



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.

MONDAY, JUNE 25, 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 Seguire
 - 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) Study Session – June 11, 2012
- (b) M.O.U. – City of Bishop and the Bishop Dog Park, Inc.
- (c) Request to surplus city and found property – BPD043-12
- (d) Request to surplus city property

FOR INFORMATION/FILING

Agendas

- (e) Planning Commission Meeting Cancellation Notice – June 26, 2012
- (f) Parks and Recreation Commission – June 20, 2012
- (g) Patrol Statistics – April/May 2011 and April/May 2012
- (h) Public Works Report – May 2012

Reports

NEW BUSINESS

- (3) NARROWBANDING EQUIPMENT PURCHASE – Council consideration to designate Nielsens Equipment as the sole source provider for purchasing equipment to complete the narrowbanding project – Police Department.
- (4) WAIVE HIRING FREEZE – Council consideration to waive the hiring freeze to fill a Part Time Communications Operator vacancy – Police Department.
- (5) EXTENSION OF WYE ROAD CALTRANS AGREEMENT – Council consideration to approve execution of the Re-Affirmation of Terms of Agreement to the first Caltrans agreement for the Wye Road Intersection Improvements Project – Public Works Department.
- (6) SCADA CONTRACT AMENDMENT – Council consideration to approve the execution of Amendment 4 to the contract with Stantec for the Bishop SCADA project enhancements and provide design work for both the Headworks and Tank projects – Public Works Department.
- (7) REQUEST TO GO TO BID – Council consideration to approve the advertisement for bids for waste disposal services for City-maintained properties – Community Services Department.
- (8) CONFERENCE VOTING DELEGATE – Council consideration to appoint the voting delegate and alternate for the Annual Business Meeting for the League Conference in September – Administration.
- (9) BUDGET ADJUSTMENTS/TRANSFERS – Council consideration to approve budget adjustments and transfers for Fiscal Year 2011-2012 through May 31, 2012 – Administration/Finance.

COUNCIL AND COMMITTEE REPORTS

CLOSED SESSION

- (10) CONFERENCE WITH LABOR NEGOTIATOR Keith Caldwell, City Administrator, pursuant to Government Code § 54957.6(a) – Bishop Police Officers Association and Mid-Management.

REPORT ON ACTIONS TAKEN IN CLOSED SESSION IF REQUIRED

ADJOURNMENT

Monday, July 9, 2012 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers
Monday, July 23, 2012 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers
Monday, August 13, 2012 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers
Monday, August 27, 2012 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers
Monday, September 10, 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

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MONDAY, JUNE 25, 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. Council on Campus / Community outreach meetings
2. Current 7:00 p.m. agenda items
3. Future agenda items
4. 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

CONFERENCE WITH LABOR NEGOTIATOR Keith Caldwell, City Administrator, pursuant to Government Code § 54957.6(a) – Bishop Police Officers Association and Mid-Management

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

AGENDA PLANNING FOR UPCOMING MEETINGS

MON – JULY 9, 2012 MEETINGS

4:00 PM

- Closed Session - PERSONNEL – Pursuant to Government Code Section 54957(b)(1), the City Council will meet in closed session to conduct Public Employee Performance Evaluations – Titles: Fire Chief, Police Chief, Public Works Director/City Engineer, and City Administrator/Community Services Director.

7:00 PM

- Quarterly Citizen Award – Dick Noles
- Broadband agreement for Digital 395

MON – JULY 23, 2012 MEETINGS

4:00 PM

7:00 PM

MON – DECEMBER 10, 2012 MEETINGS

4:00 PM

7:00 PM

- Resolution declaring the results of the November 6, 2012 election for 3 councilmembers and City Treasurer
- Certificates of election / Oath of Office
- Selection of Mayor and Mayor Pro Tem

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR

KSC

SUBJECT: DEPARTMENT HEAD UPDATES

DATE: JUNE 25, 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.

CITY OF BISHOP
CITY COUNCIL STUDY SESSION MINUTES
JUNE 11, 2012

CALL TO ORDER	Mayor Stottlemyre called the meeting to order at 4:03 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 Cheryl Solesbee, Accounting Secretary/Budget Manager Peter Tracy, City Attorney 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: <ol style="list-style-type: none"> 1. Quarterly Citizen Award 2. Skate Park 3. Digital 395 – California Broadband Access Agreement 4. Set date for follow-up evaluations 5. Current 7:00 p.m. agenda items 6. Future agenda items 7. Department Head Reports as needed
COUNCIL DISCUSSION	Council Members gave committee reports, community announcements and/or made comments or inquiries to staff. No action was taken.
CLOSED SESSION	At 5:00 p.m. the Mayor recessed to closed session as agendized: <ol style="list-style-type: none"> 1. LITIGATION pursuant to Government Code § 54956.9 – one case. 2. Conference with Labor Negotiator Keith Caldwell, City Administrator, pursuant to Government Code § 54957.6(a) – Bishop Employees Association, Bishop Police Officers Association, Mid-Management and Management.

RECONVENE TO OPEN
SESSION

At 5:50 p.m. the Mayor reconvened the meeting to open session. The City Administrator announced that no action was taken by the Council on the potential litigation.

Action taken in closed session was announced by the City Administrator as follows:

On a motion by Mayor Pro Te Cullen, the Council voted 5-0 to ratify the Memorandum of Understanding between the City of Bishop and the Bishop Employees Association (miscellaneous group) for Fiscal Years 2012-2013, 2013-2014 and 2014-2015. The following summary of the M.O.U. was read:

CITY OF BISHOP
MISCELLANEOUS EMPLOYEES NEGOTIATIONS SUMMARY

1. Three-year agreement effective July 1, 2012 through June 30, 2015.
2. There is no cost of living adjustment for fiscal year beginning July 1, 2012. A 1% cost of living adjustment will be made on July 1st of fiscal years 2013 and 2014.
3. New employees hired after June 30, 2012 will not be eligible for the PARS 1% supplemental retirement plan.
4. The City will pay 90% and the employee will pay 10% of medical insurance costs.
5. Employee incentive pay will be capped at 12%. Those employees with incentives more than 12% will be held at their current accumulation.
6. The City will add one floating holiday.
7. The City will provide a one-time salary adjustment for the listed earned certifications: \$1,000 certified pesticides applicator, certified pool operator, playground safety inspector, and shorthand premium; \$500 notary public.
8. Employees, spouses and children will be allowed to participate in City recreational programs at no cost on a space-available process only.
9. The City's Wellness Program will be modified to include eligibility for the members at 50% of the annual cost up to a maximum of \$200 per year at the following local fitness centers: Bishop Fitness Center, Crossfit Bishop, Curves, and Pilates Studio.

