

**TAFT CITY COUNCIL/SUCCESSOR AGENCY
JOINT REGULAR MEETING AGENDA
TUESDAY, JUNE 17, 2014
CITY HALL COUNCIL CHAMBERS
209 E. KERN ST., TAFT, CA 93268**

AS A COURTESY TO ALL - PLEASE TURN OFF CELL PHONES

Any writings or documents provided to a majority of the City Council regarding any item on this agenda are made available for public inspection in the lobby at Taft City Hall, 209 E. Kern Street, Taft, CA during normal business hours (SB 343).

REGULAR MEETING

6:00 P.M.

Pledge of Allegiance

Invocation

Roll Call: Mayor Linder
Mayor Pro Tem Krier
Councilmember Miller
Councilmember Noerr
Councilmember Waldrop

CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9 (a); – Frank Lindsay vs. City of Taft.

1. RECOGNITION OF CAROLINE MACIEY
2. COMMENDATION OF TUHS SPORTS
3. PUBLIC HEARING – ZONING ORDINANCE AMENDMENT RELATING TO FENCES AND WALLS

Recommendation –

- 1) Conduct Public Hearing; and
- 2) Motion to approve and amend the City of Taft Zoning Ordinance entitled **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TAFT AMENDING CHAPTERS 4, 5, 6, 7, 8, AND 11 OF TITLE 6 OF THE CITY OF TAFT ZONING ORDINANCE RELATING TO FENCES AND WALLS for first reading by title only and reading of such be waived.**
4. CITIZEN REQUESTS/PUBLIC COMMENTS

THIS IS THE TIME AND PLACE FOR THE GENERAL PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS WITHIN ITS JURISDICTION. STATE LAW PROHIBITS THE COUNCIL FROM ADDRESSING ANY ISSUE NOT PREVIOUSLY INCLUDED ON THE AGENDA. COUNCIL MAY RECEIVE COMMENT AND SET THE MATTER FOR A SUBSEQUENT MEETING. PLEASE LIMIT COMMENTS TO FIVE MINUTES.
5. COUNCIL STATEMENTS (NON ACTION)
6. DEPARTMENT REPORTS
7. CITY MANAGER STATEMENTS

8. CITY ATTORNEY STATEMENTS

9. FUTURE AGENDA REQUESTS

CONSENT CALENDAR ITEMS 10 - 20

All items listed on the Consent Calendar shall be considered routine and will be enacted by one roll call vote. There will be no separate discussion of these items unless a member of the City Council requests specific items to be removed from the Consent Calendar for separate action. Any item removed from the Consent Calendar will be considered after the regular business items.

Are there any items on the consent calendar that any member of the public would like to comment on?

10. MINUTES

May 20, 2014 Regular

Recommendation – Approve as submitted.

11. PAYMENT OF BILLS

Warrant#	6/06/2014	Check No.77574-77660	\$ 808,939.89
Warrant#	5/23/2014	Check No.77661	\$ 4,643.65

Recommendation – Approve payment of the bills.

12. LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT NO. 1

Recommendation –

Motion to 1) receive 2014-2015 Engineer’s Report for Landscape Maintenance District No. 1;
and

- 2) adopt a resolution titled **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT DECLARING ITS INTENTION TO REVIEW THE IMPROVEMENTS AND FEES FOR LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT NO. 1 AND SET THE PUBLIC HEARING FOR JULY 1, 2014.**

13. RESOLUTION ADOPTING A PRELIMINARY BUDGET BASED ON THE 2013-2014 LEVEL OF APPROPRIATIONS

Recommendation - Motion to adopt resolution entitled **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT ADOPTING A PRELIMINARY BUDGET BASED ON THE 2014-2015 LEVEL OF APPROPRIATIONS.**

14. ADOPTION OF THE CITY OF TAFT TITLE VI PROGRAM FOR TAFT AREA TRANSIT

Recommendation - Motion to adopt resolution entitled **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT OF KERN COUNTY AUTHORIZING THE TITLE VI PROGRAM FOR THE TAFT AREA TRANSIT SYSTEM.**

15. AWARD AUDIT CONTRACT FOR THE FISCAL YEARS 2013-2014, 2014-2015, 2015-2016, 2016-2017, 2017-2018

Recommendation - Motion to award audit contract per Finance Committee recommendation and authorize Mayor and City Clerk to execute the agreement.

16. APPLICATION TO THE CALHOME PROGRAM

Recommendation – Motion to approve a resolution entitled **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM; EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM.**

17. CLEANUP CONTENTS OF SHED AT SUNSET TRADING POST

Recommendation – Motion to approve the donation of items located at the former Sunset Trading Post Building.

18. ADOPTION OF THE CITY OF TAFT COMMUNITY MOBILITY OUTREACH AND INVOLVEMENT PROGRAM

Recommendation – Motion to approve The City of Taft Community Mobility Outreach and Involvement Program.

19. REPEAL OF ORDINANCE NO. 737-07

Recommendation – Motion to Repeal City Ordinance No.737-07 and Chapter 13 of Title VIII of the City of Taft Municipal Code.

CLOSED SESSION

B. CONFERENCE WITH LABOR NEGOTIATOR, CRAIG JONES, CITY MANAGER,
Government Code 54957.6 – All units.

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Government Code Section 54956.9(b) – 1 case

ADJOURNMENT

AMERICANS WITH DISABILITIES ACT

(Government Code Section 54943.2)

The City of Taft City Council Chamber is accessible to persons with disabilities. Disabled individuals who need special assistance (including transportation) to attend or participate in a meeting of the Taft City Council may request assistance at the Office of the City Clerk, City of Taft, 209 E. Kern Street, Taft, California or by calling (661) 763-1222. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting material available in alternative formats. Requests for assistance should be made five (5) working days in advance of a meeting whenever possible.

AFFIDAVIT OF POSTING

I, Alina Megerdom, declare as follows:

That I am the City Clerk of the City of Taft; that an agenda was posted on a public information bulletin board located near the door of the Civic Center Council Chamber on June 12, 2014, pursuant to 1987 Brown Act Requirements.

I declare under penalty of perjury that the foregoing is true and correct.

Executed June 12, 2014, at Taft, California.

Date/Time _____ Signature _____



Certificate of Recognition

*The City Council of the
City of Taft*

hereby recognizes

Caroline Maciey

*For successfully completing the 2013/2014 Taft College
Internship Program assigned to working at Taft City Hall,
and for her willingness to complete any task given to her
always with a smile.*

*With Gratitude and Best Wishes
for a successful future*

Signed and Dated this 17th day of June, 2014

Paul Linder, Mayor

Orchel D. Krier, Mayor Pro Tem

Randy Miller, Council Member

Dave Noerr, Council Member

Ron Waldrop, Council Member

CITY OF

TAFT

energized for the future

Certificate of Commendation

*The City Council of the
City of Taft*

hereby commends

*The 2013-2014 Taft Union High School
Boys Swim Team*

*For their South Sequoia League Undefeated
Championship Title*

Signed and Dated this 17th day of June, 2014

Paul Linder, Mayor

Orchel D. Krier, Mayor Pro Tem

Randy Miller, Council Member

Dave Noerr, Council Member

Ron Waldrop, Council Member

CITY OF

TAFT

energized for the future

Certificate of Commendation

*The City Council of the
City of Taft*

hereby commends

*The 2013-2014 Taft Union High School
Frosh Soph Boys Track Team*

For their South Sequoia League Championship Title

Signed and Dated this 17th day of June, 2014

Paul Linder, Mayor

Orchel D. Krier, Mayor Pro Tem

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Dave Noerr, Council Member

Ron Waldrop, Council Member

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Frosh Soph Girls Track Team*

For their South Sequoia League Championship Title

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Randy Miller, Council Member

Dave Noerr, Council Member

Ron Waldrop, Council Member

CITY OF

TAFT

energized for the future

Certificate of Commendation

*The City Council of the
City of Taft*

hereby commends

*The 2013-2014 Taft Union High School
Boys Golf – Tanner Leikam*

For his CIF Individual Championship Qualification

Signed and Dated this 17th day of June, 2014

Paul Linder, Mayor

Orchel D. Krier, Mayor Pro Tem

Randy Miller, Council Member

Dave Noerr, Council Member

Ron Waldrop, Council Member

CITY OF

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Certificate of Commendation

*The City Council of the
City of Taft*

hereby commends

*The 2013-2014 Taft Union High School
Frosh Soph Softball Team*

*For their South Sequoia League Undefeated
Championship Title*

Signed and Dated this 17th day of June, 2014

Paul Linder, Mayor

Orchel D. Krier, Mayor Pro Tem

Randy Miller, Council Member

Dave Noerr, Council Member

Ron Waldrop, Council Member

CITY OF

TAFT

energized for the future

Certificate of Commendation

*The City Council of the
City of Taft*

hereby commends

*The 2013-2014 Taft Union High School
Junior Varsity Baseball Team*

*For their South Sequoia League Undefeated
Championship Title*

Signed and Dated this 17th day of June, 2014

Paul Linder, Mayor

Orchel D. Krier, Mayor Pro Tem

Randy Miller, Council Member

Dave Noerr, Council Member

Ron Waldrop, Council Member

CITY OF

TAFT

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Certificate of Commendation

*The City Council of the
City of Taft*

hereby commends

*The 2013-2014 Taft Union High School
Junior Varsity Boys Tennis Team*

*For their South Sequoia League Undefeated
Championship Title*

Signed and Dated this 17th day of June, 2014

Paul Linder, Mayor

Orchel D. Krier, Mayor Pro Tem

Randy Miller, Council Member

Dave Noerr, Council Member

Ron Waldrop, Council Member

CITY OF

TAFT

energized for the future

Certificate of Commendation

*The City Council of the
City of Taft*

hereby commends

*The 2013-2014 Taft Union High School
Junior Varsity Football Team*

For their South Sequoia League Championship Title

Signed and Dated this 17th day of June, 2014

Paul Linder, Mayor

Orchel D. Krier, Mayor Pro Tem

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Dave Noerr, Council Member

Ron Waldrop, Council Member

CITY OF

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*The 2013-2014 Taft Union High School
Junior Varsity Girls Tennis Team*

For their South Sequoia League Championship Title

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Dave Noerr, Council Member

Ron Waldrop, Council Member

CITY OF

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Certificate of Commendation

*The City Council of the
City of Taft*

hereby commends

*The 2013-2014 Taft Union High School
Junior Varsity Softball Team*

For their South Sequoia League Championship Title

Signed and Dated this 17th day of June, 2014

Paul Linder, Mayor

Orchel D. Krier, Mayor Pro Tem

Randy Miller, Council Member

Dave Noerr, Council Member

Ron Waldrop, Council Member

CITY OF

TAFT

energized for the future

Certificate of Commendation

*The City Council of the
City of Taft*

hereby commends

*The 2013-2014 Taft Union High School
Varsity Baseball Team*

For their South Sequoia League Championship Title

Signed and Dated this 17th day of June, 2014

Paul Linder, Mayor

Orchel D. Krier, Mayor Pro Tem

Randy Miller, Council Member

Dave Noerr, Council Member

Ron Waldrop, Council Member

CITY OF

TAFT

energized for the future

Certificate of Commendation

*The City Council of the
City of Taft*

hereby commends

*The 2013-2014 Taft Union High School
Varsity Boys Tennis Team*

*For their South Sequoia League Championship Title &
Division IV Valley Championship Title*

Signed and Dated this 17th day of June, 2014

Paul Linder, Mayor

Orchel D. Krier, Mayor Pro Tem

Randy Miller, Council Member

Dave Noerr, Council Member

Ron Waldrop, Council Member

CITY OF

TAFT

energized for the future

Certificate of Commendation

*The City Council of the
City of Taft*

hereby commends

*The 2013-2014 Taft Union High School
Varsity Softball Team*

*For their South Sequoia League Undefeated
Championship Title & Division IV Valley
Championship Title*

Signed and Dated this 17th day of June, 2014

Paul Linder, Mayor

Orchel D. Krier, Mayor Pro Tem

Randy Miller, Council Member

Dave Noerr, Council Member

Ron Waldrop, Council Member



City of Taft Agenda Report

DATE: June 17, 2014

TO: MAYOR LINDER AND COUNCIL MEMBERS

AGENDA MATTER:

PUBLIC HEARING - ZONING ORDINANCE AMENDMENT RELATING TO FENCES AND WALLS

SUMMARY STATEMENT:

California Government Code Section 65800 provides for the adoption and administration of zoning laws, ordinances, rules and regulations by counties and cities. The City of Taft is responsible for continually reviewing and updating the adopted City Code and Zoning Ordinance to address changing conditions within the City.

At the October 4, 2013, Planning Commission meeting, City staff presented draft amendments to the Zoning Ordinance regarding the Site Plan Review process, walls and fence standards, and requirements for temporary signs. The Commissioners provided direction to staff regarding fence and wall standards, including height, preferred materials, and materials to be prohibited for the construction of and screening materials used for fences and walls. The Commission’s goal was to encourage proper fence and wall construction, while also establishing acceptable construction materials to deter blight in the City. Some areas of the City have fences and walls constructed of scrap wood, metal and other non-traditional materials. The Commission asked for staff to amend the Zoning Ordinance to provide specific direction with appropriate fence and wall materials.

At the May 21, 2014, Planning Commission meeting, City staff presented the final draft of the amendment to Chapters 4, 5, 6, 7, 8, and 11 of the Zoning Ordinance regarding fences and walls. The Commission approved the amendment unanimously with no further additions or deletions.

RECOMMENDED ACTION:

1. Conduct Public Hearing; and
2. Motion to approve and amend the City of Taft Zoning Ordinance entitled **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TAFT AMENDING CHAPTERS 4, 5, 6, 7, 8, AND 11 OF TITLE 6 OF THE CITY OF TAFT ZONING ORDINANCE RELATING TO FENCES AND WALLS for first reading by title only and reading of such be waived.**

FUNDING SOURCE: N/A

ATTACHMENT (Y/N): Ordinance
Amended Chapters 4, 5, 6, 7, 8, and 11 of the Zoning Ordinance

PREPARED BY: Mark Staples, Director, Planning & Community Development

REVIEWED BY:

CITY CLERK:	FINANCE DIRECTOR:	CITY MANAGER:
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ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TAFT AMENDING
CHAPTERS 4, 5, 6, 7, 8 AND 11 OF TITLE VI OF THE CITY OF TAFT ZONING
ORDINANCE RELATING TO FENCE AND WALL STANDARDS**

WHEREAS, California Government Code Section 65800 provides for the adoption and administration of zoning laws, ordinances, rules and regulations by counties and cities, and

WHEREAS, the City of Taft is responsible for continually reviewing and updating the adopted City Code and Zoning Ordinance to address changing conditions within the City, and

WHEREAS, the condition of fences and walls can be a major cause and source of blight in both residential and nonresidential areas, especially when property owners fail to actively maintain them; and

WHEREAS, the Planning Commission reviewed and commented on a draft amendment of Chapters 4, 5, 6, 7, 8, and 11 of Title VI of the Zoning Ordinance; and

WHEREAS, the Planning Commission studied and considered the written findings for approval of Zoning Ordinance Amendment No. 2014-05, City Staff's written and oral reports, and all public testimony at its regular meeting on May 21, 2014, and

WHEREAS, the Planning Commission voted 4-0 to recommend approval of the proposed amendment to the City Council; and

WHEREAS, the laws and regulations relating to the preparation and adoption of environmental documents, as set forth in the State Guidelines Implementing the California Environmental Quality Act have been adhered to; and

WHEREAS, the City Council has fully considered this request and the potential environmental effects.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Taft does ordain as follows:

SECTION 1

Title 6 of the Taft Zoning Ordinance is hereby amended to read as follows:

- See attached Chapter 4, Residential Zone Districts
- See attached Chapter 5, Commercial Zone Districts
- See attached Chapter 6, Industrial Zone District
- See attached Chapter 7, Agricultural Zone District
- See attached Chapter 8, Natural Resource Zone District
- See attached Chapter 11, General Development Standards

SECTION 2

This ordinance shall take effect thirty (30) days after the date of its adoption, and within fifteen (15) days after its adoption shall be published at least once in the Daily Midway Driller, a newspaper of general

circulation, published and circulated in the City of Taft together with the names of members of the City Council voting for and against same.

ATTACHMENTS:

- Zoning Ordinance Amendment to Chapter 4, Residential Zone Districts
- Zoning Ordinance Amendment to Chapter 5, Commercial Zone Districts
- Zoning Ordinance Amendment to Chapter 6, Industrial Zone District
- Zoning Ordinance Amendment to Chapter 7, Agricultural Zone District
- Zoning Ordinance Amendment to Chapter 8, Natural Resource Zone District
- Zoning Ordinance Amendment to Chapter 11, General Development Standards

PASSED AND ADOPTED on this _____ day of _____, 2014.

Paul Linder, Mayor

Attest:

Alina Megerdom
City Clerk

Approved as to form:

Jason Epperson, City Attorney

STATE OF CALIFORNIA }
COUNTY OF KERN } SS
CITY OF TAFT }

I, Alina Megerdom, City Clerk of the City of Taft, do hereby certify that the foregoing Ordinance had its first reading on _____, and had it second reading on _____, and was passed by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCIL MEMBERS:

Alina Megerdom, City Clerk

Vacant or abandoned residential buildings are subject to the Vacant Building Registration requirements per Section 6.11.390 of this Title and Chapter 4.3 of the Taft City Code.

6.4.40**SPECIFIC DEVELOPMENT STANDARDS**

a. Parking Requirements

- 1) Parking for each residential development shall be provided in Compliance with Chapter 6.14 of this Title.
- 2) Assigned parking shall be provided within for sale projects, including condominium conversions.
- 3) On-street parking shall not be used to satisfy any of the above parking requirements.
- 4) Tandem parking shall not be permitted.

b. Landscaping

- 1) All required front, side and rear yards shall be landscaped with drought resistant trees, shrubs and ground cover.
- 2) All landscaping shall be provided with a permanently maintained irrigation system.

c. Open Space

Each residential development shall provide outdoor open space for recreation and leisure activities within the development site in the following manner:

- 1) Outdoor open space shall comprise not less than twenty-five percent (25%) of the net acreage. Public or private driveways, parking spaces, or other areas designed for operational functions are not considered open space. These open spaces may include game courts or room, swimming pools, gardens, sauna baths, tennis courts, putting greens, play lots, outdoor cooking areas, lawn bowling and setback areas with dimensions greater than fifteen (15) feet. It is the intent of the City to encourage provision of facilities to accommodate children of all ages, wherever appropriate.
- 2) Private patios or balconies attached to individual dwelling units

may be computed as required outdoor open space provided the minimum dimension is at least ten (10) feet and the minimum area is one hundred fifty (150) square feet.

- 3) Swimming pools with related deck areas, wading pools, fish ponds, volley ball courts, barbecue areas, game rooms, or other recreational facilities provided for the common uses of all the residents may be constructed within the required outdoor living space; however, such facilities shall not occupy more than fifty percent (50%) of the required outdoor living space.
- 4) Under all conditions, the open spaces created pursuant to the provisions of this Chapter shall remain open and available for such use during the life of the development.

d. Private Open Space

Each dwelling unit shall have a minimum private open space of one hundred fifty (150) square feet with a minimum dimension of ten (10) feet. For units designed above the ground units, one or two balconies, with a combined minimum area of one hundred (100) square feet, shall be provided.

e. Pedestrian Circulation

A pedestrian circulation system shall be incorporated into the residential development design for the purpose of providing direct access to and from all individual dwelling units, trash storage areas, parking areas, recreational areas and other outdoor living spaces. The circulation system is subject to review and approval, and shall be developed with a combination of the following development standards:

- 1) A public sidewalk system shall be development adjacent to all public streets with a minimum width in accordance with City standards.
- 2) The interior walkway system shall include pedestrian walks or paths consisting of varying widths designed to provide curvilinear forms wherever possible. The minimum width of interior pedestrian walks and paths shall be four (4) feet. Walkway systems shall utilize materials such as concrete, brick, flagstone or other materials approved by the City.

f. ~~Security Fencing~~ Fences and Walls

~~Security fencing shall be installed~~ A solid fence or masonry wall shall be constructed around the perimeter of the site when adjacent to streets, commercial, industrial, and/or single family residential uses. Maximum height shall be six (6) feet except within the required front ~~street yard~~ or ~~side-street~~ side yard setback area where the maximum height shall be forty (40) inches. Fences and walls shall be in compliance with Chapter 6.11.90 of this Title

g. Laundry Facilities

For-sale projects shall be required to provide laundry facilities for washers and dryers within each residential unit. In the case of apartments, laundry facilities for washers and dryers shall be installed

within each residential unit, unless common laundry facilities are provided within each building located within the complex.

h. Lighting

All garages, walkways, and driveways shall be lighted during the hours of darkness as follows:

- 1) Garages. At least one sixty (60) watt light for each two (2) spaces, located inside the garage;
- 2) Walkways from parking areas to dwelling units. One hundred (100) watt light per thirty-five (35) linear feet of walkway;
- 3) Driveways and alleys. One hundred (100) watt light per fifty (50) linear feet of alley or driveway; and
- 4) Fixtures for all lights shall be of the type that is protected from breakage.

i. Trash Collection Areas

Trash collection areas shall be provided within two hundred (200) feet of the furthest unit to be served; such collection areas shall be situated to eliminate, insofar as possible, noise and visual intrusion on adjacent property as well as to eliminate fire hazards to adjacent structures. Further, all trash and garbage collection areas, within residential developments, shall comply with the requirements of Section 6.11.290 (Screening Requirements) of this Title.

j. Security Devices

2.	Convalescent homes, hospitals	C	C	C
3.	Convention hall, trade show, exhibit building with incidental food services	C	C	C
4.	Churches, synagogues, mosques, temples	C	C	C
5.	Clubs, lodges fraternities and sororities	C	C	C
6.	Communication and telecommunication facilities (not including radio and television)	C	C	C
7.	Dances, per Chapter 6, Title IV on the Municipal Code	C	P	C
8.	Day nurseries, nursery schools, and child care facilities per state law	C	C	C
9.	Educational institutions (including public or private vocational schools)	C	C	C
10.	Fire and police stations	P	P	P
11.	Public administration buildings and civic centers	P	P	P
USE		MU	GC	DC
12.	Public libraries and museums	P	P	P
13.	Public parks and recreation facilities (public or private)	P	P	P
14.	Public utilities and public service sub-stations, reservoirs, pumping plants and similar installations not including public utility offices, unless project otherwise entails a public hearing; then permitted	C	C	C
15.	Residential care facility (per State law)	C	C	C
16.	Post offices	P	P	P
17.	Public utility services offices	P	P	P
18.	Transportation facilities	C	C	C
D. Residential Uses				
1.	Single family residential dwellings	X	X	X
2.	Residence in conjunction with a business	C	C	C
3.	Multi-family residential dwellings	C	C	C
E. Manufacturing Uses				
1.	Oil & Gas exploration and production; subject to the provisions of Chapter 6.10 of this Title	C	C	C
F. Accessory Uses				
1.	Accessory uses and structures located on the same site as a permitted use	P	P	P
2.	Accessory uses and structures located on the same site as a use permitted subject to a Conditional Use Permit	C	C	C
G. Temporary Uses				
1.	*Temporary uses as prescribed in Chapter 6.2, Permits and Approval, Section 6.2.90 of this Title, are permitted subject to issuance of a Temporary Use Permit.			
H. Other uses similar to, and no more objectionable than the uses identified above, shall be reviewed per the process required by the similar use, as determined by the Planning Commission.				

6.5.40 SITE DEVELOPMENT STANDARDS

1. General Requirements

Table 5.B of this Chapter describes the minimum site development standards applicable to proposed and existing development in all commercial zone

districts. All commercial development shall conform to the standards established in this Section.

- a. A development or commercial center may, for purposes of meeting the minimum site size standards, consist of a combination of parcels whose total net acreage meets the minimum site size criteria, provided that the design for the entire site is integrated unified.
- b. In addition to the minimum standards established in Table 5.B, developments within the commercial zone districts shall also comply with the special requirements contained in Section 6.5.40.2 of this Chapter, Chapter 6.13 (Performance Standards) of this Title, other City regulations and ordinances, and the City's General Plan.

Table 5.B
Commercial Site Development Minimum Standards

REQUIREMENT	GC	DC	MU
1. Minimum site area (square feet, net)	6,500	5,000	*12,500
2. Minimum site width, in feet	65	50	65
3. Minimum site depth, in feet	100	100	100
4. Front building setback, in feet	0	0	0
5. Side street building setback area, street sides, in feet	0	0	0
6. Rear setback	0	0	0
7. Maximum Floor Area Ratio	0.50	0.85	0.85
8. Building height, in feet, maximum (may be exceeded with an approved conditional use permit).	45	35	45

2. Special Requirements

- a. All uses in the commercial districts shall comply with the provisions of Section 6.11.290 (Screening Requirements) of this Title and shall provide street side landscaping as required by the Planning Director.
- b. Where off-street parking areas in the General Commercial Zone Districts are situated in a visual corridor, as may be defined in a precise plan adopted by the City Council, screening, such as a landscaped earthen berm or decorative wall no less than two (2) feet in height, shall be erected between the street right-of-way and the parking area.
- c. In all commercial zone districts, no external security bars shall be permitted on structures.

- d. Parking for each use shall comply with the provisions of Chapter 6.14 of this Title.

3. Exceptions

- a. The creation of new lots within the commercial zone districts shall conform to the minimum allowable dimensions, except in the case of commercial condominium lots or lots within a shopping center, in which case no minimums are established, provided the commercial development is consistent with other requirements of this Title and applicable City standards, regulations, and ordinances.
- b. Parcels created within shopping centers are exempt from the site development standards stated herein, as they relate to minimum site areas, and minimum lot width and depth, as long as a conceptual development plan for the entire center has been approved and if appropriate easements for reciprocal access parking and maintenance are provided.
- c. When abutting a residentially zoned district, the front, side, and rear yard setbacks of that residentially zoned district shall apply to the commercial development abutting that residentially zoned district.
- d. In the MU Zone District, the lot size may be reduced to the same size of the DC Zone District (6,500 square feet) provided that no multiple family units are proposed for the project site.

4. Vacant Building Registration

Vacant or abandoned residential and nonresidential buildings are subject to the Vacant Building Registration requirements per Section 6.11.390 of this Title and Chapter 4.3 of the Taft City Code. (Resolution 2014-04, 4-16-14)

5. Fences and Walls

Walls for the purpose of visual screening and sound attenuation shall be required between nonresidential uses and any adjacent residential use or residentially zoned property, or where more sensitive adjacent land uses exist. Maximum height shall be six (6) feet except within the required front yard or street side yard setback area where the maximum height shall be forty (40) inches. Fences and walls shall be in compliance with Chapter 6.11.90 of this Title.

1. Administrative and executive offices (incidental to primary use)	P
2. Clerical and professional offices (incidental to primary use)	P
3. Financial/mortgage services and institutions	P
4. Medical, dental and related health services for humans, including laboratories, clinics, and the sale of articles clearly incidental to the services provided	P
INDUSTRIAL USES	I
5. Prescription pharmacies when located within a building containing the offices of medical practitioners	P
G. Temporary Uses	
1. Temporary uses as prescribed in Section 2.90 (Permits and Approvals) of this Title and based upon issuance of a Temporary Use Permit.	P
G. Other uses similar to, and no more objectionable than the uses identified above, may be permitted subject to approval by the Planning Commission	

6.6.40 SITE DEVELOPMENT STANDARDS

1. General Requirements
 - a. Table 6.B of this Chapter establishes the minimum property development standards for all land, buildings and structures constructed within the Industrial zone district. All sites shall conform to the dimensions established by this Chapter.
 - b. A development or business park may, for the purposes of meeting the minimum site size standards, consist of a combination of parcels whose total net acreage meets the minimum site size criteria, provided that the design for the entire site is integrated and unified.
 - c. In addition to the minimum development standards established in Table 6.B, developments within an Industrial District shall comply with the provisions of Section 6.6.40.2 of this Chapter, Chapter 6.13 (Performance Standards), other applicable City regulations and ordinances, and the City General Plan.
 - d. Flag lot street frontage shall be no less than fifty (50) feet. Access to the large portion of any flag lot shall be designed and constructed to City standards and shall be subject to approval by the City Engineer.
 - e. In the Industrial District, structures may exceed the maximum permitted height subject to securing an approved conditional use permit.

**Table 6.B
Industrial Site Development Minimum Standards**

REQUIREMENT	I
1. Minimum parcel size	10,800 sq. ft.

Flag lots (a)	15,000 sq. ft.
2. Minimum site width	80 ft.
3. Minimum site depth	120 ft.
4. Minimum front, interior side, street side, and rear building setback	0 ft.
5. Maximum building height may exceed with approved CUP	50 ft.
6. Maximum lot Coverage	60%

2. Special Site Development Standards

- a. All uses in the Industrial Zone District shall comply with the provisions of Section 6.11.290 (Screening Requirements) of this Title.
- b. Where off street parking areas in the Industrial Zone District are situated along a visual corridor, as may be defined in a precise plan adopted by the City Council, screening such walls, berms, landscaping, or a combination thereof, no less than two (2) feet in height shall be erected between the street right-of-way and the parking area.
- c. Parking for each proposed use within the Industrial Zone District shall comply with the provisions of Chapter 6.14 (Parking Requirements) of this Title.
- d. When abutting a residentially zoned district, the front side, and rear yard setbacks of that residentially zoned district shall apply to the development abutting that residentially zoned district.

3. Vacant Building Registration

Vacant or abandoned nonresidential buildings are subject to the Vacant Building Registration requirements per Section 6.11.390 of this Title and Chapter 4.3 of the Taft City Code. (Resolution 2014-04, 4-16-14)

4. Fences and Walls

Walls for the purpose of visual screening and sound attenuation shall be required between nonresidential uses and any adjacent residential use or residentially zoned property, or where more sensitive adjacent land uses exist. Maximum height shall be six (6) feet except within the required front yard or street side yard setback area where the maximum height shall be forty (40) inches. Fences and walls shall be in compliance with Chapter 6.11.90 of this Title.

2. Airport, public (if not within an approved airport plan)	C
3. Heliport (if not within an approved airport plan)	C
4. Rail, rail freight classification or switching yard, and rail spurs	C
J. UTILITY AND COMMUNICATION FACILITIES	
1. Radio, television or commercial communications transmitter, receiver, or translator, except as specified in this Title	P
2. Transmission lines and supporting towers, poles, microwave towers, and underground facilities for gas, water, electricity, telephone, or telegraph service owned and operated by a public utility company or other company under the jurisdiction of the California Public Utilities Commission pursuant to this Title.	C
3. Utility substation	P
K. WASTE FACILITIES	
1. Hazardous waste disposal facility unless project otherwise entails a public hearing; then Permitted	C
2. Nonhazardous oil production and/or oily waste disposal facility unless project otherwise entails a public hearing; then Permitted	C
3. Sanitary landfill unless project otherwise entails a public hearing; then Permitted	C
4. Septage disposal site unless project otherwise entails a public hearing; the Permitted	C
5. Sewage sludge composting unless project otherwise entails a public hearing; then Permitted	C
6. Sewage treatment plant unless project otherwise entails a public hearing; then Permitted	C
7. Transfer station, large and small volume unless project otherwise entails a public hearing; then Permitted	C
8. Waste to energy facility unless project otherwise entails a public hearing; then Permitted	C
L. Other uses similar to, and no more objectionable than the uses identified above, shall be reviewed per the process required by the similar use, as determined by the Planning Commission.	

6.7.40 SITE DEVELOPMENT STANDARDS

1. Lot Area Requirements
 - a. Except when conducted as an accessory to a residential use of a non-farm parcel, agricultural uses shall require a minimum area of twenty (20) acres, and no farm parcel shall be subdivided from a parent tract unless it shall meet the minimum area requirement for agricultural uses.
 - b. Farm-parcels under Williamson Act Contract and designated as agricultural on the General Plan shall be a minimum of eighty (80) acres in size.
 - c. Parcels that are conveyed to or from a governmental agency, public entity, community or mutual water company, or public utility for public

purposes shall be exempt from the minimum lot are requirements of this Chapter.

- d. Minimum lot area requirements for uses established as an accessory use to a primary agricultural use in compliance with conditions of approval of a conditional use permit shall be exempt from minimum lot area requirements.
2. Site Development Minimum Standards
- a. In addition to the minimum standards established in Table 7.B of this Chapter, development within the agricultural zone district shall also comply with the special requirements contained in this Chapter, Chapter 6.13 (Performance Standards), other applicable City standards, regulations, ordinances, and the City General Plan.

**Table 7.B
Agricultural Site Development Minimum Standards**

REQUIREMENT	
1. Minimum site area	20 acres
2. Minimum site width, in feet	400 feet
3. Minimum site depth, in feet	800 feet
4. Front building setback, in feet	50 feet
5. Side street building setback area, street sides, in feet	50 feet
6. Rear yard setback, in feet	50 feet
7. Maximum Floor Area Ratio	0.10
8. Maximum building height, may exceed with an approved CUP	50 feet

*Structures such as silos, windmills, and communication antennas and towers may exceed height limit subject to approval by the Planning Commission.

- b. No new slaughter area, area for the storage or processing of manure, garbage, or spent mushroom compost, structures for the cultivation of mushrooms shall be permitted. The raising of livestock shall not be permitted within two hundred (200) feet of any existing residence located on an adjacent property.
- c. There shall be a minimum of ten (10) feet between a residential building and a nonresidential structure, except that animals, pens, coops, stables, barns, corrals, and other structures for housing animals permitted in the agricultural district shall be at least one hundred (100) feet away from any residential building.

- d. There shall be a minimum of twenty (20) feet between an on-site residential building and an aviary.

3. Vacant Building Registration

Vacant or abandoned residential and nonresidential buildings are subject to the Vacant Building Registration requirements per Section 6.11.390 of this Title and Chapter 4.3 of the Taft City Code. (Resolution 2014-04, 4-16-14)

4. Fences and Walls

Walls for the purpose of visual screening and sound attenuation shall be required between nonresidential uses and any adjacent residential use or residentially zoned property, or where more sensitive adjacent land uses exist. Maximum height shall be six (6) feet except within the required front yard or street side yard setback area where the maximum height shall be forty (40) inches. Fences and walls shall be in compliance with Chapter 6.11.90 of this Title.

6.7.50

TEMPORARY FRUIT STANDS

1. Temporary fruit stands for the sale of agricultural, horticultural, or farming products permitted pursuant to this Title shall comply with the following standards:
 - a. The floor area of the fruit stand shall not exceed four hundred (400) square feet.
 - b. The fruit stand shall not be located closer than sixty-five (65) feet from any public road, street, or highway right-of-way.
2. The stand shall be erected in such a manner that it can be readily removed by means of skids or other device.
 - a. The owner shall remove the stand at his/her own expense when the stand is not in use for a period of sixty (60) days.
 - b. Customer parking areas shall be treated with a dust binder in a manner to continuously prevent fugitive dust as approved by the Public Works Director.

6.7.60

RIGHT TO FARM PROVISIONS

1. All uses within the agricultural zone district shall be required to conform to the provisions of Section 6.11.270 of this Title regarding the protection of farming practices from a nuisance.

8.	Cogeneration plants, electrical and solar generating plants	C
C.	Other uses similar to, and no more objectionable than uses identified in this table, shall be reviewed per the process required by the similar use as determined by the City Council.	

6.8.40 SITE DEVELOPMENT STANDARDS

In addition to the minimum standards established in Table 8.B of this Chapter, development within the Natural Resources Zone District shall also comply with the special requirements contained in this Chapter, Chapter 13 (Performance Standards), other applicable City standards, ordinances, resolutions, and regulations, and the City General Plan.

**Table 8.B
Natural Resource Site Development Minimum Standards**

REQUIREMENT		
1.	Minimum site area, may be amended to larger area per General Plan	5 acres
2.	Minimum site width	200 feet
3.	Minimum frontage (cul-de-sac or knuckle street)	50 feet
4.	Minimum site depth	400 feet
5.	Front yard setback	50 feet
6.	Side yard setback	50 feet
7.	Rear yard setback	50 feet
8.	Maximum floor area ratio	0.10 feet
9.	Maximum building height, may be exceeded with an approved CUP	50 feet

1. Vacant Building Registration

Vacant or abandoned residential and nonresidential buildings are subject to the Vacant Building Registration requirements per Section 6.11.390 of this Title and Chapter 4.3 of the Taft City Code. (Resolution 2014-04, 4-16-14)

2. Fences and Walls

Walls for the purpose of visual screening and sound attenuation shall be required between nonresidential uses and any adjacent residential use or residentially zoned property, or where more sensitive adjacent land uses exist. Maximum height shall be six (6) feet except within the required front yard or street side yard setback area where the maximum height shall be forty (40) inches. Fences and walls shall be in compliance with Chapter 6.11.90 of this Title.

- (3) Projects constructed under this Section shall conform to height, setback, lot coverage, parking, site plan review, fees, charges and other health, safety and zoning requirements generally applicable construction in the zone in which the property is located except as may be modified in this Chapter.
 - b) The day care facility may be located either on-site or off-site as agreed upon by the developer and the City, and shall be of a size to comply with all state licensing requirements in order to accommodate a minimum of forty (40) children. A consortium with more than one developer may be used in order to achieve the threshold amount for the available floor area ratio density bonus and with each developer's bonus density pro rated based on the percentage participation of each developer.
 - c) The developer may either operate the day care facility itself or may contract with a licensed child care provider to operate the facility. In all cases, the developer must coordinate with a local child care resource and referral network in order to qualify for the floor area ratio bonus.
 - d) Once the child care facility has been established, prior to any closure, change in use, or reduction in the size of the facility, the City Council shall find that the need for child care is no longer present, or is not present to the same degree as it was at the time the day care facility was developed.
- 3) Additional Non-Residential Conditions

The City may impose additional standards or conditions specific to the project and/or environmental mitigation measures related to the project.

6.11.90 FENCES AND WALLS

1. Residential Districts
 - a. In any required front yard or street side yard of a reversed corner lot, a wall or fence shall not exceed forty (40) inches in height.
 - b. A wall or fence not more than six (6) feet in height, as measured from the adjacent grade on the same parcel may be maintained along any interior side yard, rear yard or street side yard provided that such wall

or fence does not extend into the required front yard or the street side yard of a reverse corner lot.

- c. Fences and walls located between residential lots shall be constructed of wood, metal rail, masonry block or other durable materials.
- d. Fences and walls placed between residential lots and adjoining rights-of-way, Arterial streets, and Arterial Highways shall be constructed of wood, metal rail, masonry block or other decorative and durable materials. Solid masonry walls for visual screening and sound attenuation may be required for residential uses or residentially zoned property or where more sensitive adjacent land uses exist, as required and approved by the Planning Director.
- e. Except where the Planning Director determines that screening is needed, open walls and fences shall be placed alongside and rear yards that are adjacent to open space areas.
- ef. No barbed wire shall be used or maintained as a fence or all, or as any part of a fence or wall when located along a front, side, or rear property line of any lot or within three (3) feet of any such property line; nor shall any sharp wire or points project to the side or above the top of any fence or wall.
- g. Prohibited fence and wall materials include, but are not limited to, scrap metal, scrap wood, or scrap masonry block; chicken wire or other wire fencing; corrugated metal or plastic; or other similar non-durable or non-traditional fence and wall materials.

2. Non-Residential Districts

- a. Within any required front building setback area, wall or fences shall not exceed forty (40) inches in height. However, walls or fences may be permitted up to a maximum height of five (5) feet provided that the portion of the fence or wall above forty (40) inches in height is ninety (90) percent light-emitting wrought iron or other similar material.
- b. Fences and Wwalls for the purpose of screening commercial and industrial activities from more sensitive land uses, and for sound attenuation, shall be required as a condition of approval for commercial or industrial development:-
 - 1) Open fences may be used so long as solid, durable, and opaque screening materials are applied to provide the required screening.

1)2) Plastic slats in chain link fencing shall be made of an opaque, durable material and occupy the full width of the chain link fence openings.

The height, placement and design of such walls shall be determined based on the required sound attenuation and/or need for visual screening to ensure consistency with General Plan policies and performance standards. In some instances, site specific conditions may require a variance to maximum wall height requirements in order to meet the provisions of this paragraph.

- c. In any required rear or interior side building setback area, except as provided by Section 10.90.2.b above, walls and fences shall not exceed six (6) feet in height except with an approved conditional use permit.
- d. No barbed wire shall be used or maintained as a fence or wall, or as any part of a fence or wall, when located along a front, side, or rear property line, or when placed in such a manner as to be visible from a public or private street; not shall any sharp wire or points project above the top of any fence or wall that is either less than six (6) feet in height or is visible from any public or private street in a commercial zone district, however, such barbed wire may be permitted in an industrial zone district.
- e. Prohibited fence and wall materials include, but are not limited to, scrap metal, scrap wood, or scrap masonry block; fabric screening; chicken wire or other wire fencing; corrugated metal or plastic; or other similar non-durable or non-traditional fence and wall materials.

6.11.100 GRADING

Whenever a tentative map or other residential, commercial or industrial development is approved, which will require grading or other preparation of the soil, the City may impose conditions relating to grading on the approval of the development. Such grading conditions shall be in addition to any other provisions of the Building Code applicable to the project. Such conditions shall be included by the Building Official or Public Works Director and City Engineer in any grading permit thereafter issued. Such conditions may include, but are not limited to, the following:

1. A requirement that lands slope toward rather than away from the street.
2. Requirements for planting and landscaping of slopes.
3. Requirements for the irrigation of slopes.
4. Limitations on the amount of soil to be imported or exported from the site.

Taft City Council/Successor Agency
Minutes
June 3, 2014

REGULAR MEETING

6:00 P.M.

The June 3, 2014, regular joint meeting of the Taft City Council/Taft Successor Agency, held in the Council Chamber at Taft City Hall, 209 East Kern Street, Taft, CA 93268, was opened by Mayor Linder at [6:04:14 PM](#). The Pledge of Allegiance was led by Council Member Dave Noerr, followed by invocation given by Scott Pearson, First Baptist Church.

PRESENT: Mayor Paul Linder, Mayor Pro Tem Orchel Krier.
Council Members Randy Miller, Dave Noerr and Ron Waldrop.
City Manager Craig Jones; City Attorney Jason Epperson;
City Clerk Alina Megerdom.

1. PUBLIC HEARING – COSTS AND REPLACEMENT OF LIENS ON ABATED PROPERTY

The Public Hearing was opened to receive testimony from proponents and opponents. Being none, the Public Hearing was closed.

Motion: Moved by Noerr, seconded by Waldrop, to confirm Statement of Expense as submitted and approve resolution entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT APPROVING AND CONFIRMING THE COSTS FOR THE ABATEMENT OF THE NUISANCE AT 134 KERN ST., TAFT, CA, APN# 031-460-22-00 IN THE AMOUNT OF \$5,000.00.
(Resolution No. 3598-14)

AYES: Krier, Miller, Noerr, Waldrop, Linder

2. PRESENTATION – PROPOSED FISCAL YEAR 2013-2014 BUDGET [6:09 PM](#)

Teresa Binkley presented a power point presentation on Proposed Fiscal Year 2013-2014.

Council had concerns on Expenses: Budgeted & Actual on the chart and asked for clarification from Ms. Binkley. Ms. Binkley stated that the number in the Budgeted is the original number that the Council approves. It is not the revised budget that she is proposing to be adopted. The revised budget includes items that were approved by Council and changes that happened within the year. She stated that she will be providing another report to the Council Members on actual Grant money that goes back to the City which will show a better breakdown between the Budgeted and Actual for the Fiscal Year and will add another column to show more detail.

3. APPROVAL OF FINAL BUDGET FOR FISCAL YEAR 2012-2013 AND PROPOSED BUDGET FOR FISCAL YEAR 2013-2014 [6:42 PM](#)

Motion: Moved by Noerr, seconded by Krier to adopt resolution entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT ADOPTING THE CITY OF TAFT FINAL BUDGET FOR FISCAL YEAR 2012-2013 AND PROPOSED BUDGET FOR THE FISCAL YEAR 2013-2014.
(Resolution No. 3599-14)

AYES: Krier, Miller, Noerr, Waldrop, Linder

4. CITIZEN REQUESTS/PUBLIC COMMENTS

Kathy Orrin, Executive Director Taft Chamber of Commerce, announced:

- Car show on May 31st was a success with over 100 cars, several vendors and great weather.
- Thanked the Police Chief for displaying the new electric vehicle.
- Friday, June 6th: Fund the Fireworks, intersection of 10th and Kern from 7:00 AM–11:00 AM.
- Friday, June 6th Cruise Night on Center Street.

5. COUNCIL STATEMENTS (NON ACTION)

Council Member Waldrop: None

Mayor Pro Tem Krier:

- Very pleased with Petroleum Rally event on Thursday, May 29th. Thanked everyone who attended and supported the event.
- He attended the 2014 Car Show; it was great to see everyone there. The Chamber did a great job putting it together.
- Thanked the City Staff for all their hard work.

Council Member Noerr:

- The closing of CCF was very difficult for the City. It was a financial burden for everyone who lost their jobs. Staff has worked very hard on a good workable and sustainable plan to reopen the MCCF, bring those jobs back to the community and the associated income on a both personal and City level. He believes they are turning that corner. Not only will they be celebrating Independence Day on 4th of July but it will be the first big party of the fiscal year. He wanted to compliment staff on working very hard and being diligent through the year and fiscally responsible in order to be able to close out this fiscal year in a very difficult time.

Council Member Miller:

- It's the end of the school year and kids will be out everywhere in the community. He asked the public to slow down and be careful.
- Congratulated the High School girls' varsity softball team for winning Valley Championship.
- Thanked Amanda Posey and the high school band. The band in Taft high school is back. Thanked all the kids in the 8th grade band that are coming up to high school.
- Thanked the staff for all the work they have done to get MCCF to open.
- It's getting dry out there, asked the citizens to be careful. Conserve water as much as they can.

Council Member Linder:

- Taco Bell is coming back to town. It's been all over the newspapers and the Web-Sites.
- Congratulated all the 8th grade, high school and college graduates.

6. PLANNING COMMISSION REPORT [6:57 PM](#)

Planning Commissioner Renee Hill reported on the May 21 Commission meeting; 1) discussed and approved for the Councils consideration Zoning Ordinance Amendment 2014-05 in regards to Fence and Wall standards for Commercial and Residential property in Taft; 2) discussed and continued Zoning Ordinance Amendment 2014-06 in regards to Sign standards for businesses within the City; 3) Planning Director Mark Staples presented Kern COG/Taft Visual Project – Video presentation of the “Vision Taft 2015” Rails to Trails Visualization Project.; 4) received Cota-Cole, LLP Legal Update – Public Record Act Compliance in an iPhone

World; 5) also wanted to mention the differences a small gesture can make. They planted flowers underneath the trees in front of their building. A week later State Farm came out and planted flowers underneath their trees. Next was Personal Style asking if they could also do the same? She asked that everyone make a small gesture to improve their City.

Council Member Miller thanked Ms. Hill and Mr. Hill for the planting of the small park next to their building. It's not their property but they have made a vast improvement of the blight.

7. DEPARTMENT REPORTS - None

8. CITY MANAGER STATEMENTS

- Working on the request for Taft High Sports Recognition Certificate.

9. CITY ATTORNEY STATEMENTS - None

10. FUTURE AGENDA REQUESTS - None

CONSENT CALENDAR ITEMS 11 – 15, 17

Motion: Moved by Waldrop, seconded by Noerr, to approve consent calendar items 11-15, and 17.

AYES: Krier, Miller, Noerr, Waldrop, Linder

11. MINUTES

May 20, 2014 Regular

Recommendation – Approve as submitted.

12. PAYMENT OF BILLS

Warrant#	5/23/2014	Check No.77465-77571	\$ 1,202,203.22
Warrant#	5/23/2014	Check No.77572-77573	\$ 5,715.94

Recommendation – Approve payment of the bills.

13. TREASURER'S REPORT

Recommendation - Motion to receive and file.

14. ARAMARK FOOD SERVICE AGREEMENT AMENDMENT #1

Recommendation - Motion to approve the Food Service Agreement Amendment #1 between the City of Taft and Aramark Correctional Services, LLC, and to authorize the Mayor to execute Amendment #1.

15. TERMINATION OF ARAMARK COMMISSARY SERVICES AGREEMENT

Recommendation - Motion to ratify the Termination for Convenience Letter

17. HOME INVESTMENT PARTNERSHIPS PROGRAM "HOME" APPLICATION

Recommendation - Motion to a adopt a resolution entitled **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE HOME INVESTMENT PARTNERSHIPS PROGRAM; AND IF SELECTED, THE EXECUTION OF A STANDARD AGREEMENT, ANY AMENDMENTS THERETO, AND OF ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE HOME INVESTMENT PARTNERSHIP PROGRAM.** (*Resolution No.3600-14*)

16. KEEFE COMMISSARY NETWORK AGREEMENT

➤ Removed from Consent Calendar at the request of Council Member Krier.

Krier stated that the rates for the commissary items for the inmates were very reasonable. He had no question but just wanted to make a statement.

Jones stated that part of the negotiations was to get the prices lower in comparison to other facilities because the contract states they have to.

Motion: Moved by Noerr, seconded by Miller, to ratify the Keefe Commissary Network Agreement.

AYES: Krier, Miller, Noerr, Waldrop, Linder

18. APPROVE TRAVEL EXPENSE FOR LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE AND DESIGNATION OF VOTING DELEGATE AND ALTERNATE [7:06:32 PM](#)

Motion: Moved by Krier, seconded by Waldrop, to authorize expenses for registration, lodging, meals, transportation, and other incidental expenses for the Council Members who wish to attend the 2014 League of California Cities Annual Conference in Los Angeles.

AYES: Krier, Miller, Noerr, Waldrop, Linder

2) Select a Voting Delegate and an Alternate Voting Delegate for the League of California Cities Annual Business Meeting to be held at the Annual Conference on September 5.

Linder stated that he would probably attend and would be the Voting Delegate. Krier said that he would also be attending and he could be the Alternate Voting Delegate. Miller stated he would know by July 9th if he is able to attend and he could be the second Alternate Voting Delegate. Remaining Council Members concurred, with Noerr and Waldrop both stating that they would not be able to attend the League of California Cities Annual Business Meeting.

Motion: Moved by Waldrop, seconded by Krier, accept Mayor Linder as Voting Delegate and Council Member Krier as first Alternate Voting Delegate and Council Member Miller as second Alternate Voting Delegate for the League of California Cities Annual Business Meeting to be held at the Annual Conference on September 5.

AYES: Krier, Miller, Noerr, Waldrop, Linder

19. RESOLUTIONS CALLING FOR A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 4, 2014, AND REQUEST TO THE KERN COUNTY BOARD OF SUPERVISORS TO APPROVE CONSOLIDATION WITH THE STATEWIDE GENERAL ELECTION [7:14 PM](#)

Motion: Moved by Noerr, seconded by Waldrop, to adopt a resolution entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 4, 2014, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES. (*Resolution No.3601-14*)

AYES: Krier, Miller, Noerr, Waldrop, Linder

Motion: Moved by Noerr, seconded by Waldrop, to adopt a resolution entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF KERN TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 4, 2014, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO SECTION 10403 OF THE ELECTION CODE. (*Resolution No.3602-14*)

AYES: Krier, Miller, Noerr, Waldrop, Linder

- The regular meeting was recessed to closed session by Mayor Linder at [7:16 PM](#).

CLOSED SESSION

A. CONFERENCE WITH PROPERTY NEGOTIATOR, CITY MANAGER, Government Code 54956.8 – 400 Hillard Street, Taft, CA

- No action taken.

B. CONFERENCE WITH LABOR NEGOTIATOR, CRAIG JONES, CITY MANAGER, Government Code 54957.6 – All units.

- No action taken.

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Government Code Section 54956.9 (a); 2 cases – City of Taft vs. CDCR; Frank Lindsay vs. City of Taft.

- No action taken.

ADJOURNMENT – With no further business to conduct, Mayor Linder adjourned the meeting at 9:15 PM.

ACCOUNTS PAYABLE CASH DISBURSEMENTS DISTRIBUTION BY FUND

ALLOWED BY CITY COUNCIL ON _____

\$4,643.65 OUT OF FUNDS AS NOTED BELOW

10 GENERAL	\$0.00
36 ASSET FORFEITURES	\$0.00
38 LANDSCAPE ASSESSMENT DIST	\$0.00
40 CDBG/ HOUSING RLF	\$0.00
41 TARP/RLF	\$0.00
43 CALHOMES	\$0.00
48 HOME RLF/HOUSING	\$0.00
50 CRIME PREVENTION	\$0.00
51 CCF FACILITY	\$4,643.65
53 CCF/INMATE WELFARE FUND	\$0.00
54 INMATE TRUST ACCOUNT	\$0.00
58 FEDERAL PRISON-WWTP	\$0.00
59 CENTRAL GARAGE	\$0.00
60 SEWER	\$0.00
61 REFUSE	\$0.00
62 TRANSIT	\$0.00
65 TCDA	\$0.00
67 TCDA / DEBT SRV FND	\$0.00
70 WWTP	\$0.00
78 TRUST & AGENCY	\$0.00

TOTAL

\$4,643.65

MAYOR

CITY CLERK

ACCOUNT CLERK I

CHRISTINE BAMFORD

WARRANT NO.

