

AGENDA

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

Beekay Theatre

110 South Green Street

Tuesday, January 22, 2013 - 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 SUCCESSOR AGENCY REGULAR MEETING,
TEHACHAPI PUBLIC FINANCING AUTHORITY REGULAR MEETING, AND
TEHACHAPI CITY FINANCING CORPORATION REGULAR MEETING
TUESDAY, JANUARY 22, 2013 - 6:00 P.M. - PG. 2**

1. General public comments regarding matters not listed as an agenda item.

CITY CLERK REPORTS

Tehachapi City Council Unassigned Res. No. 01-13
Tehachapi City Council Unassigned Ord. No. 13-01-710
Tehachapi Redevelopment Successor Agency Unassigned Res. No. 01-13
Tehachapi Public Financing Authority Unassigned Res. No. 01-13

- *2. **ALL ORDINANCES SCHEDULED FOR INTRODUCTION OR ADOPTION AT THIS MEETING SHALL BE READ BY TITLE ONLY**
- *3. Minutes for the Tehachapi City Council, Tehachapi Redevelopment Successor Agency, Tehachapi Public Financing Authority, and the Tehachapi City Financing Corporation regular meeting on December 17, 2012 - **APPROVE AND FILE**

FINANCE DIRECTOR REPORTS

- *4. Disbursements, bills, and claims for December 4, 2012 through January 16, 2013 – **AUTHORIZE PAYMENTS**

AIRPORT MANAGER REPORTS

5. Due to an increase in short-term tie-down users and to more effectively streamline our agreement process, staff feels it appropriate to approve month-to-month tie-down agreements internally – **APPROVE AND ADOPT THE RESOLUTION AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE TIE-DOWN AGREEMENTS AT THE AIRPORT**

CITY ATTORNEY REPORTS

6. As directed by the City Council, a proposal was requested from PAS Associates to conduct a City Manager salary survey and to develop evaluation forms to use in City Manager evaluations. The proposal was received and offers to perform these services for the total cost of \$2,450.00. It will provide a City Manager's salary survey that you can thereafter update from year-to-year and develop forms for evaluating the City Manager that will be relevant for several years. It is recommended by staff – **APPROVE THE PROPOSAL FROM PAS ASSOCIATES AND AUTHORIZE THE CITY ATTORNEY TO NEGOTIATE AN AGREEMENT WITH PAS ASSOCIATES AND FOR THE MAYOR TO SIGN**

CITY MANAGER REPORTS

7. As technologies have improved, many Cities have begun to eliminate the costly and time consuming process of producing paper Agenda packets. In addition to reviewing Agenda packets, Councilmembers will be able to utilize these electronic tools to communicate with City Staff and to be more accessible for constituent issues – **ADOPT THE RESOLUTION AUTHORIZING PURCHASE OF iPADS FOR USE BY CITY COUNCILMEMBERS AND ESTABLISHING A POLICY FOR USE OF CITY iPADS**

**TEHACHAPI CITY COUNCIL REGULAR MEETING,
TEHACHAPI REDEVELOPMENT SUCCESSOR AGENCY REGULAR MEETING,
TEHACHAPI PUBLIC FINANCING AUTHORITY REGULAR MEETING, AND
TEHACHAPI CITY FINANCING CORPORATION REGULAR MEETING
TUESDAY, JANUARY 22, 2013 - 6:00 P.M. - PG. 3**

8. 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. Conference with real property negotiator (City Manager) regarding first right of refusal of Airport property described as Hangar 10E, per Government Code Section 54956.8.

ADJOURNMENT

MINUTES

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

BeeKay Theatre
110 South Green Street

Monday, December 17, 2012 – 6:00 P.M.

NOTE: Sm, Gr, Wi, Ni and Va are abbreviations for Council Members Smith, Grimes, Wiggins, Nixon and Vachon, 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,
Wiggins, Nixon and Vachon

Absent: None

INVOCATION

By Darren Reed of Church of the Nazarene

PLEDGE TO THE FLAG

Led by Councilmember Wiggins

CITY CLERK REPORTS

1. A Resolution declaring the result of the General Municipal Election held November 5, 2012. Swearing in of new officers and presentation of Certificates of Election by City Clerk Denise Jones. New officers will be seated at this time – **CITY CLERK DENISE JONES GAVE REPORT; ADOPTED RESOLUTION NO. 35-12 RECITING THE FACT OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 5, 2012, DECLARING THE RESULT AND SUCH OTHER MATTERS AS PROVIDED BY LAW;**

Adopted Resolution No. 35-12 Reciting The Fact Of The General Municipal Election Held On November 5, 2012, Declaring The Result & Such Other Matters As Provided By Law
Sm/Wi Ayes All

<p>CITY CLERK DENISE JONES ADMINISTERED THE OATH OF ALLEGIANCE AND PRESENTED THE CERTIFICATES OF ELECTION TO COUNCIL MEMBERS ED GRIMES AND KIM NIXON AND CITY TREASURER LAURA JENKINS</p>	
<p>City Treasurer Laura Jenkins took her seat at the dais.</p>	
<p>2. According to Tehachapi Municipal Code Section 2.08.040, "The presiding officer of the council shall be the Mayor, who shall be elected biannually at the first meeting of each even-numbered year, by the Council Members, from among their membership except that the outgoing Mayor may not succeed himself or herself; provided, however, that should the Mayor be subject to reelection during his or her term as the Mayor and either not seek reelection or otherwise fail to be reelected, then the Council shall elect a new Mayor following the election and, thereafter, the Mayor shall be elected biannually at the first meeting following an election of Council Members and shall be so elected by the Council Members from among their membership except that the outgoing Mayor may not succeed himself or herself"</p>	
<p>CITY CLERK DENISE JONES DECLARED NOMINATIONS FOR MAYOR OPEN</p>	<p>Opened Nominations For Mayor</p>
<p>COUNCILMEMBER WIGGINS NOMINATED COUNCILMEMBER SMITH FOR THE OFFICE OF MAYOR</p>	<p>Wiggins Nominated Smith For Mayor</p>
<p>WITHOUT OBJECTION, CITY CLERK DENISE JONES DECLARED THE NOMINATIONS CLOSED AND PROCEEDED WITH THE VOTE</p>	<p>Declared The Nominations Closed</p>
<p>COUNCIL UNANIMOUSLY ELECTED COUNCILMEMBER SMITH TO THE OFFICE OF MAYOR</p>	<p>Elected Smith To The Office Of Mayor Ayes All</p>
<p>COUNCILMEMBER SMITH WAS DECLARED MAYOR FOR A TWO-YEAR PERIOD, EXPIRING DECEMBER 2014</p>	
<p>MAYOR SMITH DECLARED NOMINATIONS FOR MAYOR PRO-TEMPORE OPEN</p>	<p>Opened Nominations For Mayor Pro Tem</p>
<p>COUNCILMEMBER GRIMES NOMINATED COUNCILMEMBER WIGGINS FOR THE OFFICE OF MAYOR PRO-TEMPORE</p>	<p>Grimes Nominated Wiggins For Mayor Pro Tem</p>
<p>WITHOUT OBJECTION, MAYOR SMITH DECLARED THE NOMINATIONS CLOSED AND PROCEEDED WITH THE VOTE</p>	<p>Declared The Nominations Closed</p>
<p>COUNCIL UNANIMOUSLY ELECTED COUNCILMEMBER WIGGINS TO THE OFFICE AS MAYOR PRO-TEMPORE</p>	<p>Elected Wiggins To The Office Of Mayor Pro Tem Ayes All</p>

3. Mayor Smith recognized the service of the outgoing Mayor Ed Grimes, City Clerk Denise Jones and City Treasurer Pat Gassaway.

Council took a recess at 6:13 p.m. where refreshments were served. Council reconvened the meeting at 6:21 p.m.

CONSENT AGENDA

Approved consent agenda.

Approved Consent Agenda
 Gr/Ni Ayes All

AUDIENCE ORAL COMMUNICATIONS

4. General public comments regarding matters not listed as an agenda item were received from:
 a. Maryann Hester invited the Council to the presentation of the “Good Deed” award on January 17, 2013, at 6:00 p.m. at the American Legion Hall.
5. Craig Mifflin, Lehigh Southwest Cement, presneted to City Council a donation of \$20,000 for the construction of Freedom Plaza.

CITY CLERK REPORTS

- *6. **ALL ORDINANCES SCHEDULED FOR INTRODUCTION OR ADOPTION AT THIS MEETING SHALL BE READ BY TITLE ONLY.**
- *7. Minutes for the Tehachapi City Council, Tehachapi Redevelopment Successor Agency, Tehachapi Public Financing Authority, and the Tehachapi City Financing Corporation regular meeting on December 3, 2012 - **APPROVED AND FILED.**

All Ord. Read By Title Only
 Gr/Ni Ayes All

Approved & Filed
 Gr/Ni Ayes All

FINANCE DIRECTOR REPORTS

- *8. Disbursements, bills, and claims for December 10, 2012, through December 18, 2012 –**AUTHORIZED PAYMENTS.**
- *9. City of Tehachapi Treasurer’s Report through November 2012 – **RECEIVED REPORT.**
- *10. With the election of a new City Treasurer, Laura Jenkins, it is necessary that the Council designate a new authorized signer for certain City financial accounts – **ADOPTED RESOLUTION NO. 36-12 AUTHORIZING DESIGNATED OFFICERS TO DEPOSIT, DISBURSE, AND/OR TRANSFER FUNDS INTO AND OUT OF SAVINGS ACCOUNTS AND DEMAND DEPOSIT ACCOUNTS, AND TO DEPOSIT FUNDS AND ACCEPT CERTIFICATES OF**

Authorized Payments
 Gr/Ni Ayes All

Received Report
 Gr/Ni Ayes All

Adopted Resolution No. 36-12 Authorizing Designated Officers To Deposit, Disburse, &/Or Transfer Funds Into & Out Of Savings Accounts & Demand Deposit Accounts, & To Deposit Funds & Accept Certificates Of Deposit From Any Federally Or California State Chartered Bank Located

**DEPOSIT FROM ANY FEDERALLY OR CALIFORNIA STATE
 CHARTERED BANK LOCATED WITHIN THE STATE OF
 CALIFORNIA AND REPEALING RESOLUTION NO. 10-11**

Within The State Of
 California & Repealing
 Resolution No. 10-11
 Gr/Ni Ayes All

COMMUNITY DEVELOPMENT DIRECTOR REPORTS

11. Family Dollar, Inc., located at 655 Tucker Road Suite G, is requesting a finding of public convenience and necessity. They have applied for a Type 20 off premise beer and wine license from the Department of Alcoholic Beverage Control and needs the Council's approval prior to issuance of a license – **COMMUNITY DEVELOPMENT DIRECTOR DAVID JAMES GAVE REPORT; COUNCILMEMBER GRIMES CLARIFIED THAT THE ALCOHOL WILL BE PURCHASED AND TAKEN HOME FOR CONSUMPTION AND NOT CONSUMED ON THE PREMISES OF THE STORE; GRANTED A FINDING OF PUBLIC CONVENIENCE AND/OR NECESSITY FOR THE FAMILY DOLLAR STORE TO CONDUCT OFF-SITE SALE OF ALCOHOLIC BEVERAGES (TYPE 20 ABC LICENSE) AT THE LOCATION IN QUESTION**

Granted A Finding Of Public
 Convenience &/Or Necessity
 For The Family Dollar Store
 To Conduct Off-Site Sale Of
 Alcoholic Beverages (Type
 20 ABC License) At The
 Location In Question
 Gr/Wi Ayes All

CITY MANAGER REPORTS

12. As the City continues to grow and develop, duties and responsibilities increase at City Hall. At this time Staff feels it would be efficient and effective to create a new position that would handle economic development and community outreach – **CITY MANAGER GREG GARRETT GAVE REPORT; CHARLES WHITE, CITY RESIDENT, EXPRESSED HIS SUPPORT OF NEW POSITION; COUNCILMEMBER VACHON THINKS THIS IS LONG OVERDUE; MAYOR SMITH BELIEVES THIS SHOWS THE GROWTH OF THE CITY; APPROVED THE JOB DESCRIPTION AND ACCOMPANYING PAY SCALE FOR THE COMMUNITY OUTREACH COORDINATOR POSITION**

Approved The Job
 Description &
 Accompanying Pay Scale
 For The Community
 Outreach Coordinator
 Position
 Ni/Va Ayes All

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

Gave Report

COUNCIL MEMBER ANNOUNCEMENTS OR REPORTS

1. Councilmember Wiggins thanked Council for their support of her being Mayor Pro Tem, commented on the state of city and commented on financial situation at Senior Citizen Center.
2. Councilmember Grimes thanked community and city for their support of him during his term as Mayor.
3. Councilmember Vachon is glad to be a part of this great team and is looking forward to the next year.

4. Mayor Smith echoed Councilmember Vachon's statement and commented on working together as a team and growth of City.

A moment of silence was held in observance of Newtown, Connecticut.

CLOSED SESSION

1. Conference with Labor Negotiator: Mayor as City's Designated Representative, Unrepresented Employee (City Manager) Per Government Code Section 54957.6

A) Authorized staff to contact PAS & Associates or other appropriate agencies about conducting a City Manager salary study.

B) Increased City Manager's salary by 5% and contributions to his deferred compensation plan were increased to \$750.00 per month for the next 12 consecutive months and \$1,000.00 per month thereafter.

Authorized Staff To Conduct
A City Manager Salary Study
Ni/Wi Ayes All

Increases City Manager's
Salary And Contributions
Ni/Gr Ayes All

ADJOURNMENT

The City Council/Boards adjourned at 7:14 p.m. to a Tehachapi City Council, Tehachapi Redevelopment Successor Agency, Tehachapi Public Financing Authority and Tehachapi City Financing Corporation Regular Meeting to be held on Monday, January 7, 2013, at 6:00 p.m.

DENISE JONES, CMC
City Clerk, City of Tehachapi

Approved this 22nd day
Of January, 2013.

PHILIP SMITH
Mayor, City of Tehachapi

Accounts Payable

Checks by Date - Detail By Check Date

User: Delphina
 Printed: 1/2/2013 - 8:11 AM



		Check Amount
Check No:	0	Check Date:
Vendor:	0027	Atco International
IO361808		Swr\ICE-GO (A/12)
IO361808 UT		Use Tax
		480.48
		-32.48
		448.00
Check No:	0	Check Date:
Vendor:	0035	BC Laboratories, Inc.
B134092		Wtr\Curry Resv Samples
B134755		Wtr\Dennison & Mojave Wells Samples
B134757		Wtr\Curry Resv Samples
B134781		Wtr\Highline Resv & Minton Well Samples
B134781-1		Wtr\309 E I St & 1199 Cyn Dr W Samples
B135021		Wtr\Curry Well & Resv Samples
B135021-1		Wtr\802 Mulberry & 1073 Hickory Samples
B135026		Wtr\Dennison & Mojave Wells Samples
B135027		Wtr\Curry Resv Samples
B135156		Wtr\Samples
B135261		Wtr\Mojave & Dennison Wells Samples
B135262		Wtr\Curry Resv Samples
B135331		Swr\Influent & Effluent Samples
		15.00
		30.00
		15.00
		50.00
		36.00
		75.00
		36.00
		30.00
		15.00
		255.00
		30.00
		15.00
		255.00
		857.00
Check No:	0	Check Date:
Vendor:	0041	Benz Propane Company, Inc.
238194593		Swr\800 Enterprise Way
		77.78
		77.78
Check No:	0	Check Date:
Vendor:	0101	Central San Joaquin Valley RMA
0217		Workers Comp - Streets
0217-1		Workers Comp - Refuse
0217-10		Pooled Liab - Police
0217-11		Pooled Liab - Treasurer
0217-12		Pooled Liab - Water
0217-13		Pooled Liab - Sewer
0217-14		DIC Premium-Earthquake Ins
0217-15		DIC Premium-Earthquake Ins
0217-16		Workers Comp-Gen Gov
0217-17		Workers Comp-Finance
0217-18		Workers Comp - PW
0217-19		Workers Comp - Landscape
0217-2		Workers Comp - Water Distr.
0217-20		Workers Comp - Construction
0217-21		Workers Comp - Comm Dev.
0217-22		Workers Comp - IT
0217-23		Workers Comp - Police
		1,496.58
		200.66
		1,288.54
		117.32
		878.90
		878.90
		921.23
		1,966.48
		1,580.19
		204.84
		2,608.57
		819.36
		6,847.50
		2,968.08
		1,383.72
		234.10
		15,994.21

0217-24	Workers Comp - Council	133.77
0217-25	Workers Comp - City Clerk	58.53
0217-26	Workers Comp - Treasurer	25.08
0217-3	Workers Comp - WWTP	4,748.93
0217-4	Workers Comp - Transit	58.53
0217-5	Workers Comp - Airport	2,441.35
0217-6	DIC Premium-Earthquake Ins	18,336.06
0217-7	DIC Premium-Earthquake Ins	921.23
0217-8	Pooled Liab - Gen Gov	15,810.63
0217-9	Pooled Liab - Finance	257.71

83,181.00

Check No:	0	Check Date:	
Vendor:	0182	P&J Electric	
4382		Wtr\Replace Curry Booster Station starters	3,751.69

3,751.69

Check No:	0	Check Date:	
Vendor:	0193	Hach Company	
8043672		Wtr\DPD Free Chlorine RGT 10 ML	198.28

198.28

Check No:	0	Check Date:	
Vendor:	0216	Judicial Data Systems Corporation	
3492		PD\Parking Citation Revenue 11/12	100.00

100.00

Check No:	0	Check Date:	
Vendor:	0276	Martin & Chapman Company	
2012457		CC\Minute Books & Paper	559.02

559.02

Check No:	0	Check Date:	
Vendor:	0300	Mission Linen & Uniform Service	
140132161		PW/twl cnt/disp/hndcl/cov twl/linen maintenanc	66.96
140132162		Swr/dust mop/mats/service charge	31.90
140132217		PW/cov twl	49.90
140132218		PW/cov twl	16.00
140134647		Swr/dust mop/mats/service charge	31.90
140137080		PW\Linen Maintenance	76.95
140138311		PW\Linen Maintenance	81.31
140139497		PW\Linen Maintenance	76.95

431.87

Check No:	0	Check Date:	
Vendor:	0304	Mojave Sanitation	
2100368		Swr\800 Enterprise Way 3 Yd Bin fees	129.96
2100768		Swr\800 Enterprise Way Storage Container	85.00
2101576		PW\Valley Blvd Rolloff Service	1,598.14

1,813.10

Check No:	0	Check Date:	
Vendor:	0310	Willdan Financial Services	
010-19511		Tr 6062 LLD Administration 1-13 thru 3-13	156.66
010-19511-1		Tr 6212 LLD Administration 1-13 thru 3-13	51.40
010-19511-2		Tr 6215 LLD Administration 1-13 thru 3-13	213.44
010-19511-3		Tr 6216 LLD Administration 1-13 thru 3-13	540.73

