



# CITY OF BISHOP

## CITY COUNCIL MEETING AGENDA

**Monday, April 25, 2011**

**7:00 p.m.**

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

### NOTICE TO THE PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk 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. (28 CFR 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.

### 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.

### DEPARTMENT HEAD REPORTS

- (1) 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

(2)

**NOTICE TO THE PUBLIC:** All matters under the Consent Calendar are considered routine by the City and will be acted on by one motion.

### FOR APPROVAL AND FILING

Minutes

- (a) Study Session Meeting – 3/28/11
- (b) Council Meeting – 3/28/11
- (c) Personnel Status Change Report
- (d) Surplus Property Request – BPD018-11 / BPD019-11

FOR INFORMATION AND FILING

Agenda

(e) Planning Commission Meeting Cancellation Notice – 4/26/11

UNFINISHED BUSINESS

- (3) Ordinance No. 534 ES Emergency Shelter Combining District– Adding Section 17.08.115 to Chapter 17.08 and adding a new Chapter 17.38 to the Bishop Municipal Code regarding an “ES Emergency Shelter Combining District – Second Reading/Adoption.
- (4) Ordinance No. 535 ES Emergency Shelter Combining District (Map) – Amending the Zoning Map of the City of Bishop, to establish an ES Emergency Shelter Combining District, incorporated by reference in Section 17.04.050 of the City of Bishop Municipal Code – Second Reading/Adoption.

NEW BUSINESS

- (5) Consideration to adopt Resolution No. 11-03 amending and restating certain fees and charges for city services for Fiscal Year 2011-2012 – Administration.
- (6) Consideration to approve certain street closures for Bishop Union High School graduation on June 10, 2011 – Public Works Department.
- (7) Consideration to approve advertisement of the Church Street Water Line Project – Public Works Department.
- (8) Consideration to amend the consultant contract for the Wye Road Intersection Project – Public Works Department.
- (9) Consideration to approve Sunrise Mobile Home Park state budget for FY 2011-2012– Community Services Department.
- (10) Consideration for setting a date for a Council Retreat – Administration.

COUNCIL REPORTS

May 2, 2011 – 1:30 p.m. Special Meeting - City Administrator Review  
May 9, 2011 – 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting  
May 23, 2011 – 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting  
June 13, 2011 – 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting

Regularly scheduled meetings will be held in the City Council Chambers, 301 West Line Street, Bishop.



# CITY OF BISHOP

## CITY COUNCIL STUDY SESSION AGENDA

**Monday, April 25, 2011**

**4:00 p.m.**

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

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### **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.

### **SCHEDULED DISCUSSION**

1. Mobility/Transportation Element of General Plan Update
2. Crossing Guards at Home Street
3. Set date for Council Retreat and potential agenda items
4. League of California Cities Annual Conference – September 21-23, 2011 San Francisco
5. Current 7:00 p.m. agenda items
6. 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

**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: April 25, 2011

**AGENDA** Study Session Topic:  
**SUBJECT:** Select Date for Council/Staff Retreat and Potential Agenda Items

**Discussion:** 4/14/11  
**First Reading:** n/a  
**Budget/Source** n/a

**Attachments:**

1. Info sheet: Mission Vision Goals
2. Article: *10 Habits of Highly Effective Councils*
3. Covey's Important/Urgent Matrix

### **Background/Discussion:**

City Council routinely holds retreats with staff annually, and sometimes twice per year. The purpose has been goal setting as well as to review specific current issues or activities. The date for this year's retreat was tentatively set for Friday, June 3, from 9:00 AM to 3:00 PM.

For this retreat I would propose developing the existing process. This would include (1) a focused approach for Council to develop both immediate and longer term goals and (2) a budget review that would consider these new Council goals and incorporate them into Council budget development directions. Staff would be highly involved in this process. The attached articles are provided as background info.

I. City Council Goals. The process would start well in advance of Retreat Day. *Both* Council and staff would be requested to write their ideas and goals, based on a few short questions one to two weeks before the Retreat. All responses would be listed and used as a starting point for Council discussion, goal setting, and budget review and direction. Examples of draft questions include:

4. What is the MAIN OUTCOME you hope for the City Council and Staff to achieve at this retreat?
1. What do you hope Bishop will look like or be like in 5 to 10 years? What do you hope Bishop will be known as or for?
2. What is the purpose of the City?)

3. What are the top two or three things you would like the City to accomplish between 2015 and 2017 (four to six years)? (These should address #1 and # 2 above as “big picture” goals or priorities.)
5. What three or four things would you like to see the City of Bishop accomplish in the next 12 to 18 months? (These may or may not address #1 and # 2 above.)

These questions are intended to assure that a minimum number of ideas can be generated by each participant, and that these will be openly considered by the entire City Council. They are not to prevent additions during the Retreat, and might generate other timely ideas. And hopefully the process prevents ideas from being lost or overwhelmed when that ‘bolt out of the blue’ issue strikes.

II. City Council Budget Review – Goals Consideration & Direction. The City Council/Staff Retreat would also include the usual budget review, with consideration to the current General Fund short fall, tight economy, and to the long- and short-terms goals developed above.

**Recommendations:**

1. Confirm date for City Council/Staff Retreat:  
*Friday, June 3, 9:00 AM to 3:00 PM, in the Conference Room.*
4. Consider proposed process for City Council/Staff Retreat Agenda preparation; City Administrator and Staff develop draft retreat agenda for review at Study Session on May 9.
3. Instruct City Administrator and Staff to develop draft retreat agenda for review at Study Session on May 9.
4. Continue with City Council/Staff Retreat process (respond to questions, hold retreat) – and in case needed – setting a tentative date for a closing session.

The budget is not a plan,  
but the allocation of money into a plan.

## Mission Vision Goals

Our **MISSION STATEMENT** - Tells *why*\* we are here.

Our **VISION** - Is to know *where* we are going.

Our strategic **GOALS** - Are our long term **strategic initiatives** necessary for success - to support *why* we are here (**Mission**) and to get where we're going (**Vision**). A **GOAL** is the end result, not how you get there. (**WHERE / WHAT**)

**OBJECTIVES** - Are specific outcomes to achieve Goals, including projects and programs that are specific, measureable, and achievable within available resources. (**WHAT & WHEN**)

**ACTION PLANS** are the tactics and activities for accomplishing Objectives including funding, when, who. (**HOW & WHO**)

\* The value of thinking about *WHY*

It defines success.

It creates decision making criteria.

It aligns resources.

It motivates.

It clarifies focus.

It expands options.

## 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)

## Covey's Important/Urgent Matrix\*

### TIME AND PRIORITIES

Who controls how you use your time? Do you decide or are you being pushed to use your time in ways decided by your employer, your friends, your spouse or parents, or by others? In order to live your life according to your values, you must control your own time priorities. **You** have to decide what is **important** for you to do. And, **you** have to decide which things are **urgent** and which things can wait.

The author Stephen Covey designed a time management matrix\* to help people manage themselves through managing their priorities. The quadrants of the matrix relate importance and urgency for life activities. Study the matrix shown here; typical activities that fall into each quadrant are illustrated.

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

\* *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>Urgency - High</b>	<b><u>III URGENT and NOT IMPORTANT</u></b> 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.	<b><u>I URGENT and IMPORTANT</u></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>Low - Urgency</b>	<b><u>IV NOT URGENT and NOT IMPORTANT</u></b> Obviously, minimize time spent in activities in this quadrant.	<b><u>II NOT URGENT but IMPORTANT</u></b> <b>The key to success in gaining control of your time priorities is to focus on activities in this quadrant.</b> If you are currently doing very little here, begin by carving out a small amount of time each day and building on it.
	<b>Low</b>	<b>High</b>



## Tentative Schedule of Events

AS OF APRIL 2011 (subject to change)

### WEDNESDAY, SEPTEMBER 21

- 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

- 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

- 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

4/20/2011 5:24 PM

### MAY 2, 2011 – CITY ADMINISTRATOR REVIEW

1:30 PM

### MAY 9, 2011 – MEMOS DUE: Tues May 3 10 am

4:00 PM

- Superintendent Barry Simpson – Seibu to School Bike Path
- Street Vendor Permit Process
- DWP Land Release Process (Hanby property environmental constraints and release (discussed 2/14 – hold over until after City/County Liaison meeting and Meeting with DWP)

7:00 PM

- PUBLIC HEARING – DESIGN PHASE OF POSSIBLE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATIONS
- Award Iris Street Water Line Project – Public Works
- Waive hiring freeze - Consideration to approve waiving the hiring freeze to advertise and hire Part-Time Engineers in lieu of budgeted contracted services – Public Works Department.
- Headworks Project - Consideration for approval of Headworks contract amendment – Public Works Department
- PARS Plan Document – Interim amendments - Administration
- Mobility Element Update of General Plan - Briefing

### MAY 23, 2011 – MEMOS DUE: Tues May 17 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)
- Sunrise Mobile Home Park Workshop

7:00 PM

- PUBLIC HEARING – GRANT APPLICATION FOR POSSIBLE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
- Approval of CDBG grant application?

### JUNE 3, 2011 COUNCIL RETREAT – TENTATIVE

9:00 AM – Date will be set at the April 25<sup>th</sup> meeting with discussion on agenda items.

### JUNE 7, 2011 DEPARTMENT HEAD EVALUATIONS

8:00 a.m.

## **JUNE 13, 2011 – MEMOS DUE: Tues June 7 10 am**

**4:00 PM**

Nominations for 2<sup>nd</sup> Quarterly Citizen Award

**7:00 PM**

- Award Church Street Water Line Project

## **JUNE 27, 2011 – MEMOS DUE: Tues June 21 10 am**

**4:00 PM**

**7:00 PM**

- Presentation of City tile to Daniel Steinhagen retiring from IMACA after 18 years. Tentative

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

**4:00 PM**

**7:00 PM**

- RESOLUTION APPROVING APPLICATION FOR SUSTAINABLE COMMUNITIES PLANNING GRANT

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

**4:00 PM**

- JOINT PLANNING COMMISSION / CITY COUNCIL WORKSHOP TIME??

**7:00 PM**

TO: CITY COUNCIL  
FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR  
**SUBJECT: DEPARTMENT HEAD UPDATES**  
DATE: APRIL 25, 2011



**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  
CITY COUNCIL STUDY SESSION MINUTES  
March 28, 2011

CALL TO ORDER	Mayor Smith called the meeting to order at 3:30 p.m.
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 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.
RECESS TOUR OF D.U.I. TRAILER	The Council and staff received a tour of the D.U.I. trailer parked in the lot outside the Council Chambers.
RECONVENE	At 3:55 p.m. the Council returned to the Chambers. Mayor Smith reconvened the Study Session.
SCHEDULED DISCUSSION	<ol style="list-style-type: none"> <li>1. Current 7:00 p.m. agenda items</li> <li>2. General Plan Project – Progress Update</li> <li>3. Topics of discussion for City County Liaison Committee meeting</li> <li>4. Review process for City Administrator six-month review and evaluation to be held in closed session April 5<sup>th</sup>.</li> <li>5. City's position on redistricting (Griffiths for ESCOG Report)</li> <li>6. Future agenda items</li> </ol>
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	Council Members gave committee reports, community announcements and/or made comments or inquiries to staff. No action was taken.

**ADJOURNMENT**

The Mayor adjourned the Study Session at 5:10 p.m. to the regular City Council meeting scheduled at 7:00 p.m.

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**LAURA SMITH, MAYOR**

**ATTEST: James M. Southworth, City Clerk**

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

CITY OF BISHOP  
CITY COUNCIL MINUTES  
March 28, 2011

- CALL TO ORDER** Mayor Smith called the meeting to order at 7:04 p.m.
- INVOCATION** The invocation was given by Pastor Ron Sargent with the Bishop Christian Center followed by the Pledge of Allegiance led by Councilmember Ellis.
- 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  
Chris Carter, Police Chief  
David Grah, Public Works Director/City Engineer  
Gary Schley, Public Services Officer
- PUBLIC COMMENT** Recently appointed Lieutenant Supervisor Bill Dailey from the California Department of Fish and Game introduced himself to the Council.
- Skandar Reid spoke against the ATV Trails project proposed by the Advocates for Access to Public Lands.
- PROCLAMATIONS**
- SEXUAL ASSAULT AWARENESS MONTH (1)** The proclamation declaring April as Sexual Assault Awareness Month in the City of Bishop was read by the Council and presented to Lynn Rounds from Wild Iris who gave a report on upcoming events to bring awareness to the community.
- CHILD ABUSE AWARENESS MONTH (2)** The proclamation declaring April as Child Abuse Awareness Month in the City of Bishop was read by the Council and presented to Lynn Rounds from Wild Iris.
- PRESENTATION**
- BUHS DANCE TEAM – State Champions 2011 (3)** The Council was introduced to the members of the Bishop Union High School Dance Team and coach who recently won the State Championship at the Sharp International Competition in southern California. Certificates were presented to all involved.

