

CITY OF BISHOP  
CITY COUNCIL MINUTES  
BUDGET WORKSHOP  
APRIL 25, 2014

CALL TO ORDER Mayor Ellis called the meeting of the Bishop City Council Budget Workshop to order at 9:04 A.M. in the Executive Conference Room 377 West Line Street, Bishop, California.

COUNCIL PRESENT Councilmembers Laura Smith, David Stottlemyre  
Keith Glidewell  
Mayor Pro Tem Pat Gardner  
Mayor Jim Ellis

COUNCIL ABSENT None

OTHERS PRESENT Keith Caldwell, City Administrator/Community Services Director  
Robin Picken, Assistant City Clerk  
Lorraine Ray, Assistant Finance Director  
Ray Seguire, Fire Chief  
Chris Carter, Police Chief  
David Grah, Public Works Director/City Engineer  
Gary Schley, Public Services Officer  
Jeff Griffiths, Inyo County Second District Supervisor  
Tawni Thomson, Chamber of Commerce & Visitor Bureau Executive Director  
Several other members from the public

PUBLIC COMMENT Mayor Ellis announced the public comment period.  
  
No public comments were provided.

SCHEDULED DISCUSSION Discussion was held on the following agenda items:

TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) UPDATE (1) Bishop Chamber of Commerce & Visitor Bureau Executive Director Tawni Thomson presented Council with an update on the status of the TBID. She handed out copies of the draft "Management District Plan - Bishop Tourism Improvement District" for Council's review. This document outlined the proposed TBID (i.e. proposed boundary of the district, the type of businesses that will be participating, the governance, and legal requirements). After discussing the draft Management District Plan, it was agreed that the City's Administrative Fees should be discussed further at the May 12, 2014 Study Session. The Council further discussed the impacts of the TBID to the City's budget and to the Chamber and Visitor Bureau's budget. Council then asked Ms. Thomson to attend the May 12, 2014 Study Session to further discuss the Administrative Fees and thanked Ms. Thomson for all of her hard work and for her update on the TBID.

TEAM BUILDING  
(2)

City Administrator Caldwell facilitated a "team building" exercise for Council members and City staff members that were present.

REVIEW BUDGET PROCESS  
(3)

City Administrator Caldwell presented Council with a review of how past City budgets were prepared and the process in which the City took to adopt their annual budget each year.

Assistant Finance Director Ray presented Council with a memorandum reviewing the 2013-2014 Mid-Year Budget. Both City Administrator Caldwell and Assistant Finance Director Ray discussed this information with Council and discussed some proposed changes in the way the City can review its budget going forward.

After a thorough review of the information presented, a discussion ensued on how our financial information is communicated to Council and to the public.

Council thanked Assistant Finance Director Ray for her information and requested that a similar report be presented to Council each quarter.

BREAK

The meeting was recessed at 10:45 a.m. and Mayor Ellis reconvened the meeting at 11:00 a.m.

Councilmember Smith announced that she would have to excuse herself from the rest of the meeting. Councilmember Smith was then announced as absent and excused for the remainder of the meeting.

INFORMATION  
TECHNOLOGY  
(4)

Councilmember Glidewell reviewed the past Council discussions regarding Granicus (a web based public meeting solution) and its costs. City Administrator Caldwell confirmed that based on cuts made to the Council budget, the initial costs for Granicus can be paid for through the Council Budget and that the on-going annual costs will be allocated and paid through the appropriate department budgets that use Granicus.

After a brief discussion, Council asked that the Granicus agreement be placed on the May 12, 2014 agenda for Council's consideration.

Assistant Finance Director Ray then presented Council with a review of the current financial software that is being used at the City. Assistant Finance Director Ray explained that since the current financial system cannot be integrated with more current software in use, most financial work is being done manually.

After a brief discussion on this matter, City Administrator Caldwell and Assistant Finance Director Ray discussed plans to address the current and future information technology needs for the Finance Department and will work on budgeting for such needs as a new server and financial software.

After a brief discussion of each department budgetary needs and the budget process, Council asked if staff could prepare a list of capital projects to be discussed at the next Budget Workshop.

Council also asked that City Administrator Caldwell give a Transaction and Use Tax (TUT) update at the next Study Session.

**SCHEDULE NEXT BUDGET  
WORKSHOP  
(5)**

It was agreed that the next Budget Workshop will be held on Friday, June 13, 2014 from 9:00 a.m.-12:00 p.m. in the Executive Conference Room.

**ADJOURNMENT**

Mayor Ellis adjourned the meeting at 11:44 a.m. to the Study Session scheduled for Monday, April 28, 2014 at 4:00 p.m. in the City Council Chambers.

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JIM ELLIS, MAYOR

Attest: Keith Caldwell, City Clerk

By: \_\_\_\_\_  
Robin Picken, Assistant City Clerk