6/6/2014

DATE: 06/06/14

CHECK NUMBER 77661

CITY COUNCIL

CITY OF TAFT, CA
ACCOUNTS PAYABLE CHECK REGISTER

Check Number	Check Date	Type	Vendor Number	Vendor Name	Check Amount
77661	2014 12:00:00	PRINTED	2678	JOHNSTONE SUPPLY	4,643.65
1 Checks					4,643.65
Cash Account Total:					4,643.65

2:21 pm
Thursday, 5 June 2014

CITY OF TAFT, CA
ACCOUNTS PAYABLE WARRANT REPORT
PAID INVOICE LIST

Vendor Number	Vendor Name	Invoice Number	Type	Warrant Date	Invoice Amount	Check Number	Expenditure Description	Account Number
2678 - JOHNSTONE SUPPLY		S1372875.001	INV	4 12:00:00AM	\$534.51	77661	MCCF-1075RPM 460V	51451 04000
2678 - JOHNSTONE SUPPLY		S1360307.001	INV	4 12:00:00AM	\$4,109.14	77661	CCF-COLEMAN APEX PKG/ADAPTER/DAMPER	51551 10019
					\$4,643.65			

ACCOUNTS PAYABLE CASH DISBURSEMENTS DISTRIBUTION BY FUND

ALLOWED BY CITY COUNCIL ON _____

\$808,939.89 OUT OF FUNDS AS NOTED BELOW

10 GENERAL	\$229,613.82
36 ASSET FORFEITURES	\$757.00
38 LANDSCAPE ASSESSMENT DIST	\$0.34
40 CDBG/ HOUSING RLF	\$1,369.00
41 TARP/RLF	\$0.00
43 CALHOMES	\$0.00
48 HOME RLF/HOUSING	\$0.00
50 CRIME PREVENTION	\$13.52
51 CCF FACILITY	\$362,129.08
53 CCF/INMATE WELFARE FUND	\$3,071.85
54 INMATE TRUST ACCOUNT	\$0.00
58 FEDERAL PRISON-WWTP	\$79,868.08
59 CENTRAL GARAGE	\$676.34
60 SEWER	\$89.32
61 REUSE	\$391.79
62 TRANSIT	\$11,386.83
65 TCDA	\$6.60
67 TCDA / DEBT SRV FND	\$91,849.65
70 WWTP	\$25,014.94
78 TRUST & AGENCY	\$663.91
81 CAPITAL PROJECTS	\$1,637.82

TOTAL

\$808,939.89

MAYOR

CITY CLERK



CHRISPINE BAMFORD
ACCOUNT CLERK I

WARRANT NO. _____

6/6/2014

DATE: 06/06/14

CHECK NUMBER 77574-77660

CITY COUNCIL _____

Thursday, 5 June, 2014

CITY OF TAFT, CA
ACCOUNTS PAYABLE CHECK REGISTER

Check Number	Check Date	Type	Vendor Number	Vendor Name	Check Amount
77574	2014 12:00:00	PRINTED	32	ACQUISITION PARTNERS OF AMERICA, LL	3,333.98
77575	2014 12:00:00	PRINTED	149	AIRGAS SAFETY, INC.	333.42
77576	2014 12:00:00	PRINTED	109	ALLIED INSURANCE	922.00
77577	2014 12:00:00	PRINTED	185	AMERICAN EXPRESS	41.98
77578	2014 12:00:00	PRINTED	300	ARAMARK CORP.	52,164.20
77579	2014 12:00:00	PRINTED	308	P. ARANDA	325.00
77580	2014 12:00:00	PRINTED	313	ARTZ WEST SIDE CHEVRON	272.00
77581	2014 12:00:00	PRINTED	370	AUSTINS PEST CONTROL	120.00
77582	2014 12:00:00	PRINTED	378	AV NOW, INC.	3,071.85
77583	2014 12:00:00	PRINTED	490	BAKERSFIELD VETERINARY	164.21
77584	2014 12:00:00	PRINTED	580	ROMMEL BAUTISTA	188.00
77585	2014 12:00:00	PRINTED	640	BLACK/HALL CONSTRUCTION	1,851.69
77586	2014 12:00:00	PRINTED	669	BOB BARKER COMPANY, INC.	852.76
77587	2014 12:00:00	PRINTED	715	BRIGHT HOUSE NETWORKS	438.56
77588	2014 12:00:00	PRINTED	745	BROUGH CONSTRUCTION	48,994.58
77589	2014 12:00:00	PRINTED	915	CARQUEST AUTO PARTS	1,233.10
77590	2014 12:00:00	PRINTED	1017	CLEAN SOURCE	2,580.42
77591	2014 12:00:00	PRINTED	1046	COMMUNICATION ENTERPRISE	1,072.86
77592	2014 12:00:00	PRINTED	1035	COOPER'S TRUE VALUE HOME CENTER	522.80
77593	2014 12:00:00	PRINTED	1315	KYLE R. ROWSON	883.40
77594	2014 12:00:00	PRINTED	1647	ECOLAB	724.69
77595	2014 12:00:00	PRINTED	1805	EXCELLENT FIRE	1,380.76
77596	2014 12:00:00	PRINTED	1898	FIRST CHOICE SERVICE	250.00
77597	2014 12:00:00	PRINTED	12650	FRESNO POLICE DEPT. REGIONAL TRAINI	244.00
77598	2014 12:00:00	PRINTED	2040	GENERAL OFFICE	2,261.26
77599	2014 12:00:00	PRINTED	2097	GONZALES, JUAN	751.00
77600	2014 12:00:00	PRINTED	12625	GREATER TAFT ECONOMIC DEVELOPME	500.00
77601	2014 12:00:00	PRINTED	2178	GRIFFITH, VINCENT	300.00
77602	2014 12:00:00	PRINTED	2268	HDL, COREN & CONE	1,750.00
77603	2014 12:00:00	PRINTED	2311	HILL, RENEE	50.00
77604	2014 12:00:00	PRINTED	2566	INVENTORY TRADING COMPANY	650.00

Thursday, 5 June, 2014

CITY OF TAFT, CA
ACCOUNTS PAYABLE CHECK REGISTER

Check Number	Check Date	Type	Vendor Number	Vendor Name	Check Amount
77605	2014 12:00:00	PRINTED	2678	JOHNSTONE SUPPLY	8,466.11
77606	2014 12:00:00	PRINTED	12385	JONES,SHANNON	50.00
77607	2014 12:00:00	PRINTED	2914	KERN ELECTRIC DIST.	47.39
77608	2014 12:00:00	PRINTED	2946	KIWANIS CLUB OF TAFT	105.00
77609	2014 12:00:00	PRINTED	3139	LEIKAM II, ROBERT J.	50.00
77610	2014 12:00:00	PRINTED	3156	LEXIS NEXIS MATTHEW BENDER	9,675.00
77611	2014 12:00:00	PRINTED	3151	LINCOLN NATIONAL LIFE INSURANCE CO	430.22
77612	2014 12:00:00	PRINTED	3220	MAINTENANCE U.S.A.	62.58
77613	2014 12:00:00	PRINTED	3306	METLIFE AUTO & HOME	447.00
77614	2014 12:00:00	PRINTED	3398	MISSION LINEN SUPPLY	638.76
77615	2014 12:00:00	PRINTED	3434	MOORE & ASSOCIATES	7,250.00
77616	2014 12:00:00	PRINTED	12735	NORTHWEST EXTERIORS	38.50
77617	2014 12:00:00	PRINTED	3790	OFFICE DEPOT	1,091.38
77618	2014 12:00:00	PRINTED	3994	ORRIN, RONALD	50.00
77619	2014 12:00:00	PRINTED	4454	PUBLIC EMPLOYEES' RETIREMENT SYSTE	37,919.94
77620	2014 12:00:00	PRINTED	4454	PUBLIC EMPLOYEES' RETIREMENT SYSTE	38,151.36
77621	2014 12:00:00	PRINTED	4454	PUBLIC EMPLOYEES' RETIREMENT SYSTE	39,740.64
77622	2014 12:00:00	PRINTED	4454	PUBLIC EMPLOYEES' RETIREMENT SYSTE	40,853.54
77623	2014 12:00:00	PRINTED	4454	PUBLIC EMPLOYEES' RETIREMENT SYSTE	38,985.76
77624	2014 12:00:00	PRINTED	5608	ROBERT THOMPSON	50.00
77625	2014 12:00:00	PRINTED	5540	VALERIE ROSE	10.41
77626	2014 12:00:00	PRINTED	4913	S & S PRINTING	31.12
77627	2014 12:00:00	PRINTED	5011	SAN JOAQUIN VETERINARY HOSPITAL	560.00
77628	2014 12:00:00	PRINTED	5143	SEVERN TRENT SERVICES	55,812.41
77629	2014 12:00:00	PRINTED	5129	SOUTHWEST SIGNS & PROMOTIONAL ITE	322.50
77630	2014 12:00:00	PRINTED	5142	SPARKLETTS & SIERRA SPRINGS	39.10
77631	2014 12:00:00	PRINTED	5163	STATE OF CALIFORNIA	25.00
77632	2014 12:00:00	PRINTED	3179	THE TAFT INDEPENDENT	208.70
77633	2014 12:00:00	PRINTED	5560	GEORGE G. ROSS	210.00
77634	2014 12:00:00	PRINTED	5702	TYLER TECHNOLOGIES	4,496.77
77635	2014 12:00:00	PRINTED	5801	U.S. BANK	91,846.80

CITY OF TAFT, CA
 ACCOUNTS PAYABLE CHECK REGISTER

Check Number	Check Date	Type	Vendor Number	Vendor Name	Check Amount
77636	2014 12:00:00	PRINTED	6104	VERIZON CALIFORNIA	747.31
77637	2014 12:00:00	PRINTED	6105	VERIZON WIRELES	1,523.81
77638	2014 12:00:00	PRINTED	12411	WEST SIDE HEALTH CARE DISTRICT	277,500.00
77639	2014 12:00:00	PRINTED	26	ABATE-A-WEED	120.50
77640	2014 12:00:00	PRINTED	370	AUSTINS PEST CONTROL	110.00
77641	2014 12:00:00	PRINTED	738	BROWN & REICH PETROLEUM INC.	5,175.96
77642	2014 12:00:00	PRINTED	915	CARQUEST AUTO PARTS	905.14
77643	2014 12:00:00	PRINTED	1028	CLEROU TIRE COMPANY, INC.	207.54
77644	2014 12:00:00	PRINTED	1079	CONSTAR SUPPLY	21.77
77645	2014 12:00:00	PRINTED	1035	COOPERS TRUE VALUE HOME CENTER	166.62
77646	2014 12:00:00	PRINTED	1134	CREATIVE BUS SALES	50.12
77647	2014 12:00:00	PRINTED	1315	KYLE R. ROWSON	48.37
77648	2014 12:00:00	PRINTED	1830	FASTENAL	274.20
77649	2014 12:00:00	PRINTED	1898	FIRST CHOICE SERVICE	140.89
77650	2014 12:00:00	PRINTED	2223	HAAKER EQUIPMENT COMPANY	343.52
77651	2014 12:00:00	PRINTED	2267	HELT ENGINEERING, INC.	12,662.62
77652	2014 12:00:00	PRINTED	2310	HERTZ EQUIPMENT RENTAL CORP	132.32
77653	2014 12:00:00	PRINTED	12737	KERN COUNTY ANIMAL CONTROL	15.00
77654	2014 12:00:00	PRINTED	2927	KERN TURF SUPPLY INC.	303.15
77655	2014 12:00:00	PRINTED	3434	MOORE & ASSOCIATES	1,637.82
77656	2014 12:00:00	PRINTED	3544	MOTOR CITY BUICKGMC	87.96
77657	2014 12:00:00	PRINTED	4436	DAVID A. GILL	75.00
77658	2014 12:00:00	PRINTED	12736	QUINONEZ, JOSE	71.84
77659	2014 12:00:00	PRINTED	4819	RICOH USA, INC.	670.80
77660	2014 12:00:00	PRINTED	5142	SPARKLETT'S & SIERRA SPRINGS	53.12
87 Checks					808,939.89
Cash Account Total:					808,939.89

CITY OF TAFT, CA
ACCOUNTS PAYABLE WARRANT REPORT
PAID INVOICE LIST

Vendor Number	Vendor Name	Invoice Number	Type	Warrant Date	Invoice Amount	Check Number	Expenditure Description	Account Number
32 - ACQUISITION PARTNERS OF AMERICA, LLC		2245	INV	4 12:00:00AM	\$3,333.98	77574	PLG-06/14 MONTHLY RETAINER	10415 03000
149 - AIRGAS SAFETY, INC.		9027508509	INV	4 12:00:00AM	\$333.42	77575	MCCF-SALINE CNCTRT/WTR RPLC	51451 06730
109 - ALLIED INSURANCE		JULY 6 2014	INV	4 12:00:00AM	\$922.00	77576	725 SAN EMIDIO HOMEOWNERS	40000 00232
185 - AMERICAN EXPRESS		211007-0614	INV	4 12:00:00AM	\$41.98	77577	ADM-ASPRIN/	10413 06000
300 - ARAMARK CORP.		3838002001	INV	4 12:00:00AM	\$5.31	77578	MCCF- INMT MEALS	51451 03020
300 - ARAMARK CORP.		3838002003	INV	4 12:00:00AM	\$42.55	77578	PD-5/22/14 POLICE DEPT MEALS	10421 09000
300 - ARAMARK CORP.		3838002000	INV	4 12:00:00AM	\$100.29	77578	PD-5/15/14 POLICE DEPT MEALS	10421 09000
300 - ARAMARK CORP.		3838002005	INV	4 12:00:00AM	\$224.89	77578	PD-05/29/14 POLICE DEPT MEALS	10421 09000
300 - ARAMARK CORP.		3838001980	INV	4 12:00:00AM	\$15,383.59	77578	MCCF- INMT MEALS	51451 03020
300 - ARAMARK CORP.		3838002002	INV	4 12:00:00AM	\$17,879.00	77578	MCCF- INMT MEALS	51451 03020
300 - ARAMARK CORP.		3838002004	INV	4 12:00:00AM	\$18,528.57	77578	MCCF- INMT MEALS	51451 03020
308 - P. ARANDA		052214	INV	4 12:00:00AM	\$323.00	77579	PD-PER DIEM- MONTEREY	36421 02000
313 - ARTZ WEST SIDE CHEVRON		053114	INV	4 12:00:00AM	\$272.00	77580	PD-34 CAR WASHES	10421 04200
370 - AUSTINS PEST CONTROL		052714CH	INV	4 12:00:00AM	\$30.00	77581	CVC-05/14 MONTHLY PEST SERVICE	10416 05000
370 - AUSTINS PEST CONTROL		052814CCF	INV	4 12:00:00AM	\$90.00	77581	MCCF-5/28 BIWEEKLY PST CNTRL	51451 05000
378 - AV NOW, INC.		79874	INV	4 12:00:00AM	\$3,071.85	77582	MCCF-FM RADIO TRANSMITTER	53433 06004
490 - BAKERSFIELD VETERINARY		65679	INV	4 12:00:00AM	\$164.21	77583	AC-EUTHNSA SOL/KTYMN	10451 09000
580 - ROMMEL BAUTISTA		052414	INV	4 12:00:00AM	\$188.00	77584	PD-PER DIEM - FRESNO	36421 02000
640 - BLACK/HALL CONSTRUCTION		11225	INV	4 12:00:00AM	\$1,851.69	77585	MCCF- SRVC CALL LGHTS	51551 10019
669 - BOB BARKER COMPANY, INC.		UT1000314413	INV	4 12:00:00AM	\$93.14	77586	MCCF- SHOE, BLK, VLGR, BOBIS	51451 08000
669 - BOB BARKER COMPANY, INC.		UT1000314124	INV	4 12:00:00AM	\$133.03	77586	MCCF-SOCK GRY	51451 08000
669 - BOB BARKER COMPANY, INC.		UT1000313830	INV	4 12:00:00AM	\$212.85	77586	MCCF- FLXFIT CAPS	51451 01500
669 - BOB BARKER COMPANY, INC.		UT1000314459	INV	4 12:00:00AM	\$1,416.85	77586	MCCF- SOAP	51451 06900

11:19 am
 Thursday, 5 June, 2014

CITY OF TAFT, CA
 ACCOUNTS PAYABLE WARRANT REPORT
 PAID INVOICE LIST

Vendor Number	Vendor Name	Invoice Number	Type	Warrant Date	Invoice Amount	Check Number	Expenditure Description	Account Number
669 - BOB BARKER COMPANY, INC.		UT1000314375	INV	4 12:00:00AM	\$1,899.72	77586	MCCF-NVY TSHRTS	51451 08000
669 - BOB BARKER COMPANY, INC.		UT1000315471	CRM	4 12:00:00AM	-\$1,316.27	77586	MCCF- WHT SOCKS/ TRSRS	51451 08000
669 - BOB BARKER COMPANY, INC.		UT1000315470	CRM	4 12:00:00AM	-\$1,019.08	77586	MCCF- SOCKS/BXRS	51451 08000
669 - BOB BARKER COMPANY, INC.		UT1000315472	CRM	4 12:00:00AM	-\$344.04	77586	MCCF-TRSRS	51451 08000
669 - BOB BARKER COMPANY, INC.		UT1000315469	CRM	4 12:00:00AM	-\$223.44	77586	MCCF- SHOE DECK NVY	51451 08000
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$1.00	77587	CITYHALL- 6/1-6/30/14 INTERNET	58458 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$1.50	77587	CITYHALL- 6/1-6/30/14 INTERNET	67467 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$2.00	77587	CITYHALL- 6/1-6/30/14 INTERNET	10432 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$3.01	77587	CITYHALL- 6/1-6/30/14 INTERNET	65465 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$3.03	77587	CITYHALL- 6/1-6/30/14 INTERNET	70470 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$4.01	77587	CITYHALL- 6/1-6/30/14 INTERNET	60460 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$5.01	77587	CITYHALL- 6/1-6/30/14 INTERNET	10433 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$6.51	77587	CITYHALL- 6/1-6/30/14 INTERNET	61461 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$6.51	77587	CITYHALL- 6/1-6/30/14 INTERNET	62462 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$9.53	77587	CITYHALL- 6/1-6/30/14 INTERNET	10420 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$10.02	77587	CITYHALL- 6/1-6/30/14 INTERNET	10416 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$11.03	77587	CITYHALL- 6/1-6/30/14 INTERNET	10412 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$33.60	77587	CITYHALL- 6/1-6/30/14 INTERNET	10413 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$56.11	77587	CITYHALL- 6/1-6/30/14 INTERNET	10419 02200
715 - BRIGHT HOUSE NETWORKS		0407720-0614	INV	4 12:00:00AM	\$67.64	77587	CITYHALL- 6/1-6/30/14 INTERNET	10415 02200
715 - BRIGHT HOUSE NETWORKS		0056246-0614	INV	4 12:00:00AM	\$94.29	77587	AC-06/14 INTERNET SERVICE	10431 02200
715 - BRIGHT HOUSE NETWORKS		0408586-0614	INV	4 12:00:00AM	\$123.76	77587	MCCF-6/01/14-06/30/14	51451 08100
745 - BROUGH CONSTRUCTION		140024	INV	4 12:00:00AM	\$48,994.58	77588	FBDWVWTP-WVTP DISINFECTION	58558 16015

CITY OF TAFT, CA
 ACCOUNTS PAYABLE WARRANT REPORT
 PAID INVOICE LIST

Vendor Number	Vendor Name	Invoice Number	Type	Warrant Date	Invoice Amount	Check Number	Expenditure Description	Account Number
915 - CARQUEST AUTO PARTS		7305-159568	INV	4 12:00:00AM	\$7.08	77589	SE-2 HI-POP FUEL FILTER	70470 04200
915 - CARQUEST AUTO PARTS		7305-159401	INV	4 12:00:00AM	\$11.76	77589	T-21 - OIL/AIR FILTER	62462 04200
915 - CARQUEST AUTO PARTS		7305-159847	INV	4 12:00:00AM	\$11.80	77589	T-14 - BULE CORAL	62462 04200
915 - CARQUEST AUTO PARTS		7305-159933	INV	4 12:00:00AM	\$11.88	77589	T-15 REFILL	62462 04200
915 - CARQUEST AUTO PARTS		7305-159461	INV	4 12:00:00AM	\$20.76	77589	P-37 - VISCOSITY	10421 04200
915 - CARQUEST AUTO PARTS		7305-159884	INV	4 12:00:00AM	\$31.51	77589	M-28 ULTIMATE QUIK/POSI-TRAC/HITCH PIN	59459 04200
915 - CARQUEST AUTO PARTS		7305-159573	INV	4 12:00:00AM	\$34.70	77589	SE-2 BRAKE CLEANER	70470 04200
915 - CARQUEST AUTO PARTS		7305-159462	INV	4 12:00:00AM	\$49.43	77589	P-37 BRAKLEEN 1 GALLON	10421 04200
915 - CARQUEST AUTO PARTS		7305-159614	INV	4 12:00:00AM	\$49.43	77589	P-38 BRAKLEEN	10421 04200
915 - CARQUEST AUTO PARTS		7305-159883	INV	4 12:00:00AM	\$67.80	77589	T-22 FAN CLUTCH	62462 04200
915 - CARQUEST AUTO PARTS		7305-159412	INV	4 12:00:00AM	\$71.19	77589	T-23 SUPER LEAK STOP	62462 04200
915 - CARQUEST AUTO PARTS		7305-159733	INV	4 12:00:00AM	\$73.75	77589	MS-3 AIR/OIL/FUEL FILTER	61461 04200
915 - CARQUEST AUTO PARTS		7305-159765	INV	4 12:00:00AM	\$99.65	77589	GAR-SYNTHETIC GEAR	59459 04260
915 - CARQUEST AUTO PARTS		7305-159570	INV	4 12:00:00AM	\$346.18	77589	P-37 COMPRESSOR/ACCUMULATOR/TUBE	10421 04200
915 - CARQUEST AUTO PARTS		7305-159316	INV	4 12:00:00AM	\$346.18	77589	P-37 COMPRESSOR/AC KIT/TUBE/ACCUMULATO	10421 04200
915 - CARQUEST AUTO PARTS		7305-159494	INV	4 12:00:00AM	\$346.18	77589	P-38 AD KIT/TUBE/ACCUMULATOR/COMPRESSO	10421 04200
915 - CARQUEST AUTO PARTS		7305-159852	CRM	4 12:00:00AM	-\$346.18	77589	P-38 AC KIT/COMPRESSOR/ACCUMULATOR/TU	62462 04200
1017 - CLEAN SOURCE		5106972-01	INV	4 12:00:00AM	\$53.04	77590	MCCF- TSSUE	51451 06600
1017 - CLEAN SOURCE		5106387-01	INV	4 12:00:00AM	\$116.33	77590	MCCF- FLR STRPPR/SQJGEE	51451 06600
1017 - CLEAN SOURCE		5106972-00	INV	4 12:00:00AM	\$326.15	77590	MCCF-GLVS/TSSUE	51451 06600
1017 - CLEAN SOURCE		5107572-00	INV	4 12:00:00AM	\$2,084.90	77590	MCCF-DISINF/DEOD SCR/N/HNDL	51451 06600
1046 - COMMUNICATION ENTERPRISE		1078403	INV	4 12:00:00AM	\$1,072.86	77591	MCCF-PR400 BTTRY/SPKR MIC	51451 06730
1035 - COOPER'S TRUE VALUE HOME CENTER		311838	INV	4 12:00:00AM	\$29.83	77592	MCCF-	51451 05000

CITY OF TAFT, CA
 ACCOUNTS PAYABLE WARRANT REPORT
 PAID INVOICE LIST

Vendor Number	Vendor Name	Invoice Number	Type	Warrant Date	Invoice Amount	Check Number	Expenditure Description	Account Number
1035	COOPERS TRUE VALUE HOME CENTER	311569	INV	4 12:00:00AM	\$31.72	77592	MCCF-SHLF SUPP CLP	51451 05000
1035	COOPERS TRUE VALUE HOME CENTER	311521	INV	4 12:00:00AM	\$32.52	77592	MCCF-UNV PIN PDLCK	51451 05000
1035	COOPERS TRUE VALUE HOME CENTER	310920	INV	4 12:00:00AM	\$47.28	77592	LAQUER THINNER, PAINT THINNER	10000 00221
1035	COOPERS TRUE VALUE HOME CENTER	311432	INV	4 12:00:00AM	\$132.00	77592	MCCF-RNT PRIBL COOLR	51451 04000
1035	COOPERS TRUE VALUE HOME CENTER	311435	INV	4 12:00:00AM	\$249.45	77592	MCCF-FLX CONNEC/DWV PIPE	51451 04000
1315	KYLE R. ROWSON	094001	INV	4 12:00:00AM	\$883.40	77593	MCCF- 1/4 CLR GLSS	51551 10019
1647	ECOLAB	5116037	INV	4 12:00:00AM	\$104.61	77594	MCCF- DISF CLNRLAUND DSTNR	51451 06700
1647	ECOLAB	5116084	INV	4 12:00:00AM	\$620.08	77594	MCCF- LT DTRGNT	51451 06700
1805	EXCELLENT FIRE	30955	INV	4 12:00:00AM	\$243.46	77595	MCCF- EXTNGSHR MAINT.	51451 04000
1805	EXCELLENT FIRE	30922	INV	4 12:00:00AM	\$503.37	77595	MCCF-PRSS SEAL, BDGR, UTRI CLR	10421 05000
1805	EXCELLENT FIRE	30921	INV	4 12:00:00AM	\$633.93	77595	MCCF- EXNTGSHR MAINT.	51451 05000
1898	FIRST CHOICE SERVICE	861738	INV	4 12:00:00AM	\$6.28	77596	ADM- PLG, CVC, FIN-06/14 COFFEE	10416 06000
1898	FIRST CHOICE SERVICE	861738	INV	4 12:00:00AM	\$6.28	77596	ADM- PLG, CVC, FIN-06/14 COFFEE	10419 06000
1898	FIRST CHOICE SERVICE	861738	INV	4 12:00:00AM	\$12.57	77596	ADM- PLG, CVC, FIN-06/14 COFFEE	10413 06000
1898	FIRST CHOICE SERVICE	861738	INV	4 12:00:00AM	\$12.57	77596	ADM- PLG, CVC, FIN-06/14 COFFEE	10415 06000
1898	FIRST CHOICE SERVICE	861734	INV	4 12:00:00AM	\$212.30	77596	MCCF- 052114 COFFE SRVC	51451 06000
12650	FRESNO POLICE DEPT. REGIONAL TRAINING CENTER	RTC001043	INV	4 12:00:00AM	\$244.00	77597	PD- POST CLASS	36421 02000
2040	GENERAL OFFICE	7617	INV	4 12:00:00AM	\$188.44	77598	ADM-MAINT CONTRACT FOR LANIER	51451 04000
2040	GENERAL OFFICE	7617	INV	4 12:00:00AM	\$2,072.82	77598	ADM-MAINT CONTRACT FOR LANIER	51000 00206
2097	GONZALES, JUAN	2014-17	INV	4 12:00:00AM	-\$49.00	77599	PLG-GIS CONSULTANT SERVICE	10000 00278
2097	GONZALES, JUAN	2014-17	INV	4 12:00:00AM	\$800.00	77599	PLG-GIS CONSULTANT SERVICE	10415 03013
12625	GREATER TAFT ECONOMIC DEVELOPMENT AUTHORITY	05292014	INV	4 12:00:00AM	\$500.00	77600	TRUST/AGENCY REFUND WRNG BANK	78000 00229
2178	GRIFITH, VINCENT	183	INV	4 12:00:00AM	\$300.00	77601	CC-05/06/14 COUNCIL MTG FILM	10411 03001

11:19 am
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CITY OF TAFT, CA
 ACCOUNTS PAYABLE WARRANT REPORT
 PAID INVOICE LIST

Vendor Number	Vendor Name	Invoice Number	Type	Warrant Date	Invoice Amount	Check Number	Expenditure Description	Account Number
2268 - HDL, COREN & CONE		0020289-JN	INV 4	12:00:00AM	\$1,750.00	77602	FIN-CONTRACT SERVICE APRL-JUNE	10419 03001
2311 - HILL, RENEE		MAY 2014	INV 4	12:00:00AM	\$50.00	77603	PLANNING COMMISSIONER	10415 01301
2566 - INVENTORY TRADING COMPANY		265347	INV 4	12:00:00AM	\$650.00	77604	MCCF-SHIRT ORDER	51451 01500
2678 - JOHNSTONE SUPPLY		S1372875.001	INV 4	12:00:00AM	\$534.51	77605	MCCF-1075RPM 460V	51451 04000
2678 - JOHNSTONE SUPPLY		032114	INV 4	12:00:00AM	\$3,822.46	77605	MCCF- AC WTCH CMMNDR/PRDCTS	51551 10019
2678 - JOHNSTONE SUPPLY		S1360307.001	INV 4	12:00:00AM	\$4,109.14	77605	MCCF-COLEMAN APEX PKG/ADAPTER/DAMPER	51551 10019
12385 - JONES, SHANNON		MAY 2014	INV 4	12:00:00AM	\$50.00	77606	PLANNING COMMISSIONER	10415 01301
2914 - KERN ELECTRIC DIST.		527429	INV 4	12:00:00AM	\$47.39	77607	MCCF- 30A DSCNCT/TTD FUSE	51451 05000
2946 - KIWANIS CLUB OF TAFT		15224	INV 4	12:00:00AM	\$52.50	77608	ADM-05/14 LUNCHESS	10413 02100
2946 - KIWANIS CLUB OF TAFT		15243	INV 4	12:00:00AM	\$52.50	77608	PD-05/14 LUNCHESS	10421 02100
3139 - LEIKAM II, ROBERT J.		MAY 2014	INV 4	12:00:00AM	\$50.00	77609	PLANNING COMMISSIONER	10415 01301
3156 - LEXIS NEXIS MATTHEW BENDER		59161981	INV 4	12:00:00AM	\$9,675.00	77610	05/14-04/15 CA LEGAL LBRRY	51451 02100
3151 - LINCOLN NATIONAL LIFE INSURANCE COMPANY		JUNE-2014	INV 4	12:00:00AM	\$0.34	77611	6/14 LIFE INSURANCE PREMI	38438 01441
3151 - LINCOLN NATIONAL LIFE INSURANCE COMPANY		JUNE-2014	INV 4	12:00:00AM	\$1.01	77611	6/14 LIFE INSURANCE PREMI	10432 01441
3151 - LINCOLN NATIONAL LIFE INSURANCE COMPANY		JUNE-2014	INV 4	12:00:00AM	\$1.35	77611	6/14 LIFE INSURANCE PREMI	67467 01441
3151 - LINCOLN NATIONAL LIFE INSURANCE COMPANY		JUNE-2014	INV 4	12:00:00AM	\$1.69	77611	6/14 LIFE INSURANCE PREMI	65465 01441
3151 - LINCOLN NATIONAL LIFE INSURANCE COMPANY		JUNE-2014	INV 4	12:00:00AM	\$1.83	77611	6/14 LIFE INSURANCE PREMI	70470 01441
3151 - LINCOLN NATIONAL LIFE INSURANCE COMPANY		JUNE-2014	INV 4	12:00:00AM	\$1.86	77611	6/14 LIFE INSURANCE PREMI	58458 01441
3151 - LINCOLN NATIONAL LIFE INSURANCE COMPANY		JUNE-2014	INV 4	12:00:00AM	\$1.86	77611	6/14 LIFE INSURANCE PREMI	60460 01441
3151 - LINCOLN NATIONAL LIFE INSURANCE COMPANY		JUNE-2014	INV 4	12:00:00AM	\$2.37	77611	6/14 LIFE INSURANCE PREMI	10427 01441
3151 - LINCOLN NATIONAL LIFE INSURANCE COMPANY		JUNE-2014	INV 4	12:00:00AM	\$3.38	77611	6/14 LIFE INSURANCE PREMI	10425 01441
3151 - LINCOLN NATIONAL LIFE INSURANCE COMPANY		JUNE-2014	INV 4	12:00:00AM	\$4.06	77611	6/14 LIFE INSURANCE PREMI	10412 01441

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Vendor Number	Vendor Name	Invoice Number	Type	Warrant Date	Invoice Amount	Check Number	Expenditure Description	Account Number
3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	JUNE-2014	INV 4 12:00:00AM		\$4.48	77611	6/14 LIFE INSURANCE PREMI	59459 01441
3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	JUNE-2014	INV 4 12:00:00AM		\$4.56	77611	6/14 LIFE INSURANCE PREMI	61461 01441
3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	JUNE-2014	INV 4 12:00:00AM		\$6.76	77611	6/14 LIFE INSURANCE PREMI	10431 01441
3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	JUNE-2014	INV 4 12:00:00AM		\$6.97	77611	6/14 LIFE INSURANCE PREMI	10416 01441
3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	JUNE-2014	INV 4 12:00:00AM		\$7.13	77611	6/14 LIFE INSURANCE PREMI	10413 01441
3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	JUNE-2014	INV 4 12:00:00AM		\$7.23	77611	6/14 LIFE INSURANCE PREMI	10420 01441
3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	JUNE-2014	INV 4 12:00:00AM		\$10.48	77611	6/14 LIFE INSURANCE PREMI	10433 01441
3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	JUNE-2014	INV 4 12:00:00AM		\$11.14	77611	6/14 LIFE INSURANCE PREMI	10415 01441
3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	JUNE-2014	INV 4 12:00:00AM		\$13.52	77611	6/14 LIFE INSURANCE PREMI	50450 01441
3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	JUNE-2014	INV 4 12:00:00AM		\$28.77	77611	6/14 LIFE INSURANCE PREMI	62462 01441
3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	JUNE-2014	INV 4 12:00:00AM		\$50.87	77611	6/14 LIFE INSURANCE PREMI	10419 01441
3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	JUNE-2014	INV 4 12:00:00AM		\$57.46	77611	6/14 LIFE INSURANCE PREMI	10421 01441
3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	3151 - LINGCOLN NATIONAL LIFE INSURANCE COMPANY	JUNE-2014	INV 4 12:00:00AM		\$201.10	77611	6/14 LIFE INSURANCE PREMI	51451 01441
3220 - MAINTENANCE U.S.A.	3220 - MAINTENANCE U.S.A.	10627147	INV 4 12:00:00AM		\$62.58	77612	MCCF- GRND WRE VNYL	51451 05000
3306 - METLIFE AUTO & HOME	3306 - METLIFE AUTO & HOME	060214	INV 4 12:00:00AM		\$447.00	77613	712 NORTH ST - HOMEOWNERS INS	40000 00230
3398 - MISSION LINEN SUPPLY	3398 - MISSION LINEN SUPPLY	320267627	INV 4 12:00:00AM		\$57.60	77614	CVC-TOWEL/MATS	10416 06400
3398 - MISSION LINEN SUPPLY	3398 - MISSION LINEN SUPPLY	320268482	INV 4 12:00:00AM		\$57.60	77614	CVC-TOWEL,S/MATS	10416 06400
3398 - MISSION LINEN SUPPLY	3398 - MISSION LINEN SUPPLY	320269528	INV 4 12:00:00AM		\$59.74	77614	CVC-TWLS/MATS	10416 06400
3398 - MISSION LINEN SUPPLY	3398 - MISSION LINEN SUPPLY	320267630	INV 4 12:00:00AM		\$70.61	77614	CVC-TOWEL/DUSTMOP/MATS	10416 06400
3398 - MISSION LINEN SUPPLY	3398 - MISSION LINEN SUPPLY	320269531	INV 4 12:00:00AM		\$70.61	77614	CVC-TWLS/DUST MOP/MATS	10416 06400
3398 - MISSION LINEN SUPPLY	3398 - MISSION LINEN SUPPLY	320268485	INV 4 12:00:00AM		\$74.11	77614	CVC-TOWELS/DUSTMOP/MATS	10416 06400
3398 - MISSION LINEN SUPPLY	3398 - MISSION LINEN SUPPLY	320267628	INV 4 12:00:00AM		\$82.83	77614	CVC-TOWEL/DUSTMOP/MATS	10416 06400

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ACCOUNTS PAYABLE WARRANT REPORT
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Vendor Number	Vendor Name	Invoice Number	Type	Warrant Date	Invoice Amount	Check Number	Expenditure Description	Account Number
3398	MISSION LINEN SUPPLY	320268483	INV	4 12:00:00AM	\$82.83	77614	CVC-TOWELS/MATS	10416 06400
3398	MISSION LINEN SUPPLY	320269329	INV	4 12:00:00AM	\$82.83	77614	CVC-TWLS/DUST MOP	10416 06400
3434	MOORE & ASSOCIATES	14-3029	INV	4 12:00:00AM	\$7,250.00	77615	TRN- TAFT TITLE VI PLAN	62462 03004
12735	NORTHWEST EXTERIORS	05222014	INV	4 12:00:00AM	\$38.50	77616	RFND DBL PMNT	78000 00229
3790	OFFICE DEPOT	708751903001	INV	4 12:00:00AM	\$23.19	77617	MCCF-FLSH DRV USB	51451 06000
3790	OFFICE DEPOT	7087519040001	INV	4 12:00:00AM	\$27.27	77617	MCCF- SLF INK STMP	51451 06000
3790	OFFICE DEPOT	708876769001	INV	4 12:00:00AM	\$237.25	77617	MCCF- FLDR/PNCL SHRPNR	51451 06000
3790	OFFICE DEPOT	712383247001	INV	4 12:00:00AM	\$238.35	77617	PD-PNS/TSS/TWLS/PAPER/STPLS/RSTNRS	10421 06000
3790	OFFICE DEPOT	708751821001	INV	4 12:00:00AM	\$303.14	77617	MCCF- PAPER/HNG FLDRS	51451 06950
3790	OFFICE DEPOT	714138849001	INV	4 12:00:00AM	\$463.97	77617	FIN-PAPER RCYLD BRT	10419 06000
3790	OFFICE DEPOT	714138813001	CRM	4 12:00:00AM	-\$221.79	77617	ADM-PAPER	10413 06000
3994	ORRIN, RONALD	MAY 2014	INV	4 12:00:00AM	\$50.00	77618	PLG- PLANNING COMMISSIONER	10415 01301
4454	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	4-2014-4	INV	4 12:00:00AM	\$37,919.94	77619	PERS FOR P/R ENDING 4/13/14	10000 00212
4454	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	3-2014-4	INV	4 12:00:00AM	\$38,151.36	77620	PERS FOR P/R ENDING 3/16/14	10000 00212
4454	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	4-2014-3	INV	4 12:00:00AM	\$39,740.64	77621	PERS FOR P/R ENDING 3/30/14	10000 00212
4454	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	5-2014-3	INV	4 12:00:00AM	\$40,853.54	77622	PERS FOR P/R 4/14-4/27/14	10000 00212
4454	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	5-2014-4	INV	4 12:00:00AM	\$38,985.76	77623	PERS FOR P/R 4/28-5/11/14	10000 00212
5608	ROBERT THOMPSON	MAY 2014	INV	4 12:00:00AM	\$50.00	77624	PLG- PLANNING COMMISSIONER	10415 01301
5540	VALERIE ROSE	050514	INV	4 12:00:00AM	\$10.41	77625	TRUST/AGENCY RFND OVRPMNT	78000 00230
4913	S & S PRINTING	068133	INV	4 12:00:00AM	\$31.12	77626	PD-BUSINESS CARDS	10421 06000
5011	SAN JOAQUIN VETERINARY HOSPITAL	335191	INV	4 12:00:00AM	\$280.00	77627	AC-PETSMART SPAY/NUJETER PRGM	10431 09002
5011	SAN JOAQUIN VETERINARY HOSPITAL	335272	INV	4 12:00:00AM	\$280.00	77627	AC-PETSMART SPAY/NUJETER PRGM	10431 09002
5143	SEVERN TRENT SERVICES	2073289	INV	4 12:00:00AM	\$24,956.70	77628	FEDWWTTP-05/14 BASE OPRTNS	70470 09999

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Vendor Number	Vendor Name	Invoice Number	Type	Warrant Date	Invoice Amount	Check Number	Expenditure Description	Account Number
5143 - SEVERN TRENT SERVICES		2073289	INV	4 12:00:00AM	\$30,855.71	77628	FEDWVWP-05/14 BASE OPRNRS	58458 09999
5129 - SOUTHWEST SIGNS & PROMOTIONAL ITEMS		15090	INV	4 12:00:00AM	\$107.50	77629	MCCF-ALUM SGN TMCCF/TPD	10421 09500
5129 - SOUTHWEST SIGNS & PROMOTIONAL ITEMS		15090	INV	4 12:00:00AM	\$215.00	77629	MCCF-ALUM SGN TMCCF/TPD	51451 08600
5142 - SPARKLETT'S & SIERRA SPRINGS		052114CCF	INV	4 12:00:00AM	\$39.10	77630	MCCF- BOTTLED WTR RENTAL	51451 06000
5163 - STATE OF CALIFORNIA		060514	INV	4 12:00:00AM	\$25.00	77631	FIN-HWY SWEEPING DOT REIMB REQUEST FEE	10419 09500
3179 - THE TAFT INDEPENDENT		252	INV	4 12:00:00AM	\$83.70	77632	CC-NOTICE FOR 5/20/14 MEETING	10411 09200
3179 - THE TAFT INDEPENDENT		262	INV	4 12:00:00AM	\$125.00	77632	MCCF-CLSSFD AD 5-23-14	51451 08600
5560 - GEORGE G. ROSS		158977	INV	4 12:00:00AM	\$70.00	77633	AC-PETSMART SPAY/NUETER PRGM	10431 09002
5560 - GEORGE G. ROSS		158873	INV	4 12:00:00AM	\$140.00	77633	AC-PETSMART SPAY/NUETER PRGM	10431 09002
5702 - TYLER TECHNOLOGIES		045-111131	INV	4 12:00:00AM	\$4,496.77	77634	FIN-OS DATABASE ADM SUPPORT	10000 00206
5801 - U.S. BANK		8052-0614	INV	4 12:00:00AM	\$91,846.80	77635	TODA-1998 REV REF BOND	67000 00101
6104 - VERIZON CALIFORNIA		JUN-2014	INV	4 12:00:00AM	\$48.01	77636	CITY HALL-05/25-06/24/14 PHONE SERVICE	10415 02200
6104 - VERIZON CALIFORNIA		JUN-2014	INV	4 12:00:00AM	\$48.01	77636	CITY HALL-05/25-06/24/14 PHONE SERVICE	10433 02200
6104 - VERIZON CALIFORNIA		JUN-2014	INV	4 12:00:00AM	\$72.76	77636	CITY HALL-05/25-06/24/14 PHONE SERVICE	10419 02200
6104 - VERIZON CALIFORNIA		JUN-2014	INV	4 12:00:00AM	\$106.31	77636	CITY HALL-05/25-06/24/14 PHONE SERVICE	10413 02200
6104 - VERIZON CALIFORNIA		JUN-2014	INV	4 12:00:00AM	\$190.89	77636	CITY HALL-05/25-06/24/14 PHONE SERVICE	10421 02200
6104 - VERIZON CALIFORNIA		JUN-2014	INV	4 12:00:00AM	\$281.33	77636	CITY HALL-05/25-06/24/14 PHONE SERVICE	51451 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$1.90	77637	CITY HALL-04/17-05/16/14 WIRELESS	65465 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$2.66	77637	CITY HALL-04/17-05/16/14 WIRELESS	10420 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$5.21	77637	CITY HALL-04/17-05/16/14 WIRELESS	10419 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$6.84	77637	CITY HALL-04/17-05/16/14 WIRELESS	10413 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$9.01	77637	CITY HALL-04/17-05/16/14 WIRELESS	10432 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$11.60	77637	CITY HALL-04/17-05/16/14 WIRELESS	70470 02200

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6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$11.61	77637	CITY HALL-04/17-05/16/14 WIRELESS	60460 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$14.93	77637	CITY HALL-04/17-05/16/14 WIRELESS	58458 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$38.42	77637	CITY HALL-04/17-05/16/14 WIRELESS	61461 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$48.42	77637	CITY HALL-04/17-05/16/14 WIRELESS	59459 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$70.21	77637	CITY HALL-04/17-05/16/14 WIRELESS	10416 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$78.77	77637	CITY HALL-04/17-05/16/14 WIRELESS	10425 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$111.05	77637	CITY HALL-04/17-05/16/14 WIRELESS	10424 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$139.68	77637	CITY HALL-04/17-05/16/14 WIRELESS	51451 02200
6105 - VERIZON WIRELES		9725314509	INV	4 12:00:00AM	\$157.80	77637	CITY HALL-04/17-05/16/14 WIRELESS	62462 02200
6105 - VERIZON WIRELES		9725297099	INV	4 12:00:00AM	\$472.91	77637	CITY HALL-04/17-05/16/14 WIRELESS	10433 02200
12411 - WEST SIDE HEALTH CARE DISTRICT		2-2014	INV	4 12:00:00AM	\$92,500.00	77638	MCCF- APRL MDCL SRVCS	51451 03010
12411 - WEST SIDE HEALTH CARE DISTRICT		1-2014	INV	4 12:00:00AM	\$92,500.00	77638	MCCF- MARCH MDCL SRVCS	51451 03010
12411 - WEST SIDE HEALTH CARE DISTRICT		3-2014	INV	4 12:00:00AM	\$92,500.00	77638	MCCF-MAY MDCL SRVCS	51451 03010
26 - ABATE-A-WEED		603244	INV	4 12:00:00AM	\$120.50	77639	CVC-MGNUM GTRLN, RD ADISTBL CONE, TRN	10416 06200
370 - AUSTINS PEST CONTROL		052214ANX	INV	4 12:00:00AM	\$13.33	77640	TRN- 05/22 MONTHLY SERVICE	10433 05000
370 - AUSTINS PEST CONTROL		052214ANX	INV	4 12:00:00AM	\$13.33	77640	TRN- 05/22 MONTHLY SERVICE	59459 05000
370 - AUSTINS PEST CONTROL		052214ANX	INV	4 12:00:00AM	\$13.34	77640	TRN- 05/22 MONTHLY SERVICE	62462 05000
370 - AUSTINS PEST CONTROL		052814PD	INV	4 12:00:00AM	\$30.00	77640	PD-05/28 MONTHLY SERVICE	10421 05000
370 - AUSTINS PEST CONTROL		051214AC	INV	4 12:00:00AM	\$40.00	77640	AC-05/12 MONTHLY SERVICE	10431 05000
738 - BROWN & REICH PETROLEUM INC.		10819	INV	4 12:00:00AM	\$25.50	77641	PLG.CVC.ST.GAR.TRN.REF-5/1-5/15/14 FUEL USI	10415 04250
738 - BROWN & REICH PETROLEUM INC.		10819	INV	4 12:00:00AM	\$161.14	77641	PLG.CVC.ST.GAR.TRN.REF-5/1-5/15/14 FUEL USI	61461 04250
738 - BROWN & REICH PETROLEUM INC.		10819	INV	4 12:00:00AM	\$255.77	77641	PLG.CVC.ST.GAR.TRN.REF-5/1-5/15/14 FUEL USI	59459 04250

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738 - BROWN & REICH	PETROLEUM INC.	10819	INV	4 12:00:00AM	\$395.50	77641	PLG,CVC,ST,GAR,TRN,REF-5/1-5/15/14 FUEL USI	10416 04250
738 - BROWN & REICH	PETROLEUM INC.	10819	INV	4 12:00:00AM	\$620.85	77641	PLG,CVC,ST,GAR,TRN,REF-5/1-5/15/14 FUEL USI	10433 04250
738 - BROWN & REICH	PETROLEUM INC.	10819	INV	4 12:00:00AM	\$3,717.20	77641	PLG,CVC,ST,GAR,TRN,REF-5/1-5/15/14 FUEL USI	62462 04250
915 - CARQUEST	AUTO PARTS	7305-162024	INV	4 12:00:00AM	\$11.76	77642	T-22 AIR/OIL FILTER	62462 04200
915 - CARQUEST	AUTO PARTS	7305-162022	INV	4 12:00:00AM	\$250.68	77642	C-2 STARTER	10416 04200
915 - CARQUEST	AUTO PARTS	7305-162257	INV	4 12:00:00AM	\$4.73	77642	C-2 FUEL LINE	10416 04200
915 - CARQUEST	AUTO PARTS	7305-162077	INV	4 12:00:00AM	\$7.57	77642	M-23 FUEL CAP	10433 04200
915 - CARQUEST	AUTO PARTS	7305-162251	INV	4 12:00:00AM	\$7.85	77642	C-2 O-RING KIT	10416 04200
915 - CARQUEST	AUTO PARTS	7305-162461	INV	4 12:00:00AM	\$8.59	77642	T-15 WTHR STRP TAPE	62462 04200
915 - CARQUEST	AUTO PARTS	7305-162419	INV	4 12:00:00AM	\$31.14	77642	T-14 MICRO-V BELT	62462 04200
915 - CARQUEST	AUTO PARTS	7305-162079	INV	4 12:00:00AM	\$35.57	77642	MS-3 TERRACAPR	61461 04200
915 - CARQUEST	AUTO PARTS	7305-162386	INV	4 12:00:00AM	\$107.50	77642	GAR-JACK LIFTS	59459 04200
915 - CARQUEST	AUTO PARTS	7305-162425	INV	4 12:00:00AM	\$127.58	77642	T-14 WATER PUMP	62462 04200
915 - CARQUEST	AUTO PARTS	7305-162389	INV	4 12:00:00AM	\$134.15	77642	T-14 WTR PMP,THRM/STAT	62462 04200
915 - CARQUEST	AUTO PARTS	7305-162122	INV	4 12:00:00AM	\$198.78	77642	MS-3 OIL/FUEL/AIR FLTR	61461 04200
915 - CARQUEST	AUTO PARTS	7305-162256	INV	4 12:00:00AM	\$408.05	77642	P-37 ALTERNATOR	10421 04200
915 - CARQUEST	AUTO PARTS	7305-162027	CRM	4 12:00:00AM	-\$250.68	77642	C-2 STARTER	10416 04200
915 - CARQUEST	AUTO PARTS	7305-162427	CRM	4 12:00:00AM	-\$127.58	77642	T-14 WATER PUMP	62462 04200
915 - CARQUEST	AUTO PARTS	7305-162391	CRM	4 12:00:00AM	-\$50.53	77642	P-37 ALTERNATOR	10421 04200
1028 - CLEROU TIRE COMPANY, INC.		723031	INV	4 12:00:00AM	\$207.54	77643	ME-30 INDLUG,TR87,RCYC/FEE	10433 04200
1079 - CONSTAR SUPPLY		468404	INV	4 12:00:00AM	\$21.77	77644	ST-MET-MAR/APC	10433 06200
1035 - COOPER'S TRUE VALUE HOME CENTER		311863	INV	4 12:00:00AM	\$14.27	77645	T-14 BR NPL/CBL TIE	62462 04200
1035 - COOPER'S TRUE VALUE HOME CENTER		311332	INV	4 12:00:00AM	\$20.35	77645	GAR-14"/19" STRP, 3/4" ELC TP	59459 06200

CITY OF TAFT, CA
ACCOUNTS PAYABLE WARRANT REPORT
PAID INVOICE LIST

Vendor Number	Vendor Name	Invoice Number	Type	Warrant Date	Invoice Amount	Check Number	Expenditure Description	Account Number
1035	COOPERS TRUE VALUE HOME CENTER	311576	INV	4 12:00:00AM	\$29.54	77645	MS-3 STR TAPE CR WX	61461 04200
1035	COOPERS TRUE VALUE HOME CENTER	311434	INV	4 12:00:00AM	\$41.20	77645	CVC-BLCH/PLDG/SPNG/GLVS	10416 06400
1035	COOPERS TRUE VALUE HOME CENTER	312071	INV	4 12:00:00AM	\$61.26	77645	ST-NVRKKNK HOSE	10433 06200
1134	CREATIVE BUS SALES	5053708	INV	4 12:00:00AM	\$50.12	77646	T-14 EMRGNCY WNDW LTCH	62462 04200
1315	KYLE R. ROWSON	093977	INV	4 12:00:00AM	\$48.37	77647	GAR-PAINT GUN	59459 08500
1830	FASTENAL	CATAF22122	INV	4 12:00:00AM	\$16.11	77648	ST-MECH GLOVES	10433 06200
1830	FASTENAL	CATAF21923	INV	4 12:00:00AM	\$32.12	77648	ST-RPRTIDE RUSH	10433 06200
1830	FASTENAL	CATAF21924	INV	4 12:00:00AM	\$65.27	77648	ST-DSP EAR PLGS/GLVS	10433 06200
1830	FASTENAL	CATAF22121	INV	4 12:00:00AM	\$160.70	77648	ST-GLCR FREEZE	10433 06200
1898	FIRST CHOICE SERVICE	861733	INV	4 12:00:00AM	\$46.96	77649	TRN GAR.ST-COFFEE	10433 06000
1898	FIRST CHOICE SERVICE	861733	INV	4 12:00:00AM	\$46.96	77649	TRN GAR.ST-COFFEE	59459 06000
1898	FIRST CHOICE SERVICE	861733	INV	4 12:00:00AM	\$46.97	77649	TRN GAR.ST-COFFEE	62462 06000
2223	HAAKER EQUIPMENT COMPANY	C03956	INV	4 12:00:00AM	\$78.81	77650	MS-3 SHUTTLE VALVE	61461 04200
2223	HAAKER EQUIPMENT COMPANY	C03684	INV	4 12:00:00AM	\$264.71	77650	MS-3 AIRSHITL VLV,CLSD NPPL	61461 04200
2267	HELT ENGINEERING, INC.	14-193	INV	4 12:00:00AM	\$422.50	77651	ENG-GEN ENGINEERING	10432 03000
2267	HELT ENGINEERING, INC.	14-191	INV	4 12:00:00AM	\$1,634.08	77651	ST-TEA HILLARD ST PATH	10733 00020
2267	HELT ENGINEERING, INC.	14-194	INV	4 12:00:00AM	\$2,087.29	77651	ENG-PLN CHCK LLA 2014-03	10432 03000
2267	HELT ENGINEERING, INC.	14-192	INV	4 12:00:00AM	\$8,518.75	77651	ST-RAILS-TRAILS PH IV	10733 00017
2310	HERTZ EQUIPMENT RENTAL CORP	27447125-001	INV	4 12:00:00AM	\$132.32	77652	ST-RAMMER/100-199/GS USE	10433 06200
12737	KERN COUNTY ANIMAL CONTROL	052914	INV	4 12:00:00AM	\$15.00	77653	DOG LICENSE APP	78000 00229
2927	KERN TURF SUPPLY INC.	866267	INV	4 12:00:00AM	\$303.15	77654	CVC-SERIES ROTOR 4"	10416 06201
3434	MOORE & ASSOCIATES	143028	INV	4 12:00:00AM	\$1,637.82	77655	COMM-MOBILITY OUTRCH/INVLMT	81406 03000
3544	MOTOR CITY BUICK/GMC	689745	INV	4 12:00:00AM	\$27.52	77656	T-21 GASKET	62462 04200

11:19 am
Thursday, 5 June, 2014

CITY OF TAFT, CA
ACCOUNTS PAYABLE WARRANT REPORT
PAID INVOICE LIST

Vendor Number	Vendor Name	Invoice Number	Type	Warrant Date	Invoice Amount	Check Number	Expenditure Description	Account Number
3544 - MOTOR CITY BUICK	GMC	689746	INV	4 12:00:00AM	\$60.44	77656	T-21 ANTENNA	62462 04200
4436 - DAVID A. GILL		025717	INV	4 12:00:00AM	\$75.00	77657	C-2 TWD FRM AIRPORT-CITY YRD	10416 04200
12736 - QUINONEZ, JOSE		052714	INV	4 12:00:00AM	\$71.84	77658	SWR- REFUND SEWER DEPOSIT CHARGE	60000 00209
4819 - RICOH USA, INC.		92480140	INV	4 12:00:00AM	\$670.80	77659	PD- CONTRACT BILLING	10421 04100
5142 - SPARKLETT'S & SIERRA SPRINGS		052114	INV	4 12:00:00AM	\$53.12	77660	CVC-BOTTLE WATER/RENTAL	10416 05000
					\$808,939.89			



City of Taft Agenda Report

DATE: JUNE 17, 2014

TO: MAYOR LINDER AND COUNCIL MEMBERS

AGENDA MATTER:

LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT NO. 1

SUMMARY STATEMENT:

The funds from Maintenance District No. 1 are collected by the Kern County Assessor’s Office and disbursed to the City as a special assessment. These assessments, when collected, will go to their respective funds to pay for the maintenance and operation of the landscaping, walls, lighting and drainage of the Maintenance District.

It is necessary to complete an Engineer’s Report annually to evaluate the annual assessment on the lots within the Maintenance District and to add new lots to the Maintenance district if needed. The City Engineer has prepared an Engineer’s Report for Landscape Maintenance District No. 1, in accordance with Section 22623 of the Streets and Highway Code. The Engineer’s Report is available for review. No new lots were added to the District.

Staff has prepared the attached resolution for Council to receive the Engineer’s Report and to set the Public Hearing for July 1, 2014 at 6:00 p.m. for Council consideration of any improvements and fees for Landscape Maintenance District No. 1. The resolution also directs the City Clerk to publish the resolution at least 10 days prior to the public hearing.

RECOMMENDED ACTION:

- Motion to 1) receive 2014-2015 Engineer’s Report for Landscape Maintenance District No. 1; and
- 2) adopt a resolution titled **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT DECLARING ITS INTENTION TO REVIEW THE IMPROVEMENTS AND FEES FOR LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT NO. 1 AND SET THE PUBLIC HEARING FOR JULY 1, 2014.**

FUNDING SOURCE: Revenue for Landscape Dist.

ATTACHMENT (Y/N): Resolution & Engineer’s Report

PREPARED BY: *Teresa Binkley, Finance Director*

REVIEWED BY:

CITY CLERK	FINANCE DIRECTOR	CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT DECLARING ITS INTENTION TO REVIEW THE IMPROVEMENTS AND FEES FOR LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT NO. 1 AND SET THE PUBLIC HEARING FOR JULY 1, 2014.

WHEREAS, the City of Taft is a municipal corporation duly created and existing pursuant to the Constitution and laws of the State of California; and

WHEREAS, the City approved Landscape and Lighting Maintenance District No.1 on June 15, 1993 in accordance with the Landscape and Lighting Act of 1972 as found in the California Streets and Highways Code Section 22500 et seq. (the Act); and

WHEREAS, the Landscaping and Lighting Act of 1972 requires the annual assessment of existing Districts; and

WHEREAS, the maintenance district has been formed pursuant to the Landscaping and Lighting Act of 1972, and have been brought into compliance with Proposition 218; and

WHEREAS, the City Engineer has filed the Engineer’s Report with the City Clerk.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Taft, does hereby find, resolve, determine and order as follows:

- Section 1. The Engineer’s Report is received.
- Section 2. A public hearing is to be held at 6:00 p.m., Tuesday, July 1, 2014.
- Section 3. The City Clerk shall give notice by causing this resolution of intention to be published pursuant to Sections 22552 and 22553 of the California Streets and Highways Code.

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2014.

Paul Linder, Mayor

ATTEST:

Alina Megerdom, City Clerk

STATE OF CALIFORNIA }
COUNTY OF KERN } SS
CITY OF TAFT }

I, Alina Megerdom, City Clerk of the City of Taft, California, do hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting thereof held on the _____ day of _____, 2014, by the following vote:

AYES: COUNCIL MEMBER:
NOES: COUNCIL MEMBER:
ABSENT: COUNCIL MEMBER:
ABSTAIN: COUNCIL MEMBER:

Alina Megerdom, City Clerk

**ENGINEER'S REPORT AND ASSESSMENT
CITY OF TAFT
LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT NO. 1**

Fiscal Year 2014-2015

**TRACT 5574
TRACT 5956 UNIT I
TRACT 5956 UNIT II
TRACT 5956 UNIT III
TRACT 6114
TRACT 6501**



PREPARED BY:

**HELT ENGINEERING, INC.
2930 UNION AVENUE
BAKERSFIELD, CA. 93305
(661) 323-6045**

**DATE:
JUNE 2014**

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**CITY OF TAFT
ENGINEER'S REPORT**

LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT NO. 1

(Pursuant to the Landscaping and Lighting Act of 1972)

The undersigned respectfully submits the enclosed report as directed by the City Council.

Dated: _____ 2014

By: _____
Gerald F. Helt, PE - Engineer of Work

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment and Assessment Diagram thereto attached was filed with me on the ____ day of _____, 2014.

City Clerk of the City of Taft
Kern County, California

By: _____
Alina Megerdom

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Taft, California, on the ____ day of _____, 2014.

City Clerk of the City of Taft
Kern County, California

By: _____
Alina Megerdom

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Kern, State of California, on the ____ day of _____, 2014.

City Clerk of the City of Taft
Kern County, California

By: _____
Alina Megerdom

ENGINEER OF WORK STATEMENT

CITY OF TAFT LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT No. 1

I, Gerald F. Helt, Engineer of Work for Landscape and Lighting Maintenance District No. 1 (District), City of Taft, Kern County, California, make this report as directed by the City Council, pursuant to Section 22585 of the Streets and Highways Code (Landscaping and Lighting Act of 1972).

The City of Taft annually levies and collects special assessments in order to maintain the improvements which are subject to this report and are briefly described as follows:

1. The maintenance, repair, replacement and operating expenses associated with all street lights within the boundaries of the District as shown on the Street Improvement Plans for Tract 5574, Tract 5956 Unit I, Tract 5956 Unit II, Tract 5956 Unit III, Tract 6114 and Tract 6501.
2. The servicing, operation, maintenance, repair and replacement of the designated landscaping, including park landscaping, sound walls and appurtenant facilities within the Boundaries of the District.
3. The Engineer's Report for Landscape and Lighting Maintenance District No. 1 includes landscaped areas as given in maps that are on file at City Hall with the City Clerk of the City of Taft and is made a part of this report by reference (as Exhibit "E")

The Engineer's Report describes the District, any changes to the District, and the proposed assessments for Fiscal Year 2014/15. The District budget identifies the estimated expenditures, deficits, surpluses, revenues and fund balances used to review the annual assessment for parcels within the District. The word "parcel" for the purposes of this Engineer's Report refers to an individual property assigned its own Assessor's Parcel Number (APN) by the Kern County Assessor's Office. The Kern County Auditor/Controller uses APNs and specific fund numbers to identify properties assessed for the landscape maintenance district on the tax roll.

The City Council will review the Engineer's Report and may order amendments to the Engineer's Report or confirm it as submitted. Following final approval of the Engineer's Report and confirmation of the assessments, the City Council will order the levy and collection of assessments for Fiscal Year 2014/15 as outlined in the Engineer's Report. The assessment information will be submitted to the County Auditor/Controller and included on the property tax roll for each parcel in Fiscal Year 2014/15.

This report consists of six parts as follows:

EXHIBIT "A"

Plans and specifications for the improvements are filed with the City Clerk. Although separately bound, the plans and specifications are part of this report and are included in entirety by reference.

EXHIBIT "B"

An estimate of the cost of improvements.

EXHIBIT "C"

An assessment of the estimated cost of the improvements on each benefited parcel of land within the District. Being a list showing the Tract Number, Lot number, Landscape and Lighting District Assessment Number, Assessor's Parcel Number, names and addresses of the owners of real property within this assessment district, as shown on the last equalized assessment roll for taxes, as per records on file at the Kern County Assessors Office as of March 2013, or as known to the Clerk, and the Assessment for each parcel for the 2014/15 Tax year. This listing is keyed to the lots by assessment number as shown in "EXHIBIT E".

EXHIBIT "D"

A statement of the method by which the undersigned has determined the amount proposed to be assessed to each parcel of land within the District.

EXHIBIT "E"

Tract diagrams showing all of the parcels of real property within the assessment district. The diagram is keyed to Exhibit "C" by assessment number.

EXHIBIT "F"

A statement of findings with respect to the continuation of assessments for this Landscaping and Lighting Maintenance District No. 1, in compliance with Proposition 218 of the State of California, that went into effect July 1, 1997.

EXHIBIT "A"

DESCRIPTION OF IMPROVEMENTS

(Pursuant to the Landscaping and Lighting Act of 1972)

Tract 5574 (Lots 1 through 28)

Tract 5956 Unit I (Lots 1 through 14)

Tract 5956 Unit II (Lots 1 through 14)

Tract 5956 Unit III (Lots 1 through 20)

Tract 6114 (Lots 1-7)

Tract 6501 (Lots 1 – 13)

Plans and specifications for the improvements have been filed separately with the Clerk of the legislative body and are incorporated in this report by reference.