DEPARTMENT HEAD  
REPORTS  
(4)

Reports from Community Services, Fire, Police, Public Works and Administration were given on the departments' activities including upcoming and ongoing projects.

CONSENT CALENDAR  
(5)

A motion was made by Councilmember Cullen and passed unanimously to approve the Consent Calendar as presented:

Motion/Cullen

FOR APPROVAL AND FILING

- (a) Study Session Minutes – 2/28/11
- (b) Council Meeting Minutes – 2/28/11

FOR INFORMATION AND FILING

- (c) Planning Commission Agenda – 3/29/11
- (d) Water and Sewer Commission Minutes – 1/11/11
- (e) Water and Sewer Commission Special Meeting – 1/24/11

PUBLIC HEARING

ENVIRONMENTAL  
REVIEW - Proposed  
Amendment to City Zoning  
Regulations Relating to  
“Emergency Shelter”  
(6)

The Mayor opened the public hearing to hear and consider comment on the Initial Study and Negative Declaration for a proposed amendment to the Zoning Regulations and official Zoning District Map to include a definition for “Emergency Shelter”, an emergency shelter overlay zone, and standards for emergency shelters.

Staff Report: Gary Schley, Public Services Officer, reported that in April 2010 the General Plan Housing Element was updated and as part of that update a goal was set to amend the zoning ordinance to allow emergency shelters in one or more zoning districts without discretionary approval. Through work with Bauer Planning and Environmental Services, California Department of Housing and Community Development, and the community, staff has developed a draft ordinance and identified an area to allow the zoning overlap for an emergency shelter combing district.

The Initial Study found the proposed project would not have a significant adverse impact on the environment. The report was sent to the Governor’s Office of Planning and Research and complied with State Clearinghouse review requirements for draft environmental documents pursuant to the California Environmental Quality Act.

Public Comment: Kathryn Henderson, 291 East Elm Street, indicated her disapproval of State requirements forcing zoning areas on cities. She encouraged the Council to consider adding elements to the ordinance that would allow the City to have some control over the size of lots where emergency shelters would be allowed to help address the problem of inadequate parking for those using the shelters.

Motion/Griffiths No further comment was provided. A motion was made by Councilmember Griffiths and passed unanimously to close the public hearing.

## NEW BUSINESS

**ADOPTION - NEGATIVE DECLARATION –**  
Proposed Amendment to City Zoning Regulations and Official Zoning District Map Relating to Emergency Shelters  
(7)  
Motion/Stottlemyre

A motion was made by Mayor Pro Tem Stottlemyre to adopt the Negative Declaration and file a Notice of Determination that the proposed project would not have significant cumulative impacts, or substantial adverse impacts on human beings, fish or wildlife or sensitive species or cultural resources.

Motion passed 5-0.

**APPROVAL – Advertise Iris Street Water Line Project**  
(8)  
Motion/Cullen

On a motion by Councilmember Cullen, the Council voted 5-0 to approve the Public Works Department advertisement of the Iris Street Water Line Project.

**APPROVAL –To Fill One Vacant Sergeant Position**  
(9)

On a motion by Councilmember Griffiths, the Council voted 5-0 to waive the hiring freeze and the promotional process to fill one vacant Police Sergeant position.

**BID AWARD – Fertilizer and Seed for City Park**  
(10)  
Motion/Stottlemyre

On a motion by Mayor Pro Tem Stottlemyre, the Council voted 5-0 to award the bid for fertilizer and seed for the City Park to the sole bidder, Chalfant Big Trees, in the amount of \$5,874.73.

**AUTHORIZATION – To Seek Proposals for Economic Development Element – General Plan Update**  
(11)  
Motion/Smith

On a motion by Mayor Smith, the Council voted 5-0 to approve the development of the scope of work and release a Request for Proposals for preparation of an Economic Development Element for the General Plan.

**MAYORAL COMMITTEE APPOINTMENTS / ASSIGNMENTS 2011**  
(12)

Mayor Smith made assignments and appointments to various agency committees and commissions as listed on the attached Bishop City Council Committee/Agency Assignments 2011.

## PRESENTATIONS

**SHERRY TIEDEMANN**  
Retired Police Services Secretary  
(13)

The Council presented a city tile, centennial coin and flowers to Sherry Tiedemann for more than 11 ½ years of public service to the City of Bishop as Police Services Secretary/ Records Manager serving under four Police Chiefs.

DEVON SMITH  
Retiring Public Works  
Maintenance Worker  
(14)

The Council presented Devon Smith a watch, city tile, centennial coin and flowers for wife, Lori. Devon served the City of Bishop since 1982 in various positions including Part Time Maintenance Man Trainee, Full Time Park Attendant, and Public Works Maintenance Worker.

#### COUNCIL REPORTS

#### ADJOURNMENT

The Mayor adjourned the meeting at 8:20 p.m. to the next Council meeting scheduled for Monday, April 11, 2010 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

TO: City Council

SUBJECT: CONSENT CALENDAR - PERSONNEL STATUS CHANGE REPORT

DATE: April 25, 2011

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The following personnel items have been submitted for action at this meeting:

COMMUNITY SERVICES DEPARTMENT

EFFECTIVE DATE

- (a) Seasonal Park Helper I, II, III Part-Time  
\$11.00, 12.00, 13.00  
Hire - Dondero, Willis  
Rehire - Luzny, Dan

4/1/11  
4/18/11

POLICE DEPARTMENT

- (b) Communications Operator – Full Time  
Step 1 - \$3296.00 monthly  
Lawrence, Molly

4/12/11

(d)

**Bishop Police Department  
Interoffice Memorandum**

**Date:** 03/30/2011  
**To:** Jim Southworth, City Administrator  
**From:** Chris Carter, Chief of Police *CC*  
**Subject:** Bicycles to Donate to IMAH

**Memo Log# BPD018-11**

I request approval from the City Council to donate the following bicycles to Inyo-Mono Association for the Handicapped (IMAH) per Section 217 of the Welfare and Institutions Code. IMAH meets all the requirements of this code for donation of these bicycles. All bicycles have been held for a minimum of 90 days as required by City Ordinance.

**BICYCLES THAT ARE FOUND PROPERTY  
(COLOR RIBBONS)**

CASE #	DESCRIPTION	SERIAL #	CITY BIKE REG NUMBER	PROP. TAG #	DISPO DATE
10-0839	Blue Huffy BMX Bike	SNHEC09K29942	3152534	7943	01/31/11
10-0971	Black Girls Bike	3971017686BOAN	3152535	7974	03/30/11
10-0976	Blue Mongoose BMX Bike	SCNABO04M65198	3152573	7975	03/31/11
11-0008	Gray Huffy Mtn Bike	00501HUFFY46501	3152574	7978	04/04/11



Chris Carter, Chief of Police

Date 3/30/11

Received from the Bishop Police Department, the above listed bicycles as approved by the Bishop City Council.

Signature IMAH Representative

Date \_\_\_\_\_

RECEIVED

APR 11 2011

CITY OF BISHOP

**Bishop Police Department  
Interoffice Memorandum**

**Date:** 03/30/2011

**Memo Log# BPD019-11**

**To:** Jim Southworth, City Administrator

**From:** Chris Carter, Chief of Police 

**Subject:** Surplus and Found Property

I request approval from the City Council to authorize the disposition; destruction or sale of the following property per City of Bishop BCO 3.48.030 (Property held for three months deemed unclaimed).

**UNCLAIMED FOUND PROPERTY**

CASE #	DESCRIPTION	SERIAL #	PROPERTY TAG #	DISPO DATE
10-0804	Pocket Knife	N/A	7939	01/21/11
10-0944	Echo SRM230 Weed Eater	S65611003632	7963	03/15/11
10-0944	ACE Red 30 Gal Trash Can	N/A	7963	03/15/11

  
Chris Carter, Chief of Police

Date 3/30/11

(e)

**City of Bishop  
Planning Commission**

There will be no Planning Commission Meeting

April 26, 2011

The next regularly scheduled meeting will be

May 31, 2011

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

TO: CITY COUNCIL

FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR 

DATE: April 25, 2011

**AGENDA SUBJECT:** Ordinance 534 amending Zoning Ordinance (Municipal Code Title 17) by adding new Section 17.08.115 to Chapter 17.08 (defining Emergency Shelter), and adding new Chapter 17.08 Emergency Shelter Combining (ES) District

**Discussion:** Council Public Hearing and Introduction/First Reading - 4/11/11; Public Hearing / Adoption - Negative Declaration of Environmental Impact - 3/28/11; Routine updates on ES zoning project provided since 10/12/10

**First Reading:** 4/11/11

**Budget/Source:** n/a

**Attachments:** 1. Ordinance 534 Adding Section 17.08.115 to Chapter 17.08 and Adding New Chapter 17.08 ES Emergency Shelter Combining District

**Background/Discussion:**

The amendment of the Bishop Municipal Code, Title 17, providing for Emergency Shelters as a permitted use by right, and the amendment of the Zoning Map of the City are required by the City's 2009 *Housing Element* of the General Plan, and are necessary for continued eligibility for many grant programs.

Following the Planning Commission and City Council public hearing processes, Ordinance 534 was introduced with first reading on April 11, 2011.

**Recommendation:**

Consider Second Reading / adoption with passage to print by title only *Ordinance 534 Adding Section 17.08.115 to Chapter 17.08 and Adding New Chapter 17.08 ES Emergency Shelter Combining District*.

ORDINANCE NO. 534

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, ADDING SECTION 17.08.115 TO CHAPTER 17.08 AND ADDING A NEW CHAPTER 17.38 TO THE BISHOP MUNICIPAL CODE REGARDING AN "ES EMERGENCY SHELTER COMBINING DISTRICT"

THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. Title 17 of the Bishop Municipal Code entitled ZONING, Chapter 17.08 Definitions is hereby amended to add a new section 17.08.115 Emergency Shelter which reads in its entirety as follows:

"17.08.115 Emergency Shelter. "Emergency shelter" means housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. (Government Code Section 65582; Health & Safety Code Section 85801) "Emergency shelter" specifically does not include Residential Care Facility for the Elderly (Health & Safety Code Section 1569.2), Residential Care Facility (Health & Safety Code Section 1568.01), Community Care Facility (Health & Safety Code Section 1502), Residential Rehabilitation Hotel (Health & Safety Code Section 50519), Residential Living Unit (Health & Safety Code Section 1771), Group Home (Welfare & Institutions Code Section 11400) or other similar facility."

SECTION 2. Addition of a new chapter, Chapter 17.38 entitled "ES Emergency Shelter Combining District" which reads, in its entirety, as follows:

"Chapter 17.38

ES EMERGENCY SHELTER COMBINING DISTRICT

Sections:

17.38.010 - Purpose.

17.38.020 - Applicability.

17.38.030 - Permitted Uses.

17.38.040 - Uses Expressly Prohibited.

17.38.050 - Standards and Requirements.

17.38.010 Purpose and Intention. The purpose of this ordinance is to comply with the housing element requirements of the State of California.

A. The ES emergency shelter combining district is intended to be combined with C-1, R-3 and/or R-3-P districts to permit a specified area in which emergency shelters will be allowed by right.

B. The location of the ES emergency shelter combining district reflects a close association with, provides convenience to and/or is compatible with surrounding uses with a range of complementary services, including the availability of public transportation, basic goods and grocery stores, and social welfare facilities.

17.38.020 Applicability. A. The ES emergency shelter combining district may be combined with any C-1, R-3 and/or R-3-P district which in the judgment of the city council possesses the desired locational and site design characteristics as set forth in Section 17.38.050(A).

B. All operators of emergency shelters, prior to commencing such operation, shall apply to the City Planning Department to assure that all standards and requirements set forth in §17.38.050 will be met.

17.38.030 Permitted Uses. A. The permitted uses in an ES emergency shelter combining district include emergency shelters that comply with the standards and requirements set forth in Section 17.38.050 and associated supportive services. Such permitted uses shall be in addition to the permitted uses allowed by the underlying district with which the ES emergency shelter combining district is combined.

B. If an ES emergency shelter combining district overlies more than one type of district (C-1, R-3 and/or R-3-P), then such additional permitted uses shall only be those which are permitted in the district which underlies the proposed project.

