CITY OF BISHOP
CITY COUNCIL MEETING AGENDA
City 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)

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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, SEPTEMBER 10, 2012
7:00 P.M.

INVOCATION

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. 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.

DEPARTMENT HEAD REPORTS
(1) Updates on department activities will be given by the Department Heads
- A. Fire Chief Ray Seguine
- B. Police Chief Chris Carter
- C. Public Works Director/City Engineer Dave Grah
- D. City Administrator/Community Services Director Keith Caldwell

CONSENT CALENDAR – NOTICE TO THE PUBLIC: All matters under the Consent Calendar are considered routine by the City and will be acted on by one motion.
(2)

FOR APPROVAL/FILING	
Minutes	(a) Retreat Minutes – August 17, 2012
	(b) Study Session – August 27, 2012
	(c) Council Meeting – August 27, 2012
	(d) Request to surplus found property – BPD062-12
FOR INFORMATION/FILING	
Agendas	(e) Water and Sewer Commission – September 11, 2012
Reports	(f) Public Works Report – July and August 2012

NEW BUSINESS

(3) STREET VENDOR PERMIT – Council consideration of request by Mad Dogs of Bishop for a location change to May Street – Administration.

(4) BID AWARD – Council consideration to award the bid for 30 self-contained breathing apparatus cylinders – Fire Department.

(5) REQUEST TO ADVERTISE FOR BIDS – Council consideration to authorize the advertisement for construction bids for the Sewer Plant Headworks Concrete Project – Public Works Department.

(6) COPY MACHINES PROPOSALS – Council consideration to approve Lease Agreements for copiers for City Hall and Public Works Departments – Administration.

COUNCIL AND COMMITTEE REPORTS

REPORT ON ACTIONS TAKEN IN CLOSED SESSION IF REQUIRED

ADJOURNMENT

Monday, September 24, 2012 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers
Tuesday, October 9, 2012 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers
Monday, October 22, 2012 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers
Tuesday, November 13, 2012 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers

CITY OF BISHOP
STUDY SESSION AGENDA
Council Chambers - 301 West Line Street - Bishop, California

NOTICES TO THE PUBLIC
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MONDAY, SEPTEMBER 10, 2012
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. Direction to staff relating to bilingual services
2. Fire siren noon test
3. Dog relief area at City Park
4. Set dates for off-site Council meetings
5. Current 7:00 p.m. agenda items
6. Future agenda items
7. Department Head Reports

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

CLOSED SESSION
1. CONFERENCE WITH LABOR NEGOTIATOR Keith Caldwell, City Administrator, pursuant to Government Code § 54957.6(a) – Bishop Police Officers Association.

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

AGENDA PLANNING FOR UPCOMING MEETINGS

MON – SEPT 24, 2012 MEETINGS

4:00 PM

7:00 PM

- Citizen Award – 3rd Qtr
- Approve sewer pond baffle purchase
- Presentation of Preliminary Budget
- Set date for budget hearings for FY 2013-2014

TUES – OCTOBER 9, 2012 MEETINGS

4:00 PM

7:00 PM

- Award Headworks Concrete Construction Contract
- State of the City Address

MON – OCTOBER 22, 2012 MEETINGS

10:00 AM

- TENTATIVE – Council on Campus

7:00 PM

- Adoption of the preliminary budget for 2013-2014

TUES - NOVEMBER 13, 2012 MEETINGS

4:00 PM

- Nominations for Quarterly Citizen Award to presented Dec 10

7:00 PM

MON – NOVEMBER 26, 2012 MEETINGS

4:00 PM

7:00 PM

MON – DECEMBER 10, 2012 MEETINGS

4:00 PM

7:00 PM

- Citizen Award – 4th Qtr
- Resolution declaring the results of the November 6, 2012 election for 3 Council Members and City Treasurer
- Certificates of election / Oath of Office
- Reorganization - Selection of Mayor and Mayor Pro Tem

MON – DECEMBER 24, 2012 MEETINGS

TYPICALLY CANCELLED

9/4/2012 10:36 AM

MON – JANUARY 14, 2013 MEETINGS

4:00 PM

- TENTATIVE - Begin the process to fill a vacancy on the Council (allowed 60 days to appoint)

7:00 PM

MON – JANUARY 28, 2013 MEETINGS

4:00 PM

7:00 PM

AGENDA ITEM NO.

1

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KC (dg)

SUBJECT: DEPARTMENT HEAD UPDATES

DATE: SEPTEMBER 10, 2012

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.

