



# 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 27, 2011**  
**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.

### PRESENTATION

- (1) A city file will be presented to Daniel Steinhagen, Retiring Executive Director for the Inyo Mono Advocates for Community Action for more than 18 years of community services – Council.

### DEPARTMENT HEAD REPORTS

- (2) Updates on department activities will be given by the Department Heads
  - A. Assistant City Administrator/Community Services Director
  - B. Fire Chief
  - C. Police Chief
  - D. Public Works Director/City Engineer
  - E. City Administrator

**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.

(3)

### APPROVAL/FILING

Minutes

- (a) Council/Staff Retreat 6/3/11
- (b) Special Meeting – Department Head Evaluations 6/7/11
- (c) Council Study Session – 6/13/11
- (d) Council Meeting – 6/13/11

Reports

- (e) Personnel Status Change Report
- (f) Services Contract for the Police Department with Carmichael Business Technology of Mammoth Lakes

INFORMATION/FILING

Agendas

- (g) Planning Commission Meeting Cancellation Notice – 6/28/11
- (h) Parks and Recreation Commission – 6/22/11

**NEW BUSINESS**

- (4) Consideration to award the bid for vehicle fuel – Community Services Department.
- (5) Consideration of adoption of Resolution No. 11-06 authorizing the County of Inyo to submit on the City's behalf an application for the 2011-2012 Used Oil Payment Program 2 – Administration.
- (6) Consideration to approve budget adjustments and transfers for Fiscal Year 2010-2011 through May 31, 2011 – Administration/Finance.
- (7) Consideration to increase the maximum contract amount for North Second Street Water Project – Public Works Department.

**COUNCIL REPORTS**

**CLOSED SESSION**

PERSONNEL – Pursuant to Government Code Section 54957, the City Council will meet in closed session to conduct final Public Employee Performance Evaluations – Titles: Assistant City Administrator/Community Services Director, Fire Chief, Public Works Director/City Engineer. (This closed session will be held if needed to complete any evaluations from the Study Session.)

**REPORT ON CLOSED SESSION AS REQUIRED BY LAW**

**ADJOURNMENT**

July 11, 2011 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting  
July 25, 2011 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting  
July 26, 2011 – 5:00 p.m. City Council/Planning Commission Joint Meeting – Mobility Study  
August 8, 2011 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting  
August 22, 2011 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting

These meetings will be held in the City Council Chambers, 301 West Line Street, Bishop, unless otherwise indicated.



# CITY OF BISHOP

## STUDY SESSION AGENDA

Council Chambers - 301 West Line Street - Bishop, California

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

**MONDAY, JUNE 27, 2011**

**4:00 p.m.**

### CALL TO ORDER

### ROLL CALL

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

### SCHEDULED DISCUSSION

1. Follow up on the Council/Staff Retreat held June 3, 2011
2. Discussion of options for Annual Awards Dinner (Cullen)
3. League of California Cities Annual Conference – San Francisco – 9/21-9/23
4. Current 7:00 p.m. agenda items
5. Future agenda items

### DEPARTMENT HEAD REPORTS

1. Assistant City Administrator / Community Services Director
2. Fire Chief
3. Police Chief
4. Public Works Director/City Engineer
5. City Administrator

### DISCUSSION

1. Councilmember Ellis
2. Councilmember Cullen
3. Councilmember Griffiths
4. Mayor Pro Tem Stottlemire
5. Mayor Smith

**BISHOP CITY COUNCIL STUDY SESSION AGENDA  
JUNE 27, 2011**

**CLOSED SESSION**

**PERSONNEL** – Pursuant to Government Code Section 54957, the City Council will meet in closed session to conduct final Public Employee Performance Evaluations – Titles: Assistant City Administrator/Community Services Director, Fire Chief, Public Works Director/City Engineer. (Evaluations will be continued to the Closed Session scheduled at the 7:00 meeting as needed.)

**REPORT ON CLOSED SESSION AS REQUIRED BY LAW**

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

TO: City Council

FROM: James M. Southworth, City Administrator 

DATE: June 27, 2011

**SUBJECT: City Council / Staff Retreat Follow-up**  
**Discussion: 6/3/11, 5/9/11, 4/25/11, 4/14/11**

**Attachments: 1. Retreat Follow-up Packet**

**Background/Discussion:**

The Follow-up Report for the City Council / Staff Retreat is attached.

**Recommendations:**

Review the Council & Staff Goals Retreat Follow-up Report; consider refining, revisions, and/or additions; if additional follow-up review is desired; and/or approval.

## City of Bishop

### COMMENTS & RECOMMENDATIONS *Follow-up Report to the City Council & Staff Retreat Held June 3, 2011*

June 27, 2011

On June 3, 2011 the Bishop City Council conducted a *City Council & Staff Retreat*. The purpose was multifold: to develop professional working relationships among Council and between and among staff; to develop a common view about the City and what it should do; and to establish shared goals.

In preparation for the Retreat, the City Council and seven key staff members were asked to respond to five questions. All responses were tabulated without weighting and used as a basis of discussion and determining expectations and goals.

The Retreat started with a discussion of ***Outcomes Council & Staff Hoped to Achieve*** during the retreat. This discussion was followed by a teambuilding discussion of *“Questions that Will Never Go Out of Style”* (Attachment I) and a review of *teamwork and roles and relationships* from the article *“10 Habits of Highly-Effective Councils”* (Attachment II). The *Outcomes* section of the Retreat concluded with a discussion for using *Covey’s Important/Urgent Matrix* (Attachment III) in decision making.

In the next section, ***Resources & Budget Planning***, the City Council reviewed General Fund revenue, expenditure, and ending cash trends. This was followed with a review of *Discussion Ideas for a Financial Sustainability Action Plan* (Attachment IV).

The Retreat continued with Council and staff reviewing responses to the remaining questions:

- ***What is the purpose of the City - why are we here?***
- ***What do you hope Bishop to look like or be known as in 5 - 10 years - Where are we going?***
- ***What are the top 2 or 3 things you would like the City of accomplish in the next 4-6 Years?***
- ***What 3 or 4 things would you like to see the City accomplish in the next 12-18 months?***

The review was done by considering each comment and its ideas on its own merits. Council and staff then selected their top three choices. The comments selected most by Council, and by staff were then discussed, with Council members identifying *Key Thoughts* for each question. Concluding the meeting with ***“The Next Steps & Council Direction,”*** staff would review the day’s work product and return a follow-up report to the City Council with ***Comments and Recommendations***. The following ten pages list

for each question the *Key Thoughts, Comments & Recommendations*, and include the City Council's top rated comments for each question, with staff ratings also shown. Supporting documentation follows as attachments. All Council and Staff comments for all five questions are included in Attachment V.

In this Study Session the Council can expand and refine its work from the Retreat. This Follow-up Report will become a working document based from which the Council's shared views and goals create a work product that is simple, clear, and provides focus and guidance to achieving the City Council's long-term and short-term goals.

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**1. WHAT IS THE MAIN OUTCOME YOU HOPE FOR THE CITY COUNCIL AND STAFF TO ACHIEVE DURING THIS RETREAT?**

***Key Thoughts***

1. Common goals
2. Defined goals
3. Clear expectation
  - department involvement
  - time lines
  - accomplished

***Comments & Recommendations***

It is hoped that the Retreat and this Follow-up report will help to achieve these *Key Thoughts*.

**Highest rated comments by Council / Staff:**

3 / 0	10. I hope we all come away with a common set of goals and objectives for the city as a whole. The council will decide where we are going and leave the department heads and city administrator to figure out how we get there. I'd also like us all to be clear on council's expectations of individual department heads.
2 / 4	11. The main outcomes of this meeting will be that the City Council builds a consensus on where it wishes to lead Bishop and establishes goals and expectations for achieving these. A team approach will develop for meeting our challenges and opportunities, and professional relationships are strengthened among all participants.
2 / 1	1. I would like to see the council have an opportunity to brain-storm and share visions, ideas, thoughts, and goals that each member may have. I'd also like to get a chance to know the thoughts of the other council members and the department heads. And hopefully an end result would be a more defined set of goals and direction for the city.
2 / 1	3. Consider each other's opinions and dreams, and then begin to blend those ideas into collaborative goals.
2 / 1	9. To determine if there are common goals and prioritize 4-5 realistic ones.

## 2. WHAT DO YOU HOPE BISHOP WILL LOOK LIKE, BE LIKE, OR BE KNOWN AS IN 5-10 YEARS – WHERE ARE WE GOING? (THE “BIG PICTURE”)

### **Key Thoughts**

1. Tourist destination
2. Vibrant downtown
3. Small town atmosphere
4. Strong retail / Small business downtown

### **Comments & Recommendations**

With focus on the City Council, this question was asked to find out how Council members and staff hoped Bishop would look or be known as in 5 to 10 years. (This is a fairly short time compared to traditional *General Plan* visioning using a 20 year horizon.). Looking at the range of comments, and ideas within them, Director Grah condensed them, with one versions being:

*Bishop is a quaint small Eastern Sierra community with an inviting, vibrant, walk-able downtown filled with mom and pop shops offering unique goods and services, and great visitor amenities. Bishop is a tourist and recreation destination where people make it a point to stop, stay, shop, and play with many events and activities for residents and visitors alike throughout the year. Bishop prospers as the region's hub for recreation, shopping, jobs, services, and vibrant downtown community. Bishop is attractive, safe, friendly, fun, and accessible, and values its natural resources.*

He strived to include the essence of the comments and the following ideas from them:

1. *Tourist and recreation destination*
2. *Great visitor amenities*
3. *Stop, stay and shop*
4. *Vibrant pedestrian-friendly downtown*
5. *Economic and service hub of Eastern Sierra*
6. *Goods and services reflect its unique identity and heritage*
7. *Small town atmosphere where small shops and businesses thrive*
8. *Quaint and timeless*
9. *Inviting, attractive, clean, safe, friendly, healthy, fun*
10. *Range of local events and activities for all ages throughout the year*
11. *High quality of life*
12. *Respect and protect natural resources, Compliments setting*
13. *Contribute to community*
14. *Commercial flights*
15. *Accessible*
16. *Sound infrastructure*
17. *Limited traffic*

Noting the **Key Thoughts** identified by Council, the question was intended to start us thinking about a shared long-range vision for the City's operation. The City does not have a current organizational vision statement, though it is noted that the City's 1993 *General Plan* includes a Vision statement, see Attachment VI. That statement, for the purpose of a

General Plan, was an update of the 1984 version, both based on a “20 year planning horizon”.

Highest rated comments by Council / Staff:

5 / 2	<p>11.</p> <ul style="list-style-type: none"> <li>• Bishop is a quaint Eastern Sierra community, with a small town feeling where you still find an inviting, vibrant downtown filled with mom and pop shops offering unique or usual goods and services, and great visitor amenities. A tourist destination where people make it a point to stop, stay and shop, with many local events for residents and visitors alike.</li> <li>• Bishop is widely recognized as a tourist/recreation destination hub for the many year-round sites and activities in this area. Bishop is prosperous with a strong retail center serving this regional service center which includes federal, state, county, and city offices, with strong health care professionals and facilities.</li> <li>• Bishop is a safe, prosperous community with a high Quality of Life, which honors its unique identity and heritage while respecting and protecting our natural resources.</li> </ul>
2 / 4	<p>9. We believe that best case scenario would be that Bishop doesn't "look" much different than it does today in terms of maintaining our small town atmosphere and charm. Main Street improvement/beautification and updates/improvements to infrastructure should be done with this goal in mind. The possibility of a Truck Bypass has the potential to cut both ways (see Mojave, CA) and we see the public safety benefits but also the potential loss of revenue. Improved tourist facilities such as a convention center would only benefit our economy. We hope that Bishop maintains our reputation as a safe, friendly, small town with year-round tourist appeal. It is important to examine possibilities for future revenue streams and options for maintaining the viability of the City.</p>
2 / 3	<p>2. To be an attractive, clean, and safe city with activities for all ages of its citizens to enjoy and contribute to. To be a friendly and fun vacation destination for visitors with a wide variety of attractions and events.</p>
2 / 0	<p>1.</p> <ul style="list-style-type: none"> <li>• A community that has an airport nearby with convenient, reliable and affordable commercial flights on major airlines.</li> <li>• An area that is known as a destination point.</li> <li>• A community that has a thriving, vibrant and welcoming downtown that is both business and pedestrian friendly.</li> <li>• A community with a main street that has minimal truck traffic because it has a viable truck bypass.</li> <li>• A community with a sound, trouble free infrastructure.</li> <li>• A community who is made up of more "citizens" than residents.</li> </ul>

### 3. WHAT IS THE PURPOSE OF THE CITY – WHY ARE WE HERE?

This question tells us why we are here. The value of asking “WHY” is that:

1. It defines success.
2. It creates decision making criteria.
3. It aligns resources.
4. It motivates.
5. It clarifies focus.
6. It expands options.

#### ***Key Thoughts***

1. Quality of Life
2. Providing services at right level

#### ***Comments & Recommendations***

At a very basic level the *Key Thoughts* tell us our purpose, why we are here. “Quality of Life” is a recurring theme throughout the Retreat, providing services is what we do. Would it be more to the point thinking “Providing right services at right levels?”

Asking “Why?” helps us define Quality of Life and services we provide. Director Caldwell combined Council and staff responses in a way that might will help us find ways, to set goals to support the *Key Thoughts* of *Quality of Life* and *providing services at right level*:

1. It defines success – Provide services that promote community health, safety, economic stability and focus on an exceptional quality of life.
2. It creates decision making criteria – Through the authority of the nation, state and people of the city provide orderly planning and be wise stewards of tax dollars (fiscal responsibility) and provide services(health, safety) that meet the needs of the residents of the City of Bishop.
3. It aligns resources – Through the use/collaboration of federal, state and local agencies and organizations provide community resources that ensure vital city services, foster economic health, promote tourism enhance business opportunities and promote youth and senior activities.
4. It motivates – The City enriches, promotes and facilitates the values of small town living, which include personal freedoms, protection of property, community health and quality of life issues.
5. It clarifies focus – Economic stability, Vital city services - (Police, Fire, Public Works and Community Services), Promotion of tourism, Enhancement of business opportunities through planning and policy creation and implementation.
6. It expands options – Through open communication (citizens, staff, commissions and council) and research (best practices, successes in other places, educational opportunities) allow for new ideas that meet the needs of the people.

The question about “*Why we are here?*” can help start us thinking about a shared organizational mission. This can provide a clear understanding for defining and achieving goals to support the Council’s *Key Thoughts* - Quality of Life and Services.

Although the City does not have a formal organization-wide mission statement, there is one for the Parks & Recreation Commission / Department:

**City of Bishop Parks and Recreation Mission Statement**  
*To offer and promote recreational, educational and volunteer opportunities in a fun, safe, well-maintained environment to persons of all ages, thereby promoting good health, teamwork and accentuating a positive quality of life.*

Highest rated comments by Council / Staff:

4 / 3	12. Within the authority allowed by the nation, the state, and the people of the city, the purpose of the city is provide services, laws, planning and policies that promote community health, safety, harmony, and enrichment while valuing small town living, quality of life, and personal freedom.
3 / 3	2. <ul style="list-style-type: none"> <li>• To serve the residents of the City of Bishop</li> <li>• We are here to provide vital city services</li> <li>• Fostering economic health and fiscal responsibility</li> <li>• Promoting and enhancing Bishop’s businesses</li> <li>• Promoting tourism</li> <li>• Promote youth and senior activities</li> </ul>
3 / 1	5. By “the City” I assume that we are talking about city government. We are here to do the will of the people. That means being wise stewards of tax dollars to provide services needed by the people that cannot be efficiently provided by the private sector. We are also here to provide orderly planning, keep the peace, protect the peoples rights and property, and to facilitate commerce.
2 / 1	7. The City’s purpose (obligation?) is to provide basic social services such as security, direction, stability, and control over its citizens through the use of financial and human resources and seek to improve the quality of life for those who are contributing and responsible members of the community. The specifics, quantity and particulars of these duties are (in theory) decided by representatives who act as the voice and will of the citizens. While this might be a textbook answer, it is still the correct answer in our opinion.
2 / 0	1. I think we are here to provide a voice for the citizens. And by citizens I mean, those living in the city limits, and also those living in the surrounding area who have jobs, shop, recreate, have children in schools, and who are essentially a part of Bishop’s population. I think the City has the responsibility to make sure their needs for public safety are met, their economic stability is achieved, their children have access to a future, and that they have a thriving City that is able to grow and support new ideas and needs.
0 / 4	11. We are a customer and community service organization meeting the needs of the community for a safe, prosperous community that is a great place to live, work, and play

**4. WHAT ARE THE TOP 2 OR 3 THINGS YOU WOULD LIKE THE CITY TO ACCOMPLISH IN 4-6 YEARS (2015-2017?). (THESE SHOULD ADDRESS #2 AND #3 ABOVE; THESE ADDRESS THE “BIG PICTURE”).**

***Key Thoughts***

1. Economic growth (well considered)
2. Community center
3. Main Street – improves & revitalize
4. Truck route
5. Civic or convention center
6. Public safety – maintain & improve

***Comments & Recommendations***

A recommendation is provided for each of the City Council's six *Key Thoughts*:

1. **Economic Growth**: It is recommended that the Economic Development concepts listed below (from *Discussion Ideas for a Financial Sustainability Action Plan, ATTACHMENT VIII*) be considered the basis for a City approach for actively seeking Economic Growth:

***1. Economic Development***: *Supporting economic stability and expansion is essential to job preservation and creation, private sector revenue creation, and tax base maintenance and growth. Our objective is to be proactive and opportunistic, these being two focus areas:*

***Proactive** This area is to be a partner with our business community. Several immediate activities to consider:*

- *Update General Plan Land Use and Economic development Elements*
- *Review, update, consider, and implement at least some recommendation of ABC/2000*
- *Seek funding for a Downtown Core*

***Opportunistic** Economic development is often very situational, requiring us to be adaptable opportunistic, taking advantage of unexpected, “out of the blue” opportunities that fall on us.*

In addition to being both Proactive and Opportunistic, the City can serve as a Catalyst for economic growth and development.

This Economic Growth approach can be significant for accomplishing the *Key Thoughts* identified in the Council and Staff responses to Question #2 [WHAT DO YOU HOPE BISHOP WILL LOOK LIKE, BE LIKE, OR BE KNOWN AS IN 5-10 YEARS – WHERE ARE WE GOING? (THE “BIG PICTURE”)]. The above approach would provide great direction and flexibly should Council approve.

2. **Community Center**: Current focus seems to be toward a facility for activities with options for wellness center (Hospital), and *visual arts*, and government (City) offices still in the mix of considerations. It is understood that *performing arts* would seek a separate, dedicated facility.
3. **Main Street – improves & revitalize**: The *ABC/2000* report has several recommendations and activities that can and should be implemented. This is specific part of the Economic Growth initiative above. Promotion efforts should capitalize on the 24 existing murals by

promoting this as great art, with a walking tour and map, and generally encouraging and supporting efforts of the Bishop Mural Society.

