

AGENDA

TEHACHAPI CITY COUNCIL REGULAR MEETING, TEHACHAPI REDEVELOPMENT AGENCY REGULAR MEETING, TEHACHAPI PUBLIC FINANCING AUTHORITY REGULAR MEETING, AND TEHACHAPI CITY FINANCING CORPORATION REGULAR MEETING

Beekay Theatre

110 South Green Street

Monday, November 21, 2011 - 6:00 P.M.

Persons desiring disability-related accommodations should contact the City Clerk no later than ten days prior to the need for the accommodation. A copy of any writing that is a public record relating to an open session of this meeting is available at City Hall, 115 South Robinson Street, Tehachapi, California.

CALL TO ORDER

ROLL CALL

INVOCATION

Participation in the invocation is strictly voluntary. Each City Councilmember, city employee, and each person in attendance may participate or not participate as he or she chooses.

PLEDGE TO FLAG

CONSENT AGENDA/OPPORTUNITY FOR PUBLIC COMMENT

All items listed with an asterisk (*) are considered to be routine and non-controversial by city staff. Consent items will be considered first and may be approved by one motion if no member of the council or audience wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in listed sequence with an opportunity for any member of the public to address the city council concerning the item before action is taken. Staff recommendations are shown in caps. Please turn all cellular phones off during the meeting.

AUDIENCE ORAL AND WRITTEN COMMUNICATIONS

The City Council welcomes public comments on any items within the subject matter jurisdiction of the Council. We respectfully request that this public forum be utilized in a positive and constructive manner. Persons addressing the Council should first state their name and area of residence, the matter of City business to be discussed, and the organization or persons represented, if any. To ensure accuracy in the minutes, please fill out a speaker's card at the podium. Comments directed to an item on the agenda should be made at the time the item is called for discussion by the Mayor. Questions on non-agenda items directed to the Council or staff should be first submitted to the City Clerk in written form no later than 12:00 p.m. on the Wednesday preceding the Council meeting; otherwise response to the question may be carried over to the next City Council meeting. No action can be taken by the Council on matters not listed on the agenda except in certain specified circumstances. The Council reserves the right to limit the speaking time of individual speakers and the time allotted for public presentations.

**TEHACHAPI CITY COUNCIL REGULAR MEETING,
TEHACHAPI REDEVELOPMENT AGENCY REGULAR MEETING,
TEHACHAPI PUBLIC FINANCING AUTHORITY REGULAR MEETING, AND
TEHACHAPI CITY FINANCING CORPORATION REGULAR MEETING
MONDAY, NOVEMBER 21, 2011 - 6:00 P.M. - PG. 2**

1. Mayor Grimes to present a certificate of achievement to the Tehachapi Youth Football.
2. General public comments regarding matters not listed as an agenda item.

CITY CLERK REPORTS

Tehachapi City Council Unassigned Res. No. 35-11
Tehachapi City Council Unassigned Ord. No. 11-03-709
Tehachapi Redevelopment Agency Unassigned Res. No. 11-05
Tehachapi Public Financing Authority Unassigned Res. No. 11-01

- *3. **ALL ORDINANCES SCHEDULED FOR INTRODUCTION OR ADOPTION AT THIS MEETING SHALL BE READ BY TITLE ONLY**
- *4. Minutes for the Tehachapi City Council, Tehachapi Redevelopment Agency, Tehachapi Public Financing Authority, and the Tehachapi City Financing Corporation regular meeting on November 7, 2011 - **APPROVE AND FILE**

FINANCE DIRECTOR REPORTS

- *5. Disbursements, bills, and claims for November 7, 2011 through November 15, 2011 – **AUTHORIZE PAYMENTS**
- *6. City of Tehachapi Treasurer's Report through October 2011 – **RECEIVE REPORT**

UTILITY MANAGER REPORTS

7. The Utility Department has budgeted \$70,000 in the 2011/2012 budget for the purchase of a new service truck for use in the City's maintenance and operations activities. Staff has solicited quotations for the purchase of this vehicle – **APPROVE PURCHASE OF NEW SERVICE VEHICLE FROM HADDAD DODGE IN THE AMOUNT OF \$65,693.84**

CAPITAL PROJECTS MANAGER REPORTS

8. The creation of a bicycle master plan will allow the City to apply for grant funding through the Bicycle Transportation Account (BTA). Staff believes that to have effective documents for both the County and the City, it is appropriate to conduct a master plan at the same time, and with the same firm, as the County – **AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND SIGN AN AGREEMENT BETWEEN ALTA PLANNING AND DESIGN AND THE CITY OF TEHACHAPI, TO BE DRAFTED AND APPROVED BY THE CITY ATTORNEY**

CITY MANAGER REPORTS

9. The Tehachapi Valley Recreation and Parks District (TVRPD) has been considering the development of a master plan for park and program development. The TVRPD Board approved the development of a Master Plan by MIG utilizing a combination of County and City funds – **AUTHORIZE THE CONTRIBUTION OF CITY PARK MITIGATION FUNDS TO THE DEVELOPMENT OF A TVRPD MASTER PLAN, IN AN AMOUNT NOT TO EXCEED \$35,000.00**

**TEHACHAPI CITY COUNCIL REGULAR MEETING,
TEHACHAPI REDEVELOPMENT AGENCY REGULAR MEETING,
TEHACHAPI PUBLIC FINANCING AUTHORITY REGULAR MEETING, AND
TEHACHAPI CITY FINANCING CORPORATION REGULAR MEETING
MONDAY, NOVEMBER 21, 2011 - 6:00 P.M. - PG. 3**

10. Report to Council regarding current activities and programs – **VERBAL REPORT**

COUNCILMEMBER ANNOUNCEMENTS OR REPORTS

On their own initiative, a Councilmember may ask a question for clarification, make a brief announcement, provide a reference to staff or other resources for factual information, take action to have staff place a matter of business on a future agenda, request staff to report back at a subsequent meeting concerning any matter, or make a brief report on his or her own activities. (Per Gov't. Code §54954.2(a))

CLOSED SESSION

1. Approval of closed session minutes of November 7, 2011.
2. Conference with legal counsel regarding City of Tehachapi v. Bond Safeguard per Government Code Section 54956.9(a).
3. Conference with legal counsel regarding claim filed by Colleen Machynia per Government Code Section 54956.9(b).
4. Conference with legal counsel regarding claim filed by Moose Lodge per Government Code Section 54956.9(b)

ADJOURNMENT

MINUTES

TEHACHAPI CITY COUNCIL REGULAR MEETING, TEHACHAPI REDEVELOPMENT AGENCY REGULAR MEETING, TEHACHAPI PUBLIC FINANCING AUTHORITY REGULAR MEETING, AND TEHACHAPI CITY FINANCING CORPORATION REGULAR MEETING

BeeKay Theatre
110 South Green Street
Monday, November 7, 2011 – 6:00 P.M.

NOTE: Sm, Ve, Gr, Wi and Ni are abbreviations for Council Members Smith, Vernon, Grimes, Wiggins and Nixon, respectively. For example, Gr/Sm denotes Council Member Grimes made the motion and Council Member Smith seconded it. The abbreviation Ab means absent, Abd abstained, Ns noes, and NAT no action taken.

ACTION TAKEN

CALL TO ORDER

Meeting called to order by Mayor Grimes at 6:00 p.m.

ROLL CALL

Roll call by City Clerk Denise Jones.

Present: Mayor Grimes, Mayor Pro-Tem Smith, Councilmembers
Vernon, Wiggins & Nixon

Absent: None

INVOCATION

By Kevin Caudle of Christian Life Assembly

PLEDGE TO THE FLAG

Led by Councilmember Vernon

CONSENT AGENDA

Approved consent agenda subject to removal of item *12, *13, & *14 by
Mayor to a future meeting.

Approved Consent Agenda
Subject To Removal Of Item
*12, *13 &*14
Sm/ Ve Ayes All

AUDIENCE ORAL COMMUNICATIONS

1. General public comments regarding matters not listed as an agenda item were received from:
 - a. Kelly Saunders, Main Street, gave a summary of recent activities.

b. Ron Seldon, the new commander of the CHP station in Mojave, introduced himself.

2. Mayor Grimes presented a certificate of recognition to Chief Kermode.

CITY CLERK REPORTS

*3. **ALL ORDINANCES SCHEDULED FOR INTRODUCTION OR ADOPTION AT THIS MEETING SHALL BE READ BY TITLE ONLY.**

All Ord. Read By Title Only
 Sm/ Ve Ayes All

*4. Minutes for the Tehachapi City Council, Tehachapi Redevelopment Agency, Tehachapi Public Financing Authority, and the Tehachapi City Financing Corporation regular meeting on September 19, 2011 - **APPROVED AND FILED.**

Approved & Filed
 Sm/ Ve Ayes All

*5. According to the retention schedule adopted by Resolution No. 23-00, staff has determined that it is appropriate to properly dispose of certain city records that have fulfilled their administrative, fiscal, or, legal function – **ADOPTED RESOLUTION NO. 33-11 AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS.**

Adopted Res. No. 33-11
 Authorizing The Destruction
 Of Certain City Records
 Sm/ Ve Ayes All

*6. Staff has determined that many of the City's permanent records have been unnecessarily duplicated and stored in the City's storage facility. The proposed resolution would allow for the destruction of these duplicates – **ADOPTED RESOLUTION NO. 34-11 AUTHORIZING THE DESTRUCTION OF CERTAIN COPIES OF CITY RECORDS.**

Adopted Res. No. 34-11
 Authorizing The Destruction
 Of Certain Copies Of City
 Records
 Sm/ Ve Ayes All

*7. The Greater Tehachapi Chamber of Commerce has submitted a special use application for their 11th Annual Christmas Parade. The event will be on December 3, 2011 from 5:30 p.m. until 6:30 p.m. and they are requesting street closures – **APPROVED THE SPECIAL USE APPLICATION FOR THE GREATER TEHACHAPI CHAMBER OF COMMERCE CHRISTMAS PARADE AND ASSOCIATED STREET CLOSURES, SUBJECT TO CITY CONDITIONS.**

Approved The Special Use
 Application For The Greater
 Tehachapi Chamber Of
 Commerce Christmas
 Parade & Associated Street
 Closures, Subject To City
 Conditions
 Sm/ Ve Ayes All

AIRPORT COMMISSION REPORTS

8. Airport Commission to present a letter to Council regarding the development of an updated Master Plan for the Tehachapi Municipal Airport – **AIRPORT COMMISSIONER ERIC HANSEN GAVE REPORT; MAYOR GRIMES COMMENTED ON PROGRESS AIRPORT HAS MADE; COUNCILMEMBER WIGGINS BELIEVES UPDATING THE MASTER PLAN IS A**

Received Letter

GOOD IDEA; COUNCILMEMBER SMITH EXPRESSED HIS SUPPORT AND APPRECIATION OF AIRPORT COMMISSION.

FINANCE DIRECTOR REPORTS

*9. Disbursements, bills, and claims for October 13, 2011 through November 1, 2011 –**AUTHORIZED PAYMENTS.**

Authorized Payments
Sm/ Ve Ayes All

*10. City of Tehachapi Treasurer's Report through September 2011 –**RECEIVED REPORT.**

Received Report
Sm/ Ve Ayes All

AIRPORT MANAGER REPORTS

*11. Consideration of a Tehachapi Municipal Airport Ground Lease Agreement for Employee and Student parking with Airstreams Renewables, Inc. - **APPROVED AND AUTHORIZED THE MAYOR TO SIGN THE MONTH TO MONTH GROUND LEASE AGREEMENT BETWEEN THE CITY OF TEHACHAPI AND AIRSTREAMS RENEWABLES, INC.**

Approved & Authorized The Mayor To Sign The Month To Month Ground Lease Agreement Between The C.O.T. & Airstreams Renewables, Inc
Sm/ Ve Ayes All

*12. Consideration of a Tehachapi Municipal Airport Ground Lease Agreement for Employee and Guest parking with ICON Aircraft, Inc. - **APPROVE AND AUTHORIZE THE MAYOR TO SIGN THE MONTH TO MONTH GROUND LEASE AGREEMENT BETWEEN THE CITY OF TEHACHAPI AND ICON AIRCRAFT, INC**

Tabled

*13. Consideration of a Tehachapi Municipal Airport Ground Lease Agreement for Equipment Trailer Storage with ICON Aircraft, Inc. - **APPROVE AND AUTHORIZE THE MAYOR TO SIGN THE MONTH TO MONTH GROUND LEASE AGREEMENT BETWEEN THE CITY OF TEHACHAPI AND ICON AIRCRAFT, INC**

Tabled

*14. Consideration of a Tehachapi Municipal Airport Hangar Lease Agreement (50W) for Production/Manufacturing Equipment storage with ICON Aircraft, Inc. - **APPROVE AND AUTHORIZE THE MAYOR TO SIGN THE MONTH TO MONTH HANGAR LEASE AGREEMENT BETWEEN THE CITY OF TEHACHAPI AND ICON AIRCRAFT, INC.**

Tabled

CAPITAL PROJECTS REPORTS

15. The City of Tehachapi participated in the development of a Multi-jurisdictional Hazard Mitigation Plan for Kern County in 2006. At this time, a new plan is being developed and a letter of commitment is required to participate in the plan development and obligates the City to do certain things – **CHRIS KIRK GAVE REPORT; COUNCILMEMBER VERNON ASKED WHO ELSE HAS SIGNED A LETTER OF COMMITMENT; MICHAEL GURSTEN WOULD**

Approved & Authorized The Mayor To Sign The Letter Of Commitment To Participate In The Development Of The Kern County Multi-Jurisdictional Hazard Mitigation Plan
Ve/Wi Ayes All

LIKE MORE INFORMATION ON THIS SUBJECT; APPROVED AND AUTHORIZED THE MAYOR TO SIGN THE LETTER OF COMMITMENT TO PARTICIPATE IN THE DEVELOPMENT OF THE KERN COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN.

