

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
Monday, April 20, 2015 - 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 item of this meeting is available at City Hall, 115 South Robinson Street, Tehachapi, California, 93561.

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**

Monday, April 20, 2015- 6:00 P.M. - PG. 2

1. Council will consider the appointment of a new City Clerk to fill the remainder of the previous City Clerk's term, which ends November 2016. One application was received from the following individual; Victoria Marsh – **APPOINT CITY CLERK**
2. General public comments regarding matters not listed as an agenda item.
3. Mayor to present a Proclamation for National Volunteer Week
4. Mayor to present a Certificate of Recognition to Andres Atencio, Volunteer in Policing (VIP)

CITY CLERK REPORTS

Tehachapi City Council Unassigned Res. No. 21-15
Tehachapi City Council Unassigned Ord. No. 15-05-723
Tehachapi Redevelopment Successor Agency Unassigned Res. No. 02-15
Tehachapi Public Financing Authority Unassigned Res. No. 01-15

- *5. **ALL ORDINANCES SCHEDULED FOR INTRODUCTION OR ADOPTION AT THIS MEETING SHALL BE READ BY TITLE ONLY**
- *6. Minutes for the Tehachapi City Council, Tehachapi Redevelopment Successor Agency, Tehachapi Public Financing Authority, and the Tehachapi City Financing Corporation regular meeting on April 6, 2015 – **APPROVE AND FILE**

FINANCE DIRECTOR REPORTS

- *7. Disbursements, bills, and claims for April 2, 2015 through April 15, 2015 – **AUTHORIZE PAYMENTS**
- *8. City of Tehachapi Treasurer's Report through March, 2015 – **RECEIVE REPORT**
- *9. Formal commitment of an amount of fund balance to be set aside specifically for emergency contingencies as required by the Governmental Accounting Standards Board Statement No. 54 (GASB54) – **ADOPT A RESOLUTION APPROVING THE CITY OF TEHACHAPI'S EMERGENCY CONTINGENCY COMMITMENT OF FUND BALANCE FOR THE GENERAL FUND AND REPEALING RESOLUTION NO. 04-14**

PUBLIC WORKS DIRECTOR REPORTS

10. Ordinance establishing a Water Shortage Contingency Plan – **ADOPT AN ORDINANCE ADDING CHAPTER 13.22 TO THE TEHACHAPI MUNICIPAL CODE ESTABLISHING A WATER SHORTAGE CONTINGENCY PLAN**

COMMUNITY DEVELOPMENT DIRECTOR REPORTS

11. Introduction of an ordinance relating to recreational vehicle parking in residential neighborhoods – **INTRODUCTION ONLY**

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TEHACHAPI CITY FINANCING CORPORATION REGULAR MEETING**

Monday, April 20, 2015- 6:00 P.M. - PG. 3

CITY ENGINEER REPORTS

- *12. Agreement with Tehachapi Unified School District to perform some minor rehabilitation work on TUSD property during the Tehachapi Boulevard Improvements Project Phase III – **APPROVE THE AGREEMENT BETWEEN THE CITY OF TEHACHAPI AND THE TEHACHAPI UNIFIED SCHOOL DISTRICT FOR THE TEHACHAPI BOULEVARD IMPROVEMENTS PROJECT – PHASE III AND AUTHORIZE THE MAYOR TO SIGN**
13. Curry & Valley Intersection Improvements Project Bid Award – **AWARD THE CURRY & VALLEY INTERSECTION IMPROVEMENTS PROJECT TO CEN-CAL CONSTRUCTION IN THE AMOUNT OF \$330,854.00 AND AUTHORIZE THE CITY MANAGER TO APPROVE ANY NECESSARY CHANGE ORDERS UP TO A MAXIMUM OF 5% OF THE ORIGINAL CONTRACT (OR \$16,542.70)**

POLICE CHIEF REPORTS

14. Ordinance pertaining to appeals of administrative citations – **ADOPT AN ORDINANCE AMENDING ORDINANCE NUMBER 701 AND TEHACHAPI MUNICIPAL CODE SECTIONS 1.16.065.E AND F PERTAINING TO APPEALS OF ADMINISTRATIVE CITATIONS**
15. Emergency abatement at 905 Beech Street – **APPROVE THE EMERGENCY ABATEMENT ACTIONS CONDUCTED BY CODE ENFORCEMENT AT 905 BEECH STREET**

CITY MANAGER REPORTS

16. Local budget and service priorities research – **AUTHORIZE THE CITY TO ENTER INTO AN AGREEMENT WITH THE LEW EDWARDS GROUP FOR COMMUNITY ENGAGEMENT AND OPINION RESEARCH FOR A TOTAL OF \$34,850, SUBJECT TO APPROVAL BY THE CITY ATTORNEY AND AUTHORIZE THE CITY MANAGER TO APPROVE SUBSEQUENT INCREASES IN PROJECT SCOPE AND FEE TO ALLOW FOR PARTNER AGENCIES TO PARTICIPATE IN THE RESEARCH, PROVIDED THAT SAID AGENCIES AGREE TO PAY FOR THE RESULTING INCREASE IN COST**
17. 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. Approve closed session minutes of April 6, 2015

ADJOURNMENT



| |
|----------------------------|
| APPROVED |
| DEPARTMENT HEAD: <i>AW</i> |
| CITY MANAGER: <i>AW</i> |

COUNCIL REPORTS

MEETING DATE: APRIL 20, 2015

AGENDA SECTION: CITY CLERK

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: ASHLEY WHITMORE, DEPUTY CITY CLERK

DATE: APRIL 16, 2015

SUBJECT: CITY CLERK APPOINTMENT

BACKGROUND

During the February 2, 2015 meeting the Council directed staff to advertise for the appointment of a new City Clerk to complete the term ending November, 2016 due to the resignation of City Clerk Denise Jones.

Staff advertised in the Tehachapi News for two weeks and received one application from the following candidate; Victoria Marsh.

RECOMMENDATION

APPOINT A CITY CLERK TO COMPLETE THE TERM ENDING NOVEMBER, 2016

(661) 822-2200
Fax: (661) 822-8559



115 South Robinson Street
Tehachapi, CA 93561-1722
www.tehachapicityhall.com

CITY OF TEHACHAPI
RECEIVED

APR 9 2015

APPLICATION FOR APPOINTMENT

| OFFICE USE ONLY | |
|-----------------|---|
| City Resident: | <input checked="" type="checkbox"/> Yes |
| | <input type="checkbox"/> No |

CITY CLERK'S OFFICE
BY AW

APPLICANTS ARE ENCOURAGED TO CONTACT EACH COUNCIL MEMBER TO COMMUNICATE THEIR INTEREST FOR APPOINTMENT.

Submit Application To: City Clerk's Office
115 South Robinson Street
Tehachapi, CA 93561

Name Tori Marsh

Address 505 Savannah Place

City Tehachapi State CA Zip Code 93561

Phone Number +1 (661) 823-7415 Fax Number _____

Email tmarsh@tehachapicityhall.com

Position(s) Sought: (List in order of preference)

1. City Clerk
2. _____
3. _____
4. _____

Occupation Deputy City Clerk/Office Assistant

Business Name City of Tehachapi

Address 115 S. Robinson St.

City Tehachapi State CA Zip Code 93561

Phone Number +1 (661) 822-2200 Fax Number +1 (661) 822-8559

Education - List schools attended and/or graduated, as well as degree(s):

California Polytechnic State University, San Luis Obispo, BS Degree Business Administration
 Santa Barbara City College, AA Degree Business Administration
 Carpinteria High School, High School Diploma

Other special training or experience:

Technical Training for City Clerk's Course
Nuts and Bolts City Clerk Course
Currently working towards certification as a Municipal Clerk.

Previous and present governmental and civic experience. Indicate when, position, and duties:

I'm currently employed by the City of Tehachapi as an office assistant and Deputy City Clerk. I have been an employee for three years. My duties include assisting with agenda preparation, council meeting follow-up, maintenance of city records among other duties.

Please explain why you wish to serve on a Board/Commission for the City of Tehachapi:

I'm a service minded person and serving the community would give me great pleasure.

Do you have any interests or associations that might present a conflict of interest? Yes If yes, please explain below. No

Please attach your resume and any additional information or statements that you feel would be helpful in reviewing your qualifications

AUTHORIZATION AND RELEASE

I understand that in connection with this application for appointment, the information contained herein will be made available to the general public upon request.

Signature Field

Toni Marsh

Date/Time Field

4/9/15

NOTE:

This document is a public record and may be disclosed/released pursuant to the California Public Records Act

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
Monday, April 6, 2015 – 6:00 P.M.**

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

| | |
|---|--|
| <p><u>CALL TO ORDER</u></p> <p>Meeting called to order by Mayor Wiggins at 6:00 p.m.</p> <p><u>ROLL CALL</u></p> <p>Roll call by Deputy City Clerk Ashley Whitmore</p> <p>Present: Mayor Wiggins, Mayor Pro-Tem Nixon, Councilmembers Grimes, and Wahlstrom</p> <p>Absent: Councilmember Smith</p> <p><u>INVOCATION</u></p> <p>By Barry Galloway, Pastor Mountain Vineyard Church</p> <p><u>PLEDGE TO THE FLAG</u></p> <p>Led by Councilmember Nixon</p> <p><u>CONSENT AGENDA</u></p> <p>Approved consent agenda</p> <p><u>AUDIENCE ORAL COMMUNICATIONS</u></p> <ol style="list-style-type: none"> 1. General public comments regarding matters not listed as an agenda item were received from: <ol style="list-style-type: none"> a. Liz Fox, City resident, regarding recent events and safety in the Arabian Estates. 2. Mayor to present a Proclamation for DMV/Donate Life California Month | <p>Approved Consent Agenda Gr/Ni Motion Carried Ab: Sm</p> |
|---|--|

CITY CLERK REPORTS

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

All Ord. Read By Title Only
 Gr/Ni Motion Carried
 Ab: Sm

*4. Minutes for the Tehachapi City Council, Tehachapi Redevelopment Successor Agency, Tehachapi Public Financing Authority, and the Tehachapi City Financing Corporation regular meeting on March 15, 2015 - **APPROVED AND FILED.**

Approved & Filed
 Gr/Ni Motion Carried
 Ab: Sm

*5. Destruction of Records – **ADOPTED RESOLUTION NO. AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS**

Adopted Resolution No.
 Authorizing The Destruction Of
 Certain City Records
 Gr/Ni Motion Carried
 Ab: Sm

FINANCE DIRECTOR REPORTS

*6. Disbursements, bills and claims for March 24, 2015 through April 1, 2015– **AUTHORIZED PAYMENTS**

Authorized Payments
 Gr/Ni Motion Carried
 Ab: Sm

7. 2014/15 Mid-year budget adjustments – **FINANCE DIRECTOR, HANNAH CHUNG, GAVE REPORT; APPROVED THE 2014-15 MID-YEAR BUDGET ADJUSTMENTS AS PRESENTED**

Approved The 2014-15 Mid-Year
 Budget Adjustments As
 Presented
 Gr/Ni Motion Carried
 Ab: Sm

*8. Agreement with White Nelson Diehl Evans LLP for payroll tax consulting services – **APPROVED THE AGREEMENT BETWEEN THE CITY OF TEHACHAPI AND WHITE NELSON DIEHL EVANS LLP AND AUTHORIZED THE MAYOR TO SIGN**

Approved The Agreement
 Between The City Of Tehachapi
 And White Nelson Diehl Evans
 Llp And Authorized The Mayor
 To Sign
 Gr/Ni Motion Carried
 Ab: Sm

*9. Federal Transit Administration Section 5311 funding program for public transportation in rural areas - **ADOPTED RESOLUTION NO. AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION**

Adopted Resolution No.
 Authorizing The Federal Funding
 Under Fta Section 5311 (49
 U.S.C. Section 5311) With
 California Department Of
 Transportation
 Gr/Ni Motion Carried
 Ab: Sm

AIRPORT MANAGER REPORTS

*10. Johnston’s Motorcycle Training Center Agreement – **APPROVED THE ANNUAL LICENSE AGREEMENT FOR 2015 BETWEEN THE CITY OF TEHACHAPI AND JOHN B. JOHNSTON DBA JOHNSTON’S MOTORCYCLE TRAINING CENTER FOR THE USE OF THE CITY’S EAST TRANSIENT RAMP TO PROVIDE CERTIFIED MOTORCYCLE TRAINING AND AUTHORIZED THE MAYOR TO SIGN**

Approved The Annual License
 Agreement For 2015 Between
 The City Of Tehachapi And John
 B. Johnston Dba Johnston’s
 Motorcycle Training Center For
 The Use Of The City’s East
 Transient Ramp To Provide
 Certified Motorcycle Training
 And Authorized The Mayor To
 Sign
 Gr/Ni Motion Carried
 Ab: Sm

ACTION TAKEN

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|--|---|
| <p>*11. Commercial Hangar Ground Lease Agreement – APPROVED THE COMMERCIAL HANGAR GROUND LEASE AGREEMENT FOR HANGAR 09E BETWEEN THE CITY OF TEHACHAPI AND JOSEPH AND SANYA BIVIANO</p> | <p>Approved The Commercial Hangar Ground Lease Agreement For Hangar 09e Between The City Of Tehachapi And Joseph And Sanya Biviano Gr/Ni Motion Carried Ab: Sm</p> |
| <p><u>PUBLIC WORKS DIRECTOR REPORTS</u></p> | |
| <p>12. Ordinance establishing a Water Shortage Contingency Plan – PUBLIC WORKS DIRECTOR, JON CURRY, GAVE REPORT; COMMENTS RECEIVED FROM BARBRA REYNOLDS, CHARLES WHITE & LIZ FOX; INTRODUCTION ONLY</p> | <p>Introduced An Ordinance Establishing A Water Shortage Contingency Plan Ni/Gr Motion Carried Ab: Sm</p> |
| <p><u>COMMUNITY DEVELOPMENT DIRECTOR REPORTS</u></p> | |
| <p>13. Mitigated Negative Declaration for the Tehachapi Rodeo Grounds and Event Center – COMMUNITY DEVELOPMENT DIRECTOR, DAVID JAMES, GAVE REPORT; ADOPTED THE MITIGATED NEGATIVE DECLARATION FOR THE TEHACHAPI EVENT CENTER AND RODEO GROUNDS AS PRESENTED</p> | <p>Adopted The Mitigated Negative Declaration For The Tehachapi Event Center And Rodeo Grounds As Presented Ni/Gr Motion Carried Ab: Sm</p> |
| <p><u>CITY ENGINEER REPORTS</u></p> | |
| <p>*14. Active Transportation Program Class I bicycle path on the south side of Valley Boulevard between Mulberry Street and Mill Street Program Supplement Agreement and Resolution – ADOPTED RESOLUTION NO. AUTHORIZING THE MAYOR TO SIGN AND EXECUTE PROGRAM SUPPLEMENT AGREEMENT NO.0M83 REV.000 TO ADMINISTERING AGENCY-STATE MASTER AGREEMENT NO. 00415S, PROJECT NO. ATPL-5184(025)</p> | <p>Adopted Resolution No. Authorizing The Mayor To Sign And Execute Program Supplement Agreement No.0m83 Rev.000 To Administering Agency-State Master Agreement No. 00415s, Project No. Atpl-5184(025) Gr/Ni Motion Carried Ab: Sm</p> |
| <p>15. Full Cost Allocation Plan and Services Fee Study Contract Agreement – CITY ENGINEER, JAY SCHLOSSER, GAVE REPORT; RECEIVED COMMENTS FROM BARBARA REYNOLDS & CHARLES WHITE; APPROVED THE SELECTION OF CAPITAL ACCOUNTING PARTNERS, LLC AND AUTHORIZED THE MAYOR TO ENTER INTO AN AGREEMENT WITH SAID CONSULTANT FOR THE DEVELOPMENT OF A FULL COST ALLOCATION PLAN AND SERVICES FEE STUDY FOR A FEE OF \$41,200. FURTHER, AUTHORIZED THE CITY MANAGER TO APPROVE INCREASES TO SAID FEE OF UP TO 10% (OR \$4,120) IF DEEMED APPROPRIATE BY CITY STAFF</p> | <p>Approved The Selection Of Capital Accounting Partners, Llc And Authorized The Mayor To Enter Into An Agreement With Said Consultant For The Development Of A Full Cost Allocation Plan And Services Fee Study For A Fee Of \$41,200. Further, Authorized The City Manager To Approve Increases To Said Fee Of Up To 10% (Or \$4,120) If Deemed Appropriate By City Staff Gr/Ni Motion Carried Ab: Sm</p> |
| <p>*16. Antelope Run Grant Deed of Easement and receipt of Tehachapi Boulevard Quit Claim – ACCEPTED THE QUITCLAIM DEED FROM TEHACHAPI-CUMMINGS COUNTY WATER DISTRICT FOR A PORTION OF TEHACHAPI BOULEVARD AND AUTHORIZED THE CITY CLERK TO SIGN AND NOTARIZE THE CERTIFICATE OF ACCEPTANCE AND INSTRUCT STAFF TO RECORD SAME; APPROVED THE EASEMENT GRANT DEED TO TEHACHAPI-CUMMINGS COUNTY WATER DISTRICT FOR A PORTION OF ANTELOPE RUN AND AUTHORIZED THE MAYOR TO SIGN</p> | <p>Accepted The Quitclaim Deed From Tehachapi-Cummings County Water District For A Portion Of Tehachapi Boulevard And Authorized The City Clerk To Sign And Notarize The Certificate Of Acceptance And Instruct Staff To Record Same; Approved The Easement Grant Deed To Tehachapi-Cummings County Water District For A Portion Of</p> |

ACTION TAKEN

POLICE CHIEF REPORTS

- 17. Ordinance amending Ordinance No. 701 and Tehachapi Municipal Code Sections 1.16.065 E and F pertaining to appeals of administrative citations – **CODE ENFORCEMENT OFFICER, AARON PRICE, GAVE REPORT; INTRODUCTION ONLY**
- 18. Cost recovery fees for code enforcement actions – **CODE ENFORCEMENT OFFICER, AARON PRICE, GAVE REPORT; ADOPTED RESOLUTION NO. ESTABLISHING A PROCESSING FEE FOR VARIOUS POLICE SERVICES**
- 19. Emergency abatement at 209 North Curry Street – **CODE ENFORCEMENT OFFICER, AARON PRICE, GAVE REPORT; APPROVED THE EMERGENCY ABATEMENT ACTIONS CONDUCTED BY CODE ENFORCEMENT AT 209 NORTH CURRY STREET**

Antelope Run And Authorized The Mayor To Sign
 Gr/Ni Motion Carried
 Ab: Sm

Introduced An Ordinance Amending Ordinance No. 701 And TMC Sec. 1.16.065 E & F Pertaining To Appeals Of Administrative Citations
 Ni/Gr Motion Carried
 Ab: Sm

Adopted Resolution No. Establishing A Processing Fee For Various Police Services
 Gr/Wa Motion Carried
 Ab: Sm

Approved The Emergency Abatement Actions Conducted By Code Enforcement At 209 North Curry Street
 Ni/Gr Motion Carried
 Ab: Sm

ASSISTANT CITY MANGER REPORTS

- *20. Agreement with Pyro Spectaculars for the fireworks display at the July 4th Hotdog Festival – **APPROVED THE AGREEMENT BETWEEN THE CITY OF TEHACHAPI AND PYRO SPECTACULARS, INC AND AUTHORIZED THE MAYOR TO SIGN SUBJECT TO APPROVAL OF THE CITY ATTORNEY**

Approved The Agreement Between The City Of Tehachapi And Pyro Spectaculars, Inc And Authorized The Mayor To Sign Subject To Approval Of The City Attorney
 Gr/Ni Motion Carried
 Ab: Sm

CITY MANAGER REPORTS

- 21. Resolution recognizing the critical work of eastern sierra connect regional broadband consortium in deploying broadband throughout the region and the necessity to leverage broadband resources through the continuation of consortia activity by state funding as proposed by assembly bill 1262 – **CITY MANAGER, GREG GARRETT, GAVE REPORT; ADOPTED RESOLUTION NO. IN SUPPORT OF ASSEMBLY BILL 1262 AND BROADBAND REGIONAL CONSORTIA**
- 22. PERS Non-Industrial disability retirement of Police Sergeant Paille – **CITY MANAGER, GREG GARRETT, GAVE REPORT; ADOPTED RESOLUTION NO. CONCERNING THE NON-INDUSTRIAL DISABILITY RETIREMENT OF POLICE SERGEANT PAILLE**
- 23. Report to Council regarding current activities and programs – **VERBAL REPORT**

Adopted Resolution No. In Support Of Assembly Bill 1262 And Broadband Regional Consortia
 Ni/Gr Motion Carried
 Ab: Sm

Adopted Resolution No. Concerning The Non-Industrial Disability Retirement Of Police Sergeant Paille
 Gr/Ni Motion Carried
 Abstain: Wa
 Ab: Sm

CLOSED SESSION

1. Conference with legal counsel regarding potential litigation per Government Code Section 54956.9(d) 2,(e)(1).
2. Public Employee Release Per Government Code Section 54957(b)(1).