010-19511-4	Tr 6248 LLD Administration 1-13 thru 3-13	5.06
010-19511-5	Tr 5812 LLD Administration 1-13 thru 3-13	516.94
010-19511-6	Tr 4927 LLD Administration 1-13 thru 3-13	7.21
010-19511-7	Tr 6360 LLD Administration 1-13 thru 3-13	24.40
010-19511-8	PM11353 LLD Administration 1-13 thru 3-13	18.57

1,534.41

Check No:	0	Check Date:	
Vendor:	0362	RSI Petroleum Products	
0258009		PW\Fuel	903.30

903.30

Check No:	0	Check Date:	
Vendor:	0373	Thomas F. Schroeter, Attorney @ Law	
122612 1		A/legal services/Nov 27 through Dec 25 2012	36.00
122612 2		Wtr/legal services/Nov 27 through Dec 25 2012	60.00
122612 3		Rfs/legal services/Nov 27 through Dec 25 2012	12.00
122612 4		GG/legal services/Nov 27 through Dec 25 2012	2,754.00

2,862.00

Check No:	0	Check Date:	
Vendor:	0471	West Payment Center	
825675422		CD\Quinlan Zoning & Grants Annual Subscripti	530.52

530.52

Check No:	0	Check Date:	
Vendor:	0476	WITTS Everything for the Office	
125384-0		CD\24x36 copies	3.22
125395-0		GG\copy paper pocket folders	109.29
125421-0		PD\multipurpose paper & towels	102.93
125421-1		PD\chromatic towels	84.73
125428-0		GG\folders	13.92
125431-0		GG\engnr pads clock calendars pens etc	857.78
125477-0		PD\binders	21.34
594699-0		PW\paper	2.89

1,196.10

Check No:	0	Check Date:	
Vendor:	0478	Zee Medical Service	
34617613		PW\Safety Supplies	95.88
34617616		PD\Safety Supplies	102.64

198.52

Check No:	0	Check Date:	
Vendor:	0503	Coastline Equipment	
107000		Strts\Filler Cap	32.63

32.63

Check No:	0	Check Date:	
Vendor:	0509	Safety-Kleen Systems, Inc.	
59319273		PW\Parts washer solvent	313.68

313.68

Check No:	0	Check Date:	
Vendor:	0524	Scotts Auto Body Inc.	
14715		PD\TE18 Ford Explorer parts labor charges	9,669.49

Check No:	0	Check Date:		9,669.49
Vendor:	0525	All American Tire & Service Center LLC.		
34983		Strts\Flat Repair		20.00
35004		CD\Flat repair		20.00
				40.00
Check No:	0	Check Date:		
Vendor:	0543	BSE Rents		
556400		GG\Boom Lift		181.20
				181.20
Check No:	0	Check Date:		
Vendor:	0565	CWEA-TCP		
12192012		Swr\JParks Cert #080122045 Renewal		80.00
				80.00
Check No:	0	Check Date:		
Vendor:	0689	Pioneer True Value Home Center		
61748		PW\lightbulbs		102.83
61750		PW\lightbulbs		68.55
61756		PW\lightbulbs		17.14
				188.52
Check No:	0	Check Date:		
Vendor:	0832	ACWA/JPIA		
01012013		Medical		67,076.04
01012013-1		Dental		7,397.88
01012013-2		Vision		844.32
01012013-3		Life/AD&D		1,250.08
				76,568.32
Check No:	0	Check Date:		
Vendor:	1032	Jack Davenport Sweeping Services, Inc.		
94163		Strts\Broom Sweeping Svc 11/2012		8,640.00
				8,640.00
Check No:	0	Check Date:		
Vendor:	1055	Mercury Graphics		
4271		GG\Business Cards & envelopes		243.03
				243.03
Check No:	0	Check Date:		
Vendor:	1149	GAVEA		
1039		CD\Annual Investor Membership		2,500.00
1039-1		CD\2013 Economic Roundtable Report Sponsor		2,500.00
				5,000.00
Check No:	0	Check Date:		
Vendor:	1285	CA Dept of Corrections and Rehabilitation		
1800171792		Strts\CCI Community Crew		836.84
1800171792-1		Landscape\CCI Community Crew		8,786.84
				9,623.68
Check No:	0	Check Date:		
Vendor:	1287	Century Glass		

TH21865	PD\Reglaze broken window	313.00
		<hr/>
		313.00
Check No:	0 Check Date:	
Vendor:	1794 Daniels Tire Store	
240073888	PW\6 Gallon Tire Sealer	167.31
		<hr/>
		167.31
Check No:	0 Check Date:	
Vendor:	1801 HD Supply Waterworks, LTD	
5783044	Wtr\4" fipi brass ball valve	430.92
		<hr/>
		430.92
Check No:	0 Check Date:	
Vendor:	1947 Tehachapi Lawn and Garden	
0079	PW\repairs to weed wacker	124.28
		<hr/>
		124.28
Check No:	0 Check Date:	
Vendor:	1982 SSD Systems	
982629-A	Air\Burglar Alarm Svcs 1-1-13 to 1-31-13	186.00
		<hr/>
		186.00
Check No:	0 Check Date:	
Vendor:	2047 Fred C. Gilbert Co.	
576095	Swr\PVC 80 Plug	97.81
		<hr/>
		97.81
Check No:	0 Check Date:	
Vendor:	2111 Swift Napa Auto Parts	
762065	PW\Universal Cement	22.50
762078	Swr\Hose & Ends	126.61
762127	Constr\Brake Pads for V-25	96.51
762235	PW\Stoplight Switch	11.25
762438	PW\Adapter Trailer Wire	27.86
762471	PW\Moltan 25 Diat Earth for shop floor	12.85
762922	Wtr\funnels	6.41
		<hr/>
		303.99
Check No:	0 Check Date:	
Vendor:	2113 Fuel Controls, Inc.	
6519	Air\Fuel	21,593.57
		<hr/>
		21,593.57
Check No:	0 Check Date:	
Vendor:	2147 Coffee Break Service, Inc.	
DEC3323	GG\Water Cooler Monthly Rental	26.95
		<hr/>
		26.95
Check No:	0 Check Date:	
Vendor:	2200 Argo Chemical	
1211171	Wtr\Chemicals	700.94
1212033	Wtr\Chemicals	306.66
		<hr/>
		1,007.60
Check No:	0 Check Date:	
Vendor:	2230 CDPIH-OCP	

10262012	Wtr\JParks Certification Req #34584	60.00
10262012-1	Wtr\WMisiura Certification Req #31403	60.00
		<hr/>
		120.00
Check No:	0 Check Date:	
Vendor:	2506 Central California Power	
82445	Wtr\1 Year Service Monitoring	450.00
82445-1	PW\1 Year Service Monitoring	450.00
		<hr/>
		900.00
Check No:	0 Check Date:	
Vendor:	2776 Consolidated Electrical Dist.	
0351-784416	GG\Downtown Streetlights	274.67
		<hr/>
		274.67
Check No:	0 Check Date:	
Vendor:	2874 Department of Justice, Accounting Office	
944455	GG\RMontgomery Fingerprinting	32.00
946045	PD\Fingerprint apps & record review	89.00
		<hr/>
		121.00
Check No:	0 Check Date:	
Vendor:	2892 Mountain Maintenance Group, Inc.	
4525 1	GG/cleaning/115 S Robinson	600.00
4525 2	PD/cleaning/129 E F st	840.00
4526	A/cleaning/314 N Hayes	150.00
		<hr/>
		1,590.00
Check No:	0 Check Date:	
Vendor:	2914 CivicPlus	
103812	GG\Pro-rated Annual Fee for Hosting & Support	3,893.58
		<hr/>
		3,893.58
Check No:	0 Check Date:	
Vendor:	2981 Burke, Williams & Sorenson, LLP	
161975	AD 89-2 Legal Services through 11-30-12	1,492.55
161976	AD 89-3 Legal Services through 11-30-12	1,106.60
		<hr/>
		2,599.15
Check No:	0 Check Date:	
Vendor:	2994 Richards, Watson & Gershon	
187094	GG\AB X1 26 Legal svcs thru 10-31-12	1,717.50
		<hr/>
		1,717.50
Check No:	0 Check Date:	
Vendor:	3248 Three Way Automotive Group	
C55533	PW\Replace water pump & PCM update	910.92
		<hr/>
		910.92
Check No:	0 Check Date:	
Vendor:	3278 Hub Construction Specialties, Inc.	
X09013746	PW\Rol-air 5 1/2hp Compressor Mode	1,018.88
		<hr/>
		1,018.88
Check No:	0 Check Date:	
Vendor:	3306 Precision Labs	
21096	Swr\Cal Ser Chg	280.00

Check No:	0	Check Date:		280.00
Vendor:	3389	The Wilder CUB Inc.		
12202012		GG\Subscription Renewal		13.50
				13.50
Check No:	0	Check Date:		
Vendor:	3503	Ashland		
130144861		Swr\Chemicals		3,551.27
				3,551.27
Check No:	0	Check Date:		
Vendor:	3529	Momar Incorporated		
A10040		PW\Safe-Cracker Aero		456.75
				456.75
Check No:	0	Check Date:		
Vendor:	3540	BlueTarp Financial, Inc.		
27472775		PW44429 Underbody Box - 24"		273.47
27472775 UT		Use Tax		-18.49
				254.98
				251,176.77
		Date Totals:		251,176.77
				251,176.77
		Report Total:		251,176.77

Accounts Payable

Checks by Date - Detail By Check Date

User: delphina
 Printed: 12/4/2012 - 11:29 AM



			Check Amount
Check No:	37119	Check Date: 12/04/2012	
Vendor:	2963	AT&T	
3846010		PD/T1 line	304.87
3858466		PD/subscriber access line	178.43
			483.30
Check No:	37120	Check Date: 12/04/2012	
Vendor:	3528	Grace Benedict	
111512		GG/reimbursement/plates/forks/knives	34.72
			34.72
Check No:	37121	Check Date: 12/04/2012	
Vendor:	2113	Fuel Controls, Inc.	
76350		A/100 Octane wholesale	19,078.09
76351		A/Jet A wholesale	11,511.34
			30,589.43
Check No:	37122	Check Date: 12/04/2012	
Vendor:	0395	The Gas Company	
110912		GG/108 Pinon st	24.54
			24.54
Check No:	37123	Check Date: 12/04/2012	
Vendor:	0372	Southern California Edison	
11191210		GG/100 CommWay	165.05
11191211		GG/101 CommWay	148.48
11191212		PW/800 Enterprise Misc-charges	85.04
11191213		PW/800 Enterprise shop	58.94
11191214		Swr/800 Enterprise maintenance	504.37
11191218		A/314 N Hayes st	198.23
11191219		A/9999 1/2 Hayes st	88.95
11191220		A/316 S Mojave st/billing adjustment	0.01
11191221		A/316 S Mojave st	20.46
11191222		A/316 S Mojave st	20.60
11191223		A/316 S Mojave st	45.56
11191224		A/314 N Hayes st PAPI	91.63
11191225		A/409 Bryan ct	320.01
11191226		A/West end Teh Airport	31.10
11191227		A/314 N Hayes st #B	356.68
11191228		A/NE cor Teh Airport	78.12
11191229		A/314 N Hayes st #G3	36.91
11191230		A/Dennison S/O Hwy 58	143.80
11191231		A/Teh Airport 4	14.97
11191232		A/314 N Hayes st	190.47
1119126		GG/115 S Robinson st	1,028.41
1119127		GG/129 E F st	1,156.27
1119128		GG/303 E D st	44.83

1119129	GG/108 Pinon st	29.47
11211216	City Parks/114 S Green st	141.85
11211233	LLD/318 E E st	72.11
1121124	GG/311 E D st	81.18
11241215	PD/220 W C st	24.53
11241234	LLD/329 1/2 D st	72.61
1124125	GG/200 W Teh blv	37.68
1127121	GG/109 E Teh blv	54.65
11271217	St/209 1/2 E Teh blv	25.65
11271218	St/333 1/2 E Teh blv	154.32
1127122	GG/1125 Capital Hills	25.13
1127123	GG/111 W I st	59.27
11281235	Traffic Signal/801 Mountain View av	53.99
11281236	Swr/880 Enterprise	1,685.37
11291237	Wtr/126 S Snyder av	126.47
11291238	Swr/WWTP/800 Enterprise	4,265.38
11291239	St/Carry/D st	15.37
11291240	Wtr/358 E D st	2,018.30
11291241	St/Teh bl W/O Green	15.37
11291242	St/103 Teh bl	91.98
11291243	St/101 Teh bl #B	199.93
11291244	St/110 S Mill st	152.13

14,231.63

Check No: 37124 Check Date: 12/04/2012

Vendor: 3011 Verizon Wireless

1137152877 1	GG/mobile broadband	29.65
1137152877 2	Finance/mobile broadband	29.65
1137152877 3	Wtr/mobile broadband	30.02
1138481346 1	A/mobile broadband	29.65
1138481346 2	PW/ipad	722.66
1138481346 3	PW/mobile broadband	49.75
1138481346 4	GG/mobile broadband	29.65
1138481346 5	CD/mobile broadband	29.65
1138481346 6	Wtr/mobile broadband	30.02
1139352573 1	Wtr/mobile broadband	15.01
1139352573 2	Swr/mobile broadband	15.01

1,010.72

Date Totals: 46,374.34

Report Total: 46,374.34

Accounts Payable

Checks by Date - Detail By Check Date

User: delphina
Printed: 12/5/2012 - 8:15 AM



			Check Amount
Check No:	37125	Check Date: 12/05/2012	
Vendor:	1946	Sun Valley Lighting	
122839		Teh Blvd St Imprv IV/pole-lamp/bollard-lamp	38,176.86
122839 Discount		Teh Blvd St Imprv IV/pole-lamp/bollard-lamp/1'	-381.77
			<hr/>
			37,795.09
			<hr/>
Date Totals:			37,795.09
			<hr/>
Report Total:			37,795.09
			<hr/> <hr/>

Accounts Payable

Checks by Date - Detail By Check Date

User: delphina
Printed: 12/11/2012 - 2:19 PM



			Check Amount
Check No:	37129	Check Date: 12/11/2012	
Vendor:	1962	Kern County Sheriff's Office Civil Section	
S1500-CV-222705		Sheriff Court Services/Writ of Sale	5,400.00
			<hr/>
			5,400.00
			<hr/>
Date Totals:			5,400.00
			<hr/>
			<hr/>
Report Total:			5,400.00
			<hr/>
			<hr/>

Accounts Payable

Checks by Date - Detail By Check Date

User: delphina
Printed: 12/11/2012 - 2:12 PM



Check Amount

Check No:	37126	Check Date:	12/10/2012	
Vendor:	1962	Kern County Sheriff's Office Civil Section		
S1500-CV-274860		Sheriff Court Services/Writ of Sale		1,800.00
				<hr/>
				1,800.00
				<hr/>
		Date Totals:		1,800.00
				<hr/>
				<hr/>
		Report Total:		1,800.00
				<hr/>
				<hr/>

Accounts Payable

Checks by Date - Detail By Check Date

User: Delphina
 Printed: 12/12/2012 - 11:36 AM



			Check Amount
Check No:	37130	Check Date: 12/12/2012	
Vendor:	3308	Loyal Order of the Moose	
121812		GG/Donation for facility/Employee Christmas L	200.00
			200.00
Check No:	37131	Check Date: 12/12/2012	
Vendor:	2940	U.S. Bank Corporate Payment System	
000001		TR 6216/signs	85.75
000022		GG/meals/COLA awards	15.53
000537		GG/fuel	31.85
004152		GG/meals/COLA awards	86.29
007969		GG/parking/COLA awards	6.00
048404189		Recycle program/trash grabber 32" trigger	276.02
070646		GG/fuel	48.28
070865		GG/AEP	393.94
102512		PW/heavy duty tarps/snow shovels	1,051.19
102612		CD/registration 2012 Energy Summit	75.00
103112		PD/nestle candy	143.88
110112		Finance/CSMFO 2013 membership	110.00
110312		GG/Dell desktop pc	1,100.73
110612		PD/registration/CPOA/AWood	250.00
110612 828		Council/registration/KC Energy Summit/SWiggi	150.00
110812		PD/registration/law enforcement symposium/JK	400.00
111312		PD/lodging/AThompson	129.87
111324026		A/four ap flags	93.03
111512		PD/law pro defender duty jacket	64.86
221032		A/2 pair safety shoes/TGlasgow	327.10
22709523		A/Admi of Public Airports reference book	67.13
252906		GG/Notary service	10.00
2607		PW/spray-in bedliner	650.00
29706		A/car wash works	10.00
29716		A/car wash works	10.00
306176		A/latch lh/lock set/sensor sp	173.94
31659		Wtr/car wash	8.00
32258		GG/Tyco high current relay/sto contacts sealed t	89.54
32698		A/car wash works	10.00
3495476075		PD/lodging/AThompson	129.87
440697		GG/uhf adapter/icom mobile mount	899.83
475047864		PD/.com domain name renewal 2 years	19.92
50007670		CD/annual deposit on Ord#9254439	2,900.00
5763		GG/applied technology	385.86
62906		PW/hp printer	121.23
661947		GG/uhf adapter	11.74
693993		GG/black toner cartridge/Xerox	101.34
701373137		GG/floor liner/cargo liner	367.80
7219		GG/parking/COLA awards	12.00
7245		GG/6-LED srfc mnt lighthhead/kit/lens/equipmen	3,811.21
7994808		A/battery	12.85

Check Amount

829803	GG/RAM mount iPad & iPad 2 RAM POD1 vel	66.24
H007820958	A/coffee K-cup packs/coffee	126.18
		<hr/>
		14,834.00
		<hr/>
	Date Totals:	15,034.00
		<hr/>
		<hr/>
	Report Total:	15,034.00
		<hr/>
		<hr/>

Accounts Payable

Checks by Date - Detail By Check Date

User: delphina
 Printed: 12/17/2012 - 10:43 AM



			Check Amount
Check No:	37132	Check Date: 12/17/2012	
Vendor:	1851	AT&T	
12012012		GG\National White Page	11.83
			11.83
Check No:	37133	Check Date: 12/17/2012	
Vendor:	2963	AT&T	
3907799		Wtr\DSL Fax	45.98
3909471		Swr\Telemetry System	15.98
3916426		GG/City Hall	465.53
3916427		WW Treatment Plant	99.57
3916429		GG/City Hall fax	59.93
3916430		A/AWOS	15.66
3916431		PW/fax	30.88
3916432		A/fuel system	15.98
3916435		Swr/scada	75.97
3916949		GG/108 Pinon-House	15.66
3917226		PD/breathalyzer machine	15.98
3917292		Depot	47.10
			904.22
Check No:	37134	Check Date: 12/17/2012	
Vendor:	3274	Bright House Networks	
12022012		GG\Internet Services	144.52
			144.52
Check No:	37135	Check Date: 12/17/2012	
Vendor:	2893	Cardmember Service	
1202634		Recycle Program/trash bags	249.30
5		GG/meals/Economic Development mtg	74.07
			323.37
Check No:	37136	Check Date: 12/17/2012	
Vendor:	1739	Chevron & Texaco Business Card Services	
36571531		PD/fleet vehicle fuel	6,093.40
36571531 2		GG/vehicle fuel	157.49
			6,250.89
Check No:	37137	Check Date: 12/17/2012	
Vendor:	0395	The Gas Company	
12052012		GG\115 S Robinson	30.38
12102012		Air\409 Bryan Ct	71.68
12102012-1		Depot\200 W Teh Blvd	19.56
12102012-2		PD\129 E F St	212.74
12102012-3		PW\100 Commercial Way	50.27
			384.63