4. Truck route: Because CalTrans' priority is to complete the four-laning of Hwy 395 (Olancho/Cartago), and has identified needed Hwy 14 improvements, a Bishop truck route is at least ten to fifteen years away. There are two points to knowing this time line. First, focus must remain a truck route if it is to ever happen, and our on-going partnering with CalTrans and Inyo County to keep it on track. Second, knowing this long time-line allows us to focus timely regeneration and economic growth efforts to Main Street and the downtown core.
5. Civic or Convention Center: The convention center nearing completion at the Tri-County Fair Grounds can serve to meet this need and complement tourism development for our hotels and retailers. The City should lend support where and when possible to Tri-County, both for facility completion and developing it ongoing / future use.
6. Public Safety – maintain & improve: This “Key Thought” seemed focused at routine / ongoing operations. A longer-term priority objective should be to address Police Department facility space concerns and needs. The City recently explored the potential acquisition of a Verizon building (about 7,500 SF) for Police Department but Verizon decided to keep the building.

It is recommended that a police facilities *space needs study* be done as an initial step to finding the right size property and/or facility and determining estimated costs for a new facility. This step would also serve as a prelude to the future exploring of Fire Department need.

7. NOT LISTED – Public Infrastructure: By oversight (and unexpected absence of Public Works Director Grah) infrastructure needs were somewhat overlooked in discussions during the Retreat. Water, sewer, and street infrastructure should be included in any long-term (and short-term) strategic planning. Additionally, our other facilities (Fire Station and City Hall) should be evaluated as needs evolve and opportunities might arise, and as options for working with other agencies such as the County and the Court might emerge.

Highest rated comments by Council / Staff:

4 / 5	<p>8.</p> <ul style="list-style-type: none"> <li>• Economic growth – well thought out and (if possible) eliminate empty store fronts through business partnerships.</li> <li>• A Community Center that can accommodate a variety of activities.</li> <li>• Develop a way to make Main Street more pedestrian friendly by getting the trucks on a different route but not hurt the economy at the same time.</li> </ul>
3 / 4	<p>5.</p> <ul style="list-style-type: none"> <li>• Economic Development. This includes filling vacant storefronts, obtaining land for development, revitalizing downtown, and encouraging new businesses.</li> <li>• Public safety. Planning for a new police department, assuring adequate EMS services, and maintaining a well trained and equipped volunteer fire department.</li> <li>• Development of the park including a multi-use community center.</li> </ul>

3 / 2	<p>11.</p> <ul style="list-style-type: none"> <li>• Develop a community center with convention facilities.</li> <li>• Update / improve substandard infrastructure (facilities, streets, water, sewer).</li> <li>• Continue development of the City Park.</li> <li>• Underway in implementing City Council's long term strategic plans for the City.</li> <li>• Encourage and facilitate DWP land divestments in the Bishop Area</li> </ul>
2 / 1	<p>2.</p> <ul style="list-style-type: none"> <li>• Downtown face lift and general theme.</li> <li>• Walking and bike trails throughout the city and surrounding area.</li> <li>• A multi-purpose community center in the City Park.</li> </ul>

**5. WHAT 3 OR 4 THINGS WOULD YOU LIKE TO SEE THE CITY ACCOMPLISH IN THE NEXT 12-18 MONTHS?**

***Key Thoughts***

1. Main Street – Marketing / Improving (tied w 4)
2. Fill vacant store fronts
3. RV parking area
4. Economic development (tied w 1)
5. General Plan

***Comments & Recommendations***

A recommendation is provided for each of the City Council's five *Key Thoughts*:

1. Main Street – Marketing / Improving (tied w 4): As more specific goals, the Marketing of Main Street ties into the Economic Growth and Development approach identified above in the *Key Thoughts* and *Recommendations* for accomplishments in 4 to 6 years. The anticipated Warren Street Improvements Project offers a great opportunity complement potential marketing, accessibility, business regeneration, economic growth for the downtown core.
2. Fill vacant store fronts: This would be another specific goal related to Main Street and the Economic Growth and Development approach above.
3. RV parking area: More Council and staff discussion is needed on this to develop workable objectives. Due to recent complaints staff has started some in-depth discussions about RV parking issues (signage, spaces) and opportunities in the City Park area. It is expected that we will have taken or are planning actions, and/or will have recommendation for the Council during this review. RV parking for the downtown core and South Main Street should also be considered and Council guidance is requested.
4. Economic development (tied w 1): Goes to Main Street Marketing, filling vacant store fronts, regenerating business, "our other Main Street," etc., tying into the Economic Growth and Development approach identified above for the 4 to 6 years accomplishments.
5. General Plan: Goes to implementing the Housing Element Update, completing the current process to update the Mobility Element, and seeking/obtaining funds to update the Land Use and Economic Development Elements.

Highest rated comments by Council / Staff:

3 / 0	<p>4.</p> <ul style="list-style-type: none"> <li>• Improve working relationships with the County and the Tribe.</li> <li>• "Spring Cleaning". A community effort to spruce up Main Street by cleaning sidewalks, fresh paint on storefronts, make dark storefronts more attractive.</li> <li>• Provide entry signs at all three entrances to the City.</li> <li>• Improve parking lot signage to public parking lots.</li> <li>• Relocate the Farmers Market to the downtown area.</li> <li>• Continue to work on business owners to buy into the concept of "customer service".</li> <li>• Develop a plan of action to create "citizens" who will become more active/engaged in our community.</li> </ul>
2 / 3	<p>1. I'd like to see the City <u>begin</u> to tackle the Vons issue. I feel relief is needed by our citizens.</p> <p>I'd also like to see the continued push to ensure the skate park is kept under control and is a safe place for our youth. I do feel that we are on the right path, but this is an issue that seems to keep arising and that we spend a lot of resources on.</p> <p>I would like to see the City take steps forward on finding ways to use empty DWP lots along Main St as parking areas for RV's and tourists. And along the same lines, find a way to re-open the old Kmart parking lot for RV's and larger vehicles passing through our city.</p> <p>I would like to see the bike trail from the reservation to the schools issue resolved. My 11 year old daughter just told me last week that some strange man walked across the playground talking to kids on his way from the trail to town. This is a safety issue for our youngest citizens and needs to be addressed and prioritized as such.</p> <p>And one more! I think we need to find a way to add electronic signs to the front of the Visitors Center. Big Pine and Lone Pine Schools just added signs, and I think they are an excellent way to highlight local events and local attractions. I also think adding one to the front of the City Hall Complex would be beneficial for the City. We could highlight Council meeting dates and times, upcoming events or programs, community service reminders, and other messages we wanted to convey to the citizens.</p>
2 / 3	<p>3.</p> <ul style="list-style-type: none"> <li>• Successful businesses in now-vacant facilities.</li> <li>• An active city park volunteer program that is primarily served by retired senior citizens.</li> <li>• An end to the monopoly of Vons</li> <li>• An alternate downtown bike route.</li> </ul>
2 / 3	<p>11.</p> <ul style="list-style-type: none"> <li>• Achieve financial sustainability for the community and City organization.</li> <li>• Obtain grants for updating the Land Use and Economic Development Elements of the <i>General Plan</i> involving all area stakeholders and agencies. Revisit the <i>ABC/2000</i>, implement recommendations where possible; initiate stakeholder process to update report.</li> <li>• Develop a Downtown Core marketing / promotional piece (map &amp; text) with grant funding to incorporate into the annual <i>Bishop Vacation Planner</i>"</li> <li>• Work with Downtown Core Area stakeholders to develop a Downtown Economic Development Regeneration Plan (<i>Our Other Main Streets</i> - for business &amp; parking accessibility; <i>Our Other Front Doors</i> - for store attraction and accessibility; grants store and façade improvements, fill empty store fronts, etc.)</li> <li>• Effectively and efficiently maintain our community/customer services.</li> <li>• Develop senior and affordable housing in partnership with other agencies.</li> </ul>

2 / 1	7. Short-term goals should include a critical analysis of revenues and expenditures and solutions to prevailing losses. Maintaining our levels of service is of utmost importance if possible. If there are ways to streamline or update the operation/organization (reorganization/technology advances) and thereby increase our level of service while reducing costs, we should seek these out. Many cities have found ways to diversify or capitalize on opportunity and flourish despite economic downturns.
2 / 0	6. <ul style="list-style-type: none"> <li>• A strategic plan for growth/sustainability for the future.</li> <li>• Build on collaborations/partnerships for potential grant and funding opportunities.</li> <li>• Creating of a Friends/Volunteer Program (Hands and Feet for City Improvement).</li> </ul>

## ATTACHMENTS

- ATTACHMENT I**      Discussion Responses to “Questions that Will Never Go Out of Style”
- ATTACHMENT II**      *“10 Habits of Highly-Effective Council”* (Article by Carl Neu)
- ATTACHMENT III**      Covey’s *Important/Urgent Matrix* in Decision Making
- ATTACHMENT IV**      Discussion Ideas for a Financial Sustainability Action Plan
- ATTACHMENT V**      Council & Staff Responses to the 5 Questions
- ATTACHMENT VI**      Vision Statement from 1993 General Plan (updated from the 1984 General Plan, and based on a “20 year planning horizon”)
- ATTACHMENT VII**      *“Always Start with Purpose”* (Bob Behn, Harvard Kennedy School of Government)

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First, have a definite, clear practical ideal;  
a goal, an objective.

Second, have the necessary means to achieve your ends;  
wisdom, money, materials, and methods.

Third, adjust all your means to that end.

Aristotle  
(BC 384-322, Greek Philosopher)

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## ATTACHMENT I

### Discussion Responses to "Questions that Will Never Go Out of Style" City of Bishop City Council / Staff Retreat June 3, 2011

Objective: Team building through quick responses for each question and discussion.

1. What do our stakeholders most value and how can we increase the relevance they associate with our efforts?

*Pleasant town. Value their (citizen) opinions, being heard. Leadership. Good economy. Meet their needs. Increase outreach and transparency. Facilitate and involve (citizens) in the thing we do. Public participation. Follow through. Team community involvement. "Top of the Morning," bi-weekly column.*

2. What infrastructure (\$, time, people) is required to produce the future we are trying to create and the results we want to produce?

*Business willing to invest in community.  
Continue to attract visitors.  
More community engagement.  
Community center.*

3. What are the most significant issues on the horizon that will affect how we do what we do?

*State & City budgets. Personnel changes. Personal economics.  
Social expectations. Technology. Development  
keeping community's faith & trust.*

4. How can we further build community and strengthen relationships among our stakeholders?

*More active outreach (much discussion).  
Increase accessibility... to government (possibilities - city blog page, facebook, focused surveys, Google).*

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*What do we keep, throw away, do differently?  
Team.*

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[Note - time ended here for this exercise.]

5. How can we better disseminate information so that it captures stakeholder's attention and interest?
6. What processes and systems could we implement to more efficiently and effectively do our work?
7. What successes, if they were to disappear, would have the most devastating consequences?
8. What efforts do we need to begin to retire or let get of?

## ATTACHMENT II

### **10 HABITS OF HIGHLY EFFECTIVE COUNCILS**

Carl H. Neu, Jr. - Lakewood, Colorado

Local government operations directly affect our daily existence and experiences and the quality of life we perceive we have within our communities. No local government deserves, nor should its citizens tolerate, a council or governing body that isn't extraordinarily effective and competent in leading the community.

Thomas Cronin, a recognized authority on public policy, defines leadership as, "making things happen that might not otherwise happen, and preventing things from happening that ordinarily might happen. It is a process of getting people together to achieve common goals and aspirations. Leadership is a process that helps people transform intentions into positive action, visions into reality."

The quality of leadership effectiveness demonstrated by a governing body and its ability to be a highly-effective council are not attributes bestowed upon it by a swearing-in ceremony. They are the result of disciplined adherence to a set of fundamental principles and skills that characterize highly-effective governing bodies. Listed below are 10 "habits" of highly effective councils based upon the author's observations of hundreds of city governing bodies over the last twenty years.

#### **1. Think and Act Strategically**

A council's primary responsibility is not just to make policy or do its "Roman Emperor" routine (thumbs up or thumbs down) on agenda items at public meetings. It is to determine and achieve citizens' desires for the community's future. Councils and their administrative teams must accept responsibility for shaping the future of the community by expanding their mental horizons to identify and meet the challenges that must be addressed through decisive leadership and goals for the attainment of that future.

A strategic leader always comes at you from the future and takes you "back to the future" from the present. This leadership adventure starts with vision, and evolves to defining the strategic issues that must be mastered to achieve the vision. The next step is the development of long-range goals that address these strategic issues and which provide decision-making and budgetary focus for the successful implementation of these goals. Living from one annual budget to another, and from one council meeting to the next, condemns your community and its future to happenstance and the type of thinking that befuddles national governance and policy.

For this reason polls show an overwhelming majority of citizens want important issues affecting their lives to be decided at the local, "home town" level. Here, they expect leadership, leadership, sound thinking, and decisive action. In spite of this citizen expectation, a 1996 survey conducted by the International City/County Management Association (ICMA) indicates less than 40 percent of all councils set long-term strategic goals to guide their semi-monthly forays into decision making.

#### **2. Understand and Demonstrate the Elements of Teams and Teamwork**

By law, councils exist and have authority only when their members convene as bodies to do business. They also are a component of a corporate being which must speak, act, and fulfill its commitments with one voice, in a mature, effective and reliable manner. Councils are collections of diverse individuals who come together to constitute and act as an entity, and only when operating as that entity can they exercise authority and perform in fulfillment of their purpose.

This is a classic definition of team. Carl Larson and Frank LaFasto, two preeminent authorities on teams and teamwork, define team as an entity comprised of two or more people working together to

accomplish a specific purpose that can be attained only through coordinated activity among the team members. In short, a team is an entity that exists to fulfill a specific function, or purpose, made up of disparate, interdependent parts (individuals) who collectively achieve a capacity that none of its members could demonstrate individually.

Teams always have two components that we might call their “S” components: systemicness and synergy. All teams are systemic by definition being made up of interdependent parts (people) who affect each others performance and that of the team. Synergy is the ability to achieve an effect, when working together as a team, that is more than the sum of the team members’ individual efforts. While all teams are systemic, relatively few are synergistic unless their members understand, master and demonstrate the fundamentals of teamwork which are:

- a clear sense of purpose;
- a clear definition of roles and relationships that unite individual talents and capacities to achieve team performance;
- integration of members who have basic technical, interpersonal, and rational decision making competence;
- a commitment to team success and performance excellence;
- a climate of trust, openness, and mutual respect;
- clear standards of success and performance excellence;
- the support, resources and recognition to achieve success; and
- principled and disciplined leadership.

Highly-effective councils spend time building their sense of being a team and their skills for productive teamwork.

### **3. Master Small Group Decision Making**

Most councils are classic small groups, with fewer than a dozen people. Small groups demonstrate certain skills and behaviors that “link” their members together. They also have knowledge of the processes they follow to make decisions in fulfillment of their purpose.

### **4. Have Clearly Define Roles and Relationships**

Each team member, whether mayor or councilmember, makes a contribution to and has a relationship with the team. Contributions and relationships must be defined in terms of the role to be assumed and how that role is to be carried out through the behavior of the person in the role.

A role has two elements: function, the specific responsibilities of that role regardless of incumbency, and performance, the behavior of the person occupying the role in fulfilling his or her responsibilities. Councils, through charter, statute or ordinance, have a clear definition of their function. The performance component must be defined within the team through discussion and mutual definition of those behaviors and practices expected of the mayor and councilmembers in the conduct of their duties and interactions.

Vince Lombardi when asked, what makes a winning team, replied, “Start with the fundamentals. A player’s got to know the basics of the game and how to play his (her) position. The players have to play as a team; not a bunch of individuals. The difference between mediocrity and greatness is the feeling the players have for each other,” that is, their relationships. Teams talk about and define expected roles and relationships and give constructive feedback to their members on the degree to which they are fulfilling these expectations.

## **5. Honor the Council-Staff Partnership**

We have all heard the popular phrase, “council makes policy, staff implements policy.” Well, this is a total misconception of reality. Policy making and policy implementation are not distinct and separate functions. Policy making-implementation is a continuum of thought and relations that transforms ideas and abstractions (visions, policies, goals, and plans) into defined, observable ends or outcomes (results, programs, building, streets, deliverable services).

Council and staff share this continuum as partners ensuring each other’s success. Each person plays an important role in creating sound policies and ensuring their effective implementation through reliable administrative practices and performance.

(To what degree is this partnership understood, discussed, and respected by council members?) John Carver, a widely acclaimed author who writes about boards that make a difference, describes this partnership as one in which councils define what needs are to be met and ends (outcomes) achieved. He believes that councils should allow staff within council-established limits to define the means for achieving these ends. He sees a council-staff linkage that empowers staff to do its tasks and be evaluated on the results produced.

Councils that accept and abide by this partnership focus their energy on establishing vision and goals, on good policy and on empowering effective staff performance. Councils that do not do this, frequently fall prey to micromanaging; that is, they will perceive a need to become involved in, or retain approval over, even minor staff activity and plans.

A critical element and important council task in this partnership is evaluation of the manager or administrator, based upon clearly defined goals, policies, and established guidelines on executive performance. According to the 1996 ICMA survey, only about 45 percent of all councils formally evaluate their managers’ performance.

## **6. Conduct Systematic Evaluations of Policy Implementation**

Councils, like most legislative bodies, frequently fall into the Jean Luc Picard syndrome (Star Trek II) and simply tell their staffs: “Make it so.” They assume that council action equates to policy and program implementation. The next time council hears about the policy is when a problem or crisis arises.

In contrast, highly effective councils expect periodic feedback on policy results and on possible policy amendments that may be required. This feedback can be provided through progress reports, status memos or newsletters, and policy reviews.

## **7. Allocate Council Time and Energy Appropriately**

Councils, like other teams, play in a number of settings or arenas to achieve overall, peak performance. There are four council-staff arenas, and each must be appreciated for its purpose and contribution to a council’s effectiveness.

- Goal-setting (retreats or “advances”)
- Exploration and analysis (study sessions)
- Disposition/legislation (regular public meetings)
- Community relations (interactions with constituencies and other agencies)

A highly-effective council will hold at least one goal-setting retreat or “advance” annually. It also will hold two study sessions monthly, usually between regularly scheduled public hearings. Here

councilmembers will confer with staff and other experts on significant items under consideration requiring eventual official actions.

While these meetings are open to the public as observers, the public should not participate in the council-staff dialogue. Many councils short-change this arena, pushing the opportunity for learning into the formal public hearing, which is not designed to promote much in-depth analysis of complex issues. The arena of disposition/legislation is designed to get to a vote, not promote careful analysis of complex issues.