Authorized The City Manager To Determine Whether And When To Request Funds From The East Kern Air Pollution Control District
Ni/Wa Motion Carried
Ab: Sm

Action Taken In Open Session
Item 22

ADJOURNMENT

The City Council/Boards adjourned at 7:35pm 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, April 20, 2015, at 6:00p.m.

ASHLEY WHITMORE
City Clerk, City of Tehachapi

Approved this 20th day
Of April, 2015.

SUSAN WIGGINS
Mayor, City of Tehachapi

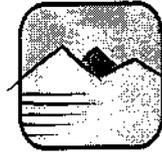
Tehachapi City Council Regular Meeting – Monday, April 6, 2015
Tehachapi Redevelopment Successor Agency Regular Meeting
Tehachapi Public Financing Authority Regular Meeting And
Tehachapi City Financing Corporation Regular Meeting

ACTION TAKEN

Accounts Payable

Checks by Date - Detail By Vendor Number

User: Cthompson
 Printed: 4/15/2015 - 3:14 PM



CITY OF
TEHACHAPI
 CALIFORNIA

| Vendor | Invoice No | Line Description | Check Amount |
|-----------|-----------------------------|--|--------------|
| 0027 | Atco International | | |
| Check No: | 0 | Check Date: | |
| | I0429548 | Foamacide | 63.00 |
| | I0429548 | Swr/55gal Marauder | 2,231.97 |
| | I0429548 UT | Use Tax | -155.72 |
| | | Check Total: | 2,139.25 |
| | | Vendor Total: | 2,139.25 |
| 0030 | The Bakersfield Californian | | |
| Check No: | 0 | Check Date: | |
| | 13801899 | GG/Section 001000 Notice 3x94L Ad | 515.28 |
| | 13802979 | CH Anx/Notice Inviting Seal 3x56L Ad | 311.22 |
| | 13805049 | GG/Ordinance No 15-03 3x71L Ad | 391.77 |
| | 13818820 | GG/Ordinance No 15-04 3x92L Ad | 504.54 |
| | | Check Total: | 1,722.81 |
| | | Vendor Total: | 1,722.81 |
| 0035 | BC Laboratories Inc. | | |
| Check No: | 0 | Check Date: | |
| | B198205-1 | Wtr/samples/Dennison & Wahlstrom Wells | 50.00 |
| | B198205-2 | Wtr/samples/Hayes/Fair Oak/Alder | 36.00 |
| | B198804-1 | Wtr/samples/Minton Well & Highline Resv | 50.00 |
| | B198804-2 | Wtr/samples/East I St/West D St/Canyon Dr West | 36.00 |
| | B199219 | Wtr/Curry Resv | 15.00 |
| | B199220 | Wtr/samples/Dennison & Mojave Wells | 30.00 |
| | B199221 | Swr/samples/Influent/Effluent | 325.00 |
| | B199401 | Wtr/samples/Curry Resv | 15.00 |
| | B199402 | Wtr/samples/Dennison & Mojave Wells | 30.00 |
| | B199452 | Wtr/samples/Mojave/Dennison/Wahlstrom/Snyd | 120.00 |
| | B199564 | Swr/samples/Influent/Effluent | 325.00 |
| | | Check Total: | 1,032.00 |
| | | Vendor Total: | 1,032.00 |
| 0041 | Benz Propane Company Inc. | | |
| Check No: | 0 | Check Date: | |
| | 23832467-1 | Land/Acct#1228102/750 Enterprise March 2015 | 31.97 |
| | 23832467-1 | Wtr/Acct#1228102/750 Enterprise March 2015 | 287.71 |
| | 238324670 | PW/Acct#1228100/115 S Robinson/Yard Bottles | 88.68 |
| | 238324671 | PW/Acct#1228101/800 Enterprise March 2015 | 125.78 |
| | | Check Total: | 534.14 |
| | | Vendor Total: | 534.14 |
| 0093 | Coles Environmental | | |

| Vendor | Invoice No | Line Description | Check Amount |
|-----------|---------------------------------|---|--------------|
| Check No: | 0 | Check Date: | |
| | 65278 | Air/drained used oil filters | 45.00 |
| | | Check Total: | 45.00 |
| | | Vendor Total: | 45.00 |
| 0182 | P&J Electric Inc. | | |
| Check No: | 0 | Check Date: | |
| | 4928 | Wtr/replace motor terminal blks-Curry Well/test | 1,112.92 |
| | 4935 | Service call- change screw pumps overloads, ele | 371.84 |
| | G14011-E-1 | CH Anx/Electrical/Progress Pay Est #1 | 23,132.50 |
| | | Check Total: | 24,617.26 |
| | | Vendor Total: | 24,617.26 |
| 0263 | Lebeau Thelen LLP | | |
| Check No: | 0 | Check Date: | |
| | 30 | GG/Broome Family Trust v City of Tehachapi M | 2,147.00 |
| | 46 | GG/Walmart CEQA Litigation March 2015 | 20,118.00 |
| | | Check Total: | 22,265.00 |
| | | Vendor Total: | 22,265.00 |
| 0276 | Martin & Chapman Company | | |
| Check No: | 0 | Check Date: | |
| | 2015072 | CC/#2-11x8.5 AA Ruled 2 Column A-Z index Te | 191.64 |
| | | Check Total: | 191.64 |
| | | Vendor Total: | 191.64 |
| 0300 | Mission Linen & Uniform Service | | |
| Check No: | 0 | Check Date: | |
| | 140100346 | PW/Linen Maintenance | 112.52 |
| | 140101626 | PW/#2 3x4 mats/Linen maintenance | 99.10 |
| | 140101627 | Swr/dust mop/#2 3x4 mats/#3-3x10 mats | 44.46 |
| | | Check Total: | 256.08 |
| | | Vendor Total: | 256.08 |
| 0304 | Mojave Sanitation | | |
| Check No: | 0 | Check Date: | |
| | 2507637 | Swr/Acct#975428801/800 Enterprise/storage coi | 85.00 |
| | 2510691 | Constr/Acct#310163000/100 Commercial cleanu | 760.75 |
| | | Check Total: | 845.75 |
| | | Vendor Total: | 845.75 |
| 0310 | Willdan Financial Services | | |
| Check No: | 0 | Check Date: | |
| | 010-27090-1 | LLD/#4 Admin Fees for Apr-Jun 2015 | 233.97 |
| | 010-27090-2 | LLD/#4 Admin Fees for Apr-Jun 2015 | 74.42 |
| | 010-27090-3 | LLD/#4 Admin Fees for Apr-Jun 2015 | 178.90 |
| | 010-27090-4 | LLD/#4 Admin Fees for Apr-Jun 2015 | 558.26 |
| | 010-27090-5 | LLD/#4 Admin Fees for Apr-Jun 2015 | 423.41 |
| | 010-27090-6 | LLD/#4 Admin Fees for Apr-Jun 2015 | 16.05 |
| | 010-27090-7 | LLD/#4 Admin Fees for Apr-Jun 2015 | 55.23 |
| | 010-27090-8 | LLD/#4 Admin Fees for Apr-Jun 2015 | 33.20 |

| Vendor | Invoice No | Line Description | Check Amount |
|-----------|------------------------------------|--|--------------|
| | | Check Total: | 1,573.44 |
| | | Vendor Total: | 1,573.44 |
| 0362 | RSI Petroleum Products | | |
| Check No: | 0 | Check Date: | |
| | 0281824 | PW/unleaded gas | 852.02 |
| | 0282044 | PW/unleaded gas | 1,188.40 |
| | | Check Total: | 2,040.42 |
| | | Vendor Total: | 2,040.42 |
| 0404 | State Controller's Office | | |
| Check No: | 0 | Check Date: | |
| | 44667 | Annual Street Report 13/14 FY | 1,865.34 |
| | | Check Total: | 1,865.34 |
| | | Vendor Total: | 1,865.34 |
| 0426 | Tehachapi-Cummings County Water E | | |
| Check No: | 0 | Check Date: | |
| | 109770 | LLD/usage/service chg/Median March 2015 | 14.28 |
| | 12613000 | Wtr/usage/service chg/Benz Sanitation March 2015 | 56.13 |
| | 28844800 | LLD/usage/service chg/Landscaping March 2015 | 63.41 |
| | 3028600 040315 | Wtr/service chg/Henway March 2015 | 4.50 |
| | 45511000 | Wtr/usage/service chg/Chemtool March 2015 | 191.86 |
| | 45998830 | LLD/usage/service chg/Warrior Park March 2015 | 167.55 |
| | 915151 | Wtr/usage/service chg/TUSD March 2015 | 3,761.03 |
| | | Check Total: | 4,258.76 |
| | | Vendor Total: | 4,258.76 |
| 0441 | Vulcan Materials Company Western D | | |
| Check No: | 0 | Check Date: | |
| | 70717920 | Wtr/3/8" Fine PG64-10 | 422.79 |
| | 70731860 | Environmental Fee- Agg & Asphalt | 350.68 |
| | | Check Total: | 773.47 |
| | | Vendor Total: | 773.47 |
| 0450 | USA Bluebook | | |
| Check No: | 0 | Check Date: | |
| | 604594 | Swr/Long handle dipper 6' handle 32oz cup | 132.55 |
| | | Check Total: | 132.55 |
| | | Vendor Total: | 132.55 |
| 0476 | WITTS Everything for the Office | | |
| Check No: | 0 | Check Date: | |
| | 136738-1 | GG/Black Toner | 86.20 |
| | 136804-0 | GG/markers/add tape/pens/med clips/pstitt notes/ | 142.99 |
| | 136850-0 | GG/#3-dz sm binder clips/Paper INK CRT | 41.34 |
| | 136940-0-1 | GG/address labels | 20.41 |
| | 136940-0-2 | GG/#2-Laser gloss paper | 29.22 |
| | 136940-0-3 | Eng/#1-rm green copy paper/#1-rm gray copy pa | 14.17 |
| | 136977-0 | GG/1dz pens/1 rm paper letter BE/1pk 3x3 notes | 57.47 |
| | 689021-0 | Constr#1-HP high yield B/#2-HP high yield T | 125.74 |

| Vendor | Invoice No | Line Description | Check Amount |
|-----------|------------------------------|--|--------------|
| | | Check Total: | 517.54 |
| | | Vendor Total: | 517.54 |
| 0478 | Zee Medical Service | | |
| Check No: | 0 | Check Date: | |
| | 34-221558 | PD/alc swabs/ibutabs/splinter out/hydrocor/eye c | 50.69 |
| | | Check Total: | 50.69 |
| | | Vendor Total: | 50.69 |
| 0485 | McMaster-Carr Supply Company | | |
| Check No: | 0 | Check Date: | |
| | 26620858 | Swr/2-Polypropylene Cam & Groove hose coupl | 26.58 |
| | | Check Total: | 26.58 |
| | | Vendor Total: | 26.58 |
| 0524 | Scotts Auto Body Inc. | | |
| Check No: | 0 | Check Date: | |
| | 110 | PW/2 wheel alignment 2004 Chevy Silverado Ve | 80.00 |
| | | Check Total: | 80.00 |
| | | Vendor Total: | 80.00 |
| 0610 | Abate-A-Weed Inc. | | |
| Check No: | 0 | Check Date: | |
| | 63668C | Roundup Promax 30gal Drum | 1,342.68 |
| | | Check Total: | 1,342.68 |
| | | Vendor Total: | 1,342.68 |
| 0675 | Kapy's Electronics | | |
| Check No: | 0 | Check Date: | |
| | 03252015 | PW/digital camera battery | 42.99 |
| | | Check Total: | 42.99 |
| | | Vendor Total: | 42.99 |
| 0745 | Jim Burke Ford | | |
| Check No: | 0 | Check Date: | |
| | 1094669 | GG/#4-retain parts | 10.49 |
| | | Check Total: | 10.49 |
| | | Vendor Total: | 10.49 |
| 0832 | ACWA/JPIA | | |
| Check No: | 0 | Check Date: | |
| | 0345115-1 | Medical/May 2015 | 79,523.44 |
| | 0345115-2 | Medical/Adjustment/May 2015 | 1,926.02 |
| | 0345115-3 | Dental/May 2015 | 8,525.09 |
| | 0345115-4 | Dental/Adjustment/May 2015 | 178.07 |
| | 0345115-5 | Vision/May 2015 | 1,167.96 |
| | 0345115-6 | Vision/Adjustment/May 2015 | 21.18 |
| | 0345115-7 | Life/May 2015 | 1,529.53 |
| | 0345115-8 | Life/Adjustment/May 2015 | 31.50 |

| Vendor | Invoice No | Line Description | Check Amount |
|-----------|--------------------------------------|--|--------------|
| | | Check Total: | 92,902.79 |
| | | Vendor Total: | 92,902.79 |
| 1005 | Quad Knopf Inc. | | |
| Check No: | 0 | Check Date: | |
| | 79829 | Cycle 6 HSIP Tehachapi Blvd/Prof Svcs 2/15-3/1 | 407.16 |
| | | Check Total: | 407.16 |
| | | Vendor Total: | 407.16 |
| 1032 | Jack Davenport Sweeping Services Inc | | |
| Check No: | 0 | Check Date: | |
| | 108061 | 3/2015 Broom Sweeping Service | 8,640.00 |
| | | Check Total: | 8,640.00 |
| | | Vendor Total: | 8,640.00 |
| 1505 | Benz Construction Services | | |
| Check No: | 0 | Check Date: | |
| | 2508879 | PW/Acct#966755300/800 Enterprise/toilet renta | 55.75 |
| | 2509316 | CH Anx/Acct#976693400/toilet & wash stand re | 126.50 |
| | 2510234 | Swr/Acct#58021002/800 Enterprise/roll off rent | 200.58 |
| | | Check Total: | 382.83 |
| | | Vendor Total: | 382.83 |
| 1658 | Springbrook Software Inc. | | |
| Check No: | 0 | Check Date: | |
| | INV30541 | GG/Monthly Web Payments March 2015 | 293.10 |
| | | Check Total: | 293.10 |
| | | Vendor Total: | 293.10 |
| 1801 | HD Supply Waterworks LTD | | |
| Check No: | 0 | Check Date: | |
| | D671070 | 1 bl09 meter usage 3G UC83 Sebiloy | 2,281.15 |
| | D694586 | Wtr/#3-10x20 Clamps OD 11.75-12.15 | 1,048.13 |
| | D717078 | Wtr/#48-4.5 SFTY FL B&N/#48-Bonnet B&N 5 | 825.60 |
| | | Check Total: | 4,154.88 |
| | | Vendor Total: | 4,154.88 |
| 1947 | Tehachapi Lawn and Garden Equipme | | |
| Check No: | 0 | Check Date: | |
| | 6006 | PW/gatorline 1051b | 18.26 |
| | | Check Total: | 18.26 |
| | | Vendor Total: | 18.26 |
| 2111 | Swift Napa Auto Parts | | |
| Check No: | 0 | Check Date: | |
| | 838911 | GG/#2-oil filter/#1-air filter | 29.25 |
| | | Check Total: | 29.25 |
| | | Vendor Total: | 29.25 |

