fox (*Vulpes macrotismitea*). A biological resources letter report will be prepared summarizing results.
- b. Harris will conduct a Cultural Resources Pedestrian Survey including a records search to identify any known archaeological, historical, and tribal cultural resources within the area of potential effect. A cultural resources letter report will be prepared summarizing results. Harris will also assist the city with initiating the AB 52 process with tribal entities interested in city projects.
- c. Harris will conduct air quality and greenhouse gas emissions modeling for both construction and operations of the proposed project. Modeling results will be included as an attachment to the CEQA document and analysis will be included in the IS/MND. A standalone summary report will not be prepared.

2. Draft Initial Study and Mitigated Negative Declaration

- a. Harris will prepare a project description which will describe the basic characteristics of each component of the project, including location, environmental setting, technical and environmental characteristics including structures, landscaping, utilities, off-site improvements, and project construction methodologies. The project description will be based on information provided by the city. Should the project description change during the course of preparing the IS/MND, an amendment to the IS/MND scope of work may be required.
- b. Harris will prepare the IS for the proposed project. The IS will be based on readily-available public information including the City of Arvin General Plan and MND and the project-specific technical studies mentioned above. This scope of work assumes that technical studies for the project do not require further review or revisions. Should the technical studies change during the course of preparing the IS/MND, an amendment to the IS/MND scope of work may be required.
- c. Harris will prepare the MND form based on the environmental analysis from the IS.

- d. Harris will submit to the city an electronic version of the IS/MND and all appendices in PDF and editable (Word) formats.
- e. Harris will revise the IS/MND based on comments from the city. This scope and cost assumes that there will be two rounds of city review and that city staff will reconcile and compile its comments into a single document for Harris' use.
- f. It is assumed that the IS/MND will undergo a 30-day public review and will be submitted to the State Clearinghouse for review by State agencies. Harris will produce an electronic version of the public draft IS/MND and appendices in PDF and Word formats and submit it to the city on a CD or flash drive. In addition, three paper copies of the draft IS/MND will be provided to the city.
- g. Harris will prepare the Notice of Intent (NOI) to adopt an MND and provide it to the city for submittal to a local newspaper in compliance with Section 15072 of the State CEQA Guidelines. The city will also distribute the NOI to interested parties and the Kern County Clerk's office in Bakersfield.

3. Final Initial Study/Mitigated Negative Declaration

- a. Harris will prepare a Responses to Comments (RTC) memorandum which includes a summary of the comments received on the draft IS/MND during the public review period and responses to those comments. Harris will electronically submit a draft and final RTC memorandum. CEQA does not require formal responses be prepared and distributed for an MND, but does require notification in writing to any public agency that comments on the MND of public hearings to be held for the project. This scope of work assumes that the effort required to respond to comments will not require substantial new analysis or substantial revisions to a section of the IS/MND.
- b. Harris will revise the IS, if required, for clarification based on public review comments received, and prepare the final MND. It is anticipated that any revisions to the IS/MND as a result of public review comments will be minor and will not require additional research and analysis. Revisions made in the final IS/MND will be identified in strikeout/underline format.
- c. Harris will prepare an electronic version of the final IS/MND in PDF and Word formats and submit it to the city on a CD or flash drive. In addition, three paper copies of the final IS/MND will be provided to the city.
- d. Harris will prepare the Notice of Determination (NOD) and provide it to the city to file the NOD with the Kern County Clerk's Office within five days of project approval. The city will provide payment for all filing fees.

4. Mitigation Monitoring and Reporting Program (MMRP)

- a. During the draft IS/MND public review period, Harris will prepare the draft MMRP based on information provided in the draft IS/MND and submit the document to the city electronically for review.
- b. Harris will prepare the final MMRP based on comments from the city on the draft MMRP and the final IS/MND revisions. Harris will submit to the city electronic PDF and MS Word copies of the final MMRP and attach it to the final IS/MND.

5. Management/Teleconferences/Hearings

- a. The Harris Project Manager will organize and track the preparation of the IS/MND in terms of technical scope of work, budget, and scheduling; oversee its implementation; and organize and oversee report preparation.
- b. This scope of work includes two in-person meeting with the city, if necessary.
- c. Harris will participate in up to eight, one-hour conference calls with the city.
- d. Harris will prepare for and attend one public hearing to answer questions regarding the IS/MND. This scope of work assumes that the city will prepare all necessary hearing materials, including presentations.

Schedule

The following schedule summarizes the number of working days required to complete each tasks described above, which will commence once a notice to proceed has been received. Holidays are assumed to be non-working days.

| Task/Milestone | Time to Complete |
|---|----------------------|
| Kickoff Meeting | 1 day |
| Harris prepares Biological Letter Report and Cultural Letter Report | 30 days |
| Harris conducts Air Quality and GHG modeling | 5 days |
| Harris prepares 1st Admin Draft IS/MND | 20 days |
| City provides comments on 1st Admin Draft IS/MND | 15 days |
| Harris prepares 2nd Admin Draft IS/MND | 10 days |
| City provides final comments on Admin Draft IS/MND | 10 days |
| Harris produces Public Review Draft IS/MND | 10 days |
| Public Review Period | 30 calendar days |
| Harris prepares Draft MMRP | During public review |
| Harris prepares Draft RTC and Final IS/MND | 15 days |
| City provides comments on Draft RTC, MMRP, and Final IS/MND | 10 days |
| Harris prepares Final RTC, IS/MND and MMRP | 10 days |

OPTIONAL TASK: Program EIR

If significant environmental impacts are anticipated from the proposed project, a Program Environmental Impact Report (Program EIR) would be prepared. Harris would undertake the following tasks to prepare the Program EIR for the project.

1. Review Existing Documentation and Related Project Information

- a. Review information relevant to the Program EIR, including the Sewer Master Plan, General Plan, and General Plan MND documents. Any other documents related to the project would also be reviewed. Harris will request necessary document from the city.

2. Technical Studies

- a. **Biological Resources:** Harris will conduct a Biological Reconnaissance including a habitat assessment to identify habitats on the project site and determine if any habitat for threatened or endangered species exists throughout the project footprint. Specifically, Harris will survey the area for signs of Blunt-Nosed Leopard Lizard (*Creotophytus silus*) and San Joaquin Kit Fox (*Vulpes macrotismiticea*). A biological resources letter report will be prepared summarizing results.
- b. **Cultural Resources:** Harris will conduct a Cultural Resources Pedestrian Survey including a records search to identify any known archaeological, historical, and tribal cultural resources within the area of potential effect. A cultural resources letter report will be prepared summarizing results. Harris will also assist the city with initiating the AB 52 process with tribal entities interested in city projects.
- c. **Air Quality and Greenhouse Gas Emissions Modeling:** Harris will run the South Coast Air Quality Management District's California Emissions Estimator Model (CalEEMod) to estimate criteria pollutant and greenhouse gas (GHG) emissions from construction and operation of the project. The significance of the construction and operational emissions of criteria air pollutant emissions will be evaluated using the San Joaquin Valley Air Pollution Control District's screening level criteria. Harris will utilize the City of Arvin's air quality and GHG thresholds for significance determination, if available. If none are available from the city, the most relevant thresholds, as determined by the project team, will be used for significance determination. The data sheets from the criteria pollutant and GHG emissions model runs will be included as an appendix to the CEQA document.

3. Notice of preparation

- a. In accordance with Section 15082 of the CEQA Guidelines, Harris will prepare the Program EIR Notice of Preparation (NOP). Consistent with CEQA Guidelines Section 15063, if an EIR is clearly required then an Initial Study is not required. To save the city time and money, an Initial Study will not be prepared if it is clear that an EIR is required.

The NOP tasks include the following:

- Prepare the draft NOP, which will describe the project based on information provided by the city and identify the project's potential environmental effects. Harris will provide an electronic copy of the NOP for the city to review.
- Revise the draft NOP based on comments received from the city. It is assumed that one set of consolidated comments will be received.
- Provide an electronic version of the public review NOP to the city. It is assumed that the city will submit the NOP to the State Clearinghouse and will file it with the Kern County Clerk. The city will also be responsible for publication and distribution of the NOP to interested agencies, organizations and individuals, including Responsible Agencies. Harris will assist with development of a distribution list for the NOP.
- At the conclusion of the 30-day public review period for the NOP, Harris will prepare a table summarizing the comments received and include it in the appendix of the Program EIR, along with the NOP and NOP comment letters received by the city.

4. Draft Program EIR

- a. Harris will prepare two administrative draft Program EIRs (ADPEIR) for the proposed project, for review by the city. This scope assumes that comments on the administrative drafts will not result in new analysis or substantial revisions that would warrant a scope, budget and schedule amendment. The first ADPEIR will be prepared for review by the city. It is assumed that all comments received on the first ADPEIR will be consolidated and collated in a single copy of the Program EIR, with any conflicting comments resolved, and submitted to Harris for review and incorporation into the Program EIR. Harris will address the city's comments and prepare a second ADPEIR for submittal to the city. Comments on the second ADPEIR are anticipated to require minimal additional revisions and will be combined into one Program EIR copy. After receipt and incorporation of comments on the second ADPEIR, Harris will submit the Draft Program EIR electronically to the city for a print-check review before the document is finalized, printed and distributed for public review. Harris will submit up to 5 hard paper copies and 5 CD or flash drive copies of the first and second ADPEIRs.

Harris will incorporate graphics into the Program EIR as necessary to define the project, specifically in the project description, and to convey geographical limits, such as a traffic study area map. To reduce costs, Harris will provide graphics that are 8.5 x 11 inches and in black and white where possible. High-quality color prints and larger 11 x 17 inch graphics will be included when necessary.

Harris will prepare the Draft Program EIR in full compliance with CEQA (Public Resources Code Section 21000 et seq.), the CEQA Guidelines (California Code of Regulations Section 15000 et seq.), and CEQA case law. The Program EIR will examine all phases of the project including

construction and operation. The major components of the Draft Program EIR are discussed below.

Executive Summary

The Executive Summary will contain all of the elements required in CEQA Guidelines Section 15123, including a brief description of the project and the project alternatives evaluated in the Program EIR. It will also discuss the areas of controversy known to the lead agency and issues to be resolved by the decision-making body, including how to mitigate the significant effects of the proposed project and the option to select a project alternative. This section will include two tables. The first table will provide a summary of the project's direct and cumulative impacts, including the level of significance before mitigation, mitigation measures, and level of significance after mitigation. The second table will consist of a matrix identifying the comparative impacts of the project alternatives.

Introduction

Harris will prepare an Introduction to the Program EIR, describing the background of the Sewer Master Plan, including a description of the surrounding area and jurisdictional responsibilities, existing and past uses of the project area, previous master plans, environmental approval process and timing, and organization of the Program EIR. Background information pertaining to the project will be based on the information provided by the city. The Introduction will also describe the scoping process for determining environmental resource topics to be evaluated and project alternatives to be considered.

Environmental Setting

The Environmental Setting will be prepared as described in the State CEQA Guidelines Section 15125. It will briefly describe the physical conditions, as they exist in the project vicinity, with emphasis on conditions important to the analysis of impacts, at the time the NOP is filed with the State Clearinghouse. Compliance or inconsistency with any applicable adopted local or regional plans will be briefly discussed.

Project Description

The Project Description section will be prepared to comply with all the requirements of CEQA Guidelines Section 15124 and will include a discussion of the project's location and boundaries; objectives; primary features including proposed land uses, onsite and offsite utilities, infrastructure and circulation network; general aspects of project construction and operation; and features proposed as part of the project that would reduce or eliminate potential environmental impacts. The project description, including graphic materials, will be based on information provided by the city. The project objectives will be developed in consultation with city staff. These objectives are a key element of the project description because they set the parameters for developing the project alternatives. Accompanying the project description will be a complete list of all Responsible and Trustee Agencies and necessary discretionary actions and approvals characterized by agency, including required permits. This scope assumes that the project description will not change during preparation of the Program EIR. If there are project

description changes during Program EIR preparation, a scope of work and budget amendment may be required, and the Program EIR schedule may require adjustment.

Environmental Analysis

The Environmental Analysis for the proposed project will be conducted in accordance with State CEQA Guidelines Sections 15126 and 15126.2. Program EIR organization will generally follow a format where each environmental topic is divided into the following subsections.

- **Introduction.** Description of background information specific and relevant to the environmental topic.
- **Existing Conditions.** Description of existing conditions of the project site, specific and relevant to the environmental topic.
- **Regulatory Framework.** Description of applicable regulations promulgated by federal, state, regional, and local agencies to the environmental topic.
- **Thresholds of Significance.** Description of the methodology used for the impact analysis and the city thresholds of significance used, based on city standards and Appendix G of the CEQA Guidelines.
- **Project Impacts.** Potential direct and indirect impacts of construction and operation of the proposed project. Project impacts will be based on the issue questions provided in the most recent version of the CEQA Appendix G Environmental Checklist form. Impact determination will be derived from the significance criteria used by the city.
- **Mitigation Measures.** Measures necessary to reduce potentially significant impacts of the proposed project to a less than significant level, and the secondary impacts of such measures, if applicable.
- **Cumulative Impacts.** Potential cumulative impacts, which are impacts of the proposed project considered together with the impacts of relevant past, present, and reasonably foreseeable future projects that together would contribute to the degradation of the environment in each topic area. Harris will confirm the approach for the cumulative analysis with the city; however, based on our experience, it is assumed that a current list of cumulative projects will be obtained from the city. For each topic, the following four questions will be addressed in the cumulative analysis:
 - What is the geographic context of the analysis?
 - Does a significant cumulative impact exist?
 - If so, what is the project's contribution before implementation of project-level mitigation measures?
 - What is the project's contribution after implementation of project-level mitigation measures?

The following environmental topics need to be addressed in the Program EIR. Some will be described in more detail than others given the project scope and potential for project impacts.

- Aesthetics
- Agriculture and Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Mineral Resources
- Noise
- Land Use and Planning
- Population and Housing
- Public Services
- Recreation
- Transportation and Traffic
- Tribal Cultural Resources
- Utilities and Service Systems

Other CEQA Considerations

Growth Inducement

In accordance with CEQA Guidelines Section 15126.2(d), this section of the Program EIR will identify the potential for the proposed project to induce growth based on the proposed Sewer Master Plan. In addition, the Program EIR will address whether the proposed project would remove any known obstacles to growth in the region or involve the extension of utilities that would allow growth to occur where there is currently a lack of utilities to serve development.

Effects Found Not to be Significant

In accordance with CEQA Guidelines Section 15128, the Program EIR will contain a brief discussion of issues that were determined not to be significant and; therefore, not discussed in detail in the Program EIR.

Unavoidable and Irreversible Significant Environmental Effects

In accordance with CEQA Guidelines Sections 15126.2(b) and (c), this section will discuss uses of nonrenewable resources, long-term commitments of resources, and potential irreversible environmental damage that may result from the proposed project. Generally, the project would result in significant irreversible environmental changes if one of the following occurs:

- The primary and secondary impacts would generally commit future generations to similar uses.
- The project would involve a large commitment of nonrenewable resources.
- The project would involve uses in which irreversible damage would result from any potential environmental accidents associated with the project.
- The proposed consumption of resources is not justified (e.g., involves the wasteful use of energy).

Alternatives Analysis

Harris will prepare the alternatives analysis in accordance with CEQA Guidelines Section 15126.6 addressing the No Project Alternative and up to two feasible alternatives to the proposed project that would reduce significant impacts. The project alternatives to be evaluated will be determined in consultation with city staff. As stated in Section 15126.6 of the CEQA Guidelines, an EIR shall describe a range of reasonable alternatives to the project, or the location of project, which would feasibly attain most of the basic objectives of the project, but would avoid or substantially lessen any of the significant effects of the project. Any graphics needed to support the alternatives discussion will be provided by the city. The Program EIR will provide sufficient information to allow meaningful evaluation of the alternatives compared to the proposed project. As allowed by CEQA, the alternatives analysis will be qualitative in comparison to the proposed project. CEQA does not require the alternatives analysis to be at the same level of detail as the proposed project analysis; therefore, this information will be more general in nature. The summary of project alternative impacts will be illustrated in a matrix identifying the differences in impacts between the project alternatives and proposed project. In addition, as required by the CEQA Guidelines, the environmentally superior alternative will be identified. If this is determined to be the No Project Alternative, the next environmentally superior alternative will be identified.

- b. Public Draft Program EIR Reproduction and Distribution:** The Draft Program EIR will be reproduced and distributed as follows for a 30-day public review period. Harris will produce 15 paper copies of the

Draft Program EIR Executive Summary and 15 CDs or flash drives of the Draft Program EIR, and distribute them to the State Clearinghouse for distribution to state agencies. Harris will also produce 5 paper copies of the Draft Program EIR (with the appendices on a CD or flash drive inside the back cover) and up to 15 CD or flash drive copies in PDF format of the entire Draft Program EIR, and submit them to the city for distribution to other appropriate agencies, organizations, and individuals. Harris will also submit two paper copies of the Draft Program EIR appendices to the city.

- c. **Notice of Completion/Notice of Availability:** Harris will prepare the Notice of Completion (NOC) and Notice of Availability (NOA) per CEQA Guidelines Sections 15085 and 15087, respectively, and provide electronic copies to the city. Harris will distribute the NOC to the State Clearinghouse with the required 15 copies of the Program EIR, as part of Task 4.b. The city will be responsible for printing and distributing the NOA to appropriate agencies, organizations, and individuals, including the Kern County Clerk's office. The city will also be responsible for the advertisement of the NOA in a newspaper of general circulation.

5. Final Program EIR Preparation and Publication

- a. **Responses to Comments:** Harris will respond to up to 100 individual written comments (not comment letters) on the Draft Program EIR within the limits of a 60-hour professional time budget, excluding those where no response is required (i.e., comment noted). This will entail reading and numbering all the individual comments, as well as assigning comments to members of Harris staff, the consultant team, and possibly city staff. The effort to respond to these comments is not expected to require new fieldwork, new analysis, or substantial rewrites. The response to comments will be presented in side-by-side format, with a reduced version of the comment letter on the left side of the page and the responses on the right side of the page. This format allows the reader to correlate the responses to the various comments with ease. Harris will submit an electronic copy of the draft response to comments document to the city for review, and then prepare one set of revisions based on city comments.
- b. **Revised Draft Program EIR:** Harris will revise the text of the Draft Program EIR, as required for clarification based on public review comments received, in errata format for inclusion in the Final Program EIR. The Final Program EIR will be comprised of the Response to Comments and the revised Draft Program EIR in errata format. Harris will submit the Administrative Final Program EIR (AFPEIR) electronically to the city for review and comment, and revise the document accordingly. This scope of work assumes one set of revisions for the Final Program EIR.
- c. **Final Program EIR Reproduction and Distribution:** Harris will produce 5 paper copies and up to 20 CD or flash drive copies in PDF format of the Final Program EIR to be submitted to the city. Harris will also submit two paper copies of the Final Program EIR appendices to the city. As with the Draft Program EIR, the 5 paper copies of the Final Program EIR will include the appendices on a CD or flash drive inside the back cover.
- d. **Mitigation Monitoring and Reporting Program:** Harris will prepare the Mitigation Monitoring and Reporting Program (MMRP) consistent with CEQA Guidelines Section 15097 based on the mitigation

measures in the Program EIR. The MMRP will be prepared in tabular format and will identify the following: (1) mitigation measure; (2) monitoring effort; (3) time frames for implementing the mitigation and verifying that the mitigation has been implemented; (4) persons/agencies responsible for carrying out the mitigation and verification; and (5) dates when the mitigation and monitoring activities have been completed. The draft MMRP will be submitted electronically to the city during the Draft Program EIR public review period. After incorporation of any city comments of the draft MMRP and mitigation measure changes reflected in the Final Program EIR, the Final MMRP will be submitted electronically to the city with the Final Program EIR.