CITY MANAGER REPORTS

- *16. Approval of second amendment to lease agreement between the City of Tehachapi and Oak Tree Medical Group/BFMC to renew the lease that terminates on November 30, 2011 – **APPROVED AND AUTHORIZED THE MAYOR TO SIGN THE SECOND AMENDMENT TO LEASE AGREEMENT BETWEEN THE CITY OF TEHACHAPI AND OAK TREE MEDICAL GROUP/BFMC.**

Approved & Authorized The Mayor To Sign The Second Amendment To Lease Agreement Between C.O.T. & Oak Tree Medical Group/BFMC
Sm/ Ve Ayes All

COUNCIL MEMBER ANNOUNCEMENTS OR REPORTS

1. Councilmember Wiggins commented on the Main Street's Star Light Ball.
2. Councilmember Smith gave report on Kern COG meeting he attended.
3. Councilmember Vernon expressed her appreciation for the support and effort of everyone involved in making Main Street's Star Light Ball a success and reported on LAFCO meeting she attended.
4. Mayor Grimes had a great time at the Star Light Ball and commented on success of Tehachapi High School's Warrior football team.

CLOSED SESSION

1. Approval of closed session minutes of October 17, 2011.
2. Conference with legal counsel regarding claim filed by Moose Lodge per Government Code Section 54956.9(b)
3. Evaluation of City Manager, pursuant to Government Code Sections 54957.

Approved Minutes
Sm/Ve Ayes All

ADJOURNMENT

The City Council/Boards adjourned at 7:05 p.m. to a Tehachapi City Council, Tehachapi Redevelopment Agency, Tehachapi Public Financing Authority and Tehachapi City Financing Corporation Regular Meeting to be held on Monday, November 21, 2011, at 6:00 p.m.

DENISE JONES
City Clerk, City of Tehachapi

Approved this 21st day
Of November, 2011.

ED GRIMES
Mayor, City of Tehachapi

				<u>Check Amount</u>
Check No: 0	Check Date: ?			
Vendor: 0015	211-Praxair Distribution, Inc.			
41029919	PW/acetylene	10/20/2011		114.95
			Check Total:	114.95
Check No: 0	Check Date: ?			
Vendor: 0017	American Business Machines			
137820	PD/pigtail & 2 receptacles	10/24/2011		209.14
			Check Total:	209.14
Check No: 0	Check Date: ?			
Vendor: 0027	Atco International			
IO327365	PW/foamacide	10/31/2011		202.70
IO327365 U	Use tax	10/31/2011		-13.70
			Check Total:	189.00
Check No: 0	Check Date: ?			
Vendor: 0035	BC Laboratories, Inc.			
B109989	Wtr/samples/Dennison Well	10/26/2011		15.00
B109251 1	Wtr/samples/Dennison-Wahlstrom Wells	10/21/2011		50.00
B109251 2	Wtr/samples/Dennison-Wahlstrom Wells	10/21/2011		24.00
B109808 1	Wtr/samples/E I/Minton Well/Highline res	10/26/2011		50.00
B109808 2	Wtr/samples/E I/Minton Well/Highline res	10/26/2011		24.00
B109990	Wtr/samples/Curry resv	10/26/2011		15.00
B109632	Swr/samples/WWTP headworks	10/24/2011		210.00
			Check Total:	388.00
Check No: 0	Check Date: ?			
Vendor: 0041	Benz Propane Company, Inc.			
238134215	Strts/yard bottles	10/31/2011		32.58
			Check Total:	32.58
Check No: 0	Check Date: ?			
Vendor: 0045	Birmingham Receipt Book Co.			
2018	GG/10 26ptrn#D	10/24/2011		282.00
			Check Total:	282.00
Check No: 0	Check Date: ?			
Vendor: 0061	BSK Associates			
0062095	CD/Teh Village	08/31/2011		570.00
0062401	CD/Teh Village/construction testing	09/30/2011		2,035.00
0062382	CD/Teh Medical Clinic/construction testi	09/30/2011		495.00
0062096	CD/Teh Medical Clinic	08/31/2011		460.00
0062094	CD/SCE expansion	08/31/2011		264.00
0062383	CD/SCE expansion/construction testi	09/30/2011		726.00
			Check Total:	4,550.00
Check No: 0	Check Date: ?			
Vendor: 0093	Cole's Services			
45429	Swr/haz waste liquid used oil/clor d tes	09/07/2011		265.00
			Check Total:	265.00
Check No: 0	Check Date: ?			
Vendor: 0101	Central San Joaquin Valley RMA			
RMA-2012-0		11/01/2011		1,309.00
			Check Total:	1,309.00
Check No: 0	Check Date: ?			
Vendor: 0182	P&J Electric			
4076	Swr/trbl shoot chart recorder	10/10/2011		200.00
			Check Total:	200.00
Check No: 0	Check Date: ?			
Vendor: 0184	Granite Construction Company			
161538	Wtr/base rock	10/31/2011		550.17
			Check Total:	550.17
Check No: 0	Check Date: ?			
Vendor: 0218	Jim's Supply Company, Inc.			
479179	Strts/used pipe 1'	10/24/2011		21.45
			Check Total:	21.45

				<u>Check Amount</u>
Check No:	0	Check Date:	?	
Vendor:	0241	Kern Bros. Trucking, Inc.		
59270	Wtr/k-60 base	10/14/2011		1,179.75
				Check Total:
				1,179.75
Check No:	0	Check Date:	?	
Vendor:	0263	Lebeau, Thelen, LLP		
5 10312011	GG/legal srvc-WalMart	10/31/2011		1,620.73
8 10312011	GG/legal srvc-extra	10/31/2011		129.50
10 1031201	PD/legal srvc	10/31/2011		1,550.40
23 1031201	PW/legal srvc	10/31/2011		296.00
35 1031201	PW/legal srvc-extra/Trct#6216	10/31/2011		-24.90
				Check Total:
				3,571.73
Check No:	0	Check Date:	?	
Vendor:	0304	Mojave Sanitation		
1909131	PW/rolloff srvc/KC gate fee/recycling fe	10/31/2011		549.63
1875449	PW/finance charge	10/31/2011		7.15
1908059	PW/finance charge	10/31/2011		11.47
				Check Total:
				568.25
Check No:	0	Check Date:	?	
Vendor:	0347	Quinn Company		
WO08004955	Swr/diagnostic test hydraulic system	10/20/2011		821.99
P8CA019377	Swr/CR balance	06/10/2011		-180.00
PR08033410	Swr/CR balance	06/28/2011		-66.42
				Check Total:
				575.57
Check No:	0	Check Date:	?	
Vendor:	0362	RSI Petroleum Products		
0247429	PW/fuel	10/26/2011		1,944.41
0247204	PW/fuel	10/18/2011		786.55
0247656	PW/fuel	11/03/2011		772.23
				Check Total:
				3,503.19
Check No:	0	Check Date:	?	
Vendor:	0399	Sparkletts		
110111	Swr/water cooler/bottled wtr	11/01/2011		115.45
				Check Total:
				115.45
Check No:	0	Check Date:	?	
Vendor:	0426	Tehachapi-Cummings County Wate		
9485600	Wtr/usage/Benz Sanitation	10/31/2011		86.07
37202800	Wtr/usage/Chemtool	10/31/2011		448.89
2118310	Wtr/usage/Henway	10/31/2011		9.69
421.589	Wtr/usage/TUSD	10/31/2011		5,115.43
15540800	LLD/wtr usage/Landscaping	10/31/2011		926.02
622520	LLD/wtr usage/Median	10/31/2011		54.82
27091900	LLD/wtr usage/Warrior Park	10/31/2011		1,148.36
				Check Total:
				7,789.28
Check No:	0	Check Date:	?	
Vendor:	0429	Tehachapi Valley Healthcare		
7510110910	A/employee physical/MCollie	11/01/2010		26.75
				Check Total:
				26.75
Check No:	0	Check Date:	?	
Vendor:	0430	Tehachapi Lumber Company		
131860	Wtr/plumber sand cloth	10/25/2011		9.63
131929	Improvement Misc-City Hall/12' t bar	10/31/2011		1,157.87
131873	Wtr/ratchet 1/2	10/26/2011		28.95
131683	PW/tap wrench t handle/extractr scrws/mi	10/10/2011		19.80
				Check Total:
				1,216.25
Check No:	0	Check Date:	?	
Vendor:	0441	Vulcan Materials Company		
581853	A/5.0 sk 1" ae	10/28/2011		258.50
				Check Total:
				258.50

				<u>Check Amount</u>
Check No:	0	Check Date:	?	
Vendor:	0476	WITTS Everything for the Office		
119519-0	GG/paper/guide/roll add	11/02/2011		47.18
119430-0	PD/batteries/wipes/scroll ty cards	10/27/2011		49.83
119631-0	GG/note 3x3 fanfold	11/08/2011		26.17
119519-1	GG/guide	11/03/2011		36.42
119268-0	PD/kit std maint	10/21/2011		158.90
119469-0	GG/keyboard tray	10/31/2011		76.15
119448-0	GG/indx tabs/bndr/paper/folders file	10/28/2011		52.81
119482-0	GG/4x4 seat/back replacement	10/31/2011		107.25
119488-0	GG/roll add/envelopes	11/01/2011		22.39
119433-0	GG/ribbon	10/27/2011		3.87
				Check Total:
				580.97
Check No:	0	Check Date:	?	
Vendor:	0478	Zee Medical Service		
604566	PD/first aid supplies	10/20/2011		76.63
604565	GG/first aid supplies	10/20/2011		50.73
604559	Swr/first aid supplies	10/20/2011		91.59
604562	Wtr/first aid supplies	10/20/2011		72.13
				Check Total:
				291.08
Check No:	0	Check Date:	?	
Vendor:	0503	Coastline Equipment		
52065	PW/o-ring	11/03/2011		626.57
				Check Total:
				626.57
Check No:	0	Check Date:	?	
Vendor:	0525	All American Tire & Service Ce		
33629	PW/flat repair	10/11/2011		15.00
33692	PD/alignment	11/03/2011		59.95
33690	PD/alignment	11/02/2011		59.95
				Check Total:
				134.90
Check No:	0	Check Date:	?	
Vendor:	0565	CWEA-TCP		
01312012	Swr/cert renewal/RMonje	01/31/2012		73.00
				Check Total:
				73.00
Check No:	0	Check Date:	?	
Vendor:	0832	ACWA Health Benefits Authority		
120111 1	Medical	12/01/2011		60,178.94
120111 2	Dental	12/01/2011		6,554.01
120111 3	Vision	12/01/2011		811.22
120111 4	Life/AD&D	12/01/2011		1,010.40
				Check Total:
				68,554.57
Check No:	0	Check Date:	?	
Vendor:	1032	Jack Davenport Sweeping Servic		
87651	Strts/broom sweeping service	10/31/2011		8,640.00
				Check Total:
				8,640.00
Check No:	0	Check Date:	?	
Vendor:	1034	Hinderliter deLlamas & Associa		
0018637-IN	GG/Contract Audit Svcs\Qtr 2 2011	11/04/2011		1,675.83
				Check Total:
				1,675.83
Check No:	0	Check Date:	?	
Vendor:	1055	Mercury Graphics		
4075	GG/envelopes	11/09/2011		63.28
4071	GG/business cards	11/01/2011		56.84
4064	PD/business cards	10/18/2011		63.28
4072	PD/business cards	11/01/2011		56.84
				Check Total:
				240.24
Check No:	0	Check Date:	?	
Vendor:	1061	USDA Rural Development		
110111	Wtr/loan #01/interest	11/01/2011		3,530.25
110111 2	Swr/loan #03/interest	11/01/2011		1,944.00
				Check Total:
				5,474.25

				<u>Check Amount</u>
Check No:	0	Check Date:	?	
Vendor:	1075	Prime Signs		
N-2010	Dwntwn Mstr Plan/hanging sign	10/26/2011		870.00
				Check Total:
				870.00
Check No:	0	Check Date:	?	
Vendor:	1214	Greater Tehachapi Economic Dev		
100	GG/2011-12 membership renewal	10/19/2011		500.00
				Check Total:
				500.00
Check No:	0	Check Date:	?	
Vendor:	1286	M&M's Sports Uniforms & Embroi		
24289	GG/engraving plate	08/18/2011		8.04
24755	PD/tailoring/remove&sew on patches	10/20/2011		16.30
24536	PD/tailoring/sew on patches	09/22/2011		2.41
24643	GG/engraving plate	10/05/2011		16.34
				Check Total:
				43.09
Check No:	0	Check Date:	?	
Vendor:	1313	Certified Laboratories		
526687	Swr/bath tissue/facial tissue	10/26/2011		317.60
511638	Swr/hand cleaner	10/12/2011		141.74
				Check Total:
				459.34
Check No:	0	Check Date:	?	
Vendor:	1321	Culligan Water Conditioning		
110111	PD/acd rental	11/01/2011		58.00
				Check Total:
				58.00
Check No:	0	Check Date:	?	
Vendor:	1348	Association of California Wate		
102611	GG/2012 agency dues	10/26/2011		7,910.00
				Check Total:
				7,910.00
Check No:	0	Check Date:	?	
Vendor:	1413	Kern Turf Supply, Inc.		
307043	Strts/relay/l bracket	10/19/2011		205.97
				Check Total:
				205.97
Check No:	0	Check Date:	?	
Vendor:	1442	FLEX ONE AFLAC		
977331	GG/admin fees	11/01/2011		50.00
				Check Total:
				50.00
Check No:	0	Check Date:	?	
Vendor:	1505	Benz Construction Services		
1908187	PW/toilet srv/rent	11/01/2011		165.00
				Check Total:
				165.00
Check No:	0	Check Date:	?	
Vendor:	1729	Alpha Landscape Maintenance		
11026 1	GG/City offices	10/26/2011		45.38
11027 1	GG/Mark pl	10/26/2011		1.05
10962	Lndscp/1 glln plants/50 voston/KB trctPi	08/26/2011		600.00
10961 1	GG/Market Place & Union Pacific	08/26/2011		2.43
11027 2	Strts/Mill st island	10/26/2011		3.25
11026 2	GG/Market Place & Union Pacific	10/26/2011		201.79
10961 2	Strts/Mill st island	08/26/2011		7.28
11027 3	Strts/Capital Hills	10/26/2011		2.16
11026 3	Strts/Mill strt islands	10/26/2011		392.38
10961 3	Strts/Capital Hills	08/26/2011		4.85
10961 4	Lndscp/Manzanita Park	08/26/2011		7.28
11026 4	Strts/Capitol Hills (South Island)	10/26/2011		246.63
11027 4	LLD/Mananita Park	10/26/2011		3.25
10961 5	Lndscp/KB trct Highland imd	08/26/2011		2.43
11027 5	LLD/KB trct	10/26/2011		1.05
11026 5	LLD/Manzanita Park	10/26/2011		693.93
10961 6	Lndscp/Alta trct Warrior Park	08/26/2011		55.81
11027 6	LLD/Alta trct	10/26/2011		24.90
11026 6	LLD/KB trct Highland imd	10/26/2011		468.03