Check No:	37138	Check Date:	12/17/2012	
Vendor:	1822	Ed Grimes		
113012		Council/mileage reimbursement/Strategic Planni		116.55
				<hr/>
				116.55
Check No:	37139	Check Date:	12/17/2012	
Vendor:	1286	M&M's Sports Uniforms & Embroidery		
27519		GG/Employee Recognition/jackets		4,363.88
27520		GG/Employee Recognition/embroidery City log		476.19
				<hr/>
				4,840.07
Check No:	37140	Check Date:	12/17/2012	
Vendor:	2562	Wyatt J. Misiura		
111912		Wtr/meals reimbursement/T2 exam/Fresno		6.27
111912.2		Wtr/mileage reimbursement/T2 exam/Fresno		7.22
				<hr/>
				13.49
Check No:	37141	Check Date:	12/17/2012	
Vendor:	0332	Petty Cash		
0313		GG/coffee creamer		9.19
0371		GG/surface wipes		10.71
062012		Finance/meals/training		1.25
0643		GG/pp plates		22.92
0643201		GG/clorox wipes		10.21
0643202		GG/pp plates		13.50
101512		GG/vnyl gloves/bleach		16.52
102212		WWTP/12' cable		8.56
111912		GG/4ct magnets		10.66
112912		GG/52" tree sk		7.49
1164852		GG/cert copy vtls fee		5.00
121312		GG/tablecovers/raffle tickets/foam cups		16.09
15496		GG/USB parallel converter		18.22
1724201		A/notary service		20.00
1724202		PD/notary services		10.00
				<hr/>
				180.32
Check No:	37142	Check Date:	12/17/2012	
Vendor:	0372	Southern California Edison		
12042012		Strts\326 E D St		19.53
12042012-1		LLD\Teh Blvd & Bailey Ave		76.45
12042012-2		Strts\303 E Ave D		15.10
12052012		Strts\Hwy 202		31.26
12052012-1		Strts\Hwy 202		70.45
12062012		Strts\Curry & Walnut		17.49
12062012-1		LLD\1347 Clasico Dr Ped		39.89
12062012-2		LLD\1115 Alder Ave Ped		25.91
12062012-3		LLD\1415 Alder Ave Ped		25.91
12072012		Strts\Tucker Rd & Hwy 202		165.24
12072012-1		Strts\100 W Teh Blvd #B		149.35
12072012-10		Strts\TR 45361 Mulberry AP		54.13
12072012-11		Strts\Mill & J St		104.00
12072012-12		Strts\F St e/o Mulberry		173.75
12072012-14		Strts\Highline & Curry		15.70
12072012-15		Strts\Mill St s/o E St		10.86
12072012-16		Strts\710 W Teh Blvd		156.61
12072012-17		Strts\Tucker & Valley		123.25
12072012-18		Strts\800 S Curry St		30.71
12072012-19		Strts\Teh Blvd & Dennison		12.07

12072012-2	Strts\101 W F St	253.81
12072012-20	Strts\Goodrick Dr e/o Dennison	190.68
12072012-21	Strts\Dennison & Brett Ave	41.57
12072012-22	Strts\Curry St s/o Pinon St	16.43
12072012-23	Wtr\1299 S Curry St	1,589.59
12072012-24	Wtr\Pinon	1,708.81
12072012-25	Swr\Lift Station	160.19
12072012-26	Strts\Teh & Tucker	47.11
12072012-27	Strts\Valley Bl w/o Dennison	381.37
12072012-28	LLD\311 Sutter	24.53
12072012-29	LLD\501 1/2 Pinon	24.27
12072012-3	Strts\TR 2995 Oakwood & Val	7,101.80
12072012-30	LLD\115 Manzanita Ln	24.41
12072012-31	LLD\180 Valley	24.41
12072012-4	LLD\TR 2995 Oakwood & Val	252.96
12072012-5	LLD\TR 2995 Oakwood & Val	179.52
12072012-6	Strts\TR 2995 Oakwood & Val	19.83
12072012-7	Strts\TR 2995 Oakwood & Val	-25.97
12072012-8	Strts\TR 2995 Oakwood & Val	-39.36
12072012-9	Strts\Mill & J St	69.26
12082012	LLD\Mill & D St	72.88
12082012-1	LLD\Manzanite & Green	267.88
12082012-10	Wtr\129 Brentwood	1,855.01
12082012-11	Wtr\Wht Oak Extend E Curry	835.65
12082012-12	LLD\409 Bailey Ct	143.39
12082012-2	LLD\Dennison & Pinon	1,189.29
12082012-3	Strts\Mulberry & Brentwood	72.55
12082012-4	Swr\755 Steuber Well	137.02
12082012-5	Strts\1300 Goodrick Dr #Z	24.01
12082012-6	LLD\1199 Cyn Dr E	24.41
12082012-7	LLD\1200 S Dennison	24.53
12082012-8	LLD\1202 S Dennison	25.45
12082012-9	LLD\1000 Cyn Dr W	24.53
12112012	Wtr\NW Cor Anita & Dennison	1,764.03
12112012-1	Wtr\126 S Snyder Ave	126.47
12112012-2	Wtr\Curry	5,333.77
12112012-3	LLD\115 Manzanita St	24.53
12112012-4	LLD\209 E Highline Rd Ped	25.91

25,334.19

Check No: 37143 Check Date: 12/17/2012

Vendor: 0433 Tehachapi Recycling, Inc.

11032012 Recycling contract

14,096.15

14,096.15

Check No: 37144 Check Date: 12/17/2012

Vendor: 0434 Tehachapi Sanitation

11012012 KC gate fees

11022012 Refuse contract

14,319.24

66,143.81

80,463.05

Check No: 37145 Check Date: 12/17/2012

Vendor: 3011 Verizon Wireless

1142193375 PD/mobile broadband

877.12

877.12

Date Totals:

133,940.40

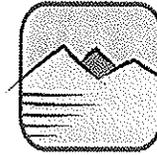
Report Total:

133,940.40

Accounts Payable

Checks by Date - Detail By Check Date

User: annamarie
Printed: 12/18/2012 - 3:10 PM



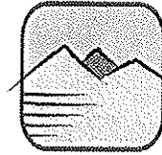
CITY OF
TEHACHAPI
CALIFORNIA

			Check Amount
Check No:	37226	Check Date: 12/18/2012	
Vendor:	1531	Division of Aeronautics, Acctng Srvc Ctr	
12032012		Air\Principal re KER-4-98-L-1	9,924.00
12032012-1		Air\Interest re KER-4-98-L-1	3,087.96
			<hr/> 13,011.96
Check No:	37227	Check Date: 12/18/2012	
Vendor:	2052	Thomas G. Garrett	
12142012		GG\Plants for City Hall	175.88
			<hr/> 175.88
			<hr/> 175.88
Date Totals:			13,187.84
			<hr/> <hr/>
Report Total:			13,187.84
			<hr/> <hr/>

Accounts Payable

Checks by Date - Detail By Check Date

User: delphina
Printed: 12/19/2012 - 10:34 AM



CITY OF
TEHACHAPI
CALIFORNIA

			Check Amount
Check No:	37228	Check Date: 12/19/2012	
Vendor:	1085	Three-Way Chevrolet	
12132012		GG\2012 Chevrolet Colorado Truck	16,618.68
			<u>16,618.68</u>
Date Totals:			16,618.68
			<u>16,618.68</u>
Report Total:			16,618.68
			<u>16,618.68</u>

Accounts Payable

Checks by Date - Detail By Check Date

User: delphina
 Printed: 12/19/2012 - 3:20 PM



			Check Amount
Check No:	37229	Check Date: 12/19/2012	
Vendor:	2963 AT&T		
3927980	PDY1 Line		304.87
			304.87
Check No:	37230	Check Date: 12/19/2012	
Vendor:	0395 The Gas Company		
12142012	GG\108 Pinon St		31.44
			31.44
Check No:	37231	Check Date: 12/19/2012	
Vendor:	3516 Kern Pacific Construction Company		
103112-1	Teh Blvd St Improvement Phase IV/Pay #3		82,330.80
103112-2	Tract 6507 Storm Wtr Pump Station prjct /Pay #3		116,595.00
			198,925.80
Check No:	37232	Check Date: 12/19/2012	
Vendor:	2915 KernData.Com		
20130007	CD\Subscription Renewal 2013		440.00
			440.00
Check No:	37233	Check Date: 12/19/2012	
Vendor:	0372 Southern California Edison		
12172012	Strts\800 S Curry St #A		40.15
			40.15
Date Totals:			199,742.26
Report Total:			199,742.26

Accounts Payable

Checks by Date - Detail By Check Date

User: Delphina
Printed: 12/20/2012 - 12:55 PM



			Check Amount
Check No:	37234	Check Date: 12/20/2012	
Vendor:	3541	Darnell Oliver & Craig Elkin	
12202012		Claim Release	25,000.00
			<u>25,000.00</u>
		Date Totals:	25,000.00
			<u><u>25,000.00</u></u>
		Report Total:	25,000.00
			<u><u>25,000.00</u></u>

Accounts Payable

Checks by Date - Detail By Check Date

User: Delphina
Printed: 12/20/2012 - 4:38 PM



		Check Amount
Check No:	37235	Check Date: 12/20/2012
Vendor:	2892	Mountain Maintenance Group, Inc.
4522-I		WWTP Cleaning 11/27 29 12/4 & 6
		340.00
		340.00
	Date Totals:	340.00
		340.00
	Report Total:	340.00

Accounts Payable

Checks by Date - Detail By Check Date

User: delphina
 Printed: 12/31/2012 - 11:29 AM



Check Amount

Check No:	37238	Check Date:	12/31/2012	
Vendor:	2695	Home Depot Credit Services		
0572940		Swr/rubber leg tips 4 pk		8.22
1011255		GG/grnd rod		11.73
1016341		Swr/plug 10 pk/crimping tool		15.79
1016367		PW/repair kit 4 way flat connector/adapters		51.38
1024830		Swr/pestchaser packs		37.49
1024848		A/steel sign stakes/washers/cable tie 20pk		41.67
15115		Swr/aluminum pipe wrench gal nipple tube cutte		124.83
15121		Strts\8' & 10' pt brown hem fir		68.54
15222		Swr\50' pex pipe		15.95
2011048		GG/speedcote ext flat/paint		28.59
2011154		GG/bell end		2.83
2016151		PW/hex wrench		31.18
2016155		Cnstrct/utility pump		86.64
2016215		GG/hex wshr/nutset/driver/lumber		18.99
2995696		GG/sawhorse/lumber		260.66
4017169		PW/2x4" prismatic clear acry panel		41.87
4130005		Wtr/nozzle/shut off cpl		100.92
4130039		A/leaf rakes		18.18
5016974		TR 6216/batteries/100w halogen bulbs		19.76
5016990		TR 6216/digital multimeter		36.36
5017022		GG/batteries/led dome lights		310.16
5025569		Wtr/copper coil/flare nuts		37.26
5025607		GG/cable tie 1000pk		20.77
5025625		GG/decorative tree pick asst/ornaments/hooks/liq		224.05
5025639		GG/ded dome lights		47.06
5573132		Wtr/pf ball valve/sprink hd/pressure gauge/bushi		28.08
5997073		Swr/door mats		180.75
5997123		GG/butt splice 75pk/bullet disconnect		42.46
6010738		GG/velcro squares/ext cord/galv staples		32.92
6010758		Wtr/deckmate screws/subfloor/caulk gun/plywoc		162.43
6010768		GG/backer on 150pk		38.29
6010770		GG/osb		28.89
6016791		Swr/sakrete		10.85
6016795		TR 6216/all purpose gloves/paver sand		72.44
6016837		TR 6216/o-ring/lampholder/drill bits		33.50
6016881 1		Swr/mini frig		168.39
6016881 2		GG/be. cooler		267.05
6121377		PW/tarps		34.23
6996935		GG/threaded rod zinc/machine screw nut/washer		13.64
6998895		Wtr/outlet cord		48.23
6999002		GG/hitch ball		35.33
7010564		Centennial Plaza/staples 5000pk		11.54
7010568		GG/wheel swivel plate caster		33.16
7010634		Centennial Plaza/blood bulbs		17.38
7010674		GG/vent duct/couplings/gal cap/batteries		33.40
7010680		Wtr/trash bags		91.00

7010692	GG/duct connector/foil tape	22.40
7015569	WWTP/safety gloves/post hole digger	60.27
7023985	PW/brass pipe nppi	3.61
7102923	PW/painters touch gloss/flat	16.60
7130515	GG/4in snowflake decorations	25.68
7994722	PW/anchor kit/core plugs	13.43
7994844	Wtr/padlock	9.09
7998707	GG/lighted garland/orn wreath/fluff	224.51
8010530	Cnstr/bit tip hldr/18v drill/bit tips 15pk	587.58
8015386	Strts/polymeric paver sand	20.66
8015394	Strts/polymeric paver sand	20.66
8015477	Strts/batteries	12.85
8020844	Swr/scrub brushes	39.37
8020848	GG/resist cable tie 500pk	27.85
8020858	A/batteries	54.57
8023901	Wtr/pvc coupling adapters	3.97
8023951	PW/steel plain flat bar	15.65
8041282	PD\drawer cam lock	5.69
8592786	GG/led lights	11.41
8994434	Wtr\drive pearhead ratchet	18.09
8994476	A/rope/swg slv	39.56
8994492	Wtr\tape measure gloves shovel	44.94
8998542	Depot/outdoor plug in light sensing timer	37.45
9010306	Strts/trash bags	64.16
9020694	Wtr/sheathing fir	24.64
9023683	Wtr\pvc coupling adapter pipe primer	37.49
9023703	Swr/appliance leveler glides	10.69
9023728	Wtr\concrete	26.06
994088	PW\paint & brush slide action bolt	24.43

4,548.20

Date Totals:

4,548.20

Report Total:

4,548.20

Accounts Payable

Checks by Date - Detail By Check Date

User: annamarie
 Printed: 1/16/2013 - 2:38 PM



		Check Amount
Check No:	0 Check Date:	
Vendor:	0015 211 Praxair Distribution Inc.	
44857173	PW\acetylene	124.15
		<hr/> 124.15
Check No:	0 Check Date:	
Vendor:	0017 American Business Machines	
157926	PD\Contract base rate 10-5-12 - 10-4-13	1,057.51
		<hr/> 1,057.51
Check No:	0 Check Date:	
Vendor:	0035 BC Laboratories, Inc.	
B135497	Wtr Samples Mojave & Pinon Wells	50.00
B135497-1	Wtr Samples Brentwood Tanglewood & Oakwoc	36.00
B135583	Wtr Samples Moj Denn Wahl Pin Min Curry We	105.00
B135770	Wtr Samples Influent/Effluent from WWTP	255.00
B136124	Wtr Samples Wahlstrom & Dennison Wells	50.00
B136124-1	Wtr Samples Hayes Alder & Fair Oak	36.00
B136263	Wtr Samples Influent/Effluent from WWTP	255.00
B136619	Wtr Samples Highline Resv & Minton Well	50.00
B136619-1	Wtr Samples Cyn Dr W & E I St	24.00
B136845	Wtr Samples Mojave & Dennison Wells	30.00
B136885	Wtr Samples Curry Resv	15.00
B137004	Wtr Samples Curry Resv	15.00
B137005	Wtr Samples Mojave & Dennison Wells	30.00
		<hr/> 951.00
Check No:	0 Check Date:	
Vendor:	0061 BSK Associates	
0065454	Swr\Reclamation Area Soil Sampling	3,537.69
0065459	Swr\4th Qtr 2012 Monitoring	4,000.00
		<hr/> 7,537.69
Check No:	0 Check Date:	
Vendor:	0093 Cole's Services	
52451	Swr\trans chgs clor-d-TECT & non-rcra haz waste !	170.00
		<hr/> 170.00
Check No:	0 Check Date:	
Vendor:	0155 FedEx	
794215266684	WWTP\Std Overnight\St Wtr Resources Control	37.96
794238545251	CD\CDBG Application	31.50
794334309060	GG\Std Overnight	22.81
		<hr/> 92.27
Check No:	0 Check Date:	
Vendor:	0182 P&J Electric	

			Check Amount
4386		Swr\Replace Curry Booster Station starters	3,751.69
4389		Swr\misc service work	556.73
			4,308.42
Check No:	0	Check Date:	
Vendor:	0218	Jim's Supply Company, Inc.	
545585		Water Rack Pipe	693.97
545585-1		Applewood (Elm) Sump	131.61
545585-2		Centennial Plaza Fencing	829.46
545585-3		Wtr\2'x2' plate	60.77
			1,715.81
Check No:	0	Check Date:	
Vendor:	0223	Kern County Auditors Office	
11302012		Parking Citation Revenue Nov 2012	33.00
			33.00
Check No:	0	Check Date:	
Vendor:	0260	Liebert Cassidy Whitmore	
158138		GG\Legal Services	872.00
158138-1		PD\Legal Services	84.00
159175		PD\Legal Services	168.00
159175-1		GG\Legal Services	926.90
159176		PD\Legal Services	60.00
			2,110.90
Check No:	0	Check Date:	
Vendor:	0263	Lebeau, Thelen, LLP	
19		Legal Svcs re Walmart CEQA Litigation	14,250.00
23		Legal Svcs re Tehachapi Funding	47.60
3		Legal Svcs re Broome Family Trust v City of Tel	665.00
4		Legal Svcs re Teh Rail Imp Project	551.00
49		Legal Svcs re Teh Funding LLC v City of Teh	1,083.00
			16,596.60
Check No:	0	Check Date:	
Vendor:	0300	Mission Linen & Uniform Service	
140141835		PW\linen maintenance	84.12
			84.12
Check No:	0	Check Date:	
Vendor:	0304	Mojave Sanitation	
2101570		PW\rolloff service	532.97
2114527		Swr\3 yd bin	129.96
2114911		Swr\Storage container	85.00
			747.93
Check No:	0	Check Date:	
Vendor:	0347	Quinn Company	
PC080302789		Swr>window	786.23
			786.23
Check No:	0	Check Date:	
Vendor:	0362	RSI Petroleum Products	
0258240		PW\fuel	1,341.84
0258361		PW\fuel	558.83
0258512		PW\fuel	887.61

