



CITY OF BISHOP

STUDY SESSION AGENDA

Council Chambers - 301 West Line Street - Bishop, California

NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the City Clerk at 760-873-5863. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28CFR 13.102-35.104 ADA Title II)

Any writing that is a public record that relates to an agenda item for open session distributed less than 72 hours prior to the meeting will be available for public inspection at City Hall, 377 West Line Street, Bishop, California during normal business hours. Government Code § 54957.5(b)(1). Copies will also be provided at the appropriate meeting.

Members of the public desiring to speak on a matter appearing on the agenda should ask the Mayor for the opportunity to be heard when the item comes up for Council consideration. NOTE: Comments for all agenda items are limited to a speaking time of three minutes.

MONDAY, NOVEMBER 28, 2011

4:00 p.m.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT - NOTICE TO THE PUBLIC: This time is set aside to receive public comment on matters not calendared on the agenda. When recognized by the Mayor, please state your name and address for the record and please limit your comments to three minutes. Under California law the City Council is prohibited from generally discussing or taking action on items not included in the agenda; however, the City Council may briefly respond to comments or questions from members of the public. Therefore, the City Council will listen to all public comment but will not generally discuss the matter or take action on it.

SCHEDULED DISCUSSION

1. Energy Efficiency Program – Inyo County Planning Department
2. Current 7:00 p.m. agenda items
3. Future agenda items

DEPARTMENT HEAD REPORTS

1. Fire Chief Ray Seguire
2. Police Chief Chris Carter
3. Public Works Director/City Engineer Dave Grah
4. Interim City Administrator / Community Services Director Keith Caldwell

DISCUSSION

1. Councilmember Jim Ellis
2. Councilmember Susan Cullen
3. Councilmember Jeff Griffiths
4. Mayor Pro Tem Dave Stottlemire
5. Mayor Laura Smith

ADJOURNMENT – To City Council meeting scheduled at 7:00 p.m. in the City Council Chambers.



**Planning Department
168 North Edwards Street
Post Office Drawer L
Independence, California 93526**

Phone: (760) 878-0263
FAX: (760) 878-0382
E-Mail: [inyoplanning@
inyocounty.us](mailto:inyoplanning@inyocounty.us)

Inyo County has been selected by Southern California Edison (SCE), under the auspices of the California Public Utilities Commission, to prepare a Cost, Energy and Service Efficiencies Action Plan (CESEAP). This planning effort will identify and promote activities that lead to long-term sustainable changes that support energy efficiency. Policies and implementation measures will be developed to encourage energy efficiency and upgrades, which, in turn, will provide cost savings to the County, its residents and businesses, as well as other entities operating in Inyo County. The information, policies, and technical applications developed in this planning effort will be shared with other jurisdictions, entities and community members who operate and/or live in Inyo County.

AGENDA PLANNING FOR UPCOMING MEETINGS

MON – DEC 12, 2011 MEETINGS – MEMOS DUE: Tues Dec 6 10 am

4:00 PM

- Employee recognition PWD
- Annual Awards Dinner 2012

7:00 PM

- Quarterly Citizen Award Presentation
- Public Hearing – Radio Control Race Track at the City Park.
- Valley Dogs Catering – Renewal of street vendor permit
- Consideration to adopt a resolution establishing a Fund Balance Policy as required by GASB 54 – Administration.
- FY 2012-2013 PRELIMINARY BUDGET DISCUSSION.
- Discussion on Parks and Recreation Commission recommendation relating to increasing the number of commissioners from five to seven.
- Award Park Sewer Contract
- Request to waive hiring freeze for Police Reserve Officer.

MON – JAN 9, 2012 MEETINGS – MEMOS DUE: Tues Jan 3 10 am

4:00 PM

7:00 PM

- Request to surplus SCBA cylinders – Fire Department.

MON – JAN 23, 2012 MEETINGS – MEMOS DUE: Tues Jan 17 10 am

4:00 PM

7:00 PM

- Mobility Element document - Adoption

MON – FEB 13, 2012 MEETINGS – MEMOS DUE: Tues Feb 7 10 am

4:00 PM

7:00 PM

- Public Hearing – Fees and Charges for City Services FY 2012-2013
- Ordinance for amending and/or adding new fees – Introduction/First Reading
- Approve Warren Street consultant contract
- Public Hearing – Environmental Review final draft Mobility Element
- Mobility Element adoption – First Reading

MON – FEB 27, 2012 MEETINGS – MEMOS DUE: Tues Feb 21 10 am

4:00 PM

7:00 PM

- Ordinance for amending and/or adding new fees – Second Reading/Adoption
- Adoption of resolution amending and restating fees and charges for city services.
- Approve sewer trunk consultant contract
- Mobility Element – Second Reading/Adoption

MON – AUGUST 13, 2012 MEETINGS

4:00 PM

7:00 PM

- Approve RFP for Water and Sewer Rate Study

TO: CITY COUNCIL

FROM: KEITH CALDWELL, INTERIM CITY ADMINISTRATOR *KJC*

SUBJECT: PRESENTATION – CLEAN AIR PROJECTS PROGRAM

DATE: NOVEMBER 28, 2011

Attachments: Information Sheet – Clean Air Projects Program

BACKGROUND/SUMMARY

Lisa Isaacs, Administrator for the Clean Air Projects Program, will give a presentation on the program established by the Great Basin Unified Air Pollution Control District to reduce harmful air emissions emanating from identifiable sources within the Air District.

RECOMMENDATION

Hear the report.

**Title: Clean Air Projects Program launched by Great Basin Unified Air Pollution Control District
Presenter: Lisa Isaacs**

November, 2011

The "Clean Air Projects Program" was recently established by the Great Basin Unified Air Pollution Control District to reduce harmful air emissions emanating from identifiable sources within the Air District.

Operated as a joint project with Los Angeles Department of Water & Power, CAPP's budget of \$5.6 million has been funded by LADWP to offset the impacts of excess air emissions from the Owens Lake bed. Local resident Lisa Isaacs has been contracted by the District to serve as the CAPP Administrator.

A request for proposals (RFP) for local CAPP-funded projects will be released to the public in the near future. All interested parties are encouraged to apply with projects that will reduce air pollution in the District. Projects within the southern Owens Valley will be given priority; however, any project within the District's territory of Inyo, Mono, and Alpine counties will be considered.

Projects that directly and measurably reduce air pollution in the District are emphasized for funding. Examples include, but are not limited to, replacing old wood burning stoves and fireplaces with updated, cleaner systems; paving dusty, dirt roads; erosion control; reducing vehicle road traffic; and replacing old combustion engines with new, cleaner technology. Projects that can indirectly lead to air emissions reductions within the District will also be considered. Examples include educational and interpretive programs; new trails that encourage residents and visitors to leave cars behind; and municipal air quality management plan updates.

Project proposals will be due in early 2012. Selections will be announced shortly thereafter.

For more information:

Lisa Isaacs, Administrator

Clean Air Projects Program

Email: capp@gbuapcd.org

Telephone: 760/914-0388

TO: CITY COUNCIL

FROM: KEITH CALDWELL, INTERIM CITY ADMINISTRATOR *KCC*

SUBJECT: DEPARTMENT HEAD UPDATES

DATE: NOVEMBER 28, 2011

BACKGROUND/SUMMARY:

The department heads from Fire, Police, Public Works and Administration/Community Services will provide updates on various departmental activities, current and on-going projects.

RECOMMENDATION:

Hear the reports.

3(a)

CITY OF BISHOP
CITY COUNCIL STUDY SESSION MINUTES
November 14, 2011

- CALL TO ORDER** Mayor Smith called the meeting to order at 4:00 p.m. in the City Council Chambers at 301 West Line Street, Bishop, California.
- COUNCIL PRESENT** Council Members Jim Ellis, Susan Cullen, Jeff Griffiths,
Mayor Pro Tem David Stottlemyre
Mayor Laura Smith
- COUNCIL ABSENT** None
- OTHERS PRESENT** Keith Caldwell, Interim City Administrator/
Community Services Director
Denise Gillespie, Assistant City Clerk
Ray Seguine, Fire Chief
Chris Carter, Police Chief
David Grah, Public Works Director/City Engineer
Gary Schley, Public Services Officer
- PUBLIC COMMENT** The Mayor announced the public comment period. Interim City Administrator Caldwell thanked Mr. and Mrs. Tom DeLeo and Jim Tatum for their efforts toward the re-sodding of Fields 3-4 at the City Park.
- SCHEDULED DISCUSSION** Discussion was held on the following Study Session agenda items:
1. Adventure Trail Dick Noles from A.A.P.L. spoke on the recently passed Adventure Trails legislation for a five-year pilot program that becomes effective on January 1, 2012 allowing off-highway vehicles on certain roads in Inyo County. Before the onset of the program, the City of Bishop will need to determine where the off-highway vehicles will be able to enter city limits to reach businesses for food, lodging, and/or supplies as well as have access to the designated riding areas. It was the consensus of Council and staff that Wye Road would be the first area to be established in order for OHVs to enter the parking lot for Kmart and Vons. This location will be evaluated to see how the program works before expanding to two other designated routes on city streets. It was also felt that public feedback, especially from those residents near any potential city street designated for joint use, would be very important. OHV's will be allowed on the designated routes during day light hours, licensed drivers only, with a 35 mile-per-hour speed limit.
- Other issues to be resolved are: determining design standards for roads for joint use; liability concerns; potential application for Green Sticker funding; and environmental process.

(b)

CITY OF BISHOP
CITY COUNCIL MINUTES
NOVEMBER 14, 2011

CALL TO ORDER Mayor Smith called the meeting of the Bishop City Council to order at 7:00 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California.

INVOCATION The invocation was given by Pastor Kathleen Puntar of the United Methodist Church followed by the Pledge of Allegiance led by Councilmember Griffiths.

COUNCIL PRESENT Councilmembers Jim Ellis, Susan Cullen, Jeff Griffiths
Mayor Pro Tem Dave Stottlemire
Mayor Laura Smith

COUNCIL ABSENT None

OTHERS PRESENT Keith Caldwell, Interim City Administrator
Denise Gillespie, Assistant City Clerk
Peter Tracy, City Attorney
Ray Seguine, Fire Chief
Chris Carter, Police Chief
David Grah, Public Works Director/City Engineer
Gary Schley, Public Services Officer

PUBLIC COMMENT The Mayor announced the public comment period. Giacomo Timbrello performed a song to promote his upcoming concert to benefit the Bishop High School Band program.

DEPARTMENT HEAD REPORTS
(1) Reports from Administration, Community Services, Fire, Police, and Public Works were given on the departments' activities including upcoming and ongoing projects.