| Vendor | Invoice No | Line Description | Check Amount |
|-----------|-------------------------------|--|--------------|
| 2113 | Fuel Controls Inc. | | |
| Check No: | 0 | Check Date: | |
| | 83728 | Air/Jet A Wholesale | 10,822.72 |
| | 83780 | Air/100 Octane Wholesale | 17,876.22 |
| | | Check Total: | 28,698.94 |
| | | Vendor Total: | 28,698.94 |
| 2147 | Coffee Break Service Inc. | | |
| Check No: | 0 | Check Date: | |
| | 0221437 | GG/Coffee service March 2015 | 411.05 |
| | | Check Total: | 411.05 |
| | | Vendor Total: | 411.05 |
| 2151 | Melo's Gas & Gear | | |
| Check No: | 0 | Check Date: | |
| | 80027387 | PW/High pressure large ADM compliance/CYL | 19.85 |
| | | Check Total: | 19.85 |
| | | Vendor Total: | 19.85 |
| 2478 | DataProse Inc. | | |
| Check No: | 0 | Check Date: | |
| | DP150089-1 | Ref/printing March 2015 | 105.81 |
| | DP150089-2 | Wtr/printing March 2015 | 211.60 |
| | DP150089-3 | Swr/printing March 2015 | 211.60 |
| | DP150089-4 | Ref/postage March 2015 | 216.75 |
| | DP150089-5 | Wtr/postage March 2015 | 433.48 |
| | DP150089-6 | Swr/postage March 2015 | 433.48 |
| | DP150089-7 | GG/Spring Clean Up Day insert | 109.11 |
| | | Check Total: | 1,721.83 |
| | | Vendor Total: | 1,721.83 |
| 2592 | SWRCB Fees | | |
| Check No: | 0 | Check Date: | |
| | SW-0099757 | State Water Resources Control Board Annual Per | 1,632.00 |
| | | Check Total: | 1,632.00 |
| | | Vendor Total: | 1,632.00 |
| 2723 | CCI Central Inc. | | |
| Check No: | 0 | Check Date: | |
| | 22347 | GG/Ink cartridge/#6-sealright 16 oz/shipping | 311.66 |
| | | Check Total: | 311.66 |
| | | Vendor Total: | 311.66 |
| 2752 | Fastenal Company | | |
| Check No: | 0 | Check Date: | |
| | CATEH7271 | Wtr/#3-2 1/2" LIQ 0/200LM | 55.73 |
| | | Check Total: | 55.73 |
| | | Vendor Total: | 55.73 |
| 2776 | Consolidated Electrical Dist. | | |

| Vendor | Invoice No | Line Description | Check Amount |
|-----------|--------------------------------|---|--------------|
| Check No: | 0 | Check Date: | |
| | 0351-479273 | Strts/#6-concrete boxes/#6-concrete lids | 274.58 |
| | | Check Total: | 274.58 |
| | | Vendor Total: | 274.58 |
| 2960 | A-1 Air Conditioning & Heating | | |
| Check No: | 0 | Check Date: | |
| | 1414-1 | Swr/Service call/2 hours labor | 260.00 |
| | 1414-2 | Swr/parts-defrost OEM circuit board for central l | 386.00 |
| | | Check Total: | 646.00 |
| | | Vendor Total: | 646.00 |
| 2994 | Richards Watson & Gershon | | |
| Check No: | 0 | Check Date: | |
| | 200507 | GG/Special Counsel Legal Svcs through Jan 201 | 775.00 |
| | | Check Total: | 775.00 |
| | | Vendor Total: | 775.00 |
| 3004 | Motor City Auto Center | | |
| Check No: | 0 | Check Date: | |
| | 104123-1 | PW/labor-test cooling sys & brakes/axle diagnos | 1,554.00 |
| | 104123-2 | PW/parts-water pump/seals/gaskets/ft brake pad: | 1,222.05 |
| | | Check Total: | 2,776.05 |
| | | Vendor Total: | 2,776.05 |
| 3018 | CDW Government Inc. | | |
| Check No: | 0 | Check Date: | |
| | TP24920 | CH Anx/#41-TRIPP 1ft & #41 7ft patch cable Gi | 1,623.25 |
| | TQ30070 | CH Anx/Cisco CAT 2960-X 24GE POE 370W | 2,580.00 |
| | | Check Total: | 4,203.25 |
| | | Vendor Total: | 4,203.25 |
| 3066 | AECOM Technical Services Inc. | | |
| Check No: | 0 | Check Date: | |
| | 37519315 | Swr/Proj#60309536/Recycled Water Pump Statio | 9,587.52 |
| | 37519318 | Wtr/Proj#60319046/Snyder Well Intertie Project | 5,108.90 |
| | 37519321R | Eng/Proj#60300878/Walmart FEMA CLOMR S | 92.50 |
| | 37519323 | Wtr/Proj#60336452/Water Rate Study | 6,412.50 |
| | | Check Total: | 21,201.42 |
| | | Vendor Total: | 21,201.42 |
| 3103 | Jaguar Wrought Iron Inc. | | |
| Check No: | 0 | Check Date: | |
| | 1927 | CH Anx/1/3 deposit for handrails | 2,500.00 |
| | | Check Total: | 2,500.00 |
| | | Vendor Total: | 2,500.00 |
| 3160 | Broken Drum of Bakersfield | | |
| Check No: | 0 | Check Date: | |
| | G14011-1-1 | CH Anx/Insulation/Progress Pay Est #1 | 6,226.30 |

| Vendor | Invoice No | Line Description | Check Amount |
|-----------|---------------------------------------|---|--------------|
| | | Check Total: | 6,226.30 |
| | | Vendor Total: | 6,226.30 |
| 3173 | Soto Tire & Wheels | | |
| Check No: | 0 | Check Date: | |
| | 0238 | PW/#6-tires/2005 Chevy Veh #5 | 1,050.00 |
| | | Check Total: | 1,050.00 |
| | | Vendor Total: | 1,050.00 |
| 3221 | Tehachapi High School Cheer | | |
| Check No: | 0 | Check Date: | |
| | 04132015 | GGWarrior Level THS Cheer Sponsorship | 100.00 |
| | | Check Total: | 100.00 |
| | | Vendor Total: | 100.00 |
| 3281 | Statewide Traffic Safety & Signs Inc. | | |
| Check No: | 0 | Check Date: | |
| | 12000561 | Strts/#40-MBGR splice bolt 5/8x1.25 | 25.80 |
| | 12000587 | 3 x 1 Caution Tape Yellow | 75.14 |
| | 12000588 | Strts/24x30 Chevron custom sign | 69.88 |
| | 12000626 | School Speed Limit 25 | 129.00 |
| | | Check Total: | 299.82 |
| | | Vendor Total: | 299.82 |
| 3355 | Got Weeds? | | |
| Check No: | 0 | Check Date: | |
| | 0801 | Air/Annual Airport Weed spray | 5,000.00 |
| | | Check Total: | 5,000.00 |
| | | Vendor Total: | 5,000.00 |
| 3449 | Stepp Manufacturing Company Inc. | | |
| Check No: | 0 | Check Date: | |
| | 47942 | Strts/#2-hoses/plug/bushing/union/heating eleme | 1,065.00 |
| | | Check Total: | 1,065.00 |
| | | Vendor Total: | 1,065.00 |
| 3643 | White Nelson Diehl Evans LLP- Attn: | | |
| Check No: | 0 | Check Date: | |
| | 04142015 | Fin/Payroll Tax Consulting Agreement Retainer | 3,000.00 |
| | | Check Total: | 3,000.00 |
| | | Vendor Total: | 3,000.00 |
| 3708 | Customized Custodial Services | | |
| Check No: | 0 | Check Date: | |
| | COTC0415-1 | GG/Janitorial service/City Hall April 2015 | 890.00 |
| | COTC0415-2 | GG/Janitorial service/Senior Center April 2015 | 450.00 |
| | COTC0415-3 | Depot/Janitorial service April 2015 | 250.00 |
| | COTC0415-4 | PD/Janitorial service April 2015 | 1,950.00 |
| | COTC0415-5 | Air/Janitorial service April 2015 | 420.00 |
| | COTC0415-6 | Swr/Janitorial service April 2015 | 530.00 |

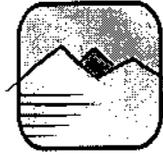
| Vendor | Invoice No | Line Description | Check Amount |
|-----------|--------------------------------|---|--------------|
| | COTC0415-7 | Constr/Janitorial service April 2015 | 140.00 |
| | | Check Total: | 4,630.00 |
| | | Vendor Total: | 4,630.00 |
| 3726 | Open & Shut Enterprises | | |
| Check No: | 0 | Check Date: | |
| | 54667-1 | PD/labor-2 gates/replaced bad wheel greased rea | 350.00 |
| | 54667-2 | PD/parts/#1-6" Poly V-Track wheel | 69.88 |
| | | Check Total: | 419.88 |
| | | Vendor Total: | 419.88 |
| 3807 | Diamond Technologies | | |
| Check No: | 0 | Check Date: | |
| | 14184 | IT/#10-servers on Storage Craft Backup License | 484.00 |
| | | Check Total: | 484.00 |
| | | Vendor Total: | 484.00 |
| 3822 | Green Dragon Environmental Ltd | | |
| Check No: | 0 | Check Date: | |
| | 15-0326 | PW/1 container Orange Dragon/freight | 412.98 |
| | | Check Total: | 412.98 |
| | | Vendor Total: | 412.98 |
| 3834 | Charlotte L Ruse | | |
| Check No: | 0 | Check Date: | |
| | 04012015-1 | Eng/Notary-Cert of Notice of Substandard Build | 10.00 |
| | 04012015-2 | GG/Notary-Notice of Completion 1/22/15 | 10.00 |
| | 04012015-3 | GG/Notary-Notice of Completion-Cooley Const | 10.00 |
| | 04012015-4 | GG/Notary-Secretary/Clerk Cert-Voip System 3/ | 10.00 |
| | 04012015-5 | Eng/Notary-Cert-Sub-Stand Bldg-M Price 3/25/1 | 10.00 |
| | | Check Total: | 50.00 |
| | | Vendor Total: | 50.00 |
| 3845 | BendPak Inc | | |
| Check No: | 0 | Check Date: | |
| | 56699-00 | PW/#1-XPR-15C series 2-Post Lifts/factory inst: | 8,555.00 |
| | | Check Total: | 8,555.00 |
| | | Vendor Total: | 8,555.00 |
| 3848 | O'Reilly Auto Parts | | |
| Check No: | 0 | Check Date: | |
| | 04012015 | Wtr/door latch/2007 Chevy Silverado 1500 | 42.99 |
| | | Check Total: | 42.99 |
| | | Vendor Total: | 42.99 |
| 3850 | Rivera's Lath & Plaster | | |
| Check No: | 0 | Check Date: | |
| | G14011-D-1 | CH Anx/Demo/drywall/Progress Pay Est #1 | 15,266.03 |
| | | Check Total: | 15,266.03 |

| Vendor | Invoice No | Line Description | Check Amount |
|-----------|---------------------------------|--|--------------|
| | | Vendor Total: | 15,266.03 |
| 3851 | Reynolds Polymer Technology Inc | | |
| Check No: | 0 | Check Date: | |
| | S966-101 | Tehachapi Freedom Plaza/ Acrylic Glazing panel | 17,469.38 |
| | | Check Total: | 17,469.38 |
| | | Vendor Total: | 17,469.38 |
| | | Report Total: | 302,490.89 |

Accounts Payable

Checks by Date - Detail By Check Date

User: lthomas
 Printed: 4/13/2015 - 3:28 PM



CITY OF
TEHACHAPI
 CALIFORNIA

| | | | Check Amount |
|-------------|-------|--|--------------|
| Check No: | 42408 | Check Date: 04/13/2015 | |
| Vendor: | 1851 | AT&T | |
| 04012015 | | GG/White Page acct- April 2015 | 13.67 |
| | | | 13.67 |
| Check No: | 42409 | Check Date: 04/13/2015 | |
| Vendor: | 1843 | The Bank of New York Mellon Trust Company | |
| 04082015-1 | | Wtr/Water & Sewer Series 2004 | 7,133.44 |
| 04082015-2 | | Swr/Water & Sewer Series 2004 | 43,819.69 |
| | | | 50,953.13 |
| Check No: | 42410 | Check Date: 04/13/2015 | |
| Vendor: | 2893 | Cardmember Service | |
| 03102015-1 | | CC/Dinner/City Clerks Assoc of CA Training/T N | 14.30 |
| 03102015-2 | | CC/Lodging/City Clerks Assoc of CA Training/T | 628.64 |
| 50504693-1 | | Wtr/1-1/4x3 Bolt Full-Howard Supply Co | 60.68 |
| 50504693-2 | | Wtr/downpayment-#2-1-1/4x3 Bolt Full-Howard | 97.34 |
| 8P18NO | | Fin/Airline/Chelsea/Daisy/2015 Springbrook Co | 570.00 |
| 903173 | | GG/gas/City Clerks Assoc CA Training-T Marsh | 33.28 |
| FT1443880 | | Fin/parking-Chelsea/Daisy/Springbrook Conf 5/ | 40.00 |
| GQNSTKSDBY2 | | Fin/Regis-Springbrook IGNITE Conf 5/4-7/15-C | 595.00 |
| GZN6QQBDVG7 | | Fin/Regis-Springbrook IGNITE Conf 5/4-7/15-I | 595.00 |
| | | | 2,634.24 |
| Check No: | 42411 | Check Date: 04/13/2015 | |
| Vendor: | 1739 | Chevron & Texaco Business Card Services | |
| 44026379-1 | | PD/fleet vehicle fuel 3/6-4/5/15 | 3,567.88 |
| 44026379-2 | | GG/mgt/fleet vehicle fuel 3/6-4/5/15 | 371.60 |
| | | | 3,939.48 |
| Check No: | 42412 | Check Date: 04/13/2015 | |
| Vendor: | 0372 | Southern California Edison | |
| 03252015-1 | | GG/311 E D St | 80.13 |
| 03252015-2 | | Land/114 S Green | 144.37 |
| 03252015-3 | | CC/104 S Robinson St | 156.67 |
| 03252015-4 | | Strts/113 S Mojave St | 172.25 |
| 03252015-5 | | LLD/318 E E St | 101.93 |
| 03262015-1 | | GG/200 W Tehachapi Blvd | 27.42 |
| 03262015-2 | | PD/220 W C | 1,393.11 |
| 03262015-3 | | Strts/213 S Curry St A | 19.42 |
| 03262015-4 | | LLD/329 1/2 D St | 106.29 |
| 03272015-1 | | GG/1125 Capital Hillis | 24.52 |
| 03272015-2 | | GG/109 E Tehachapi Blvd | 149.74 |
| 03272015-3 | | GG/111 W I St | 56.06 |
| 03272015-4 | | Strts/209 1/2 E Tehachapi Blvd | 25.09 |
| 03272015-5 | | Strts/333 1/2 E Tehachapi Blvd | 179.69 |
| 03272015-6 | | Swr/800 Enterprise | 5,578.23 |

| | | |
|-------------|---|-----------|
| 03272015-7 | Swr/880 Enterprise | 1,987.78 |
| 03272015-8 | Drain/119 Industrial Pkwy | 25.98 |
| 03282015 | Traffic/801 Mountain View Ave | 53.13 |
| 03312015-1 | Strts/Tehachapi Bl W/O Green | 16.79 |
| 03312015-2 | Strts/103 Tehachapi Blvd | 93.64 |
| 03312015-3 | Strts/101 E Tehachapi Blvd #B | 113.66 |
| 03312015-4 | Strts/110 S Mill St | 146.33 |
| 03312015-5 | Strts/Curry/D St | 16.79 |
| 03312015-6 | Wtr/358 E D St | 1,650.59 |
| 04022015-1 | Strts/326 E D St | 24.18 |
| 04022015-2 | Strts/303 E Avenue D | 14.09 |
| 04022015-3 | LLD/Tehachapi Blvd/Bailey Ave | 77.67 |
| 04042015-1 | Strts/Highway 202 | 64.68 |
| 04042015-2 | Strts/Highway 202 | 30.41 |
| | | <hr/> |
| | | 12,530.64 |
| Check No: | 42413 Check Date: 04/13/2015 | |
| Vendor: | 0399 Sparkletts | |
| 4365880 | Swr/Cooler rental 03/15 | 32.40 |
| | | <hr/> |
| | | 32.40 |
| Check No: | 42414 Check Date: 04/13/2015 | |
| Vendor: | 3730 Tractor Supply Credit Plan | |
| 005395 | PW/#6-Diesel fuel only stickers | 12.84 |
| | | <hr/> |
| | | 12.84 |
| Check No: | 42415 Check Date: 04/13/2015 | |
| Vendor: | 2940 US Bank Corporate Payment System | |
| 015889 | GG/Breakfast/LA Travel & Adv Show 2/20-2/22 | 7.52 |
| 02222015 | GG/Breakfast-LA Travel & Adv Show 2/20-22/1 | 22.71 |
| 022315JP-3 | Air/Reelcraft static reel | 303.41 |
| 02252015 | Fin/Shell-gas/RMA Retreat-H Chung | 24.98 |
| 02272015 | Fin/ExxonMobil-gas/RMA Retreat-H Chung | 32.13 |
| 023853 | GG/Breakfast/Economic Comm Dev meeting/W | 28.53 |
| 029426 | GG/Lunch-Econ Dev meeting w/Chamber | 33.28 |
| 03012015 | GG/Adobe Creative Cloud membership | 49.99 |
| 03042015 | GG/photo-M Stout | 1.60 |
| 03042015 | CD/eFAX.com subscription Mar 23-Apr 22 | 16.95 |
| 03072015 | GG/Constant Contact Mar 2015 | 50.00 |
| 03132015 | GG/Dinner/Solvang Century Outreach-GF 3/13- | 50.54 |
| 03142015 | GG/Dinner/Solvang Century Outreach/GF 3/13- | 24.47 |
| 03192015 | GG/Postal ASAP-postage | 10.00 |
| 04022015 | GG/Cartload service outbound | 75.00 |
| 044129 | Fin/Chevron-gas/RMA Retreat-H Chung | 34.63 |
| 050872 | GG/Mens polo shirts | 366.11 |
| 061543 | Air/#2-5gal drinking water | 12.98 |
| 063614 | Wtr/Shell-gas/CA Rural Water Assoc-J Curry | 41.73 |
| 064822 | Wtr/Shell-gas/CA Rural Water Assoc. Board Me- | 24.89 |
| 066154 | GG/Dinner/LA Travel & Adv Show 2/20-2/22/15 | 5.34 |
| 067605 | PW/cordless phone | 75.24 |
| 073208 | GG/Media All Stars-Athletic Poster Ad | 725.00 |
| 0974693 | PD/#4-50G square gray trash cans | 257.87 |
| 1000344 | GG/high capacity black toner cartridge | 101.57 |
| 10014089060 | GG/WebEX.com | 24.00 |
| 100170303 | Air/work boots-G Patterson | 191.75 |
| 1055843 | GG/Americas Printer-#1000-ATP Postcards 6x11 | 249.96 |
| 1171946 | GG/Facebook Ads 2/2-2/28/15 | 270.00 |
| 1253437 | GG/Adobe Business Catalyst Subscr 3/18-4/18/1 | 38.88 |

| | | |
|---------------|--|----------|
| 127124 | GG/#3-high-back swivel/tilt black leather chairs | 586.18 |
| 2078 | GG/Slick Fish-GF updates/Talk It Up March/ED | 246.33 |
| 2281318 | GG/postage-Every Door Direct mail-post cards | 143.85 |
| 230719 | GG/Lunch/Solvang Century Outreach-GF 3/13-1 | 17.21 |
| 247 | GG/Lodging-Solvang Century Outreach booth 3. | 392.88 |
| 250 | GG/Lodging-Solvang Century COT Booth 3/13- | 436.48 |
| 2590151 | Air/garage door opener/#4-keys/plastic key ID te | 47.00 |
| 3132015 | GG/Home Depot-black zip ties-GF Outreach bot | 13.93 |
| 3718780 | Land/Zon Mark 4 Propane Cannon | 316.90 |
| 5047705201 | GG/Lodging-LA Travel & Adv Show 2/20-20/22 | 328.26 |
| 5047705202 | GG/Lodging-LA Travel & Adv Show 2/20-2/22/ | 276.26 |
| 5576099101-1 | GG/Lodging-LA Travel & Adv Show 2/20-2/22/ | 483.26 |
| 5576099101-2 | GG/Parking-LA Travel & Adv Show 2/20-2/22/1 | 72.00 |
| 5686001447 | GG/ultra paper plates/plastic white forks | 45.55 |
| 568809439 | GG/Solo Barc paper dinnerware plates | 27.94 |
| 683794 | Swr/Operation & Maint Wastewater Collection c | 117.68 |
| 686652-0 | PD/sheet protector/#4-index binders/#2-1.5" vie | 25.51 |
| 7303428 | PD/#2-18v power tool batter tool battery/21 piec | 86.49 |
| 738468 | GG/Lunch/LA Travel & Adv Show 2/20-2/22/15 | 14.17 |
| 747368 | IT/DTC1250e printer/AsureID software/USB car | 1,076.20 |
| 81418507 | CD/CoreLogic-Kern CA Prop profile-custom sez | 241.67 |
| 8646 | Air/8.5 oz foam cups/MP scrub sponges/Bounty | 18.28 |
| R317769703 | GG/Lodging-SLO Marathon Expo-COT Booth 4 | 520.47 |
| X2-1917042740 | GG/Sirius XM Service | 20.95 |
| X2-1923126836 | GG/Sirius XM Service | 22.31 |