- e. **CEQA Findings/Statement of Overriding Considerations:** Harris will prepare the draft CEQA Findings and Statement of Overriding Considerations, if necessary, for the Program EIR and submit these documents to the city for review and comment, pursuant to the requirements of Sections 15091 and 15093 of the CEQA Guidelines, respectively. Harris will make one set of revisions to the draft Findings and Statement of Overriding Considerations based on comments received from the city. The final Findings and Statement of Overriding Considerations will be submitted electronically to the city with the Final Program EIR.
- f. **Notice of Determination:** Harris will prepare the Notice of Determination (NOD) and submit this document electronically to the city. The city will be responsible for filing the NOD with the Kern County Clerk's office and State Clearinghouse within five days of Program EIR certification and project approval.
- g. **Filing Fees:** Filing fees are not included in the cost estimate for this proposal. It is assumed that the city will pay all fees, including the fees for filing the NOP, NOA, and NOD with the Kern County Clerk's office, and the fee required for California Department of Fish and Wildlife review, which is due upon filing the NOD.

6. Meetings, Teleconferences and Hearings

- a. **Kickoff Meeting:** Harris will attend a project kickoff meeting with the consultant team and city staff. In preparation for the meeting, Harris will prepare an agenda and updated project schedule. The purpose of the kickoff meeting will be to collect relevant project information; clearly define the proposed project for the purposes of the environmental analysis; discuss project objectives and project alternatives; begin to compile a list of cumulative projects; discuss the project schedule and important assumptions for achieving the schedule; identify all anticipated discretionary actions; establish early communication among various project team members, as well as the protocols for ongoing communication; and familiarize the Harris project team with the issues and concerns that the city determine to be important for analysis in the environmental document.
- b. **Project Meetings:** The Harris management team will attend up to two in-person meetings, in addition to the kickoff meeting, with the consultant team and/or city staff to facilitate the exchange of information and enhance coordination among team members.

- c. **Telephone Conferencing:** Once the Program EIR gets underway, Harris will hold biweekly conference calls with city staff and other key members of the project team to provide a forum to discuss project issues, schedule, and progress. The calls will commence with the NOP issuance and proceed until the beginning of the Draft Program EIR public review period, as deemed necessary by Harris and city staff. After the 30-day public review period, the biweekly conference calls will resume on an as-needed basis. A total of 15, one-hour conference calls are included in the scope of work. Harris will send out an agenda to all participants prior to each call. Following each call, Harris will prepare and distribute an action item list in table format, identifying each action item, responsible individual, date due, and status. This management technique is critical to the success of the project because it allows for the quick resolution of issues and keeps the team on schedule.

7. Project Management

- a. Ryan Binns will be the project manager and will act as the principal point of contact for the project. Ryan will be responsible for all aspects of Program EIR preparation, including management oversight and quality control. Ryan, with assistance from Harris staff and subconsultants, will organize the project in terms of technical scope of work, budget, scheduling, and resource allocation; oversee its implementation; organize and oversee report preparation; and participate in client and public meetings. The project manager will be responsible for completing the project on time and within the contracted budget, while ensuring that the product meets the city's expectations. The project manager will track the budget, schedule, and scope of work to ensure efficient use of resources.
- b. **Quality Control:** Quality control for products associated with the Program EIR will be achieved through a quality assurance/quality control (QA/QC) program that includes technical study and document reviews continuously throughout document preparation, and at key milestones in the document preparation. Diane Sandman will be the QA/QC manager for the project. Throughout the preparation of the Program EIR, quality control will be achieved by various management techniques implemented by the QA/QC manager or project manager. These techniques include a review of draft materials before production and frequent discussions with the task managers to assess the status of the project and maintain direct control over work priorities. Suggested revisions will be implemented to ensure the documents are legally defensible and CEQA compliant.

Schedule: The following is a schedule identifying durations for each environmental scope item. Once the project is underway, a formal schedule for the CEQA process with associated dates would be prepared and circulated to the city and the project team. All days are working days, except where noted.

| Task/Milestone | Duration |
|---|-------------------------------|
| Kickoff meeting | 1 day |
| Harris prepares Biological Letter Report and Cultural Letter Report | 30 days |
| Harris conducts Air Quality and GHG Modeling | 5 days |
| Harris prepares Project Description and NOP | 15 days |
| City provide comments on NOP | 10 days |
| NOP Public Review | 30 calendar days |
| Harris prepares 1 st Admin Draft Program EIR | 50 days |
| City provides comments on 1st Admin Draft Program EIR | 20 days |
| Harris prepares 2 nd Admin Draft Program EIR | 20 days |
| City provide comments on 2 nd Admin Draft Program EIR | 15 days |
| Harris prepares Public Review Draft Program EIR and Notices | 10 days |
| Draft Program EIR Public Review | 45 days |
| Harris prepares draft Findings and MMRP | 15 days, during public review |
| Harris prepares Responses to Comments (RTCs) & Final Program EIR | 20 days |
| City Review of RTCs, Final Program EIR, Findings, and MMRP | 20 days |
| Harris finalizes Final Program EIR and Prints | 15 days |
| City Planning Commission Meeting | 1 day |
| City Council Meeting | 1 day |
| File NOD | 5 days |

LEVEL OF EFFORT
Sanitary Sewer Management Plan
City of Arvin

HARRIS & ASSOCIATES

Attachment "B"
 Date: 8/1/18

| TASK, PHASE, DESCRIPTION | STAFF | | | | | | | SUB | TOTAL |
|--|-------------|-------------|-----------------------|-----------------------|-------------|-------------------|-------------|-----|-------|
| | \$255 | \$225 | \$225 | \$150 | \$165 | \$65 | \$128 | | |
| | PD HOURS | PM HOURS | Sr. Env. Dir HOURS | Env. Analyst HOURS | PE HOURS | Clerical HOURS | PE HOURS | | |
| 1.0 PROJECT MANAGEMENT | | | | | | | | | |
| 1.1 Monthly Progress Reports (w/ invoice) | 4 | 16 | | | | 10 | | | |
| SUBTOTAL HOURS | 4 | 16 | | | | 10 | | 0 | |
| SUBTOTAL DOLLARS | \$1,020 | \$3,600 | \$0 | \$0 | \$0 | \$650 | \$0 | \$0 | \$ |
| 2.0 CONDITION ASSESSMENT | | | | | | | | | |
| 2.1 Attend Inspection of Pump Station | | 8 | | | 8 | | | | |
| 2.2 Condition Assessment of Pump Station | | 2 | | | 16 | | | | |
| 2.3 Pump Station CIP | | 2 | | | 8 | | | | |
| SUBTOTAL HOURS | 0 | 12 | 0 | 0 | 32 | 0 | 0 | 0 | |
| SUBTOTAL DOLLARS | \$0 | \$2,700 | \$0 | \$0 | \$5,280 | \$0 | \$0 | \$0 | \$ |
| 3.0 SYSTEM EVALUATION & CAPACITY ASSURANCE PLAN (SECAP) | | | | | | | | | |
| 3.1 Prepare for & Attend Kickoff Meeting & Site Tour with City staff | | 8 | | | 12 | 8 | | | |
| 3.2 Determine Planning Horizon, Service Area & Future Land Uses | | 2 | | | 8 | | | | 20 |
| 3.3 Review City Information & Determine It's Completeness | | 2 | | | 20 | | | | |
| 3.4 Perform GIS Data Compatibility Check | | 2 | | | 12 | | | | |
| 3.5 Flow Generation Analysis | | | | | 8 | | | | 20 |
| 3.6 Model Validation | | 4 | | | 8 | | | | 52 |
| 3.7 Model Build Out Conditions | | 4 | | | 8 | | | | 80 |
| 3.8 Progress Meetings With Veolia & City (2 budgeted) | | 16 | | | 16 | 8 | | | 12 |
| 3.9 Determine Existing & Future Collection System & Pump Station Capacity Needs | 1 | | | | | | | | 40 |
| 3.10 Collection System Condition Assessment (Review ¼ of the worst pipes based on ranking generated by the CCTV Survey Report + 16 hrs to spot check the remainder of the system + 24 for site visit and learning session) | 2 | 12 | | | 170 | | | | |
| 3.11 Manhole Condition Assessment | | 4 | | | 160 | | | | |
| 3.12 Develop CIP for Capacity Needs | 1 | 4 | | | 24 | | | | 40 |
| 3.13 Prepare Draft Master Plan | 4 | 8 | | | 40 | 24 | | | 8 |
| 3.14 Prepare Final Master Plan | 2 | 8 | | | 32 | 16 | | | 4 |
| SUBTOTAL HOURS | 10 | 74 | 0 | 0 | 518 | 56 | 256 | | |
| SUBTOTAL DOLLARS | \$2,550 | \$16,650 | \$0 | \$0 | \$85,470 | \$3,640 | \$32,806 | | \$14 |
| 4.0 ENVIRONMENTAL DOCUMENTATION | | | | | | | | | |
| 4.1 Initial Study/Mitigated Negative Declaration (IS/MND) | | | 48 | 468 | | | | | |
| SUBTOTAL HOURS | 0 | 0 | 48 | 468 | 0 | 0 | | | |
| SUBTOTAL DOLLARS | \$0 | \$0 | \$10,800 | \$70,200 | \$0 | \$0 | | | \$8 |
| A. HARRIS HOURS AND COST | | | | | | | | | |
| HOURS PER POSITION | 14 | 102 | 48 | 468 | 550 | 66 | 256 | | |
| HOURLY RATE (TYPICAL) | \$255 | \$225 | \$225 | \$150 | \$165 | \$65 | \$128 | | |
| HARRIS SUBTOTAL COST | \$3,570 | \$22,950 | \$10,800 | \$70,200 | \$90,750 | \$4,290 | \$32,806 | | \$235 |
| B. TOTAL BASE PROPOSAL COST FOR TEAM (NOT TO EXCEED): | | | | | | | | | |
| | | | | | | | | | \$235 |
| C. OPTIONAL TASKS - HARRIS LABOR | | | | | | | | | |
| ADDITIONAL ENVIRONMENTAL DOCUMENTATION | | | | | | | | | |
| 4.2 Environmental Impact Report (EIR) | | | | | | | | | \$50 |
| OPTIONAL TASK SUBTOTAL COST | | | | | | | | | \$50 |
| D. TOTAL BASE PROPOSAL + OPTIONAL TASKS COST FOR TEAM (NOT TO EXCEED): | | | | | | | | | |
| | | | | | | | | | \$285 |

Attachment: Arvin SSMP Proposal 9.5.18 Final (Discussion of Sanitary Sewer Management Program Proposal)

Staff has prepared the attached resolution for the City Council's consideration. Should the City Council wish to proceed with the adoption of the general plan amendment and zone change, Staff has recommended that the General Plan Land Use Designation be amended from Low-Density Residential to General Commercial. Staff is also believes that should the City Council wish to proceed with a zone change from R-1 Single Family Residential, the most appropriate zone district would be C-1 Restricted Commercial, see attached Chapter 17.24 Restricted Commercial.

The city has one general plan land use designation for commercial - General Commercial. Within that general plan land use category four (4) commercial zone districts may be established: C-O Professional Office; C-1 Restricted Commercial; C-2 Commercial; and NC - Neighborhood Commercial.

Should the City Council wish to initiate a zone change for the property, Staff believes that the C-1 Restricted Commercial Zone. The C-1 Zone also permits apartment hotels, automobile service stations, etc.

The General Plan Amendment and Rezoning to Commercial creates a Commercial zone district in a residential neighborhood - and could be considered "spot zoning" under certain circumstances.

COST ESTIMATES FOR PROCESSING GENERAL PLAN AMENDMENT AND ZONE CHANGE - FEES WOULD BE CALCULATED MORE ACCURATELY UPON SUBMISSION OF AN APPLICATION.

Most of the fees charged are based on the Deposit System and others are based on a Flat Fee. As Staff works on the project their hourly billing rate is charged to the deposit. Should the deposit be depleted, all work is stopped until a new deposit is made.

Below is an estimated of Deposits and Flat Fees Associated with processing a General Plan Amendment and Zone Change. Also in addition the fees established by the City, A General Plan Amendment and Zone Change require special studies to be completed by the applicant, where applicable. These studies include a Traffic Analysis, Air Quality Analysis, Cultural and Historical Review, Will Serve Letter from Water Agency, etc.

| | FLAT FEE | DEPOSIT |
|---|--|----------------|
| REVIEW OF APPLICANT'S PART 1 - INITIAL STUDY | | \$360.00 |
| INITIAL STUDY PART 2 | | \$5,000.00 |
| NOTICE OF EXEMPTION - CITY FILING PLUS KERN COUNTY FEE | \$250.00 PLUS OUTSIDE AGENCY FEES | |
| NOTICE OF DETERMINATION - SEE FEES FOR OUTSIDE AGENCY | \$250.00 PLUS OUTSIDE AGENCY FEES | |
| KERN COUNTY CLERK PROCESSING FEE FOR ALL ENVIRONMENTAL DOCUMENTS - PLUS CITY FEE IS 15% | \$50.00 To be calculated by Staff prior to preparation and filing | |

| | | |
|--|--|------------|
| SITE DEVELOPMENT PERMIT APPLICATIONS BY STAFF | | \$1500.00 |
| SITE DEVELOPMENT PERMIT APPLICATIONS BY PLANNING COMMISSION AND/OR CITY COUNCIL | | \$2,500.00 |
| ZONE CHANGE AMENDMENT | | \$5,000.00 |
| GENERAL PLAN AMENDMENT; MASTER PLAN; SPECIFIC PLANS; DEVELOPMENT PLANS | | \$5,000.00 |
| MONITORING PROGRAM FOR APPLICATIONS WHERE CONDITIONS, FOLLOW UP REVIEW, MITIGATION MEASURES, ETC. ARE PLACED ON PROJECT APPROVALS. | | \$1,500.00 |
| REVIEW OF LANDSCAPE PLANS | | \$500.00 |

| | | |
|---|-------------------|---|
| General Plan Maintenance Fee - Discretionary permits and all new building permit \$0.022 per square foot of lot area 240 Langford Site is 44,866 square feet = \$987.05 | | |
| Map Maintenance Fees: Parcel and Tract Maps, Rezone, Amend General Plan Land Use Policy Diagram (Map) | \$500.00- | |
| Code Maintenance Fees - Planning Applications Discretionary, | \$100.00 | |
| File Maintenance Fee - Community Development Department - Planning Applications: | \$20.00 | |
| File Maintenance Fee - City Clerk files: | \$20.00 | |
| ESTIMATED FEE FOR PROCESSING | \$2,500.00 | *\$10,000.00 |
| | | • Deposits are charged based on Staff Time Expended |

CALCULATION OF IMPACT FEES - ESTIMATE:

Based on a proposed 490 square foot addition the Impact Fees would be:

Police: 44,866 square feet parcel X \$350.00 per acre - \$360.49;

Sewer: new Restaurant less than 35 seats \$17,160.00 per building.

Traffic: 490 sq. ft. X 7.874 per square foot - \$3,858.26

Estimated Impact Fees: Between \$3,858.26 to \$21,378.75 dependent on how the fees are calculated for the 490 Square Foot Addition identified as the Take Out Kitchen addition.

| IMPACT FEE - UPDATED 2018 | | | | | | |
|---------------------------|--------|-------|-------|---------|---|--|
| Type of Land Use | Police | Parks | Sewer | Traffic | Water (contact Arvin Community Services District) | Schools (Contact Arvin Union School District (661-854-6500)) |
| | | | | | | |

| | | | | | | |
|--------------------------------------|------------|--|----------------|----------------------|----------------|--|
| | | | | | (651) 854-2127 | |
| Commercial | | | | | | |
| grocery stores | \$350/acre | | \$16,280/bldg. | \$7,874/1000 sq.ft | | |
| <u>Restaurant less than 35 seats</u> | \$350/acre | | \$17,160/bldg | \$7,874/1000 sq. ft. | | |

ATTACHMENT(S)/EXHIBIT(S):

Adopt Resolution Initiating General Plan Amendment from Low Density Residential to General Commercial and Zone Change from R-1 Single Family Dwelling to C-1 Limited Commercial zone for 240 Langford Ave.

Chapter 17.24 - C-1 Restricted Zone District

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARVIN INITIATING GENERAL PLAN AMENDMENT FROM LOW DENSITY RESIDENTIAL TO GENERAL COMMERCIAL AND ZONE CHANGE FROM R-1 SINGLE FAMILY DWELLING TO C-1 LIMITED COMMERCIAL ZONE FOR 240 LANGFORD AVE.

WHEREAS, The City of Arvin City Council on September 18, 2018 conducted the public hearing for the appeal for Planning Commission action of April 19, 2018 conditionally approving an expansion of a non-conforming use, Neighborhood Market, by permitting storage addition; and

WHEREAS, The applicant had requested the establishment of a Take-Out Kitchen, however the Planning Commission disapproved the request.

WHEREAS, The City Council after the public hearing, directed Staff to prepare a resolution for the initiation of a general plan amendment and zone change for the City's consideration; and

WHEREAS, The City Council also requested estimated cost for the processing of a general plan and zone change for the property and has provided direction to Staff; and

WHEREAS, Staff has prepared the attached resolution for the City Council's consideration; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARVIN HEREBY RESOLVES AS FOLLOWS:

1. The above recitals are true and correct, and incorporated herein by this reference.
2. The City Council has the authority to initiate a zone change from R-1 Single Family Residential to the C-1 Restricted Commercial, see attached Chapter 17.24 Restricted Commercial of the Municipal Code.
3. The City Council hereby directs City Staff to prepare a General Plan Amendment and Rezoning report for 240 Langford Avenue and provide a recommendation to the Planning Commission review and recommendation to the City Council.

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 16th day of October, 2018 by the following vote:

ATTEST

CECILIA VELA, City Clerk

CITY OF ARVIN

By: _____
JOSE GURROLA, Mayor

APPROVED AS TO FORM:

By: _____
SHANNON L. CHAFFIN, City Attorney
Aleshire & Wynder, LLP

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.

Chapter 17.24 - C-1 RESTRICTED COMMERCIAL ZONE*¹Sections:

Footnotes:

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* Prior ordinance history: Ordinances 51 and 227.

17.24.010 - Applicability.

The regulations set forth in this chapter shall apply in the C-1 restricted commercial zone unless otherwise provided in title.

(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.020 - Permitted uses.

Uses permitted in the C-1 zone are as follows:

A. Any of the following uses:

1. Apartment hotels,
2. Automobile parking areas, when developed as required in the P automobile parking zone set forth in Chapter 17.38,
3. Automobile service stations; provided the station does not have more than two service bays and is located on a site not greater than fifteen thousand (15,000) square feet in area,
4. Bakery (retail only),
5. Banks,
6. Barber shops,
7. Beauty shops,
8. Book stores,
9. Church; excluding schools other than Sunday School,
10. Christmas tree sales, limited between November 15th and December 26th of each calendar year,
11. Communications equipment buildings and towers,
12. Confectionery stores,
13. Dress or millinery shops,
14. Drug stores/pharmacy,
15. Dry cleaning, pressing and laundry agencies,
16. Dry goods or notions stores,
17. Electric appliance stores, retail, including repairs,
18. Fireworks sales, subject to Chapter 15.18, Uniform Fire Code, of the Arvin Municipal Code,

19. Florist shops, retail,
 20. Grocery, fruit and vegetable stores, retail,
 21. Hair styling/beauty salon, barber shops,
 22. Hardware stores,
 23. Ice storage houses of not more than five (5) ton capacity,
 24. Jewelry stores, including repairs,
 25. Laundromat,
 26. Liquor store/convenience store,
 27. Meat markets or delicatessen stores,
 28. Offices, business, professional, government or public utility,
 29. Pet food stores, retail,
 30. Pet grooming, if wholly contained within a building,
 31. Photocopying and duplicating services,
 32. Photographic shops,
 33. Restaurants and related food services, excluding on site alcohol sales, entertainment or drive through service,
 34. Rest home, convalescent home, adult care facility, residential care facility as defined in Section 1502 of the Health and Safety Code of the state of California,
 35. Shoe stores or shoe repair shops,
 36. Stationery stores,
 37. Tailor, clothing or wearing apparel and accessory shops,
 38. Coin-operated self-service car washes,
 39. Recycling facilities as defined in Chapter 17.47 and subject to all conditions set forth in Section 17.47.030,
 40. Video rental stores,
 41. Similar restricted commercial activities and facilities not specifically listed in the Arvin Municipal Code, as determined by the planning director;
- B. The accessory buildings and structures necessary to such use located on the same lot or parcel of land, including a storage garage for the exclusive use of the patrons and employees of the stores or businesses set forth in subsection A of this section;
- C. All new construction and/or changes of use shall be subject to Chapter 17.60, Site Development Permits.