2 (a)

CITY OF BISHOP
CITY COUNCIL MINUTES
RETREAT
AUGUST 17, 2012

CALL TO ORDER	Mayor Stottlemyre called the meeting of the Bishop City Council to order at 2:10 p.m. in the Executive Conference Room, 377 West Line Street, Bishop, California.
COUNCIL PRESENT	Councilmembers Laura Smith, Jim Ellis Councilmember Jeff Griffiths (arrived at 2:15 p.m.) Mayor Pro Tem Susan Cullen Mayor David Stottlemyre
COUNCIL ABSENT	None
OTHERS PRESENT	Keith Caldwell, City Administrator/Community Services Director Denise Gillespie, Assistant City Clerk Cheryl Solesbee, Assistant Finance Director Ray Seguine, Fire Chief Chris Carter, Police Chief David Grah, Public Works Director/City Engineer
	Discussion was held on the following agenda items:
PUBLIC COMMENT	The Mayor announced the public comment period. No public comment was provided.
State of the City Address (1)	Several formats for bringing citizens up to date on the state of the City were discussed. The result of the discussion was to provide the accomplishments of each department for the last four years. Each department will have 5-10 minutes to make a presentation. The state of the City report was agendized for the first regular meeting in October.
Budget Update (2)	An update on current revenues was provided by the Finance Department.
Street Vendor Licenses (3)	Discussion was held on the City's process for street vendor permits. It was suggested staff draft guidelines for public safety and traffic flow and review the Municipal Code to see what improvements needs to be made for enforcement. Street vendors requests will be brought to Council for review at the time an application is submitted.
Grand Jury Report Building and Staffing (4)	Discussion was held on recommendations made in the 2012 Grand Jury to make improvements to the current Police Department. It was determined that it would be more feasible to modify the current building than to begin a new construction or remodel of another structure. The Police Chief will continue his

	research on modification cost estimates and potential architectural services.
Council Benefits (5)	It was the opinion of a majority of the Council Members to keep their health care cost share at the current rates ($0 for single, $40 for 2-party and family rate) based on the fact that no recent salary increases have been made for Council.
ADJOURNMENT	The Mayor adjourned the meeting at 4:30 p.m. to the Study Session scheduled for Monday, August 27, 2012 at 4:00 p.m. in the City Council Chambers.

_____

DAVID STOTTLEMYRE, MAYOR

Attest: Keith Caldwell, City Clerk

By: _____

Denise Gillespie, Assistant City Clerk

(b)

CITY OF BISHOP
CITY COUNCIL STUDY SESSION MINUTES
AUGUST 27, 2012

CALL TO ORDER	Mayor Stottlemyre 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, Jeff Griffiths, Laura Smith Mayor Pro Tem Susan Cullen Mayor David Stottlemyre
COUNCIL ABSENT	None
OTHERS PRESENT	Keith Caldwell, 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
PUBLIC COMMENT	The Mayor announced the public comment period. No public comment was provided.
SCHEDULED DISCUSSION	Discussion was held on the following Study Session agenda items:
Nominations for Quarterly Citizen Award (1)	A selection was made for the September 24th meeting for presentation of the Quarterly Citizen Award.
Update on Population Signs (2)	In an effort to change the population of Bishop on the Caltrans signs to better reflect the Bishop area population, Public Works Director Grah contacted Caltrans staff. It was reported that Caltrans uses a state standard for the population signs and there seemed to be no interest in making a local modification. It was suggested that if interested, the Chamber would be the best advocate to pursue the process to place a commercial sign on Caltrans right-of-way with the population of the greater Bishop area. It was also suggested by Councilmember Ellis that the City update its website to reflect the population of the greater Bishop area.
Current 7:00 p.m. Agenda Items (3)	Frank Crom, Joan Scott, Pat Mathieu, Marjorie Henry, and Skandar Reid spoke in favor of keeping the Christmas Parade on Main Street.

COUNCIL DISCUSSION	Council Members gave committee reports, community announcements and/or made comments or inquiries to staff. No action was taken.
CLOSED SESSION	At 4:47 p.m. the Council recessed to closed session as agendized: CONFERENCE WITH LABOR NEGOTIATOR Keith Caldwell, City Administrator, pursuant to Government Code § 54957.6(a) – Bishop Police Officers Association.
RECONVENED TO OPEN SESSION	At 5:04 p.m. the meeting was convened to open session. The City Administrator reported that no action was taken in closed session.

_____

DAVID STOTTLEMYRE, MAYOR

ATTEST: Keith Caldwell, City Clerk

By: _____

Denise Gillespie, Assistant City Clerk

(C)