The fourth arena, community relations, is becoming more important. It is rapidly transforming the role of council and how it spends its time. Communities today are more dependent upon sophisticated alliances and partnerships among groups, public and private entities. All jurisdictions are subject to multiple, profound changes in how public officials operate as they deal with complex multijurisdictional and regional issues and the growing popularity of citizen democracy and community renewal. Today, the community arena requires more time spent in interactions outside city hall and puts greater time pressure on mayors and councilmembers.

#### **8. Have Clear Rules and Procedures for Council Meetings**

Council meetings exist for the purpose of doing council's business. Literature on how to conduct effective and productive meetings specifies the need for, adherence to clearly defined rules and procedures.

Many councils, however, drift from these rules and procedures in pursuit of informality, collegiality, and "just being nice." They let their meetings drone on with lack of focus, redundant comments and endless discussions.

Rules and procedures do not preclude citizen input, courtesy or sensitivity to public concerns and viewpoints. They respect all these elements and the necessity to conduct business in an orderly, disciplined and productive manner.

#### **9. Get a Valid Assessment of the Public's Concerns and Evaluation of the Council's Performance**

Elections are contests among individuals vying to become a member of the council. They are not valid, objective assessments of the public's feeling about the quality of council's performance as a governing body and about whether or not it is addressing issues effectively.

Highly-effective councils seek feedback through a number of proven market research tools such as focus groups, surveys and questionnaires. Typically, the phone calls a councilmember receives, or the comments made in public hearings, are not valid or accurate reflections of the entire community's sentiments about issues and council's performance. "Market research feedback" should be ongoing and included in the annual goal setting retreat or advance.

#### **10. Practice Continuous Personal Learning and Development as a Leader**

Leaders read, attend workshops, and constantly seek information, understanding and insight. Highly-effective councils are comprised of members who honestly know they don't know it all. They take advantage of the myriad of opportunities to learn and perfect their skills by reading, going to state and national municipal league workshops, and every forum that can expand their skills to lead and govern well.

A highly-effective council also learns as a council. It works closely with the manager to improve its leadership skills and the council-manager relationship. Councils should assess objectively their performance on each of the 10 habits. This assessment should include the observations of council

members, the manager, key department heads, and selected members of the community who have occasion to work and interact with council. Council should then decide where gains can be made and then set up the opportunity through council workshops and other forums to learn the skills to make these gains.

Mayor, Margaret Carpenter, and City Manager, Jack Ethredge, of Thornton, Colorado, started a process with the council in 1990 incorporating these 10 habits as the means to increase council's leadership skills and effectiveness. The process started with council conducting a careful reexamination of the city's mission and the role council must assume to ensure fulfillment of that mission.

Next, council, in discussions with the city manager, made a commitment to leadership innovation and excellence that focused on long-term and strategic issues vital to the community's future. The process involved advances, close attention to community feedback through focus groups and surveys, and frequent self-evaluation of council's and staff's performance and sense of partnership. Council now holds multiple advances each year to define and validate its strategic perspective and policy leadership. Council skill development workshops accompany these advances and focus on defined needs identified by council. Council takes specific "time-outs" to evaluate how it functions as a team within council, with staff, and with the community. The continuous quest for effectiveness always starts with the question "Is there more we should be doing" to improve our leadership performance and ensure a quality future for our community?

Jack Ethredge observes "The entire process has helped council identify those issues essential to achieving our community's goals and building collaborative relationships with citizens and city staff to sustain agreement on the goals and the critical steps the entire community must take to attain these goals. Thornton is now a community of partnerships all focusing on our vision and using our combined resources to become the city we want to be in the future. There has been a real breakthrough achieved in the amount of creative energy that is moving Thornton forward."

Numerous other councils engage in a similar process as they hone their abilities to deal with highly complex and rapidly changing community needs and challenges.

The last, and probably most important, point: Keep your sense of humor. Governance is a serious business dealing with the vital issues affecting our communities and the quality of life we experience within them. Humor reduces friction and stress, lets others know that we and they are human, and brings a pause that refreshes our insight and commitment. It is essential to creating and maintaining good relationships.

Every community deserves nothing less than a highly effective council that embraces accountability for the community's performance in creating its future and in effectively addressing, in the present, those challenges vital to attaining that future. That is what is at stake: our communities' future. With few exceptions, every council can be highly effective and can provide strong leadership, but to become effective will require a good governance model and disciplined adherence to the fundamental habits of effectiveness.

Carl Neu, Jr., is executive vice president of Neu & Company, Lakewood, Colorado. All rights reserved to Neu & Company and the Center for the Future of Local Governance, 1997. (graphics were not reproduced)

## ATTACHMENT III

### Covey's *Important/Urgent* Matrix\* TIME AND PRIORITIES

The author Stephen Covey designed a time management matrix\* that relate *importance* and *urgency* for life activities. One of its original purposes was to show managers why nothing important ever gets done in business.

It might also be used to explain why the critical issues facing our world get back-burnered as soon as some demagogue or despot does something attention-getting.

A business with its priorities straight should deal with issues in Quadrants I, II and III in that order. However, human nature and office politics often dictate that issues in Quadrants I and III often get the most attention and resources, and issues in Quadrant II never get addressed at all.

Study the matrix shown here; typical activities that fall into each quadrant are illustrated.

III URGENT & NOT IMPORTANT	I URGENT & IMPORTANT
Interruptions Many Pressing Matters Some Phone Calls Some Pager Calls Some Mail & E-Mail Some Reports Some Meetings Many Popular Activities	<b>Crises</b> <b>Pressing Problems</b> <b>Deadline-Driven Projects</b>
IV NOT URGENT & NOT IMPORTANT	II NOT URGENT & IMPORTANT
Trivia Busywork Some Phone Calls Junk Mail & Spam Some Pager Calls Time Wasters Escape Activities	<b>Prevention</b> <b>Preparation</b> <b>Relationship Building</b> <b>Recognizing New Opportunities</b> <b>Planning</b> <b>Values Clarification</b> <b>True Recreation</b>

\* *The 7 Habits of Highly Effective People*, Stephen Covey, 1989, and *First Things First*, Stephen Covey, 1994.

Consider activities shown above in each quadrant:

<b>High Urgency</b> →	<b><u>III URGENT and NOT IMPORTANT</u></b>	<b><u>I URGENT and IMPORTANT</u></b>
	<p>Many of us get trapped by other people's sense of urgency telling us what is important. Allowing your priorities to fall here can result in a frenzied rush to get "things" done, followed by a sense of emptiness and lack of satisfaction.</p>	<p><b>Clearly, these activities should take first priority. However, your long term goal should be to reduce time spent here by prevention, preparation, etc. (see quadrant II).</b></p>
<b>Low Urgency</b> ←	<b><u>IV NOT URGENT and NOT IMPORTANT</u></b>	<b><u>II NOT URGENT but IMPORTANT</u></b>
	<p>Obviously, minimize time spent in activities in this quadrant.</p>	<p><b>The key to success in gaining control of your time priorities is to focus on activities in this quadrant. If you are currently doing very little here, begin by carving out a small amount of time each day and building on it.</b></p>
	<b>← Low Importance</b>	<b>High Importance →</b>

## ATTACHMENT IV

### Discussion Ideas for a Financial Sustainability Action Plan

#### **1. Economic Development**

Supporting economic stability and expansion is essential to job preservation and creation, private sector revenue creation, and tax base maintenance and growth. Our objective is to be proactive and opportunistic, these being two focus areas:

**Proactive** This area is to be a partner with our business community. Several immediate activities to consider:

- Update *General Plan* Land Use and Economic development Elements
- Review, update, consider, and implement at least some recommendation of ABC/2000
- Seek funding for a Downtown Core

**Opportunistic** Economic development is often very situational, requiring us to be adaptable opportunistic, taking advantage of unexpected, “out of the blue” opportunities that fall on us.

#### **2. Grantsmanship**

We (staff) will remain alert to potential grants and special projects to improve the community’s quality of life, and which might bring in more money or make us more efficient. City Council approvals for grant applications should typically be obtained before starting the grant application process, keeping in mind staff impacts, commitments of matching cash, in kind support, required public hearings and Council resolutions, etc.

#### **3. Budget Development & Administration**

##### **New Revenue Sources**

Potentially expanded or new revenue sources must always be investigated. Please advise Cheryl or Jim immediately of any potential new revenues! Receipt or a firm commitment of new revenues is required before obligating new funds.

##### **General Fund Financial Reserve/Ending Cash Balance “policy.”**

The target for the General Fund Ending Cash Balance should be between 33% and 50% of expenditures. This provides a theoretical four to six month cushion. Based on a \$6,000,000 operating budget, this ranges from about \$2,000,000 to \$6,000,000.

Minimal use of the Ending Cash Balance (or “reserve”) allows decision making flexibility and can provide for continuity of routine services and operations during short term (one to two year) swings in the economy. During cyclical downturns (typically occur every ten years and lasting slightly longer), cash reserves could be drawn down to

approximate 25% (\$1,500,000) without significant impact on the budget of services provided.

In a recessionary period spanning several years - as we are currently experiencing - Council should consider an absolute minimum reserve/cash balance. Used over a several years AND with a plan to bring expenditure line with revenues over time, the minimum reserve could be 17.5% (\$1,050,000), roughly for two months expenditures.

It is noted that the Operating Cash Flow in the General Fund for basic operations is about \$300,000 and is required to meet normal monthly expenditures and financial obligations.

#### **4. Budget Containment Strategies for the Recession** **(continuing the next few years)**

Last October sixteen budget strategies used by local governments with Moody Aaa bond ratings (these, and other strategies noted are listed below). The measures used by more Aaa local governments than lower rated cities suggest specific tactics for responding to financial crisis:

- Make targeted cuts that actually reduce services and reduce the workforce.
- Freeze salaries (rather than use furloughs or reduce salaries).
- Implement new and increased fees to pay for the cost of government.

#### **Our long term strategy should CONSIDER using these methods:**

- Freeze vacant position, targeted for set periods or indefinitely
- Freeze salaries, labor contract negotiation
- Draw down reserve/cash balance, considering longer term plan (see above)
- Maintenance deferral (short term, using cost:benefit approach)
- Implement new and increased fees to pay for the cost of government.
- Services evaluated (maintain, reduce, eliminate)
- Make targeted cuts that might actually reduce services and reduce the workforce (not layoff).
- Explore joint/cooperative provision of services with other governments and agencies.

#### **Our long term strategy should AVOID using these methods:**

- Make across the board cuts without regard to services and workforce.
- Furloughs or reduce salaries.
- Layoffs.

**16 Methods / Budget Strategies Compared between NON Aaa Rated Cities and Moody Aaa Rated Cities:**

1. Revised Union Contracts
2. Deferred Capital Projects
3. Lay off staff
4. **Targeted Expenditure Cuts**
5. Across the Board Expenditure Cuts
6. Eliminate or Reduce Professional Development Budget
7. Eliminate or Reduce Travel Budget
8. Reduce Salaries (pay rate)
9. **Salaries Frozen**
10. Implemented Staff Furloughs (Reduce Salaries - time worked)
11. Eliminate Positions
12. Vacant Positions left Unfilled
13. Eliminated Services
14. Reduced Services
15. **Added New Fees**
16. **Increased Fees for Services**

**Other methods:**

1. Taxes - Increased (property, sales, utility, excise, B&O, others?)
2. \*Reserve Depletion - use/spend down
3. \*Accounting Gimmick - transfers, method changes
4. \*One-Time Revenues -, windfall
5. \* Sell Assets
6. \* Debt Dependence
7. \*Maintenance - Deferred

**PRACTICES THAT CAN  
JEOPARDIZE FINANCIAL HEALTH**

**A. Practices That Sustain An Operating Deficit**

1. Reserve Depletion
2. Debt Dependence
3. Selling Assets
4. Accounting Gimmicks
5. Reliance On One-Time Revenues

**B. Practices That Defer Current Costs**

6. Unfunded Liabilities
7. Maintenance Deferral

**C. Ignoring Full Life Costs**

8. Ignoring Full Costs of Non-Salary Employee Benefits
9. Ignoring Full Life Costs of Capital Assets

**ATTACHMENT V**  
**Council & Staff Responses to the 5 Questions**

Responses selected by Council members in red, staff selections in blue, example: 1 / 1

**1. WHAT IS THE MAIN OUTCOME YOU HOPE FOR THE CITY COUNCIL AND STAFF TO ACHIEVE DURING THIS RETREAT?**

<b>2 / 1</b>	1. I would like to see the council have an opportunity to brain-storm and share visions, ideas, thoughts, and goals that each member may have. I'd also like to get a chance to know the thoughts of the other council members and the department heads. And hopefully an end result would be a more defined set of goals and direction for the city.
<b>1 / 1</b>	2. To flush out a "big picture" vision for the city that we as a council can use as a framework to focus on as we make policy decisions.
<b>2 / 1</b>	3. Consider each other's opinions and dreams, and then begin to blend those ideas into collaborative goals.
<b>1 / 1</b>	4. • Goal setting for short and long term planning for the city. • Working together to find a way to increase revenues.
<b>1 / 2</b>	5. The main outcome of the retreat should be to set long and medium term goals for city government and to make an immediate plan to stabilize city finances.
<b>0 / 2</b>	6. To create an opportunity for open discussion and the ability to unify ideas for future consideration.
<b>0 / 2</b>	7. Enhanced communications between departments and a better understanding of each department's purposes and goals.
<b>0 / 2</b>	8. To solve issues that takes time from council meetings.
<b>2 / 1</b>	9. To determine if there are common goals and prioritize 4-5 realistic ones.
<b>3 / 0</b>	10. I hope we all come away with a common set of goals and objectives for the city as a whole. The council will decide where we are going and leave the department heads and city administrator to figure out how we get there. I'd also like us all to be clear on council's expectations of individual department heads.
<b>2 / 4</b>	11. The main outcomes of this meeting will be that the City Council builds a consensus on where it wishes to lead Bishop and establishes goals and expectations for achieving these. A team approach will develop for meeting our challenges and opportunities, and professional relationships are strengthened among all participants.
<b>0 / 0</b>	12. I hope we will have a meaningful start to the process of developing an integrated business planning process for the city.

**2. WHAT DO YOU HOPE BISHOP WILL LOOK LIKE, BE LIKE, OR BE KNOWN AS IN 5-10 YEARS  
- WHERE ARE WE GOING? (THE "BIG PICTURE")**

2 / 0	<p>1.</p> <ul style="list-style-type: none"> <li>• A community that has an airport nearby with convenient, reliable and affordable commercial flights on major airlines.</li> <li>• An area that is known as a destination point.</li> <li>• A community that has a thriving, vibrant and welcoming downtown that is both business and pedestrian friendly.</li> <li>• A community with a main street that has minimal truck traffic because it has a viable truck bypass.</li> <li>• A community with a sound, trouble free infrastructure.</li> <li>• A community who is made up of more "citizens" than residents.</li> </ul>
2 / 3	<p>2. To be an attractive, clean, and safe city with activities for all ages of its citizens to enjoy and contribute to. To be a friendly and fun vacation destination for visitors with a wide variety of attractions and events.</p>
1 / 1	<p>3.</p> <ul style="list-style-type: none"> <li>• Completion of Silver Peaks</li> <li>• Development of the Hanby parcel</li> <li>• Continue development of the Bishop City Park</li> <li>• Community Center</li> <li>• Addressing traffic concerns</li> <li>• Cottonwood Plaza revitalized</li> <li>• Promoting light industry</li> </ul>
2 / 1	<p>4. I'd like to see Bishop remain essentially the same, but have a more focused look to Main St. I'd like to see new sidewalks (cobblestone look), new updated planters, new street lights and decorative features (such as street clocks, antique benches, a fountain...etc). I would like to see Bishop be a place where visitors passing through would say "Wow...what a great town to stop and get to know".</p> <p>I'd also like to see a new alternative to Vons. I feel that the City owes it to the population to provide a competitive supermarket in this area. It is sad that one business holds a community hostage through a "resort area" pricing structure. I also feel that Vons drives a large amount of shopping out the area. Incomes in the Owens Valley are somewhat depressed compared to other California cities, and paying 20-30% more for food is a hardship on our citizens. I also feel that by forcing people to leave the area for lower grocery prices, a large amount of retail sales are lost to other out-of-the-area retailers. Vons' business practices are unfair and lead to lost sales by other unrelated businesses in Bishop. I think that Vons/Kmart are at the least bad partners in the community, and at worst violating anti-trust laws through their lockdown on allowing competitive business into the area. Paying \$27,000 a month for an empty building, just to make sure no other business can move in, is a slap in the face to the citizens of Bishop.</p> <p>I'd also like to see the eventual addition of a community center/small scale convention center. I feel the Bishop area has an incredible appeal to it and would be able to financially benefit from conventions and trade shows.</p>
0 / 1	<p>5. Bishop must obtain small amounts of land releases from LADWP in order to increase the housing stock, encourage commercial and retail development, and enable light industrial enterprises. I also hope that the downtown corridor will be revitalized with a pleasant theme and a walk-able open commercial district that serves locals and visitors alike. I would like to see recreation programs maintained and expanded, and be well on our way to a fully developed city park. Hopefully, we will be collaborating with the county, tribe, Mono and Mammoth to provide efficient services. I would hope to continue our street, sidewalk, and bike</p>

	path projects, including a revitalized Warren Street. I would like to see economic development that provides sustainable employment in a variety of sectors and improves the quality of life for Bishop's residents.
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0 / 0	6. Businesses that are thriving and prosperous.
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0 / 0	7. Residents and visitors to feel safe and our visitors want to return.
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0 / 0	8. To come into its own as a "destination location" – not a potty stop on the way to some place else.
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2 / 4	9. We believe that best case scenario would be that Bishop doesn't "look" much different than it does today in terms of maintaining our small town atmosphere and charm. Main Street improvement/beautification and updates/improvements to infrastructure should be done with this goal in mind. The possibility of a Truck Bypass has the potential to cut both ways (see Mojave, CA) and we see the public safety benefits but also the potential loss of revenue. Improved tourist facilities such as a convention center would only benefit our economy. We hope that Bishop maintains our reputation as a safe, friendly, small town with year-round tourist appeal. It is important to examine possibilities for future revenue streams and options for maintaining the viability of the City.
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0 / 1	10. Bishop is unique and beautiful in a way all its own. That beauty appeals to those of us lucky enough to live here. I would hope for a model of financial stability through a mixing of established businesses and new growth, as well as economic opportunities through recreation and leisure experiences.
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5 / 2	11. <ul style="list-style-type: none"> <li>• Bishop is a quaint Eastern Sierra community, with a small town feeling where you still find an inviting, vibrant downtown filled with mom and pop shops offering unique or usual goods and services, and great visitor amenities. A tourist destination where people make it a point to stop, stay and shop, with many local events for residents and visitors alike.</li> <li>• Bishop is widely recognized as a tourist/recreation destination hub for the many year-round sites and activities in this area. Bishop is prosperous with a strong retail center serving this regional service center which includes federal, state, county, and city offices, with strong health care professionals and facilities.</li> <li>• Bishop is a safe, prosperous community with a high Quality of Life, which honors its unique identity and heritage while respecting and protecting our natural resources.</li> </ul>
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1 / 0	12. The City of Bishop compliments its breathtaking physical surroundings as the focus of tourism, recreation, shopping, jobs, services, and community in the Eastern Sierra. Bishop is the jewel of the Eastern Sierra.
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**3. WHAT IS THE PURPOSE OF THE CITY – WHY ARE WE HERE?**

This question tells us *why* we are here. The value of asking “*WHY*” is that:

- It defines success.
- It creates decision making criteria.
- It aligns resources.
- It motivates.
- It clarifies focus.
- It expands options.