8,728.82

Date Totals:

78,845.22

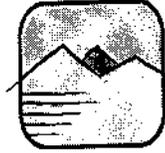
Report Total:

78,845.22

Accounts Payable

Checks by Date - Detail By Check Date

User: hthomas
Printed: 4/6/2015 - 4:37 PM



CITY OF
TEHACHAPI
CALIFORNIA

| | | | Check Amount |
|---------------|-------|---|--------------|
| Check No: | 42326 | Check Date: 04/06/2015 | |
| Vendor: | 3849 | Agoura Sash and Door Inc | |
| 58403 | | CH Anx/Deposit-13 prchung flush doors/metal d | 6,500.00 |
| | | | <hr/> |
| | | | 6,500.00 |
| | | | <hr/> |
| Date Totals: | | | 6,500.00 |
| | | | <hr/> |
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| Report Total: | | | 6,500.00 |
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Accounts Payable

Checks by Date - Detail By Check Date

User: hthomas
 Printed: 4/2/2015 - 9:40 AM



| | | | Check Amount |
|---------------|-------|--|--------------|
| Check No: | 42332 | Check Date: 04/01/2015 | |
| Vendor: | 3571 | Division of the State Architect | |
| 04012015 | | SB1186-First quarter | 24.30 |
| | | | 24.30 |
| Check No: | 42333 | Check Date: 04/01/2015 | |
| Vendor: | 0223 | Kern County Auditors Office | |
| 02202015 | | Parking Citation Revenue 01/15 | 11.00 |
| 03152015 | | Parking Citation Revenue 02/15 | 22.00 |
| | | | 33.00 |
| Check No: | 42334 | Check Date: 04/01/2015 | |
| Vendor: | 3199 | Slick Fish Marketing Co. | |
| 2017-1 | | GG/Remaining bal COD-New downtown Map/ I | 1,700.00 |
| 2017-2 | | GG/-25% withholding-State of CA Franchise Ta: | -425.00 |
| 2091-1 | | GG/Update KBJ Ad/GranFondo Vendor Packet/1 | 164.17 |
| 2091-2 | | GG/-25% withholding-State of CA Franchise Ta: | -41.04 |
| 2092-1 | | GG/GF Cycle California 1/3 Page Ad/correction: | 100.00 |
| 2092-2 | | GG/-25% withholding-State of CA Franchise Ta: | -25.00 |
| | | | 1,473.13 |
| Check No: | 42335 | Check Date: 04/01/2015 | |
| Vendor: | 3844 | State of California- Franchise Tax Board | |
| 03252015-1 | | GG/#312613192904136373/Inv#209125% of \$1 | 41.04 |
| 03252015-2 | | GG/#312613192904136373/Inv#2092/25% of \$ | 25.00 |
| 04012015-3 | | GG/#312613192904136373/Inv#2017-2/25% of | 425.00 |
| | | | 491.04 |
| Check No: | 42336 | Check Date: 04/01/2015 | |
| Vendor: | 3011 | Verizon Wireless | |
| 9742482818-1 | | Eng/Mobile Broadband/M Montgomery | 38.01 |
| 9742482818-10 | | Wtr/Mobile Broadband/J Curry | 15.01 |
| 9742482818-11 | | Swr/Mobile Broadband/J Curry | 15.01 |
| 9742482818-2 | | Air/Mobile Broadband/G Patterson | 38.01 |
| 9742482818-3 | | Eng/Mobile Broadband/C Arbaut | 38.01 |
| 9742482818-4 | | GG/Mobile Broadband/G Garrett | 38.01 |
| 9742482818-5 | | Air/Mobile Broadband/Gaston's Toughbook | 38.01 |
| 9742482818-6 | | Air/Mobile Broadband/T Glasgow | 29.65 |
| 9742482818-7 | | GG/Mobile Broadband/M Vance | 29.65 |
| 9742482818-8 | | Eng/Mobile Broadband/J Schlosser | 29.65 |
| 9742482818-9 | | CD/Mobile Broadband/D James | 38.01 |
| 9742581396-1 | | Wtr/Mobile Broadband/J Curry | 15.01 |
| 9742581396-2 | | Swr/Mobile Broadband/J Curry | 15.01 |
| | | | 377.05 |
| Check No: | 42337 | Check Date: 04/01/2015 | |
| Vendor: | 3814 | Jason Wyatt | |

Check Amount

| | | |
|---------|----------------------------------|----------|
| 4020090 | CH Anx/2in 4ft x 8ft Polystyrene | 22.20 |
| | | <hr/> |
| | | 22.20 |
| | | <hr/> |
| | Date Totals: | 2,420.72 |
| | | <hr/> |
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| | Report Total: | 2,420.72 |
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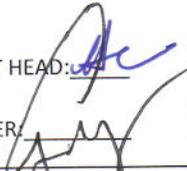
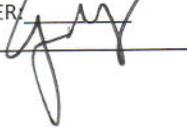
CITY OF TEHACHAPI
 TREASURER'S REPORT
 FY 2014-15

MONTH END BANK STATEMENT BALANCE

| | | | 10/31/2014 | 11/30/2014 | 12/31/2014 | 1/31/2015 | 2/28/2015 | 3/31/2015 |
|-----------------------------------|---------------------|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| BANK ACCOUNTS | | | | | | | | |
| General Checking | Bank of the Sierra | 21002-06457 | 1,510,171.78 | 675,543.40 | 1,190,240.68 | 519,941.38 | 480,954.49 | 753,973.93 |
| Water Deposit Trust | Bank of the Sierra | 21002-08503 | 110,000.32 | 111,261.00 | 109,175.00 | 109,175.00 | 109,175.00 | 113,555.00 |
| AD 83-1/87-1, Tucker | Bank of the Sierra | 21004-80193 | 87,633.41 | 87,633.41 | 87,633.41 | 87,633.41 | 87,633.41 | 87,633.41 |
| AD 89-3 | Bank of the Sierra | 21002-81054 | 828.82 | 828.82 | 828.82 | 828.82 | 828.82 | 828.82 |
| RDA Checking | Bank of the Sierra | 21002-18650 | 22,079.41 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Payroll | Bank of the West | 709-031215 | 99,357.12 | 99,016.31 | 99,154.68 | 98,755.07 | 98,413.67 | 98,117.20 |
| AFLAC Flex Spending | Bank of the West | 709-039747 | 19,821.59 | 19,520.71 | 20,727.69 | 16,633.59 | 15,466.01 | 15,176.92 |
| Airport key Deposit/Cr Card Purch | Bank of the West | 709-029821 | 147,988.45 | 19,346.77 | 67,793.52 | 23,611.89 | 40,599.58 | 68,259.33 |
| Ashtown Water Escrow | Bank of the West | CD 709-000-855969 | 107,978.09 | 107,978.09 | 107,978.09 | 107,978.09 | 107,978.09 | 107,978.09 |
| 1994/2004 Refunding Bond | Bank of New York | 870513-870517 | 193,490.63 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CFD 90-1 | Union Bank | 67170669300-308 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| RDA 2007 | Bank of New York | 870951/52/53/54 | 226,042.90 | 728,487.24 | 333,060.99 | 333,060.99 | 333,060.99 | 333,060.99 |
| RDA 2005 | Bank of New York | 870711-16 | 195,720.53 | 292,456.25 | 292,456.25 | 292,456.25 | 292,456.25 | 292,456.25 |
| LAIF | State of California | 98-15-914 | 8,368,906.87 | 8,968,906.87 | 8,968,906.87 | 11,274,857.70 | 11,274,857.70 | 11,074,857.70 |
| Total Funds in Banks | | | 11,090,019.92 | 11,110,978.87 | 11,267,956.00 | 12,864,932.19 | 12,841,424.01 | 12,945,897.64 |

| | | | 10/31/2014 | 11/30/2014 | 12/31/2014 | 1/31/2015 | 2/28/2015 | 3/31/2015 |
|---------------------------------|--------------------|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| INVESTMENTS | | | | | | | | |
| CS/VRMA Investment Pool | Chandler Asset Mgt | 1113 | 2,041,339.00 | 2,047,847.00 | 2,043,210.00 | 2,062,878.00 | 2,054,325.00 | 2,062,701.00 |
| Various Money Market Funds | Morgan Stanley (2) | 117-067378-235 | 323,540.81 | 323,543.48 | 0.00 | 0.00 | 0.00 | 0.00 |
| Govt. Securities-Fed Farm Cr Bk | Morgan Stanley (2) | 117-067378-235 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Govt. Securities-Fed Home Ln Bk | Morgan Stanley (2) | 117-067378-235 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Various Certificates of Deposit | Morgan Stanley (2) | 117-067378-235 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Federal Hm Ln Bank/Fannie Mae | BNY-Custodian (3) | 8870586 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Investments | | | 431,231.94 | 289,622.70 | 289,622.70 | 289,622.70 | 289,622.70 | 289,622.70 |
| Total Investments | | | 2,796,111.75 | 2,661,013.18 | 2,332,832.70 | 2,352,500.70 | 2,343,947.70 | 2,352,323.70 |
| TOTAL PORTFOLIO | | | 13,886,131.67 | 13,771,992.05 | 13,600,788.70 | 15,217,432.89 | 15,185,371.71 | 15,298,221.34 |

COUNCIL REPORTS

| | |
|------------------|---|
| APPROVED | |
| DEPARTMENT HEAD: |  |
| CITY MANAGER: |  |

MEETING DATE: APRIL 20, 2015 AGENDA SECTION: FINANCE DIRECTOR

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: HANNAH CHUNG, FINANCE DIRECTOR

DATE: APRIL 14, 2015

SUBJECT: FUND BALANCE POLICY FOR GOVERNMENTAL FUNDS

BACKGROUND

In February 2009, the Governmental Accounting Standards Board issued its Statement No. 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*. The objective of this statement is to improve financial reporting and to help with understanding the fund balance by presenting the fund balance in five new components. The five new components are: Non-spendable Fund Balance, Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance and Unassigned Fund Balance.

In order to comply with GASB 54 requirements, the City adopted a Fund Balance Policy ("Policy") on June 20, 2011 which requires council to approve the Committed Fund on an annual basis by adopting a resolution. The committed Fund Balance is dedicated for the purpose of emergency contingency and is calculated using a prior fiscal year General Fund total expenditure less capital project cost and operating transfer out. After a review of the current Policy on applicability of the calculation method, Staff is recommending the following change to the Policy:

The current Policy is read:

"The General Fund Emergency Contingency Fund is calculated using the prior fiscal year total expenditure. From the total expenditure, subtract total capital project costs and operating transfer out. Then the difference is divided by 12 months and then multiplied by 2 months."

Replace this current paragraph with the following:

"The General Fund Emergency Contingency Fund is calculated using the prior fiscal year General Fund total expenditure. From the total expenditure, subtract the following expenses:

1. total capital project costs,
2. total operating transfer out, and
3. expenses reimbursed by grants

Then the difference is divided by 12 months and then multiplied by 2 months.”

The resolution is the City Council's formal commitment of an amount of fund balance to be set aside specifically for emergency contingencies defined as a state or federal state of emergency or declaration of a local emergency. The amount is set at **\$997,993** for fiscal year **2014/15**. It should be noted that this amount and/or commitment may be changed with the adoption of a new resolution by the council.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the Council to:

- Approve Fund Balance Policy as amended.
- Adopt Resolution No. _____ establishing the Committed Fund Balance at \$997,993 for the fiscal year 2014-15.

ADMINISTRATIVE POLICY

Policy: Fund Balance Policy for the Governmental Funds

- Adopted by Council: June 20, 2011, Resolution No. 28-11
- Amended by Council: February 3, 2014, Resolution No. 04-14
- Amended by Council: April 20, 2015 Resolution No.

Responsible Department: Finance

POLICY

This Fund Balance Policy establishes the procedures for reporting unrestricted fund (Committed, Assigned and Unassigned funds) balance in the financial statements of governmental funds. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Finance Director to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

PROCEDURES

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

Nonspendable fund balance (inherently nonspendable): A portion of a fund balance that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. i.e., Inventories, Prepaid expenditures, Advances to other funds, Loans receivable

Restricted fund balance (externally enforceable limitations on use): A portion of a fund balance that reflects constraints placed on the use of resources (other than nonspendable items) that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. i.e., Mitigation fees, Grants for specific purpose, Taxes dedicated to a specific purpose, and Revenues restricted by enabling legislation.

Committed fund balance (self-imposed limitations on use): A portion of a fund balance that includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority, and remain binding unless removed in the same manner. i.e., Fund set aside for specific purpose by resolution.

Assigned fund balance (limitation resulting from intended use): A portion of a fund balance that includes amounts that are constrained by the government's intent to be used for specific purposes, but that are neither restricted nor committed. Such intent needs to be established at either the highest level of decision making, or by an official designated for that purpose.

Unassigned fund balance (residual net resources): A portion of a fund balance that includes amounts that do not fall into one of the above four categories. The General Fund is the only fund that should report this category of fund balance.

The first two components listed above are not addressed in this policy due to the nature of their restrictions. This policy is focused on financial reporting of unrestricted fund balance or the last three components listed above. These three components are further defined below.

Committed Fund Balance

As described above, the Committed Fund Balance is approved by either an ordinance or resolution. The General Fund Emergency Contingency Fund is to be committed by adoption of a resolution by the City Council.

The General Fund Emergency Contingency Fund is calculated using the prior fiscal year General Fund total expenditure. From the total expenditure, subtract the following expenses:

1. total capital project costs,
2. total operating transfer out, and
3. expenses reimbursed by grants

Then the difference is divided by 12 months and then multiplied by 2 months. This calculation is based on the recommendation of the Government Finance Officers Association (GFOA)."

Assigned Fund Balance

Amounts that are constrained by the City's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the Finance Director for the purpose of reporting these amounts in the annual financial statements. A few examples of assigned fund balance follow.

- Continuing Appropriations
Fund balance levels must be sufficient to meet funding requirements for projects approved in prior years and which must be carried forward into the new fiscal year.
- Debt Service
Established to provide for future debt service obligations.
- Budget Balancing Measures
Funds set aside for the purpose of stabilizing the delivery of City services during periods of operational budget deficits and to mitigate the effects of major economic uncertainties resulting from unforeseen changes in revenues and/or expenditures.

Unassigned Fund Balance

These are residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories.

Fund Balance Classification

When an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the City considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

This policy is in place to provide a measure of protection for the City against unforeseen circumstances and to comply with GASB Statement No. 54. No other policy or procedure supersedes the authority and provisions of this policy.

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF TEHACHAPI APPROVING THE CITY OF
TEHACHAPI'S EMERGENCY CONTINGENCY
COMMITMENT OF FUND BALANCE FOR THE
GENERAL FUND AND REPEALING RESOLUTION NO.
04-14**

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued its Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions with the intent of improving financial reporting by providing fund balance categories that will be more easily understood; and

WHEREAS, the City Council of the City of Tehachapi has considered "Fund Balance Policy for the Governmental Fund" ("Policy") which outlines the policy and procedures enacted to accurately categorize and report fund balance in governmental funds; and

WHEREAS, the "Policy" provides that the City Council may commit General Fund balance for specific purposes by taking formal action and these committed amounts cannot be used for any other purpose unless the City Council removes or changes the specific use through the same formal action taken to establish the commitment; and

WHEREAS, the Finance Director has recommended to the City Council that the General Fund Emergency Contingency Commitment of General Fund balance be established at \$997,993 for Fiscal Year 2014-15; and

WHEREAS, the City Council has determined that the General Fund Emergency Contingency Commitment of General Fund balance should be approved at \$997,993 for Fiscal Year 2014-15 as recommended by the Finance Director.

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

SECTION 1. The City Council hereby establishes and approves the General Fund Emergency Contingency Commitment of General Fund balance of \$997,993 for Fiscal Year 2014-15.

SECTION 2. The City Council has determined that the specific purposes for which the General Fund Emergency Contingency Commitment Fund may be used are the declaration of a state or federal state of emergency or a local emergency and these uses may only be changed by approval of a subsequent resolution.

SECTION 3. The City Council hereby confirms that in any fiscal year in which recurring sources exceed recurring uses in the General Fund, the amount of the General Fund Emergency Contingency Commitment of General Fund balance will be estimated to be an amount equal to two (2) months of regular General Fund operating uses.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Tehachapi at a Special Meeting this 20th day of April, 2015 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

SUSAN WIGGINS, Mayor of the
City of Tehachapi, California

ATTEST:

ASHLEY WHITMORE, CMC
Deputy City Clerk of the City of Tehachapi

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 April 20, 2015.