EXHIBIT "C"

ASSESSMENT ROLL FUND 20556

Tract #	Phase	Lot No.	ATN	Address	Assessment
5574		1	032-621-01-00-3	619 GRAYDON AVE	\$ 86.00
5574		2	032-621-02-00-6	615 GRAYDON AVE	\$ 86.00
5574		3	032-621-03-00-9	611 GRAYDON AVE	\$ 86.00
5574		4	032-621-04-00-2	607 GRAYDON AVE	\$ 86.00
5574		5	032-621-05-00-5	603 GRAYDON AVE	\$ 86.00
5574		6	032-622-01-00-0	620 GRAYDON AVE	\$ 86.00
5574		7	032-622-02-00-3	616 GRAYDON AVE	\$ 86.00
5574		8	032-622-03-00-6	612 GRAYDON AVE	\$ 86.00
5574		9	032-622-04-00-9	608 GRAYDON AVE	\$ 86.00
5574		10	032-622-05-00-2	604 GRAYDON AVE	\$ 86.00
5574		11	032-622-06-00-5	619 WESTOVER	\$ 86.00
5574		12	032-622-07-00-8	615 WESTOVER	\$ 86.00
5574		13	032-622-08-00-1	611 WESTOVER	\$ 86.00
5574		14	032-622-09-00-4	607 WESTOVER	\$ 86.00
5574		15	032-622-10-00-6	603 WESTOVER	\$ 86.00
5574		16	032-623-01-00-7	620 WESTOVER	\$ 86.00
5574		17	032-623-02-00-0	616 WESTOVER	\$ 86.00
5574		18	032-623-03-00-3	612 WESTOVER	\$ 86.00
5574		19	032-623-04-00-6	608 WESTOVER	\$ 86.00
5574		20	032-623-05-00-9	604 WESTOVER	\$ 86.00
5574		21	032-623-06-00-2	600 WESTOVER	\$ 86.00
5574		22	032-623-07-00-5	700 MALLORY CT.	\$ 86.00
5574		23	032-623-08-00-8	704 MALLORY CT.	\$ 86.00
5574		24	032-623-09-00-1	708 MALLORY CT.	\$ 86.00
5574		25	032-623-10-00-3	712 MALLORY CT.	\$ 86.00
5574		26	032-623-11-00-6	716 MALLORY CT.	\$ 86.00
5574		27	032-624-01-00-4	720 MALLORY CT.	\$ 86.00
5574		28	032-624-03-00-0	724 MALLORY CT.	\$ 86.00
5956	PH1	1	032-631-01-00-6	108 BRANDON AVE.	\$ 86.00
5956	PH1	2	032-631-02-00-9	106 BRANDON AVE.	\$ 86.00
5956	PH1	3	032-631-03-00-2	104 BRANDON AVE.	\$ 86.00
5956	PH1	4	032-631-04-00-5	102 BRANDON AVE.	\$ 86.00
5956	PH1	5	032-631-05-00-8	100 BRANDON AVE.	\$ 86.00
5956	PH1	6	032-632-01-00-3	728 MALLORY CT.	\$ 86.00
5956	PH1	7	032-632-02-00-6	806 MALLORY CT.	\$ 86.00
5956	PH1	8	032-632-03-00-9	800 MALLORY CT.	\$ 86.00
5956	PH1	9	032-632-04-00-2	810 MALLORY CT.	\$ 86.00
5956	PH1	10	032-633-01-00-0	101 BRANDON AVE.	\$ 86.00
5956	PH1	11	032-633-02-00-3	103 BRANDON AVE.	\$ 86.00
5956	PH1	12	032-633-03-00-6	100 BRANDON AVE.	\$ 86.00
5956	PH1	13	032-633-04-00-9	107 BRANDON AVE.	\$ 86.00
5956	PH1	14	032-633-05-00-2	109 BRANDON AVE.	\$ 86.00
5956	PH2	1	032-641-01-00-9	108 LEE ST.	\$ 86.00
5956	PH2	2	032-641-02-00-2	106 LEE ST.	\$ 86.00
5956	PH2	3	032-641-03-00-5	104 LEE ST.	\$ 86.00
5956	PH2	4	032-641-04-00-8	102 LEE ST.	\$ 86.00
5956	PH2	5	032-641-05-00-1	100 LEE ST.	\$ 86.00
5956	PH2	6	032-642-01-00-6	812 MALLORY CT.	\$ 86.00
5956	PH2	7	032-642-02-00-9	814 MALLORY CT.	\$ 86.00
5956	PH2	8	032-642-03-00-2	816 MALLORY CT.	\$ 86.00
5956	PH2	9	032-642-04-00-5	818 MALLORY CT.	\$ 86.00
5956	PH2	10	032-643-01-00-3	101 LEE ST.	\$ 86.00
5956	PH2	11	032-643-02-00-6	103 LEE ST.	\$ 86.00
5956	PH2	12	032-643-03-00-9	105 LEE ST.	\$ 86.00
5956	PH2	13	032-643-04-00-2	107 LEE ST.	\$ 86.00
5956	PH2	14	032-643-05-00-5	109 LEE ST.	\$ 86.00

Tract #	Phase	Lot No.	ATN	Address		Assessment
5956	PH3	1	032-651-01-00-2	108	JAMES AVE.	\$ 86.00
5956	PH3	2	032-651-02-00-5	106	JAMES AVE.	\$ 86.00
5956	PH3	3	032-651-03-00-8	104	JAMES AVE.	\$ 86.00
5956	PH3	4	032-651-04-00-1	102	JAMES AVE.	\$ 86.00
5956	PH3	5	032-651-05-00-4	100	JAMES AVE.	\$ 86.00
5956	PH3	6	032-652-01-00-9	820	MALLORY CT.	\$ 86.00
5956	PH3	7	032-652-02-00-2	822	MALLORY CT.	\$ 86.00
5956	PH3	8	032-652-03-00-5	824	MALLORY CT.	\$ 86.00
5956	PH3	9	032-652-04-00-8	826	MALLORY CT.	\$ 86.00
5956	PH3	10	032-653-06-00-1	101	JAMES AVE.	\$ 86.00
5956	PH3	11	032-653-07-00-4	103	JAMES AVE.	\$ 86.00
5956	PH3	12	032-653-03-00-2	105	JAMES AVE.	\$ 86.00
5956	PH3	13	032-653-04-00-5	107	JAMES AVE.	\$ 86.00
5956	PH3	14	032-653-05-00-8	109	JAMES AVE.	\$ 86.00
5956	PH3	15	032-654-07-00-1	111	TERRACE DR.	\$ 86.00
5956	PH3	16	032-654-08-00-4	109	TERRACE DR.	\$ 86.00
5956	PH3	17	032-654-09-00-7	107	TERRACE DR.	\$ 86.00
5956	PH3	18	032-654-00-00-9	105	TERRACE DR.	\$ 86.00
5956	PH3	19	032-654-11-00-2	103	TERRACE DR.	\$ 86.00
5956	PH3	20	032-654-06-00-8	101	TERRACE DR.	\$ 86.00
6114		1	032-661-01-00-5	106	SAGE ST.	\$ 86.00
6114		2	032-661-02-00-8	104	SAGE ST.	\$ 86.00
6114		3	032-661-03-00-1	102	SAGE ST.	\$ 86.00
6114		4	032-661-04-00-4	100	SAGE ST.	\$ 86.00
6114		5	032-662-01-00-2	101	SAGE ST.	\$ 86.00
6114		6	032-662-02-00-5	103	SAGE ST.	\$ 86.00
6114		7	032-662-03-00-8	105	SAGE ST.	\$ 86.00
6501		1	032-681-01-00-1		AMBER ST.	\$ 86.00
6501		2	032-681-02-00-4		AMBER ST.	\$ 86.00
6501		3	032-681-03-00-7		AMBER ST.	\$ 86.00
6501		4	032-681-04-00-0		AMBER ST.	\$ 86.00
6501		5	032-681-05-00-3	305	AMBER ST.	\$ 86.00
6501		6	032-681-06-00-6	303	AMBER ST.	\$ 86.00
6501		7	032-681-07-00-9		AMBER ST.	\$ 86.00
6501		8	032-682-01-00-8		AMBER ST.	\$ 86.00
6501		9	032-682-02-00-1	302	AMBER ST.	\$ 86.00
6501		10	032-682-03-00-4		AMBER ST.	\$ 86.00
6501		11	032-682-04-00-7	306	AMBER ST.	\$ 86.00
6501		12	032-682-05-00-0		AMBER ST.	\$ 86.00
6501		13	032-682-06-00-3		AMBER ST.	\$ 86.00

EXHIBIT "D"

The formula used to calculate the amount spread to all parcels within the District for landscaping employs the basis assessment unit (AU). The AU is given a value of one (1) for a single family detached residential parcel with public streets and public street lights.

From this base the remaining parcels are related according to their equivalent benefit within the District. The assessment formula is shown on Exhibit "B".

EXHIBIT "E"

TRACT DIAGRAMS

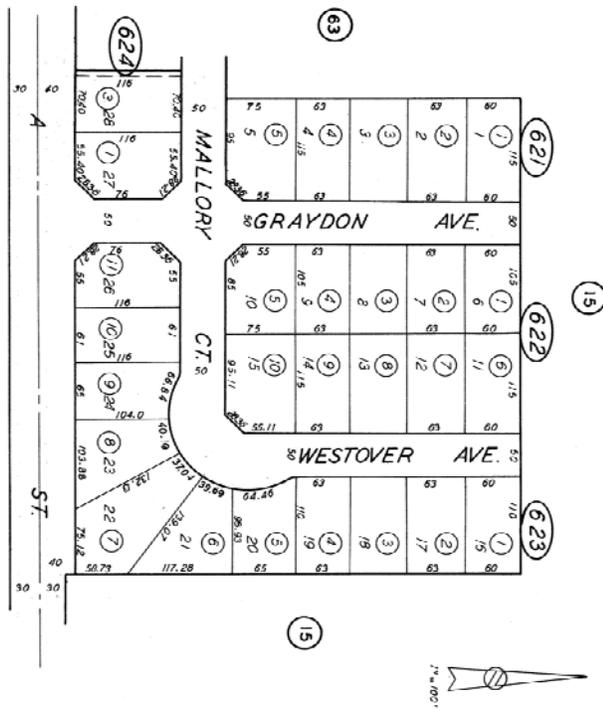
TRACT 5574-1

32-62

TRACT 5574-1
PTN. SW 1/4 SEC. 14 T32.S. R23E.

SCHOOL DIST. 4-1

32-62



Note: This map is for assessment purposes only. It is not to be construed as partitioning land, subdivision, or otherwise of land.

ASSESSORS MAP NO. 32-62...

Revised: Feb. 7, 2001
Filed: Sept. 23, 1992

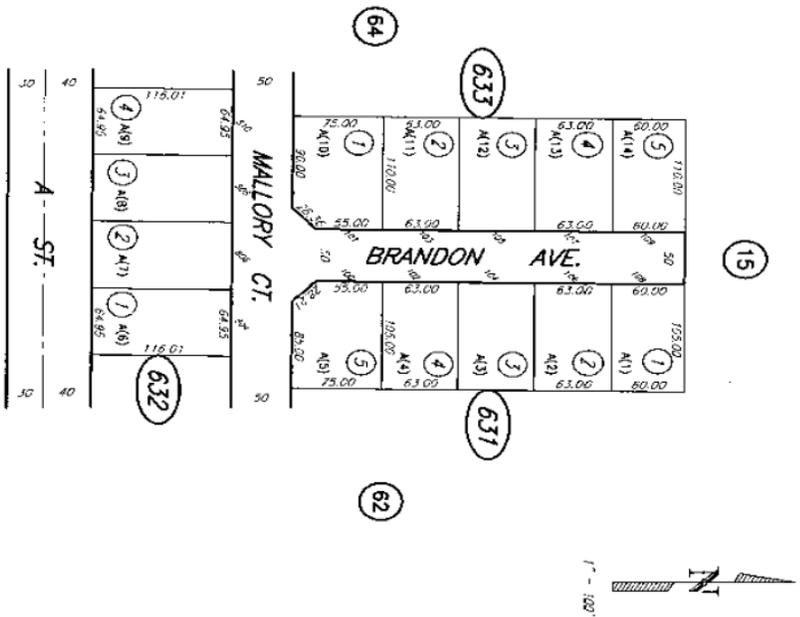
TRACT 5956 UNIT 1

032-63

TRACT 5956 UNIT 1
PTN. SW1/4 SEC. 14 T.32S. R.23E.

032-63

LEGEND
REVISED
APR 18, 2002
JURISDICTION
CITY OF TAFT
SUBD. KEY
SEE SHEET
A. TR. 5956 UN. 1
(OF RES. MAP ONE
IN PAGES 1-12)
DISCLAIMER
THIS MAP IS FOR
INFORMATIONAL
PURPOSES ONLY AND
SHOULD NOT BE
CONSIDERED AS
CONVEYING
ANY RIGHTS OR
INTERESTS IN
LAND OR
PROPERTY OF
THE CITY OF TAFT
OR ANY OF ITS
DEPARTMENTS
OR AGENCIES.



ASSESSORS MAP NO. 032-63
COUNTY OF KERN

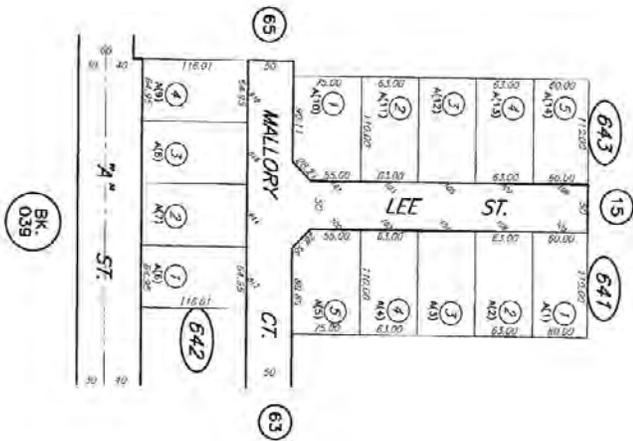
TRACT 5956 UNIT 2

032-64

TRACT 5956 UN.2
PTN. SW1/4 SEC.14 T.32S. R.23E.

032-64

LEGEND
REVISED February 20, 2002
JURISDICTION City of Taft
SUBD. KEY REF. SUBD. A. IN 5956 UN. 2 (VLT DISSECTION) BY MAPKERN2002
DISCLAIMER This map is for informational purposes only. It is not to be used for legal or financial purposes. The City of Taft is not responsible for any errors or omissions on this map. The City of Taft is not a professional surveyor or engineer.



ASSESSORS MAP NO. 032-64
COUNTY OF KERN

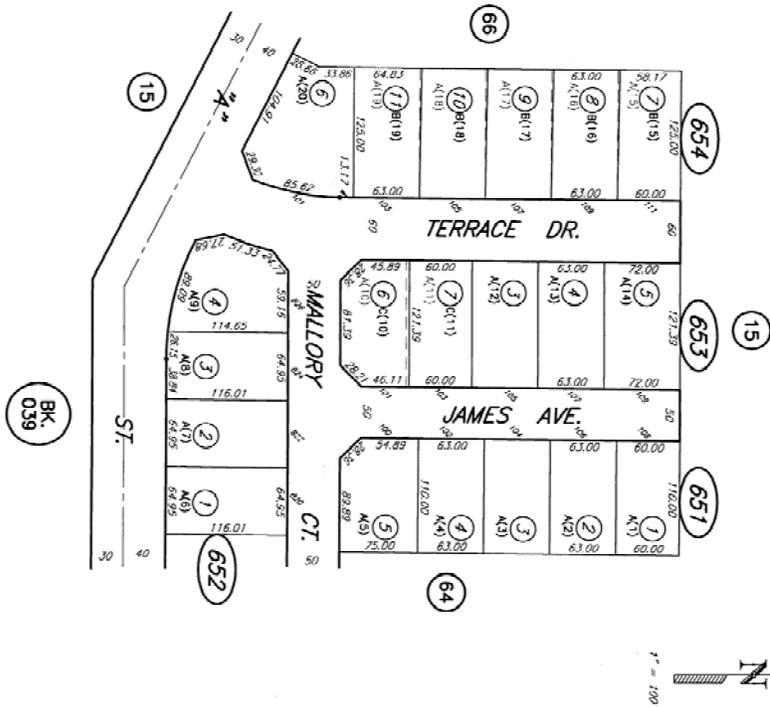
TRACT 5956 UNIT 3

032-65

TRACT 5956 UN.3
PTN. SW1/4 SEC.14 T.32S. R.23E.

032-65

LEGEND
REVISED AUG 12 2005
JURISDICTION CITY OF TAFT
SUBD. KEY REF. SUBD. A. TR 5956 UN 3 B. LLA 2002-4 C. LLA 2002-5
(LOT DESIGNATIONS IN PARENT(S))
DISCLAIMER This map is for informational purposes only and does not constitute an offering of securities or any other financial product. It is not intended to be used for purposes of zoning or subdivision law.



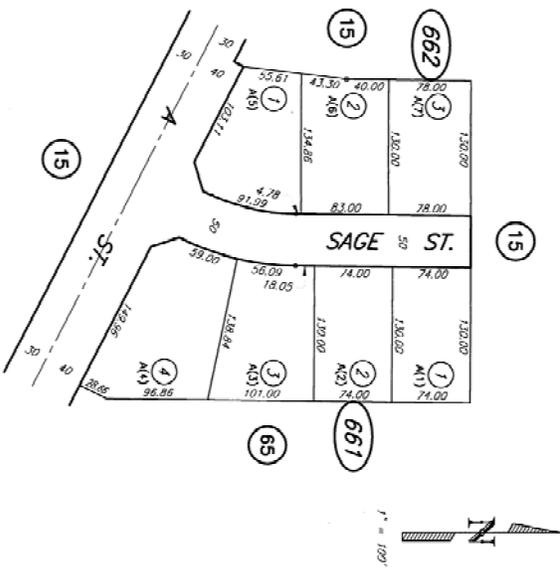
ASSESSORS MAP NO. 032-65
COUNTY OF KERN

TRACT 6114

032-66

TRACT 6114
PTN. SW1/4 SEC. 14 T.32S. R.23E.

032-66



LEGEND		SUBD. KEY		DISCLAIMER	
DRAWN	July 17, 2005	HEIL 303D A. TR 6114		This map is not a warranty, representation, or guarantee of any kind, and the assessor's office is not responsible for any errors or omissions in this map or for any consequences arising therefrom.	
JURISDICTION		CITY OF TAFT		(LOT DESIGNATIONS IN PARENTHESES)	

ASSESSORS MAP NO. 032-66
COUNTY OF KERN

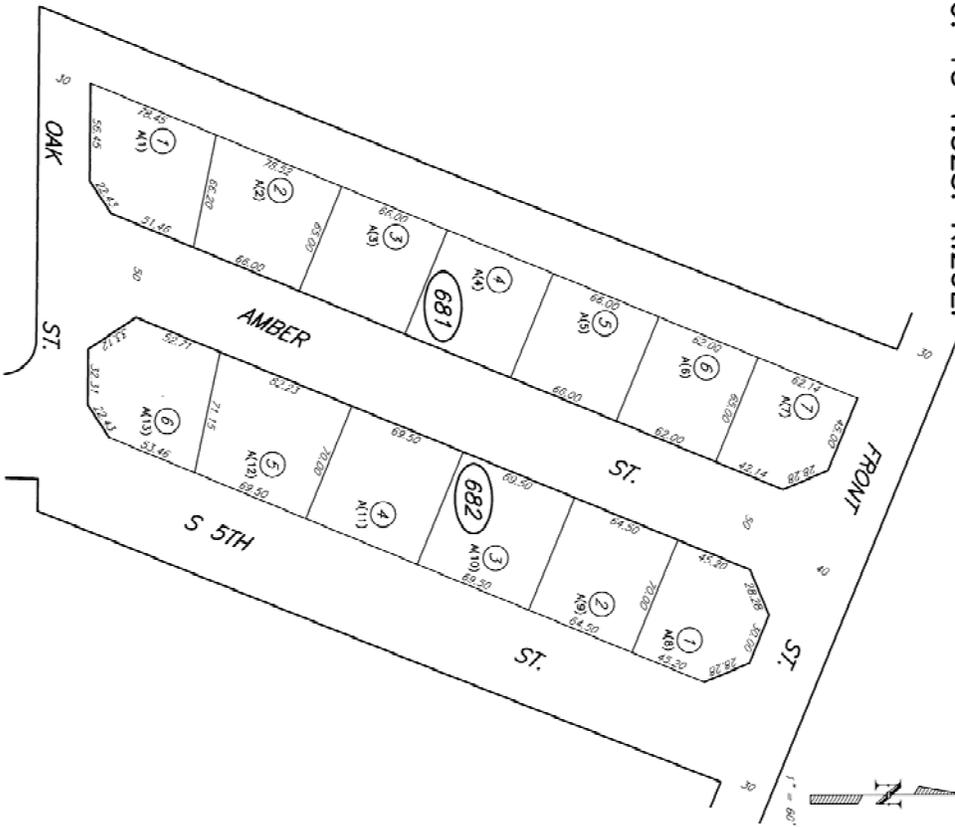
TRACT 6501

032-68

TRACT 6501
SW1/4 SEC. 13 T.32S. R.23E.

032-68

LEGEND
DRAWN Mar. 07 25, 2008
JURISDICTION CITY OF TAFT & VICINITY
SUBD. KEY REF. SHEET A. IR 6601 (LOT DESIGNATIONS & PARCELS)
DISCLAIMER This map is for informational purposes only. It is not to be used as a basis for any legal action without the aid of a licensed surveyor & a licensed subdivision law expert.



ASSESSORS MAP NO. 032-68
COUNTY OF KERN

EXHIBIT "F"

**STATEMENT OF FINDINGS
WITH RESPECT TO PROPOSITION 218
(Effective July 1, 1997)**

CITY OF TAFT

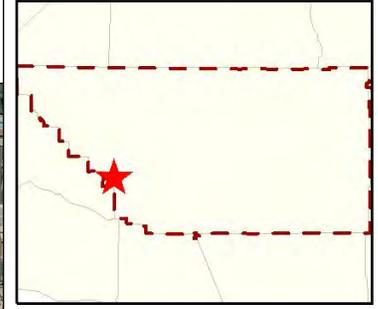
LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT No. 1

- I. All properties comprising Landscape and Lighting Maintenance District No. 1 were entered into the District by the Developer's of those Tracts as per the "Conditions of Approval" for recordation of those Tracts, and per the Landscape and Lighting Act of 1972.
- II. Tract 5574 was included in and established the Landscape and Lighting Maintenance District No. 1 on June 15, 1993.
- III. Tract 5956 Unit I was included in the Landscape and Lighting Maintenance District No. 1 on July 3, 2001.
- IV. Tract 5956 Unit II was included in the Landscape and Lighting Maintenance District No. 1 on July 16, 2003.
- V. Tract 5956 Unit III was included in the Landscape and Lighting Maintenance District No. 1 on June 17, 2003.
- VI. Tract 6114 was included in the Landscape and Lighting Maintenance District No. 1 on January 5, 2005.
- VII. Tract 6501 was included in the Landscape and Lighting Maintenance District No. 1 on June 8, 2005.

ATTACHMENTS
TRACTS LOCATION MAPS



TRACT 5574



Legend

Roads

- Arterial
- Collector
- Highway
- Local
- Ramp
- Unpaved

- County of Kern
- Assessment Parcels
- Sections

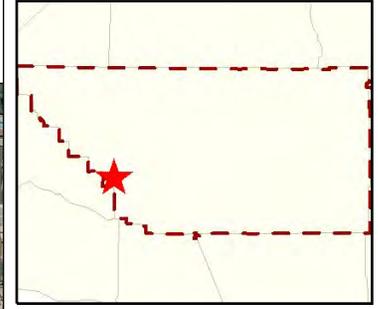
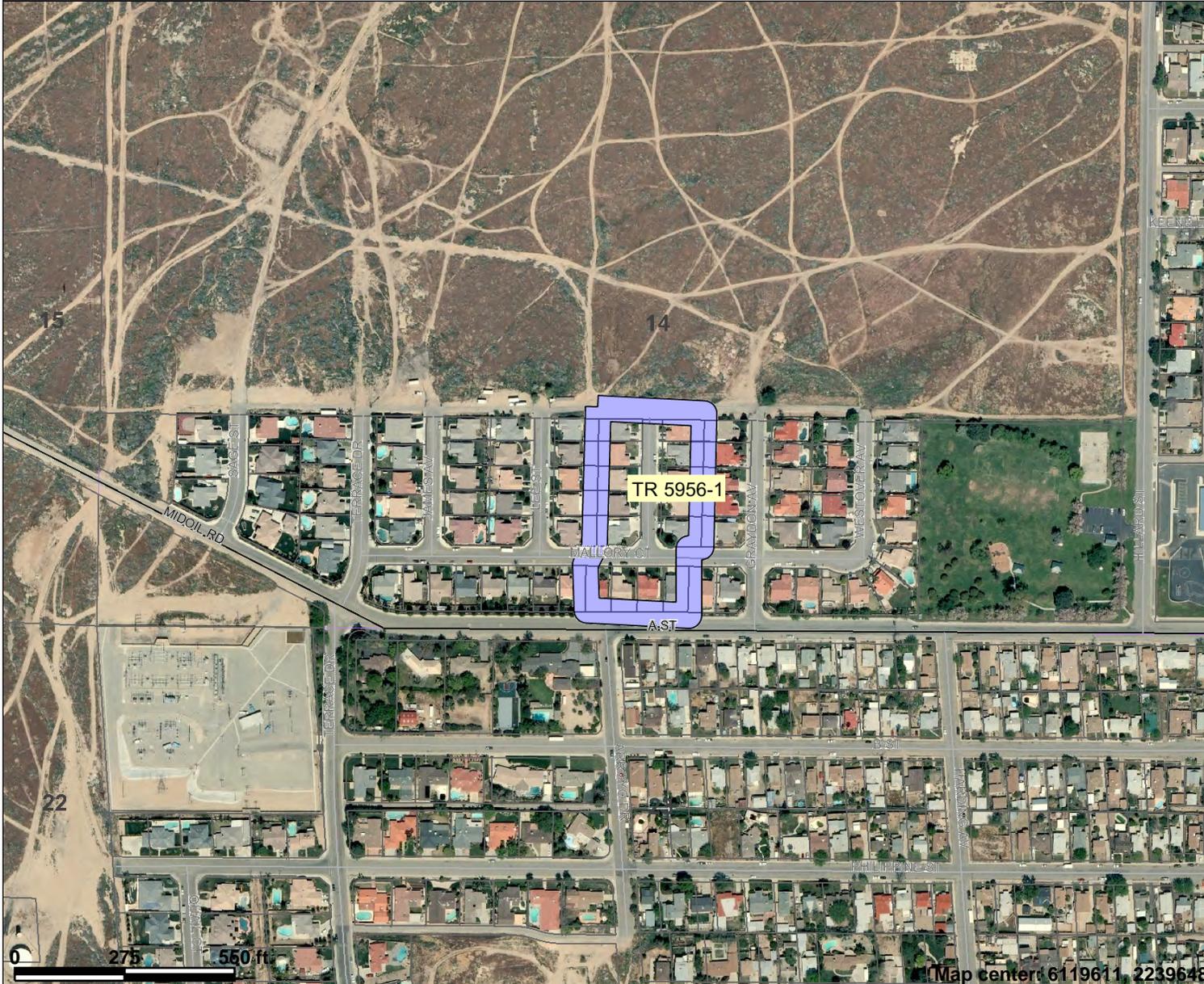


Scale: 1:4,629

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TRACT 5956-1 SITE PLAN



Legend

Roads

- Arterial
- Collector
- Highway
- Local
- Ramp
- Unpaved

- County of Kern
- Assessment Parcels
- Sections

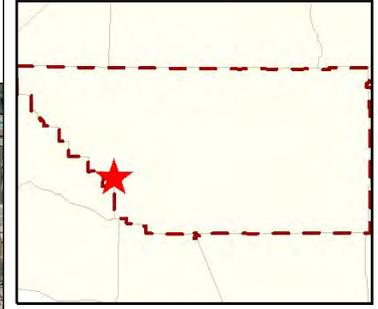


Scale: 1:4,629

Map center: 6119611, 2239648

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TRACT 5956-2 SITE PLAN



Legend

Roads

- Arterial
- Collector
- Highway
- Local
- Ramp
- Unpaved

County of Kern

Assessment Parcels

Sections

N

Scale: 1:4,629

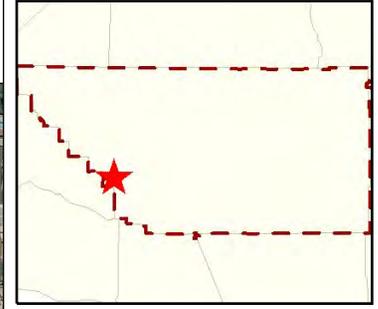


Map center: 6119611, 2239648

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TRACT 5956-3 SITE PLAN



Legend

- Roads**
- Arterial
- Collector
- Highway
- Local
- Ramp
- Unpaved
- County of Kern
- Assessment Parcels
- Sections

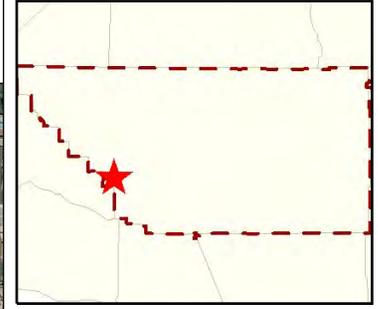
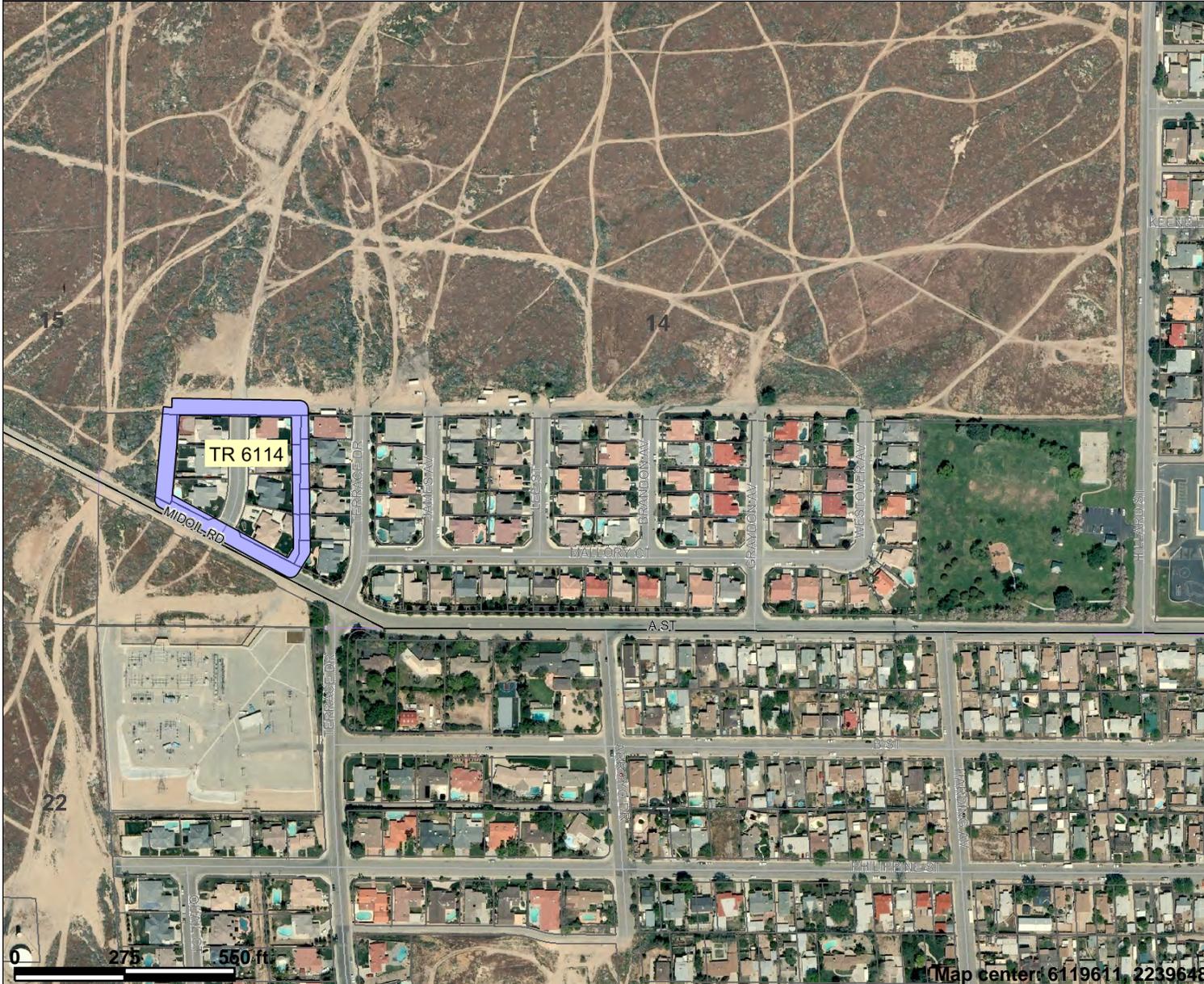


Map center: 6119611, 2239648

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TRACT 6114 SITE MAP



Legend

Roads

- Arterial
- Collector
- Highway
- Local
- Ramp
- Unpaved

County of Kern

Assessment Parcels

Sections

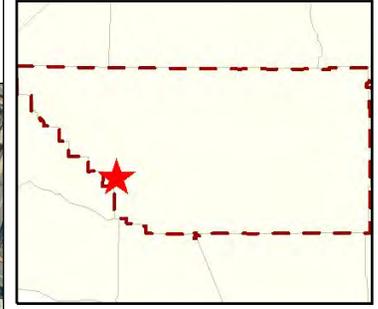
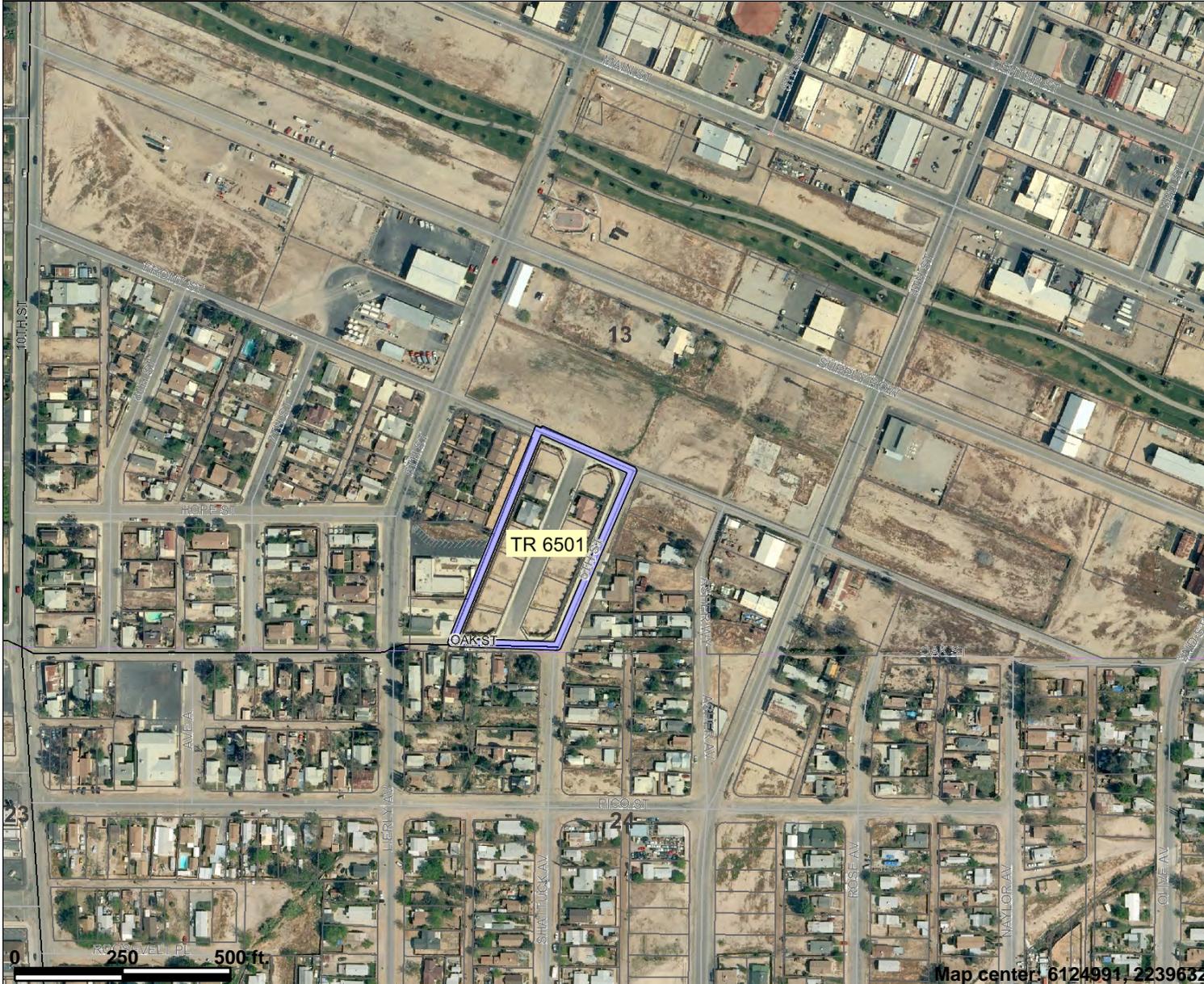
N

Scale: 1:4,629

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TRACT 6501

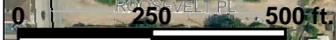


Legend

Roads

- Arterial
- Collector
- Highway
- Local
- Ramp
- Unpaved

- County of Kern
- Assessment Parcels
- Sections



Scale: 1:4,290

Map center: 6124991, 2239632

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City of Taft Agenda Report

DATE: JUNE 17, 2014

TO: MAYOR LINDER AND COUNCIL MEMBERS

AGENDA MATTER:

RESOLUTION ADOPTING A PRELIMINARY BUDGET BASED ON THE 2013-2014 LEVEL OF APPROPRIATIONS

SUMMARY STATEMENT:

The current fiscal year ends on June 30, 2014. Staff and the Finance Committee are in the process of preparing a proposed budget for Fiscal Year 2014-2015 for presentation to the City Council.

In order for the City to continue daily operations after June 30, 2014, it is necessary for Council to adopt a resolution which appropriates funds for continued operations at the currently approved level. This resolution, if adopted, will remain in effect until superseded by adoption of a Fiscal Year 2014-2015 budget.

RECOMMENDED ACTION:

Motion to adopt resolution entitled **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT ADOPTING A PRELIMINARY BUDGET BASED ON THE 2014-2015 LEVEL OF APPROPRIATIONS.**

IMPACT ON BUDGET (Y/N): Yes

ATTACHMENT (Y/N): Yes, Resolution

PREPARED BY: *Teresa Binkley, Finance Director*

REVIEWED BY:

CITY CLERK	FINANCE DIRECTOR	CITY MANAGER

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT ADOPTING A
PRELIMINARY BUDGET BASED ON THE 2013-2014 REVISED LEVEL OF
APPROPRIATIONS**

WHEREAS, the City Council of the City of Taft recognizes the need for insuring the continued sound financial condition of the City of Taft; and

WHEREAS, City staff and the Finance Committee will be presenting a budget for Council adoption in the near future; and

WHEREAS, in order to insure the financial condition of the City, a budget for fiscal year 2014-2015 should be established prior to July 1, 2014.

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

1. The operating budget, exclusive of capital projects and capital equipment, for the fiscal year 2014-2015 is hereby established at the revised appropriation level for fiscal year 2013-2014; and
2. Upon completion of an orderly budget process for fiscal year 2014-2015, the new budget adopted by the City Council shall become the controlling document for such fiscal year.
3. Any payments placed in abeyance in FY 13/14 shall be paid out.

PASSED, APPROVED AND ADOPTED on this ____ day of _____ 2014.

Paul Linder, Mayor

ATTEST:

Alina Megerdom
City Clerk

STATE OF CALIFORNIA }
COUNTY OF KERN }SS
CITY OF TAFT }

I, Alina Megerdom, City Clerk of the City of Taft, do hereby certify that the foregoing Resolution was duly and regularly adopted by the City Council of the City of Taft at a regular meeting thereof held on the ____ day of _____, 2014, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

Alina Megerdom
City Clerk



City of Taft Agenda Report

DATE: June 17, 2014

TO: Honorable Mayor and Council Members

AGENDA ITEM:

ADOPTION OF THE CITY OF TAFT TITLE VI PROGRAM FOR TAFT AREA TRANSIT

SUMMARY STATEMENT:

The FTA (Federal Transit Administration) issued revised guidance to federal aid recipients in the form of a new circular on October 1, 2012. The circular guides transit agencies and other aid recipients on how to comply with Title VI of the Civil Rights Act of 1964, which ensures that public services, including transportation, are provided in a nondiscriminatory manner.

In order to ensure compliance with FTA Title VI requirements and guidelines, the California Department of Transportation (Caltrans) required all recipients and subrecipients of federal transportation funding (of which the City of Taft is a subrecipient) to develop and submit updated and/or new Title VI programs. Caltrans established a submittal deadline for new Title VI Programs of June 30, 2014. The City Council approved a contract with Moore & Associates, Inc. on May 6, 2014 to develop and submit the required Title VI Program.

The Title VI Program included the development of the following elements:

- Title VI Notice to the Public (including onboard vehicles, website, etc.).
- Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint).
- Title VI Complaint Form (English/Spanish).
- List of transit-related Title VI investigations, complaints, and legal actions.
- Public Participation Plan:
 - Including information about outreach methods intended to engage minority and limited-English proficient populations (LEP), and
 - A summary of outreach efforts made within the prior three years.
- Language Assistance Plan for providing language assistance to persons of limited-English proficiency (LEP) based on Title VI guidance.
- Discussion on non-elected committees and councils.
- Title IV equity analysis for transportation-related facilities, (e.g., maintenance facility, operation center).

Further, the program establishes performance standards and monitoring protocols for the Taft Area Transit program, and provides guidance in the event the City modifies existing services and/or begins the planning of new transit facilities.

It is recommended the City pass a resolution adopting the Title VI Program as developed, with the understanding that Caltrans has not completed its initial review and may have minor (i.e., non-substantive) revisions to the Program in upcoming weeks.

The City may elect to not pass the resolution; however this alternative would cause Taft Area Transit to be out of compliance with federal regulations and may lead to loss of federal funding.

RECOMMENDATION:

Motion to adopt resolution entitled **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT OF KERN COUNTY AUTHORIZING THE TITLE VI PROGRAM FOR THE TAFT AREA TRANSIT SYSTEM.**

IMPACT ON BUDGET (Y/N): NO

ATTACHMENT (Y/N): YES (Resolution and City of Taft Title VI Program)

PREPARED BY: *Teresa Binkley, Finance Director*

REVIEWED BY:

CITY CLERK	FINANCE DIRECTOR	CITY MANAGER
-------------------	-------------------------	---------------------

RESOLUTION _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT OF KERN COUNTY AUTHORIZING THE TITLE VI PROGRAM FOR THE TAFT AREA TRANSIT SYSTEM

WHEREAS, the City of Taft desires to comply with the Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation’s FTA Circular 4702.1B, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients.”

WHEREAS, the City Council wishes to authorize approval of the Title VI Program developed by Moore & Associates, Inc. for the City of Taft and the Taft Area Transit System to comply with necessary provisions of the Civil Rights Act.

WHEREAS, the Title VI Program establishes the role of Title VI Program Administrator to be fulfilled by the City of Taft Transit Coordinator, or other designee as determined by the City Council.

WHEREAS, the California Department of Transportation (Caltrans) has established a formal submittal deadline of June 30, 2014, and is currently completing review of the Program.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Taft, as follows:

1. The City of Taft Transit Coordinator is authorized to implement components of the Title VI Program in order to meet federal requirements.
2. The City of Taft Transit Coordinator is authorized to implement policies that may be necessary to comply with subsequent revisions or interpretations to the Civil Rights Act.
3. The Title VI Program may be amended with revisions as applicable from Caltrans, and future revisions to Title VI requirements and guidelines by the FTA.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2014

Paul Linder, Mayor

ATTEST:

Alina Megerdom, City Clerk

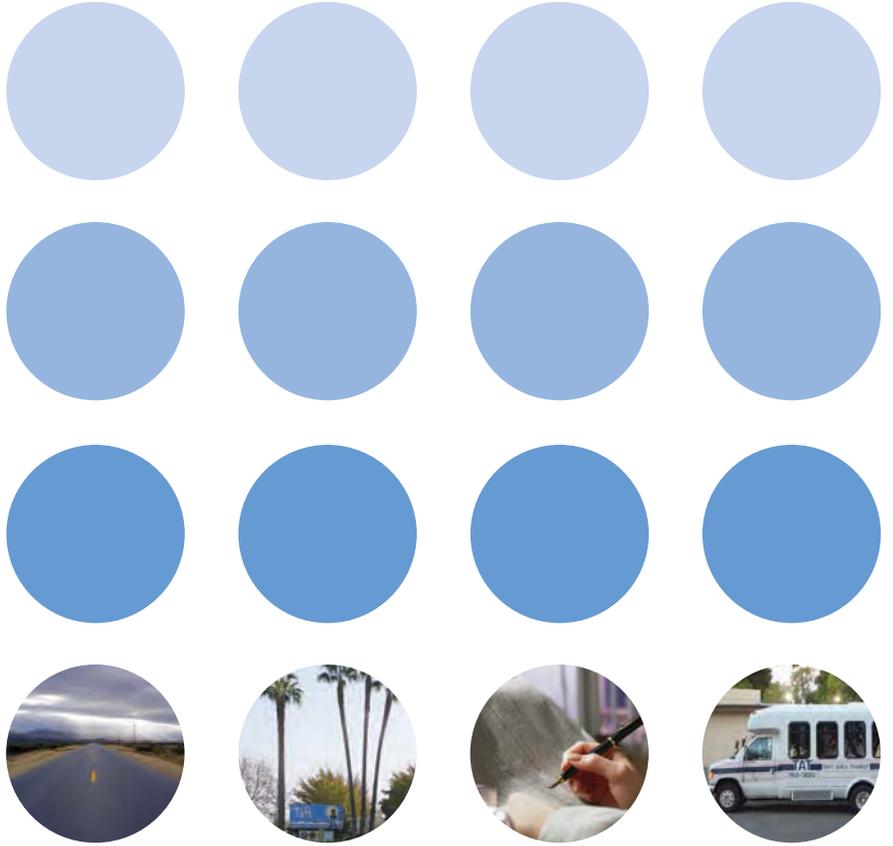
Resolution _____
Page 2 of 2

STATE OF CALIFORNIA)
COUNTY OF KERN) SS
CITY OF TAFT)

I, Alina Megerdom, City Clerk of the City of Taft, do hereby certify that the foregoing Resolution was duly and regularly adopted by the City Council of the City of Taft at a regular meeting thereof held on the _____ day of _____, 2014, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

Alina Megerdom, City Clerk



CITY OF TAFT

TITLE VI PROGRAM

JUNE 2014



CITY OF TAFT
TAFT AREA TRANSIT
2014 Title VI Program

Developed June 2014

Adopted by the City of Taft City Council:
June 17, 2014

Prepared by

Moore & Associates, Inc.
28159 Avenue Stanford, Suite 110
Valencia, CA 91355
888.743.5977

The City of Taft's Taft Area Transit (TAT) is a public transit program which serves the residents and visitors of the City of Taft, the City of Maricopa, and the nearby communities of Derby Acres, Fellows, Ford City, McKittrick, and South Taft, in Kern County, California.

This document was prepared by Moore & Associates, Inc., for the City of Taft. It has been approved by the City of Taft City Council to comply with Title VI of the Civil Rights Act of 1964, including recent provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients."

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1. Title VI Notice and Locations

Exhibit 1.1 Taft Area Transit (TAT) Title VI Notice to the Public



Taft Area Transit Title VI Notice to the Public

As a recipient of federal funds, the City of Taft's Taft Area Transit (TAT) program has certified and provided assurances that it will fully comply with Title VI of the Civil Rights Act of 1964. The City is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services, on the basis of race, color, or national origin.

No person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of transportation service that the City furnishes on the basis of race, color, or national origin. Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color, or national origin, in full compliance with Title VI.

- Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI while using City services may file a complaint with the City. All complaints will be fairly and objectively investigated.
- To file a complaint, you may contact the TAT Title VI Program Administrator, at (661) 763-3822; or by email: tazbill@cityoftaft.org; or visit the City of Taft city hall located at 209 E. Kern Street, Taft, CA 93268.
- For more information about TAT's Title VI Program and complaint procedure, contact (661) 763-3822; or visit the TAT website at: <http://www.cityoftaft.org/pView.aspx?id=5385&catid=562>
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Title VI Program Coordinator, FTA Office of Civil Rights, East Building, 5th Floor – TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590.
- If information is needed in another language, contact (661) 763-3822.
- Si se necesita información en español, llame al (661) 763-3822.

Title VI List of Locations Where Title VI Notice Is Posted

The TAT Title VI Notice to the Public is currently posted at the following locations:

Exhibit 1.2 List of Locations Where Title VI Notice Is Posted

Location Name	Address	City
City of Taft City Hall	209 E. Kern Street	Taft, CA
City of Maricopa City Hall	271 California Street	Maricopa, CA
Taft Area Transit Office	333 Commerce Way	Taft, CA
Taft Community/Senior Center	500 Cascade Avenue	Taft, CA
Revenue Vehicles	----	----
Service Brochure	----	----
Taft Area Transit Website	http://www.cityoftaft.org/pView.aspx?id=5385&catid=562	----

The TAT Title VI Notice to the Public, Complaint Procedure/Form, and program information is also provided on the Taft Area Transit website at: <http://www.cityoftaft.org/pView.aspx?id=5385&catid=562>

2. Title VI Complaint Procedures and Form

Title VI Complaint Procedure

Any person who believes that he or she, individually, or as a member of any specific class or persons, has been subject to discrimination on the grounds of race, age, disability, religion, color, sex, or national origin with regard to any Taft Area Transit (TAT) service, program, or facility, may file a written complaint with the City of Taft.

A complaint must be filed within 180 days after the date of the alleged discrimination, unless the time for filing is extended by the City.

All complaints alleging discrimination should be submitted in writing directly to the TAT Title VI Program Administrator at the address listed below. The TAT Title VI Program Administrator or his/her designee shall be responsible for overseeing investigations and responses to complaints of discrimination.

City of Taft
Attn: TAT Title VI Program Administrator
209 E. Kern Street
Taft, CA 93268

All complaints should be completed and submitted on the Taft Area Transit Title VI complaint form available online at www.cityoftaft.org, by phone request at (661) 763-3822, or in person at the City of Taft City Hall located at 209 E. Kern Street, Taft, CA 93268 or the Taft Area Transit Office located at 333 Commerce Way, Taft, CA, 93268. Additional accessible formats of the form are also available.

At a minimum, all complaints filed must provide the following information:

1. Complainant's name,
2. Complainant's address,
3. Complainant's phone number,
4. Complainant's email,
5. Detailed description of complaint/incident,
6. Date of complaint/incident,
7. Time of complaint/incident,
8. Location of complaint/incident,
9. Route number (if applicable),
10. Name(s) and contact information of witnesses (if applicable),
11. Any other information relevant to the complaint, and
12. Signature (with date) of person submitting complaint.

Complaints received with incomplete information may result in delayed investigations and responses. All complaints MUST be signed.

Within 10 business days of receiving the complaint, the TAT Title VI Program Administrator (City of Taft Transit Coordinator) will review to determine if the City of Taft has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the City.

If the complaint submitted is within the City's jurisdiction and is complete, a case will be opened and a case number and investigator will be assigned. The Title VI Program Administrator will copy the City of Taft's risk assessment personnel on all complaints.

If necessary an investigation will be conducted and completed within 30 days of the receipt of the formal complaint (30-Day Rule).

- If a time extension to the 30-Day Rule is required, the complainant will be notified in writing of the reason for the extension.

If additional information is required to resolve the case, the City may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the Title VI Program Administrator investigator. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the City may administratively close the case.

A case may also be closed administratively if the complainant no longer wishes to pursue their case. Following the investigation, the Title VI Program Administrator will issue one of two letters to the complainant:

1. Closure Letter, or
 2. Letter of Finding (LOF).
- A Closure Letter summarizes the complaint allegations and will state that there was no Title VI violation and that the case will be closed.
 - A LOF will summarize the complaint allegations and the investigation regarding the alleged incident. The LOF will also explain whether any disciplinary action, additional training of the staff member, or other action, will occur.

If the complainant is unsatisfied with the decision, they have 30 days from the date of the City's Closure Letter or the LOF to appeal to the Taft city council or its designee. The complainant is entitled to review the denial, to present additional information and arguments, and to a separation of functions (i.e., a decision by a person not involved with the initial decision to deny eligibility). The complainant is entitled to receive written notification of the decision of the appeal and the reasons for it.

The complainant may also file a complaint directly with the Federal Transit Administration, as follows:
 Title VI Program Coordinator, FTA Office of Civil Rights, East Building, 5th Floor – TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590

Exhibit 2.1 TAT Title VI Complaint Form

Taft Area Transit Title VI Complaint Form Page 1 of 2	
Please print clearly or type responses	
Section 1	
1.	Name
2.	Address
3.	Phone Number: ()
4.	Email
5.	Do you require information in an accessible format? <input type="checkbox"/> Large Print <input type="checkbox"/> Audio (Audio tape/disc) <input type="checkbox"/> TDD <input type="checkbox"/> Other <i>specify:</i>
Section 2	
6.	Are you filing this complaint on your own behalf? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If you answered Yes please skip to Section 3.
7.	What is the name of the person for whom you are filing this complaint? Name:
8.	What is your relationship with this person? Relationship:
9.	Please explain why you have filed for a third party:
10.	Please confirm that you have obtained permission of the aggrieved party to file on their behalf. <input type="checkbox"/> I HAVE obtained permission to file this complaint on behalf of the person named in Question 7a. <input type="checkbox"/> I HAVE NOT obtained permission to file this complaint on behalf of the person named in Question 7a.
Section 3	
11.	I believe the discrimination I experienced was based on (<i>check all which apply</i>) <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin
12.	Date of alleged discrimination (<i>mm/dd/yyyy</i>) ____ / ____ / ____
13.	Please explain as clearly as possible what occurred and why you believe you were discriminated against. Describe all persons who were involved and provide contact information of the person(s) if available/known. Please also provide the names and contact information of any witnesses involved. If additional space is needed, please use the back of this form or attach pages as necessary.

Taft Area Transit	
Title VI Complaint Form Page 2 of 2	
Section 4	
14. Have you previously filed a Title VI complaint with the City of Taft?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes <input type="checkbox"/> No* *If No, please skip to Section 5.	
15.a If Yes, Please indicate where you have filed this complaint:	
<input type="checkbox"/> Federal Agency specify:	
<input type="checkbox"/> State Agency specify:	
<input type="checkbox"/> Local Agency specify:	
<input type="checkbox"/> Federal Court specify:	
<input type="checkbox"/> State Court: specify:	
15b. Please provide contact information for the agency and/or court where this complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Phone Number: ()	
Email:	
Section 5	
Please indicate who you are filing this complaint against:	
<input type="checkbox"/> Taft Area Transit <input type="checkbox"/> City of Taft	
<input type="checkbox"/> Other agency and/or person specify:	
You may attach any written materials or other information which you believe is relevant to your complaint.	
Signature and date are required below to complete the form.	
Signature _____	Date ____/____/_____
Please submit this completed form in person or by mail to the address below:	
TAT Title VI Program Administrator	
209 E. Kern Street	
Taft, CA 93268	

3. Summary of Complaints, Investigations, and Legal Actions

Per FTA Circular 4702.1B, “all recipients are required to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin”:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient (i.e., City of Taft and/or Taft Area Transit).

To date, neither the Taft Area Transit program nor the City of Taft has been subject to any Title VI investigations, Title VI complaints, or Title VI lawsuits. Below is a matrix which will be utilized by City staff to internally track and report any and all future incidents:

Exhibit 3.1 Title VI Investigations, Lawsuits and Complaints Summary Table

Case / Reference Number	Date MM/DD/YYYY (Month/Day/Year)	Summary (Include basis of complaint: race, color, or national origin)	Current Status	Action(s) Taken
Active Investigations				
XXX				
XXX				
Lawsuits				
XXX				
XXX				
Complaints				
XXX				
XXX				

This page intentionally blank.

4. Public Participation Plan

The City of Taft has developed this Public Participation plan as part of its Taft Area Transit (TAT) Title VI Program. The City is committed to ensuring it provides equal and equitable access to its services throughout the city of Taft and nearby communities in the safest and most cost-effective manner possible. Through a combination of input and insight from community residents, current and prospective riders, community stakeholders, and City staff, the City of Taft has enhanced its methodologies of reaching the public within its service area and will be able to further refine its strategies in the future.

Approach to Public Participation

The public participation process should be considered at the earliest stages of any TAT project or service enhancement which may impact the surrounding communities, existing riders, and potential riders. As transit related services and projects vary in scope and goals, the public participation process should be tailored to most effectively assist each. The following process outlines tools and strategies to ensure that public input is invited and all foreseeable impacts to the service area communities are considered.

TAT has developed three prioritized categories of projects which guided the development of minimum public participation requirements. During the initial planning phase of each transit-related project or major service revisions, City of Taft staff will identify into which level the project falls and develop a tailored participation plan accordingly. At any time during a project's development and/or implementation process, the project may be reclassified to a higher level, as City of Taft staff deems appropriate. The levels of public participation are presented below.

Baseline – Routine service, schedule, and system enhancements and revisions. Also includes short (less than one year) term projects where potential impacts to the City's public transit service and its customers should be considered during planning phases.

Examples include minor revisions to service hours, and minor changes to service areas, impacts to service due to routine maintenance or construction. Also includes updates to service branding and fare media and collateral.

Moderate – Projects involving a year or longer of development and/or implementation where impacts to existing and future riders must be considered.

Examples include development and implementation of new/expanded services, development of Short Range Transit Plans, Marketing Plans, and facility/storage construction projects, etc. Any project within this level to be conducted by a third-party (i.e., consultant or contractor) will include public participation requirements and criteria as part of the RFP process.

High – Projects involving multiple years of development and/or implementation where impacts to existing and future riders must be considered.

Examples include Comprehensive Operational Analysis, development and construction of transit center/facilities, transit system redesign (complete overhaul of existing system and operations), transition of administration of services, etc. Any project within this category to be conducted by a third-party (i.e., consultant or contractor) will include public participation requirements and criteria as part of the RFP process.

Outreach Requirements and Activities

The following activities are intended to serve as guidelines for each level of outreach to ensure existing and future riders of TAT services are provided with equal access and opportunity to participate in transit and transportation planning.

Baseline Level – Minimum Outreach

- Notice for public events may include car-cards, posters, email blasts, posting notices to City website, media releases to local papers, or radio announcements as funding allows.
 - Any notice will be posted at least one week prior to the public event.
- Notices may be posted at City Hall, TAT offices, onboard service vehicles, at bus stops/shelters as deemed appropriate, and at key community centers.
- Whenever possible, information regarding public participation opportunities will also be posted on the City of Taft and/or TAT website at least two weeks prior to the event.
- Comments will be accepted via public outreach events, via email, by mail, and by phone to ensure that all populations have the opportunity to participate.

Moderate Level – Minimum Outreach

- All applicable Baseline Level elements are included within Moderate Level projects.
- Unique notices/fliers will be developed and posted a minimum of two weeks in advance for the following outreach activities (as deemed appropriate for each project):
 - Focus group participation
 - Stakeholder discussions
 - Community surveying efforts
 - Customer survey efforts.
- Where more than one workshop or meeting open to the public is planned, the workshops shall be scheduled throughout all day-parts (i.e., mornings, afternoons, and evenings) as funding and resources allow, maximizing opportunity for participation.
- Public participation events shall be held in central locations within walking distance of fixed-routes stops whenever feasible.
- Materials may be developed specifically for public participation including FAQ sheets, presentation slides, newsletters, and media releases.

High Level – Minimum Outreach

- All applicable Moderate Level elements are included within High Level projects.
- The City shall conduct expanded outreach to community stakeholders and its partners.
- The City shall investigate the establishment of a transit-oriented committee to guide the development and implementation of the project and public participation.
- The City shall expand regional entity participation, including but not limited to the Kern Council of Governments (Kern COG), Golden Empire Transit District (GET), and other nearby transit operators, by seeking comments and participation in project meetings and planning activities.

Currently, Spanish is the only quantifiable population within the TAT service area identified as limited in English proficiency. The City will continue assessing the language needs of citizens in its service area through its Language Assistance Plan. Should another population with limited English proficiency reach or surpass population levels as defined by FTA Title VI Circulars (currently five percent of the total service area population or 1,000 persons, whichever is less), the City will reassess this element of its Title VI program and the strategies presented below.

Outreach Methods for Engaging Minority and Limited English Proficient Populations

Baseline Level – Minimum Minority Outreach

- Notices will be made bilingual or Spanish-language notices will be developed and posted alongside English notices.
- Spanish-language notices will be posted on all revenue vehicles and at locations that have been identified as key destinations of Limited English Populations (LEP), if such information exists.
- Event information on the City website will be posted in English and Spanish.
- The City will make event information available to community groups and agencies that work with LEP populations, if such contacts exist.
- As identified in its Language Assistance Plan, TAT has contracted with Telelanguage to provide language assistance for customers and callers that are non-English speaking.
- Spanish interpretation or translation at any public meetings or workshop will be provided by City staff as is possible.
- When it is deemed appropriate or necessary, the City will ensure non-English language interpretation in additional languages is made available.

Moderate Level – Minimum Minority Outreach

- All applicable Baseline Level elements are included within Moderate Level projects.
- The City will continue cultivating relationships with community agencies that serve LEP populations.
- Public outreach events may include attending already existing community meetings and gatherings, such as school meetings, farmers markets, faith-based events, and other community activities in order to invite participation from LEP populations who may not attend City-sponsored public events.