			Check Amount
0258721	PW\fuel		602.14
			3,390.42
Check No:	0	Check Date:	
Vendor:	0424	Greater Tehachapi Chamber of Commerce	
6740		GG\7 Installation Dinner Tickets	350.00
			350.00
Check No:	0	Check Date:	
Vendor:	0426	Tehachapi-Cummings County Water District	
10691100 DEC		Benz Sanitation-wtr usage & svc chg	71.92
19638200 DEC		Landscaping svc chg	4.50
2324300 DEC		Henway svc chg	4.50
34854300 DEC		Warrior Park svc chg	4.50
39673800 DEC		Chemtool svc chg	4.50
577.629 DEC		TUSD svc chg	4.50
924370 DEC		Median svc chg	4.50
			98.92
Check No:	0	Check Date:	
Vendor:	0429	Tehachapi Valley Healthcare	
122746		PD\Emerg Room & Supplies	491.22
			491.22
Check No:	0	Check Date:	
Vendor:	0441	Vulcan Materials Company	
232464		Tract 6216\concrete	301.25
232465		GG\concrete	211.65
238545		Wtr\concrete	418.28
244670		Tract 6216\concrete	195.57
			1,126.75
Check No:	0	Check Date:	
Vendor:	0476	WITTS Everything for the Office	
125431-1		GG\Calendars	56.98
125498-0		GG\Universal Card Reader	33.60
125513-0		GG\Monthly Calendar refill	5.63
125539-0		GG\Chair mat & binders	189.57
125588-0		PD\envelopes binder clips files	192.90
125614-0		PD\legal size storage files	223.36
125614-01		PD\liners & towels	106.95
125742-0		GG\copy paper calculator calc roll tape	29.27
125742-1		GG\shredder lubricant binder letter opener	19.96
125778-0		GG\file storage multipurpose paper	79.68
592615-0		GG\signs for streetlight	6.33
595963-0		PW\monthly desk pads	45.92
596465-0		Swr\book	41.82
			1,031.97
Check No:	0	Check Date:	
Vendor:	0478	Zee Medical Service	
617614		Constr\Safety Supplies	129.08
			129.08
Check No:	0	Check Date:	
Vendor:	0689	Pioneer True Value Home Center	
61791		PW\galv coupling	2.03

		Check Amount
61813	Applewood Sumpnuts bolts washers	195.06
		<hr/> 197.09
Check No:	0 Check Date:	
Vendor:	0832 ACWA/JPIA	
01072013	Medical	67,076.04
01072013-1	Dental	7,602.52
01072013-2	Vision	879.50
01072013-3	Life/AD&D	1,276.08
		<hr/> 76,834.14
Check No:	0 Check Date:	
Vendor:	1037 Antelope Valley Press	
01162013	GG\Subscription Renewal	507.70
		<hr/> 507.70
Check No:	0 Check Date:	
Vendor:	1055 Mercury Graphics	
4274	GG\Door Hangers	123.63
		<hr/> 123.63
Check No:	0 Check Date:	
Vendor:	1285 CA Dept of Corrections and Rehabilitation	
1800173569	PW\CCI Community Crew	2,101.89
1800173569-1	Swr\CCI Community Crew	5,885.31
		<hr/> 7,987.20
Check No:	0 Check Date:	
Vendor:	1286 M&M's Sports Uniforms & Embroidery	
27453	Bench Plaque-WHauptman	233.05
27518	PD\Tailoring patches-MAadams	14.21
27528	Swr\Polo Shirts screenprinted	308.87
27528-1	Wtr\Polo Shirts screenprinted	308.87
27528-2	Landscape\Shirts screenprinted	92.71
27529	PW\Shirts screenprinted	434.29
27529-1	Const\Shirts screenprinted	128.39
27564	Bench Plaque-RWilliams	233.05
		<hr/> 1,753.44
Check No:	0 Check Date:	
Vendor:	1313 Certified Laboratories	
943555	WWTP Janitorial Supplies	436.81
943555-1	GG Janitorial Supplies	485.12
		<hr/> 921.93
Check No:	0 Check Date:	
Vendor:	1441 Grainger	
9018545856	Landscape\Safety Cabinet	1,017.80
		<hr/> 1,017.80
Check No:	0 Check Date:	
Vendor:	1505 Benz Construction Services	
2099243	PW\Toilet Service & Rental	55.00
		<hr/> 55.00
Check No:	0 Check Date:	
Vendor:	1506 San Joaquin Safety Shoes	

59343	Constr\Boots - J Ingraham	150.14
		<hr/>
		150.14
Check No:	0 Check Date:	
Vendor:	1729 Alpha Landscape Maintenance	
11443	GG\City Offices	45.38
11443-1	GG\Market Place & Union Pac	201.79
11443-10	LLD\Heritage Oak	787.98
11443-11	LLD\KB Tract - Dennison	3,293.96
11443-12	Strts\Trees	113.10
11443-13	Strts\Dennison	658.10
11443-14	LLD\Clearview	294.12
11443-15	GG\Pioneer Park	506.04
11443-16	GG\Old Town Planters	71.32
11443-17	LLD\Mill St Cottages	22.49
11443-18	GG\Old fire house on Pinon	109.63
11443-19	GG\Robinson Park	461.02
11443-2	Strts\Mill St Islands	392.38
11443-20	GG\Taco Samich & Wall	25.68
11443-21	GG\Senior Center	95.95
11443-22	Railroad Depot	116.44
11443-23	GG\Robinson Parking Lot	22.85
11443-24	LLD\Red Barn	80.59
11443-3	Strts\Cap Hills - South Island	246.63
11443-4	LLD\Manzanita Park	693.93
11443-5	LLD\KB Tract - Highland	468.03
11443-6	LLD\Alta Tract - Warrior Park	4,082.07
11443-7	LLD\Alta Tract - Parkway Lawns	160.38
11443-8	LLD\All Planters-Highline & Tract perimeters	1,433.48
11443-9	Strts\South Curry	207.93
11444	GG\Market Place & Union Pac	2.28
11444-1	Strts\Mill St Island	6.85
11444-10	LLD\KB-Dennison	63.98
11444-11	Strts\Dennison	6.85
11444-12	LLD\Clearview	2.28
11444-13	GG\Pioneer Park	6.85
11444-14	GG\Old Town Planter	2.28
11444-15	LLD\Mill Street Cottages	1.14
11444-16	GG\Old fire house on Pinon	2.28
11444-17	GG\Robinson Park	2.28
11444-18	GG\Taco Samich	2.28
11444-19	GG\Senior Center	2.28
11444-2	Strts\Capitol Hills	4.57
11444-20	Railroad Depot	4.57
11444-21	GG\Robinson Parking Lot	1.22
11444-3	LLD\Manzanita Park	6.85
11444-4	LLD\KB Tract - Highland	2.28
11444-5	LLD\Alta Tract - Warrior Park	52.56
11444-6	LLD\Alta Parkway Lawns	4.57
11444-7	LLD\Alta Planters-Highline & Tract	22.85
11444-8	Strts\South Curry	4.57
11444-9	LLD\Heritage Oaks	22.85
		<hr/>
		14,819.79
Check No:	0 Check Date:	
Vendor:	1801 HD Supply Waterworks, LTD	
5646956	Wtr\meter	552.34
5854504	Wtr\bevel tool	52.38

		Check Amount
5894654	Wtr\979 4x3/4 ip d/s brz sad	193.39
5901683	Wtr\bilge pump with hose	225.23
5901764	Wtr\washers hex bolts nuts hose adp	359.63
5902260	Wtr\galv pipe parts	50.68
5970433	Wtr\pvc cement & primer	48.26
		1,481.91
Check No:	0 Check Date:	
Vendor:	1860 Kern County Waste Management Dept.	
180492340	Warrior Park Flag Pole-Wood Scrap	46.22
		46.22
Check No:	0 Check Date:	
Vendor:	1945 RST Cranes, Inc.	
6561	RR Park\change light bulbs on water tower	353.10
		353.10
Check No:	0 Check Date:	
Vendor:	1946 Sun Valley Lighting	
123302	Replacement lights for downtown	10,734.97
		10,734.97
Check No:	0 Check Date:	
Vendor:	1947 Tehachapi Lawn and Garden	
12182012	Wtr\8" steel wheels	32.15
12182012-1	PW\Echo blowers	386.08
		418.23
Check No:	0 Check Date:	
Vendor:	1958 Kevin Phillips	
250159	PW\svc call lube & adjust roll-up door	175.00
		175.00
Check No:	0 Check Date:	
Vendor:	2111 Swift Napa Auto Parts	
763093	PW\vinyl cleaner	21.86
763130	Strts\hose ends	69.31
763479	PW\antifreeze coolant	119.51
763608	Strts\reman starter & deposit	223.61
763752	Wtr\oil for pump	12.21
764209	PW\Halogen Bulb	16.06
764675	PD\Halogen Lamp	20.41
		482.97
Check No:	0 Check Date:	
Vendor:	2147 Coffee Break Service, Inc.	
190819	GG\Coffee & Supplies	325.00
JAN3919	GG\Jan Water Cooler Monthly Rental	26.95
		351.95
Check No:	0 Check Date:	
Vendor:	2239 Emergency Management Consultants, Inc.	
98-404	GG\Consult Svc-2013 Emergency Man Plan Upd	1,250.00
		1,250.00
Check No:	0 Check Date:	
Vendor:	2459 CSG Systems, Inc.	

			Check Amount
727267		Refuse\Postage	197.98
727267-1		Wtr\Postage	494.97
727267-2		Swr\Postage	296.98
727267-3		Refuse\Printing	104.03
727267-4		Wtr\Printing	260.07
727267-5		Swr\Printing	156.04
			1,510.07
Check No:	0	Check Date:	
Vendor:	2570	EDM Publishers, Inc.	
15407171		CD\Renewal fee-Legal Briefings for Bldg Inspec	99.00
			99.00
Check No:	0	Check Date:	
Vendor:	2636	High Desert Wireless Broadband Communicatio	
20141		Camera Server HDD & Emerg Labor	803.76
20180		5 Port Switches	150.48
20184		Dec 2012-addtl to 40 hrs contr consult svcs	1,560.00
			2,514.24
Check No:	0	Check Date:	
Vendor:	2660	Jeffery J. Kermode	
91704860		GG\Stack-on Drawer Safe	51.48
			51.48
Check No:	0	Check Date:	
Vendor:	2661	HdL Software, LLC	
0009066-IN		GG\Business License Software Update	500.00
			500.00
Check No:	0	Check Date:	
Vendor:	2676	USPS-Hasler	
01092013		GG\Postage	1,000.00
			1,000.00
Check No:	0	Check Date:	
Vendor:	2776	Consolidated Electrical Dist.	
786128		GG\PVC Conduit	1,026.29
			1,026.29
Check No:	0	Check Date:	
Vendor:	2874	Department of Justice, Accounting Office	
950696		PD\Fingerprint Apps FBI Records checks	232.00
			232.00
Check No:	0	Check Date:	
Vendor:	2892	Mountain Maintenance Group, Inc.	
4527		Depot\cleaning 12/ 13-17 20-24 27-31	750.00
4528		WWTP\cleaning 12/ 11 13 & 27	255.00
			1,005.00
Check No:	0	Check Date:	
Vendor:	2902	Sim Sanitation, Inc	
24318		Air\std & handicap unit monthly rental	82.00
			82.00
Check No:	0	Check Date:	

Vendor:	2951	Keyed Up Mobile Lock	
246508		Wtr\Wahlstrom well-removed broken key	55.00
			<hr/>
			55.00
Check No:	0	Check Date:	
Vendor:	2978	Andy Gump, Inc	
INV134011		Sump Maint\Chain Link Fence Rental	88.80
INV138528		Sump Maint\Chain Link Fence Rental	88.80
			<hr/>
			177.60
Check No:	0	Check Date:	
Vendor:	2981	Burke, Williams & Sorenson, LLP	
162820		Legal Svcs re AD 89-2 through 12-31-12	350.95
162821		Legal Svcs re AD 89-3 through 12-31-12	534.40
			<hr/>
			885.35
Check No:	0	Check Date:	
Vendor:	2994	Richards, Watson & Gershon	
187459		GG\Legal Svcs re AB X1 26	977.45
			<hr/>
			977.45
Check No:	0	Check Date:	
Vendor:	3051	Tehachapi Transmissions, Inc.	
4034		PD\Power steering pump TE-07	334.70
4069		PD\Oil Change TE-23	43.20
4070		PD\Battery TE-06	144.58
			<hr/>
			522.48
Check No:	0	Check Date:	
Vendor:	3066	AECOM Technical Services, Inc.	
37292472		Admin Svcs 10-20 - 11-16 Teh Blvd imp phase I	8,026.09
37298533		Tehachapi Police Dept Construction Docs	67,651.28
37301181		Admin Svcs 11-17 - 12-14 Teh Blvd imp phase I	3,273.02
37301190		Admin Svcs 11-17 - 12-14 TR 6216 imp proj	4,896.53
37301194		Admin Svcs 11-17 - 12-14 WWTP imp proj	3,582.39
37301198		CD\Svcs 11-17 - 12-14 Barn Chevron Sr Eng	274.00
37301198-1		Wtr\Svcs 11-17 - 12-14 C St proj constr observ	3,110.88
37301198-2		GG\Svcs 11-17 - 12-14 Mtg in Tehachapi	955.20
			<hr/>
			91,769.39
Check No:	0	Check Date:	
Vendor:	3183	Creative Technical Services	
8227		Fire Alarm Monitoring for Union Pacific Depot	150.00
			<hr/>
			150.00
Check No:	0	Check Date:	
Vendor:	3217	Office Depot	
637932517001		PD\ink envelopes office supplies	515.52
637932548001		PD\binders	44.74
			<hr/>
			560.26
Check No:	0	Check Date:	
Vendor:	3278	Hub Construction Specialties, Inc.	
058374		PW\Husqvarna FS400 conc saw	1,935.00
			<hr/>
			1,935.00
Check No:	0	Check Date:	

Vendor:	3312	Detroit Industrial Tool	
475350		Wtr\knee pads	155.68
475350-1		Swr\knee pads	155.67
			<hr/>
			311.35
Check No:	0	Check Date:	
Vendor:	3317	HPS Mechanical, Inc.	
01022013		Refund dep less hydrant meter charges	799.19
			<hr/>
			799.19
Check No:	0	Check Date:	
Vendor:	3370	Information Technology Services	
3641		PD\Oct Nov Dec '12 CJIS Access Lic Fee	210.00
			<hr/>
			210.00
Check No:	0	Check Date:	
Vendor:	3437	Tehachapi Lifestyle Magazine	
1858		GG\Inside Front Cover ad	1,550.00
			<hr/>
			1,550.00
Check No:	0	Check Date:	
Vendor:	3527	Sargent Town Planning	
13003		CD\Val Bl Sr Housing review & recomm	2,196.25
			<hr/>
			2,196.25
Check No:	0	Check Date:	
Vendor:	3544	CCAC	
2013		2013 Membership Dues for Julie Ashley & Deni:	140.00
			<hr/>
			140.00
Check No:	0	Check Date:	
Vendor:	3545	Alejandro Mendoza	
01152013		Refund of Taxi Driver Permit	50.00
			<hr/>
			50.00
Check No:	0	Check Date:	
Vendor:	3546	Motorola Solutions, Inc.	
13934111		PD\Radio Equipment SN 518CNZ4636	2,235.41
			<hr/>
			2,235.41
Check No:	0	Check Date:	
Vendor:	3547	Nick Robertson	
01092013		Ref dep for Encroachment Permit #13-02	1,000.00
			<hr/>
			1,000.00
Check No:	0	Check Date:	
Vendor:	3548	San Joaquin Door & Supply Inc.	
01152013		Refund of overpayment of Business License	87.50
			<hr/>
			87.50
		Date Totals:	<hr/>
			276,228.51
		Report Total:	<hr/>
			276,228.51

Accounts Payable

Checks by Date - Detail By Check Date

User: annamarie
 Printed: 1/8/2013 - 12:42 PM



			Check Amount
Check No:	37292	Check Date: 01/08/2013	
Vendor:	2963	AT&T	
3938281		PD\Subscriber Access Line	179.30
			179.30
Check No:	37293	Check Date: 01/08/2013	
Vendor:	3274	Bright House Networks	
01022013		GG\Internet Services	144.52
			144.52
Check No:	37294	Check Date: 01/08/2013	
Vendor:	1321	Culligan Water Conditioning	
01012013		PD\ACD Rental	29.00
			29.00
Check No:	37295	Check Date: 01/08/2013	
Vendor:	3247	Thomas W. Glasgow	
12062012		Air\Breakfast	3.75
			3.75
Check No:	37296	Check Date: 01/08/2013	
Vendor:	0661	David A. James	
12122012		CD\Mileage Reimbursement	360.75
12122012-1		CD\Meals	74.00
			434.75
Check No:	37297	Check Date: 01/08/2013	
Vendor:	3542	Moses/Master Carpet	
266		Sr Center Tile & Carpet installation	16,243.64
			16,243.64
Check No:	37298	Check Date: 01/08/2013	
Vendor:	3508	John H. Schlosser	
12032012		GG\Caltrans Academy-Mileage Reimb	127.65
12052012		GG\Caltrans Academy Dinner	103.00
			230.65
Check No:	37299	Check Date: 01/08/2013	
Vendor:	0372	Southern California Edison	
01032013		LLD\Teh Blvd & Bailey	75.77
01032013-1		Strts\303 E Ave D	14.97
01032013-2		Strts\326 E D St	19.36
01042013		Strts\Highway 202	65.51
01042013-1		Strts\Highway 202	30.71
01052013		Wtr\Curry	5,092.07
01052013-1		Strts\Curry & Walnut	16.00
01052013-2		LLD\1347 Clasico Dr Ped	37.87

01052013-3	LLD\115 Alder Ave Ped	23.67
01052013-4	LLD\1415 Alder Ave Ped	23.54
12192012	PW\800 Enterprise	85.04
12192012-1	PW\800 Enterprise Shop	74.70
12192012-10	Air\9999 1/2 Hayes St	87.17
12192012-11	Air\316 S Mojave St	47.06
12192012-12	Air\314 N Hayes St-PAPI	81.96
12192012-13	Air\409 Bryan Ct	259.64
12192012-14	Air\West End Teh Airport	48.06
12192012-15	Air\314 N Hayes St #B	287.80
12192012-16	Air\NE Cor Teh Airport	31.92
12192012-17	Air\314 N Hayes St #G3	35.53
12192012-18	Air\Dennison s/o Hwy 58	144.94
12192012-19	Air\Credits for lamps removed-Teh Airport 4	-257.14
12192012-2	PW\800 Enterprise-Maintenance	526.74
12192012-20	Air\314 N Hayes St	180.45
12192012-3	GG\115 S Robinson	721.67
12192012-4	PD\129 E F St	711.84
12192012-5	GG\303 E D St	39.92
12192012-6	GG\108 Pinon St	43.47
12192012-7	Wtr\100 Commercial Way	169.69
12192012-8	Wtr\101 Commercial Way	141.99
12192012-9	Air\314 N Hayes St	174.38
12212012	GG\114 S Green St	132.98
12212012-1	LLD\318 E E St	75.85
12212012-2	GG\311 E D St	74.56
12212012-3	Strts\113 S Mojave St	37.16
12222012	LLD\329 1/2 D St	109.51
12262012	GG\111 W I St	52.49
12262012-1	GG\109 E Tehachapi Blvd	71.08
12262012-2	GG\125 Capital Hills	21.24
12262012-3	GG\200 W Tehachapi Blvd	123.35
12262012-4	Strts\209 1/2 E Tehachapi Blvd	21.63
12262012-5	Strts\333 1/2 E Tehachapi Blvd	136.18
12272012	LLD\801 Mountain View Ave	47.18
12282012	Strts\Teh Blvd w/o Green	15.90
12282012-1	Strts\103 Tehachapi Blvd	88.36
12282012-2	Strts\101 E Tehachapi Blvd #B	192.18
12282012-3	Strts\110 S Mill St	138.19
12282012-4	Strts\Curry & D St	15.90
12282012-5	Wtr\358 E D St	1,522.25
12292012	Swr\800 Enterprise	3,637.07
12292012-1	Swr\880 Enterprise	1,600.62