				<u>Check Amount</u>
11027 7	LLD/Alta parkway	10/26/2011		2.17
10961 7	Lndscp/Alta Parkway	08/26/2011		4.85
11026 7	LLD/Alta trct/Warrior Park	10/26/2011		4,082.07
11027 8	LLD/all planters	10/26/2011		10.83
10961 8	Lndscp/all planters	08/26/2011		24.27
11026 8	LLD/all planters-Highline & trct perimet	10/26/2011		1,433.48
11026 9	Strts/South Curry	10/26/2011		207.93
11027 9	Strts/S Curry	10/26/2011		2.17
10961 9	Strts/South Curry	08/26/2011		4.85
10961 10	Lndscp/Heritage Oaks	08/26/2011		24.27
11026 10	LLD/Heritage Oak	10/26/2011		787.98
11027 10	LLD/Heritage Oaks	10/26/2011		10.83
11027 11	LLD/KB Dennison	10/26/2011		30.31
11026 11	LLD/KB trct/Dennison	10/26/2011		3,293.96
10961 11	Lndscp/KB Dennison	08/26/2011		67.95
10961 12	Strts/Dennison st	08/26/2011		7.28
11027 12	Strts/Dennison st	10/26/2011		3.25
11026 12	Strts/trees	10/26/2011		113.10
10961 13	Lndscp/Clear View	08/26/2011		2.43
11027 13	LLD/Clear View	10/26/2011		1.00
11026 13	Strts/Dennison street	10/26/2011		658.10
10961 14	GG/Pinon Park	08/26/2011		7.28
11027 14	GG/Pioneer Park	10/26/2011		3.25
11026 14	LLD/Clear View	10/26/2011		294.12
10961 15	GG/Old Town planter	08/26/2011		2.43
11027 15	GG/Old Town planter	10/26/2011		1.05
11026 15	GG/Pioneer Park	10/26/2011		506.04
10961 16	Lndscp/Mill st cottages	08/26/2011		1.21
11027 16	LLD/Mill st cottages	10/26/2011		0.54
11026 16	GG/Old Town planters	10/26/2011		11.12
10961 17	GG/old fire house	08/26/2011		2.43
11027 17	GG/old fire house	10/26/2011		1.00
11026 17	LLD/Mill strt cottages	10/26/2011		22.49
10961 18	GG/Robinson parkway	08/26/2011		2.42
11027 18	GG/Robinson parkway	10/26/2011		1.00
11026 18	GG/Old fire house on Pinon	10/26/2011		109.63
10961 19	GG/Taco Sanwich	08/26/2011		2.43
11027 19	GG/Taco Sand	10/26/2011		1.00
11026 19	GG/Robinson Park	10/26/2011		461.02
10961 20	GG/Senior Center	08/26/2011		2.43
11027 20	GG/Senior Center	10/26/2011		1.50
11026 20	GG/Taco sandwich & wall	10/26/2011		25.68
10961 21	Depot/Railroad Depot	08/26/2011		4.85
11027 21	Depot/railroad depot	10/26/2011		2.15
11026 21	GG/Senior center	10/26/2011		95.95
10961 22	GG/Robinson Parking lot	08/26/2011		1.21
11027 22	GG/Robinson parking lot	10/26/2011		0.54
11026 22	Depot/railroad depot	10/26/2011		116.44
11026 23	GG/Robinson parking lot	10/26/2011		22.85
11026 24	LLD/Alta Parkway lawns	10/26/2011		160.38
11026 25	LLD/Red barn	10/26/2011		80.59
Check Total:				15,481.99
Check No: 0	Check Date: ?			
Vendor: 1801	HD Supply Waterworks, LTD			
3907011	Wtr/pvc/pvc cplg/adpt	11/03/2011	293.74	
3862283	Wtr/mtr gaskets	11/03/2011	55.41	
Check Total: 349.15				
Check No: 0	Check Date: ?			
Vendor: 1860	Kern County Waste Management D			
180448091	A/wood scrap	09/19/2011	37.26	
180446795	A/demolition waste	09/07/2011	37.26	
180446740	A/sheetrock	09/07/2011	44.82	

				<u>Check Amount</u>
				Check Total: 119.34
Check No: 0	Check Date: ?			
Vendor: 2071	Business Aviation Insurance			
478	A/liability program aviation renewal	08/05/2011		8,854.00
				Check Total: 8,854.00
Check No: 0	Check Date: ?			
Vendor: 2111	Swift Napa Auto Parts			
721988	Air/wiper blades, tail lamps	11/08/2011		32.13
				Check Total: 32.13
Check No: 0	Check Date: ?			
Vendor: 2147	Coffee Break Service, Inc.			
NOV2815	GG/rental water cooler	11/08/2011		26.95
				Check Total: 26.95
Check No: 0	Check Date: ?			
Vendor: 2151	Melo's Gas & Gear			
388444	Wtr/acetylene mc	10/27/2011		23.06
				Check Total: 23.06
Check No: 0	Check Date: ?			
Vendor: 2228	Traffic Control Service, Inc.			
1046783	Strts/reserved parking signs	10/25/2011		48.69
1046485	Strts/30x30 b/y end	10/24/2011		86.81
				Check Total: 135.50
Check No: 0	Check Date: ?			
Vendor: 2243	The Bank of New York Mellon			
252-158715	Wtr revenue refunding bonds series 2004	11/01/2011		280.00
252-158715	Swr revenue refunding bonds series 2004	11/01/2011		1,720.00
				Check Total: 2,000.00
Check No: 0	Check Date: ?			
Vendor: 2459	CSG International			
75694 1	Refuse/printing	10/29/2011		203.03
75694 2	Wtr/printing	10/29/2011		507.57
75694 3	Swr/printing	10/29/2011		304.54
75694 4	Refuse/postage	10/29/2011		368.10
75694 5	Wtr/postage	10/29/2011		920.25
75694 6	Swr/postage	10/29/2011		552.15
				Check Total: 2,855.64
Check No: 0	Check Date: ?			
Vendor: 2636	HDWBC			
18360	IT/Oct 2011 mnthly consulting fee	11/01/2011		2,000.00
				Check Total: 2,000.00
Check No: 0	Check Date: ?			
Vendor: 2676	USPS-Hasler			
111011	GG/postage	11/10/2011		1,000.00
				Check Total: 1,000.00
Check No: 0	Check Date: ?			
Vendor: 2776	Consolidated Electrical Dist.			
0351-73771	GG/150 watt mh med b	08/04/2011		612.40
				Check Total: 612.40
Check No: 0	Check Date: ?			
Vendor: 2785	Bakersfield VIP Uniforms, Inc.			
17216	PD/uniform & equipment	10/11/2011		853.01
17254	PD/cuff case	10/13/2011		30.31
				Check Total: 883.32
Check No: 0	Check Date: ?			
Vendor: 2892	Mountain Maintenance Group, In			
4251 1	GG/cleaning/115 S Robinson st	11/04/2011		480.00
4251 2	PD/cleaning/129 E F st	11/04/2011		600.00
4253	Depot/cleaning/101 W Teh blv	11/04/2011		250.00
4252	A/cleaning/314 N Hayes	11/04/2011		100.00
				Check Total: 1,430.00

				<u>Check Amount</u>
Check No: 0	Check Date: ?			
Vendor: 2919	Hi Standard Automotive			
20274	PD/corner strobe kit/hdlight flasher/led	10/28/2011		4,935.67
			Check Total:	4,935.67
Check No: 0	Check Date: ?			
Vendor: 2951	Keyed Up Mobile Lock			
923629	A/opened locked door/rekeyed & cut 4 key	10/25/2011		58.66
			Check Total:	58.66
Check No: 0	Check Date: ?			
Vendor: 2978	Andy Gump, Inc			
68741	PW/6' chain link fence/gate	11/03/2011		88.80
LC02102	PW/late charge	11/05/2011		2.00
			Check Total:	90.80
Check No: 0	Check Date: ?			
Vendor: 2981	Burke, Williams & Sorenson, LL			
151215	A/R foreclosure-various AD 89-2	11/08/2011		2,384.26
			Check Total:	2,384.26
Check No: 0	Check Date: ?			
Vendor: 3051	Tehachapi Transmissions, Inc.			
2823	PD/instrument cluster/oil filter/mtr oil	11/02/2011		654.94
2832	PD/frnt-rr brake pad sets/oil filter/mtr	11/04/2011		374.02
2804	PD/battery	10/25/2011		112.95
2791	PD/ac pressure hose/freeon	10/18/2011		379.41
			Check Total:	1,521.32
Check No: 0	Check Date: ?			
Vendor: 3052	Emergency Communications Netwo			
10700	PD/code red services	10/17/2011		7,500.00
			Check Total:	7,500.00
Check No: 0	Check Date: ?			
Vendor: 3066	AECOM Technical Services, Inc.			
37175294C	General Plan	10/20/2011		1,958.92
37175294C	Hospital meetings	10/20/2011		976.00
37175294C	Hospital CEQA	10/20/2011		185.00
			Check Total:	3,119.92
Check No: 0	Check Date: ?			
Vendor: 3068	Galls an Aramark Company			
511648549	PD\Barrier Tape	09/26/2001		46.64
511652042	PD/gloves/defense pepper/eyewear/glasses	09/27/2011		710.78
510789215	PD\Barrier Tape	08/26/2010		48.93
511686653	PD/dv recorder	10/12/2011		-225.20
511674975	PD/credit number	10/06/2011		-26.37
			Check Total:	554.78
Check No: 0	Check Date: ?			
Vendor: 3173	Soto Tire & Wheels			
110311	PD/2 tires	11/03/2011		290.00
102611	PD/1 tire	10/26/2011		135.00
110211	PD/two tires	11/02/2011		290.00
102711	PD/2 tires	10/27/2011		270.00
091911	PD/4 tires	09/19/2011		700.00
			Check Total:	1,685.00
Check No: 0	Check Date: ?			
Vendor: 3192	North Star Destination Strateg			
2400	Brand print program	10/21/2011		14,000.00
			Check Total:	14,000.00
Check No: 0	Check Date: ?			
Vendor: 3217	Office Depot			
5827938760	PD/envelopes	10/13/2011		57.89
5827938760	PD/towel roll	10/13/2011		73.29
5827936900	PD/paper/duster/notes/clamps	10/13/2011		152.78
5827936900	PD/towels/wipes/lysol/tissue	10/13/2011		106.37
5827938740	PD/ink	10/14/2011		239.38

				<u>Check Amount</u>
				Check Total: 629.71
Check No: 0	Check Date: ?			
Vendor: 3292	Tehachapi Veterinary Hospital			
101711	PD/dog capsuels/boarding/kennel cough sh	10/17/2011		94.00
				Check Total: 94.00
Check No: 0	Check Date: ?			
Vendor: 3363	RSINet			
589	Air\AWOS data service Jul-Sep	10/19/2011		180.00
				Check Total: 180.00
Check No: 0	Check Date: ?			
Vendor: 3375	Cheaper Than Dirt			
6831252	PD/ammo	10/06/2011		520.81
				Check Total: 520.81
Check No: 0	Check Date: ?			
Vendor: 3420	Employer Resource Institute			
101011	PW/Cal/OSHA compliance advisor/subsripti	10/10/2011		277.00
				Check Total: 277.00
				Date Totals: 196,824.23
				Report Total: 0.00 196,824.23