CONSENT CALENDAR
(2) A motion was made by Councilmember Cullen and passed unanimously to approve the Consent Calendar as presented:

Motion/Cullen

FOR APPROVAL AND FILING
(a) Council Budget Hearings – 10/18/11
(b) Study Session Minutes – 10/24/11
(c) Council Meeting Minutes – 10/24/11
(d) Warrant Register – October 2011
(e) Investment Portfolio – September 2011
(f) Personnel Status Change
(g) Statement of Fund Transaction – July-October 31, 2011

FOR INFORMATION AND FILING
(h) Water and Sewer Commission – 11/8/11
(i) Fire Department Activity Log – 10/11
(j) Police Department Patrol Statistics Sept. 2010 / Sept. 2011

- (k) Public Works Permits Report – 10/11
- (l) Sewer Fund Monthly Balances – 2011-2012
- (m) Water Fund Monthly Balances – 2011-2012

NEW BUSINESS

**APPROVAL - Advertisement
Park Sewer Reconstruction
Project Construction Bids
(3)
Motion/Griffiths** On a motion by Councilmember Griffiths the Council voted 5-0 to approve the request to advertise for construction bids for the Park Sewer Reconstruction Project and authorized the \$100,000.00 expenditure through line item 002-051-56027 Capital Improvements.

**APPROVAL – Release of
RFP – Warren Street
Improvement Project
Consultant Services
(4)** The Public Works Director reported the Department is ready to release the Request For Proposals for consultant services for the Warren Street Improvement Project. He stated funding would be provided through the Local Transportation Commission and California Transportation Commission and no city general fund monies would be used for the project.

Motion/Cullen On a motion by Councilmember Cullen, the Council voted 5-0 to approve the release of the Request For Proposals for the consultant services for the Warren Street Improvement Project.

**APPROVAL - Amendment 3
to Stantec SCADA Contract
(5)
Motion/Griffiths** On a motion by Councilmember Griffiths, the Council voted 5-0 to approve Amendment 3 to the contract with Stantec Incorporated for the implementation of Supervisory Control and Data Acquisition (SCADA) at Well 1.

**APPROVAL – Extension to
Sewer Pond Pasture Lease
(6)
Motion/Stottlemyre** On a motion by Mayor Pro Tem Stottlemyre, the Council voted 5-0 to approve the two-year extension through December 31, 2013 to the Sewer Pond Pasture Lease with Roy Boothe.

**APPROVAL – Transfer of
Unbudgeted Reserves for
Sweeper Repairs
(7)
Motion/Griffiths** On a motion by Councilmember Griffiths, the Council voted 5-0 to approve the transfer of \$3,600.00 from unbudgeted general fund reserves to Street Sweeping Vehicle Operations, budget line item 001-025-53020.

**APPROVAL - Work Order 2
Resource Concept Inc. -
New Water Storage Tank
Contract
(8)
Motion/Stottlemyre** Under the New Water Storage Tank consultant contract with Resource Concepts Inc., the Council voted 5-0 on a motion by Mayor Pro Tem Stottlemyre to approve the execution of Work Order 2 for consultant services related to correcting the lack of positive pressure in the waterline leading from Well 4 to the existing water storage tank.

**DISCUSSION – Hanby
Annexation Process
(9)** Interim City Administrator Caldwell reported that over the past six years, city staff members have met with Los Angeles Department and Water and Power representatives, and recently County staff, relating to the potential release for sale and annexation of the parcel on the east side of Hanby Avenue. City

of Bishop staff would like to begin the lengthy annexation process.

Inyo County Supervisor Susan Cash provided clarification on the status of the Hanby property relating to the Long-Term Water Agreement and stated the Supervisors have the authority on the decision whether or not, and when, the Hanby parcel would be released.

The discussion and possible direction to staff relating to annexation of the property will be agendized for a future meeting.

APPROVAL –
Correspondence Relating to
Emergency Medical Services
Callout Policy for Bishop
Fire Department
(10)

Due to the 300% increase in callouts to assist Symons Ambulance Services since a second-out ambulance was discontinued in March 2010, it became necessary for the Bishop Fire Department, Rural Fire Protection District and Bishop Volunteer Firefighters to set a policy for when response would be provided to avoid liability exposures.

Bob Winzenread, Chairman of the Bishop Rural Fire Protection District Board, and Fire Chief Ray Segune reported the draft letter provided for Council consideration reinstates the policy that has existed for years.

The letter states that the Bishop Volunteer Fire Department will not be toned out or dispatched as a primary provider of Advanced Life Support or Basic Life Support services except in the case of extreme emergency. The Volunteers may be toned out and dispatched if the ambulance operator determines assistance is necessary once arriving on scene or while in route.

Motion/Stottlemyre

On a motion by Mayor Pro Tem Stottlemyre, the Council voted 5-0 to approve the execution of the letter by Mayor Smith to Symons Ambulance Services setting policy relating to Fire Department callouts for assistance.

APPROVAL – Budget
Adjustments/Transfers
FY 2011-2012
(11)
Motion/Cullen

On a motion by Councilmember Cullen, the Council voted 5-0 to approve the budget adjustments and transfers for Fiscal Year 2011-2012 through October 31, 2011 as presented.

COUNCIL REPORTS

Council Members announced upcoming community events. No action was taken.

CLOSED SESSIONS

Mayor Smith recessed the regular meeting for closed sessions as agendized:

PERSONNEL

Pursuant to Government Code § 54957 – Public Employee Performance Evaluation – Title: Interim City Administrator

PENDING LITIGATION Pursuant to Government Code § 54956.9 (a) – Conference with City Attorney relating to City of Bishop v. K.C.M. Bhakta Motel Corporation – Inyo County Superior Court SICVCV 09-48871; MB CVL009-48835; SICVCV 10-51939; MB CVL 10-51942.

RECONVENE At 9:10 p.m. the Mayor called the regular meeting to order and announced that no action had been taken in closed session.

ADJOURNMENT The Mayor adjourned the meeting at 9:11 p.m. to the Study Session scheduled for Monday, November 28, 2011 at 4:00 p.m. in the City Council Chambers.

LAURA SMITH, MAYOR

Attest: Denise Gillespie, Assistant City Clerk

By: _____
Keith Caldwell, Interim City Administrator

(C)

**Bishop Police Department
Interoffice Memorandum**

Date: 11/04/2011

Memo Log# BPD073-11

To: Keith Caldwell, City Administrator

From: Chris Carter, Chief of Police

Subject: Surplus and Found Property

I request approval from the City Council to authorize destruction, release or sale of the following property per the agreement with PropertyRoom.com per City of Bishop BCO 3.48.030 (Property held for three months deemed unclaimed).

UNCLAIMED FOUND PROPERTY

CASE #	DESCRIPTION	SERIAL #	PROPERTY TAG #	DISPO DATE
11-0522	Von Zippers Blk Sunglasses	N/A	8091	10/04/11
11-0537	Solomon Stainless/Gold Wrist Watch	N/A	8098	10/09/11


Chris Carter, Chief of Police

Date 11-14-11

(d)

**Bishop Police Department
Interoffice Memorandum**

Date: 11/04/2011

Memo Log# BPD074-11

To: Keith Caldwell, City Administrator

From: Chris Carter, Chief of Police

Subject: Bicycles to Donate to IMAH

I request approval from the City Council to donate the following bicycles to Inyo-Mono Association for the Handicapped (IMAH) per Section 217 of the Welfare and Institutions Code. IMAH meets all the requirements of this code for donation of these bicycles. All bicycles have been held for a minimum of 90 days as required by City Ordinance.

BICYCLES THAT ARE FOUND PROPERTY

CASE #	DESCRIPTION	SERIAL #	CITY BIKE REG NUMBER	PROP. TAG #	DISPO DATE
11-0682	Red/Silv Mongoose 21 Speed Mtn Bike	HM0702748	3152517	8128	12/01/11
11-0696	Silv, Redline, RL340 20 Inch BMX Bike	WNOA14517	3152551	8131	12/05/11
11-0709	Blu. Huffy Boy's, 10-Speed Bike	83217HUFFY26845	3152552	8133	12/07/11



Chris Carter, Chief of Police

Date 11-14-11

(e)

City of Bishop
PLANNING COMMISSION MEETING AGENDA
City Council Chambers – 301 West Line Street
Bishop, California 93514

DATE:

November 29, 2011

7:00 P.M.

NOTICE TO THE PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk (760) 873-5863. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

Any writing that is a public record that relates to an agenda item for open session distributed less than 72 hours prior to the meeting will be available for public inspection at City Hall, 377 West Line Street, Bishop, California.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT: NOTICE TO THE PUBLIC: This time is set aside to receive public comment on matters not calendared on the agenda.

APPROVAL OF MINUTES

- (1) Minutes of the Planning Commission meeting held on September 27, 2011 subject for approval.

CORRESPONDENCE

NEW BUSINESS

- (2) Inyo County's Cost, Energy, and Service Efficiencies Action Plan (CESEAP)

PUBLIC HEARING: If anyone wishes to appeal any decisions by the Planning Commission, they can do so by writing to the City Council within 5 days of the meeting.

- (3) Final Draft Mobility Element

(Close Public Hearing)

(4) Final Draft Mobility Element comments and discussion

STAFF AND COMMISSION REPORTS

ADJOURNMENT: The next regularly scheduled meeting of the Planning Commission will be December 27, 2011 at 7:00 P.M. in the Bishop City Council Chambers, 301 West Line Street, Bishop.

(f)

NOVEMBER 1, 2011

RECEIVED

NOV 08 2011



Mr. James Southworth
City of Bishop
P.O. Box 1236
Bishop, CA 93515

CITY OF BISHOP

Dear Mr. Southworth:

This year, there will be *no change* in the price of a number of Suddenlink's locally available services and equipment, including our Home Phone service and Digital receivers.

In addition, customers who subscribe to a bundled package of multiple services with a guaranteed rate will keep that rate until its anniversary date.

Effective December 2011, local adjustments to the monthly price of services will be limited to the following, and communicated to our customers, as required.

Service/Equipment	Monthly Adjustment
Limited Basic	\$2.50
High Speed Internet 1.5	\$3.01
Digital Tiers	\$1.00
HBO	\$3.00 to \$5.00, varies based on current rate
Cinemax	\$3.00 to \$5.00, varies based on current rate
Broadcast Station Surcharge	\$1.27

Taxes, fees, and surcharges will be adjusted accordingly.