ASHLEY WHITMORE, CMC
City Clerk of the City of Tehachapi



COUNCIL REPORTS

APPROVED

DEPARTMENT HEAD: _____

CITY MANAGER: _____

A handwritten signature in black ink, appearing to be "C. Curry", is written over the signature lines in the approval box.

MEETING DATE: April 20th, 2015 AGENDA SECTION: PUBLIC WORKS DIRECTOR

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: JON CURRY, PUBLIC WORKS DIRECTOR

DATE: APRIL 15th, 2015

SUBJECT: WATER SHORTAGE CONTINGENCY PLAN, UPDATE AND ADOPTION

BACKGROUND

On July 28th, 2014 the State Water Resources Control Board (SWRCB) enacted Emergency Drought Regulations that put controls on outdoor irrigation and other certain uses of potable water. This set of regulations had a target reduction of 20% statewide and the regulations were set to continue until April 25th of 2015. With that goal not being fully met from June of 2014 – Jan of 2015, and the drought continuing, the SWRCB moved forward on development of expanded Emergency Drought Regulations. This expanded set of Emergency Drought Regulations was adopted on March 17, 2015 and approved by the Office of Administrative Law on March 27th, 2015. On April 1st, 2015 Governor Brown issued a new Executive Order (B-29-15) that put further restrictions in place. The mandates from the new Executive Order would increase the original amount of conservation that the City will have to comply with from 20% to 25%. These increased mandates would go into effect in early June of 2015.

To comply with this expanded set of regulations from the SWRCB, Staff has updated the Water Shortage Contingency Plan that was first adopted as part of the Regional Urban Water Management Plan in 2011. The expanded regulations include:

- Limits on number of days per week and time for outdoor irrigation
- No outdoor irrigation during and 48 hours after a measurable rainfall event
- Restaurants may serve water only on request
- Hotels/motels must give guests the option of not laundering sheets/towels daily

RECOMMENDATION

Adopt the 2015 Water Shortage Contingency Plan Update

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEHACHAPI ADDING CHAPTER 13.22 TO THE TEHACHAPI MUNICIPAL CODE ESTABLISHING A WATER SHORTAGE CONTINGENCY PLAN.

THE CITY COUNCIL OF THE CITY OF TEHACHAPI DOES
ORDAIN AS FOLLOWS:

Section 1. **AMENDMENTS.**

Chapter 13.22 attached hereto as Exhibit "A" and by this reference made a part hereof. This hereby added to the Tehachapi Municipal Code.

Section 2. **SEVERABILITY.**

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is held to be invalid or unconstitutional such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 3. **EFFECTIVE DATE.**

This Ordinance shall take effect 30 days after the date of its passage and within 15 days of its passage shall be published in the newspaper of general circulation, printed and published in the City of Tehachapi.

INTRODUCED at a regular meeting of the City Council of the City of Tehachapi on the 6th day of April, 2015.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Tehachapi on the _____ day of _____, 2015, by the following votes:

AYES: Councilpersons _____

NOES: Councilpersons _____

ABSTAIN: Councilpersons _____

ABSENT: Councilpersons _____

SUSAN WIGGINS, Mayor of
the City of Tehachapi, California

ATTEST:

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

Published: _____

EXHIBIT A

Chapter 13.22

WATER SHORTAGE CONTINGENCY MEASURES

Sections:

- 13.22.010 Purpose.
- 13.22.020 Guidelines for Determination of Water Conservation Stages.
- 13.22.030 Water Conservation Stages.
- 13.22.040 Extension of Water Conservation Stages
- 13.22.050 Enforcement.

13.22.010 Purpose.

The purposes of this ordinance are to address conditions when the City's production and supply of water is insufficient to meet customer demand and to implement state regulations addressing drought conditions presently existing in the State of California which requires a water shortage contingency plan to address water shortage situations which include shortages of 10% to 50%. This chapter provides for three stages of alert conditions. When any stage is implemented by the City, the stage and this ordinance shall supercede Chapter 13.20 where the two are inconsistent and the more restrictive measures of this chapter shall apply.

13.22.020 Guidelines for Determination of Water Conservation Stages.

A water conservation stage shall be determined in accordance with the provisions of this chapter. A water conservation stage shall be called and imposed by resolution of the City Council and shall remain in full force and effect until otherwise determined or discontinued by resolution of the City Council declaring that existing water supply conditions and the supply of water available for distribution within the city's service area has been replenished or augmented. The City Manager shall promulgate guidelines (the "Guidelines") which shall set forth the criteria for determining when a particular conservation stage is to be implemented and terminated.

13.22.030 Water Conservation Stages.

A water conservation stage shall be determined in accordance with the provisions of this chapter and the Guidelines.

A. Water Conservation Stage 1. A Water Conservation Stage 1 ("Stage 1") shall be called pursuant to the Guidelines or emergency or drought-related regulations imposed by state or federal regulatory agencies. During Stage 1, compliance shall be voluntary. All water withdrawn from City facilities shall be put to reasonable beneficial use. Water conservation measures shall include the following as well as such other measures as may be implemented by the City from time to time:

1. Preventing excessive run-off from entering adjacent properties, sidewalks, gutters, surface drains or storm drains.
2. Use of drip irrigation systems or other methods designed to prevent excessive surface irrigation of landscaped areas, resulting in conditions such as puddling or runoff.
3. Repair of any and all observable leaks of water on the premises.
4. Use of a broom or blower to clean driveways and paved or hard surfaces.
5. Use of water for washing down driveways and paved or hard surfaces only when necessary to alleviate immediate fire or sanitation hazards.
6. Use of a shut off nozzle when using a hose to wash a vehicle or hand watering.
7. Use of low flow shower heads and shortening time in the shower.
8. Use of volume reduction devices in toilets and being careful not to use the toilet as an ashtray or wastebasket.
9. Reduction in water consumption for bathing, hand dishwashing and irrigation by reduction of flow time for these activities.
10. Running only full loads in the washing machine and dishwasher.

B. Water Conservation Stage 2. A Water Conservation Stage 2 ("Stage 2") shall be called pursuant to the Guidelines and when it is apparent that the City's production or supply facilities cannot meet customer demand under a Stage 1 conditions or pursuant to emergency or drought-related regulations imposed by state or federal regulatory agencies. During Stage 2, all measures in Stage 1 shall apply and shall be mandatory. In addition to the Stage 1 measures, the following shall apply in Stage 2 which shall be mandatory:

1. Irrigation of lawns, landscaping, foliage, gardens, flowerbeds, and other outdoor areas shall be limited as follows: street addresses ending in odd numbers may only water on Mondays, Wednesdays, and Fridays; and addresses ending in even numbers may water only on Tuesdays, Thursdays and Saturdays. Irrigation of any type is prohibited on Sundays. The only exception shall be areas irrigated with non-potable water. Any single irrigation station may not run longer than ten minutes per day.
2. Outdoor irrigation of turf and ornamental landscaping shall be prohibited between the hours of 10:00am and 4:00pm daily.
3. Any and all observable leaks of water on a residents' premises shall be repaired within twenty-four hours of notification to customer.
4. No hosing down of non-landscaped or hardscape areas.
5. Construction water shall be prohibited during a Stage 2 alert condition.
6. The washing of boats, vehicles or mobile equipment shall only be allowed in car washes or by using a bucket and hose with an automatic shut off nozzle for rinsing.
7. The use of water in ornamental fountains or water features shall only be permitted if the water is recirculated.
8. The City Manager will have the right to reduce the amount of water used in irrigating any park site, greenbelt or open areas within the City limits.
9. No outdoor irrigation shall be permitted during and forty-eight hours after a measurable rainfall event.

10. Restaurants and other food service establishments shall serve water to customers only on request.
11. Operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily and prominently display notice of this option.
12. Other restrictions may be imposed if deemed necessary by the City Manager or City Council.

C. Water Conservation Stage 3. A Water Conservation Stage 3 ("Stage 3") shall be called pursuant to the Guidelines and when it is apparent that the reductions achieved from Stage 1 and Stage 2 conditions are not sufficient to allow the City's production and supply to meet customer demand or pursuant to any emergency or drought-related regulations imposed by state or federal regulatory agencies. During Stage 3, all measures in Stages 1 and 2 shall apply and shall be mandatory. In addition to the Stage 1 and Stage 2 measures, the following restrictions on water use shall apply which shall be mandatory:

1. No irrigating of lawns. Plants, trees and bushes may be irrigated by use of a bucket or the use of reclaimed gray water as allowed by State and County Health rules and regulations. No runoff shall occur.
2. Hosing down of unlandscaped or hard surfaces is prohibited.
3. The introduction of water into swimming pools, wading pools and spas shall be prohibited.
4. No washing of motor or recreational vehicles, except at a car wash facility.
5. Parks may irrigate trees and shrubbery with buckets only or other methods which insure that no more than twenty (20) gallons of water are used on a single tree or shrub during a period of one (1) week. Irrigation of playing fields and open spaces shall be prohibited.

13.22.040 Extensions of Water Conservation Stages.

In the event the City experiences a facility malfunction or supply interruption during high water use periods, Stages 1, 2, or 3 restrictions may be implemented immediately by the City Manager. In the event of a prolonged Stage 3 condition, the City Council shall have the authority to take any other action available to insure that the City's water supply is not jeopardized.

13.22.050 Enforcement.

A. Civil Enforcement. The City shall have all remedies available in its Municipal Code and Ordinances for the enforcement of this chapter including, without limitation, Section 1.16.065 (Administrative Citations). Any fine, penalty, interest, or costs imposed on a violator of this chapter may, in addition to all other remedies available to the City thereunder, be added to the violator's water bill and thereafter be subject to enforcement therein including, without limitation, disconnection or turnoff of water service.

B. Criminal Enforcement. Any person violating any provision of this chapter or failing to comply with any of its requirements shall be deemed guilty of a misdemeanor unless the violation is made an infraction by ordinance and shall be punishable as described in Chapter 1.20 of the Municipal Code.

COUNCIL REPORTS

MEETING DATE: April 20, 2015 AGENDA SECTION: COMMUNITY DEVELOPMENT

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM:  DAVID A. JAMES, COMMUNITY DEVELOPMENT DIRECTOR

DATE: APRIL 13, 2015

SUBJECT: INTRODUCTION OF AN ORDINANCE RELATING TO RECREATIONAL VEHICLE PARKING IN RESIDENTIAL NEIGHBORHOODS

BACKGROUND:

As the City Council has observed over the years there have been instances in which residents of a given neighborhood have complained at various Council meetings of an excessive number of recreational vehicles, travel trailers and 5th wheels (recreational vehicles) being parked on City streets and within driveways. These complaints have been made to the City Council in the context of the recreational vehicles having an impact on their quality of life. Based on these complaints staff has been requested from time to time to address this issue from a code enforcement perspective. However, upon doing so the Council Chambers is subsequently filled with recreational vehicles owners complaining that their personal freedom and use of property is under attack. This has caused the pendulum to swing back and forth in response to trying to be fair to both the residents who own recreational vehicles and the residents who desire their neighborhood to not be overrun by recreational vehicles. This circumstance has put the Council and staff in an untenable position. The condition has been further exacerbated from a code enforcement perspective by the fact that the City's current codes relative to recreational vehicle parking are rather nebulous and there are internal conflicts and inconsistencies between the City's Zoning Code and other sections of the Municipal Code having to do with recreational vehicle parking. However, having stated such a strict or literal interpretation of the Municipal Code would suggest that there is no permanent RV parking allowed in the City limits.

PROPOSAL:

The purpose of the Recreational Vehicle Parking Ordinance is to accomplish two (2) primary goals. First to create an ordinance that is fair and manageable and strikes a balance between the two (2) competing interest as described above. Secondly, to create an Ordinance that is clear and internally consistent between the Zoning Code and the relevant sections of the Municipal Code. The Ordinance also attempts to restrict recreational vehicles weighing over 15,000 pounds and not exceed 40' in length. These would typically be the exceptionally large Class A Motor Coaches. This prohibition will protect local streets that are not designed to carry such weights and to avoid incompatibilities due to the sheer mass of these coaches. In this regard staff is of the opinion that these excessively large coaches simply do not belong under any circumstance in a residential neighborhood.

In the implementation of this Ordinance there are going to be recreational vehicle owners who can meet the criteria and others that cannot. The primary problem we encounter from a code enforcement perspective is that individuals purchase recreational vehicles or move into the City limits already in possession of a

recreational vehicle without considering the storage or parking ramification. Additionally, what further exacerbates the problem is residential properties in the City limits are advertised and sold as "having RV parking" when in fact currently no such parking opportunity exists. As such any realtor RV parking claims are inaccurate and inappropriate. Please see Attachment A draft RV Parking Ordinance for details.

An individual who is already storing their recreational vehicle on the premises but does not meet the recreational vehicle parking standards and criteria proposed in the Ordinance are not considered "grandfathered" in. As the Council will observe the Ordinance not only contains the typical Ordinance language, there are also numerous illustrations to further enhance the narrative and create greater clarification.

OPTIONS:

Staff is of the opinion that there are three (3) options for the Council to consider as enumerated below:

1. Adopt the Recreational Vehicle Parking Ordinance as recommended herein.
2. Adopt a Recreational Vehicle Parking Ordinance incorporating modifications as per the City Council direction.
3. Do not adopt a Recreational Vehicle Parking Ordinance and continue with business as usual.

RECOMMENDATION:

Staff recommends the introduction of an ordinance incorporated herein as Attachment A and in so doing amend Chapters 4.20.040(B) and 11.10.020 of the Tehachapi Zoning Code and Chapters 8.28.010(J), 10.16.020 and 10.16.050 of the Tehachapi Municipal Code relating to recreational vehicle parking in residential neighborhoods.

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEHACHAPI AMENDING CHAPTERS 4.20.040(B), AND 11.10.020 OF THE TEHACHAPI ZONING CODE AND CHAPTERS 8.28.010(J), 10.16.020, 10.16.050, OF THE TEHACHAPI MUNICIPAL CODE RELATING TO RECREATIONAL VEHICLE PARKING IN RESIDENTIAL NEIGHBORHOODS.

THE CITY COUNCIL OF THE CITY OF TEHACHAPI DOES ORDAIN AS FOLLOWS:

Section 1. AMENDMENTS.

Section 11.10.020 of the Tehachapi Zoning Code (definitions) to include Recreational Vehicle means a motor-home, slide-in camper, travel trailer, truck camper, camping trailer with or without motive power designed for human habitation for recreational or emergency use. This shall also include a utility trailer.

Section 4.20.040(B) of the Tehachapi Zoning Code and Sections 8.28.010(J) and 10.16.050 of the Tehachapi Municipal Code are hereby deleted and replaced with the following;

Section 2.

Section 4.20.040(B) of the Tehachapi Zoning Code and Sections 8.28.010(J) and 10.16.050 of the Tehachapi Municipal Code Recreational Vehicle Parking in Residential Neighborhoods.

- (a) Recreational vehicles may be considered for storage on properties with a primary use as residential.
- (b) A camper mounted on a truck is exempt from the RV Parking Requirements.
- (c) Parking a recreational vehicle outside the approved space or on the City street is limited to 72 hours. The recreational vehicle and associated slide-outs may not obstruct

or protrude over sidewalks, planting strips, public easements, or right-of-ways.

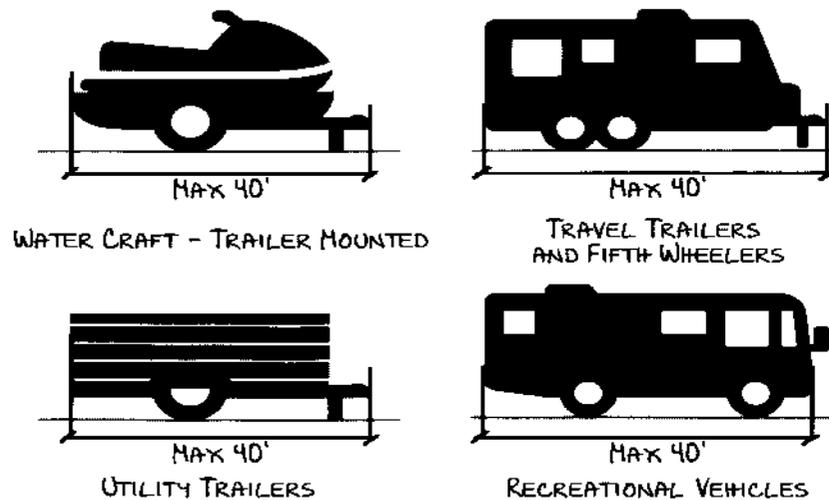
(d) A recreational vehicle may not be occupied unless pursuant to Sections 10.16.060, 10.16.070 and 10.16.080 of the City's Municipal Code.

(e) The storage of recreational vehicles is prohibited within front setback areas and front yards for longer than 72 hours.

(f) Recreational Vehicle may not exceed 15,000 gross vehicle weight.

(g) Recreational Vehicles parked on the street may not exceed 15,000 gross vehicle weight.

(h) The RV may not exceed 40 feet in length.



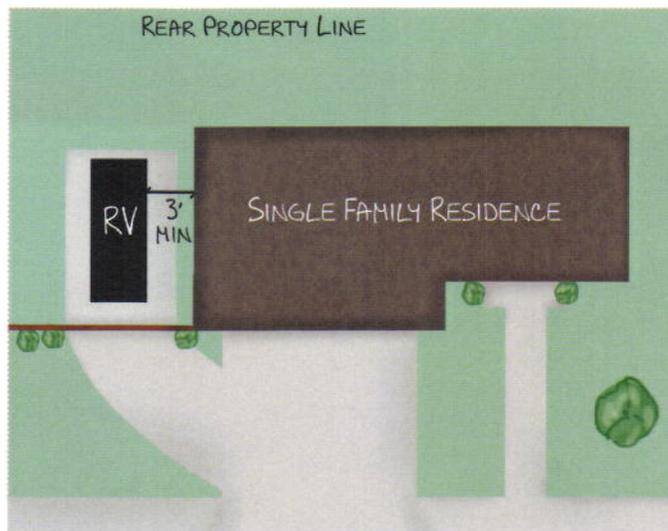
TYPES OF RECREATIONAL VEHICLES

(i) A new or additional drive approach to accommodate recreational vehicle parking will not be permitted. The use of temporary RV ramps must be utilized to protect existing curb and gutter. Any damage to the curb, gutter and/or sidewalk associated with this activity shall be the responsibility of the property owner to repair.