10. Family Sick Leave will be increased to 96 hours per fiscal year. When used, the time will be deducted from the employee's accrued sick leave.
11. Bereavement Leave – The definition of "Immediate Family" will be changed to include grandmother and grandfather.
12. The City agrees to maintain and incur the costs of the present benefit packages which include health insurance as defined, employees' portion of contribution to PERS retirement, PARS retirement benefit for existing employees hired prior to June 30, 2012, dental insurance, vision care, disability insurance, 2% voluntary deferred compensation match, and Longevity Pay.

On a motion by Councilmember Smith, the Council voted 5-0 to ratify the Memorandum of Understanding between the City of Bishop and the Management Group for Fiscal Years 2012-2013, 2013-2014 and 2014-2015. The following summary of the M.O.U. was read:

CITY OF BISHOP
MANAGEMENT NEGOTIATIONS SUMMARY
INCLUDES ALL DEPARTMENT HEADS

1. Three-year agreement effective July 1, 2012 through June 30, 2015.
2. There is no cost of living adjustment for fiscal year beginning July 1, 2012. A 1% cost of living adjustment will be made on July 1st of fiscal years 2013 and 2014.
3. New employees hired after June 30, 2012 will not be eligible for the PARS 1% supplemental retirement plan. This affects the positions of Public Works Director and Community Services Director as the PARS plan is not available to the Police and Fire Chief positions.
4. The City will pay 90% and the employee will pay 10% of medical insurance costs.
5. Employees, spouses and children will be allowed to participate in City recreational programs at no cost on a space-available process only.
6. The City's Wellness Program will be modified to include eligibility for the members at 75% of the annual cost up to a maximum of \$300 per year at the following local fitness

centers: Bishop Fitness Center, Crossfit Bishop, Curves, and Pilates Studio.

7. Family Sick Leave will be increased to 96 hours per fiscal year. When used, the time will be deducted from the employee's accrued sick leave.
8. Bereavement Leave – The definition of "Immediate Family" will be changed to include grandmother and grandfather.
9. The position of Fire Chief will be eligible for the 2% voluntary deferred compensation match.
10. The City agrees to maintain and incur the costs of the present benefit packages which include health insurance as defined, employees' portion of contribution to PERS retirement, PARS retirement benefit for existing eligible employees hired prior to June 30, 2012, dental insurance, vision care, disability insurance, and 2% voluntary deferred compensation match.

On a motion by Mayor Pro Tem Cullen, the Council voted 5-0 to ratify the Memorandum of Understanding between the City of Bishop and the City Administrator for Fiscal Years 2012-2013, 2013-2014 and 2014-2015. The following summary of the M.O.U. was read:

CITY OF BISHOP

CITY ADMINISTRATOR NEGOTIATIONS SUMMARY

1. Three-year agreement effective July 1, 2012 through June 30, 2015.
2. There is no cost of living adjustment for fiscal year beginning July 1, 2012. A 1% cost of living adjustment will be made on July 1st of fiscal years 2013 and 2014.
3. New employees hired after June 30, 2012 will not be eligible for the PARS 1% supplemental retirement plan.
4. The City will pay 90% and the employee will pay 10% of medical insurance costs.
5. Employee, spouse and children will be allowed to participate in City recreational programs at no cost on a space-available process only.
6. The City's Wellness Program will be modified to include eligibility for the City Administrator at 75% of the annual cost up to a maximum of \$300 per year at the following local

fitness centers: Bishop Fitness Center, Crossfit Bishop, Curves, and Pilates Studio.

7. Family Sick Leave will be increased to 96 hours per fiscal year. When used, the time will be deducted from the employee's accrued sick leave.
8. Bereavement Leave – The definition of "Immediate Family" will be changed to include grandmother and grandfather.
9. The City agrees to maintain and incur the costs of the present benefit package which includes health insurance as defined, employees' portion of contribution to PERS retirement, PARS retirement benefit for existing eligible employee hired prior to June 30, 2012, dental insurance, vision care, disability insurance, and 2% voluntary deferred compensation match.

It was announced that negotiations with the Mid-Management Group and the Bishop Police Officers Association are on-going.

ADJOURNMENT

The Mayor adjourned the meeting at 5:55 p.m. to the regular City Council meeting scheduled at 7:00 p.m.

DAVID STOTTLEMYRE, MAYOR

ATTEST: Keith Caldwell, City Clerk

By: _____
Denise Gillespie, Assistant City Clerk

(b)

**CITY OF BISHOP, CALIFORNIA
MEMORANDUM OF UNDERSTANDING**

This Agreement made and entered into this 26 day of June, 2012, at Bishop, Inyo County, California, by and between The City of Bishop, a municipal corporation ("City") and the Bishop Dog Park, Inc., a California nonprofit corporation ("BDP").

WITNESSETH

WHEREAS, it is a mission of the City, through its Community Services Department, to enrich the lives of our citizens through the stewardship of the city's natural resources, and the efficient and responsive provision of quality leisure opportunities, experiences, and partnerships; and

WHEREAS, a diversity of well-maintained facilities for outdoor recreational pursuits is key to the Community Services Department's ability to serve the citizens of the greater Bishop area; and

WHEREAS, BDP was established in 2012 for the sole purpose of assisting the City Community Services Department with the creation of an off-leash dog area, associated amenities, programs, and volunteerism at the Bishop City Park ("Dog Park"); and

WHEREAS, the City Community Services Department and BDP are willing to cooperate to provide high quality facilities, volunteer opportunities, and special events and programs for the benefit of the citizens of the greater Bishop area; and

WHEREAS, the City Community Services desires that the nonprofit BDP donate financial proceeds, goods, and/or services to advance the City Community Services Department's purposes, objectives and endeavors which would otherwise result in increased costs to the taxpayer; and

WHEREAS, the purpose and intent of this Agreement is to establish responsibilities and roles of the City and the BDP, and which will ensure efficient and effective communications and support for the Dog Park.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, the receipt and sufficiency of such consideration being hereby acknowledged, the parties hereby agree as follows:

1. City Responsibilities.

City, through the Community Services Department, shall:

- (a) Have exclusive operational control of the Bishop City Park, including the Dog Park and all buildings and all related equipment, furniture and fixtures, together with all other associated buildings, parking lots, and other physical appurtenances embodied in the use of the Dog Park, together with all program functions.
- (b) Establish, receive and administer pursuant to City accounting policies all rentals, fees, or charges related to use of the Dog Park. City shall provide such staff support for operation of the Dog Park as it shall deem necessary in its sole discretion.
- (c) Designate an employee or employees to serve as a liaison to BDP and provide information and consult in a timely manner about operations of the Dog Park and plans for future programming and

projects related to the Dog Park, consulting services, technical expertise, and professional assistance/participation. Such staff representative shall convey to the Director of the Community Services Department any recommendations made by the BDP with respect to the operation and management of the Dog Park.