17.38.040 Uses Expressly Prohibited. Prohibited uses shall be those set forth in Section 17.48.030 for C-1 districts; those set forth in Section 17.36.030 for R-3; for those set forth in Section 17.36.030 for R-3 districts; and those set forth in Section 17.40.030 for R-3-P districts.

17.38.050 – Standards and Requirements.

A. Standards: Except as provided hereafter, standards shall be as provided in the underlying district.

B. Requirements: Any proposed emergency shelter located in an ES emergency shelter combining district shall operate under the requirements set forth below. Such requirements are in addition to any other requirements set forth in federal, state or local laws, rules, regulations, ordinances or policies.

1. Capacity: The maximum number of clients permitted in an emergency shelter is 10.

2. Vehicle parking: The operator of an emergency shelter shall provide onsite vehicle parking as follows: one (1) parking space for each two (2) client beds.

3. Bicycle parking: The operator of an emergency shelter shall provide a bicycle rack that allow for the secure storage of bicycles. Bicycle racks shall accommodate at least one bicycle storage space for every five (5) client beds. All bicycle racks shall be on site and located in an area that is not visible from a public right-of-way.

4. Intake areas: If the intake area of an emergency shelter is locate onsite, the operator of an emergency shelter shall provide an enclosed interior waiting area. There shall be no outdoor queuing of potential clients.

5. Management:

a. Onsite management. The operator of an emergency shelter shall provide an onsite management or support employee during all hours of operation. Only

persons who are not residential emergency shelter clients may serve as onsite management or support employees.

b. Client restrictions. The emergency shelter operator may conduct a background check on all prospective clients using all means allowed by law, and may restrict client intake in accordance with state and local registered sex offender residency restrictions and comply with any applicable parolee obligations. An operator of an emergency shelter shall not intake any person as a client of the emergency shelter who that operator knows is a fugitive from justice, nor any person known by such operator to be a threat to the safety of other clients.

c. Personal storage. The operator of an emergency shelter shall provide a private storage area or closet for each onsite bed. At no time shall any client keep on site any alcoholic beverages, or any type of illegal drugs or other illegal or dangerous substances, or weapons, in accordance with all applicable provisions of the law. An emergency shelter manager shall conduct routine inspections of each onsite client's assigned personal space to verify compliance with the foregoing, and shall report to the police any client violation of this paragraph.

d. Shower and toilet facilities. The operator of an emergency shelter shall provide toilets, sinks and showers onsite. The emergency shelter manager shall be responsible for ensuring that all restroom and shower facilities comply with the city's building code requirements. Secured restroom and shower facilities shall be provided.

e. Food service areas. The operator of an emergency shelter shall be responsible for ensuring that any food service or onsite meal preparation areas comply with all applicable requirements of the County Health Department.

f. Outdoor storage. The operator of an emergency shelter shall screen all outdoor storage areas from view from all public rights of way and onsite parking lots. The emergency shelter manager shall ensure that all outside storage areas be maintained in a neat, clean and orderly manner at all times.

6. Length of stay: The operator of an emergency shelter shall not allow any emergency shelter client to stay for a period longer than six (6) months in any consecutive twelve (12) month period.

7. Hours of operation: The operator of an emergency shelter shall establish and maintain set hours of operation for client intake and discharge. These hours shall be clearly displayed at the entrance to the emergency shelter at all times. In the event that an emergency shelter client is socially disruptive, a threat to the safety of others, or in violation of emergency shelter facility rules, the emergency shelter manager may proceed to discharge that client immediately.

8. Lighting: The operator of an emergency shelter shall provide nighttime lighting in all exterior parking areas and along the periphery of the building. All such lighting shall be screened from adjoining properties by down lights, hoods or similar means.

9. Security: The emergency shelter operator shall submit an onsite security plan to the Planning Department and to the Police Department. The operator shall be

responsible for ensuring that the approved security plan is implemented at all times during the operation of the emergency shelter.

10. Inability to pay: No individual or household may be denied emergency shelter because of an inability to pay.

11. Signs:

a. Exterior signs C-1 District. Exterior signs in the portion of an ES emergency shelter combining district that overlays a C-1 district shall comply with standards for the C-1 district as set forth in Section 17.48.060.

b. Exterior signs R-3 and R-3-P Districts. Notwithstanding Section 17.36.060 and 17.40.070, exterior signs in the portion of an ES emergency shelter combining district that overlays an R-3 and/or R-3-P district shall be permitted, solely for purposes of identifying the emergency shelter, up to a maximum area of nine (9) square feet.”

SECTION 2. This ordinance shall be in full force and effect thirty (30) days from and after its passage and adoption (May 26, 2011).

SECTION 3. The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published in the manner and form provided by law in the Inyo Register, a newspaper of general circulation printed and published in the City of Bishop, State of California which said newspaper is hereby designated for that purpose.

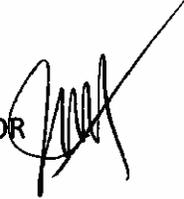
PASSED, APPROVED AND ADOPTED this 25th day of April 2011.

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

ATTEST: James M. Southworth

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

TO: CITY COUNCIL

FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR 

DATE: April 25, 2011

**AGENDA SUBJECT:** Ordinance 535 Amending the Zoning Map City of Bishop to establish an Emergency Shelter (ES) Combining District

**Discussion:** Council Public Hearing and Introduction/First Reading - 4/11/11; Public Hearing / Adoption - Negative Declaration of Environmental Impact - 3/28/11; Routine updates on ES zoning project provided since 10/12/10

**First Reading:** 4/11/11

**Budget/Source:** n/a

**Attachments:** 1. *Ordinance 535 Amending the Zoning Map City of Bishop to establish an Emergency Shelter (ES) Combining District (proposed)*

**Background/Discussion:**

The amendment of the Bishop Municipal Code, Title 17, providing for Emergency Shelters as a permitted use by right, and the amendment of the Zoning Map of the City are required by the City's *2009 Housing Element* of the General Plan, and are necessary for continued eligibility for many grant programs.

Following the Planning Commission and City Council public hearing processes, Ordinance 535 was introduced with first reading on April 11, 2011.

**Recommendation:**

Consider Second Reading / adoption with passage to print by title only *Ordinance 535 Amending the Zoning Map City of Bishop to establish an Emergency Shelter (ES) Combining District*.

ORDINANCE NO. 535

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, AMENDING THE ZONING MAP OF THE CITY OF BISHOP, TO ESTABLISH AN ES EMERGENCY SHELTER COMBINING DISTRICT, INCORPORATED BY REFERENCE IN SECTION 17.04.050 OF CITY OF BISHOP MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA DOES ORDAIN AS FOLLOWS:

SECTION 1. That the boundaries of the Zoning Map of the City of Bishop, incorporated by reference in City of Bishop Municipal Code Section 17.04.050 be amended to add the ES Emergency Shelter Combining District as defined in Bishop Municipal Code Section 17.08.115 and Chapter 17.38 to all that property referred to in Exhibit A.

SECTION 2. Except as hereby specifically amended, said Zoning Map of the City of Bishop and Ordinance No. 424, as amended, shall remain in full force and effect.

SECTION 3. This ordinance shall take effect and become operative thirty (30) days from and after its final reading and adoption (May 26, 2011).

SECTION 4. The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published in the manner and form prescribed by law in the Inyo Register, a weekly newspaper of general circulation, printed and published in the City of Bishop, State of California, which said newspaper is hereby designed for that purpose.

PASSED, APPROVED AND ADOPTED this 25th day of April, 2011.

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LAURA SMITH, MAYOR

ATTEST: James M. Southworth, City Clerk

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



# ZONING MAP

of the City of Bishop

Adopted by City Council XXX 2011

Zone Areas		
Zone	Acres	%
R-1	186.18	17.3%
C-1	169.16	15.8%
P	157.72	14.7%
R-3	138.66	12.9%
O-S	85.36	7.9%
R-2000	74.99	7.0%
C-2	64.88	6.0%
M-1	64.58	6.0%
C-H	48.51	4.5%
A-R	30.87	2.8%
R-2000-P	11.05	1.0%
R-2	10.97	1.0%
C-H BP	10.79	1.0%
R-M	8.52	0.8%
R-3-P	8.09	0.8%
O-P	3.62	0.3%
<b>Total</b>	<b>1073.96</b>	

Overlay Areas	
Overlay	Acres
Downtown Core	13.79
Emergency Shelter	31.53

### Legend

- City Limit
- Zone Districts
- Emergency Shelter Combining District
- Downtown Core
- Parcels

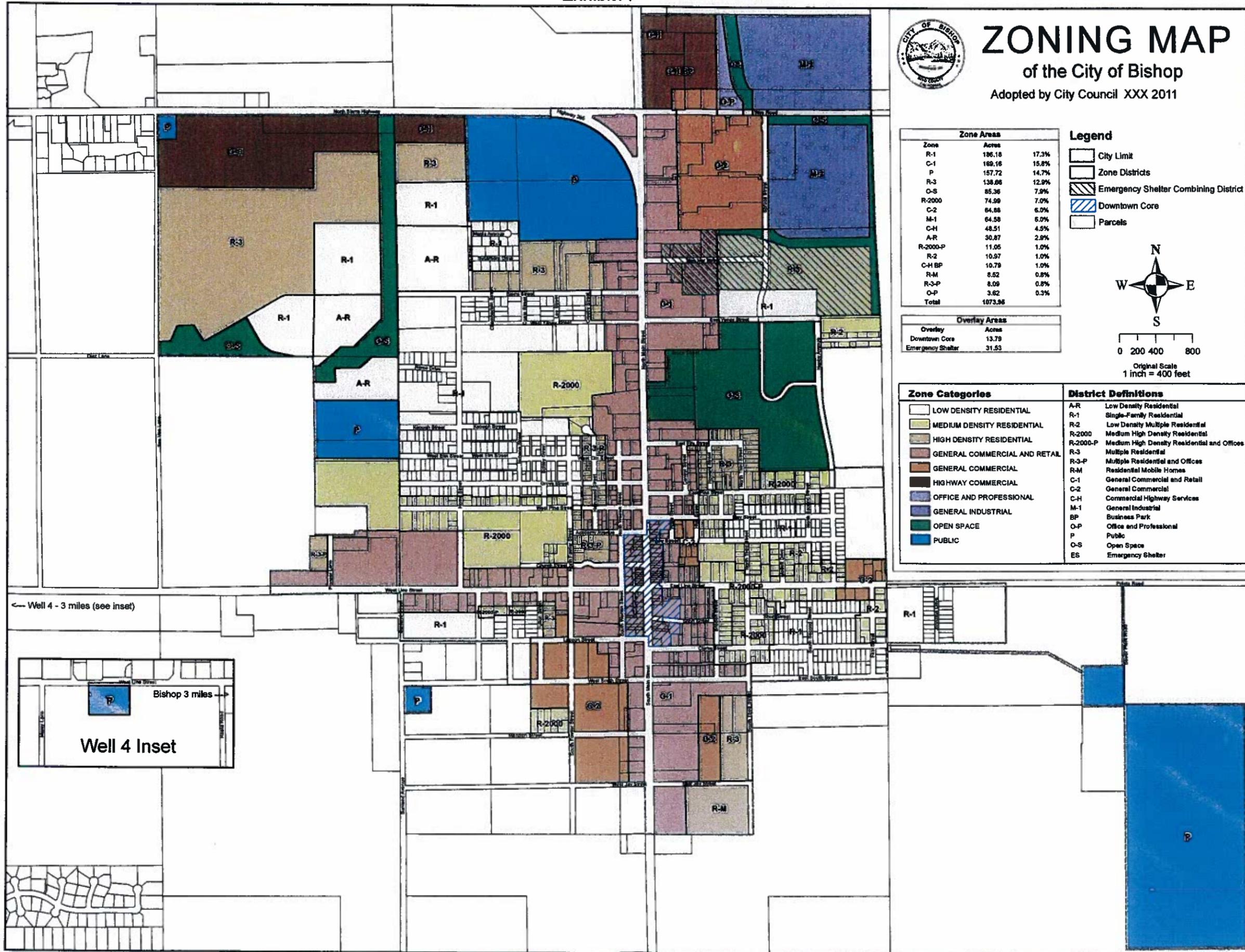


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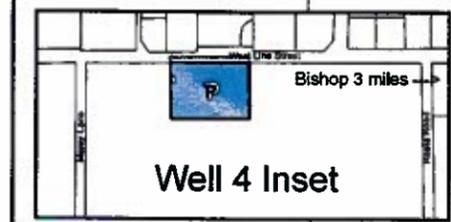
Original Scale  
1 inch = 400 feet

Zone Categories	
	LOW DENSITY RESIDENTIAL
	MEDIUM DENSITY RESIDENTIAL
	HIGH DENSITY RESIDENTIAL
	GENERAL COMMERCIAL AND RETAIL
	GENERAL COMMERCIAL
	HIGHWAY COMMERCIAL
	OFFICE AND PROFESSIONAL
	GENERAL INDUSTRIAL
	OPEN SPACE
	PUBLIC

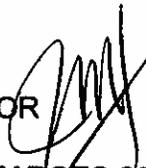
District Definitions	
A-R	Low Density Residential
R-1	Single-Family Residential
R-2	Low Density Multiple Residential
R-2000	Medium High Density Residential
R-2000-P	Medium High Density Residential and Offices
R-3	Multiple Residential
R-3-P	Multiple Residential and Offices
R-M	Residential Mobile Homes
C-1	General Commercial and Retail
C-2	General Commercial
C-H	Commercial Highway Services
M-1	General Industrial
BP	Business Park
O-P	Office and Professional
P	Public
O-S	Open Space
ES	Emergency Shelter



← Well 4 - 3 miles (see inset)



TO: CITY COUNCIL

FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR 

**SUBJECT: RESOLUTION NO. 11-03 – AMENDING FEES/CHARGES 2011-2012**

DATE: APRIL 25, 2011

Discussions: Public Hearing Notice published 3/31/11 and 4/7/11  
Information for public review provided from 3/31/11 – 4/19/11  
Public Hearing held 4/11/11

Attachments: As above  
Staff Memo relating to Public Hearing and requirements  
Resolution No. 11-03 and Exhibit A

#### BACKGROUND/SUMMARY

The City will meet the requirements for the process established for revising and restating fees and charges for city services at tonight's meeting. A notice was published as required advising the public of proposed changes which have been available for public review for the past three weeks.