(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.030 - Restrictions on permitted uses.

In the C-1 zone the specified stores, shops, or businesses set forth in Section 17.24.020 shall be retail establishments selling new merchandise exclusively and shall be permitted only under the following conditions:

- A. Such stores, shops or businesses, except automobile service stations and coin-operated self-service car washes, shall be conducted entirely within an enclosed building;

- B. Products made incidental to a permitted use shall be sold at retail on the premises;
- C. All public entrances to such stores, shops or businesses shall be from the principal street upon which the property abuts or within fifty (50) feet thereof, except that a rear or side entrance from the building to a parking area may be provided;
- D. Except as provided elsewhere in this title, any exterior sign displayed shall pertain only to a use conducted on the premises, shall not exceed a height of twenty-four (24) feet above the ground level, shall not project into a street or alley more than twelve (12) inches beyond any property line, and any sign projecting beyond a property line shall have a clearance of not less than ten (10) feet between the bottom of the sign and the ground level;
- E. All new construction shall be subject to Chapter 17.60, Site Development Permits.

(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.040 - Height limitations.

The maximum height for buildings in the C-1 zone shall be four (4) stories and not to exceed fifty (50) feet.

(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.050 - Front yard requirements.

- A. In the C-1 zone, all buildings shall be located not nearer than forty (40) feet from the centerline of a street; provided, however, that along any secondary highway, as designated by the city's highway plan, a minimum setback of forty-five (45) feet from the centerline of the highway shall be required, and along any major highway, as designated by the city's highway plan, a minimum setback of fifty-five (55) feet from the centerline of the highway shall be required. Setback from the centerline of Bear Mountain Boulevard (State Route 223) shall be seventy-two (72) feet.
- B. In the C-1 zone, all buildings used exclusively for dwelling purposes shall comply with the provisions of the R-4 zone.

(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.060 - Side yard requirements.

In the C-1 zone, a side yard setback is not required, except that a minimum side yard of ten (10) feet shall be provided when the side property line abuts a street or a residential zone; and a minimum side yard setback of twenty (20) feet, when the side property line abuts an industrial zone.

(Ord. 311 §1 (Exh. A(part)), 1998).

(Ord. No. 376, 2008).

17.24.070 - Rear yard requirement.

In the C-1 zone, a rear yard setback is not required, except that a minimum rear yard of ten (10) feet shall be provided when the rear property line abuts a street or a residential zone; and a minimum rear yard of twenty (20) feet when the rear property line abuts an industrial zone. No rear yard setbacks are required when there is an existing public dedicated and accepted alley abutting the rear property line.

(Ord. 311 §1 (Exh. A(part)), 1998).

(Ord. No. 376, 2008).

17.24.080 - Area requirements.

In the C-1 zone, minimum lot size shall be six thousand (6,000) square feet and all buildings used exclusively for dwelling purposes shall comply with the provisions of the R-4 zone.

(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.090 - Required distance between buildings on same lot.

There shall be no required distance between buildings on the same lot in the C-1 zone, except that all buildings used exclusively for dwelling purposes shall comply with the provisions of the R-4 one.

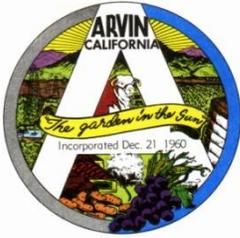
(Ord. 311 §1 (Exh. A(part)), 1998).

17.24.100 - Prohibited uses.

Uses expressly prohibited in the C-1 zone are as follows:

- A. New residential uses;
- B. Trailer parks;
- C. Industrial uses;
- D. Billboards or outdoor advertising structures other than those permitted under the requirements of this chapter identifying the place of business.

(Ord. 311 §1 (Exh. A(part)), 1998).



**CITY OF ARVIN
City Council**

Meeting Date: October 16, 2018

TO: City Council

**FROM: R. Jerry Breckinridge, City Manager
Jake Raper, City Planner – JAS Consultants**

SUBJECT: Alternative – Amend Section 17.08 – R-1 One Family Dwelling Zone to permit Neighborhood Markets by Site Development Permit subject t to certain criteria rather than adopting a Resolution Initiating General Plan Amendment from Low Density Residential to General Commercial and Zone Change from R-1 Single Family Dwelling to C-1 Limited Commercial zone for 240 Langford Ave.

RECOMMENDATION: Provide Direction to City Manager to proceed with a code amendment to Title 17 Zoning as previously authorized.

BACKGROUND:

The City Council previously adopted resolution and provided authority to the City Manager to initiate text amendments to Title 17 Zoning due to its age and to bring the code up to date with current planning and development trends. The City Attorney and City Planner discussed the best practice approach to accomplish the establishment of a neighborhood market within residential zone districts.

Staff completed a search of an approach that may accomplish the goal of establishing neighborhood markets in residential zones without expanding uses that are currently permitted in the traditional commercial zone districts.

The concept is to permit by right neighborhood markets within residential zone districts subject to a Site Development Permit subject to various development criteria.

The attached article provides some insight as how the city could develop a process to permit neighborhood markets within residential neighborhood.

ATTACHMENT(S)/EXHIBIT(S):

Zoning Module 2 – Neighborhood Market Place Districts – Idaho Smart Growth.

Zoning Module 2 - Neighborhood Market Place Districts

Neighborhood Market Place Districts are designed to make the best use of transitional areas where there are skipped over or disinvested parcels by introducing the possibility of developing complimentary uses by right (i.e., without the need for a rezoning or special discretionary approval process such as Planned Unit Development) in locations where the community has agreed it makes sense and has completed a rezone to Neighborhood Market Place District. These standards are designed to allow market places uses to be integrated closely with existing residential uses on a small scale. Allowing neighborhood serving commercial uses integrated into neighborhoods at appropriate locations and at the same scale as the existing residential uses makes more efficient use of existing infrastructure capacity and also improves walking and biking accessibility to these services by nearby residents.

Purpose: To support a compact walkable neighborhood with nearby services

1. Encourage development of small scale special uses to complete neighborhoods and provide service destinations and jobs close to existing housing;
2. Promote neighborhood preservation and enhancement through redevelopment of blighted, distressed, and underutilized properties;
3. Provide flexibility in use, lot size, configuration, and vehicle access to facilitate infill development, especially on hard to develop or skipped over parcels;
4. Provide clear development standards that promote compatibility between market place uses and existing residential development; and
5. Utilize unused existing capacity in infrastructure and services.

Comment: *Use this zone at locations identified within neighborhoods as Neighborhood Market Place Districts that are appropriate for small scale mixed use through the introduction of neighborhood serving non-residential uses. Locations should include the following characteristics: located on arterial or collector roadways or corners where larger scale development is not compatible or desirable; where there have been non-residential uses historically, where there are properties that are disinvested; where there are skipped over or hard to develop properties; where the city has service capacity (i.e. sewer, water, roadway, fire) available; where introducing neighborhood services can encourage walking and biking trips from the surrounding residential areas (i.e. it is well connected to the surrounding area); and where the surrounding areas within walking and biking distance have enough residents (or are planned to have enough) to support non-residential uses. Determine locations using a public process and include support for the districts in the comprehensive plan and include them in the comprehensive plan land use map. Applying this zone to the area(s) identified is the last step in the process and can be done proactively by the community or as part of a development application process. Proactive rezoning will likely encourage the market place uses, especially in locations that the community has identified as appropriate. In addition or alternately you may permit these uses as conditional uses in all residential zones if they meet the locational, dimensional and design standards of the zone. The conditional use process may make this type of infill more difficult and less certain, however allowing it will also allow particular parcels that have been underutilized skipped over to develop or redevelop appropriately. The uses are presented as both a table and a list, use either or both as needed.*

A. Uses Permitted: The following uses are permitted as neighborhood convenience infill in areas designated with the Neighborhood Market Place District zone. They may be permitted by Conditional Use on residentially zoned lots by applying the requirements of this zone.

Uses are shown in matrix and as a list, use the method that best fits other portions of your zoning code. There are examples of uses allowed in the list section. Add those examples to the matrix if needed.

| Uses | Neighborhood Special Use District |
|------------------|--|
| Residential | Single–family as allowed in underlying zone |
| | 2-unit (duplex), group residential 4-unit multi-family, conditional use only if adjacent to single family residential |
| Other Mixed Uses | Personal and Professional Services: Professional offices Personal Services |
| | Neighborhood Retail: Food Sales Consumer Repair Services General Retail Sales-Convenience Markets |
| | Restaurant, excluding drive-through service |
| | Laundromats and dry cleaners |
| | Lodging: Bed and Breakfast – 4 bed maximum |
| | Child Care Center serving 12 children or |
| | Public Uses |
| | Live-Work Units |

Comment: *If the neighborhood pattern supports higher density you should consider allowing multi-family 8-units in this zone and by conditional use if adjacent to single family.*

- A1. **Residential Uses** permitted as listed subject to conformity with standards in Section B.
 - A 1.1. Attached and detached Single–family
 - A 1.2. 2-unit (duplex), group residential
 - A 1.3. 4-unit multi-family, conditional use only if adjacent to single family residential.
- A2. **Neighborhood Retail Sales and Services** permitted as listed subject to conformity with design standards below. All other uses are prohibited, including drive-in services, fast food restaurants and all auto-oriented uses.
 - A 2.1. Child Care Center serving 12 children or less.
 - A 2.2. Neighborhood Convenience Retail as listed below. Sale of gasoline, kerosene or diesel fuel is prohibited.
 - 2.2.1. Food Sales (i.e., groceries, bakeries, candy shops, delicatessens)
 - 2.2.2. Consumer Repair Services (i.e., watch, jewelry, musical instrument) except for auto related repair and services
 - 2.2.3. General Retail Sales-Convenience (i.e., health & beauty products, apparel, fabrics, arts, antiques)
 - A 2.3. Markets (i.e., farmers and local crafts) except for sales of mass market goods.
 - A 2.4. Restaurant, excluding drive-through service.
 - A 2.5. Laundromats and dry cleaners.
- A3. **Lodging:** Subject to conformity with the design standards below.
 - A 3.1. Bed and Breakfast Inns - 4 bed maximum
- A4. **Personal and Professional Services** permitted as listed subject to conformity with design standards below.

- A 4.1. Professional offices (i.e., medical or dental offices and clinics, counseling services, attorneys, life insurance, real estate sales, design and other similar professional services)
- A 4.2. Personal Services (i.e. barber shops, beauty shops, nail and pedicure, seamstress/alterations, and similar uses.)

A5. **Uses similar to the above** when approved by the Planning Director.

Comment: *Similar uses as approved are meant to accommodate unforeseen uses that impose no adverse impact. The zoning code may already allow Planning Director approval of exceptions such as these. If so you don't need to include this clause here.*

B. Design Standards for Permitted Non-Residential Uses. Uses permitted above shall conform to the following design guidelines:

B1. **Architectural Standards:** All new development (residential and non-residential) shall be of a design that compliments residences located on the same block and shall follow these design standards;

Comment: *Compatibility may be in the eye of the beholder. These standards are meant to make the decision more objective. If you already have compatibility standards make sure these are consistent with them.*

- B 1.1. Building materials shall be of siding, brick, stone or other materials that are similar in composition and otherwise in common with other buildings located on the same block face.
- B 1.2. Colors shall compliment other buildings on the block face.
- B 1.3. The primary entrance shall be from the front sidewalk, front corner entrances may satisfy this requirement. Secondary entrances may be allowed in the rear where there is rear parking.
- B 1.4. To support the privacy of existing residences, windows on the portion of a side wall directly opposite an existing residence shall be limited to obscure glass or similar material approved by the Building Inspector, or windows (such as clerestory) that are above sightline in both buildings.
- B 1.5. The total amount of glazed area on any new or enlarged building shall be within 25% of the average amount of glazed area on buildings on the block face.

Comment: *The placement and design of windows on the proposed building shall support privacy for the occupants of buildings on the abutting lots and be similar in proportion to other buildings on the block face. Retail stores (especially on corner locations) may be designed with large windows on the front face; the rest of the building should have less glazing.*

- B 1.6. New buildings shall be compatible with the existing residential uses on the block face and must use at least three design elements found in other buildings along the block face on facades facing public streets: (i.e., dormers, gables at a similar pitch as found on the block face, porches, cupolas, pillars or posts, bay or bow windows with similar projection as others found on the block face)

B2. **Signage:** Shall be of a scale and of materials that are compatible with the existing residential uses while allowing the business to be identified from the sidewalk and street.

- B 2.1. Maximum sign area allowed shall be the one half of the building width in square feet: $\text{building width}/2 = X \text{ sq. ft}$
- B 2.2. May not be translucent or lighted from within. They may be lighted with exterior lights during hours of operation
- B 2.3. Window signs may not be larger than 1 square foot

B.2.3.1 Lighted window signs may only be lit during hours of operation

B.2.3.1 Lighted signs may not flash, blink or otherwise move.

B3. Exterior Lighting: Shall be compatible with residences located on the same block and;

B 3.1. Exterior lighting must be hooded or shielded. There should be no disability glare and no direct light source should be visible from ground level or above across the source property line if it is adjacent to residential or vacant property.

Comment: *The reason for these standards is to prevent light trespass to adjacent properties. This is especially important if residential properties in mixed use areas are to be successful. You may have lighting standards in other parts of your ordinance that are as restrictive as or more restrictive than this one. If so you may not need to include this section.*

C. Building, Lot, Location and other Standards: Uses permitted above shall conform to the following guidelines:

C1. Location and Access:

C 1.1. Permitted non-residential uses shall be located in a adopted Neighborhood Special Use District, or must meet one of the following conditions; have frontage on an arterial or collector, be located on a corner lot across from other commercially zoned property, be located along a street abutting office or commercial development on at least one side, not including the rear property line.

C 1.2. Conditionally approved non-residential uses outside Neighborhood Special Use Districts shall be found to be compatible with and to impose no adverse impact upon adjacent residential uses.

C 1.3. When two or more such uses abut one another, driveways shall preferably be provided by a shared driveway subject to a cross-access easement, or be at least 100 feet apart. Where there is alley access no driveway will be allowed.

Comment: *In order to conditionally allow non-residential uses outside the boundaries of adopted Neighborhood Special Use Districts you must add those uses to your general use table in residential districts as conditionally allowed referencing this code for criteria and standards.*

C2. Non-residential Buildings and Lots

C 2.1. Shall not exceed 3,000 square feet.

C 2.2. Buildings may be new construction or alterations to existing residential structures.

C 2.3. Lots must have at least 30 feet of frontage.

C 2.4. More than one use may share a building. If more than one neighborhood special use or a special use and residence share a single building, no single use shall contain less than 1,000 square feet including the residential use.

C3. Parking: The following vehicle parking standards shall be met:

C 3.1. On-street parking may be credited toward the minimum parking requirements.

C 3.2. All off-street parking must be provided in the rear or side yards and screened by an opaque wall or landscaping at least [three] feet in height. No parking is allowed in the front setback.

C 3.3. Parking reduction allowed: spaces required shall be reduced by [25%] of adopted standards for like uses.

C 3.4. No commercial vehicle may be parked on the street or on the premises over night except in an enclosed garage.

Comment: *Parking should not dominate the district and should be accommodated on street or to the rear of buildings whenever possible. Parking in a sideyard should be setback and screened to reduce its impact on pedestrians. Driveways or curb cuts should be minimized as these impede*

pedestrian safety. Reducing parking by a percentage that makes sense locally (C.3.3, 25% for example) allows neighborhood marketplaces to draw customers from nearby who will arrive on foot or bike. Requiring higher levels of parking may require spreading uses further apart. Communities should examine off-street parking ratios in standard parking requirements with an eye toward reducing the amount of off-street parking required overall.

C4. Bicycle Parking: Shall be provided near the front entrance and covered where possible.

C 4.1. For multifamily residences there shall be one bicycle space or locker for each two dwelling units.

C 4.2. For all other uses, there shall be one bicycle parking space for each ten (10) required automobile parking space(s) or fraction thereof. This bicycle parking requirement may be met with shared bicycle parking at a larger rack within [100] feet.

C 4.3. Each bicycle parking space shall be sufficient to accommodate a bicycle at least six (6) feet in length and two feet wide, and shall be provided with some form of stable frame permanently anchored to a foundation to which a bicycle frame and both wheels may be conveniently secured using a chain and padlock.

Comment: *Bicycle parking needs to be visible, accessible, easy to use, convenient, and plentiful. Racks need to support the whole bike (not just one wheel) and enable the user to lock the frame and wheels of the bike with a cable or U-shaped lock. Parking should preferably be covered, well lit, and in plain view without being in the way of pedestrians or motor vehicles. And if any of these criteria aren't met, there's a good chance cyclists won't use what is provided and will park wherever they think their bike will be safe. (see APBP Guidelines in Resource section)*

C5. Other Standards

C 5.1. Hours of Operation: shall be 6 a.m. to 10 p.m. with the exception of Bed and Breakfast Inns which shall be required to have quiet hours from 10 p.m. to 6 a.m.

C 5.2. Outdoor Storage: No outdoor storage shall be permitted.

C 5.3. Waste containers: All waste containers larger than allowed residential containers or numbering more than two per building shall be enclosed by a wall or opaque screening.

D. Setbacks, Height Requirements for New or Enlarged Buildings:

Comment: *The intent of these provisions is to provide flexibility in meeting the setback and height requirements, so that lots that have remained undeveloped and parcels legally existing prior to adopted zoning and which do not conform to present-day lot width and lot area requirements, may be developed without the necessity for variances. Oftentimes utility easements are located in the setback area, so reduced setbacks should not be approved without first researching the location of existing easements.*

Setbacks: The setback for a new or redeveloped building shall be:

D1. Front Yard Setback

D 1.1. No more than five feet less than the average setback of the two closest buildings on the same side of the street, or

D 1.2. No more than five feet less than the average of the front yard setback of the adjacent building and the minimum front setback required by the underlying zoning district, in the case of a corner lot, or where an adjacent lot is vacant.

D 1.3. Outdoor seating may be located in the front yard setback, but must be screened from adjacent residential uses.

D2. Side Yard Setback:

- D 2.1. No less than five feet, or; On the property line if the adjoining properties on the block face follow a zero-lot line pattern, and;
- D 2.2. No less than ten feet from an abutting residential use, or; Meet all fire code standards with an abutting non-residential use that is closer than ten feet.
- D 2.3. The sideyard setback shall be met by all portions of the applicable side of the building except for roof overhangs, gutters, downspouts, cornices, chimneys, and uncovered or unenclosed decks, driveways, or porches.
- D 2.4. No portion of a side wall of a proposed structure, including roof overhangs, gutters, downspouts, cornices, chimneys, and uncovered, or unenclosed decks, driveways, or porches shall be closer than fire code allows from the adjacent structure.
- D 2.5. Zero-lot line buildings require an access easement not less than five feet in width running the entire length of the side wall to be granted by the adjacent property owner and filed as a covenant running with the titles for both properties.

D3. Building Height: For a proposed new or enlarged building. Chimneys, flues, vents, pipes, antennae, and other small projections less than 24 inches in width shall not be included in the measurements below.

- D 3.1. When located between two existing buildings the maximum height measured at the highest point along a roof or highest ridge line of the proposed building may be no higher than five feet above the average height of the adjacent buildings measured in a like manner.
- D 3.2. When located adjacent to one existing building and on a corner lot or next to a vacant lot the maximum height measured at the highest point along a roof or highest ridge line of the proposed building may be no higher than five feet above the adjacent building or the average height of the adjacent building and the underlying zone measured in a like manner.
- D 3.3. When located between two vacant lots or on a corner lot and next to a vacant lot the maximum height measured at the highest point along a roof or highest ridge line of the proposed building may be no higher than five feet above the average height of all buildings on the block face measured in a like manner or of the underlying zone.