High Level – Minimum Minority Outreach

- All applicable Moderate Level elements are included within High Level projects.
- As they are identified, translated notices will be sent to Spanish-language print media, newspapers, and/or radio stations.
- The City will ensure that non-English language interpretation will be available at any public meeting or workshop associated with a High Level project as deemed appropriate and necessary.

4a. Summary of Outreach Efforts

There are two primary modes of outreach conducted with respect to the City of Taft's public transit program, recurring and as needed. Recurring outreach efforts focus on the sustaining and developing long-term relationships built with local organizations and communities, while ad hoc outreach focuses on supporting and achieving near-term goals such as improving ridership, and promoting enhancements to service provision.

Recurring Outreach Efforts

- Customer Service Interactions – Transit customer service staff and drivers field questions and customer service requests from customers and the general public in both English and Spanish on a daily basis. This outreach is considered the primary method of reaching customers who are unable to obtain information from written/posted materials and sources.
- Unmet Needs Hearings – Annual hearings are facilitated by Kern COG to identify “unmet transit needs” within the city of Taft. Any identified unmet transit needs deemed reasonable to meet within their service area are prioritized for implementation by the City.
- Public Noticing – Submitted as required to local paper of record. Notices are provided for significant transit-related developments, including planning studies, and revisions to existing services and/or policies.
- Educational institutions – Regular visits and delivery of service brochures, promotional campaign notices, and promotional materials to Taft College.
- Info-post maintenance/updates – The City completes an inspection and assessment of all bus stop info-post units and displayed information on a regular basis (at a minimum semi-annually). All info-post material is displayed in Spanish as well as English.

Completed As Needed Outreach Efforts

- 2009 Transit Development Plan Outreach – The City of Taft retained Moore & Associates to prepare an update to its Transit Development Plan (TDP). During the development of the TDP, the City offered only a general public Dial-A-Ride service. The following outreach efforts were completed as a part of that study:
 - Onboard customer survey – A bilingual (English and Spanish) instrument was utilized to collect responses from current Dial-A-ride customers. The survey was incentivized to increase participation.
 - Taft Community Survey – A direct-mail survey was distributed to 1,000 randomly selected households within the City and neighboring areas. The survey was bilingual (English and Spanish) and was incentivized to increase participation. Each mailer also included a postage-paid response envelope. Resulting data collected was segregated into respondents with previous experience on TAT (riders) and those without (non-riders).
 - Community Workshop – A workshop open to the general public and accessible by public transit services was convened in April 2009. The meeting was promoted in the local paper of record

- with a bilingual (English and Spanish) display advert, and bilingual flyers were posted onboard TAT vehicles and were distributed via local community organizations. Comment and suggestion cards were provided to allow for anonymous participation.
- TAT driver meeting – A meeting was conducted in April 2009 inclusive of TAT staff and drivers, providing opportunity for their input into the TDP process and recommendations.
 - Kern Regional Transit (KRT) Customer Survey – A survey of KRT passengers onboard the Westside Express was conducted in March of 2009. The Westside Express links the Taft area and Bakersfield.
 - System Changes – Occur as necessary after obtaining insight from City staff, local stakeholders, and professional consultation.
 - Policy Changes – The City transitioned from a general public Dial-A-Ride to a fixed-route and complementary demand-response service delivery approach in FY 2010. The transition was promoted through public notices, and through the development and distribution of various collateral (e.g., system brochures) and bus stop amenities (info-post signage).
 - Community Mobility Outreach and Involvement Program – In 2014 the City of Taft contracted with Moore & Associates to complete a Caltrans-funded Outreach Program. The Outreach Program seeks to achieve two objectives: 1) create increased community awareness of Taft Area Transit (TAT) services and 2) elevate community support of TAT. The effort included identifying and working with local social service agencies and community stakeholders to educate traditionally ride-dependent populations (low-income individuals, persons with limited English proficiency, persons with disabilities, minorities, and seniors) on the benefits of public transportation. The Program is anticipated to be adopted by city council in June 2014.
 - Community Survey – Between June 18 and August 25, bilingual (English and Spanish) community surveys were distributed to 500 randomly-selected Taft households. To supplement the initial direct mail effort, bilingual surveyors conducted intercept surveys at the Farmers Market, Laborers of the Harvest Food Bank, Taft Community Recreation Center, Taft Senior Center, and various retail/shopping centers. 447 total responses were received. Additional information on the survey findings may be found in Chapter 5.
 - Stakeholder Outreach – From June 18 through August 25, 2013, a service-area wide stakeholder survey was conducted to obtain insight from various governmental, social services, educational, and faith-based organizations, with respect to their clientele’s ability to speak English and utilize transit. The survey also assessed the potential for language barriers to transit usage. A total of 46 organizations were contacted and 22 surveys were completed. Additional information on the survey findings may be found in Chapter 5.
 - Community Event Participation – From June 2013 through August 2013, and March 2014, the City participated in various community events including Kern COG’s annual “unmet transit needs” public process, in support of the Outreach Program. Each event was promoted in English and Spanish, and bilingual community surveys were made available. Additional information on the survey findings may be found in Chapter 5.

5. Language Assistance Plan (LAP)

This Language Assistance Plan was developed concurrently with the development of the City of Taft Title VI Program to ensure Taft Area Transit (TAT) services are accessible to Limited English Proficient (LEP) individuals. Title VI of the 1964 Civil Right Act is one of two federal mandates that guarantee the provision of meaningful access to federally-funded services for LEP individuals:

- Title VI of the 1964 Civil Right Act prohibits federally-funded agencies from discriminating against individuals based on race, color, and national origin and includes meaningful access to LEP customers.
- President’s Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency” (August 11, 2000): Instructs federal agencies to improve access to services by mandating that any federally conducted or assisted programs of activities (e.g. recipients of federal funding) must provide meaningful access to LEP customers.

The City’s Title VI Program was prepared in the spring of 2014 in accordance with FTA Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients, October 1, 2012.

The City of Taft Title VI Program Administrator is:

Tom Azbill
Transit Coordinator
City of Taft
333 Commerce Way
Taft, CA 93268
(661) 763-3822
Email: tazbill@cityoftaft.org

Additional information regarding the City’s Title VI Program is available at:

www.cityoftaft.org

TAT Service Area and Services

The City of Taft is located in California’s Kern County. It is an area primarily rural in character, and home to an economy largely tied to petroleum and natural gas production. Taft is also home to a federal correctional facility which is a significant employer in the region. The City is accessible via two primary roadways: State Highways 33 and 119. The City’s service area includes the Census Designated Place (CDP) communities of Taft Heights and South Taft to the south, and Ford City to the north. Intercity service between the cities of Taft and Maricopa is also offered by Taft Area Transit (TAT).

Monday through Friday, TAT provides three fixed routes (Route 1, Route 2, and the Taft-Maricopa Route) and a complementary demand-response service (Dial-A-Ride) which is also open to seniors age 60 and older. A total of five vehicles are available during regular service hours which are 7:15 a.m. to 6:00 p.m. On weekends, TAT offers two fixed routes (Route 1, Route 2) and the complementary Dial-A-Ride. Weekend service is provided by a three vehicles from 8:15 a.m. to 4:15 p.m.

Exhibit 5.1 TAT Fleet List

Year	Vehicle Make	Vehicle Model	Seating	ADA Accessible	Fuel Type	Assignment
2008	Chevrolet	El Dorado	17	1	Gas	Fixed-route
2009	Chevrolet	El Dorado	9	1	Gas	Fixed-route
2010	Dodge	Minivan	6	1	Gas	Dial-A-Ride
2010	Dodge	Minivan	6	1	Gas	Dial-A-Ride
2010	Dodge	Minivan	6	1	Gas	Dial-A-Ride
2010	Dodge	Minivan	6	1	Gas	Dial-A-Ride
2010	Dodge	Minivan	6	1	Gas	Dial-A-Ride
2010	Chevrolet	El Dorado	9	2	Gas	Fixed-route
2010	Chevrolet	El Dorado	9	2	Gas	Fixed-route
2010	Chevrolet	El Dorado	9	2	Gas	Fixed-route

TAT is headquartered at its office located at 333 Commerce Way, Taft, CA 93268.

Language Assistance Goals

One of the overarching goals of the City’s Title VI Program is to provide meaningful access for LEP customers to TAT services, information, and materials by developing a Language Assistance Plan and by regular evaluation of the developed methods and strategies.

Service Area Demographics

The service area demographic analysis describes Title VI-protected populations residing within TAT’s service area, including their approximate size and geographic distribution. Title VI-protected populations within the TAT service area include racial minorities and LEP persons. Specific groups considered include:

1. Latino Residents
2. LEP Populations: Spanish

The American Community Survey provides information at various levels on multiple topics. For the purposes of this Title VI program, our assessment utilized the population estimates provided in the following available datasets:

- City of Taft
- City of Maricopa
- Derby Acres (CDP)
- Fellows (CDP)
- Ford City (CDP)
- McKittrick (CDP)
- South Taft (CDP)
- Taft Heights (CDP)

Exhibit 5.2 Racial Breakdown of Total Population of Service Area

Race or Ethnicity	TAT Service Area	
	Estimate	Percent of Total
Hispanic or Latino (of any race)	6,338	32.9%
White alone	11,729	60.8%
Black or African American alone	285	1.5%
American Indian and Alaska Native alone	127	0.7%
Asian alone	298	1.5%
Native Hawaiian and Other Pacific Islander alone	0	0.0%
Some other race alone	0	0.0%
Two or more races	515	2.7%
Total population	19,292	100.0%

Source: American Community Survey 2012 (5-Year Estimate)

As the American Community Survey data in the tables below show, 69.2 percent of TAT service area residents spoke only English at home, while approximately 31.2 percent spoke a language other than English. Of those indicating a language other than English, 2,500 (14.4 percent) indicated they spoke it “very well.”

There were 2,939 respondents (16.9 percent of the TAT service area population) reporting speaking English less than “very well,” of which 92.1 percent spoke Spanish, 3.4 percent spoke an “other unspecified language,” 1.2 percent spoke Chinese, and 0.9 percent spoke Vietnamese. Additional detail is presented in Exhibit 5.3 below.

Detailed charts by neighborhood (i.e., individual city and CDP) are presented in the Appendix.

Exhibit 5.3 Languages Spoken at Home

	TAT Service Area	
	Population	Percent of Total
Total Population	17,492	- - -
Total Speak Only English	12,053	69.2%
Total Speak Language Other than English	5,439	31.2%
Total Speak English "very well"	2,500	14.4%
Total Speak English less than "very well"	2,939	16.9%
Speak English Less Than "Very Well" - Detail		
Speak Spanish	2,707	92.1%
Speak French	6	0.2%
Speak German	20	0.7%
Speak Scandinavian	0	0.0%
Speak Russian	0	0.0%
Speak Armenian	10	0.3%
Speak Persian	0	0.0%
Speak Other Indic Language	7	0.2%
Speak Other Indo-European Language	0	0.0%
Speak Chinese	35	1.2%
Speak Thai	7	0.2%
Speak Laotian	7	0.2%
Speak Vietnamese	25	0.9%
Speak Tagalog	14	0.5%
Speak Other Unspecified Language	101	3.4%
Total	2,939	100.0%

Source: American Community Survey 2012 (5-Year Estimate)

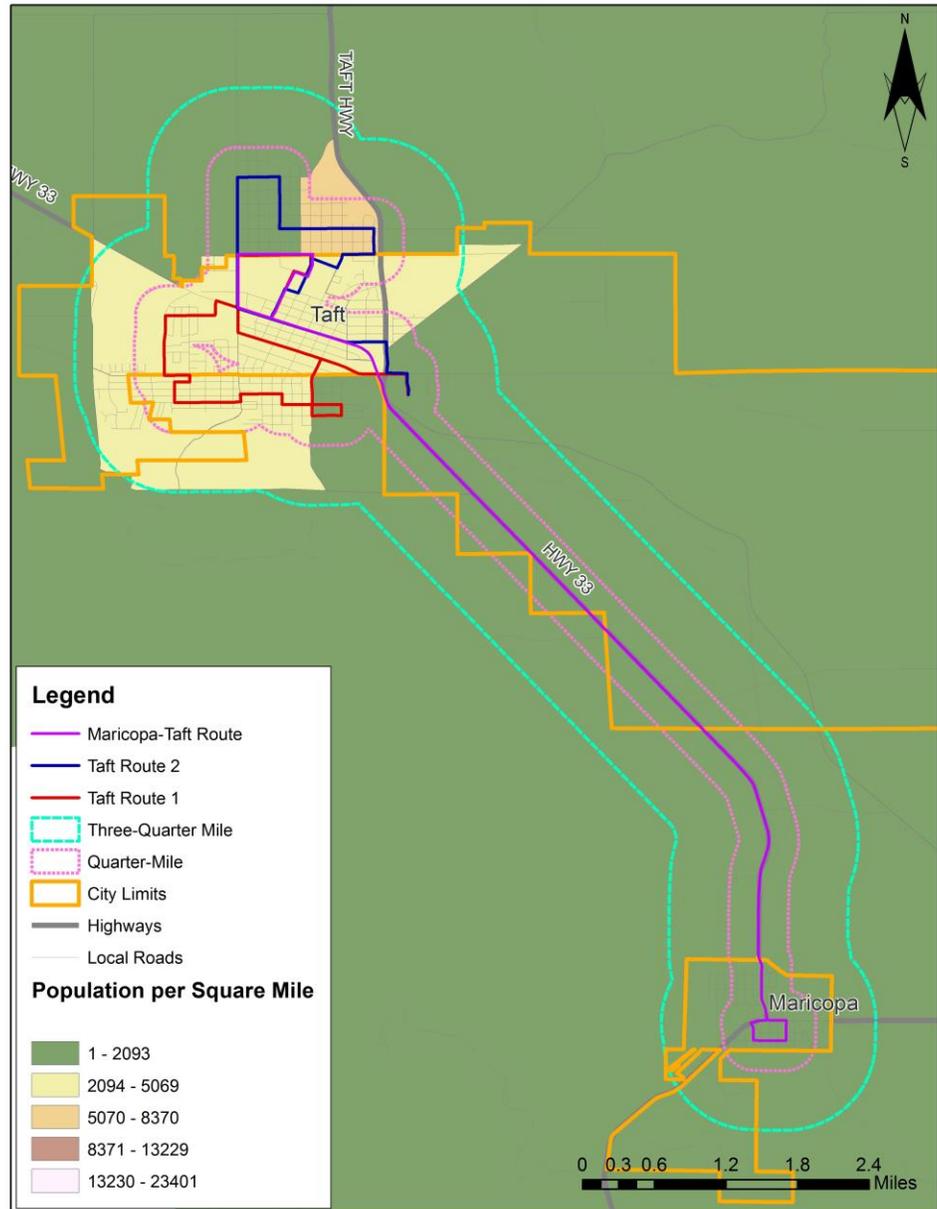
Demographics by Census Block Group

This section takes a closer look at the overall demographic characteristics discussed in the previous section, using tract-level American Community Survey data to show the geographic distribution of various populations.

Total Population

The bulk of the approximately 19,000 people in the TAT service area are located within community centers. Not surprisingly, the greatest concentration of residents lives within City of Taft boundaries. The next largest population group is located within the community of Ford City, followed by South Taft, and Taft Heights.

Exhibit 5.4 Total Population by Census Block Group



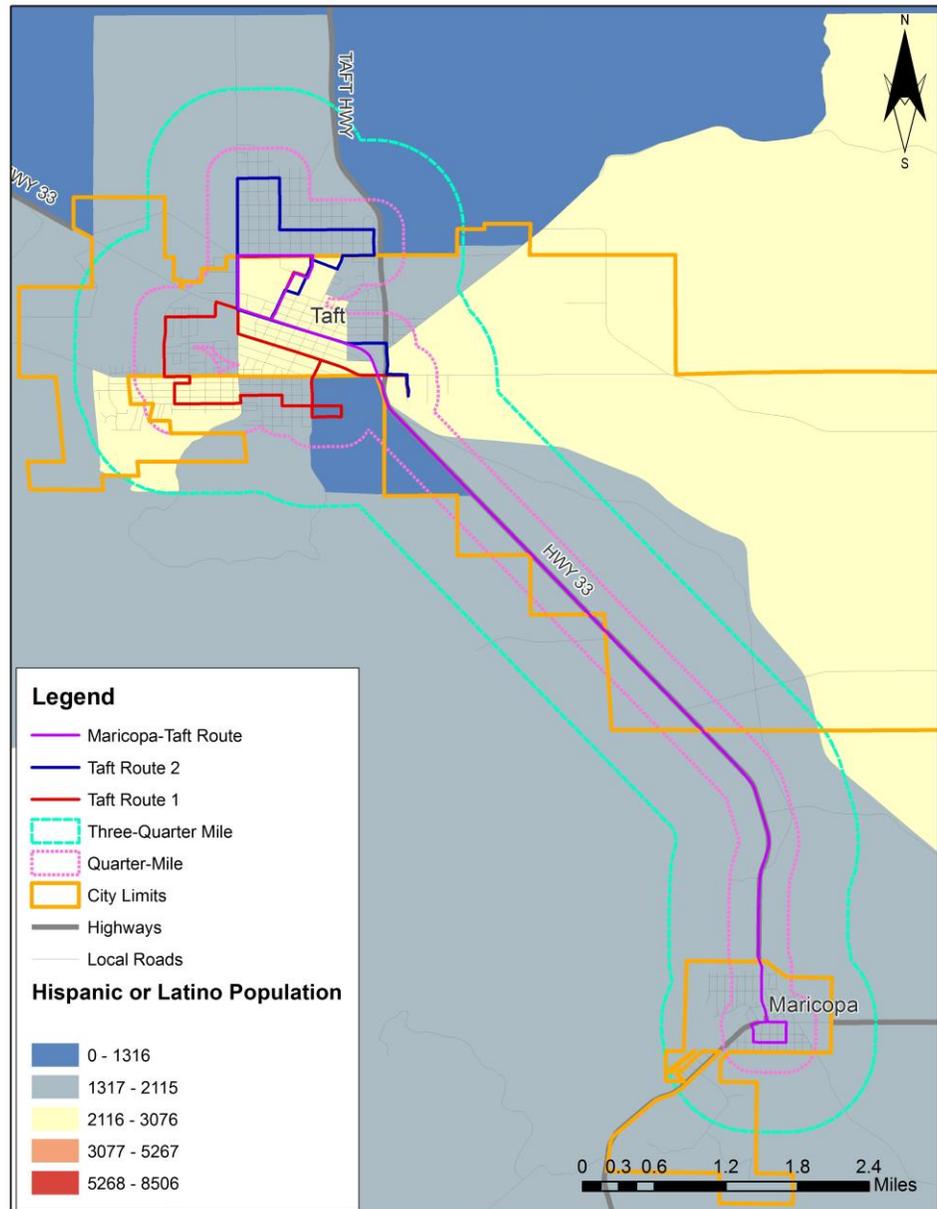
Source: American Community Survey 2012 (5-Year Estimate)

Ethnicity

The 2012 American Community Survey reveals that persons identified as White make up the largest group at 60.8 percent, followed by Hispanic or Latino at 32.9 percent.

The exhibit below illustrates the population of Spanish-speaking individuals residing in each census block group within the CDPs. The proportion of each geographic area that is Latino differs slightly from that of the general population, with more of the Latino populations residing in the outer areas of communities, rather than near city centers. TAT will continue to monitor the availability of services as it relates to the location of Latino populations so as to avoid under-serving these areas.

Exhibit 5.5 Latino Population by Census Block Group

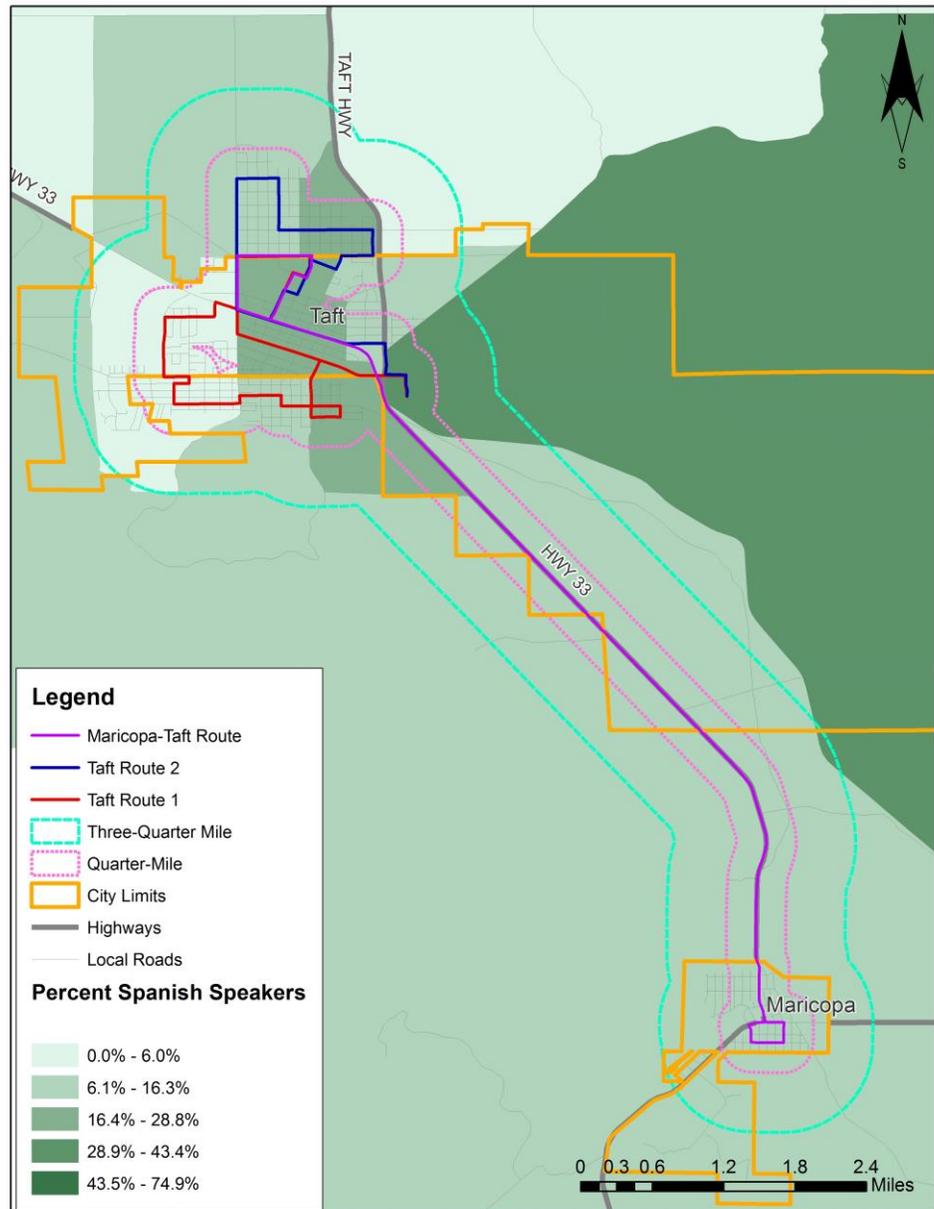


Source: American Community Survey 2012 (5-Year Estimate)

LEP Populations
Spanish-Speaking

The exhibit below presents the distribution of people who speak Spanish at home in the TAT service area. Given there are 2,707 Spanish speakers in the service area which speak English less than “very well,” it is important for the City of Taft to continue its efforts to ensure Spanish-speaking residents have sufficient resources to effectively use TAT. Such measures, as will be described in our Implementation Plan, include producing written rider information in Spanish as well as providing Spanish translators for public meetings regarding TAT.

Exhibit 5.6 Spanish-Speaking Population by Census Block Group



Source: American Community Survey 2012 (5-Year Estimate)

Other Languages

There were a total of 15 different languages represented within the TAT service area where residents indicated an ability to speak English less than “very well.” The detailed counts are presented in Exhibit 5.3 above. During our associated community outreach, we interviewed city staff as well as stakeholders representing the various TAT communities to determine whether members of any of these demographic groups faced language-related barriers to using TAT services. Neither city staff nor representatives of these populations reported any such barriers.

Given the relatively small populations of these language speakers in the TAT service area, we did not include maps depicting their specific geographic distributions.

Language Service Provision

Interpretation Services

1. TAT has a contract with Telelanguage to provide simultaneous interpretation for callers and for customers in service centers with whom staff cannot communicate.
2. When a customer calls TAT directly and a staff member cannot communicate with them, staff will connect with Telelanguage to translate. This step will be followed for customers at the TAT Main Office. If there is no staff member available who can translate, Telelanguage services will be used.
3. Simultaneous interpretation at public events will be determined on a case-by-case basis by examining several factors, such as:
 - The type and size of event,
 - The availability of an TAT staff member to interpret, or
 - The availability of a staff member of a host organization to interpret.

For small outreach events, such as Baseline Level activities, proactive outreach, or smaller transit awareness events, bilingual staff members will assist with translation where appropriate and feasible. For Moderate and High Level public outreach events, where it is appropriate and necessary to do so, TAT will arrange for an interpreter through a local or regional service.

Translation of Vital Documents

Based on the results of the Four Factor Analysis, the following vital documents will be translated into Spanish; the sole identified LEP language within the TAT service area. It should be noted this listing does not include vital documents which are already available in Spanish (such as the TAT service brochure).

Vital Documents – Near-term

1. Title VI Program
 - Title VI Notice to the Public
 - Complaint Form
 - Complaint Procedures
2. TAT Rider Information
 - Fixed-route service brochure
 - Dial-A-Ride Service Brochure
3. ADA Application

Vital Documents – Mid-term

1. Signage advertising the TAT language assistance program
2. Information available on the TAT website

TAT Website

1. All translated vital documents will be posted on the TAT website.
2. TAT will pursue the most appropriate and feasible option for translating its website. Elements included in the Four Factor Analysis will be used in recommending a best course of action.

Options include:

- Installing a website translator widget (such as one available/powered by Google Translate) or similar widgets on the TAT website [no to low cost].
- Translating only vital documents and appropriate instructions to access said materials.
- Professional translation of entire TAT website and associated pages.

It should be noted the City of Taft has recently updated and launched the City's website in 2013. The TAT website shares a host with the City of Taft.

In the future, TAT shall translate written documents on a case-by-case basis, after assessing all elements presented in the Four Factor Analysis. If deemed a vital document under the Safe Harbor Provision it will be translated into all applicable languages.

Monitoring, Evaluating, and Updating the LAP

A thorough review of this Language Assistance Plan will be undertaken every three years concurrent with updating and submitting the City of Taft Title VI Program. At that time, the LEP population will be reassessed, to ensure all significant LEP languages are included in TAT language assistance efforts. The following reoccurring reporting and evaluation measures will be used to update the Language Assistance Plan.

TAT will regularly assess the effectiveness of how it communicates with LEP individuals by:

- Including questions about language assistance and information needs on any community surveys;
- Conversations with stakeholders, organizations, and entities which work with LEPs; and
- As-needed outreach with LEP groups.

TAT will monitor its language assistance efforts, including:

- Recording and reporting on customer service interactions with LEP individual,
- Reviewing TeleLanguage reports,
- Incorporating discussion of Title VI into regular staff operations meetings, and
- Updating the Language Assistance Plan based on feedback received.

Staff Training

The TAT Title VI Program Administrator has developed training guidelines for TAT staff with training being conducted through 2014 or until all pertinent staff has completed the training. This training will be incorporated into existing operations contractor training and will include the following:

- How to respond to LEP callers,
- How to respond to correspondence from LEPs,
- How to respond to LEPs in person,
- How to document LEP needs, and
- How to respond to civil rights complaints.

Taft Area Transit Service Area English Learner (EL) Data

In order to better identify the LEP populations within the TAT service area, and to begin monitoring/tracking changes in those groups, the City reviewed EL statistics for students within the service area. Public schools within the California Department of Education (CDE) must report on their students who are English Learners – students whose native tongue is a language other than English – as well as which language is their mother tongue. This data is available online via CDE's DataQuest website, dq.cde.ca.gov/dataquest/.

The City accessed the available EL data for the 2012/2013 school year to complete its comprehensive assessment of the communities it provides service to, including what LEP populations exists and where these groups may be concentrated. Periodically reviewing this data will enable the City to monitor which non-English languages (other than Spanish) are growing in order to provide appropriate language assistance services.

Consistent with data from the 2012 American Community Survey, the vast majority of EL students in the TAT service area (97 percent) speak Spanish. The next largest non-English speaking group cited is Mixteco (1.5 percent). It is unlikely that an additional language will trigger the Safe Harbor Provision prior to the required updating of its Title VI Plan, though TAT will continue to periodically monitor EL populations so as to ensure compliance with Title VI regulations. Detailed counts and relative percentages are presented in the table below.

Exhibit 5.7 School English Learner (EL) Population

Name of School	Language								
	Cantonese	Gujarati	Hungarian	Mixteco	Samoan	Spanish	Thai	Vietnamese	Other
<i>Buena Vista High</i>						9			
<i>Conley Elementary</i>			1	2		89			
<i>Jefferson Elementary</i>				1		153			
<i>Lincoln Junior High</i>	1	1	1	3	1	88			
<i>Maricopa Elementary</i>						19			
<i>Maricopa Middle</i>						14			
<i>Maricopa High</i>						2			
<i>Parkview Elementary</i>			1			78		1	1
<i>Roosevelt Elementary</i>				2	1	107			
<i>Taft Primary</i>						87	1		1
<i>Taft Union High</i>				3	1	87			
Total	1	1	3	11	3	733	1	1	2
<i>Percent of EL Population (Total 756 EL Students)</i>	<i>0.1%</i>	<i>0.1%</i>	<i>0.4%</i>	<i>1.5%</i>	<i>0.4%</i>	<i>97.0%</i>	<i>0.1%</i>	<i>0.1%</i>	<i>0.3%</i>

5a. Four-Factor Analysis

The U. S. Department of Transportation (USDOT) requires transit funding recipients to take reasonable steps to ensure meaningful access to programs by limited English proficient (LEP) persons. As a recipient, the City of Taft must perform a Four Factor Analysis to assess language needs and determine what steps it will take to ensure LEP persons can effectively access and utilize TAT services. The four factors analyzed are described below.

Factor 1: The number or proportion of Limited English Proficiency (LEP) persons eligible to be served or likely to be encountered by TAT services.

Estimating the number or proportion of LEP individuals that may be encountered by TAT will help identify the populations covered by the USDOT’s Safe Harbor Provision. This provision stipulates that if an LEP group speaking a given non-English language constitutes five percent or 1,000 persons, whichever is less, of the total population of persons likely to be encountered by transit services, then the service provider must make the following materials and services available to speakers of that language:

- Documents critical for accessing recipient’s services or benefits,
- Letters requiring response from customer,
- Informing customers of free language assistance,
- Complaint forms, and
- Notification of rights.

As discussed in the Service Area Demographics section, the largest LEP population in the TAT service area is Spanish. As of the 2008-2012 ACS, there were 5,439 speakers of languages other than English, comprising 31.2 percent of the service area population. Of those reporting speaking English “less than very well” 2,707 (92.1 percent) spoke Spanish. This significant population means the Safe Harbor Provision would apply to the city’s Spanish-speaking population, requiring the City to provide the materials listed above.

Of the remaining residents reporting speaking English “less than very well,” “Other Unspecified Language” and “Chinese” were the next most frequently cited (101 and 35 respondents respectively). This small number of residents means they do not presently fall under the Safe Harbor Provision and thus the City is not obligated to provide them with translated written materials or translation services at this time. While these relatively small populations currently exempts the City from translating written materials into the languages or from providing translation services, it is important the City be aware of increases in the population. Should the population of LEP persons rise above 1,000, the City will need to provide the translation services and written documents translated into the languages as listed above.

Factor 2: The frequency with which LEP persons come into contact with TAT’s transit services.

In order to estimate how often LEP populations come into contact with TAT services, we relied on staff and driver interview data. As drivers are typically on the “front lines” and most frequently come into contact with transit patrons, their observations and insights provide an informative picture of how many LEP persons use TAT.

Findings from the completed staff and driver interviews generally corroborate the findings described in the Service Area Demographics section, indicating Spanish speakers to be the largest LEP population, followed by a small number of other language speakers. Specific highlights from the driver discussions include:

- One TAT staffer speaks Spanish as part of their daily work.
- 100 percent of staff indicated Spanish as the most common language other than English they encounter during their work.

Factor 3: The nature and importance of TAT’s transit services to affected LEP populations.

To better understand TAT’s role among LEP populations, we contacted sixty local stakeholders comprised of social service agencies, senior centers, educational institutions, and faith-based organizations. These stakeholders act as representatives for, or come into frequent contact with, LEP populations. Of the groups contacted, 22 completed our stakeholder survey (survey instrument is provided in the Appendix). Together, these stakeholders provided important insight into the TAT service area’s key LEP groups, particularly Spanish speakers. As representatives who serve as leaders for these communities, they are attuned to the needs and potential language barriers members of these communities may face when using TAT.

All stakeholders reported having clients or members who were Spanish speakers.

- A majority (65 percent) indicated having clients who rode TAT services.
- No respondents cited language as a barrier to accessing TAT services.
- No respondents cited improving language accessibility as an important improvement.
- Sixty percent reported that affordability acted as a barrier for clients or members in using TAT.

Overall, our stakeholder survey responses indicate that while there may be multiple non-English languages commonly spoken in the TAT service area, Spanish speakers are most likely to depend on TAT and face cost-related barriers to using the City's public transit services. Therefore, in terms of outreach, it is important the City continue its efforts to address barriers faced by the Spanish-speaking population by improving distribution of information. Methods to achieving this could include strategies such as ensuring key written materials such as rider information are translated, and that bilingual staff members are available as needed.

Community Survey information

The City of Taft conducted service area wide community outreach in support of its Community Mobility Outreach and Involvement Program. The bilingual (English and Spanish) survey was conducted from June through August of 2013, and a total of 447 responses were collected, of which nearly all were completed in English (94.9 percent). The survey requested respondents indicate if they had utilized TAT services recently. Those that had were deemed riders, and those who had not were deemed non-riders. The following key findings were observed.

Riders:

- The most frequently cited trip purposes were Shopping, Health/medical, and Work (44.0, 20.2, and 12.8 percent, respectively).
- 39.4 percent use a personal vehicle as their primary method of travel, and 26.6 utilize the bus.
- 14.7 percent indicated speaking a language other than English.
- The majority (50.4 percent) indicate no impact to their accessing services (i.e., healthcare, employment, shopping, etc.) due to lack of public transit.
 - 20.7 percent indicate being impacted by lack of public transportation when seeking employment.

Non-riders:

- The primary reason for not utilizing TAT was "Prefer to drive myself" (68.9 percent).
- The most frequently cited trip purposes were Shopping, Health/medical, and Work (13.6, 3.3, 2.1 percent, respectively).
- 84 percent use a personal vehicle as their primary method of travel.
- 10.7 percent indicated speaking a language other than English.
- The majority (85.5 percent) indicate no impact to their accessing services (i.e., healthcare, employment, shopping, etc.) due to lack of public transit.

These findings are in line with American Community Survey findings and reinforce Spanish as the only LEP language which TAT should focus on at this time.

Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

As the section covering demographics demonstrates, the Spanish-speaking LEP population is sufficiently large that the City must take measures to minimize language barriers faced by these groups. To address these barriers and fulfill the LEP requirements required under the Safe Harbor Provision, the City provides staff, written materials, and online and phone services in Spanish.

Spanish-Speaking Staff

According to the staff interview, there is one TAT employee who speaks Spanish. As part of their customer service responsibilities, this employee utilizes their language skills to assist Spanish-speaking LEP persons whenever possible.

Cost: No additional cost anticipated.

Written Materials Translated into Spanish

Supplementing the City's bilingual personnel are translations of all essential rider information and service notice documents. Such documents include the TAT fixed-route and Dial-A-Ride service brochures, all notices related to service changes or updates, as well onboard notices in Spanish informing riders of their rights under Title VI. In addition, all Safe Harbor Provision materials have been or will be translated into Spanish.

Cost: No additional cost anticipated. Future translation costs for written documents estimated at \$0.05 per word.

Phone Services

As a part of this program, the City has contracted with a live translation service (Telelanguage) which will be available to all transit customers, and will also allow for real-time assistance to customers at the TAT main office or those who call into the TAT main phone number. Initial contact is made with a TAT employee who then determines if language assistance is required. The TAT employee dials into Telelanguage, enters the appropriate PIN, and can reach a live translator for over 200 languages.

Cost: Estimated annual cost of \$1,422. Assumes \$3.95 per minute for Telelanguage live translation and an average of 30 minutes of translation per month.

Web Services in Spanish

The City of Taft currently provides Spanish translation of its website content through Google Translator. All Safe Harbor documents and files are, or will be made, available on the TAT website.

Cost: No additional cost anticipated. Future translation costs for written website text estimated at \$0.05 per word.

Event Translation in Spanish

The City of Taft will schedule and arrange for live Spanish translation at all vital events/workshops/meetings. The primary source for this translation will be current TAT or City of Taft staff (as available) and professional translation services as necessary.

Cost: Variable, will be based primarily on employee salary hourly rate and the number of events where Spanish translation is required/requested. All California labor laws will be adhered to.

Services in Other Languages

As the demographics section describes, there are small populations (aside from Spanish-speaking) which speak languages other than English within the TAT service area. However, at this time the number of people who speak these languages who also speak English "less than very well" is well below the Safe Harbor threshold of 1,000 speakers. In addition, stakeholder and driver surveys did not reveal any significant language-related barriers to using transit for these speakers. Therefore the City is not required to provide translations of written documents nor is it required to advertise free translation services for these languages.

Implementation Plan

The matrix below presents an implementation Plan for ensuring the Language Assistance Plan is quickly and efficiently implemented.

Exhibit 5.9 Implementation Plan

Goal	Task	Anticipated Completion
Assess LEP Population in the DAR service Area	Title VI Four-Factor Analysis	May 2014
	Community Survey	June-August 2013
	Stakeholder Survey	June-August 2013
	TAT Staff Survey	May 2014
	Demographics Analysis	May 2014
Develop Language Assistance Procedures	Develop Title VI Customer Service Procedures for Title VI complaints and concerns	FY 2015
	Develop TAT Policy regarding competency of Title VI translators and interpreters	FY 2015
Staff Training	Identify TAT staff with likely contact with LEP individual	May 2014
	Develop curriculum for training of TAT staff	FY 2015
	Train TAT staff in Title VI Customer Service Procedures	FY 2015
	Develop refresher training schedule for tenured employees	FY 2015
	Develop Driver "Language Phrase Card"	FY 2015
Notification to LEP Persons of Title VI Rights and Materials	Inventory existing notification methodologies and/or locations	May 2014
	Post Title VI Notice in public locations.	May 2014
	Translate vital documents into Spanish	May 2014
	Translate TAT website into Spanish	FY 2015
	Develop, translate, and post notice of Language Assistance options	May 2014
	Undertake targeted outreach to LEP populations	FY 2015; Ongoing
Monitor and Update Language Assistance Plan	Assign administration of Title VI Program	May 2014
	Develop process for obtaining feedback on language assistance measures	FY 2015
	Regularly review ACS and Census demographic data	FY 2015; Ongoing
	Receive and review reports from Telelanguage translation assistance services phone line	FY 2015; Ongoing
	Incorporate discussion of Title VI into regular staff meetings and training	FY 2015; Ongoing
	Update Language Assistance Plan based on feedback received	FY 2015; Ongoing

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6. Summary of Non-Elected Committee Membership

The City of Taft has not established a non-elected committee or advisory group in connection with the Taft Area Transit program.

If in the future a non-elected committee or advisory group is established, a summary of its composition broken down by race, and a description of efforts made to encourage the participation of minorities on the said committee will be provided in this section utilizing the table below.

Exhibit 6.1 Sample Non-Elected Committee Membership Table

Race / Ethnicity	SYVT Service Area Populaton (Percentage)	Committee / Council (Percentage)
Caucasian	XX.X %	XX.X %
Latino	XX.X %	XX.X %
African American	XX.X %	XX.X %
Asian American	XX.X %	XX.X %
Native American	XX.X %	XX.X %

Member participation and selection will be monitored by the TAT Title VI Program Administrator.

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7. Subrecipient Monitoring and Schedule of Subrecipient Title VI Program Submissions

The City of Taft's public transit program does not have any subrecipients of Federal funding at this time and does not anticipate expanding to include subrecipients.

If in the future the City of Taft elects to expand its public transit service and begins contracting with subrecipients, the City will ensure compliance with Title VI regulations by updating this element of its Title VI program to include the monitoring methodology and reporting schedules for all subrecipients.

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8. Title VI Equity Analysis

Title VI regulations require the completion of an Equity Analysis whenever a recipient or subrecipient begins planning the locating and construction of a new transit facility (not including bus shelters, transit stations, power substations, or other facilities already evaluated through NEPA).

The City of Taft has not undertaken any construction projects specific to transit facilities at a new location in recent years. Therefore, no Equity Analysis is required at this time.

If in the future the City of Taft begins planning for the development and construction of a new transit facility, the City will conduct an equity analysis prior to the selection of a construction site inclusive of the Title VI requirements below:

- a. The City of Taft shall complete a Title VI Equity Analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. The City shall engage in outreach to persons potentially impacted by the siting of facilities. The Title VI equity analysis shall compare the equity impacts of various siting alternatives, and the analysis shall occur before the selection of the preferred site.
- b. When evaluating locations of facilities, the City shall give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis shall be done at the Census tract or block group where appropriate to ensure that proper perspective is given to localized impacts.
- c. If the City of Taft determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, the City may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. The City shall indicate how both tests are met; it is important to understand that in order to make this showing, the City shall consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

The equity analysis shall be completed and submitted as part of the City's subsequent Title VI program update.

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9. City Council Adoption of the Taft Area Transit Title VI Program

Exhibit 9.1 City of Taft Adopting Resolution

[insert scan of signed Taft City Council June 17, 2014 resolution adopting TAT Title VI Program]

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Appendix

1. Fixed-route Transit Provider Title VI Requirements

Recipients of Federal transit funding which operate less than 50 fixed-route vehicles during peak revenue service and are not located in an Urbanized Area (UZA) with a population of 200,000 or more are required to provide additional information with respect to *service standards* and *service policy* to ensure Title VI compliance.

Effective Practices to Fulfill Service Standard Requirement

Service Standards are divided into four primary categories, Vehicle Load Standards, Vehicle Headway Standards, On-time Performance Standards, and Service Availability Standards. The City of Taft ensures Title VI compliance by adhering to the following:

Vehicle Load Standards

TAT calculates vehicle load as the total number of ambulatory passenger seats available on a revenue vehicle divided by number of passengers.

The average passenger load for TAT services during all operating periods (peak and off-peak) should not exceed the following load factors (by service mode):

Fixed-route: Vehicle Load not to exceed 1.25 passengers per available seat.

Intercity (Maricopa-Taft): Vehicle Load not to exceed 1.0 passengers per available seat

Demand-response (Dial-A-Ride): Vehicle Load not to exceed 1.0 passengers per available seat

Vehicle Headway Standards

Vehicle headways are defined as the total amount of time between revenue vehicles on a fixed-route traveling in the same direction. This standard is further refined by type of service, by day-part, and by peak/off-peak service.

The City's public transit program includes two fixed-route alignments (Route 1 and Route 2) which operate throughout the service area.

- Route 1 (Weekday)
 - Travels on an average 30-minute headways from 7:15 a.m. to 6:00 p.m.
 - Route headways may be longer than 30-minutes due to driver breaks and delays.
- Route 2 (weekday)
 - Travels on an average 30-minute headways from 7:15 a.m. to 5:30 p.m.
 - Route headways may be longer than 30-minutes due to driver breaks and delays.
- Taft-Maricopa
 - Makes three trips per weekday with departures at 7:12 a.m., 1:55 p.m. and 5:35 p.m. from Maricopa.

On-time Performance Standards

In accordance with achieving the adopted transit program objective of “[providing] reliable service” TAT fixed-route on-time performance is defined as follows:

- On-time: Departing a published time-point between zero and five minutes after the published departure time.
- Early: Departing a published time-point at any time before the published time.
- Late: Departing a published time-point six or more minutes later than the scheduled time.
- Missed: Departing a published time-point eleven or more minutes later than the scheduled time.

Fixed-Route and Intercity Standards:

1. Fixed routes and Intercity routes shall operate with no early departures from published time-points.
2. Fixed routes and Intercity routes shall strive to achieve no less than 90 percent on-time departures from published time points.

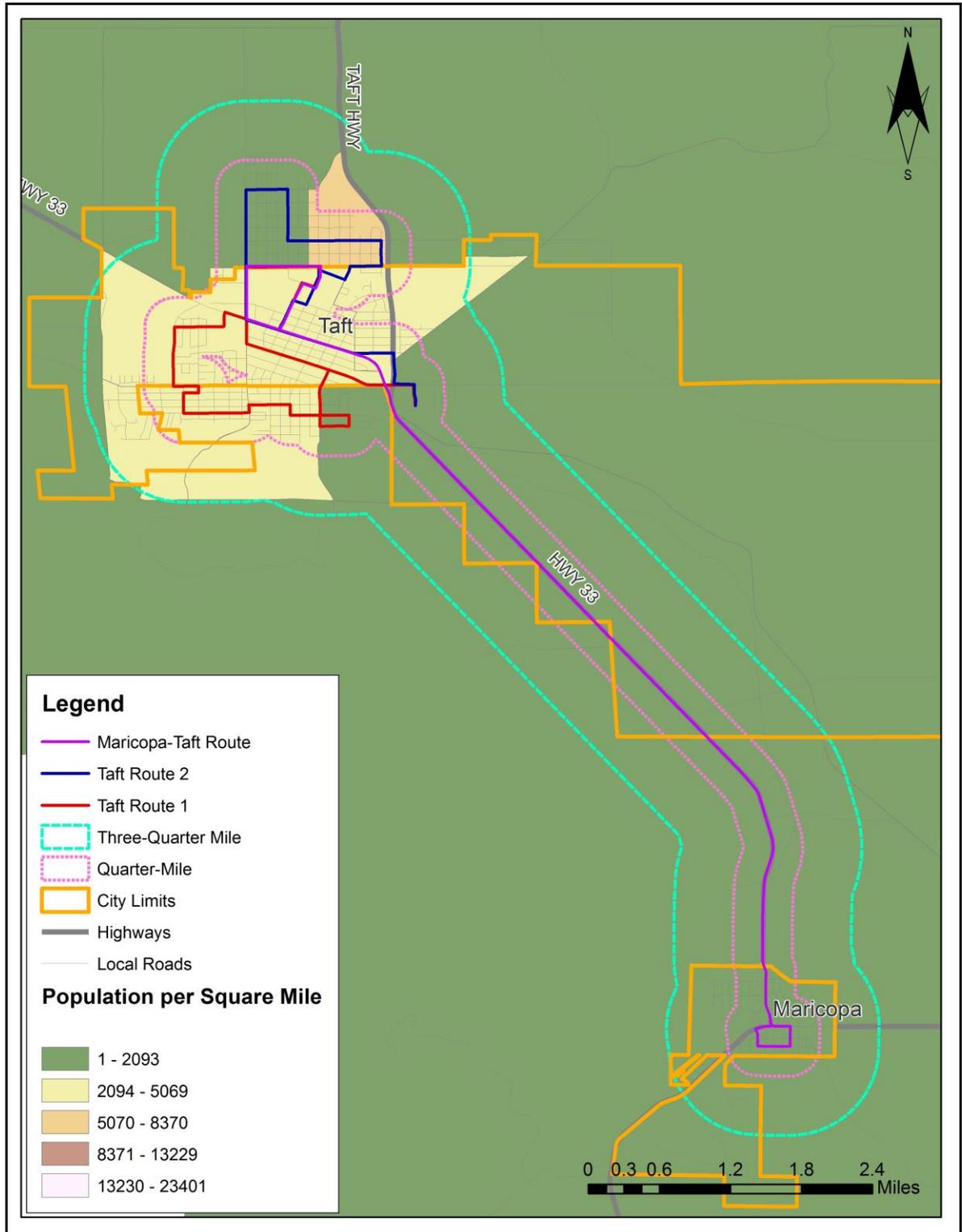
Demand-Response (Dial-A-Ride) Standards:

1. Dial-A-Ride shall operate with a 20-minute service window and will wait up to three minutes from the time of vehicle arrival.
2. Dial-A-Ride shall operate with no early departures.
3. Dial-A-Ride shall strive to operate with 95-percent on-time performance, defined as arriving within the provided service window.

Service Availability Standards

The TAT service area includes approximately 19,292 individuals (2012 American Community Survey). The data available from the American Community Survey is at the “Block Group” level. The minimum size of a census block is 30,000 square feet, or 0.69 acres. A block group is the aggregation of individual blocks and typically contains a population between 600 and 3,000 individuals. Data grouped at the block group level is the most precise level of information made available to the public by the United States Census Bureau. Use of census block group data in demographic analysis allows demographic differentiation by neighborhood, which is of particular importance in assessing demand for transit service. However due to the varying boundaries used to define a block group, a relatively large geographic area may be home to a numerically small population. In addition, current Census data does not provide information on how close together the populations reside. As such it is estimated that TAT currently provides service to over 90 percent of the service area population within $\frac{3}{4}$ of a mile of fixed-routes. TAT shall strive to achieve 100 percent coverage of the service area population within $\frac{3}{4}$ of a mile and not less than 50 percent of the population within $\frac{1}{4}$ of a mile of a fixed-route. The map in Exhibit A.1.1 presents the total population by block group and identifies the current Taft Area Transit service area.

Exhibit A.1.1 Taft Area Transit Service Area



Fixed-Route Service

The City of Taft's fixed-route service features an average distance of 0.70 miles between stops, providing a majority of the population with access to a bus stop within ¼ mile walking distance. Fixed routes shall strive to achieve an average of 0.50 miles between stops with a maximum distance of 1.0 miles between stops. Intercity routes shall strive to achieve an average of 0.50 miles between stops within city boundaries, and a maximum distance of 1.5 miles between stops within city boundaries. Location of future bus stops shall take into account the location of LEP populations.

Demand-response Service (Dial-A-Ride)

The Dial-A-Ride serves as the mandated ADA complementary paratransit service. The Dial-A-Ride service availability standard is as follows:

- 100-percent of all trips requested by ADA-certified customers within the TAT service area shall be accommodated.

Effective Practices to Fulfill Service Policy Requirement

Service Policy requirements are divided into two primary areas, *Vehicle Assignment Policy* and *Transit Amenities Policy*. The City of Taft ensures Title VI compliance by adhering to the following policies:

Fixed-Route Service

Fixed-route vehicle assignments factor in the operating characteristics of the various vehicles within the City's fixed-route fleet, which are paired to the operating characteristics of the route. In the absence of specific operating requirements, vehicle assignments will be done so as to ensure a random rotation of fleet vehicle assignments on the fixed-route service.

Demand-Response Service (Dial-A-Ride)

Except for unique situations requiring the assignment of a specific vehicle for reasons such as lift capacity, interior clearance, or other operating characteristics within the service area, demand-response vehicles will be randomly assigned.

Transit Amenities Policy

The following policies will be applied as funding allows:

- Installation of a shelter should be considered at bus stops with an average per trip boarding of eight or more passengers per day (high level of usage).
- Seating/benches/trash receptacles should be considered at bus stops with an average per trip boarding of four or more passengers per day (moderate level of usage).
- All fixed-route bus stop locations should have an information display (info-post) with applicable fixed-route schedule and permanent signage identifying the location as a bus stop.
- Whenever feasible, priority for benches and shelters should be given to bus stops serving senior housing or activity centers, or facilities which serve clients with mobility impairments.

2. Survey Instruments

Exhibit A.2.1 Community Survey

**City of Taft
Community Mobility Outreach and Involvement Program
Community Survey**

Please complete & return this survey and return in the enclosed, prepaid envelope by **JUNE 21st**.
Provide contact information in order to be eligible to win a \$50 Visa Gift Card.

Mark the box next to your answer

1. Are you aware the City of Taft sponsors a public transit program?
 ₁ Yes ₂ No

2. Have you ridden Taft Area Transit within the past 90 days?
 ₁ Yes ₂ No

2a. If yes, which service did you use?
 ₁ Taft Area Transit fixed-route service
 ₂ Taft Dial-A-Ride

2b. Please rate your level of satisfaction for the following aspects of Taft Area Transit service on a scale of one to four, wherein one is very dissatisfied and four is very satisfied.

	1.	2.	3.	4.
Affordability				
Reliability				
Cleanliness				
Customer Service				

2c. If no, why not?
 ₁ Does not travel where I need to go
 ₂ Does not travel when I need to go
 ₃ Too expensive
 ₄ Prefer to drive myself
 ₅ Do not have access to service information
 ₆ Other (specify _____)

3. Does anyone in your household use public transit?
 ₁ Yes ₂ No

4. Do you have access to a private vehicle?
 ₁ Yes ₂ No

5. Do you have a valid driver license?
 ₁ Yes ₂ No

6. Has the absence of affordable transportation stopped you from (check all that apply):
 ₁ Getting a job
 ₂ Going to school
 ₃ Getting healthcare
 ₄ Other (specify _____)
 ₅ None of the above

7. What is your main method of transportation?
 ₁ Personal vehicle
 ₂ Bus
 ₃ Bicycle
 ₄ Walking/skateboard/scooter
 ₅ Taxi
 ₆ Other (specify _____)

8. What is your most common trip purpose when riding transit?
 ₁ Shopping
 ₂ Healthcare/medical
 ₃ Work
 ₄ School
 ₅ Social/recreation
 ₆ Other (specify _____)
 ₇ I do not ride transit

9. What is your age?
 ₁ Under 18 ₂ 18 to 24
 ₃ 25 to 44 ₄ 45 to 64
 ₅ 65 or older

10. What was your annual household income in 2012?
 ₁ Under \$15,000 ₂ \$15,001 to \$25,000
 ₃ \$25,001 to \$35,000 ₄ \$35,001 to \$50,000
 ₅ \$50,001 to \$75,000 ₆ Over \$75,000

11. What is your employment status?
 ₁ Employed full-time
 ₂ Employed part-time
 ₃ Student full-time
 ₄ Student part-time
 ₅ Homemaker
 ₆ Retired
 ₇ Looking for work

12. Do you speak a language other than English at home?
 ₁ Yes (specify _____)
 ₂ No

12. What are the two cross-streets nearest your home?

 And

13. Do you require assistance to ride public transit?
 ₁ Yes ₂ No

Contact Information (For raffle prize)
 Name: _____
 Phone: _____
 Email: _____

The City of Taft thanks you for completing this survey. Please return in the envelope provided.

If you have any questions, contact Christy Lowe at 763-1350 (ext. 34).

**Ciudad de Taft
Programa de Movilidad y Participación Comunal
Encuesta de Comunidad**

Por favor complete y devuelva esta encuesta y regrésalo en el sobre pre-pagado proporcionado antes del 21 de Junio.
Proporciona información de contacto para ser elegible a ganar una ¡tarjeta de regalo Visa con valor de \$50!

Marque la casilla de su respuesta

1. ¿Es usted consciente que la Ciudad de Taft patrocina un programa de transporte público?

- 1 Sí 2 No

2. ¿Ha utilizado Taft Area Transit dentro de los últimos 90 días?

- 1 Sí 2 No (omitir hasta pregunta 2c)

2a. En caso afirmativo, ¿qué servicio utilizó?

- 1 Taft Area Transit servicio de ruta-fija
 2 Taft Dial-A-Ride

2b. Califique su nivel de satisfacción de los siguientes aspectos del servicio de tránsito del área de Taft en una escala de 1 a 4, en el que 1 está muy insatisfecho y 4 está muy satisfecho.

	1.	2.	3.	4.
Asequibilidad				
Confiabilidad				
Limpieza				
Servicio al Cliente				

2c. Si no, ¿Por qué no?

- 1 No viaja donde necesito ir
 2 No viaja cuando tengo que ir
 3 Demasiado caro
 4 Prefiero manejar solo
 5 No tengo acceso a información del servicio
 6 Otro (especifique: _____)

3. ¿Alguien en su hogar utiliza el transporte público?

- 1 Sí 2 No

4. ¿Tiene acceso a un vehículo privado/personal?

- 1 Sí 2 No

5. ¿Tiene una licencia de conducir válida?

- 1 Sí 2 No

6. La falta de transporte asequible le dejó de...

(Marque todas las que apliquen):

- 1 Obtener trabajo
 2 Ir a la escuela
 3 Obtener atención medica
 4 Otro (especifique _____)
 5 Ninguna de las anteriores

7. ¿Cuál es su método de transporte principal?

- 1 Vehículo personal
 2 Autobús
 3 Bicicleta
 4 Caminando/patineta/scooter
 5 Taxi
 6 Otro
(especifique _____)

8. ¿Cuál es su propósito más típico cuando utilizando transportación público?

- 1 Compras
 2 Salud/medico
 3 Trabajo
 4 Escuela
 5 Social/recreación
 6 Otro (especifique: _____)
 7 No utilizo transito

9. ¿Cuál es su edad?

- 1 Menos de 18 2 18 a 24
 3 25 a 44 4 45 a 64
 5 65 o más

10. ¿Cuál fue su ingreso anual en 2012?

- 1 Menos de \$15,000 2 \$15,001 a \$25,000
 3 \$25,001 a \$35,000 4 \$35,001 a \$50,000
 5 \$50,001 a \$75,000 6 Más de \$75,000

11. ¿Cuál es su situación laboral?

- 1 Empleado de tiempo completo
 2 Empleado de medio tiempo
 3 Estudiante de tiempo completo
 4 Estudiante de medio tiempo
 5 Domestico/a
 6 Retirado
 7 Buscando trabajo

12. ¿Habla un idioma que no sea español en casa?

- 1 Sí (especifique _____)
 2 No

12. ¿Cuáles son las dos calles transversales más cercanas a su casa?

Y

13. ¿Necesita ayuda para viajar en transporte público?

- 1 Sí 2 No

Información de Contacto (Para Rifa al Azar)

Nombre: _____

Teléfono: _____

Email: _____

La ciudad de Taft le da las gracias por completar esta encuesta. Por favor devuelva en el sobre proporcionado.

Si usted tiene alguna pregunta, póngase en contacto con Christy Lowe al 763-1350 (ext. 34).

Exhibit A.2.2 Oaxacan Community Survey Survey



Mark the box next to your answer

1. Please indicate your home community.

1 Taft 2 South Taft 3 Taft Heights
4 Fellows 5 McKittrick 6 Ford City
7 Maricopa 8 Derby Acres

2. Do you speak a language other than English at home?

1 Yes (specify _____)
2 No

3. Do your household have access to a personal vehicle?

1 Yes 2 No

4. What is your primary method of transportation?

1 Personal vehicle,
2 Walking,
3 Shared vehicle/carpool
4 Public transit/bus
5 Other,
(specify _____)

5. Please identify any barriers which prevent you from riding Taft Area Transit.

1 Bus Stop is too far from my home
2 Don't know how to use the service
3 Don't want to rely of public transit
4 Costs too much to ride public transit
5 Can't read the bus schedule
6 Other,
(specify _____)

Thank you for your information. All answers will remain confidential.



Marque la casilla junto a su respuesta

1. Por favor, indique su comunidad de origen.

1 Taft 2 Sur Taft 3 Taft Heights
4 Fellows 5 McKittrick 6 Ford City
7 Maricopa 8 Derby Acres

2. ¿Habla un idioma que no sea Inglés en casa?

1 Si (especifique _____)
2 No

3. ¿en su hogar tiene acceso a un vehiculo personal?

1 Si 2 No

4. ¿Cuál es su principal medio de transporte?

1 vehículo personal,
2 Caminar,
3 vehiculo compartido
4 transportacion publicat/autobus
5 Otro,
(especifique _____)

5. Por favor, identifique los obstáculos que le impide a utilizar el servicio de Taft Area Transit.

1 Para de autobús esta demasiado lejos de mi casa
2 No se como utilizar el servicio
3 No quiere depender del transporte publico
4 Cuesta demasiado para utilizar el transporte publico
5 No se puede leer el horario de autobús
6 Oro,
(especifique _____)

Gracias por su información. Todas las respuestas serán confidenciales.