While we pledge to hold prices as low as possible, these adjustments are necessary due to the rising cost of TV programming, equipment, insurance, network expenses for Internet service, and other factors. Our direct costs are increasing more than seven percent. And the cost of basic cable networks is increasing more than eight percent, a figure that jumps to 10 percent when you include the cost of retransmitting broadcast TV stations. Suddenlink is absorbing a portion of these cost increases and passing along a portion to customers, resulting in an average price adjustment of approximately four percent, based on current information.

In addition, we have bundled packages of two or more services that can help many customers off-set these adjustments and potentially save money. Six out of 10 Suddenlink customers have already taken advantage of such offers, bundling services with us – and we will continue to communicate those options to our customers.

Sincerely,

Jason Oelkers
(530) 550 - 3922



CITY OF BISHOP

(9)

377 West Line Street - Bishop, California 93514
Post Office Box 1236 - Bishop, California 93515
760-873-8458 publicworks@ca-bishop.us
www.ca-bishop.us

Minutes

Water and Sewer Commission

13 September 2011

Call To Order:

Vice Chairman Pecsí called the meeting to order at 7:00 P.M.

Pledge of Allegiance:

The Pledge of Allegiance was led by Vice Chairman Pecsí

Commissioners Present:

Underhill, Mathieu, Pecsí and Bhakta

Commissioners Absent:

Cross

Others Present:

Dave Grah, Public Works Director
Deston Dishion, Public Works Superintendent
Michele Thomas, Public Works Secretary
Keith Caldwell, Interim City Administrator

Public Comment

Keith Caldwell, Interim City Administrator, introduced himself to the commission and thanked everyone for their commitment and service.

Correspondence

None

(1) Approval of the Minutes

Commissioner Underhill moved to approve the minutes of the July 12, 2011 meeting as written and motion carried.

New Business:

(2) SCADA demonstration

The SCADA system is web-driven and, when complete, will control and allow staff online access to our Well 4, Well 2, Storage Tank, Lift Station, Waste Water Treatment Plant, Aerators, and Digesters. Staff will be able to view and monitor water levels, on/off points, alarms, tank level and flows. Dishion demonstrated our new SCADA system on the overhead using a computer for the commission to view. Dishion went through the system and explained how staff

is able to monitor various areas and they now have the capability to control levels and flows using the computer.

Underhill was concerned about the security of the system, who has access, and what functions users have the ability to do within the system. Dishion explained that Public Works employees have a user id and password. The users can be listed as administrator, operator, or guest. Only administrators are able to make changes to the system. A log is generated listing who was on the system and if any changes were made. At this time, Dave Grah, Deston Dishion, and Mike McDermott are the administrators. The crew is listed as operators and only has the capability to acknowledge alarms and will still go to the facility to fix any problems that arise.

One change recently made using SCADA is running Well 2 exclusively during the night. Previously, the well would run slowly all day which is inefficient. Dishion also shared with the commission that the highest water usage is between 2:00 a.m. – 6:00 a.m. which is most likely due to irrigation.

Grah emphasized the importance of SCADA with how the system works, making modifications, and how the changes will make our system work better or worse. The value this system brings is that less could go wrong and we can deal with problems more quickly and effectively. SCADA has provided a window into how the system operates and how it could be improved. We would not have this information without SCADA. Over time, we look forward to electrical cost savings as well.

Old Business:

(3) Water tank information

Grah talked about the project the City has had with constructing a new water storage tank. The site our existing million gallon tank is located has two spaces available for additional tanks. Until recently, the state had storage requirements for emergencies and we were not in compliance. Over the past few months, we began work with Resource Concepts Incorporated on building a new tank. As the consultant worked on the project, it was determined we did not need additional storage to meet state requirements. We also realized we did not need the extra storage for emergencies, our backup generators should allow us to function properly in an emergency. Our generator is capable of running Well 4, Well 2, and the wastewater plant. We also have two wells that operate under Edison and one under DWP.

Grah feels we are at the point that it does not make sense to move forward building a new tank. Although, we are still working through other ideas associated with the tank. One area is the line going from Well 4 to the tank which drains completely dry with no pressure to keep contamination out and is a concern for the City as well as the state. We are also looking forward to a replacement of Well 4, possibly a test well. There is potential for an additional well at the Well 4 site and possibly automation of valves at the tank to improve system pressure. As we gather more SCADA data and have more experience with SCADA, we will discover more opportunities to enhance the system. The tank project is no longer considered a tank project although we intend to work with the consultant to implement some of the improvements associated with the project.

(4) Meter Readings

Water meters are used for informational purposes only. There were no significant changes in readings from previous months during this summer.

(5) Cash balance and revenue and expenditures update on water and sewer reserves

This is the second fiscal year staff has been keeping track of capital and non capital balances. The sewer balance is about \$150,000 higher than a year ago. Most of this is related to the slow progress with the Headworks project. Work should start on the project soon. The water balance is about \$400,000 lower than a year ago due to Project A and a couple water line projects completed. Without expenditures related to a large capital investment in a new storage tank, the balance will climb. Staff will look towards opportunities to replace water lines that need replacing and other work associated with the tank. It was noted that in both water and sewer there were large revenues in July due to customers taking advantage of a 5% discount by paying their water sewer bill for the year in advance.

(6) Public Works reports for July and August

During the month of July, the Iris Street and North Second Street water improvements projects were completed. Public Works crew repaired a leak on a service on Maple Avenue. Bacterial sampling was initiated on Well 1 to ensure the well is ready to use in the event of an emergency. Crew continued yearly main line valve exercising. Maintenance work for an upgrade was performed on the Johnston Drive Lift Station. Crew exposed and repaired a sinkhole on North Warren. A mail box on South Main Street in front of Alpine Signs was moved to create a parking space.

For the month of August, crew constructed new water main and installed a new fire hydrant at the Bishop Volunteer Fire Department Training Center. Minor repairs were made to all fire hydrants within the Fire Training Center. A leak on a main line under West Line Street near Pioneer Lane was repaired. Crew completed the main line valve exercising. Dishion attended Emergency Response Training provided by California Rural Water Association. Crew completed installation of conduit and pull boxes from sewer pond aerators to the Waste Water Treatment Plant (WWTP) to accommodate SCADA equipment. Crew repaired two main line sewer breaks under North Main Street in front of the movie theatre. Annual maintenance work was performed on the north clarifier at the WWTP.

Staff and Commission Reports:

Grah went over the Headworks Project progress, stating the project is moving ahead slowly. The equipment to be used has been identified and we are currently working on construction documents for a related concrete project.

The City is looking forward to the flow assessment of different parts of the wastewater system, manhole elevation surveying, and automated sludge transfer hopefully the next year.

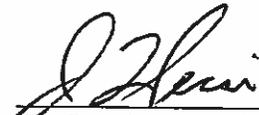
Dishion shared an article with the commission regarding Sacramento's water consumption. Sacramento states they have one of the state's largest rates of per-capita water consumption which they are consuming about 280 gallons per day. This is less than half of the City of Bishop's daily water consumption. Dishion figured out that over the past eight months, we have

averaged 470 gallons per day per person, with July alone at 808 gallons per day. The state average is listed at 192 gallons, a level the state hopes to cut to 155 by 2020.

Items to be Discussed at the Meeting of 8 November 2011:

- Water tank information
- Meter readings
- Public Works reports for September and October
- Cash balance and revenue and expenditures update on water and sewer reserves

Vice Chairman Peci adjourned the meeting at 8:16 P.M. The next regularly scheduled meeting will be Tuesday, 8 November 2011 at 7:00 P.M. in the City Council Chambers.



Joe Peci, Vice Chairman



Michele Thomas, Secretary

TO: CITY COUNCIL

FROM: KEITH CALDWELL, INTERIM CITY ADMINISTRATOR *KC*

SUBJECT: DISCUSSION/POSSIBLE DIRECTION TO STAFF RELATING TO CONSOLIDATING CITY MUNICIPAL ELECTIONS WITH INYO COUNTY GENERAL ELECTIONS

DATE: NOVEMBER 28, 2011

Attachments:

- Timeline for consolidation options
- Cost Savings Estimate
- Preliminary Budget 2012-2013 for Election
- County Clerk/Recorder correspondence dated 9/15/11
- City Attorney Memo dated 8/9/11 relating to laws governing change in election date
- Pros and cons regarding consolidating municipal elections
- City Election Statistics 2001-2011
- Inyo County Voter Statistics

BACKGROUND/SUMMARY

Recently the Council requested staff begin researching the pros, cons, and cost savings of consolidating the City of Bishop Municipal Elections held in March of odd years with County/State General Elections held on even years.

On September 26th, at our request Kammi Foote, Inyo County Clerk/Recorder, attended the Study Session to discuss procedure and election statistics. The Council requested the concept be re-agendized for this meeting. Kammi Foote will again be available to answer any questions the Council may have.

For Council consideration, staff has prepared a timeline for consolidation options for November 2012 which would eliminate the City's stand-alone elections beginning March 2013 as well as a timeline for the November 2014 election which would eliminate stand-alone elections beginning in 2015. The City would have its stand-alone election in March 2013 if consolidation is planned to be effective in November 2014.

The timeline for consolidating in 2012 has no room for delays; therefore, if the Council chooses to move forward, staff recommends the November 2014 target date. However, this timeline eliminates any cost savings for Fiscal Year 2012-2013 but would become effective when only two councilmanic seats are affected instead of three seats and the City Treasurer in 2012. Either option shortens terms by four months.

Another exhibit prepared by staff for Council review is a cost savings estimate based on past election expenses and cost estimates provided by the County to provide election services. Other information provided at the September 26th meeting is also attached.

If Council chooses, a public hearing could be scheduled for the next regular meeting to determine voter interest in consolidation.

RECOMMENDATION

Review the attachments, hold the discussion, and, if appropriate, provide direction to staff whether to proceed with setting a public hearing date to consider consolidating the City of Bishop General Municipal Election with the County of Inyo / State of California General Elections held in November of even years.