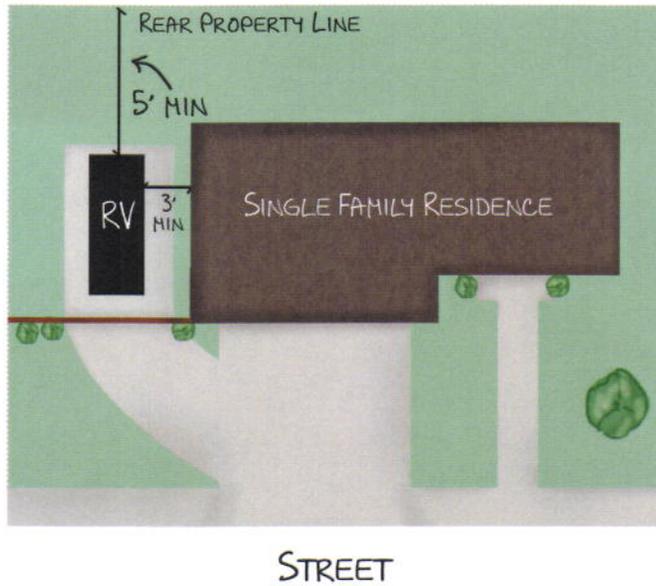
STREET

- (j) All non-recreational vehicles must be parked in driveway leading to garage.
- (k) Recreational vehicles may be stored within the side yard setback area provided that an open space of not less than 3' in width is maintained between the vehicles and the exterior wall when the RV is parked adjacent to the habitable portion of the residence (a garage is not habitable space).

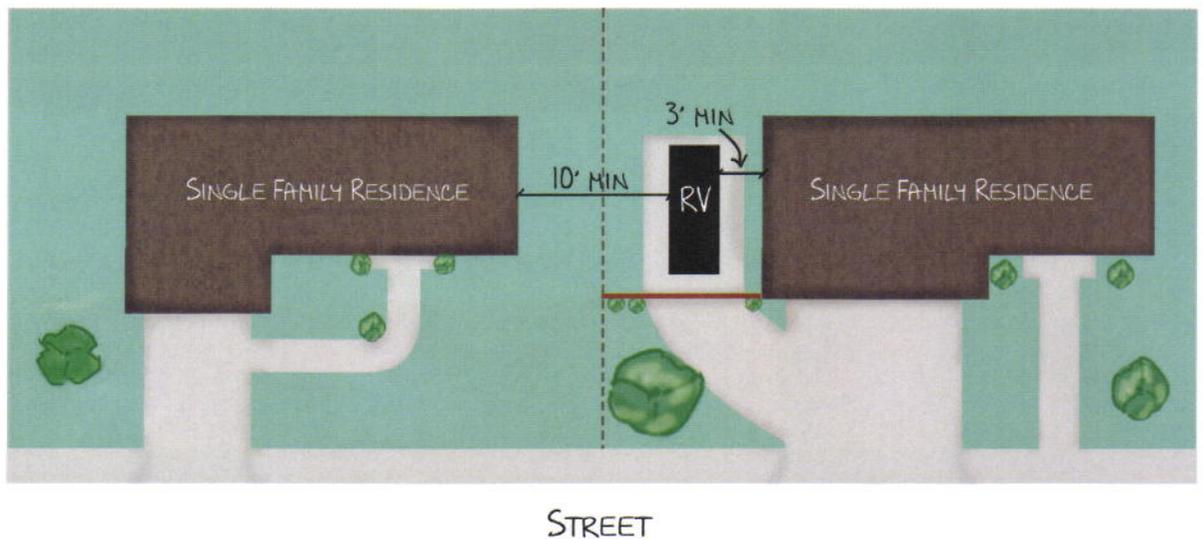


STREET

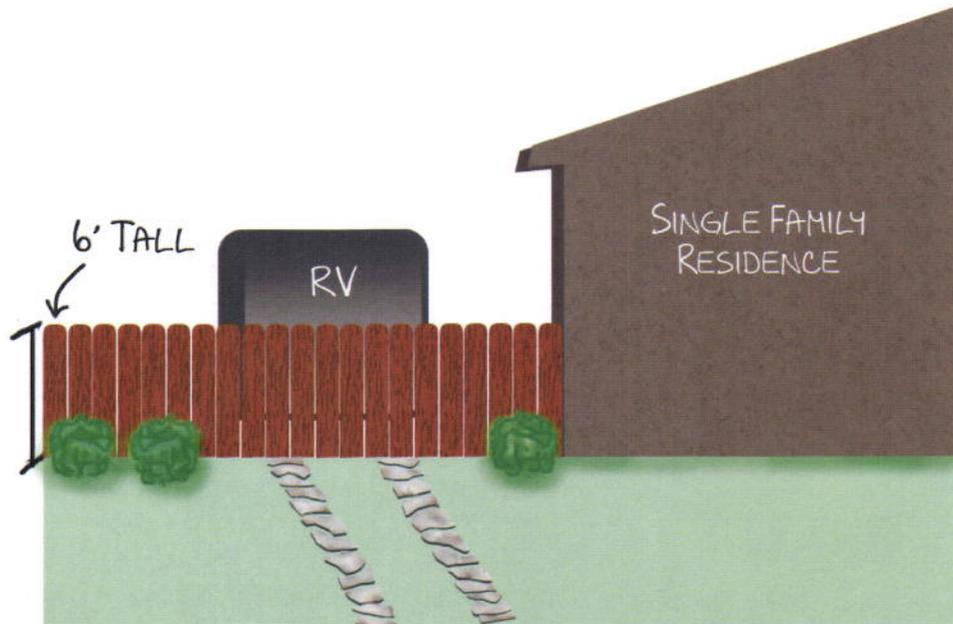
(l) Recreational vehicles may be stored within the rear yard setback area provided that an open space of not less than five (5) feet in width is maintained between the vehicle and rear lot line.



(m) Recreational vehicles over six (6) feet in height, may not be located closer than 10 feet from the habitable area of a neighboring property. (Garages are not considered living area)



(n) Recreational vehicles must be located behind a solid fence not less than six (6) feet in height. (I.e. solid gate or a decorative wrought iron gate incorporating a screened panel).



(o) The area dedicated to the storage of a recreational vehicle may not exceed 400 square feet of the property.

(p) Recreational vehicles must not obstruct the ordinary pedestrian or vehicular use of any required off-street parking area.

(q) Paving to accommodate recreational vehicle access and other vehicle parking must not exceed a total 50% of the required front setback area. Paving to accommodate RV access may not be solid pavement.

(r) The decorative pavers or decorative concrete used for access to RV parking may not be utilized as designated off-street parking.

(s) The area designated for RV parking must be of an all-weather surface such as concrete, asphalt, decomposed granite, base material etc. The all-weather RV parking surface must be prepped so as not to allow cross lot storm water/nuisance water drainage.

(t) Mow strips adjacent to the curb may not be encroached upon to accommodate parking of a recreational vehicle.

(u) A property owner may request a determination be made by the Planning Commission as to special circumstances or unusual circumstances on site that may prohibit meeting the above requirements.

(v) Front yard tree must be replaced if removed to accommodate RV parking or access thereto.

(w) RV parking temporary or permanent may not create a line-of-site issue on corner lots.

(x) The RV must be registered to occupant of the subject property.

(y) The RV may not be occupied except as provided in Sections 10.16.060, 10.16.070 and 10.16.080 of the Tehachapi Municipal Code.

(z) Compliance with this ordinance will be strictly enforced 180 days after adoption.

Section 3. **SEVERABILITY**

Each of the provisions of this Ordinance are severable. If any provision shall be declared to be invalid, the remaining provisions shall not be affected thereby but shall remain in full force and effect.

Section 4. EFFECTIVE DATE

This Ordinance shall take effect thirty (30) days after the date of its passage and within fifteen (15) days of its passage shall be published in the Tehachapi News, a newspaper of general circulation, printed and published in the City of Tehachapi.

INTRODUCED at a regular meeting of the City Council of the City of Tehachapi, California on the _____ day of _____.

PASSED AND ADOPTED, at a regular meeting of the City Council of the City of Tehachapi, California on the _____ day of _____ by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

SUSAN WIGGINS, Mayor of the City
of Tehachapi, California

ATTEST:

ASHLEY WHITMORE, CMC, City Clerk
of the City of Tehachapi, California

I hereby certify that the foregoing Ordinance was duly and regularly adopted by the City Council of the City of Tehachapi at a regular meeting thereof held on _____.

ASHLEY WHITMORE, CMC, City Clerk
of the City of Tehachapi, California



| |
|-------------------------------------|
| APPROVED |
| DEPARTMENT HEAD: <i>[Signature]</i> |
| CITY MANAGER: <i>[Signature]</i> |

COUNCIL REPORTS

MEETING DATE: APRIL 20, 2015 AGENDA SECTION: CITY ENGINEER

TO: HONORABLE MAYOR SMITH AND COUNCIL MEMBERS

FROM: JOHN (JAY) SCHLOSSER, P.E., CITY ENGINEER

DATE: APRIL 14, 2015

SUBJECT: LICENSE AGREEMENT BETWEEN THE CITY OF TEHACHAPI AND THE TEHACHAPI UNIFIED SCHOOL DISTRICT (TUSD) FOR THE TEHACHAPI BOULEVARD IMPROVEMENTS PROJECT – PHASE III

BACKGROUND

As the Council is aware, the City of Tehachapi is currently designing the Tehachapi Boulevard Improvements Project – Phase III. This project seeks to continue our roadway beautification efforts along the south side of Tehachapi Boulevard between Snyder Road and Dennison Road. During the design process, City Staff identified a need to perform some minor rehabilitation work on TUSD property in service to this project. In short, a few driveways serving the Monroe High School property need to be reconstructed to comply with current ADA regulations.

The City Attorney prepared the attached agreement to govern the City's access to this private property during construction. The agreement has been approved and signed by the TUSD School Board and is ready for approval by the City Council. The term of the agreement is for 120 calendar days commencing on August 1, 2015.

RECOMMENDATION

AUTHORIZE THE MAYOR TO SIGN THE LICENSE AGREEMENT AS PRESENTED.

LICENSE AGREEMENT

THIS LICENSE AGREEMENT made this 1st day of August, 2015, by and between the Tehachapi Unified School District ("Licensor") and the CITY OF TEHACHAPI ("Licensee"),

WITNESSETH:

WHEREAS, Licensor is the owner of the real property described as Assessor's Parcel Numbers 040-460-06 & 415-030-07 (Jacobsen Middle School & Coy Burnett Field) in the City of Tehachapi (the "Property"); and

WHEREAS, Licensee owns property adjacent to the Property described as Tehachapi Boulevard (the "City Property") and Licensee has requested access to and to enter the Property in order to facilitate its construction of the following: Tehachapi Boulevard Improvements Project - Phase III; and

WHEREAS, Licensor is willing to provide a license to Licensee for the foregoing purposes under the terms and conditions described hereinafter.

NOW, THEREFORE, the parties agree as follows:

1. The parties incorporate the foregoing recitals as if fully set forth herein verbatim.
2. Licensor hereby grants to Licensee a license to enter the Property to conduct certain activities on the City Property including, without limitation, pedestrian improvement facilities including sidewalk, lighting, landscaping, handicap ramps, etc.
3. Licensee shall not allow any liens or encumbrances to be attached to the Property arising out of any of Licensee's activities on the Property. Licensee shall promptly repair all damage caused to the Property at Licensee's sole cost and expense. Upon expiration of the License, Licensee shall return the Property to its existing condition as of the date hereof. Licensee shall indemnify, defend, and hold Licensor harmless from any and all claims, liabilities, demands, damages, and costs of any kind whatsoever arising from or connected with any and all activities of Licensee.
4. There shall be no fee or rental payable by Licensee to Licensor. The term of this License shall be for 120 days commencing as of the date hereof.
5. Any notice required or permitted under this Agreement or at law shall be deemed to be delivered when personally served on the party to be noticed or (i) on the next business day following deposit of the notice with an overnight delivery service, provided the

overnight carrier's records confirm delivery, (ii) when delivered by United States Mail, Postage Prepaid, Registered or Certified Mail, Return Receipt Requested, with the date of signing the Return Receipt deemed the date of service, (iii) three business days following deposit in the United States Mail, Postage Prepaid, (iv) when sent by confirmed facsimile transmission , or (v) when sent by electronic mail ("Email") to the following addresses: Licensor – Nick Heinlein, 300 S Robinson Street, Tehachapi, California 93561, Fax – (661) 822-0918, Email – nheinlein@teh.k12.ca.us; Licensee – John Schlosser, 115 South Robinson Street, Tehachapi, California 93561, Fax – (661) 822-8559, Email - jschlosser@tehachapicityhall.com.

6. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

7. This Agreement constitutes the entire agreement between the parties with regard to the subject matter herein and supersedes all prior oral and written agreements and understandings between the parties with respect thereto.

8. This Agreement may not be altered, amended, or modified except by a writing executed by duly authorized representatives of all parties.

9. This Agreement may be executed in counterparts.

10. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, successors, and assigns.

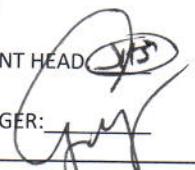
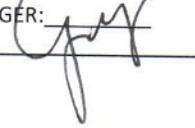
11. This Agreement shall be interpreted without reference to the rule of interpretation of documents that uncertainties or ambiguities therein shall be determined against the party so drafting the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date first hereinabove written.



Nick Heinlein
Chief Administrator, Business Services
Tehachapi Unified School District, **Licensor**

Susan Wiggins, Mayor,
City of Tehachapi, CA, **Licensee**

APPROVED
DEPARTMENT HEAD: 
CITY MANAGER: 

COUNCIL REPORTS

MEETING DATE: APRIL 20, 2015 AGENDA SECTION: CITY ENGINEER

TO: HONORABLE MAYOR SMITH AND COUNCIL MEMBERS

FROM: JOHN (JAY) SCHLOSSER, P.E., CITY ENGINEER

DATE: APRIL 14, 2015

SUBJECT: CURRY & VALLEY INTERSECTION IMPROVEMENTS PROJECT - AWARD

BACKGROUND:

The City of Tehachapi successfully applied for Congestion Mitigation and Air Quality (CMAQ) funds through the Kern Council of Governments for improvements to the intersection of Curry Street and Valley Boulevard. The project seeks to remove the north-south running cross-gutters in this intersection in order to improve the overall efficiency of the intersection. The grant funds are to be used, as the name would imply, to mitigate congestion and/or improve air quality. Improved intersection efficiencies can help achieve both goals.

On March 5, 2015 advertising began for the project. Staff opened bids for this project on April 1, 2015. The results of the bid opening are listed in the table below:

| Contractor Name | Bid Amount |
|----------------------|--------------|
| CEN-CAL Construction | \$330,854.00 |
| Pierce Construction | \$352,706.30 |
| DOD Construction | \$383,018.00 |
| ANM Construction | \$398,110.00 |
| Cal Prime, Inc. | \$422,500.00 |

FISCAL IMPACT:

The total grant funds available for this project (including Design, Environmental, Construction, and Construction Administration) total \$426,701. These funds can provide up to 88.53% of the cost of the project. The remaining funds must be drawn from Gas Tax revenues or from other sources as directed by the City Finance Department. This project was budgeted for this fiscal year and is on budget at this time.

RECOMMENDATION:

City staff has reviewed the bids as received and has deemed the proposal from CEN-CAL Construction to be responsive.

AWARD THE CURRY & VALLEY INTERSECTION IMPROVEMENTS PROJECT TO CEN-CAL CONSTRUCTION IN THE AMOUNT OF \$330,854.00 AND AUTHORIZE THE CITY MANAGER TO APPROVE ANY NECESSARY CHANGE ORDERS UP TO A MAXIMUM OF 5% OF THE ORIGINAL CONTRACT (OR \$16,542.70).



APPROVED

DEPARTMENT HEAD: _____

CITY MANAGER: _____

A handwritten signature in black ink, appearing to be "A. Price", is written over the signature lines for the Department Head and City Manager.

COUNCIL REPORTS

MEETING DATE: APRIL 20, 2015 AGENDA SECTION: POLICE DEPARTMENT

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: AARON PRICE, CODE ENFORCEMENT OFFICER

DATE: APRIL 20, 2015

SUBJECT: ORDINANCE AMMENDING TEHACHAPI MUNICIPAL CODE SECTIONS 1.16.065 E AND F.

BACKGROUND

In order to more efficiently handle the issuance, processing and appeals of administrative citations, The Tehachapi Police Department plans to use an outside processing agency. Due to wording in The Tehachapi Municipal Code, it has become necessary to amend the code to allow an outside agency to handle processing and appeals as the "City Manager's Designee" under section 1.16.065 F.

Additionally this amendment will remove section 1.16.065 E, which restricts the issuance of administrative citations in certain cases leaving criminal citations as the only remedy available.

RECOMMENDATION

Staff recommends adoption of an ordinance amending Tehachapi Municipal Code sections 1.16.065 E and F.

ORDINANCE NO.

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF TEHACHAPI AMENDING ORDINANCE
NUMBER 701 AND TEHACHAPI MUNICIPAL
CODE SECTIONS 1.16.065.E AND F PERTAINING
TO APPEALS OF ADMINISTRATIVE CITATIONS.**

**THE CITY COUNCIL OF THE CITY OF TEHACHAPI DOES HEREBY
ORDAIN AS FOLLOWS:**

Section 1. AMENDMENTS.

A. Subsection E of Section 1.16.065 of the Tehachapi Municipal Code is hereby repealed and replaced with the following: "RESERVED".

B. Subsection F of Section 1.16.065 of the Tehachapi Municipal Code is hereby replaced with the following:

 "F. Appeal. Any person issued an administrative citation may contest the contents of the administrative citation by filing an appeal."

 "1. The action of the official writing the citation shall be final unless appealed to the city manager or his or her designee by the applicant within ten days after service of notice of such citation on the business owner or agent."

 "2. Any appeal to the city manager or his or her designee shall set forth fully the grounds upon which the appeal is based and shall be in writing. If no appeal is filed within the time prescribed, the fine shall be final and immediately payable."

"3. The city manager or his or her designee will make a determination as to the validity of the citation after examining the writings submitted by the official who issued the citation and the individual or entity being cited. The written decision of the city manager or his or her designee will be given to the individual or entity being cited within twenty-one days of his or her receipt of the writings from both sides."

Section 2. **SEVERABILITY.**

Each of the provisions of this Ordinance are severable. If any provision shall be declared to be invalid, the remaining provisions shall not be affected thereby but shall remain in full force and effect.

Section 3. **EFFECTIVE DATE.**

This Ordinance shall take effect thirty (30) days after the date of its passage and within fifteen (15) days of its passage shall be published in any manner authorized by law in the Tehachapi News, a newspaper of general circulation, printed and published in the City of Tehachapi.