17,149.98

Check No: 37300 Check Date: 01/08/2013

Vendor: 0399 Sparkletts

010113 Swr\Water Cooler Rental

107.60

107.60

Check No: 37301 Check Date: 01/08/2013

Vendor: 3530 Tony Perez Associates

10092012 CD\Review application-mtg w/city & applicant

980.00

980.00

Check No: 37302 Check Date: 01/08/2013

Vendor: 3011 Verizon Wireless

1146127981 Fin\Mobile Broadband

29.65

1146127981-1	GG\Mobile Broadband	29.65
1146127981-2	Wtr\Mobile Broadband	25.01
1146127981-3	Swr\Mobile Broadband	25.01
1147465083	Air\Mobile Broadband	29.65
1147465083-1	PW\Mobile Broadband	29.65
1147465083-2	GG\Mobile Broadband	29.65
1147465083-3	CD\Mobile Broadband	29.65
1147465083-4	Wtr\Mobile Broadband	15.01
1147465083-5	Swr\Mobile Broadband	15.01
1148335854	Wtr\Mobile Broadband	15.01
1148335854-1	Swr\Mobile Broadband	15.01

287.96

Check No: 37303 Check Date: 01/08/2013
 Vendor: 2044 Wells Fargo Bank, N.A.
 61126 Goodrick Int-Note #CIEDB-01-019
 61126-1 Goodrick Int-Note #CIEDB-01-019
 61126-2 Goodrick Int-Note #CIEDB-01-019

11,076.75

667.27

1,601.45

13,345.47

Date Totals: 49,136.62

Report Total: 49,136.62

Accounts Payable

Checks by Date - Detail By Check Date

User: annamarie
 Printed: 1/9/2013 - 12:36 PM



			Check Amount
Check No:	37305	Check Date: 01/09/2013	
Vendor:	1851	AT&T	
01012013		GG\National White Page Acct	11.83
			11.83
Check No:	37306	Check Date: 01/09/2013	
Vendor:	2893	Cardmember Service	
2004195677182		GG\PC for RMontgomery	1,573.33
211155		GG\Gift Card	50.00
30874		GG\Blooming Plant	44.99
310225		CD\Lunch for Zoning Kick-Off Mtg	52.63
311100		GG\Gift Card	50.00
3528		Foreign Trans Fee - Recycling program	58.08
4992160		GG\Gift Card	50.00
57790		Recycling program	2,904.00
9714		GG\Gift Card	50.00
P19380		GG\Gift Card	50.00
			4,883.03
Check No:	37307	Check Date: 01/09/2013	
Vendor:	0395	The Gas Company	
01072013		GG\115 S Robinson St	148.82
			148.82
Check No:	37308	Check Date: 01/09/2013	
Vendor:	3516	Kern Pacific Construction Company	
11302012		Tr 6507 Storm Wtr Pump Station\Pay #4	22,815.00
11302012-1		Teh Blvd Imp Proj Phase IV \ Pay #4	207,901.06
			230,716.06
Check No:	37309	Check Date: 01/09/2013	
Vendor:	0372	Southern California Edison	
12222012-1		PD\220 W C St	23.46
			23.46
Check No:	37310	Check Date: 01/09/2013	
Vendor:	2940	U.S. Bank Corporate Payment System	
002765		PW\Concrete Planer & Carbide kit	4,023.66
00366		PD\CAPE Membership renewal	45.00
007091		GG\Refreshments for Council Meeting	19.26
010053		PW\EPA fees	450.00
015340		GG\Meals	33.45
026677		PW\Deposit on Concrete Planer & Carbide kit	447.07
026698		GG\Meals-CalTrans Academy	14.00
027153		GG\Meals-CalTrans Academy	17.93
027665		PD\Christmas Parade w\mounted patrol	34.03
028847		GG\PRCA conf	18.72

0352	Air\Vehicle Antenna Cable	52.88
045681	GG\Meals-CalTrans Academy	49.11
050797	PDVIP Dinner	174.97
051276	GG\Meals	43.65
051804	PD\Meals	80.11
053669	GG\PRCA conf	43.76
066646	Council\Notary Services	20.00
067128	GG\Meals	50.34
070930	Swr\Refreshments for WWTP open house	32.88
073180	GG\Meals	25.28
075532	GG\Meals	12.42
084287	GG\Comm Dev Meeting	43.95
093195	GG\Meals-CalTrans Academy	53.85
094570	GG\PRCA conf	19.61
10111396	Air\Vehicle Antenna	77.97
1015133	Air\Vehicle Antenna	66.44
11058361	PW\Level & Measuring Wheel	306.23
11282012	CD\CEQA Seminar Registration	695.00
11292012	PW\Safety Gloves	1,518.76
12042012	PW\Heavy Duty Pressure Washer	2,706.25
12132012	Air\Lodging	44.06
12132012-1	GG\Lodging	44.05
14844904004	GG\Photo	2.13
1485	Air\PAPI Lamps	132.61
14851933004	GG\Photo	2.13
203917497	PD\Neighborhood Watch materials	24.77
2511944	GG\PRCA conf	7.51
2526156	GG\PRCA conf	12.22
2526168	GG\PRCA conf	7.50
2526586	GG\PRCA conf	9.51
25712	GG\Lights for Beekay exterior	570.00
3081	Air\Janitorial Supplies	21.66
406461	CD\CEQA Seminar - San Francisco	510.55
412456634730	GG\PRCA conf	78.40
412456634730-1	GG\PRCA conf	78.40
412456634750	GG\PRCA conf	78.40
412456634750-1	GG\PRCA conf	78.40
412456634757	Air\Lodging	78.40
412456634757-1	GG\PRCA conf	78.40
61335	GG\Lodging-CalTrans Academy	475.36
62320480	CD\Daily Planner 2013 Refill	74.81
64364	GG\Lodging-CalTrans Academy	381.36
686025	Air\Towing Springs	337.83
7941	Air\Runway Tree Trim	3,600.00
853674229	Swr\FNQ-R-10	169.78
853689204	Swr\FNQ-R-10	169.78
960231	Air\Vehicle Power Tamer	201.97
TRN-CA17563	Air\Security Gate Repair	1,856.16

20,302.73

Date Totals:

256,085.93

Report Total:

256,085.93

Accounts Payable

Checks by Date - Detail By Check Date

User: annamarie
 Printed: 1/14/2013 - 1:55 PM



			Check Amount
Check No:	37313	Check Date: 01/14/2013	
Vendor:	2230	CDPH-OCP	
93210		Wtr\Treatment Certification-W Misiura	60.00
			60.00
Check No:	37314	Check Date: 01/14/2013	
Vendor:	1739	Chevron & Texaco Business Card Services	
01062013		PD\Fuel	5,502.51
01062013-1		GG\Fuel	221.51
			5,724.02
Check No:	37315	Check Date: 01/14/2013	
Vendor:	0372	Southern California Edison	
01082013		Strts\Tucker & Valley	123.25
01082013-1		Strts\710 W Tehachapi Blvd	156.61
01082013-10		Strts\Curry s/o Pinon	17.16
01082013-11		Strts\Valley Blvd w/o Dennison	381.37
01082013-12		Strts\Goodrick Dr e/o Dennison	190.68
01082013-13		Strts\Dennison & Brett Ave	41.57
01082013-14		Strts\800 S Curry	30.71
01082013-15		Strts\Tehachapi Blvd & Dennison	12.07
01082013-16		Strts\100 W Tehachapi Blvd #B	177.40
01082013-17		Strts\101 W F	307.37
01082013-18		Strts\TR 2995 Oakwood & Val	7,534.28
01082013-19		LLD\180 Valley	25.47
01082013-2		Strts\TR 45361 Mulberry	54.13
01082013-20		LLD\115 Manzanita Ln	25.47
01082013-21		LLD\311 Sutter St	25.59
01082013-22		LLD\501 1/2 Pinon	25.47
01082013-23		Wtr\Pinon	1,351.65
01082013-24		Wtr\1299 S Curry St	1,260.69
01082013-25		Swr\000000 Teh Blvd	145.98
01082013-26		Strts\Tehachapi & Tucker	47.11
01082013-3		Strts\Mill & J	104.00
01082013-4		Strts\Mill s/o E St	10.86
01082013-5		Strts\Highline & Curry	15.70
01082013-7		Strts\F St e/o Mulberry	173.75
01082013-8		Strts\Mill & J	69.26
01082013-9		Strts\Tucker Rd & Hwy 202	165.24
			12,472.84
Check No:	37316	Check Date: 01/14/2013	
Vendor:	0450	USA Bluebook	
824135		Wtr\3" pump	2,367.05
			2,367.05
Check No:	37317	Check Date: 01/14/2013	

Check Amount

Vendor:	3543	West Coast Lights & Sirens	
7257		PD\CV Vehicle Equipment\Install\Labor	5,857.10
			<hr/>
			5,857.10
Check No:	37318	Check Date: 01/14/2013	
Vendor:	2717	Wondries Fleet Group	
T2283		PD\Chev Colorado TE25	26,090.53
T2284		PD\Chev Colorado TE26	26,090.53
			<hr/>
			52,181.06
			<hr/>
		Date Totals:	78,662.07
			<hr/>
			<hr/>
		Report Total:	78,662.07
			<hr/>
			<hr/>



COUNCIL REPORTS

AGENDA SECTION: AIRPORT MANAGER REPORTS

MEETING DATE: JANUARY 22, 2013

APPROVED
DEPARTMENT HEAD: _____
CITY MANAGER: _____

[Handwritten signature]

TO: HONORABLE MAYOR SMITH AND COUNCIL MEMBERS

FROM: TOM GLASGOW, AIRPORT MANAGER

DATE: JANUARY 16, 2013

SUBJECT: MONTH-TO-MONTH TIE DOWN AGREEMENT

Background:

TYPICAL MONTHLY AIRPORT TIE-DOWN AGREEMENTS VARY IN LENGTH DO TO USER NEED. WE HAVE SHORT-TERM USERS (1-2 MONTHS OR SEASONAL) AND LONG TERM (MANY YEARS). CURRENTLY, THE AIRPORT HAS EXPERIENCED AN INCREASE IN SHORT-TERM USER REQUESTS. WE WOULD LIKE TO SIMPLIFY THE PROCESS TO MORE EFFECTIVELY SERVE THE SHORT TERM USER (1-6 MONTH VISITOR) AND REDUCE THE PROCESS TIME (1-3 WEEKS) IN BETWEEN AGREEMENTS.

FOR EXAMPLE: VISITORS HERE ON A TEMPORARY BASIS TO CAMP, RECEIVE FLIGHT INSTRUCTION, MAINTENANCE, TO WORK OR CONSULT, OR TO RECEIVE OCCUPATIONAL TRAINING ALL HAVE A SHORT-TERM TIE-DOWN NEED.

Fiscal Impact:

WILL ELEVATE LAG TIME TO PROCESS (1-3 WEEKS), AND ACCELERATE INITIAL PAYMENT

\$5/NIGHT \$58.80/MONTH

Recommendation:

APPROVE THE REQUEST TO ALLOW MONTH-TO-MONTH TIE-DOWN AGREEMENTS TO BE NEGOTIATED AND EXECUTED BY THE CITY MANAGER OR HIS DESIGNEE WITHOUT FURTHER APPROVAL BY THE CITY COUNCIL.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF TEHACHAPI AUTHORIZING THE
CITY MANAGER OR HIS DESIGNEE TO
EXECUTE TIE-DOWN AGREEMENTS AT THE
AIRPORT**

WHEREAS, the City Council finds that the typical new month-to-month tie-down agreements at the Airport are on a standard rental agreement developed by the City with limited obligations of the tenant and the City and they may be negotiated and entered into by the City without the need for City Council review and further consent; and

WHEREAS, the City Council wishes to authorize the City Manager or his designee to negotiate and execute such agreements without further approval by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tehachapi as follows:

1. That the foregoing recitals and findings are true and correct.
2. That month-to-month tie-down agreements at the Airport may be negotiated and executed by the City Manager or his designee without further approval by the City Council.

///

PASSED AND ADOPTED on the 22nd day of January, 2013 at a regular meeting of the City Council of the City of Tehachapi by the following vote:

AYES: COUNCILMEMBERS: _____

NOES: COUNCILMEMBERS: _____

ABSTAIN: COUNCILMEMBERS: _____

ABSENT: COUNCILMEMBERS: _____

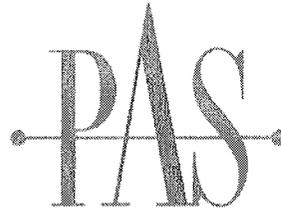
PHILIP A. SMITH, Mayor, City of
Tehachapi, California

ATTEST:

ASHLEY WHITMORE, Deputy City Clerk,
City of Tehachapi, California

I hereby certify that the foregoing resolution was duly and regularly adopted by the City Council of the City of Tehachapi at a regular meeting thereof held on January 22, 2013.

ASHLEY WHITMORE, Deputy City Clerk,
City of Tehachapi, California



HUMAN RESOURCES CONSULTANTS
INVESTIGATIONS

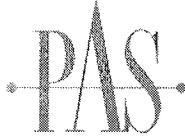
**Proposal
for
City of Tehachapi**

January 2013



**P•A•S Associates
1401 19th Street, Suite 235
Bakersfield, CA 93301
Telephone (661) 631-2165
Fax (661) 631-2841
www.PASassociates.com**

**Our priority is people • Our product is service
*...Since 1987***



HUMAN RESOURCES CONSULTANTS
INVESTIGATIONS

January 15, 2013

VIA E-MAIL – tomschroeter@sbcglobal.net AND U.S. MAIL

Mr. Tom Schroeter, City Attorney
City of Tehachapi
c/o Law Offices of Thomas F. Schroeter
254 "H" Street
Bakersfield, CA 93304

RE: Letter of Agreement for Compensation Survey and Performance Evaluation Creation, #4935

Dear Tom:

This letter and revised proposal are pursuant to our e-mail conversation regarding P•A•S Associates conducting a Compensation Survey for the City of Tehachapi, as well as providing a performance evaluation form.

Compensation Surveys enable organizations such as the City of Tehachapi to assess the competitiveness of their wages, cash and benefit compensation in relation to the current market and other comparable organizations for the specific position(s) reviewed. This process allows an organization to more effectively make decisions regarding adjusting salary structures, establishing pay ranges for new positions and awarding individual performance.

P•A•S Associates would consider it a privilege to assist the City of Tehachapi in accomplishing this goal and, therefore, is pleased to submit this proposal for your consideration.

Upon review, if you have any questions or would like additional information, please contact me at (661) 631-2165. I look forward to answering any questions you may have regarding this proposal or the related process.

Thank you for considering the use of P•A•S Associates to assist you with the human resources needs of the City of Tehachapi.

Sincerely,

P•A•S ASSOCIATES

A handwritten signature in cursive script that reads 'Holly Culhane'.

Holly Culhane, SPHR-CA, PI
President/Senior Human Resources Specialist

HC:dsp

Enclosures

Our priority is people • Our product is service

www.PASassociates.com

1401 19th Street, Suite 235 • Bakersfield, CA 93301 • 661-631-2165 • fax: 661-631-2841 • email: hculhane@aol.com

City of Tehachapi

Proposal for Compensation Survey and Performance Evaluation Creation

January 2013

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Since 1987

VENDOR PROFILE

P•A•S Associates is a human resources consulting firm founded in 1987 as Professional Administrative Systems by Ms. Holly Culhane, SPHR-CA, PI. Ms. Culhane founded the firm specifically with small- and medium-sized businesses and non-profit organizations in mind. There were a number of such firms serving Fortune 500 companies; however, at that time there were a limited number serving smaller organizations. Now known as P•A•S Associates, the firm is based in Bakersfield, California, and serves organizations of all sizes in 30 states, providing such services as retainer general human resources assistance and employee policy handbook creation, with related compliance; compensation surveys; human resources audits; classification reviews; organizational studies; affirmative action plans; job description evaluation and creation; customized recruiting; human resources-related training; leadership and coaching development; sexual harassment, hostile work environment and discrimination investigations; and employee satisfaction/opinion surveys, providing an unsurpassed Human Resource Center. In addition, P•A•S Associates was invited by the California Chamber of Commerce to partner and form a state-wide Human Resources Consultant's Network. P•A•S has grown to include a number of highly qualified human resources staff members, as well as associate consultants, specializing in various fields, such as labor law, safety, workers' compensation, contraband control, and conflict resolution, as well as management consulting and coaching. Additional information regarding the firm's qualifications and services can be located within this proposal package, as well as on our website at www.PASassociates.com.

P•A•S Associates' office and Training Center are located at 1401 19th Street, Suite 235 and Suite 110 respectively, in Bakersfield, California. Our offices may be reached by telephone at 661/631-2165 or by fax at 661/631-2841.

Ms. Holly Culhane, SPHR-CA, PI, received her degree in administration in 1978, for the following nine years held positions in the administration and human resources fields and, in 1991, received Senior Professional in Human Resource (SPHR) certification. In 2008, Ms. Culhane also received her California Human Resource Certification (a new certification established in 2007) and her license as a Private Investigator. She also studied human resources in Great Britain through the Rotary International Group Study Exchange Program during 1992, and has been accepted by the courts as an Expert Witness in human resource-related matters.

Ms. Culhane publishes a bi-monthly update, "HR Tidbits" and produced "Employment Essentials," a radio program which aired for two years on KERN TALK 1410AM assisting Kern County employers in various areas of human resource management.

Ms. Culhane's professional and community involvements currently include serving on the Executive Committee of the National Board of Trustees for Youth for Christ/USA, the Board of Directors of the Evangelical Christian Credit Union and on the Greater Bakersfield Chamber of Commerce (GBCC) Political Action Committee. She is a member of Valley Baptist Church and the Bakersfield Rotary Club, as well as the national and local Society for Human Resource Management. She has served as Chairman of the Board of Directors for GBCC and the Board of Directors for International Christian Ministries, as well as a Board member of Kern County Youth for Christ. Her prior involvements also include serving as Vice Chairman of the California Small Business Board (appointed by Governor Wilson), as a member of the Board of Governors for the National SHRM Consultants PEG, and she is a graduate of the charter class of the San Joaquin Valley Civic Leadership Program and the "All-America City" Leadership Bakersfield Class of 1990.