**CONSOLIDATING WITH GENERAL ELECTION ON NOVEMBER 2012
ELIMINATE MARCH 2013 CITY MUNICIPAL ELECTION**

Seats/Incumbents affected: Cullen, Smith, Stottlemyre, Kimball

December 12, 2011	Public Hearing to receive comment to determine public interest
January 9, 2012	Ordinance first reading
January 23, 2012	Ordinance adoption
January 24, 2012	Send request to Board of Supervisors (unknown length of time before authorization received)
February 22, 2012	Ordinance becomes effective
March (within 30 days of Feb 22, 2012)	Mail notice to all registered voters
April 2012	Start process for November election Adoption of resolutions
July 2012	Nomination process begins
November 6, 2012	Election Day – County has 28 days to present the canvass of the returns (by December 4)
December 10, 2012	Declare results and give oath of office

**CONSOLIDATING WITH GENERAL ELECTION ON NOVEMBER 2014
ELIMINATE MARCH 2015 CITY MUNICIPAL ELECTION**

Seats/Incumbents Affected: Griffiths; Ellis

January 2012	Public Hearing to receive comment to determine public interest
January 2013 first meeting	Ordinance first reading
January 2013 second meeting	Ordinance adoption
February 2013 end of month	Ordinance effective
March 2013	Send request to Board of Supervisors (unknown length of time before authorization received)
March 2013	Mail notice to all registered voters
April 2014	Start process for election Adoption of resolutions
July 2014	Nomination process begins
November 2014	Election Day
December first meeting 2014	Declare results and give oath of office

**CONSOLIDATION OF GENERAL MUNICIPAL ELECTION
COST SAVINGS ESTIMATE**

VENDOR	ITEM	ESTIMATED COST
Inyo Register	Publication of Notice of Election	\$ 35.00
Martin & Chapman	Training Workshop	150.00
Staff	Travel/hotel for Workshop	750.00
Martin & Chapman	Emailed Templates	25.00
Martin & Chapman	Nomination Paper Supplies	75.00
County of Inyo	Consolidation Election Services	2,000.00
TOTAL ESTIMATE		\$3,035.00

FY 2012-2013 ELECTION BUDGET	\$18,450.00
ESTIMATED COST FOR CONSOLIDATED ELECTION	3,035.00
TOTAL SAVINGS FY 2012-13	\$15,415.00

PRELIMINARY BUDGET
2011-2012

2012-2013

001 - GENERAL FUND
018 - ELECTIONS

	09-10 Actual Expend.	10-11 Budget	10-11 Estimated Expend.	11-12 Budget Request	12-13 Budget Request
51002 SALARIES/PART-TIME		1,600	1,020		1,600
52009 TRAINING		600	500	500	750
52011 ADVERTISING/PRINTING		300	300		300
52012 OFFICE SUPPLIES, POSTAGE	2	1,000	776		1,000
52013 COMMUNICATIONS					
52015 PROFESSIONAL/TECH. SVS.	67	13,000	9,901		13,000
52018 SPECIAL DEPT. SUPPLIES		1,700	328		1,800
TOTAL	69	18,200	12,825	500	18,450
	=====	=====	=====	=====	=====



**COUNTY OF INYO, STATE OF CALIFORNIA
KAMMI FOOTE, CLERK-RECORDER, REGISTRAR OF
VOTERS**

Telephone: (760) 873-8481, (760) 878-0223, (760) 876-5559, (800) 447-4696

P. O. Drawer F, Independence, CA 93526
168 N. Edwards St., Independence, CA

September 15, 2011

City of Bishop
City Clerk
PO Box 1236
Bishop, CA 93515

RE: Consolidated Elections

Dear Mrs. Denise Gillespie:

I am writing in response to your inquiry of September 14, 2011 regarding the consolidation of municipal elections with statewide elections in Inyo County. Please see my responses to your specific questions listed below:

1. Have the City elections ever been consolidated?

It appears that the City Council elections have been consolidated with both Statewide Primary and Statewide General Elections in the past, but only under special circumstances. (i.e. a vacancy in an unexpired term or death of a candidate)

2. Information on voter turnout in the City/County. (How far back do you think we need to go?)

Attached please find a spread sheet of voter turnout in the County of Inyo from 1996 – current. Please let me know if you would like information prior to 1996.

3. An estimate of County charges to consolidate.

A broad estimate to consolidate the City of Bishop municipal election with a Statewide Election in Inyo County should not exceed \$2,000. The cost to conduct a consolidated municipal election may vary upon what type of election the City consolidates with. If the City of Bishop were to request consolidation with the Statewide Direct Primary, it may be more expensive than consolidating with a Statewide General Election. This is due to many factors including, but not limited to, the additional requirement to print election materials by party in presidential election years. I am in the process of conducting a Report on the Cost of Unification for more detailed and accurate figures.

Another factor to consider is that due to the findings of the 2010 Census, the County of Inyo may be required to begin printing our election materials in additional languages. If we are required to provide elections materials in any other language than English, I would expect the cost to conduct the election to increase by 40%.

Can you provide with me information on what the current cost is to conduct a City Election?

4. Do you know what duties each of our offices would be responsible for?

I have consulted with several other counties and it appears that the resolution of the City Council requesting consolidation should address which duties are specifically performed by each of our offices. It is not uncommon for the City Clerk to accept the Declaration of Candidacy Forms, Nomination Documents, Ballot Statements, etc... This way the candidates will not have to drive to Independence to meet their filing deadlines. The County Registrar of Voters would be responsible for designing and proofing all ballot materials, sending out vote-by-mail ballots, counting, canvassing and certifying the vote. This is something that we can discuss in more detail if the City Council decides to move forward with drafting a resolution.

Please let me know if you have any additional questions, concerns or comments regarding the information provided above.

Sincerely,

Kammi Foote
County Clerk-Recorder & Registrar of Voters



SENT TO PETER TRACY
9/6/11

CITY OF BISHOP

106 South Main Street, #200
P. O. Box 485
Bishop, California 93515
(760) 872-1101

PETER E. TRACY
City Attorney

Date: August 9, 2011
To: Keith Caldwell, Acting City Administrator; Bishop City Council
From: Peter E. Tracy, City Attorney *PT*
Subject: Law Governing a Change in Date for City of Bishop General Municipal Election

MEMORANDUM

You have asked me for a Memorandum of the law governing a change in date for the City of Bishop General Municipal Election. This Memorandum is in response to that request.

I.

GENERAL RULES AND HISTORICAL BACKGROUND

General Municipal Elections are normally held on the second Tuesday in April of even-numbered years, or on the First Tuesday after the first Monday in March of odd-numbered years. Government Code §36503; Elections Code §1031. The City of Bishop historically held its general municipal election on the second Tuesday in April of each even-numbered year.

In 1995, the City Council adopted Ordinance No. 475 which codified Section 1.12.030 of the Bishop Municipal Code. Section 1.12.030(a) reads:

"Pursuant to Section 1301 of the California Elections Code, the date of the General Municipal Election of the City is moved from the second Tuesday in April of each even-numbered year to the first Tuesday after the first Monday in March of each odd-numbered year."

For the last sixteen (16) years, the City of Bishop has held its General Municipal Election as a stand-alone election conducted by the City on the first Tuesday after the first Monday in March of odd-numbered years.

II.

LEGAL AUTHORITY FOR ALTERNATIVE ELECTION DATES

Election Code §1301(b) reads as follows:

"(b) (1) Notwithstanding subdivision (a), a city council may enact an ordinance, pursuant to Division 10 (commencing with Section 10000), requiring its general municipal election to be held on the same day as the statewide direct primary election, the day of the statewide general election, on the day of school district elections as set forth in Section 1302, the first Tuesday after the first Monday of March in each odd-numbered year or the second Tuesday of April in each year. Any ordinance adopted pursuant to this subdivision shall become operative upon approval by the board of supervisors.

(b) (2) In the event of consolidation, the general municipal election shall be conducted in accordance with all applicable procedural requirements of this code pertaining to that primary, general, or school district election, and shall thereafter occur in consolidation with that election."

Thus, the Elections Code provides authority for the City Council to move the date of its General Municipal Election from the first Tuesday after the first Monday in March of each odd-numbered year to any of the following:

- A: The same day as the statewide direct primary election;
- B: The same day as the statewide general election;
- C: The same day as school district elections pursuant to Elections Code §1302;
- D: The second Tuesday of April in any year.

Any City ordinance changing the date of the City of Bishop's General Municipal Election shall only become operative upon approval by the Inyo County Board of Supervisors.

III.

CONSOLIDATION OF ELECTIONS

The City Council may consolidate its General Municipal Election with that of another governmental entity to be held on the same day, in the same territory, or in territory that is in part the same. Elections Code §§10400 - 10418.

If the City of Bishop's General Municipal Election is held on the date of a statewide election, it must be consolidated with that statewide election. Elections Code §10402.5. Where such consolidation has been made, there shall be a single ballot for that election. Elections Code §10403.

Any city ordinance changing the date when the City of Bishop General Municipal Election is to be held shall only become operative upon approval of the Inyo County Board of Supervisors. Elections Code §1301(b)(1). To obtain such approval, the City of Bishop must request it. And such approval *shall be approved* by the Inyo County Board of Supervisors unless the "... ballot style, voting equipment, or computer capability is such that additional elections or materials cannot be handled. However, prior to adoption of a resolution to either approve or deny a consolidation, the Board of Supervisors shall obtain from the elections official a report on the cost-effectiveness of the proposed action." Elections Code §10403.5(a).

IV.

LIMITATIONS AND IMPLICATIONS OF CHANGE OF ELECTION DATE

A. Effect on Terms of Office. As a result of adoption of an ordinance changing an election date, "... no term of office shall be increased or decreased by more than 12 months." Elections Code §10403.5(b).

B. Notification of Public. Within thirty (30) days after a city ordinance becomes operative changing an election date, and by implication changing the terms of elective officers, the City Clerk shall cause notice to be mailed to all registered voters informing the voters of the change of election date. The notice shall also inform the voters that as a result of the change in the election date, the terms of office of the elected city officeholders will be changed Elections Code §10403.5(e).

C. Restriction on Further Changes in Election Date. If a General Municipal Election date is changed, at least one (1) election must be held before the ordinance, as approved by the Board of Supervisors, may be subsequently repealed or amended. Elections Code §1301(d).

PROS AND CONS REGARDING CONSOLIDATING MUNICIPAL ELECTIONS

The following Pros and Cons regarding consolidating municipal elections have come from city clerks, county staff and election consultants input.

PROS

- A possible increase in voter turnout, but not guaranteed, as some cities have higher turnout for their standalone elections than the county does for federal, state or school district elections. However, just because the turnout may increase, it does not mean all votes cast in a consolidated election are votes from voters intending to vote for city councils. Many voters go only to the polls for federal and state offices and vote local offices with eeny-meeny-miny-moe style voting.
- Decrease in the number of trips to the polls for the voters.
- Less work for the City Clerk's office:
 - City Clerk will only handle the filing of nomination papers, argument-rebuttals filings if there is a measure on the ballot, and FPPC filings.
- Cost savings is questionable????
 - With the some counties doing scanning style ballots voting systems, and also having to have a touch screen for ADA voting, costs have doubled or tripled from what cities pay now.