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 34702 112111	Check Date: 11/07/2011 GG/internet services	Vendor: 3274	Bright House Networks 11/21/2011	144.52
			Check Total:	144.52
Check No: 34703 102811	Check Date: 11/07/2011 C/mileage reimb/solid waste committee	Vendor: 1822	Ed Grimes 10/28/2011	45.90
			Check Total:	45.90
Check No: 34704 524990116001	Check Date: 11/07/2011 PD/towel,rl,gp auto dispen	Vendor: 3217	Office Depot 07/06/2010	34.76
			Check Total:	34.76
Check No: 34705 1026111	Check Date: 11/07/2011 GG/111 W I st	Vendor: 0372	Southern California Edison 10/26/2011	63.09
1026112	GG/109 E Teh blv		10/26/2011	69.49
1026113	GG/1125 Capital Hills		10/26/2011	23.46
1026114	Strts/209 1/2 E Teh blv		10/26/2011	24.19
1026115	Strts/333 1/2 E Teh		10/26/2011	194.42
1028116	Strts/Teh bl W/O Green		10/28/2011	15.57
1028117	Strts/103 Teh blv		10/28/2011	100.54
1028118	Strts/101 E Teh blv #B		10/28/2011	169.80
1028119	Strts/110 S Mill st		10/28/2011	161.36
10281110	Strts/Curry/D st		10/28/2011	16.09
10281112	Traffic Signal/801 Mountain View av		10/28/2011	55.84
10281111	Wtr/358 E D st		10/28/2011	2,750.55
10261113	Swr/880 Enterprise		10/26/2011	1,509.33
10271114	Swr/800 Enterprise		10/27/2011	5,277.39
10261115	A/314 N Hayes st #G3		10/26/2011	35.77
10261116	A/314 N Hayes st		10/26/2011	161.44
10261117	A/West end Teh airport		10/26/2011	24.49
10261118	A/409 Bryan ct		10/26/2011	479.35
10261119	A/314 N Hayes st #50		10/26/2011	23.60
10261120	A/314 N Hayes st PAPI		10/26/2011	65.77
			Check Total:	11,221.54
Check No: 34706 0019620	Check Date: 11/07/2011 GG/V7 migration dwnpymnt 10% trainin	Vendor: 1658	Springbrook Software, Inc. 10/25/2011	3,750.00
0019604	Wtr/UB custom enhancement		10/24/2011	150.00
			Check Total:	3,900.00
Check No: 34707 462275	Check Date: 11/07/2011 GG/toner cartridge	Vendor: 2940	U.S. Bank Corporate Payment Sy 10/20/2011	101.34
077967	GG/flat rate box/postage	Acct. No. 9510 C. Kirk	10/14/2011	11.65
322061	GG/meals	Acct. No. 3333 G. Garrett	09/21/2011	5.00
0002	GG/meals/CSD manager	Acct. No. 3333 G. Garrett	10/12/2011	47.90
831	GG/meals	Acct. No. 3333 G. Garrett	09/22/2011	14.54
4048	GG/meals	Acct. No. 3333 G. Garrett	09/23/2011	6.66
1586	GG/meals	Acct. No. 3333 G. Garrett	09/21/2011	155.20
27708	GG/meals	Acct. No. 3333 G. Garrett	09/21/2011	13.96
715730 1	GG/lodging	Acct. No. 3333 G. Garrett	09/21/2011	109.50
715730 2	GG/lodging	Acct. No. 3333 G. Garrett	09/21/2011	736.38
45	GG/meals/EDC meeting	Acct. No. 9510 C. Kirk	09/27/2011	30.00
0894326	GG/meals/EDC meeting	Acct. No. 9510 C. Kirk	09/27/2011	6.54
101000431	GG/KC board of trade/2011 tourism su	Acct. No. 9510 C. Kirk	10/18/2011	225.00
1492270567	GG/KCED/registration	Acct. No. 9510 C. Kirk	10/18/2011	130.00
55305	CD/nav vac up	Acct. No. 3366 D. James	09/27/2011	160.86
815584	GG/vehicle maint/oil chng/filter/brk	Acct. No. 3333 G. Garrett	10/17/2011	45.88
827659	GG/fuel	Acct. No. 3333 G. Garrett	10/10/2011	85.59
027864	GG/fuel	Acct. No. 3333 G. Garrett	09/23/2011	70.06
098277	GG/fuel	Acct. No. 3333 G. Garrett	09/21/2011	64.75

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
0282	GG/meeting room/weed abatement meet	Acct. No. 9510 C. Kirk	10/06/2011	85.00
419550007355 2	GG/bk jckt case ipad	Acct. No. 9309 J. Curry	10/10/2011	74.33
000113892001	GG/ipad2	Acct. No. 9309 J. Curry	10/11/2011	696.65
2677476	F/GAAP annual registration fee	Acct. No. 3341 H. Chung	10/06/2011	135.00
7883	PW/rebuilt dr vacume	Acct. No. 3358 D. Wahlstrom	09/22/2011	750.00
117897	PW/duprin 7500 drk lock case	Acct. No. 3358 D. Wahlstrom	09/15/2011	426.86
061582	PW/air cleaner/riser & adapter kit	Acct. No. 3358 D. Wahlstrom	10/10/2011	63.26
062364	PW/steering wheel cover	Acct. No. 3358 D. Wahlstrom	10/11/2011	16.08
100511	CD/renewal membership/RDavis,CM	Acct. No. 3366 D. James	10/05/2011	75.00
0287	CD/meeting room/banquet breakfast	Acct. No. 3366 D. James	10/04/2011	128.00
52884	PD/radio battery	Acct. No.3374 J. Kermode	09/30/2011	364.95
149033	PD/battery	Acct. No.3374 J. Kermode	09/30/2011	332.06
17682	PD/markng flags/chalk/markers	Acct. No.3374 J. Kermode	10/06/2011	125.47
101211 CR	PD/credit frm previous purchase	Acct. No.3374 J. Kermode	10/12/2011	-0.86
63793A	PD/photo numbers/letters/arrows	Acct. No.3374 J. Kermode	10/12/2011	75.00
092911	PD/lodging/RDisney reservation dpst	Acct. No.3374 J. Kermode	09/29/2011	53.74
61025775	PD/lodging	Acct. No.3374 J. Kermode	10/11/2011	94.92
4350401	PD/registration/strategic&succession	Acct. No.3374 J. Kermode	10/04/2011	99.00
000062	PD/meals/vounteers	Acct. No.3374 J. Kermode	10/08/2011	72.66
067106	PD/stp watch	Acct. No.3374 J. Kermode	09/26/2011	75.17
0902488	PD/specOps nrs shtgn/clamshell	Acct. No.3374 J. Kermode	09/28/2011	258.31
097796	PD/gun cleaning supplies	Acct. No.3374 J. Kermode	09/27/2011	82.40
1000996899	PD/training-plan design	Acct. No.3374 J. Kermode	09/22/2011	500.00
1000996900	PD/training-plan design	Acct. No.3374 J. Kermode	09/22/2011	500.00
100411	PD/OptiPlex 790 mtwr pc	Acct. No.3374 J. Kermode	10/04/2011	565.53
715712	C/lodging/League of Ca Cities meetin	Acct. No. 3275 E. Grimes	09/20/2011	787.36
G7N\$W4	CM/registration/2011 partnership sum	Acct. No. 9510 C. Kirk	09/29/2011	50.00
100511 2	CC/annual membership fee/AWhitmor	Acct. No. 9510 C. Kirk	10/05/2011	75.00
055264	Improvement Mics-City Hall/tv mount	Acct. No. 9510 C. Kirk	10/12/2011	32.16
096435	Wtr/deluxe car wash	Acct. No. 9309 J. Curry	09/28/2011	8.00
419550007355 1	Wtr/ipad case	Acct. No. 9309 J. Curry	10/10/2011	115.06
419550007355 3	Wtr/smudge frf shield	Acct. No. 9309 J. Curry	10/10/2011	47.52
000113895001	Wtr/ipad2	Acct. No. 9309 J. Curry	10/11/2011	681.66
000113893001	Wtr/ipad2	Acct. No. 9309 J. Curry	10/12/2011	694.65
10117	A/meals	Acct. No. 2516 T. Glasgow	10/03/2011	21.01
0004223	A/hydrometers	Acct. No. 2516 T. Glasgow	10/11/2011	239.34
41941600	A/HP 25" led monitor	Acct. No. 2516 T. Glasgow	10/10/2011	308.29
56114	A/uhf radio modem	Acct. No. 2516 T. Glasgow	10/11/2011	1,117.51
0893718	A/fuel	Acct. No. 2516 T. Glasgow	09/23/2011	53.60
0893907	A/fuel	Acct. No. 2516 T. Glasgow	09/24/2011	66.80
201668	A/fuel	Acct. No. 2516 T. Glasgow	09/22/2011	32.10
Check Total:				11,999.40

Check No: 34708	Check Date: 11/07/2011	Vendor: 2717	Wondries Fleet Group	
PC2725	PD/2011 Ford CV interceptor sedan		10/05/2011	24,467.40
Check Total:				24,467.40
Report Total:				51,813.52

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 34793	Check Date: 11/09/2011	Vendor: 1851	AT&T	
110111	GG/white page account		11/01/2011	11.73
			Check Total:	11.73
Check No: 34794	Check Date: 11/09/2011	Vendor: 2893	Cardmember Service	
100311 1	GG/soft drinks/snacks/KEDC		10/03/2011	30.88
100311 2	GG/sandwiches/KEDC		10/03/2011	74.00
MHGO3ONL04	GG/logmeh/adobe reader		10/19/2011	29.99
166738	Swr/lodging/W.Misiura/exam		09/30/2011	123.17
			Check Total:	258.04
Check No: 34795	Check Date: 11/09/2011	Vendor: 1097	Hannah H. Chung	
102811	Fin/mileage reimb/RMA meeting		10/28/2011	153.00
			Check Total:	153.00
Check No: 34796	Check Date: 11/09/2011	Vendor: 2803	Jason Dunham	
111111	PD/meals allowance		11/11/2011	250.00
			Check Total:	250.00
Check No: 34797	Check Date: 11/09/2011	Vendor: 0395	The Gas Company	
110111	GG/heating & ac/115 S Robinson st		11/01/2011	14.96
			Check Total:	14.96
Check No: 34798	Check Date: 11/09/2011	Vendor: 2972	Matthew D. Goe	
111411	PD/meals allowance		11/14/2011	75.00
			Check Total:	75.00
Check No: 34799	Check Date: 11/09/2011	Vendor: 3421	John Ascuaga's Nugget Hotel Re	
111111	PD/lodging/J.Dunham		11/11/2011	357.09
			Check Total:	357.09
Check No: 34800	Check Date: 11/09/2011	Vendor: 3418	Radisson Hotel Santa Maria	
112711	PD/lodging/DBrown/Confirm #813180		11/27/2011	495.00
			Check Total:	495.00
Check No: 34801	Check Date: 11/09/2011	Vendor: 0372	Southern California Edison	
1105111	Strts/Tucker rd/Hwy 202		11/05/2011	170.15
1105112	Strts/Mill and J st		11/05/2011	71.17
1105113	Strts/Tr 45361 Mulberry ap		11/05/2011	54.94
1105114	Strts/Mill and J st		11/05/2011	107.71
1105115	Strts/F st E/O Mulberry		11/05/2011	178.63
1105116	Strts/213 W I st		11/05/2011	11.02
1105117	Strts/Highline & Curry		11/05/2011	16.19
1105118	Strts/Mill st S/O E st		11/05/2011	11.02
1105119	Strts/Tucker/Valley		11/05/2011	126.32
11051110	Strts/710 W Teh blv		11/05/2011	159.15
11051111	Strts/Teh blv/Dennison		11/05/2011	12.29
11051112	Strts/Dennison/Brett av		11/05/2011	42.71
11051113	Strts/Goodrick dr E/O Dennison		11/05/2011	197.47
11051114	Strts/Valley blv W/O Dennison		11/05/2011	394.94
11051115	Strts/Curry st/Walnut		11/05/2011	16.20
11051116	Strts/Curry st S/O Pinon		11/05/2011	16.09
11051117	Strts/800 S Curry st		11/05/2011	32.65
11041118	Strts/Highway 202		11/04/2011	70.14
11021119	Strts/303 E av D		11/02/2011	15.19
11021120	Strts/326 E D st		11/02/2011	19.83
11051121	Strts/Teh/Tucker		11/05/2011	48.57
11051126	Strts/100 W Teh blv		11/05/2011	178.93
11051127	Strts/101 W F st		11/05/2011	278.56

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
11051128	Strts/TR 2995 Oakwood/Val		11/05/2011	7,181.71
11051123	Wtr/Pinon		11/05/2011	2,086.65
11051124	Wtr/1299 S Curry st		11/05/2011	1,927.13
11041125	Wtr/Curry/lrg wtr tnks		11/04/2011	5,761.35
11051122	Swr/000000 Teh blv		11/05/2011	149.90
11051129	LLD/TR 2995 Oakwood/Val		11/05/2011	252.96
11051131	LLD/180 Valley		11/05/2011	22.72
11051130	LLD/TR 2995 Oakwood/Val		11/05/2011	179.52
11051132	LLD/311 Sutter st		11/05/2011	22.72
11051133	LLD/501 1/2 Pinon		11/05/2011	22.72
11051134	LLD/115 Manzanita ln		11/05/2011	22.72
11041135	LLD/1347 Clasico dr PED		11/04/2011	22.99
11041136	LLD/1115 Alder av PED		11/04/2011	24.16
11041137	LLD/1415 Alder av PED		11/04/2011	22.72
Check Total:				19,929.84
Check No: 34802	Check Date: 11/09/2011	Vendor: 0433	Tehachapi Recycling, Inc.	
10032011	Recycling contract		11/08/2011	13,344.12
Check Total:				13,344.12
Check No: 34803	Check Date: 11/09/2011	Vendor: 0434	Tehachapi Sanitation	
10012011	Kern County gate fees		11/08/2011	12,843.28
10222011	Refuse contract		11/08/2011	62,984.39
Check Total:				75,827.67
Check No: 34804	Check Date: 11/09/2011	Vendor: 1317	WestAmerica Bank	
110311 1	Swr/principal/Capital lease-3 turbin	Loan # 112	11/03/2011	17,018.32
110311 2	Swr/interest/Capital lease-3 turbine	Loan # 112	11/03/2011	8,373.07
Check Total:				25,391.39
Report Total:				136,107.84