Proposed changes are in red text in Exhibit A of the resolution and outlined in the department memo attached. As required, fee changes do not become effective until 60 days following adoption of the resolution. These changes will be effective July 1, 2011 for Fiscal Year 2011-2012.

#### RECOMMENDATION

Review and consider the adoption of Resolution No. 11-03 and Exhibit A by title only.

AS

RESOLUTION NO. 11-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, AMENDING AND RESTATING CERTAIN FEES AND CHARGES FOR CITY SERVICES

WHEREAS, the City of Bishop has conducted an extensive and exhaustive analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City wishes to comply with both the letter and the spirit of Article XIIB of the California Constitution and limit the growth of taxes; and

WHEREAS, the City desires to establish a policy of recovering the full costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such services; and

WHEREAS, heretofore the City Council has adopted Ordinance Nos. 479 and 507 establishing its policy as to the recovery of costs reasonably borne to be recovered from users of City services and directing staff as to the methodology for implementing said Ordinance; and

WHEREAS, the specific fees to be charged for services must be adopted by the City Council by Resolution, after providing notice and holding a public hearing; and

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services must be adopted so that the City might carry into effect its policies; and

WHEREAS, it is the intention of the City Council to develop a revised schedule of fees and charges based on the City's budget and projected costs reasonably borne; and

WHEREAS, pursuant to California Government Code § 6062a, a general explanation of the hereinafter contained schedule of fees and charges has been published as required; and

WHEREAS, all requirements of law are hereby found to have been complied with;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BISHOP finds after considering the evidence presented, that the fees imposed hereby do not exceed the City's costs reasonably borne.

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

SECTION 1. FEE SCHEDULE ADOPTION. The following schedule of fees and charges are hereby directed to be computed by and applied by the various City departments, and to be collected by

the appropriate department or the City Finance Department for the herein listed special services when provided by the City or its designated contractors.

SECTION 2. SEPARATE FEE FOR EACH PROCESS. All fees set by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per-unit-of-measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

SECTION 3. FEES. The fees shall be charged and collected for the enumerated services as indicated in Exhibit "A".

SECTION 4. INTERPRETATIONS. This Resolution may be interpreted by the several City department heads in consultation with the City Administrator; should there be a conflict between two fees, then the lower in dollar amount of the two shall be applied.

SECTION 5. CONSTITUTIONALITY. If any portion of this Resolution is declared invalid or unconstitutional then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

SECTION 6. REPEALER. All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

SECTION 7. EFFECTIVE DATE. This Resolution shall go into full force and effect immediately, but shall be subject to the terms and conditions of Bishop Municipal Code Chapter 3.22 Fees and Service Charge Revenue/Cost Comparison System (60 days from date of adoption of this resolution – June 24, 2011).

PASSED, APPROVED AND ADOPTED this 25th day of April 2011.

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LAURA SMITH, MAYOR

ATTEST: James M. Southworth, City Clerk

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



EXHIBIT "A"  
CITY OF BISHOP FEES AND CHARGES

<u>No.</u>	<u>Title/Description</u>	<u>Recommended Charges \$</u>
<b><u>ADMINISTRATION &amp; FINANCE SERVICES</u></b>		
AF-1	New/Moved Business Application Process	-0-
AF-2	Business License Fees	
	Four Employees or less and not otherwise specified	\$40.00 annually
	Five Employees, less than ten, and not otherwise specified	\$120.00 annually
	Ten Employees or more and not otherwise specified	\$200.00 annually
	Having no Fixed or Permanent Residence in City which conducts business daily in the City	\$50.00 annually per vehicle/or person
	Having no Fixed or Permanent Residence in City which does not conduct business daily in the City	\$50.00 daily or \$400.00 annually each vehicle/or person
	Amusements Generally	\$200.00 annually
	Bowling Alleys	\$40.00 annually per alley
	Public Dancing	\$200.00 annually
	Circuses, Carnivals, etc.	\$50.00 per day
	Contractors and Subcontractors	\$100.00 annually
	Itinerant Locksmiths, Tool Sharpeners, etc.	\$2.50 per day or \$100.00 annually
	Pool Halls, Social Clubs, etc.	\$16.00 annually each pool table and \$100.00 annually for each card table
	Professions	\$40.00 annually
	Sound Trucks, Loud Speakers with permanent place of business in City	\$100.00 annually
	Out of City	\$12.50 per day or \$200.00 annually

AF-3	Bingo Fees	\$15.00 annually
AF-4	New T.O.T. Registration Certificate	-0-
AF-5	Returned Check (NSF) Processing	\$25.00 each
AF-6	Printed Materials/Map Production Sale	\$1.00 page
AF-7	Document Certification/Copying	\$.25 page
AF-8	Records Research Service	Actual Cost
AF-9	City Code and Zoning Code Update	-0-
AF-10	Agenda/Minutes Mailing Service	-0-
AF-11	City Meeting Tape Copies	Actual Cost

#### **COMMUNITY SERVICES**

CS-1	Auditorium Rental	\$50.00 First 4 hours \$10.00/hour each additional hour
CS-2	Council Chambers Rental	\$75.00 First 4 hours \$15.00/hour each additional hour
CS-3	Conference Room Rental	\$35.00 First 4 hours \$5.00/hour each additional hour
CS-4	Outside Grounds Rental (Set up, Clean up, Supplies & Service)	Actual Cost
CS-5	Community Center Development Impact Fees	-0-

#### **PARKS AND RECREATION**

PR-1	Softball Lights	\$15.00 an hour
PR-2	Tennis Lights	\$4.00 per hour/tokens \$5.00 hour/time clock
PR-3	Softball/Baseball Field	\$25.00 per field

PR-4	Tennis Courts	-0-
PR-5	League Play	Actual Cost
PR-6	Pool Rental	\$25.00 hour/plus cost of aquatic personnel
PR-7	Swim Classes Individual Lesson	\$35.00 for 8 sessions Actual Cost
PR-8	Public Swim – Youth	\$2.00 \$15.00 – 10 Passes
	Public Swim – Adult	\$3.00 \$12.00 – 5 Passes
	Public Swim – Family Pass	\$30.00 – 18 passes
	Public Swim/Lap – Adult	\$2.00 - Season Pass \$80.00
	Public Swim – Showers	\$5.00 day
PR-9	Contract Classes	Actual Cost
PR-10	Special City Sponsored Recreation Activities	Actual Cost
PR-11	Set up/Clean up Services (Electrical Tables, Etc.)	Actual Cost
PR-12	City Park Vendor/Exhibitor Fees/Mule Days	\$20.00 per space \$45.00 camp space
	City Park Vendor/Exhibitor Fees/Labor Day	\$10.00 per space \$45.00 camp space
PR-13	Park Development Impact Fees	-0-

### PLANNING

PL-1	Zone Change Review	Actual Cost
PL-2	Variance Review	\$175.00
PL-3	Zone Ordinance Amendment Review	Actual Cost
PL-4	Appeals	½ Original Fee
PL-5	Use Permit Review and Process	\$175.00 plus actual cost
PL-6	Specific Plan Review	Actual Cost
PL-7	General Plan Amendment	Actual Cost

PL-8	Categorical Exemption	\$50.00
PL-9	Negative Declaration Review and Process	\$225.00 plus actual cost
PL-10	EIR Staff Review	\$400.00 Plus Actual Cost
PL-11	Time Extension Review	Actual Cost

**PUBLIC SAFETY**

PS-1	Check Collection Fee	\$25.00
PS-2	Impound Fee	\$125.00
PS-3	Fingerprints Rolling either by paper and ink; or electronic Live Scan	\$25.00
PS-4	Report Copying – Accident Report	\$20.00
	Report Copying – Other Reports	\$20.00
PS-5	Booking Fees	\$130.00
PS-6	Repossession Processing	\$15.00
PS-7	Parking Fines pursuant to Bishop Municipal Code Title 10 – Vehicles and Traffic Chapter 10.28 Sections 10.28.020 -10.28.200	\$30.00 each violation
PS-8	Handicapped Parking Violations	\$255.00
PS-9	Burning Permit Fee	-0-
PS-10	Plan and Site Review for Flammable or Combustible Liquid Storage	-0-
PS-11	Building Inspection for Fire and Life Safety	-0-
PS-12	Fireworks and Pyrotechnic Special Effects Permit Fee	-0-
PS-13	Building and Site Plan Check	-0-
PS-14	Public Safety Development Impact Fees	-0-
PS-15	Criminal History Check Pursuant to California Family Code 6306	\$10.00

**PUBLIC WORKS**

**Construction Permits**

Permits, inspection and related fees for building, plumbing, mechanical and electrical shall be determined as follows:

**PW-1 Building Permit Fees**

A. Building permit and inspection fees shall be based on total valuation in accordance with the following schedule:

<b>Total Valuation</b>	<b>Fee</b>
\$1 to \$500	\$23.50
\$500 to \$2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000, or fraction thereof

- B. Total valuation shall be determined using International Code Council (ICC) Building Valuation Data current on the permit issue date.
- C. Plan review fees shall be 65% of the permit and inspection fee determined in "A" above and shall be in addition to permit and inspection fee.
- D. Building permit and inspection fees for modular, factory-built, and relocated structures shall be valued at \$35 per square foot.
- E. Fees for other building inspection shall be in accordance with PW-5.
- F. Other permit fees such as fees for plumbing, mechanical, and electrical permit fees are in addition to building permit fees.