(d) Make space available at the Park/City Hall for meetings and administrative functions of the BDP.

2. BDP's Responsibilities.

BDP shall:

(a) Act in an advisory capacity to City in promoting, aiding, encouraging use and appreciation of the Dog Park.

(b) Act in an advisory capacity to City in the planning, maintenance, development and operation of the Dog Park.

(c) Formulate and recommend to City general policies related to the purposes of the Dog Park, and recommendations of by-laws, rules and regulations.

(d) Prepare annual financial statements to be submitted to City annually.

(e) Make recommendations on the development and planning of the Dog Park facility and programs.

(f) Undertake such fundraising activities and provide financial support to benefit the Dog Park and its operations as the BDP, in its discretion, deems appropriate.

(g) Maintain nonprofit and tax-exempt status under applicable California and Federal laws and regulations, including but not limited to, retaining federal non-profit status under IRC section 26 U.S.C. 501(c) (3). This Agreement will automatically terminate if nonprofit status is lost.

3. Amendment. This agreement may be amended from time to time upon the mutual agreement of the parties hereto.

4. Early Without-Cause Termination. This Agreement may be terminated early without-cause by either party by providing sixty (60) days prior written notice to the other party.

5. Duration. Except as provided in paragraph 4 above, this Agreement shall remain in effect for a period of five years.

6. For-Cause Termination. City reserves the right to terminate this Agreement, or any part thereof, for- cause without the necessity of any legal process by giving BDP sixty (60) days prior written notice. Before any for-cause termination, City will hold a meeting with the BDP to discuss reasons for termination.

6. Binding Effect. This Agreement contains the entire understanding of the parties hereto, and all prior discussions or correspondence between the parties with respect to the subject matter of this Agreement are merged into this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on this 26 day of June, 2012.

CITY OF BISHOP

BY: _____
Mayor

ATTEST: _____
City Clerk

BISHOP DOG PARK, INC.

BY: *Calder M. Reid*
President

ATTEST: *Deanna Murphy*
Secretary

(c)

**Bishop Police Department
Interoffice Memorandum**

Date: 05/25/12

BPD Memo Log# BPD043-12

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
N/A	Louroe-Audio Box	191063	N/A	N/A
N/A	Sanyo-DSR 2004	N7100664	N/A	N/A
N/A	Poly View Monitor	N/A	N/A	N/A
N/A	K-9 Vehicle Cage	N/A	N/A	N/A
12-0230	Specialized HardRock Bike (Bike will not be given to IMAH until after Dispo date)	P8HGN0308	8282/1	07/01/12



Chris Carter, Chief of Police

Date 6-19-12

TO: CITY COUNCIL

FROM: DENISE GILLESPIE, ASSISTANT CITY CLERK *dg*

SUBJECT: REQUEST TO SURPLUS CITY PROPERTY – PUBLIC WORKS

DATE: JUNE 25, 2012

Attachments: Surplus List

BACKGROUND/SUMMARY

Attached is a list of city property which includes equipment that is obsolete or surplus to the needs of the City. The equipment that is non-operable will be disposed. Any relevant items will be turned over to the Property Bureau program for on-line sale. The City will receive a percentage of the proceeds after the sale.

RECOMMENDATION

Review the request to surplus the designated property, declare the items surplus to the needs of the City, and authorize the City Administrator to dispose of the property in a manner best suited.

**PUBLIC WORKS
SURPLUS**

BRAND NAME	DESCRIPTION	SERIAL #	CITY TAG #
Swintec	Typewriter-7000	date code 9704	1314
Okidata Microline	Printer320	804B2155876	1316
Hewlett-Parkard	Design Jet 600 Plotter	USC3500397	
Wilson	Radio	305-A43354	115
RS	Ceramic Heater	21011	
Dell	Keyboard	D P/N 04N454	1342
Harman/Kardon	Computer Speakers		1337
Harman/Kardon	Computer Speakers		1343
Hewlett-Parkard	Laser Jet Printer	JPBGM03423	
Dell	Computer	1JPD1Z1	
Meridian	Phone	NT8B20SF-35	
Epson	FX890 Printer	E8BY038170	1370

RECEIVED

JUN 20 2012

CITY OF BISHOP

(e)

**City of Bishop
Planning Commission**

There will be no Planning Commission Meeting

June 26, 2012

The next regularly scheduled meeting will be

July 31, 2012

**Bishop City Council Chambers
301 West Line Street
Bishop, CA 93514
760/873-8458**

(f)

AGENDA

CITY OF BISHOP
PARKS AND RECREATION
COMMISSION MEETING

June 20, 2012 at 12:00 p.m.
City Park
700 N. Main St., Bishop, California

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

The Minutes of May 23, 2012, Parks and Recreation
Commission Meeting

PUBLIC COMMENT

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CORRESPONDENCE

OLD BUSINESS

Dog Park Update

NEW BUSINESS

James Wiley, Proposal for Kmart Building

STAFF REPORT

- 1. Programs Update
- 2. Facilities Update

NEW BUSINESS
ITEMS FROM THE
COMMISSION

ADJOURNMENT

Meeting is scheduled to adjourn until Wednesday, July 25, 2012
at 5:15 in the City Council Chambers.

**BISHOP POLICE DEPARTMENT****PATROL STATISTICS****REPORTING PERIOD: 04/01/2011 - 05/31/2011**

06/12/2012

Statistic	Count
Total Incidents	2625
Calls for Service	1204
Officer Initiated Incidents	1421
Traffic Stops	523
Other OIA Incidents	898
Bus/Building checks	38
Veh/Ped Check	77
Total Officer Reports	186
Accident	9
Criminal Accident	0
Felony	23
Information	89
Infraction	1
Misdemeanor	64
Unclassified Reports	0
Total Misdemeanor & Felony Arrests	50
Misdemeanor Arrests	36
Felony Arrests	14
Total Citations	310
BISHOP MUNI CODE	68
FELONY	4
Infraction	132
Misdemeanor	28
Moving Vehicle	2
Parking	62
Unclassified	14
FIs	0

(9)

4-5/2011



BISHOP POLICE DEPARTMENT

PATROL STATISTICS REPORTING PERIOD: 04/01/2012 - 05/31/2012

06/12/2012

Statistic	Count
Total Incidents	2856
Calls for Service	1240
Officer Initiated Incidents	1616
Traffic Stops	426
Other OIA Incidents	1190
Bus/Building checks	37
Veh/Ped Check	72
Total Officer Reports	191
Accident	8
Criminal Accident	3
Felony	20
Information	74
Infraction	5
Misdemeanor	80
Unclassified Reports	1
Total Misdemeanor & Felony Arrests	54
Misdemeanor Arrests	44
Felony Arrests	10
Total Citations	249
BISHOP MUNI CODE	45
FELONY	2
Infraction	112
Misdemeanor	35
Parking	48
Unclassified	7
FIs	1