CONS

- Cities in Los Angeles County can only consolidate with school district elections in November of the odd years. They cannot consolidate with the statewide primary or statewide general elections in the even years.
- Loss of autonomy – the city will have no say or control over anything for the election.
- Loss of the “Civic Pride” factor, which is generated when a city conducts its own election.
- Ballot Counting will take place at the county's Registrar of Voter's office, not at your City Hall. Candidates will have to travel further if they want to observe the count; in fact, they may not be able to observe the count at all at the county as it may be in a non-public area.
- Semi-final and final voting results may not be known until the following day, or days, or weeks later.
- The post election canvass will take additional weeks, as the county has 28 days to canvass the election. Therefore, your council declares the results and seats it's new officers at the first meeting of the following month.
- Voter pamphlets are printed in English only and mailed to all voters. Separate Spanish or other language pamphlets are only mailed to those voters who request them.
- Candidate's statements are small in the Voter's Pamphlet, in 8 point type, 200 word limits, block paragraphs, so candidates will not have the flexibility to be creative with indents and bullets as they do with some city elections.
- No photos of candidates are allowed in the sample ballots.
- Services provided to the voters by the city will be reduced:
 - Voters will have to go to the county office for vote-by-mail requests, etc.
 - Candidates will have to go to the county office to get list of vote-by-mail voters – not even sure if county provides that information to candidates.
- Service inquiries from the public would be forwarded to the County – much longer response time for candidates.

- Precinct lists, street indices, vote-by-mail lists, maps, would not be available from the city clerk, but from the county.
- Fight for visibility – candidates may have to spend more \$\$ to make their mailers and their signs seen amongst other candidates' mailings and signs (state and county or school candidates). Visibility in newspapers is less, fighting for coverage versus Presidential, Governor, Senate and Assembly candidates if consolidated with a statewide election date
- Costs may increase:
 - As said above, with the counties using newer technology and ballots with scanning voting systems, and touch screens, the costs could be double or triple what the costs are now.

**CITY OF BISHOP
ELECTION STATISTICS
2001 -2011**

ELECTION YEAR	REGISTERED VOTERS	% TOTAL TURNOUT	VOTE BY MAIL BALLOTS	WALK – INS / PROVISIONALS	VOTES CAST
2011	1494	45.04%	473	200	673
2009	1587	37.99%	441	162	603
2007	1645	43.77%	409	311	720
2005	1780	42.10%	328	421	749
2003	Cancelled				
2001	1683	35.53%	171	427	598

PERMANENT REGISTERED VOTER INFORMATION

ELECTION YEAR	REGISTERED VOTERS	REGISTERED Permanent Absentee Voters
2011	1494	50.4%
2009	1587	45.5%
2007	1645	34.8%
2005	1780	25.6%
2003	Election Cancelled	N/A
2001	1683	Unknown

VOTE-BY-MAIL INYO COUNTY

ELECTION DATE	ISSUED VBM				RETURNED VBM					TOTAL		POLL STATISTICS				BISHOP	
	VBM BY MAIL	VBM PRECINCT	REGIS.	% VBM	VBM BY MAIL	VBM PRECINCT	TOTAL RETURNED	% RET. Reg.	% RET. of VBM.	BALLOTS CAST	TOTAL TURNOUT	%Voter Reg.	% Voted At Polls	Registered Voters	Cast At Polls	% Voted in Bishop	Registered Voters
11/5/1996			10,268		1,711	368	2,079	20.25%		7,715	75.14%	54.89%			5,636		
6/2/1998			9,759		1,235	242	1,477	15.13%		5,745	58.87%	43.73%			4,268		
11/3/1998			9,964		1,559	408	1,967	19.74%		6,891	69.16%	49.42%			4,924		
3/7/2000			9,594		1,375	346	1,721	17.94%		6,398	66.69%	48.75%			4,677		
11/7/2000			10,285		2,095	331	2,426	23.59%		7,906	76.87%	53.28%			5,480		
3/5/2002			10,240		1,382	211	1,593	15.56%		5,825	56.88%	41.33%			4,232		
11/5/2002	2,718	673	10,387	32.65%	1,712	376	2,088	20.10%	61.57%	6,459	62.18%	42.08%	62.48%	6,996	4,371	58.20%	1,781
10/7/2003	358	8,632	10,098	89.03%	355	5,966	6,321	62.60%	70.31%	7,071	70.02%	7.43%	67.69%	1,108	750	66.90%	1,751
3/2/2004	2,705	490	10,082	31.69%	1,863	281	2,144	21.27%	67.10%	5,692	56.46%	35.19%	51.52%	6,887	3,548	54.00%	1,714
11/2/2004	3,742	580	10,718	40.32%	2,846	437	3,283	30.63%	75.96%	8,726	81.41%	50.78%	85.10%	6,396	5,443	82.60%	1,830
2/1/1905	2,938	901	10,624	36.14%	2,524	716	3,240	30.50%	84.40%	5,977	56.26%	25.76%	40.34%	6,785	2,737	51.37%	1,859
6/6/2006	3,918	829	10,717	44.29%	2,200	396	2,596	24.22%	54.69%	5,330	49.73%	25.51%	45.80%	5,970	2,734	43.26%	1,854
11/17/2006	4,679	1,186	10,774	54.44%	2,777	749	3,526	32.73%	60.12%	6,627	61.51%	28.78%	63.17%	4,909	3,101	56.31%	1,870
2/5/2008	3,351	1,797	9,945	51.76%	2,685	1,212	3,897	39.19%	75.70%	6,352	63.87%	24.69%	51.18%	4,797	2,455	60.93%	1,587
6/3/2008	3,489	1,774	9,923	53.04%	2,556	972	3,528	35.55%	67.03%	5,032	50.71%	15.16%	32.27%	4,660	1,504	47.27%	1,610
11/4/2008	4,097	1,891	10,270	58.31%	3,725	1,634	5,359	52.18%	89.50%	8,625	83.98%	31.80%	76.27%	4,282	3,266	85.09%	1,438
5/19/2009	734	8,317	9,544	94.83%	439	4,003	4,442	46.54%	49.08%	4,566	47.84%	1.30%	25.15%	493	124	44.18%	1,580
6/8/2010	3,935	1,667	9,423	59.45%	2,763	963	3,726	39.54%	66.51%	5,387	57.17%	17.63%	43.47%	3,821	1,661	50.62%	1,533
11/2/2010	1,759	4,173	9,419	62.98%	3,353	1,327	4,680	49.69%	78.89%	7,124	75.63%	24.55%	66.40%	3,482	2,312	74.27%	1,504

TO: CITY COUNCIL

FROM: KEITH CALDWELL, INTERIM CITY ADMINISTRATOR

SUBJECT: RENEWAL OF STREET VENDOR PERMIT – HOT DIGGITY DOGS *KJC*

DATE: NOVEMBER 28, 2011

Attachments: Draft Street Vendor Permit 2012 – Hot Diggity Dogs
Addendum to Street Vendor Permit 2011 dated 3/21/11

BACKGROUND/SUMMARY

In September of 2010 Paige and Bob Van Velzer filed a request for a Street Vendor Permit for a hot dog cart. In March of 2011 they returned to Council to request an amendment to the permit to add new locations. At that time the City requested deletion of certain locations in the original permit.

The 2012 draft Street Vendor Permit updates the locations and times to accurately reflect their operation. No requests for changes have been received from the Van Velzers for 2012.

The certificate of liability insurance has been received and is effective until September 15, 2012. The Inyo County Food Facility Permit expires at the end of this year. A new permit will be required prior to issuing the 2012 City Street Vendor Permit as well as the business license fee payment. The Van Velzers will be in attendance to answer any questions from Council or staff.

RECOMMENDATION

Review the 2012 Street Vendor Permit for Hot Diggity Dogs and consider action to approve the renewal for the 2012 calendar year.

**STREET VENDOR PERMIT – HOT DIGGITY DOGS
PAIGE/BOB VAN VELZER
572 COTTONWOOD LAND, BISHOP, CA 93514**

CALENDAR YEAR 2012

1. The permit is for the calendar year 2012 as set forth by the City. This date shall be initiated upon receipt by the City of all necessary application information and the meeting of all conditions required herein by the application information and the meeting of all conditions required herein by the applicant as determined by the City. In no event shall this initiation date be more than 30 days from the date of this correspondence. If applicant fails to provide adequate information and meet conditions within the 30-day period, the approval will be void and applicant must apply for a new permit. The business license fee is \$50.00 per calendar year. Your payment for the 2012 business license is due by December 31.
2. The permit shall be personal to the following individuals: Paige Van Velzer / Bob Van Velzer. No others are allowed to sell under this permit.
3. The City reserves the right to temporarily cancel permission at any particular location for public safety reasons.
4. The permit shall be for a food vending cart as described in the application.
5. Times allowed for sales are during normal business hours for the commercial districts.
6. Permittee may sell at the following three (3) locations during times as indicated:

CHURCH STREET

Mondays – Fridays

10:00 a.m. – 1:00 p.m.

WEST PINE STREET (North Side)

Mondays – Fridays

10:00 a.m. – 3:00 p.m.

GROVE STREET (North Side)

Mondays – Fridays

10:00 a.m. – 3:00 p.m.

7. Permittee MAY NOT sell in the following locations:
 - a) Within 500 feet of any school
 - b) Within 300 feet of a public park.
 - c) In public parking lots.
 - d) May not impede vehicle or pedestrian traffic.
 - e) May not sell on private property unless the owner of the property or lessor obtains a conditional use permit.
 - f) Use of the cart on Main Street (Highway 395) or Highway 168 (portion of Line Street) is prohibited.
8. A commercial liability insurance policy in the amount of \$1,000,000.00 naming the City of Bishop as "additional insured" is required. A thirty (30) day notice of cancellation to the City of Bishop must be incorporated.
9. The Police Department, upon obtaining the correct information shall issue a picture identification which must be worn while vending.
10. Vendors of food products must obtain a health permit from Inyo County Health Department.
11. Under this section no person shall conduct solicitations if that person has been convicted of any of the following crimes, as defined in the California Penal Code: murder, mayhem, assault, battery, rape, arson, burglary, possession of burglarious instruments or deadly weapons, crimes of embezzlement, bunco or fraud, or attempt to commit any of the aforementioned crimes or any crimes requiring registration with the Police Department.
12. This permittee is subject to all relevant city ordinance requirements and restrictions including parking and Vehicle Code sections.
13. REVOCATION OF PERMITS
 - a) Whenever it shall be shown that any person to whom a permit has been issued has violated any of the provisions of this chapter, the license collector shall suspend the permit, after giving written notice to the permit holder of not less than two business days, in person or by registered special delivery, postage prepaid, and addressed to the permit holder at the address specified in the application or any amendment hereto, of the suspension and proposed revocation, stating with specificity the reason therefore. However, the two-day notice shall not be required if the license collector determines there is a need to protect the public safety, in which case the permit shall be suspended immediately.
 - b) The permit holder may file with the City Administrator, within ten days of the date of the notice of suspension and proposed revocation, a written request for a hearing which request shall have the effect of staying the suspension until the City Administrator has rendered his decision, except in instances where the suspension is necessary to protect the public safety. The City Administrator shall hold a hearing within ten days after the filing of such request.