Comment: *For neighborhood infill compatibility, building heights need to reflect those of adjacent buildings, or in the absence of adjacent buildings of nearby buildings or the underlying zone. For flexibility choices are provided on corner lots and next to vacant lots.*

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CITY OF ARVIN
Staff Report

Meeting Date: October 16, 2018

TO: City Council

FROM: Jake Raper, City Planner
 Jerry Breckinridge, Interim City Manager

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARVIN DENYING THE APPEALS OF, AND AFFIRMING, THE PLANNING COMMISSION'S APPROVAL OF CONDITIONAL USE PERMIT (CUP) AND SITE DEVELOPMENT PLAN (SDP) 2018-240LA – ISMAILI MARKET- EXPANSION OF A NON-CONFORMING USE- REGARDING STORAGE AND PATIO USE, AND DENIAL OF EXPANSION FOR A TAKE OUT KITCHEN, LOCATED WITHIN THE R-1-SINGLE FAMILY DWELLING ZONE AT 240 LANGFORD IN ARVIN, AND ADOPTION OF A FINDING PER CEQA GUIDELINES SECTION 15061(B)(3)

BACKGROUND:

This item has been continued from a previous matter held at the Arvin City Council Meeting of September 18, 2018. The public comment portion of the hearing was closed at the meeting of September 18, 2018. As directed, Staff returned with a Resolution per Council's direction and for final consideration and vote on October 2, 2018. However, there was not a quorum of the Council members present who heard the appeal on September 18, 2018, and as a result the matter was continued to October 16, 2018, for final consideration. Public comment period currently remains closed, and this Resolution is now before the Council for final consideration and vote.

RECOMMENDATION:

Staff recommends approval of the Resolution.

ATTACHMENT(S)/EXHIBIT(S):

Resolution

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARVIN DENYING THE APPEALS OF, AND AFFIRMING, THE PLANNING COMMISSION'S APPROVAL OF CONDITIONAL USE PERMIT (CUP) AND SITE DEVELOPMENT PLAN (SDP) 2018-240LA – ISMAILI MARKET- EXPANSION OF A NON-CONFORMING USE- REGARDING STORAGE AND PATIO USE, AND DENIAL OF EXPANSION FOR A TAKE OUT KITCHEN, LOCATED WITHIN THE R-1-SINGLE FAMILY DWELLING ZONE AT 240 LANGFORD IN ARVIN, AND ADOPTION OF A FINDING PER CEQA GUIDELINES SECTION 15061(B)(3)

WHEREAS, applicant Maher Ahmed Saleh (“Applicant”) is seeking approval of a Conditional Use Permit (CUP) and a Site Development Plan (SDP) to allow for the expansion of a non-conforming neighborhood grocery store (commercial use) located in a residential zone; and

WHEREAS, the subject property is located at the northeast corner of Langford Avenue and Stockton Avenue and is zoned R-1-Single Family Dwelling (“property” or “site”); and

WHEREAS, the property is currently developed with a 24’-6” by 50’-0,” 1,274 square-foot neighborhood market, a 1,346-square foot residence and a 700-square foot detached garage, all of which were built prior to the City’s incorporation on December 21, 1960; and

WHEREAS, pursuant to Section 17.08.020 (R-1 Zone) of the Municipal Code, a commercial use is not an allowed use within the R-1 Zone; and

WHEREAS, the neighborhood grocery store on the property is a legal-nonconforming use as to those uses which were in lawful existence when the property was rezoned to the R-1 Zone; and

WHEREAS, as a rule, a non-conforming use may be maintained and continued provided there is no increase or enlargement of the area, space, or volume occupied or devoted to the non-conforming use, and there is no intensification of the land use; and

WHEREAS, in 2015 the Applicant applied for a 490-square foot (20’-0” by 24.5’) addition to the existing store, which the Applicant represented would be used as a storage area; and

WHEREAS, the application for the 490-square foot addition was approved for storage only; an open patio area and serving windows were neither sought by Applicant or approved by City staff; and

WHEREAS, a building permit was issue for construction, but said issuance was an

oversight by City staff and the permit was issued erroneously; and

WHEREAS, notwithstanding, the Applicant failed to exercise his rights under the permit, failed to pay fees required by the permit, and failed to timely construct the improvements prior to the expiration of the building permit; and

WHEREAS, approximately two years after the building permit was erroneously issued and after the building permit had long since expired by its own terms, Applicant partially constructed a 490-square foot addition as a take out kitchen and a 800-square foot open patio (“Expansion”) area to the existing neighborhood market in 2017; and

WHEREAS, construction on the Expansion was done without a building permit or any other approval by the City, and was not inspected by the City for compliance with the building code, etc., as required by law for construction; and

WHEREAS, in 2017 the applicant was cited for constructing the Expansion without proper approval or building permits; and

WHEREAS, Applicant subsequently sought approval of a Conditional Use Permit (CUP) and a Site Development Plan (SDP) to allow for the Expansion; and

WHEREAS, after notice as required by law, the Planning Commission considered the matter at a public hearing on April 19, 2018, and has received testimony and other evidence at the meeting; and

WHEREAS, after considering all evidence in the record, the Planning Commission adopted a CEQA finding under CEQA Guidelines section 15061(b)(3) and approved the CUP with conditions; and

WHEREAS, these conditions limited the Expansion to just use as a storage unit; and

WHEREAS, Applicant timely appealed the determination of the Planning Commission to the City Council; and

WHEREAS, the City provided notice of the Council hearing of the appeal; and

WHEREAS, the City Council received and reviewed the appeals of the Planning Commission’s decision granting the CUP at a duly noticed meeting on September 18, 2018; and

WHEREAS, a public hearing was held, and the public was provided an opportunity to comment on the appeals to the Planning Commission decision; and

WHEREAS, and public testimony and evidence, both written and oral, was considered by the City Council; and

WHEREAS, unlike legislative acts (General Plan amendments, rezones and ordinances, etc.), a conditional use permit is an entitlement that is reviewed as a quasi-adjudicatory proceeding; and

WHEREAS, the Municipal Code provides that “The decision appealed from shall be affirmed unless reversed by a vote of not less than a majority of all members of the city council;” and

WHEREAS, the City Council has more limited discretion when reviewing appeals involving a conditional use permit, in that it is a quasi-adjudicatory proceeding; and

WHEREAS, after considering all public testimony and receiving information provided to date, the City Council closed public testimony and deliberated on the appeals based on the evidence in the administrative record; and

WHEREAS, after consideration of said public testimony and information in the record, the City Council determined that there was substantial evidence in the record that the CUP complied with the City’s Municipal Code as conditioned for storage use, but could not be issued as requested by the Applicant to allow for use as a take out and patio; and

WHEREAS, the City Council did not find any substantial evidence in the record that the CUP failed to comply with specific requirements of the City’s Municipal Code as conditioned as a storage unit, or which would require overturning the Planning Commission decision and denial of the CUP; and

WHEREAS, the City Council also determined that there was substantial evidence in the record to support a determination that the project was subject to a finding under section 15061(b)(3) of the CEQA Guidelines; and

WHEREAS, the City Council continued the item to the next regular meeting of October 2, 2018, with direction to staff to return with a resolution consistent with Council’s determination for final approval; and

WHEREAS, the City Council also directed staff to return with a resolution for discussion which would initiate a plan amendment and rezone for the property that would allow the property to be used for take out if the appropriate CUP, etc., was subsequently approved; and

WHEREAS, although there was a quorum of the Council available for general business on October 2, 2018, there was not a quorum present of Council members who had participated in the hearing on this matter on September 18, 2018; and

WHEREAS, the matter was continued to the next regular meeting on October 17, 2018; and

WHEREAS, the City Council now desires to deny the appeals and uphold the decision of the Planning Commission to approve the CUP with conditions; and

WHEREAS, nothing in this Resolution preclude the Applicant from immediately seeking to amend the approved CUP or seeking a new CUP for take out, as may be warranted.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Arvin as follows:

Section 1. Recitals. The City Council hereby specifically finds that all of the facts set forth in the recitals above of this Resolution are true and correct and incorporated herein.

Section 2. Administrative Record. The proceedings and all evidence introduced before the Planning Commission at the public hearing, including staff reports, attachments, and presentations, are hereby incorporated into the record of this proceeding. These documents, along with any staff reports, documents, testimony or evidence submitted to the City Council, including all documents specified under applicable State law including Public Resources Code section 21167.6(e), shall comprise the entire record of proceedings for any claims under CEQA.

Section 3. CEQA. The City Council finds and determines that there is substantial evidence in the administrative record to support the Planning Commission determination that the project falls within CEQA Guidelines section 15061(b)(3), and the City Council further finds and determines this project falls within CEQA Guidelines section 15061(b)(3) as the project does not have the potential for causing a significant effect on the environment. The extension has already been built, including the portion for storage. Removal of the take out windows and the patio will not create a reasonable possibility of a significant, adverse environmental impact and is instead likely to reduce vehicular and pedestrian traffic, noise, and allow for landscaping to be installed.

Section 4. Findings Regarding CUP. The City Council finds and determines that there is substantial evidence in the administrative record to support the Planning Commission determination that the CUP, as conditioned, is consistent with the requirements of the Municipal Code requirements applicable to the CUP. Additionally, the City Council also independently finds and determines that there is substantial evidence in the entire administrative record that the CUP, as conditioned, is consistent with the requirements of the Municipal Code requirements applicable to the CUP. The City Council further approves, accepts as its own, incorporates as if set forth in full herein, and makes each and every one of the following findings:

- a. The use proposed by Conditional Use Permit is consistent with the City of Arvin's General Plan and zoned district designation.
- b. The use proposed by Conditional Use Permit is consistent with the City of Arvin's Municipal Code.

- c. The use proposed is not detrimental to the health, safety, peace, morals, comfort or general welfare of persons residing or working in the neighborhood.
- d. The CUP is in compliance with all applicable laws and ordinances.

These findings are appropriate for all the items in the record, including:

The existing neighborhood grocery store on the property is considered a legal non-conforming use and is subject to the rules and regulations of Section 17.52.010 of the Municipal Code which address non-conforming land uses. Specifically, a non-conforming use may be maintained and continued; provided there is no physical change other than maintenance and repair. Additional uses may be added per Arvin Municipal Code 17.08.020 (J) additional uses may be permitted according to the provisions of Chapter 17.56, conditional use permits.

The addition of 490 square foot room for storage to an existing 1200 square foot neighborhood grocery store is concluded to be a nonintrusive use and the approval of a Conditional Use Permit to permit said addition has met the provisions of Chapter 17.56 conditional use permits.

Chapter 17.05 Uses Permitted Subject to Administrative Approval and Chapter 17.60 Site Development Permits require approval of new construction to insure compliance with City Standards. The proposed additions, additional storage area and open patio area, meet the requirements Section 17.60.040 A and B in that the additions shall meet city laws and ordinances; comply with City Policies, compliance with planning and engineering standards.

The proposed use or building will not be detrimental to the health, safety, peace, morals, comfort or general welfare of persons residing or working the neighborhood.

The proposed 490-square foot storage addition storage space and modified open patio area would not provide an intensification of land use as well as the open patio area. For instance, additional storage space would not result in an increase of the commercial sales area, and it would not generate additional parking spaces. The additional storage area would not generate additional customer demand. The approval of additional floor area as storage space, as opposed to a take-out kitchen, would not in of itself create an intensification of land use. For instance, additional storage space would not result in an increase of the commercial sales area, and it would not require any more parking spaces than what would otherwise already be required.

The addition when compliant with the conditions of approval the additional floor area for storage only would not create any new nonconforming setbacks.

Although the property is not being used consistent with the R-1 zoning, the proposed use, as conditioned, is deemed essential or desirable to the public convenience or welfare, and is in harmony with the various elements or objectives of the comprehensive general plan.

Section 5. Findings Regarding Site Development Permit. The City Council finds and determines that there is substantial evidence in the administrative record to support the Planning Commission determination that the Site Development Permit (SDP), is consistent with the requirements of the Municipal Code requirements applicable to the SDP. Additionally, the City Council also independently finds and determines that there is substantial evidence in the entire administrative record that the SDP is consistent with the requirements of the Municipal Code requirements applicable to the SDP. The City Council further approves, accepts as its own, incorporates as if set forth in full herein, and makes each and every one of the following findings:

- a. The SDP is in compliance with all applicable laws and ordinances;
- b. The SDP is in compliance with all applicable city policies duly adopted by a majority vote of the planning commission or the city council;
- c. The SDP is in conformance with the latest accepted planning and engineering standards covering the following area: site layout, building appearance and structural design, landscaping, water and sewer service and other utilities, surface drainage and erosion control, fire protection, access, traffic circulation and parking; and
- d. Under the circumstances of this particular case, the proposed use or buildings will not be detrimental to the health, safety, peace, morals, comfort or general welfare of persons residing or working in the neighborhood.

Section 6. Use as Take Out and Patio Inconsistent with Municipal Code. The City Council affirms the Planning Commission finding that Applicant's request to allow a 490-square foot addition for use as a take-out kitchen and the patio is denied as an impermissible expansion of a non-conforming use, is incompatible with the surrounding uses, and is prohibited by Arvin Municipal Code section 17.52.010(a) and (b). The City Council also independently finds Applicant's request to allow a 490-square foot addition for use as a take-out kitchen and the patio is an impermissible expansion of a non-conforming use, is incompatible with the surrounding uses, and is prohibited by Arvin Municipal Code section 17.52.010(a) and (b).

Section 7. Appeal Denied. For all the foregoing reasons, and each of them, the City Council finds that there was no substantial evidence submitted into the administrative record that would warrant denial of the CUP, including the CEQA for the project. As such, the appeal is denied in its entirety.

Section 8. Use Permit Approved. For all the foregoing reasons, and each of them, the City Council upholds the Planning Commission approval of Conditional Use Permit and Site Development Plan 2018-240LA, as conditioned. Further, for all of the foregoing reasons and based upon the substantial evidence in the record before it, and given that there is no substantial evidence in the administrative record that would warrant denial. The City Council also independently approves Conditional Use Permit and Site Development Plan 2018-240LA,

subject to the same conditions as approved by the Planning Commission:

- a. At the street side yard setback, the proposed 490 square foot addition, including the open patio, may not encroach any closer to the property line than 10'-0" as is required by the city code;
- b. All walk-up service windows and outside countertops shall be removed prior to approval of Conditional Use Permit and Site Development Plan (SDP) 2018-240LA taking effect. The property shall not be used for take out dining or a take out kitchen.
- c. That the area shall be used for storage only in relationship to the existing store.
- d. All property owner(s) and business owners(s) shall submit affidavits of acceptance of the conditions of approval for this project prior to approval of Conditional Use Permit and Site Development Plan (SDP) 2018-240LA taking effect.
- e. Approval of the Site Development Plan shall be contingent upon approval of the Conditional Use Permit taking effect.
- f. Any business conducted on the premises shall maintain a business license and comply with the Arvin Municipal Code at all times.

Section 9. Future Entitlement(s). Nothing in this Resolution preclude the Applicant from immediately seeking other entitlements for the property, including a new or amended CUP for take out, as may be warranted and consist with the City's Municipal Code, policies and procedures.

Section 10. Effectiveness. This Resolution shall become effective immediately.

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 16th day of October, 2018 by the following vote:

ATTEST

CECILIA VELA, City Clerk

CITY OF ARVIN

By: _____
JOSE GURROLA, Mayor

APPROVED AS TO FORM:

By: _____
SHANNON L. CHAFFIN, City Attorney
Aleshire & Wynder, LLP

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
Staff Report**

Meeting Date: October 16, 2018

| | |
|-----------------|---|
| TO: | City Council |
| FROM: | Cecilia Vela, City Clerk Jerry Breckinridge, City Manager |
| SUBJECT: | Consideration and Approval of Appointment of Trustee to the Kern Mosquito & Vector Control District Board |

BACKGROUND:

The Kern Mosquito & Vector Control District (KMVCD) Board is made up of eight (8) Trustees; four appointed by the Kern County Board of Supervisors, one each by City Councils of Bakersfield, Arvin, Shafter, and Wasco. The Arvin City Council appointed Mr. Lowell Chalk to serve as the KMVCD Board Trustee effective February 7, 2017. Mr. Chalk submitted his resignation as Trustee effective August 30, 2018.

PRIMARY OBJECTIVE OF THE KMVCD BOARD:

The primary objective of the KMVCD is the progressive elimination of mosquito breeding places, the objective to be accomplished by an educational service on control measures, performing services of temporary relief control, establishing projects of source reduction, using abatement procedure methods when necessary, and by general policy of cooperation.

QUALIFICATIONS TO SERVE AS THE KMVCD BOARD TRUSTEE:

To be eligible to serve as the City of Arvin District Trustee of the KMVCD Board, the individual must be at least 18 years of age, and an elector and resident of the City of Arvin. The filing of a Statement of Economic Interest disclosing certain personal financial holdings is required upon appointment and annually thereafter is required (Government Code sections 81000-91014). Two hours of training in general ethics principles and ethics law upon appointment, and every two years thereafter is required. (Government Code 53235(b), 53235.1).

A notice announcing this vacancy and inviting residents and registered voters of the City of Arvin to submit a letter of interest for this position was posted on September 4, 2018. There were no responses received. The Arvin City Council may appoint a member of its board to serve as the Trustee.

The Trustee must be available to attend meetings at the KMVCD office in Bakersfield every 2nd Tuesday of the month at 11:30am. The term is scheduled to expire on December 31, 2021.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the City Council appoint a member of the City Council to serve as the KMVCD Board Trustee.

ATTACHMENTS:

- Letter of Resignation as Trustee from Mr. Lowell Chalk
- Notice of Vacancy for KMVCD Board Trustee

CITY OF ARVIN

Unscheduled/Special Vacancy Notice: City Boards, Commissions, and Committees

Are you interested in serving in a public office? The City of Arvin has unscheduled vacancies for the following office that are pending appointment by the City Council:

Kern Vector & Mosquito Abatement Board – 1 Member Vacancy
Remaining term is up to four years coterminous with appointment official
(Special qualifications: None)

If you are interested in an appointment to a vacant seat, and are willing to regularly attend all regular and ongoing boards, commissions, and committee meetings, please provide the following:

1. Submit a resume and/or letter of interest and include a response to the question “Why do you wish to be appointed?”
2. Be a resident and registered voter of the City of Arvin at the time the resume/letter of interest is filed.

The deadline to submit resume/letter of interest is **5:00 p.m. on Thursday, September 27, 2018** to the Office of the City Clerk at Arvin City Hall, 200 Campus Dr., Arvin, CA 93203.

The City Council is scheduled to consider selection of applicants at the Arvin City Council Meeting of October 02, 2018. If you have any questions about this process, you may call the Office of the City Clerk at (661) 854-3134.

POSTED: September 4, 2018

08-22-13P01:24 RCYD

To whom it may concern:

DATE: 30 AUG 2018

RE: Resignation

Please accept this letter as my formal resignation from my role as a member of the Board Of Trustees for the Kern Mosquito and Vector Control District.

I would like to take this opportunity to thank you for the knowledge and experience I have gained by working here. I am very grateful for the time I have spent on our team and the professional relationships I've built. It's been a pleasure working for you, and I hope our paths will cross again in the future.



Sincerely,

LOWELL E CHALK JR



CITY OF ARVIN Staff Report

Meeting Date: October 16, 2018

TO: City Council

FROM: Jeff Jones, Finance Director
Jerry Breckinridge, City Manager

SUBJECT: Discussion and Request for Direction from Council Regarding Sanitary Sewer Management Program Proposal

The City of Arvin needs its Sanitary Sewer Management Program (SSMP) updated in order to meet State requirements in respects to capacity assurance. A SSMP was prepared by Harris and Associates in 2010, however it was never adopted by the Arvin City Council and remains in draft form eight years later.

The SSMP will define capital improvements which will be required to completed in the future in order to meet the sanitary system demands of current and future residents and businesses of Arvin. It should be noted that in the downtown portion of Arvin that much of the sewer infrastructure is over eighty years old and is reaching the end of its useful life.

An updated SSMP is also required to complete elements of the City's general plan.

Should the Council decide not to move forward with the SSMP the City runs the risk of being out of compliance with State guidelines in respects to sanitation/wastewater. The City will also not be able to update its general plan regarding sanitation/wastewater.

A proposal from Veolia to provide the SSMP is attached. Staff from Veolia will be present to answer any questions about the SSMP.

Council is requested to provide direction to staff in respects to next steps, if any, on the SSMP proposal.

Financial Impact: Total estimated cost for the SSMP is \$375,992 which includes a \$50,000 contingency should an Environmental Impact Report (EIR) be required within the SSMP. This project is not currently budgeted within the FY 2018/2019 sanitation fund; however sufficient reserves exist within this fund to pay for the project.

Staff Recommendation: Staff recommends that the City Council discuss and provide direction to staff.