4-5/2012

(h)



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

May 2012

Water

1. Prepared the 2011 Consumer Confidence Report. Report will be mailed to all water consumers by June 30. The report and reports for past years will be available on line at the City's website.
2. Performed semi-annual service to all wells.
3. Completed annual testing of Backflow Valves within the city. This year we found 10 failed residential valves and 5 failed commercial valves. The residential valves that were simple fixes were repaired by the City of Bishop.
4. Completed Chromium-6 sampling of Wells 2 and 4. No Chromium-6 was detected in either well.
5. Continued work with Resource Concepts Inc. to design a solution to keep the 12 inch main full between Well 4 and the storage tank.
6. Stantec continues to work on SCADA.
7. Performed grounds maintenance at Wells 2 and 4 as well as at the tank site.
8. Took monthly readings of all water meters.
9. Took routine bacteria samples.
10. Opened bids for the Church Street Water Line Replacement project.
11. Met with representatives of the Joseph Trust regarding the Wye Road Intersection Improvements project.

Sewer

1. Council approved the contract with RO Anderson for the design of the trunk line replacement from the east end of Clarke Street under the Bishop Creek Canal to the Waste Water Treatment Plant.
2. City assisted RO Anderson with the digging of 5 test pits along the alignment of the new trunk line project. This work will assist with the geotechnical report.
3. During sewer main video operations a manhole was discovered at the west end of Short Street just east of South Main Street. City forces exposed manhole and raised cover to grade.

4. Steve Harris of H&S Environmental completed an evaluation of our sewer ponds. He has provided us with a report of findings and suggested operational changes to better our ponds. These suggestions will assist us in the removal of BOD and Ammonia.
5. Began 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.
6. Cleaned all sewer mains under Main Street and West Line Street.
7. Potholed and identified locations for two new manholes in Church Street from North Fowler to end of line.
8. Made modifications to discharge point of Pond 3 to enhance sampling.
9. SCADA work continues.
10. Cleaned grit drying beds.
11. Performed grounds maintenance at the Waste Water Treatment Plant.
12. Made routine inspections of grease interceptors.
13. Performed routine main line cleaning in trouble areas.
14. Continued very slow work with consultant on Headworks project.

Streets

1. Removed weeds and debris and performed needed maintenance to city parking lots in preparation of the Mule Days celebration.
2. Removed weeds from the entire length of South Street along the south shoulder.
3. Provided weed control on city streets, alleys and parking lots.
4. Raised various survey monument boxes to grade and poured surrounds in city streets.
5. Patched various potholes in city streets.
6. Held first public meeting for the Warren Street Improvements project.
7. Held first meeting of the Warren Street Improvements project Focus Group.
8. Reviewed Seibu to School project with environmental consultant staff.
9. Participated in Inyo Local Transportation Commission meeting.
10. Issued an encroachment permit for Mule Days activities that take part on city streets.

11. Worked with the Bishop Tree Committee on an update to the list of trees approved for use on city streets.

Miscellaneous

1. Provided traffic control for the Mule Days parade.
2. Installed three "RV Parking" signs within the City Park.
3. Provided weekly Tail Gate Safety for the Public Works crew.
4. Provided cones and barricades to Laws Railroad Museum for the swap meet.
5. Provided cones and barricades to the Bishop High Sierra Ultramarathon event.
6. Assisted the California Highway Patrol and Bishop Union High School with the closure of West Pine Street. The closure was done so they could have the "every 15 Minutes" program.
7. Hauled trash and debris from Fowler Pit to the Sunland Landfill.
8. Attended dedication ceremony for the Bishop Paiute Tribe's fish ponds and paths in their Conservation and Open Space Area (COSA).
9. Met with Digital 395 about details of building access.
10. Attended webinar regarding AB 341 that deals with mandatory recycling.
11. Attended online Building Permit presentation.
12. Worked to resolve error on the City of Bishop Control Survey Record of Survey.
13. Worked with Eastern Sierra Energy Foundation to develop an Energy Action Plan for the city.
14. Enplan continued work on the update to the city Geographic Information System.

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KJC*

**SUBJECT: DESIGNATION OF SOLE SOURCE PROVIDER FOR NARROWBANDING
EQUIPMENT- POLICE DEPARTMENT**

DATE: JUNE 25, 2012

Attachments: Staff Memo
Price Quote from Nielsens Equipment

BACKGROUND/SUMMARY

The Police Department is moving forward with the FCC requirements for narrowbanding. As part of that process, new equipment to complete the project must be purchased as needed, programmed and installed.

The Police Chief is requesting a local sole source provider capable of providing compatible equipment and experienced service be designated. Additional costs are estimated at \$5,000.

RECOMMENDATION

Council consideration to take action pursuant to Bishop Municipal Code Section 3.24.200 C. to designate Nielsens Equipment of Mammoth Lakes as the sole source provider for purchasing equipment, service and installation for the Police Department narrowbanding project.



BISHOP POLICE DEPARTMENT

207 W. Line St.
Bishop, CA 93514
760-873-5866

To: Bishop City Council via Mr. Keith Caldwell- City Administrator

From: Chris Carter-Chief of Police 

Date: June 14, 2012

Subject: Request for Exception to Open Market Purchase- Designation of Sole Source

In accordance with Section 3.24.200 of the Bishop Municipal Code, I am requesting an exception to the Open Market/Bidding Procedure for the completion of the FCC mandated "narrowbanding" project and purchase/installation of necessary equipment.

As Council is aware, the FCC has mandated that all Public Safety Agencies migrate from their current radio frequency into a specified range or "narrowband". In accordance with that mandate, all agencies in Inyo County have been coordinating their efforts. As Council is also aware, we recently awarded a bid to Mr. John Nielsen of Nielsen's Equipment of Mammoth Lakes for the purchase of portable radios. In addition to these portable radios, we will need to make further purchase of equipment for our "base" station and have this equipment programmed and installed. This project will be completed in phases as equipment needs are established, ordered, programmed and installed. I estimate the additional costs of completion to be approximately \$5000.00

As Nielsen's Equipment is the only local authorized service center for most of our existing equipment and as he has consistently demonstrated competitive pricing, I am requesting that the Council grant and exception to the Open Market requirements of the City's purchasing ordinance and designate Nielsen's Equipment as a "sole source" for the purposes of completing the Narrowbanding Project of the Bishop Police Department.