- c) At the hearing, the City Administrator shall hear all relevant evidence, shall consider the merits of the proposed revocation, including any actions which have been taken to cure the alleged violation, and shall render a decision thereon within one business day after the hearing. The decision shall be communicated in writing to the permit holder within one day thereafter, and shall state with specificity the reasons therefore.
- d) In the event that the permit holder does not request a hearing within ten days after the date of the notice of suspension and proposed revocation, the permit shall be revoked, and the revocation shall not be appealable.

APPEALS TO THE CITY COUNCIL - Any applicant or permit holder aggrieved by an action of the City Administrator to deny, revoke or refuse to renew a permit may appeal to the Council by filing with the City Clerk a statement addressed to the Council setting forth the facts and circumstances.

14. Process for a Council Approved Permittee (in sequential order):

- a) Provide proof of insurance to the City Administrator's Office.
- b) Provide Health Department approval (Food Facility Permit) to the City Administrator's Office.
- c) Provide a completed business license application to the City Administrator's Office. Provide updates as needed.
- d) Provide required identification information to the Police Department for a picture ID to be issued.
- e) Pay the appropriate street vendor permit fee.

_____ Date: _____
 Keith Caldwell, Interim City Administrator
 City of Bishop

We, the undersigned, do hereby declare, under penalty of perjury, that the above-listed conditions (No. 1 through 14) are agreed upon and that all information submitted by us to the City of Bishop in conjunction with the application for a Street Vendor's Permit is true and correct and that any false, or withholding of, information shall result in the termination of said Street Vendor's Permit.

_____ Date: _____
 PAIGE VAN VELZER

_____ Date: _____
 BOB VAN VELZER



CITY OF BISHOP

377 West Line Street - Bishop, California 93514

P. O. Box 1236 - Bishop, California 93515

City Hall (760) 873-5863 - Fax (760) 873-4873

March 21, 2011

Paige VanVelzer
Bob VanVelzer
572 Cottonwood Lane
Bishop, CA 93514

SUBJECT: ADDENDUM TO STREET VENDOR PERMIT - HOT DIGGITY DOGS

The City Council at its regular meeting of March 14, 2011, reviewed your request for revisions to your Street Vendor Permit dated September 14, 2010. Your permit has been amended as follows:

ADDITION ON NEW LOCATIONS:

1. West Pine Street on the north side
2. Grove Street on the north side

HOURS OF OPERATION - NEW LOCATIONS:

- 1:00 p.m. - 3:00 p.m. until the end of the school year.
- 10:00 a.m. - 3:00 p.m. for the summer months until the beginning of new school year.

LOCATIONS REMOVED:

1. East South Street - all dates and times.
2. Wye Road - all dates and times.

Please sign and return one copy of this document to City Hall. If you have any questions on this addendum, please call 760-873-5863.

Sincerely,

James M. Southworth
City Administrator

I, the undersigned, do hereby declare, under penalty of perjury, that the above-listed conditions are agreed upon and that all information submitted by us to the City of Bishop in conjunction with the application for a Street Vendor Permit is true and correct and that any false, or withholding of, information shall result in the termination of said permit.

Paige VanVelzer

Bob VanVelzer

Date: _____

TO: CITY COUNCIL

FROM: KEITH CALDWELL, INTERIM CITY ADMINISTRATOR *KJC*

**SUBJECT: RELEASE RFP'S FOR SEWER TRUNK REPLACEMENT PROJECT
CONSULTANT SERVICES**

DATE: NOVEMBER 28, 2011

Attachments: Staff Memo dated November 16, 2011

BACKGROUND/SUMMARY

The replacement of the sewer trunk from the east end of Clarke Street under the Bishop canal and 2,500 feet to the wastewater treatment plant will correct several problems with the current trunk including changes in the size of the pipe, grading, and safety concerns at the canal location.

\$50,000 has been budgeted in FY 2011-2012 for the consultant work. Cost estimate for construction is \$350,000.

RECOMMENDATION

Consider the release of the Request For Proposals for the Sewer Trunk Replacement Project Consultant Services.



To: Keith Caldwell, Interim City Administrator
From: David Grah, Director of Public Works
Subject: Release Sewer Trunk Replacement Project Consultant Services RFP
Date: 16 November 2011
Previous: None
Funding: Sewer capital improvement funds

General:

A Request for Proposals (RFP) has been prepared for Consultant Services for the Sewer Trunk Replacement project.

Background:

The Sewer Trunk Replacement project will reconstruct the trunk sewer line that carries all the waste water from city from the east end of Clarke Street under the Bishop Creek Canal and about 2,500 feet to the City of Bishop wastewater treatment plan. The replacement is intended to address several issues with the existing trunk line.

The existing trunk line varies in size from 15 to 27 inches and includes a significant grade change at about its midpoint. This grade change and the relatively low elevation the existing trunk line where it enters the plant contribute to the accumulation of sediment in the lower and flatter portion of the trunk line. In addition, the Headworks project that is currently underway may make it desirable to further raise the trunk where it enters the plant. The trunk's concrete encasement where it crosses under the canal is exposed above the bottom of the canal and this makes the trunk vulnerable to damage. In 2007 this encasement failed and canal water ran freely into the trunk line. Luckily no sewage was spilled into the canal. Finally, the existing trunk line appears to be outside of the easement corridor intended for it. The proposed project would construct a new trunk line at a constant grade that is lower at the canal and higher at the plant and within the intended right of way. The new trunk line should allow the construction of a more effective intertie between the Eastern Sierra Community Services District sewer system and the city sewer system. The attached draft RFP has more background.

A rough estimate of the cost to construct the new trunk line is \$350,000. Consultant costs would be in addition to that amount and there is \$50,000 budgeted for consultant work in the 2011/2012 fiscal year (Sewer Capital Improvements, line item 002-051-56027).

Because this is a large project and the time to deliver the project is a bit uncertain - mostly due to unknowns about the scope of environmental work - the date of construction is uncertain. The actual schedule will largely be determined by the environmental work and the status of the sewer cash balance when the project is ready for construction. A tentative schedule is as follows:

Start Work	February 2012
Complete Environmental	August 2012
Complete Design	September 2012
Complete Construction	April 2013

The RFP is ready to be released.

Recommendation:

That the City Council approve the release of the RFP for consultant services for the Sewer Trunk Replacement project.



CITY OF BISHOP

377 West Line Street - Bishop, California 93514
760-873-8458 publicworks@ca-bishop.us
www.ca-bishop.us

DRAFT Request For Proposals

Project Delivery Services for Sewer Trunk Replacement Project

Release: 29 November 2011

Close: 6 January 2012

Contact: David Grah, Director of Public Works

General: The City of Bishop requests proposals for project delivery services for the Sewer Trunk Replacement project.

The Project: The Sewer Trunk Replacement project will reconstruct the trunk sewer line that carries waste water from the city about 2,500 feet to the City of Bishop wastewater treatment plan. The replacement is intended to address several issues, including those mentioned in the following paragraph.

The existing trunk line varies in size from 15 to 27 inch and includes a significant grade change at about its midpoint. This grade change and the relatively low elevation the existing trunk line where it enters the plant contribute to the accumulation of sediment in the lower and flatter portion of the trunk line. A upgrade that is underway at the headworks of the plant may make it desirable to further raise the trunk where it enters the plant. The trunk's concrete encasement under the canal at the trunk's upper end is exposed above the bottom of the canal and makes the trunk vulnerable to damage. A major sewer branch of the Eastern Sierra Community Services District (ESCSA), an adjacent sewer district, crosses under the trunk near the canal. The existing trunk line appears to be outside of the easement corridor intended for its use. A lift station that serves a small neighborhood along the trunk line lifts wastewater from the neighborhood into the trunk. A trunk line overview, a profile sketch of the trunk, and a survey of sewer flow line elevations in the area are attached. The sewer trunk extends from Manhole T10 to the wastewater treatment plant.

Scope of Work: The full range of project delivery activities will be contracted through this RFP process. Activities include project scoping, preliminary design, environmental analysis, preparation of plans, specifications, and estimates, construction engineering and testing, and many related activities. The city relies heavily on consultants for all types of staff work but remains involved in the details of the work. No federal funding is anticipated so it is anticipated that environmental analysis would only need to comply with the California Environmental Quality Act (CEQA). No consultant right of way acquisition activities are expected although determining ownership and boundaries is expected to be important.

The City generally follows City and Caltrans standards for contracts. These standards include the City of Bishop Specifications for Domestic Water and Sanitary Sewer Systems 1991 available on the Public Works page of the City web site <http://www.ca-bishop.us/> and the 2006 Caltrans Standard Plans and Standard Specifications available at http://www.dot.ca.gov/hq/esc/oe/specs_html/2006_specs.html.

The overall project schedule is expected to be as follows:

Start Work	February 2012
Complete Environmental	August 2012
Complete Design	September 2012
Complete Construction	April 2013

Proposal: A qualifying proposal must address the entire scope of work and include:

1. Brief description of firm, contact person, address, telephone number, and e-mail address.
2. Description of approach to work and description of proposed delivery products.
3. Example delivery products.
4. Resumes of staff involved.
5. Three references.
6. Proposed work schedule.
7. Proposed basis of compensation including an estimate of cost of services.