**City of Taft
Community Mobility Outreach and Involvement Program**

1. What populations does your organization primarily serve? (circle all that apply)
 - a. Youth
 - b. Seniors
 - c. Persons with physical disabilities
 - d. Persons with cognitive disabilities
 - e. Low-income or homeless residents
 - f. Persons with limited English proficiency
 - g. A faith-based community
 - h. Other (specify _____)

2. Does your organization regularly provide transportation for its clients and/or members (i.e., shuttle bus, coordination of volunteer drivers, etc.)?
 - a. If Yes, (please specify _____)
 - b. No

3. Do clients or members use the City's local bus service (i.e., Taft Area Transit, Taft Dial-A-Ride) to access your organization's program or services?
 - a. Yes
 - b. No

4. Does your organization subsidize transportation (i.e., provide taxi fare or transit passes) for its members or clients?
 - a. Subsidize taxi fares
 - b. Provide bus passes
 - c. Other (Specify _____)

5. Has the absence of affordable transportation presented a barrier to undertaking daily activities for your members or clients?
 - a. Yes
 - b. No

6. What is the most significant mobility need you currently observe among your members or clients that is not being met?

7. What do you believe to be the single greatest improvement (regarding local transportation) which the City could make or implement?

Name: _____

Organization: _____

Contact (Phone or email): _____

3. Detailed Census and ACS Tables

Exhibit A.3.1 Languages Spoken At Home By Community

	City of Taft		City of Maricopa		Derby Acres CDP		Fellows CDP		Ford City CDP		McKittrick CDP		South Taft CDP		Taft Heights CDP	
	Population	Percent of Total	Population	Percent of Total	Population	Percent of Total	Population	Percent of Total	Population	Percent of Total	Population	Percent of Total	Population	Percent of Total	Population	Percent of Total
Total Population	8,677	---	1,118	---	337	---	118	---	3,543	---	122	---	1,807	---	1,770	---
Total Speak Only English	5,904	68.0%	822	73.5%	313	92.9%	118	100.0%	1,953	55.1%	116	95.1%	1,074	59.4%	1,753	99.0%
Total Speak Language Other than English	2,773	32.0%	296	26.5%	24	7.1%	0	0.0%	1,590	44.9%	6	4.9%	733	40.6%	17	1.0%
Total Speak English "very well"	1,086	12.5%	194	17.4%	20	5.9%	0	0.0%	682	19.2%	6	4.9%	495	27.4%	17	1.0%
Total Speak English less than "very well"	1,687	19.4%	102	9.1%	4	1.2%	0	0.0%	908	25.6%	0	0.0%	238	13.2%	0	0.0%
Speak English Less Than "Very Well" - Detail																
Speak Spanish	1,556	92.2%	102	100.0%	4	100.0%	0	0.0%	807	88.9%	0	0.0%	238	100.0%	0	0.0%
Speak French	6	0.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Speak German	20	1.2%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Speak Scandanavian	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Speak Russian	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Speak Armenian	10	0.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Speak Persian	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Speak Other Indic Language	7	0.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Speak Other Indo-European Language	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Speak Chinese	35	2.1%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Speak Thai	7	0.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Speak Laotian	7	0.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Speak Vietnamese	25	1.5%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Speak Tagalog	14	0.8%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Speak Other Unspecified Language	0	0.0%	0	0.0%	0	0.0%	0	0.0%	101	11.1%	0	0.0%	0	0.0%	0	0.0%
Total	1,687	100.0%	102	100.0%	4	100.0%	0	0.0%	908	100.0%	0	0.0%	238	100.0%	0	0.0%

Exhibit A.3.2 Racial Breakdown of Population By Community

Race or Ethnicity	City of Taft		City of Maricopa		Derby Acres CDP		Fellows CDP		Ford City CDP		McKittrick CDP		South Taft CDP		Taft Heights CDP	
	Population	Percent of Total	Population	Percent of Total	Population	Percent of Total	Population	Percent of Total	Population	Percent of Total	Population	Percent of Total	Population	Percent of Total	Population	Percent of Total
Hispanic or Latino (of any race)	2,744	29.6%	342	28.8%	37	10.7%	0	0.0%	1,950	48.2%	50	41.0%	1,061	48.4%	154	7.6%
White alone	5,772	62.3%	787	66.2%	306	88.4%	118	100.0%	1,998	49.4%	59	48.4%	957	43.7%	1,732	85.9%
Black or African American alone	214	2.3%	7	0.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	54	2.5%	10	0.5%
American Indian and Alaska Native alone	66	0.7%	0	0.0%	0	0.0%	0	0.0%	6	0.1%	2	1.6%	13	0.6%	40	2.0%
Asian alone	191	2.1%	35	2.9%	0	0.0%	0	0.0%	23	0.6%	0	0.0%	11	0.5%	38	1.9%
Native Hawaiian and Other Pacific Islander alone	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Some other race alone	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Two or more races	277	3.0%	18	1.5%	3	0.9%	0	0.0%	70	1.7%	11	9.0%	94	4.3%	42	2.1%
Total population	9,264	100.0%	1,189	100.0%	346	100.0%	118	100.0%	4,047	100.0%	122	100.0%	2,190	100.0%	2,016	100.0%



City of Taft Agenda Report

DATE: JUNE 17, 2014

TO: MAYOR LINDER AND COUNCIL MEMBERS

AGENDA MATTER:

AWARD AUDIT CONTRACT FOR THE FISCAL YEARS 2013-2014, 2014-2015, 2015-2016, 2016-2017, 2017-2018

SUMMARY STATEMENT:

Pursuant to Resolution No. 2685-02 regarding the procurement of professional/technical services as adopted by the City Council of the City of Taft on June 4, 2002, the City sought Proposals for audit services for the fiscal years 2013-14 with the option to audit 2014-15, 2015-16, 2016-2017 & 2017-2018.

Request for Proposals were posted on the City of Taft’s website and also on the California Society of Municipal Finance Officers website. The City of Taft received eight (8) proposals. One of the proposals received was from Moss, Levy & Hartzheim, LLP, the City’s current auditor.

Both the Request for Proposal and the proposals received are on file with the City Clerk.

The Finance Committee met on June 11, 2014 and recommended to award the contract to Moss, Levy & Hartzheim, LLP.

RECOMMENDED ACTION:

Motion to award audit contract per Finance Committee recommendation and authorize Mayor and City Clerk to execute the agreement.

IMPACT ON BUDGET (Y/N): Yes, \$34,425 for 2013-2014 and \$179,235 for 5 years

ATTACHMENT (Y/N): Yes; Agreement

PREPARED BY: *Teresa Binkley, Finance Director*

REVIEWED BY:

CITY CLERK	FINANCE DIRECTOR	CITY MANAGER
------------	------------------	--------------



**AGREEMENT BETWEEN
CITY OF TAFT AND
MOSS, LEVY, & HARTZHEIM LLP**

THIS AGREEMENT is made and entered into by and between the City of Taft, a Municipal Corporation, hereinafter referred to as "CITY" and the firm of **Moss, Levy, & Hartzheim, LLP**, Certified Public Accountants, hereinafter referred to as "CONSULTANT."

WITNESSETH:

WHEREAS, CITY desires to engage the services of a qualified certified public accounting firm to perform financial auditing services for fiscal years 2013-14 with the option to audit 2014-15, 2015-16, 2016-17, 2017-18; and

WHEREAS, CONSULTANT is qualified and agreeable to render the aforesaid services;

NOW, THEREFORE, the parties hereto do hereby agree as follows:

SECTION I:

- A) CITY hereby agrees to engage CONSULTANT and CONSULTANT hereby agrees to perform services hereafter set forth in this Agreement, all such services to be performed in accordance with CITY's Request for Proposal which is hereby incorporated into this Agreement as Appendix A and in accordance with CONSULTANT's response to CITY's Request for Proposal, which is hereby incorporated into this Agreement as Appendix B.
- B) CITY agrees to pay CONSULTANT the fees set forth in Appendix B, such payments to be made at monthly intervals during the course of this engagement and at such times as CONSULTANT delivers work products and substantiated billing invoices as indicated further in this Agreement.
- C) CONSULTANT agrees to commit Craig Hartzheim, C.P.A. as an Audit Partner for this engagement.

SECTION II - SCOPE OF SERVICES:

CONSULTANT shall do, perform, and carry out, in a satisfactory and proper manner, as determined by CITY, the services as indicated in Appendices A and B of this Agreement.

SECTION III - PERSONNEL:

- A) CONSULTANT represents that it has, or shall secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with CITY.
- B) All service required hereunder shall be performed by CONSULTANT or under its supervision, and all personnel engaged in the work shall be fully qualified, and shall be authorized under state and local law to perform such services.
- C) All personnel assigned to this project, as listed in Appendix B, shall not be replaced by any other persons except with written permission of CITY.
- D) None of the work or services covered by this Agreement shall be subcontracted without prior approval of CITY, except for any subcontract identified in CONSULTANT's proposal.

SECTION IV - TIME OF PERFORMANCE:

- A) The services of CONSULTANT are to commence as soon as practical after the execution of the Agreement, and shall be undertaken and completed not later than November 18th of each year.
- B) CONSULTANT and CITY may agree to extend the time of performance hereunder by amendment of this Agreement.

SECTION V - METHOD OF PAYMENT:

In performing the scope of work set forth in Section II hereof, CONSULTANT may incur the costs, as set forth in Appendix B. Payment shall be made in the following manner:

- A) CONSULTANT shall submit requisitions for payment not more frequently than once a month.

- B) CONSULTANT shall identify on said requisition, the work performed in conformance with this Agreement and the amount to be paid.
- C) All costs charged to this Agreement by CONSULTANT shall be supported by properly executed payrolls, time records, invoices and vouchers, evidencing in proper detail the nature and propriety of the charges and shall be cost allowable, as determined by Federal Management Circular 74-4 and Code of Federal Regulations, Title 49 (Public Contracts and Property Management), Part I-15 Contract Cost Principals and Procedures, Sub Part 1-15.7, and/or OMB Circular A-87 for contracts with state and local governments.
- D) CONSULTANT shall establish and maintain a separate accounting system, as prescribed under state and federal audit requirements, within its existing accounting system, specifically for and limited to all fiscal activities required to perform the services under this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after the final payment.

SECTION VI - TERMINATION OF AGREEMENT:

CITY or CONSULTANT may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In that event, all finished or unfinished documents and other materials prepared under this Agreement shall, at the option of CITY, become its property. CONSULTANT will be paid a just and equitable compensation for any satisfactory work completed.

SECTION VII - CONTRACT EXECUTION AND AGREEMENT:

A) Time of Effectiveness

This Agreement shall become effective when the persons authorized to bind each party thereto have signed therein.

B) Amendments

CITY or CONSULTANT may request changes in the scope of work, time schedule for performance or re-budgeting of funds during the course of this Agreement. Changes which are mutually agreed upon, shall be incorporated in written amendments to this Agreement.

C) Hold Harmless

CONSULTANT and CITY agree to hold each other harmless from and on account of any and all liability, whether property damage or personal injury, arising from each party's negligent performance of this Agreement.

D) Notice

Any notice required under this contract may be personally served on the other party, by the party giving notice, or may be served by certified mail, return receipt requested, to the following addressee:

<u>Moss, Levy, & Hartzheim, LLP</u>	<u>City of Taft</u>
<u>Attn: Craig A. Hartzheim, CPA</u>	<u>Attn: Finance Director</u>
<u>5800 Hannum Ave, Suite E</u>	<u>209 E Kern Street</u>
<u>Culver City, CA. 90230</u>	<u>Taft, CA. 93268</u>

IN WITNESS THEREOF, the authorized parties have below signed:

CONSULTANT:

By _____
Moss, Levy, & Hartzheim, LLP

CITY:

By _____
Paul Linder, Mayor

RECOMMENDED AS TO CONTENT:

By _____
Craig Jones, City Manager

APPROVED AS TO FORM:

By _____
Jason Epperson, City Attorney

Dated: _____

ATTEST:

By _____
Alina Megerdom, City Clerk

Appendix A

***REQUEST FOR PROPOSALS
FOR
AUDIT SERVICES***

CITY OF TAFT

**209 E. KERN ST.
TAFT, CALIFORNIA 93268**

CITY OF TAFT
REQUEST FOR PROPOSALS

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CITY OF TAFT

REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The City of Taft is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2014, with the option of auditing its financial statements for each of the four (4) subsequent years thereafter. These audits are to be performed in accordance with generally accepted auditing standards (GAAS), the standards set forth for financial statement audits in the U.S. General Accounting Office's (GAO) Government Auditing Standards as revised in 1994, the provisions of the Federal Single Audit Act Amendments of 1996 and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments.

There is no expressed or implied obligation for the City of Taft to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Any inquiries concerning the request for proposals should be addressed to Teresa C. Binkley, Director of Finance.

To be considered, an original and five copies of a proposal must be received by 3:00 p.m. on June 5, 2014. The City of Taft reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by a five (5) member Audit Committee consisting of Dave Noerr, Mayor; Paul Linder, Councilman; Ben Mangum, City Treasurer; Craig Jones, City Manager; and Teresa Binkley, Director of Finance.

During the evaluation process, the Audit Committee and the City of Taft reserve the right, where it may serve the City of Taft's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Three firms selected as finalists may be requested to make oral presentations as part of the evaluation process.

The City of Taft reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Taft and the firm selected.

It is anticipated the selection of a firm will be completed and approved by the City Council on June 17, 2014.

B. Term of Engagement

A five-year contract is contemplated, subject to the annual review and recommendation of the Audit Committee, the satisfactory negotiation of terms (including a price acceptable to both the City of Taft and the selected firm), the concurrence of the City Council and the annual availability of an appropriation.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Taft is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2014, with the option to audit the City of Taft's financial statements for each of the four (4) subsequent fiscal years thereafter. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The City of Taft desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles.

The auditor is not required to audit the combining and individual fund and account group financial statements and supporting schedules and the schedule of federal financial assistance contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the general purpose financial statements. The auditor is not required to audit the statistical section of the report.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards (GAAS) as set forth by the American Institute of Certified Public Accountants, the standards for financial statement audits set forth in the U.S. General Accounting Office's Government Auditing Standards as revised in 1994, the provisions of the Single Audit Act Amendments of 1996 and the provisions of the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
3. A report on compliance with applicable laws and regulations.

The report on compliance shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance.

4. A schedule of Federal Financial Assistance and an "in-relation-to" report on the schedule of federal financial assistance.
5. A report on the internal control structure used in administering federal financial assistance programs.

In the required report(s) on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report.

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report(s) on internal controls.

6. A report on compliance with laws and regulations related to major and non-major federal financial assistance programs. This report should include an opinion on compliance with specific requirements applicable to major federal financial assistance programs, a report on compliance with general requirements applicable to major federal financial assistance programs, and a report on compliance with laws and regulations applicable to non-major federal financial assistance program transactions tested.
7. A report on compliance with California Constitution Article XIIB - Appropriation Limit.
8. Component Unit Financial Statement of the Taft Community Development Agency and a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
9. Component Unit Financial Statement of the City of Taft/Ford City-Taft Heights Sanitation District Wastewater Treatment Plant and a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.

E. Reporting to the Audit Committee

Auditors shall assure themselves that the City of Taft audit committee is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.

5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

F. Special Considerations

1. The City of Taft currently uses an integrated software system, the MUNIS/FUND ACCOUNTING package, which includes the following modules: Accounting/Budgeting, Accounts Payable, Accounts Receivable, Payroll, Fixed Assets, Projects, and Utility Billing. All modules except Project are in use. The hardware supporting the Munis Fund Accounting System is Windows 2003 operating system which is a separate server from the City's other Windows 2003 and NT server information systems.
2. A copy of the Management Letter from the City of Taft's most recent financial statement audit has been included with this document as Attachment E.

G. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of four (4) years, unless the firm is notified in writing by the City of Taft of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

1. City of Taft
2. U.S. General Accounting Office (GAO)
3. State of California, State Controller
4. County of Kern, Auditor/Controller
5. Parties designated by the federal or state governments or by the City of Taft as part of an audit quality review process.

6. Auditors of entities of which the City of Taft is a sub recipient of grant funds
7. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance

H. Optional Services to be Quoted

This Request for Proposals as outlined thus far represents the basic requirements for auditing and reporting. Each firm's proposal will be evaluated on the basic reports and scope of the audit as presented in this section.

However, the City of Taft also requests from each proposing firm a quote for the following services related to the audit. The City may choose to exercise none, or one or more, of these options.

1. Preparation by the audit firm of all supporting schedules required for the audit and financial statements, based on the City's Trial Balance and supporting documents.
2. Assistance by the audit firm in evaluation and/or implementation of Comprehensive Annual Financial Report (CAFR) preparation and the statistical sections thereto.
3. Preparation of the Annual Financial Reports for the Taft Community Development Agency, and the Annual Report for the City of Taft/Ford City-Taft Heights Sanitation District.

III. DESCRIPTION OF THE GOVERNMENT

A. Name of Contact Person

The auditor's principal contact with the City of Taft will be Teresa C. Binkley, Director of Finance, who will coordinate the assistance to be provided by the City of Taft to the auditor.

B. Background Information

The City of Taft, California, which was founded on November 7, 1910, has a

population of 8906 living within an area of 15.05 square miles. The City's fiscal year begins on July 1 and ends on June 30.

The City of Taft provides the following services to its residents: Police Protection, Street Maintenance, Refuse, Sewer, Parks and Recreation Services, Public Transportation, and Community Planning and Development. The City of Taft operates the Wastewater Treatment Plant under the "Joint Exercise of Powers Agreements" between City of Taft and Taft Heights/Ford City Sanitation Districts and the City of Taft's Finance Department maintains the accounting records for it. The City also has chosen to be the Successor Agency of the former Taft Redevelopment Agency.

The City of Taft has a total payroll of about \$6.6 million covering an average of 115 employees.

The City of Taft is organized into eight departments and agencies. The accounting and financial reporting functions of the City of Taft are centralized.

More detailed information on the government and its finances can be found in:

1. The City's most recent Comprehensive Annual Financial Report (CAFR) - available upon request.
2. The City's 2013-14 Annual Budget-available upon request.

C. Fund Structure

The City of Taft uses the following fund types and account groups in its financial reporting:

<u>Fund Type/Account Group</u>	<u>Number of Individual Funds</u>	<u>Number With Legally Adopted Annual Budgets</u>
General fund	1	1
Special revenue funds	14	14
Debt service fund	1	1
Capital Projects funds	2	2
Enterprise funds	5	5
Internal service fund	1	1
Expendable trust fund	1	0
Nonexpendable trust fund	0	0
Pension trust funds	0	0
Agency funds	3	0

Fund structure continued:

<u>Fund Type/Account Group</u>	<u>Number of Individual Funds</u>	<u>Number With Legally Adopted Annual Budgets</u>
General fixed assets account group	3	N/A
General long-term debt account group	3	N/A

D. Budgetary Basis of Accounting

The City of Taft prepares its budgets on a basis consistent with generally accepted accounting principles.

E. Federal Financial Assistance

During the fiscal year to be audited, the City of Taft received the following Federal assistance:

- FTA Section 5311 Operating Assistance Grant
- FTA Section 5311 Capital Assistance Grant
- HUD Housing Grants
- STBG Housing Grants
- EDBG Grants
- Any other Grants, if any

F. Pension Plans

The City of Taft participates in the California Public Employees' Retirement System (PERS), an agent multiple-employer public employee retirement system that acts as a common investment and administration agent for the participating public entities within the State of California.

G. Component Units

The City of Taft is defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, Section 2100. Using these criteria, component units are included in the City of Taft's financial statements.

The management of the City of Taft has identified the following component units for inclusion in the City of Taft's financial statements: Taft Public Financing Authority,

Taft Public Improvement Corporation, Taft Community Development Agency and City of Taft/Taft Heights - Ford City Wastewater Treatment Plant. These component units are to be audited as part of the audit of the City of Taft's financial statements. A separate component unit financial statement will be prepared by City staff and the auditor's report is to be compiled, typed, and audited by the audit firm as part of the scope of work.

The financial records for the Agency and the Plant are maintained and located in the Finance Department at City Hall.

Not included in the reporting entity are several entities within the boundaries of the City that have Taft within their name. They include the Taft City School Elementary District, The Taft Union High School District and the Taft College. These potential component units have been excluded from the City's reporting because they have their own separately elected boards, issue their own debt, and control daily operations without any influence from the City.

H. Joint Ventures

The City participates in joint ventures with the County of Kern in the following areas: City of Taft/Taft Heights - Ford City Wastewater Treatment Plant Agreement; Waste Management Department; and Taft Area Transit.

I. Magnitude of Finance Operations

The Finance Department is headed by Teresa C. Binkley, Director of Finance, and consists of 6 employees; the Director, an Accountant, the Payroll/ Accounts Payable Clerk, the Accounts Receivable Clerk, the Accounting Assistant, and the Data Entry Clerk.

J. Internal Audit Function

The City of Taft does not maintain an internal audit function.

K. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact Teresa C. Binkley, Director of Finance, at 209 E. Kern, Taft, CA 93268, telephone (661) 763-1350 ext. 18. The City of Taft will use its best efforts to make prior audit reports available to proposers to aid their response to this request for proposals. However, prior auditor working papers will only be made available to the successful proposer.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposals issued:	May 5, 2014
Due date for proposals:	June 5, 2014
Presentation of Audit Contract to City Council:	June 17, 2014
Selected firm notified:	June 18, 2014

B. Schedule for the 2013-14 Fiscal Year Audit (A more comprehensive schedule will be developed for audits of future fiscal years if the City of Taft exercises its option for additional audits.)

1. Interim Work

Interim work may begin immediately upon selection of auditor by the Audit Committee and confirmation received from the City Council on June 18, 2014

2. Year-End Field Work

City staff shall provide an adjusted trial balance and all supporting schedules to auditor no later than October 1, 2014.

Auditor shall complete all field work by October 16, 2014.

3. Draft Reports

The Director of Finance shall prepare drafted financial statements, notes to the financial statements and all the required supplementary schedules by November 3, 2014.

The auditor shall have reviewed the drafted audit financial statements with the auditor's report available for review by the Audit Committee by November 18, 2014.

C. Date Final Report is Due

The Director of Finance will complete the review of the draft report as

expeditiously as possible. It is anticipated that this process will be completed and the final CAFR must be delivered to the City on November 17, 2014, for the Council meeting of December 16, 2014.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department Assistance

The Finance personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the City of Taft.

B. Electronic Inquiry

The auditor will be provided computer access and the use of the City of Taft's computer hardware and software, for the limited use of testing, verifying, reports and inquiry functions.

C. Report Preparation

Final report preparation, editing, printing, and binding, (approximately 22 copies are required), shall be the responsibility of the auditor. Preparation of the drafted Financial Statements (GPFS) shall be the responsibility of the City, except if the City exercises one of the options listed in Section II H.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Teresa C. Binkley, Director of Finance:
209 East Kern St.
Taft, CA 93268
(661) 763-1350 ext.18

2. Submission of Proposals

The following material is required for a proposing firm to be considered:

- a. A master copy (so marked) of a Technical and Comprehensive Dollar Cost Proposal and five copies to include the following:
 - i. Title Page showing the request for proposal's subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.
 - ii. Table of Contents.
 - iii. Transmittal Letter, signed, briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement explaining why the firm believes itself to be the best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for 60 days.
 - iv. Detailed proposal following the order set forth in Section VI B and C of this request for proposals.
 - v. Executed copies of the Proposer Guarantees and Warranties, attached to this request for proposals (Appendices B & C).
- b. The proposer shall include a comprehensive dollar cost bid within the proposal.
- c. Proposers should send the completed proposal marked "Audit RFP" to the following address:

City of Taft
Attn: Yvette Mayfield
209 E. Kern Street
Taft, CA 93268

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Taft in conformity with the requirements of this request for proposals. As such, the Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement.

The Technical Proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, the following subjects, item Nos. 2 through 7 must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the City of Taft as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards as revised in 1994.

The firm should provide an affirmative statement that it is independent of all of the component units of the City of Taft as defined by those same standards.

The firm should also list and describe the firm's professional relationships involving the City of Taft or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City of Taft written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in California

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in California.

4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

The firm should also identify any engagements similar to the City of Taft.

5. Partner, Supervisory and Staff Along with their Qualifications and Experience

The firm should identify the principal supervisory and management staff, including partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in

California. The firm also should provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Taft. However, in either case, the City of Taft retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the City of Taft which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Identification of Anticipated Potential Audit Problems.

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of Taft.

C. Comprehensive Cost Bid

1. Total All-inclusive Maximum Price

The comprehensive dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City of Taft will not be responsible for expenses incurred in preparing and submitting the technical proposal or the comprehensive dollar cost bid. Such costs should not be included in the proposal.

The first page of the comprehensive dollar cost bid should include the following information:

- a. Name of Firm
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with the City of Taft
- c. A total All-inclusive Maximum Price for the 2014 engagement
- d. Estimated All-inclusive Maximum Price for the 2015, 2016, 2017, and 2018 engagement option

2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each

The second page of the comprehensive dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix D), that supports the total all-inclusive maximum separate prices for the each of following:

- The City of Taft
- Single audit

- The Taft Community Development Agency
- The City of Taft/Taft Heights - Ford City Wastewater Treatment Plant.

3. Out-of-pocket expenses included in the Total All-Inclusive Maximum Price and Reimbursement Rates

All estimated out-of-pocket expenses to be reimbursed should be presented in the comprehensive dollar cost bid in the format provided in the attachment (Appendix D). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm. The audit firm will be expected to make all travel arrangements for its staff and include these in this category.

4. All-Inclusive Maximum Price Estimates for Subsequent Years

Engagement options for subsequent years' audits shall be negotiated with the City prior to commencement of each year's audit. Price considerations for subsequent audits shall be limited to (1) justifiable increases in audit hours and/or rates, and (2) additional special services requested and/or needed.

5. Rates for Additional Professional Services

If it should become necessary for the City of Taft to request the auditor to render any additional services to either supplement the services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City of Taft and the firm. Any such additional work agreed to between the City of Taft and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the comprehensive dollar cost bid.

Section II H of the Request for Proposals lists five options which the City is requesting quotes on, but which the City may or may not exercise. The all-inclusive price quote for each of these services should be included on a form similar to the example in Appendix D.

6. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billings shall cover a period of not less than a calendar month. Ten percent (10%) of the contract will be withheld from the final billing pending delivery of the firm's final reports.

VII. EVALUATION PROCEDURES

A. Audit Committee

Proposals submitted will be evaluated by a five (5) member Audit Committee.

B. Review of Proposals

The Audit Committee will use a point formula during the review process to score proposals. The Audit Committee will score each proposal by each of the criteria described in Section VII C below.

The City of Taft reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in California and has at least three (3) years of experience in performing audits of governmental entities.
- b. The audit firm's professional personnel have received adequate continuing professional education within the preceding three (3) years and have at least three (3) years of experience in performing audits of other governmental entities.
- c. The firm has no conflict of interest with regard to any other

work performed by the firm for the City of Taft.

- d. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.
- e. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.

2. Technical Qualifications: (Maximum Points - 70)

a. Expertise and Experience

- 1. The firm's past experience and performance on comparable government engagements
- 2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation

b. Commitment to Governmental Accounting

- 1. The firm's membership in governmental accounting organizations and past results in the various award programs
- 2. The firm's commitment to Taft's audit schedule deadlines

3. Price: (Maximum Points - 30)

D. Oral Presentations

During the final phase of the evaluation process, the Audit Committee may convene a panel to conduct oral presentations. Such presentations, should they be deemed necessary by the Audit Committee, will provide firms with an opportunity to answer any questions the Audit Committee may have on a firm's proposal.

E. Final Selection

The selection of the audit firm will be made by the Audit Committee, with ratification by the City Council.

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F. Right to Reject Proposals

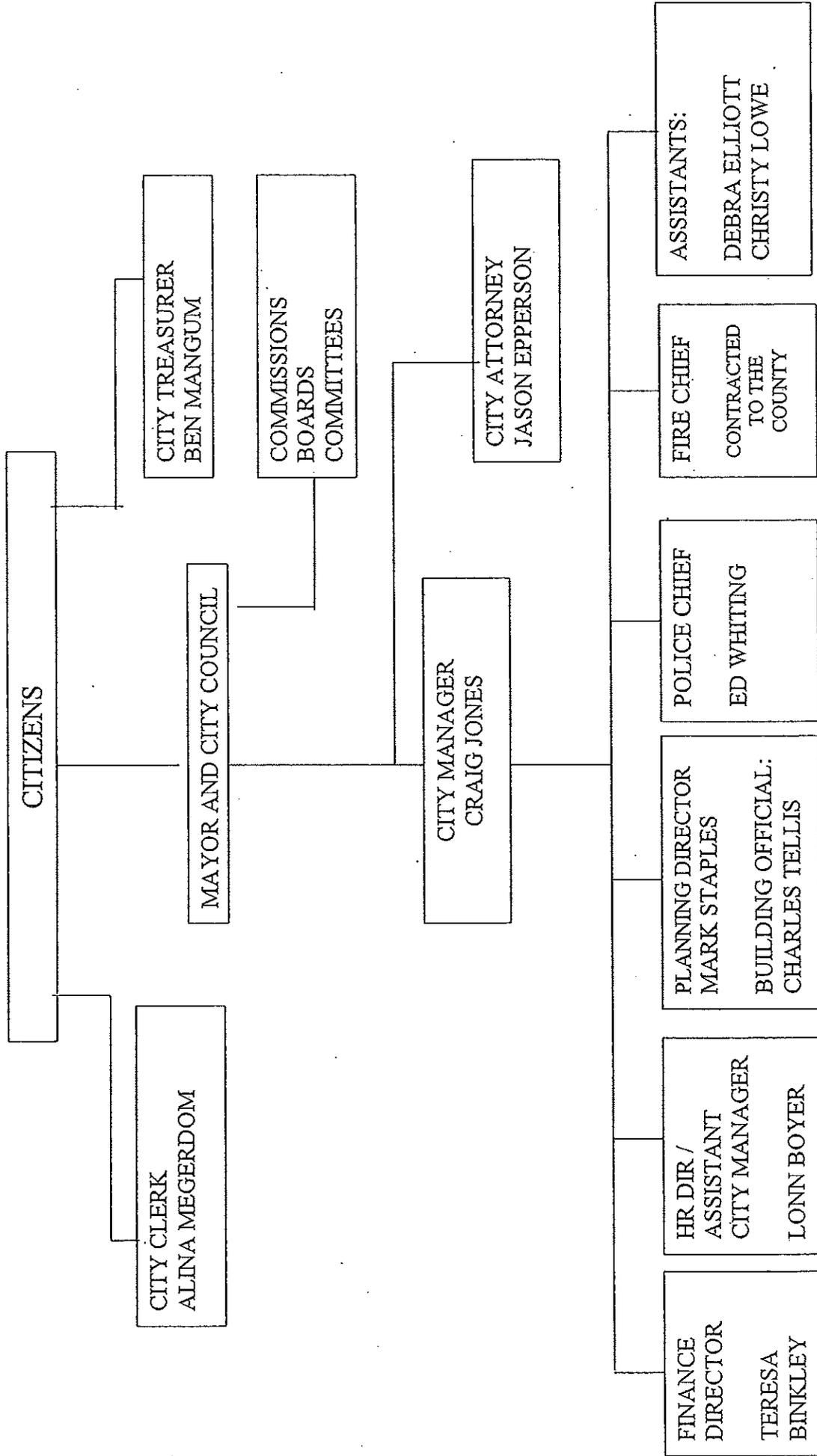
Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Taft and the firm selected.

The City of Taft reserves the right without prejudice to reject any or all proposals.

APPENDIX A
ORGANIZATIONAL CHART

See attached

CITY OF TAFT ORGANIZATIONAL CHART



APPENDIX B

PROPOSER GUARANTEES

- I. The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official:

Name (Typed):

Title:

Firm Name:

Date:

APPENDIX C

PROPOSER WARRANTIES

- I. Proposer warrants that it is willing and able to obtain an errors and omission insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officer, employees or agents thereof.
- II. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the City of Taft.
- III. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:

Name (Typed):

Title:

Firm Name:

Date:

APPENDIX D

Comprehensive All-Inclusive
Schedule of Professional Fees and Expenses
For the Audit of the 2014 Financial Statements
of the City of Taft and All Component Units

	Hours	Standard Hourly Rates	Quoted Hourly Total
Partners	_____	_____	_____
Managers	_____	_____	_____
Supervisory Staff	_____	_____	_____
Staff	_____	_____	_____
Other-specify:			
_____	_____	_____	_____
_____	_____	_____	_____
Sub-Total	_____	_____	_____

Out of Pocket Expense:

Meals and Lodging

Transportation

Other-specify _____

Total all-inclusive maximum price for 2014 audit

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APPENDIX E

2013 MANAGEMENT LETTER

2013 Management letter is unavailable currently, but will be available at a later date.

Appendix B

CITY OF TAFT

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

**For the Fiscal Years Ending June 30, 2014
(Optional Fiscal Years Ending June 30, 2015, 2016, 2017 and 2018)**

Submitted By:

Moss, Levy & Hartzheim, LLP

5800 Hannum Avenue, Suite E

Culver City, California 90230

Phone: (310) 670-2745

Fax: (310) 670-1689

Submitted On:

June 5, 2014

Contact People/Authorized Individuals:

Craig A. Hartzheim, CPA: Partner

Ron A. Levy, CPA: Partner

Hadley Y. Hui, CPA: Partner

CITY OF TAFT
AUDIT PROPOSAL
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MOSS, LEVY & HARTZHEIM LLP

CERTIFIED PUBLIC ACCOUNTANTS

PARTNERS
RONALD A. LEVY, CPA
CRAIG A. HARTZHEIM, CPA
HADLEY Y. HUI, CPA

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CULVER CITY, CA 90230
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FAX: 310.670.1689
www.mlhcpas.com

Ms. Teresa C. Binkley
Director of Finance
City of Taft
209 E. Kern St.
Taft, CA 93268

Dear Ms. Binkley,

We are pleased to respond to the Request for Proposal from the City of Taft (City) for independent professional auditing services. We have prepared our proposal to address each of the specifications included in the City's Request for Proposal.

After 57 years in public accounting and 37 years of performing local governmental and non-profit audits, it is extremely gratifying to witness the continued growth of Moss, Levy & Hartzheim, LLP. The firm is a regional full service public accounting firm with offices in Culver City, Beverly Hills, and Santa Maria and clients throughout the State of California, as well as thirty-one other states. We maintain and service governmental clients from the northern California border of Eureka to the southern California border of El Centro. We and the entire staff are pleased with not only the continuing development of the firm but also the progress and economic health of our clients. We understand that governmental accounting is a specialized industry with its own accounting standards and requirements, and that is why we strive to constantly improve the quality of our professional services. This degree of dedication, coupled with our ability to inform our clients of any new accounting and auditing issues, is paramount to our success.

Our size is such that we are large enough to provide a broad spectrum of services and experience backed by an in-house training program, professional development courses, and an extensive professional library, yet not so large as to become impersonal and rigid. Our style allows us to be flexible enough to complete our engagements in a timely manner that is the most convenient for each client. Also, this method allows us to be more accessible to our clients when our clients have questions or concerns.

It is our understanding that we will perform an audit of the City's and the Successor Agency to the Taft Community Development Agency's basic financial statements in accordance with auditing standards generally accepted in the United States of America as set forth by the American Institute of Certified Public Accountants, with the objective of expressing an opinion on the fair presentation of the basic financial statements, which will be in full compliance with the Government Finance Officers Association's (GFOA) Blue Book. We will express an "in-relation-to" opinion on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the basic financial statements. We will also perform a single audit on the expenditures of federal grants in accordance with U.S. Office of Management and Budget (OMB) Circular A-133 and test compliance with the Single Audit Act as amended in 1996, and applicable laws and regulations.

In addition to the procedures deemed necessary to express our opinion on the basic financial statements, we understand that we will also be responsible for performing certain limited procedures involving the management's discussion and analysis (MD&A) and the required supplementary information (RSI), as mandated by auditing standards generally accepted in the United States of America.

Our audits would be conducted in accordance with auditing standards generally accepted in the United States of America; *Government Auditing Standards*, issued by the Comptroller General of the United States, including all applicable auditing standards issued by the American Institute of Certified Public Accountants; the provisions of the Single Audit Act Amendments of 1996; the U.S. Office of Management and Budget (OMB) Circular A-133 *Audits of State, Local Governments, and Nonprofit Organizations*; OMB Circular A-102 *Grants and Cooperative Agreements with State and Local Governments*; OMB Circular A-87 *Cost Principles for State, Local, and Indian Tribal Governments*; and all relevant Governmental Accounting Standards Board (GASB) Statements.

It is our understanding that we will be responsible for issuing the following reports: an independent auditor's report on the fair presentation of the City's basic financial statements, in conformity with accounting principles generally accepted in the United States of America; an independent auditor's report on the fair presentation of the Successor Agency to the Taft Community Development Agency's financial statements, in conformity with accounting principles generally accepted in the United States of America, if required; an independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of the basic financial statements of the City performed in accordance with *Government Auditing Standards*; an independent auditor's report on the fair presentation of the City of Taft/Ford City-Taft Heights Sanitation District Wastewater Treatment Plant's basic financial statements in conformity with accounting principles generally accepted in the United States of America an independent auditor's report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance in accordance with OMB Circular A-133, if applicable; a single audit report which includes a schedule of expenditures of federal awards, footnotes, findings and questioned costs including significant deficiencies and material weaknesses, if applicable; a report on the compliance with the Proposition 111, Article XIII.B of the California State Constitution and Government Code 7900 on its appropriations limit (GANN limit calculation); and a management letter which includes Statement on Auditing Standards (SAS) No. 114 and No. 115 letters.

We understand that we will be responsible for preparing the Single Audit Report and Management Report, and editing, printing, and binding all reports. We also understand that we may be responsible for preparing the reports of the City's Comprehensive Annual Financial Report (CAFR), the Taft Community Development Agency, and the City of Taft/Ford City-Taft Heights Sanitation District Wastewater Treatment Plant, at the option of the City. We also understand that, at the option of the city, we will prepare all supporting schedules required for the audit and financial statements, based on the City's Trial Balance and supporting documents and preparation of the Annual Financial Reports for the Taft Community Development Agency, and the Annual Report for the City of Taft/Ford City-Taft Heights Sanitation District. In addition, we understand that the City is responsible for the drafted Financial Statements (GPFS), except if the City exercises on of the options listed in Section II H of the RFP.

Material noncompliance and significant deficiencies found during the audit will be communicated in writing. In the required reports on compliance and internal controls, we shall communicate any significant deficiencies and noncompliance issues found during the audit. Significant deficiencies that are also material weaknesses will be identified as such in the report. Non-reportable conditions discovered will be reported in a separate letter to management, which will be referred to in the reports on internal controls. All irregularities and illegal acts or indications of illegal acts of which we become aware of during the course of our audit will be immediately reported, in writing, to the appropriate officials, such as the Audit Committee.

We will be responsible for retaining all working papers and reports, at our expense, for a minimum of four (4) years, unless the firm is notified in writing by the City of Taft of the need to extend the retention period. We will make available all original working papers for examination, upon request, to the City of Taft or any federal and state agencies designated by the City.

Moss, Levy & Hartzheim, LLP will perform the audit work within the specified time period, pending no unforeseen circumstances which the City imposes on our work.

We were the City's audit firm from June 30, 2006 to June 30, 2013; therefore we are very familiar with the City and the way in which it operates.

The percentage of the audit work we expect to accomplish in each month is shown below:

<u>June</u>	<u>October</u>	<u>November/December</u>	<u>Total</u>
45%	50%	5%	100%

This proposal for auditing services is an irrevocable offer until August 28, 2014.

Thank you for your consideration and please do not hesitate to contact the authorized representatives listed below with any questions, problems, or concerns.

(1) Craig A. Hartzheim, CPA
Partner
5800 Hannum Avenue, Suite E
Culver City, CA 90230
(310) 670-2745
chartzheim@mlhcpas.com

(2) Ron A. Levy, CPA
Partner
5800 Hannum Avenue, Suite E
Culver City, CA 90230
(310) 670-2745
rlevy@mlhcpas.com

(3) Hadley Y. Hui, CPA
Partner
5800 Hannum Avenue, Suite E
Culver City, CA 90230
(310) 670-2745
hhui@mlhcpas.com

Sincerely,



Craig A. Hartzheim, CPA
Partner

CITY OF TAFT
TECHNICAL PROPOSAL

INDEPENDENCE

Moss, Levy & Hartzheim, LLP is independent of the City of Taft (City) and any component units of the City as defined by auditing standards generally accepted in the United States of America, the U.S. General Accounting Office's *Government Auditing Standards*, the U.S. Securities and Exchange Commission, and all other authoritative bodies with standard or rule-making authority over the auditing profession.

The firm uses checklists and questionnaires to determine that staff members are independent of each client being audited and each staff member signs a personal independence declaration prior to commencing work on an audit client. The partner in charge of the audit reviews all independence work papers prior to staffing each audit.

Moss, Levy & Hartzheim, LLP has been the auditor of the City of Taft for the period of June 30, 2006 through June 30, 2013. This is not a conflict of interest relative to the proposed work since it is essentially the same scope of work, but for a new period.

LICENSE TO PRACTICE IN CALIFORNIA

Moss, Levy & Hartzheim, LLP is a properly licensed certified public accounting firm in the State of California. All certified public accountants engaged in the audit of the City are licensed to practice in the State of California and have received at least the minimum number of governmental continuing professional education hours required by the State Board of Accountancy and *Government Auditing Standards* to perform governmental audits.

The firm and all key personnel – certified public accountants, are properly licensed to practice in the State of California.

FIRM QUALIFICATIONS AND EXPERIENCE

Moss, Levy & Hartzheim, LLP is a regional firm that performs audits of governmental and non-profit entities throughout the State of California, from the Oregon border to the Mexico border. For most of our governmental clients, we also prepare their Comprehensive Annual Financial Report. Our firm also performs review and compilation engagements as well as tax and consulting services to clients throughout the United States. The firm currently employs 28 professionals, all of whom are trained in governmental auditing, and has annual gross revenues in excess of \$4 million dollars. The firm has three offices in California: Culver City, Beverly Hills, and Santa Maria.

The audit work will be completed by staff from our Culver City office.

The Culver City office is currently staffed by seven certified public accountants (three partners, two managers, one senior accountant, and one staff accountant). In addition, the Culver City office employs ten professional staff, consisting of managers, senior accountants, and staff accountants. All certified public accountants, managers, and senior accountants are part of the governmental and non-profit audit practice.

The City will have one partner, one manager, and one senior accountant assigned to the audit on a full-time basis. In addition, one accountant will be assigned to the audit on a full-time basis. These employees will not be changed except due to unforeseen circumstances.

It is the firm's policy to have our partners and audit managers involved in the managing function of our governmental audits. Having both the partner and audit manager involved in the engagement allows the City to receive immediate response to questions about accounting and audit topics, concerns, and findings.

CITY OF TAFT
TECHNICAL PROPOSAL

FIRM QUALIFICATIONS AND EXPERIENCE (CONTINUED)

Our firm has never been the object of any disciplinary action from any federal or state regulatory body or professional organization, nor is there any disciplinary action pending.

The firm has had one state full audit "file review" by the State Board of California, of a City within the last three years which resulted in acceptance and no comments and no recommendations in conjunction with the paragraph below.

Over one year ago, the firm had one matter which was settled before trial (not litigated), which did not result in any actions taken by the California Board of Accountancy whatsoever; however, the firm's insurance carrier, like any other insurance risk analysis, decided that the requested amount was lower than the costs or hazards of litigation and a check was written to the government entity by the insurance carrier to settle the lawsuit prior to trial. This is the only lawsuit the firm has had in its 57 years of operations.

Please see *Appendix A – Peer Quality Review Report* for a copy of our firm's December 31, 2011 quality review report, which includes a review of governmental and non-profit engagements.

PARTNER, SUPERVISORY AND STAFF ALONG WITH THEIR QUALIFICATIONS AND EXPERIENCE

It is the firm's policy to have our partners and managers involved in the managing function of our governmental audits. Having both the partner and audit manager involved in the engagement allows the City to receive immediate response to questions about accounting and audit topics, concerns, and findings.

It is expected that Mr. Ron A. Levy, CPA would be the technical (concurring) partner in charge of the audit of the City. He will be responsible for reviewing the City's basic financial statements and all other required statements and reports. He may also be responsible for addressing any City questions or concerns that arise during the year. He has assisted numerous municipal clients and has prepared award-winning CAFRs.

Mr. Craig A. Hartzheim, CPA will be the engagement partner assigned to the audit. As engagement partner, he will oversee the day-to-day operations of the audit, review all audit areas, and be on-site for a majority of the fieldwork. He has assisted many municipal clients and has also prepared numerous award-winning CAFRs. It is the firm's policy during the first year on the audit engagement to have a partner on-site for a majority of the fieldwork. This policy enables the partner to become acquainted with the City's daily operations and key personnel.

Mr. Derek Rampone or Mr. Jay Siegel, CPA will be the manager assigned to the audit. He will oversee the day-to-day operations of the audits and perform more difficult audit sections.

Mr. Bin Zeng will be the senior auditor assigned to the audit. As a senior auditor, it will be his responsibility to oversee the staff accountants, do preliminary reviews of audit sections, and perform more difficult audit sections.

Mr. David Ortiz will be the computer specialist assigned to the audit, when needed. Mr. Ortiz has extensive knowledge in auditing EDP functions. Mr. Ortiz may also perform the statistical sampling procedures for the audit and also document and test the internal control structure of the computer systems.

**CITY OF TAFT
TECHNICAL PROPOSAL**

PARTNER, SUPERVISORY AND STAFF ALONG WITH THEIR QUALIFICATIONS AND EXPERIENCE (CONTINUED)

In addition to the supervisory staff listed above, one staff accountant will be assigned to the audit. All staff accountants have degrees from accredited colleges or universities, have received in-house governmental audit training, and at present, have at least one year of governmental auditing experience. All staff accountants will be directly supervised by the senior accountant and manager assigned to the audits at all times. All partners, managers, and staff members have worked on numerous governmental engagements together. Consistently working together will provide the City with a knowledgeable, proficient, and efficient audit team.

Please see *Appendix B – Resumes* for each individual's qualifications and experience.

The firm conducts an annual firm-wide two-day training seminar to update all governmental auditors on new pronouncements and improved audit techniques. In addition to this firm sponsored seminar, each governmental auditor attends the annual governmental accounting conference and many other continuing education courses and is updated on current accounting/auditing issues through our journals and supplements, which we receive on a regular basis.

The firm will maintain staff continuity on the engagement throughout the term of the contract, barring any departures from the firm. At the written request of the City, any Moss, Levy & Hartzheim, LLP employee assigned to the audits can be removed and replaced by another qualified employee. The City retains the right to approve or reject replacements.

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

Moss, Levy & Hartzheim, LLP has an extensive background in auditing governmental and non-profit entities with over thirty-seven years of experience in this specialized field. The firm currently performs thirty-four municipal audits, over seventy-five special district audits, as well as the audit of the County Sanitation Districts of Los Angeles County (all 25 districts), and thirty-five school district and related audits. We have also recently completed monitoring of one hundred contractors for the County of Los Angeles, for contract compliance and fiscal monitoring. Additionally, we are also on the master lists and have signed master contracts with the County of San Diego and the County of Los Angeles for Compliance and Financial Audits.

We have been the auditors of the City of Taft since the fiscal year ended June 30, 2006. Therefore, we are very familiar with the City and the way in which it operates.

The following are the most significant engagements performed in the last five years that are similar to the engagement described in the RFP:

CITY OF CULVER CITY

Audit of basic financial statements, former Redevelopment Agency, Single Audit, Municipal Bus Line, REAC Report, and prepared City, former RDA, and Transit State Controller Reports
2011 to Present
Partner – Craig A. Hartzheim, CPA
Contact: Jeff Muir, (310) 253-6016
Received GFOA Certificate of Achievement in Financial Reporting
1000 Hours

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES (CONTINUED)

CITY OF TRACY

Audit of basic financial statements, former Redevelopment Agency, and Single Audit Report
2004 to Present
Partner – Craig A. Hartzheim, CPA
Contact: Robert Harmon, (209) 831-4125
Received GFOA Certificate of Achievement in Financial Reporting
1000 Hours

CITY OF INDIO

Audit of basic financial statements, Indio Water Authority, former Redevelopment Agency, Eastern
Communications Authority's (ERICA), Single Audit Report, and
Independent Accountants Agreed-Upon Procedures Applied to Appropriations Limit
2011 to Present
Partner -- Craig A. Hartzheim, CPA
Contact: Rob Rockwell, (760) 391-4115
Received GFOA Certificate of Achievement in Financial Reporting
Performed in accordance with GASB Statement No. 34
800 Hours

CITY OF YUBA CITY

Audit of basic financial statements, former Redevelopment Agency, and Single Audit Report
Prepared the City's State Controller Report and Street Report
2008 to Present
Partner – Ron A. Levy, CPA
Contact: Robin Bertagna, (530) 822-4615
Received GFOA Certificate of Achievement in Financial Reporting
650 Hours

CITY OF EL CENTRO

Audit of basic financial statements, former Redevelopment Agency, Single Audit Report, and GANN
Limit
Review Report
Prepared the City's State Controller Report
2007 to Present
Partner – Craig A. Hartzheim, CPA
Contact: Leticia Salcido, (760) 773-4573
Received GFOA Certificate of Achievement in Financial Reporting
500 Hours

Please see *Appendix C – Current and/or Recently Completed Government Audits* for a list of governmental audit clients.

IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS

We do not anticipate any problems with the audit except for items listed in past management letters. In the event of a problem, the Audit Committee will be immediately notified in writing of any fraud, other illegal acts, or indication of illegal acts found during the course of our work. All other discrepancies or weakness in the internal system that we become aware of will be communicated to the management through discussion, the management recommendation letter, and/or if it is a reportable condition, as part of the single audit report, if necessary. We are committed to timely resolution of any problems that we encounter.

CITY OF TAFT
TECHNICAL PROPOSAL

IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS (CONTINUED)

Minimal assistance of the City's staff is required during the course of the audit; however, we do ask that the City provide the following: cooperation in answering questions, requested confirmations, bank reconciliations, a general ledger, and other miscellaneous items.

SPECIFIC AUDIT APPROACH

During the first year of the engagement, we will utilize the prior year's financial statements, the current year's budget, and our knowledge of the City's systems to determine materiality for the different audit sections. Each year, we will select a sample of transactions to determine to what extent the systems are functioning as described to us. The extent of our sample size will depend upon our assessment of the internal control structure and the results of our assessment in accordance with *Government Auditing Standards*.

The selection of transactions for testing will be made using a combination of random, systematic, and haphazard sampling techniques. We will identify the strength of the systems upon which we can rely in planning our substantive tests. Our internal control review will meet all of the following requirements of AICPA: Statement on Auditing Standards (SAS) No. 55, *Consideration of the Internal Control Structure in a Financial Statement Audit*, as amended by SAS No. 78; SAS No. 99, *Consideration of Fraud in a Financial Statement Audit*; SAS No. 106, *Audit Evidence*; SAS No. 107, *Audit Risk and Materiality in Conducting an Audit*; SAS No. 108, *Planning and Supervision*; SAS No. 109, *Understanding the Entity and Its Environment and Assessing the Risks of Material Misstatement*; and SAS No. 110, *Performing Audit Procedures in Response to Assessed Risks and Evaluating the Audit Evidence Obtained*.

It is estimated that the sampling size for transaction testing for compliance with systems as actually implemented would be as follows:

- I. Minimum of 60 disbursement items, including automatic and manual checks and bank debits
- II. Minimum of 25 payroll checks, including direct deposits
- III. Minimum of 60 receipt items

We have extensive knowledge in auditing computer systems. We have assisted numerous clients with the implementation of accounting software and database business systems. This assistance has provided our firm with a thorough background in computer systems with respect to both the software applications aspect and also insight into auditing such systems. It is our policy to have a computer specialist as part of the audit team and to be used on an as-needed basis. This individual assists the audit team in documenting the computer system internal control structure and highlighting strengths and weaknesses relating to the computer structure of the City.

In addition, all of our staff is equipped with networked laptop computers. These computers are equipped with not only word processing and spreadsheet capabilities, but also various functional software, such as PPC Audit – e-Tools, Creative Solutions Accounting, Adobe Acrobat, random sampling software, Lacerte Tax Program, and Easy Accounting Software, which contain amortization programs and depreciation programs, and other applications as well (including the Governmental Accounting Research System which includes all GASB publications).

CITY OF TAFT
TECHNICAL PROPOSAL

SPECIFIC AUDIT APPROACH (CONTINUED)

We will perform preliminary analytical review procedures and expectation-predictive analytical procedures using the prior fiscal year's audited statements and the current fiscal year's budget. In the preliminary stage, we will adopt ratio analysis procedures to compare the relationships between account balances and classes of transactions between prior periods and against budgets and industry statistics. This may include budgets, trial balances, and/or draft financial statements to help us identify the source of individual fluctuations. We will then adopt trend analysis to compare current data with prior periods, which is particularly useful for analyzing revenue and expenditures. Any unexpected trends or deviations will be discussed with relevant City staff to obtain explanations. At the end of the audit we will compare the results of our preliminary analytics with final adjusted numbers for reasonableness and consistency.

We will also review the following documents in order to determine compliance with applicable laws and regulations:

1. Minutes of the governing body with special attention to: indications of new revenue sources, including federal and state grants; expenditure/expense authorizations and related appropriations, including any special or restrictive provisions; appropriation transfers; authorization for bank or other debt incurred; awards to successful bidders; authorization for new leases entered into; changes in licenses, fines, or fees; authorization for fund balance commitments or assignments; and authorization for significant new employees hired.
2. New agreements and amendments to agreements including, but not limited to: grant agreements; debt and lease agreements; labor agreements; joint venture agreements; disposition and development agreements; and other miscellaneous agreements.
3. Administrative Code
4. Investment Policy

The main extent of our work would be what is required to enable us to express an opinion on the basic financial statements in accordance with:

1. *AICPA Industry Audit Guide for State and Local Governmental Units*
2. *AICPA Audit Standards*
3. *National Committee on Governmental Accounting, Auditing and Financial Reporting (Amended) Publication*
4. Laws of the State of California
5. Requirements of Office of Management and Budget's (OMB) Circular A-133, *Audits of State, Local Governments and Nonprofit Organizations*
6. *GAO Standards for Audit of Governmental Organizations, Activities and Functions, the Guidelines for Financial and Compliance Audits of Federally Assisted Programs*
7. Our firm's own additional standards and procedures

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America. The primary purpose of the audit is to express opinions on the basic financial statements, and such an audit is subject to the inherent risk that material errors or fraud may exist and not be detected by us. If conditions are discovered which lead to the belief that material errors, defalcations, or fraud may exist, or if any other circumstances are encountered that require extended services, we will promptly advise the City.

CITY OF TAFT
TECHNICAL PROPOSAL

SPECIFIC AUDIT APPROACH (CONTINUED)

If convenient for the City's staff, the approximate target dates for the fiscal year 2014 audit would be as follows:

1. Entrance conference and submission of audit plan – No later than June 20th
2. Interim fieldwork – Week of June 23rd
3. Exit conference – June 27th
4. Entrance conference and year-end field work – Week of October 6th
5. Exit conference – October 10th
6. Draft management letter, financial statements, and other audit reports – November 3rd
7. Final management letter, financial statements, and other audit reports – No later than November 17th

Please see *Appendix D – Segmentation and Budgeted Hours by Segment* for a schedule of the level of staff and number of hours to be assigned to each segment of the engagement.

Our audit would begin when it is convenient for the City's staff. We estimate that in the last week of June we will perform interim work. Each year, the partner or manager of the firm will contact the Director of Finance to set up an entrance conference meeting. The purpose of this meeting will be to discuss the scope and timing of the annual audit, to review any accounting issues known at that time, to provide our detailed audit plan, and to address any of the City's personnel concerns about the impending audit.

We will schedule approximately one week of interim work each year. During the first year of the new contract, we will prepare narrative flow charts and other documentation of the internal control structure and of the major systems, such as revenue and cash receipts, purchasing and cash disbursements, payroll and personnel, inventory, property and equipment, grant compliance, investment activities, and the budget process. We will gain this information through discussions with appropriate City staff and the review of available documented policies, organizational charts, manuals, programs, and procedures. Once we obtain this information, we will evaluate the systems of internal controls and revise our standard governmental audit programs.

Before year-end fieldwork, we will discuss with the City any assistance the City may need with the year-end closing.

Our year-end fieldwork would begin on October 6th. The year-end audit work would begin with an analytical review of all significant balance sheet and revenues and expenditures/expense accounts for each fund, which includes substantive tests on all balance sheet accounts. **Analytical procedures will be used to supplement the substantive tests, not supplant them.** We will perform analytical procedures during interim and year-end fieldwork on all balance sheet and revenue and expense/expenditure accounts.

The primary objective of the year-end audit work is to audit the final numbers that will appear in the City's basic financial statements. Our fieldwork would also consist of procedures required under SAS No. 99, *Consideration of Fraud in a Financial Statement Audit*.

CITY OF TAFT
TECHNICAL PROPOSAL

SPECIFIC AUDIT APPROACH (CONTINUED)

We will perform procedures such as:

- (a) Confirmations by positive and negative circularization including but not limited to all cash and investment accounts; selected receivable and revenue balances; all bonds, loans, notes payable, and capital leases; all notes receivable; all insurance carriers; all legal firms employed on the City's business; and other miscellaneous confirmations deemed necessary
- (b) Physical verifications and observations
- (c) Analysis and review of evidential material
- (d) Interviews and investigative efforts
- (e) Electronic data processing testing for computer and software reliability
- (f) Numerous other procedures

During the entire engagement, our audit team will be determining whether an audit in compliance with *OMB Circular A-133* is required through review of the City Council minutes, examination of the general ledger, and discussion with finance personnel. If a compliance audit is required, we would perform tests of: specific requirements; claims for advances and reimbursements; and amounts claimed or used for matching in compliance with the Single Audit Act. The compliance audit will be conducted in accordance with auditing standards generally accepted in the United States of America, the GAO *Standards for Audits of Governmental Organizations, Programs, Activities, and Functions*, and the GAO *Guidelines for Financial and Compliance Audits of Federally Assisted Programs*.

The year-end fieldwork should be completed no later than October 10th.

The *Governmental Accounting, Auditing and Financial Reporting* (GAAFR), issued by the Government Finance Officers Association (the "Blue Book") and other GFOA publications are often used as additional tools when preparing and reviewing the financial statements of our governmental clients. The firm has and uses its extensive library of current AICPA, GFOA, and GASB publications and pronouncements.

As part of our audit engagements we issue our clients management letters if we note certain observations or recommendations that we feel need to be disclosed. Our firm's philosophy regarding the management letter is that the management letter is to help management improve its internal control and accounting procedures and not to criticize the management in charge. This is why we present our management letters to management in draft form for open discussion prior to issuance.

The workpapers for this engagement are the property of Moss, Levy & Hartzheim, LLP and constitute confidential information. However, we may be requested to make certain workpapers available to any Cognizant Agency pursuant to authority given to it by law or regulation, any parties designated by the federal or state governments or by the City as part of an audit quality review process, and other audits of entities of which the City is a sub-recipient of grant funds or component unit.

We understand that we shall respond to the reasonable inquiries of successor auditors and allow them to review working papers relating to matters of continuing accounting significance. If requested, access to such workpapers will be provided under the supervision of Moss, Levy & Hartzheim, LLP personnel.

CITY OF TAFT
TECHNICAL PROPOSAL

Under penalties of perjury, I declare that I am an authorized signer and that there are no and have never been any financial interests between any officials or employees of the City of Taft and Moss, Levy & Hartzheim, LLP.