I am available at your convenience should you have questions or wish to discuss this request further.

NIELSENS EQUIPMENT
MAINTENANCE
P.O. BOX 8615
MAMMOTH LAKES, CA.
93546

Estimate

DATE ESTIMATE NO.
6/11/2012 27

NAME / ADDRESS

BISHOP POLICE
207 W. LINE ST.
BISHOP, CA. 93514

PROJECT

DESCRIPTION	QTY	RATE	TOTAL
KENWOOD TK7360HVK MOBILE RADIO	1	465.00	465.00
KPS-15 POWER SUPPLY WITH HOOD	1	210.00	210.00
CONFIGURE FOR BACKUP RADIOS WITH FIRE PAGE ENCODE	1	175.00	175.00
Sales Tax		7.75%	52.31

PHASE II

TOTAL \$902.31

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KAC*

SUBJECT: **WAIVE HIRING FREEZE – PART TIME COMMUNICATIONS OPERATOR**

DATE: JUNE 25, 2012

Attachments: Staff Memo

BACKGROUND/SUMMARY

In order to continue to provide the needed levels of service while also keeping overtime costs down, the Police Department is requesting Council approve waiving the hiring freeze in order to advertise and hire a part time Communication Operator to fill the vacancy created by a resignation.

RECOMMENDATION

Council consideration to waive the hiring freeze, advertise and fill one part time Communications Operator position.



BISHOP POLICE DEPARTMENT

207 W. Line St.
Bishop, CA 93514
760-873-5866

Chris Carter, Chief of Police

To: Members of the Bishop City Council via
Mr. Keith Caldwell, City Administrator

From: Chris Carter, Chief of Police 

Date: June 12, 2012

Subject: Request to Waive Hiring Freeze to fill Communications Operator Vacancy
Part Time

In January of 2012 I requested permission to fill a Part-Time Communications Operator vacancy within the Police Department. Council granted permission and we hired someone to fill the vacancy. Unfortunately, this person was unable to fulfill the requirements of the position and subsequently resigned. This part time position has been vacant since April. We have since advertised, tested, and interviewed a new group of applicants and are prepared to move forward with filling this position. I am therefore requesting permission from the Council to lift the hiring freeze and allow me to fill the position of Part Time Communications Operator.

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KJC*

SUBJECT: Approve Extension of First Wye Road Caltrans Agreement

DATE: June 25, 2012

Attachments: Staff Memo
Re-Affirmation of Terms Agreement No. 09-0275

BACKGROUND/SUMMARY

Director Grah has provided a detailed background to the requested Re-Affirmation of Terms Agreement with Caltrans.

If approved, the Re-Affirmation of Terms Agreement would extend the first agreement with Caltrans through the completion of the project.

RECOMMENDATION

Council considers the execution of the Re-Affirmation of Terms Agreement to the first Caltrans Agreement for the Wye Road Intersection Improvement project.



To: Keith Caldwell, City Administrator KSC 
From: David Grah, Director of Public Works
Subject: Approve Extension of First Wye Road Caltrans Agreement
Date: 18 June 2012
Previous: 17 February 2006, 14 August 2007, 2 September 2008, 21 January 2009,
10 April 2009, 19 April 2011, 12 August 2011, 8 May 2012
Funding: Wye Road Intersection Improvement Funds

General:

The first agreement with Caltrans for funding the Wye Road Intersection Improvement project has expired and needs to be extended.

Background:

Caltrans has contributed most of the money to construct the Wye Road Intersection Improvements project through two agreements that Caltrans calls Cooperative Agreements. The agreements had limited terms and, because of delays acquiring right of way necessary to construct the project, the agreements need to be extended.

Amendment 1 to the second agreement has already been approved to extend that agreement. Because the first agreement had expired prior to being extended, an amendment was not the appropriate document to extend the agreement. Caltrans has provided the attached Re-Affirmation of Terms of Agreement to extend the first agreement to last until the project is finally complete. Caltrans calls the first agreement Cooperative Agreement 09-0275.

Recommendation:

That the City Council approve the execution of the attached Re-Affirmation of Terms of Agreement to the first Caltrans agreement for the Wye Road Intersection Improvements project.

RE-AFFIRMATION OF TERMS OF AGREEMENT NO. 09-0275

THIS RE-AFFIRMATION OF TERMS OF AGREEMENT (REAFFIRMATION), ENTERED INTO EFFECTIVE ON _____, 2012 is between the STATE OF CALIFORNIA, acting by and through its Department of Transportation, referred to herein as "STATE", and the

CITY OF BISHOP, a body politic and a municipal corporation of the State of California, referred to herein as "CITY".

RECITALS

1. The parties hereto entered into an Cooperative Agreement No. 09-0275 on September 11, 2008 defining the terms and conditions of a project upgrade and reconstruct certain portions of the intersection, at Wye Road and US 6/North Main Street, referred to herein as "PROJECT".
2. PROJECT was not completed prior to the termination date as stated in AGREEMENT.
3. AGREEMENT expired on June 30, 2011 and the terms and conditions of AGREEMENT are herein revived by PARTIES by reaffirming their right, liabilities and obligations assumed under AGREEMENT.

IT IS THEREFORE MUTUALLY AGREED

1. The termination date specified in Section III, Article 27, of the Agreement is replaced in its entirety to read as follows:

"This Agreement will terminate upon completion of PROJECT that all parties have met all scope, cost, and schedule commitments included in this Agreement and have signed a cooperative agreement closure statement, which is a document signed by parties that verifies the completion of PROJECT.

However all indemnification, document, retention, audit, claims, environmental commitment, legal challenge, hazardous material, operation, maintenance and ownership articles will remain in effect until terminated or modified in writing by mutual agreement."

2. All other terms and conditions of AGREEMENT are herein incorporated by reference and reaffirmed by PARTIES.
3. PARTIES also ratify herein PARTIES' actions during the period from June 30, 2011 to the date of execution of this REAFFIRMATION.

4. PARTIES empowered by Street and Highways Code section 114 & 130 to enter into AGREEMENT have delegated to their undersigned authority on behalf of the respective agencies and covenants and have followed all the necessary legal requirements to validly execute this REAFFIRMATION.

SIGNATURES

PARTIES declare that:

1. Each PARTY is an authorized legal entity under California state law.
2. Each PARTY has the authority to enter into this agreement.
3. The people signing this agreement have the authority to do so on behalf of their public agencies.