2 / 0	1. I think we are here to provide a voice for the citizens. And by citizens I mean, those living in the city limits, and also those living in the surrounding area who have jobs, shop, recreate, have children in schools, and who are essentially a part of Bishop’s population. I think the City has the responsibility to make sure their needs for public safety are met, their economic stability is achieved, their children have access to a future, and that they have a thriving City that is able to grow and support new ideas and needs.
3 / 3	2. <ul style="list-style-type: none"> <li>• To serve the residents of the City of Bishop</li> <li>• We are here to provide vital city services</li> <li>• Fostering economic health and fiscal responsibility</li> <li>• Promoting and enhancing Bishop’s businesses</li> <li>• Promoting tourism</li> <li>• Promote youth and senior activities</li> </ul>
0 / 0	3. Bishop is the only city for hundreds of miles along the 395 interstate highway. It is the core of various government agencies and departments. Bishop’s services assist its local citizens as well as serving a much larger population in the surrounding areas. In addition, Bishop is an important layover location for millions of travelers. Bishop also serves as an important services provider for the thousands of the long haul trucks traveling our highway. Highway 395 is the only route of transportation on the eastern side of the great Sierra Mountains.
1 / 0	4. “Cities exist to create citizens. Not to generate economic gains (they do, but as a byproduct), or provide a home to the arts, entertainment or learning (again, byproducts), and certainly not to support a government (it’s a means to an end). I would argue that the real purpose of cities is to create a group of people who will take responsibility for their community. And it’s this willingness to accept responsibility that is the difference between a resident and a citizen.” <i>Otis White, president of Civic Strategies, Inc.</i> <u>Purpose of City Government</u> A city government provides political direction and exercises control over the organization of a city. City governments make local laws and may supply emergency services. <u>Function</u> A city government’s mission is to use financial and human resources to provide services and ensure civil order for residents. <u>Structure</u> City governments fulfill their duties through various structures. A mayor, city council, commission and city manager/administrator are common components. <i>Jason Reecher</i>
3 / 1	5. By “the City” I assume that we are talking about city government. We are here to do the will of the people. That means being wise stewards of tax dollars to provide services needed by the people that cannot be efficiently provided by the private sector. We are also here to provide orderly planning, keep the peace, protect the peoples rights and property, and to facilitate commerce.
0 / 0	6. To provide the citizens of Bishop with reliable, quality services in a timely customer oriented manner.

2 / 1	7. The City's purpose (obligation?) is to provide basic social services such as security, direction, stability, and control over its citizens through the use of financial and human resources and seek to improve the quality of life for those who are contributing and responsible members of the community. The specifics, quantity and particulars of these duties are (in theory) decided by representatives who act as the voice and will of the citizens. While this might be a textbook answer, it is still the correct answer in our opinion.
0 / 3	8. To maintain city services: water, sewer, streets, organized recreational opportunities for our youth, fire and police protection.
0 / 0	9. To provide those services without looking like big government.
0 / 2	10. To serve our community effectively with purpose and dedication.
0 / 4	11. We are a customer and community service organization meeting the needs of the community for a safe, prosperous community that is a great place to live, work, and play
4 / 3	12. Within the authority allowed by the nation, the state, and the people of the city, the purpose of the city is provide services, laws, planning and policies that promote community health, safety, harmony, and enrichment while valuing small town living, quality of life, and personal freedom.

4. WHAT ARE THE TOP 2 OR 3 THINGS YOU WOULD LIKE THE CITY TO ACCOMPLISH IN 4-6 YEARS (2015-2017?). (THESE SHOULD ADDRESS #2 AND #3 ABOVE; THESE ADDRESS THE "BIG PICTURE".)

1 / 0	<p>1.</p> <ul style="list-style-type: none"> <li>• Resurface, fix all public parking lots in town.</li> <li>• Identify all capital infrastructure weaknesses, prioritize them and identify sources of funding to improve them.</li> <li>• Work with the County and other entities to develop a plan to crate a truck bypass on the east side of town close to the airport and secure funding.</li> <li>• Work with the County and other entities to create a plan to bring major airlines to our community.</li> <li>• Identify ways in which we can engage our community members to be more active in local government, community organizations, and community events. Help them to become "citizens".</li> </ul>
2 / 1	<p>2.</p> <ul style="list-style-type: none"> <li>• Downtown face lift and general theme.</li> <li>• Walking and bike trails throughout the city and surrounding area.</li> <li>• A multi-purpose community center in the City Park.</li> </ul>
0 / 0	<p>3.</p> <ul style="list-style-type: none"> <li>• Community Center.</li> <li>• Silver Peaks completed.</li> <li>• Hanby parcel developed.</li> <li>• Promoting light industry.</li> <li>• New well.</li> </ul>
1 / 1	<p>4. I think the number one accomplishment I'd like to see is the addition of a new supermarket and retail location. Like I stated in answer #1, I feel that we owe it to the citizens to provide them relief from over-priced groceries. I see this as an economic threat on many levels. Imagine how other retailers could benefit from citizens having additional disposable income available from the savings they achieve from having lower food costs. I think having an alternative would also stem some of the loss that we saw in the Retail Coach survey. Keeping business in Bishop is ESSENTIAL to our economic stability and should be something we place highly on OUR list of priorities.</p> <p>I'd also like to see the City focus on finding more land for residential and commercial development. I see the possible addition of the Hanby property as a residential area being a huge plus for Bishop. Having 20 or so new residential units would be financially positive for Bishop. Along with this I'd like to see Bishop take an active role in soliciting new businesses to locate to the City. Either through tax credits, fee reductions, or other economic means, I'd like Bishop to bring national chain type restaurants to the area. I think these types of businesses would be recognizable to tourists and entice them to stop in Bishop instead of passing through to Mammoth or Southern California locations.</p> <p>And lastly, I'd like to see the City take a more active role in bringing new ideas to Bishop. Right now we rely on Mule Days, Fall Colors Car Show, Tri-County Fair, Millpond Music Festival, and the fishing opener as our "draws". I would like to see more ideas brought forth and supported to bring new people to our city. Some ideas I've heard or have include; large scale BBQ contest, mountain bike races, summer concert series, Harley Davidson/motorcycle rides, re-introduction of Huck Finn Days, Laws to Bishop railway, and other new ideas that could possibly turn into yearly events that would grow in size and economic importance.</p>

3 / 4	<p>5.</p> <ul style="list-style-type: none"> <li>• Economic Development. This includes filling vacant storefronts, obtaining land for development, revitalizing downtown, and encouraging new businesses.</li> <li>• Public safety. Planning for a new police department, assuring adequate EMS services, and maintaining a well trained and equipped volunteer fire department.</li> <li>• Development of the park including a multi-use community center.</li> </ul>
0 / 1	<p>6.</p> <ul style="list-style-type: none"> <li>• To maintain financial stability and continued efforts to develop growth.</li> </ul>
0 / 0	<p>7.</p> <ul style="list-style-type: none"> <li>• To provide those services without looking like big government.</li> </ul>
4 / 5	<p>8.</p> <ul style="list-style-type: none"> <li>• Economic growth – well thought out and (if possible) eliminate empty store fronts through business partnerships.</li> <li>• A Community Center that can accommodate a variety of activities.</li> <li>• Develop a way to make Main Street more pedestrian friendly by getting the trucks on a different route but not hurt the economy at the same time.</li> </ul>
1 / 2	<p>9. We believe it incumbent on the City to consistently seek ways to improve and expand services, quality of life, and to find methods and ways to maintain revenues commensurate with these goals. We believe the following projects should have priority status: Civic Center/Convention Center, updated or new police facility, downtown remodel or beautification, community center (available for multiple uses). The actual priority of these would be a decision of the Council.</p>
0 / 0	<p>10.</p> <ul style="list-style-type: none"> <li>• Continued build-out of the City Park Master Plan.</li> <li>• Moving forward toward the completion of the Mobility and Housing Element.</li> <li>• Economic growth for the future financial sustainability and local job opportunities.</li> </ul>
3 / 2	<p>11.</p> <ul style="list-style-type: none"> <li>• Develop a community center with convention facilities.</li> <li>• Update / improve substandard infrastructure (facilities, streets, water, sewer).</li> <li>• Continue development of the City Park.</li> <li>• Underway in implementing City Council's long term strategic plans for the City.</li> <li>• Encourage and facilitate DWP land divestments in the Bishop Area</li> </ul>
0 / 2	<p>12.</p> <ul style="list-style-type: none"> <li>• Start to move from being a nice small city that happens to be in a pretty place to being a nice small city that embraces and compliments its beautiful natural setting for the benefit of residents, businesses, and visitors.</li> <li>• Update zoning to provide effective community planning sensitive to environmental and cultural resources that help make the city a great place to visit, live, and do business.</li> <li>• Attract and successfully facilitate 3 multi-million dollar developments consistent with 2, 3, A and B.</li> </ul>

**5. WHAT 3 OR 4 THINGS WOULD YOU LIKE TO SEE THE CITY ACCOMPLISH IN THE NEXT 12-18 MONTHS?**

2 / 3	<p>1. I'd like to see the City <u>begin</u> to tackle the Vons issue. I feel relief is needed by our citizens.</p> <p>I'd also like to see the continued push to ensure the skate park is kept under control and is a safe place for our youth. I do feel that we are on the right path, but this is an issue that seems to keep arising and that we spend a lot of resources on.</p> <p>I would like to see the City take steps forward on finding ways to use empty DWP lots along Main St as parking areas for RV's and tourists. And along the same lines, find a way to re-open the old Kmart parking lot for RV's and larger vehicles passing through our city.</p> <p>I would like to see the bike trail from the reservation to the schools issue resolved. My 11 year old daughter just told me last week that some strange man walked across the playground talking to kids on his way from the trail to town. This is a safety issue for our youngest citizens and needs to be addressed and prioritized as such.</p> <p>And one more! I think we need to find a way to add electronic signs to the front of the Visitors Center. Big Pine and Lone Pine Schools just added signs, and I think they are an excellent way to highlight local events and local attractions. I also think adding one to the front of the City Hall Complex would be beneficial for the City. We could highlight Council meeting dates and times, upcoming events or programs, community service reminders, and other messages we wanted to convey to the citizens.</p>
0 / 0	<p>2.</p> <ul style="list-style-type: none"> <li>• Cottonwood Plaza revitalized.</li> <li>• Increasing revenues.</li> <li>• Continued work in the City Park and recreational programs.</li> </ul>
2 / 3	<p>3.</p> <ul style="list-style-type: none"> <li>• Successful businesses in now-vacant facilities.</li> <li>• An active city park volunteer program that is primarily served by retired senior citizens.</li> <li>• An end to the monopoly of Vons</li> <li>• An alternate downtown bike route.</li> </ul>
3 / 0	<p>4.</p> <ul style="list-style-type: none"> <li>• Improve working relationships with the County and the Tribe.</li> <li>• "Spring Cleaning". A community effort to spruce up Main Street by cleaning sidewalks, fresh paint on storefronts, make dark storefronts more attractive.</li> <li>• Provide entry signs at all three entrances to the City.</li> <li>• Improve parking lot signage to public parking lots.</li> <li>• Relocate the Farmers Market to the downtown area.</li> <li>• Continue to work on business owners to buy into the concept of "customer service".</li> <li>• Develop a plan of action to create "citizens" who will become more active/engaged in our community.</li> </ul>
1 / 2	<p>5.</p> <ul style="list-style-type: none"> <li>• Stabilize city finances.</li> <li>• Update the general plan, including the economic development element.</li> <li>• Break ground on Silver Peaks</li> <li>• Improve relations with other agencies and expand collaborations, starting with parks and recreation.</li> </ul>

2 / 0	6. <ul style="list-style-type: none"> <li>• A strategic plan for growth/sustainability for the future.</li> <li>• Build on collaborations/partnerships for potential grant and funding opportunities.</li> <li>• Creating of a Friends/Volunteer Program (Hands and Feet for City Improvement).</li> </ul>
2 / 1	7. Short-term goals should include a critical analysis of revenues and expenditures and solutions to prevailing losses. Maintaining our levels of service is of utmost importance if possible. If there are ways to streamline or update the operation/organization (reorganization/technology advances) and thereby increase our level of service while reducing costs, we should seek these out. Many cities have found ways to diversify or capitalize on opportunity and flourish despite economic downturns.
1 / 1	8. <ul style="list-style-type: none"> <li>• Give the front gazebo at the Park a face lift.</li> <li>• Development of a program for store front clean up to encourage business owners to "fill in" empty windows that are an eye sore.</li> <li>• New personnel manual.</li> <li>• Records Retention Policy.</li> </ul>
0 / 0	9. <ul style="list-style-type: none"> <li>• To provide the same level of services and keeping a balanced budget.</li> </ul>
0 / 0	10. <ul style="list-style-type: none"> <li>• All of the above responses to questions 1-4.</li> </ul>
2 / 3	11. <ul style="list-style-type: none"> <li>• Achieve financial sustainability for the community and City organization.</li> <li>• Obtain grants for updating the Land Use and Economic Development Elements of the <i>General Plan</i> involving all area stakeholders and agencies. Revisit the <i>ABC/2000</i>, implement recommendations where possible; initiate stakeholder process to update report.</li> <li>• Develop a Downtown Core marketing / promotional piece (map &amp; text) with grant funding to incorporate into the annual <i>Bishop Vacation Planner</i>"</li> <li>• Work with Downtown Core Area stakeholders to develop a Downtown Economic Development Regeneration Plan (<i>Our Other Main Streets</i> - for business &amp; parking accessibility; <i>Our Other Front Doors</i> - for store attraction and accessibility; grants store and façade improvements, fill empty store fronts, etc.)</li> <li>• Effectively and efficiently maintain our community/customer services.</li> <li>• Develop senior and affordable housing in partnership with other agencies.</li> </ul>
0 / 0	12. Things I would like the city to accomplish in this time period are best focused on the Department of Public Works and are perhaps best embodied in my draft goals for the 2011/2012 fiscal year: <ul style="list-style-type: none"> <li>• Continue planning and delivery of capital projects, most notably the Warren Street Improvements project and the New Water Tank project</li> <li>• Pursue opportunities to assess and improve public safety in Public Works areas, including unreinforced masonry and flood information</li> <li>• Complete new Mobility Element of the General Plan</li> <li>• Investigate opportunities to update the Land Use Element of the General Plan and to update zoning of the city.</li> </ul>

for establishing programs, strategies and actions that will be required to accomplish the City's overall objectives. Each element will focus on the key current issues relating to economic development and Bishop's community character.

This General Plan is intended to become a more usable/readable document that the City can use to help guide development and establish essential planning programs. Many components of the document will offer implementation actions that can be accomplished throughout the 20 year planning horizon. Although the document is comprehensive in scope, containing all required elements, it is essentially a **streamlined general plan**, focusing on the essential information that the City needs in order to respond to current and emerging issues in the most cost effective way possible.

## I. VISION STATEMENT

**"The City of Bishop is composed of the people who reside here, their homes, places of employment, community institutions and places to spend their leisure time. The Bishop area is blessed with many important natural resources and assets worthy of protection, including the unpolluted waters of the Owens River, Bishop Creek, and various canals; the relatively clear and unpolluted air; abundant trees; productive soils and magnificent views of the Sierra Nevada and White Mountains. Together, these things make Bishop one of the most unique and desirable communities in California. Through time, the people, uses of land and the environment have evolved a harmonious relationship, giving the community its present pattern and form. Maintenance of a harmonious relationship between the people, use of land and environment, while accommodating change, is a goal of the Bishop General Plan. Future growth is to be accommodated by development of vacant land areas, modest expansion of the developed area of the City, and an emphasis on strategically important revitalization while maintaining the general pattern of activities and land uses. The City of Bishop should remain the primary commercial, service, and employment center of the area and region. As such, the City expects to continue as a quality living environment for its attractiveness to the vacationing public as well." (Updated from the 1984 General Plan Amendment.)**

The above Vision Statement has been adapted from the preceding General Plan and is relevant for this update as well. It is the intent of this General Plan Update to maintain the overriding vision by addressing critical City issues. These issues are related to achieving a satisfactory level of economic prosperity and to expand the market potential of the City.

### Key Issues of Concern to the City of Bishop

The key issues that dominate this update of the General Plan are:

- **Maintaining the rural integrity of Bishop** — It is essential that the overall integrity of the City of Bishop is maintained throughout the planning period while accommodating new economic opportunities. A delicate balance must be achieved between growth and the quality of life.
- **Stimulating and capitalizing on the tourist/recreation/convention industry recognizing the natural environment as the greatest asset the City has to offer** — The preservation and enhancement of the natural environment remains a high priority and the General Plan will identify key tourist/recreational activities that can be employed to diversify the industry. In addition, emphasis will be placed on providing a multi-purpose Community Center.

- **Maintaining the character and enhancing the economic strength of the downtown commercial corridor is critical** — Circulation in Bishop is centered around U.S. 395, which is the major business corridor of the City. As traffic volumes increase, it is essential to plan for solutions to increasing congestion. A Corridor Study is proposed to be prepared in order to assure the long term success of the downtown core.
- **The City needs to provide for the State mandated housing programs and help initiate new and/or revitalized housing opportunities** — The City needs to provide additional housing opportunities, with an emphasis on "affordable" housing. Cooperation with the LADWP is essential for the development of land within Bishop, as much of the land in the City is owned by the agency.
- **The City needs to create new jobs and increase the opportunity for industrial/institutional development. Educational opportunities are seen as a high priority** — Diversification of the local economy is essential to assure the long term stability of the economic climate in Bishop and the area. Many educational opportunities in which the local environment lends unique opportunities may be incorporated into the City, including geology, soils, recreation, archeology, etc.
- **The City needs to establish a comprehensive funding mechanism for capital improvements and city-wide revitalization** — The City Redevelopment Agency could provide for an additional mechanism for implementation of needed facilities and public improvement projects, as well as funding for needed physical cosmetic improvements (streetscapes, architectural, etc.) if a Redevelopment Plan and Project Area are developed and implemented.