INTRODUCED at a regular meeting of the City Council of the City of Tehachapi, California on the 6th day of April, 2015.

PASSED AND ADOPTED, at a regular meeting of the City Council of the City of Tehachapi, California on the ____ day of _____, 2015, by the following vote:

AYES: COUNCIL MEMBERS: _____

NOES: COUNCIL MEMBERS: _____

ABSENT: COUNCIL MEMBERS: _____

ABSTAIN: COUNCIL MEMBERS: _____

SUSAN WIGGINS, Mayor of the City
of Tehachapi, California

ATTEST:

_____, City Clerk
of the City of Tehachapi, California

I hereby certify that the foregoing ordinance was duly and regularly adopted by the City Council of the City of Tehachapi at a regular meeting thereof held on _____, 2015.

_____, City Clerk
of the City of Tehachapi, California

Published: _____



COUNCIL REPORTS

APPROVED

DEPARTMENT HEAD:

CITY MANAGER:

A handwritten signature in black ink, appearing to be "C. Price", is written over the signature lines for the Department Head and City Manager.

MEETING DATE: APRIL 20, 2015 AGENDA SECTION: POLICE DEPARTMENT

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: AARON PRICE, CODE ENFORCEMENT OFFICER

DATE: APRIL 20, 2015

SUBJECT: EMERGENCY ABATEMENT AT 905 BEECH STREET

BACKGROUND

As the Council is aware, Tehachapi Municipal Code Section 1.16.065M, permits emergency abatements to be conducted by the city when it is in the interest of public health and/ or public safety. This code also requires a hearing before the city council following such abatement in order to determine whether the Code Enforcement Officer's abatement was appropriate.

On March 18, 2015, The Tehachapi Police Department received a call that the residence at 905 Beech Street was vacant and had missing doors. When I arrived I found that the structure had been property had been stripped of numerous things of value including the doors. I made contact with multiple neighbors who informed me that the resident had removed the doors, and other items because she had been evicted by the bank.

Due to its condition the property constituted an attractive nuisance and a hazard to public safety. Therefore on March 19, 2015 the property was boarded and secured under an Abatement Warrant from the Kern County Superior Court. All debris found on the property was moved to a storage shed on the property.

RECOMMENDATION

Staff recommends that the City Council approves emergency abatement actions conducted by Code Enforcement at 905 Beech Street.



NOTICE TO REMOVE
DO NOT REMOVE
NOTICE TO REMOVE

03.19.2015 09:07



03.19.2015 09:07



03.19.2015 09:07



03.20.2015 10:03



03.20.2015 10:16



| |
|------------------------|
| APPROVED |
| DEPARTMENT HEAD: _____ |
| CITY MANAGER: _____ |

[Handwritten signature]

COUNCIL REPORTS

MEETING DATE: April 20, 2015 **AGENDA SECTION:** CITY MANAGER

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: GREG GARRETT, CITY MANAGER

DATE: APRIL 15, 2015

SUBJECT: LOCAL BUDGET AND SERVICE PRIORITIES RESEARCH

BACKGROUND

Over the past several years, the City has conducted numerous public outreach initiatives to ascertain the public's priorities and opinions as they relate to growth, infrastructure, grants, tourism, development planning, and other issues of broad importance to residents. These initiatives have proven very valuable and have led to the further development of projects and plans that will continue to shape the community for years to come.

As the community continues to evolve, pressures related to state regulation, drought, private development, special interest groups, and others, only increase. To keep pace with the ever changing community, Staff believes it is appropriate to engage the public regarding the City's budget and services. With that in mind, we approached The Lew Edwards Group (LEG), a leader in community engagement and opinion research.

After conversations with City Staff, LEG has delivered a proposal to provide these services. In summary, the proposed scope of work includes:

1. Conducting an independent community engagement survey to assess the priorities of the community, attitudes, and awareness of the services currently provided by the City.
2. Analyzing the results of the survey.
3. Preparing a final report of the survey results and accompanying visual materials that highlight key findings.

The survey is proposed to be conducted in two phases, the first phase using electronic communications such as e-mail, with the second phase being a telephone interview. Additional information regarding methodology is included in the attached proposal.

The resulting information will be significant in that it will provide better insight into the perceived needs and wants of the community as it relates to City services, within an acceptable margin of error. This information will then be used to help us set budget and service priorities for upcoming fiscal years.

The proposed fee for the project is \$34,850 and includes estimated travel costs for the consulting team.

Lastly, in recent conversations with other public agencies in the Tehachapi area, there may be interest in expanding the scope of services to collect information regarding their services as well. Doing so may allow an economy of scale and save money for all of the agencies choosing to participate. If an expanded scope were desired, and the consultant were to be agreeable to providing the services, the requesting agency (not the City), would be required to cover the increase in cost at a minimum.

RECOMMENDATION

AUTHORIZE THE CITY TO ENTER INTO AN AGREEMENT WITH THE LEW EDWARDS GROUP FOR COMMUNITY ENGAGEMENT AND OPINION RESEARCH FOR A TOTAL OF \$34,850, SUBJECT TO APPROVAL OF THE CITY ATTORNEY. AUTHORIZE THE CITY MANAGER TO APPROVE SUBSEQUENT INCREASES IN PROJECT SCOPE AND FEE TO ALLOW FOR PARTNER AGENCIES TO PARTICIPATE IN THE RESEARCH, PROVIDED THAT SAID AGENCIES AGREE TO PAY FOR THE RESULTING INCREASE IN COST



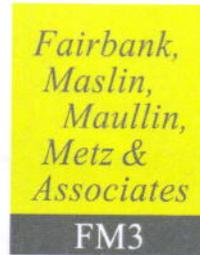
Fairbank,
Maslin,
Maullin,
Metz &
Associates

FM3

CITY OF TEHACHAPI

***Proposal to Provide Consulting Services
to Assess and Engage Your Public Around
Local Budget Issues and Service Priorities***

March 30, 2015



City Manager Greg Garrett
City of Tehachapi
115 South Robinson Street
Tehachapi, CA 93561

VIA EMAIL TRANSMISSION

Dear City Manager Garrett:

Thank you for the City of Tehachapi's recent invitation to The Lew Edwards Group to submit a proposal for Community Satisfaction and Priority Setting Services. I am delighted to be joined in this proposal by our survey engagement subcontractor, FM3 Research.

LEG/FM3 would welcome a collaboration with the City of Tehachapi to assess, engage and obtain input from your constituents regarding their satisfaction levels and service priorities. The following are some of the many qualities that LEG offers to the City of Tehachapi:

- ✓ A California leader in engagement and strategic planning services for local government;
- ✓ Experience and success within your region for clients such as the cities of **Arvin, Ridgecrest,** and **Wasco** and the **Kern County Community College District**;
- ✓ Nationally recognized, award-winning public agency approaches; and
- ✓ Experts with decades of expertise in providing strategic services to cities.

We look forward to hearing from the City. Please do not hesitate to contact me at the phone/email below for any follow-up needs related to this Proposal.

Very truly yours,

CATHERINE LEW, Esq.

President/CEO, The Lew Edwards Group
5454 Broadway, Oakland, CA 94618
(510)594-0224 x 216
Catherine@lewedwardsgroup.com

STATEMENT OF QUALIFICATIONS

LEG and FM3 are California leaders in providing cutting edge Public Engagement or Budget Planning services to public agencies throughout California, including counties, school districts, community college districts, cities, and selected nonprofit and private sector clients.

Our team partners and experts have decades of experience in independent community survey engagement, community engagement and communications, direct mail, coalition-building, social and traditional media, and more. The following are some of the many qualities that LEG/FM3 offers to the City of Tehachapi:

- ✓ California leaders in cutting edge Public Engagement or Budget Planning Services for local governments, having directed hundreds of these types of projects;
- ✓ Experience with cities of all sizes and characters, with an understanding of the demographic and environmental context of your region, including similar engagements on behalf of the cities of **Arvin, Ridgecrest, and Wasco** among others;
- ✓ Experts with decades of professional experience in pertinent disciplines, including nationally-recognized, award-winning Public Engagement products and custom-designed, statistically valid and measurable public engagement surveys to assess constituent satisfaction levels and service priorities in the context of budget planning; and
- ✓ A team and consensus-building management style, with focused, enthusiastic and committed dedication to your needs.

About The Lew Edwards Group (Lead Consultant)

Experts from The Lew Edwards Group are frequently sought after trainers and speakers for the **League of California Cities, California Municipal Treasurers Association, Local Government Commission, Institute for Local Governments, Municipal Management Association of Northern California** and other organizations to share our nationally-recognized, award-winning Public Engagement approaches. LEG's Public Engagement products have been recognized on multiple occasions in the prestigious national Pollie Awards and Golden Paragon Awards.

LEG was incorporated in 1997, and is a California leader in providing successful Public Engagement and Budget Planning services. LEG principals have provided these services for literally hundreds of projects over the past eighteen years. More than two-thirds of LEG's practice is in providing these types of services. LEG experts have award-winning expertise in all aspects of Public Engagement and pride themselves on providing individualized, quality service to all of our clients.

About Fairbank, Maslin, Maullin, Metz & Associates (Engagement Survey Subcontractor)

FM3 has specialized in community engagement-oriented opinion research since it was first organized in 1981. FM3 is especially experienced in conducting community engagement surveys for local government. FM3 plans and executes all phases of these types of survey projects from beginning to end. On an annual basis, FM3 conducts as many as 100 community engagement focus groups and 300 community engagement surveys, a strong standard by any measure. *FM3 also serves as the League of California Cities' primary survey research firm.* FM3 regularly conducts seminars and forums with the League of California Cities to educate city leaders on how Public Engagement Surveys can be used to address the concerns, needs and priorities of their residents.

FM3's 22-person staff is multi-talented and works as a team to assure the completion of independent, measurable quality analysis in a timely manner. In addition, FM3's data collection and sampling team is closely supervised by FM3 to render immediate, high-quality service. FM3 prides itself in delivering personal service to its clients, who are assured ongoing contact with the firm's principals and senior personnel.

EXPERIENCE

LEG's extensive experience on behalf of local government means that we are uniquely qualified to serve the City of Tehachapi's needs at this time.

LEG is the California leader in providing high-level professional services to local governments including strategic or budget planning and advice, public outreach, community engagement, and assessment programs to a variety of public agency clients. An eight-member firm with top professionals from disciplines such as media, community organizing, ballot measure preparation, government affairs, and public relations, the Lew Edwards Group has conducted successful communications and outreach efforts in virtually every county in California as far north as Trinity County and as far south as Imperial County.

Experience with Public Agencies – Partial List

The Lew Edwards Group has represented the following agencies on similar projects. Please note that education agencies are not included on the following list. Comprehensive lists for both firms can be found on our websites: www.lewedwardsgroup.com and www.fm3research.com

- ✓ City of Arcadia
- ✓ City of Artesia (three projects)
- ✓ **City of Arvin**
- ✓ City of Belmont (three projects)
- ✓ City of Benicia (two projects)
- ✓ City of Beverly Hills

- ✓ City of Burlingame
- ✓ City of Campbell
- ✓ City of Canyon Lake
- ✓ City of Cathedral City (four projects)
- ✓ City of Ceres (four projects)
- ✓ City of Chico
- ✓ City of Chino Hills
- ✓ City of Clovis (two projects)
- ✓ City of Coachella
- ✓ City of Concord (two projects)
- ✓ City of Covina
- ✓ City of Cupertino
- ✓ City of Desert Hot Springs (three projects)
- ✓ City of Dinuba (two projects)
- ✓ City of Downey
- ✓ City of El Cerrito (four projects)
- ✓ City of Elk Grove
- ✓ City of Emeryville (five projects)
- ✓ City of Escondido
- ✓ City of Fairfield
- ✓ City of Fortuna
- ✓ County of Fresno (two projects)
- ✓ Fresno County Fire Protection District
- ✓ City of Galt
- ✓ City of Gardena (two projects)
- ✓ City of Gilroy (two projects)
- ✓ City of Grover Beach (three projects)
- ✓ City of Half Moon Bay
- ✓ City of Hemet
- ✓ City of Hercules (three projects)
- ✓ City of Hermosa Beach
- ✓ County of Humboldt
- ✓ City of Huntington Beach
- ✓ County of Imperial (two projects)
- ✓ City of Indio (two projects)
- ✓ City of Inglewood (three projects)
- ✓ City of Kingsburg
- ✓ City of La Habra
- ✓ City of La Mesa (two projects)
- ✓ City of La Mirada
- ✓ City of La Quinta
- ✓ City of Larkspur (two projects)

- ✓ City of Lathrop (two projects)
- ✓ City of Lawndale
- ✓ City of Livermore (three projects)
- ✓ City of Long Beach
- ✓ City of Los Banos (three projects)
- ✓ City of Lynwood
- ✓ City of Manhattan Beach
- ✓ City of Manteca
- ✓ City of Millbrae
- ✓ Town of Moraga
- ✓ City of Moreno Valley
- ✓ City of Morro Bay
- ✓ City of Newark (two projects)
- ✓ City of Novato (two projects)
- ✓ City of Palm Springs
- ✓ City of Palo Alto (two projects)
- ✓ City of Paramount
- ✓ City of Pasadena (two projects)
- ✓ City of Pico Rivera
- ✓ City of Pinole (two projects)
- ✓ City of Porterville
- ✓ City of Rancho Cucamonga (three projects)
- ✓ City of Rancho Santa Margarita
- ✓ City of Redondo Beach (two projects)
- ✓ City of Reedley
- ✓ **City of Ridgecrest**
- ✓ City of Riverside (two projects)
- ✓ City of Rohnert Park (three projects)
- ✓ City of Rolling Hills Estates
- ✓ City of San Jose (two projects)
- ✓ City of San Leandro (two projects)
- ✓ City of San Luis Obispo
- ✓ City of San Juan Capistrano
- ✓ County of San Mateo
- ✓ City of San Ramon
- ✓ City of Sanger
- ✓ City of Santa Cruz
- ✓ County of Santa Cruz
- ✓ City of Santa Fe Springs (two projects)
- ✓ City of Santa Maria
- ✓ City of Santa Monica
- ✓ City of Saratoga

- ✓ City of Seal Beach
- ✓ City of Seaside (two projects)
- ✓ City of Selma
- ✓ County of Sonoma
- ✓ City of Stockton
- ✓ City of South Pasadena
- ✓ City of South San Francisco (two projects)
- ✓ City of Stanton (two projects)
- ✓ City of Tracy
- ✓ County of Tulare
- ✓ City of Vallejo (two projects)
- ✓ City of Visalia
- ✓ City of Vista
- ✓ **City of Wasco**
- ✓ City of West Hollywood (three projects)
- ✓ City of Westminster
- ✓ City of Wildomar

In addition, LEG/FM3 previously represented the **Kern County Community College District** on a successful project, giving our team important institutional knowledge of your unique region and its demographics.

LEG is currently representing the cities of Belmont, Dublin, Livermore, Novato, Rancho Cucamonga, Roseville, South San Francisco, and Tracy among others on their current revenue and budget planning needs.

TYPICAL SCOPE OF SERVICES

Engagement Planning—For 18 years, LEG has designed cutting edge, innovative Engagement Programs for cities and agencies of all sizes, including client cities and other agencies listed in the preceding section. After debriefing with a city about its vision, LEG offers strategic insights into ways that the City can engage its public. LEG then works with FM3 to develop a tailored community engagement survey and analyzes the results to identify areas of specific interest to a city’s constituents. LEG’s award-winning communications approach could then be developed and refined to suit a particular city’s needs, including a plan to expand community awareness/engagement on key aspects of a city’s vision.

Engagement Management—In this era of shrinking staff resources, LEG functions as an extension of City staff to provide Project Management support to ensure that the City of Tehachapi is effectively deploying on its Public Engagement project. LEG will provide overall strategic direction and project management to support the efforts of City staff. For 18 years, LEG has prided itself on a supportive,

team-building approach and typically facilitates, manages and oversees all team members for effective deployment on all benchmarks during the Engagement Project.

Engagement Implementation—LEG/FM3 are highly skilled at Engagement Implementation in all aspects of a given City's Public Engagement project, including but not limited to designing, implementing and analyzing community surveys; developing written Engagement Plans (including timelines, project budgets, messaging recommendations); developing all written collaterals that inform and engage your public; and implementing a variety of Engagement Tools that solicit input from your public through nationally recognized, award-winning approaches.

Online Engagement Tools – The online Engagement Tools that LEG has deployed on behalf of its client cities include: web-based constituent surveys; Survey Monkey; Facebook; Twitter; webinar-based communications; videos posted to Facebook or Vimeo; direct mail and traditional media releases.

PROPOSED PROJECT APPROACH

We have preliminarily discussed the City's interest in a Customer Satisfaction/Priority Setting survey project to evaluate constituent perspectives and satisfaction with City services, including assessing constituent service priorities and budget/revenue options.

LEG/FM3 proposes the following Scope of Work:

- Conduct an independent community engagement survey to assess the priorities of the community, attitudes and awareness of the services currently provided by the City;
- Design a valid, custom, measurable survey instrument that provides demographic and attitudinal highlights of the community;
- The survey should capture quality of life issues, financial management, attitudes toward budget/revenue options, service priorities and customer service levels for key City departments;
- Survey should sample approximately 350 respondents;
- Act as project manager, strategist and facilitator in coordinating the survey instruments and interviews with Tehachapi respondents and city staff;
- Develop a work plan/project schedule and coordinate necessary management functions for smooth delivery of project;
- Develop agendas, power point presentations, follow-up notes from meetings and provide materials needed to present information;
- Analyze the results, establish benchmarks and provide Strategic Recommendations to the City; and
- Prepare a final report of the survey results, provide visual materials that highlight key findings.

Our team's typical approach to this project is detailed below.

Project Management

To ensure that the City of Tehachapi is effectively positioned for its Public Engagement Project, LEG will provide overall strategic direction and project management to support the efforts of City staff. LEG prides itself on a team building approach and typically facilitates, manages and oversees all team members for effective deployment on all benchmarks during the planning process.

LEG/FM3 will initiate our efforts through a Kick Off meeting. With the input of all participants, LEG will develop meeting agendas, facilitate sessions, and coordinate the timely deployment of all tasks and assignments. Our planning efforts throughout the process are designed to use City Staff's time efficiently and well, while providing important Project Management leadership and management to ensure that all timetables and benchmarks are met within the necessary timeframe.

LEG approaches its leadership role with personal dedication, enthusiasm, and a commitment to excellent service, recognizing that our ultimate consumer is not only the City of Tehachapi, but most importantly, the constituents the City represents.