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 34808	Check Date: 11/15/2011	Vendor: 2963	AT&T	
2787277	GG\Pinon Fax		11/06/2011	15.18
2786757	GG\CH Fax		11/06/2011	57.97
2786759	PW\DSL Fax		11/06/2011	30.11
2787554	PD\Breathalyzer Machine		11/06/2011	15.62
2787620	Depot		11/06/2011	46.05
2777639	Wtr\DSL Fax		11/02/2011	47.03
2779311	Swr\Telemetry System		11/02/2011	15.61
2786760	Air\Fuel System		11/06/2011	15.62
2786758	Air\AWOS		11/06/2011	15.31
Check Total:				258.50
Check No: 34809	Check Date: 11/15/2011	Vendor: 1843	Bank of New York Trust Company	
120111 1	RDA 2005		12/01/2011	248,460.53
120111 5	RDA 07		12/01/2011	309,548.00
120111 3	RDA 2005 sinking FD		12/01/2011	40,000.00
120111 2	RDA 2005		12/01/2011	62,115.13
120111 6	RDA 07		12/01/2011	77,387.00
120111 4	RDA 2005 sinking FD		12/01/2011	10,000.00
Check Total:				747,510.66
Check No: 34810	Check Date: 11/15/2011	Vendor: 1739	Chevron & Texaco Business Card	
110611 2	GG/fleet vehicle fuel		11/06/2011	330.21
110611 1	PD/fleet vehicle fuel		11/06/2011	5,302.26
Check Total:				5,632.47
Check No: 34811	Check Date: 11/15/2011	Vendor: 0174	Arthur J. Gallagher & Company Insurance	
315281	2011-12 Difference In Conditions Pol		10/31/2011	9,748.00
315282	2011-12 Difference In Conditions Pol		10/31/2011	9,756.09
Check Total:				19,504.09
Check No: 34812	Check Date: 11/15/2011	Vendor: 0395	The Gas Company	
110811-1	PW\heating\100 Commercial Way		11/08/2011	196.20
110811 2	PD\heating\129 E F st		11/08/2011	168.32
110811	Air\heating\409 Bryan Ct		11/08/2011	42.13
Check Total:				406.65
Check No: 34813	Check Date: 11/15/2011	Vendor: 1694	Granite Construction Company	
093011	DwnTwn Beautification Ph2/Pay#5 Sep	Downtown Beautification Project Phase II	10/22/2011	362,859.08
Check Total:				362,859.08
Check No: 34814	Check Date: 11/15/2011	Vendor: 2695	Home Depot Credit Services	
8011195	GG/rbundrct		11/03/2011	24.59
9011130	PW/litkeeper pro		11/02/2011	21.42
5021325	PW/wd 40		10/27/2011	3.95
2594445	PW/1/2lt strait		10/10/2011	2.08
1991299	PW/super ring		10/11/2011	16.91
1991305	PW/masonbt		10/11/2011	4.90
1991338	PW/ns10/bwl		10/11/2011	5.34
5020015	Lnds/butt splic/coax tool		10/17/2011	29.98
5021359	Lndsc/yard bags		10/27/2011	71.81
5010712	Lndsc/plst bags		10/27/2011	1.05
6990265	Lndcp/409/comet/pine cleaner		10/06/2011	13.95
7015567	Cnst/pc 1 gun kit		10/05/2011	207.02
7027328	Cnst/3pc wd chise		10/05/2011	20.68
8011235	Cnst/hitchpin		11/03/2011	5.18
8990890	Cnst/bits		11/03/2011	43.05
8011151	Cnst/gpwntglv		11/03/2011	62.24
7990046	Improvement Misc-CityHall/36x80 slab		10/05/2011	54.10
6015583	Improvement Misc-CityHall/rd/minwax/		10/06/2011	98.51

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
6990206	Improvement Misc-CityHall/asst		10/06/2011	4.67
6990246	Improvement Misc-CityHall/lumber/lck		10/06/2011	85.38
5990408	Improvement Misc-CityHall/tab tape		10/07/2011	3.40
4027800	Improvement Misc-CityHall/filters/pt		10/08/2011	34.11
4990548	Improvement Misc-CityHall/tool/bit		10/08/2011	30.76
2028035	Improvement Misc-CityHall/ksp bis		10/10/2011	5.49
0011049	Improvement Misc-CityHall/paper flit		11/01/2011	43.60
8011149	Improvement Misc-CityHall/rub block/		11/03/2011	35.22
8990707	Improvement Misc-CityHall/brush/acyr		11/03/2011	54.28
1991241	Dwntwn/pipe wrap		10/11/2011	16.86
8584702	Wtr/45pc dewalt		10/24/2011	26.00
1990131	Wtr/hard hat		10/31/2011	9.62
5992522	Wtr/3gal tote		10/17/2011	78.14
8573708	Wtr/fan		10/24/2011	90.60
7573720	Wtr/hose x fip/adapter		10/25/2011	47.93
1562992	Wtr/pvc cement/primer/solvent		10/31/2011	31.62
4573404	Wtr/dis plugs/cord plugs		10/18/2011	21.36
7027334	Wtr/2 gal union		10/05/2011	48.78
6027508	Wtr/valve cover		10/06/2011	18.17
0028241	Wtr/nppl/bsh/pipe bushing		10/12/2011	40.95
3993006	Wtr/ptfe tape/thrd seal/pvc solvent		10/19/2011	38.45
2993096	Wtr/fastset		10/20/2011	42.73
5994699	Wtr/1/2 gal plug		10/27/2011	15.12
1990141	Wtr/80# crack re		10/31/2011	11.41
8990749	Wtr/citrus opnr/stpstool		11/03/2011	42.84
9574249	Wtr/hex nppl/fpt		11/02/2011	25.74
2990980	Swr/pvc cement		10/10/2011	10.41
7999953	A/air filter/10" sisal/planter/turf		10/05/2011	86.26
7999961	A/36x80 prhng		10/05/2011	50.98
1015947	A/16d hd 1lb		10/11/2011	4.65
5010009	A/2090 2"		10/17/2011	21.24
5992447	A/2pcwsnd		10/17/2011	7.22
4010107	A/paper filters		10/18/2011	35.31
4992667	A/jt compound		10/18/2011	7.99
4992761	A/int primer		10/18/2011	45.77
3010135	A/gln int eg		10/19/2011	214.31
3010159	A/mortar/thinset/spacers		10/19/2011	32.88
3020278	A/molding		10/19/2011	212.20
3992975	A/doorlock/ceiling fan		10/19/2011	602.80
2010193	A/wall plates/switch/outlets/doorpac		10/20/2011	139.48
2010260	A/elbow/adpt/anglvil/flange		10/20/2011	52.14
2020381	A/capwht/liq nail/econ trowel		10/20/2011	240.08
2993090	A/23 watt 2pk/towel/wall lant		10/20/2011	62.98
2993194	A/bn		10/20/2011	18.61
8010506	A/supply line/brasscraft/pvc trp		10/24/2011	35.61
8010510	A/pssapa100z		10/24/2011	8.26
8020829	A/4x8 w panel		10/24/2011	33.78
8993963	A/14w spiral/wall lant		10/24/2011	56.08
8994050	A/95key schlage		10/24/2011	10.93
8994064	A/nails/brasscraft/wtr conn		10/24/2011	42.18
7020963	A/abs adptr/crd		10/25/2011	17.42
7021003	A/br vinyl/pvc/nppl/clamps		10/25/2011	38.03
7021017	A/tailpiece		10/25/2011	3.53
7021082	A/18" grabbar		10/25/2011	58.20
7021125	A/pssapw w		10/25/2011	4.13
5010676	A/led/ang broom/strap wrench/chgr		10/27/2011	709.76
1021944	A/sunburst mat/floorguard/hook/3 in		10/31/2011	84.27
1990045	A/softsoap/pine sol/bwl brush/lysol		10/31/2011	66.82
9990613	A/bloves/brush		11/02/2011	17.80
4010097	LLD/1/2" elbow		10/18/2011	2.32

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
			Check Total:	4,624.42
Check No: 34815	Check Date: 11/15/2011	Vendor: 0372	Southern California Edison	
110811	Strts\Mulberry - Brentwood		11/08/2011	73.94
110811-9	Strts\1300 Goodrick Dr # Z		11/08/2011	24.19
110811-4	Wtr\Whit Oak Extend - E - Curry		11/08/2011	1,036.48
110811-5	Wtr\129 Brentwood Dr.		11/08/2011	2,230.55
110911 8	Wtr\126 S Snyder av		11/09/2011	123.84
110911 9	Wtr\NW Cor Anita/Dennison		11/09/2011	2,416.90
110811-8	Swr\755 Steuber Well		11/08/2011	134.17
110811-6	Air\Dennison so Hwy 58		11/08/2011	167.74
110811-7	Air\NE Cor Teh Airport		11/08/2011	24.19
110911 6	LLD\115 Manzanita st		11/09/2011	23.63
110911 7	LLD\209 E Highline rd PED		11/09/2011	24.92
110811-2	LLD\Manzanite - Green		11/08/2011	273.10
110811-10	LLD\1199 Canyon Dr East		11/08/2011	24.19
110811-11	LLD\1200 S Dennison		11/08/2011	24.33
110811-12	LLD\1202 S Dennison		11/08/2011	26.41
110811-13	LLD\1000 Canyon Dr West		11/08/2011	24.19
110811-1	LLD\Dennison - Pinon St		11/08/2011	1,214.62
110811-3	LLD\Mill St - D St		11/08/2011	76.29
			Check Total:	7,943.68
			Report Total:	1,148,739.55

CITY OF TEHACHAPI

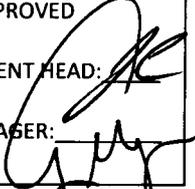
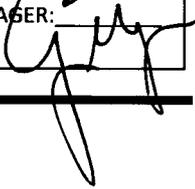
			MONTH END BANK STATEMENT BALANCE					
<u>BANK ACCOUNTS</u>	<u>Institution</u>	<u>Acct#</u>	<u>5/31/2011</u>	<u>6/30/2011</u>	<u>7/31/2011</u>	<u>8/31/2011</u>	<u>9/30/2011</u>	<u>10/31/2011</u>
General Checking	Bank of the Sierra	21002-06457	555,723.02	574,144.09	295,039.88	377,630.94	833,002.83	786,350.75
Water Deposit Trust	Bank of the Sierra	21002-08503	82,007.75	82,314.63	93,309.63	92,101.88	96,371.88	90,921.88
AD 83-1/87-1, Tucker	Bank of the Sierra	21004-80193	87,444.08	87,455.37	87,464.84	87,474.32	87,483.80	87,493.28
AD 89-3	Bank of the Sierra	21002-81054	4,205.08	14,813.08	28,898.36	2,590.77	1,489.36	1,489.36
RDA Checking	Bank of the Sierra	21002-18650	22,074.80	22,075.54	22,076.28	22,077.02	22,077.76	22,078.50
Payroll	Bank of the West	709-031215	49,683.41	18,822.49	53,226.73	49,644.41	50,363.65	50,342.65
AFLAC Flex Spending	Bank of the West	709-039747	11,675.14	11,229.58	11,814.32	12,808.29	13,854.93	14,210.63
Airport key Deposit/Cr Card Purch	Bank of the West	709-029821	18,956.49	51,198.08	67,069.82	50,876.54	88,150.46	117,112.01
Ashtown Water Escrow	Bank of the West	CD 709-000-855969	106,148.99	106,148.99	106,148.99	106,148.99	106,148.99	106,148.99
COP 2000	Bank of New York	355977/355979	0.00*	0.00*	0.00*	0.00*	0.00*	0.00*
1994/2004 Refunding Bond	Bank of New York	870513-870517	0.00	0.00	0.00	0.00	0.00	184,759.38
RDA 2005 Bond Reserve	IXIS Funding Corp	G01230-004/001	0.00	0.00	0.00	0.00	0.00	0.00
CFD 90-1	Union Bank	67170669300-308	83.41	83.41	83.41	89,552.16	20,583.81	20,583.81
RDA 2007 Reserve	Bank of New York	870951/52/53/54	837,336.65	615,401.65	615,401.65	615,401.65	615,401.65	615,401.65
RDA 2005 Debt Serv Pmt Accts/Res	Bank of New York	870711-16	791,581.12	596,929.87	596,929.87	596,929.87	596,929.87	596,929.87
LAIF	State of California	98-15-914	11,650,142.35	11,950,142.35	11,813,764.06	11,413,764.06	11,213,764.06	10,824,888.17
Total Funds in Banks			14,217,062.29	14,130,759.13	13,791,227.84	13,517,000.90	13,745,623.05	13,518,710.93
INVESTMENTS								
Federal Farm Credit Bank	BNY-Fed. Farm Credit Bank (1)	7621499	0.00	0.00	0.00	0.00	0.00	0.00
Short Term Investments	BNY-Dreyfus Inst'l Res Treas (3A)	870586	0.00	0.00	0.00	0.00	0.00	0.00
Various Money Market Funds	Morgan Stanley (2)	117-067378-235	511,614.54	3,695.01	4,731.21	5,801.79	6,872.24	452,118.08
Govt. Securities-Fed Farm Cr Bk	Morgan Stanley (2)	117-067378-235	538,000.00	538,000.00	538,000.00	538,000.00	538,000.00	538,000.00
Govt. Securities-Fed Home Ln Bk	Morgan Stanley (2)	117-067378-235		510,000.00	510,000.00	510,000.00	510,000.00	510,000.00
Various Certificates of Deposit	Morgan Stanley (2)	117-067378-235	1,166,936.35	1,166,936.35	1,166,936.35	1,166,936.35	1,166,936.35	735,936.35
Federal Hm Ln Bank/Fannie Mae	BNY-Custodian (3)	870586 76214906	1,021,250.00	1,021,250.00	1,021,250.00	1,021,250.00	1,021,250.00	1,021,250.00
* Loaned to Wtr/Swr to pay-off COP2000			1,238,006.00	1,238,006.00	1,238,006.00	1,238,006.00	1,238,006.00	1,238,006.00
Total Investments			4,475,806.89	4,477,887.36	4,478,923.56	4,479,994.14	4,481,064.59	4,495,310.43
TOTAL PORTFOLIO			18,692,869.18	18,608,646.49	18,270,151.40	17,996,995.04	18,226,687.64	18,014,021.36



COUNCIL REPORTS

AGENDA SECTION: UTILITY MANAGER REPORTS

MEETING DATE: NOVEMBER 21, 2011

APPROVED
DEPARTMENT HEAD: 
CITY MANAGER: 

TO: HONORABLE MAYOR GRIMES AND COUNCIL MEMBERS

FROM: JON CURRY, UTILITY MANAGER

DATE: November 15, 2011

SUBJECT: PURCHASE OF SERVICE VEHICLE FOR UTILITY DEPARTMENT

The Utility Department has solicited quotations for the purchase of a new service truck for use in the City's maintenance and operations activities. This service truck would be based on a 450/4500 (1-1/2 ton) platform to accommodate a service body and a hydraulic/electric crane. Currently the City has no such vehicle and has to use multiple vehicles and equipment to accomplish the same task. Activities such as fire hydrant replacement, valve replacement, manhole rehabilitation, as well as numerous maintenance functions would be much more efficiently completed with this type of vehicle. This vehicle would be used in the Water, Sewer and Public Works Departments.