**PW-2 Plumbing Permit Fees**

<b>Description</b>	<b>Fee</b>
A. Permit Issuance	
1. Each permit	\$20
2. Each supplemental permit for which the original permit has not expired or been cancelled or "finaled"	\$10

<b>B.</b>	<b>Unit Fee Schedule (in addition to PW-2 item A above)</b>	
1.	Each plumbing fixture on one trap or a set of fixtures on one trap	\$7
2.	Each building sewer and each trailer park sewer	\$15
3.	Each water heater	\$7
4.	Each gas-piping system of one to five outlets	\$5
5.	Each additional gas piping system outlet, per outlet	\$1
6.	Each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	\$7
7.	Each installation, alteration or repair of water piping and water treating equipment	\$7
8.	Each repair or alteration of drainage or vent piping, each fixture	\$7
9.	Each irrigation system including backflow protection devices	\$7
10.	Each backflow protection devices 2 inch diameter and smaller, 1 to 5	\$7
11.	Each backflow protection devices 2 inch diameter and smaller, more than 5	\$1
12.	Each backflow protection devices over 2 inch diameter	\$15
13.	Each gray water system	\$40
14.	Each propane tank installation including underground piping	\$14
<b>C.</b>	<b>Fees for other plumbing permit and inspection shall be in accordance with Other Inspections, PW-5</b>	

**PW-3 Mechanical Permit Fees**

	<b>Description</b>	<b>Fee</b>
<b>A.</b>	<b>Permit Issuance</b>	
1.	Each permit	\$20
2.	Each supplemental permit for which the original permit has not expired or been cancelled or "finaled"	\$10
<b>B.</b>	<b>Unit Fee Schedule (in addition to PW-3 item A above)</b>	
1.	Each furnace or heater including ducts and vents up to and including 100,000 British Thermal Units per hour(Btu/h)	\$13.25
2.	Each furnace or heater including ducts and vents over 100,000 Btu/h	\$16.25
3.	Each appliance vent installed and not included in an appliance permit	\$7
4.	Each boiler or compressor to and including 3 horsepower	\$13.25
5.	Each boiler or compressor between 3 and 15 horsepower including 15 horsepower	\$24.25
6.	Each boiler or compressor between 15 and 30 horsepower including 30 horsepower	\$33.25
7.	Each boiler or compressor between 30 and 50 horsepower including 50 horsepower	\$49.50
8.	Each boiler or compressor over 50 horsepower	\$82.75
9.	Each absorption system to and including 100,000 Btu/h	\$13.25
10.	Each absorption system between 100,000 Btu/h and 500,000 Btu/hr including 500,000 Btu/hr	\$24.25
11.	Each absorption system between 500,000 Btu/h and 1,000,000 Btu/hr including 1,000,000 Btu/hr	\$33.25
12.	Each absorption system between 1,000,000 Btu/h and 1,750,000 Btu/hr including 1,750,000 Btu/hr	\$49.50
13.	Each absorption system over 1,750,000 Btu/hr	\$82.75
14.	Each air-handling unit to and including 10,000 cubic feet per minute including ducts	\$9.50

	15. Each air-handling unit over 10,000 cubic feet per minute including ducts	\$16.15
	16. Each evaporative cooler other than portable type including ducts	\$9.50
	17. Each ventilation fan connected to a single duct including duct	\$6.50
	18. Each ventilation system including ducts not part of heating or air conditioning system authorized by a permit	\$9.50
	19. Each hood served by mechanical exhaust including ducts	\$9.50
C.	Fees for other mechanical permit and inspection shall be in accordance with Other Inspections, PW-5	

**PW-4 Electrical Permit Fees**

	Description	Fee
A.	Permit Issuance	
	1. Each permit	\$20
	2. Each supplemental permit for which the original permit has not expired or been cancelled or "finaled"	\$10
B.	Unit Fee Schedule (in addition to PW-4 item A above)	
	1. Each square foot of residential construction excepting garages, carports, and accessory buildings (For residential construction this fee includes wiring and receptacles, switches, lighting, or other outlets covered for other construction by items 4 and 5 below)	\$0.05
	2. Each in-ground private swimming pool	\$44.25
	3. Each temporary service power pole or pedestal including mounted receptacle outlets and appurtenances	\$22
	4. Each receptacle, switch, lighting or other outlets at which current is used or controlled, 1 to 20	\$1
	5. Each receptacle, switch, lighting or other outlets at which current is used or controlled, over 20	\$0.65
	6. Each appliance or power apparatus not exceeding 1 horsepower or kilowatt total	\$4.25
	7. Each appliance or power apparatus over 1 but not over 10 horsepower or kilowatt total	\$11
	8. Each appliance or power apparatus over 10 but not over 50 horsepower or kilowatt total	\$22
	9. Each appliance or power apparatus over 50 but not over 100 horsepower or kilowatt total	\$66.50
	10. Each appliance or power apparatus over 100 horsepower or kilowatt total	\$75
	11. Each 100 feet or fraction thereof of trolley and plug-in-type busways	\$6.50
	12. Each circuit for signs	\$22
	13. Each service of 600 volts or less and of 200 amperes or less in rating	\$27.25
	14. Each service of 600 volts or less and of over 200 amperes but not over 1000 amperes in rating	\$55.50
	15. Each service over 600 volts or over 1000 amperes in rating	\$111
	16. Each sub-panel	\$16
C.	Fees for other electrical permit and inspection shall be in accordance with Other Inspections, PW-5	

PW-5 Other Inspections

- A. Permits and inspections for which no fee is specifically indicated shall be ~~\$67.88~~ **\$76.79** per hour during normal business hours.
- B. Permits and inspections outside normal business hours shall be charged at a rate of ~~\$101.82~~ **\$115.19** per hour with a minimum of 2 hours.
- C. Re-inspection fees during normal business hours shall be determined as in PW-5 items A and B above.
- D. Plan checking and inspections by consultants shall be the actual consultant cost plus actual administrative and overhead costs.
- E. Investigation of un-permitted work shall be charged at 2 times the cost of the permit and inspection costs had the work been properly permitted.

**Other Public Works Fees**

<b>Fee Number</b>	<b>Description</b>	<b>Fee</b>
PW-6	Building Relocation Inspection	Actual Cost
PW-7	Building Demolition Inspection and Utility Location	\$165 plus actual cost
PW-8	Snow Removal	Not used
PW-9	Administration and Abatement of Weeds and Refuse	Actual Cost
PW-10	Time Extension Review	Actual Cost
PW-11	Tentative Parcel Map Review	\$450 plus Actual Cost
PW-12	Tentative Tract Map Review	\$550 plus Actual Cost
PW-13	Final Parcel Map Review	Actual Cost
PW-14	Final Tract Map Review	Actual Cost
PW-15	Certificate of Compliance	\$275 plus actual cost
PW-16	Lot Line Adjustment Review	\$225 plus actual cost
PW-17	Appeals	½ Original Fee
PW-18	Home Occupation Review	\$0
PW-19	Right of Way Abandonment Request Process	Actual Cost
PW-20	State Highway Sweeping	Per Contract
PW-21	Street Sweeping	\$130 per hour
PW-22	Storm Drain Maintenance	Actual Cost
PW-23	Earthquake Fault Zone Studies and Peer Review	Actual Cost
PW-24 to 35	See below in Water and Sewer Fees	See below
PW-36	Street Patching	Actual Cost
PW-37	Large Format Plots and Maps	Actual Cost
PW-38	Grading Permit less than 1 acre and 2,500 cubic yards	\$100
PW-39	Grading Permit more than 1 acre or more than 2,500 yards 1. \$50,000 or less of grading work 2. More than \$50,000 grading work	1.5%, \$50 minimum \$250 plus 1%
PW-40	Encroachment Permit for other than construction	Actual Cost
PW-41	Encroachment Permit for construction 1. \$50,000 or less of work 2. More than \$50,000 work	0.5%, \$20 minimum <del>1.5%, \$50 minimum</del> \$250 plus <del>1%</del> 0.1%

PW-42	Development site work including utilities and drainage 1. \$100,000 or less of work 2. More than \$100,000 of work	3% \$3,000 plus 2%
PW-43	Drainage Development Impact Fees	\$0
PW-44	Strong Motion Instrumentation Program (SMIP) State-Mandated 1. Residential 2. Commercial	0.010% of value 0.021% of value
PW-45	Building Standards Administration Special Revolving Fund – State-Mandated	\$1.00 for each \$25,000 or portion

### Water and Sewer Fees

**Definitions:** For the purposes of water and sewer fees:

1. "Account" is a financial designation that usually equates to one water and one sewer service connection to one dwelling, premises, or customer and is used in accounting and billing.
2. "Bar" means bar with alcoholic beverage license.
3. "Dwelling" means a place of residence with a connection for water service to the city water system.
4. "Hotel," shall include "motels," "rooming houses," "boarding houses," "lodging houses" and "guest homes" and shall be as defined in the Health and Safety Code of the state. Hotel fees include fees for any hotel laundry facility used solely by employees for hotel linen.
5. "Island" means one or two fuel dispensing positions usually with a choice of fuels dispensed from one or more hoses and associated with a public restroom. Fueling satellites controlled from an island are considered part of that island.
6. "Manager's quarters" means a room or apartment occupied and used exclusively by the manager of a hotel, rooming house, motel, mobile home park, trailer park or recreational trailer park.
7. "Mobile home park," "trailer park" and "recreational trailer park" shall be defined as defined in the Health and Safety Code of the state.
8. "Multiple Family Residence" includes condominiums; apartment houses; mobile homes; and recreational vehicles and trailers in parks.
9. "Premises" means a lot, parcel of land, building or establishment.
10. "Restaurant" does not include hospital food service.
11. "Seat" means number of permitted seats or actual seats, whichever is greater.
12. "EDU" means Equivalent Dwelling Unit and relates various water and sewer fees to those for a single family residence.

### One Time Water and Sewer Fees

Fee Number	Description	Fee
PW-24	Water Service Permit	\$20
PW-25	Water Service, Main Line to Curb Stop	Actual Cost
PW-27	Testing Backflow Preventers	Actual Cost
PW-28	Water Development Impact Fees	\$2,000 per EDU
PW-29	Water Valve Box for Curb Stop Valve	\$0
PW-30	Hydrant Flow Test	\$50
PW-32	Sewer Service Permit	\$20
PW-33	Sewer Service, Main Line to Property Line	Actual Cost
PW-34	Inspection of Grease Interceptor	Actual Cost
PW-35	Sewer Development Impact Fee	\$2,000 per EDU

### Monthly Water and Sewer Fees

The minimum fees for any account equate to fees for 1 EDU. For non-residential uses not listed, fees shall equate to 1 EDU per toilet or equivalent.

**THESE FEES WILL BE EFFECTIVE JULY 1, 2011**

Description	EDU		Per	Monthly Fee	
	Water	Sewer		Water (PW-26)	Sewer (PW-31)
Single Family Residence	1	1	Each	\$32.00	\$25.96
Multiple Family Residence	0.8	0.8	Unit	\$25.60	\$20.77
Church*	1	1	Each	\$32.00	\$25.02
Church Recreation Hall*	1	1	Each	\$32.00	\$25.02
Hospital*	1/3	1/3	Bed	\$10.67	\$8.65
Convalescent Home	1/3	1/3	Bed	\$10.67	\$8.65
Lodge or Meeting Hall*	1	1	Each	\$32.00	\$25.02
Hall Bar*	1	1	Each	\$32.00	\$25.02
Public School	0.04	0.04	Student	\$1.28	\$0.93
Other School	0.032	0.032	Student	\$1.02	\$0.75
Fairgrounds	7	7	Each	\$224.00	\$175.16
Gas Station*	0.4	1.90	Island	\$12.80	\$49.32
Self Serve Car Wash*	3	3	Stall	\$96.00	\$57.58
Beauty or Barber Shop	1	1	Each	\$32.00	\$25.96
Bar*	0.08	0.08	Seat	\$2.56	\$2.08
Hotel Manager's Quarters*	1	1	Each	\$32.00	\$25.96
Hotel Room*	0.25	0.48	Each	\$8.00	\$12.46
Laundry* (see Hotel definition)	3	3	Each	\$96.00	\$77.88
Laundromat*	0.8	0.8	Washer	\$25.60	\$19.27
Restaurant*	0.10	0.10	Seat	\$3.20	\$2.60
Trailer Dump Facility*	2	2	Each	\$64.00	\$51.92

\*These fees are additive for each account



**TO:** CITY COUNCIL

**FROM:** JAMES M. SOUTHWORTH, CITY ADMINISTRATOR 

**SUBJECT:** PUBLIC HEARING – CITY FEES AND CHARGES FY 2011-2012

**DATE:** APRIL 11, 2011

**Discussion:** Staff Meetings February/March 2011

**Attachments:**

1. Memo to staff dated February 14, 2011 from Assistant City Clerk
2. Timeline for implementing changes for FY 2011-2012
3. Current Resolution No. 10-04 amending and restating certain fees and charges for City services.
4. Response from Public Works Director on potential fee changes
5. Notice of Public Hearing

**BACKGROUND/SUMMARY:**

Each year all departments are requested to review fees and charges to determine if they cover the full costs reasonably borne for providing those services.

As part of the process, holding a public hearing and providing proposed changes to the public are required by Chapter 3.22 of the Bishop Municipal Code.

The only proposed changes for Fiscal Year 2011-2012 are from the Public Works Department for PW-5 Other Inspections; PW-41 Encroachment Permit for Construction; and updating the Monthly Water and Sewer Fees to include changes for 2011-2012 approved by the City Council on December 14, 2009.

At the April 25<sup>th</sup> meeting a new resolution amending and restating certain fees and charges for City services will be reviewed for potential adoption in order for the changes to be effective by July 1, 2011.

**RECOMMENDATION:**

Review the information and hold the public hearing to hear and consider citizen input on amending and restating fees and charges for City services.



**CITY OF BISHOP  
FEES AND SERVICE CHARGES  
TIMELINE FOR IMPLEMENTING CHANGES**

**FISCAL YEAR 2011-2012**

The goal of this timeline is to have revisions or additions to the Fees and Charges for Services Schedule in effect by July 1. In order to accomplish the July 1 effective date, the following schedule has been established and incorporates requirements of the Bishop Municipal Code and California law.