Each element of the General Plan will focus on these overriding concerns and identify specific programs, strategies, and actions that may be employed to assure the realization of these goals.



Bob

# Behn's Performance Leadership Report

An occasional (and maybe even insightful) examination of the issues, dilemmas, challenges, and opportunities for improving performance and producing real results in public agencies.

On why all public officials need to follow the basic rule:

Vol. 9, No. 4, December 2010  
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## Always Start with Purpose

The Palestinians and the Israelis are cooperating. I am not making this up.

Sure: They are not cooperating about such issues as the future of Jerusalem, or of Gaza, or of the West Bank. That would be too much to ask.

Nevertheless, some Palestinians and some Israelis are cooperating. But it's not the politicians. It's the scientists.

In the middle of the Dead Sea, which borders Israel, Jordan, and the West Bank, scientists have been drilling down into the bed of this lake. For forty days and forty nights (could I make this up?), they have been pulling up a sequence of sediment cores that are nine feet long and five inches in diameter. The objective has been to obtain over 1,500 feet of sediment, which ought to cover half-a-million years of the region's geologic and human history.

For several reasons, the Jordan Rift Valley is unique. It is formed by the boundary between two tectonic plates, the African Plate and the Arabian Plate, which create their own geologic friction and occasional blow-ups. In the middle is the Dead Sea, the lowest land elevation on the Earth, 1,400 feet below sea level. And when we humans decided to leave Africa, we migrated right through this region.

Consequently, these sediment cores will, for decades, provide research opportunities for geologists, seismologists, geophysicists, archaeologists, anthropologists, climatologists, and biologists. (Yes, some bacteria and other microbes can live in the heavily salinated "Dead" Sea.)

So what fostered this cooperation among Israelis and Palestinians, plus other scientists from Jordan, Germany, Norway, Japan, Switzerland, and the U.S.? The answer is obvious: They shared a common purpose. Moreover, this cooperation wasn't just across political jurisdictions. It was also across scientific disciplines, which aren't always known for play-

ing well with each other.

Still, these scientists with quite different world views—both political and academic—cooperated. They did so, however, solely because they shared a common, underlying purpose: pursuing the research opportunities offered by these sediment cores.

Note, however, that these scientists didn't start by observing that the International Continental Scientific Drilling Program had a big rig that they could rent. They didn't start by saying: "What a cool gizmo. I wonder what I can do with it?"

Instead, they started with their multiple scientific purposes and then figured out: If we could rent that tool, it would really help all of us do our research.

When an artisan stands at a workbench, he or she doesn't pick up a

Over a century ago, Friedrich Nietzsche wrote, "Forgetting our objectives is the most frequent act of stupidity." Yet, so often today, managers in all three sectors select a management tool without first asking: "What purpose are we trying to achieve?"

saw, a hammer, and a screwdriver and say: "Now what should I make?" Rather, the artisan starts, logically enough, with a purpose: "I want to build a cabinet for my wine glasses." Having selected this purpose, the artisan can design a cabinet to both store and display wine glasses.

During the design process, the availability of key resources is quite relevant. If the artisan lacks the tools or the skills necessary to implement the design, he or she must modify the design. Thus, to create a workable design, the artisan may have to iterate back-and-forth between the design and the tools—all the while keeping focused on the purpose: to store and display wine glasses.

Only now, having created a design

that can be implemented, does the artisan pick up a tool. Sounds logical enough.

But if you watch the behavior of many managers—in all three sectors: public, nonprofit, or for-profit—you might think this logic is irrelevant to the work of organizations. For many managers start not with a purpose, but with their favorite tool.

That tool might be the Balanced Scorecard. It might be Total Quality Management. Or Six Sigma. It might be PerformanceStat. Or pay for performance. Or 360-degree feedback.

Any self-respecting manager has a large number of tools: multiple saws, hammers, and screwdrivers. Yet, almost every manager seems to have his or her favorite, all purpose, Swiss Army knife.

This tool is, indeed, "all purpose." Without ever thinking about purpose, the manager starts with this tool.

In New England, winter always brings an unwelcome chore: shoveling snow. And in many cities, an ordinance requires home owners to shovel their sidewalks. After a storm ends, homeowners in Boston have six hours to shovel their sidewalks.

If they don't? Boston's Inspectional Services Department may fine them \$50 per day—in some cases, more.

This might be an ideal way for the city to help cover its budget deficit. But that's not how the Department's Lisa Timberlake sees it. "If there are violators, what we try to do once the first snowfall hits is try to educate folks," she says. "We're not out there trying to issue tickets, we're just trying to make sure that folks are safe."

Ah yes: Safety. Always start with purpose. **B**

Robert D. Behn is a lecturer at Harvard University's John F. Kennedy School of Government where he chairs the executive-education program "Driving Government Performance: Leadership Strategies that Produce Results." His publications include: *Performance Leadership: 11 Better Practices That Can Ratchet Up Performance*.

To subscribe go to <http://www.ksg.harvard.edu/TheBehnReport>. It's free!





## Tentative Schedule of Events

AS OF APRIL 2011 *(subject to change)*

### WEDNESDAY, SEPTEMBER 21

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- 8:30 a.m. – 6:00 p.m..... Registration Opens at Moscone West Convention Center  
 9:00 – 10:30 a.m..... Thursday Policy Committees  
 11:00 a.m. – 12:30 p.m..... Friday Policy Committees  
 12:30 – 1:30 p.m..... First Time Attendee Orientation  
 2:00 – 3:30 p.m..... Concurrent Sessions – **Department Meetings & Welcome**  
 4:00 – 6:00 p.m..... **Opening General Session** – Annual Report and Keynote Address  
 6:00 – 7:00 p.m..... **Host City Reception**  
*(No competing events are permitted at this time)*  
 7:15 – Evening..... CitiPac and League Partner Events

### THURSDAY, SEPTEMBER 22

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- 7:30 a.m. – 4:00 p.m..... Registration Open  
 8:00 – 9:30 a.m..... Concurrent Sessions  
 9:45 – 10:45 a.m..... **General Session** – Keynote Address  
 11:00 a.m. – 5:00 p.m..... Expo Open  
 11:45 a.m. – 1:00 p.m..... Lunch in Expo Hall  
 1:15 – 2:45 p.m..... Concurrent Sessions  
 3:15 – 4:45 p.m..... Concurrent Sessions  
 4:00 – 5:30 p.m..... General Resolutions Committee  
 Evening..... Caucus Networking Receptions

### FRIDAY, SEPTEMBER 23

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- 7:30 – 10:00 a.m..... Registration Open  
 7:30 – 8:45 a.m..... Regional Networking Breakfasts  
*(Contact your Regional Rep – additional fee may apply)*  
 8:15 – 9:30 a.m..... Board of Directors and League Partners Recognition Breakfast  
 9:30 – 11:00 a.m..... Board of Directors Meeting  
 9:00 – 10:30 a.m..... Concurrent Sessions  
 10:15 a.m. – 1:45 p.m..... Expo Open  
 11:00 a.m. – 12:15 p.m..... Concurrent Sessions  
 12:15 – 1:30 p.m..... Lunch in Expo Hall  
 1:30 – 2:30 p.m..... Concurrent Sessions  
 2:30 – 4:00 p.m..... **Closing General Session**
- Installation of Officers and New Board of Directors
  - Annual Business Meeting – General Assembly  
*(voting delegates must register and stay until conclusion)*

*Conference registration is required to attend Policy Committee, Department and Annual Business Meetings.*

## AGENDA PLANNING FOR UPCOMING MEETINGS

### **JULY 11, 2011 MEETINGS – MEMOS DUE: Tues July 5 10 am**

#### **4:00 PM**

- Emergency Command System “Who’s in Charge?” Presentation by Joe Pecsí (25 minutes)
- CLOSED SESSION – Department Head Evaluations – Final Review - Police Chief

#### **7:00 PM**

- Presentation of the 2<sup>nd</sup> Quarter Citizen Award\*
- Proclamation – Breastfeeding Awareness Month\*
- Award Bid for 30 SCBA cylinders – Fire Department
- Appointment of Planning Commissioner
- Review and consideration to approve the draft responses to the 2010-2011 Inyo County Grand Jury Report – Administration and Police Department.

### **JULY 25, 2011 MEETINGS – MEMOS DUE: Tues July 19 10 am**

#### **4:00 PM**

- Discussion on pros and cons for consolidating the City’s General Municipal Election with an Inyo County election. (Kammi Foote, Inyo County Clerk/Recorder and Peter Tracy, City Attorney) TENTATIVE

#### **7:00 PM**

- Floodplain Management Regulations Ordinance – Introduction/First Reading
- Designation of voting delegate at the Annual League Conference in September – Council\*

### **JULY 26, 2011 JOINT COUNCIL PLANNING COMM.**

#### **5:00 – 7:00 p.m.**

- Joint meeting with Council and Planning Commission on Mobility Study, sign ordinance and signs for parking.

### **AUGUST 8, 2011 MEETINGS – MEMOS DUE: Tues Aug 2 10 am**

#### **4:00 PM**

#### **7:00 PM**

- Floodplain Management Regulations Ordinance – Second Reading/Adoption

### **AUGUST 22, 2011 MEETINGS – MEMOS DUE: Tues Aug 16 10 am**

#### **4:00 PM**

#### **7:00 PM**

**SEPT 12, 2011 MEETINGS – MEMOS DUE: Tues Sept 6 10 am**

**4:00 PM**

**7:00 PM**

**SEPT 26, 2011 MEETINGS – MEMOS DUE: Tues Sept 20 10 am**

**4:00 PM**

**7:00 PM**

**OCT 11, 2011 MEETINGS – MEMOS DUE: Tues Oct 4 10 am**

**4:00 PM**

**7:00 PM**

- RESOLUTION APPROVING APPLICATION FOR SUSTAINABLE COMMUNITIES PLANNING GRANT

\* MEMOS PREPARED

TO: CITY COUNCIL  
FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR   
SUBJECT: **PRESENTATION TO DANIEL STEINHAGEN**  
DATE: JUNE 27, 2011

BACKGROUND/SUMMARY

In 1993 Daniel Steinhagen began his length career as the Executive Director of I.M.A.C.A. He will retire at the end of this month.

The Council wishes to honor his service by presenting Mr. Steinhagen with a City tile.

RECOMMENDATION

Make the presentation to Daniel Steinhagen for his many years of community service as the Executive Director of the Inyo Mono Advocated for Community Action.

TO: CITY COUNCIL  
FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR  
SUBJECT: DEPARTMENT HEAD UPDATES  
DATE: JUNE 27, 2011



Attachments:

**BACKGROUND/SUMMARY:**

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

**RECOMMENDATION:**

Hear the reports.

CITY OF BISHOP  
COUNCIL RETREAT MINUTES  
JUNE 3, 2011

CALL TO ORDER	Mayor Griffiths called the meeting to order at 9:07 a.m. in the Executive Conference Room at City Hall, 377 West Line Street.
COUNCIL PRESENT	Councilmembers Jim Ellis, Susan Cullen Councilmember Jeff Griffiths (arrived at 9:12 a.m.) Mayor Pro Tem Dave Stottlemyre Mayor Laura Smith
COUNCIL ABSENT	None
OTHERS PRESENT	James Southworth, City Administrator Keith Caldwell, Assistant City Administrator/ Community Services Director Ray Seguire, Fire Chief Chris Carter, Police Chief Denise Gillespie, Assistant City Clerk Cheryl Solesbee, Accounting Secretary/Budget Manager Gary Schley, Public Services Officer
PUBLIC COMMENT	The Mayor announced the public comment period. No public comment was provided.
DISCUSSION	Discussion was held relating to items on the attached Retreat agenda. Further discussion and follow-up relating to responses and direction from Council will be held at a future Study Session. No action was taken.
ADJOURNMENT	The Mayor adjourned the meeting at 2:53 p.m. to the Study Session scheduled for Monday, June 13, 2011 at 4:00 p.m. in the City Council Chambers.

\_\_\_\_\_  
LAURA SMITH, MAYOR

Attest: James Southworth, City Clerk

By: \_\_\_\_\_  
Denise Gillespie, Assistant City Clerk



# CITY OF BISHOP

## COUNCIL/STAFF GOALS RETREAT

### AGENDA

Executive Conference Room - 377 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.

**Friday, June 3, 2011**

**9:00 a.m. – 3:00 p.m.**

- 1. ROLL CALL**
- 2. 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.
- 3. Welcome; Agenda Review**
  - A. Set ground rules and process for today's Retreat
  - B. Main outcomes expected from today's Retreat
  - C. Brief review of annual accomplishments (Each Director, 2-4 items)
- 4. Team-Building**
  - A. Eight questions that never go out of style
  - B. Governance leadership and teambuilding
  - C. Covey's *Importance/Urgent Matrix*
- 5. Resources & Budget Planning**
  - A. 2010/11 and 2011/12 Financial Resources / Budget
- 6. Review and Discussion of Responses**
  - A. What is the purpose of the City?
  - B. What do you want Bishop to look like in 5 to 10 years?
  - C. Top things to accomplish in next 4 to 6 years
  - D. Top things to accomplish in next 12 to 18 months

**7. Next Steps & Council Direction**

- A. Specific outcomes to accomplish in next 12 to 18 months
- B. Other steps and Council direction

**8. Summary Comments - All**

**9. Set time/date for follow-up session as needed**

**10. Adjourn – 3:00 p.m. - Council Study Session - June 13, 2011 - 4:00 p.m. in the City Council Chambers, 301 West Line Street, Bishop.**

CITY OF BISHOP  
CITY COUNCIL MINUTES  
SPECIAL MEETING  
JUNE 7, 2011

AGENDA ITEM NO.

(b)

**CALL TO ORDER** Mayor Smith called the special meeting to order at 8:00 a.m. in the Executive Conference Room at City Hall, 377 West Line Street, to conduct the annual department head evaluations.

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

**COUNCIL ABSENT** None

**OTHERS PRESENT** James Southworth, City Administrator

**PUBLIC COMMENT** The Mayor announced the public comment period. No public comment was provided.

**ADJOURNED TO CLOSED SESSION** The Mayor announced the closed session scheduled for the annual evaluations for Fire Chief, Police Chief, Public Works Director/City Engineer and the Assistant City Administrator/Community Services Director and City Administrator.

Public Works Director Dave Grah was not able to attend and will be rescheduled for another meeting.

The Council met with the Fire Chief, Police Chief and Assistant City Administrator/Community Services Director individually for their initial evaluation and set a date for the review of final evaluations.

The Council then met with the City Administrator to review his final evaluation.

**RECONVENED FROM CLOSED SESSION** At 12:15 p.m. the meeting was reconvened from closed session with all Council Members present.

**REPORT ON CLOSED SESSION** It was announced by the Mayor that no action was taken in closed session.

**ADJOURNMENT** The Mayor adjourned the special meeting at 12:16 p.m. The next regular Council meeting is scheduled for Monday, June 13, 2011 Study Session at 4:00 p.m. in the City Council Chambers.

\_\_\_\_\_  
LAURA SMITH, MAYOR

Attest: James Southworth, City Clerk

By: \_\_\_\_\_  
Denise Gillespie, Assistant City Clerk

CITY OF BISHOP  
CITY COUNCIL STUDY SESSION MINUTES  
JUNE 13, 2011

CALL TO ORDER	Mayor Smith called the meeting to order at 4:00 p.m. in the City Council Chambers at 301 West Line Street, Bishop, California.
COUNCIL PRESENT	Councilmembers Jim Ellis, Susan Cullen, Jeff Griffiths, Mayor Pro Tem David Stottlemire Mayor Laura Smith
COUNCIL ABSENT	None
OTHERS PRESENT	James Southworth, City Administrator Denise Gillespie, Assistant City Clerk Keith Caldwell, Assistant City Administrator/ Community Services Director Ray Seguine, Fire Chief Chris Carter, Police Chief David Grah, Public Works Director/City Engineer
PUBLIC COMMENT	The Mayor announced the public comment period. No public comment was provided.
SCHEDULED DISCUSSION	Discussion was held on the following agenda items: 1. Second Quarter Citizen Award 2. Current 7:00 p.m. agenda items 3. Future agenda items.
DEPARTMENT HEAD REPORTS	Reports from Community Services, Fire, Police, Public Works and Administration were given on the departments' activities including upcoming and ongoing projects.
COUNCIL DISCUSSION	Councilmembers gave committee reports, community announcements and/or made comments or inquiries to staff. No action was taken.
ADJOURNMENT	The Mayor adjourned the meeting at 4:40 p.m. to the regular City Council meeting scheduled at 7:00 p.m.

\_\_\_\_\_  
LAURA SMITH, MAYOR

ATTEST: James M. Southworth, City Clerk

By: \_\_\_\_\_  
Denise Gillespie, Assistant City Clerk

CITY OF BISHOP  
 CITY COUNCIL MINUTES  
 JUNE 13, 2011

- CALL TO ORDER** Mayor Smith called the meeting to order at 7:05 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California.
- INVOCATION** The invocation was given by Tim Brown from the Salvation Army followed by the Pledge of Allegiance led by Councilmember Cullen.
- COUNCIL PRESENT** Councilmembers Jim Ellis, Susan Cullen, Jeff Griffiths  
 Mayor Pro Tem Dave Stottlemyre  
 Mayor Laura Smith
- COUNCIL ABSENT** None
- OTHERS PRESENT** James Southworth, City Administrator  
 Denise Gillespie, Assistant City Clerk  
 Peter Tracy, City Attorney  
 Keith Caldwell, Assistant City Administrator/  
 Community Services Director  
 Ray Seguire, Fire Chief  
 Chris Carter, Police Chief  
 David Grah, Public Works Director/City Engineer  
 Gary Schley, Public Services Officer
- PUBLIC COMMENT** The Mayor announced the public comment period. No public comment was provided.
- PRESENTATION**
- Giacomo Timbrello  
 Eagle Scout  
 (1)
- The Council honored Giacomo Timbrello with a Council Commendation for achieving the rank of Eagle Scout. Giacomo's project is located at the Bernasconi Center and will be used by students attending sixth grade camp to develop teamwork and communication. He was also selected to represent Bishop Union High School at Boys State in Sacramento this summer. Giacomo performed for the audience playing his guitar and singing a Beatles song.
- DEPARTMENT HEAD REPORTS**  
 (2)
- Reports from Community Services, Fire, Police, Public Works and Administration were given on the departments' activities including upcoming and ongoing projects.
- CONSENT CALENDAR**  
 (3)
- A motion was made by Mayor Pro Tem Stottlemyre and passed unanimously to approve the Consent Calendar as presented:
- Motion/Stottlemyre
- FOR APPROVAL AND FILING**  
 (a) Study Session Minutes – 5/23/11  
 (b) Council Meeting Minutes – 5/23/11

- (c) Personnel Status Change Report
- (d) Investment Portfolio – 5/11
- (e) Warrant Register – 5/11
- (f) Fund Transactions – 7/1/10 – 4/30/11
- (g) Fund Transactions – 7/1/11 – 5/31/11

**INFORMATION/FILING**

- (h) Planning Commission Agenda – 5/31/11
- (i) Planning Commission Minutes 3/29/11
- (j) Fire Department Activity Log – 5/11
- (k) Public Works Building Permits Report – 5/11

**NEW BUSINESS**

**CHURCH STREET  
WATER PROJECT**  
Rejection of Bids  
(4)  
Motion/Cullen

At the recommendation of the Public Works Director/City Engineer, the City Council voted 5-0 on a motion by Councilmember Cullen to reject all bids received for the Church Street Water Project. Due to an error made by the contractor, the low bid was considered nonresponsive. The second bid was 31% higher than the first and was over budget. Due to the critical timing with the high school schedule the Department will plan to re-advertise for bids for construction during the summer of 2012.