September 5, 2018

Jerry Breckenridge
Interim City Manager
City Manager's Office
200 Campus Drive
Arvin, CA

RE: Arvin Sanitary Sewer Management Program (SSMP) Proposal

Dear Mr. Breckenridge,

Veolia Water West Operating Services, Inc. is pleased to submit the following proposal to provide a Sanitary Sewer Management Program (SSMP) for the City of Arvin. The proposal includes a detailed scope of engineering services to be provided by Harris & Associates under the direction and management of Veolia. Harris will complete the System Evaluation and Capacity Assurance Plan (SECAP) with updates from the General Plan, prepare a Capital Improvement Plan (CIP) and Sanitary Sewer Master Plan.

Schedule:

The Final Plan will be completed in 10 months if a Mitigated Negative Declaration (MND) is required. If a complete EIR is required, then the final report will be provided in 24 months.

Clarifications:

1. Veolia will coordinate engineering data with Harris, communicate progress and schedule reviews with the City of Arvin to support their rate study to the extent possible.
2. Analysis of wastewater treatment plant is NOT included.
3. Veolia has included a \$50,000 contingency in the total cost below to be used for the EIR if necessary or as a separate contingency amount.

Our price proposal for the above scope of work

\$ 375,992

Thank you for the opportunity to present this proposal and we look forward to working with you on this project. Please do not hesitate to contact me should you have any questions or need additional information on this proposal.

Sincerely,

Bill Hanley, P.E.
Capital Program Management Group
Veolia North America

bill.hanley@veolia.com



Master Cost Summary Sheet

PROJECT DATA INPUT

| Job No. | Project Name | Location | Revision | Date | JCE Model |
|---------|---|-------------------|----------|----------|-----------------|
| TBD | Arvin Sanitary Sewer Management Plan (SSMP) | City of Arvin, CA | 0 | 08/13/18 | V1.0R4, 7-31-18 |

PROPOSAL INFORMATION

| | |
|-------------------|---|
| Project Name: | Arvin Sanitary Sewer Management Plan (SSMP) |
| Job Number: | TBD |
| Location: | City of Arvin, CA |
| Project Manager: | Dale Ducharme |
| Proposal Manager: | Bill Hanley |
| Date: | 8/13/2018 |
| Revision: | 0 |

Master CPM Job Cost Estimate Model
Version V1.0R4, 07-31-2018 (FINAL)
Password (1111)

MULTIPLIERS

| | CONTINGENCY | MARGIN | |
|-------------------------|-------------|------------------|-----------------------------|
| Build: | 0.0% | 15.000% | |
| Professional Services: | 0.0% | 15.000% | Sell Price \$ 375,992 |
| Labor: | 0.0% | 15.000% | Margin \$ 56,399 |
| Equipment: | 0.0% | 15.000% | |
| Travel & Entertainment: | 0.0% | 15.000% | |
| Site Costs: | 0.0% | 15.000% | Calc'd Gross Margin: 15.00% |
| Financial Costs: | 0.0% | 15.000% | |
| Contingency: | | 15.000% | |
| TOTAL: | \$ - | \$ 56,399 | |

2.0 - 61P1/00000C00X-1-002 - BUILD

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------------|-------------------------------|-------------|-------------|-------------|-------------|-------------|
| 1-002 | BUILD General Contractor | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Demolition | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Geotechnical | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Civil / Structural | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Mechanical Installation | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD HVAC Plumbing | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Electrical Installation | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Security Systems | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Fencing / Landscaping | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD CM Services | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-002 | BUILD Installation Other | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ - | \$ - | \$ - | \$ - | 0.0% |
| CALC'ED MARGIN: | | - | - | - | - | 0.0% |

3.0 - 61P1/00000C00X-1-003 - PROFESSIONAL SERVICES

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------------|---|-------------------|-------------|------------------|-------------------|--------------|
| 1-003 | PROF SVC Engineering Consultant | \$ 285,366 | \$ - | \$ 50,359 | \$ 335,725 | 7.4% |
| 1-003 | PROF SVC Technical Engineering | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-003 | PROF SVC Electrical/Instrumentation Engineering | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-003 | PROF SVC Professional Fees Other | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-003 | PROF SVC License/Permit Fees | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ 285,366 | \$ - | \$ 50,359 | \$ 335,725 | 89.3% |
| CALC'ED MARGIN: | | 15.00% | - | - | - | - |

4.0 - 61P1/00000C00X-1-004 - LABOR

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------------|--|------------------|-------------|-----------------|------------------|-------------|
| 1-004 | LABOR Salaries and wages | \$ 23,612 | \$ - | \$ 4,167 | \$ 27,779 | 7.4% |
| 1-004 | LABOR Retirement/pensions (allowances) | \$ 742 | \$ - | \$ 131 | \$ 873 | 0.2% |
| 1-004 | LABOR Social security contributions | \$ 1,685 | \$ - | \$ 297 | \$ 1,982 | 0.5% |
| 1-004 | LABOR Ops Resources Labor | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ 26,039 | \$ - | \$ 4,595 | \$ 30,634 | 8.1% |
| CALC'ED MARGIN: | | 15.00% | - | - | - | - |

5.0 - 61P1/00000C00X-1-005 - EQUIPMENT

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------------|----------------------------|-------------|-------------|-------------|-------------|-------------|
| 1-005 | EQUIP Mechanical Equipment | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Electrical Equipment | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Instrumentation | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Emergency Generators | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP HVAC Equipment | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Pipe & Fittings | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Valves | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Paint & Fasteners | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-005 | EQUIP Equipment Other | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ - | \$ - | \$ - | \$ - | 0.0% |
| CALC'ED MARGIN: | | - | - | - | - | 0.0% |

6.0 - 61P1/00000C00X-1-006 - TRAVEL & ENTERTAINMENT

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------------|-------------------------------|-----------------|-------------|---------------|-----------------|-------------|
| 1-006a | T&E PM Travel & Entertainment | \$ 3,688 | \$ - | \$ 650.82 | \$ 4,339 | 1.2% |
| 1-006b | T&E CM Travel & Entertainment | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ 3,688 | \$ - | \$ 651 | \$ 4,339 | 1.2% |
| CALC'ED MARGIN: | | 15.00% | - | - | - | - |

7.0 - 61P1/00000C00X-1-007 - SITE COSTS

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------------|--|-------------|-------------|-------------|-------------|-------------|
| 1-007 | SITE COSTS Telephones | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-007 | SITE COSTS Office Supplies | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-007 | SITE COSTS Safety | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-007 | SITE COSTS Trailer Costs | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-007 | SITE COSTS Utilities | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-007 | SITE COSTS Fleet | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-007 | SITE COSTS Laboratory & Start-up Costs | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ - | \$ - | \$ - | \$ - | 0.0% |
| CALC'ED MARGIN: | | - | - | - | - | 0.0% |

8.0 - 61P1/00000C00X-1-008 - FINANCIAL COSTS

| WBS# | Description | Direct Cost | Contingency | Margin | Total | % of Sell |
|------------------------|---|-----------------|-------------|---------------|-----------------|-------------|
| 1-008 | FIN COST Surety Bonds | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-008 | FIN COST Bid Bonds | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-008 | FIN COST Corporate Guarantee | \$ N/A | \$ - | \$ - | \$ - | 0.0% |
| 1-008 | FIN COST Builders Risk Insurance | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-008 | FIN COST General Liability Insurance | \$ 4,500 | \$ - | \$ 794 | \$ 5,294 | 1.4% |
| 1-008 | FIN COST Sales & Use Tax | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 1-008 | FIN COST General Business unit overhead | \$ - | \$ - | \$ - | \$ - | 0.0% |
| SUBTOTAL: | | \$ 4,500 | \$ - | \$ 794 | \$ 5,294 | 1.4% |
| CALC'ED MARGIN: | | 15.00% | - | - | - | - |

TOTALS

| | | | | |
|---------------|-------------|--------------|---------------|--------|
| Cost | Contingency | Gross Margin | Sell | |
| \$ 319,593.05 | \$ - | \$ 56,398.77 | \$ 375,991.82 | 100.0% |
| Gross Margin | | 15.00% | | |

Cost Verification **True**

END OF SHEET

Attachment: Arvin SSMP Proposal 9.5.18 Final (Discussion of Sanitary Sewer Management Program Proposal)



Job Cost Estimate Engineering Subcontractors

| Project Name | Revision | Date | JCE Model |
|--------------|----------|-----------|-----------------|
| TBD | 0 | 8/13/2018 | V1.0R4, 7-31-18 |

Instructions: Input Only Light Yellow Colored Cells

Professional Services

| Activity Type | WBS# | Cost Element | Chart of Accounts Description | Company Name / Service | Quantity | Unit Measure | Unit Cost | Extended Cost |
|-----------------------------------|-------|--------------|---|--|----------|--------------|---------------|---------------|
| PROF SVCS | 1-003 | SAP | Management, strategic planning, engineering consultants | Harris & Associates SSMP | 1.00 | EA | \$ 235,366.00 | \$ 235,366.00 |
| | | | | Harris & Associates EIR Addition | 1.00 | EA | \$ 50,000.00 | \$ 50,000.00 |
| | | | | Engineering Consultant No. 3 | 1.00 | EA | \$ - | \$ - |
| | | | | Engineering Consultant No. 4 | 1.00 | EA | \$ - | \$ - |
| | | | | Engineering Consultant No. 5 | 1.00 | EA | \$ - | \$ - |
| | | | | Subtotal | | | \$ 285,366.00 | |
| PROF SVCS | 1-003 | SAP | Technical study, design, technical assistance | Technical Engineering No. 1 | 1.00 | EA | \$ - | \$ - |
| | | | | Technical Engineering No. 2 | 1.00 | EA | \$ - | \$ - |
| | | | | Technical Engineering No. 3 | 1.00 | EA | \$ - | \$ - |
| | | | | Technical Engineering No. 4 | 1.00 | EA | \$ - | \$ - |
| | | | | Technical Engineering No. 5 | 1.00 | EA | \$ - | \$ - |
| | | | | Subtotal | | | \$ - | |
| PROF SVCS | 1-003 | SAP | Systems integration | Electrical/Instrumentation Engineering No. 1 | 1.00 | EA | \$ - | \$ - |
| | | | | Electrical/Instrumentation Engineering No. 2 | 1.00 | EA | \$ - | \$ - |
| | | | | Electrical/Instrumentation Engineering No. 3 | 1.00 | EA | \$ - | \$ - |
| | | | | Electrical/Instrumentation Engineering No. 4 | 1.00 | EA | \$ - | \$ - |
| | | | | Electrical/Instrumentation Engineering No. 5 | 1.00 | EA | \$ - | \$ - |
| | | | | Subtotal | | | \$ - | |
| PROF SVCS | 1-003 | SAP | Other fees | Professional Fees Other No. 1 | 1.00 | EA | \$ - | \$ - |
| | | | | Professional Fees Other No. 2 | 1.00 | EA | \$ - | \$ - |
| | | | | Professional Fees Other No. 3 | 1.00 | EA | \$ - | \$ - |
| | | | | Professional Fees Other No. 4 | 1.00 | EA | \$ - | \$ - |
| | | | | Professional Fees Other No. 5 | 1.00 | EA | \$ - | \$ - |
| | | | | Subtotal | | | \$ - | |
| PROF SVCS | 1-003 | SAP | Certification | License/Permit Fees No. 1 | 1.00 | EA | \$ - | \$ - |
| | | | | License/Permit Fees No. 2 | 1.00 | EA | \$ - | \$ - |
| | | | | License/Permit Fees No. 3 | 1.00 | EA | \$ - | \$ - |
| | | | | License/Permit Fees No. 4 | 1.00 | EA | \$ - | \$ - |
| | | | | License/Permit Fees No. 5 | 1.00 | EA | \$ - | \$ - |
| | | | | Subtotal | | | \$ - | |
| Total Engineering Services | | | | | | | | \$ 285,366.00 |

END OF SHEET

Job Cost Estimate Labor Schedule



Job No. TBD Project Name n Sanitary Sewer Management Plan (SS) Revision 0 Date 8/13/2018 JCE Model V1.0R4, 7-31-18

1-004 Instructions: Input Only Light Yellow Colored Cells

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Year | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 | 2042 | 2043 | 2044 | 2045 | 2046 | 2047 | 2048 | 2049 | 2050 | 2051 | 2052 | 2053 | 2054 | 2055 | 2056 | 2057 | 2058 | 2059 | 2060 | 2061 | 2062 | 2063 | 2064 | 2065 | 2066 | 2067 | 2068 | 2069 | 2070 | 2071 | 2072 | 2073 | 2074 | 2075 | 2076 | 2077 | 2078 | 2079 | 2080 | 2081 | 2082 | 2083 | 2084 | 2085 | 2086 | 2087 | 2088 | 2089 | 2090 | 2091 | 2092 | 2093 | 2094 | 2095 | 2096 | 2097 | 2098 | 2099 | 2100 | 2101 | 2102 | 2103 | 2104 | 2105 | 2106 | 2107 | 2108 | 2109 | 2110 | 2111 | 2112 | 2113 | 2114 | 2115 | 2116 | 2117 | 2118 | 2119 | 2120 | 2121 | 2122 | 2123 | 2124 | 2125 | 2126 | 2127 | 2128 | 2129 | 2130 | 2131 | 2132 | 2133 | 2134 | 2135 | 2136 | 2137 | 2138 | 2139 | 2140 | 2141 | 2142 | 2143 | 2144 | 2145 | 2146 | 2147 | 2148 | 2149 | 2150 | 2151 | 2152 | 2153 | 2154 | 2155 | 2156 | 2157 | 2158 | 2159 | 2160 | 2161 | 2162 | 2163 | 2164 | 2165 | 2166 | 2167 | 2168 | 2169 | 2170 | 2171 | 2172 | 2173 | 2174 | 2175 | 2176 | 2177 | 2178 | 2179 | 2180 | 2181 | 2182 | 2183 | 2184 | 2185 | 2186 | 2187 | 2188 | 2189 | 2190 | 2191 | 2192 | 2193 | 2194 | 2195 | 2196 | 2197 | 2198 | 2199 | 2200 | 2201 | 2202 | 2203 | 2204 | 2205 | 2206 | 2207 | 2208 | 2209 | 2210 | 2211 | 2212 | 2213 | 2214 | 2215 | 2216 | 2217 | 2218 | 2219 | 2220 | 2221 | 2222 | 2223 | 2224 | 2225 | 2226 | 2227 | 2228 | 2229 | 2230 | 2231 | 2232 | 2233 | 2234 | 2235 | 2236 | 2237 | 2238 | 2239 | 2240 | 2241 | 2242 | 2243 | 2244 | 2245 | 2246 | 2247 | 2248 | 2249 | 2250 | 2251 | 2252 | 2253 | 2254 | 2255 | 2256 | 2257 | 2258 | 2259 | 2260 | 2261 | 2262 | 2263 | 2264 | 2265 | 2266 | 2267 | 2268 | 2269 | 2270 | 2271 | 2272 | 2273 | 2274 | 2275 | 2276 | 2277 | 2278 | 2279 | 2280 | 2281 | 2282 | 2283 | 2284 | 2285 | 2286 | 2287 | 2288 | 2289 | 2290 | 2291 | 2292 | 2293 | 2294 | 2295 | 2296 | 2297 | 2298 | 2299 | 2300 | 2301 | 2302 | 2303 | 2304 | 2305 | 2306 | 2307 | 2308 | 2309 | 2310 | 2311 | 2312 | 2313 | 2314 | 2315 | 2316 | 2317 | 2318 | 2319 | 2320 | 2321 | 2322 | 2323 | 2324 | 2325 | 2326 | 2327 | 2328 | 2329 | 2330 | 2331 | 2332 | 2333 | 2334 | 2335 | 2336 | 2337 | 2338 | 2339 | 2340 | 2341 | 2342 | 2343 | 2344 | 2345 | 2346 | 2347 | 2348 | 2349 | 2350 | 2351 | 2352 | 2353 | 2354 | 2355 | 2356 | 2357 | 2358 | 2359 | 2360 | 2361 | 2362 | 2363 | 2364 | 2365 | 2366 | 2367 | 2368 | 2369 | 2370 | 2371 | 2372 | 2373 | 2374 | 2375 | 2376 | 2377 | 2378 | 2379 | 2380 | 2381 | 2382 | 2383 | 2384 | 2385 | 2386 | 2387 | 2388 | 2389 | 2390 | 2391 | 2392 | 2393 | 2394 | 2395 | 2396 | 2397 | 2398 | 2399 | 2400 | 2401 | 2402 | 2403 | 2404 | 2405 | 2406 | 2407 | 2408 | 2409 | 2410 | 2411 | 2412 | 2413 | 2414 | 2415 | 2416 | 2417 | 2418 | 2419 | 2420 | 2421 | 2422 | 2423 | 2424 | 2425 | 2426 | 2427 | 2428 | 2429 | 2430 | 2431 | 2432 | 2433 | 2434 | 2435 | 2436 | 2437 | 2438 | 2439 | 2440 | 2441 | 2442 | 2443 | 2444 | 2445 | 2446 | 2447 | 2448 | 2449 | 2450 | 2451 | 2452 | 2453 | 2454 | 2455 | 2456 | 2457 | 2458 | 2459 | 2460 | 2461 | 2462 | 2463 | 2464 | 2465 | 2466 | 2467 | 2468 | 2469 | 2470 | 2471 | 2472 | 2473 | 2474 | 2475 | 2476 | 2477 | 2478 | 2479 | 2480 | 2481 | 2482 | 2483 | 2484 | 2485 | 2486 | 2487 | 2488 | 2489 | 2490 | 2491 | 2492 | 2493 | 2494 | 2495 | 2496 | 2497 | 2498 | 2499 | 2500 | 2501 | 2502 | 2503 | 2504 | 2505 | 2506 | 2507 | 2508 | 2509 | 2510 | 2511 | 2512 | 2513 | 2514 | 2515 | 2516 | 2517 | 2518 | 2519 | 2520 | 2521 | 2522 | 2523 | 2524 | 2525 | 2526 | 2527 | 2528 | 2529 | 2530 | 2531 | 2532 | 2533 | 2534 | 2535 | 2536 | 2537 | 2538 | 2539 | 2540 | 2541 | 2542 | 2543 | 2544 | 2545 | 2546 | 2547 | 2548 | 2549 | 2550 | 2551 | 2552 | 2553 | 2554 | 2555 | 2556 | 2557 | 2558 | 2559 | 2560 | 2561 | 2562 | 2563 | 2564 | 2565 | 2566 | 2567 | 2568 | 2569 | 2570 | 2571 | 2572 | 2573 | 2574 | 2575 | 2576 | 2577 | 2578 | 2579 | 2580 | 2581 | 2582 | 2583 | 2584 | 2585 | 2586 | 2587 | 2588 | 2589 | 2590 | 2591 | 2592 | 2593 | 2594 | 2595 | 2596 | 2597 | 2598 | 2599 | 2600 | 2601 | 2602 | 2603 | 2604 | 2605 | 2606 | 2607 | 2608 | 2609 | 2610 | 2611 | 2612 | 2613 | 2614 | 2615 | 2616 | 2617 | 2618 | 2619 | 2620 | 2621 | 2622 | 2623 | 2624 | 2625 | 2626 | 2627 | 2628 | 2629 | 2630 | 2631 | 2632 | 2633 | 2634 | 2635 | 2636 | 2637 | 2638 | 2639 | 2640 | 2641 | 2642 | 2643 | 2644 | 2645 | 2646 | 2647 | 2648 | 2649 | 2650 | 2651 | 2652 | 2653 | 2654 | 2655 | 2656 | 2657 | 2658 | 2659 | 2660 | 2661 | 2662 | 2663 | 2664 | 2665 | 2666 | 2667 | 2668 | 2669 | 2670 | 2671 | 2672 | 2673 | 2674 | 2675 | 2676 | 2677 | 2678 | 2679 | 2680 | 2681 | 2682 | 2683 | 2684 | 2685 | 2686 | 2687 | 2688 | 2689 | 2690 | 2691 | 2692 | 2693 | 2694 | 2695 | 2696 | 2697 | 2698 | 2699 | 2700 | 2701 | 2702 | 2703 | 2704 | 2705 | 2706 | 2707 | 2708 | 2709 | 2710 | 2711 | 2712 | 2713 | 2714 | 2715 | 2716 | 2717 | 2718 | 2719 | 2720 | 2721 | 2722 | 2723 | 2724 | 2725 | 2726 | 2727 | 2728 | 2729 | 2730 | 2731 | 2732 | 2733 | 2734 | 2735 | 2736 | 2737 | 2738 | 2739 | 2740 | 2741 | 2742 | 2743 | 2744 | 2745 | 2746 | 2747 | 2748 | 2749 | 2750 | 2751 | 2752 | 2753 | 2754 | 2755 | 2756 | 2757 | 2758 | 2759 | 2760 | 2761 | 2762 | 2763 | 2764 | 2765 | 2766 | 2767 | 2768 | 2769 | 2770 | 2771 | 2772 | 2773 | 2774 | 2775 | 2776 | 2777 | 2778 | 2779 | 2780 | 2781 | 2782 | 2783 | 2784 | 2785 | 2786 | 2787 | 2788 | 2789 | 2790 | 2791 | 2792 | 2793 | 2794 | 2795 | 2796 | 2797 | 2798 | 2799 | 2800 | 2801 | 2802 | 2803 | 2804 | 2805 | 2806 | 2807 | 2808 | 2809 | 2810 | 2811 | 2812 | 2813 | 2814 | 2815 | 2816 | 2817 | 2818 | 2819 | 2820 | 2821 | 2822 | 2823 | 2824 | 2825 | 2826 | 2827 | 2828 | 2829 | 2830 | 2831 | 2832 | 2833 | 2834 | 2835 | 2836 | 2837 | 2838 | 2839 | 2840 | 2841 | 2842 | 2843 | 2844 | 2845 | 2846 | 2847 | 2848 | 2849 | 2850 | 2851 | 2852 | 2853 | 2854 | 2855 | 2856 | 2857 | 2858 | 2859 | 2860 | 2861 | 2862 | 2863 | 2864 | 2865 | 2866 | 2867 | 2868 | 2869 | 2870 | 2871 | 2872 | 2873 | 2874 | 2875 | 2876 | 2877 | 2878 | 2879 | 2880 | 2881 | 2882 | 2883 | 2884 | 2885 | 2886 | 2887 | 2888 | 2889 | 2890 | 2891 | 2892 | 2893 | 2894 | 2895 | 2896 | 2897 | 2898 | 2899 | 2900 | 2901 | 2902 | 2903 | 2904 | 2905 | 2906 | 2907 | 2908 | 2909 | 2910 | 2911 | 2912 | 2913 | 2914 | 2915 | 2916 | 2917 | 2918 | 2919 | 2920 | 2921 | 2922 | 2923 | 2924 | 2925 | 2926 | 2927 | 2928 | 2929 | 2930 | 2931 | 2932 | 2933 | 2934 | 2935 | 2936 | 2937 | 2938 | 2939 | 2940 | 2941 | 2942 | 2943 | 2944 | 2945 | 2946 | 2947 | 2948 | 2949 | 2950 | 2951 | 2952 | 2953 | 2954 | 2955 | 2956 | 2957 | 2958 | 2959 | 2960 | 2961 | 2962 | 2963 | 2964 | 2965 | 2966 | 2967 | 2968 | 2969 | 2970 | 2971 | 2972 | 2973 | 2974 | 2975 | 2976 | 2977 | 2978 | 2979 | 2980 | 2981 | 2982 | 2983 | 2984 | 2985 | 2986 | 2987 | 2988 | 2989 | 2990 | 2991 | 2992 | 2993 | 2994 | 2995 | 2996 | 2997 | 2998 | 2999 | 3000 | 3001 | 3002 | 3003 | 3004 | 3005 | 3006 | 3007 | 3008 | 3009 | 3010 | 3011 | 3012 | 3013 | 3014 | 3015 | 3016 | 3017 | 3018 | 3019 | 3020 | 3021 | 3022 | 3023 | 3024 | 3025 | 3026 | 3027 | 3028 | 3029 | 3030 | 3031 | 3032 | 3033 | 3034 | 3035 | 3036 | 3037 | 3038 | 3039 | 3040 | 3041 | 3042 | 3043 | 3044 | 3045 | 3046 | 3047 | 3048 | 3049 | 3050 | 3051 | 3052 | 3053 | 3054 | 3055 | 3056 | 3057 | 3058 | 3059 | 3060 | 3061 | 3062 | 3063 | 3064 | 3065 | 3066 | 3067 | 3068 | 3069 | 3070 | 3071 | 3072 | 3073 | 3074 | 3075 | 3076 | 3077 | 3078 | 3079 | 3080 | 3081 | 3082 | 3083 | 3084 | 3085 | 3086 | 3087 | 3088 | 3089 | 3090 | 3091 | 3092 | 3093 | 3094 | 3095 | 3096 | 3097 | 3098 | 3099 | 3100 | 3101 | 3102 | 3103 | 3104 | 3105 | 3106 | 3107 | 3108 | 3109 | 3110 | 3111 | 3112 | 3113 | 3114 | 3115 | 3116 | 3117 | 3118 | 3119 | 3120 | 3121 | 3122 | 3123 | 3124 | 3125 | 3126 | 3127 | 3128 | 3129 | 3130 | 3131 | 3132 | 3133 | 3134 | 3135 | 3136 | 3137 | 3138 | 3139 | 3140 | 3141 | 3142 | 3143 | 3144 | 3145 | 3146 | 3147 | 3148 | 3149 | 3150 | 3151 | 3152 | 3153 | 3154 | 3155 | 3156 | 3157 | 3158 | 3159 | 3160 | 3161 | 3162 | 3163 | 3164 | 3165 | 3166 | 3167 | 3168 | 3169 | 3170 | 3171 | 3172 | 3173 | 3174 | 3175 | 3176 | 3177 | 3178 | 3179 | 3180 | 3181 | 3182 | 3183 | 3184 | 3185 | 3186 | 3187 | 3188 | 3189 | 3190 | 3191 | 3192 | 3193 | 3194 | 3195 | 3196 | 3197 | 3198 | 3199 | 3200 | 3201 | 3202 | 3203 | 3204 | 3205 | 3206 | 3207 | 3208 | 3209 | 3210 | 3211 | 3212 | 3213 | 3214 | 3215 | 3216 | 3217 | 3218 | 3219 | 3220 | 3221 | 3222 | 3223 | 3224 | 3225 |
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Job Cost Estimate Travel & Entertainment