Each year consideration will be made early in the process for potential changes for the park pool fees in order for them to be effective before their season starts in the spring. Proposed changes for the Community Services Department may necessitate the timeline to be concluded 6-8 weeks earlier. No changes are anticipated for FY 2011-2012; therefore July 1 will be the effective date.

**March 14  
Department Head  
Meeting**                      Deadline to submit proposed fee schedule changes to the Assistant City Clerk. Information must include appropriate data indicating the cost or estimated costs required to support the fees and charges for which changes are proposed to be made or fees or charges imposed (MC 3.22.060).

**March 31  
Deadline 3/29/11**                      Notice of Public Hearing to be published in Inyo Register as required by GC 54992, 6062a. (second printing April 7)

Appropriate data made available to the public at least ten days prior to the public hearing (Department Head proposed changes and supporting documentation and City Administrator summary of current fees and proposed changes).

**April 11  
Council Meeting**                      Public Hearing – Required annually to present oral and written presentations concerning fees and charges proposed to be increased or added. Public hearing is required prior to Council taking action on fee schedule. Another public hearing is required at the annual budget hearing. (MC 3.22.050)

**April 25  
Council Meeting**                      Adoption of resolution and fee schedule followed by executive order to be signed by the City Administrator. Effective date 60 days following those events. (66 days in between 4/25 and 7/1)

MAR 14 2011

CITY OF BISHOP



**To:** Denise Gillespie, Assistant City Clerk  
**From:** David Grah, Director of Public Works  
**Subject:** Updates to City Fees and Charges Schedule – 2011/2012  
**Date:** 14 March 2011

This is in response to your 14 February 2011 request for potential changes or additions to the Fee and Charges for City Services Schedule.

Public Works proposes the following changes:

1. **PW-5A:** The hourly rate should be Gary Schley's 2011/2012 hourly wage with benefits.
2. **PW-5B:** The hourly rate should be Gary Schley's 2011/2012 overtime hourly wage with benefits.
3. **PW-41:** The fee for \$50,000 or less should be 0.5%, \$20 minimum. The fee for more than \$50,000 should be \$250 plus 0.1%. These fees should more closely match the actual cost related to the work.
4. **Monthly Water and Sewer Fees:** The table should be updated to be as follows. This is to clarify how fees are assessed to accounts that include several uses and to reflect the fee structure adopted by the City Council 14 December 2009.

EDU

Description	SERUE		Per	Monthly Fee	
	Water	Sewer		Water (PW-26)	Sewer (PW-31)
Single Family Residence	1	1	Each	\$32.00	\$25.96
Multiple Family Residence	0.8	0.8	Unit	\$25.60	\$20.77
Church*	1	1	Each	\$32.00	\$25.02
Church Recreation Hall*	1	1	Each	\$32.00	\$25.02
Hospital*	1/3	1/3	Bed	\$10.67	\$8.65
Convalescent Home	1/3	1/3	Bed	\$10.67	\$8.65
Lodge or Meeting Hall*	1	1	Each	\$32.00	\$25.02
Hall Bar*	1	1	Each	\$32.00	\$25.02
Public School	0.04	0.04	Student	\$1.28	\$0.93
Other School	0.032	0.032	Student	\$1.02	\$0.75
Fairgrounds	7	7	Each	\$224.00	\$175.16
Gas Station*	0.4	1.90	Island	\$12.80	\$49.32
Self Serve Car Wash*	3	3	Stall	\$96.00	\$57.58
Beauty or Barber Shop	1	1	Each	\$32.00	\$25.96
Bar*	0.08	0.08	Seat	\$2.56	\$2.08
Hotel Manager's Quarters*	1	1	Each	\$32.00	\$25.96
Hotel Room*	0.25	0.48	Each	\$8.00	\$12.46
Laundry* (see Hotel definition)	3	3	Each	\$96.00	\$77.88
Laundromat*	0.8	0.8	Washer	\$25.60	\$19.27
Restaurant*	0.10	0.10	Seat	\$3.20	\$2.60
Trailer Dump Facility*	2	2	Each	\$64.00	\$51.92

# PROOF OF PUBLICATION

(2015.5 C.C.P.)

This space is for County Clerk's Filing Stamp

STATE OF CALIFORNIA,  
COUNTY OF INYO

I am a citizen of the United States and a resident of the County aforesaid. I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of the  
The Inyo Register

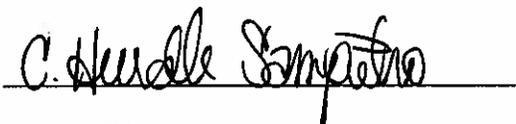
## County of Inyo

The *Inyo Register* has been adjudged a newspaper of general circulation by the Superior Court of the County of Inyo, State of California, under date of Oct. 5, 1953, Case Number 5414; that the notice, of which the annexed is a printed copy (set in type not smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof, on the following dates, to wit:

**MARCH 31 AND  
APRIL 7**

in the year **2011**

I certify (or declare) under penalty of perjury that the foregoing is true and correct.  
on this **7TH** day of **APRIL, 2011**



Signature

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## Proof of Publication of Public Notice

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### NOTICE OF PUBLIC HEARING CITY OF BISHOP FEES AND CHARGES

Notice is hereby given that the Bishop City Council will hold a public hearing at the regular meeting on Monday, April 11, 2011 at 7:00 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California. Said hearing is to hear and consider citizen input on amending and restating fees and charges for city services established by Resolution. A staff report of the proposed changes is available for public review at City Hall, 377 West Line Street, Bishop, California or by calling 760.873.5863. Proposed changes for FY 2011-2012 include the following: increase in the cost of certain Other Inspections; adjustment in fees for Encroachment Permit for Construction; and updated Monthly Water and Sewer Fees for 2011-2012 as adopted by the City Council on December 14, 2009.

ANY persons wishing to comment are invited to attend said hearing or send written comments to the City Council, P. O. Box 1236, Bishop, California 93515 on or before the time of said hearing.

(IR 3/31, 4/7, #9405)

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TO: CITY COUNCIL

FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR 

SUBJECT: **STREET CLOSURE – BUHS GRADUATION – JUNE 10**

DATE: APRIL 25, 2011

Attachments: Staff Memo from Public Works Director  
Draft Encroachment Permit  
Map designating closures

#### BACKGROUND/SUMMARY

Bishop Union High School graduation will be held on Friday, June 10, 2011 and a request has been received from the high school administration for the usual street closures. In previous years the City Council has approved the closure of the streets for the graduation ceremony as indicated in the staff memo.

#### RECOMMENDATION

Review the information and if appropriate approve the request for the street closures from 7:30 p.m. to 10:00 p.m. for the Bishop Union High School graduation scheduled for June 10, 2011:

- North Fowler Street between Church and West Pine Streets
- Academy Avenue between North Fowler and Hammond Streets



**To:** James M. Southworth, City Administrator  
**From:** David Grah, Director of Public Works  
**Subject:** Street Closures for High School Graduation  
**Date:** 19 April 2011

**General:**

The Bishop Unified School District proposes to close portions of North Fowler Street and Academy Avenue for the 2011 Bishop High School graduation.

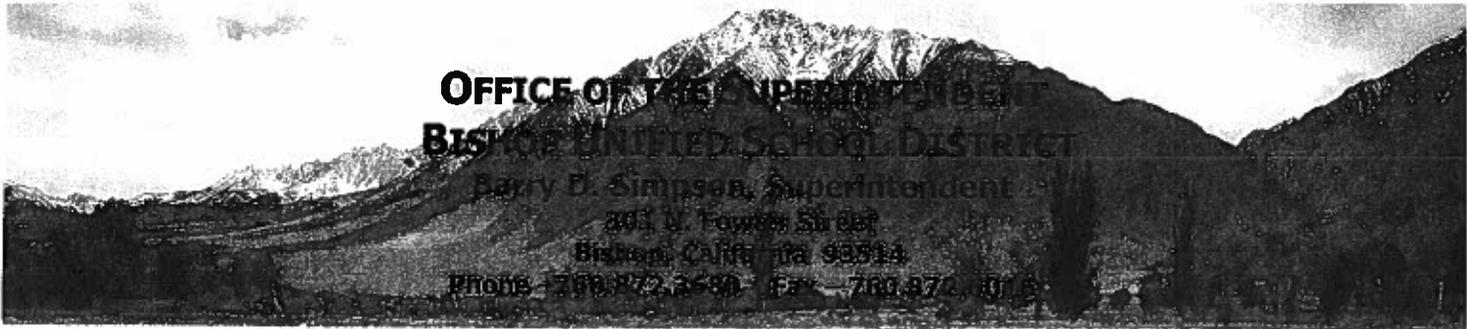
**Background:**

The high school will hold their 2011 graduation on Friday, 10 June. With the attached 1 April 2011 letter, Barry Simpson, Superintendent of the Bishop Unified School District, requested that North Fowler Street be closed between Church Street and West Pine Street and that Academy Avenue be closed between North Fowler Street and Hammond Street for the event. This closure for high school graduation is done each year.

As we are trying to do with all events requiring the closure of city streets, the event on the street would be covered by an encroachment permit. This is the first time a permit would have been issued for high school graduation. A draft permit for the closure is attached. As is often the case with activities on city streets, Public Works staff would provide, set up, and take down the traffic control devices such as signs, cones, and no parking signs. Typically the City Council approves street closures.

**Recommendation:**

The City Council approve the closure of North Fowler Street between Church Street and West Pine Street and Academy Avenue between North Fowler Street and Hammond Street for the Bishop High School 2011 graduation.



April 1, 2010

Chief Chris Carter  
Bishop Police Department  
377 West Line  
Bishop, CA 93514

BISHOP POLICE  
RECEIVED  
APR 04 2011  
Time \_\_\_\_\_

Dear Chief Carter,

We would like to request that on **Friday June 10, 2011**, the following streets be closed beginning at 7:30 PM through the duration of our high school graduation service (approximately 10:00 PM):

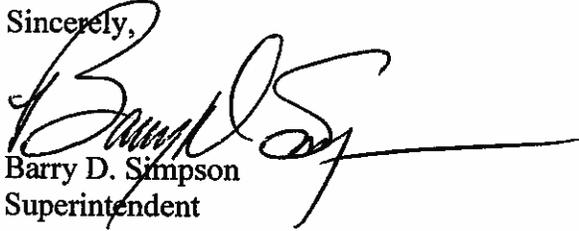
Fowler Street – between the intersections of Church Street and Pine Street

Academy Street – between the intersections of Fowler Street and Hammond Street

Also, for you information, excessive traffic is most likely on Home and Pine Streets the evening of our Baccalaureate Service on **Sunday, June 5, 2011**.

If you have any questions regarding this request, please contact me at your convenience. Please excuse the lateness of this request. I was unaware that we needed to get this done, my apologies. Thank you for your support and cooperation!

Sincerely,

  
Barry D. Simpson  
Superintendent

*Original given to Fred  
P.O.*

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Board of Trustees

Kathy Zack  
Dr. Carl Lind

Jim Tatum  
Trina Orrill

Dr. Eric Richman

[www.bishopschools.org](http://www.bishopschools.org)

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# CITY OF BISHOP

377 West Line Street - Bishop, California 93514  
Post Office Box 1236 - Bishop, California 93515  
760-873-8458 publicworks@ca-bishop.us  
www.ca-bishop.us

## **DRAFT Encroachment Permit 2011-008**

**Permittee:** Bishop Unified School District

**Title:** High School Graduation 2011

**Location:** City of Bishop street right of way on North Fowler Street between Church Street and West Pine Street and on Academy Avenue from North Fowler Street to Hammond Street and as shown on attached map.

**Description of Activities:** Under street closures by others, high school graduation ceremony.

1. **Responsible Party:** No activities other than the described activities under the control of the Permittee are authorized under this permit.
2. **Date and Times of Closure:** The permitted activities shall only be conducted when street closures are in place. Street closures are planned starting at 1930 hours lasting until the completion of the ceremonies expected about 2200 Friday 10 June 2011.
3. **Traffic Control:** The City of Bishop and others will provide and set up traffic control for activities. Permittee is responsible:
  - For keeping all permitted activities within traffic control areas
  - For maintaining traffic control devices during activities
4. **Additional Conditions:** At any time the city may prescribe additional conditions necessary for the protection of the public property, for the prevention of undue interference with traffic, to assure public safety, or to otherwise act in the best interest of the city.
5. **Responsibility:** The permittee accepts all responsibility for damage or injury that results from activity under this permit.
6. **Insurance:** Prior to the beginning of and throughout the duration of activities, the Permittee shall maintain insurance in accordance with the following.
  - Permittee shall provide General Liability Insurance. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,000 per occurrence for all covered losses and no less than \$2,000,000 general aggregate.
  - Permittee shall provide Excess or Umbrella Liability Insurance (Over Primary), if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Such policy or policies shall include as insureds those covered by the underlying policies, including additional insureds.
  - Coverage shall be "pay on behalf", with defense costs payable in addition to policy limits.