**STREET CLOSURE**  
For a Portion of Academy  
Street for the Farmers  
Market on Friday Nights  
(5)

Discussion was held on the request from the Eastern Sierra Farmers Market organization to move their weekly event from the City Park to Talmage Park on Main Street and close a portion of Academy Street between Main to the first alley on Friday evenings from 5:00 – 8:00 p.m. beginning June 17<sup>th</sup> through mid-November.

Brad Henderson representing the Farmers Market group described the set-up of the vendor booths on Academy Street and the expectations as more vendors begin to participate.

Councilmember Griffiths made a motion to approve the closure of a portion of Academy Street as requested beginning June 17, 2011.

Councilmember Cullen moved to amend Councilmember Griffith's original motion to approve the closure of a portion of Academy Street for two weeks only and an update brought back to Council with the results of the proponent's contacts with two restaurants.

Mayor Pro Tem Stottlemyre called for a vote on the sub-motion to amend Councilmember Griffith's original motion to approve the street closure for the period of June 17<sup>th</sup> and 24<sup>th</sup> until the next Council meeting.

A roll call vote was taken.  
Ayes: Cullen, Ellis

Noes: Griffiths, Stottlemyre, Smith  
The sub-motion to amend the original motion failed.

It was determined that if the event rose to a level where area businesses or the City became concerned, the issue would be revisited. It was reported that at this time all responses have been favorable.

A roll call vote was taken on the original motion by Councilmember Griffiths to approve the street closure of a portion of Academy Street from Main to the first alley to the west for the Eastern Sierra Farmers Market scheduled on Friday evenings from 5:00 – 8:00 p.m. beginning June 17<sup>th</sup> and ending in mid-November.

Ayes: Griffiths, Ellis, Cullen, Stottlemyre, Smith  
Noes: None  
Motion passed 5-0.

The Public Works Department will issue an encroachment permit for the weekly event.

**CLARK WING LEASE  
AGREEMENTS  
APPROVAL**

(6)  
County of Inyo  
Motion/Cullen

Three lease agreements for office space in the Clark Wing were approved as follows:

A. On a motion by Councilmember Cullen, the Council voted 5-0 to approve the extension of the Lease Agreement between the City of Bishop and Inyo County for office space in the Clark Wing from July 1, 2011 through June 30, 2012 pursuant to the payment schedule in Exhibit B.

E.S.C.S.D.  
Motion/Stottlemyre

B. On a motion by Mayor Pro Tem Stottlemyre, the Council voted 5-0 to approve the extension of the Lease Agreement between the City of Bishop and the Eastern Sierra Community Services District for office space in the Clark Wing from July 1, 2011 through June 30, 2012 pursuant to the payment schedule in Exhibit B.

Superior Court, Inyo County  
Motion/Cullen

C. On a motion by Councilmember Cullen, the Council voted 5-0 to approve the Third Amendment to the Lease Agreement between the City of Bishop and the Judicial Council of California, Administrative Office of the Courts "AOC" for a one year extension to June 30, 2012 and lessee option for four additional periods of 12 months each for office and court space in the Clark Wing pursuant to the payment schedule in Exhibit B.

**VEHICLE FUEL SUPPLY -  
Approval to Advertise for  
Bids**  
(7)

On a motion by Councilmember Griffiths, the Council voted 5-0 to approve the request from the Community Services Department to advertise for bids for the City's vehicle fuel supply for the period of July 1, 2011 through June 30, 2012.

Motion/Griffiths

POOL ENTRY FEES  
WAIVED – Fourth of July  
(8)  
Motion/Griffiths

At the request of the Community Services Department, Councilmember Griffiths made a motion to waive the pool entry fees on the Fourth of July during the “Big Day in the Park” Celebration. The motion passed unanimously.

SCBA CYLINDERS  
Approval to Advertise for  
Bids  
(8)  
Motion/Stottlemire

On a motion by Mayor Pro Tem Stottlemire, the Council voted 5-0 to approve the request from the Fire Chief to advertise for bids for 30 self-contained breathing apparatus (SCBA) cylinders for Fiscal Year 2011-2012. This purchase has been budgeted and will replace older SCBAs that will expire in the near future.

FIRE DEPARTMENT  
DESTRUCTION DERBY  
Approval of Contract  
(9)  
Motion/Stottlemire

On a motion by Mayor Pro Tem Stottlemire, the Council voted 5-0 to approve the Standard Agreement with the 18<sup>th</sup> District Agricultural Association/Eastern Sierra Tri-County Fairgrounds for the Fire Department Destruction Derby to be held on September 4, 2011 and authorized the Fire Chief to execute the agreement.

RESOLUTION NO. 11-05  
California Constitution  
Article XIII B – Proposition 4  
(10)  
Motion/Griffiths

On a motion by Councilmember Griffiths, the Council voted 5-0 to adopt Resolution No. 11-05 by title only, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, APPROPRIATING FUND BALANCES PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION (PROPOSITION 4)”.

SET INTERVIEW  
COMMITTEE – Planning  
Commission Vacancy  
(11)

Mayor Pro Tem Stottlemire and Councilmember Griffiths volunteered to serve on the committee to interview applicants for the unscheduled vacancy on the City Planning Commission.

BUDGET ADJUSTMENTS/  
TRANSFERS APPROVAL  
FY 2010-2011  
(12)  
Motion/Cullen

On a motion by Councilmember Cullen, the Council voted 5-0 to approve the budget adjustments and transfers for Fiscal Year 2010-2011 through April 30, 2011 as presented.

COUNCIL REPORTS

Councilmembers announced upcoming community events. No action was taken.

RECESS/CONVENE  
IN CLOSED SESSION

At 8:30 p.m. the Mayor recessed the Council meeting to convene in closed session for the annual department head evaluation for the Public Works Director/City Engineer. The review of the final evaluation will be scheduled for a future meeting.

RECONVENE/  
ANNOUNCEMENT

At 9:02 p.m. the Council reconvened to open session with all five Councilmembers present. The Mayor announced that no action was taken during closed session.

ADJOURNMENT

The Mayor adjourned the meeting at 9:02 p.m. to the Council Study Session scheduled for Monday, June 27, 2011 at 4:00 p.m. in the City Council Chambers.

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LAURA SMITH, MAYOR

Attest: James Southworth, City Clerk

By: \_\_\_\_\_  
Denise Gillespie, Assistant City Clerk





(F)

# BISHOP POLICE DEPARTMENT

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

To: Mr. Jim Southworth- City Administrator

From: Chris Carter- Chief of Police

Date: June 9, 2011

Subject: Services Contract

In accordance with Section 3.24.200 and 3.24.210 of the Bishop Municipal Code, I am requesting an exception to the Open Market/Bidding Procedure in order to enter into a Services Contract with Carmichael Business Technology (C.B.T.) of Mammoth Lakes, CA. This would be for the performance of Systems Administration of the Police Department's Information Technology System, Computer Aided Dispatch, Records Management System, etc.

Previously, the Police Department had a standing contract with Computer Logistics of Redding, CA. This contract required the pre-payment of a set amount of funds for anticipated services and had an automatic renewal provision. As this company had no local representatives, there often resulted additional expenses by having Police Department personnel assist with issues and act as a local Administrator. Additionally, timely, on-site assistance was not possible. C.B.T. offers several options and levels of service which can be customized, changed, or cancelled without penalty and the Police Department would enter into a Services Agreement, but would not be contractually bound for any amount of funds nor any given period of time.

In my research, I have contacted several local companies/individuals about this service and all are lacking in either capability or desire to provide this service. Additionally, I have spoken with several local existing clients of CBT and they come highly recommended. Most notably by Mammoth Lakes Police Department, whose computer systems and software are almost identical to the Bishop PD. This provides a greater incentive as C.B.T. would be familiar with our systems and needs and could provide a greater level of service without an orientation period. I therefore request permission to enter into a Services Agreement with C.B.T. of Mammoth Lakes, California and have them perform the listed services as deemed appropriate.

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

## CLIENT TESTIMONIALS

**Mammoth Unified School District:** CBT has brought a new level of computer support to our district. We highly recommend their services to any business or school district in need of high quality, reliable and attentive IT support. – Jim Maxey, Business Manager 1601 Meridian Blvd Mammoth Lakes, CA 93546 760-934-6802 x 513 [jmaxey@mammothusd.org](mailto:jmaxey@mammothusd.org) Client for 4 years

**MUSD Board Member:** The MUSD has received timely first-class technical support from CBT. We prefer them to an internal IT department. They can access every computer they support without leaving their chair. That makes sense and cents. The only thing that surpasses their technical expertise is their honesty and integrity – beyond reproach. Feel free to contact me at any time if you wish to discuss anything. -Greg Newbry – Mammoth Unified School District Board Member [gnewbry@mono.ca.gov](mailto:gnewbry@mono.ca.gov) 760-937-5391 Known for 5 years

**University of CA, Santa Barbara:** With wired and wireless networks in two locations in Mono County (SNARL and Valentine Reserve), and far from campus IT resources we need dependable, professional and knowledgeable IT support. CBT provides all this. Now entering a second year contract we are very excited to collaborate with CBT to upgrade and expand our IT infrastructure. Dan Dawson, Director 1016 Mt Morrison Road, Mammoth Lakes CA 93546 [dawson@icess.ucsb.edu](mailto:dawson@icess.ucsb.edu) 760-935-4334 Client for 1 year

**Mammoth Lakes Police Department:** The services of CBT have been of great value to us here at the Mammoth Lakes Police Department. The response time and knowledge of your IT personnel is great. They are always willing to find out and implement, correct, or change anything necessary. They are very direct and to the point which is greatly appreciated. – Renee Placencia, Executive Administrative Assistant 568 Old Mammoth Road, Mammoth Lakes CA 93546 [RPlacencia@mammothlakespd.org](mailto:RPlacencia@mammothlakespd.org) 760-934-2011 x 24 Client for 3 years

**Mammoth Mountain Ski Area:** I am happy to see Chris' technical expertise and professional courtesy made available to the Eastern Sierra. I am certain he will handle his clients with the same passion we became accustomed to while he was working as Senior Systems Analyst for Mammoth Mountain Ski Area. – Rusty Gregory, CEO 24 Minaret Road, Mammoth Lakes CA 93546 [rgregory@mammoth-mtn.com](mailto:rgregory@mammoth-mtn.com) 760-934-2571 Known 10 years

**Mammoth Community Water District:** The CBT team is the best! There is always someone answering the phone and our computer requests are scheduled quickly. CBT can handle small or large computer issues with a smile and it gets fixed the first time. CBT is a very professional and dedicated team that is always responsive to our dynamic IT needs! – Justin Mulbay, GIS 1315 Meridian Blvd, Mammoth Lakes CA 93546 [jmulbay@mcwd.dst.ca.us](mailto:jmulbay@mcwd.dst.ca.us) 760-934-2596 x 286 Client for 1 year

**Town of Mammoth Lakes:** The CBT team is EXCELLENT. Their professionalism, pride and dedication exceed any expectation. I highly recommend their services. – Michael Grossblatt, Town Risk Manager 437 Old Mammoth Road Mammoth Lakes, CA 93546 [mgrossblatt@ci.mammoth-lakes.ca.us](mailto:mgrossblatt@ci.mammoth-lakes.ca.us) 760-934-8989 Client for 3 years

**Mammoth Lakes Fire Protection District:** I would like to take a moment to commend everyone at CBT for doing a great job. Whenever we need your assistance your team is always quick to respond. You are continually professional, courteous, and efficient. You always manage to solve our computer issues, big and small. We at the Mammoth lakes Fire Department appreciate your hard work and dedication. It is a pleasure to do business with a company that takes pride in their trade. –Sincerely, Brent Harper, Fire Chief 3150 Main Street, Mammoth Lakes CA 93546 760-934-2300 [bharper@mammothlakesfd.com](mailto:bharper@mammothlakesfd.com) Client for 4 years

**Mammoth Pet Products:** Mammoth Pet Products has been working with CBT for over 5 years. CBT provides a complete IT/computer outsourced solution to Mammoth Pet. They have excellent customer service and most importantly solve any computer problems that arise in a expeditious manner. Their staff is friendly and professional. Most importantly, Sarah and Chris are great people and a pleasure to work with. I highly recommend CBT's services. – Charles A. Byrne, President 38 Laurel Mountain Road Mammoth lakes, CA 93546 [cb1@mammothpet.com](mailto:cb1@mammothpet.com) 760-934-8677 Client for 7 years

**Lakanuki:** "I can't thank John and CBT enough for recommending two weeks ago that we put our personal PC and restaurant PC on daily monitoring. Today we discovered that someone had hacked our restaurant data and nearly 2 years of data was absolutely gone! We had an external hard drive that did backups and that data was also gone! I was so grateful that just 2 weeks ago we had acquired monthly monitoring. Because of it our Point of Sales System data was completely restored in a brief amount of time. I can't thank John and CBT enough. Thank you, Thank you, Thank you." – Lynn Altieri-Need 24 Knob Hill Lane, Mammoth Lakes CA 93546 760-934-7447, [lakanuki@verizon.net](mailto:lakanuki@verizon.net) Client for 4 years

**Liebersbach, Mohun, Carney and Reed:** CBT researched and implemented a video conferencing system for LMCR, allowing video communication between our Mammoth office and our attorneys and clients from any location. CBT continues to streamline and monitor our IT systems. LMCR depends upon the prompts response and results from CBT. – Barbara Burns, Operations Manager 587 Old Mammoth Road Mammoth Lakes CA 93546 760-934-4558 [burns@mammothlaw.com](mailto:burns@mammothlaw.com) Client for 3 years

**1849 Condominiums:** We are pleased with the quality of service from CBT, the speed in which they respond to our large and small problems and any questions we send their way. The transition from our old tech support to CBT was smooth, fast and painless for us. Our server is no longer dropping contact with the Internet and each of our workstations, which has been a problem for years that our previous service could not mend. Thank you CBT! Cheryl Witherill General Manger 826 Lakeview Blvd Mammoth Lakes, CA 93546 760-934-7525 [info@1849condos.com](mailto:info@1849condos.com) Client for 4 years

**Blizzard Property Management:** The creation of our website was fast and painless. It was great to be able to pay in installments. Creation of the website has increased rental inquiries, approximately 50% of inquiries now come from the website. Rick Terrell Property Manager 126 Old Mammoth Road #201 Mammoth lakes, CA 93546 760-934-4455 [rick.blizzard@gmail.com](mailto:rick.blizzard@gmail.com) Client for 4 years

**Mammoth Reservations:** There is always someone willing and available to help me at CBT. They make computers work. Lanie Somers, CEO 3325 Main Street, Mammoth Lakes CA 93546 760-934-5771  
[lanie@mammothreservations.com](mailto:lanie@mammothreservations.com) Client for 7 years

**Disabled Sports Eastern Sierra:** CBT is a reliable friendly group of people who really know what they're doing! They have kept our business up to speed as we have rapidly grown over the last 5 years. Disabled Sports Eastern Sierra now has its own server and a network of computers so we can all share information. The staff and volunteers concentrate on helping people with disabilities while CBT keeps the systems running smoothly. We highly recommend them! Kathy Copeland, CEO 1 Minaret Road Mammoth Lakes, CA 93546 760-934-3791  
[kathy@disabledsportseasternsierra.org](mailto:kathy@disabledsportseasternsierra.org) Client for 7 years

**Mammoth Properties:** CBT's monitoring has increased our 'uptime' significantly. They see problems coming before they come to a head and cause downtime. We are very happy with their technical knowledge and service level. David Buckman, CEO 3310 Main Street Mammoth Lakes CA 93546, 760-590-3513  
[david7-11@hotmail.com](mailto:david7-11@hotmail.com) Client for 7 years

**Allegra Stevens CPA:** Carmichael Business Technology, Inc (CBT) has been instrumental to the success of my CPA practice. As a sole practitioner, I rely on technology daily in order provide state-of-the-art accounting and tax services to my clients. In my practice, I attempt to incorporate the motto or Right Job, Done Right, On Time. CBT allows me to achieve my objective by keeping my practice up to date with current technology and providing my expert technical support when I need it. As a result, I don't let my clients down and am able to exceed their expectations. –Allegra J. Stevens, MS-Certified Public Accountant  
[allegra@stevens-cpa.com](mailto:allegra@stevens-cpa.com) 760-934-5157

**Triad:** Our previous computer company never really seemed to fix problems. They would fix it and then be back to fix it again and again. Since we switched to CBT, our systems run smooth and efficient. I am very happy with their service. Cathy Hardiman Owner 873 North Main Street #150 Bishop CA 93514 760-873-4273  
[chardiman@thainc.com](mailto:chardiman@thainc.com) Client for 5 years

**Alpenhof Lodge:** You can't beat the reliable response and speedy service of Carmichael Business Technology. The staff handles everything from the simplest technical questions to warranty work with exceptional skill and knowledge. We've been more than satisfied with their service for over 3 years and wouldn't go anywhere else. Stacy Schaubmayer Owner 6080 Minaret Road Mammoth Lakes CA 93546 760-934-6330  
[stacy@alpenhof-lodge.com](mailto:stacy@alpenhof-lodge.com) Client for 6 years

**Best Western Frontier Motel:** Being a remote location, Lone Pine, we need quality IT help, a friend/associate recommended CBT. We are very pleased with the promptness in all aspects of their service. When upgrading software, changing hardware and interacting with CBT staff, we have been impressed with their professionalism and efficiency. We have really enjoyed working with the staff. Brian, especially, has been helpful during our software upgrade! Martin Powell General Manager 1008 South Main Street Lone Pine CA 93545 760-876-5571  
[mpowell@qnet.com](mailto:mpowell@qnet.com) Client for 3 years

**Footloose Sports:** We have been using Carmichael Business Technology exclusively for all of our IT needs over the last eighteen months. They have been great to work with and have made all of our problems seem painless. We have been very satisfied with their quick response time, their level of expertise and professionalism. Would not hesitate to recommend them! Andrea Colosardo Owner 3043 Main Street Mammoth Lakes CA 93546 760-934-2400 [andrea@footloosesports.com](mailto:andrea@footloosesports.com) Client for 4 years