| Job No. | Project Name | Revision | Date | JCE Model |
|---------|---|----------|-----------|-----------------|
| TBD | Arvin Sanitary Sewer Management Plan (SSMP) | 0 | 8/13/2018 | V1.0R4, 7-31-18 |

Instructions: Input Only Light Yellow Colored Cells

1-006a PM Travel & Entertainment

| No. of Trips | |
|------------------------------|---|
| Engineering and Design Phase | 8 |
| Construction Phase | 0 |
| | 8 |
| Ave. Trip Duration (Days) | 2 |

| | | |
|----------------------------------|------------|-----------|
| Average Airfare | Round Trip | \$ - |
| Egencia Fees | Lump Sum | \$ 11.00 |
| Average Hotel Costs | Per Night | \$ 150.00 |
| Breakfast, Lunch, Dinner (Meals) | Per Day | \$ 25.00 |
| Business Meals (Internal) | Lump Sum | \$ - |
| Business Meals (External) | Lump Sum | \$ 50.00 |
| Average Rental Car | Per Day | \$ - |
| Rental Car Fuel | Per Day | \$ - |
| Local Mileage | Lump Sum | \$ 200.00 |
| Airport Parking | Per Day | \$ - |
| Taxi/Shuttle | Lump Sum | \$ - |
| Tips | Lump Sum | \$ - |
| Tolls | Lump Sum | \$ - |

| Activity Type | WBSe | Cost Element | Chart of Accounts Description | Coupa Description | Units | Cost | Extended | # Trips | Extended Cost |
|---------------|-------|--------------|--|---|-------|-----------|-----------|---------|---------------|
| T&E | 1-006 | SAP | Airplane trips | Airfare | 1 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Taxi trips | Transportation - Taxi/Shuttle | 1 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Travel agencies | Booking Fees (Egencia) | 1 | \$ 11.00 | \$ 11.00 | 8 | \$ 88.00 |
| T&E | 1-006 | SAP | Carpark | Parking | 2 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Toll | Tolls | 1 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Mileage allowances | Mileage 2016 - Personal | 1 | \$ 200.00 | \$ 200.00 | 8 | \$ 1,600.00 |
| T&E | 1-006 | SAP | Hotel and restaurants (purchase order) | Tips | 1 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Hotel | Lodging | 1 | \$ 150.00 | \$ 150.00 | 8 | \$ 1,200.00 |
| T&E | 1-006 | SAP | Restaurants | Meals | 2 | \$ 25.00 | \$ 50.00 | 8 | \$ 400.00 |
| T&E | 1-006 | SAP | Restaurants | Entertainment - Business Meal- Internal | 1 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Hotel and restaurant receptions | Entertainment - Business Meal- External | 1 | \$ 50.00 | \$ 50.00 | 8 | \$ 400.00 |
| T&E | 1-006 | SAP | Short-term vehicle leasing (rental vehicles) | Rental Car | 2 | \$ - | \$ - | 8 | \$ - |
| T&E | 1-006 | SAP | Short-term vehicle leasing (rental vehicles) | Rental Car - Fuel | 2 | \$ - | \$ - | 8 | \$ - |

Average Trip Costs \$ 461.00

Total PM T&E Budget \$ 3,688.00

1-006b CM Travel & Entertainment

| No. of Trips | |
|---------------------------|---|
| Construction Phase | 0 |
| | 0 |
| Ave. Trip Duration (Days) | 4 |

| | | |
|----------------------------------|------------|-----------|
| Average Airfare | Round Trip | \$ 750.00 |
| Egencia Charges | Lump Sum | \$ 11.00 |
| Average Hotel Costs | Per Night | \$ 140.00 |
| Breakfast, Lunch, Dinner (Meals) | Per Day | \$ 50.00 |
| Business Meals (Internal) | Lump Sum | \$ - |
| Business Meals (External) | Lump Sum | \$ - |
| Average Rental Car | Per Day | \$ 50.00 |
| Rental Car Fuel | Per Day | \$ 15.00 |
| Local Mileage | Lump Sum | \$ 50.00 |
| Airport Parking | Per Day | \$ 10.00 |
| Taxi/Shuttle | Lump Sum | \$ - |
| Tips | Lump Sum | \$ 5.00 |
| Tolls | Lump Sum | \$ - |

| Activity Type | WBSe | Cost Element | Chart of Accounts Description | Coupa Description | Units | Cost | Extended | # Trips | Extended Cost |
|---------------|-------|--------------|--|---|-------|-----------|-----------|---------|---------------|
| T&E | 1-006 | SAP | Airplane trips | Airfare | 1 | \$ 750.00 | \$ 750.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Taxi trips | Transportation - Taxi/Shuttle | 1 | \$ - | \$ - | 0 | \$ - |
| T&E | 1-006 | SAP | Travel agencies | Booking Fees (Egencia) | 1 | \$ 11.00 | \$ 11.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Carpark | Parking | 4 | \$ 10.00 | \$ 40.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Toll | Tolls | 1 | \$ - | \$ - | 0 | \$ - |
| T&E | 1-006 | SAP | Mileage allowances | Mileage 2016 - Personal | 1 | \$ 50.00 | \$ 50.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Hotel and restaurants (purchase order) | Tips | 1 | \$ 5.00 | \$ 5.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Hotel | Lodging | 3 | \$ 140.00 | \$ 420.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Restaurants | Meals | 4 | \$ 50.00 | \$ 200.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Restaurants | Entertainment - Business Meal- Internal | 1 | \$ - | \$ - | 0 | \$ - |
| T&E | 1-006 | SAP | Restaurants | Entertainment - Business Meal- External | 1 | \$ - | \$ - | 0 | \$ - |
| T&E | 1-006 | SAP | Short-term vehicle leasing (rental vehicles) | Rental Car | 4 | \$ 50.00 | \$ 200.00 | 0 | \$ - |
| T&E | 1-006 | SAP | Short-term vehicle leasing (rental vehicles) | Rental Car - Fuel | 4 | \$ 15.00 | \$ 60.00 | 0 | \$ - |

Average Trip Costs \$ 1,476.00

Total CM T&E Budget \$ -

TOTAL T&E \$ 3,688.00

END OF SHEET

Attachment: Arvin SSMP Proposal 9.5.18 Final (Discussion of Sanitary Sewer Management Program Proposal)



Job Cost Estimate Taxes - Bonds - Other

| Job No. | Project Name | Revision | Date | JCE Model |
|---------|---|----------|-----------|-----------------|
| TBD | Arvin Sanitary Sewer Management Plan (SSMP) | 0 | 8/13/2018 | V1.0R4, 7-31-18 |

Instructions: Input Only Light Yellow Colored Cells

| 1-008 FINANCIAL COSTS | | | | | | | |
|----------------------------------|-------|--------------|---------------------------------------|--|----------------|-------------|--------------------|
| Activity Type | WBS# | Cost Element | Chart of Accounts Description | Description | Contract Value | Rate/Amount | Extended Cost |
| FIN COSTS | 1-008 | SAP | Other insurances | Surety Bonds (Consult Boston) | Lump Sum | \$ - | \$ - |
| FIN COSTS | 1-008 | SAP | Other insurances | Bid Bonds (Consult Boston) | \$ - | 0.00% | \$ - |
| FIN COSTS | 1-008 | SAP | Fees of operating guarantees received | Corporate Guarantee (Consult Boston) | N/A | N/A | N/A |
| FIN COSTS | 1-008 | SAP | Property insurance | Builders Risk Insurance (Consult Boston) | Lump Sum | \$ - | \$ - |
| FIN COSTS | 1-008 | SAP | Operating risk insurance | General Liability Insurance | \$ 375,000.00 | 1.200% | \$ 4,500.00 |
| FIN COSTS | 1-008 | SAP | Other taxes | Sales & Use Tax | \$ - | 0.00% | \$ - |
| FIN COSTS | 1-008 | SAP | Other current operating costs | Project Development Costs | \$ - | 0.00% | \$ - |
| Total Taxes, Bonds, Other | | | | | | | \$ 4,500.00 |

END OF SHEET

Attachment: Arvin SSMP Proposal 9.5.18 Final (Discussion of Sanitary Sewer Management Program Proposal)

August 10, 2018

Appendix A

Update to Arvin Sanitary Sewer Management Plan (SSMP) Scope of Work

Project Understanding

The City of Arvin (City) requires a comprehensive Capital Improvement Plan (Plan) for its wastewater system. Harris & Associates (Harris) was retained by the City in 2010 to prepare the Plan, however the Plan was not completed due to the need to update the General Plan. Now that the General Plan has been updated, the City has requested Harris to update the Plan.

Harris will utilize the updated information to build on the 2010 study to complete the System Evaluation and Capacity Assurance Plan (SECAP) element of the plan and to prepare a Capital Improvement Plan (CIP) and Sanitary Sewer Master Plan.

Scope of Work

We have prepared the following scope of work based on our discussion with the City staff and Veolia:

1.0 Project Management

1.1 Project Management responsibilities will involve preparation and maintenance of the scope, budget, schedule, resource management, and coordination of meetings with the team, which includes subconsultants, Veolia and City staff.

On a monthly basis, the Project Manager will provide a brief written summary of work that has been accomplished, a list of impediments and actions required to work through the impediments to keep the project on schedule and budget.

The Project Manager will manage invoices and submit a monthly cover letter with each invoice to identify the original budget, amount spent to date, amount spent on this period, and percentage spent to date for each task.

2.0 System Inspection and Condition Assessment

2.1 Inspection of pump station

Prior to the inspection, we will review the available pump station plans. During the inspection, we will discuss with City staff and Veolia the past performance of the pump station and any known or suspected deficiencies. The inspection will include the condition of the equipment, the reliability features relating to power failure, the safety features, and other aspects such as accessibility and operability. The capacity of the pump station and our findings of the inspection will be noted for SECAP work below.

2.2 Condition assessment of pump station

A written assessment of the condition of the pump station will be prepared.

2.3 Develop CIP for condition problems of pump station

Recommendations of capital improvement projects needed to enhance the capacity and reliability of the pump station will be prepared.

3.0 System Evaluation and Capacity Assurance Plan (SECAP)

3.1 Prepare for & Attend Kickoff Meeting & Site Tour with Veolia and City staff

At the Kickoff Meeting we will confirm the goals, schedule and deliverables of the SECAP, receive the requested data from Veolia and the City and discuss its completeness, and inquire about overflow locations (if any) known to the City and Veolia since 2009.

3.2 Determine Planning Horizon, Service Area, and Future Land Uses

The planning horizon will be the duration desired in the CIP to be prepared or as specified in the City's current General Plan document. We assume it will be 20 years. The future service area and future land users will be as described in the City's current updated General Plan.

3.3 Review City Information and Determine Completeness.

- GIS Data
- Current General Plan
- Previous reports related to the sewer system
- Record Drawings of sewer system
- Pump Station Data
- Existing Zoning Maps

3.4 Perform GIS Data Compatibility Check

The computer model will include all sewer lines 10-inch and larger and those 8-inch sewer mains which currently appear undersized or will carry increased flow from future development. We will check for GIS data anomalies and compatibility with our hydraulic software.

3.5 Flow Generation Analysis

We will develop flow generation analysis by using wastewater generation rates provided by the City or typically used elsewhere to develop existing and future flows within the service area. We will work with the City to estimate the rate and location of future development within the service area broken into 0-5 years, 5-10 years and 10-20 years from the present day.

In this task, the team will utilize the land-use and growth projections for the City to develop loadings for the selected basins. This will be carried out by utilizing the current water demands to correlate the current unit demands to the future land-use requirements and identify the overall intermediate and build-out scenarios.

We will utilize the current water meters that serve sewer customers as well, identify unit demands based on the usage type, adjust the demands to the water/sewer ratio based on the past metering analysis and correlate the usage type to the land use projections. Furthermore, we will also utilize a mass balance analysis to identify and update loading patterns. This is critical component of sewer modeling as it develops the interactions of the peaks between various loadings.

We will prepare a memorandum describing the flow generation analysis including key assumptions, methodology and results.

3.6 Model Calibration

In this task, we will review the City's current hydraulic model in Sewer Gems, as previously prepared, to become familiar with the organization, data and key assumptions used to develop the original model. We will utilize available data and discussions with Veolia and the City to validate that the current hydraulic model is reflecting the current operations and conditions within the City.

We will also develop the evaluation criteria for the selected collection system basins. In conjunction with the City the team will develop the criteria that will be utilized for the system evaluation. The criteria will include information such as:

- a. Hydraulic criteria (flows/velocities and depth/diameter ratios)
- b. Condition Evaluation Criteria based on the information collected thus far
- c. Age and expected useful life criteria
- d. Facility replacement infrastructure unit costs

3.7 Model Build Out Conditions

In this particular task, we will perform the following activities for the selected collection system basins:

1. Create Build-out Scenarios
2. Apply the demands developed in Task 3.5 to the build-out scenarios
3. Utilize the future land projections to develop reasonable piping layouts
4. Review the future piping layout with Veolia and the City
5. Allocate build-out demands to the future infrastructure
6. Utilize the system evaluation criteria developed in Task 3.6 to identify asset requirements and sizing that don't meet the criteria for build-out conditions. An optimization algorithm will be employed to identify best value for the system

analysis.

We will provide a copy of the updated hydraulic model and a memorandum describing the key assumptions, criteria for system evaluation, methodology, current conditions and recommendations for build-out conditions based on growth assumptions.

3.8 Progress Meetings with Veolia and City

Our team will meet with Veolia and the City during the SECAP project review and discuss the project progress, results of the hydraulic modeling tasks, including a discussion of preliminary results of capital needs and operational modifications and recommendations. After each meeting, copies of meeting minutes will be prepared and submitted for review.

We have included in our scope a total of two (2) progress meetings, in addition to the Kick-off Meeting.

3.9 Determine Existing & Future Collection System and Pump Station Capacity Needs.

Our team will identify collection system and pump station capital needs, as well as any operational modifications and recommendations based on the results of the Tasks 3.5-3.7.