Dr. Juanita Webb, SPHR-CA, PI, is a Senior Consultant with the P•A•S Associates team. Dr. Webb holds a Bachelor of Science Degree in Business Administration, a Master of Theology Degree in Counseling and a Doctoral Degree in Theology, Summa Cum Laude. Dr. Webb also holds the SPHR certification, received her California Human Resource certification in 2008, and became a licensed investigator in 2007. Dr. Webb has served P•A•S Associates for over eight years and brings a wide range of human resources and managerial experience to the organization. Having been involved in the human resources field since 1976 in a variety of positions and business structures (for profit, non-profit, and private employers), Dr. Webb has also served as Business and Administrative Director, Training Manager and Assistant Personnel Manager. Also a member of Laurel Glen Bible Church and of the national and local chapters of the Society for Human Resource Management, Dr. Webb has served on the Board of Directors for the Kern County Society for Human Resource Management, chaired the Labor and Employment Law Committee of the Greater Bakersfield Chamber of Commerce, served as

an advisory member to the Board of Directors for Summit Bible College, Kern County Youth for Christ, on the parent-advisory council for California State University, Bakersfield, and on the Board of Directors for Community Christian High School. She is a graduate of the Leadership Bakersfield Class of 2010 and was the Financial Partner for a local investment club. Dr. Webb assists P•A•S Associates clients with executive and general-level recruitments, classification reviews, general human resources audits and consultation, harassment and discrimination investigation expertise, coaching and conflict resolution, compensation surveys, and a wide variety of training services.

Ms. Julie LaBauve, SPHR, who joined the P•A•S Associates team in June 2007, has been employed in the capacity of Benefits and Compensation Manager, as well as Senior Human Resources Specialist, with various firms in California. Ms. LaBauve is experienced in collective bargaining agreement interpretation and provides our clients with general human resources assistance, focusing in the areas of benefits and compensation-related issues including exempt and non-exempt classification reviews, recruitments, compensation surveys, classification reviews, and leaves of absence management, as well as recruiting, interviewing and hiring. Ms. LaBauve is a 1997 graduate of California State University, Bakersfield, with a Bachelor of Science Degree in Business Administration and an emphasis in Human Resources Management. Ms. LaBauve is a member of the national and local chapters of the Society for Human Resource Management and of Valley Baptist Church.

In addition, Ms. Desirae Shigematsu, PHR-CA, a 2003 graduate of California State University, Fresno with a Bachelor of Science Degree in Business Management and an emphasis in Human Resources Management, joined the P•A•S Associates team in January 2007. Ms. Shigematsu, our Human Resources Coordinator, works directly with clients to assure their needs are met in the area of policy development, general employee issues, recruitments, coordination of supervisory coaching, background checks, applicant testing, state specific legislative updates, as well as recruiting, interviewing and hiring. Ms. Shigematsu is also a member of the national and local chapters of the Society for Human Resource Management and of Olive Drive Church.

Rounding out the P•A•S Associates staff is Ms. Karen Bonanno, HR Specialist. Ms. Bonanno completed the Human Resource Management Certification Program at California State University, Bakersfield, in 2004 and has been previously employed as a Human Resources Coordinator and Director of Human Resources in the water-testing industry in the Bakersfield area before joining P•A•S Associates in 2005. Ms. Bonanno also serves as Principal Recruiter with Snelling Agency. She is a member of the national and local chapters of the Society for Human Resource Management, has served on the Board of Directors for the North Bakersfield Junior Theatre, and is a member of Saint Philip's the Apostle Church. Ms. Bonanno provides a wide variety of human resources services to P•A•S Associates in the areas of employee opinion surveys, compensation surveys, classification reviews, recruitments, background checks, exit interviews, and general human resources research, compliance and consulting.

Ms. Michelle Spitzer provides administrative support and assistance to the staff in a variety of functions, including training coordination and marketing, billing and receivables, and general administrative and office processes. Ms. Spitzer is a 2007 graduate of California State University, Bakersfield, with a Bachelor of Science Degree in Business Administration. Ms. Spitzer is also a member of Olive Drive Church.

Ms. Deborah Perkins assists the P•A•S staff and clients in the areas of creation and revision of employee policy handbooks and administrative support. She is a graduate of California State University, Bakersfield, with a Bachelor of Arts Degree in Music and a minor in Business Administration/Marketing. Ms. Perkins has over 25 years' experience in the legal profession as a legal assistant and paralegal, and is a longstanding member of the Bakersfield Symphony.

Having served the human resources-related needs of employers in a variety of industries, as well as in the public and private sectors for 25 years, P•A•S Associates is uniquely suited and qualified to meet the human resources needs of the City of Tehachapi. Staff members, alone, possess over 100 years of combined experience addressing human resources-related issues and are committed to providing exceptional Human Resources consulting services. This rare combination of expertise, focus and practical knowledge will allow P•A•S Associates to best assist the City of Tehachapi in achieving their goal and commitment of focusing on the business needs and objectives of its clients, value enhancement of the properties it manages, and providing the very highest level of service to its owners, tenants, and residents.

P•A•S ASSOCIATES BROCHURES folder page

GENERAL STATEMENT OF EXPERIENCE

P•A•S Associates has provided compensation analysis services to clients throughout our history, from reviewing and/or creating single job descriptions with associated salary review and recommendation, to entire departments or divisions, and multi-divisional reviews and compensation surveys compared to numerous other organizations. Recommendations for organizational salary structure and methods of implementing the recommendations have also been provided to clients when requested. As indicated in our references, our experience crosses many avenues of organizational structure and types of industry, from private and public-sector organizations, to for-profit and non-profit, as well. We have met or exceeded our clients' expectations and needs in a manner which was within the budgetary and time constraints required, and have provided repeat services to our clients over the years as their businesses have changed and grown. Our experience in managing these projects has been to identify and establish a clear understanding with the client, in writing, regarding the specific requirements of the project, create internal milestones within the project to insure timely completion, and evaluate our performance at each milestone to insure quality of product and continuous improvement going forward. Continuous communication is maintained with the client to provide updates and insights, to evaluate progress and ascertain any requested changes by the client. Each project undertaken has been assigned to a team of P•A•S Associates staff, with oversight by Ms. Culhane or Dr. Webb. Projects have ranged in length from days to more than a year, depending on the need of the client.

In addition and in relation to the performance evaluation process, we believe one of the critical human resources issues of the 21st Century is an organization's ability to refine and develop mechanisms to provide meaningful job performance feedback to all employees. A positive and coherent understanding between the employee and supervisor as to what is acceptable job performance is essential for all employee and management work relationships to survive. With this in mind, P•A•S Associates has worked to assist companies in developing objective performance appraisal forms and systems that ensure a systematic measure of an employee's overall value to the organization is recorded, including the strengths and weaknesses of all employees in relation to career development (including potential advancement and suitability for other positions), training, salary administration, and discipline.

The P•A•S Associates proposal for providing the requested services to the City of Tehachapi has come from an established history of success with similar projects and a record of effective and measurable results which meet client needs. The willingness to work within the established guidelines defined by the client and the adaptability to provide a final product which meets or exceeds the clients' expectations is a hallmark of P•A•S Associates. Our commitment to excellence on behalf of our clients is foremost. P•A•S Associates is committed to providing the City of Tehachapi the same level of service, satisfaction, and excellence for which P•A•S Associates is known.

PROPOSAL

Overview and Methodology

It is the understanding of P•A•S Associates the general desire of the City of Tehachapi (hereinafter referred to as “City of Tehachapi” or “Client”) is to conduct a wage and benefits Compensation Survey to assure appropriate market wages and benefits exist within Client’s organization for the position of City Manager. To achieve this, P•A•S Associates will begin by meeting either in person or electronically with Client’s representative to discuss and provide applicable strategy and mechanisms for this process.

In regard to the Compensation Survey, P•A•S Associates will conduct a wage and benefits survey of one established position compared to up to ten other organizations, in addition to utilizing available and published surveys, to provide a thorough evaluation/comparison to Client compensation for this position. A job description and an organization chart from the ten surveyed organizations will be requested and presented to Client, as available, to support the findings. The comparable positions will be presented, along with the applicable wage and percentage difference from the Client position to which it is found to be most comparable, as well as the applicable benefit data for each organization. To insure the needs of Client are met, P•A•S Associates and Client will together identify the organizations to be surveyed, and P•A•S will survey all such organizations to obtain comparability information. In addition, P•A•S Associates will provide a recommended salary range for this position.

With relation to the Performance Evaluation form for the position of City Manager, P•A•S Associates would like to direct Client to the P•A•S Associates website at www.PASassociates.com, under HR Forms. Within these forms, a generic performance evaluation for Exempt employees can be found, which may be used for your needs. In addition, however, for executive positions such as City Manager, it is recommended a more comprehensive performance evaluation form be utilized, as outlined on Page 9 of this Proposal.

Throughout the process, P•A•S Associates will provide bi-weekly updates (telephonic and email) to insure progress within the stated timeframes and to obtain direction/clarification from Client contact. The estimated timeframe for completion is 90 days from the receipt of the authorized agreement.

Supervision of this project will be conducted by Ms. Culhane. The functions/responsibilities of this project, as outlined later in this document, will be dispersed to Dr. Webb, Ms. Bonanno, Ms. LaBauve, Ms. Shigematsu, and Ms. Spitzer, as deemed appropriate by Ms. Culhane. Presentations to Client’s staff will be conducted by the most appropriate P•A•S Associates staff member.

COMPENSATION SURVEY

Detailed Project Approach

1. P•A•S Associates will communicate with up to ten comparable organizations agreed upon with Client, via written correspondence and telephone (as necessary), to obtain their commitment to participate in this project. Should these organizations only agree to participate if the survey is blind to the City of Tehachapi, Client will be contacted for permission to proceed in the format that conceals each organization in the final format.
2. The following general information regarding each organization will be requested (1) annual 2012/2013 budget of the organization, (2) percentage of total salaries of employees in relationship to the total operating budget, (3) organizational chart, (4) union presence, (5) total number of employees, and (6) any other specific information requested by Client or of interest to P•A•S Associates with regard to this project.
3. P•A•S Associates will provide the above-referenced organizations with all information possible to ensure a proper match between the Client position with the comparable organization's position, including job duties and responsibilities, as well as reporting relationships and span of control. P•A•S Associates will request copies of the job description for the applicable position from the comparable organizations, and any such information received will be provided to Client.
4. The specific information to be requested for the position in each organization that is most comparable to Client's City Manager position will consist of (1) upper and lower salary limit of the appropriate salary grade, as applicable, (2) job description for the position, (3) current monthly salary for the position, (4) additional cash compensation factors, (5) bonuses paid to the position, and (6) benefits and perquisites provided to this position.
5. It is the understanding of P•A•S Associates the following position is to be surveyed: City Manager.
6. P•A•S Associates will review, analyze, and evaluate all information received to assure comparability. The hourly and annual wage of each comparable position, as well as the job description (when available from the comparable organization) will be compared to the existing hourly/annual wage and job description of Client's position to which it is to be compared. *It is the responsibility of Client to provide P•A•S Associates with the accurate hourly and annual wage and description of any other cash compensation factors, as well as accurate job functions (including job duties, skills, abilities, certifications and educational background required), for the position being surveyed, as well as applicable benefits and perquisites.* If an up-to-date Essential Function Job Description does not exist, P•A•S Associates shall gather information and data from Client to create the job description. Approval of this job description must be obtained before the compensation comparison can begin.
7. P•A•S Associates will provide a comparison table identifying the City Manager position and the comparable positions from the surveyed organizations, further comparing Client compensation with the comparable organization's compensation for each position, indicating the percentage difference between the current wage paid by Client and the wage paid by the comparable organization.
8. For all comparisons provided outside of Kern County, a cost-of-living adjustment will be calculated for Client's information and use.
9. Further analysis of the information will be conducted by P•A•S Associates to provide Client with the median and interquartile ranges of the positions utilized for comparison, as well as the number of comparables utilized for each position. If a sufficient number of comparable agencies is not available, the mean of the information received shall be provided.
10. Upon review of the wage and compensation comparability result and review of same with Client, P•A•S Associates will provide an analysis of the information gleaned and provide a recommended salary range for the position of City Manager.

11. P•A•S Associates will also provide a comparison of Client's benefits and perquisites and the comparable organizations' benefits and perquisites.
12. All information compiled, analyzed and prepared by P•A•S Associates, along with introductory narrative and explanation of the procedures utilized, will be presented to Client for ease in reference.
13. P•A•S Associates will include in the final study results any additional applicable notes of interest gleaned from the comparable agencies during this process.
14. Final presentation of the results of the Compensation Survey will be presented by P•A•S Associates to Client in an electronic format.
15. P•A•S Associates will provide bi-weekly status reports (telephonic and email) to the appropriate party throughout the term of this project.
16. As participating organizations may require a blind copy of the salary data to agree to participate and, if same is approved by Client, P•A•S Associates will forward blind copies of the study to the participating organizations, as deemed appropriate by Client.
17. Final presentation of the results of the Compensation Study will be presented by P•A•S Associates to Client within 90 days from date of retainer. This presentation shall be at a time and location deemed appropriate at the completion of the study, providing three copies of the results.

PERFORMANCE EVALUATION CREATION

Detailed Project Approach

Should the more comprehensive performance evaluation form noted under "Overview and Methodology" be of interest to the City of Tehachapi, the following approach shall be utilized:

1. Meet with a representative of Client, either in person or electronically, to review the job description for the position of City Manager.
2. Utilizing the goals and mission of the organization, as well as the job description for the position of City Manager, P•A•S Associates shall create a performance appraisal form for the position of City Manager for implementation by Client, providing draft of same to Client for review, input, and approval.
3. Upon gathering input from Client regarding the draft provided, P•A•S Associates shall present a final copy in both electronic and written format to Client.
4. Assistance with training regarding the conducting of performance appraisals is available through P•A•S Associates. If it is the desire for such assistance, additional information can be provided upon the conclusion of this project.

COMPENSATION SURVEY

Fee Structure

The professional fee for completion of the Compensation Survey of the City Manager position, as described herein, is \$1,800.00. P•A•S Associates will not perform work that would cause the cost of this contract to exceed this fee without prior written authorization from Client.

This work will be performed upon the receipt of a 50% retainer, with two monthly billings of 25% each, 30 days and 60 days, respectively, from date of retainer receipt. Any additional expenses approved outside of this proposal are billed to Client bi-monthly, with payment due on receipt of invoice.

The terms quoted in this Agreement will remain in effect for 90 days from date of proposal.

All services performed in addition to the scope of work listed above will be supplied at P•A•S Associates' current hourly rate, plus expenses, and will only be performed upon receipt of a Client-executed Agreement Change Order.

If additional printing of any reports and/or forms is requested, these costs will be billed at the rate of \$0.06 per single-sided page, \$0.08 per double-sided page and per page on colored paper, \$0.75 per page printed in color, and \$1.75 each for binding, unless other arrangements have been made. Applicable postage will apply to additionally approved work.

If travel outside of the Bakersfield area or related expenses are approved by Client, same will be billed at the rate of \$98.00 per hour for travel time, per hour per consultant, in addition to mileage at the standard per-mile Internal Revenue Service mileage rate and other applicable travel expenses including airfare, car rental and hotel (at actual cost), and meals, etc.

PERFORMANCE EVALUATION CREATION

Fee Structure

The professional fee for completion of the Performance Evaluation Creation, as described herein, is \$650.00. P•A•S Associates will not perform work that would cause the cost of this contract to exceed this fee without prior written authorization from Client.

This work will be performed upon the receipt of a 50% retainer, with two monthly billings of 25% each, 30 days and 60 days, respectively, from date of retainer receipt. Any additional expenses approved outside of this proposal are billed to Client bi-monthly, with payment due on receipt of invoice.

The terms quoted in this Agreement will remain in effect for 90 days from date of proposal.

All services performed in addition to the scope of work listed above will be supplied at P•A•S Associates' current hourly rate, plus expenses, and will only be performed upon receipt of a Client-executed Agreement Change Order.

If additional printing of any reports and/or forms is requested, these costs will be billed at the rate of \$0.06 per single-sided page, \$0.08 per double-sided page and per page on colored paper, \$0.75 per page printed in color, and \$1.75 each for binding, unless other arrangements have been made. Applicable postage will apply to additionally approved work.

If travel time or outside of the Bakersfield area or related expenses are approved by Client, same will be billed at the rate of \$98.00 per hour for travel time, per hour per consultant, in addition to mileage at the standard per-mile Internal Revenue Service mileage rate and other applicable travel expenses including airfare, car rental and hotel (at actual cost), and meals, etc.

Additional Information/Acceptance

Client acknowledges that it will be given access to written materials authored by P•A•S Associates, including, without limitation, any and all preliminary and final reports. Any documents delivered to client which have been authored by P•A•S Associates are copyrighted materials owned by P•A•S Associates and are intended solely for the internal use of Client. ***Any such documents shall not be disseminated or republished in any manner without the prior written consent of P•A•S Associates. Client acknowledges that it will receive access to certain trade secrets owned by P•A•S Associates and client agrees to refrain from disseminating these trade secrets in any way without the prior written consent of P•A•S Associates.***

P•A•S Associates' portion of this work is scheduled for completion within 90 days of authorized receipt.

Client understands and agrees that this Agreement is between P•A•S Associates and the specific company/entity to which this letter is directed. This Agreement and the services provided by P•A•S Associates do not address any other entities owned and/or operated and/or which are affiliated with Client.

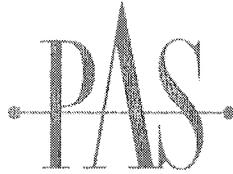
If either party resorts to a legal action or arbitration to enforce any provision of this agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees in addition to any other relief to which it may be entitled. This provision applies to the entire agreement.

Finally, P•A•S Associates represents that P•A•S Associates staff and consultants have expertise in human resources and other areas involving employment issues and does not represent or Client consider that P•A•S Associates is acting as an attorney or that it is giving any form of legal advice or legal opinion. P•A•S Associates recommends and Client acknowledges the recommendation, that before making any decision pertaining to human resource or employment issues, even if relying upon the consultation services of P•A•S Associates, Client should seek the advice of legal counsel to determine the legal ramifications of any proposals or recommendations of P•A•S Associates.

Finally, if Client wishes to accept the terms of this proposal, please return an initialed/signed copy of pages 6 through 12, along with the executed Addendum and appropriate payment.

REFERENCES

ADDENDA



HUMAN RESOURCES CONSULTANTS
INVESTIGATIONS

ADDENDUM "A"

TO: City of Tehachapi
c/o Law Offices of Thomas F. Schroeter
254 "H" Street
Bakersfield, CA 93304

DATE: December 28, 2012

ATTN: Mr. Tom Schroeter, City Attorney

NO: 4935

The following charge covers Compensation Survey services, as described herein, for the above-mentioned organization.

FEE: Compensation Survey services	\$1,800.00
OTHER EXPENSE: None	<u>0.00</u>
TOTAL	<u>\$1,800.00</u>

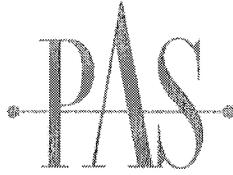
TERMS: Services will be performed upon the receipt of a 50% retainer, with two monthly billings of 25% each, 30 days and 60 days, respectively, from date of retainer.