**Gallerie Barjur:** Carmichael Business Technology – their services to our business have been incredible. When we have experienced any computer related issues big or small, CBT's willing and able staff arrives within a short time of our placing the call. CBT's expert and dedicated staff have saved us thousands of dollars with their monthly updates and checks for our computer systems. We no longer have to wait days or weeks to get our computer problems fixed, from inexperienced services, out of area services nor have we had to replace our systems. CBT is the way to go! Tony Barrett Owner 113 Trails End Mammoth Lakes CA 93546 760-914-0157 [barjur6@gmail.com](mailto:barjur6@gmail.com) Client for 5 years

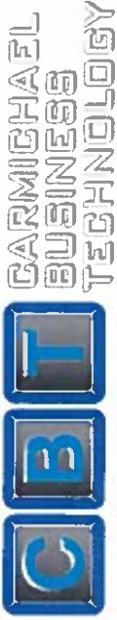
**Denniston Realty Group:** I have known Chris Carmichael since I originally joined Mammoth Mountain Ski Area (MMSA) as President of Real & Land Use in 2002. At that time, Chris was a senior manager in the MMSA IT department. When I resigned from MMSA after completion of the sale to Starwood Capital Group, I worked closely with Chris at his newly formed Carmichael Business Technology (CBT) on all my technology needs. I found Chris and the entire CBT staff to be exceptional. First, they focus on understanding your technology needs. Second, with their extensive knowledge of available software and hardware products, they match your specific needs to the right products. Third, they cost effectively and almost seamlessly implement the new products. And fourth, they continue to monitor the transition to ensure that you are satisfied and any bugs are eliminated. While other firms can do much of this, what sets CBT apart from their competitors is their responsiveness and cost effectiveness. Due to the size of their highly qualified staff, they are able to jump on your needs right away. I also find CBT to be cost effective at meeting my needs. While my interests may not be aligned with other vendors where the vendor is trying to maximize their revenue by maximizing their billing rates and time billed, CBT has very competitive billing rates and I have never had to dispute any CBT time billed. I strongly recommend CBT without reservation. –Peter B. Denniston, President 310-383-1810 [peter@dennistonrealty.com](mailto:peter@dennistonrealty.com) Client for 5 years

**Stuart Brown:** The dedicated, knowledgeable and professional staff at Carmichael Business Technology is terrific! I only have one computer at home, but it feels like I have an entire IT Department at my beck and call-kind of like Verizon TV ads. I would highly recommend CBT services to anyone that owns a computer or is in need of a new one. [sbrown@ci.mammoth-lakes.ca.us](mailto:sbrown@ci.mammoth-lakes.ca.us) Client for 4 years

**Gephart and Silverman:** We are very fortunate to have the caliber of expertise and knowledge available to us through Carmichael Business Technology. Given the nature of our business we can't afford potential downtime, lost data or unreliable backup solutions. After a brief consultation with owner, Chris Carmichael, we realized adopting CBT's Managed Services and Monitoring Solutions were the only way to go. The Law Office of; Berger, Silverman & Gephart has actually lowered monthly IT costs, increased efficiency as well as eliminated unplanned downtime altogether. Now we all have the peace of mind; our IT infrastructure is safe and secure under the watchful eye of CBT. Claudia Silverman Partner 4 Oak Tree Way Mammoth Lakes CA 93546 760-934-6215 [claudia@rgcslaw.com](mailto:claudia@rgcslaw.com) Client for 6 years

**Napa Auto Parts, Bridgeport:** We have been using CBT for several years and they are always a pleasure to work with. Always quickly fixing our issues; remotely or onsite you cannot beat them! Josie Annette Owner 65 Hays Street Bridgeport CA 93517 760-932-7043 [littleben47@hotmail.com](mailto:littleben47@hotmail.com) Client for 4 years

**Bridgeport Properties:** CBT is always helpful and there when you need them, there is always a friendly voice answering the phone. I purchased new computers through CBT for my business and home and they are still running great 4 years later. Thank you very much! Jeff Mills Broker/Owner 46 S Sinclair Street Bridgeport CA 93517 760-932-7590 [jeff@bridgeport-properties.com](mailto:jeff@bridgeport-properties.com) Client for 4 years



## PROFESSIONAL SERVICES AGREEMENT

**Client Name:**

**Effective Date:**

This Professional Services Agreement ("Agreement") by and between Client (as identified above) and Carmichael Business Technology, Inc., a California Corporation ("Carmichael Business Technology"), is effective as of the date specified above (the "Effective Date"), and is made at the Town of Mammoth Lakes, County of Mono, State of California.

**Performance of Services:** Carmichael Business Technology shall provide the Information Technology infrastructure support services set forth in the current Professional Services Schedule ("Schedule") attached hereto and made a part hereof. The Schedule sets forth the scope of available services to be performed and the fees pertaining thereto. All fees are subject to modification by Carmichael Business Technology upon thirty (30) days written notice to Client. Any fee estimates provided for work to be billed on an hourly or other time basis are for informational purposes only. Client shall be billed and shall pay for the actual services provided by Carmichael Business Technology at the specified rates in effect at the time of service.

**Fees & Payment:** Client shall timely pay all fees for work performed pursuant to this Agreement. All payments shall be due and payable upon delivery to Client of an invoice (the "Due Date"). Carmichael Business Technology may bill in advance for any recurring service. Client shall be responsible for all local, state, and federal sales, excise, personal property or other similar taxes or duties. Carmichael Business Technology shall have the right to suspend service if Client has failed to pay all or part of any invoice within forty-five (45) days of the Due Date.

**Term of Agreement:** This Agreement shall commence on the Effective Date and continue in effect, unless either party provides the other with thirty (30) days written notice of termination. The foregoing thirty (30) day period shall not apply in the event CBT determines within its sole and absolute discretion that cause exists for immediate termination and that immediate termination is in the best interests of CBT.

**Limited Warranty:** (a) Carmichael Business Technology warrants for a period of thirty (30) days following the completion of any project or task (the "Warranty Period") that all services will be performed in a reasonably workmanlike manner in accordance with generally applicable industry standards. Client's exclusive remedy for any breach of this warranty shall be for Carmichael Business Technology to re-perform such services. If Carmichael Business Technology is unable to remedy such deficiency in its sole and absolute discretion, the subject invoice shall be void, and CBT shall refund to Client any amounts paid thereunder. This warranty shall not be applicable if Client fails to notify CBT in writing of a warranty claim within the Warranty Period.

(b) Carmichael Business Technology shall have no liability or obligation for matters pertaining to or arising from third-party hardware or software, the acts or omissions of Client or third parties, or is otherwise caused by factors outside the reasonable control of Carmichael Business Technology.

(c) THIS SECTION 4 IS A LIMITED WARRANTY, AND SETS FORTH THE SOLE AND ONLY WARRANTIES MADE BY CARMICHAEL BUSINESS TECHNOLOGY. CARMICHAEL BUSINESS TECHNOLOGY MAKES NO OTHER WARRANTIES, REPRESENTATIONS, PROMISES, CONDITIONS OR UNDERTAKINGS, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, PERFORMANCE OF ANY SOFTWARE OR NON-INFRINGEMENT, OR ANY WARRANTIES REGARDING THE PERFORMANCE OF ANY SOFTWARE OR HARDWARE PROVIDED OR INSTALLED BY CARMICHAEL BUSINESS TECHNOLOGY.

**5. LIQUIDATED DAMAGES FOR HIRING CARMICHAEL BUSINESS TECHNOLOGY EMPLOYEES:** If, during the term of this Agreement or at any time up to twelve months after termination of this Agreement, Client directly or indirectly retains the services (whether as an employee, independent contractor, or otherwise) of any employee of Carmichael Business Technology (or former employee within three months of the employee's termination from Carmichael Business Technology) who has provided services to Client on behalf of Carmichael Business Technology. Client agrees that Carmichael Business Technology will be damaged, but that the amount of this damage will be difficult, impossible, and impractical to ascertain. Accordingly, Client agrees that for any breach or violation of this provision by Client, Client shall pay Carmichael Business Technology the sum of Fifteen Thousand Dollars (\$15,000) as and for liquidated damages.

**6. LIMITATION OF LIABILITY:** CARMICHAEL BUSINESS TECHNOLOGY SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR INTERRUPTION OF SERVICES, LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF REVENUE, LOSS OF DATA, DAMAGE TO HARDWARE AND EQUIPMENT, OR LOSS, OR INCREASED EXPENSE OF USE CLIENT OR ANY THIRD PARTY INCURS OR MAY INCUR), WHETHER THROUGH AN ACTION OR CLAIM IN CONTRACT, WARRANTY, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), PRODUCTS LIABILITY, OR STRICT LIABILITY, EVEN IF CARMICHAEL BUSINESS TECHNOLOGY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LIABILITIES. CARMICHAEL BUSINESS TECHNOLOGY SHALL NOT BE RESPONSIBLE FOR PROBLEMS OR MATTERS PERTAINING TO, OR WHICH MAY OCCUR AS A RESULT OF, THE USE OF ANY THIRD-PARTY SOFTWARE OR HARDWARE.

IN NO EVENT WILL THE AMOUNT CLIENT MAY RECOVER UNDER THIS AGREEMENT EXCEED THE TOTAL PAYMENTS MADE TO CARMICHAEL BUSINESS TECHNOLOGY BY CLIENT PURSUANT TO THIS AGREEMENT IN THE IMMEDIATELY PRECEDING TWELVE (12) MONTH PERIOD.

**7. Counterparts and Facsimile Signatures.** Facsimile signature pages shall be deemed original signature pages and shall be admissible as the same in a court or other tribunal as though such were originals. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

**8. Confidential and Proprietary Information:** Each party agrees that all know-how, business, technical and financial information it obtains ("Receiving Party") from the disclosing Party ("Disclosing Party") constitutes the confidential property of the Disclosing Party ("Confidential Information"); provided, however, that such is identified or designated as confidential at the time of disclosure or should be reasonably known by the Receiving Party to be Confidential Information due to the nature, extent, or scope of the information disclosed and the circumstances surrounding the disclosure. Except as may be necessary to perform its obligations under this Agreement, the Receiving Party shall hold in confidence and shall not use or disclose any Confidential Information. The Receiving Party's nondisclosure obligation shall not apply to information that: (i) was known to it prior to receipt of the Confidential Information; (ii) is publicly available; (iii) is rightfully obtained by the Receiving Party from a third party; (iv) is independently developed by employees of the Receiving Party, or (v) is required to be disclosed pursuant to a regulation, law, or court process or similar proceeding.

Any templates, schematics, processes, or technical documentation provided by Carmichael Business Technology shall be deemed Confidential Information and proprietary information of Carmichael Business Technology without any marking or further designation. Client may use such information solely for its own internal business purposes.

**9. Independent Contractor:** CBT is rendering and performing professional services pursuant to this Agreement in the capacity of an independent contractor. All equipment, materials, and supplies necessary to the performance of services by CBT pursuant to this Agreement shall be supplied by CBT at its sole cost and expense and shall at all times remain the property of CBT. This Agreement shall in no way be construed to create, and shall not be deemed to have created, any relationship of employer/employee, master/servant, principal/agent, partnership, joint venture, or otherwise.

**Effect of Waiver.** No waiver of any breach of any term, covenant, agreement, restriction, or condition of this Agreement shall be construed as a waiver of any succeeding breach of the same or any other covenant, agreement, term, restriction, or condition of this Agreement. The consent or approval of either party to or of any action or matter requiring consent or approval shall not be deemed to waive or render unnecessary any consent to or approval of any subsequent or similar act or matter.

**Severance.** In the event any term or provision of this Agreement is deemed to be in violation of law, null and void, or otherwise of no force or effect, the remaining terms and provisions of this Agreement shall remain in full force and effect.

**Governing Law, Venue.** This Agreement shall be interpreted under the laws of the State of California. Exclusive venue for any legal action shall be Mono County, California.

**Joint Preparation.** This Agreement shall be deemed to be jointly prepared by all parties hereto. In connection therewith, the provisions of Civil Code § 1654 shall not be deemed applicable in the event of any interpretation of this Agreement.

**Joint and Several Liability.** Notwithstanding the fact that Client is or may be a corporation, partnership, unincorporated association, LLC, or otherwise, all individuals and principals executing this Agreement on behalf of Client shall be jointly, severally, and individually liable for all obligations of Client, as signatories to this Agreement and shall unconditionally personally guarantee the obligations of Client pursuant to this Agreement.

IN WITNESS WHEREOF, this Agreement is executed as of the day and year first above written.

Client

Carmichael Business Technology

Authorized Signature:

Authorized Signature:

Name:

Name: Chris Carmichael

Title:

Title: CEO, CBT

Notice Information:

Notice Information:

Phone:

Phone: 760-934-4382  
Fax: 760-923-6844

Email:

Primary Contact: Chris Carmichael  
Email: admin@mammothit.com

Primary Contact:

Address:  
P.O. Box 8736  
272 Sierra Manor Road # A  
Mammoth Lakes, CA 93546

Address:

10. **Assignment:** This Agreement may not be assigned by Client without the prior written consent of Carmichael Business Technology, which consent may be withheld within the sole and absolute discretion of CBT. This Agreement may be assigned by Carmichael Business Technology (i) pursuant to a merger or change of control or (ii) to an assignee of all or substantially all of Carmichael Business Technology assets. Any purported assignment in violation of this section shall be void.

11. **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform any obligation under this Agreement (except for a failure to pay fees) if the delay or failure is due to unforeseen events which are beyond the reasonable control of such party, such as strikes, blockade, war, terrorism, riots, natural disasters, and/or refusal of license by the government, insofar as such an event prevents or delays the affected party from fulfilling its obligations and such party is not able to prevent or remove the force majeure at reasonable cost.

12. **Indemnification and Hold Harmless:** Client shall indemnify, defend, and hold CBT, its principals, subsidiaries, affiliates, agents, employees, officers, directors and representatives, financially free and harmless from any and all claims, demands, liabilities, actions, causes of action, debts, or any other matter whatsoever which may be asserted by any person or entity arising out of (1) any breach of this Agreement by Client, (2) any negligent or wrongful act or omission on the part of Client, or (3) any direct or third party claims of copyright infringement, malfunctions of or damage to hardware, equipment or software not exclusively and solely caused by the gross negligence or intentional misconduct of CBT. Such indemnification obligations shall include attorney's fees and costs.

13. **General Provisions:**  
**Remedies.** Enforcement of any provision of this Agreement shall be by proceedings at law or in equity against any persons or entities violating or attempting to violate any promise, covenant, or condition contained herein, either to restrain violation, compel action and/or to recover damages.

**Remedies Cumulative.** Any and all remedies provided by this Agreement, operation of law, or otherwise, shall be deemed to be cumulative, and the choice or implementation of any particular remedy shall not be deemed to be an election of remedies to the mutual exclusion of any other remedy provided for herein, by operation of law, or otherwise.

**Attorney's Fees.** In the event any action at law or in equity is initiated to enforce or interpret the terms of this Agreement, or arises out of or pertains to this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which that party may be entitled.

**Interest.** All amounts due CBT pursuant to this Agreement shall accrue interest at the rate of 1.5% per month if not paid by the Due Date.

**Notices.** Any notices to be given by either party to the other shall be in writing and shall be transmitted either by (1) personal delivery, (2) mail, registered or certified, postage prepaid with return receipt requested, (3) by an overnight delivery service (e.g., Federal Express), or (4) by facsimile transmission with a confirmation copy by regular mail, first class postage prepaid. Overnight delivery or mailed notices shall be addressed to the parties at the addresses listed below. Facsimile notices shall be transmitted to the telephone numbers listed below. Each party may change that address and facsimile telephone number by giving written notice in accordance with this paragraph. In the event of any mailing, notice shall be deemed given on the 3<sup>rd</sup> day after deposit. The addresses and facsimile telephone numbers of the parties are as set forth below.

**Integration.** It is intended by the parties that this Agreement be the final expression of the intentions and agreements of the parties. This Agreement supersedes any and all prior or contemporaneous agreements, either oral or in writing, between the parties hereto and contains all of the covenants and agreements between the parties. No other agreements, representations, inducements, or promises, not contained in this Agreement shall be valid or binding. Any modification of this Agreement shall be effective only if it is in writing and signed by the party to be charged.

## Managed Services and Solutions

CBT can offer you the peace of mind that your business is always up and running effectively and efficiently – the success of your business ultimately depends on the reliability of your IT environment. CBT's managed service plans will increase performance, security and the overall vitality of your IT Network. CBT offers immediate response, professional support and certified Engineers that fit into your small business budget. CBT's Solutions offer the following~

### Rapid Response

- CBT will proactively monitor your network and remotely address potential points of failure before they become critical to your business
- When a problem arises, automatic alerts guarantee a rapid response time to problems with your network
- Immediate notification of backup failures

### Security Monitoring

- CBT's extensive reporting gives you a bird's-eye view of your entire network's security
- Alerts on attempted network access by unauthorized users
- Ban high-bandwidth interactive games or illegal peer-to-peer file sharing that monopolize business resources and promote viruses and Spyware
- Patch inventory ensures your operating systems are up to date and not exposed to vulnerabilities
- Ensure antivirus software is up to date and functioning

### Graphical Performance Reporting

- Scheduled executive reporting, automatically generated and sent directly to your email
- Makes capacity management and upgrade planning simple by letting you view your growth rates and demand on your system
- Easy-to-understand graphical reports with threshold line

### Remote Management and Communication

- CBT minimizes disruptions to the work environment by remotely resolving issues using a secure remote control system without the need for an onsite visit
- Remote visibility to your network allows us to send technicians who are fully prepared to resolve issues faster than ever before
- Network Services monitoring and alerting – CBT can write scripts which will automatically heal common problems before you are even aware of them

Feature	Function	Benefit to You
24 x 7 Monitoring and Alerting	Real time monitoring and alerting covers all systems, network devices, and corporate website activity.	Proactive responses enable technicians to Identify, track and report on issues affecting security, performance and reliability of your IT infrastructure.
Asset Management	Generate hardware and software inventories on demand.	Efficiently tracks all organizational resources for a complete inventory assessment.
Security Assurance	Security assurance includes security scanning to detect security risks. This includes real-time monitoring for viruses, worms, spam ware, and other malware.	Significantly reduces security risk with comprehensive reporting on unauthorized software and security breaches.
Remote Control	Secure with no requirements for open inbound ports or firewall changes within your network	Provides a scalable and flexible solution.
Reporting Engine	SQL Reporting Services technology increases flexibility for generating custom reports that can be exported into multiple file formats.	Facilitates increased communication and understanding of network management.
Patch Management	Provides automatic patch scanning, identity and deployment.	Helps you proactively defend against network threats and outdated software versions.
VMware and VMware Player Support	Can be installed on VMware virtualized devices and can monitor VMware virtualized devices.	Easily monitored without disruptions to service.
Backup Notification	24 hr. Monitoring of backups with immediate notification of failures	Eliminates worry of system overload. Comfort of knowing your data is always safe from costly disaster recovery

## CBT Assurance

On average, companies like yours lose thousands of dollars a year to network downtime, incremental minutes and hours of lost productivity due to slow systems and lost opportunities as you wait for problems to be resolved. Furthermore, on average, 70% of IT management budgets are spent on system maintenance, leaving only 30% to invest in new technologies.