Respectfully submitted,



Craig A Hartzheim, CPA
Partner

CITY OF TAFT
APPENDIX A – PEER QUALITY REVIEW REPORT



POWELL & SPAFFORD, LLP
CERTIFIED PUBLIC ACCOUNTANTS

Jessie C. Powell, CPA
Patrick D. Spafford, CPA

Licensed by the California Board of Accountancy
Member American Institute of Certified Public Accountants

System Review Report

To the Partners of
Moss, Levy & Hartzheim, LLP
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Moss, Levy & Hartzheim, LLP (the firm) in effect for the year ended December 31, 2011. Our review was conducted in accordance with standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Moss, Levy & Hartzheim, LLP in effect for the year ended December 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Moss, Levy & Hartzheim, LLP has received a peer review rating of *pass*.

Powell & Spafford, LLP

July 11, 2012

CITY OF TAFT
APPENDIX B – RESUMES

Ron A. Levy, C.P.A. – Partner

- California licensed C.P.A. with 37 years of audit experience with governmental and non-profit entities
- Technical partner (concurring) in charge of all governmental and non-profit audits, currently including 37 municipal audits, 75 special district audits, and 35 school district and related audits
- Has assisted governmental clients with year-end closing, key position interviews, preparation of award winning CAFRs, and preparation of State Controller's Reports
- Has met or exceeded all continuing education requirements, including recent courses in the following:
 - 2014, 2013, and 2012 Governmental Accounting Conference*
 - 2014, 2013, and 2012 School District Conference*
 - GASB 34 Training Seminars*
 - Planning a Governmental Audit Engagement*
 - Auditor's Reports on Audits of Local Governments*
 - Governmental Accounting Update*
 - Audits of State and Local Governments*
 - Compliance Auditing, Auditing Sampling, and Concluding the Audit*
 - The Single Audit Act*
- Member of the following:
 - American Institute of Certified Public Accountants
 - California Society of Municipal Finance Officers
 - California Society of Certified Public Accountants
 - California Association of School Business Officials
 - Kiwanis Club
- Bachelor of Science degree from Oregon State University conferred in 1977
- Taught accounting courses at a branch of LaVerne College and Chapman College
- Knowledgeable about all areas of tax law including non-profit tax issues
- Mr. Levy's ancestry is of Hispanic descent

CITY OF TAFT
APPENDIX B – RESUMES

Craig A. Hartzheim, C.P.A. – Partner

- California licensed C.P.A. with 30 years of audit experience with governmental, non-profit, and commercial entities
- Engagement partner for governmental and non-profit audits (Culver City office) including 15 municipal audits, 40 special district audits (including Los Angeles County Flood Control District and the County Sanitation Districts of Los Angeles County), and 12 school districts and related audits
- Has assisted governmental clients with year-end closings, key position interviews, preparation of award winning CAFRs, and preparation of State Controller's Reports
- Has met or exceeded all continuing education requirements including recent courses in the following:

2014, 2013, and 2012 Governmental Accounting Conference
2014, 2013, and 2012 School District Conference
Single Audits of Governmental Entities
Preparing Governmental Financial Statements
Yellow Book, Government Auditing Standards
GAAS Guide
Other Comprehensive Basis of Accounting (OCBOA) Statements
Audit Standards update
Implementing SAS 112 and 114
Fraud in Audits
Auditing update

- Bachelor of Science degree in Accounting from Marquette University conferred in 1982
- Member of the following:
 - American Institute of Certified Public Accountants
 - California Society of Certified Public Accountants
- Knowledgeable about all areas of tax law including non-profit and payroll tax issues

Hadley Y. Hui, C.P.A. – Partner

- California licensed C.P.A. with 16 years of audit experience with governmental, non-profit, and commercial entities
- Partner in charge of 10 municipal audits, 26 special district audits, 8 special audits for the County of San Diego, and 20 school districts and related audits
- Supervisor for the CSS and DPSS Monitoring Projects for Los Angeles County
- Has met or exceeded all continuing education requirements including recent courses in the following:

2014, 2013, and 2012 Governmental Accounting Conference
2014, 2013, and 2012 School District Conference
Fraud in Audits
Risk-Based Auditing Part 1, Part 2
Accounting and Auditing Update
Guide to Auditing Control Course 1, Course 2

- Extensive knowledge of database systems, networking, and various accounting software
- Bachelor of Arts degree in Economics with a minor in Accounting from University of California – Los Angeles was conferred in 1997
- Member of the following:

American Institute of Certified Public Accountants
California Society of Certified Public Accountants

Derek Rampone – Manager

- Manager with 14 years of audit experience with governmental, non-profit, and commercial entities
- Manager for 8 municipal audits and 10 special district audits (including Los Angeles County Flood Control District)
- Supervisor for the County of Los Angeles CSS and AAA Monitoring Projects, and Rancho Business Park Lease Audit
- Field Supervisor for all County of Los Angeles engagements
- Has met or exceeded all continuing education requirements including recent courses in the following:
 - 2014, 2013, and 2012 Governmental Accounting Conference*
 - 2014, 2013, and 2012 School District Conference*
- A Bachelor of Arts degree in Business Economics with an emphasis in Accounting from University of California – Santa Barbara was conferred in 1999

Jay Siegel, C.P.A. – Manager

- California, Texas, and Washington D.C. licensed C.P.A. with 35 years of audit experience with governmental and commercial entities.
- Manager for 11 municipal audits and 2 special district audits.
- Has met or exceeded all continuing education requirements including recent courses in the following:
 - 2014, 2013 and 2012 Governmental Accounting Conference*
 - 2014, 2013 and 2012 School District Conference*
- Member of the California Society of Municipal Finance Officers Association and its Comprehensive Annual Financial Report technical reviewer section.
- Special expertise in internal controls and real estate, construction, and transit entities.
- Bachelor of Science degree in Accounting from California State University – Long Beach was conferred in 1978. MS Degree in Taxation from Golden Gate University was conferred in 1991

Bin Zeng – Supervising Accountant

- Auditor with 6 years of audit experience with governmental and commercial entities
- Auditor for 8 municipal audits, 4 special district audits, and 1 school district audits
- Staff accountant for the Los Angeles County DMH and CSS Monitoring Projects.
- Has met or exceeded all continuing education requirements including recent courses in the following:
 - 2014, 2013, and 2012 Governmental Accounting Conference*
 - 2014, 2013, and 2012 School District Conference*
 - Fraud in Audits*
- Bachelor of Arts degree in Business Economics from University of California -- Los Angeles was conferred in 2007.
- Knowledgeable about all areas of tax law including non-profit and payroll tax issues

Allison Chen – Staff Accountant

- Auditor with 3 years of audit experience with governmental and commercial entities
- Auditor for 7 municipal audits, 4 special district audits, and 4 school district audits
- Has met or exceeded all continuing education requirements including recent courses in the following:
 - 2014, 2013, and 2012 Governmental Accounting Conference*
 - 2014, 2013, and 2012 School District Conference*
- Bachelor of Science degree in Accounting from University of Southern California was conferred in 2010

Xuan Duong– Staff Accountant

- Auditor with 1 year of audit experience with governmental and commercial entities
- Auditor for 9 municipal audits and 10 school district audits
- Has met or exceeded all continuing education requirements including recent courses in the following:
 - 2014 Governmental Accounting Conference*
 - 2014 School District Conference*
- Bachelor of Arts in Business Economics with an emphasis in Accounting from the University of California, Santa Barbara was conferred in 2013

Israel Morel – Staff Accountant

- Auditor with 1 year of audit experience with governmental and commercial entities
- Auditor for 6 municipal audits and 3 school district audits
- Has met or exceeded all continuing education requirements including recent courses in the following:
 - 2014 Governmental Accounting Conference*
 - 2014 School District Conference*
- Bachelor of Science in Business Administration with emphasis in accounting from California State University – Dominguez Hills was conferred in 2013

Jeffrey Wada – Staff Accountant

- Auditor with 1 year of audit experience with governmental and commercial entities
- Auditor for 7 municipal audits, 3 special district audits, and 2 school district audits
- Has met or exceeded all continuing education requirements including recent courses in the following:
 - 2014 Governmental Accounting Conference*
 - 2014 School District Conference*
- Bachelor of Science degree in Management Science from University of California – San Diego was conferred in 2008. Masters of Science in Accountancy from California State University – Fullerton was conferred in 2011

Jay Wongwatana-anan – Staff Accountant

- Auditor with 1 year of audit experience with governmental and commercial entities
- Auditor for 10 municipal audits, 4 special district audits, and 2 school district audits
- Has met or exceeded all continuing education requirements including recent courses in the following:
 - 2014 Governmental Accounting Conference*
 - 2014 School District Conference*
- Bachelor of Arts in Economics with an emphasis in Accounting from the University of California – Santa Barbara was conferred in 2013

David Ortiz – Computer Specialist

- Auditor with 22 years audit experience with governmental and commercial entities
- Computer specialist – with emphasis in fund accounting software
- Extensive knowledge of database systems, networking, and accounting software
- A Bachelor of Science degree in Business Administration with an emphasis in Accounting from California Polytechnic State University, San Luis Obispo

CITY OF TAFT

APPENDIX C – CURRENT AND/OR RECENTLY COMPLETED GOVERNMENT AUDITS

CITIES AND REDEVELOPMENT AGENCIES*

Adelanto, CA
Arroyo Grande, CA
Atascadero, CA
Beaumont, CA
Buellton, CA
Calabasas, CA
California City, CA
Covina, CA
Culver City, CA
Dinuba, CA
El Centro, CA
Eureka, CA
Fort Bragg, CA
Greenfield, CA
Grover Beach, CA
Healdsburg, CA
Holtville, CA
Hughson, CA
Indio, CA
La Cañada Flintridge, CA
La Habra Heights, CA - new client for 6/30/14
Laguna Hills, CA
Los Alamitos, CA
Morgan Hill, CA
Ojai, CA
Pacifica, CA
Paso Robles, CA
San Anselmo, CA
Santa Maria, CA
Taft, CA
Town of Paradise, CA
Tracy, CA
Watsonville, CA
Westlake Village, CA
Winters, CA
Yorba Linda, CA - new client for 6/30/14
Yuba City, CA

PUBLIC FINANCING AUTHORITIES

The majority of our Municipalities issue debt and do so through an established Public Financing Authority.

OTHER SCHOOL ENTITIES

Academia Semillas del Pueblo Charter School
Albert Einstein Academy
Antelope Valley Schools Transportation District
Bright Star Secondary Charter Academy
East Bay Regional Occupational Program
Garr Academy of Mathematics and Entrepreneurial Studies
Pacoima Charter School
Santa Ynez Valley Charter School
Stella Middle Charter Academy
Synergy Charter Academy
Tri-Valley Regional Occupational Program

*Current municipal clients

SCHOOL DISTRICTS

Acton-Agua Dulce Unified School District
Ballard School District
Bellflower Unified School District
Beverly Hills Unified School District
Blochman Union School District
Bradley Elementary School District
Buellton Union School District
Calaveras County Schools
Calexico Unified School District
Calipatria Unified School District
Carpinteria Unified School District
Casmalia School District
Castaic Union School District
Cayucos Elementary School District
Coast Unified School District
Cold Springs School District
College Elementary School District
Eastside School District
El Segundo Unified School District
Garvey School District
Goleta Union School District
Graves School District
Heber School District
Hughes-Elizabeth Lakes Union School District
Keppel Union School District
Lancaster School District
Magnolia Union School District
Manhattan Beach Unified School District
Mark Twain Union Elementary School District
Meadows Union School District
Mission School District
Monrovia Unified School District
Montecito Union School District
Mulberry School District
Novato Unified School District
Orcutt Union School District
Pacific Unified School District
Palmdale School District
Pleasant Valley Union School District
San Ardo Elementary School District
San Lucas School District
San Miguel Joint Union School District
Santa Maria Joint Union High School District
Shandon Unified School District
Solvang Elementary School District
Temple City Unified School District
Torrance Unified School District
Vallecito Union School District
Westmoreland Elementary School District
Wilsona School District

CITY OF TAFT

APPENDIX C – CURRENT AND/OR RECENTLY COMPLETED GOVERNMENT AUDITS

COUNTIES

Los Angeles County, CA (Master List)
San Diego County, CA (Master List)

SANITATION DISTRICTS

Carpinteria Sanitation District, CA
Cayucos Sanitation District, CA
County Sanitation Districts of Los Angeles County, CA
- All 25 Districts
Encina Wastewater Authority, CA
Montecito Sanitation District, CA
Orange County Sanitation District, CA - Internal Audits
Ross Valley Sanitary District, CA

UTILITY DISTRICTS

Georgetown Divide Public Utility District

WATER/IRRIGATION DISTRICTS

Aldercroft Heights County Water District, CA
Foothill Municipal Water District, CA
Main San Gabriel Basin Watermaster, CA
Marina Water District, CA
North Marin Water District, CA
Sweetwater Springs Water District, CA
Valley County Water District, CA
Valley of the Moon Water District, CA

AMBULANCE SERVICES DISTRICT

Cambria Community Healthcare District
North Coast Emergency Medical Services

CEMETERY DISTRICTS

Arroyo Grande Cemetery District, CA
Atascadero Cemetery District, CA
Gridley-Biggs Cemetery District, CA
San Miguel Cemetery District, CA
Santa Maria Cemetery District, CA

COMMUNITY SERVICES DISTRICTS

Cambria Community Services District, CA
Cuyama Community Services District, CA
Groveland Community Services District, CA
Heritage Ranch Community Services District, CA
Los Alamos Community Services District, CA
Nice Community Services District, CA
Rancho Murieta Community Services District, CA
Santa Ynez Community Services District, CA
Vandenberg Village Community Services District, CA

RECREATION AND PARK DISTRICTS

Conejo Recreation and Park District, CA
Isla Vista Recreation and Park District, CA
Mountains Recreation and Conservation Authority, CA
Rancho Simi Recreation and Park District, CA
Hayward Recreation and Park District, CA

BUILDING AUTHORITY

County of San Diego Regional Building Authority, CA

FIRE PROTECTION DISTRICTS

Cayucos Fire Protection District, CA
Lakeport Fire Protection District, CA
Orcutt Fire Protection District, CA

OTHER DISTRICTS

Beach Cities Health District
County of San Diego Emergency Services Organization
County of San Diego First 5 Commission
County of San Diego In-Home Supportive Services
Public Authority
County of San Diego Health and Human Services Agency
Child Development Program Grant
County of San Diego MIOCR Grant
County of San Diego RLETC Grant
County of Los Angeles Delta Sigma Theta, Head Start
Program, Inc.
County of San Diego DA Office of Auto Ins. Fraud
Grant, Urban Auto Fraud Grant, WC Ins Fraud Grant
Los Angeles County Flood Control District
Marin/Sonoma Mosquito and Vector Control District
San Diego Geographic Information Source
Tracy Area Public Facilities Financing Agency
West Contra Costa Integrated Waste Management
Authority

TRANSPORTATION DEVELOPMENT ACT

Arroyo Grande, CA
Beaumont, CA
Brawley, CA
Calexico, CA
El Centro, CA
Grover Beach, CA
Holtville, CA
Paso Robles, CA
San Luis Obispo County and Cities Area Planning
Council:
Local Transportation Fund
State Transit Assistance Fund
South County Area Transit, CA
South County/San Luis Obispo Transit, CA
Transportation Agency for Monterey County, CA
Transportation Authority of Marin
Association of Monterey Bay Area Governments
Santa Cruz Regional Transportation Commission

TRANSIENT OCCUPANCY TAX AUDITS

Represented the following municipalities and/or counties
in the audit of the hotel "bed tax" records:

Arroyo Grande, CA
Bellflower, CA
Bishop, CA
Calexico, CA
Carmel, CA
Ojai, CA
Pismo Beach, CA
Santa Maria, CA
South Lake Tahoe, CA
Whittier, CA

CITY OF TAFT
 APPENDIX D – SEGMENTATION AND BUDGETED HOURS BY SEGMENT

<u>AUDIT SEGMENTS</u>	<u>Estimated Hours</u>					<u>Total</u>
	<u>Clerical</u>	<u>Staff</u>	<u>Senior</u>	<u>Manager</u>	<u>Partner/ Technical Partner</u>	
Planning		4	6	6	8	24
Risk Assessment		4	6	6	8	24
Audit Conferences				4	4	8
Correspondence	7	4	6	6	2	25
Review/Documentation of Internal Controls (including Single Audit):						
Documentation of systems		10	6			16
Testing of systems		20	12			32
Compliance Testing (including Single Audit)		10	14	12	8	44
Year End Balances Testing		25	26	36	24	111
Revenue and Expense/Expenditure Analysis (Analytical Procedures)		5	6	3		14
Preparation, Review, and Findings	14	10	12	24	12	72
GRAND TOTAL	21	92	94	97	66	370

PROPOSER GUARANTEES

- I. The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official: 

Name (Typed): Craig A. Hartzheim, CPA

Title: Partner

Firm Name: Moss, Levy & Hartzheim, LLP

Date: June 4, 2014

PROPOSER WARRANTIES

- I. Proposer warrants that it is willing and able to obtain an errors and omission insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officer, employees or agents thereof.
- II. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the City of Taft.
- III. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:  _____

Name (Typed): _____ Craig A. Hartzheim, CPA _____

Title: _____ Partner _____

Firm Name: _____ Moss, Levy & Hartzheim, LLP _____

Date: _____ June 4, 2014 _____

CITY OF TAFT

COMPREHENSIVE DOLLAR COST BID

**For the Fiscal Year Ending June 30, 2014
(Optional Fiscal Years Ending June 30, 2015, 2016, 2017, and 2018)**

=====

Submitted By:

Moss, Levy & Hartzheim, LLP
5800 Hannum Avenue, Suite E
Culver City, California 90230
Phone: (310) 670-2745
Fax: (310) 670-1689

Submitted On:

June 5, 2014

Contact People/Authorized Individuals:

Craig A. Hartzheim, CPA: Partner
Ron A. Levy, CPA: Partner
Hadley Y. Hui, CPA: Partner

**CITY OF TAFT
AUDITING SERVICES**

CONTACT INFORMATION

Name of Firm: Moss, Levy & Hartzheim, LLP
 Address: 5800 Hannum Avenue, Suite E
 City, State, Zip: Culver City, California, 90230
 Contact Name: Craig A. Hartzheim, CPA: Partner
 Ron A. Levy, CPA: Partner
 Hadley Y. Hui, CPA: Partner
 Contact Telephone Number: (310) 670-2745 Fax Number: (310) 670-1689
 Contact E-mail Address: Chartzheim@mlhcpas.com

I, the undersigned, certify I am duly authorized to represent the above named firm and am empowered to submit this bid. In addition, I certify I am authorized to contract with the City of Taft on behalf of the above named firm.

Craig A. Hartzheim, CPA	Partner	June 4 th , 2014
Name	Title	Date



Signature

TOTAL ALL-INCLUSIVE MAXIMUM PRICE

Service	Optional Fiscal Years				
	2013-14	2014-15	2015-16	2016-17	2017-18
City, including Successor Agency	\$ 32,740	\$ 33,416	\$ 34,092	\$ 34,768	\$ 35,444
Wastewater Treatment Plant	2,210	2,256	2,302	2,348	2,394
Single Audit *	3,300	3,368	3,436	3,504	3,572
<i>Subtotal</i>	<i>38,250</i>	<i>39,040</i>	<i>39,830</i>	<i>40,620</i>	<i>41,410</i>
Out of Pocket Expenses:					
Meals and Lodging	N/A	N/A	N/A	N/A	N/A
Transportation	N/A	N/A	N/A	N/A	N/A
Other (Specify)	N/A	N/A	N/A	N/A	N/A
Discount - 10 %	(3,825)	(3,904)	(3,983)	(4,062)	(4,141)
TOTAL ALL-INCLUSIVE MAXIMUM PRICE	\$ 34,425	\$ 35,136	\$ 35,847	\$ 36,558	\$ 37,269

* Includes one major program. Each additional major program will be billed at \$2,500 each.

AUDITING SERVICES

**COMPREHENSIVE ALL-INCLUSIVE
SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2014 FINANCIAL STATEMENTS
OF THE CITY OF TAFT AND ALL COMPONENT UNITS**

CITY OF TAFT (INCLUDING THE TAFT COMMUNITY DEVELOPMENT AGENCY)				
	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total for Annual Audit</u>
Partner	58	\$ 200	\$ 150	\$ 8,700
Manager	82	175	130	10,660
Supervisory staff	80	120	90	7,200
Staff	78	100	70	5,460
Other (specify):				
Clerical	<u>18</u>	50	40	<u>720</u>
Subtotal	<u><u>316</u></u>			<u><u>32,740</u></u>
Out-of-Pocket Expense:				N/A
Meals and Lodging:				N/A
Transportation:				N/A
Discount - 10%				<u>(3,274)</u>
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				<u><u>\$ 29,466</u></u>

AUDITING SERVICES

**COMPREHENSIVE ALL-INCLUSIVE
SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2014 FINANCIAL STATEMENTS
OF THE CITY OF TAFT AND ALL COMPONENT UNITS
(CONTINUED)**

SINGLE AUDIT				
	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total for Annual Audit</u>
Partner	6	\$ 200	\$ 150	\$ 900
Manager	8	175	130	1,040
Supervisory staff	8	120	90	720
Staff	8	100	70	560
Other (specify):				
Clerical	<u>2</u>	50	40	<u>80</u>
Subtotal	<u><u>32</u></u>			<u>3,300</u>
Out-of-Pocket Expense:				N/A
Meals and Lodging:				N/A
Transportation:				N/A
Discount - 10%				<u>(330)</u>
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				<u><u>\$ 2,970</u></u>
* Includes one major program. Each additional major program will be billed at \$2,500 each.				

AUDITING SERVICES

**COMPREHENSIVE ALL-INCLUSIVE
SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2014 FINANCIAL STATEMENTS
OF THE CITY OF TAFT AND ALL COMPONENT UNITS
(CONTINUED)**

FORD CITY WASTEWATER TREATMENT PLANT					
	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total for Annual Audit</u>	
Partner	2	\$ 200	\$ 150	\$	300
Manager	7	175	130		910
Supervisory staff	6	120	90		540
Staff	6	100	70		420
Other (specify):					
Clerical	<u>1</u>	50	40		<u>40</u>
Subtotal	<u><u>22</u></u>				<u>2,210</u>
Out-of-Pocket Expense:					N/A
Meals and Lodging:					N/A
Transportation:					N/A
Discount - 10%					<u>(221)</u>
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				\$	<u><u>1,989</u></u>

**OUT-OF-POCKET EXPENSES INCLUDED IN THE TOTAL ALL-INCLUSIVE MAXIMUM PRICE
AND REIMBRUSEMENT RATES**

All out-of-pocket expenses are included in the total all-inclusive maximum price.

RATES FOR ADDITIONAL PROFESSIONAL SERVICES

Rates per hour for other services requested:

POSITION	2013/14	2014/15	2015/16	2016/17	2017/18
Partners	\$ 150	\$ 153	\$ 156	\$ 159	\$ 162
Manager	130	133	136	139	\$ 142
Supervisory Staff	90	92	94	96	\$ 98
Professional Staff	70	71	72	73	\$ 74
Clerical/Support Staff	40	41	42	43	\$ 44

OPTIONAL SERVICES

PREPARATION OF SCHEDULES					
	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total for Annual Audit</u>	
Partner	10	\$ 200	\$ 150	\$	1,500
Manager	15	175	130		1,950
Supervisory staff	14	120	90		1,260
Staff	<u>12</u>	100	70		<u>840</u>
Subtotal	<u><u>51</u></u>				5,550
Out-of-Pocket Expense:					N/A
Meals and Lodging:					N/A
Transportation:					N/A
Discount - 10%					<u>(555)</u>
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				\$	<u><u>4,995</u></u>

OPTIONAL SERVICES (CONTINUED)

CAFR PREPARATION				
	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total for Annual Audit</u>
Partner	15	\$ 200	\$ 150	\$ 2,250
Manager	36	175	130	4,680
Supervisory staff	23	120	90	2,070
Staff	<u>30</u>	100	70	2,100
Subtotal	<u>104</u>			<u>11,100</u>
Out-of-Pocket Expense:				N/A
Meals and Lodging:				N/A
Transportation:				N/A
Discount - 10%				<u>(1,110)</u>
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				<u><u>\$ 9,990</u></u>

The fee above is only for compiling the statistical section, including ten (10) years of information. Included in the City's regular audit fee is the cost to prepare a CAFR.

OPTIONAL SERVICES (CONTINUED)

ANNUAL FINANCIAL TRANSACTION REPORT				
	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total for Annual Audit</u>
Partner	1	\$ 200	\$ 150	\$ 150
Manager	5	175	130	650
Staff	<u>12</u>	100	70	840
Subtotal	<u>18</u>			<u>1,640</u>
Out-of-Pocket Expense:				N/A
Meals and Lodging:				N/A
Transportation:				N/A
Discount - 10%				<u>(164)</u>
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				<u>\$ 1,476</u>

MANNER OF PAYMENT

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with our dollar cost bid proposal. Interim billings shall cover a period of not less than one calendar month. Ten percent (10%) of the contract will be withheld from the final billing pending delivery of the final reports.

DISCOUNT

Due to the current economic environment, Moss, Levy & Hartzheim, LLP has accepted the fact that in order for government entities to survive revenue cutbacks, contractors will need to reassess their hourly fees or total estimate of costs, therefore, we are reducing our total estimate fee by 10% to assist the City in these challenging economic times.

Moss, Levy & Hartzheim, LLP is an equal opportunity employer.



City of Taft Agenda Report

DATE: June 17, 2014

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

AGENDA MATTER:

APPLICATION TO THE CALHOME PROGRAM

SUMMARY STATEMENT:

In response to the 2014 California Department of Housing and Community Development CalHome Program Notice of Funding (NOFA) the city is preparing to apply for \$1,360,000 for the following eligible activities: 1) Mortgage Assistance for Low- or Very Low-Income First-Time Homebuyers, 2) Owner-Occupied Rehabilitation for Low- or Very Low-Income Homeowners, and 3) Manufactured Housing set aside for the purposes of rehabilitation or purchase of manufactured housing.

Applications are due to CalHome by no later than July 10, 2014.

RECOMMENDED ACTION:

Motion to approve a resolution entitled **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM; EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM**

IMPACT ON BUDGET (Y/N): NO

ATTACHMENT (Y/N): Resolution

PREPARED BY: Yvette Mayfield, Municipal Records/Grant Administrator

REVIEWED BY:

CITY CLERK	FINANCE DIRECTOR	CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAFT AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM; EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM

WHEREAS, the City of Taft, a political subdivision of the State of California wishes to apply for and receive an allocation of funds through the CalHome Program; and

WHEREAS, the California Department of Housing and Community Development (hereinafter referred to as "HCD") has issued a Notice of Funding Availability ("NOFA") for the CalHome Program established by Chapter 84, Statutes of 2000 (SB 1656 Alarcon), and codified in Chapter 6 (commencing with Section 50650) of Part 2 of division 31 of the Health and Safety Code (the "Statute"). Pursuant to the statute, HCD is authorized to approve funding allocations utilizing monies made available by the State Legislature to the CalHome Program, subject to terms and conditions of the statute and the CalHome Program Regulations adopted by HCD in April 2004; and

WHEREAS, the City of Taft wishes to submit an application to obtain from HCD an allocation of CalHome funds in the amount of \$1,360,000.

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

- 1) The City of Taft shall submit to HCD an application to participate in the CalHome Program in response to the NOFA issued on May 1, 2014 which will request a funding allocation for the following activities:
 - Mortgage Assistance for Low- or Very Low-Income First-Time Homebuyers
 - Owner-Occupied Rehabilitation for Low- or Very Low-Income Homeowners, and
 - Manufactured Housing set aside for the purposes of rehabilitation or purchase of manufactured housing
 All activities will take place within the city limits of Taft.
- 2) If the application for funding is approved, the City of Taft hereby agrees to use the CalHome funds for eligible activities in the manner represented in the application as approved by HCD and in accordance with program regulations cited above. It also may execute any and all other instruments necessary or required by HCD for participation in the CalHome Program
- 3) The City of Taft authorizes and directs the City Manager, or designee, to sign this application and act on the City's behalf in all matters pertaining to this application.

PASSED, APPROVED AND ADOPTED on this ____ day of _____, 2014.

Paul Linder, Mayor

ATTEST:

Alina Megerdom
City Clerk

STATE OF CALIFORNIA }
COUNTY OF KERN }SS
CITY OF TAFT }

I, Alina Megerdom, City Clerk of the City of Taft, do hereby certify that the foregoing Resolution was duly and regularly adopted by the City Council of the City of Taft at a regular meeting thereof held on the _____ day of _____, 2014, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS

Alina Megerdom, City Clerk



City of Taft Agenda Report

DATE: June 17, 2014

TO: Honorable Mayor and Council Members

AGENDA ITEM:

CLEANUP CONTENTS OF SHED AT SUNSET TRADING POST

SUMMARY STATEMENT:

When the City acquired the Sunset Trading Post building at 2nd Street and Supply Row it was discovered that the back shed contains many items. Some of the contents could have historical significance. Staff feels it would benefit the public to have some of these items displayed at West Kern Oil Museum so that the whole community could enjoy them. Before Public Works crews haul off the rubbish it would be beneficial to invite staff from the West Kern Oil Museum to look through the shed and take the items they find to be of historical significance to the museum and put them on display.

RECOMMENDATION:

Motion to approve the donation of items located at the former Sunset Trading Post Building.

IMPACT ON BUDGET (Y/N): NO

ATTACHMENT (Y/N): NO

PREPARED BY: Craig Jones

REVIEWED BY:

CITY CLERK	FINANCE DIRECTOR	CITY MANAGER
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City of Taft Agenda Report

DATE: June 17, 2014

TO: Honorable Mayor and Council Members

AGENDA ITEM:

ADOPTION OF THE CITY OF TAFT COMMUNITY MOBILITY OUTREACH AND INVOLVEMENT PROGRAM

SUMMARY STATEMENT:

The City of Taft applied for and was awarded a grant by the California Department of Transportation (Caltrans) for the development of a local Community Mobility Outreach and Involvement Program. The Program was developed with two primary objectives: 1) create increased community awareness of Taft Area Transit (TAT) services and 2) elevate community support for TAT. The City contracted with Moore & Associates, Inc. to develop the Program in March 2013. The Program was developed through extensive community outreach and assessment of the service area population and demographics. The Program was divided into the following area of discussion:

- Demographics and Existing Conditions,
- Public Outreach and Marketing Distribution Plan, and
- Marketing Strategies.

Demographics and Existing Conditions

The demographic overview for the project used the most current data from the U.S. Census and American Community survey to produce descriptive profile charts and corresponding Geographic Information Systems (GIS) maps for Taft's sphere of influence. The demographic profile included a summary of findings in addition to specific profiles including means of travel to work, vehicle accessibility, unemployment rate, housing profile, and population (including population change and transit-dependent population). A comprehensive list of key stakeholders (community services and faith based) was created and served as an ongoing database for outreach and marketing strategies. A SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis provided insight into the City of Taft's current marketing techniques and efforts.

Public Outreach and Marketing Distribution Plan

The public outreach portion of the project utilized a variety of methodologies including stakeholder outreach, a community survey, and community event participation throughout the City of Taft's sphere of influence. Survey efforts included a combination of bilingual (English/Spanish) phone interviews, intercept surveys throughout the City of Taft and neighboring communities, small group discussions/focus groups, and participation at local events throughout the project timeline. In addition, we coordinated with the local Oaxacan community to ensure their representation in the project.

Recommendations resulting from the outreach data led to the development of key Marketing Distribution Plan strategies, including an enhanced bilingual (English/Spanish) brochure, a detailed

information distribution plan, expansion of transit pass sales locations, and improved website information and accessibility. The recommendations also include expansion of ongoing outreach and coordination with local schools (including Taft college) and consideration of a travel training program. Travel training focuses on aiding community members to utilize existing fixed-route services for their mobility and relying less on personal autos and/or Dial-A-Ride services.

Marketing Strategies

The marketing strategies provide a roadmap for TAT marketing methodologies, including funding sources and partnerships and an implementation plan to increase ridership and farebox revenue. A summary matrix is provided within the Outreach Program which is organized into sections; “strategies,” supporting “tactics,” “desired outcomes,” “justifications” “projected implementation cost,” “steps for completion,” and “execution “timeline.” The section includes an overview of both current and potential funding sources available to the City of Taft for development and implementation of strategies.

RECOMMENDATION:

Motion to approve The City of Taft Community Mobility Outreach and Involvement Program.

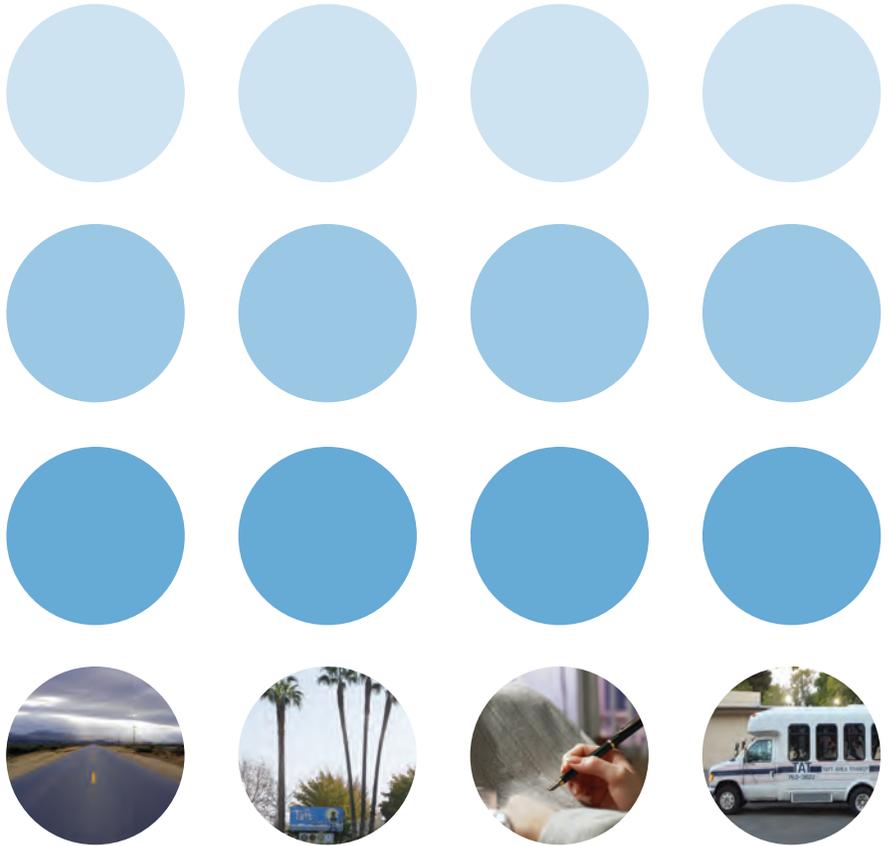
IMPACT ON BUDGET (Y/N): NO

ATTACHMENT (Y/N): YES (Community Outreach and Involvement Plan)

PREPARED BY: Craig Jones

REVIEWED BY:

CITY CLERK	FINANCE DIRECTOR	CITY MANAGER
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CITY OF TAFT

COMMUNITY MOBILITY OUTREACH AND INVOLVEMENT PROGRAM

JUNE 2014



Table of Contents

1. Chapter 1 – Executive Summary
2. Chapter 2 – Demographics and Existing Conditions
3. Chapter 3 – Public Outreach and Marketing Distribution Plan
4. Chapter 4 – Marketing Strategies



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Chapter 1
Executive Summary



The goal of the City of Taft’s Community Mobility Outreach and Involvement Program sought to accomplish two objectives: 1) create increased community awareness of Taft Area Transit (TAT) services and 2) elevate community support for TAT. In order to achieve success in these areas, representatives of the City of Taft conducted a community survey to garner feedback from residents, attended community events, and developed a marketing plan to increase communication. The effort included identifying and working with local social service agencies and community stakeholders to educate traditionally ride-dependent populations (low-income, persons with limited English proficiency, persons with disabilities, minorities, and seniors) on the benefits of public transportation. The following report discusses the market research and demographic analysis used to produce practical solutions and strategies for enhancing support and awareness for TAT while maintaining cost-effectiveness, sustainability, and customer service.

The demographic overview for the project used the most current data from the U.S. Census and American Community survey to produce descriptive profile charts and corresponding Geographic Information Systems (GIS) maps for Taft’s sphere of influence. The demographic profile included a summary of findings in addition to specific profiles including means of travel to work, vehicle accessibility, unemployment rate, housing profile, and population (including population change and transit-dependent population). A review of planning documents such as the City of Taft General Plan Urban Update Map (2010) and Transit Development Plan (2009) was also conducted to review trends in population and key trip generators.

A list of key stakeholders (community services and faith based) was created and served as an ongoing database for outreach and marketing strategies. A SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis provided insight into the City of Taft’s current marketing techniques and efforts.

The public outreach portion of the project utilized a variety of methodologies including stakeholder outreach, a community survey, and community event participation throughout the City of Taft’s sphere of influence. The stakeholder survey was essential in that it not only gathered valuable insight from each organization on its perceptions of TAT, but also helped identify the types of services those organizations provide. Understanding the transportation options provided by these organizations factored into the marketing plan. The community survey was initially developed in the form of a mailer and online version and was distributed to 500 randomly selected Taft households. The effort was preceded by promotion in the Taft *Independent* and *Midway Driller* newspapers, a postcard sent to the residents of Maricopa, as well as on the City of Taft’s website. A bilingual survey team conducted intercept surveys at stakeholder and community events to augment the mail and online collection. A survey specific to the Oaxacan community was completed during an event at the Recreation Center during which the community was also taught how to ride the bus and educated on the types of services offered by TAT.

Throughout the duration of the project, community events were attended to enhance awareness of TAT by connecting with people and to developing relationships with community leaders. The events were chosen by our staff to focus on the traditionally disadvantaged groups. The events attended include;



- Taft Needs Center Food Back Drive (July 15, 2013),
- Taft Senior Center (July 15, 2013),
- William M. Thomas Aquatic Center (July 15, 2013),
- Taft Farmers Market (June 27, 2013),
- Laborers of the Harvest Food Drive (June 27, 2013),
- Taft “Back-to-School” Event (August 10, 2013),
- Taft College Day (August 25, 2013), and
- Oaxacan Community Outreach Event (March 30, 2014).

By promoting TAT’s service with the organizations and participants at the above-mentioned events as well as analyzing the results from the surveys, pragmatic market strategies were able to be developed. The marketing distribution plan began with a review of current marketing strategies. The City of Taft primarily focused on three resources; printed brochures (English and Spanish), a system map, and the website. The current system map is printed predominantly in English and indicates to Spanish speakers to inquire about TAT information from the driver. However, not all drivers are Spanish-speakers. The URL on the printed system map takes the customer to the City of Taft page, not to a specific transit page. Transit information has to be accessed by navigating from the City’s main page.

Our marketing team developed a marketing distribution plan to expand the current material and scope of distribution currently used. Recommendations include a bilingual brochure the City can provide to points of interest in Taft and Maricopa. A list of outlets with costs associated with brochure distribution is presented in the marketing distribution plan. Each outlet should be provided with 25 brochures, a brochure holder, and reorder card to obtain additional supply. The City should introduce alternative Pass Sales Outlets as passes are only available at Taft City Hall. A list of potential pass sales locations, including Save A Lot (521 Finley Dr., Taft) and La Preciosa Market (538 Finley Dr., Taft), is provided.

The changes to the current distribution methods should be expanded to include ongoing outreach, coordination with local schools (including Taft College), and a travel training program. Ongoing community outreach in conjunction with existing community events will draw a wide range of attendees to which TAT can promote its services. A bilingual notice to students can be easily reproduced and distributed at the beginning of each term. It is also recommended the City consider introducing a travel training component to the promotion efforts. One primary purpose for travel training programs is to assist the populations who are able to ride the fixed-route service away from Dial-A-Ride for some or all of their trips. We believe these methods will expand awareness of and education about TAT service and thus increase ridership.

The marketing strategies provide a roadmap for TAT marketing methodologies, including funding sources and partnerships and an implementation plan to increase ridership and farebox revenue. The Marketing Solutions and Strategies Matrix synthesizes the demographic, survey, and community event data from throughout the project. The matrix is organized into sections; “strategies,” supporting



“tactics,” “desired outcomes,” “justifications” “projected implementation cost,” “steps for completion,” and “execution “timeline.”

An overview of the current and potential funding sources revealed multiple resources the City of Taft is currently using for transit and may also be utilized for marketing. The main federally funded programs regulated by the Moving Ahead for Progress in the 21st Century Act (MAP-21) are FTA Section 5311 and Congestion Mitigation and Air Quality (CMAQ) funds. Transit education and outreach are eligible expenses under these programs.

Upon implementation of the recommendations contained herein, the City of Taft Community Mobility Outreach and Involvement Program is expected to flourish.



Chapter 2
**Demographics
and
Existing Conditions**



Existing Conditions

The City of Taft operates the Taft Area Transit (TAT) program which is comprised of two local fixed-routes, a complementary Dial-A-Ride, and a deviated fixed-route to the City of Maricopa.

The current Taft Dial-A-Ride functions as the community's complementary paratransit service, providing curb-to-curb service to eligible approved individuals.

Demographics Assessment

Moore & Associates completed an update to the Demographics Assessment conducted during the City's 2009 Transit Development Plan (TDP). The 2009 TDP defined the City of Taft's Sphere of Influence as to include the communities of Derby Acres, Fellows, and McKittrick. Prior demographic data in addition to our primary research has led to a determination that the current and likely transit demand in these communities is very modest and would require an unreasonable allocation of transit resources to address.

Demographic data sources include Census 2010, the American Community Survey (2012), and the California Departments of Finance and Employment Development. We prepared maps of key populations, created data tables with the most relevant categories to the Federal Transit Administration (FTA) reporting requirements, and summarized the key findings for the key demographic fields. This allowed us to identify locations in the city of Taft and surrounding areas which could benefit from enhanced transit service as well as identify transportation-disadvantaged populations. These populations include minority ethnicities, low-income individuals, those with no access to a personal vehicle, seniors, and youth.

Summary of Findings

- The city of Taft's population (calculated at 9,264) has increased by one percent since 2010 when the population totaled 9,192.
- 7,203 or 77.8 percent of the population is 18 years of age or older.
- The median age is 33.8 years old, which is 1.4 years younger than the median age for California.
- Median household income for the city of Taft is \$50,074, which is greater than Maricopa, South Taft, Taft Heights, and Ford City, but less than nearby McKittrick, Fellows, and Derby Acres.
- A projected 707 individuals aged 65 and older live in poverty.
- The major ethnic categories for residents that are either one race alone or a combination with one or more races are as follows: White (8,278), Hispanic or Latino (2,744), Black or African America (231), Asian (198), and American Indian or Alaskan Native (66).
- Demand for public transit in Derby Acres, Fellows, and McKittrick is currently very modest and not expected to increase within the next five years.

Social Profile

According to the American Community Survey FY 2008-2012, the Taft Sphere of Influence (TSI) median age is 33.8 years, while the median age in Maricopa is 32.8 years. The median household income for the TSI was \$49,707 in 2012; Maricopa reported \$33,281. The TSI median income is approximately 19 percent lower than the state average and 8 percent lower than the national average. Maricopa’s median income is approximately 46 percent lower than California and 38 percent below the national average. Within the TSI, approximately 17 percent of the population 25 years and older does not possess a high school diploma, 32.5 percent have high school diplomas, and approximately 6.4 percent have a Bachelor’s degrees.

In Maricopa, 14.1 percent of the population 25 years and older does not possess a high school diploma, and 52.1 percent have a high school diploma. Approximately 3.5 percent possesses a Bachelor’s degree. The TSI has a higher rate of high school graduates than both the state and the nation at-large. Only in attainment of a college degree does the TSI show a significantly lower rate compared with either state or national data. Given lower educational levels can be associated with lower income earnings potential, this data suggest a significant portion of the population could be at least partially transit-dependent and would therefore benefit from increased access to public transit.

Exhibit 2.1 Summary of Demographic Characteristics

	Median Age	Median Household Income	Percentage Over 25 Without a High School Diploma	Percentage High School Graduate	Percentage Bachelors Degree or Higher
Derby Acres	47.0	\$60,250	7.3%	38.2%	6.9%
Fellows	36.4	\$61,667	19.5%	33.8%	2.6%
Ford City	30.4	\$29,022	19.3%	30.7%	2.3%
McKittrick	38.0	\$58,750	20.7%	39.1%	2.3%
Taft	33.8	\$50,074	17.9%	32.4%	8.9%
Taft Heights	24.8	\$44,141	14.9%	38.9%	10.4%
South Taft	23.1	\$44,048	19.5%	14.4%	11.5%
TSI Average	33.4	\$49,707	17.0%	32.5%	6.4%
Maricopa	32.8	\$33,281	14.1%	52.1%	3.5%
California Average	35.2	\$61,400	8.4%	20.6%	19.6%
National Average	37.2	\$54,046	7.9%	18.2%	29.1%

Mode of Travel

The mode most often cited as the means of home-to-work travel within the TSI and Maricopa is the personal vehicle. According to the American Community Survey, Ford City, Maricopa, and Taft were the only communities to indicate public transportation as the means of travel to work. Nearly every community cited a percentage of its population “walking to work,” with Fellows being the sole exception. Fellows did not record any means of travel to work other than “personal vehicle.” South Taft, Ford City, and McKittrick all indicated more than 25 percent of the population “carpool.” Given a significant portion of the TSI is open to carpooling to their work/place of employment, an opportunity

exists for the City of Taft to expand its transit service “footprint.” Identifying the ultimate destination of carpooling residents should be a focus of future transit planning efforts.

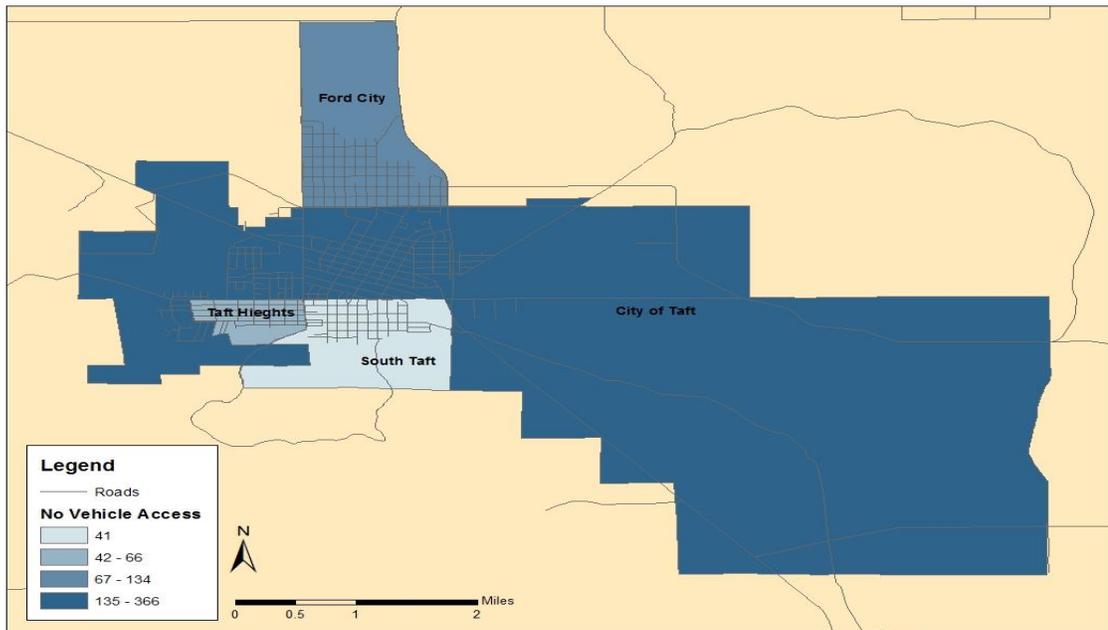
Exhibit 2.3 supplements the above data by graphically illustrating areas within the TSI where residents cite they do not have access to a personal vehicle.

Exhibit 2.2 Means of Travel to Work

	Public Transportation	Walk	Bicycle	Personal Vehicle	Carpool
Derby Acres	0.0%	0.5%	0.0%	76.1%	22.2%
Fellows	0.0%	0.0%	0.0%	100%	0.0%
Ford City	0.1%	1.5%	0.0%	55.8%	33.5%
McKittrick	0.0%	4.2%	0.0%	59.5%	27.0%
Taft	0.1%	1.4%	0.1%	71.6%	21.4%
Taft Heights	0.0%	0.4%	0.3%	81.4%	18.6%
South Taft	0.0%	0.8%	0.0%	59.5%	34.8%
TSI Average	0.1%	1.2%	0.1%	71.9%	22.8%
Maricopa	0.1%	1.1%	0.0%	85.4%	7.9%

Source: American Community Survey 2012

Exhibit 2.3 Vehicle Accessibility



Source: American Community Survey 2012



Economic Profile

Exhibit 2.4 presents unemployment figures for 2008 and 2010 within the TSI, Maricopa, California, and the nation at-large. The unemployment rate in the TSI increased 0.2 percent (from 9.2 to 9.5 percent) between 2008 and 2012. The rate of increase within the TSI is not nearly as severe as that experienced by California at-large (3.8 percent) as depicted in Exhibit 2.4. The Maricopa unemployment rate increased dramatically by 13.1 percent. Both the TSI and Maricopa unemployment rate increases surpass the national rate, which grew 3.5 percent from 2008 to 2012. A higher level of reported unemployment can be interpreted as evidence of greater demand for public transit. We recommend the City should continue to promote its public transit service throughout the Maricopa area, emphasizing the cost savings and reliability of Taft Area Transit, as well as access to quality of life services not available in Maricopa.

Exhibit 2.4 Unemployment Rate

	Unemployment Rate	
	2008	2010
Derby Acres	7.7%	10.2%
Fellows	14.1%	4.1%
Ford City	16.1%	16.3%
McKittrick	3.4%	3.7%
Taft	8.6%	9.2%
Taft Heights	9.5%	14.0%
South Taft	6.0%	9.0%
TSI Average	9.3%	9.5%
Maricopa	10.9%	24.0%
California	7.2%	11.0%
National	5.8%	9.3%

Source: Bureau of Labor Statistics, California Employment Development Department, American Community Survey (2012)



Housing Profile

Median single-family dwelling prices in the TSI and Maricopa are considerably lower than either California or national averages, as are median rental costs. Average wages paid by employers within the TSI and Maricopa are typically lower than wages statewide. Data available does not indicate how many families are living within the same residence. It is likely within the TSI (particularly within Latino households) that multiple families are sharing the cost of housing so that income can be allocated to other necessities such as food, utilities, and commuting expenses. This may translate to a “hidden” demand for transit which is further discussed and identified in later sections of this program of this report.

Exhibit 2.5 Summary of Housing Characteristics

	Median Room/Structures	Owner-Occupied	Renter-Occupied
		Median Value	Median Rent
Derby Acres	5.1	\$108,100	\$663
Fellows	5.3	\$43,000	NA
Ford City	5.0	\$101,800	\$475
McKittrick	4.7	\$95,000	\$625
Taft	5.7	\$164,900	\$819
Taft Heights	4.6	\$105,800	\$852
South Taft	4.9	\$116,200	\$727
TSI Average	5.0	\$104,971	\$693
Maricopa	5.2	\$77,200	\$773
California	5.1	\$383,900	\$1,209
United States	5.5	\$181,400	\$889

Source: American Community Survey 2012



Population

Employing population estimates for 2012 along with 100-percent counts from Census 2010, annual percentage growth can be projected for those communities for 2015 and 2020 population estimates. We believe the same growth rates for Taft and Maricopa from 2010 to 2012 (0.5 percent annually [Taft], 0.5 percent [Maricopa], and 1.76% [TSI]) provide a reasonable basis of forecasting. These multipliers were used to calculate population estimates for the study communities through the year 2020.

Census 2000 population for the Taft Sphere of Influence (TSI) is estimated at 16,740. TSI population increased 3.6 percent between 2000 and 2012 (1,363 people). Estimated populations for Taft (9,264), Taft Heights (2,016), South Taft (2,190), Ford City (4,047), Derby Acres (346), Fellows (118), and McKittrick (122) totaled 18,103 in 2012. These figures reveal only modest growth within the TSI. In 2000, Maricopa reported a population of 1,098, with an estimated growth to 1,189 (0.9 percent) in 2012. When forecasting individual growth rates, we believe it is reasonable to expect all TSI populations to increase 0.43 percent annually through the year 2020. Maricopa is forecast to increase 0.53 percent annually through the year 2020. Should the growth rate remain stable, the population within TSI communities could reach 18,230 and 1,221 in Maricopa by 2020.

Exhibit 2.6 Population Change

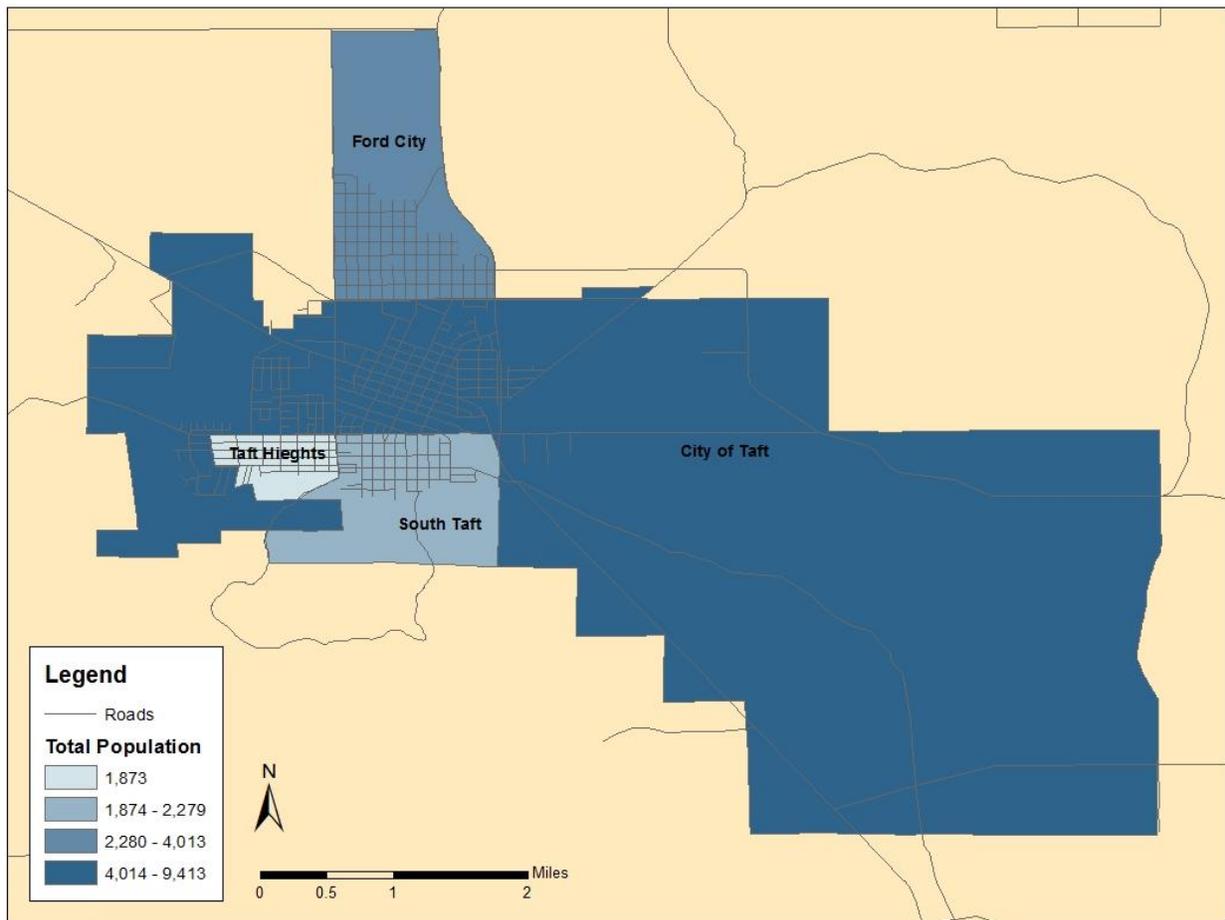
	Taft	Taft Heights	South Taft	Ford City	Derby Acres	Fellows	McKittrick	TSI	Maricopa
Total Population 2000	8,811	1,900	1,850	3,503	377	155	144	16,740	1,098
Total Population 2010	9,192	1,983	1,931	3,656	393	162	150	17,467	1,157
Total Population in 2012	9,264	2,016	2,190	4,047	346	118	122	18,103	1,189
Percent Change in Population (2010 - 2012)	1.0%	1.0%	1.0%	1.0%	12.0%	27%	18.7%	3.6%	1.0%
Percent of TSI Population	51.2%	11.1%	12.1%	22.4%	2.1%	1.0%	1.0%	100.0%	
Projected 2015	9,390	2,026	1,973	3,735	402	165	154	17,845	1,189
Projected 2020	9,593	2,070	2,015	3,816	411	169	157	18,230	1,221

Source: 2010 Census

Exhibit 2.7 Transit-Dependent Population Projections

TSI Populations	Youth	Seniors	Persons with Disabilities	Low Income
Total Population 2000	16,740	16,740	16,740	16,740
Youth Population in 2000	3,988	2,329	5,729	3,285
Total Population 2012	18,103	18,103	18,103	18,103
Youth Population in 2012	4,797	1,537	2,216	3,222
Percent of Total Population in 2012	26.5%	8.5%	12.2%	17.8%
Projected 2015	4,251	2,483	6,107	3,502
Projected 2020	4,343	2,536	6,239	3,578

Exhibit 2.8 Total Population



Source: 2010 Census

Transit-Dependent Populations

In many American communities, historically transportation-disadvantaged populations are comprised of youth, seniors, persons with disabilities, individuals with incomes at or below the state poverty level (in California, \$23,550 annually for a family of four in 2013), and one- or no-vehicle households. Persons within these groups typically have a greater propensity to use public transit due to the absence of other mobility options. Our population estimates for those communities without updated census populations were calculated by assuming a 0.43 percent annual growth rate beginning year 2000 (equal to the city of Taft’s estimated growth).

As a point of fact, the communities of Derby Acres, Fellows, and McKittrick consistently presented the lowest population counts and densities within the study area.

Youth Population

For the purposes of this study, the term “youth” is defined as individuals 18 years of age or younger. Youth population in the TSI increased 20 percent (3,988 to 4,797) between 2000 and 2012, and 20 percent in Maricopa (292 to 364).

Within the TSI, the youth share of total population was 26.5 percent in 2012 and 30.6 percent in Maricopa. This suggests strong demand for mobility options. Assuming the relative share of total population remains at 26.5 percent in the TSI and 30.6 percent in Maricopa, youth population would rise to 4,343 and 325 by 2020.

Typically, the mobility needs of youth are addressed by family, friends, or the local school district, making public transit unnecessary for many trips. In smaller communities, such as those comprising the TSI and Maricopa, an efficient and reliable transit service can be a welcome alternative for parents or local school districts.