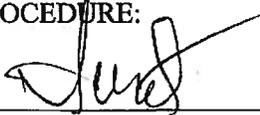
STATE OF CALIFORNIA
Department of Transportation

CITY OF BISHOP

THOMAS P. HALLENBECK
District 9 Director

KEITH CALDWELL
CITY Administrator

APPROVED AS TO FORM AND
PROCEDURE:



Attorney
Department of Transportation

Attorney (or Counsel)

CERTIFIED AS TO FUNDS:



District Budget Manager

CERTIFIED AS TO PROCEDURE:



Accounting Administrator

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KJC*

SUBJECT: SCADA Contract Amendment 4

DATE: June 25, 2012

Attachments: Staff Memo
SCADA (Supervisory Control and Data Acquisition) Contract Amendment 4
Probable Cost (Per Task) Spread Sheet.

BACKGROUND/SUMMARY

SCADA provides the City with automated control and monitoring capability of important aspects to the sewer and water systems based on remote operator action.

This amendment will provide the enhancements and design efforts for communication associated to the Headworks and Well 4 tank projects and also will add a means to measure flow and cycles at the Johnston Drive Lift Station. The scope of work for Amendment 4 has been detailed in the attached contract.

The cost of the Amendment 4 is \$31,799 and all work is budgeted through the Water and Sewer Capital Improvement line items.

RECOMMENDATION

Council considers the execution of Amendment 4 to the contract with Stantec Incorporated for the Bishop SCADA project with a total not to exceed cost of \$210,154.



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

To: Keith Caldwell, City Administrator *KAC*
From: Deston Dishion, Public Works Superintendent
Subject: SCADA Contract Amendment 4
Date: 7 June 2012
Previous: 20 October 2010, 31 August 2010, 2 March 2010, 3 September 2009,
1 November 2011
Funding: Water Capital Improvements, 004-050-56027

General:

The fourth amendment to the SCADA contract with Stantec Incorporated covering the enhancement of the existing SCADA and the additional support associated with the Headworks and Well 4 tank projects.

Background:

Supervisory Control and Data Acquisition (SCADA) automates the monitoring and control of important aspects of the water and sewer systems based on remote operator action. For example, with SCADA, authorized staff is able to monitor and control the production wells from the office or from home. Before SCADA the only way to do this is for staff to visit the well sites. Generally speaking, the SCADA is anticipated to improve the efficiency, effectiveness, and durability of the city's water system through the use of current technology and automation.

In March 2010 the city entered a contract with Ecologic to implement SCADA for its water system. Ecologic was subsequently acquired by Stantec Incorporated and work under the contract is continuing with Stantec. The contract was amended in August and October 2010. Together these amendments dealt with a radio frequency change required by the Federal Communication Commission, added a flow meter on the outlet of the water storage tank, and added SCADA to the Johnston Drive Lift Station and the Waste Water Treatment Plant. The contract was amended again in November of 2011 to include the implementation of SCADA to Well 1.

This amendment will cover the costs to enhance the current SCADA system. At the time of the original contract the Public Works Department had very little knowledge of what SCADA could provide therefore the contract covered only the most basic equipment and technology. After implementation we have found features that will enhance the

department's ability to operate both water and sewer systems more efficiently and better meet the State's reporting requirements.

The second and fourth items will be for design efforts for communications associated with the Headworks upgrade project and the Well 4 tank project.

Lastly the third item will cover additional monitoring and equipment needed to monitor the Johnston Drive Lift Station. Currently there is no means of measuring flow or cycles at this site.

Each of these items are covered in detail in the attached scope of work provided by Stantec.

Costs and Funding:

SCADA costs and funding are proposed as shown below. Since the complete water storage tank is not being implemented, costs for the project are expected to be much lower than anticipated. As a result, funds budgeted for that project can be used to fund this related amendment to a different contract with a different consultant.

Costs

Item	Water	Sewer	Total
Original Contract	\$98,000		\$98,000
Amendment 1	\$11,803		\$11,803
Amendment 2	\$410	\$48,309	\$48,719
Amendment 3	\$19,833		\$19,833
Amendment 4	\$25,436	\$10,593	\$31,799
Total	\$155,482	\$58,902	\$210,154

Funding

Budget	Water	Sewer	Total
2009/2010 SCADA	\$20,000		\$20,000
2010/2011 SCADA	\$90,000	\$70,000	\$160,000
2010/2011 Tank	\$106,000		\$106,000
2011/2012 Tank	\$94,000		\$94,000
Total	\$310,000	\$70,000	\$380,000

Water funds are budgeted in Water Capital Improvement, line item 004-050-56027 and sewer funds are budgeted in Sewer Capital Improvement, line item 002-051-56027.

The attached \$31,799 contract amendment, Amendment 4, has been prepared to implement SCADA enhancements and provide design work for both the Headworks and Tank projects.

Recommendation:

Approve the execution of Amendment 4 to the contract with Stantec for the Bishop SCADA project with a new not-to-exceed amount for the contract of \$210,154.



Stantec

Stantec Consulting Services Inc.
3875 Atherton Road
Rocklin CA 95765
Tel: (916) 773-8100

June, 12, 2012

**City of Bishop
Attn: David Grah
Director of Public Works
377 West Line Street
Bishop, CA 93514**

RE: City of Bishop Water System SCADA contract amendment No.4

The purpose of this amendment is to include the additional scope to the Water System SCADA contract as outlined below. The attached Opinion of Probable Cost details the effort associated with each task included with this amendment.

ITEM 1, ENHANCE EXISTING FEATURES.

- A Historical Data Export screen is desired for the water system. This feature will allow operation the ability to select a date range for selected data types and export this data with time stamps for Average, Peak and Minimum flow, level, pressure etc.
- Complete Well 1 ten day historical production screens. This feature will display ten day running production totals similar to well 2 and the storage tank. This information will be included on the System Total Production screen.
- Operation would like the ability to operate Well 2 in the "Tank Level" control mode based on a time window. This feature will allow operation to run the well pump at full speed to improve energy efficiently. This effort will require a bit of data file re-arranging as the read/write tables are full.
- This feature is required because some of the flow meters do not produce an accurate zero flow signal. Develop and test code that will only display and log flows above 20 GPM.

ITEM 2, ADDITIONAL WWTP SCADA SUPPORT

- Our first task is to assist with the connection of the new headworks screen. We will provide any support necessary up to the effort presented. We anticipate this will include coordinating with the screen designer and installing contractor. Stantec will connect conductors provided and installed by the contractor in the new control panel at the WWTP. Stantec will also provide necessary PLC and Graphics configuration monitoring and alerting for the new headworks screen.
- Additionally, the City has expressed a desire to have ten day historical data available for influent flow similar to that that has been provided for the water system. We will also provide a data

Stantec

export screen to give the operators the option to display and export daily flow minimum, average and maximum daily flows with time stamps to indicate these parameters. This effort will require that the Data Tables at the treatment plant as well as the Master PLC be expanded to accommodate this additional data. We will do our best to preserve existing data but there may be minor data losses of an hour or two the day we implement the modifications.