3.10 CCTV Condition Assessment

We will review ¼ of the worst pipes in the system based on ranking generated by the CCTV Survey Report plus 16 hours to spot check the remainder of the system. We also budgeted 24 hours for a site visit and a learning session with Veolia to become acquainted with the City's GIS system and gather information on making the appropriate queries from the database. We will document defects, note any visible inflow/infiltration, amount of roots, and amount of offset joints and/or sags in vertical slopes.

3.11 Manhole Condition Assessment

The Harris team will uncover each manhole, visually assess the condition, record defects, such as infiltration, cracks, poor frame/cover conditions and document these defects in a Manhole Inspection Form. We will also take photographs for documentation purposes. City staff will provide traffic control during the inspection of manholes. Harris will then prepare a brief Existing Conditions Memorandum describing the field findings and include recommendations for improvements. We will not inspect the manholes that have been identified for replacement by the City or are newer than 5 years.

3.12 Development of a Capital Improvement Program (CIP) for Capacity Needs.

We will prioritize the list of capital improvement projects (CIP) from Tasks 3.9 and 3.10 to meet the City's sewer system needs through build-out. The deliverables for this task will include a description of each project including the reasons for this project; timing of the project relative to other proposed projects; project location as depicted on a sewer system map of the City and project details and other information in order to prepare a cost estimate for each project.

3.13 Prepare Draft Master Plan

We will prepare draft master plan and submit an electronic file in pdf form to the City for review.

3.14 Prepare Final Master Plan

Based upon City's and Veolia's review comments of the Draft Master Plan, a Final Master Plan will be prepared which will address the review comments. A Final Master Plan file in pdf form will be submitted to the City.

4.0 Environmental Assessment

4.1 Mitigated Negative Declaration (MND)

Harris will prepare an Initial Study/Mitigated Negative Declaration (IS/MND) in compliance with the California Environmental Quality Act (CEQA). Attachment A includes a detailed project description for this task.

Optional Services

4.2 Environmental Impact Report (EIR) (if required)

The decision to prepare an EIR will be made either during preliminary review or at the conclusion of the Initial Study. An EIR will be prepared if there is substantial evidence that the project may have a significant effect on the environment. Attachment A includes a detailed project description for this task.

Schedule

We understand that the CIP will be a key component of the City's wastewater rate update, which is scheduled for the Spring of 2019. Assuming the Notice to Proceed (NTP) is issued to Harris on August 15, 2018, we will endeavor to complete Task 3.0, SECAP and Mitigated Negative Declaration (MND) by June 15, 2019. Should the City decide to have Harris perform the optional services listed above, we will complete Tasks 3.0 and the MND by February 2019. The EIR process, if needed, will take an additional 16 to 18 months.

Fee Estimate

Our estimated level of effort to perform the base services as described herein is \$235,366, including subconsultant fee. If EIR is required, an additional \$50,000 will be required to complete this task, making the estimated total cost to be \$285,366. Please see our attached fee

proposal (Attachment “B”) for our team’s level of effort expected to execute the scope of work as requested and outlined herein. Attention is also directed to the assumptions listed below that were the basis for developing this fee.

Assumptions

1. Veolia will provide CCTV videos of sanitary sewer pipes to Harris for pipe condition assessment.
2. No field survey of existing system is needed (GIS data will be used), except as noted for manhole inspection.
3. Veolia will provide the Current General Plan, sewer and pump station record drawings and sewer reports.
4. Analysis of wastewater treatment plant is not included.
5. No additional flow monitoring required; we will use the hydraulic model from our previous study in 2010.
6. No calculation of I/I rates.
7. Meetings include a Kickoff meeting and 2 additional meetings.
8. Fee is based on 2018 rates. An adjustment in rates may occur on Jan. 1, 2019. However, 2019 rates increase will not impact the overall project costs.
9. The total cost for the team establishes the project budget and not the separate phase totals.

If a portion of this proposal does not meet your needs, or if those needs have changed, we will consider appropriate modifications based on your specific needs. Thank you for the opportunity to be of service again. Please call me at (925) 827-4900, ext. 1112, e-mail kourosh.iranpour@weareharris.com if you have any questions or need further information.

Sincerely,

HARRIS & ASSOCIATES



Kourosh Iranpour, P.E., QSD
Project Manager



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Principal-in-Charge & QA/QC Manager
*Washington

Attachments: A. Detailed Scope of Work for MND and EIR Tasks
 B. Estimated Level of Effort

Scope of Work for Initial Study/Mitigated Negative (IS/MND) Declaration and Environmental Impact Report (EIR)

The following describes the scope of work for the City of Arvin Sewer Master Plan CEQA documentation. CEQA documentation will be prepared by Harris & Associates (Harris) staff, with assistance from subconsultants.

Initial Study/Mitigated Negative Declaration

The environmental document proposed for the Arvin Sewer Master Plan is an initial study and mitigated negative declaration (IS/MND). The scope of work for the IS/MND is provided below. Harris will undertake the following tasks to prepare the IS/MND for the project.

1. Technical Studies

- a. Harris will conduct a Biological Reconnaissance including a habitat assessment to identify habitats on the project site and determine if any habitat for threatened or endangered species exists throughout the project footprint. Specifically, Harris will survey the area for signs of Blunt-Nosed Leopard Lizard (*Creotophytus silus*) and San Joaquin Kit Fox (*Vulpes macrotismitea*). A biological resources letter report will be prepared summarizing results.
- b. Harris will conduct a Cultural Resources Pedestrian Survey including a records search to identify any known archaeological, historical, and tribal cultural resources within the area of potential effect. A cultural resources letter report will be prepared summarizing results. Harris will also assist the city with initiating the AB 52 process with tribal entities interested in city projects.
- c. Harris will conduct air quality and greenhouse gas emissions modeling for both construction and operations of the proposed project. Modeling results will be included as an attachment to the CEQA document and analysis will be included in the IS/MND. A standalone summary report will not be prepared.

2. Draft Initial Study and Mitigated Negative Declaration

- a. Harris will prepare a project description which will describe the basic characteristics of each component of the project, including location, environmental setting, technical and environmental characteristics including structures, landscaping, utilities, off-site improvements, and project construction methodologies. The project description will be based on information provided by the city. Should the project description change during the course of preparing the IS/MND, an amendment to the IS/MND scope of work may be required.
- b. Harris will prepare the IS for the proposed project. The IS will be based on readily-available public information including the City of Arvin General Plan and MND and the project-specific technical studies mentioned above. This scope of work assumes that technical studies for the project do not require further review or revisions. Should the technical studies change during the course of preparing the IS/MND, an amendment to the IS/MND scope of work may be required.
- c. Harris will prepare the MND form based on the environmental analysis from the IS.

- d. Harris will submit to the city an electronic version of the IS/MND and all appendices in PDF and editable (Word) formats.
- e. Harris will revise the IS/MND based on comments from the city. This scope and cost assumes that there will be two rounds of city review and that city staff will reconcile and compile its comments into a single document for Harris' use.
- f. It is assumed that the IS/MND will undergo a 30-day public review and will be submitted to the State Clearinghouse for review by State agencies. Harris will produce an electronic version of the public draft IS/MND and appendices in PDF and Word formats and submit it to the city on a CD or flash drive. In addition, three paper copies of the draft IS/MND will be provided to the city.
- g. Harris will prepare the Notice of Intent (NOI) to adopt an MND and provide it to the city for submittal to a local newspaper in compliance with Section 15072 of the State CEQA Guidelines. The city will also distribute the NOI to interested parties and the Kern County Clerk's office in Bakersfield.

3. Final Initial Study/Mitigated Negative Declaration

- a. Harris will prepare a Responses to Comments (RTC) memorandum which includes a summary of the comments received on the draft IS/MND during the public review period and responses to those comments. Harris will electronically submit a draft and final RTC memorandum. CEQA does not require formal responses be prepared and distributed for an MND, but does require notification in writing to any public agency that comments on the MND of public hearings to be held for the project. This scope of work assumes that the effort required to respond to comments will not require substantial new analysis or substantial revisions to a section of the IS/MND.
- b. Harris will revise the IS, if required, for clarification based on public review comments received, and prepare the final MND. It is anticipated that any revisions to the IS/MND as a result of public review comments will be minor and will not require additional research and analysis. Revisions made in the final IS/MND will be identified in strikeout/underline format.
- c. Harris will prepare an electronic version of the final IS/MND in PDF and Word formats and submit it to the city on a CD or flash drive. In addition, three paper copies of the final IS/MND will be provided to the city.
- d. Harris will prepare the Notice of Determination (NOD) and provide it to the city to file the NOD with the Kern County Clerk's Office within five days of project approval. The city will provide payment for all filing fees.

4. Mitigation Monitoring and Reporting Program (MMRP)

- a. During the draft IS/MND public review period, Harris will prepare the draft MMRP based on information provided in the draft IS/MND and submit the document to the city electronically for review.
- b. Harris will prepare the final MMRP based on comments from the city on the draft MMRP and the final IS/MND revisions. Harris will submit to the city electronic PDF and MS Word copies of the final MMRP and attach it to the final IS/MND.

5. Management/Teleconferences/Hearings

- a. The Harris Project Manager will organize and track the preparation of the IS/MND in terms of technical scope of work, budget, and scheduling; oversee its implementation; and organize and oversee report preparation.
- b. This scope of work includes two in-person meeting with the city, if necessary.
- c. Harris will participate in up to eight, one-hour conference calls with the city.
- d. Harris will prepare for and attend one public hearing to answer questions regarding the IS/MND. This scope of work assumes that the city will prepare all necessary hearing materials, including presentations.

Schedule

The following schedule summarizes the number of working days required to complete each tasks described above, which will commence once a notice to proceed has been received. Holidays are assumed to be non-working days.

| Task/Milestone | Time to Complete |
|---|----------------------|
| Kickoff Meeting | 1 day |
| Harris prepares Biological Letter Report and Cultural Letter Report | 30 days |
| Harris conducts Air Quality and GHG modeling | 5 days |
| Harris prepares 1st Admin Draft IS/MND | 20 days |
| City provides comments on 1st Admin Draft IS/MND | 15 days |
| Harris prepares 2nd Admin Draft IS/MND | 10 days |
| City provides final comments on Admin Draft IS/MND | 10 days |
| Harris produces Public Review Draft IS/MND | 10 days |
| Public Review Period | 30 calendar days |
| Harris prepares Draft MMRP | During public review |
| Harris prepares Draft RTC and Final IS/MND | 15 days |
| City provides comments on Draft RTC, MMRP, and Final IS/MND | 10 days |
| Harris prepares Final RTC, IS/MND and MMRP | 10 days |

OPTIONAL TASK: Program EIR

If significant environmental impacts are anticipated from the proposed project, a Program Environmental Impact Report (Program EIR) would be prepared. Harris would undertake the following tasks to prepare the Program EIR for the project.

1. Review Existing Documentation and Related Project Information

- a. Review information relevant to the Program EIR, including the Sewer Master Plan, General Plan, and General Plan MND documents. Any other documents related to the project would also be reviewed. Harris will request necessary document from the city.

2. Technical Studies

- a. **Biological Resources:** Harris will conduct a Biological Reconnaissance including a habitat assessment to identify habitats on the project site and determine if any habitat for threatened or endangered species exists throughout the project footprint. Specifically, Harris will survey the area for signs of Blunt-Nosed Leopard Lizard (*Creotophytus silus*) and San Joaquin Kit Fox (*Vulpes macrotismiticea*). A biological resources letter report will be prepared summarizing results.
- b. **Cultural Resources:** Harris will conduct a Cultural Resources Pedestrian Survey including a records search to identify any known archaeological, historical, and tribal cultural resources within the area of potential effect. A cultural resources letter report will be prepared summarizing results. Harris will also assist the city with initiating the AB 52 process with tribal entities interested in city projects.
- c. **Air Quality and Greenhouse Gas Emissions Modeling:** Harris will run the South Coast Air Quality Management District's California Emissions Estimator Model (CalEEMod) to estimate criteria pollutant and greenhouse gas (GHG) emissions from construction and operation of the project. The significance of the construction and operational emissions of criteria air pollutant emissions will be evaluated using the San Joaquin Valley Air Pollution Control District's screening level criteria. Harris will utilize the City of Arvin's air quality and GHG thresholds for significance determination, if available. If none are available from the city, the most relevant thresholds, as determined by the project team, will be used for significance determination. The data sheets from the criteria pollutant and GHG emissions model runs will be included as an appendix to the CEQA document.

3. Notice of preparation

- a. In accordance with Section 15082 of the CEQA Guidelines, Harris will prepare the Program EIR Notice of Preparation (NOP). Consistent with CEQA Guidelines Section 15063, if an EIR is clearly required then an Initial Study is not required. To save the city time and money, an Initial Study will not be prepared if it is clear that an EIR is required.

The NOP tasks include the following:

- Prepare the draft NOP, which will describe the project based on information provided by the city and identify the project's potential environmental effects. Harris will provide an electronic copy of the NOP for the city to review.
- Revise the draft NOP based on comments received from the city. It is assumed that one set of consolidated comments will be received.
- Provide an electronic version of the public review NOP to the city. It is assumed that the city will submit the NOP to the State Clearinghouse and will file it with the Kern County Clerk. The city will also be responsible for publication and distribution of the NOP to interested agencies, organizations and individuals, including Responsible Agencies. Harris will assist with development of a distribution list for the NOP.
- At the conclusion of the 30-day public review period for the NOP, Harris will prepare a table summarizing the comments received and include it in the appendix of the Program EIR, along with the NOP and NOP comment letters received by the city.

4. Draft Program EIR

- a. Harris will prepare two administrative draft Program EIRs (ADPEIR) for the proposed project, for review by the city. This scope assumes that comments on the administrative drafts will not result in new analysis or substantial revisions that would warrant a scope, budget and schedule amendment. The first ADPEIR will be prepared for review by the city. It is assumed that all comments received on the first ADPEIR will be consolidated and collated in a single copy of the Program EIR, with any conflicting comments resolved, and submitted to Harris for review and incorporation into the Program EIR. Harris will address the city's comments and prepare a second ADPEIR for submittal to the city. Comments on the second ADPEIR are anticipated to require minimal additional revisions and will be combined into one Program EIR copy. After receipt and incorporation of comments on the second ADPEIR, Harris will submit the Draft Program EIR electronically to the city for a print-check review before the document is finalized, printed and distributed for public review. Harris will submit up to 5 hard paper copies and 5 CD or flash drive copies of the first and second ADPEIRs.

Harris will incorporate graphics into the Program EIR as necessary to define the project, specifically in the project description, and to convey geographical limits, such as a traffic study area map. To reduce costs, Harris will provide graphics that are 8.5 x 11 inches and in black and white where possible. High-quality color prints and larger 11 x 17 inch graphics will be included when necessary.

Harris will prepare the Draft Program EIR in full compliance with CEQA (Public Resources Code Section 21000 et seq.), the CEQA Guidelines (California Code of Regulations Section 15000 et seq.), and CEQA case law. The Program EIR will examine all phases of the project including

construction and operation. The major components of the Draft Program EIR are discussed below.

Executive Summary

The Executive Summary will contain all of the elements required in CEQA Guidelines Section 15123, including a brief description of the project and the project alternatives evaluated in the Program EIR. It will also discuss the areas of controversy known to the lead agency and issues to be resolved by the decision-making body, including how to mitigate the significant effects of the proposed project and the option to select a project alternative. This section will include two tables. The first table will provide a summary of the project's direct and cumulative impacts, including the level of significance before mitigation, mitigation measures, and level of significance after mitigation. The second table will consist of a matrix identifying the comparative impacts of the project alternatives.

Introduction

Harris will prepare an Introduction to the Program EIR, describing the background of the Sewer Master Plan, including a description of the surrounding area and jurisdictional responsibilities, existing and past uses of the project area, previous master plans, environmental approval process and timing, and organization of the Program EIR. Background information pertaining to the project will be based on the information provided by the city. The Introduction will also describe the scoping process for determining environmental resource topics to be evaluated and project alternatives to be considered.

Environmental Setting

The Environmental Setting will be prepared as described in the State CEQA Guidelines Section 15125. It will briefly describe the physical conditions, as they exist in the project vicinity, with emphasis on conditions important to the analysis of impacts, at the time the NOP is filed with the State Clearinghouse. Compliance or inconsistency with any applicable adopted local or regional plans will be briefly discussed.

Project Description

The Project Description section will be prepared to comply with all the requirements of CEQA Guidelines Section 15124 and will include a discussion of the project's location and boundaries; objectives; primary features including proposed land uses, onsite and offsite utilities, infrastructure and circulation network; general aspects of project construction and operation; and features proposed as part of the project that would reduce or eliminate potential environmental impacts. The project description, including graphic materials, will be based on information provided by the city. The project objectives will be developed in consultation with city staff. These objectives are a key element of the project description because they set the parameters for developing the project alternatives. Accompanying the project description will be a complete list of all Responsible and Trustee Agencies and necessary discretionary actions and approvals characterized by agency, including required permits. This scope assumes that the project description will not change during preparation of the Program EIR. If there are project

description changes during Program EIR preparation, a scope of work and budget amendment may be required, and the Program EIR schedule may require adjustment.

Environmental Analysis

The Environmental Analysis for the proposed project will be conducted in accordance with State CEQA Guidelines Sections 15126 and 15126.2. Program EIR organization will generally follow a format where each environmental topic is divided into the following subsections.

- **Introduction.** Description of background information specific and relevant to the environmental topic.
- **Existing Conditions.** Description of existing conditions of the project site, specific and relevant to the environmental topic.
- **Regulatory Framework.** Description of applicable regulations promulgated by federal, state, regional, and local agencies to the environmental topic.
- **Thresholds of Significance.** Description of the methodology used for the impact analysis and the city thresholds of significance used, based on city standards and Appendix G of the CEQA Guidelines.
- **Project Impacts.** Potential direct and indirect impacts of construction and operation of the proposed project. Project impacts will be based on the issue questions provided in the most recent version of the CEQA Appendix G Environmental Checklist form. Impact determination will be derived from the significance criteria used by the city.
- **Mitigation Measures.** Measures necessary to reduce potentially significant impacts of the proposed project to a less than significant level, and the secondary impacts of such measures, if applicable.
- **Cumulative Impacts.** Potential cumulative impacts, which are impacts of the proposed project considered together with the impacts of relevant past, present, and reasonably foreseeable future projects that together would contribute to the degradation of the environment in each topic area. Harris will confirm the approach for the cumulative analysis with the city; however, based on our experience, it is assumed that a current list of cumulative projects will be obtained from the city. For each topic, the following four questions will be addressed in the cumulative analysis:
 - What is the geographic context of the analysis?
 - Does a significant cumulative impact exist?
 - If so, what is the project's contribution before implementation of project-level mitigation measures?
 - What is the project's contribution after implementation of project-level mitigation measures?

The following environmental topics need to be addressed in the Program EIR. Some will be described in more detail than others given the project scope and potential for project impacts.

- Aesthetics
- Agriculture and Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Mineral Resources
- Noise
- Land Use and Planning
- Population and Housing
- Public Services
- Recreation
- Transportation and Traffic
- Tribal Cultural Resources
- Utilities and Service Systems

Other CEQA Considerations***Growth Inducement***

In accordance with CEQA Guidelines Section 15126.2(d), this section of the Program EIR will identify the potential for the proposed project to induce growth based on the proposed Sewer Master Plan. In addition, the Program EIR will address whether the proposed project would remove any known obstacles to growth in the region or involve the extension of utilities that would allow growth to occur where there is currently a lack of utilities to serve development.

Effects Found Not to be Significant

In accordance with CEQA Guidelines Section 15128, the Program EIR will contain a brief discussion of issues that were determined not to be significant and; therefore, not discussed in detail in the Program EIR.

Unavoidable and Irreversible Significant Environmental Effects

In accordance with CEQA Guidelines Sections 15126.2(b) and (c), this section will discuss uses of nonrenewable resources, long-term commitments of resources, and potential irreversible environmental damage that may result from the proposed project. Generally, the project would result in significant irreversible environmental changes if one of the following occurs:

- The primary and secondary impacts would generally commit future generations to similar uses.
- The project would involve a large commitment of nonrenewable resources.
- The project would involve uses in which irreversible damage would result from any potential environmental accidents associated with the project.
- The proposed consumption of resources is not justified (e.g., involves the wasteful use of energy).