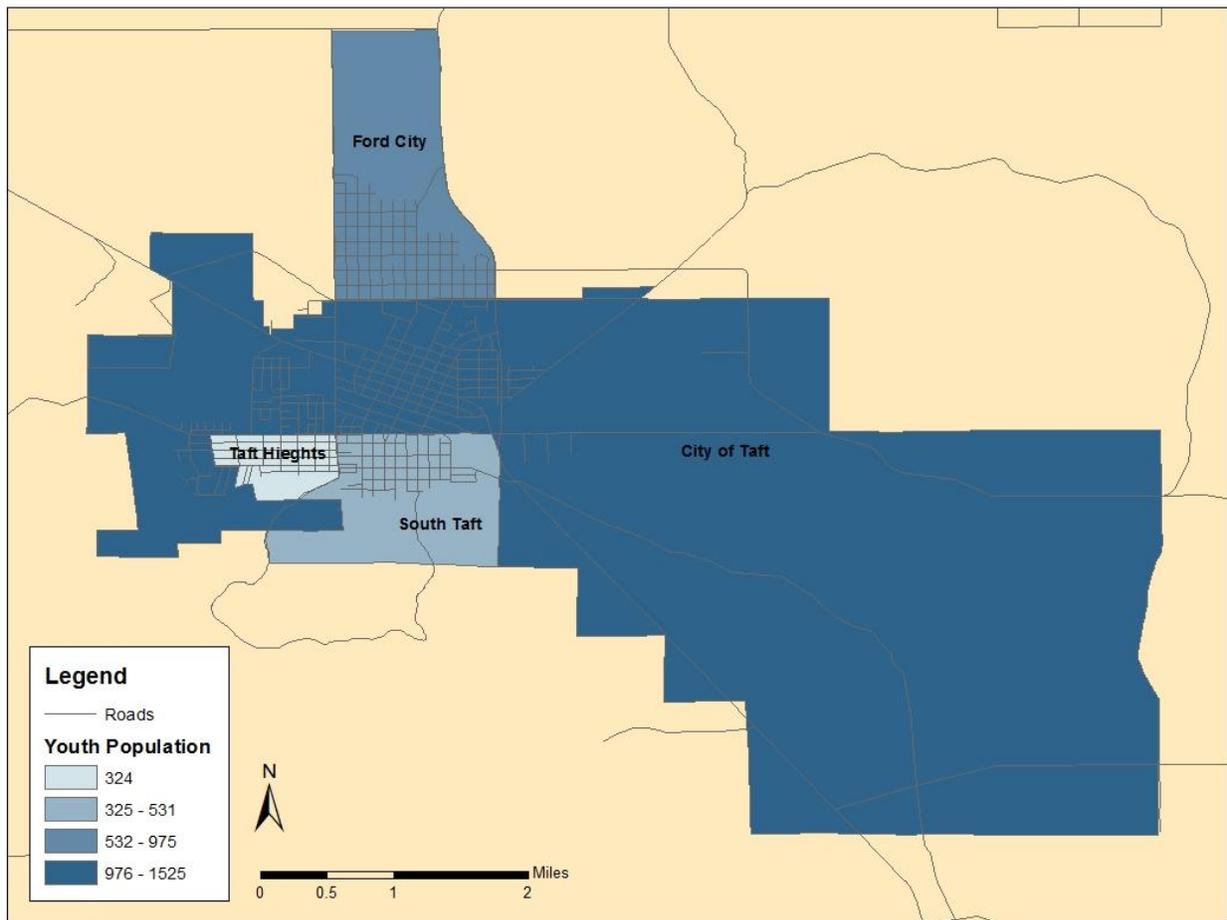
Exhibit 2.8 Youth Population Change and Projections

Populations	Taft	Taft Heights	South Taft	Ford City	Derby Acres	Fellows	McKittrick	TSI	Maricopa
Total Population 2000	8,811	1,900	1,850	3,503	377	155	144	16,740	1,098
Youth Population in 2000	1,521	646	590	1,054	92	50	35	3,988	292
Total Population 2012	9,264	2,016	2,190	4,047	346	118	122	18,103	1,189
Youth Population in 2012	2,061	610	912	1,095	68	30	21	4,797	364
Percent of Total Population in 2012	22.2%	30.3%	41.6%	27.1%	19.7%	25.4%	17.2%	26.5%	30.6%
2015	1,621	689	629	1,124	98	53	37	4,251	316
2020	1,656	704	643	1,148	100	54	38	4,343	325

Source: 2010 Census

It is not surprising the greatest concentration of youth resides within Taft. The community of Ford City is second, followed by Taft Heights and South Taft. Maricopa has a similar-sized youth population. Areas with the lowest concentrations of youth are McKittrick, Derby Acres, and Fellows. Areas identified within Exhibit 2.9 with low youth populations are chiefly rural in nature and feature lower populations as well.

Exhibit 2.9 Youth Population



Source: 2010 Census



Senior Population

For the purposes of this study, the term “senior” is defined as individuals 65 years of age or older. The senior population within the TSI was estimated at 2,329 in 2000. Assuming the relative share of seniors remains stable at 13.9 percent, the TSI senior population would climb to 2,536 by 2020. Maricopa’s senior population would rise from 188 to 209 in 2020. However, Maricopa’s senior population comprised only 8.2 percent of its total population in 2012.

Seniors traditionally have a greater propensity to use public transit than other demographic groups. Market research conducted in support of this Mobility Plan revealed many seniors rely on public transit for day-to-day mobility. Further discussion can be found in the Outreach Summary.

Ensuring seniors have access to healthcare and other day-to-day services is critical to both the TSI’s and Maricopa’s overall quality of life.

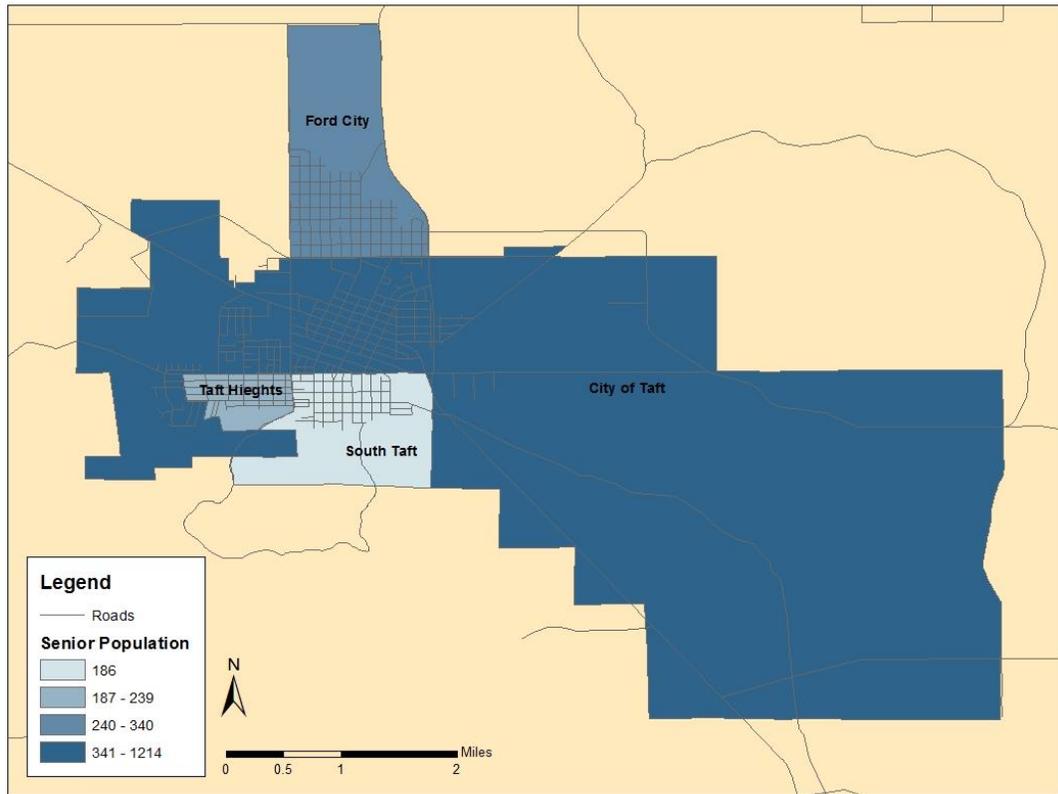
Exhibit 2.10 Senior Population Change and Projections

Populations	Taft	Taft Heights	South Taft	Ford City	Derby Acres	Fellows	McKittrick	TSI	Maricopa
Total Population 2000	8,811	1,900	1,850	3,503	377	155	144	16,740	1,098
Senior Population in 2000	1,025	280	237	505	54	20	20	2,329	188
Total Population 2012	9,264	2,016	2,190	4,047	346	118	122	18,103	1,189
Senior Population in 2012	794	126	160	379	67	1	10	1,537	98
Percent of Total Population in 2012	8.6%	6.3%	7.3%	9.4%	19.4%	0.8%	8.2%	8.5%	8.2%
2015	1,092	299	253	538	58	21	21	2,483	203
2020	1,116	305	258	550	59	22	22	2,536	209

Source: Census Bureau

Senior population follows the same trend as youth. The majority of seniors reside within Taft followed by Ford City. Maricopa, South Taft, and Taft Heights all have similar population densities, with Derby Acres, Fellows, and McKittrick having the fewest seniors. This socio-demographic group is often transit-dependent, relying on either Kern Regional Transit for transportation into Bakersfield, or Taft Area Transit (specifically Dial-A-Ride) for travel throughout the local area. By contrast, Maricopa seniors have fewer mobility options, but do have access to the Taft-Maricopa Route.

Exhibit 2.11 Senior Population



Source: 2010 Census



Persons with Disabilities

The American Community Survey 2012 data indicates significant decreases in the total number of persons with disabilities throughout the TSI as compared to Census 2000 data. We believe this is due to the additional clarification provided for determining “disabilities” within the ACS survey instrument versus that used for Census 2000.

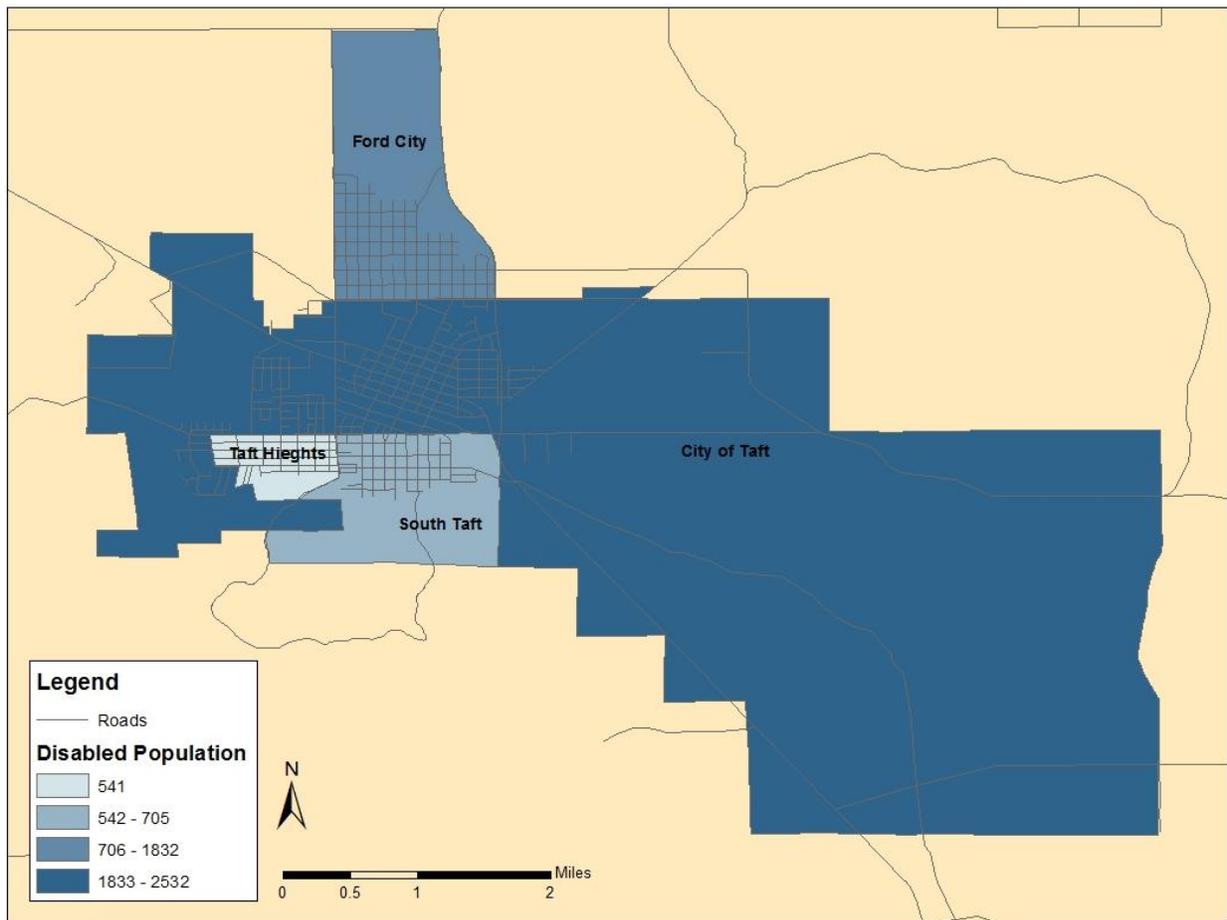
Persons with disabilities are distributed throughout the TSI in a similar pattern to both the senior and youth populations. Once again, Maricopa shows a significant transit-dependent population. Per the Americans with Disabilities Act regulations, a complementary demand-response service must be available within three-quarters of a mile of any fixed-route transit alignment. The City’s current Dial-A-Ride service meets this requirement by providing demand-response service. The program registrant database is regularly reviewed and enrollment of eligible persons is conducted as necessary. We recommend the City should focus on mode-shifting as many Dial-A-Ride customers onto the more cost-efficient fixed-route transit service as practical.

Exhibit 2.12 Persons with Disabilities Population Change and Projections

Populations	Taft	Taft Heights	South Taft	Ford City	Derby Acres	Fellows	McKittrick	TSI	Maricopa
Total Population 2000	8,811	1,900	1,850	3,503	377	155	144	16,740	1,098
Persons with Disabilities	2,458	525	684	1,779	147	74	62	5,729	606
Total Population 2012	9,264	2,016	2,190	4,047	346	118	122	18,103	1,189
Persons with Disabilities in 2012	917	235	283	681	64	20	16	2,216	236
Percent of Total Population in 2012	13.4%	11.7%	12.9%	16.8%	18.5%	16.9%	13.1%	12.2%	19.8%
2015	2,620	560	729	1,897	157	79	66	6,107	656
2020	2,676	572	745	1,938	160	81	68	6,239	674

Source: 2010 Census

Exhibit 2.13 Persons with Disabilities Population



Source: 2010 Census



Low-Income Population

The relative share of low-income residents within the TSI is estimated at 17.8 percent of total TSI population. This represents an overall increase of 8.1 percent from 2000. In addition, Maricopa reports nearly one in three of its residents (31.4 percent) as low-income.

Individuals within this demographic are likely to be dependent upon alternate modes of travel including public transit for personal mobility. Given the significant percentage of total population identified as low-income, increasing affordable and accessible mobility options to key destinations would likely translate to an enhanced quality of life for low-income individuals.

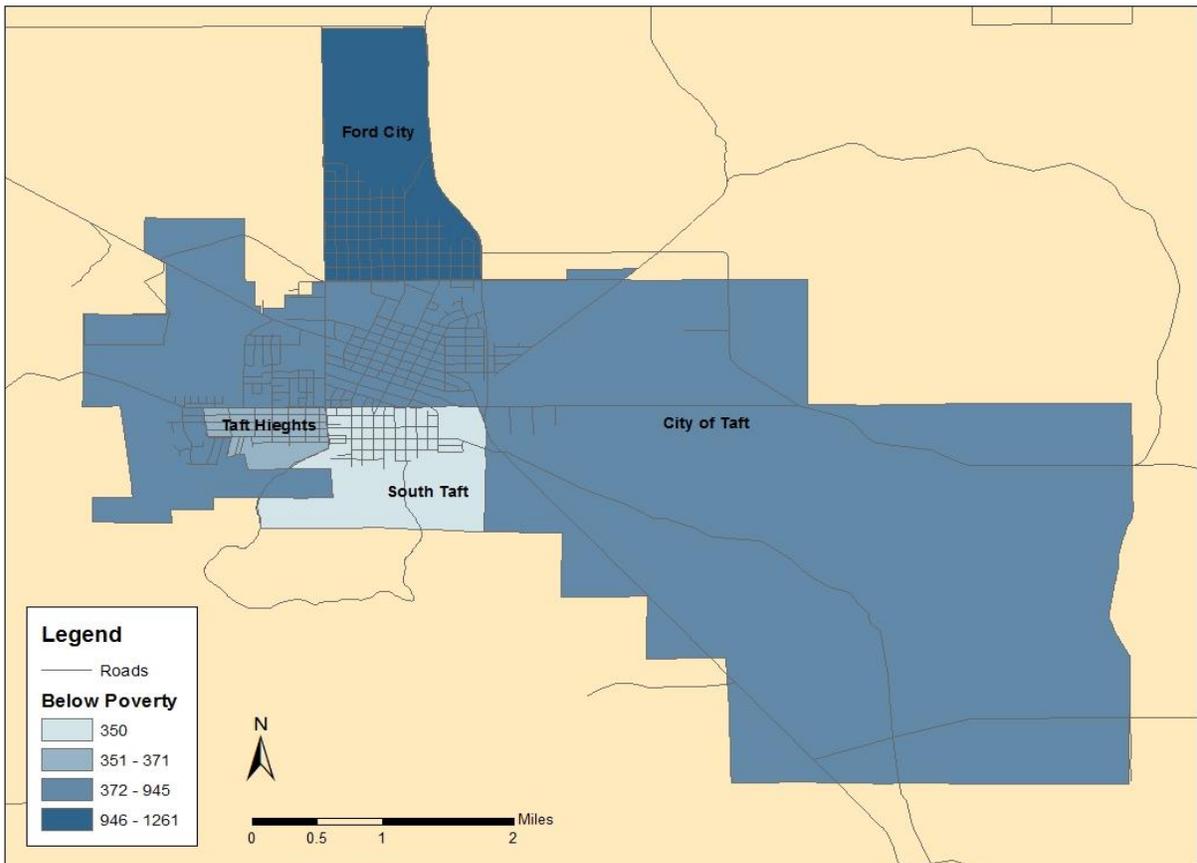
Exhibit 2.14 Low-income Population Change and Projections

Populations	Taft	Taft Heights	South Taft	Ford City	Derby Acres	Fellows	McKittrick	TSI	Maricopa
Total Population 2000	8,811	1,900	1,850	3,503	377	155	144	16,740	1,098
Low-Income Population in 2000	1,025	338	730	1,089	55	27	21	3,285	232
Total Population 2012	9,264	2,016	2,190	4,047	346	118	122	18,103	1,189
Low-Income in 2012	1,019	437	266	1,461	35	1	3	3,222	370
Percent of Total Population in 2012	15.4%	21.7%	12.1%	35.5%	10.1%	0.1%	2.5%	17.8%	31.4%
2015	1,092	360	778	1,161	59	29	22	3,502	251
2020	1,116	368	795	1,186	60	29	23	3,578	258

Source: 2010 Census

The significant number of low-income individuals found within the TSI indicates a strong likelihood of increased transit demand. Improved transit service awareness and targeted outreach (with respect to available services) throughout the study area would likely result in increased ridership and fare revenue.

Exhibit 2.15 Low-Income Population



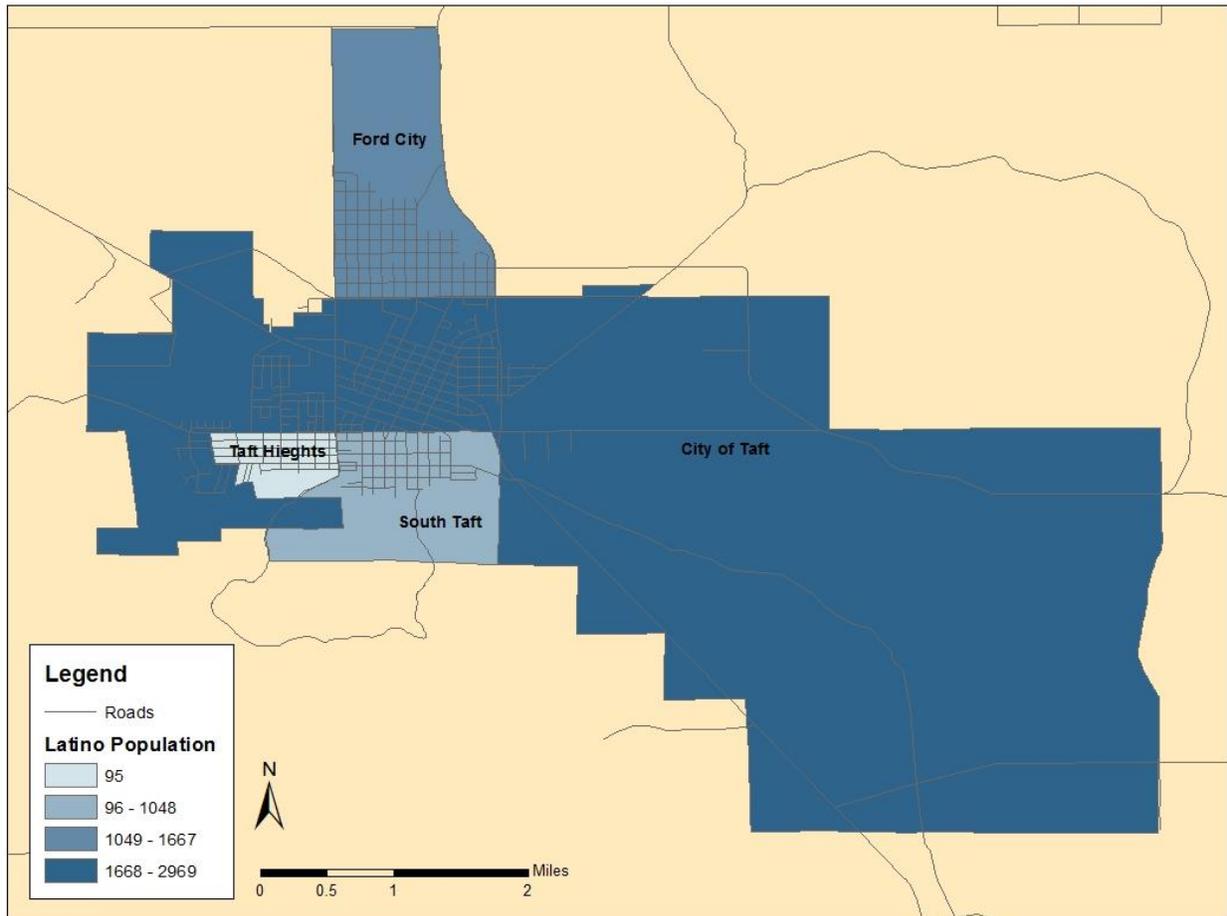
Source: 2010 Census



Minority Populations

The single largest ethnic and/or racial “minority” group within the TSI is Hispanic/Latino (15.2 percent). Other groups identified through the 2010 Census include African American (1.3 percent), Asian (1.1 percent) and American Indian or Alaskan Native (0.4 percent). There is a significant proportion of the Latino community which resides within city of Taft boundaries, as well as in Ford City. South Taft also reports a significant Latino population. Taft Area Transit covers these communities and provides access to key trip generators. Exhibit 2.16 highlights the distribution of Hispanic/Latino populations within the TSI.

Exhibit 2.16 Hispanic/Latino Population



Source: 2010 Census



Literature Review

In support of our demand assessment and analysis, Moore & Associates reviewed the following documents, and determined their relevance/impact specific to this project:

Exhibit 2.17 Literature Review

Document	Relevancy
City of Taft General Plan (2009)	Medium
City of Taft Transit Development Plan (2009)	High
City of Taft General Plan Urban Area Map (2010)	High
Kern COG Regional Transportation Monitoring Improvement Plan (2008)	Low
Kern County Coordinated Human Services Transportation Plan (2013)	High
Kern County General Plan - Circulation Element (2004)	Medium

Review findings:

- The City’s primary objectives include maintaining a conservative approach to growth while avoiding the pitfalls of sprawl.
- The Transit Development Plan recommendations were aimed at improving overall community mobility.
- Many of the TDP’s recommendations have been implemented, although additional support in the form of community outreach/awareness efforts is still required.
- The General Urban Area Map identifies the neighboring communities of Ford City, South Taft, and Taft Heights are primarily Low-Density Residential areas which have been historically difficult areas in which to attract transit riders.
- The few Medium and High-Density zoned areas within the Taft sphere of influence are currently being served by the City’s public transit service. They are either within walking distance of fixed routes, or within the Dial-A-Ride service boundary (¾ mile of a fixed route).
- Kern Regional Transit is an important regional partner providing access to Bakersfield for Taft area residents.
- There is an anticipated growth in demand for medical trips due to federal healthcare reform.
- The closing of the Taft courthouse will likely result in increased demand for travel to Bakersfield.
- Transit service schedule coordination should remain a consideration when making revisions to local transit service to support seamless connections with Kern Regional Transit.
- Petroleum exploration and production remains a key industry in the area. As such, local roadways are frequently congested with heavy-duty vehicles, and roadway upgrades are recommended for Taft and adjoining communities.

Trip Generators

The City of Taft’s 2009 Transit Development Plan identified the majority of trip generators located throughout the City of Taft, neighboring communities (Ford City, Taft Heights, and South Taft), and the City of Maricopa.



The identification of trip generators provides a basis for:

- Quantifying demand for public transit service, and
- Identifying temporal and spatial gaps in available transit service.

Exhibit 2.18 presents an updated list of trip generators within Taft city limits as well as neighboring communities. When assessed alongside the results of origin/destination data collected in 2013 (through stakeholder and community surveys), the City's current public transit service can be seen as providing direct access (within ¼ mile corridor) to the majority of local key trip generators.

The majority of employers are located within Taft city limits. These include school districts, government facilities (i.e., city hall, libraries, social service centers), as well as some small retail and commercial establishments. Educational destinations warranting public transit service (i.e., high schools, Taft College) are also located within city limits. Healthcare and recreational destinations are located primarily within Taft, accessible to residents throughout the area.



Exhibit 2.18 Potential Transit Trip Generators

Name	Address
A Street Park	A Street and Hillard Street
Albertsons	1044 N. Kern Street
Asher Street Market	228 Asher Avenue
Buena Vista High School	900 N. 10th Street
Buena Vista Mobile Home Park	123 S. 10th Street
Chamber of Commerce	400 Kern Street
Chevron Valley Credit Union	1092 Kern Street
City of Taft Administrative Offices	209 E. Kern Street
Civic Center	Taft Highway 119
Conley Elementary School	623 Rose Avenue
Fire Department	801 Center Street
Next Step Cardio Fitness	506 Center Street
First Nutrition	915 N. 10th Street
Ford City Park	Cedar Street
Franklin Field	Highway 119 and E. Cedar Street
Head Start	955 Stanislaus Street
Jefferson Elementary School	318 Taylor Street
K-Mart	301 Gardner Field Road
Lincoln Junior High School	810 6th Street
Maricopa City Hall	400 California Street
Maricopa Elementary School	955 Stanislaus Street
Maricopa High School	955 Stanislaus Street
McKittrick Elementary School	23250 2nd Street
Mercy Westside Hospital	110 E. North Street
Midway Elementary School	259 F Street
Natatorium Pool	821 4th Street
Parkview Elementary School	520 A Street
Post Office (Maricopa)	345 California Street
Post Office (Taft)	427 North Street
Roosevelt Elementary School	811 6th Street
Save-A-Lot	521 Finley Drive
Skate Park	10th and Kern Streets
Senior Citizen Center	271 California Street
Taft City Police Department	320 Commerce Way
Taft City School District	820 6th Street
Taft College	29 Emmons Park Drive
Taft College: Westec	210 E. Center Street
Taft Community Center/Senior Center	500 Cascade Place
Taft Community Health Center	1100 4th Street
Taft Heights Park	A Street
Taft Library	27 Emmons Park Drive
Taft Primary School	212 Lucard Street
Taft Union High School	701 7th Street
Taft Veterans Building	218 Taylor Street
Town Market	14 Midway Road
West Kern Oil Museum	1168 Wood Street
West Side Hospital	110 E. North Street
West Side Community Resource Center	915 N. 10th Street
Westside Independent Study High School	29 Emmons Park Drive
Westside Regional Occupational Program	515 9th Street



Stakeholders

Exhibit 2.19 presents a summary matrix of those Taft stakeholders contacted in support of this project.

Exhibit 2.19 Taft Stakeholder Matrix

Type	Name	Address	City	State	Zip Code	Phone	Population
Social Services	Community Action Partnership of Kern	300 19th St	Bakersfield	CA	93301	66.336.5236	Low-income
Social Services	Needs Center	518 Main Street	Taft	CA	93268	661.763.4888	Low-income
Social Services	Alpha House	207 7th St.	Taft	CA	93268	661.763.4370	Low-income
Social Services	Mexican American Opportunity Foundation	2001 28th St.	Bakersfield	CA	93301	661.336.6943	Limited English, Low-income
Social Services	Kern Regional Center for Developmentally Disabled	29 Emmons Park Drive	Taft	CA	93268	661.763.7974	Mobility-impaired
Social Services	Association for Retarded Citizens (ARC)	204 Van Buren Street	Taft	CA	93268	661.763.1532	Mobility-impaired
Social Services	Women Infants and Children (WIC) at "The Fort"	915 North 10th Street #12	Taft	CA	93268	800.707.4401	Low-income
Medical	Behavioral Intervention Services	409 Center Street	Taft	CA	93268	661.333.5545	Mobility-impaired
Educational	College Community Services	1021 4th St.	Taft	CA	93268	661.765.7025	Youth, Mobility-impaired
Educational/Employer	Taft College	29 Emmons Drive	Taft	CA	93268	661.763.7700	Youth
Social Services	West Side Community Resource Center	915 N. 10th St., Ste. 20	Taft	CA	93268	661.765.7281	Low-income, Mobility-impaired
Professional	Career Services Centers (CSC)	119 N. 10th St..	Taft	CA	93268	661.763.5491	Low-income, Limited English
Social Services	Kern County Department of Human Services	119 N. 10th St..	Taft	CA	93268	661.763.0200	Low-income, Limited English
Social Services	Family Resource Centers (FRC) - Greater West Side	915 N. 10th St., Ste. 20	Taft	CA	93268	661.765.7281	Low-income, Limited English
Social Services	Laborers of the Harvest	201 ½ Harrison St.	Taft	CA	93268	661.763.1886	Low-income, Limited English
Social Services	Salvation Army	915 N. 10th St., Ste. 20	Taft	CA	93268	661.765.7281	Low-income
Social Services	Taft Needs Center	518 Main St.	Taft	CA	93268	661.763.4888	Limited English, Low-income
Family Support	Head Start Program, Community Action Partnership (Local Taft site available)	300 19th St.	Bakersfield	CA	93301	661.336.5236	Limited English, Low-income
Social Services	Kern County Department of Human Services (Taft site available)	Main Office 100 E. California Ave.	Bakersfield	CA	93307	661.631.6000	Limited English, Low-income
Educational	Kern County Supt. of Schools/Early Intervention	1300 17th St.	Bakersfield	CA	93301	661.636.4884	Limited English, Low-income
Social Services	Kern Regional Center	3200 N. Sillect Ave.	Bakersfield	CA	93308	661.765.7294	Limited English, Low-income
Medical	National Health Services, Inc	1100 4th St.	Taft	CA	93268	661.765.5044	Limited English, Low-income
Transportation	Kern County Regional Transit	2700 "M" Street #400	Bakersfield	CA	93301	661.862.8850	All
Community Resources	Aging and Adult Services-Kern County	5357 Truxton Avenue	Bakersfield	CA	93309	661.868.1000	Seniors, Limited English, Low-income
Educational/Employer	Taft City School District	820 Sixth Street	Taft	CA	93268	661.763.1521	Youth, Mobility-impaired
Educational/Employer	Taft Union High School District	701 Seventh St.	Taft	CA	93268	661.763.2300	Youth, Mobility-impaired

Exhibit 2.19 Taft Stakeholder Matrix (cont.)

Type	Name	Address	City	State	Zip Code	Phone	Population
Faith-based	Calvary Baptist Church	27553 Taft Hwy	Valley Acres	CA	93268	661.765.6470	All
Faith-based	Calvary Temple Assembly of God	630 Kern St.	Taft	CA	93268	661.765.5414	All
Faith-based	Church of Christ	305 S. 10th St	Taft	CA	93268	661.765.5210	All
Faith-based	Church of God	419 Polk St.	Taft	CA	93268	661.763.1665	All
Faith-based	Community Christian Fellowship	700 North St.	Taft	CA	93268	661.765.2369	All
Faith-based	Community Presbyterian Church	500 Kern St.	Taft	CA	93268		All
Faith-based	Derby Acres Community Church	23324 Arnold Ave.	Fellows	CA	93268	661.763.4760	All
Faith-based	Fellows Lighthouse of Grace	139 C St.	Taft	CA	93268	661.763.4616	All
Faith-based	First Assembly of God	314 Asher Ave.	Taft	CA	93268	661.765.7151	All
Faith-based	First Baptist Church	220 North St.	Taft	CA	93268	661.763.3138	All
Faith-based	First Congregational Church	395 California St.	Maricopa	CA	93268	661.765.1160	All
Faith-based	First Freewill Baptist Church	510 Harrison St.	Taft	CA	93268		All
Faith-based	First Samoan Assembly of God	308 North St.	Taft	CA	93268	661.765.6401	All
Faith-based	First Southern Baptist Church	120 Pico St.	Taft	CA	93268	661.763.3314	All
Faith-based	Ford City Church of Christ	416 Monroe St.	Taft	CA	93268	661.765.6548	All
Faith-based	Gateway Temple	804 Main St.	Maricopa	CA	93268	661.765.4411	All
Faith-based	Kingdom Hall of Jehovah's Witnesses	705 S. 10th St.	Taft	CA	93268	661.763.1613	All
Faith-based	Lighthouse Foursquare Church	Meet at 210 Harrison St	Taft	CA	93268	661.763.1518	All
Faith-based	Missionary Baptist Church	615 Kern St.	Taft	CA	93268	661.765.7312	All
Faith-based	New Hope Temple Pentecostal Church of God	308 Harrison St.	Taft	CA	93268	661.765.4572	All
Faith-based	New Life Community Foursquare Church	1000 6th St.	Taft	CA	93268	661.765.9472	All
Faith-based	Peace Evangelical Lutheran Church	26 Emmons Park Dr.	Taft	CA	93268	661.765.2488	All
Faith-based	Pentecostal Church of Taft	102 4th St.	Taft	CA	93268	661.769.8704	All
Faith-based	Seventh Day Adventist	401 Harrison St.	Taft	CA	93268	661.763.4482	All
Faith-based	St. Andrews Episcopal Church	508 Woodrow	Taft	CA	93268	661.765.2378	All
Faith-based	St. Mary's Catholic Church	110 E. Woodrow St.	Taft	CA	93268	661.765.4292	All
Faith-based	Taft United Methodist Church	630 North St.	Taft	CA	93268	661.765.5557	All
Faith-based	Temple La Hermosa	210 5th St.	Taft	CA	93268	661.765.9211	All
Faith-based	The Church of Jesus Christ of Latter-Day Saints	101 Church St.	Taft	CA	93268	661.765.6310	All
Faith-based	Trinity Southern Baptist Church	400 Finley Dr.	Taft	CA	93268	661.765.5919	All
Faith-based	West Hills Church of the Nazarene	300 Lassen Ave.	Taft	CA	93268	661.763.4196	All
Faith-based	Westside Believers Fellowship	307 Main St.	Taft	CA	93268	661.765.6247	All

Strength-Weakness-Opportunities-Threats (SWOT) Analysis

A SWOT Analysis provides insight into the City of Taft’s transit program strengths, weaknesses, opportunities and threats.

- *Strengths* are internal attributes that can be used as a basis for developing a competitive advantage or work toward achievement of specified goals.
- *Weaknesses* are internal attributes that may work against these objectives.
- *Opportunities* represent external conditions that are helpful in achieving objectives
- *Threats* are external conditions that work against the objectives.



Typically, the administering entity has some control over its strengths and weaknesses but little over opportunities and threats. By pairing strengths with opportunities, strategies can be developed that maximize the likelihood of success. Conversely, relating strengths to threats can result in advance preparation of strategies to address future challenges or potential problems. In addition, a review of weaknesses and threats can often identify any disparity between actual weaknesses and customer/community perceptions and attitudes (threats).

Exhibit 2.20 SWOT Analysis

<p style="text-align: center;">Strengths</p> <ul style="list-style-type: none"> • Affordability • Primary local service in Taft and Maricopa • Recently purchased service vehicles • Regional connectivity (service to Bakersfield) • Access to local trip generators • Enhanced bus stop amenities throughout the service area • Transit informational materials available in Spanish 	<p style="text-align: center;">Weaknesses</p> <ul style="list-style-type: none"> • Lack of population-specific outreach efforts • Low customer satisfaction with service dependability • Limited personnel/staff time • Limited online presence in Spanish
<p style="text-align: center;">Opportunities</p> <ul style="list-style-type: none"> • Many avenues for community outreach • Local workforce/employment centers • Consistent increase in local population • Relatively high incidence of transit-dependent populations • Access to local media • Expansion of service in Maricopa/neighboring communities 	<p style="text-align: center;">Threats</p> <ul style="list-style-type: none"> • Lack of community awareness regarding the City’s transit program • Lack of transit service awareness by Spanish-speaking community • Lack of desire for customers to mode shift • Historic dependence on personal vehicles • Increased development beyond current transit service area

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Chapter 3
**Public Outreach
And
Marketing Distribution Plan**



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The primary goal of Technical Memorandum 3 is to summarize outreach efforts conducted in support of the City’s Community Mobility Outreach and Involvement Program and to provide an initial Marketing Distribution Plan founded on the results of the public outreach efforts.

Public Outreach Methodology

Moore & Associates coordinated with City staff to conduct outreach activities throughout Taft and neighboring communities. Outreach was conducted through a variety of methodologies, which can be grouped into the following methodologies:

- Stakeholder outreach.
- Community survey responses.
- Community event participation.

Summaries and analysis of outreach findings for each methodology are presented below. A review of current marketing efforts and a Marketing Distribution Plan is presented following the discussion of public outreach.

Stakeholder Outreach

To garner feedback from Taft and neighboring community stakeholders, self-administered surveys were mailed to a City-approved list of community groups/organizations. Local stakeholders can often provide important insight into the needs of specific groups within a community. Stakeholders can also provide valuable information as to how an organization addresses the mobility needs of its clientele, and how public transit might better assist in meeting said needs. Sixty stakeholder surveys were mailed out along with postage-paid return envelopes. These were followed by telephone calls in which stakeholders were reminded of the survey and given the opportunity to complete it over the phone or to submit by fax or email. Responses were received between June 18, and August 25, 2013.

The stakeholder survey was available in English and Spanish, and resulted in 22 responses through the combined methodologies.

The stakeholder survey provides a unique insight not only into the clientele of each group/organization, but also into the types of services each provides. These services often include some form of transportation, such as the use of public school buses or adult day health care vans. Understanding the transportation options within a community helps to better serve residents, while also ensuring all available transportation options are effectively leveraged. Exhibit 3.1 presents a list of organizations which responded to the survey. A list of all community stakeholders contacted is included in Technical Memorandum 2.



Exhibit 3.1 Stakeholder Survey Respondents

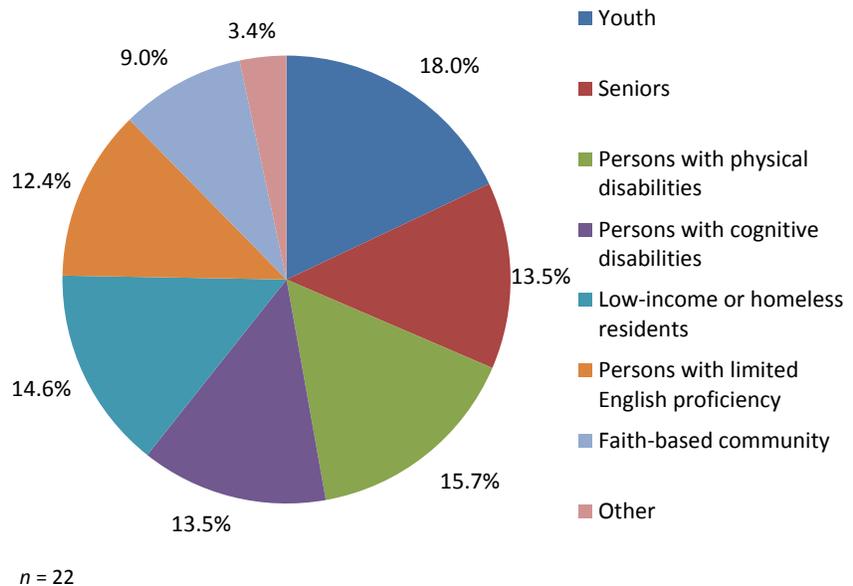
Organization
Alpha House Woman Shelter
Association for Retarded Citizens
Behavioral Intervention Services
College Community Services
Kern County Department of Human Services
First Baptist Church
Kern County Aging & Adult Services
Kern County Superintendent of Schools Office
Kern Regional Center
Laborers of the Harvest
Mexican American Opportunity Foundation
National Health Services, Inc.
St. Mary's Parish
Taft City School District (two responses received)
Taft College
Taft Union High School District
Taft United Methodist Church
West Side Community Resource Center
California State Department of Women Infants and Children (WIC)

Question 1: What populations does your organization primarily serve?

Given some stakeholder organizations serve diverse clientele, the first question asks respondents to identify the groups they represent. Not surprisingly, most stakeholder groups indicated serving more than one demographic or client group. Therefore, the number of responses exceeds the number of stakeholder groups surveyed. As seen below, responses were captured from a wide array of organizations, reflecting various interests within the community, with youth-oriented organizations constituting the largest portion of respondents. The most commonly cited groups were youth (18.0 percent), persons with physical disabilities (15.7 percent), low-income and/or homeless individuals (14.6 percent), and seniors and persons with cognitive disabilities (13.5 percent each).



Exhibit 3.2 Stakeholder Populations Served

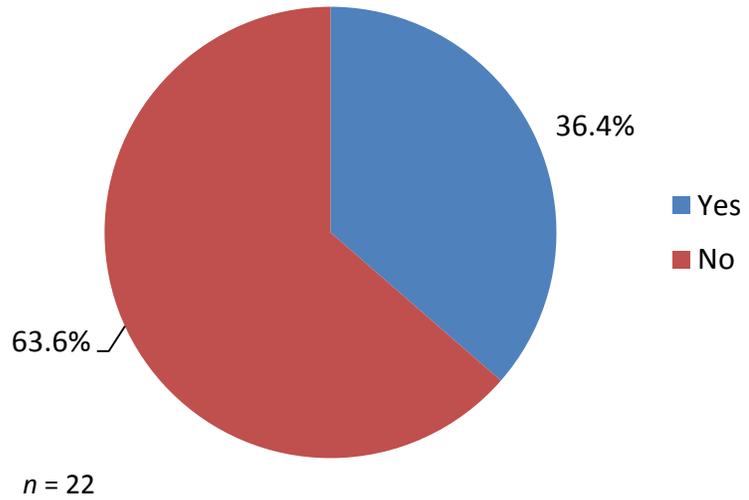


Question 2: Does your organization regularly provide transportation for its clients and/or members (i.e., shuttle bus, coordination of volunteer drivers, etc.)?

Of the stakeholders that responded to this question, 63.6 percent indicated they provided transportation. Six of the respondent organizations provide transportation services or subsidize client travel through bus passes, and all provide the service under limited circumstances (i.e., for specific purposes, within certain distances, etc.). While these services may supplement a community’s mobility, their eligibility requirements limit the practicality for many within Taft and nearby communities.



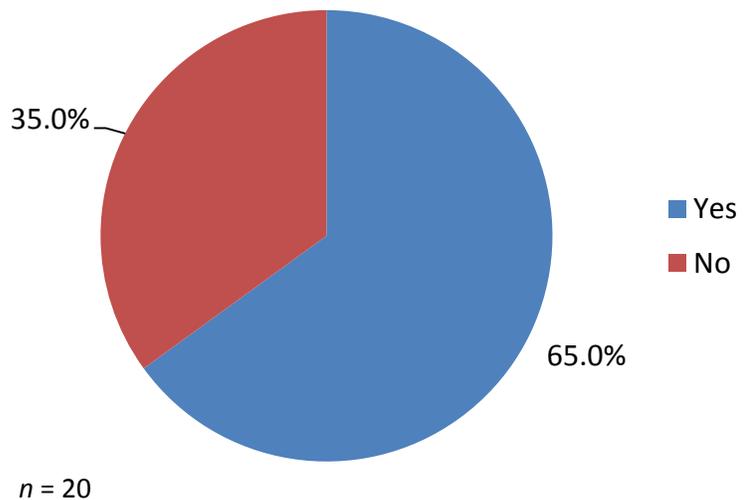
Exhibit 3.3 Stakeholder Provided Transportation



Question 3: Do clients or members use the City's local bus service (i.e., Taft Area Transit, Taft Dial-A-Ride) to access your organization's program or services?

A key finding from the responses received for Question 3 is that the majority of organization clients and members (65 percent) are not only aware of the City of Taft's public transit service, yet utilize it to reach services offered. Conversely, more than one-third of organization's members are not benefiting from the local bus service being provided. This question does not identify the percentage of each organizations clientele which uses transit to access the services. In other words, a response of "Yes" may indicate a single client, or all clients using transit.

Exhibit 3.4 Client Access Services Through Taft Area Transit



Question 4: Does your organization subsidize transportation (i.e., provide taxi fare or transit passes) for its members or clients?

Question 4 asks respondents about the type of transportation subsidy they offer clients (if any). Of the 14 organizations which indicated subsidizing trips, 42.9 percent provide local and/or regional (Kern Regional Transit) bus pass subsidy. A majority (57.1 percent) of the organizations which provide subsidies do so only to eligible recipients/clients, and Exhibit 3.5 provides the specified responses. As there is very limited taxi service within the city of Taft (the majority of taxi providers are dispatched from Bakersfield) it is not surprising that none of the responding organizations provides a taxi subsidy. Working closely with organizations already inclined to promote transit use by promoting the subsidy of public transit fares for clients may result in increased transit usage.

Exhibit 3.6 Stakeholder Subsidized Transportation

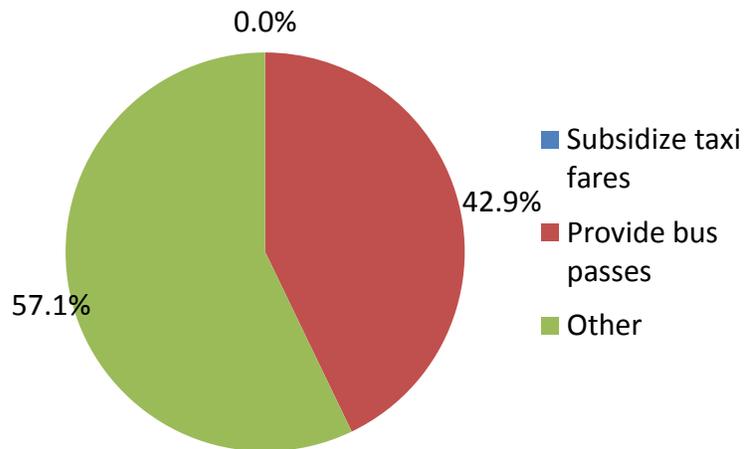


Exhibit 3.7 Stakeholder Subsidized Transportation – Other

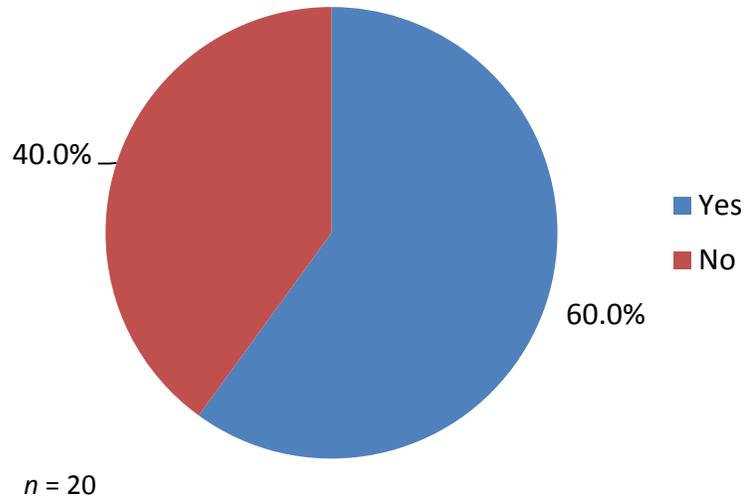
Response	Frequency
For welfare-to-work participants only	1
As needed	1
Pay mileage reimbursement	1
School bus	2
We try to reimburse for Taft Area Transit	1

Question 5: Has the absence of affordable transportation presented a barrier to undertaking daily activities for your members or clients?

Of the 20 respondents to this question, the majority (60 percent) stated their organization’s clients believe affordability of transportation to be a barrier to their daily activities. This reveals a higher level of transit-dependency than anticipated. The City’s public transit program would benefit from promoting the affordability of services in comparison to personal vehicle use. In addition, these responses indicate the potential customer base for local transit is highly sensitive to fare rates and increases, while conversely being more receptive of discounts and perceived value. Among those

organizations/clients indicating that affordability was not a barrier, convenience and availability of information are likelier to be motivators to using transit services.

Exhibit 3.8 Affordability as a Barrier



Questions 6 and 7 were open-ended questions designed to elicit concise responses from each stakeholder group rather than a general response as in the previous questions. The purpose of this format was to identify/compile a list of detailed needs from each organization in order to identify the most significant mobility needs as well as potential improvements to local public transportation.

Question 6: What is the most significant mobility need you currently observe among your members or clients that is not being met?

Exhibit 3.9 presents stakeholder comments regarding both client and staff mobility needs. Five organizations reported providing improvements to public transit represents the most important mobility need for their clients. Desired improvements include enhanced affordability, reliability, convenience, and improved schedules. Four stakeholder groups reported a need for additional service to areas outside of Taft including Maricopa. As the City of Taft’s public transit program currently provides weekday fixed-route service to Maricopa, an increase in awareness and distribution of information may help clarify available transit options, including connections with Kern Regional Transit (daily service to Bakersfield from Taft). Two organizations indicated Sunday service as a priority, and two reported no (current) unmet mobility needs specific to their clientele.



Exhibit 3.9 Significant Mobility Needs

Response	Frequency
Affordability and not enough bus stops.	1
Affordable transportation for at-risk (teen moms, teens at risk for juvenile delinquency (out of school youth).	1
Bus service to Buttonwillow, Fellowes and the "Acres."	1
Convenient, flexible, medical transportation.	1
More frequent buses, better schedules.	1
More transit options from Bakersfield to Taft. Once the bus gets to Bakersfield, it takes too long to go through stops.	1
None.	2
Reliable transportation.	2
Sunday morning transportation may be helpful.	1
Sunday service.	1
The bus schedule is very easy to get to Bakersfield, additional times that bus leaves for Bakersfield and returns should assist clients.	1
Transportation and to outlying areas.	1
Transportation from Maricopa into Taft, accessibility to downtown Taft.	1
No response provided.	7

Question 7: What do you believe to be the single greatest improvement (regarding local transportation) which the City could make or implement?

As a follow-up to Question 6, respondents were asked to provide suggestions regarding how to improve local transportation services. Of the stakeholder groups which responded, 13 provided responses to Question 7 as shown in Exhibit 3.10. Provided responses range from improvements to existing services (expanded service hours, additional service types, additional frequency, etc.) to increased discounts/pass availability, to improved infrastructure.

Exhibit 3.10 Stakeholder Improvements

Response	Frequency
Bus passes for out-of-school youth and teen moms on an application (needs based).	1
Coordination among provider to better service seniors and caregivers.	1
Increased Taft Area Transit service hours and day.	1
Issue monthly passes, say \$40/month, unlimited rides.	1
It seems pretty good.	1
More bus stops.	1
More Dial-A-Ride service. Sometimes people have to wait long periods of time.	1
More options. Emergency bus for people with limited income to travel to Bakersfield and throughout Taft.	1
None.	1
Same as above.	2
Transportation from Maricopa to Taft	1
You have made wonderful improvements. Schedule times would be helpful to get out to the community and pick-up spots.	1
No response provided.	9

Community Survey

To garner feedback from Taft area residents at-large, community surveys were initially distributed to 500 randomly-selected Taft households, regardless of recent public transit usage. The survey was also made available online and promoted through a link from the City’s website and Facebook page, media releases to local publications (*Taft Independent* and *Taft Midway Driller*), targeted mailer to Maricopa households, fliers at community centers, and emails to community stakeholders.

To supplement to the initial direct mail effort, our bilingual surveyors conducted intercept surveys at the Farmers Market, Laborers of the Harvest Food Bank, Taft Community Recreation Center, Taft Senior Center, and various retail/shopping centers. In addition we also conducted intercept surveys while participating in the “Back to School” event and “TC Days” at Taft College in August 2013. Surveying the general community can often reveal transit preferences that may enhance transit’s position as a mobility option, particularly among “choice riders.”¹ Community intercept surveys were conducted throughout between June 18 and August 25, 2013.

The community survey was made available in English and Spanish and conducted by a survey team comprised of bilingual (English/Spanish) surveyors. Survey responses were incentivized via a random drawing for a \$50 VISA gift card. A total of 447 responses were collected, with 94.9 percent of the surveys completed in English and the balance (5.1 percent) in Spanish.

The community survey provides a broader perspective regarding the role which transit plays within Taft and nearby communities. It also provides an important contrast between people who have and have not used local transit services recently, giving insight into differences between riders and non-riders as well as potential barriers to use of public transit.

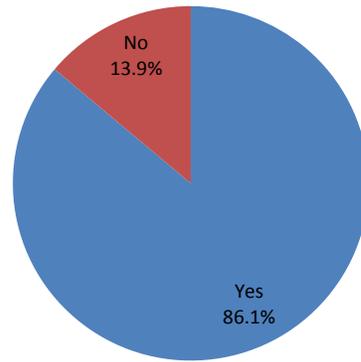
Q1. Are you aware the City of Taft sponsors a public transit program?

The majority of respondents (86.1 percent) indicated having at least an awareness of local public transit service. While initially this may seem to indicate the City’s public transit program program is successfully distributing information throughout the community, this question does not provide an accurate gauge of the level of knowledge of available services, and it may reflect confusion between City-sponsored service as well as regional services provided by Kern Regional Transit.

¹ A “choice rider” is defined as a transit rider who has other mobility options (such as a personal vehicle) yet chooses to use transit.



Exhibit 3.11 Transit Awareness

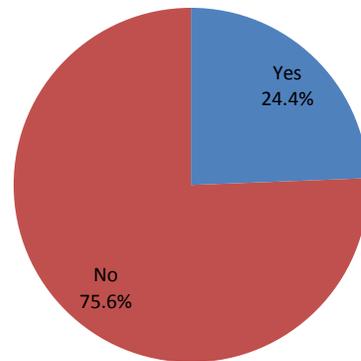


n= 447

Question 2. Have you ridden Taft Area Transit within the past 90 days?

The majority of community survey respondents (75.6 percent) reported not having used any Taft Area Transit services within the prior 90 days. Going forward, we will consider respondents who have actually ridden the City’s public transit service within the prior 90 days to be “riders” and those who have not to be “non-riders.”

Exhibit 3.12 Recent Ridership



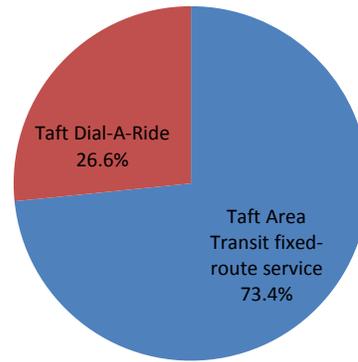
n=447

Question 2a. Which service did you use (within the past 90 days)?

Among riders, 73.4 percent indicated using the City’s fixed-route services, while 26.6 percent reported using the Dial-A-Ride service.



Exhibit 3.13 Recent Ridership by Mode

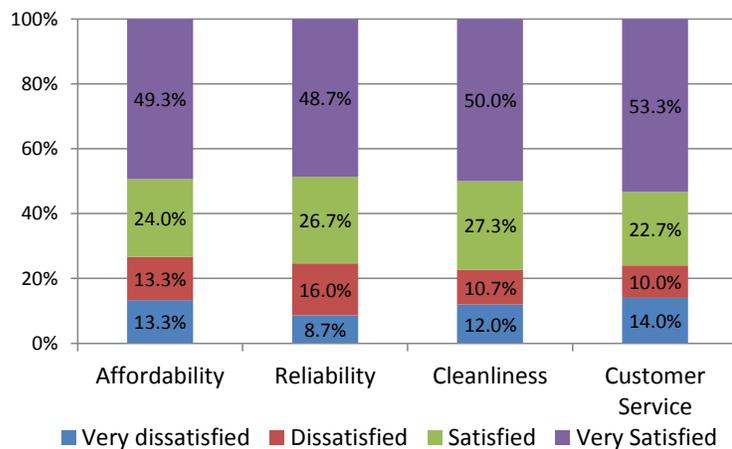


n= 109

Question 2b. Please rate your level of satisfaction for the following aspects of Taft Area Transit service on a scale of one to four, wherein one is very dissatisfied and four is very satisfied.

Riders were asked to provide their level of satisfaction with City’s public transit services across a variety of areas. In the area of affordability, 73.3 percent report being satisfied. Further, 75.4 percent cite being satisfied with reliability of the services, 77.3 percent are satisfied with the level of cleanliness of the vehicles, and 76.0 percent report being satisfied with the level of customer service they receive. These ratings indicate existing customers would like to see improvements “across the board” with respect to transit services. We recommend the City of Taft focus first on service reliability, as customers must have a perception that the service will not leave them stranded or unable to make appointments. The City should strive to achieve not less than 90 percent customer satisfaction across all areas of evaluation.

Exhibit 3.14 Customer Satisfaction

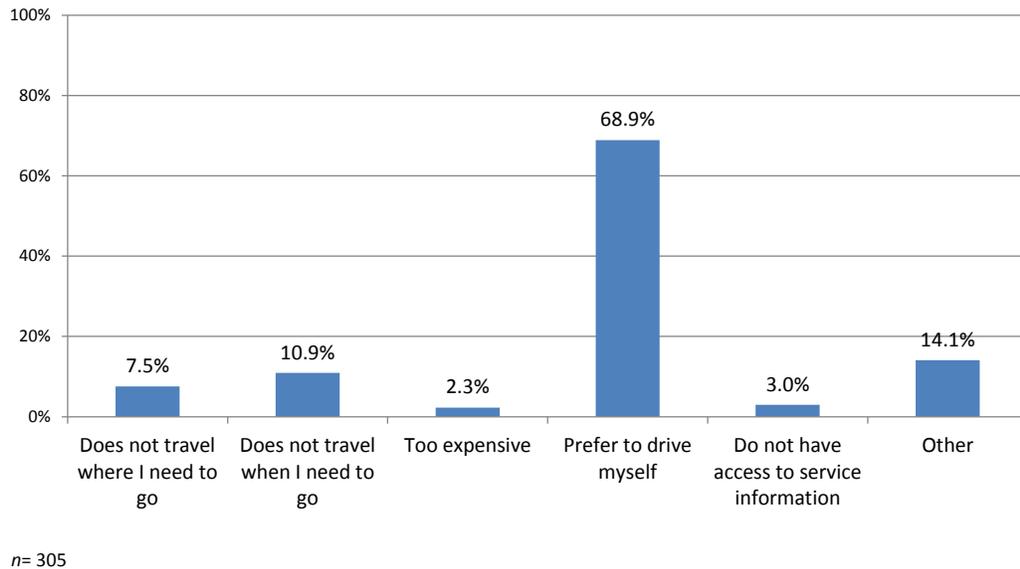


n= 150

Question 2c. If No (to Question 2), why not?

Non-riders were asked to indicate the primary reason for not patronizing the City’s public transit program. The primary reason cited by 68.9 percent of respondents was a preference to drive themselves. Other responses included ineligibility, lack of information on available services, and a perception that riding local transit is inconvenient.