CITY OF BISHOP
CITY COUNCIL MINUTES
AUGUST 27, 2012

CALL TO ORDER	Mayor Stottlemyre 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 Rick Klug from the Calvary Baptist Church followed by the Pledge of Allegiance led by Mayor Pro Tem Cullen.
COUNCIL PRESENT	Councilmembers Jeff Griffiths, Laura Smith, Jim Ellis Mayor Pro Tem Susan Cullen Mayor David Stottlemyre
COUNCIL ABSENT	None
OTHERS PRESENT	Keith Caldwell, City Administrator/Community Services Director Denise Gillespie, Assistant City Clerk Cheryl Solesbee, Assistant Finance Director Peter Tracy, City Attorney Ray Seguine, Fire Chief Chris Carter, Police Chief David Grah, Public Works Director/City Engineer Gary Schley, Public Services Officer Robert Kimball, City Treasurer
PUBLIC COMMENT	The Mayor announced the public comment period. Pastor Rick Klug of the Calvary Baptist Church, Kelly Larson, Pastor of the Bishop Creek Church and President of the Bishop Ministerial Association expressed their concerns with the new City policy for invocations. Doug Talmage also voiced concern with the policy and recommended a press release be issued to clarify the City's position. Councilmember Smith stated the City should revisit the subject.
PROCLAMATION	
NATIONAL RECOVERY MONTH – September 2012 (1)	Karen Kong and Mary Brown from the Inyo County Prevention Program reported on the activities planned for September in conjunction with National Recovery Month. The Council read and then presented the proclamation to the program representatives.
DEPARTMENT HEAD REPORTS (2)	Reports from Administration, Community Services, Fire, Police, and Public Works were given on the departments' activities including upcoming and ongoing projects.

CONSENT CALENDAR
(3)
Motion/Cullen

A motion was made by Mayor Pro Tem Cullen and passed 5-0, to approve the Consent Calendar as presented:

FOR APPROVAL AND FILING

(a) Study Session – August 13, 2012
(b) Council Meeting – August 13, 2012
(c) Personnel Status Change Form Report
(d) Fund Transactions – 7/1/12 – 7/31/12
(e) PARS Amendment limiting participation in the Plan by employees of the Management, Mid-Management and Miscellaneous Groups hired prior to July 1, 2012.

FOR INFORMATION AND FILING

(f) Planning Commission Meeting Cancellation August 28, 2012
(g) Police Department Patrol Statistics – July/August 2011/2012
(h) Public Works Building Permits Report – July 2012
(i) Water and Sewer Funds Monthly Balances

NEW BUSINESS

DIRECTION TO STAFF
Chamber of Commerce
Christmas Parade Route
(4)

Police Chief Carter reported on the responses received relating to the request for public comment on whether the annual Christmas Parade route should be changed. Of the comments received, 75% were in favor of keeping the parade route on Main Street.

Relating to the suggestion of using volunteers to enforce street closures instead of paying officers overtime, Carter stated that from a public safety standpoint he would be hesitant to bring in volunteers to enforce road closures based on numerous conflicts in the past that would put the volunteers at risk.

It will be reported to the Chamber that the City will not pursue a change to the Christmas Parade route this year.

REQUEST TO GO TO BID
Self-Contained Breathing Apparatus (SCBA) Cylinders
Fire Department
(5)
Motion/Smith

On a motion by Councilmember Smith, the Council voted 5-0 to approve the Fire Department advertisement of bids for 30 self-contained breathing apparatus (SCBA) cylinders.

BUDGET ADJUSTMENTS AND TRANSFERS
FY 2011-2012
FY 2012-2013
(6)

On a motion by Councilmember Griffiths, the Council voted 5-0 to approve budget adjustments and transfers for Fiscal Year 2011-2012 through June 30, 2012 and Fiscal Year 2012-2013 though July 31, 2012.

COUNCIL REPORTS

Council Members reported on committee meetings and announced upcoming community events. No action was taken.

ADJOURNMENT

The Mayor adjourned the meeting at 8:04 p.m. to the Study Session scheduled for Monday, September 10, 2012 at 4:00 p.m. in the City Council Chambers.

_____

DAVID STOTTLEMYRE, MAYOR

Attest: Keith Caldwell, City Clerk

By: _____

Denise Gillespie, Assistant City Clerk

(a)

Bishop Police Department
Interoffice Memorandum

Date: 08/23/12 **BPD Memo Log# BPD062-12**

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).

SURPLUS PROPERTY

CASE #	DESCRIPTION	SERIAL #	PROPERTY TAG #	DISPO DATE
12-0307	Royce Fury Scooter	N/A	8273	07/25/12
12-0360	Lynx Tempo Mountain Bike	N/A	8310	08/11/12
12-0458	Apple IPOD Silver	N/A	8340	08/19/12
12-0404	Silver and gold band ring w/flowers ***Will not be released until Dispo date.**	N/A	8320	08/26/12

Chris Carter, Chief of Police

Date 8/23/12

(e)

CITY OF BISHOP

WATER AND SEWER COMMISSION

AGENDA

City Council Chambers – 301 West Line Street
Bishop, California 93514

Date: 11 September, 2012
7:00 P.M.

Notice to the Public:
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1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Public Comment:**
   This time is set aside to receive public comment on matters not calendared on the agenda.

5. **Correspondence:**
   Reference #7 – Dee Dean

6. **Approval of Minutes:**
   Minutes of the Water and Sewer Commission meetings held on 10 July, 2012 subject for approval.