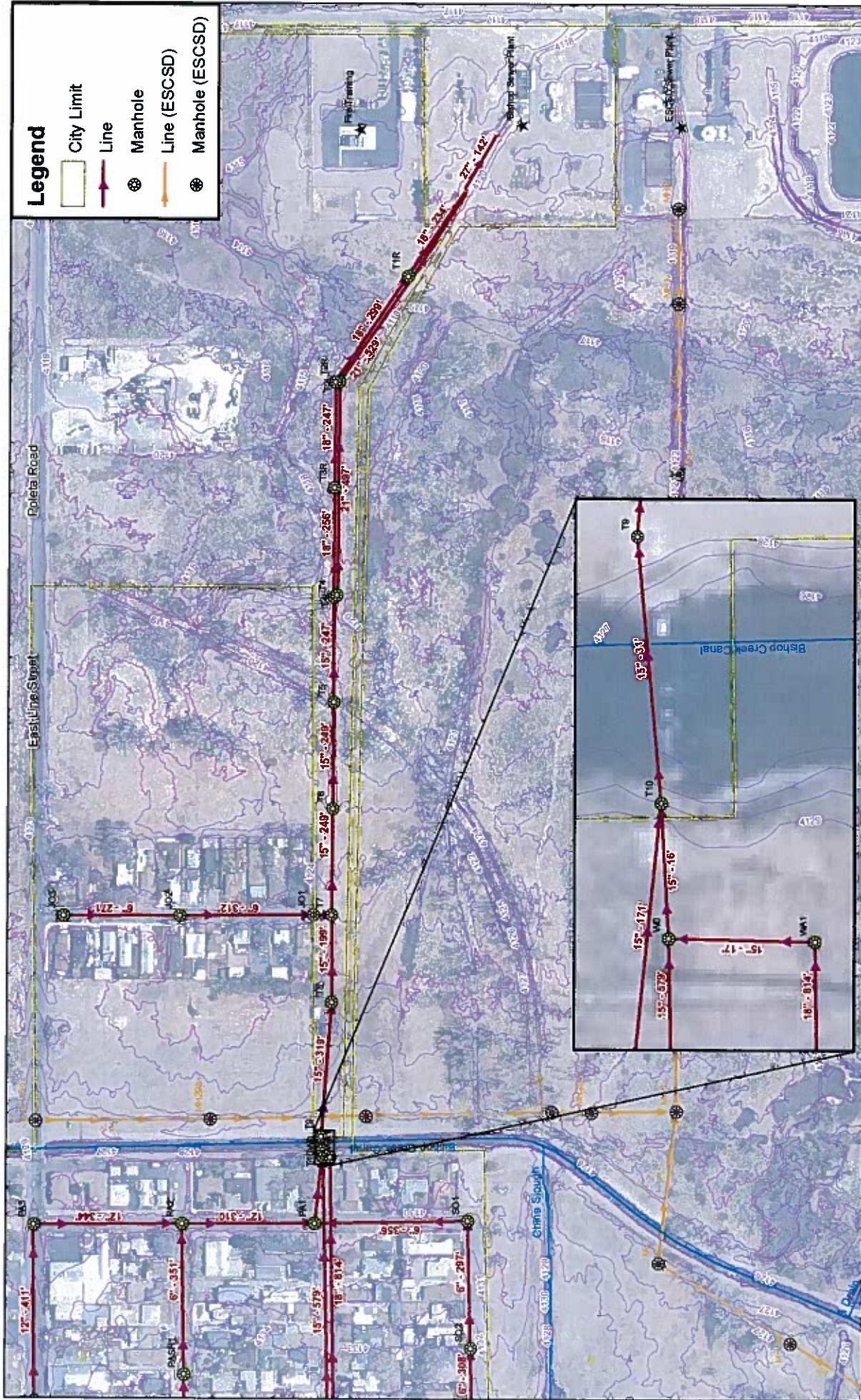
Proposals must be received no later than 1500 (3 pm) on the closing date of this RFP. Send proposals to:

David Grah
Director of Public Works
City of Bishop
377 West Line Street
Bishop, California 93514
publicworks@ca-bishop.us

Three paper copies and one electronic copy of the proposal shall be submitted in a sealed envelope which is clearly marked with the title of the RFP.

Selection Process: The consultant will be selected based on the experience and ability of the firm and staff to accomplish the scope of work, based on the proposal and considering the effective use of City funds. The City is particularly interested in receiving proposals from female, minority, and locally-owned small businesses.

The City will attempt to negotiate contracts with the highest rated firm. The City reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm.



Legend

-  City Limit
-  Line
-  Manhole
-  Line (ESCSD)
-  Manhole (ESCSD)