Conduct and Analyze a Community Survey to Assess Service Priorities and Constituent Satisfaction

FM3 provides custom-designed opinion research that is tailored to meet the specific needs of its clients and does not believe in the use of a "cookie-cutter" questionnaire for every community. LEG/FM3 will work closely with the City to develop a questionnaire that addresses specific needs related to the City's strategic budget and service delivery planning at this time.

In designing the survey questionnaire, FM3 will draw on its knowledge of public opinion survey methodology and the input it receives from City staff. LEG/FM3 foresees proceeding through several drafts of the survey, incorporating feedback from the City before each revision, to develop a questionnaire that is capable of obtaining all of the information desired by the City. Before commencing interviewing, FM3 will obtain the approval of the appropriate City representative – usually the City Manager—on the final version of the questionnaire.

Conducting this type of research will give the City a clear sense of, among other issues:

- Determining satisfaction levels with the City's quality of life;
- Ranking the seriousness of a variety of problems facing the City;
- Evaluating satisfaction with key City services and departments;
- Rating the quality of key services provided by the City;
- Identifying constituent perception of the City's financial management;
- Gauging constituent attitudes towards revenue options;

- Identifying constituent priorities for the City budget, additional funding or enhanced service levels;
- Understanding how external factors-- specifically the economy -- affect attitudes towards services and/or budget/revenue options;
- Identifying demographic and attitudinal characteristics of respondents for detailed survey analysis; and
- The best way to simply and effectively present key facts and information to your public to engage them and provide more education on timely issues or areas of interest.

To address all of the items mentioned above, LEG/FM3 recommends a community survey that will sample about 350 respondents and take approximately 20-minutes for the average respondent to complete if taken over the telephone.

Survey Methodology: The last few years have seen significant changes in the ways that many Americans use telephones and other communications technology. The dramatic rise in the use of caller I.D. and similar technologies has led to an increase in individuals screening their calls. At the same time, the use and prevalence of online communications technology - such as email and interactive websites - has exploded as a greater proportion of the population has access to the Internet through their Smartphone or other mobile device.

These changes have had a significant effect on the discipline of public opinion research. Though the traditional methodology of conducting randomized telephone surveys continues to provide highly accurate data on public sentiments in a cost-effective manner, the rise of call-screening behavior presents increasing challenges for survey projects attempting to achieve generalizable results within small populations, such as in the City of Tehachapi.

In order to sample a statistically-reliable number of City of Tehachapi respondents, FM3 recommends utilizing a hybrid Internet-telephone survey methodology rather than a traditional telephone survey methodology for this project. The proposed hybrid methodology, which has been successfully deployed by FM3 on behalf of numerous clients throughout the state, will increase the opportunities to participate in the survey for Tehachapi respondents who may be less likely to participate in a traditional telephone-only survey, creating an adequate sample size to increase the precision of the survey results.

FM3's hybrid internet-telephone survey methodology uses a two-phase approach. Phase I consists of the online interviews, while Phase II consists of the telephone interviews.

Phase I: Online Interviews: During this initial phase, the internet portion of the survey, FM3 will pull a randomized sample of pertinent Tehachapi respondents. FM3 will collect email addresses in the sample from three sources:

- (1) The County Registrar's file

- (2) The City's own records (if available)
- (3) Matching the names of those who did not provide an email address to the County, with a list of email addresses from commercially-available consumer records

Once FM3 has identified email addresses for the largest possible number of respondents from the appropriate sample, an invitation will be sent to all potential respondents in the sample for whom an email address is available, using the City's electronic stationary and signed by the City Manager, explaining that the City has hired an independent public opinion research company to conduct research on issues that are relevant to local residents, and providing a link for the respondent to take the survey online. Within three to four days after the first email invitation is sent, a second reminder email will be directed to recipients who have not yet taken the survey requesting that they do so.

Phase II: Telephone Interviews: Within a week of the initial email, FM3 will conduct a thorough examination of the demographic characteristics of the population who has taken the survey online. By comparing the demographic characteristics of the respondents who have completed an online survey with the characteristics of the City's target sample, FM3 will take note of specific demographic groups of the City's projected sample that are either overrepresented or underrepresented in the online sample. In many communities, respondents who opt to take a survey online tend to be younger than the broader population our agencies may wish to sample. FM3 will then conduct additional interviews with others by telephone. To be consistent with the level of information provided to the online survey participants, telephone survey participants will be told before they begin the survey that the survey is being sponsored by the City of Tehachapi.

These telephone interviews will be concentrated among participants who were underrepresented in the online sample, producing an overall survey sample using both methodologies (online and telephone) that closely matches the City's target universe. Given the demographic composition of the universe who generally opt to take surveys online, it is likely that these telephone interviews will be heavily concentrated among individuals 50 and over, and others that also are less likely to have an email address readily available. FM3 will also conduct smaller numbers of telephone interviews among those in the sample whose demographic profile matches that of the online survey participants, but for whom no email address is available, to ensure the accuracy of the data produced by the online portion of the survey.

In summary, FM3 suggests utilizing the hybrid online-telephone survey methodology for this project because of the two key advantages that this methodology provides over a traditional telephone survey:

- 1) The ability to complete a greater number of interviews, along with the resultant decrease in the survey margin-of-error, and;
- 2) The ability to capture the opinions from a pool of respondents who are more representative of the City's optimal sample- particularly the views of younger people.

Younger participants are likely to be more comfortable interacting with a computer screen or Smartphone than speaking with a live telephone operator, and as a result often opt not to participate in traditional telephone-only surveys.

Assigned Project Personnel

Catherine Lew

***President and CEO, The Lew Edwards Group
Consultant-in-Charge***

Catherine Lew, co-founder and President/CEO of The Lew Edwards Group, is a premier consultant in California providing strategic consulting such as ballot measure preparation and communications services to public agencies that include cities, counties, special districts, and education districts.

Lew has over 30 years of experience and is a veteran of over 600 similar projects. Selected clients represented by Lew include the cities of **Arvin and Wasco**, and the **Kern County Community College District**.

Under Lew's strategic direction, The Lew Edwards Group has enjoyed eighteen years of success in representing scores of public agencies in need of public engagement and other strategic services. The firm has also enacted more than \$32.5 Billion in California tax, bond, assessment and revenue measures, with a 95% success rate. Lew prides herself on her firm's excellent service to each and every client-- diverse agencies that range dramatically in size and scope of strategic needs. She has earned a reputation as one of the state's toughest advocates and tacticians on behalf of local government.

Lew is a graduate of the University of California, Berkeley and the University of San Francisco School of Law and will serve as the Lead Consultant to the City.

Dave Mason

Senior Associate, The Lew Edwards Group

Dave Mason is an experienced communications professional with an extensive background in public policy, public/community affairs, government relations, ballot measure preparation, and political campaigns. Mason has provided political and public policy expertise to elected officials, public agencies, private companies and nonprofits. His strong public affairs background and broad experience allows LEG to manage complex Public Engagement projects with significant policy and political challenges.

Mason has quarterbacked Public Engagement Projects and Programs for a number of LEG client cities, including the **City of Ridgecrest**. He is currently directing efforts for the cities of Dublin, Livermore and Roseville among several others.

Previously, Mason served as the Government Affairs Director/Project Manager for Valued Places where he worked with elected officials, elected officials' staff and local city and county staff to evaluate and advocate the approval of potential value-add development projects.

Before joining Valued Places, Mason served as the Manager of Regional Policy and External Relations for the Sacramento Metropolitan Chamber of Commerce where he was the primary liaison to local, state and federal governmental agencies on regional public policy issues. *Mr. Mason will serve as the City's Project Manager and Engagement Specialist.*

John Fairbank

Partner, FM3 Research

Lead Opinion Researcher

John Fairbank has more than thirty-five years experience in public opinion research and policy analysis. As a founding partner of Fairbank, Maslin, Maullin, Metz & Associates, Mr. Fairbank has consulted for some of the most influential national clients in the areas of government, politics, education, business, non-profit and labor.

Mr. Fairbank works extensively on ballot propositions, initiatives and referendums that focus on conservation, transportation, education, healthcare, public safety and financing government services – particularly state and local bond and special tax measures. Mr. Fairbank has been instrumental in statewide campaigns throughout the country that have resulted in public approval of billions of dollars in funding for services, programs and projects on behalf of state, county and city governments, special districts and K-12 and community colleges.

At the local level, Mr. Fairbank has specialized in developing strategies to pass revenue measures for issues like education, the environment, transportation, public safety, social services, humane animal treatment and libraries—in nearly a hundred cities and counties in California and other states. These measures have included bonds, parcel taxes, sales taxes, utility user taxes, business taxes, property owner fees and user fees.

John Fairbank graduated from UCLA and serves as a Senior Fellow at the UCLA School of Public Policy and Social Research. *Mr. Fairbank will serve as the City's lead researcher.*

PROPOSED FEES

In our team's experience, this preliminary Scope of Work will take approximately eight weeks from project initiation. As such, assuming that efforts are launched effective April 7th this Proposal is for a term of engagement through the first week or two in June.

Please note that without exception LEG/FM3 do not charge or bill on a time and materials, hourly, or partner/staff rate basis.

Professional Consulting Services \$10,000

-Presumes 8 weeks of services from initiation of efforts

-Presumes that no more than one in-person meeting or presentation will be necessary, with collaborative work performed through emails and teleconferences

Survey Interviews \$21,850

-Presumes interview length of approximately 20 minutes, sample size of 350

-Both Internet and Telephone Surveys will be conducted

Travel/Out-of-Pocket \$3,000

-only those expenses actually incurred will be invoiced, at cost

Total: \$34,850

Should additional services be desired beyond the June termination, additional fees shall apply.

RECOMMENDED TIMELINE FOR PUBLIC OPINION RESEARCH SERVICES

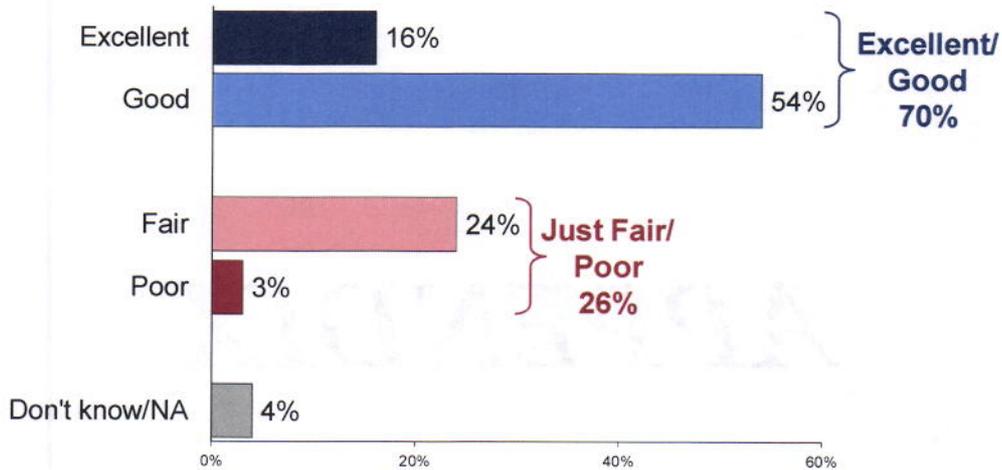
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|------------------|--|
| Week One: | Formalize Consultant Hiring |
| Week Two: | Conduct KickOff Planning Session |
| Week Three: | Review/approve survey; pre-test survey |
| Weeks Four/Five: | Initiate and complete survey interviews |
| Week Six: | Initiate analysis of results |
| Week Seven: | Develop and finalize Strategic Recommendations |
| Week Eight: | Report Survey results to City |

CONCLUSION

In closing, The Lew Edwards Group and Fairbank, Maslin, Maullin, Metz & Associates would like to thank the City of Tehachapi for considering our team to serve your Public Engagement needs. We look forward to hearing from you.

APPENDIX

Seven-in-ten describe the job being done by City government as "excellent" or "good".

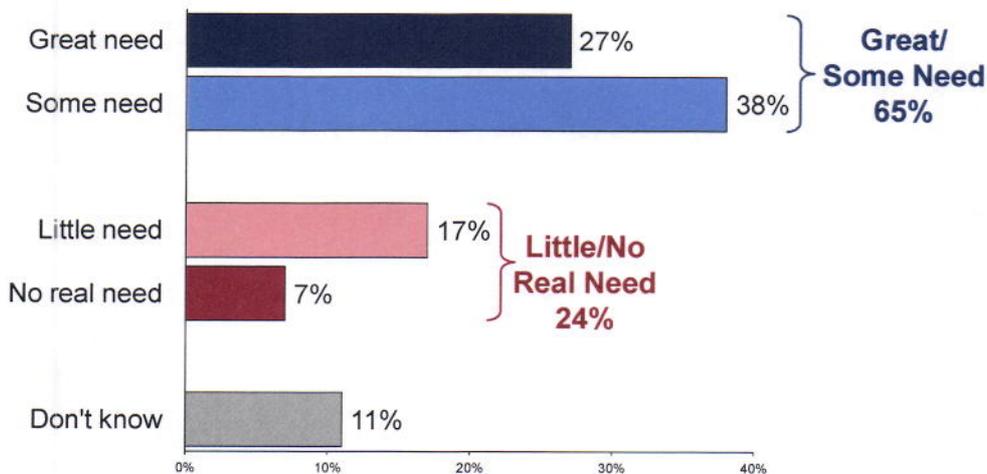


Fairbank, Maine, Middle, West & Associates / FMI
7611 Green Street, Denver, CO 80231
303.733.1111

3. Do you think the Paramount City government is doing an excellent, good, fair or poor job?

0

Nearly two-in-three respondents believe the City has "great" or "some" need for additional funds.

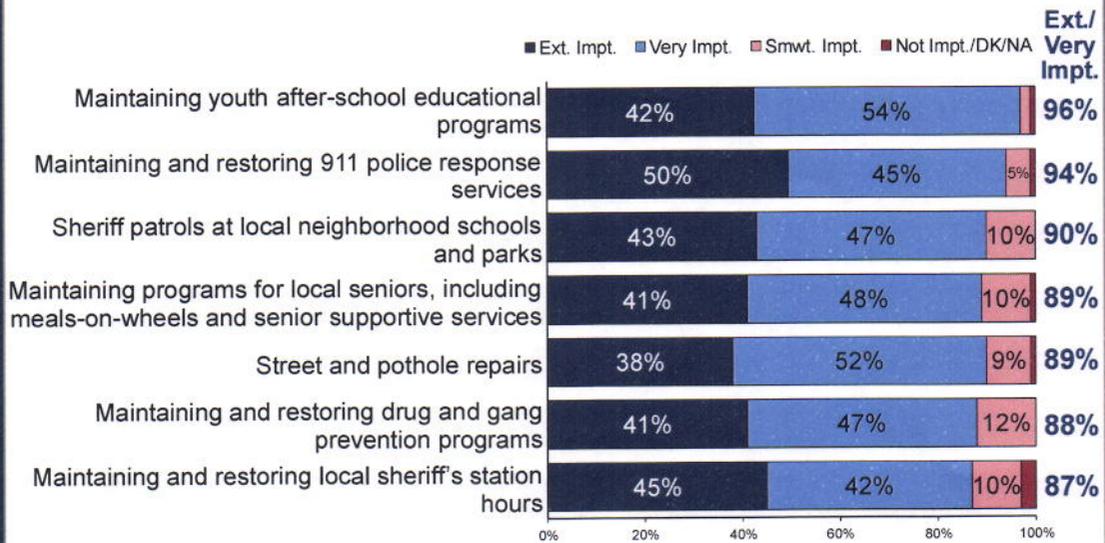


Fairbank, Maine, Middle, West & Associates / FMI
7611 Green Street, Denver, CO 80231
303.733.1111

4. In your personal opinion, do you think there is a great need, some need, a little need, or no real need for additional funds to provide the level of city services that Paramount residents need and want?

1

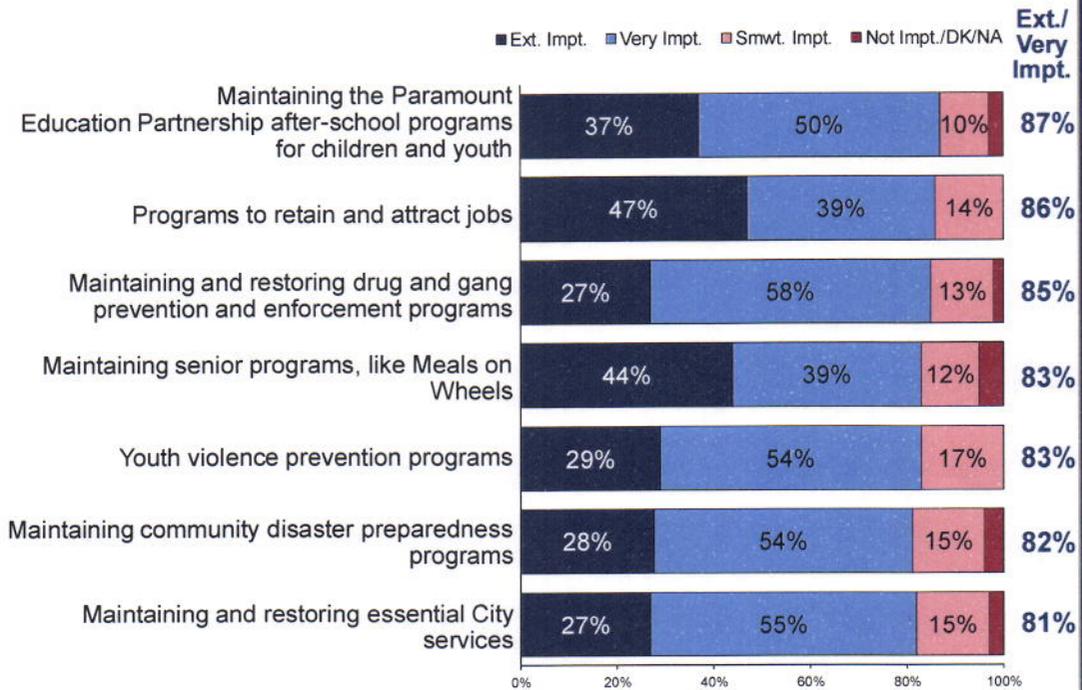
Respondents' top priorities include maintaining after-school programs, public safety services, street and pothole repair and programs for local seniors.



Fairbank, Merrill, Mauldin, Metz & Associates, PMS
Public Opinion Research & Strategy
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2

Continued



Fairbank, Merrill, Mauldin, Metz & Associates, PMS
Public Opinion Research & Strategy
SANTA MONICA • OAKLAND • WASHINGTON • WESTPORT CITY

3