- There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another.
  - Coverage shall be applicable to City for injury to employees of Permittee, subcontractors or others involved in the activity.
  - The scope of coverage provided is subject to approval of City following receipt of proof of insurance as required herein.
  - Any insurance proceeds in excess of the required limits and coverage and which is applicable to a given loss will be available to City.
  - The City, including its officers, agents, and employees shall be named as additional insureds under the general and umbrella liability policies.
7. **Indemnity:** As an express and material term of City's issuance of this Permit, Permittee agrees to indemnify and hold harmless the City, its officers, employees and agents from any and all claims, demands, causes of action, losses or other liabilities for any damage, whether to person or property, whatsoever arising out of or related to the permitted encroachment. Permittee further agrees to indemnify and hold harmless the City, its officers, employees and agents for any injury to persons or property occasioned by reason of or arising out of the acts or omissions of Permittee, his/her/its agents, employees, contractors and subcontractors and/or any other person or entity performing work authorized by this Permit. It is the intent of this condition that Permittee shall be responsible for all liability for design, construction, and maintenance of the improvements installed or activities performed pursuant to this Permit and that the City, its officers, employees and agents shall not be liable for any negligence, whether active or passive in nature, nonfeasance, misfeasance, or malfeasance related to or arising from this Permit, including but not limited to approving, reviewing, checking, or correcting any plans or specifications or in approving, reviewing, or inspecting any work or construction arising from this Permit.
8. **Duty to Defend:** As an express and material term of City's issuance of this Permit, Permittee agrees to defend, at its sole expense, the City, its officers, employees and agents from and against any and all claims, demands, causes of action, losses or other liabilities for any damage, whether to person or property, whatsoever arising out of or related to the permitted encroachment. Permittee's duty to defend shall apply to the City, its officers, employees and agents for any injury to persons or property occasioned by reason of or arising out of the acts or omissions of the City, its officers, employees and/or agents and the acts or omissions of Permittee, his/her/its agents, employees, contractors and subcontractors and/or any other person or entity performing work authorized by this Permit.
9. **Legal Costs:** In the event of any controversy, claim or dispute arising out of or relating to this Permit or the violation of any covenant contained herein, the prevailing party shall be entitled to receive from the losing party reasonable expenses, including attorney's fees and costs.

Agreed to by:

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Signature

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Date

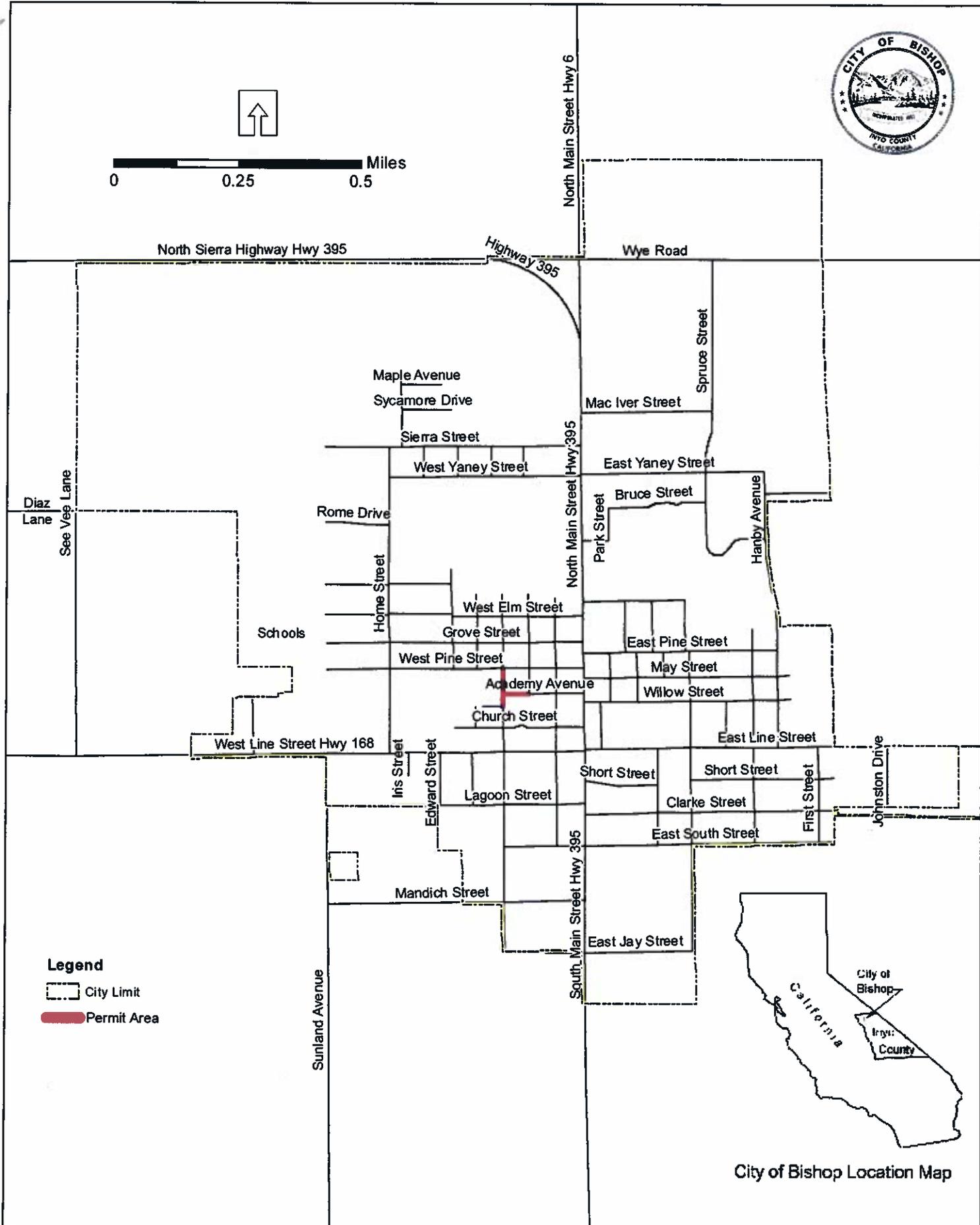
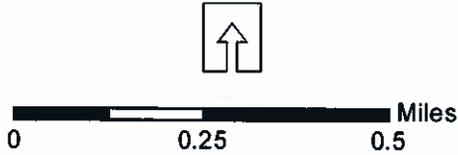
Issued by:

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David Grah  
Director of Public Works

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Date



**Legend**  
City Limit  
Permit Area



# Bishop High School Graduation Encroachment Permit Area

City of Bishop

TO: City Council

FROM: James M. Southworth, City Administrator

DATE: April 25, 2011

**AGENDA** Advertise for Bids - Church Street Water Line Project  
**SUBJECT:**

**Discussion:** None

**First Reading:** n/a

**Budget/Source** Water Capital Improvements

**Attachments:** 1. Report from Public Works Director Grah

**Background/Discussion:**

This is the third (and final) project to replace substandard 2" water lines in the City. The replacements will be 8" water mains, and with the fire hydrants, greatly increase fire protection as well as flow to customers.

**Recommendation:**

Authorize advertising the Church Street Water Line Project for bids.



**To:** James M. Southworth, City Administrator  
**From:** David Grah, Director of Public Works  
**Subject:** Advertise the Church Street Water Improvements Project for Bids  
**Date:** 18 April 2011  
**Previous:** None  
**Funding:** Water capital improvement funds

**General:**

Public Works is ready to advertise the Church Street Water Improvements project for construction bids.

**Background:**

The Church Street Water Improvements project will replace the water main and services along Church Street west of Fowler Street and add a fire hydrant.

This is the third of three projects to replace the last 3 sections of 2 inch water lines in the city. These 2 inch lines are leak prone and extremely small by current standards. The projects replace these small water lines with 8 inch water lines.

On the first of the three 2 inch water line replacement projects, the North Second Street Water Improvements, 9 sets of bid documents were taken out and 6 bids were received. Rivers Edge Construction, out of Lake Isabella, was the lowest bidder on that project. Their bid was 27% lower than the next lowest bid.

The second of the three 2 inch water line projects, the Iris Street Water Improvements project, is currently advertised for bids but so far is receiving little interest from potential bidders. Rivers Edge has taken out bid documents on the Iris Street project

The total cost of the Church Street project is estimated to be about \$125,000 and this level of funding is included in the 2010/2011 fiscal year budget, line item 004-050-56027 (Capital Improvements). Since this project is entirely funded by the city, contracting preferences apply to the project.

The schedule for the project is proposed to be:

Advertise	26 April
Open Bids	27 May
Award Contract	23 June
Start Construction	12 July
Finish Construction	1 August

**Recommendation:**

That the City Council approve the advertisement of the Church Street Water Improvements project for construction bids.

TO: City Council

FROM: James M. Southworth, City Administrator 

DATE: April 25, 2011

**AGENDA** Amend Consultant Contract for Wye Road Intersection Project  
**SUBJECT:**

**Discussion:** 8/27/10, 5/11/09, 1/26/09, 9/8/08, 1/8/07, 2/27/06  
**First Reading:** n/a  
**Budget/Source** Wye Rd. Intersection Improvement Fund (K-Mart and Caltrans)

**Attachments:** 1. Report from Public Works Director Grah

**Background/Discussion:**

This amendment would provide for additional services for construction of a storm drain on Wye Road. Though not part of the original contract, it appears now that funding is available and the installation of storm sewers would be an additional benefit to help future development of this area. Director Grah provides a detailed discussion of this in his report (attached).

**Recommendation:**

Approve execution of Contract Amendment #3 with Triad/Holmes Associates for the Wye Road Intersection Improvement Project related to the Wye Road Storm Drain and authorize total expenditures through and including this contract amendment not to exceed \$114,800.



**To:** James M. Southworth, City Administrator  
**From:** David Grah, Director of Public Works  
**Subject:** Approve Wye Road Triad Contract Amendment 3  
**Date:** 18 April 2011  
**Previous:** 27 February 2006, 8 January 2007, 27 August 2010, 8 September 2008,  
26 January 2009, 11 May 2009  
**Funding:** Wye Road Intersection Improvements Fund (Kmart and Caltrans)

**General:**

Public Works proposes to amend the contract with Triad/Holmes Associates for additional project delivery services related to constructing a storm drain on Wye Road.

**Background:**

As part of their development of the Kmart / Vons shopping center, Kmart deposited \$300,000 with the City of Bishop for improvement of the Wye Road / North Main Street (Highway 6) intersection. Through two agreements called "cooperative agreements" by the state, Caltrans deposited an additional \$647,000 with the city so that features important to that agency could be included in the project. At the beginning of work on the project, Triad / Holmes was selected as the consultant.

In August 2007 and prior to receiving the Caltrans money, the City Council approved the initial \$61,000 contract with Triad/Holmes for the project. That contract was subsequently amended in January 2009 to cover some design features desired by Caltrans and to cover related administrative costs related to the first cooperative agreement. The cost for the first amendment was \$24,000. In May 2009, the contract with Triad was amended a second time to cover hazardous waste studies required by Caltrans. The cost of the second amendment was \$11,800.

Design of the intersection improvements is almost complete so a more accurate estimate of construction cost is available. Based on this estimate, it appears there is adequate funding from Caltrans to construct a storm drain along Wye Road between Main Street and the Bishop Creek Canal east of Spruce Street in addition to the planned intersection improvements. Such a storm drain would provide benefits including to drainage in the area of the Wye Road intersection and to properties along Wye Road. In addition, the availability of a storm drain has been a sticking point in negotiations to purchase right of way needed for the intersection project.

The ability to construct this storm drain now with funds from the intersection project appears to be a good opportunity. A storm drain project would be pursued as a separate-but-related project to the intersection project. This project would have its own environmental document, schedule, and construction contract. The project would require environmental, engineering, and materials testing services that could be provided under the same consultant contract as the Wye Road

Intersection Improvements project. In anticipation of this, Triad/Holmes Associates provided the attached proposed amendment 3 to our contract with them for the Wye Road Intersection project. The cost of the work would not exceed \$18,000. This amendment, along with the previous two amendments and the initial contract would bring the total not to exceed cost to \$114,800.