CITY OF TEHACHAPI

NAME/TITLE

DATE

**1401 19th Street, Suite 235 • Bakersfield, CA 93301 • (661) 631-2165
Fax: (661) 631-2841 • hculhane@aol.com • www.PASassociates.com**



HUMAN RESOURCES CONSULTANTS
INVESTIGATIONS

ADDENDUM "B"

TO: City of Tehachapi
c/o Law Offices of Thomas F. Schroeter
254 "H" Street
Bakersfield, CA 93304

DATE: December 28, 2012

ATTN: Mr. Tom Schroeter, City Attorney

NO: 4935

The following charge covers Performance Evaluation Creation services, as described herein, for the above-mentioned organization.

FEE: Performance Evaluation Creation services	\$650.00
OTHER EXPENSE: None	<u>0.00</u>
TOTAL	<u>\$650.00</u>

TERMS: Services will be performed upon the receipt of a 50% retainer, with two monthly billings of 25% each, 30 days and 60 days, respectively, from date of retainer.

CITY OF TEHACHAPI

NAME/TITLE

DATE

1401 19th Street, Suite 235 • Bakersfield, CA 93301 • (661) 631-2165
Fax: (661) 631-2841 • hculhane@aol.com • www.PASassociates.com

RESUMES

HOLLY J. CULHANE, SPHR-CA

Licensed Investigator (CA PI#25953)

1401 19th Street, Suite 235

Bakersfield, CA 93301

661/631-2165

EXPERIENCE

August 1987 -
Present

P•A•S ASSOCIATES; Bakersfield, California

Owner/Senior Human Resources Specialist

- Created centralized Personnel/HR Department concept
- Provide HR generalist and specialist consultation services for businesses California, Oregon, Nevada, Colorado, Wyoming, Utah, Texas, North Carolina, New Mexico, Alabama, Arkansas, Florida, Louisiana, New York, Oklahoma, Washington, Idaho, Michigan, Pennsylvania, Tennessee, Utah, Wisconsin and Arizona with employee base in excess of 5,000
- Develop training programs as required by clients and industry
- Assure and maintain the highest quality of products and services provided
- Coordinate marketing and sales efforts
- Manage/supervise projects, in-house staff, and additional outside consultants
- Responsible for budget preparation and financial analysis
- Co-Director of Project Employment (9/90 - 8/91), a three-year federally-funded project by the U. S. Department of Education to increase the employability and job placement of disabled students at Bakersfield College

January 1985 -
November 1987

COLEMAN COMPANY; Bakersfield, California

Construction Administrative Manager

- Responsible for all human resources functions for corporate construction and two divisional construction offices
- Develop educational training programs relating to supervision and quality assurance
- Maintain accurate and updated procedures manuals for all divisions
- Manage/analyze information systems on an on-going basis, making appropriate recommendations and revisions
- Provide expertise in human resources, accounting and operational areas
- Supervise construction division administrative personnel

June 1983 -
January 1985

CONTINENTAL CONSTRUCTION CORPORATION; El Segundo, California

Assistant to the Director of Construction

- Coordinate human resource functions for construction division
- Assure accuracy on all construction-related contracts
- Analyze information systems
- Provide expertise in human resources and accounting areas
- Supervise office and field administrative personnel

ADDITIONAL PROFESSIONAL QUALIFICATIONS

Produced EMPLOYMENT ESSENTIALS, 90-second human resources updates which aired on talk radio five days per week, twice per day --
October 1990 - October 1992

Published EMPLOYER ESSENTIALS, a bi-monthly newsletter for businesses of all sizes containing human resources information relative to current HR issues.

Published "Project Employment...A Model for Change",
O•S•E•R•S News in Print, co-authored with Charles C. Wall,
Ph.D., Summer 1991, a publication by the U.S. Department of
Education with a readership of 20,000 in the U.S. and Europe

Co-produced, co-authored and acted as presenter for employee
educational training videotape -- "ADA: What You Need to
Know" -- Marketed throughout United States and used by such
companies as Wal-Mart and ARCO

Authored various employee educational training programs:

- "Interviewing Challenges of the ADA"
- "ADA: What You Need to Know"
- "Hiring: The First Step in the Termination Process"
- "Write it Right and Avoid a Fight"
- "Recognizing and Preventing Sexual Harassment"
- "Recognizing and Preventing Violence in the Workplace"
- "The Personal Profile...Understanding Self and Others in the Work
Environment"
- "Communication: The Key to Building an Effective Team"
- "Bridging the Gap: Becoming More Effective in a Multicultural Organization"
- "Risk Management for Supervisors"
- "Success Secrets for Entrepreneurial Women"
- "Entrepreneurism: The Art of Profit Making and Risk Taking"

Trains various educational programs

- "Leadership Training for Supervisors" - Ken Blanchard
- "Situational Frontline Leadership" - Ken Blanchard
- "Quick Start for Supervisors" - Pathways to Performance
- "The Human Touch Performance Appraisal" - Charles Cadwell
- "Give 'Em The Pickle – Delighting Customers" - Robert E. Farrell
- "Interviewing: More Than A Gut Feeling" - Charles Cadwell
- "Hiring The Best" and "Keeping The Best" - Martin Yate
- "A Peacock in the Land of Penguins - Harnessing the Creativity and Benefits
of Differences in the Workplace" - BJ Gallagher Hateley
- "Sexual Harassment: New Perspectives"
- "It's Not Just About Sex Anymore"
- "Managing Workplace Conflict"
- "Maintaining Emotional Balance in the Workplace"
- "Courage to Coach"
- "Leadership Secrets of Santa Claus"
- "Dealing with theirate Customer"
- "Business Etiquette: How-to's for the Professional Work Environment"
- "Give 'Em The Pickle!"
- "Ouch! That Stereotype Hurts"
- "Ethical Muscle...A Responsibility of Leadership"
- "Boot Camp for Supervisors"
- "Core Leadership Skills"
- "DiSC: Understanding Yourself and Others in the Work Environment"
- "Challenging Conversations"
- "Brains! The Power of Emotional Intelligence"
- "Managing People Through Change"
- "Lead Like Jesus Leadership Encounter"

Distributor of InScape Products (DiSC, Work Expectations Profile and related products), using same with relation to leadership/executive coaching and training

Partner with the California Chamber of Commerce in the Human Resources Network (one of ten HR consulting firms chosen in the State of California to do so)

APPOINTMENTS By Governor Pete Wilson - Member, California Small Business Board (Office of Small Business), served as Vice Chair 1997-1999; 1996 - 2000

By Employment Development Department Director Thomas Nagel - Chair of the Small Business Employer Advisory Committee to the Tax Division of the Employment Development Department 1993 - 1996

EDUCATION/CERTIFICATIONS/LICENSES

June 2008 BUREAU OF SECURITY AND INVESTIGATIVE SERVICES
Licensed Investigator, CA PI #25953

May 2008 HUMAN RESOURCES CERT. INSTITUTE; Alexandria, Virginia
California Specialization Certification (SPHR-CA)

May 2001 SAN JOAQUIN VALLEY CIVIC LEADERSHIP PROGRAM
Graduate

May 1992 ROTARY INTERNATIONAL; Surrey County, London, England
Group Study Exchange Scholarship to study international human resources

December 1991 HUMAN RESOURCES CERT. INSTITUTE; Alexandria, Virginia
Senior Professional in Human Resources Certification (SPHR)
(Recertified in 1994 and 1997; certified for life)

June 1990 LEADERSHIP BAKERSFIELD; Bakersfield, California
Graduate, Commencement Speaker

May 1978 BAPTIST BIBLE COLLEGE; Springfield, Missouri
Degree, Business Administration, with additional course work in theology, doctrine and Biblical history

PROFESSIONAL AFFILIATIONS/ COMMUNITY SERVICE

- Society for Human Resource Management, National Affiliation
- Society for Human Resource Management, Kern County Chapter (past Board of Directors; past Legislative Liaison; current member)
- Greater Bakersfield Chamber of Commerce (Board of Directors, Chairman, 2000; Leadership Bakersfield Advisory Council; Labor and Employment Law Committee; All-America Schools Committee)
- Society for Human Resource Management, Consultants Forum Board of Governors
- Rotary Club of Bakersfield (Board of Directors, 2001; volunteer trainer for PRLS Program, i.e., Potential Rotary Leadership Seminars)
- Laurelglenn Bible Church (past member, Womens' Ministry Leader, Vision 2010 Executive Leadership Team)

- Bakersfield Symphony Association (past Executive Board of Directors)
- Kern County Youth for Christ (past Board of Directors)
- Youth for Christ/USA (National Board of Trustees; Executive Committee member; Human Resources Chair; Public Relations Chair)
- Evangelical Christian Credit Union (Board of Directors)
- All-America City Task Force
- International Christian Ministries (past member Board of Directors, Chairman, 2004)
- Leadership Bakersfield Alumni Association (past member Board of Directors)
- Golden Empire Gleaners (past member Board of Directors and Advisory Board)
- Community Connection for Child Care (past Advisory Council member and Public Relations Chairperson)
- Bakersfield All-America City Committee (past Co-Chairperson)
- National Association of Women in Construction (past member Board of Directors, Bakersfield Chapter and Regional representative)
- Short-term missions involvement with International Christian Ministries, Children To Love, Center for Student Missions, Laurelglenn Bible Church and independent encouragement trips in the following countries: East Africa (1996, 1998, 1999, 2001, 2002, 2004, 2009), Mexico (2000, 2001, 2002, 2003, 2004, 2005), Romania (2004), Germany (2005), USA (various locations/dates between 1996-present)
- Sister City representative to Wakayama, Japan, as Greater Bakersfield Chamber of Commerce representative (2000)

SPECIAL RECOGNITION

- Bank of America Business Award
- Leadership Bakersfield Summation Speaker
- Nominee, 1990 Bakersfield Career Woman of the Year
- Bakersfield City Council (All-America City Award)
- Kern County Board of Supervisors (All-America City Award)
- California State Senate (All-America City Award)
- California Assembly (All-America City Award)
- Paul Harris Fellow (by Westlake Village Rotary Club)
- Women with a Heart for Bakersfield Award, 2007

Dr. Juanita Webb, SPHR-CA, PI

11511 Finsbury Court
Bakersfield, CA 93312

jwebbconsulting@aol.com

661-747-4386 cell

661-588-3609 facsimile

EXPERIENCE:

My professional career has focused on providing Human Resource services, starting with my first position at The Emporium Department Stores as Assistant Personnel Manager and continuing through my current position as Human Resources Consultant. Working in a variety of organizations and business entities, including for-profit, non-profit and private employers, I have been responsible for all aspects of human resources functions, including:

- employee relations, in union and non-union environments,
- performance appraisal program development and implementation,
- strategic management in developing goals and objectives in line with overall organization mission, vision and values,
- recruiting and hiring at all employment levels,
- developing and implementing video and internet-based orientation programs and handbook implementation sessions,
- establishing succession planning within the organization,
- staff training and development in general, for all employee levels, including management, and Human Resources staff, specifically,
- developing and implementing compensation and benefits programs,
- conducting salary and benefits surveys for the organization,
- participating in implementing and administering programs and plans for risk management within the organization,
- responding to requests for proposals (RFP's) and developing proposals for Human Resources-related services,
- conducting Human Resources audits for functional and strategic planning within the organization,
- providing investigation and training expertise in the areas of harassment and discrimination,
- providing coaching and conflict resolution services,
- providing project management services for various Human Resources and business-related projects for the organization,
- conducting job analysis, classification reviews and developing applicable job descriptions,
- preparing and conducting employee opinion surveys, and compiling response data for use by the organization, with follow-up focus groups for feedback to management,
- developing and implementing drug, alcohol and contraband control programs, and
- developing and controlling budgeting for the department and/or organization.

JUNE 2004 TO PRESENT

Human Resources Consultant, J. Webb Consulting

Responsible for serving a broad range of client needs, working with P·A·S Associates, Zee Consulting & Associates, as well as individual clients of J. Webb Consulting, to provide human resources-related consulting to small- and medium-sized businesses throughout Bakersfield, Kern County, California and 23 other states. Serves as Adjunct Professor in the Department of Business at the Bakersfield Campus of Fresno Pacific University.

JULY 1996 TO MAY 2004

Business & Administrative Director, Bakersfield Christian High School

As a member of the Senior Management Team, provided operational and human resources services for the organization and acted in the capacity of Assistant Principal of Administration.

JULY 1986 TO OCTOBER 1998

Business Manager/Executive Assistant, Law Offices of Thomas C. Fallgatter

Served as Business Manager and personal assistant for Thomas Fallgatter in a variety of business entities and law office ventures. Managed property holdings and campaign ventures on his behalf and handled all aspects of human resources for the various organizations.

Previous Experience:

- Bakersfield Christian Life Schools** – Assistant Principal of Administration; Teacher
- Whittier Christian High School** – Assistant to the Superintendent; Teacher
- The Broadway Department Stores** – Training Manager; Asst. Personnel Manager
- The Emporium Department Stores** – Assistant Personnel Manager

EDUCATION, CERTIFICATIONS AND LICENSING:

- ☞ **Doctor of Theology**, Summit Bible College, Bakersfield, California
Concentration: Application and Impact of Theology; Summa Cum Laude
- ☞ **Masters Degree**, Summit Bible College, Bakersfield, California
Concentration: Counseling; Summa Cum Laude
- ☞ **Coursework for Master of Arts Degree**, Talbot Theological Seminary, La Mirada, California
- ☞ **Bachelors Degree**, Business Administration, Biola College, La Mirada, California
Concentration: Business Management; minor in Biblical Studies; with honors
- ☞ **Associate of Arts Degree**, Business Administration, Skyline Community College, San Bruno, California; with honors
- ☞ **Senior Professional in Human Resources (SPHR)**, January 2008 – HRCI (Human Resources Certification Institute)
- ☞ **Senior Professional in Human Resources – California specialization (SPHR-CA)**, January 2009 – HRCI (Human Resources Certification Institute)
- ☞ **California Private Investigator** (License #25792), December 2007 – BSIS (Bureau of Security and Investigative Services)
- ☞ **Private Pilot License**, Single Engine Land – October 1990 – Federal Aviation Administration

ADDITIONAL PROFESSIONAL QUALIFICATIONS:

Develops and trains various educational programs, including:

- ✓ "Quick Start for Supervisors" – Pathways to Performance
- ✓ "The Human Touch Performance Appraisal" – Charles M. Cadwell
- ✓ "Sexual Harassment: New Perspectives"
- ✓ "Let's Get Honest About Sexual Harassment"
- ✓ "Harassment: The Real Scene"
- ✓ "Sexual Harassment: It Can Happen Here"
- ✓ "You Can Stop Harassment"
- ✓ "It's Not Just About Sex Anymore"
- ✓ "Managing Workplace Conflict"
- ✓ "Leadership Secrets of Santa Claus"
- ✓ "Business Etiquette: How-to's for the Professional Work Environment"
- ✓ "Ethical Muscle...A Responsibility of Leadership"
- ✓ "Dynamic Decision Making"
- ✓ "Creative Problem Solving"
- ✓ "Analytical Thinking – Crucial Key to Success"

Dr. Juanita I. Webb Resume (Cont'd.)

- ✓ "High Performing Team– and Self-Directed Projects"
 - ✓ "Human Touch Performance Appraisals"
 - ✓ "Hire Tough, Manage Easy"
 - ✓ "Working With You is Killing Me" – Katherine Crowley, Kathi Elster
 - ✓ "The Up in Upheaval"
 - ✓ "Time Management – A Productivity Plan"
 - ✓ "I Just Can't Get Organized"
 - ✓ "Managing Stress – Road to Resiliency"
 - ✓ "Be Our GUEST – The Guide to Good Customer Service" – National Association of Convenience Stores
 - ✓ "DiSC Behavioral Styles" – Inscape Products
 - ✓ "Sexual Harassment: A New Look"
 - ✓ "Document, Document, Document"
 - ✓ "Boot Camp for Supervisors"
- Co-produced, co-authored and acted as presenter for video/internet-based employee-orientation program, including interactive surveys, quizzes and video training materials for Kern County-based employer.
 - Partner with Pfeiffer Educational Programs to provide authorized services for Pfeiffer training products.

PROFESSIONAL AFFILIATIONS/COMMUNITY SERVICE:

- Society for Human Resource Management, National Affiliation
- Society for Human Resource Management, Kern County Chapter (Board of Directors 2008, 2009; current member)
- Greater Bakersfield Chamber of Commerce
 - Labor and Employment Law Committee Chairman, 2009; member 2005-present
 - Leadership Bakersfield, Class of 2010
- Laurelglen Bible Church (member; Awana Club Leader; Deacon Couple)
- Kern County Youth for Christ (advisory member to the Board of Directors)
- Summit Bible College (advisory member to the Board of Directors)
- Liberty High School Site Council (President 2007-2009; Secretary 2006-2007; member 2005-2009)
- Community Christian High School (Board of Directors, 1986-1988)
- Classy Ladies Investment Club (Financial Partner, 2001-present)
- California State University, Bakersfield (Parent-advisory council, 2008)

PROFESSIONAL REFERENCES:

Provided upon request

JULIE A. ANNIS-LaBAUVE, SPHR

EXPERIENCE: ***P•A•S Associates – Bakersfield, CA. Human Resources Specialist. June 2007 – Present.***

- Provide clients with general human resource assistance.
- Conduct Exit Interviews and New Hire Surveys.
- Responsible for recruiting, including creating job descriptions and job postings, conducting phone interviews and personal interviews, coordinating background checks through third-party agency and presenting offer letters.
- Conduct Exempt Status Reviews.
- Specialize in areas of disability management.

Aera Energy Services Company – Bakersfield, CA. Human Resources Specialist. September 2001 – April 2007.

- Responsible for all Disability Management for 1,200 employees, including personal illness/injury and worker's compensation administration.
- Facilitated monthly telephonic file reviews with worker's compensation carrier, as well as annual reviews held in Sacramento.
- Assisted with annual worker's compensation contract renewal.
- Company representative to attend all attorney depositions of worker's compensation suits.
- Employee relations for four client groups: Belridge office, Information Management, Legal, and Environmental, Health & Safety.
- Responsible for collective bargaining agreement interpretations for West Coast Employees' Union (WCEU).
- Assisted with WCEU contract negotiations in 2002 and 2007.
- Assisted with WCEU grievance responses and arbitrations.
- Responsible for National Labor Relations Board (NLRB) charge responses.
- Responsible for EEOC charge responses.
- Assisted with annual performance management and compensation review meetings for client groups.

webBASIS, Inc. – Bakersfield, CA. Benefits and Compensation Manager. November 2000 – September 2001.

- Benefits administration for British Columbia, Utah, and Bakersfield and remote sales employees.
- Managed Open Enrollment.
- Managed all benefit plan transition for the acquisition of Coresoft Technologies, Inc. in Utah.
- Administration of all contracts relating to health insurance, worker's compensation, and 401(k) plan.
- 401(k) plan administration including transferring the plan to a new trustee.
- Responsible for research, data compilation and analysis to create salary ranges and guidelines.
- Assisted in salary reviews.
- Employee relations for all departments.