Exhibit 3.15 Reason for Non-ridership

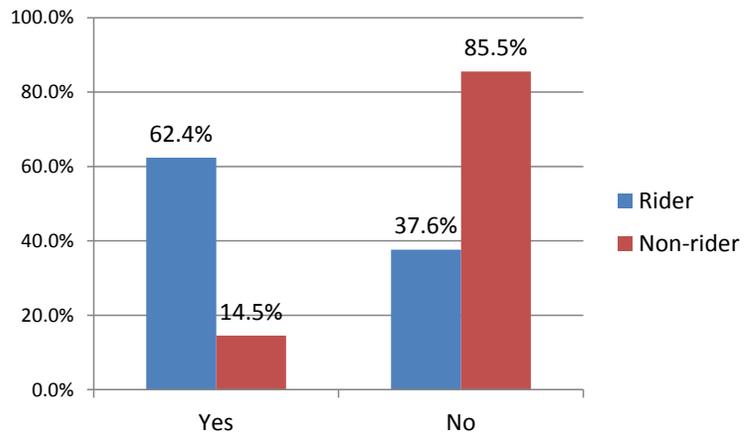


Data cross tabulations were performed on Questions 3-13. Responses have been segregated into rider and non-rider categories to facilitate comparison.

Question 3. Does anyone in your household use public transit?

Only 14.5 percent of non-riders indicate someone in their household uses local transit. Instead of all riders citing using transit usage, 62.4 percent of riders indicate someone in their household using transit. We interpret the discrepancy being due to both confusion on how to respond (i.e., interpreting the question as someone *else* using transit) and interpreting the question to mean *regular use* of transit, versus once in the past 90 days.

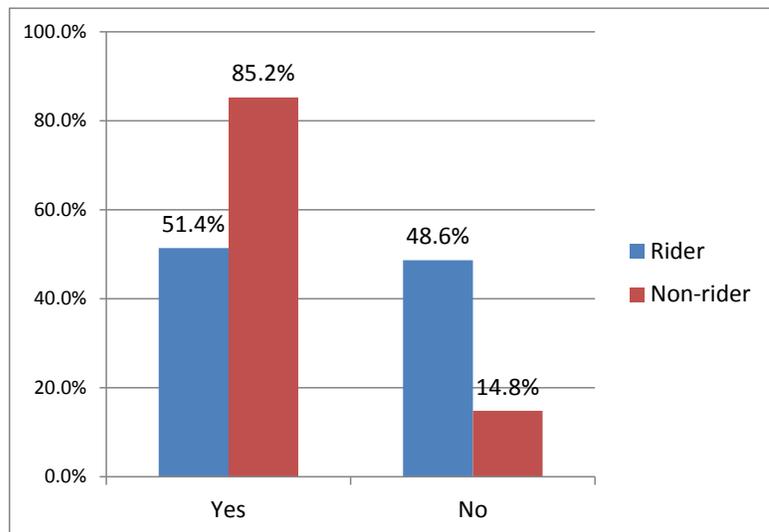
Exhibit 3.16 Transit Usage



Question 4. Do you have access to a personal vehicle?

Not surprisingly, the discrepancy between rider and non-rider having access to a personal vehicle is significant. Only 51.4 percent of riders indicate having access to a personal vehicle. This correlates with the responses to Question 3, and confirms a primary barrier to increased transit usage is ready access to a personal vehicle.

Exhibit 3.17 Access to Private Vehicle

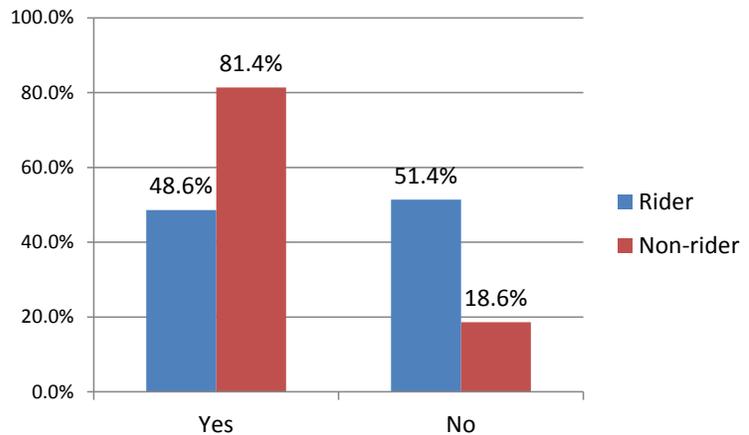


Question 5. Do you have a valid driver license?

Trends in responses for Question 5 match those of Question 4, wherein riders cite less frequent possession of a valid driver license (48.6 percent for riders versus 81.4 percent of non-riders). When paired with no/limited access to a personal vehicle, the availability of public transit is a key determinant of personal mobility. Meeting the mobility needs of transit-dependent populations should be a priority for the City.



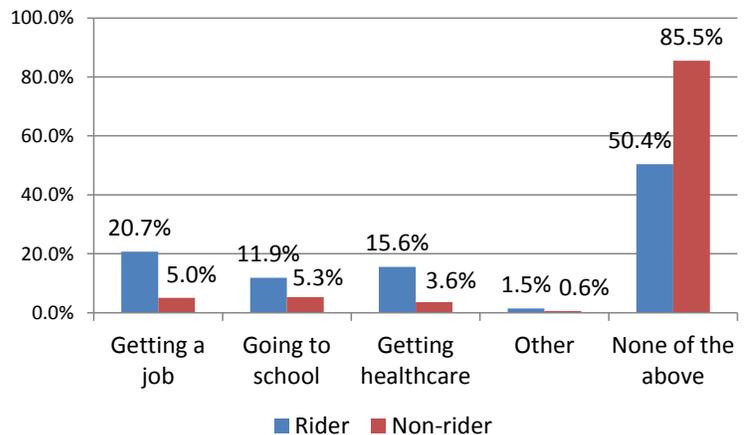
Exhibit 3.18 Possession of Driver License



Question 6. Has the absence of affordable transportation stopped you from...?

Respondents were asked to indicate if they had encountered barriers to accessing public transit services due to affordability issues/barriers. Responses to Question 6 indicate approximately 49.6 percent of all riders have been impacted by the absence of affordable transportation, while only 14.5 percent of non-riders have faced such impacts. Riders believe the most frequent impact has been to their ability to obtain gainful employment (20.7 percent) and accessing healthcare (15.6 percent). As the City’s public transit program offers significant cost savings compared to the ownership and maintenance of a personal vehicle, an increase in awareness of the value of local transit options may entice current non-riders to consider using Taft Area Transit. To improve existing rider perceptions, the City of Taft should emphasize its services which already provide access to employment centers, and healthcare locations.

Exhibit 3.19 Absence of Affordable Transportation



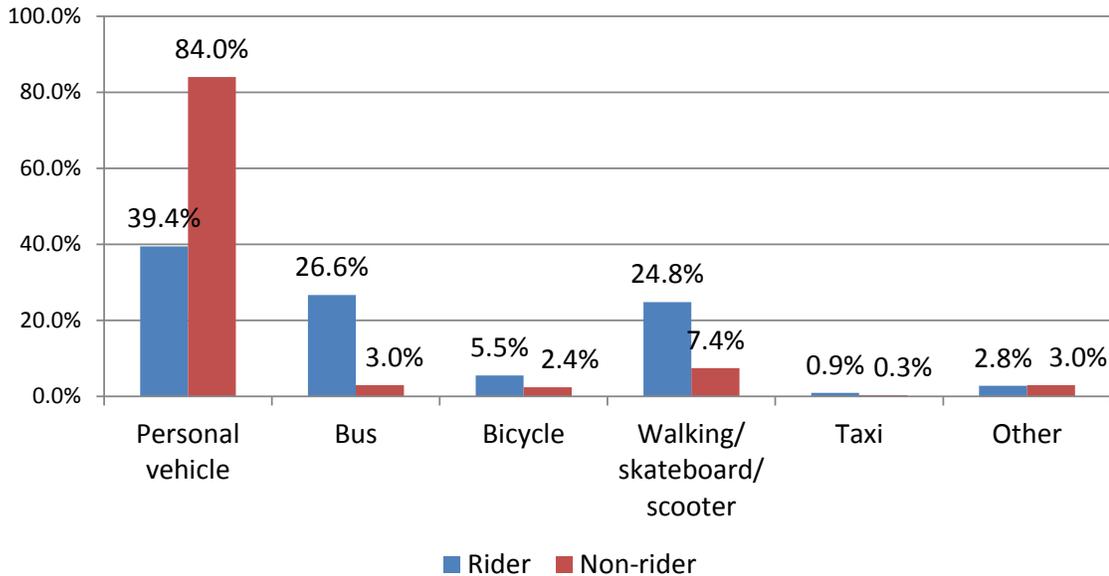
Question 7. What is your main method of transportation?

It is not surprising that non-riders elect to use a personal vehicle for the majority (84.0 percent) of their trips (if a vehicle is available). Of non-riders, a significant portion continue to rely on personal



vehicles (39.4 percent), while nearly as many respondents choose to walk/skateboard/use a mobility device (24.8 percent) as use the local bus (26.6 percent). Travel via public transit can result in significant time savings versus walking, and in a safer manner than either a skateboard or mobility device.

Exhibit 3.20 Method of Transportation

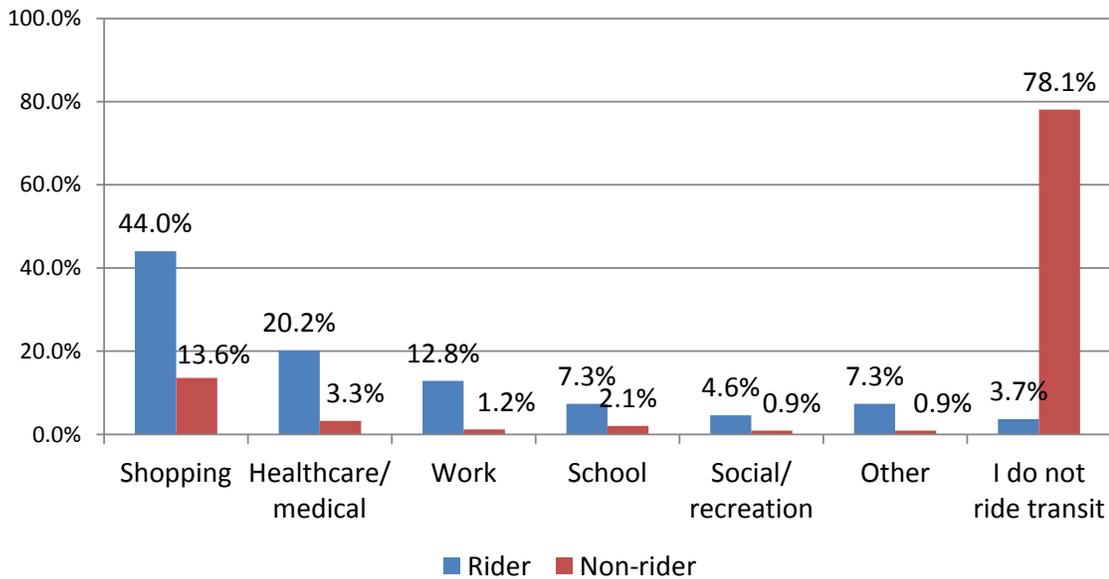


Question 8. What is your most common trip purpose when riding transit?

Responses to Question 8 reveal the most frequently-cited trip purpose for riders and non-riders is to access shopping/retail locations (44.0 percent and 13.6 percent respectively). With the relatively few shopping areas and zones located throughout Taft and nearby communities, the City of Taft should focus on working with retailers and vendors to help promote accessibility by transit services to these locations. The next most-frequently cited trip purpose for riders and non-riders was accessing healthcare/medical services (20.2 and 3.3 percent respectively). Again, with the limited number of healthcare centers/providers, the City’s public transit program should increase coordination with these locations to promote current services.



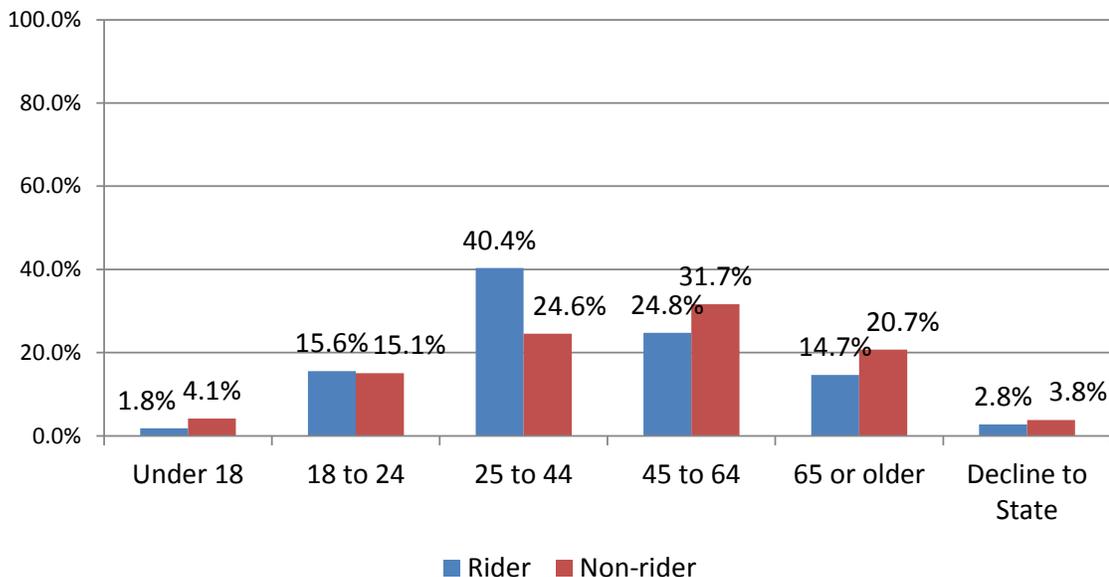
Exhibit 3.21 Most Common Trip Purpose



Question 9. What is your age?

Both riders and non-riders follow similar trends, though riders do tend to skew slightly “younger” than non-riders, particularly in the 25-44 years cohort (40.4 percent versus 24.6 percent respectively). Given the responses provided in previous questions, it is likely the City would need to design its promotional and marketing campaigns towards an older demographic if aiming to entice additional “choice” riders.

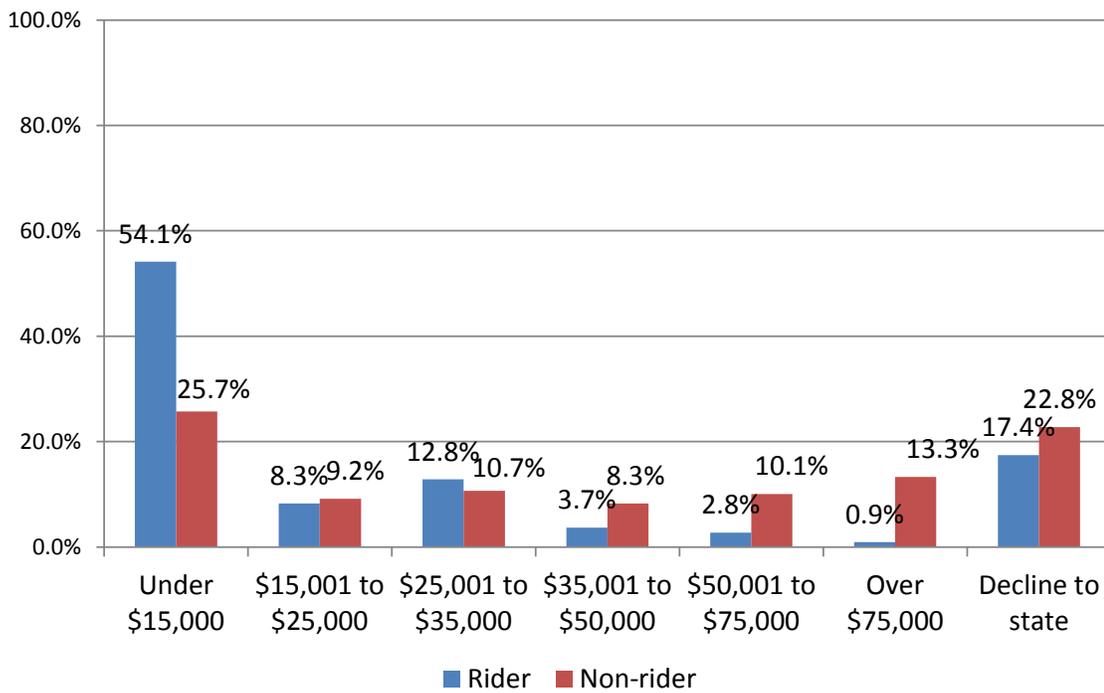
Exhibit 3.22 Age



Question 10. What was your annual household income in 2012?

Transit Riders were significantly more likely to be of low-income than non-riders, with 54.1 percent living within a household earning less than \$15,000 annually. This is in line with prevailing unemployment rates of 10.5 percent². In comparison, only 25.7 percent of non-riders reported living in a household earning less than \$15,000 annually. The next largest discrepancy in household income lies in the higher income range, with less than one percent of riders and 13.3 percent of non-riders citing household incomes of over \$75,000 annually. More than 17 percent of riders and 22.8 percent of non-riders declined to respond to this question.

Exhibit 3.23 Annual Household Income



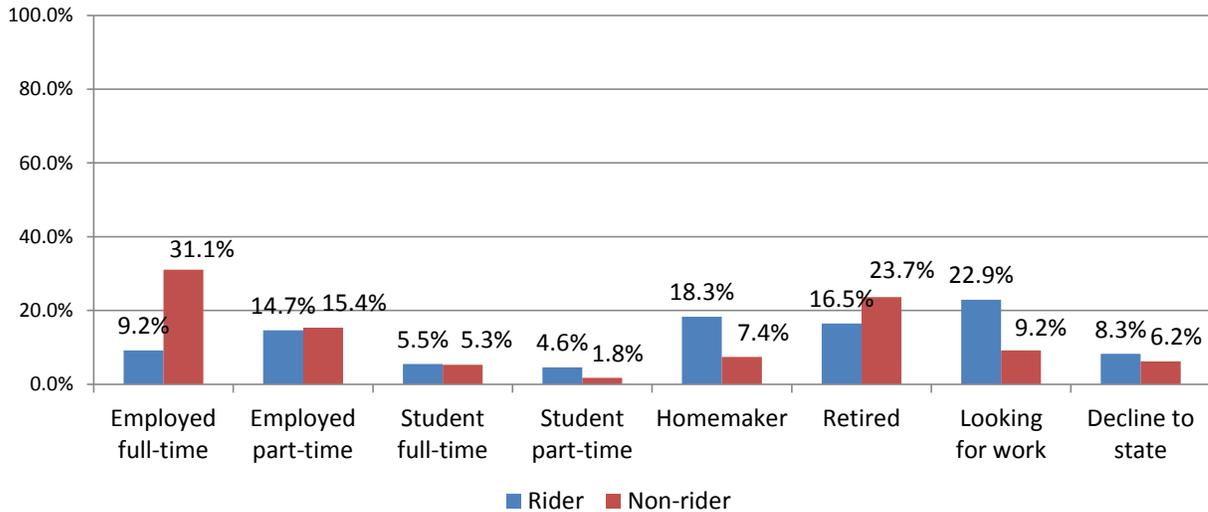
Question 11. What is your employment status?

Employment rates matched the household income trends, with those having full-time employment likely to be earning more income. Overall only 23.9 percent of riders identified themselves as being employed (full- or part-time), while 46.5 percent of non-riders indicated having employment. Interestingly a significant portion of riders (18.3 percent) identified themselves as being homemakers, which while not likely to earn income in the traditional sense, may account for a significant portion of their available time, and therefore preclude them from finding gainful employment.

² Employment Development Department, labor Market Information Division. January 2014.



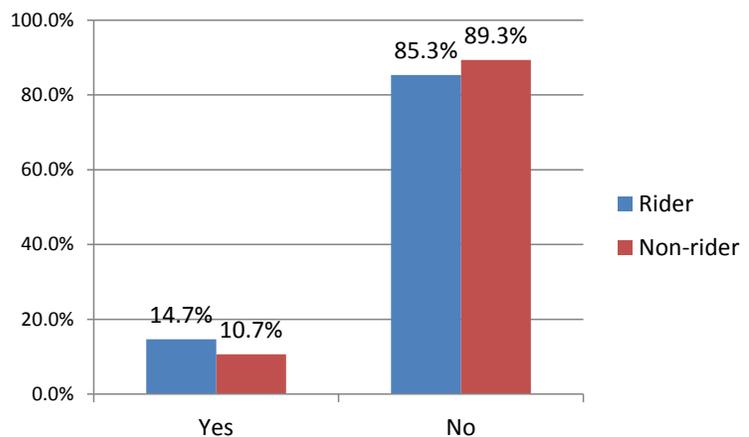
Exhibit 3.24 Employment Status



Question 12. Do you speak a language other than English at home?

Most riders (85.3 percent) and non-riders (89.3) reported speaking English in their household. Only a slightly higher percentage of riders versus non-riders (14.7 percent versus 10.7 percent respectively) cite speaking another language (only Spanish indicated) at home. It does not appear that English-proficiency presents any barrier to transit usage in Taft and nearby communities.

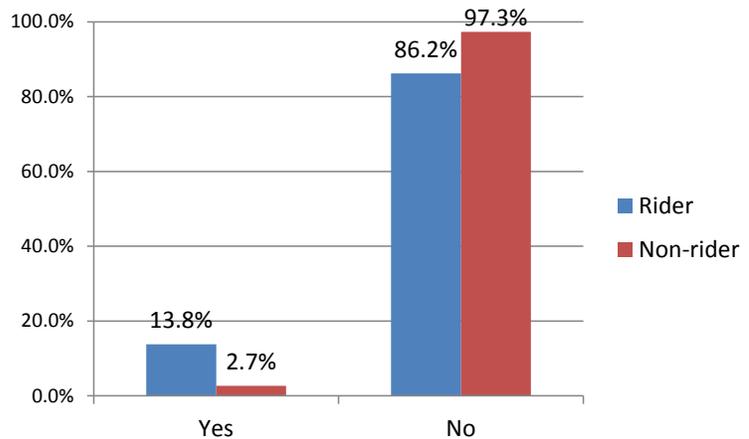
Exhibit 3.25 Speak A Language Other Than English



Question 13. Do you require assistance to ride public transit?

Question 13 pertains to those requiring either a mobility device (wheelchair, scooter, walker/cane, etc.) and/or a personal care attendant. Only 2.7 percent of non-riders cited needing assistance, while 13.8 percent of non-riders indicated requiring aid of some form.

Exhibit 3.26 Requires Assistance to Ride Public Transit



Community Event Participation

Moore & Associates compiled a list of community events from a variety of organizations ranging from the Taft Chamber of Commerce to the Oaxacan Tribe to reach out to potential transit riders, garner goodwill, and collect feedback from members of the community. In order to develop an accurate depiction of potential transit riders, our staff attended events focused on traditionally disadvantaged and mobility-challenged groups including seniors, minorities, and low-income individuals. The result was successfully collecting a statically-valid sampling of survey data while enhancing relationships with community organizations in Taft.

We believe promoting the City of Taft’s public transit service with the organizations that responded to the stakeholder survey as well as the organizations listed below will increase transit ridership as is the overall goal of the mobility involvement project. Participation was determined on potential reach, impact, and demographics. All materials were produced in English and Spanish.

Throughout the duration of the project Moore & Associates’ staff attended the events discussed below so as to accomplish three goals:

1. Represent the City of Taft to the community while enhancing creating awareness of Taft Area Transit and its services.
2. Participate in a wide variety of events to connect with stakeholders.
3. Collect feedback through community survey instruments and enhance mobility through increased community use of local transit.

Below is a summary of events attended and the results yielded.

Taft Needs Center Food Bank Drive (July 15, 2013)

Contact: Ian Anderson, Program Manager

9:00am – 12:00pm

Attendees: approximately 80 people

Collected 62 surveys

The Taft Needs Center sponsors food banks on a bi-weekly basis. We connected with Ian Anderson, Program Manager, and asked to attend one of the events. Our staff brought food to the food drive and conducted intercept surveys with participants. Future coordination with the Needs Center would be a good opportunity to expand ridership because many of the participants walk home with groceries.

Taft Senior Center (July 15, 2013)

Contact: Samantha Bishop, Site Manager

11:00am – 12:00pm

Attendees: approximately 30 people

Collected 27 surveys

A key demographic for mobility-challenged individuals are seniors. Our surveyors communicated with the Taft Senior Center to attend the senior lunch from 11:00am – 12:00pm. Approximately 30 seniors attended and nearly all of them completed a survey. Those that did not were unable to do so. The seniors were very welcoming and demonstrated an overall positive attitude towards the City's efforts to reach out to them.

William M. Thomas Aquatic Center (July 15, 2013)

Contact: Site Staff

1:30pm – 5:00pm

Attendees: approximately 25 people

Collected 10 surveys

During the summer months the weather in Taft can reach above 100 degree temperatures. The aquatic center provides relief to many residents throughout Taft and nearby communities, particularly youth seeking a way to escape the heat. Many of the parents are at work during the middle of the day when temperatures are the highest. Dropping information off about the City's public transit service to the aquatic center could increase awareness. Route 2 and the Maricopa – Taft Route stop in close proximity to the Center located at 821 4th Street.

Taft Farmers Market (June 27, 2013)

Contact: Shannon Jones, Taft Chamber of Commerce

4:00pm – 7:00pm

Attendees: approximately 60 people

Collected 32 surveys.

The Chamber of Commerce can be an effective mechanism for the distribution of information. The Chambers office has many brochures for organizations located throughout Taft. Surveyors attended the Farmers Market put on by Chamber staff and conducted intercept surveys while

speaking to attendees about the City’s public transit program. Although most of the population that attended the Farmers Market own and prefer to use their personal vehicle, it was important to gather feedback from this portion of the community while building a relationship with Chamber staff.

Laborers of the Harvest Food Drive (June 27, 2013)

Contact: Mike Long, Director of Laborers of the Harvest

2:00pm – 3:00pm

Attendees: approximately 60 people

Collected 59 surveys

In addition to the Taft Needs Center, Laborers of the Harvest offers community support for disadvantaged, low-income, and minority individuals. Our project staff brought food donations to a food drive that Laborers of the Harvest was holding and surveyed the attendees. Like those that attended the Taft Needs Center food bank, many of the participants leave with one or two bags of groceries and walk to their next location. Dispersing Taft Area Transit collateral during food drives and coordinating with Laborers of the Harvest volunteers could serve as an opportunity to reach out to transportation-disadvantaged individuals.

Taft “Back-to-School Event (August 10, 2013)

Contact: Pam Brown, City of Taft

10:00am – 1:00pm

Attendees: approximately 400 people

Collected 54

Our staff had a table setup with Taft Area Transit collateral, community surveys, and school giveaways during this event. As the youth and their parents or guardians walked into the building, our surveyors would greet them with pencils and pens and ask that their parent or guardian complete a survey. We gave away two backpacks as part of a random prize drawing.

Taft College Day (August 25, 2013)

Contact: Darcy Bogle, Program Coordinator Taft College

2:30pm – 4:30pm

Attendees: approximately 70 people

Collected 37 surveys

Our project team coordinated with Taft College and the Taft Chamber of Commerce to attend the college orientation for the fall semester. We shared a booth with the Chamber and distributed Taft Area Transit material to incoming college students, many of whom were from outside the area and did not have personal transportation. Raffle tickets were given away for prizes from the College for those that filled out a survey.



Oaxacan Community Outreach Event (March 30, 2014)

Contact: Ed Herrera, Vice President Taft Chamber of Commerce and Abel Silva, President of the Oaxacan Tribal Council

1:00pm – 3:00pm

Attendees: approximately 150 people.

Collected 87 surveys

After attending the Taft Unmet Needs hearing on March 7, 2014, Moore & Associates followed-up with Ed Herrera who was also in attendance to coordinate and event with the Oaxacan community in Taft. An outreach event for which we provided refreshments and conducted a survey specific to the Oaxacan community was held at the Westside Community Rec Center. A raffle was done for those that filled out a survey and 2 \$25 Visa gift cards were given away. Over 100 Taft Area Transit (TAT) and 20 Kern Regional Transit (KRT) brochures were distributed to the attendees. A TAT driver brought a Dial-A-Ride Bus for the attendees to become familiar with using public transit. Connecting to this group was a key component and goal for this project. This event will serve as a solid foundation for future outreach and promotions to the Oaxacan community. A forum will be held at the offices of Ed Herrera once a month for the Oaxacan Community to discuss things from immigration issues to participating in upcoming community events. It is recommended (as outlined in the marketing plan in Technical Memo 4) that TAT maintain a presence at these forum by distributed brochures and answering questions with a bilingual TAT representative.

Review of Current Marketing

Marketing of the City's public transit service focuses on three primary marketing sources: printed brochure, system map, and Taft Area Transit website. A review of each is provided below.

1. **Print brochure – English:** Information categories include Dial-A-Ride general information, hours, and fares; passenger guidelines (do's and don'ts); bikes on buses; holidays, and fixed-route hours of operation and fares. A system map and schedule is on the reverse. The brochure was revised in 2011.
2. **Print brochure – Spanish:** Same content as English. "Passenger" ("pasajero") is misspelled in a panel heading ("pasagero").
3. **System map:** This document is primarily in English, though a note below the legend instructs users (in Spanish) to ask the driver for schedules, maps, and brochures in Spanish. The system map "poster" includes information about fares, days of operation, and holidays, as well as a system map and schedules for each of the three fixed routes (Routes 1 and 2, and Maricopa-Taft). Points of interest are also identified on the map, as are parks and bus stops for each route. The system map includes the City's logo, transit URL, and phone number.
4. **Website:** The URL printed on the system map and brochure takes the user to a City of Taft page with staff contact information and no transit information. The page says that it is under construction and has no links to departments or other information. Transit information can be accessed through the City's main page at www.cityoftaft.org by clicking

on Residents, then Taft Area Transit. The Taft Area Transit website consists of one main page (Taft Area Transit) and four subpages (ADA/Senior Application Forms, Brochures, Bus Passes, and Title VI) located on the City’s website.

The transit pages are under the City of Taft web header and do not feature any other graphics except for a photograph of the Transit Coordinator on the main page. There is no separate branding for the City’s transit program. All transit pages reflect the color scheme (blue, beige, white, and yellow) of the City’s overall website.

The main page features two system map links (English only, as described above) as well as links to Dial-A-Ride applications in English and Spanish. Full contact information for the Transit Coordinator is provided in a sidebar. The ADA/Senior Application Forms subpage contains a brief statement about the Dial-A-Ride service, information about where to submit the application, and links to the English and Spanish Dial-A-Ride applications. The Brochures subpage contains links to the English and Spanish brochures (front side only; no system map). The Bus Passes subpage contains information about where to purchase passes as well as a .pdf file providing examples (images) of all the different types of passes available. Bus pass pricing is not provided on this page, though, only on the main page. The Title VI subpage offers only a link to the City’s public notification about how to file a Title VI complaint (.pdf file). There is no other text.

The main page indicates there is new service and new routes. However, as none of the information on the site is dated, it is difficult to know how new. (Given the brochure is dated 2011, one can assume the website was updated during the same timeframe.)

There is no option for translating any part of the website into Spanish. In order to access the Spanish linked files, one must be able to read enough English to find them.

Marketing Distribution Plan

Brochures

We recommend the City provide bilingual transit service brochures at distribution points throughout Taft and Maricopa. The City should provide each outlet with 25 brochures, cardboard holder, and reorder card (this could also be a sticker on the brochure holder with a phone number to call to obtain additional supply). In addition, it is recommended that quarterly phone outreach be conducted to distribution locations to determine if they are adequately stocked or if they need additional supplies of collateral. The City should conduct a complete distribution to all outlets at any time there is a change to transit services. Below are presented a list of possible distribution outlets by type. Exhibit 3.27 presents estimated costs to distribute transit collateral.

Distribution outlets:

Residential locations

- Buena Vista Mobile Home Park, 123 N. 10th St., Taft.
- Creekside Apartments, 420 Finley Dr., Taft.
- Heritage Park Apartments, 201 8th St., Taft.
- Lucard Apartments, 406 Lucard St., Taft.
- Tradewinds Apartments, 400 Woodrow St., Taft.

Healthcare providers

- Taft Community Care Clinic, 501 6th St., Taft
- Taft Community Medical & Dental Center, 1100 4th St., Taft
- West Side Health Care District, 218 6th St., Taft
- West Side Urgent Care, 100 E. North St., Taft
- Western Rehabilitation, 337 S. 10th St., Suite G, Taft

City & County offices/public buildings

- Department of Human Services, 119 N. 10th St., Taft
- Department of Motor Vehicles, 165 Center St., Taft
- Health Department, 315 N. Lincoln St., Taft
- Kern County Library – Taft Branch, 27 Emmons Park Dr., Taft
- Maricopa City Hall, 400 California St., Maricopa
- Probation Department, 311 N. Lincoln St., Taft
- Taft City Hall, 209 E Kern St., Taft
- Taft Police Department, 320 Commerce Way, Taft
- Taft Post Office, 427 North St., Taft
- West Side Community Resource Center, 915 N. 10th St., Taft
- West Side Recreation and Park District/Taft Senior Center, 500 Cascade Place, Taft

Hotels/Motels

- Caprice Motel, 222 Kern St., Taft
- Holland Inn & Suites, 531 Warren St., Taft
- Motel 8, 600 Poso St., Maricopa
- Sunset Motel, 411 4th St., Taft
- Toppers Motel, 101 E. Kern St., Taft
- Welcome Inn, 130 Kern St., Taft

Schools

- Buena Vista Continuation High School, 900 N. 10th St., Taft
- Conley Elementary School, 623 Rose Ave., Taft
- Jefferson Elementary School, 318 Taylor St., Taft
- Lincoln Junior High School, 810 6th St., Taft
- Maricopa Elementary School, 955 Stanislaus St., Maricopa
- Maricopa High School, 955 Stanislaus St., Maricopa
- Maricopa Middle School, 955 Stanislaus St., Maricopa
- Maricopa Unified School District, 955 Stanislaus St., Maricopa
- Parkview Elementary School, 520 A St., Taft
- Roosevelt Intermediate School, 811 6th St., Taft
- Taft City School District, 820 6th St., Taft
- Taft College, 29 Cougar Ct., Taft
- Taft Primary School, 212 Lucard St., Taft
- Taft Union High School, 701 Wildcat Way, Taft
- West Kern Community School, 301 North St., Taft

Other community locations



- Taft Chamber of Commerce, 400 West Side Hwy., Taft
- The Washboard Laundromat, 1107 Kern St., Taft

Exhibit 3.27 Estimated Marketing Costs

Materials cost (per location)	
Printing (25 brochures)	\$8.75
Brochure holder	\$1.00
Postage	\$3.00
Total	\$12.75
Locations	
Locations	44
Initial fulfillment cost	\$561
Quarterly fulfillment cost	\$300
Annual cost (Year 1)	\$1,461
Annual cost (Year 2+)	\$1,200

Pass Sales Outlets

Currently, bus passes are only available at Taft city hall. Partnering with other community locations to offer bus pass sales would not only expand access to non-cash fare media, but would also position the City’s public transit program more effectively within the community. We recommend providing a supply of 12-trip fixed-route passes to local grocery stores for sale under a pass sales agreement. Each pass sales outlet should also be supplied with a brochure holder and a supply of 25 brochures (as described above) and should be contacted at a minimum every quarter to assess what supplies are needed. In addition, pass sales outlets should be provided with a poster announcing the availability of transit passes as well as featured on the Taft Area Transit webpage.

Potential Locations:

- Albertson’s, 1044 Kern St., Taft
- La Familia Nutrition, 715 Center St., Taft
- La Preciosa Market, 538 Finley Dr., Taft
- Los Primos Carnicería, 524 Finley Dr., Taft
- Save A Lot, 521 Finley Dr., Taft
- Taft La Villa Meat Market, 623 Center St., Taft
- Carnicería Rancho Alegre, 1107 Kern St., Taft

Schools

In addition to including all local schools on the brochure distribution list, we recommend the City should work with all local schools/school districts (including Taft College) to send out a targeted bilingual notice to parents and students at the beginning of each school year. The flyer would be easily reproducible and would promote service to the schools as well as the benefits and savings associated with a 12-trip pass. The flyer could be distributed via email for either paper or email distribution by the schools.

Travel Training

We recommend the City consider offering travel training as part of its promotion of public transit. One of the primary purposes of a travel training program is to transition those who are able to ride



the fixed-route service away from Dial-A-Ride for some or all of their trips. Another purpose is to increase the comfort level of those who may not be riding transit because they do not know how, thereby converting them to riders. A travel training program should be provided in both English and Spanish and may consist of classroom instruction, prepared videos, practice trips, and other elements.

Outreach

We recommend implementing a program of ongoing community outreach in conjunction with existing community events, such as school fairs, community events, senior nutrition meals, etc. By participating in such events that draw a wide range of attendees, Taft Area Transit can promote its services to a broad cross-section of potential customers, as well as position itself as a good community partner. All outreach opportunities should include bilingual staff so that persons with limited proficiency in English are able to benefit from all available information.



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Chapter 4

Marketing Strategies



The principal objective of Technical Memorandum 4 is to present proposed marketing efforts in support of the City of Taft’s Mobility Outreach and Involvement Program, provide a timeline and next steps for implementation, and identify potential funding sources.

The City does not currently undertake regular marketing activities to promote Taft Area Transit (TAT). Therefore, the recommendations included in this memo provide a roadmap to increase ridership and farebox revenue through increased awareness, targeted outreach (including population groups such as the Oaxacan community), mode-shift promotion, and improved customer satisfaction.

Marketing Strategies Methodology

The following Marketing Solutions and Strategies Matrix was developed in coordination with Technical Memos 2 and 3, which synthesized local demographics and survey/outreach data, respectively. The following were evaluated to craft the marketing recommendations and ensure each tactic addressed specific needs revealed in the Taft community:

- Demographic data,
- 2013 Community Survey (rider and non-rider),
- 2013 Stakeholder Survey,
- Community events (first-hand feedback),
- Current offerings/materials, and
- Industry best practices.

The marketing matrix is organized into “strategies” with supporting “tactics,” “desired outcomes,” “justifications,” “projected implementation cost,” “steps for completion,” and execution “timeline.” The timeline identifies which items should be completed within the first year, second year, and third year of proposed execution/implementation. In addition to the timeline, recommended frequency for follow-up or recurrence is also identified to aid in the prioritization of each strategy and tactic.

As noted above, cost estimates will also be included in the Marketing Solutions and Strategies Matrix. The costs were determined using a \$60 hourly bill rate. To communicate how those costs were calculated, tactic execution time requirements will also be notated. In some cases, a range of time and cost is presented as the ultimate level of effort will be determined by the City.

The following assumptions were used in development of the Marketing Solutions and Strategies Matrix:

- Cost and time estimates presented in the Matrix are annual.
- Estimated \$60 bill rate is fully burdened (inclusive of overhead).
- Time estimates are founded on professional experience and knowledge of existing Taft Area Transit resources and nearby communities.
- All cost estimates are based on 2014 dollars (i.e., do not factor in rate of inflation in future years).
- Cost estimates do not include direct expenses (i.e., permit fees, printing costs, materials, etc.).
- Total cost of implementation (across three years) is estimated at approximately **\$30,000**.

Marketing Solutions and Strategies Matrix

Strategy	Tactic	Desired Outcome	Justification	Cost	Steps for Completion	Timeline
Improve accessibility to service Information	Update route brochures and service map	Ensure program information is current and Title VI compliant.	Discrepancies with the brochures were identified in Technical Memo No. 3 as well as opportunities for improvement.	\$480 (8 hours)	Conduct review of all brochure content; Address items previously identified; Update effective date to keep the service “current”; Explore potential for condensing into one bilingual brochure; Revise service map to include key trip generators.	Year 1 (< six months) Frequency: Annually
	Distribute service information to community organizations (plus quarterly stock check-ins)	Increase awareness of TAT, reduce barriers based on lack of/inaccessibility to information, and develop community relationships.	Maintain top-of-mind awareness and establish a “constant presence” and follow-up opportunity at key locations in Taft and Maricopa.	\$1,461 (quote provided in Tech Memo 3)	A targeted list of 25 locations in Taft and Maricopa was included in Technical Memo No. 3; Brochures, brochure holder, and re-order card would be distributed to each location; Quarterly follow-up via phone would be conducted to ensure stock level.	Year 1 (< six months) Frequency: Quarterly
	Update Taft Area Transit website	Improve navigability and information accessibility.	Website represents a valuable first-impression and information hub for transit service, so it is important the site is user-friendly.	\$960 (16 hours)	Conduct a full website review; incorporate Spanish language content on the website; Ensure the URL www.taftareatransit.org redirects to TAT information and not a general City of Taft website.	Year 1 (< six months) Frequency: Ongoing (as needed)
	Improve bus stop signage	Increase visibility of TAT stops and awareness of local service offerings.	Bus stop signage is currently mounted parallel to streets, reducing visibility.	\$2,400 (40 hours); signage at \$50 per sign	Purchase additional supply of bus stop signage. Reposition signs perpendicular to the road and double-sided. Coordinate placement of large-scale infopost at 5 th and Main transfer location.	Year 1 Frequency: Maintain as needed
Targeted outreach and community involvement	Stakeholder outreach and coordination	Foster partnerships with local stakeholders for the promotion of TAT; Increase frequency of public transit fare subsidies through stakeholder organizations.	According to the 2013 Stakeholder survey, 35 percent of respondent organizations’ members are not benefiting from transit services, only six entities subsidized public transit, and numerous locations communicated incorrect perceptions regarding service offerings (i.e., lack of service to Maricopa).	\$480 - \$1,440 (8-24 hours)	Establish primary contact list of local stakeholders and schedule appointments to discuss marketing opportunities and potential partnership. Provide/design materials as needed.	Year 1 Frequency: Semi-annually
	Targeted outreach	Increase ridership of local commuters working at employment centers and individuals traveling to healthcare centers served by Taft Area Transit.	According to the 2013 Community Survey, “shopping” received 40 percent of responses regarding trip purposes, while accessing “healthcare/medical services” and “work” represented a combined 33 percent; Given limited number of employment, healthcare, and shopping centers in and around Taft, targeted outreach to these locations could provide a valuable marketing opportunity.	\$480 - \$1,320 (8-22 hours)	Identify primary employment, healthcare, and shopping centers; develop targeted materials (i.e., promotional poster or brochure distribution); contact for distribution and to establish a primary point of contact; and collaborate to establish relationship and potential opportunities.	Year 1 Frequency: Semi-annually
	School/youth outreach	Raise awareness and ridership among students to and from local schools (K-12 and Taft College).	TAT provides services to local K-12 educational facilities as well as Taft College, although only 7 percent of riders surveyed noted using TAT to get to school; additionally, during outreach at Taft College, numerous students communicated a lack of personal transportation.	\$600 - \$1,200 (10-20 hours)	Develop targeted back-to-school materials; Coordinate with local schools and school districts for information distribution; Conduct on-site events during back-to-school week.	Year 1 Frequency: Annually
	Outreach to non-English populations	Increase ridership among local Spanish-speaking residents.	More than 15 percent of the local population cited Hispanic/Latino heritage, according to 2010 Census data. Nearly 15 riders, and 11 percent of non-riders, speak Spanish as their primary language.	\$840 - \$1,440 (14-24 hours)	Ensure all transit materials are available in Spanish; coordinate with Hispanic Chamber of Commerce and with KBDS 103.9 FM (www.campesina.net) for targeted messaging and outreach; and have bilingual staff participate in community events.	Year 1 Frequency: Semi-annually

Strategy	Tactic	Desired Outcome	Justification	Cost	Steps for Completion	Timeline
Targeted outreach and community involvement (cont.)	Oaxacan Outreach	Increase ridership among Oaxacan community members.	The Oaxacan community (comprised of approximately 600 families) represents an underserved minority in and around Taft, which according to survey data obtained during a community meeting on March 30, 2013, largely doesn't know how to use TAT (43.7 percent), can't read the schedule (11.5 percent), or can't afford it (4.6 percent).	\$960 - \$1,680 (16-28 hours)	Distribute brochures prior to Oaxacan community meetings; Allow for community customization of stop near Jefferson and Adams to provide a non-written, Non-oral identifier (per discussions at March 30, 2013, Oaxacan community meeting); Work with community leaders to distribute additional bilingual information and provide travel training.	Year 1 Frequency: Semi-annually
	Participation at community events	Connect with community members and position TAT as an attractive community partner.	Participation at local events such as the Taft Needs Center Food Bank Drive (monthly), visits to the Taft Senior Center, and Taft College Day (fall and spring semesters), among others, provide valuable insight into community needs, improved visibility of TAT, and allowed handshake-distance interactions with potential riders.	\$840 - \$2,160 (14-36 hours)	Using the events list compiled during 2013 outreach efforts, identify top-priority events; Coordinate TAT participation (booth) based on target demographics; Work with event staff to determine expected attendance and additional marketing needs; Evaluate for future participation.	Year 1 Frequency: Ongoing
	Implement Travel Training Program	Convert DAR riders to fixed-route riders, foster community partnerships, and increase awareness of TAT.	Stemming from feedback received during 2013 community outreach efforts, numerous individuals and stakeholders indicated a lack of awareness regarding TAT or how to use its services, presenting an opportunity to hold travel training in coordination with such events as local food drives, back-to-school, and senior center activities.	\$5,760 (8 hours monthly)	Develop travel training curriculum based on local needs and services; Contact social services organizations in Taft and Maricopa for event scheduling and partnership; Promote and conduct travel training (potentially in coordination with other community events such as food drives or back-to-school); Provide follow-up training.	Year 2 Frequency: Ongoing
Promotions and campaigns	Develop marketing materials and communications positioning Taft Area Transit as the community's local transportation option	Increase ridership on TAT, particularly among "choice" riders. Improve awareness and perceptions, and foster greater differentiation between TAT and Kern Regional Transit.	Despite a high reported awareness of local services, it was noted in the survey report a lack of public understanding/differentiation between TAT and Kern Regional Transit may exist; additionally numerous stakeholders noted a lack of service between Maricopa and Taft, indicating a lack of awareness of current service offerings.	\$1320 - \$2,160 (22-36 hours)	Design and produce posters (bus shelter and for targeted outreach), direct mail pieces, and advertisements for strategic placement around the community and in community-focused publications; Schedule events accordingly.	Year 1 Frequency: Ongoing
	Implement a cost comparison campaign (public transit vs. personal vehicle)	Provide a follow-up campaign options building first campaign to serve as additional outreach/messaging tool to solidify TAT's position within the community, increase ridership, and foster top-of-mind awareness.	According to 2013 survey data, 73.3 percent of respondents were satisfied with the "affordability" of TAT; 60 percent believe affordability of transportation (personal vehicle) is a barrier to their daily activities, indicating a higher level of transit-dependency than anticipated and an open door to promote the affordability of TAT services; additionally, nearly 69 percent of non-riders indicated simply preferring to drive themselves over using transit (necessitating a convincing "sell" – such as cost savings – to mode shift).	\$1320 - \$2,160 (22-36 hours)	Second tier promotion: Build upon lessons learned from initial campaign; Design and produce posters (bus shelter and for targeted outreach), direct mail pieces, and advertisements for strategic placement around the community and in community-focused publications; Schedule events accordingly; Provide materials to Taft Chamber of Commerce to distribute during community events.	Year 3 Frequency: Ongoing
Improved public communications	Periodic media release distribution	Foster relationship with local media, increase awareness and appreciation of TAT's activities and improvements.	While it is important not to "flood the market" with messaging, it is also important for the community to be apprised of transit program happenings and opportunities on a regular basis. Doing so reinforces TAT's role within the community.	\$960 - \$1,440 (16-24 hours)	Develop media release database targeting local print, radio, television, and stakeholders (bilingual outlets/entities); Draft and distribute releases on a monthly basis and/or as needed; Document coverage.	Year 2 Frequency: Monthly

Strategy	Tactic	Desired Outcome	Justification	Cost	Steps for Completion	Timeline
Improved public communications (cont.)	Implement Taft Area Transit-specific Twitter account	Created additional medium through which to communicate service updates “real-time” as well as promotional messaging.	As part of the 2013 Stakeholder Survey, 75.4 percent of respondents were satisfied with the reliability of the service. If that rating was impacted by vehicle delays that could be easily explained, Twitter would serve as a great medium for communicating such updates as well as opening another communication channel, which according to TCRP 99 ³ was utilized by 91 percent of the transit operators polled (highest among social media outlets). Additionally, 97 percent cited social media as “very important” in communicating with current riders, 85 percent said it was “very important” to improving customer satisfaction, and 76 percent indicated it was “very important” in improving the agency’s image.	\$360 - \$600 (6-10 hours)	Establish a free Twitter account for Taft Area Transit; provide brief training on expectations of call center staff; update as needed (if desired, supplemental content could be drafted and programmed into HootSuite, free online service that provides this functionality).	Year 1 Frequency: Ongoing
Customer satisfaction improvement	Regular vehicle, bus stop, and facilities checks.	Raise customer service satisfaction rate to no less than 90 percent (customer satisfaction/perception plays a major role in TAT’s overall brand/image)	During 2013 survey efforts, 77.3 percent of respondents noted satisfaction with the cleanliness of the vehicles.	\$1,800 (30 hours)	Schedule routine inspections to ensure proper maintenance, cleanliness, and placement.	Year 1 Frequency: Ongoing
	Development of call center scripts and driver training materials to ensure/foster assurance, responsiveness, and empathy.		In the same survey referenced above, 76 percent of respondents were satisfied with the current level of customer service.	\$1,200 - \$1,560 (20-26 hours)	Prepare call center scripts and training materials; conduct sensitivity training; create bilingual phonetic cards for call center staff as well as drivers; formalize the Title VI complaint process; and provide regular in-house check-ins.	Year 1 Frequency: Ongoing

³ “Uses of Social Media in Public Transportation,” Transportation Research Board of the National Academies, 2012.



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Overview of Current and Potential Marketing Funding Sources

Below is a summary of potential funding sources for the marketing of the City’s public transit program. While some sources listed below are already being utilized by the City for transit operating costs, they may also be utilized marketing activities in support of the service.

Federal

There are a number of available federal funding programs for which the City could apply which are regulated under the Moving Ahead for Progress in the 21st Century Act (MAP-21). These are primarily formula grant programs with established eligibility and disbursement parameters. The primary federal source of funding for marketing of the City’s public transit program is:

FTA Section 5311

These funds are apportioned to the State of California on a formula basis, providing funding to support the administrative, operating and capital costs of public transit services in non-urbanized areas. Recent changes brought into effect by MAP-21 have resulted in additional funds becoming available to the 5311 program. This is primarily the result of the ending of prior programs (New Freedom Section 5316 and JARC 5317). This program provides a significant portion of TAT funding, and may be used to accomplish marketing tasks such as travel training which the FTA considers to be a capital cost.

Congestion Mitigation and Air Quality

The Congestion Mitigation and Air Quality (CMAQ) improvement program was developed in response to the requirements set forth in the Clean Air Act of 1970. CMAQ provides a flexible funding source for transportation programs in order to meet clean air requirements. Transit education and outreach is an eligible expense under CMAQ.

State

The California Department of Transportation (Caltrans) provides finance assistance for transit projects, including capital projects, statewide. Funding is provided to regional transportation planning agencies throughout the state (i.e., Kern COG), who in turn disburse funding to subrecipients. Funding allocations vary based on the specific formula or method determined by the program requirements. The likeliest sources for state capital projects are the Transportation Development Act (TDA) and the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) enacted through Proposition 1B in 2006.

The **TDA** is comprised of two primary funding sources: Local Transportation Fund (LTF) and State Transit Assistance Fund (STA). TDA funds are collected by the state through a ¼ cent sales tax and a statewide sales tax on diesel fuel, and distributed within each jurisdiction through a formula based on total population. The TDA funds are flexible and are used for both the operation of public transit in Taft as well as for the required federal match for capital expenditures. TDA funds may be used to accomplish marketing tasks such as bus stop signage improvements as listed in the “improve accessibility to service information” strategy.

The **PTMISEA** is managed by Caltrans and provides assistance in funding capital projects for eligible transit providers. Funding availability is dependent on state bond sales. PTMISEA funds could be used for “customer satisfaction” improvements as listed in the Marketing Solutions and Strategies Matrix for bus stop improvements as well as vehicle repairs and maintenance.

Local

The City's public transit program currently receives a portion of its revenue through transfers from the City's General Fund. Additional sources of local funding for TAT include the City's general fund, farebox revenue, local contributions (public-private partnerships), and locally generated monies through advertising revenue as discussed below.

Fixed-route and Dial-A-Ride combined farebox revenue has averaged approximately \$60,000 across the past three years. Typically fare revenue is incorporated into the City's general fund. As such, fare revenue may be used to support marketing activities as described within this memo.

Public-Private Partnerships

Sponsorships are relationships wherein an organization provides funding for services such as a particular route or extension of service hours. Conversely, donations are simply charitable contributions on behalf of a particular organization. Potential partnership or donation opportunities may exist with the local oil industry, as well as with Taft College and the Oaxacan Tribal Council. Managing sponsorships and donations as well as the solicitation of new accounts would become the responsibility of the Sponsorship Coordinator.

Advertising

The City's transit program has the potential to generate revenue from the sale of advertising space onboard the vehicles, both interior and exterior, as well as at shelters. Sales would likely require oversight via a Sponsorship Coordinator. The position could be funded primarily through commission of advertisement sales. The Sponsorship Coordinator would be utilized by all City departments, with the majority of the position's time dedicated to large City events such as First Friday Cruise Nights.



Funding Sources and Partnerships

Program Name	Description/Purpose	Eligibility	Recipient	Funding Mechanism
Federal				
Congestion Mitigation and Air Quality (CMAQ)	Funds for areas with poor air quality known as "non-attainment" areas. Funds can be used for public education and outreach activities.	Project service area must be within a non-attainment area as determined by the EPT.	State.	States receive allocation proportional to their share of 2009 CMAQ funds.
Section 5311 Rural Area Formula	Funding for rural areas (population under 50,000). Can fund operating, capital, and planning activities. These funds can be used for capital improvements found within the marketing recommendations.	State or local government, public transit agencies, non-profit organizations, operating in a rural area.	State (for areas with a population under 200,000).	Formula, based on population and system size.
State				
Transportation Development Act - LTF and STA	The Transportation Development Act (TDA) provides two major sources of funding for public transportation: Local Transportation Fund (LTF) and State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance.	State. Funds disbursed to eligible transit agencies.	KernCOG.	State sales and fuel taxes.
Proposition 1B - PTMISEA	Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, established the PTMISEA program to fund transit and transportation capital projects statewide.	State. Funds disbursed to eligible transit agencies.	KernCOG.	State bond sales.



Local	State Statute utilizing Surface Transportation Program Funds			
General Fund/Local Match/Miscellaneous	Funds from the City of Taft's General Fund account are collected from local sales tax, state-shared revenues, and local fees. Local match may come from any available City revenues. Some grant programs allow for match-in-kind (i.e., staff hours/resources) as local match.	City of Taft.	City of Taft	City fees/fines, local sales tax, state-shared revenues, local fees, vending, advertisement revenues.
Farebox Revenue	Farebox revenue may utilized at the discretion of the City. Marketing	City of Taft.	City of Taft	Transit farebox revenues.
Sponsorships and Donations (Public-Private Partnerships)	Mutually beneficial collaborations between a public agency and private sector entities. Through this contractual arrangement, the skills and assets of each sector are shared in delivering a service or facility for the use of the general public.	City of Taft. Likely requires obtaining a Sponsorship Coordinator to seek out opportunities and oversee contracts.	City of Taft	Sponsorship from local businesses/organizations.
Advertising	The sale of advertising space onboard the vehicles, both interior and exterior, as well as on bus shelters and bus benches. Revenues can be used for additional TAT marketing efforts.	City of Taft. Likely requires obtaining a Sponsorship Coordinator to seek out opportunities and oversee contracts.	City of Taft	Advertising revenues.





City of Taft Agenda Report

DATE: June 17, 2014

TO: MAYOR LINDER AND COUNCIL MEMBERS

AGENDA MATTER:

REPEAL OF ORDINANCE NO. 737-07

SUMMARY STATEMENT:

In 2007, the City of Taft enacted an ordinance restriction the residency as well as movement of convicted sex offenders near schools, children’s centers and parks. The City of Taft is currently being sued in the case of Lindsay v. City of Taft seeking an injunction against further enforcement of the City Ordinance and requesting the Courts declare that the City Ordinance is unconstitutional.

In January of this year, the State of California Appellate Court published the opinion of People v. Nguyen (the "Nguyen Decision") in which the court determined that similar ordinances adopted by other Cities were unenforceable because of State law (Proposition 83) which regulates the daily life of sex offenders. The California Supreme Court has denied review of the Nguyen Decision which made it final and applicable throughout the State of California.

Proposition 83 (Jessica’s Law) which was enacted in 2006, limits a sex offender from living within 2,000 feet of any school or park. In discussion with the Police Chief, since the City Ordinance was enacted in 2007 there are no records of the City Ordinance being enforced limiting the movement convicted sex offenders.

Based on the Nguyen Decision it is likely the current City Ordinance would be deemed unenforceable due to State law providing substantially all of the protections for the City's residents against registered sex offenders as the City Ordinance.

RECOMMENDED ACTION:

Motion to Repeal City Ordinance No.737-07 and Chapter 13 of Title VIII of the City of Taft Municipal Code.

IMPACT ON BUDGET (Y/N): None by this action

ATTACHMENT (Y/N): Repeal of Ordinance

PREPARED BY: Lonny Boyer, Director of Human Resources/Assistant City Manager

REVIEWED BY:

CITY CLERK	FINANCE DIRECTOR	CITY MANAGER
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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TAFT REPEALING IN ITS ENTIRETY ORDINANCE NO. 737-07 AND TAFT MUNICIPAL CODE CHAPTER 13 OF TITLE VIII RELATING TO RESIDENCY RESTRICTIONS FOR REGISTERED SEX OFFENDERS

WHEREAS, the City Council of the City of Taft (the "City Council") adopted Ordinance No. 737-07 in 2007 to provide residency restrictions for registered sex offenders consistent with and in accord with California Penal Code Section 3003.5 (the "City Ordinance"); and

WHEREAS, on January 10, 2014, the Court of Appeal for the Fourth Appellate District for the State of California issued its published opinion of *People v. Nguyen* (the "Nguyen Decision") in which the court determined that ordinances adopted by the City of Irvine and Orange County were unenforceable because of state law preemption wherein the legislature had enacted a comprehensive statutory scheme regulating the daily life of sex offenders to reduce the risk of an offender committing a new offense; and

WHEREAS, on April 23, 2014, the California Supreme Court denied review of the Nguyen Decision which made it final and applicable throughout the State of California; and

WHEREAS, the City of Taft (the "City") has been sued in the case of *Lindsay v. City of Taft*, Case Number 1:14-at-00393 in the Federal District Court for the Eastern District of California (the "Lawsuit") seeking an injunction in perpetuity against further enforcement of the City Ordinance and requesting a declaration that the City Ordinance is unconstitutional; and

WHEREAS, the Nguyen Decision likely applies to the current City Ordinance; and

WHEREAS, the City Council finds that in the interest of providing full protection to the City and its citizens and in limiting costs, that state law provides substantially all of the protections for the City's residents against registered sex offenders as the City Ordinance, and that the City Council wishes to repeal the City Ordinance.

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

SECTION 1. Incorporation.

The foregoing recitals and findings are true and correct.

SECTION 2. Repealer.

Ordinance No. 737-07 and Taft Municipal Code Chapter 13 of Title VIII are hereby repealed in their entirety.

SECTION 3. Effective Date.

This ordinance shall take effect thirty (30) days after the date of its adoption, and within fifteen (15) days after its adoption shall be published at least once in the Daily Midway Driller, a newspaper of general circulation, published and circulated in the City of Taft together with the names of members of the City Council voting for and against same.

INTRODUCED at a regular meeting of the City Council of the City of Taft on the _____ day of _____, 2014.

PASSED AND ADOPTED on this _____ day of _____, 2014.

Paul Linder, Mayor

Attest:

Alina Megerdom
City Clerk

Approved as to form:

Jason Epperson, City Attorney

STATE OF CALIFORNIA }
COUNTY OF KERN } SS
CITY OF TAFT }

I, Alina Megerdom, City Clerk of the City of Taft, do hereby certify that the foregoing Ordinance was passed by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

Alina Megerdom, City Clerk