7. **Dee Dean – Owner, Sierra Wave Apartments**

8. **Charging multi-unit properties**

9. **Incentive Program Update**

10. **Meter Readings**

11. **Cash balance and revenue and expenditures update**

12. **Public Works reports July and August**

13. **Staff and Commission Reports**

14. **Adjournment**:
The next regularly scheduled meeting will be November 13, 2012 at 7:00 P.M. in the City Council Chambers, 301 West Line Street, Bishop.

(f)

CITY OF BISHOP

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

Public Works Report

July 2012

Water

1. Repaired water leak on 1 inch copper service at 251 South Warren. Line most likely had been kinked during installation and finally leaked.

2. Installed new valve box at 450 Short Street.

3. Abandoned 2 inch main under Church Street.

4. Continued with main line and fire hydrant valve exercising.

5. Took Volatile Organic Compounds (VOCs) samples at wells 2 and 4. Both well samples were Non-Detectable.

6. Jim Moffett attended a water sampling class provided by California Rural Water Association.

7. Continued work with Resource Concepts Inc. to design a solution to keep the 12 inch main full between Well 4 and the storage tank.

8. Stantec continues to work on SCADA.

9. Performed grounds maintenance at Wells 2 and 4 as well as the tank site.

10. Took monthly readings of all water meters.

11. Took routine bacteria samples.

Sewer

1. Continued design efforts with RO Anderson for the trunk line replacement from the Bishop Creek Canal to the Waste Water Treatment Plant. Started work to resolve uncertainty in the location of the easement for the trunk line.

2. Completed design work for relocation of aerators in Pond 1 as well as the addition of baffles. At this time, all of the aerators have been relocated and waiting to complete bid process to procure the baffles.

3. Continued bi-weekly sampling of ponds and monitoring wells for dissolved oxygen, PH, ammonia, and nitrates. This effort is to correspond with work the Eastern Sierra Community Service District is presently doing.

4. SCADA work continues. Stantec completed a historical data sheet for flows at the Plant.

5. Cleaned grit drying beds.

6. Performed grounds maintenance at the Waste Water Treatment Plant.

7. Made routine inspections of grease interceptors.

8. Performed routine main line cleaning in trouble areas.

9. Continued very slow work with consultant on Headworks project.

Streets

1. Performed some minor asphalt patching at 368 May Street to eliminate a potential trip hazard.

2. Provided weed control on city streets, alleys, and parking lots.

3. Patched various potholes in city streets.

4. Held monthly meeting with the Warren Street Focus Group.

5. Participated in Inyo Local Transportation Commission meeting.

6. Attended Eastern Sierra Transportation Planning Partnership teleconference.

7. Participated in meeting with proponents of Adventure Trails to develop a strategy for routes in Bishop area.

8. Met with property owner in the area of Wye Road and North Main Street on acquisition of right of way for Wye Road Intersection Improvements project.

Miscellaneous

1. Assisted the Fire Department Volunteers by sweeping runways after the annual fire works show.

2. Performed maintenance and serviced Public Works vehicles.

3. Provided weekly tail gate safety for the Public Works crew.

4. Hauled trash and debris from Fowler Pit to the Sunland Landfill.

5. Participated in Sierra Nevada Conservancy led webinar concerning water grants.

6. Worked with Eastern Sierra Energy Foundation to develop an Energy Action Plan for the City of Bishop. This plan is promoted by Southern California Edison.

7. Worked with Digital 395 on agreement for access to city buildings.

8. Attended Owens Valley Contractors and Vendors Association meeting.

9. Presented proposed adjustments to 2012/2013 budget and proposed 2013/2014 budget to City Administrator.

10. Worked to resolve issues with Geographic Information system data identified by Inyo County.

CITY OF BISHOP

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Public Works Report

August 2012

Water

1. Replaced failed ¾ inch water service at 459 Clarke Street.

2. Potholed water main under East Line at Sneden Street to help develop plans for the Sneden Street water line replacement.

3. Sampled lowest point in the distribution system for Haloacetic Acids and Trihalomethanes. Both are byproducts of chlorination. Both samples resulted Non-Detectable.

4. Completed main line and fire hydrant valve exercising in city streets. We will exercise valves in Caltrans right of ways in October at the request of Caltrans.

5. Delivered Water Shutoff notices to delinquent customers.

6. Continued work with Resource Concepts Inc. to design a solution to keep the 12 inch main full between Well 4 and the storage tank and to protect tank and well from floods.

7. Stantec continues to work on Supervisory Control and Data Acquisition (SCADA).

8. Performed grounds maintenance at Wells 2 and 4 as well as the tank site.

9. Took monthly readings of all water meters.

10. Took routine bacteria samples.

11. Met with Inyo County staff for an update on their process to hire a firm to operate their town water systems.

Sewer

1. Continued design efforts with RO Anderson for the trunk line replacement from the Bishop Creek Canal to the Waste Water Treatment Plant.

2. Completed relocation of aerators in Pond 1.

3. Council approved the request for bids to procure the floating baffles.

4. Potholed various locations around digesters to verify plumbing on plans.

5. Continued weekly sampling of ponds and monitoring wells for dissolved oxygen, PH, ammonia, and nitrates. This effort is to correspond with work the Eastern Sierra Community Service District is presently doing.