Staff has budgeted \$70,000 in the 2011-2012 budget for the purchase of this vehicle. The quotations were as follows:

Jim Burke Ford - \$63,799.49 (approx. 20 week delivery time)

Haddad Dodge - \$65,693.84 (in-stock)

Kieffe and Sons Ford – Did not respond by November 15th

Three Way Chevrolet – Did not submit quote on a 450/4500 platform.

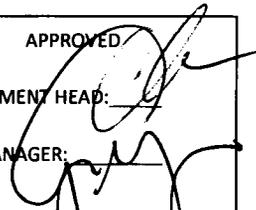
STAFF RECOMMENDATION: APPROVE PURCHASE OF NEW SERVICE VEHICLE FROM HADDAD DODGE IN THE AMOUNT OF \$65,693.84



COUNCIL REPORTS

AGENDA SECTION: CAPITAL PROJECT REPORTS

MEETING DATE: NOVEMBER 21, 2011

APPROVED:	
DEPARTMENT HEAD:	
CITY MANAGER:	

TO: HONORABLE MAYOR GRIMES AND COUNCIL MEMBERS

FROM: CHRISTOPHER KIRK, CAPITAL PROJECTS MANAGER

DATE: NOVEMBER 16, 2011

SUBJECT: TEHACHAPI BICYCLE MASTER PLAN AND AGREEMENT WITH ALTA PLANNING

BACKGROUND:

On October 18, 2011, staff members attended a workshop at the Kern Council of Governments (KernCOG) relating to the development and the importance of bicycle master plans. Aside from the obvious benefits of identifying necessary improvements to make Tehachapi an even friendlier bicycle community, the creation of a master plan will allow the City to apply for grant funding through the Bicycle Transportation Account (BTA) administered by the Department of Transportation (Caltrans).

At the workshop it was announced that a consulting firm, named Alta Planning and Design, would be working with KernCOG to create a master plan for the unincorporated areas of Kern County. Staff believes that to have effective documents for both the County and the City, it is critical that each plan reference the other with consistent policies, planned improvements, etc. To do this, Staff believes it is appropriate to conduct a master plan at the same time, and with the same firm, as the County. Additionally, the City's new General Plan Update, while not completed or adopted, will suggest that the City create and adopt a bike master plan and therefore, this project will allow us to "check the box" early.

As such, a scope of work and proposal was obtained from Alta Planning and Design and has been reviewed internally. Staff is confident that the scope of work and the proposed fee are appropriate for a document of this type

FISCAL IMPACT:

The proposal has two levels of work with the lower being \$20,890 and the higher being \$24,950. Staff believes the higher cost proposal will provide a more complete plan as it includes two additional public meetings with either the Planning Commission or City Council at which additional input from the community can be received.

RECOMMENDATION:

AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND SIGN AN AGREEMENT BETWEEN ALTA PLANNING AND DESIGN AND THE CITY OF TEHACHAPI, TO BE DRAFTED AND APPROVED BY THE CITY ATTORNEY



625 Broadway, Suite 1001
San Diego, CA 92101
(619) 269-5982
www.altaplanning.com

Memorandum

Date: November 10, 2011
To: Chris Kirk, Director of General Services, City of Tehachapi
From: Sam Corbett, Senior Associate, Alta Planning + Design
Re: Tehachapi Bicycle Master Plan Proposal

This memorandum outlines a proposed scope, schedule and budget to create a Bicycle Transportation Account (BTA)-compliant Bicycle Master Plan (BMP) for the City of Tehachapi. This memorandum proposes the following tasks in this scope of work to complete a BMP in accordance with State of California BTA standards, which will allow the City of Tehachapi to qualify for bicycle facility funding through the Caltrans BTA Call for Projects. It is proposed that this project be completed in concert with the Kern Bicycle Plan that is currently underway.

Proposed Work Plan

Task 1 – Project Initiation / Data Collection

Within Task 1, Alta will:

- Attend a kick-off meeting with the City to establish to establish communication and review procedures.
- Review documents containing relevant plans and policies, and existing conditions inventories.
- Review and establish goals, objectives, and policies to guide the BMP.
- In conjunction with Kern Bike Plan data collection efforts, train volunteers and provide materials to conduct bicycle counts within the City of Tehachapi.
- Facilitate one public meeting to gather community input. Alta will prepare visual presentations, handouts and large-scale maps. Alta staff will facilitate the meeting and summarize the meeting notes for City staff.
- Optional task: facilitate one meeting with Planning Commission, City Council and other interested City commissions or committees to discuss the BMP and collect feedback from these key project stakeholders.

Task 2 – Plan Creation

Within Task 2, Alta will create a BTA-compliant plan that addresses all elements of Streets and Highways 891.2 (a-k). We propose to organize the plan into the following sections:

Existing Conditions

Based on Task 1 we will provide a summary of existing bicycling conditions in the City, including maps of existing facilities, land uses, transit stops, and other key destinations. This section will also include descriptions of existing safety and education programs

Needs Analysis

Using our census based demand model we will provide an estimate of existing and future bicycle commuters in the City of Tehachapi.

Recommendations

The recommendations chapter will include recommendations for new or enhanced bikeways, support facilities and programs.

- Develop bicycle network recommendations and cost estimates for the City of Tehachapi.
- Develop a project priority list and phasing plan for recommended bikeways.
- Develop education and enforcement program recommendations to improve bicycle safety in the City of Tehachapi.
- Develop a financial plan which describes past and future expenditures for bicycle projects in the City of Tehachapi.

The above chapters will be developed into a comprehensive Bicycle Master Plan for City review.

Task 3 – Review and Adoption

Within Task 3, Alta will:

- Submit an Administrative Draft Plan for City review – Alta will submit an electronic PDF file
- Respond to one set of revisions on the Administrative Draft and prepare a Draft Final Plan for public release – Alta will submit an electronic PDF file (we assume the City is responsible for any hard copy printing)
- Optional task: Alta will attend one commission or Council meeting for Plan adoption.

Proposed Schedule

Alta proposes a schedule for Tehachapi that coincides with the Kern Bicycle Master Plan effort. The proposed amount of time for the Tehachapi Bicycle Master Plan is 8 months. A detailed schedule of tasks by month can be seen below. It should be noted that we are prepared to start earlier than January if desired by the City of Tehachapi.

Tehachapi Bicycle Master Plan Schedule	2012							
	January	February	March	April	May	June	July	August
Task 1. Project Initiation / Data Collection								
Kick-off Meeting	█							
Review Relevant Plans and Policies	█	█						
Review Existing Conditions and Future Issues; Bicycle Counting Effort		█	█					
Review and Establish Goals, Objectives and Policies		█	█	█				
Public Meeting				█				
Task 2. Plan Creation								
Existing Conditions Assessment		█	█	█				
Needs Analysis		█	█	█				
Project Recommendations, Phasing Plan, Program Recommendations, and Financial Plan			█	█	█			
Develop BTA Compliant Bicycle Master Plan			█	█	█	█	█	
Task 3. Review and Adoption								
Submit Draft Plan						█		
Respond to Comments and Submit Final Plan						█	█	█

Proposed Budget

Alta proposes a budget of \$20,890 for the work plan described above. A detailed breakdown of costs by task can be seen below.

Task	Alta Planning + Design			Task Hours	Task Budget	
	Project Manager Sam Corbett	Senior Planner Art Cueto	Planner Jessie Holzer			
	2011 Hourly Rate*	\$155	\$125	\$80		
Task 1. Project Initiation / Data Collection						
Kick-off Meeting		4	4	4	12	\$1,440
Review Relevant Plans and Policies		2	4	8	14	\$1,450
Review Existing Conditions and Future Issues; Bicycle Counting Effort		2	4	8	14	\$1,450
Review and Establish Goals, Objectives and Policies		2	2	8	12	\$1,200
Public Meeting		6	6	12	24	\$2,640
Optional Task - Facilitate Meeting with Planning Commission, City Council, etc.		4	12	4	20	\$2,440
Task 2. Plan Creation						
Existing Conditions Assessment		2	2	16	20	\$1,840
Needs Analysis		2	2	16	20	\$1,840
Project Recommendations, Phasing Plan, Program Recommendations, and Financial Plan		2	2	16	20	\$1,840
Develop BTA Compliant Bicycle Master Plan		4	6	24	34	\$3,290
Task 3. Review and Adoption						
Submit Draft Plan		2	4	4	10	\$1,130
Respond to Comments and Submit Final Plan		2	6	12	20	\$2,020
Optional Task - Attend Final Council/Commission Meeting		4	8	0	12	\$1,620
Staff Hours		38	62	132	232	
Direct Expenses						\$750
Project Total (with optional tasks)						\$24,950
Project Total (without optional tasks)						\$20,890

Proposed Staffing Plan

Alta proposes the following individuals for your project. Our staff for this project are all based in Southern California, and can respond to your concerns quickly and efficiently.

Sam Corbett will serve as Project Manager for this Project. Mr. Corbett has over 14 years of experience. Mr. Corbett has over 14 years' experience in the transportation planning industry and is very familiar with how to manage projects in a way that creates positive outcomes for all stakeholders. He is currently serving as the Project Manager for the concurrent KernCOG Bicycle Master Plan

Art Cueto will serve as Project Task Lead. He has over 20 years of diverse professional experience that includes service with public agencies, planning and design firms, and private developers. This diversity has allowed Art to develop a keen understanding of all aspects of the project planning and development process. His specialty is in the area of transportation and land use planning with a focus on multimodal transportation networks, context-sensitive roadway design, and mixed-use development.

Jessie Holzer will serve as Project Planner. She brings a unique set of skills that come from her experience in both transportation planning and traffic engineering. These include traffic surveys and studies, traffic safety, transportation demand management, community plans, and alternative transportation plans.

Full resumes of the above proposed staff can be seen on the following pages. We look forward to working with you to accomplish your goals for this project in a timely and efficient manner. Please contact me at 619-269-5982 or via email at samcorbett@altaplanning.com if you have any questions.

Thank you and I look forward to hearing back from you.

Sincerely,



Sam Corbett, Senior Associate
Alta Planning + Design

Sam Corbett

Senior Associate

Sam Corbett has more than twelve years of experience as a transportation planner and manager, specializing in transportation demand management, pedestrian and bicycle planning, program development, transportation system improvements, survey design and analysis, implementation and evaluation techniques, and public outreach and communication strategies. He brings a unique combination of planning and operational skill sets from work in both the public and private sectors. Sam is skilled at producing “real world” solutions and assisting clients with the implementation process.

Recent Projects

- **South Bay Bicycle Master Plan**
Alta is working with the Los Angeles County Bicycle Coalition, the South Bay Bicycle Coalition, and the seven South Bay cities of Redondo Beach, Hermosa Beach, Manhattan Beach, Torrance, El Segundo, Gardena, and Lawndale to develop a bicycle master plan. The overarching goal of the South Bay Bicycle Master Plan is to create a more bicycle friendly South Bay Region by developing infrastructure, programs and policies to improve the bicycling conditions within the seven cities included in the planning effort. Extensive public outreach efforts have been made throughout the project, including workshops, bicycle counts, and an online survey.
- **Los Angeles County Bikeway Master Plan, CA**
Sam is leading the development of a new Bicycle Master Plan for the County of Los Angeles. The plan will address the need for bicycle facilities in unincorporated areas and other county properties such as flood control channels. The planning process includes extensive outreach including the formation of an advisory committee and over 40 meetings with County staff, advisory committee members, stakeholders, and members of the general public. Alta is also leading an extensive feasibility review on over 300 miles of potential bikeways across the county.
- **Chula Vista Pedestrian Master Plan, CA**
Alta helped develop a pedestrian master plan for the City of Chula Vista, one of the fastest growing cities in the nation. The planning process was coordinated with work being done through a community-based Safe Routes to School transportation planning grant. Alta developed the framework for the Plan which included identifying pedestrian goals, policies, actions, implementation strategies, route types, design-guiding principles and a prioritization methodology. The Alta Team developed a broad reaching, fully bilingual, public involvement program to support this planning process.



Professional Highlights

- Alta Planning + Design, 2010-present
- UC San Diego, Assistant Director, 2006 - 2010
- UC Los Angeles, Planning and Policy Manager, 2004 - 2006
- Urbitrans Associates, Inc., Director of Planning, Western Region, 2001-2004

Education

- Master of City Planning, UC Berkeley, 2001
- B.S., Environmental Policy, Analysis & Planning, UC Davis, 1996

Selected Presentations & Trainings

- 2008 UC Sustainability and Association of Commuter Transportation conferences, “If You Build It – They May NOT Come – How to Advance Sustainable Transportation and Save Your Campus \$50 million”.
- 2007 UC Sustainability Conference, “Wheels of the Future – Developing a Successful Bicycle Program for a University Campus”.