- As part of the Pond Aerator relocation project, Stantec will modify the graphics display to reflect the new locations of the aerators.

ITEM 3, LIFT STATION MODIFICATIONS.

- As part of the pneumatic upgrade to the Lift Station, it has become apparent that additional monitoring of the system will provide valuable data. Stantec will provide and install wire and hardware to monitor the lift cycles of the station. Graphics screen and alarms will also be modified as required to reflect these changes. In addition, total number of daily cycles and total accumulated cycle time will be displayed.

ITEM 4, CONTROL TANK ENGINEERING SUPPORT

- Stantec will provide all support requested, up to the hours presented, to assist the City and their consultant with the control tank project. As this is an evolving project, it is difficult to estimate the required effort. As the City's consultant has been given the approval to work with us directly, we will manage this task carefully and keep the City apprised to the effort and hours consumed. It is our desire to complete this task with construction ready electrical and instrument drawings.

The total cost for this Proposed Amendment is \$31,800 as presented in the attached Opinion of Probable Cost table.

We look forward to working with the City of Bishop to make this an enjoyable and positive experience for everyone involved.

Sincerely
STANTEC CONSULTING SERVICES INC.

Matt Boring/Project Manager

BISH09-003/184030016

Item / Task	Associate Electrical Engineer / Programmer \$175	Junior Engineer \$130	Designer II \$100	Staff Cost Estimate	Direct Costs, Repr. CADD, Equip. etc. [a][b]	Total Costs
Item 1: Complete Requested Features	15	8		\$3,665	\$200	\$3,865
Task 1.1 Water System Historical Data Export		4		\$520		\$520
Task 1.2 Well 1 Historical Data	3	1		\$655	\$100	\$755
Task 1.3 Well 2 level control Time of Use	8	3		\$1,790		\$1,790
Task 1.4 Flow Cut Off Logic	4			\$700	\$100	\$800
Item 2: Additional WWTP SCADA Support	24	12		\$5,760	\$300	\$6,060
Task 2.1 Headworks SCADA/Elect Help	12			\$2,100	\$100	\$2,200
Task 2.2 Historical Data Exportport screens		6		\$780	\$100	\$880
Task 2.3 Ten Day Historical logging for Flow and Gas production	12	4		\$2,620	\$100	\$2,720
Task 2.4 Aerator re-location		2		\$260		\$260
Item 3: Additional Lift Station SCADA Support	18	6		\$3,930	\$300	\$4,230
Task 3.1 Install Hardwarewiring for Lift Cycle monitoring	6			\$1,050	\$200	\$1,250
Task 3.2 Programming for Lift Cycle Monitoring	12	6		\$2,880	\$100	\$2,980
Item 4: Control Tank Engineering Support	64	32	40	\$19,360	\$1,000	\$20,360
Task 4.1 Coordinate with City Sub Consultant	24			\$4,200		\$4,200
Task 4.2 Produce Electrical/Instrumentation Drawings/Specifacations	40	32	40	\$15,160	\$1,000	\$16,160
			Subtotal	\$9,425	\$1,500	\$30,285
			Tax on Materials	[b]		inc
			Project Management	5%		\$1,514
			Total Not-to-Exceed			\$31,799

[a] Charges for materials, per diem, travel, etc.

[b] Estimated tax and markup is included in direct cost column.

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR/Community Services Director *KSC*

SUBJECT: Request to go to Bid – City of Bishop Waste Disposal Services

DATE: June 25, 2012

Attachments: Bid Proposal

BACKGROUND/SUMMARY

The City of Bishop currently contracts for propane and gasoline services with local vendors. Bids are received, reviewed and awarded on a one (1) year basis with the potential for (2) additional (1) year extensions if services are determined to be responsive.

To date the City utilizes both Bishop Waste Disposal and Preferred Septic for waste disposal services.

If approved, the City would contract with one firm for all City waste disposal services under a similar contract that is in place with propane and gasoline providers.

The effective date of services is scheduled for August 1, 2012.

RECOMMENDATION

Council consideration to take action to approve the Community Services Department request to advertise for bids for waste disposal services for City-maintained property.

BID PROPOSAL TO: City of Bishop
377 West Line Street
Post Office Box 1236
Bishop, California 93515

FOR: WASTE DISPOSAL SERVICES

The City of Bishop will receive bid proposals until 9:00 a.m. on Friday, July 13, 2012, for waste disposal services per the following schedules:

For waste disposal services to existing City of Bishop facilities at the following locations:

LOCATION	NUMBER OF DUMPSTERS (Size) Weekly Pick-Ups
Bishop City Park	4 (3 yard) 2 times weekly
City Hall (Fowler Street)	1 (3 yard) 2 times weekly
P. W. Shop (Warren Street)	1 (1 yard) 1 time weekly
P.W. Sewer Pond	1 (3 yard) 1 time weekly
Fire Department (Fire Training Center)	1 (2 yard) 1 time weekly
Sunrise Mobile Home Park	1 (3 yard) 3 times weekly
Rose Street (Memorial Day Weekend)	1 (3 yard) 4 times

It is anticipated that this contract will become effective August 1, 2012. At the effective date, if there is a change in contractors, dumpsters belonging to the unsuccessful company will be retrieved on regular pickup days, closest to August 1, 2012, without any additional cost to the City of Bishop for those pickups.

The successful bidder shall provide a certificate of insurance certifying Workers' Compensation Insurance coverage for all persons employed or may be employed in carrying out work under this contract and also provide a certificate of insurance for General Liability and Automobile Liability with a minimum \$1,000,000 aggregate limit. The certificates shall include as additional insured: The City of Bishop, all consultants, each of the Council Members, officers, agents, and employees. The insurance shall be primary and shall not be reduced or prorated by the existence of other insurance.

The continuous service for waste disposal to the City facilities is important to the safety, health, and welfare of the citizens of Bishop. Therefore, if the contractor is responsible for an interruption in this continuous service at the City's facilities, the contractor shall be responsible for the cost of any damage which may result from the service interruption.

Waste Water Treatment Plant – Waste collection at the sewer plant is unique in terms of the waste collected and the equipment required. The existing waste container is a custom receptacle approximately 1.5 yards in volume (62 inches long, 32 inches wide and 32 inches deep). This receptacle is located beneath a mechanical bar screen which is very susceptible to damage. The current receptacle requires service with a “fork truck”.

The permittee accepts all responsibility for damage or injury that results from activity under this agreement. In addition, since the receptacle contains materials screened from raw waste water, it must be delivered separately to the Inyo County Landfill. The service bill should be comparable to this existing service.

City staff can show the site to interested bidders by **appointment**. You may call Public Works at (760) 873-8458. A photo of the receptacle and mechanical screen is attached.