**City of Bishop
Sewer Trunk Line Overview**



26

29

22

4120

18

16

14

12

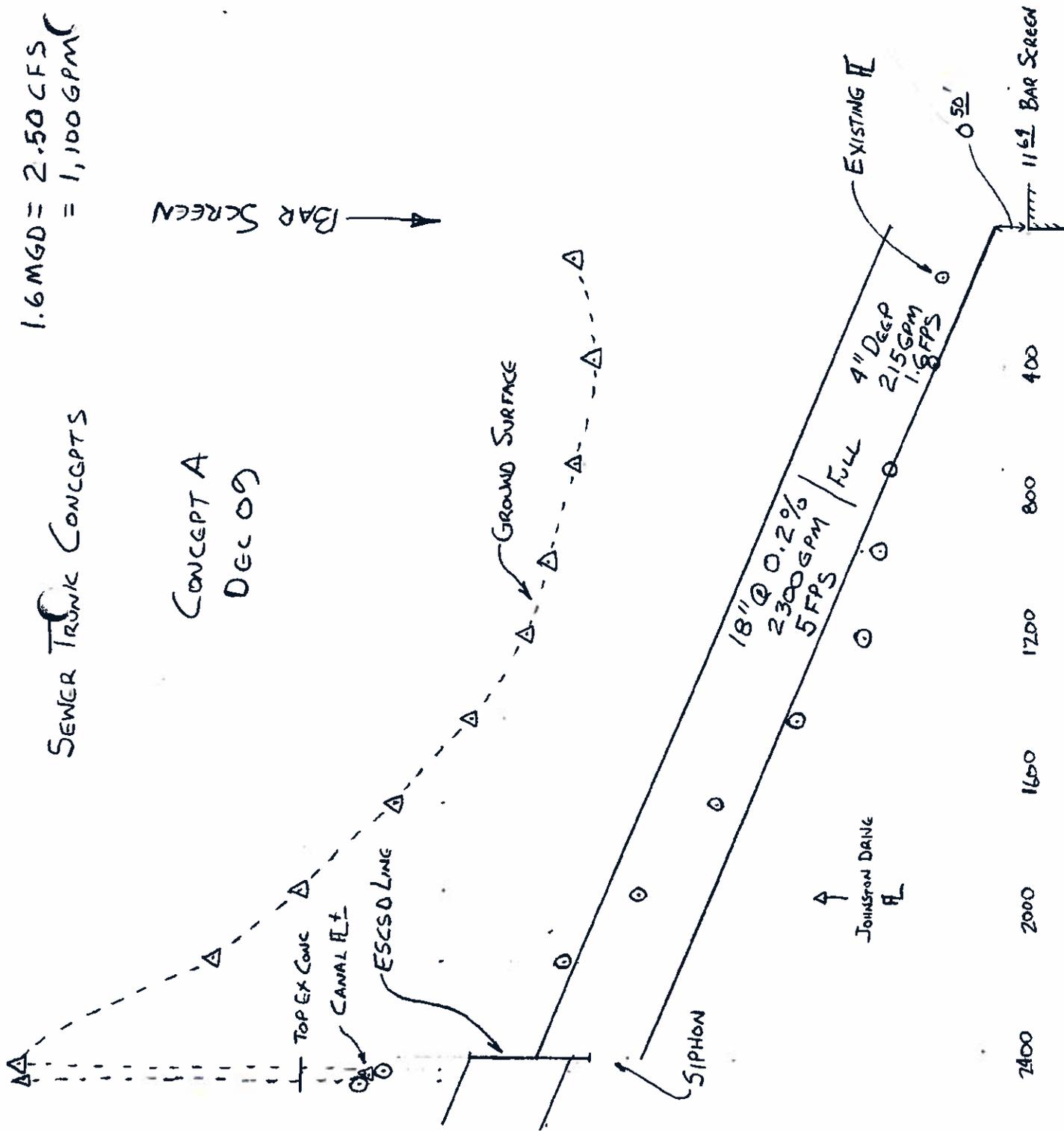
4110

1.6 MGD = 2.50 CFS
= 1,100 GPM

SEWER TRUNK CONCEPTS

CONCEPT A
DEC 09

BAR SCREEN



2400 2000 1600 1200 800 400

EXISTING FL

4" DEEP
215 GPM
1.8 FPS

18" @ 0.2%
2300 GPM / FULL
5 FPS

SIPHON

JOHNSTON DRAIN
FL

11/2 BAR SCREEN

26

1.6 MGD = 2.50 CFS
= 1,100 GPM

24

CONCEPT B

22

4120

18

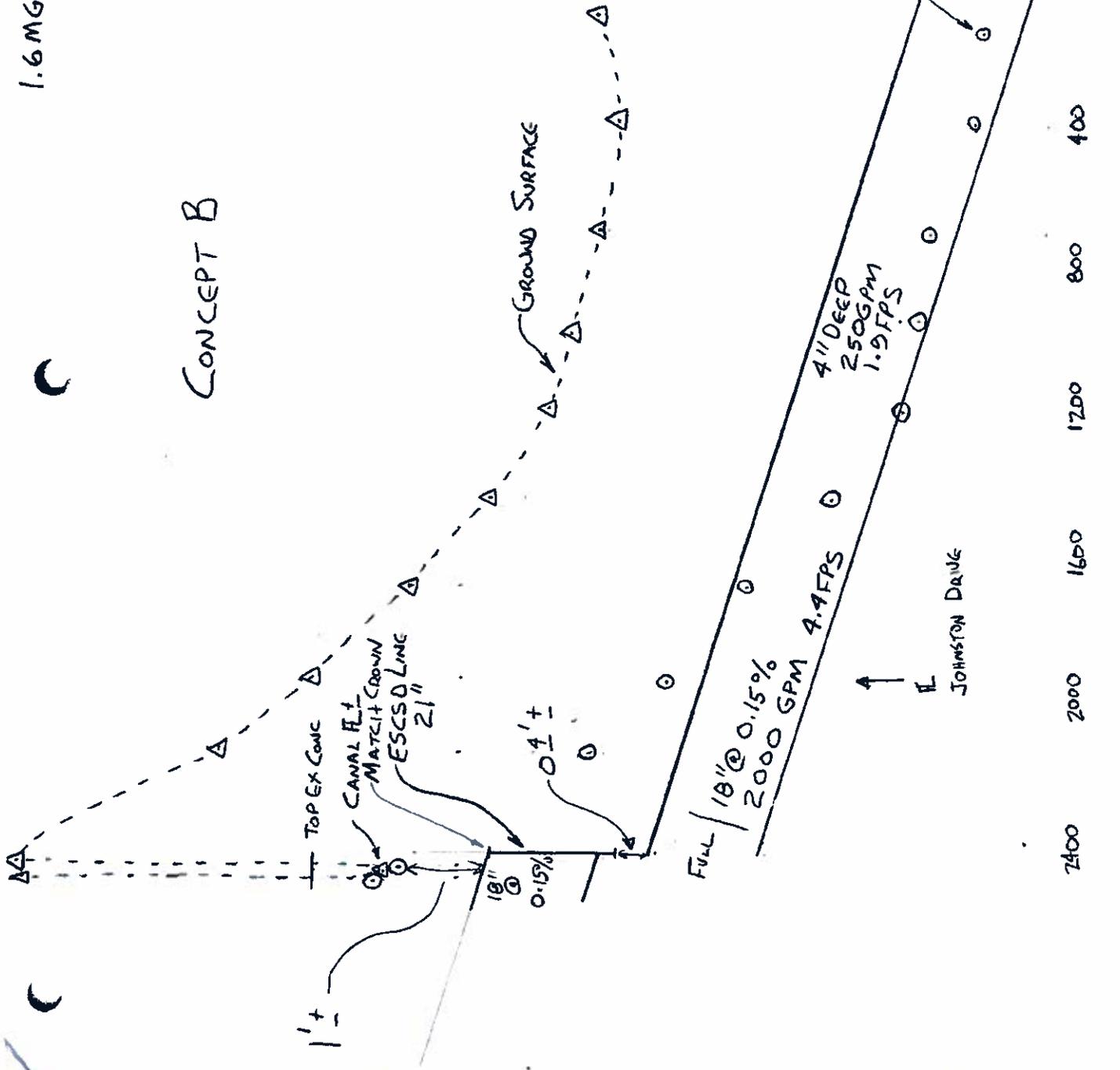
16

14

12

4110

BAR SCREEN



7400 2000 1600 1200 800 400

11 1/2 BAR SCREEN

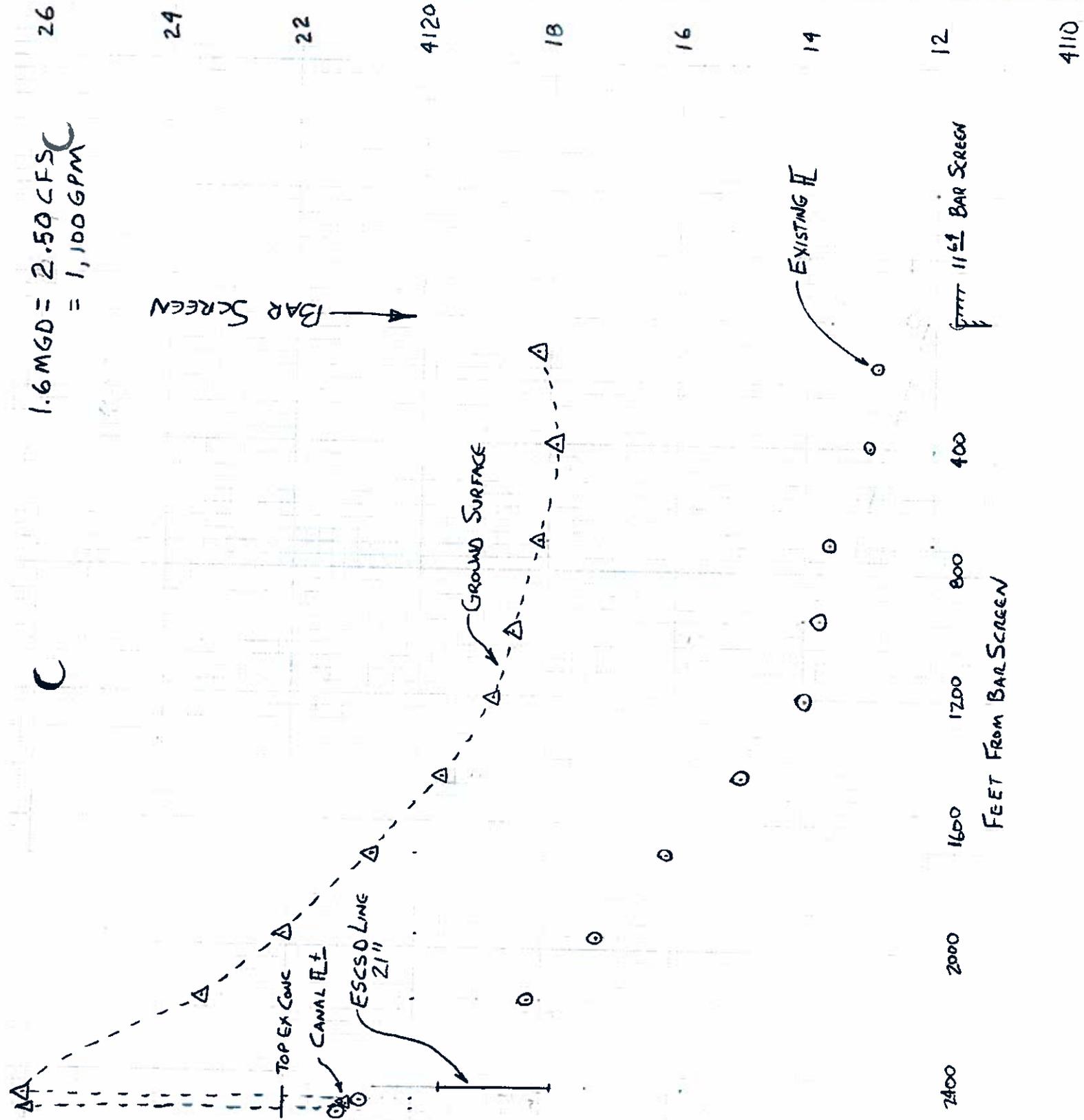
EXISTING H

JOHNSTON DRIVE

4" DEEP
250 GPM
1.9 FPS

FULL 18" @ 0.15%
2000 GPM 4.4 FPS

1.6 MGD = 2.50 CFS
= 1,100 GPM



26
24
22
4120
18
16
14
12
4110

2400 2000 1600 1200 800 400 0

FEET FROM BAR SCREEN

BAR SCREEN

EXISTING H

11 1/2 BAR SCREEN

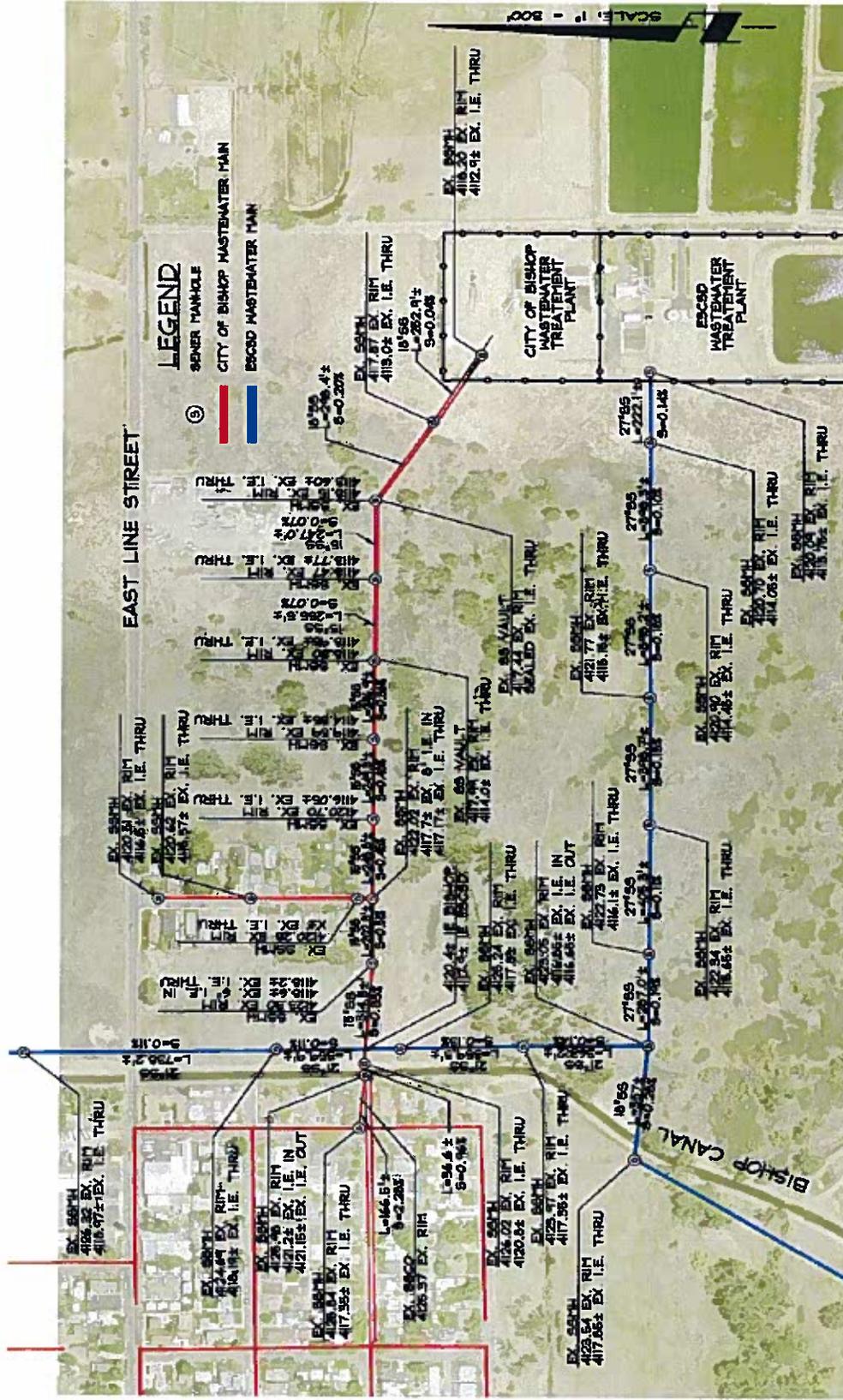


Figure 1: Field Survey Results between Bishop Canal and Treatment Plants

TO: CITY COUNCIL

FROM: KEITH CALDWELL, INTERIM CITY ADMINISTRATOR KSC

SUBJECT: CANCELLATION OF DECEMBER 26TH CITY COUNCIL MEETING

DATE: NOVEMBER 28, 2011

BACKGROUND/SUMMARY:

In the past, Council has canceled the second regular meeting in December due to the Christmas holidays and potential lack of a quorum. The next regularly scheduled meeting would be January 9, 2012.

RECOMMENDATION:

If Council so desires, consideration is requested to cancel the 4:00 p.m. Study Session and the 7:00 p.m. regularly scheduled meeting of Monday, December 26, 2011.