Selected Publications

- “Running on Fumes: How Increasing Gas Prices Are Impacting Transportation Choices,” *TDM Review*, Issue 3, 2008a, pp. 8-11.
- Local Option Transportation Taxes in the United States, co-authored with Martin Wachs and Todd Goldman, University of California Transportation Center (UCTC 524), 2001

Art Cueto

Associate, Los Angeles Office Manager

Art Cueto has over 20 years of diverse professional experience that includes service with public agencies, planning and design firms, and private developers. This diversity has allowed Art to develop a keen understanding of all aspects of the project planning and development process. His specialty is in the area of transportation and land use planning with a focus on multimodal transportation networks, context-sensitive roadway design, and mixed-use development. Art is an active member of the Congress for the New Urbanism and is the local coordinator for CNU's National Transportation Summit scheduled to take place in Long Beach, CA in 2012.

Representative Projects

- **Historic Town Center Master Plan Multimodal Transportation Plan, City of San Juan Capistrano, CA**
Art led the development of a multimodal transportation plan as part of the revision of the City of San Juan Capistrano's Historic Town Center Master Plan. The transportation plan was based on a context-sensitive roadway design approach that focused on the safe and efficient movement of people. Through this approach, the transportation impact analysis was able to quantify how the careful repositioning of existing auto-oriented land uses with more pedestrian-supported uses, and related infrastructure improvements would result in an overall decrease in trips generated at the master plan build-out even with the construction of approximately 300,000 SF of new infill mixed use development.
- **Los Angeles County Model Design Manual for Living Streets, CA**
This manual was produced through a two-day charrette attended by national transportation experts in livable streets concepts. Art collaborated in the preparation of the manual's transit access chapter. The manual seeks to achieve a balanced street design that accommodates cars and provides for the safe movement of pedestrians, cyclists, and transit users.
- **Metro Pasadena Gold Line Station Area Plans, CA**
Art developed station area access plans for each of the 13 stations along the Gold Line's alignment in conjunction with local cities. These plans identified improvements that enhance pedestrian and bicycle access to the individual stations and were successfully used by the cities to secure \$12 million in public funding for their implementation.
- **San Gabriel Valley Bicycle Master Plan, CA**
Art oversaw the preparation of one of the Los Angeles County Metropolitan Authority's (METRO) bikeway subarea master plans. The master plan sought to identify corridors for proposed Class I and II bicycle facilities to expand the study area's regional bikeway network, provide improved bicycle connections to local destinations and transit facilities, and to increase the ability of people to commute by bicycle as a means of reducing private automobile use. The plan also provided the policy framework to assist cities to develop local plans and to qualify for competitive funding sources for the implementation of local projects.



Professional Highlights

- Associate and Los Angeles Office Manager, Alta Planning + Design, 2011-
- Planning Manager, Transtech Engineers, Inc., 2009-2011
- Development Manager, Visioneering Studios, 2006-2009
- Principal, LandTrans, 2004-2006
- Planner, Los Angeles County Metropolitan Transportation Authority, 1990-2004

Education

- M.S., Urban Planning, California State Polytechnic University, Pomona
- B.A., Public Administration and Planning, University of Southern California

Affiliations/Memberships

- Member, Congress for the New Urbanism
- Member, Urban Land Institute

Awards

- Congress for the New Urbanism Charter Award for the Mission Meridian Village project, 2006
- Finalist, Urban Land Institute Award of Excellence for Mission Meridian Village project, 2006
- Federal Highway Administration National Safety Conscious Planning Award for the Pasadena Gold Line's Marmion Way Corridor, 2004

Jessie Holzer, LEED AP

Planner

Jessie Holzer joined Alta in 2010 as a planner in the Los Angeles office. She brings a unique set of skills that come from her experience in both transportation planning and traffic engineering. These include traffic surveys and studies, traffic safety, transportation demand management, community plans, and alternative transportation plans. She also has extensive knowledge of public and non-profit sector planning.

Jessie's interest in bicycle and pedestrian planning stems from a passion for all aspects of sustainability. She has volunteered with and worked for several environmental and social sustainability groups, including Cal Poly's Student Community Services, the Sierra Club, and the Los Angeles County Bicycle Coalition. She enjoys working to create walkable and bikeable communities that reduce the need for motorized vehicles and are accessible to all groups of people.

Recent Projects

- **South Bay Bicycle Master Plan (Los Angeles County, CA)**
The South Bay Bicycle Master Plan is a multi-jurisdictional bicycle master plan for seven cities in the south Santa Monica Bay region of Los Angeles County. Jessie was involved in developing the proposed bicycle network, education and encouragement programs, and recommended projects to improve bicycling connectivity and safety in the participating cities.
- **Cal Poly Bicycle Circulation and Safety Study (San Luis Obispo, CA)**
Alta conducted a circulation and safety study to improve overall bicycle circulation and safety at the Cal Poly San Luis Obispo campus. Jessie was involved with identifying opportunities and constraints of the campus bicycle network, analyzing strategies to improve bicycle safety, and recommending improvements for creating a comprehensive campus bicycle network for users of all cycling abilities.
- **University of Oklahoma Bicycle Master Plan (Norman, OK)**
Alta is developing a bicycle plan for the University of Oklahoma to improve bicycling on the campus and create connections to the surrounding network. Jessie's involvement includes conducting a campus safety analysis and preparing a wayfinding and signage plan for the University.
- **SCAG Improving Transit Access for Cyclists and Pedestrians (San Bernardino County, CA)**
Alta is preparing a transit access plan for improving non-motorized transportation to selected transit stations in San Bernardino County. Jessie's work includes developing a toolkit of non-motorized best practices and recommended bicycle and pedestrian improvements for each selected transit station.



Professional Highlights

- Planner, Alta Planning + Design, 2010-present
- Transportation Intern, City of San Luis Obispo, 2009-2010
- Current Planning Intern, County of San Luis Obispo, 2008-2009
- Intern, Sierra Club – Santa Lucia Chapter, 2008
- Director Coordinator, Cal Poly Student Community Services, 2007-2008

Education

- Master of City and Regional Planning and Master of Science in Engineering, California Polytechnic State University, San Luis Obispo, 2010
- B.S. in Social Sciences, California Polytechnic State University, San Luis Obispo, 2008
- European Sustainability Study Tour (Sierra Club), 2008
- Centro Bartolome de las Casas, Cusco, Peru, 2007

Affiliations/Memberships

- Member, American Planning Association
- Member, WTS
- Member, Los Angeles County Bicycle Coalition

Presentations

- Empowering Women Cyclists, San Diego Custom Bicycle Show, 2011



COUNCIL REPORTS

AGENDA SECTION: CITY MANAGER REPORTS

MEETING DATE: NOVEMBER 21, 2011

APPROVED
DEPARTMENT HEAD: _____
CITY MANAGER: _____

[Handwritten signature]

TO: HONORABLE MAYOR GRIMES AND COUNCIL MEMBERS

FROM: GREG GARRETT, CITY MANAGER

DATE: NOVEMBER 16, 2011

SUBJECT: TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT MASTER PLAN

BACKGROUND

As the Council may be aware, the Tehachapi Valley Recreation and Parks District (TVRPD) has been considering the development of a district-wide master plan for park and program development. Through a search process, TVRPD has identified MIG Inc. as a consulting firm capable of creating such a plan. For reference, MIG has completed Parks and Recreation Master Plans for the City of Bakersfield, the City of Lancaster, the City of Davis, and many other cities throughout California and the West.

During the TVRPD Board Meeting on November 15, 2011, the TVRPD Board approved the development of a Master Plan by MIG utilizing a combination of \$90,000 in County discretionary funds, approximately \$30,000 in County Park Mitigation Funds and they are requesting that the City contribute approximately \$30,000 from the City Park Mitigation Fund.

Staff believes that this plan is critical to the long-term success of TVRPD and to the quality of life of our community residents. Additionally, staff has reviewed the proposal from MIG and we are confident that the process will elicit a substantial amount of community involvement and input and that the final product will be one that TVRPD can build from for many years.

RECOMMENDATION

AUTHORIZE THE CONTRIBUTION OF CITY PARK MITIGATION FUNDS TO THE DEVELOPMENT OF A TVRPD MASTER PLAN, IN AN AMOUNT NOT TO EXCEED \$35,000



**Tehachapi Valley Recreation and Parks District
Master Plan Scope of Services –
Full Service Option – November 1, 2011**

(** Indicates changes from Moderate Scope)

Task	PHASE I – INITIATING THE PROJECT	Cost
1.	<i>Project Initiation Meeting</i>	\$2,250
<p>MIG staff will meet with the Tehachapi Valley Recreation and Park District's General Manager and Board of Directors to refine the overall work program for the project, including contract administration, scope, schedule, budget, roles and responsibilities, and logistical issues in order to tailor and refine the planning process. MIG will also collect data from the District, including demographics and population projections, mapping data files, inventory data on all parks and facilities, and background reports. Based on this meeting, MIG will revise the scope, budget, process chart and timeline, and provide a hard copy and data file of revisions.</p> <p>MIG will meet with the General Manager and Board to get an overview of park conditions and goals already existing. At that meeting, MIG Team will establish the best method of approach for park and facility evaluation in the District.</p>		
2.	<i>Refine Scope and Schedule</i>	\$1,200
<p>Based on the Project Initiation Meeting, MIG will revise the scope of services, budget, process chart and timeline, and provide the District with a hard copy and a data file of revisions.</p>		
3.	<i>Project Meeting #1</i>	\$1,000
<p>MIG will meet with the District's Board of Directors, to present the project planning process, timeline and initiate the process. The meeting will provide an opportunity to discuss desired outcomes for the process; prepare for stakeholder interviews and Council workshops; create the Community Leader Interview List, collect additional park and facilities inventory data, input and ideas on outreach activities; and confirm the survey objectives and content.</p>		
4.	<i>**Community Leader Interviews (10)</i>	\$2,000
<p>MIG will interview 10 key leaders in the neighborhoods, i.e., religious leaders, community activists, social service volunteers, etc., to gain an understanding of social, economic and family needs associated with the community.</p>		



PHASE II – UNDERSTANDING THE CONTEXT

5. Meeting with District Manager and Staff **\$1,000**

MIG will meet regularly with the General Manager throughout the process for briefings and review. The purpose of the meeting is to:

- Review the planning process;
- Clarify roles and responsibilities;
- Identify and discuss issues and opportunities related to meeting the District’s park and recreation needs;
- Finalize specific meeting times and dates; and
- Explain the assessment and survey process and start planning for activities.

MIG will develop agendas and handouts for the meeting and provide them to the District for duplication. MIG will prepare a summary report of the meeting.

6. Data Collection **\$2,000**

MIG will review existing documents and background information pertinent to the planning effort including, any District planning documents and the City of Tehachapi’s General Plan, specific development plans, and existing park development plans, the District’s current park inventory data, other current facility information and park plans, the agency budget; and information about related Districtwide planning efforts. This scope of work assumes that base materials (site plans, topographic surveys, aerial photography, District and County wide maps in GIS format etc.) and copies of any previous studies and reports will be available to MIG at project initiation.

7. Master Plan Base Map - Existing Parks and Facilities **\$1,800**

Using electronic data and park inventory data provided by the District, MIG will produce one GIS or AutoCAD map of all existing park sites and major recreation buildings along with projected new park sites and opportunity areas. A data file will be provided to the District for review and, based on collated comments provided by the District.

8. Recreation Program Evaluation **\$8,000**

In addition, MIG will review and evaluate all existing recreation and community activity programs. This recreational facility and program review would also include activities sponsored by community organizations such as little league, youth football, soccer and swimming programs; and adult sports providers. Interviews with



service clubs, civic leaders, senior advocates, and others providing services.

This evaluation would consist of interviewing staff in groups and individually for interviews (5)

MIG will list available and unavailable recreation services and facilities. Any "gaps" in the recreation programs menu will receive special attention.

Staff will provide park and facility inventory data during the Project Initiation Meeting. Findings will be summarized in the Existing Conditions Summary Report.

9. *Park and Facility Evaluation*

\$1,000

MIG will interview maintenance and operation personnel regarding current facility conditions and maintenance issues. We will also interview District staff to review program attendance and membership figures, profile participants (e.g., age, residence, length of involvement) regarding programs and determine the cost to participate.

Based on the review of the District's park and facility inventory data, MIG will prepare an overall evaluation of the park system. MIG will also identify the current parkland, open space, and facility standards in Tehachapi, expressed in terms of a ratio of acres per 1,000 people in the City of Tehachapi's General Plan.

10. *Park and Facility Tour and Summary Report*

\$2,900

MIG will tour the District parks, open spaces, trails, and recreation facilities by a method determined in Task I.

Based on the park and facility inventory data provided by the District and MIG's observations from touring the system, the Team will prepare an Existing Recreation Resources Summary Memo that classifies the park and trail system and summarizes the District inventory. This memo will also summarize major program areas and resources, as well as describe how recreation and park services are provided. MIG will provide a pdf file to the District for review and revise the memo based on one set of District comments.

11. *Demographic Analysis and Community Profile*

\$4,500

The purpose of this task is to describe the planning area and to determine how population changes in the District will affect future needs for parks, facilities and services. Using current population data and projections provided by the District, MIG will summarize important changes and their impact on parks and recreation service provision.



MIG will provide one (1) copy and one (1) data file of this report to the District for distribution. The District will provide one (1) set of consolidated comments to MIG. Key report findings, including District comments, will be summarized in the Community Needs Assessment Report.

12. ****Park Standards Benchmark Research and Report** \$3,700

Using a list of five comparable districts and agencies selected by the District, MIG will research parkland standards and prepare a table to summarize the findings. The standards research will include park and facility classifications, size, and locations, as well as sport facilities, community centers, playgrounds, bike, equestrian and pedestrian trail systems, landscaping, passive recreation, open space, and maintenance. Results will be incorporated into the Existing Conditions Summary Report.

13. ****Review of Current Operations** \$2,500

MIG will review current financial conditions of the District in terms of service delivery costs. The purpose of this task is to analyze current costs and revenues from services provided. Findings from this task will result in departmental operation recommendations.