Symantec Corporation – Cupertino, CA. March 1999 – October 2000.

Sr. Human Resources Specialist (November 1999 – October 2000).

- Affirmative Action Planning.
- EEO/AAP compliance tracking within ResTrac database for Cupertino site.
- Coordinated search firm agency agreements for US and Canadian offices.
- Sourced and routed resumes online for Cupertino recruiters.
- Produced and distributed weekly reports outlining worldwide hiring activity to the Executive Staff and Corporate Finance for budgeting and strategy metrics.
- Contact for Bernard Hodes Advertising Agency for recruitment ads and virtual job fairs.
- Assisted with Symantec Health Fair in 1999 and 2000.

Associate HR Specialist (March 1999 – November 1999)

- Developed new HR staffing processes including resume routing, job requisition management and tracking candidate activity for EEO compliance.
- Helped develop and roll out New Hire Orientation programs for worldwide Symantec.
- Responsible for all ResTrac database activity for Cupertino, Europe, Asia Pacific and Latin America.
- Provided training on ResTrac entry and system responsibilities to US sites.
- Offer letter generation for Cupertino and Oregon offices.
- Responsible for diversity job postings through Outreach program.
- Contract administration for all job board internet sites.
- Assisted with creation, roll out and training of on-line job requisition tool.
- Coordinated job fairs and recruitment events.
- Part of Staffing Systems committee to find a new resume tool to replace ResTrac.
- Part of committee to rewrite PeopleSoft queries.

Silicon Gaming, Inc. – Palo Alto, CA. Human Resources Coordinator. January 1998 – March 1999.

- Responsible for database management of confidential employee records.
- Developed all OSHA safety policies and employee training.
- Performed new hire orientation for employees at corporate office.
- Assisted with staffing functions, including job postings on the internet, job fairs, interviewing, offer letters, and separation agreements.
- Assisted with Benefits Administration, including open enrollment and benefit presentations to employees.
- Assisted with two large RIFs, including traveling to multiple sites to do notifications and exit interviews.
- Responsible for office management including event planning, travel coordination and contract negotiations, and coordinating Board of Directors meetings.
- Responsible for employee relations for Finance, Information Systems, Engineering and Manufacturing.

North Bakersfield Recreation and Park District – Bakersfield, CA. Assistant Teacher. August 1991 – October 1997.

- Fully responsible for teaching and caring for thirteen preschool children.
- Developed weekly lesson plans.
- Team-taught while attending California State University, Bakersfield.
- Organized children's pre-k graduation.

EDUCATION: ***California State University, Bakersfield***
Bachelor of Science degree
Graduated August 1997 GPA 3.4
Emphasis in Human Resources Management

Bakersfield College
Associate of Arts degree
Graduated December 1995 GPA 3.3
Emphasis in Business Administration

PERSONAL: ***Strong work ethic and highly motivated individual***

- Excellent written and verbal communication skills.
- Ability to multi-task in a fast-paced environment.
- Computer literate in Microsoft Office (Word, Excel, PowerPoint, Access).
- Experience with PeopleSoft and queries.
- Experience with SAP HR module
- Experience with HRIS systems including ResTrac/WebHire and Icarian.
- Enjoy being part of a diverse work force.
- Strong team player.
- Strong community involvement.

REFERENCES: Available upon request.

Desirae Shigematsu, PHR-CA

Work

- | | | |
|--|-------------------------------|-----------------|
| January 2007 - Present | P•A•S Associates | Bakersfield, CA |
| Human Resources Coordinator | | |
| <ul style="list-style-type: none">• Create and revise Employee Policy Handbooks• Process and monitor background searches• Process Inscape products and services• Inform clients of state specific legislative updates• Assist with facilitation of supervisory coaching• Prepare new hire packets, proposals, termination forms, and state and federal posting requirements | | |
| April 2004 – January 2007 | Dollar Financial Group | Fresno, CA |
| Store Manager | | |
| <ul style="list-style-type: none">• Monitored and evaluated monthly profit and loss statements• Recruitment and hiring for local market• Conducted monthly staff meetings• Identified staff performance needs• Audited loan files• Reconciled daily paperwork | | |
| December 2003 – January 2007 | Dollar Financial Group | Fresno, CA |
| District Trainer | | |
| <ul style="list-style-type: none">• Conducted core training classes for all new hires• Monitored new hire certification process• Administered and graded certification tests• Monitored trainee participation and provided feedback | | |
| January 2004 - April 2004 | Dollar Financial Group | Fresno, CA |
| Manager Trainee | | |
| <ul style="list-style-type: none">• Created weekly work schedule• Audited loan files• Audited daily store transactions• Conducted monthly loss prevention and safety audits | | |
| July 2001 - January 2004 | Dollar Financial Group | Fresno, CA |
| Customer Service Representative | | |
| <ul style="list-style-type: none">• Collected and input data for loan processing• Collected and distributed loan principal• Marketed products and services• Assisted in employee training | | |
| February 2003 - May 2003 | Gap Inc., Distribution Center | Fresno, CA |
| Human Resources Intern | | |
| <ul style="list-style-type: none">• Maintained Leave of Absence files• Compiled weekly Leave of Absence updates• Assisted associates with online benefits enrollment• Completed state disability forms using Kronos | | |

September 1998 - July 2001

Big 5 Sporting Goods

Clovis, CA

Sales Associate

- Provided customer service
- Conducted Point of Sale transactions
- Assisted in training new employees
- Prepared and setup inventory for weekly sales promotions

Education

May 2003 California State University Fresno

Fresno, CA

Bachelor of Science Degree in Business Administration

Emphasis: Human Resources Management

**Professional
Organizations**

- Society for Human Resource Management: National Member 2003-04, 2009
- Society for Human Resource Management: Kern County Chapter Member, 2007 - Present
- Society for Human Resource Management: Student Chapter 2003

Karen Bonanno

Positions Held

Snelling Agency

2007 – present: Principal Recruiter

Responsible for providing temporary and permanent staffing solutions to companies, in areas such as clerical, sales, payroll, light manufacturing and many others. Evaluates candidates based on the unique culture, personality and requirements of the client in need, ensuring the right employment fit.

P•A•S Associates

2005 – present: HR Specialist

Responsible for communication with clients pertaining to all aspects of Human Resources, including wage and hour, leaves of absence, discrimination, termination, hiring and performance issues. Performed new hire surveys, employee opinion surveys, compensation surveys and exit interviews for clients.

B C Laboratories, Inc.

2003 – 2005: Director of Human Resources

Responsible for overseeing all aspects of the HR system including benefits administration, recruitment/retention, time keeping and payroll records, compensation, discipline and termination. Developed and continued to maintain employee training program. In conjunction with the Company Safety Officer, created the workplace Drug Prevention Program. Developed and continued to maintain incentive and recognition programs. Created benefits administration package and training programs. Benefits administrator for all plans including medical, dental, vision, life, supplemental, wellness and 401K plans. Supervised day to day activities of Receptionist and Word Processor. Maintained all records for B C Laboratories, Inc. employees including personnel, training, and medical. Created and/or updated all manuals, procedures and policies associated with personnel issues. Updated and continued maintenance of the Company's Affirmative Action Plan. Continued participation in various outside training seminars and conferences to remain current with legal issues.

2001 – 2003: Human Resources Coordinator

Worked with the President of B C Laboratories, Inc. in conjunction with an HR consulting firm to implement B C Laboratories' Human Resources function. Responsible for new employee orientations and benefits administration. Created and maintained employee personnel folders. Continued the responsibilities of Department Manager while setting up HR functions.

1998 – 2001: Department Manager

Reorganized and streamlined the processes of the Sample Log-in, Sample Receiving, Billing, and Data Entry divisions. Created and maintained the department's Standard Operating Procedures. Prepared department personnel for the Authority and regulatory agency audits including State Environmental Laboratory Accreditation Program and Department of Energy. Supervised 10 to 15 full time employees. Responsible for the procurement of office supplies for the entire Company. Created procurement processes including vendor evaluation/ranking and ordering/tracking. Developed the Company's outside services procedures and shipping processes. Continued to evaluate shipping companies on a regular basis in order to obtain lower cost while not risking quality.

1991 – 1998: Log-in Supervisor

Managed the day to day activities of Log-in and Sample Receiving personnel. Maintained personnel records, conducted performance evaluations, provided all necessary training.

Karen Bonanno Resume (Cont'd.)

1989– 1991: The Authority Service Representative

Liaison between the Authority and laboratory staff. Coordinated sampling projects from start to finish for entire the Authority base. Interpreted and recorded customer requirements into the laboratory information system. Established the Company's first Project Management position by being accountable for the needs of their largest the Authority.

1983 – 1989: General office

Performed multiple tasks including customer reception and service, data entry, sample receiving, sample log-in and billing.

Education

Bakersfield College, General Education, 1981 to 1982

Cal State Bakersfield, completed Human Resource Management Certification Program, 2004

Daniells Phillips Vaughan & Bock, Toward Awesome Service, 2001

Ken Blanchard's Situational Leadership II, completed 40 hour training program, 2001

Lorman Education Services, Employment Related Records in California. 2002

Skill Path Seminars, The Managers and Supervisors Conference, 2002

Zee Consulting, Recognizing Substance Abuse in the Workplace, 2003

P•A•S Associates, Give 'em the Pickle Customer Service Training, 2004

P•A•S Associates, Recognizing Sexual Harassment in the Workplace, Annual training

Professional Organizations

Member of local chapter of the Society for Human Resources Management

Member of the national chapter of the Society for Human Resources Management

Volunteer Experience

Served on the Board of Directors for the North Bakersfield Junior Theater; in charge of publicity, 2002

Elementary Religious Education Teacher for Saint Philip the Apostle Church, 1999 to present.

Computer Skills

Microsoft Office applications, AREV database

Michelle M. Spitzer

Work Experience:

P•A•S Associates (November 2007 to Present)

1401 19th Street, Suite 420, Bakersfield, CA 93301 (661) 631-2165

Position: Administrative Coordinator

- Training coordination
- Accounts Receivable/Payable
- Marketing/website coordinator
- Survey data input/coordination

Olive Drive Church (January 2004 to November 2007)

5500 Olive Drive, Bakersfield, CA 93308 (661) 393-8210

Position: Administrative Assistant to Youth Pastors & Adult Pastors

- Balance budget
- Event/trip planning
- General computer work
- Assist multiple pastors
- Receptionist duties

Kyle Carter Homes, a Corky McMillin Company (January 2003 to January 2004)

3851 Fruitvale Avenue, Bakersfield, CA 93308 (661) 399-0239

Position: IT Assistant

- Scanning documents into computer system
- Indexing and electronically filing documents into system
- General Computer Work
- Filing Documents
- Customer Service
- Receptionist duties

Brookside Market & Deli (July 2001 to January 2003)

4800 Coffee Road, Bakersfield, CA 93308 (661) 588-2329

Position: Deli Employee & Cashier

- Food preparation
- Customer Service
- Taking Phone Calls
- Cashier Work
- Cleanup
- Opening Duties/Closing Duties

Education & Training:

- BS in Business Administration, Cal State University, Bakersfield, 2007
- Diploma, Centennial High School

Program Proficiency:

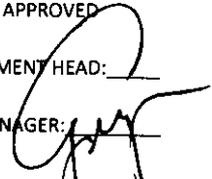
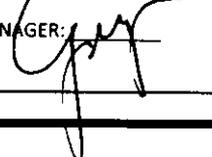
- Word, Excel, Powerpoint, Publisher
- Bill Quick, Shelby (Data Entry Program)
- PageMaker
- Outlook



COUNCIL REPORTS

AGENDA SECTION: CITY MANAGER REPORTS

MEETING DATE: JANUARY 22, 2013

APPROVED:	
DEPARTMENT HEAD:	
CITY MANAGER:	

TO: HONORABLE MAYOR SMITH AND COUNCIL MEMBERS

FROM: GREG GARRETT, CITY MANAGER

DATE: JANUARY 17, 2013

SUBJECT: CITY COUNCIL IPAD POLICY

BACKGROUND

As technologies have improved, many Cities have begun to eliminate the costly and time consuming process of producing paper Agenda packets. Currently, the City of Tehachapi produces paper Agenda packets for the City Council, Clerk, and Treasurer only. All staff members utilize electronic devices for Agenda packet viewing, or they print the select pieced they need.

After an estimate by City Staff, it was determined that the cost to produce the current number of paper agenda packets is roughly \$1,500 per year. This number includes the average cost of copies, including paper, and a conservative estimate of the average number of staff hours required.

At this time, Staff has reviewed policies and procedures from other cities in California for paperless Agenda packets and have settled on using a policy from the City of Wasco as a model. This policy includes providing iPads to each City Council member for City business use only. In addition to reviewing Agenda packets, Councilmembers will be able to utilize these electronic tools to communicate with City Staff and to be more accessible for constituent issues.

Costs for a 16GB Wi-Fi iPad have been found between \$350-400 each. iPads for each councilmember, the City Clerk and the City Treasurer would cost the City an estimated \$2000. As these iPads would be expected to be utilized for each members entire term of office, the estimated cost savings in could be as high as \$4000 during the next four years.

RECOMMENDATION

ADOPT THE RESOLUTION AUTHORIZING PURCHASE OF IPADS FOR USE BY CITY COUNCILMEMBERS AND ESTABLISHING A POLICY FOR USE OF CITY IPADS

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF TEHACHAPI AUTHORIZING
PURCHASE OF iPADS FOR USE BY CITY
COUNCILMEMBERS AND ESTABLISHING A
POLICY FOR USE OF CITY iPADS**

WHEREAS, the City Council wishes to reduce paper and photocopy costs in a way which will also improve a Councilmember's performance of his or her duties as Councilmember and improve service to the public; and

WHEREAS, the City Council finds that use of iPads by which Councilmembers will receive their meeting packets and through which Councilmembers may conduct other City-related business will reduce paper and photocopying costs and improve Council efficiency and service to the public; and

WHEREAS, the City Council wishes to authorize the purchase of iPads for Councilmembers and to adopt a policy for their use as hereinafter described.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tehachapi as follows:

1. That the foregoing recitals and findings are true and correct.
2. That the City Council hereby approves of the purchase of iPads for use by Councilmembers pursuant to the policy attached hereto as Exhibit "A" and by this reference made a part hereof (the "iPad Policy") and the City Council hereby adopts the iPad Policy.

PASSED AND ADOPTED on the 22nd day January, 2013 at a regular meeting of the City Council of the City of Tehachapi by the following vote:

AYES: COUNCILMEMBERS: _____

NOES: COUNCILMEMBERS: _____

ABSTAIN: COUNCILMEMBERS: _____

ABSENT: COUNCILMEMBERS: _____

PHILIP A. SMITH, Mayor, City of
Tehachapi, California

ATTEST:

ASHLEY WHITMORE, Deputy City Clerk
City of Tehachapi, California

I hereby certify that the foregoing resolution was duly and regularly adopted by the City Council of the City of Tehachapi at a regular meeting thereof held on January 22, 2013.

ASHLEY WHITMORE, Deputy City Clerk
City of Tehachapi, California

EXHIBIT "A"
iPad Policy
City of Tehachapi

Section 1. Purpose

Use of an iPad will assist the Council Members in the efficient performance of their duties as Council Members and thereby improve their service to the public. The use of the iPad will also reduce paper and photocopying costs. This policy is adopted by the City Council and constitutes its mutual statement of what are, and are not, appropriate uses for this important technology tool and its care and maintenance.

This policy does not attempt to cover every situation that may arise in connection with the use of the iPads. The Council acknowledges that only the City e-mail accounts or dropbox or other similar application will be used to conduct City business and that the City will no longer provide paper meeting packets to City Council. One hard copy of the paper meeting packet will still be available at every City Council meeting.

Section 2. Receipt of iPad

The City Manager's office will issue each Council Member an iPad and a cover or case. Any additional iPad accessories, such as keyboards, styluses, screen protectors, cables or adapters, shall be at an individual Council Member's own expense and shall remain the property of the Council Member at the end of the Council Member's term and service. Council Members shall receive separate email accounts. A "dropbox" or similar application will also be downloaded on the iPads and shall be used to send Council Members official City documents, including, without limitation, City Council agendas, staff reports, and packets as well as for Council Members to send e-mails relating to City business.

Section 3. Care of iPad

Each Council Member is responsible for the general care of the iPad that he or she has been issued. iPads must remain free of any writing, drawing, stickers or labels that are not the property of the City. Only a clean, soft cloth should be used to clean the screen. iPads that malfunction or are damaged must be reported to the City Manager. The City will be responsible for repairing iPads that malfunction. If the iPad is stolen or lost, the City will be responsible for replacing the iPad.

The Council Member should report immediately to the City Manager if the iPad has been damaged. Damage includes, but is not limited to, broken screens, cracked plastic pieces, and inoperability. If the cost to repair the iPad exceeds the cost of purchasing a new device, the City may choose to repair or replace the iPad at the City's cost and at its sole discretion.

Section 4. Software on iPad

The software and applications installed by the City must remain on the iPad in usable condition and be readily accessible at all times. From time to time, the City may add or upgrade software applications for use by City Council such that City Council may be required to check in their iPads with the City Manager for periodic updates and synching. Any software, email messages or files downloaded via the Internet into the City systems become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights. If technical difficulties occur or illegal software is discovered, the iPad will be restored from backup. The City does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Section 5. Acceptable Use

The iPad, Internet and e-mail access provided are tools for conducting City business. Thus, City Council use of such tools will be solely for City business related purposes. All of the City's computer systems, including the iPad, are considered to be public property. All documents, files and e-mail messages created, received, stored in, or sent from any City iPad are considered public records, subject to disclosure to the public pursuant to the California Public Records Act (with only limited exceptions), and are considered the property of the City of Tehachapi.

All existing City policies will continue to apply to a Council Member's conduct on the Internet and in the use of e-mail. A Council Member's use of the iPad could constitute actions on behalf of the City and thereby expose the City to risk of liability. City Council shall not use the iPad in any way as to violate the public meeting requirements of the Brown Act, City Council Members shall not use the iPads for personal business or any other purpose not related to City business. City Council shall not use City issued iPads to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Section 6. Return of iPad

City Council Members shall return their iPad to the City Manager when the individual Council Member's term and service on the City Council has ended. Upon return of the iPad to the City and following the preparation of any appropriate backup files, the iPad will be wiped clean of any and all information at the end of a Council Members term and service.

Section 7. Compliance with Policy

The City reserves the right to inspect any and all files stored on iPads that are the property of the City in order to ensure compliance with this policy. City Councilmembers do not have any personal privacy right in any matter created, received, stored in, or sent from any City issued iPad, and the City Council shall institute appropriate practices and procedures to ensure compliance with this policy.

**CITY OF TEHACHAPI
IPAD AGREEMENT
FOR CITY COUNCIL MEMBERS**

I, the undersigned City Council Member of the City of Tehachapi, have been provided a copy of the City of Tehachapi iPad Policy and understand its contents fully. I accept and understand the terms of the policy and agree to abide by all terms contained in it.

City Council Member

Date: