*"SMALL TOWN WITH A BIG BACKYARD"*

# COUNCIL AGENDA PACKET

# MAY 27, 2014

# 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)

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.

**TUESDAY, MAY 27, 2014**
**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**
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

**CHAMBER OF COMMERCE & VISITORS BUREAU UPDATE** – Executive Director Tawni Thomson

**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.
(1)

FOR APPROVAL/FILING
Minutes
(a) Study Session - April 14, 2014
(b) Council Meeting - April 14, 2014

| | |
|---|---|
| Reports | (c) Personnel Status Change Report |
| | (d) Part-Time Employees Wage Scale - Fiscal Year 2014-2015 |
| Letters | (e) Letter of Appreciation to Forrest Cross |

FOR INFORMATION/FILING

| | |
|---|---|
| Agendas | (f) Water & Sewer Commission Meeting Agenda - May 13, 2014 |
| | (g) Planning Commission Meeting Agenda - May 28, 2014 |
| Reports | (h) Public Works Building Permits - April 2014 |
| | (i) Water Fund Monthly Balance 2013/2014 |
| | (j) Sewer Fund Monthly Balance 2013/2014 |

**NEW BUSINESS**

(2) GENERAL MUNICIPAL ELECTION – Council consideration to adopt resolutions relating to the General Municipal Election to be consolidated with the Statewide General Election scheduled on Tuesday, November 4, 2014 – Administration.

(A) Resolution No. 14-07 – Calling for the holding of a General Municipal Election to be held on Tuesday, November 4, 2014 for the election of two seats on the City Council.

(B) Resolution No. 14-08 – Requesting the Board of Supervisors of the County of Inyo to consolidate a General Municipal Election to be held on November 4, 2014 with the Statewide General Election.

(C) Resolution No. 14-09 – Adopting regulations for candidates for elective office pertaining to candidates statements submitted to the voters at the November 4, 2014 Election.

(3) APPOINTMENT OF ACCOUNTING SECRETARY - Council consideration to appoint Part-Time Office Assistant Jana Currie to Full-Time Accounting Secretary - Administration.

(4) PUBLIC WORKS INTERN - Council consideration to approve hiring a public works intern for the summer of 2014 - Public Works.

(5) WARREN STREET CONSTRUCTION PROJECT - WORK ORDER 3 - Council consideration to approve the execution of Work Order 3 under the contract with Triad Holmes Associates for the Warren Street Improvement Project - Public Works.

**COUNCIL AND COMMITTEE REPORTS**

**ADJOURNMENT**

Monday, June 9, 2014 - 4:00 p.m. Study Session/7:00 p.m. Regular Meeting–Council Chambers
Friday, June 13, 2014 - 9:00 a.m. Council Budget Workshop - Executive Conference Room
Monday, June 23, 2014 - 4:00 p.m. Study Session/7:00 p.m. Regular Meeting–Council Chambers
Monday, July 14, 2014 - 4:00 p.m. Study Session/7:00 p.m. Regular Meeting–Council Chambers
Monday, July 28, 2014 - 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**

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**TUESDAY, MAY 27, 2014**
**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. Transaction and Use Tax (TUT) Update
2. Discuss Department Head Evaluations - Format/Schedule
3. Traffic Calming on West Elm Street
4. Review use of iPads and City's Electronic Communications Policy and the latest CPRA Case
5. Current 7:00 p.m. agenda items
6. Future agenda items
7. Department Head Reports

DISCUSSION
1. Councilmember Laura Smith
2. Councilmember David Stottlemyre
3. Councilmember Keith Glidewell
4. Mayor Pro Tem Pat Gardner
5. Mayor Jim Ellis

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

# AGENDA PLANNING FOR UPCOMING MEETINGS

**MAY 27, 2014**
**STUDY SESSION**
**DISCUSSION ITEM # 6**

## MONDAY – JUNE 9, 2014 MEETINGS

**4:00 PM**

- **STUDY SESSION – CANCELLED DUE TO COUNCIL PARTICIPATION IN CALIFORNIA HIGH SCHOOL RODEO ASSOCIATION DINNER**

**7:00 PM**

- Update from Inyo County District 2 Supervisor – (Jeff Griffiths)
- Miss City of Bishop and Miss Teen City of Bishop Quarterly Report
- Vehicle Fuel Supply – (Ends 6/30/14)
- Approve consultant agreement to update the Economic Development Element - Planning
- Inyo County Lease Agreement - consent item
- Inyo County Courts Lease Agreement - consent item
- Eastern Sierra Community Services District Lease Agreement - Administration
- July 1, 2014-June 30, 2015 Employee Wage Scale Updates - consent
- Waive City Park Swimming Pool Entry Fee - July 4, 2014 - Community Services

## FRIDAY - JUNE 13, 2014 BUDGET WORKSHOP

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## MONDAY - JUNE 23, 2014 MEETINGS

**4:00 PM**

- CLOSED SESSION - DEPARTMENT HEAD EVALUATIONS

**7:00 PM**

- Chamber of Commerce & Visitors Bureau Update - (Tawni Thomson)
- Presentation of Quarterly Citizen Award

## MONDAY – JULY 14, 2014 MEETINGS

**4:00 PM**

-

**7:00 PM**

- Northern Inyo Hospital Quarterly Update – (Angie Aukee and/or Cheryl Underhill)
- Update from Inyo County District 2 Supervisor – (Jeff Griffiths)
- Amend contract with Stantec for SCADA support - Public Work

**5/22/2014 10:40 AM**

## MONDAY – JULY 28, 2014 MEETINGS

**4:00 PM**

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**7:00 PM**

- Chamber of Commerce & Visitors Bureau Update - (Tawni Thomson)

## MONDAY – AUGUST 11, 2014 MEETINGS

**4:00 PM**

- Selection of Quarterly Citizen Award to be presented September 8

**7:00 PM**

- Update from Inyo County District 2 Supervisor – (Jeff Griffiths)
- Planning and Building Bi-Annual Report (Feb/Aug) - Planning

## MONDAY – AUGUST 25, 2014 MEETINGS

**4:00 PM**

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**7:00 PM**

- Chamber of Commerce & Visitors Bureau Update - (Tawni Thomson)
- Waste Disposal Services (Ends 9/9/14)

## MONDAY – SEPTEMBER 8, 2014 MEETINGS

**4:00 PM**

- Discuss and set dates for Budget Hearings

**7:00 PM**

- Presentation of Quarterly Citizen Award
- Update from Inyo County District 2 Supervisor – (Jeff Griffiths)
- Miss City of Bishop and Miss Teen City of Bishop Quarterly Report
- Request to advertise for bids for Propane Provider (Ends 10/31/14)

## MONDAY – SEPTEMBER 22, 2014 MEETINGS

**4:00 PM**

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**7:00 PM**

- PRESENTATION – Recognition of City Administrator Keith Caldwell
- Chamber of Commerce & Visitors Bureau Update - (Tawni Thomson)

## TUESDAY – OCTOBER 14, 2014 MEETINGS

**4:00 PM**

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**7:00 PM**

- Northern Inyo Hospital Quarterly Update – (Angie Aukee and/or Cheryl Underhill)
- Update from Inyo County District 2 Supervisor – (Jeff Griffiths)
- Award bid – Propane Provider (Effective 11/1/2014)

## MONDAY – OCTOBER 27, 2014 MEETINGS

**4:00 PM**

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**7:00 PM**

- Chamber of Commerce & Visitors Bureau Update - (Tawni Thomson)

## MONDAY – NOVEMBER 10, 2014 MEETINGS

**4:00 PM**

- Selection of Quarterly Citizen Award to be presented December 8

**7:00 PM**

- Update from Inyo County District 2 Supervisor – (Jeff Griffiths)
- Adoption of Preliminary 2015-2016 Budget - Finance
- State of the City 2013-2014 – Administration (K.Caldwell)
- **Reorganization – Selection of Mayor and Mayor Pro Tem – FOLLOWING 2014 ELECTION**
- **Review of Mayoral Committee Appointments – FOLLOWING 2014 ELECTION**

## MONDAY – NOVEMBER 24, 2014 MEETINGS

**4:00 PM**

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**7:00 PM**

- Chamber of Commerce & Visitors Bureau Update - (Tawni Thomson)

## MONDAY – DECEMBER 8, 2014 MEETINGS

**4:00 PM**

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**7:00 PM**

- Presentation of Quarterly Citizen Award
- Update from Inyo County District 2 Supervisor – (Jeff Griffiths)
- Miss City of Bishop and Miss Teen City of Bishop Quarterly Report
- Resolution declaring the results of the November 4, 2014 election for 2 Council Members and City Treasurer
- Certificates of Election / Oath of Office
- Reorganization – Selection of Mayor and Mayor Pro Tem

## MONDAY – DECEMBER 22, 2014 MEETINGS

**TYPICALLY CANCELLED**

**4:00 PM**

- 

**7:00 PM**

- Chamber of Commerce & Visitors Bureau Update - (Tawni Thomson)

## MONDAY – JANUARY 12, 2015 MEETINGS

**4:00 PM**

- 

**7:00 PM**

- Update from Inyo County District 2 Supervisor – (Jeff Griffiths)
- Miss City of Bishop and Miss Teen City of Bishop Quarterly Report
- Northern Inyo Hospital Quarterly Update – (Angie Aukee and/or Cheryl Underhill)

## MONDAY – JANUARY 26, 2015 MEETINGS

**4:00 PM**

- 

**7:00 PM**

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1a

# CITY OF BISHOP
# CITY COUNCIL STUDY SESSION MINUTES
# APRIL 14, 2014

| | |
|---|---|
| CALL TO ORDER | Mayor Ellis 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 Laura Smith, David Stottlemyre, Keith Glidewell<br>Mayor Pro Tem Pat Gardner<br>Mayor Jim Ellis |
| COUNCIL ABSENT | None |
| OTHERS PRESENT | Keith Caldwell, City Administrator/Community Services Director<br>Robin Picken, Assistant City Clerk<br>Lorraine Ray, Assistant Finance Director<br>Ray Seguine, Fire Chief<br>Chris Carter, Police Chief<br>David Grah, Public Works Director/City Engineer |
| PUBLIC COMMENT | The Mayor announced the public comment period.<br><br>Alex "Skandar" Reid thanked Public Works Director Grah for all of his work that he has done on the Warren Street Project. Council then thanked Skandar for his continued participation on the Warren Street Project Focus Group as well.<br><br>No further public comments were provided. |
| SCHEDULED DISCUSSION | Discussion was held on the following Study Session agenda items: |
| 1. Traffic Calming on West Elm Street | Public Works Director Grah presented Council with a handout addressing the request by Bishop resident Scott Patterson that the City take action to slow traffic on West Elm Street west of Home Street. Director Grah reviewed with Council the results of a survey mailed to 102 residents and property owners within 300 feet of this block on West Elm Street. Based on observations and safety data as well as overall management of the city traffic control system, it does not appear that a change to West Elm Street is warranted, especially in light of the cost involved. In addition, there does not seem to be neighborhood support for a change. After further discussion, Council asked staff to purchase cones and place them at the crossing guard locations on Elm Street for the rest of the school year and to also contact the schools for their assistance in reaching out to the parents to remind them to slow down and watch for children near the school zones. Mr. Patterson thanked Council for their assistance in this matter and offered to help as a private citizen in any way. |

2. Information Technology

As requested by Council at the March 20, 2014 Budget Workshop, Assistant City Clerk Robin Picken handed out an outline of costs associated with the purchase of Granicus (a web based software to enhance government transparency). After a review of the Granicus costs, a discussion ensued on the potential "savings" in time and costs incurred by staff if the Council were to approve the purchase of Granicus.

Bishop resident and business owner Alex "Skandar" Reid presented Council with his comments regarding the purchase of Granicus. He expressed to Council that he felt that the City's purchase of Granicus would be an investment in the City's future. Two other handouts were given to Council for their review and consideration: 1. A note from Sierra Wave Owner and News Reporter Benett Kessler letting Council know that Granicus is extremely helpful to open up local government to the people and the news media, and 2. A note from Public Works Secretary Michele Thomas letting Council know that she has already cut the amount of hours spent doing minutes by having the audio version of the meetings (Planning Commission & Water & Sewer Commission) posted on the City's website and recommends the purchase of Granicus should be postponed until further evaluations can be done and an IT support agency is in place for the City.

After further discussion, Council agreed that the costs to purchase and run Granicus needs to be included in the budget process and will be discussed further at the next Budget Workshop scheduled on April 25, 2014.

3. Taxes

City Administrator Caldwell reviewed with Council their past discussions regarding taxes, more specifically Transaction and Use Tax (TUT). The decision to propose a half of a percent to a one percent increase in TUT has been debated. This increase in TUT could be proposed through the City of Bishop or in conjunction with the County of Inyo at the November 4, 2014 election.

After further discussion, Council asked City Administrator Caldwell to attend the next Board of Supervisors meeting scheduled for May 6, 2014 to present the idea of working with the County of Inyo on a proposed half a percent increase to the TUT that the City already has in place with the County.

4. Current 7:00 p.m. agenda items

Discussion was held on the upcoming agenda items for the evening meeting. Questions were answered by staff as needed.

5. Future agenda items

The list of future agenda items was reviewed.

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|---|---|
| 6. Department Head Reports | Reports were given as appropriate. |
| COUNCIL DISCUSSION | Council Members gave committee reports, community announcements and/or made comments or inquiries to staff. No action was taken. |
| CLOSED SESSION | Closed Session began at 5:36 p.m. Council reconvened at 6:30 p.m. |
| | Report on Closed Session: |
| 1. CONFERENCE WITH LABOR NEGOTIATOR pursuant to Government Code § 54957.6 - Agency designated representative: City Administrator Keith Caldwell - Employee Organization: Bishop Police Officers Association | No action was taken. |
| ADJOURNMENT | The meeting was adjourned at 6:30 p.m. to the regular meeting scheduled at 7:00 p.m. |

_____
JIM ELLIS, MAYOR

ATTEST: Keith Caldwell, City Clerk

By: _____
Robin Picken, Assistant City Clerk

1b

# CITY OF BISHOP
# CITY COUNCIL MINUTES
# APRIL 14, 2014

| | |
|---|---|
| CALL TO ORDER | Mayor Ellis called the meeting of the Bishop City Council to order at 7:01 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California. |
| INVOCATION | The invocation was given by Pastor Kent Puls of the Grace Lutheran Church followed by the Pledge of Allegiance led by Councilmember Glidewell. |
| COUNCIL PRESENT | Councilmembers Laura Smith, David Stottlemyre, Keith Glidewell<br>Mayor Pro Tem Pat Gardner<br>Mayor Jim Ellis |
| COUNCIL ABSENT | None |
| OTHERS PRESENT | Keith Caldwell, City Administrator/Community Services Director<br>Robin Picken, Assistant City Clerk<br>Lorraine Ray, Assistant Finance Director<br>Ray Seguine, Fire Chief<br>Chris Carter, Police Chief<br>David Grah, Public Works Director/City Engineer<br>Gary Schley, Public Services Officer |
| PUBLIC COMMENT | The Mayor announced the public comment period.<br><br>Kellie Hartl, Executive Assistant to Congressman Paul Cook, introduced herself to Council and announced that she would be in the area for the next few days to tour the area and meet with members of the public and local government representatives. She thanked the Council for the opportunity to introduce herself and welcomed them to contact her at any time.<br><br>No further public comments were provided. |
| DEPARTMENT HEAD REPORTS | Reports from Administration, Community Services, Police, and Public Works were given on the departments' activities including upcoming and ongoing projects |
| INYO COUNTY UPDATE | Second District Supervisor Jeff Griffiths provided an update on Inyo County business and activities. |

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| CONSENT CALENDAR<br>(1)<br>Motion/Smith | A motion was made by Councilmember Smith to approve the Consent Calendar as presented. Motion passed 5-0.<br><br>Ayes: Councilmember Smith, Stottlemyre, Glidewell, Mayor Pro Tem Gardner, and Mayor Ellis<br>Noes: None<br>Abstain: None<br>Absent: None |
| PUBLIC HEARINGS | |
| CITY FEES AND CHARGES FY 2014-2015<br>(2) | Mayor Ellis opened the Public Hearing to hear and consider citizen input on amending and restating fees and charges for City services for Fiscal Year 2014-2015.<br><br>No public comments were provided. |
| Motion/Gardner | Mayor Pro Tem Gardner made a motion to close the public hearing. Motion passed 5-0.<br><br>Ayes: Councilmember Smith, Stottlemyre, Glidewell, Mayor Pro Tem Gardner, and Mayor Ellis<br>Noes: None<br>Abstain: None<br>Absent: None |
| NEW BUSINESS | |
| SEWER TRUNK REPLACEMENT PROJECT - WORK ORDER 4<br>(3) | Public Works Director Grah reviewed the Sewer Trunk Replacement Project with Council. He discussed the request for Work Order 4 under the consultant contract with R.O. Anderson for design of the Sewer Trunk Replacement Project. |
| Motion/Glidewell | After a brief discussion, Councilmember Glidewell made a motion to execute Work Order 4 under the Sewer Trunk Consultant Contract Final Design and to authorize the expenditure not to exceed $30,995 under this work order and $146,615 under the contract. Motion passed 5-0.<br><br>Ayes: Councilmember Smith, Stottlemyre, Glidewell, Mayor Pro Tem Gardner, and Mayor Ellis<br>Noes: None<br>Abstain: None<br>Absent: None |

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|---|---|
| SECOND INCREASE TO AUTHORIZED EXPENDITURES FOR WYE ROAD PROJECT (4) | Public Works Director Grah reviewed the request for a second increase to the authorized expenditures for Wye Road Project with Council. |
| Motion/Smith | Councilmember Smith made a motion to authorize the expenditure of up to $605,000 through the construction contract with Marzano and Sons for the Wye Road Intersection Improvement Project. Motion passed 5-0.<br><br>Ayes: Councilmember Smith, Stottlemyre, Glidewell, Mayor Pro Tem Gardner, and Mayor Ellis<br>Noes: None<br>Abstain: None<br>Absent: None |
| OPENGOV, INC. SOFTWARE AGREEMENT (5) | City Administrator Caldwell and Assistant Finance Director Ray reviewed the history and use of Delphi Solutions, now called OpenGov, Inc., which is a cloud based financial transparency software. This software was purchased by the City in 2012 to publish charts and graphs that reflected the City's financial information on the City's website. City Administrator Caldwell continued to explain that the City now has the staff available to create our own charts and graphs specifically tailored to the City's needs that can also be viewed on our City website. |
| Motion/Gardner | After a brief discussion, a motion was made by Mayor Pro Tem Gardner to not renew the agreement with OpenGov, Inc. for financial transparency. Motion passed 5-0.<br><br>Ayes: Councilmember Smith, Stottlemyre, Glidewell, Mayor Pro Tem Gardner, and Mayor Ellis<br>Noes: None<br>Abstain: None<br>Absent: None |
| COUNCIL REPORTS | Council Members reported on committee meetings and announced upcoming community events. |

ADJOURNMENT

The Mayor adjourned the meeting at 8:00 p.m. to the Council Budget Workshop scheduled for Friday, April 25, 2014 at 9:00 a.m. in the Executive Conference Room.

_____
JIM ELLIS, MAYOR

ATTEST: Keith Caldwell, City Clerk

By: _____
Robin Picken, Assistant City Clerk

AGENDA ITEM NO.

1c

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KSC

**SUBJECT: CONSENT CALENDAR – PERSONNEL STATUS CHANGE REPORT**

DATE: MAY 27, 2014

The following personnel item has been submitted for action at this meeting:

| ADMINISTRATION | EFFECTIVE DATE |
|---|---|
| (A) Water and Sewer Commissioner<br>Part-Time<br>$50.00/per meeting<br>REHIRE: Susan Cullen | 05/13/2014 |
| (B) Public Services Officer<br>Full-Time<br>$6,316.00/per month<br>plus $443.00 incentives<br>to<br>Planning Director/Public Services Officer<br>$6,816/per month<br>plus $477.00 incentives<br>EMPLOYEE: Gary Schley | 05/16/2014 |

1d DRAFT

# CITY OF BISHOP
## PART-TIME EMPLOYEES WAGE SCALE
## July 1, 2014 – June 30, 2015

### FINANCE DEPARTMENT

| Position | Step | Hourly | Step Adjustments |
|---|---|---|---|
| Office Assistant | I | $13.25 | |
| | II | 14.25 | After 6 months from hire date |
| | III | 15.25 | After 1 yr 6 mos. from hire date |

### FIRE DEPARTMENT

| Position | Step | Hourly | Monthly | Statutory |
|---|---|---|---|---|
| Assistant Fire Chief | | | $1,300.00 | |
| Mechanic | I | $10.00 | | |
| | II | 200 hrs/start date 12.00 | | |
| | III | 200 hrs/start date 14.00 | | |
| Fire Inspector | | $12.00 | | |
| Volunteer Firefighters | | | | Per call $19.00 |

### COMMUNITY SERVICES DEPARTMENT

| Position | Step | Hourly | Step Adjustments |
|---|---|---|---|
| Facility Maintenance Worker | I | $11.00 | Step increases will be considered every 500 hours of employment in that position. |
| | II | 12.00 | |
| | III | 13.00 | |
| Park Helper | I | $11.00 | Step increases will be considered every 500 hours of employment in that position. |
| | II | 12.00 | |
| | III | 13.00 | |
| | | Effective 1/1/11 | |

### COMMUNITY SERVICES DEPARTMENT – PARK

| Position | Step | Hourly | Step Adjustments |
|---|---|---|---|
| Aquatics Coordinator | I | $13.50 | Step increases will be considered for each additional season worked. |
| | II | 14.50 | |
| | III | 15.50 | |
| Pool Manager (Senior Guard) | I | $12.00 | |
| | II | 13.00 | |
| | III | 14.00 | |
| Water Safety Instructor (WSI) | I | $11.00 | |
| | II | 12.00 | |
| | III | 13.00 | |
| Lifeguard | I | $9.00 | |
| | II | 10.00 | |
| | III | 11.00 | |
| Athletic Coordinator | I | $12.00 | Seasonal steps |
| | II | 13.00 | |
| | III | 14.00 | |
| Sports Official | | Sports Officials | Per Game $25.00 |
| | | Basketball Officials | Per Game $30.00 |
| | | Softball Officials | Per Game $30.00 |
| Assistant Sports Official | | | Per Game $10.00 |
| Certified Instructor | | | Per Session $25.00 |
| Program Coordinator | I | $11.00 | Step increases will be considered for each additional season worked. |
| | II | 12.00 | |
| | III | 13.00 | |
| Activity Director | I | $9.00 | Step increases will be considered for each additional season worked. |
| | II | 9.50 | |

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**POLICE DEPARTMENT**

| Position | Step | Hourly | Step Adjustments |
|---|---|---|---|
| Office Assistant | I<br>II<br>III | $13.25<br>14.25<br>15.25 | <br>After 6 months from hire date<br>After 1 yr 6 mos. from hire date |
| Parking Enforcement Officer | I<br>II<br>III | $13.25<br>14.25<br>15.25 | <br>After 6 months from hire date<br>After 1 yr 6 mos. from hire date |
| Reserve | Level III<br>Level II<br>Level I | $13.25<br>14.25<br>35.00 | |
| Reserve Specialist | | 20.00 | |
| Crossing Guard | | 10.00 | |
| Relief Communications Operator | I<br>II<br>III | $13.25<br>14.25<br>15.25 | <br>After 6 months from hire date<br>After 1 yr 6 mos. from hire date |
| Police Cadet | I | $9.00 | |
| Facility Maintenance Worker | I<br>II<br>III | $11.00<br>12.00<br>13.00 | Step increases will be considered every 500 hours of employment in that position. |
| Facility Maintenance Worker II | | $15.25 | |

**PUBLIC WORKS DEPARTMENT**

| Position | Step | Hourly | Step Adjustments |
|---|---|---|---|
| Office Assistant | I<br>II<br>III | $13.25<br>14.25<br>15.25 | <br>After 6 months from hire date<br>After 1 yr 6 mos. from hire date |
| Drafter | I<br>II<br>III | $20.00<br>21.00<br>22.00 | <br>After 200 hours from hire date<br>After 400 hours from hire date |
| Engineer | | $35.00 | |
| Assistant Engineer | | $30.00 | |
| Maintenance Worker | | $15.25 | |
| Public Works Intern | | $13.25 | |

**RETIRED ANNUITANT**

| Position | Hourly |
|---|---|
| Retired Annuitant | A retired annuitant may work during an emergency to prevent stoppage of public business or because the annuitant has specialized skills needed in performing work of limited duration. The wage will be the hourly rate at time of retirement but not less than the minimum nor exceed that paid to other employees performing comparable duties. |

1e

# CITY OF BISHOP

377 West Line Street – Bishop, CA 93514
P.O. Box 1236 – Bishop, CA 93515
City Hall (760) 873-5863 – Fax (760) 873-4873

"Small town with a big backyard"

May 27, 2014

Forrest Cross

Dear Forrest Cross:

On behalf of the City of Bishop City Council, we want to thank you for your many years of service on the Water and Sewer Commission.

We received your letter of resignation dated April 23, 2014 but wanted to take this opportunity to thank you for nearly nine and a half years of service on the Water and Sewer Commission.

We will miss your participation on the Water and Sewer Commission; however, we want to wish you all the best in your future endeavors.

Sincerely,

Jim Ellis
Mayor

1f

# CITY OF BISHOP

## WATER AND SEWER COMMISSION
## AGENDA

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

**Date:** 13 May 2014
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).

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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. **Approval of Minutes:**
   Minutes of the Water and Sewer Commission meetings held on 11 March 2014 subject for approval.

6. **Correspondence**

7. **Meter Readings**

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

9. **Public Works reports March and April**

10. **Staff and Commission Reports**

11. **Adjournment**:
The next regularly scheduled meeting will be 8 July 2014 at 7:00 P.M. in the City Council Chambers, 301 West Line Street, Bishop.

Cancelled

19

# City of Bishop
# PLANNING COMMISSION MEETING AGENDA

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

DATE:
May 28, 2014
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.

CORRESPONDENCE

APPROVAL OF MINUTES

(1) Minutes of the Planning Commission meeting held on March 25, 2014 subject for approval.

PUBLIC HEARING

(2) Request for a lot line adjustment between assessor parcel numbers 01-057-07 and 01-057-04 at 662 and 686 Hammond Street, which is located in an R-3-P district.

NEW BUSINESS

(3) Request for a lot line adjustment between assessor parcel numbers 01-057-07 and 01-057-04 at 662 and 686 Hammond Street, which is located in an R-3-P district.

STAFF AND COMMISSION REPORTS

ADJOURNMENT: The next regularly scheduled meeting of the Planning Commission will be June 24, 2014 at 7:00 P.M. in the Bishop City Council Chambers, 301 West Line Street, Bishop.

1h

# 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/CityofBishopPublicWorks.htm

## Department of Public Works
## Building Permits Issued

4/2014

| Date | Owner/Location/Contractor | Short Description | Value | SMIP | Rev Fund |
|---|---|---|---|---|---|
| **Commercial** | | | | | |
| 4/22/2014 | Erick R. Schat<br>757 North Main Street<br>C & H Electric | Electrical upgrades | $5,000.00 | | |
| 4/21/2014 | Bhavesh Patal - Travellodge<br>155 East Elm Street<br>Alpine Signs | sign | $5,495.00 | $1.15 | $1.00 |
| 4/21/2014 | City of Bishop<br>301 West Line Street<br>Dean's Plumbing | plumbing improvements | $3,500.00 | | |
| 4/18/2014 | Vons Corp.<br>1190 N. Main St.<br>Alpine Signs | sign work | $10,061.00 | $2.11 | $1.00 |
| 4/2/2014 | Mohan Bishop Partnership<br>1025 North Main Street<br>Platner Pools | new spa | $36,000.00 | $7.56 | $2.00 |
| 4/1/2014 | Victor Covarrubias<br>1440 N Highway 6<br>Creative Products Unlimited | sign | $4,300.00 | $0.90 | $1.00 |
| | | **Commercial Totals** | **$64,356.00** | **$11.72** | **$5.00** |
| **Residential** | | | | | |
| 4/29/2014 | David Farley<br>194 Edwards Street<br>Chris Freeman | re roof | $1,500.00 | $0.50 | $1.00 |
| 4/28/2014 | Mike McClay<br>474 Short Street | tenant improvements | $2,300.00 | $0.50 | $1.00 |
| 4/23/2014 | Jeff Buss<br>150 South Third Street<br>Roberts Roofing | reroof | $7,500.00 | $0.75 | $1.00 |

| Date | Owner/Location/Contractor | Short Description | Value | SMIP | Rev Fund |
|---|---|---|---|---|---|
| 4/18/2014 | Shawn Joseph<br>262 North Fowler | tenant improvements | $6,500.00 | $0.65 | $1.00 |
| 4/8/2014 | Curt Giovanine<br>666 Maple Avenue<br>Roberts Roofing | re roof | $12,500.00 | $1.25 | $1.00 |
| 4/7/2014 | Scott Patterson<br>737 W. Elm<br>Chris Freeman Roffing | Roof repair | $1,600.00 | $0.50 | $1.00 |
| 4/1/2014 | Aened/Est C/O West Katzenste<br>543 Sierra Street<br>Angelo's Stove & Chimney | pellet stove | $3,000.00 | | |
| 4/2/2014 | Stanley Woodin<br>777 Rome Drive | drip system | $350.00 | | |
| | | **Residential Totals** | **$35,250.00** | **$4.15** | **$6.00** |

# Water Fund Monthly Balances
# 2013/2014

| | | | End Previous | Change | Reason |
|---|---|---|---|---|---|
| **Start of Year Combined** | | $ 1,080,294.38 | $ 1,080,294.38 | $ - | |
| Non capital (6 months) | | $ 311,940.00 | $ 184,205.52 | $ (127,734.48) | Increasing non-capital |
| Capital | | $ 768,354.38 | $ 873,444.57 | $ 105,090.19 | Capital Projects |
| | | **Start Balance** | **Expend** | **Revenue** | **End Balance** |
| July | Combined | $ 1,080,294.38 | $ 68,196.07 | $ 449,346.21 | $ 1,461,444.52 |
| | Non Capital | $ 311,940.00 | $ 68,196.07 | $ 310,048.88 | $ 553,792.81 |
| | Capital | $ 768,354.38 | $ - | $ 139,297.33 | $ 907,651.71 |
| August | Combined | $ 1,461,444.52 | $ 84,809.25 | $ 99,119.24 | $ 1,475,754.51 |
| | Non Capital | $ 553,792.81 | $ 83,630.65 | $ 68,392.28 | $ 538,554.44 |
| | Capital | $ 907,651.71 | $ 1,178.60 | $ 30,726.96 | $ 937,200.07 |
| September | Combined | $ 1,475,754.51 | $ 166,601.84 | $ 81,210.15 | $ 1,390,362.82 |
| | Non Capital | $ 538,554.44 | $ 77,845.42 | $ 56,035.00 | $ 516,744.02 |
| | Capital | $ 937,200.07 | $ 88,756.42 | $ 25,175.15 | $ 873,618.80 |
| October | Combined | $ 1,390,362.82 | $ 228,497.44 | $ 73,262.49 | $ 1,235,127.87 |
| | Non Capital | $ 516,744.02 | $ 66,339.23 | $ 50,551.12 | $ 500,955.91 |
| | Capital | $ 873,618.80 | $ 162,158.21 | $ 22,711.37 | $ 734,171.96 |
| November | Combined | $ 1,235,127.87 | $ 144,602.47 | $ 66,142.56 | $ 1,156,667.96 |
| | Non Capital | $ 500,955.91 | $ 55,617.27 | $ 45,638.37 | $ 490,977.01 |
| | Capital | $ 734,171.96 | $ 88,985.20 | $ 20,504.19 | $ 665,690.95 |
| December | Combined | $ 1,180,965.96 | $ 66,897.69 | $ 71,234.84 | $ 1,185,303.11 |
| | Non Capital | $ 490,977.01 | $ 57,885.85 | $ 49,152.04 | $ 482,243.20 |
| | Capital | $ 689,988.95 | $ 9,011.84 | $ 22,082.80 | $ 703,059.91 |
| January | Combined | $ 1,185,303.11 | $ 71,987.71 | $ 69,001.08 | $ 1,182,316.48 |
| | Non Capital | $ 482,243.20 | $ 70,571.11 | $ 47,610.75 | $ 459,282.83 |
| | Capital | $ 703,059.91 | $ 1,416.60 | $ 21,390.33 | $ 723,033.65 |
| February | Combined | $ 1,182,316.48 | $ 109,690.75 | $ 64,532.92 | $ 1,137,158.65 |
| | Non Capital | $ 459,282.83 | $ 53,315.96 | $ 44,527.71 | $ 450,494.59 |
| | Capital | $ 723,033.65 | $ 56,374.79 | $ 20,005.21 | $ 686,664.06 |
| March | Combined | $ 1,137,158.65 | $ 85,360.38 | $ 71,155.78 | $ 1,122,954.05 |
| | Non Capital | $ 450,494.59 | $ 71,478.04 | $ 49,097.49 | $ 428,114.04 |
| | Capital | $ 686,664.06 | $ 13,882.34 | $ 22,058.29 | $ 694,840.01 |
| April | Combined | $ 1,124,881.58 | $ 57,165.76 | $ 66,516.16 | $ 1,134,231.98 |
| | Non Capital | $ 428,114.04 | $ 55,366.08 | $ 45,896.15 | $ 418,644.11 |
| | Capital | $ 696,767.54 | $ 1,799.68 | $ 20,620.01 | $ 715,587.87 |
| May | Combined | $ 1,134,231.98 | | | $ 1,134,231.98 |
| | Non Capital | $ 418,644.11 | $ - | $ - | $ 418,644.11 |
| | Capital | $ 715,587.87 | | $ - | $ 715,587.87 |
| June | Combined | $ 1,134,231.98 | | | $ 1,134,231.98 |
| | Non Capital | $ 418,644.11 | $ - | $ - | $ 418,644.11 |
| | Capital | $ 715,587.87 | | $ - | $ 715,587.87 |
| **End of Year Combined** | | | | | |
| | Capital % | | | 31% | |

lj

# Sewer Fund Monthly Balances
# 2013/2014

| | | | End Previous | Change | Reason |
|---|---|---|---|---|---|
| **Start of Year Combined** | | $747,799.87 | $ 747,799.87 | $ - | |
| Non capital (6 months) | | $ 280,300.00 | $ 226,938.39 | $ (53,361.61) | Increasing non-capital |
| Capital | | $ 467,499.87 | $ 498,139.56 | $ 30,639.69 | Capital Projects |
| | | **Start Balance** | **Expend** | **Revenue** | **End Balance** |
| July | Combined | $ 747,799.87 | $ 66,767.16 | $ 392,192.12 | $ 1,073,224.83 |
| | Non Capital | $ 280,300.00 | $ 66,767.16 | $ 262,768.72 | $ 476,301.56 |
| | Capital | $ 467,499.87 | $ - | $ 129,423.40 | $ 596,923.27 |
| August | Combined | $ 1,073,224.83 | $ 93,281.93 | $ 93,041.76 | $ 1,072,984.66 |
| | Non Capital | $ 476,301.56 | $ 93,281.93 | $ 62,337.98 | $ 445,357.61 |
| | Capital | $ 596,923.27 | $ - | $ 30,703.78 | $ 627,627.05 |
| September | Combined | $ 1,072,984.66 | $ 67,142.45 | $ 69,077.67 | $ 1,074,919.88 |
| | Non Capital | $ 445,357.61 | $ 54,145.88 | $ 46,282.04 | $ 437,493.77 |
| | Capital | $ 627,627.05 | $ 12,996.57 | $ 22,795.63 | $ 637,426.11 |
| October | Combined | $ 1,074,919.88 | $ 71,398.80 | $ 65,932.43 | $ 1,069,453.51 |
| | Non Capital | $ 437,493.77 | $ 59,624.00 | $ 44,174.73 | $ 422,044.50 |
| | Capital | $ 637,426.11 | $ 11,774.80 | $ 21,757.70 | $ 647,409.01 |
| November | Combined | $ 1,069,453.51 | $ 75,609.31 | $ 61,621.46 | $ 1,055,465.66 |
| | Non Capital | $ 422,044.50 | $ 73,827.12 | $ 41,286.38 | $ 389,503.75 |
| | Capital | $ 647,409.01 | $ 1,782.19 | $ 20,335.08 | $ 665,961.91 |
| December | Combined | $ 1,078,102.09 | $ 78,044.01 | $ 64,750.87 | $ 1,064,808.95 |
| | Non Capital | $ 389,503.75 | $ 59,309.70 | $ 43,383.08 | $ 373,577.14 |
| | Capital | $ 688,598.34 | $ 18,734.31 | $ 21,367.79 | $ 691,231.81 |
| January | Combined | $ 1,064,808.95 | $ 70,218.02 | $ 64,893.16 | $ 1,059,484.09 |
| | Non Capital | $ 373,577.14 | $ 69,480.28 | $ 43,478.42 | $ 347,575.27 |
| | Capital | $ 691,231.81 | $ 737.74 | $ 21,414.74 | $ 711,908.82 |
| February | Combined | $ 1,059,484.09 | $ 93,619.48 | $ 60,301.50 | $ 1,026,166.11 |
| | Non Capital | $ 347,575.27 | $ 57,446.78 | $ 40,402.01 | $ 330,530.50 |
| | Capital | $ 711,908.82 | $ 36,172.70 | $ 19,899.50 | $ 695,635.61 |
| March | Combined | $ 1,026,166.11 | $ 59,467.65 | $ 66,924.97 | $ 1,033,623.43 |
| | Non Capital | $ 330,530.50 | $ 54,704.46 | $ 44,839.73 | $ 320,665.77 |
| | Capital | $ 695,635.61 | $ 4,763.19 | $ 22,085.24 | $ 712,957.66 |
| April | Combined | $ 1,035,448.20 | $ 59,211.63 | $ 62,030.90 | $ 1,038,267.47 |
| | Non Capital | $ 320,665.77 | $ 5,047.11 | $ 41,560.70 | $ 357,179.36 |
| | Capital | $ 714,782.43 | $ 54,164.52 | $ 20,470.20 | $ 681,088.11 |
| May | Combined | $ 1,038,267.47 | | | $ 1,038,267.47 |
| | Non Capital | $ 357,179.36 | $ - | $ - | $ 357,179.36 |
| | Capital | $ 681,088.11 | | $ - | $ 681,088.11 |
| June | Combined | $ 1,038,267.47 | | | $ 1,038,267.47 |
| | Non Capital | $ 357,179.36 | $ - | $ - | $ 357,179.36 |
| | Capital | $ 681,088.11 | | $ - | $ 681,088.11 |
| **End of Year Combined** | | | | | |
| | Capital % | | | 33% | |

AGENDA ITEM NO.

2

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KSC

SUBJECT: NOVEMBER 2014 GENERAL MUNICIPAL ELECTION

DATE: MAY 27, 2014

ATTACHMENTS:

- Resolution No. 14-07
- Resolution No. 14-08
- Resolution No. 14-09

BACKGROUND/SUMMARY

The following three resolutions facilitate the City of Bishop General Municipal Election to be consolidated with the Statewide General Election scheduled on Tuesday, November 4, 2014 for the election of two Council Members. The terms for Jim Ellis and Keith Glidewell will be expiring.

1. Resolution No. 14-07 calls for the holding of a General Municipal Election to be consolidated with the Inyo County Statewide General Election on November 4, 2014.

2. Resolution No. 14-08 requests consolidation with the County. The consolidation process has been completed to combine city municipal elections with Inyo County elections. Since we are officially calling for the holding of our election, a request needs to be made for this specific election cycle.

3. Resolution No. 14-09 sets forth the candidate statement guidelines.

RECOMMENDATION

Review and if appropriate take action to adopt each resolution individually by title only in order to facilitate the General Municipal Election to be held November 4, 2014.

# RESOLUTION NO. 14-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 4, 2014 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

WHEREAS, under the provisions of the laws relating to General Law Cities in the State of California, a General Municipal Election shall be held on November 4, 2014 for the election of Municipal Officers; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BISHOP, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Bishop, California, on Tuesday, November 4, 2014 a General Municipal Election for the purpose of electing two Members of the City Council for the full term of four years.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the City Clerk is authorized, instructed and directed to coordinate with the County of Inyo Registrar-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls be closed, pursuant to Election Code § 10242, except as provided in § 14401 of the Elections Code of the State of California.

SECTION 5. That pursuant to Elections Code § 12310, a stipend for services for the persons named as precinct board members is fixed at the sum of $100 for each Inspector and $80 for each Clerk for the election.

SECTION 6. That in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 7. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 8. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 9. The City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

PASSED, APPROVED AND ADOPTED ON MAY 27, 2014.

_____
JIM ELLIS, MAYOR

ATTEST: Keith Caldwell, City Clerk

By: _____
Robin Picken, Assistant City Clerk

# RESOLUTION NO. 14-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF INYO TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 4, 2014 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE

WHEREAS, the City Council of the City of Bishop called a General Municipal Election to be held on November 4, 2014, for the purpose of the election of two Members of the City Council; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of Inyo canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BISHOP DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of Inyo is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General Election on Tuesday, November 4, 2014, for the purpose of the election of two Members of the City Council.

SECTION 2. That the County Election Department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

SECTION 3. That the Board of Supervisors is requested to issue instructions to the County Election Department to take any and all steps necessary for the holding of the consolidated election.

SECTION 4. That the City of Bishop recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

SECTION 5. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County Election Department of the County of Inyo.

SECTION 6. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED ON MAY 27, 2014.

_____
JIM ELLIS, MAYOR

ATTEST: Keith Caldwell, City Clerk

By: _____
Robin Picken, Assistant City Clerk

# RESOLUTION NO. 14-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 4, 2014

WHEREAS, §13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BISHOP, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. GENERAL PROVISIONS. That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Bishop on November 4, 2014, may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 4:30 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY

A. Pursuant to the Federal Voting Rights Act, candidates statements will be translated into all languages required by the county. At this time, the County of Inyo has no foreign language requirements.

B. The County will print and mail sample ballots and candidates statements to all voters in any foreign language requested as an option by the candidate.

SECTION 3. PAYMENT

A. Translations

1. The candidate shall be required to pay for the cost of translating the candidates statement into any foreign language that is <u>not required</u> as specified in Section 2 above, pursuant to federal and/or state law, but is requested as an option by the candidate.

B. Printing

1. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the voter pamphlet.

2. The candidate shall be required to pay for the cost of printing the candidate's statement in a foreign language requested by the candidate in the main voter pamphlet.

The City Clerk shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

SECTION 4. MISCELLANEOUS.

A. All translations shall be provided by professionally-certified translators.

B. The City Clerk shall allow upper and lower case and block paragraph form to the same extent and manner as allowed by the County.

C. The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

SECTION 5. ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the sample ballot package.

SECTION 6. That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 7. That all previous Resolutions establishing council policy on payment for candidates statements are repealed.

SECTION 8. That this Resolution shall apply at the next ensuing municipal election and at each municipal election after that time.

SECTION 9. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED ON MAY 27, 2014.

_____

JIM ELLIS, MAYOR

ATTEST: Keith Caldwell, City Clerk

By: _____

Robin Picken, Assistant City Clerk

AGENDA ITEM NO.

3

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KSC

**SUBJECT: APPOINT ACCOUNTING SECRETARY**

DATE: MAY 27, 2014

ATTACHEMENTS:

- Revised Job Description – Accounting Secretary

BACKGROUND/SUMMARY

For many years, the City employed a part-time office assistant to support both the Finance and Administration departments by performing a variety of general accounting and clerical duties. Since 2011, the City has employed two part-time office assistants, each working an average of 20 hours per week. In reevaluating our staffing needs, it has been determined that filling the vacant full-time Accounting Secretary position and eliminating the two part-time Office Assistant positions would better serve our needs and benefit the City with better consistency and efficiency in our day-to-day operations. It has also been determined that we can fill the role of Accounting Secretary with current City Staff.

Ms. Jana Currie, currently one of the part-time office assistants, has been a valuable part of the Finance and Administration team for three years. During this time, she has assumed additional accounting duties as the needs of the Finance Department have grown. She has more than proven that she possesses the skill sets required of this position and is eager to take on additional responsibilities.

In performing a budgetary impact analysis for the 2014-2015 fiscal year, the Finance Department can absorb the cost of this position and still remain below the adopted salary and benefit budget. This is due to the reduction of salary and benefit expenses of the recently hired Assistant Finance Director.

RECOMMENDATION

Council consideration to:

- Approve the revised Accounting Secretary job description.
- Appoint Jana Currie to Accounting Secretary effective June 1, 2014.

# CITY OF BISHOP
# ACCOUNTING SECRETARY

## DEFINITION

To perform responsible technical accounting and budget work in the preparation maintenance and processing of accounting records and financial transactions; and to perform a wide variety of responsible work in benefits administration.

## SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Finance Director.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Perform complex accounting and clerical duties within the City's computerized and manual accounting system.
- Prepare and monitor the City's payroll; audit time sheets and verify for accuracy; prepare payroll deductions; prepare and maintain a variety of related reports; prepare and meet with audit staff.
- Input payroll information into computer; generate the printing of checks.
- Maintain the City's journals and subsidiary ledgers, accounts receivable and payable and additional fiscal controls.
- Verify invoices for proper budget classification; verify availability of funds; input data regarding accounts payable to initiate preparation for payment.
- Gather and assemble data and prepare periodic and routine reports, accounting, finance, personnel and benefits matters; maintain a variety of records and files.
- Act as liaison for group insurance programs; process insurance and workers compensation claims; complete required forms.
- Enroll eligible personnel, prepare and maintain records, and check benefit allowances for employee benefit programs.
- Prepare bank deposits; process direct deposits made to bank from United States Treasury and receipt and post to proper account.
- Gather and assemble data and prepare periodic and routine reports; maintain a variety of records and files.

DRAFT

- Prepare records and monthly reports for annual audit.
- Prepare and process collection of delinquent accounts.
- Respond to employee inquiries regarding benefits eligibility entitlement and related concerns; assist employees in understanding benefit program policies and procedures.
- Assist in receiving and receipting business license and sewer and water service payments and answering questions in these areas.
- Assist office personnel on a variety of activities when needed; perform special projects and assignments as requested.
- Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- General governmental accounting principles, practices and procedures.
- Computerized data processing applications used in financial record keeping and report generation.
- Terminology, methods, techniques and practices of benefits administration.
- Modern office practices, procedures and equipment.

### Ability to:

- Perform responsible financial record keeping work; adhere to sound accounting practices and procedures.
- Understand, interpret and apply related laws, rules and regulations.
- Perform a variety of complex procedures in administering a municipal payroll system.
- Analyze data and draw sound conclusions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Experience:

Three years of increasingly responsible experience in the maintenance of financial, fiscal and benefits information and records, preferably in the public sector.

Training:

Equivalent to the completion of the twelfth grade. Additional training or college level course work in finance, accounting, personnel, business administration or a related field is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Approved by Council May 27, 2014

DRAFT

AGENDA ITEM NO.

4

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KC

**SUBJECT: APPROVE THE HIRE OF A PUBLIC WORKS INTERN**

DATE: MAY 27, 2014

ATTACHMENTS:

- Staff Memo

BACKGROUND/SUMMARY

The Public Works Department has had the opportunity, over the last few years, to recruit and hire very qualified interns that provide a tremendous service to the City. The most recent intern updated the City's Geographic Information System (GIS) and website as well as providing general support of the Public Works office.

The task awaiting the potential intern would be to further update GIS, help with analysis issues at the waste water treatment plant and provide support to office staff within Public Works.

Funds are currently budgeted for $4,500 from Water and Sewer programs and a total of $5,200 is budgeted from the same accounts for part-time seasonal employees.

RECOMMENDATION

City Council consideration of recruitment and hire of a Public Works Intern to work in the Public Works Department for 10 weeks beginning June 9, 2014. Funding will be made available through the Water and Sewer programs.

**To:** Keith Caldwell, City Administrator

**From:** David Grah, Director of Public Works

**Subject:** Approve the Hire of Public Works Intern

**Date:** 20 May 2014

**Funding:** Water and Sewer

**General:**
Public Works requests authorization to hire a Public Works Intern during the summer of 2014.

**Background:**
Over the last few years Public Works has had the opportunity to hire and work with interns in the Public Works office. The interns have provided excellent value to the city working on the city's Geographic Information System (GIS), water and sewer projects, and the city web site, as well as providing general support in the Public Works office.

There continues to be interest in the position from highly qualified individuals and three applications were recently received for employment over the summer of 2014. The three strong applicants were interviewed and the top candidate was identified. This candidate indicates he would accept the position if it was offered.

As was done in the past, it is anticipated the position would be filled on a task by task basis. It is proposed to hire the intern for tasks this summer for 32 hours per week for about 10 weeks starting 9 June 2014. The current intern wage is $10 per hour and it has been proposed to raise this to $13.25 per hour starting in the 2014/2015 fiscal year. At these wages this equates to about $4,500 funded equally from the water and sewer programs (Budget Line Items 004-050-51002 and 002-051-51002). A total of $5,200 is budgeted each year in each of water and sewer for part time employees. Part time employees include retired annuitants, commission members, and interns.

**Recommendation:**
Approve the recruitment of Public Works Intern for 10 weeks starting 9 June 2014 to be paid by the water and sewer programs.

AGENDA ITEM NO.

5

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KSC

**SUBJECT: WARREN STREET CONSTRUCTION PROJECT - WORK ORDER 3**

DATE: MAY 27, 2014

ATTACHMENTS:

- Staff Memo
- Draft Work Order 3 and Scope of Work – Warren Street Consultant Contract with Triad Holmes Associates

BACKGROUND/SUMMARY

Director Grah provides a background of the proposed Warren Street Improvement Project.

The project will reconstruct and improve the full length of Warren Street, and the blocks on six of the eight intersections between Main and Warren, if funding allows.

Summary of Work Orders:

- Work Order 1 – Environmental work; completed in 2013.
- Work Order 2 – Design of Project.
- Work Order 3 - Water and Sewer construction.

Water and sewer improvements are planned in conjunction with the street project as described in Director Grah's memo.

Cost for the water portion is expected to be around $200,000 and the sewer approximately $60,000. Engineering cost are up to 25% of this cost. All funding is through the Water and Sewer Programs.

RECOMMENDATION

Council consideration to approve:

1. The execution of Work Order 3 under the contract with Triad Holmes Associates for the Warren Street Improvement Project.
2. Authorize the expenditure not to exceed $58,500 under this Work Order and not to exceed $248,500 under the contract.

**To:** Keith Caldwell, City Administrator

**From:** David Grah, Director of Public Works

**Subject:** Approve Work Order 3 for Warren Street Consultant Contract

**Date:** 21 May 2014

**Previous:** 28 October 2011, 29 February 2012, 6 February 2013, 4 September 2013

**Funding:** Water and Sewer Capital Improvements

**General:**
Public Works proposes to execute the third Work Order under the consultant contract with Triad Holmes Associates for the Warren Street Improvements project. Work Order 3 is for engineering of water and sewer improvements related to the project.

**Background:**
The Warren Street Improvements project will reconstruct and improve the full length of Warren Street, and the blocks on six of the eight intersection streets between Main and Warren, if funding allows. The project will address deteriorated pavement, poor drainage, no or deteriorated curb and gutter, lack of sidewalk, curb returns not accessible to disabled, and lack of coherent and aesthetic theme.

Water and sewer improvements are planned in conjunction with the street improvement work. To avoid digging up the new street and to simplify Caltrans paperwork, it is proposed to construct the water and sewer improvements by a separate construction contract prior to the main construction of the Warren Street Improvements project.

To take advantage of economy-of-scale offered by a larger water and sewer project and to accomplish needed improvements, work in addition to the minimum that would be required for the Warren Street Improvements project is proposed. This additional work will make up most of the cost of the project and includes new water line on South Street and replacement water line on Academy. The new water line on South Street is to improve looping and water supply in the southern part of the city and the new water line on Academy is to replace an aging and undersized water line in the downtown area.

The water portion of the work is expected to cost about $200,000 to construct and the sewer portion of the work is expected to cost about $60,000 to construct. Engineering delivery services are expected to be up to an additional 25% of this cost.

Only portions of the proposed water and sewer work is included in the current budget, but the entire project is reflected in the budget changes Public Works presented to Finance staff 21 April. The water and sewer program cash balances are adequate to fund these improvements.

We received the attached proposal from Triad Holmes Associates, the consultant on the Warren Street Improvements project, for consultant services related to the water and sewer improvements. The structure of our contract with Triad for Warren Street is an overall contract with specific phases of work approved through work orders. The attached Work Order 3 has been prepared for the proposed water and sewer work. The value of previous approved Work Orders is $190,000.

**Recommendation:**

1. Approve the execution of Work Order 3 under the contract with Triad Holmes Associates for the Warren Street Improvements project..
2. Authorize the expenditure not to exceed $58,500 under this Work Order and $248,500 for the contract.

# Work Order 3

## Warren Street Improvements Project

**General**
This work order is under the agreement approved 12 March 2012 between the City of Bishop and Triad/Holmes Associates for the city's Warren Street Improvements project.

**Scope**
The scope of this work order is as described in the attached "Civil Engineering Services Proposal for Water and Sewer Improvements on Warren Street, South Street, and Academy Street" dated 6 May 2014.

**Cost**
The cost of the work under this work order shall be determined on a time and materials basis not to exceed $58,500.

**Schedule**
The work under this work order shall proceed so that included water and sewer improvements may be constructed in the fall of 2014.

**Agreed:**

| **City of Bishop** | | **Triad/Holmes Associates** | |
|---|---|---|---|
| By: | | By: | |
| Keith Caldwell<br>City Administrator | Date | Matt Schober | Date |

DRAFT

**triad/holmes associates**

06 MAY 2014

David Grah
Director of Public Works - City of Bishop
377 West Line Street, Bishop, California 93514
PH: 760.873.8458

**RE: Civil Engineering Services Proposal for:**
**Water and Sewer Improvements:**
**Warren Street , South Street and Academy Street**

Dear Mr. Grah:

Triad/Holmes Associates thanks you for considering us for the design of the water and sewer improvements on this project. This proposal includes the scope of work and a list of delivery products. We propose to have a set of Plans, Specifications and Estimate ready for bidding by July 2014. Our proposed basis of compensation is time and materials based on our current rate sheet attached. Also included is our estimated cost to deliver the project. We will use Sierra Geotechnical Services, Inc. (SGSI), for inspection and materials and compaction testing.

Please feel free to contact me regarding this proposal at (760) 873-4273 or mschober@thainc.com

Sincerely,
**triad/holmes associates**

Matthew S. Schober, P.E.

## Project Scope

**Water**

1. Abandon of 4 inch line on Warren north of Lagoon.
2. Construct 10 inch water line along West South Street between Main Street and Fowler. Connect to existing 10 stub at Main Street, connect to existing 4 inch at Warren Street with 10 inch by 4 inch cross with 4 valves, connect to existing 10 inch in Fowler with 10 inch T and 3 valves.
3. Place new fire hydrant at intersection of South and Fowler.
4. Replace existing fire hydrant 3 WAR 4 with new hydrant off of new 10 inch line on Warren. Locate hydrant on south side of Warren.
5. Replace 12 inch by 10 inch cross at Warren and Lagoon with new cross with one 12 inch valve, two 10 inch valves, and one 4 inch valve mounted on a 12 inch by 4 inch reducer. Remove valves WALA-S and WALA-N. Remove T where existing 4 inch line on Warren connects to existing 10 inch line on Lagoon.
6. Add a new fire hydrant near City parking Lot 12, midway between Lagoon and Line Street.
7. Abandon or remove valves WALI-N and WALI-S4 on 4 inch line at Line Street.
8. Probably as part of a separate and later water line replacement on West Line Street, replace connections between 8 inch, 12 inch, and 14 inch lines on Line Street with crosses with valves on all legs.
9. Replace hydrant 3 LIN 2.
10. Replaces valves WAW1-S and WAW1-N.
11. Connect 4 inch line on Church Street east of Warren to 14 inch line with a cross with 14 inch valves north, 4 inch valve east, and 8 inch valve west. Construct new 8 inch line west out of limits of pavement construction and cap.
12. Construct 8 inch water line on north side of Academy between Main and Fowler. Connect to existing 8 inch line on Fowler at Main Street. Connect to existing 14 inch line on Warren with 14 inch by 8 inch cross with 4 valves. Install 8 inch T with valves west and east and capped north at Hammond. Connect to existing 6 inch line in Fowler with 6 by 8 inch T and 3 valves. Remove 6 inch by 4 inch T at Fowler and abandon 4 inch line on Academy. Relocate hydrant at Academy and Main to accommodate a future archway.
13. Install new hydrant at Academy and Hammond.
14. Connect 8 inch line of Pine to 14 inch line on Warren with a 14 by 8 inch cross with valves on each leg.
15. Replace 90 at Warren and Elm with T with 14 inch valve south, 12 inch valve east, and no valve north. Construct new 8 inch line from new T and connect to east leg of existing T on north side of intersection. Abandon 8 inch steel line between existing T and valve MAWE-W8.
16. Replace all laterals on Warren. Construct new laterals on new main lines. Replace lateral to 625 North Main. Construct new laterals to proposed public restroom at west end of Talmage Park and to proposed drinking fountains at South, Church, and Academy. Construct new laterals for landscape irrigation.

**Sewer**

1. Remove existing manhole WA13 and construct new manhole WA13 east of existing manhole LA1 over connection between LA and WA lines.
2. Replace manhole LA1.

3. Consider constructing new sewer main under east sidewalk of Warren Street about 150 north of Lagoon Street in case new storm drain severs existing sewer laterals in this area.
4. Replace manhole WA17 and connect to sewer line east on Church as overflow and maintenance access.
5. Replace sewer main in Academy from about 155 feet east of Warren (easternmost lateral) to Warren and slope new sewer toward Warren. Construct manhole at new highpoint between new line flowing west and existing line flowing east.
6. Construct new lateral to proposed public restroom at west end of Talmage Park.

## Example Delivery Products

The following are the proposed delivery products for this project:

- Topographic survey.
- Preparation of Categorical Exemption.
- Detailed Plans, Specification and Estimate.
- Preparation of Bid Package.
- Construction Staking.
- Materials testing and inspection and compaction testing.
- Construction Contract Administration.
- Construction Records including as-builts and electronic files.

## Estimated Fees

| WATER AND SEWER IMPROVEMENTS ON WARREN STREET FROM SOUTH STREET TO ELM STREET; AND ON SOUTH AND ACADEMY STREETS FROM MAIN TO FOWLER | | |
|---|---|---|
| **Total Project Consulting Costs** | **$** | **58,500** |
| | | |
| **Preliminary Engineering (PE)** | **$** | **1,500** |
| Initial Project coordination and Preparation of Categorical Exemption | $ | 1,500 |
| | | |
| **Plans, Specifications and Estimate (PS&E)** | **$** | **42,000** |
| Topographic and boundary survey of South Street and Academy Street from Warren to Fowler including all utility covers, visible water service valves, curb face or edge of pavement and street centerline | $ | 4,000 |
| Plans, Specifications and Estimate (PS&E) for bidding and construction | $ | 38,000 |
| | | |
| **Construction Engineering (CE)** | **$** | **15,000** |
| Construction Staking including new waterline at 25' intervals; station and offset for hydrants and water service laterals; new sewer manholes | $ | 5,000 |
| Soils & Materials testing including compaction testing and asphalt concrete testing as performed by Sierra Geotechnical Services. | $ | 5,000 |
| Construction Management including on-site inspection, utility conflict resolution, coordination with contractor and City, and preparation of as-builts | $ | 5,000 |

triad/holmes associates
civil engineering
land surveying
mammoth lakes • bishop • redwood city
napa • san luis obispo

## Professional Fees Effective March 1, 2013

### Mammoth/Bishop Offices

| CATEGORY | | | HOURLY RATE |
|---|---|---|---|
| Engineering: | Principal | | $165.00 |
| | Senior | | $135.00 |
| | Staff | | $110.00 |
| Project Management: | Principal | | $145.00 |
| | Senior | | $135.00 |
| | Staff | | $110.00 |
| Hearings/Project Representation: | Principal | | $145.00 |
| | Senior | | $135.00 |
| | Staff | | $110.00 |
| Project Coordination: | Principal | | $145.00 |
| | Senior | | $135.00 |
| | Staff | | $95.00 |
| Legal Description: | Principal | | $145.00 |
| | Senior | | $135.00 |
| | Staff | | $105.00 |
| Calculation: | Principal | | $145.00 |
| | Senior | | $135.00 |
| | Staff | | $105.00 |
| Design: | Principal | | $145.00 |
| | Senior | | $135.00 |
| | Staff | | $105.00 |
| Boundary Determination: | Principal | | $145.00 |
| | Senior | | $135.00 |
| | Staff | | $110.00 |
| Boundary & Map Research: | | | $95.00 |
| Construction Supervision/Inspection: | Principal | | $145.00 |
| | Senior | | $135.00 |
| | Staff | | $110.00 |
| Drafting: | | | $87.00 |
| Survey: | | One-Man Crew: | $140.00 |
| | | Two-Man Crew: | $185.00 |
| | One-Man Crew (Prevailing Wage): | | $165.00 |
| | Two-Man Crew (Prevailing Wage): | | $235.00 |
| Clerical: | | | $52.00 |
| Travel Time: per hour mileage included | | | $120.00 |