Funds for the work covered by this amendment would be coded to Professional and Technical related to the Wye Road Intersection project (budget line item 036-000-52015). A summary of amendments is as follows:

<b>Description</b>	<b>Amount</b>	<b>Total</b>
Initial Contract	\$61,000	\$61,000
Amendment 1	\$24,000	\$85,000
Amendment 2	\$11,800	\$96,800
Proposed Amendment 3	\$18,000	\$114,800

**Recommendation:**

That the City Council approve the execution of contract Amendment 3 to the Wye Road Intersection Improvement project with Triad for project delivery services related to the Wye Road Storm Drain and authorize the total expenditure not to exceed \$114,800 through this contract.



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

**CONTRACT AMENDMENT 3**

JOB NO.: 4.0477 PROJECT NAME: Wye Road Intersection  
 DATE: 4/14/2011 CLIENT: CITY OF BISHOP

I hereby authorize the following extra work, over and above the work outlined in the basic agreement (and subject to the same terms, or purchase order for the above).

Additional work for storm drain improvements on Wye Road from Highway 6 to the canal east of Spruce St. including the following scope:

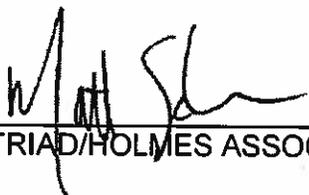
Update Environmental Document	\$ 2,000
Field survey:	\$ 2,000
PS&E:	\$ 6,000
Agency Coordination:	\$ 4,000
Construction Staking:	\$ 2,000
Compaction Testing:	\$ 2,000

Total expenditures on the contract not to exceed \$114,800

COMPENSATION FOR SERVICES:

- AT NORMAL HOURLY RATES ON A TIME AND MATERIALS BASIS, ESTIMATED HOURS OR FEE: \$18,000.00
- AT THE FIXED FEE OF: \_\_\_\_\_
- OTHER: \_\_\_\_\_

AGREED:

  
 TRIAD/HOLMES ASSOCIATES

\_\_\_\_\_  
 CITY OF BISHOP

4/14/2011  
 DATE

TO: CITY COUNCIL

FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR 

SUBJECT: **SUNRISE MOBILE HOME PARK STATE BUDGET APPROVAL**

DATE: APRIL 25, 2011

Attachments: Staff Memo from Community Services Director  
Sunrise Mobile Home Park Proposed Operating Budget 2011-2012

**BACKGROUND/SUMMARY**

As required annually, the Community Services Department which oversees the Sunrise Mobile Home Park, has prepared the 2011-2012 State Budget for Contract 80-RCH-021. It is now submitted to Council for approval.

**RECOMMENDATION**

Council consideration for approval of the 2011-2012 State Budget for Sunrise Mobile Home Park.

# MEMORANDUM

**TO:** James M. Southworth, City Administrator

**FROM:** Keith Caldwell, Assistant City Administrator/ Community Services Director KSC

**DATE:** April 25, 2011

**SUBJECT:** 2011-2012 State Budget for Sunrise Mobile Home Park

---

The Community Services Director and Staff have completed the 2011-2012 Sunrise Mobile Home Park State Budget and are ready for submittal.

Per State guidelines, the City is requested to provide a detailed budget by the end of April of each year.

The following is a list of differences/discrepancies in the recommended City of Bishop Budget and what the State of California will allow as part of their budget.

- The State will only allow a 3% increase per year in certain line items. Unfortunately, that does not cover the actual cost of some increases. Examples, water, sewer and utilities.
- The reserve replacement account, an account for large expenditures, is a formula set by the State. Only a partial amount is claimed by the State.
- The City repayment amount of \$4,197.00 is not claimed in the State Budget.
- The City Budget also has set aside \$11,000, for any excess payment as determined by the State.
- Lastly, capital improvements in the amount of \$10,000 is not applicable the State Budget.

**Recommendation:**

City Council approves the 2011-2012 State Budget for Sunrise Mobile Home Park.

**Rental Housing Construction Program (RHCP) - Original  
PROPOSED OPERATING COSTS**

Reporting Period: 07/01/2011 to 06/30/2012

Units/Sq. Ft. - Assisted: 16  
Units/Sq. Ft. - Total: 41

Contract No: 80-RCH-021  
Project Name: Sunrise Mobile Home Park  
Prepared by: Keith Caldwell, Comm. Serv. Director  
Date Prepared: 03/12/2010

ACCOUNT NAME	Account Codes	Proposed Budget	Proration Percentage	Assisted Units	Non-Assisted	Commercial	Unit months:	
							492	Proposed Total Budget
<b>MANAGEMENT FEE: 6200/6300</b>	6320	14,445	39.00%	5,634	8,811	0	14,445	
1 Management Fee or Sponsor Overhead								
<b>ADMINISTRATIVE EXPENSES: 6200/6300</b>								
2 Advertising	6210	155	39.00%	60	95	0	155	
3 Apartment Resale Expense (Cooperatives)	6235	0	0.00%	0	0	0	0	
4 Other Renting Expenses	6250	0	0.00%	0	0	0	0	
5 Office Salaries	6310	0	0.00%	0	0	0	0	
6 Office Supplies	6311	341	39.00%	133	208	0	341	
7 Office or Model Apartment Rent	6312	0	0.00%	0	0	0	0	
8 Manager or Superintendent Salaries	6330	9,100	39.00%	3,549	5,551	0	9,100	
9 Manager's or Superintendent's Rent Free Unit	6331	4,800	39.00%	1,872	2,928	0	4,800	
10 Legal Expense - Project	6340	400	39.00%	156	244	0	400	
11 Audit Expense - Project	6350	2,575	39.00%	1,004	1,571	0	2,575	
12 Bookkeeping Fees/Accounting Services	6351	550	39.00%	215	336	0	550	
13 Telephone and Answering Service Expenses	6360	720	39.00%	281	439	0	720	
14 Bad Debt Expense	6370	0	0.00%	0	0	0	0	
15 Miscellaneous Administrative Expenses (specify)	6390	0	0.00%	0	0	0	0	
<b>TOTAL ADMINISTRATIVE EXPENSE:</b>	<b>6200/6300T</b>	<b>18,641</b>	<b>0.00%</b>	<b>7,270</b>	<b>11,371</b>	<b>0</b>	<b>18,641</b>	
<b>UTILITIES EXPENSE: 6400</b>								
17 Fuel Oil/Coal	6420	0	39.00%	0	0	0	0	
18 Electricity	6450	2,575	39.00%	1,004	1,571	0	2,575	
19 Water	6451	12,260	39.00%	4,781	7,479	0	12,260	
20 Gas	6452	1,545	39.00%	603	942	0	1,545	
21 Sewer	6453	9,645	39.00%	3,762	5,883	0	9,645	
<b>TOTAL UTILITIES EXPENSE:</b>	<b>6400T</b>	<b>26,025</b>	<b>0.00%</b>	<b>10,150</b>	<b>15,875</b>	<b>0</b>	<b>26,025</b>	
<b>OPERATING AND MAINTENANCE EXPENSES: 6500</b>								
23 Janitor and Cleaning Payroll	6510	0	0.00%	0	0	0	0	
24 Janitor and Cleaning Supplies	6515	1,030	39.00%	402	628	0	1,030	
25 Janitor and Cleaning Contract	6517	0	0.00%	0	0	0	0	
26 Exterminating Payroll/Contract	6519	1,600	39.00%	624	976	0	1,600	
27 Exterminating Supplies	6520	0	0.00%	0	0	0	0	
28 Garbage and Trash Removal	6525	2,000	39.00%	780	1,220	0	2,000	
29 Security Payroll/Contract	6530	0	0.00%	0	0	0	0	
30 Grounds Payroll	6535	0	0.00%	0	0	0	0	
31 Grounds Supplies	6536	1,545	39.00%	603	942	0	1,545	
32 Grounds Contract	6537	2,370	39.00%	924	1,446	0	2,370	
33 Repairs Payroll	6540	0	0.00%	0	0	0	0	
34 Repairs Material	6541	0	0.00%	0	0	0	0	
35 Repairs Contract	6542	1,030	39.00%	402	628	0	1,030	
36 Elevator Maintenance/Contract	6545	0	0.00%	0	0	0	0	
37 Heating/Cooling Repairs and Maintenance	6546	2,575	39.00%	1,004	1,571	0	2,575	
38 Swimming Pool Maintenance/Contract	6547	0	0.00%	0	0	0	0	
39 Snow Removal	6548	0	0.00%	0	0	0	0	
40 Decorating Payroll/Contract	6560	0	0.00%	0	0	0	0	
41 Decorating Supplies	6561	4,326	39.00%	1,667	2,659	0	4,326	
42 Vehicle and Maintenance Equipment Operation/Repairs	6570	0	0.00%	0	0	0	0	
43 Misc. Operating and Maintenance Expenses (specify)	6590	14,067	39.00%	5,466	8,581	0	14,067	
<b>TOTAL OPERATING &amp; MAINTENANCE EXPENSE:</b>	<b>6500T</b>	<b>30,543</b>	<b>0.00%</b>	<b>11,912</b>	<b>18,631</b>	<b>0</b>	<b>30,543</b>	

**Rental Housing Construction Program (RHCP) - Original  
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Reporting Period: 07/01/2011 to 09/30/2012

Units/Sq. Ft. - Assisted: 16  
Units/Sq. Ft. - Total: 41

Contract No: 80-RCH-021  
Project Name: Sunrise Mobile Home Park  
Prepared by: Keith Caldwell, Comm. Serv. Director  
Date Prepared: 03/12/2010

ACCOUNT NAME	Account Codes	Proposed Budget	Proration Percentage	Assisted Units	Non-Assisted	Commercial	Proposed Total Budget	Unit months:	
								492	492
<b>TAXES AND INSURANCE: 6700</b>									
45 Real Estate Taxes	6710	600	39.00%	234	386	0	600		
46 Payroll Taxes (Project's Share)	6711	0	0.00%	0	0	0	0		
47 Misc. Taxes, Licenses and Permits	6719	0	0.00%	0	0	0	0		
48 Property and Liability Insurance (Hazard)	6720	5,000	39.00%	1,950	3,050	0	5,000		
49 Fidelity Bond Insurance	6721	0	0.00%	0	0	0	0		
50 Worker's Compensation	6722	0	0.00%	0	0	0	0		
51 Health Insurance/Other Employee Benefits	6723	2,700	39.00%	1,053	1,647	0	2,700		
52 Other Insurance	6729	0	0.00%	0	0	0	0		
<b>53 TOTAL TAXES AND INSURANCE:</b>	<b>6700T</b>	<b>8,300</b>	<b>0.00%</b>	<b>3,237</b>	<b>5,063</b>	<b>0</b>	<b>8,300</b>		
<b>ASSISTED LIVING/BOARD &amp; CARE EXPENSES: 6900</b>									
54 Food	6932	0	0.00%	0	0	0	0		
55 Recreation and Rehabilitation	6980	0	0.00%	0	0	0	0		
56 Rehabilitation Salaries	6983	0	0.00%	0	0	0	0		
57 Other Service Expenses	6990	0	0.00%	0	0	0	0		
<b>58 TOTAL ASSISTED LIVING EXPENSES</b>	<b>6900T</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>59 SUBTOTAL OPERATING COSTS:</b>		<b>97,954</b>		<b>38,202</b>	<b>59,752</b>	<b>0</b>	<b>97,954</b>		
60 CONTINGENCY RESERVE (RHCP-O Only)	3.00%	2,939		1,146	1,793	0	2,939		
<b>61 TOTAL OPERATING COSTS</b>		<b>100,893</b>		<b>39,348</b>	<b>61,544</b>	<b>0</b>	<b>100,893</b>		

*Difference of \$39,149*

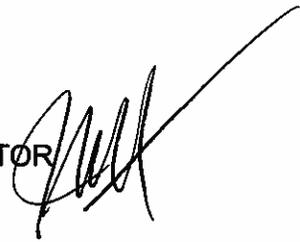
SIGNATURES:

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
**Management Agent**

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
**Borrower**

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
**Sponsor (Local Agency)**

TO: CITY COUNCIL  
FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR  
SUBJECT: SET DATE FOR COUNCIL RETREAT  
DATE: APRIL 25, 2011



**BACKGROUND/SUMMARY**

It has been requested to set a date for a Retreat in order for Council Members and staff to discuss the general direction of the City, expectations and City goals.

Please bring your calendars to the Study Session in order to set a date in June.

**RECOMMENDATION**

Provide direction to staff for setting the Retreat date and potential agenda items.