6. SCADA work continues.

7. Replaced a valve in the effluent water system at the Wastewater Treatment Plant.

8. Videoed more of the sewer main system.

9. Cleaned grit drying beds.

10. Performed grounds maintenance at the Waste Water Treatment Plant.

11. Made routine inspections of grease interceptors.

12. Performed routine main line cleaning in trouble areas.

13. Continued very slow work with consultant on Headworks project.

Streets

1. Performed some minor asphalt patching and grinding to the Sierra Street Bicycle path to remedy potential trip hazards.

2. Removed graffiti from city streets and the bike path.

3. Cleaned school crosswalk markings in preparation of a new school year.

4. Provided weed control on city streets, alleys, and parking lots.

5. Patched various potholes in city streets.

6. Held monthly meeting with the Warren Street Focus Group.

7. Evaluated one-way option for Warren Street with Police, Fire, and Ambulance and determined the one-way option to not be viable because of its impacts on emergency response.

8. Participated in Inyo Local Transportation Commission meeting.

9. Met with City of Los Angeles Department of Water and Power concerning utilities on Warren Street Improvements project.

10. Teleconferenced with Nolte concerning design of the Sneden Street Improvements project.

11. Reviewed draft environmental documents for Seibu to School Path project.

Miscellaneous

1. Assisted the Tri County Fairgrounds in preparing for the fair by cleaning their entire sewer system and sweeping their parking lots.

2. Public Works staff attended Global Positioning System (GPS) training.

3. Performed maintenance and serviced Public Works vehicles.

4. Provided weekly tail gate safety for the Public Works crew.

5. Hauled trash and debris from Fowler Pit to the Sunland Landfill.

6. Attended a lessons-learned disaster webinar.

7. Met with Caltrans staff concerning their proposal to expand their maintenance station on Spruce Street.

8. Attended Owens Valley Contractors and Vendors Association meeting.

9. Met with John Martin, Water and Sewer Commissioner, concerning capital improvement programs for water and for sewer.

10. Continued work with Eastern Sierra Energy Foundation to develop an Energy Action Plan for the City of Bishop. This plan is promoted by Southern California Edison.

11. Took delivery of update Geographic Information system (GIS) from Enplan.

AGENDA ITEM NO.

3

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KJC

SUBJECT: STREET VENDOR REQUEST FOR RELOCATION

DATE: SEPTEMBER 10, 2012

BACKGROUND/SUMMARY

Rudy Madera of Mad Dogs of Bishop has requested a location change from Sierra Street to May Street between Chase and Union Banks. This is the same location where Valley Dogs Catering was located. Ann Aylesworth has notified the City that she has discontinued operation.

The hours and days of operation for Mad Dogs will remain the same. Mr. Madera will be in attendance to answer any questions.

RECOMMENDATION

Review the request and if appropriate, take action to approve the location change for Mad Dogs of Bishop from Sierra Street to May Street.

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

STREET VENDOR PERMIT – CALENDAR YEAR 2012
RODOLFO MADERA / ESTELA MADERA
MAD DOGS OF BISHOP
133 PANORAMA DRIVE
BISHOP, CA 93514

AMENDMENT APPROVED FEBRUARY 13, 2012
AMENDMENT APPROVED MAY 29, 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 (pro-rated if appropriate).

2. The permit shall be personal to the following individuals: Rodolfo Madera / Estela Madera
No others are allowed to sell under this permit. (Amendment approved February 13, 2012)

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 location and times:

   a) North side of Sierra Street adjacent to the First Southern Baptist Church
      Monday through Saturday – 7:00 a.m. to 3:00 p.m. (Amendment approved May 29, 2012)

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 permitee 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 merit 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. Current certificate expires 1/27/13

    b) Provide Health Department approval (Food Facility Permit) to the City Administrator's Office. Current permit expires 12/31/12

    c) Provide a completed business license application to the City Administrator's Office. (Received 12/10/11)

    d) Pay the appropriate street vendor permit fee.

    e) Provide required identification information to the Police Department for a picture ID to be issued.

    f) Pay the processing fee and have fingerprints taken at the Police Department.

15. No business will be conducted until all requirements have been met.

K Caldwell _____ Date: 6/1/2012

Keith Caldwell, City Administrator
City of Bishop

I, the undersigned, do hereby declare, under penalty of perjury, that the above-listed conditions (No. 1 through 15) are agreed upon and that all information submitted by me 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: _____

RODOLFO MADERA

_____ Date: _____

ESTELA MADERA

cc: Bishop Police Department

AGENDA ITEM NO.
4

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KJC

SUBJECT: Construction Bid Request – Sewer Plant Headworks Concrete Project

DATE: September 10, 2012

Attachments: Staff Memo

BACKGROUND/SUMMARY

Director Grah has provided a detailed overview of Sewer Plant Headworks Project and the various components and cost associated with each.

The expected cost of this concrete construction project is between $50,000 - $120,000. Funding is proposed from Sewer Capital Improvement Projects.

If approved, City staff timeline includes:
Advertisement – September 2012
Bid Opening – October 2012
Construction Completion – December 2012

RECOMMENDATION

Council consideration to approve the advertisement of the Sewer Plant Headworks Concrete Project for construction bids.

To: Keith Caldwell, City Administrator

From: David Grah, Director of Public Works

Subject: Advertise Sewer Plant Headworks Concrete Project for Bids

Date: 28 August 2012

Previous: 27 August 2010, 5 July 2011, 1 December 2011, 3 January 2012, 12 July 2012

Funding: Sewer Capital Improvements

General:
Public Works is ready to advertise the Sewer Plant Headworks Concrete project for construction bids.

Background:
Improving the headworks of the wastewater treatment plant is one of the highest priority sewer projects for the city. The project will improve screening and grit removal processes and reduce the need for staff to handle and be exposed to waste.

In August 2010, the city entered a contract with the Frost Company and executed the first work order for the Headworks project. There have been five work orders with Frost on the project so far:

Number	Description	Cost
1	General Planning	$10,000
2	Design and Development	$9,000
3	Drafting	$5,000
4	Screen Installation	$149,000
5	Channel Straightening	$10,500
	Total	**$183,500**

One additional work order with Frost is anticipated for furnishing and installing grit equipment. The concrete work necessary for project will be accomplished by a construction contract.

As this memo is written, the plans and specifications for this construction project are nearing completion. It is expected they will be ready to advertise for bids by the next City Council meeting 10 September.

The cost of the concrete construction has been estimated to be as low as $20,000 and as high as $205,000. We don't have recent experience with this sort of construction to base an estimate of construction cost but we expect the cost to be in the $50,000 to $120,000 range. Even if the bids are close to the highest estimated cost, they will still probably represent the most cost effective

way to accomplish the project, and, depending on the bids, there would be adequate cash balance to fund the concrete construction work. Please see the following budget discussion for more information.

When the 2012/2013 Sewer Capital Improvements budget was developed over a year ago, it was anticipated the Headworks project would be complete before the start of the fiscal year. As a result and even though $647,500 is included in the 2012/2013 budget for sewer Capital projects, funds for the Headworks project were not identified in this year's adopted budget. The Department of Public Works proposes a number of updates to the 2012/2013 fiscal year budget to address project changes that have been identified since the budget was developed in early 2011. We understand we will have the opportunity to present these changes to the City Council in early October 2012. The total 2012/2013 budget we will propose for Sewer Capital Projects will include the Headworks project and is expected to be less than the current $647,500. The Headworks project is a capital improvement expenditure, budget line item 002-051-56027. The cash balance in the sewer program at the end of July was about $1,024,000. This project would be funded entirely from city sources so contracting preferences would apply.

The schedule for the project is proposed to be:

Advertise	11 September
Open Bids	2 October
Award Contract	9 October
Start Construction	7 November
Finish Construction	5 December

Recommendation:
That the City Council approve the advertisement of the Sewer Plant Headworks Concrete project for construction bids.

AGENDA ITEM NO.

5

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KJC

SUBJECT: BID AWARD – SCBA CYLINDERS – FIRE DEPARTMENT

DATE: SEPTEMBER 10, 2012

BACKGROUND/SUMMARY

At the last Council meeting, the Fire Chief requested permission to go to bid for 30 self-contained breathing apparatus (SCBA) cylinders to replace cylinders that are near the end of their life expectancy.

Bids are due on the morning of the Council meeting and will be reviewed by staff. The results of the bid opening and a recommendation will be presented at the 7:00 meeting.

RECOMMENDATION

Council consideration to award the bid for 30 SCBA cylinders to the lowest responsive bidder.

AGENDA ITEM NO.

6

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KC

SUBJECT: COPIER LEASE AGREEMENTS

DATE: SEPTEMBER 10, 2012

BACKGROUND/SUMMARY

Staff has researched options for upgrading the copy machines in Administration and Public Works Departments. The lease for the copier in Public Works expires in a month and the Administration copier expires in December 2013.

Both Xerox and Canon products and pricing have been reviewed for the following features for the Administration copier:

- Black/white and color printing from computer
- Higher number of copies per minute
- High capacity document feeder for scanning and copying
- Faxing
- Hole punch
- Similar foot print to current machine
- Service agreement, parts, labor, and supplies except paper and staples

Reference calls relating to Canon machines and service were made to current customers. Good reviews were received. Our experience with Xerox representatives and service personnel has been exceptional. Xerox service has always been provided in a timely manner.

Comparison of average monthly costs for high capacity copiers proposed for Administration:
Xerox $390.53
Canon $465.00 (includes buyout of current Xerox copier contract ending 12/31/13)
Monthly savings with Xerox: $74.47
Yearly savings old Xerox to new Xerox: $1250

Comparison of average monthly costs for copiers proposed for Public Works:
Xerox $179.35
Canon $165.00
Monthly savings with Canon: $14.35
Yearly savings old Xerox to new Xerox: $805

RECOMMENDATION

Council consideration to approve lease agreements with Xerox for new copiers for Administration and Public Works Departments and authorize the City Administrator to execute the appropriate documents.

dg

Proposed Xerox W7556PC Color Copier, Printer, Scanner, Fax - Admin.

Monthly Lease Payment	$ 347.93/Mo.
Average Meter Costs:	
B/W meter charges per month	39.41/Mo. *
Color meter charges per month	39.05/Mo. **
Current Monthly Total	$ 390.53/Mo.

* Based on 5,712 b/w copies per month (over allowance) X $ 0.0069 = $ 39.41/Mo.
** Based on 797 color copies per month (over allowance) X $ 0.0490 = $ 39.05/Mo.

Proposed Xerox W7125PTC Color Copier, Printer, Scanner - P.W.

Monthly Lease Payment	$ 192.52/Mo.
Average Meter Costs:	
B/W meter charges per month	-0- /Mo. *
Color meter charges per month	15.64/Mo.**
Current Monthly Total	$ 208.16/Mo.

* Based on -0- b/w copies per month (over allowance) X $ 0.0089 = $ -0- /Mo.
** Based on 265 color copies per month (over allowance) X $ 0.0590 = $ 15.64/Mo.

Total Combined Proposed Cost = $ 598.69/Mo.

Total Combined Savings per Month = $ 142.47/Mo.

COST COMPARISON
FOR
City of Bishop
Current Cost vs. Proposed Cost

Current Equipment Xerox WC7335P Color Copier, Printer, Scanner, Fax - Admin.

Monthly Lease Payment (s/n FKA-931401)	$ 324.46/Mo.
Average Meter Costs:	
B/W meter charges per month	86.82/Mo. *
Color meter charges per month	83.45/Mo.**
Current Monthly Total	$ 494.73/Mo.

* Based on 5,712 b/w copies per month (over allowance) X $ 0.0152 = $ 86.82/Mo.
** Based on 797 color copies per month (over allowance) X $ 0.1047 = $ 83.45/Mo.

Current Equipment Xerox WC7132P Color Copier, Printer – P. W.

Monthly Lease Payment (s/n AYX-993129)	$ 213.07/Mo.
Average Meter Costs:	
B/W meter charges per month	-0- /Mo. *
Color meter charges per month	33.36/Mo. **
Current Monthly Total	$ 246.43Mo.

* Based on -0- b/w copies per month (over allowance) X $ 0.0163 = $ -0- /Mo.
** Based on 265 color copies per month (over allowance) X $ 0.1259 = $ 33.36/Mo.

Total Combined Current Cost = $ 741.16/Mo.

xerox

Sierra Office Solutions

Serving the Eastern Sierra from Mojave to Walker & So. Central Nevada

City of Bishop

Xerox W7556PC Copier/Printer/Fax/Scanner

- 55 Pages Per Minute B/W
- 50 Pages Per Minute Color
- Automatic Document Feeder - up to 110 originals
- Automatic Two Sided Copying
- Electronic Collation
- Zoom Reduction & Enlargement - 25% - 400%
- Tray 1 & 2 Paper Supply - 520 Sheets Each 5.5 x 8.5 to 11 x 17
- Tray 3 & 4 High Capacity Paper Supply - 2,000 Sheets Dedicated 8.5 x 11
- Bypass Tray - 100 sheets 4" x 6" to 12" x 18" (16-110 lb. weights)
- Office Finisher Lx – 2,000 Sheet Stacker Tray, 50 Sheet Multi-Position Stapling, 3-Hole Punch
- Network Printing (1200 x 2400 dpi), Print from USB Thumbdrive
- Single Line Walkup Fax
- Network Scanning, Scan to E-Mail, Text Searchable PDF, Scan to USB Thumbdrive

Xerox Value Lease – 60 Months

- Monthly Payment $ 347.93/Mo.
- Purchase Option at Lease End = FMV

Cost per Copy Maintenance

- Full Service Maintenance (included in lease)
- All Parts & Labor with Local Onsite Service
- All Supplies Included Except Paper & Staples
- B/W Copies & Prints 1 – 4,000 Included at no extra charge
- B/W Copies & Prints 4,001 + billed at .0069 per page
- Color Copies & Prints 1 – 250 Included at no extra charge
- All Color Copies & Prints 251 + billed at .0490 per page

The price and terms of this offering are only valid for a limited time. Price Includes trade-in of your Xerox WC7335P s/n # FKA-931401 and payoff of remaining Xerox Lease = $ 4,627.00

Jack Cruikshank/Xerox Sales Manager
760-872-1881
08/22/12

American Business Machines Proposal Presentation for City of Bishop

Financial Overview:

Location	Product	Serial #	Install Date	Lease Term	Lease Pmt.	B/W Service Min	B/W Images Incl.	B/W Overage Charge	Actual B/W Usage	Est. B/W Ovg. Charges	CLR Service Min	CLR Images incl.	CLR Overage Charge	Actual CLR Usage	Est. CLR Ovg. Charges	Monthly Totals
Main Office	Xerox WC7335	FKA-931401	June-08	60 months	$318.40	Incl.	4,000	0.0152	9,092	$78.00	Incl.	250	$0.105	936	$98.00	$494.40
														Monthly Totals		$494.40

Proposed Solution:

Location	Product	Serial #	Install Date	Lease Term	Monthly Cost per Copy Payment	B/W Service Min	B/W Images Incl.	B/W Overage Charge	Actual B/W Usage	Est. B/W Ovg. Charges	CLR Service Min	CLR Images incl.	CLR Overage Charge	Actual CLR Usage	Est. CLR Ovg. Charges	Monthly Totals
Main Office	Canon iRA-C5051	TBD	TBD	60month	$465.00	Incl.	8,500	0.0098			Incl.	800	0.065			$465.00
													New Monthly Total			$465.00
													~~Monthly Savings~~			~~$29.40~~
													~~60 Month Savings~~			~~$1,764.00~~

Proposed Equipment Configuration:

IRA-C5051, 2,250 Sheet Paper Capacity, External Staple Finisher, 2 & 3 Hole Puncher Unit, Full Color and B/W printing and copying, UFR/PCL Printing, Color Send, 150 Sheet Document Feeder, Super G3 Fax Board, PC Faxing

Provisions:

Lease Price Includes complete Buyout and Pickup of existing Xerox Lease and Equipment. Buyout based on Customer Expiration of December 2013

Omar Nesheiwat
District Sales Manager
661-477-5337

Lease Pricing PROPOSAL

Presented to BISHOP, CITY OF

By Jack Cruikshank

On 8/23/2012

For installation at:
377 W LINE ST
BISHOP, CA

Solution

Item	Product Description	Agreement Information		Trade Information	Requested Install Date
1. W7125PTC (WC7125P PRINTER/TRAY)		Lease Term: Purchase Option:	60 months FMV	- Xerox WC7132P S/N AYX993129 Trade-In as of Payment 57	9/14/2012

Monthly Pricing

Item	Lease Minimum Payment	Print Charges Meter	Volume Band	Per Print Rate	Maintenance Plan Features
1. W7125PTC	$179.35	1: BW 2: Color	1 - 1,500 1,501+ All Prints	Included $0.0089 $0.0590	- Consumable Supplies Included for all prints
Total	$179.35	Minimum Payments (Excluding Applicable Taxes)			

Jan - Aug color average : 170

170 x 0.0590 = 10.03

All information in this proposal is considered confidential and is for the sole use of BISHOP, CITY OF. If you would like to acquire the solution described in this proposal, we would be happy to offer a Xerox order agreement. Pricing is subject to credit approval and is valid until 9/22/2012.

For any questions, please contact me at (760)872-1881

XEROX TOTAL SATISFACTION GUARANTEE

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(No Stapler)

American Business Machines Proposal Presentation for **Public Works**

Financial Overview:

Location	Product	Serial #	Install Date	Lease Term	Lease Pmt.	B/W Service Min	B/W Images Incl.	B/W Overage Charge	Actual B/W Usage	Est. B/W Ovg. Charges	CLR Service Min	CLR Images incl.	CLR Overage Charge	Actual CLR Usage	Est. CLR Ovg. Charges	Monthly Totals
Main Office	Xerox		December-07	60 months	$243.00	Incl.	2,000	0.0152	1,500	$0.00	Incl.	0	$0.000	0	$0.00	$243.00
														Monthly Totals		$243.00

Proposed Solution:

Location	Product	Serial #	Install Date	Lease Term	Monthly Cost per Copy Payment	B/W Service Min	B/W Images Incl.	B/W Overage Charge	Actual B/W Usage	Est. B/W Ovg. Charges	CLR Service Min	CLR Images incl.	CLR Overage Charge	Actual CLR Usage	Est. CLR Ovg. Charges	Monthly Totals
Main Office	Canon IRA-C2030	TBD	TBD	60month	$165.00	Incl.	2,000	0.0098			Incl.	CPC	0.07			$165.00
													New Monthly Total			**$165.00**
													Monthly Savings			*$78.00*
													60 Month Savings			*$4,680.00*

Proposed Equipment Configuration:

IRA-C2030, 2,000 Sheet Paper Capacity, Full Color and B/W printing and copying, UFR/PCL Printing, Color Send, 100 Sheet Document Feeder

Provisions:

Lease Price Includes complete Buyout and Pickup of existing Xerox Lease and Equipment. Buyout based on Customer Expiration of December 2012

Omar Nesheiwat
District Sales Manager
661-477-5337

Jan-Aug color average : 170

170 x 0.07 = 11.90