The City of Bishop reserves the right to waive formalities and to reject any and all bids. Bids shall be marked “WASTE DISPOSAL SERVICES BID” and shall be SEALED.

The City’s local vendor preference ordinance is applicable for this contract.

The period of time covered by this bid proposal shall be one year from the date of contract award. This contract may be extended by mutual agreement in one year increments up to two times.

BIDDER: _____

Signature	Date

Name	Phone

Address	

Bid proposal accepted by the City of Bishop.

Keith S. Caldwell,
City Administrator/Community Services Director
City of Bishop

Date



Receptacle at Bishop Sewer Plant

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KSC*

SUBJECT: DESIGNATION OF VOTING DELEGATE – ANNUAL LEAGUE CONFERENCE

DATE: JUNE 25, 2012

Attachments: League of California Cities correspondence dated May 3, 2012
Voting Procedures
Voting Delegate/Alternate Form

BACKGROUND/SUMMARY

The League Annual Conference is scheduled in September. Each year Council is required to take action to designate one voting delegate and up to two alternates in order to vote at the Annual Business Meeting. Mayor Stottlemyre and Councilmember Smith are registered to attend.

RECOMMENDATION

Council consideration to take action to appoint the voting delegate and alternate for the League Annual Conference in September.

1400 K STREET
SACRAMENTO, CA 95814
PH: (916) 658-8200
FX: (916) 658-8240

RECEIVED
MAY 07 2012
CITY OF BISHOP



WWW.CACITIES.ORG

Council Action Advised by August 3, 2012

May 3, 2012

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 5 - 7, San Diego**

The League's 2012 Annual Conference is scheduled for September 5 - 7 in San Diego. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, September 7, at the San Diego Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Wednesday, August 15, 2012. This will allow us time to establish voting delegate/alternates' records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one person must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up

-over-



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Annual Conference Voting Procedures 2012 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

2012 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Wednesday, August 15, 2012. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Wednesday, August 15th, to:

League of California Cities
ATTN: Mary McCullough
1400 K Street
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: mmccullough@cacities.org
(916) 658-8247

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KAC*

SUBJECT: BUDGET ADJUSTMENTS/TRANSFERS FY 2011-2012

DATE: JUNE 25, 2012

Attachment: Finance Department Memorandum

BACKGROUND/SUMMARY:

Attached is a Budget Adjustment/Transfers Report for Fiscal Year 2011-2012 through May 31, 2012, from Cheryl Solesbee, Accounting Secretary/Budget Manager. Action to approve the transactions will bring the listed accounts into reconciliation with expenditures for that period.

RECOMMENDATION:

Council consideration to take action to approve the budget adjustments and transfers for Fiscal Year 2011-2012 through May 31, 2012 as presented.

TO: City Council/City Administrator
 FROM: Cheryl Solesbee, Accounting Secretary
 DATE: June 25, 2012
 SUBJECT: Budget Adjustments/Transfers

The following are budget adjustments and transfers which would bring the listed accounts into reconciliation with expenditures through May 31, 2012.

BUDGET ADJUSTMENT AS FOLLOWS:
From Unbudgeted Reserves

FUND	AMOUNT	TO FUND/DEPT	AMOUNT
General Fund	\$ 1,072	General Fund	
		Fire Dept	
		001-021-52014	\$ 263
		Meetings, travel	
		001-021-52018	\$ 809
		Spec Dept Supplies	
		Note: Reimb from District	
Sewer Fund	\$ 4,375	002-051-52015	\$ 4,375
		Prof Services	
		Note: See attached	
Water Fund	\$52,085	004-050-52015	\$ 4,375
		Prof Services	
		Note: See attached	
		004-050-52018	\$ 5,710
		Special Dept Supplies	
		004-050-56027	\$ 42,000
		Capital Improvements	
Traffic Safety Fund	\$ 5,359	009-090-51002	\$ 4,715
		Salaries/Part-time	

From Unbudgeted Reserves

		009-090-51004	\$	352		
		Overtime Wages				
		009-090-51010	\$	266		
		Workers Comp				
		009-090-51011	\$	26		
		Medicare Tax				
		Note: X guard exp				
SMHP	\$ 16,826	012-095-52028	\$	16,343		
		Excess Prgm Payments				
		Note: Dept of Housing				
		Payment for 08-10 more than				
		Budgeted				
		012-095-55024		483		
		Rentals/Refunds				
		Note: Reimb on rent over pmt				
GIS/Grant	\$ 35,000	039-000-55026	\$	35,000		
		Contract Services				
		Note: See attached				
COPS	\$ 2,380	033-033-52015	\$	2,380		
		Prof/tech svcs				
		Note: Employee physicals				
		And testing				
		To				
<u>Department Line Item</u>		<u>Department Line Item</u>				
Council		Adm				
001-010-51007	\$ 300	001-011-51007	\$	300		
PARS		Health Insurance				
001-010-51025	\$ 3,900	001-011-51025	\$	3,900		
		Retiree Health Ins				

<u>Department Line Item</u>	To	<u>Department Line Item</u>	
Finance			
001-012-51046	\$ 400	001-012-51001	\$ 100
OPEB		Salaries-Full time	
		001-012-52015	\$ 300
		Prof/tech svcs	
Bldgs & Grounds			
001-016-52015	\$ 650	001-016-52017	\$ 650
Prof/tech Svcs		Waste Fees	
001-016-52018	\$ 1,600	001-016-52010	\$ 1,600
Spec Dept Supplies		Heat, Light, Power	
001-016-54023	\$ 1,500	001-016-52010	\$ 1,500
Bldg Operations		Heat, Light, Power	
Police Dept			
001-020-52010	\$ 5,000		
Heat, Light, Power			
001-020-52011	\$ 1,888		
Adv/printing			
001-020-52015	\$ 4,200		
Prof/tech services			
001-020-56028	\$ 1,584	001-020-53020	\$ 12,672
Capital Equipment		Vehicle Operation	
001-020-52015	\$ 250	001-020-52012	\$ 250
Prof/tech svcs		Office supplies	
Parks Dept			
001-031-52014	\$ 500	001-031-53022	\$ 500
		Office Equip Operation	
TUT			
010-000-52010	\$ 5,337	010-000-52011	\$ 37
Heat, Light, Power		Adv/printing	

<u>Department Line Item</u>	To	<u>Department Line Item</u>	
		010-000-52014	\$ 300
		Meetings, travel	
		010-000-52017	\$ 4,500
		Waste Fees	
		010-000-53020	\$ 500
		Vehicle Operation	
COPS			
033-033-52018	\$ 100	033-033-52015	\$ 100
Spec dept supplies		Prof/tech svcs	