Alternatives Analysis

Harris will prepare the alternatives analysis in accordance with CEQA Guidelines Section 15126.6 addressing the No Project Alternative and up to two feasible alternatives to the proposed project that would reduce significant impacts. The project alternatives to be evaluated will be determined in consultation with city staff. As stated in Section 15126.6 of the CEQA Guidelines, an EIR shall describe a range of reasonable alternatives to the project, or the location of project, which would feasibly attain most of the basic objectives of the project, but would avoid or substantially lessen any of the significant effects of the project. Any graphics needed to support the alternatives discussion will be provided by the city. The Program EIR will provide sufficient information to allow meaningful evaluation of the alternatives compared to the proposed project. As allowed by CEQA, the alternatives analysis will be qualitative in comparison to the proposed project. CEQA does not require the alternatives analysis to be at the same level of detail as the proposed project analysis; therefore, this information will be more general in nature. The summary of project alternative impacts will be illustrated in a matrix identifying the differences in impacts between the project alternatives and proposed project. In addition, as required by the CEQA Guidelines, the environmentally superior alternative will be identified. If this is determined to be the No Project Alternative, the next environmentally superior alternative will be identified.

- b. Public Draft Program EIR Reproduction and Distribution:** The Draft Program EIR will be reproduced and distributed as follows for a 30-day public review period. Harris will produce 15 paper copies of the

Draft Program EIR Executive Summary and 15 CDs or flash drives of the Draft Program EIR, and distribute them to the State Clearinghouse for distribution to state agencies. Harris will also produce 5 paper copies of the Draft Program EIR (with the appendices on a CD or flash drive inside the back cover) and up to 15 CD or flash drive copies in PDF format of the entire Draft Program EIR, and submit them to the city for distribution to other appropriate agencies, organizations, and individuals. Harris will also submit two paper copies of the Draft Program EIR appendices to the city.

- c. **Notice of Completion/Notice of Availability:** Harris will prepare the Notice of Completion (NOC) and Notice of Availability (NOA) per CEQA Guidelines Sections 15085 and 15087, respectively, and provide electronic copies to the city. Harris will distribute the NOC to the State Clearinghouse with the required 15 copies of the Program EIR, as part of Task 4.b. The city will be responsible for printing and distributing the NOA to appropriate agencies, organizations, and individuals, including the Kern County Clerk's office. The city will also be responsible for the advertisement of the NOA in a newspaper of general circulation.

5. Final Program EIR Preparation and Publication

- a. **Responses to Comments:** Harris will respond to up to 100 individual written comments (not comment letters) on the Draft Program EIR within the limits of a 60-hour professional time budget, excluding those where no response is required (i.e., comment noted). This will entail reading and numbering all the individual comments, as well as assigning comments to members of Harris staff, the consultant team, and possibly city staff. The effort to respond to these comments is not expected to require new fieldwork, new analysis, or substantial rewrites. The response to comments will be presented in side-by-side format, with a reduced version of the comment letter on the left side of the page and the responses on the right side of the page. This format allows the reader to correlate the responses to the various comments with ease. Harris will submit an electronic copy of the draft response to comments document to the city for review, and then prepare one set of revisions based on city comments.
- b. **Revised Draft Program EIR:** Harris will revise the text of the Draft Program EIR, as required for clarification based on public review comments received, in errata format for inclusion in the Final Program EIR. The Final Program EIR will be comprised of the Response to Comments and the revised Draft Program EIR in errata format. Harris will submit the Administrative Final Program EIR (AFPEIR) electronically to the city for review and comment, and revise the document accordingly. This scope of work assumes one set of revisions for the Final Program EIR.
- c. **Final Program EIR Reproduction and Distribution:** Harris will produce 5 paper copies and up to 20 CD or flash drive copies in PDF format of the Final Program EIR to be submitted to the city. Harris will also submit two paper copies of the Final Program EIR appendices to the city. As with the Draft Program EIR, the 5 paper copies of the Final Program EIR will include the appendices on a CD or flash drive inside the back cover.
- d. **Mitigation Monitoring and Reporting Program:** Harris will prepare the Mitigation Monitoring and Reporting Program (MMRP) consistent with CEQA Guidelines Section 15097 based on the mitigation

measures in the Program EIR. The MMRP will be prepared in tabular format and will identify the following: (1) mitigation measure; (2) monitoring effort; (3) time frames for implementing the mitigation and verifying that the mitigation has been implemented; (4) persons/agencies responsible for carrying out the mitigation and verification; and (5) dates when the mitigation and monitoring activities have been completed. The draft MMRP will be submitted electronically to the city during the Draft Program EIR public review period. After incorporation of any city comments of the draft MMRP and mitigation measure changes reflected in the Final Program EIR, the Final MMRP will be submitted electronically to the city with the Final Program EIR.

- e. **CEQA Findings/Statement of Overriding Considerations:** Harris will prepare the draft CEQA Findings and Statement of Overriding Considerations, if necessary, for the Program EIR and submit these documents to the city for review and comment, pursuant to the requirements of Sections 15091 and 15093 of the CEQA Guidelines, respectively. Harris will make one set of revisions to the draft Findings and Statement of Overriding Considerations based on comments received from the city. The final Findings and Statement of Overriding Considerations will be submitted electronically to the city with the Final Program EIR.
- f. **Notice of Determination:** Harris will prepare the Notice of Determination (NOD) and submit this document electronically to the city. The city will be responsible for filing the NOD with the Kern County Clerk's office and State Clearinghouse within five days of Program EIR certification and project approval.
- g. **Filing Fees:** Filing fees are not included in the cost estimate for this proposal. It is assumed that the city will pay all fees, including the fees for filing the NOP, NOA, and NOD with the Kern County Clerk's office, and the fee required for California Department of Fish and Wildlife review, which is due upon filing the NOD.

6. Meetings, Teleconferences and Hearings

- a. **Kickoff Meeting:** Harris will attend a project kickoff meeting with the consultant team and city staff. In preparation for the meeting, Harris will prepare an agenda and updated project schedule. The purpose of the kickoff meeting will be to collect relevant project information; clearly define the proposed project for the purposes of the environmental analysis; discuss project objectives and project alternatives; begin to compile a list of cumulative projects; discuss the project schedule and important assumptions for achieving the schedule; identify all anticipated discretionary actions; establish early communication among various project team members, as well as the protocols for ongoing communication; and familiarize the Harris project team with the issues and concerns that the city determine to be important for analysis in the environmental document.
- b. **Project Meetings:** The Harris management team will attend up to two in-person meetings, in addition to the kickoff meeting, with the consultant team and/or city staff to facilitate the exchange of information and enhance coordination among team members.

- c. **Telephone Conferencing:** Once the Program EIR gets underway, Harris will hold biweekly conference calls with city staff and other key members of the project team to provide a forum to discuss project issues, schedule, and progress. The calls will commence with the NOP issuance and proceed until the beginning of the Draft Program EIR public review period, as deemed necessary by Harris and city staff. After the 30-day public review period, the biweekly conference calls will resume on an as-needed basis. A total of 15, one-hour conference calls are included in the scope of work. Harris will send out an agenda to all participants prior to each call. Following each call, Harris will prepare and distribute an action item list in table format, identifying each action item, responsible individual, date due, and status. This management technique is critical to the success of the project because it allows for the quick resolution of issues and keeps the team on schedule.

7. Project Management

- a. Ryan Binns will be the project manager and will act as the principal point of contact for the project. Ryan will be responsible for all aspects of Program EIR preparation, including management oversight and quality control. Ryan, with assistance from Harris staff and subconsultants, will organize the project in terms of technical scope of work, budget, scheduling, and resource allocation; oversee its implementation; organize and oversee report preparation; and participate in client and public meetings. The project manager will be responsible for completing the project on time and within the contracted budget, while ensuring that the product meets the city's expectations. The project manager will track the budget, schedule, and scope of work to ensure efficient use of resources.
- b. **Quality Control:** Quality control for products associated with the Program EIR will be achieved through a quality assurance/quality control (QA/QC) program that includes technical study and document reviews continuously throughout document preparation, and at key milestones in the document preparation. Diane Sandman will be the QA/QC manager for the project. Throughout the preparation of the Program EIR, quality control will be achieved by various management techniques implemented by the QA/QC manager or project manager. These techniques include a review of draft materials before production and frequent discussions with the task managers to assess the status of the project and maintain direct control over work priorities. Suggested revisions will be implemented to ensure the documents are legally defensible and CEQA compliant.

Schedule: The following is a schedule identifying durations for each environmental scope item. Once the project is underway, a formal schedule for the CEQA process with associated dates would be prepared and circulated to the city and the project team. All days are working days, except where noted.

| Task/Milestone | Duration |
|---|-------------------------------|
| Kickoff meeting | 1 day |
| Harris prepares Biological Letter Report and Cultural Letter Report | 30 days |
| Harris conducts Air Quality and GHG Modeling | 5 days |
| Harris prepares Project Description and NOP | 15 days |
| City provide comments on NOP | 10 days |
| NOP Public Review | 30 calendar days |
| Harris prepares 1 st Admin Draft Program EIR | 50 days |
| City provides comments on 1st Admin Draft Program EIR | 20 days |
| Harris prepares 2 nd Admin Draft Program EIR | 20 days |
| City provide comments on 2 nd Admin Draft Program EIR | 15 days |
| Harris prepares Public Review Draft Program EIR and Notices | 10 days |
| Draft Program EIR Public Review | 45 days |
| Harris prepares draft Findings and MMRP | 15 days, during public review |
| Harris prepares Responses to Comments (RTCs) & Final Program EIR | 20 days |
| City Review of RTCs, Final Program EIR, Findings, and MMRP | 20 days |
| Harris finalizes Final Program EIR and Prints | 15 days |
| City Planning Commission Meeting | 1 day |
| City Council Meeting | 1 day |
| File NOD | 5 days |

LEVEL OF EFFORT
Sanitary Sewer Management Plan
City of Arvin

HARRIS & ASSOCIATES

Attachment "B"
 Date: 8/1/18

| TASK, PHASE, DESCRIPTION | STAFF | | | | | | | SUB | TOTAL |
|--|-------------|-------------|-----------------------|-----------------------|-------------|-------------------|-------------|-----|-------|
| | \$255 | \$225 | \$225 | \$150 | \$165 | \$65 | \$128 | | |
| | PD HOURS | PM HOURS | Sr. Env. Dir HOURS | Env. Analyst HOURS | PE HOURS | Clerical HOURS | PE HOURS | | |
| 1.0 PROJECT MANAGEMENT | | | | | | | | | |
| 1.1 Monthly Progress Reports (w/ invoice) | 4 | 16 | | | | 10 | | | |
| SUBTOTAL HOURS | 4 | 16 | | | | 10 | | 0 | |
| SUBTOTAL DOLLARS | \$1,020 | \$3,600 | \$0 | \$0 | \$0 | \$650 | \$0 | \$0 | \$ |
| 2.0 CONDITION ASSESSMENT | | | | | | | | | |
| 2.1 Attend Inspection of Pump Station | | 8 | | | 8 | | | | |
| 2.2 Condition Assessment of Pump Station | | 2 | | | 16 | | | | |
| 2.3 Pump Station CIP | | 2 | | | 8 | | | | |
| SUBTOTAL HOURS | 0 | 12 | 0 | 0 | 32 | 0 | 0 | 0 | |
| SUBTOTAL DOLLARS | \$0 | \$2,700 | \$0 | \$0 | \$5,280 | \$0 | \$0 | \$0 | \$ |
| 3.0 SYSTEM EVALUATION & CAPACITY ASSURANCE PLAN (SECAP) | | | | | | | | | |
| 3.1 Prepare for & Attend Kickoff Meeting & Site Tour with City staff | | 8 | | | 12 | 8 | | | |
| 3.2 Determine Planning Horizon, Service Area & Future Land Uses | | 2 | | | 8 | | | | 20 |
| 3.3 Review City Information & Determine It's Completeness | | 2 | | | 20 | | | | |
| 3.4 Perform GIS Data Compatibility Check | | 2 | | | 12 | | | | |
| 3.5 Flow Generation Analysis | | | | | 8 | | | | 20 |
| 3.6 Model Validation | | 4 | | | 8 | | | | 52 |
| 3.7 Model Build Out Conditions | | 4 | | | 8 | | | | 80 |
| 3.8 Progress Meetings With Veolia & City (2 budgeted) | | 16 | | | 16 | 8 | | | 12 |
| 3.9 Determine Existing & Future Collection System & Pump Station Capacity Needs | 1 | | | | | | | | 40 |
| 3.10 Collection System Condition Assessment (Review ¼ of the worst pipes based on ranking generated by the CCTV Survey Report + 16 hrs to spot check the remainder of the system + 24 for site visit and learning session) | 2 | 12 | | | 170 | | | | |
| 3.11 Manhole Condition Assessment | | 4 | | | 160 | | | | |
| 3.12 Develop CIP for Capacity Needs | 1 | 4 | | | 24 | | | | 40 |
| 3.13 Prepare Draft Master Plan | 4 | 8 | | | 40 | 24 | | | 8 |
| 3.14 Prepare Final Master Plan | 2 | 8 | | | 32 | 16 | | | 4 |
| SUBTOTAL HOURS | 10 | 74 | 0 | 0 | 518 | 56 | 256 | | |
| SUBTOTAL DOLLARS | \$2,550 | \$16,650 | \$0 | \$0 | \$85,470 | \$3,640 | \$32,806 | | \$14 |
| 4.0 ENVIRONMENTAL DOCUMENTATION | | | | | | | | | |
| 4.1 Initial Study/Mitigated Negative Declaration (IS/MND) | | | 48 | 468 | | | | | |
| SUBTOTAL HOURS | 0 | 0 | 48 | 468 | 0 | 0 | | | |
| SUBTOTAL DOLLARS | \$0 | \$0 | \$10,800 | \$70,200 | \$0 | \$0 | | | \$8 |
| A. HARRIS HOURS AND COST | | | | | | | | | |
| HOURS PER POSITION | 14 | 102 | 48 | 468 | 550 | 66 | 256 | | |
| HOURLY RATE (TYPICAL) | \$255 | \$225 | \$225 | \$150 | \$165 | \$65 | \$128 | | |
| HARRIS SUBTOTAL COST | \$3,570 | \$22,950 | \$10,800 | \$70,200 | \$90,750 | \$4,290 | \$32,806 | | \$235 |
| B. TOTAL BASE PROPOSAL COST FOR TEAM (NOT TO EXCEED): | | | | | | | | | |
| | | | | | | | | | \$235 |
| C. OPTIONAL TASKS - HARRIS LABOR | | | | | | | | | |
| ADDITIONAL ENVIRONMENTAL DOCUMENTATION | | | | | | | | | |
| 4.2 Environmental Impact Report (EIR) | | | | | | | | | \$50 |
| OPTIONAL TASK SUBTOTAL COST | | | | | | | | | \$50 |
| D. TOTAL BASE PROPOSAL + OPTIONAL TASKS COST FOR TEAM (NOT TO EXCEED): | | | | | | | | | |
| | | | | | | | | | \$285 |

Attachment: Arvin SSMP Proposal 9.5.18 Final (Discussion of Sanitary Sewer Management Program Proposal)

| TASK, PHASE, DESCRIPTION | STAFF | | | | | | | SUB | TOTAL |
|--|-------------|-------------|-----------------------|-----------------------|-------------|-------------------|-------------|-----------|-------|
| | \$255 | \$225 | \$225 | \$150 | \$165 | \$65 | \$128 | | |
| | PD HOURS | PM HOURS | Sr. Env. Dir HOURS | Env. Analyst HOURS | PE HOURS | Clerical HOURS | PE HOURS | | |
| 1.0 PROJECT MANAGEMENT | | | | | | | | | |
| 1.1 Monthly Progress Reports (w/ invoice) | 4 | 16 | | | | 10 | | | |
| SUBTOTAL HOURS | 4 | 16 | | | | 10 | 0 | 30 | |
| SUBTOTAL DOLLARS | \$1,020 | \$3,600 | \$0 | \$0 | \$0 | \$650 | \$0 | \$5,270 | |
| 2.0 CONDITION ASSESSMENT | | | | | | | | | |
| 2.1 Attend Inspection of Pump Station | | 8 | | | 8 | | | | |
| 2.2 Condition Assessment of Pump Station | | 2 | | | 16 | | | | |
| 2.3 Pump Station CIP | | 2 | | | 8 | | | | |
| SUBTOTAL HOURS | 0 | 12 | 0 | 0 | 32 | 0 | 0 | 44 | |
| SUBTOTAL DOLLARS | \$0 | \$2,700 | \$0 | \$0 | \$5,280 | \$0 | \$0 | \$7,980 | |
| 3.0 SYSTEM EVALUATION & CAPACITY ASSURANCE PLAN (SECAP) | | | | | | | | | |
| 3.1 Prepare for & Attend Kickoff Meeting & Site Tour with City staff | | 8 | | | 12 | 8 | | | |
| 3.2 Determine Planning Horizon, Service Area & Future Land Uses | | 2 | | | 8 | | | | |
| 3.3 Review City Information & Determine It's Completeness | | 2 | | | 20 | | | | |
| 3.4 Perform GIS Data Compatibility Check | | 2 | | | 12 | | | | |
| 3.5 Flow Generation Analysis | | | | | 8 | | | 20 | |
| 3.6 Model Validation | | 4 | | | 8 | | | 52 | |
| 3.7 Model Build Out Conditions | | 4 | | | 8 | | | 80 | |
| 3.8 Progress Meetings With Veolia & City (2 budgeted) | | 16 | | | 16 | 8 | | 12 | |
| 3.9 Determine Existing & Future Collection System & Pump Station Capacity Needs | 1 | | | | | | | 40 | |
| 3.10 Collection System Condition Assessment (Review ¼ of the worst pipes based on ranking generated by the CCTV Survey Report + 16 hrs to spot check the remainder of the system + 24 for site visit and learning session) | 2 | 12 | | | 170 | | | | |
| 3.11 Manhole Condition Assessment | | 4 | | | 160 | | | | |
| 3.12 Develop CIP for Capacity Needs | 1 | 4 | | | 24 | | | 40 | |
| 3.13 Prepare Draft Master Plan | 4 | 8 | | | 40 | 24 | | 8 | |
| 3.14 Prepare Final Master Plan | 2 | 8 | | | 32 | 16 | | 4 | |
| SUBTOTAL HOURS | 10 | 74 | 0 | 0 | 518 | 56 | 256 | 914 | |
| SUBTOTAL DOLLARS | \$2,550 | \$16,650 | \$0 | \$0 | \$85,470 | \$3,640 | \$32,806 | \$141,116 | |
| 4.0 ENVIRONMENTAL DOCUMENTATION | | | | | | | | | |
| 4.1 Initial Study/Mitigated Negative Declaration (IS/MND) | | | 48 | 468 | | | | | |
| SUBTOTAL HOURS | 0 | 0 | 48 | 468 | 0 | 0 | | 516 | |
| SUBTOTAL DOLLARS | \$0 | \$0 | \$10,800 | \$70,200 | \$0 | \$0 | \$0 | \$81,000 | |
| A. HARRIS HOURS AND COST | | | | | | | | | |
| HOURS PER POSITION | 14 | 102 | 48 | 468 | 550 | 66 | 256 | | |
| HOURLY RATE (TYPICAL) | \$255 | \$225 | \$225 | \$150 | \$165 | \$65 | \$128 | | |
| HARRIS SUBTOTAL COST | \$3,570 | \$22,950 | \$10,800 | \$70,200 | \$90,750 | \$4,290 | \$32,806 | \$235,366 | |
| B. TOTAL BASE PROPOSAL COST FOR TEAM (NOT TO EXCEED): | | | | | | | | | |
| | | | | | | | | \$235,366 | |
| C. OPTIONAL TASKS - HARRIS LABOR | | | | | | | | | |
| ADDITIONAL ENVIRONMENTAL DOCUMENTATION | | | | | | | | | |
| 4.2 Environmental Impact Report (EIR) | | | | | | | | \$50,000 | |
| OPTIONAL TASK SUBTOTAL COST | | | | | | | | \$50,000 | |
| D. TOTAL BASE PROPOSAL + OPTIONAL TASKS COST FOR TEAM (NOT TO EXCEED): | | | | | | | | | |
| | | | | | | | | \$285,366 | |