Imagine if you had IT support that significantly reduced your downtime by identifying and solving issues before they became problems- and that took minutes instead of hours to resolve the remaining issues that could not be anticipated.

Imagine if you could shift funding from administrative tasks to more strategic infrastructure investments that would keep your network more secure, reliable and save you money.

**Carmichael Business Technology** can achieve all this and more for your small business, by optimizing your system with our new Computer Freedom and Maintenance Monitoring Solutions, we have helped our current clients lower IT management costs, increase efficiency and nearly eliminate unplanned downtime.

CBT can perform a detailed analysis of your current IT environment and potential costs associated with a break-it, fix-it mentality –indicating the current effectiveness of your network configuration. CBT will also outline all the areas of opportunity for enhanced efficiency with our Managed Services and Monitoring Solutions.

A full CBT assessment only takes a couple hours and does not interrupt anything on your current system ~ when complete you will have a full overview of how CBT can cut costs, downtime and lost productivity -while increasing performance and security levels.

### **Professional Support for Your Small Business, and don't forget your residential.**

Computer & Network Assessments  
 Troubleshooting & Maintenance  
 Planning  
 Security Monitoring  
 Wireless Solutions  
 Web Hosting

Stabilization  
 Monitoring Solutions  
 Data Recovery  
 Security Auditing  
 Web Design  
 Domain Search

Implementation  
 Research & Development  
 Apple Computer Support  
 Wireless Networking  
 Web Layout  
 Domain Renewals

***As Always, CBT offers full Residential Support. Call Us First With Any Home Issues ~ If You Are In The Market For A New Desktop or Laptop Let Us Remind You, We Are DELL Certified System Experts As Well As Dell Partners – which allows us to find you exactly what you need at the exact price you should pay!***

**E**stablished in 2003 Carmichael Business Technology has been supporting the IT needs of small business owners and home-users alike throughout the town of Mammoth Lakes, CA. Founder Chris Carmichael, along with co-founder Sarah Carmichael have worked diligently with their clientele in Mammoth Lakes, to establish a solid IT infrastructure that enables them to support the entire IT environment that small businesses require to stay on the path of success.

**C**lient **D**edication is the driving force that has CBT implementing proactive solutions to a wide-range of clientele. CBT takes pride in their technical expertise and the ability to always research, develop and implement new ideas. Housing a staff of Microsoft Certified System Engineers and Microsoft Certified System Administrators - while keeping customized client network solutions as a key focus, CBT is able to offer a dynamic customer support staff like no other.

**C**hris **C**armichael, formerly the Senior Systems Analyst for Mammoth Mountain for over six years, understands the importance of a sound IT infrastructure and a knowledgeable staff in order to keep performance running at optimal levels- *"Experiencing all the trials first hand of small business ownership, Sarah and I know and can appreciate the demands put on small business owners to stay technically versed in this ever-changing IT Evolution. When approaching new clients and new areas of business we like to keep business critical goals in the forefront of our process. We always consider company overhead and budget restraints, so we work closely with our clients in order to customize information network solutions that can give them the same high availability and performance as large corporations - without the large financial burden or support demands."*

**B**ranching **O**ut - with proven success and an abundance of satisfied clients in Mammoth Lakes, CBT is now branching out in 2009 to offer their expertise to other areas in the Eastern Sierra. Starting January 2009, CBT will be covering the area as far north as Bridgeport and as far south as Lone pine, with a large emphasis being focused on Bishop- *"With a few terrific clients in Bishop already, such as; J-Rousek Toy Company, Triad Holmes Associates and BMI - we feel the timing is perfect for us to move into the area. There are some great businesses in Bishop who are in need of Information Technology Solutions and support, in order to reach that next level. We want to be able to guide and assist them in the process of becoming more effective and efficient - and above all successful!"*

**W**hether it be implementing a new IT Solution or simply enhancing your current infrastructure, CBT's professional knowledge and experience will work with you to determine your technical requirements in order to establish a cohesive end-to-end solution that fits your business perfectly. With a "build-to-suite" mentality, CBT can provide your business a seamless and affordable IT environment, with expedited service.

(9)

**City of Bishop  
Planning Commission**

**There will be no Planning Commission Meeting**

**June 28, 2011**

**The next regularly scheduled meeting will be**

**July 26, 2011**

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

(h)

AGENDA

CITY OF BISHOP  
PARKS AND RECREATION  
COMMISSION MEETING

June 22, 2011 at 12:30 p.m.  
City of Bishop Park  
700 N. Main St. Bishop, CA 93514

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

The Minutes of May 18, 2011, Parks and Recreation Commission Meeting are submitted for approval.

PUBLIC COMMENT

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

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.

CORRESPONDENCE

OLD BUSINESS

RC Car Track

NEW BUSINESS

STAFF REPORT

1. Programs Update

- Softball/Softball Tournaments
- Swim Meet
- Pool
- Summer Camps Update
- Little League All-Stars
- Movies in the Park
- Dogs in the Park

NEW BUSINESS  
ITEMS FROM THE  
COMMISSION

ADJOURNMENT

Next regular meeting scheduled for Wednesday, July 20, 2011 at 5:15pm in the City Council Chambers, 377 W. Line St, Bishop.

TO: CITY COUNCIL

FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR 

**SUBJECT: BID AWARD – VEHICLE FUEL CONTRACT**

DATE: JUNE 27, 2011

Attachments: Memo from Assistant City Administrator/Community Services Director

**BACKGROUND/SUMMARY**

The bid opening for the City of Bishop vehicle fuel contract was scheduled for this morning in the Council Chambers. Mr. Caldwell will give a report on any bids received and give a recommendation for the bid award.

**RECOMMENDATION**

Hear the report; consider awarding the bid for the supply of vehicle fuel as appropriate; and authorize the execution of the contract effective July 1, 2011 through June 30, 2013.



**To:** James M. Southworth, City Administrator  
**From:** Keith Caldwell, Assistant City Administrator/Community Services Director KRC  
**Subject:** Request to Execute New Vehicle Fuel Contract  
**Date:** 27 June 2011

**General:**

The City of Bishop is ready to execute a new vehicle fuel contract.

**Background:**

At its meeting 13 June 2011, the Bishop City Council authorized the advertisement of a vehicle fuel contract. On 14 June 2011 the contract was advertised with a bid opening date of 27 June 2011. The project was advertised in the Inyo Register and on the City of Bishop web site. In addition, local contractors likely to bid were also notified of the project advertisement.

The proposed contract has the same structure as the current contract. Under this structure bidders essentially bid their markup to fuel purchased at a "standard" wholesale facility in Bakersfield.

**Recommendation:**

It is recommended the City Council approve the execution of a vehicle fuel contract covering the period 1 July 2011 to 30 June 2013 based on the bid/bids received.

TO: CITY COUNCIL

FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR 

**SUBJECT: RESOLUTION NO. 11-06 - COUNTY OF INYO USED OIL PAYMENT PROGRAM 2**

DATE: JUNE 27, 2011

Attachments: Correspondence for County of Inyo received June 13, 2011

**BACKGROUND/SUMMARY**

The County of Inyo is submitting an application for the Used Oil Payment Program 2 formerly called the Used Oil Block Grant for 2011-2012. In the past, the City of Bishop has authorized Inyo County to apply for funding on our behalf and administer the used oil recycling program.

Resolution No. 11-06 and the letter of authorization will authorize Inyo County to apply for the 2011-2012 funds on behalf of the City of Bishop.

**RECOMMENDATION**

It is recommended that the City Council adopt Resolution No. 11-06 and submit the letter of authorization in order to allow Inyo County to continue with the City and County portions of the used oil recycling program.



COUNTY OF INYO

Administrative Services  
163 May Street  
Bishop, California 93514

RECEIVED

JUN 13 2011

CITY OF BISHOP

June 9, 2011

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

Re: Authorization Letter and Resolution for Used Oil Payment Program 2

Dear Mr. Southworth:

The County of Inyo is submitting an application for the Used Oil Payment Program 2 for the period of 2011/2012 on behalf of the County of Inyo/City of Bishop. Cal Recycle requires a Resolution and Letter of Authorization from the City of Bishop for inclusion within the Grant Application. Enclosed is a copy of the resolution and letter of authorization that the City of Bishop submitted for last year's application. We will need to receive these documents to submit this application on your behalf by July 22, 2011. If you will not be able to provide these documents by this date, please let me know as soon as possible so that we may ask for an extension from Cal Recycle prior to the deadline date.

Please feel free to contact me if you have any questions at 873-5577.

Sincerely,

Chuck Hamilton  
Deputy County Administrator

RESOLUTION NO. 11-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, AUTHORIZING THE COUNTY OF INYO TO SUBMIT ON THE CITY'S BEHALF AN APPLICATION FOR THE 2011/2012 USED OIL PAYMENT PROGRAM 2

WHEREAS, pursuant to Public Resources Code Section 48690 the Department of Resources Recycling and Recovery (CalRecycle), formerly known as the California Integrated Waste Management Board, has established the Used Oil Payment Program (OPP) to make payments to qualifying jurisdictions for implementation of their used oil programs; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the Used Oil Payment Program; and

WHEREAS, the Used Oil Payment Program allows regional participation; and

WHEREAS, CalRecycle's procedures for administering the Used Oil Payment Program require, among other things, a regional application's governing body to declare by resolution certain authorizations related to the administration of the Used Oil Payment Program.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Bishop authorizes the County of Inyo to submit a Used Oil Payment Program regional application on its behalf; and

BE IT FURTHER RESOLVED that the Deputy County Administrator, or his/her designee, is hereby authorized and empowered to execute in the name of the City of Bishop all documents, including but not limited to, applications, agreements, annual reports including expenditure reports and amendments necessary to secure said payments to support our Used Oil Collection Program; and

BE IT FURTHER RESOLVED that this authorization is effective until rescinded by the City Council of the City of Bishop.

PASSED, APPROVED AND ADOPTED this 27th day of June 2011.

---

LAURA SMITH, MAYOR

ATTEST: James M. Southworth, City Clerk

By: \_\_\_\_\_  
Denise Gillespie, Assistant City Clerk



# CITY OF BISHOP

377 West Line Street - Bishop, California 93514

P. O. Box 1236 - Bishop, California 93515

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

June \_\_, 2011

California Department of Resources Recycling and Recovery  
Used Oil Payment Program  
1001 I Street, MS 9A  
Sacramento, CA 95814

Re: Authorization Letter for Used Oil Payment Program 2

Dear Board Members:

The City of Bishop authorizes the County of Inyo to submit a regional application for the Used Oil Payment Program 2 for the period of 2011-2012 on behalf of the City of Bishop. Inyo County is authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purpose specified in the grant.

Sincerely,

James M. Southworth  
City Administrator

cc: Chuck Hamilton  
Deputy County Administrator

TO: CITY COUNCIL

FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR 

**SUBJECT: BUDGET ADJUSTMENTS/TRANSFERS FY 2010-2011**

DATE: JUNE 27, 2011

Attachment: Finance Department Memorandum

**BACKGROUND/SUMMARY:**

Attached is a Budget Adjustment/Transfers Report for Fiscal Year 2010-2011 through May 31, 2011 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:**

Consideration of approving the budget adjustments/transfers for Fiscal Year 2010-2011 through May 31, 2011 as presented.

TO: City Council/City Administrator  
 FROM: Cheryl Solesbee, Accounting Secretary  
 DATE: June 27, 2011  
 SUBJECT: Budget Adjustments/Transfers

The following are budget adjustments and transfers which would bring the listed accounts into reconciliation with expenditures through May 31, 2011.

**BUDGET ADJUSTMENT AS FOLLOWS:**

*From Unbudgeted Reserves*

<u>FUND</u>	<u>AMOUNT</u>	<u>TO FUND/DEPT</u>	<u>AMOUNT</u>
General Fund	\$24,500	Street Lighting 001-026-55024 Rental & Refunds	\$ 500
		001-031-55061 1 <sup>ST</sup> Five Grant/Inyo	\$ 24,000
Redevelopment	\$ 797	014-029-51007 Health Ins	\$ 698
		014-029-51008 Dental Ins	\$ 99

<u>Department Line Item</u>	<u>To</u>	<u>Department Line Item</u>	
City Council 001-010-52014 Meetings, Travel	\$ 700	001-010-52011 Adv/printing	\$ 700
Adm 001-011-51009 PERS	\$ 2,000	001-011-51024 Employer Comp Match	\$ 200
		001-011-52014 Meetings, Travel	\$ 1,800

<u>Department Line Item</u>	To	<u>Department Line Item</u>	
Finance			
001-012-51002	\$ 600	001-012-51017	\$ 300
Salaries/Part-time		FICA	
		001-012-53022	\$ 300
		Office Equipment Oper	
Bldg & Grounds			
001-016-51002	\$ 5,000	001-016-51007	\$ 1,000
Salaries Part-time		Health Insurance	
		001-016-52010	\$ 4,000
		Heat, Light, Power	
Police			
001-020-51001	\$25,300	001-020-51002	\$ 2,000
Salaries/Full time		Salaries/Part time	
		001-020-51004	\$ 11,000
		Overtime Wages	
		001-020-51011	\$ 1,800
		Medicare Tax	
		001-020-51015	\$ 10,000
		Shift Diffential	
		001-020-51042	\$ 500
		Unemployment Ins	
Fire			
001-021-52010	\$ 1,900	001-021-52015	\$ 100
Heat, Light, Power		Prof/tech svcs	
		001-021-52018	\$ 1,000
		Spec Dept supplies	
		001-021-52019	\$ 800
		Misc Dues & subsc	
001-021-51010	\$ 500	001-021-53020	\$ 500
Workers Comp		Vehicle Operation	

<u>Department Line Item</u>	To	<u>Department Line Item</u>	
Building			
001-022-52015	\$ 750	001-022-53020	\$ 750
Prof/tech Services		Vehicle Operation	
Street Maintenance			
001-023-51002	\$ 1,526	001-023-51001	\$ 1,526
Salaries/Part-time		Salaries/Full-time	
001-023-51009	\$ 240	001-023-51008	\$ 100
PERS Employee		Dental Insurance	
		001-023-51011	\$ 40
		Medicare Tax	
		001-023-52020	\$ 100
		Water Conservation	
Parks			
001-031-51022	\$ 600	001-031-51024	\$ 600
PARS		Employer Comp Match	
Planning			
001-034-52015	\$ 52	001-034-52018	\$ 52
Prof/tech svcs		Spec Dept Supplies	
Sewer Fund			
002-051-52009	\$ 300	002-051-53022	\$ 300
Training		Office Equipment	
Gas Tax			
003-030-51007	\$ 220	003-030-51010	\$ 200
Health Ins		Workers Comp	
		003-030-51017	\$ 20
		FICA	
Water Fund			
004-050-52009	\$ 705	004-050-52011	\$ 150
Training		Advertising/Printing	
		004-050-53022	\$ 300
		Office Equipment	

<u>Department Line Item</u>	To	<u>Department Line Item</u>		
		004-050-55024	\$	255
		Rental & Refund		
004-050-51010	\$ 1,000	004-050-51017	\$	300
Workers Comp		FICA		
		004-050-52011	\$	300
		Adv/printing		
		004-050-52013	\$	400
		Communications		

TO: CITY COUNCIL

FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR 

**SUBJECT: NORTH SECOND WATER PROJECT – INCREASE CONTRACT AMOUNT**

DATE: JUNE 27, 2011

Attachments: Staff Memo dated June 17, 2011

**BACKGROUND/SUMMARY**

As specified in the memo from the Public Works Director/City Engineer, it has become necessary to replace improper pipe material used for the North Second Water Project. This includes approximately 100 feet of material already installed and the inventory on hand. The contractor and Public Works Department are working together to minimize the effect of the correction.

**RECOMMENDATION**

Review the request and, if appropriate, consider action to increase the authorized expenditure from \$63,790.65 to \$70,753.00 through the construction contract with Rivers Edge Construction for the North Second Street Water Improvements Project.



**To:** James M. Southworth, City Administrator  
**From:** David Grah, Director of Public Works  
**Subject:** Increase Maximum Contract Amount for North Second Water Project  
**Date:** 17 June 2011  
**Previous:** 28 February 2011, 4 April 2011  
**Funding:** Water capital improvement funds

**General:**

Public Works requests to increase the maximum cost of the construction contract for the North Second Street Water Improvements project.

**Background and Discussion:**

The North Second Street Water Improvements project contract was awarded to Rivers Edge Construction with a maximum approved expenditure of \$63,790.65. This value resulted from the Rivers Edge bid plus a 5% contingency. The \$3,037.65 (5% of bid) contingency is to cover unforeseen costs that are unavoidable on construction projects.

Recently, an inconsistency was identified between the pipe material specified and the pipe material submitted for approval by the contractor, approved for the project by the city, and provided by contractor. About 100 feet of the provided material was installed in the ground before this inconsistency was identified.

The material in the ground should be removed and replaced with specified pipe and the pipe material on hand should be returned and replaced as well. Since the contractor submitted the pipe for approval in good faith and did not order the pipe until it was approved by the city, the cost to replace the supplied pipe with the specified pipe is the city's. We estimate the cost to replace the pipe delivered and the pipe installed to be about \$8,000. The contractor has pledged to minimize the replacement cost and it is likely the actual cost will be less than this estimate. As work progresses, the likelihood of needing contingency funds is less and at this point in the project a \$2,000 contingency is suggested.

The bid of \$60,753 plus the \$8,000 estimated for the replacement, plus the \$2,000 contingency is \$70,753. The 2010/2011 fiscal year budget included \$65,000 in Capital Improvements (004-050-56027) for this project. Largely because of low bids received on water projects this fiscal year, water Capital Improvement expenditures are at least \$150,000 less than budgeted.

The North Second Street Water Improvements project replaces the water main and services along the portion of North Second Street south of Willow Street and along Willow Street between Hanby and Second. The section of Second Street affected by this project has one of the three remaining 2 inch water mains in the city. These 2 inch lines are leak prone and extremely

small by current standards. The project replaces this small water line with an 8 inch water line and installs a fire hydrant. It would not be practical to build only a part of this particular project to reduce the cost of the project.

**Recommendation:**

That the City Council increase the authorized expenditure through the construction contract with Rivers Edge Construction for the North Second Street Water Improvements project from \$63,790.65 to \$70,753.