14. **Existing Conditions Summary Report** \$3,800

MIG will prepare a brief existing conditions summary report with accompanying tables, charts and illustrations to summarize the results of all initial activities. It will include a description of planning areas; current and projected demographics along with implications for parks, recreation, trails and open space service provision; existing parks and facilities and current level of service and standards; results of standards research; and an overview of current recreation programs offered by the District. MIG will provide one (1) hard copy and one (1) data file on disk to District staff for reproduction and appropriate distribution. The District will provide revisions to MIG as one (1) copy of collated comments.

PHASE III – DEFINING NEEDS

15. **Progress Meeting # 2 with the District** \$1,000

MIG will conduct a second meeting with the staff to review to date results and input and to prepare for the outreach tasks in this phase, including the community telephone survey. MIG will develop agendas and handouts for the meeting and provide them to the District for duplication. District staff will prepare a summary report of the meeting.



16. ****Stakeholder Interviews**

\$3,000

MIG will conduct up to 10 interviews with individuals and representatives from stakeholder groups (e.g., Little League or soccer clubs) for input on current community priorities, issues, perceived needs and opportunities. Interviews will be conducted by telephone. MIG will develop an interview questionnaire in English and Spanish for staff review and work with District staff to identify appropriate stakeholders. MIG will then provide a summary of findings to District staff.

17. **Focus Groups (6)**

\$7,500

Focus groups can be conducted to determine key issues, priorities, and community facility and programming needs of key stakeholder groups. MIG can coordinate with the District's General Manager and the Board to determine which focus groups to hold and work with the District staff to schedule participants, facilities and provide mailing support. Preliminary list of groups may include the following:

Trails, Open Space and Natural Resources Areas: MIG suggests conducting a focus group with representatives from key outdoor and environmental organizations (e.g., bicycle groups, equestrians, naturalist organizations, etc.) and community advocates to discuss opportunities to develop trails, greenways, and open space networks that protect natural resources while providing recreational opportunities.

Seniors: With the aging of baby boomers, seniors are a growing population segment nationwide. MIG suggests conducting a focus group with older adults to gain input into programming, service, and facility needs.

Cultural Arts Groups: Along with the Cultural Arts Questionnaire, MIG suggests a targeted group of arts supporters along with economic development and chamber representatives meet to discuss cultural arts needs, their contributions and benefits to the community and identify gaps and opportunities for Tehachapi.

Teens: MIG suggests conducting focus groups with middle and high school youth (12-16 year-olds) to explore service and facility needs, and how the District could best reach this population group and motivate them to participate.

Non-Users: To gain insight into how to attract non-users, MIG suggests conducting a focus group with residents who do not use District park and recreation facilities and programs. The purpose of this focus group would be to identify barriers to use and participation.



Other potential focus groups include recreation providers, religious organizations, business leaders, facility managers, and school principals, among others. The specific focus groups can be determined during the project initiation phase.

18. ****Community Telephone Survey**

\$17,000

MIG, in coordination with Research Network Ltd. and working with District staff, will develop a draft community telephone survey to measure attitudes and opinions related to parks and recreation facilities; determine the level of participation in various recreation activities; and evaluate the need for new parks, trails, facilities and programs. In particular, the telephone survey will be designed to test what new parks, trails, facilities, and services the community will be willing to pay for, based on opportunities and priorities that will have been identified from the preceding outreach activities and technical assessments.

Research Network Ltd. recommends random sample telephone interviewing as the most effective and statistically reliable method to generate unbiased, detailed and accurate data regarding the true current demand for recreation facilities and programs specific to the Tehachapi area. All other survey methods (mail surveys, web-based surveys, on-site interviews, focus groups, etc.) derive results that may be biased or not statistically representative of the entire population.

The subject areas of this survey will be developed through conversations with Staff and/or community stakeholders. Questionnaire topics may include, but are not limited to, selected demography and attitudes regarding recreation facilities and current usage patterns of County/community/neighborhood parks and recreation facilities. Profiles of users and non-users can also be developed and reasons for non-use explored. Most importantly, respondents can be questioned regarding how frequently they, and all members of their household, participate in the various activities that most commonly occur in local or regional parks.

For the telephone survey, we recommend completion of 300 questionnaires among a random sample of the resident households within the District's service radius, yielding an error margin of $\pm 5.4\%$ at a 95% confidence level. The scope assumes a questionnaire length of approximately 10 minutes with a maximum of five questions containing open end/other specify opportunities. This scope assumes that the primary language of the survey will be English with up to 8% of the total interviews conducted in Spanish as required by the respondents. This work effort will facilitate an understanding of the differences in recreation attitudes, patterns, and preferences of distinct population groups that comprise Tehachapi. Statistically



reliable analysis of the results of the survey questions may be available for up to two geographic areas of the District (to be determined with Staff) as well as a menu of respondent and response variables (e.g., ethnicity, presence of children, income, frequency of recreation facility or program use, etc.)

The integrity of the responses to the telephone survey will be assured through professional interview techniques. Data will be collected by supervised professional interviewers using the resources of a professional field research facility. Ten percent of the total interviews will be validated for accuracy by supervisory staff of the field research firm.

The Consultant will prepare a written summary of the findings of the survey research. These findings will include a detailed analysis of the results of each area of inquiry as well differences in attitudes or recreation patterns that are apparent when examined by distinct population groups that comprise the District.

19. ****Community Questionnaire**

\$4,200

Working with City staff, MIG will develop a community questionnaire designed to collect information on: current use of parks and facilities; activity participation rates by age; perceived recreation program, park and facility needs; and priorities for improvements. The Community Questionnaire would be distributed to the public via a variety of different channels, including community intercept events, local outreach activities and where the public gathers. The Department will be responsible for conducting outreach related to the questionnaire, such as publishing notices in local papers, the County's website, and with utility bills. MIG will prepare a report summarizing Community Questionnaire findings, and provide a data file to the Department for distribution. Findings also will be included in the Master Plan.

20. ****Sports Organization Questionnaire**

\$4,200

Soliciting the attitudes and perceived needs of sports organizations is an essential element in the process. This survey does not only achieve the objective of outreach to these specific users, it further provides valuable information regarding facility usage, team size, recreation seasonality, and player volume that is most important in the foundation of the facility needs calculation. The consultants will provide a survey form containing questions relevant to the usage of District recreation facilities by sports organizations. It is expected that the District will take responsibility for distributing these forms to the organized sports groups within the District and follow up to assure that each group returns a completed survey. The results will then be tabulated and used to verify and update the participation rates in these sports for use in the demand analysis.



21. Community Workshops (Adult & Children)

\$10,000

The purpose of the Community Workshop is to take the planning process to the community in a forum that involves community members in developing a vision for future park and recreation services. Displays and activities would be set up to inform residents about their community resources and allow them to identify their own community needs and priorities.

The project team will conduct and facilitate a total of two (2) community workshop to review evaluate and provide a "reality check" on the research and analysis phase of the project.

The community will be led through a series of input sessions and be informed of the Master Planning process. The results of all the analysis done to date, and the survey of recreation needs, will be presented to the community in the course of the workshop presentations and additional comments will be solicited. The outcome of this workshop session will provide important input into prioritization of the future of park and recreation development within the District. MIG will summarize results in a memorandum. A data file will be provided to the District for distribution.

22. Recreation and Program Analysis

\$3,500

The purpose of the Program Analysis is to identify community demand and relevant emerging trends based on the findings of the District Needs Assessment process, and to identify potential strategies for program service improvements as well as improvements in marketing, inclusion of persons with disabilities, and program evaluation. This task will tie programs and services to benefits that are most important to the community.

MIG will prepare a Program Analysis Report, incorporating the results of the Master Plan's community involvement process. MIG will provide one copy and a data file to the District for distribution. As part of the review process, MIG will meet with program staff to review the Program Analysis and to obtain comments on the findings and priorities for service improvements. The District will provide consolidated comments to MIG. These comments and key findings from the Program Analysis will be incorporated into the District Needs Assessment Report.

23. Park and Facility Needs Analysis

\$5,500

Based on the Standards Research, survey results, other community input, and a service area analysis, MIG will identify park and facility needs in the District for each of the park classification types. Based on these needs, MIG will develop parkland and open space level-of-



service standards specific to Tehachapi. These standards will be expressed in terms of a ratio of acres per 1,000 people. The standards will be developed specifically for Tehachapi and will reflect the realities of existing plans, land availability, land costs, available funding, and community need and values. The recommended standard will be used to compare the demand with the existing supply to identify existing needs in terms of acres, miles, or number of facilities and accessibility. Future needs will be projected based on projected population growth. As part of this analysis, MIG will prepare service area maps for neighborhood parks and community parks, providing data files and one (1) hard copy to the District.

24. District Needs Assessment Report	\$4,500
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MIG will prepare a District Needs Assessment Report with accompanying tables, charts and illustrations to summarize the results of all the assessment activities conducted to date. It will include the results of the community profile, parkland and facility inventory and evaluation, program analysis, interviews, and focus groups.

MIG will prepare a draft District Needs Assessment Report, providing one (1) copy and one (1) data file to the District for distribution. MIG will revise the draft District Needs Assessment Report based on one (1) set of consolidated comments provided by the District. MIG will provide a data file of the revised report to the District.

25. Staff Meeting #3	\$1,000
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MIG will conduct a third meeting with the District to review the District Needs Assessment Report, the results of the parkland and open space level of service analysis. MIG will develop agendas and handouts for the meeting and provide them to the District for duplication. District staff will prepare a summary report of the meeting.

26. District Board Presentation	\$2,000
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MIG will present the District Needs Assessment Report to the District staff and Board.

PHASE IV – DEVELOPING THE PLAN

27. Draft Recommendations/Strategies	\$8,000
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Based on the results of all public outreach, MIG will draft a set of potential strategies and actions, in areas such as:

- Community Services
 - Community Facilities
 - Expansion and Renovation of Community Facilities
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- Operations and Maintenance
- Funding
- Management

Results of this task will be incorporated into the Draft Master Plan.

28. *Capital Improvement Plan*

\$5,000

Based on the results of the District Needs Assessment, MIG will create a list of all capital and non-capital projects recommended over the course of the 10- to 15-year planning horizon, and a set of prioritization criteria which will be used to evaluate the priority of each project. Based on meetings in which the District will prioritize the 10- to 15-year list as high, medium and low priority, MIG will develop cost estimates for the high priority projects.

29. *Financing Plan***

\$9,500

MIG will prepare a financing plan to:

- Project available revenues for capital improvements by source, including any new revenue sources;
- Determine the potential shortfall within the planning period, if any;
- Identify capital requirements to implement the plan; and
- Identify and assess options to meet those requirements.

Results of this task will be incorporated into the Administrative Draft Master Plan.

30. *Asset Management Plan***

\$5,500

MIG will provide an economic analysis of potential revenue generation associated with using existing and proposed recreational facilities for asset management. Proper asset management can offset maintenance and operations costs while providing advertisement opportunities for local businesses. The components we will examine for an asset management plan include: revenue from facility rentals, fees, and charges; leases or licenses for private concessions; and revenue from such programs as advertising, vending facilities and community/corporate sponsorship opportunities. MIG will prepare recommendations for designing recreational facilities with advertisement opportunities in mind.

After reviewing all of the District's parks and recreation sites, MIG will develop a list of asset management opportunities for the District's consideration for inclusion in the Recreation and Parks Master Plan.

These may include such items as:

- Vending machines
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- Parking lot and walkway banner programs
 - Lease of park space for restaurants and other commercial ventures
 - Shade shelter advertising.
 - Portable food concessions
 - Information and advertising kiosks
 - Lease of building space to non-profits and other similar organizations
 - ATM sites
 - Telecommunication cell tower leases
 - Sale or trade of surplus parkland
 - Naming rights and/or facility sponsorships

31. Action Plan

\$8,000

MIG will draft an Action Plan that consolidates the proposed 10- to 15-year CIP. The Action plan will present a specific implementation plan for the entire District. MIG will provide a data file of the document to the District for review. MIG will revise the Action Plan based on one (1) set of consolidated comments provided by the District and incorporate the revisions into the Draft Comprehensive Plan.

32. Administrative Draft Master Plan

\$3,000

MIG will produce an Administrative Draft Plan for review by key staff before publishing a public document for presentation to the public.

33. Staff Meeting #4

\$1,100

MIG will conduct a fourth meeting with the District staff to review the Administrative Draft Master Plan. MIG will develop agendas and handouts for the meeting and provide them to the District for duplication. District staff will prepare a summary report of the meeting. Suggested revisions to the Administrative Plan will be incorporated into the Draft Master Plan.

34. Draft Master Plan

\$5,000

Based on the consolidated comments received from the District on the Administrative Draft Master Plan, MIG will prepare a Draft Master Plan for community review. The draft will be formatted as a clear, readable and attractive document suitable for public distribution. MIG will provide one (1) hard copy and one (1) data file on disk to the District for reproduction and appropriate distribution.



35. District Board Presentation	\$2,500
MIG will present the Draft Master Plan to the District staff and Board for review and comment.	
36. Final Master Plan	\$3,000
Based on one (1) copy of collated comments prepared by the District, MIG will revise the Draft Master Plan and deliver a final document to the District.	
MIG will provide one (1) hard copy and one (1) data file on disk to District staff for reproduction and appropriate distribution. Based on consolidated comments prepared by District staff, MIG will revise the Master Plan Map and deliver a final map to the District. MIG will provide one (1) hard copy and one data file on disk.	
37. Project Close-Out	\$1,400
MIG will complete all administrative duties, such as final invoicing and delivery of final data files on disk, related to the project.	
TOTAL \$153,050	
<i>This total represents an approximation of costs. Final costs will depend on the number of tasks requested and the level of service required for each, which the client will negotiate with MIG.</i>	