



CITY OF BISHOP

CITY COUNCIL MEETING AGENDA

City Council Chambers - 301 West Line Street - Bishop, California

NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the City Clerk at 760-873-5863. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28CFR 13.102-35.104 ADA Title II)

Any writing that is a public record that relates to an agenda item for open session distributed less than 72 hours prior to the meeting will be available for public inspection at City Hall, 377 West Line Street, Bishop, California during normal business hours. Government Code § 54957.5(b)(1). Copies will also be provided at the appropriate meeting.

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

MONDAY, JANUARY 23, 2012
7:00 P.M.

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

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

DEPARTMENT HEAD REPORTS

(1) Updates on department activities will be given by the Department Heads

- A. Fire Chief Ray Seguire
- B. Police Chief Chris Carter
- C. Public Works Director/City Engineer Dave Grah
- D. Interim City Administrator/Community Services Director Keith Caldwell

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

(2)

FOR APPROVAL/FILING

Minutes

- (a) Council Study Session – 1/9/12
- (b) Council Regular Meeting – 1/9/12

FOR INFORMATION/FILING

Agendas

- (c) Parks and Recreation Commission – 1/25/12
- (d) Planning Commission – 1/31/12
- (e) Water and Sewer Commission – 11/8/11

Minutes

UNFINISHED BUSINESS

- (3) **ORDINANCE NO. 537 RE-INTRODUCTION** – Consideration to approve the re-introduction of the ordinance moving the date of the City of Bishop General Municipal Election from March of odd-numbered years to November in even-numbered years in order to consolidate with Inyo County General Elections – Administration.

NEW BUSINESS

- (4) **RESOLUTION NO. 12-03** – Consideration to adopt a resolution approving the grant application for the Bishop Targeted General Plan Update provided through the Sustainable Communities Planning Grant and Incentives Program under Proposition 84 – Planning/Administration.
- (5) **BID AWARD** – Consideration to award the bid for the purchase of well materials – Public Works Department.
- (6) **REQUEST TO GO TO BID** – Consideration to authorize advertising bids for lawn mower – Community Services Department.
- (7) **REQUEST TO GO TO BID** – Consideration to authorize advertising bids for ADA Pool Lift – Community Services Department.

COUNCIL AND COMMITTEE REPORTS

CLOSED SESSION

- (8) **CONFERENCE WITH LEGAL COUNSEL** pursuant to Government Code § 54954.5– One case of anticipated litigation.
- (9) **CONFERENCE WITH LABOR NEGOTIATOR** Keith Caldwell, Interim City Administrator, pursuant to Government Code § 54957.6(a) – Bishop Employees Association, Bishop Police Officers Association, Mid-Management, Management.
- (10) **PERSONNEL** pursuant to Government Code § 54954.5– Public employee performance evaluation and potential appointment– Interim City Administrator / City Administrator.

ADJOURNMENT

Wednesday, January 25, 2012 – Council Retreat 12:30 – 4:30 p.m. Executive Conference Room

Monday, February 13, 2012 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers

Monday, February 27, 2012 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers



CITY OF BISHOP

STUDY SESSION AGENDA

Council Chambers - 301 West Line Street - Bishop, California

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MONDAY, JANUARY 23, 2012

4:00 p.m.

CALL TO ORDER

ROLL CALL

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

SCHEDULED DISCUSSION

1. Bauer & Associates review of Sustainable Communities Planning Grant
2. Annual Awards Dinner Setup
3. Current 7:00 p.m. agenda items
4. Future agenda items

DEPARTMENT HEAD REPORTS

1. Fire Chief Ray Seguire
2. Police Chief Chris Carter
3. Public Works Director/City Engineer Dave Grah
4. Interim City Administrator / Community Services Director Keith Caldwell

DISCUSSION

1. Councilmember Jim Ellis
2. Councilmember Susan Cullen
3. Councilmember Jeff Griffiths
4. Mayor Pro Tem Dave Stottlemire
5. Mayor Laura Smith

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

AGENDA PLANNING FOR UPCOMING MEETINGS

MON – FEB 13, 2012 MEETINGS – MEMOS DUE: Tues Feb 7 10 am

4:00 PM

- Preview / discussion – Public Service Announcements – Skandar Reid

7:00 PM

- Public Hearing – Fees and Charges for City Services FY 2012-2013
- Ordinance for amending and/or adding new fees – Introduction/First Reading
- ORDINANCE NO. 537 RESOLUTION NO. 12-__ – Consideration to adopt the ordinance moving the date of the City of Bishop General Municipal Election from March of odd-numbered years to November in even-numbered years in order to consolidate with Inyo County General Elections and adopt resolutions requesting the Board of Supervisors to approve Ordinance No. 537 and consolidation – Administration.
- Approve Warren Street consultant contract
- CEQA Negative Declaration of Final Draft Mobility Element
- Mobility Element Adoption – First Reading
- TANK WORK ORDER 4 – Public Works Department
- RESOLUTION NO. 12-__ – Consideration to adopt a resolution establishing a Fund Balance Policy as required under Government Accounting Standards Board (GASB) Statement 54 – Administration/Finance.
- Adoption of final budget for fiscal year 2011-2012 and amendments to preliminary budget for fiscal year 2012-2013.
- Budget adjustments and transfers FY 2011-2012
- Closed Session - Negotiations

MON – FEB 27, 2012 MEETINGS – MEMOS DUE: Tues Feb 21 10 am

4:00 PM

- Effects of election consolidation on annual reorganization
- Quarterly citizen award nominations

7:00 PM

- Ordinance for amending and/or adding new fees – Second Reading/Adoption
- Adoption of resolution amending and restating fees and charges for city services.
- Approve sewer trunk consultant contract
- Mobility Element – Second Reading/Adoption
- Closed Session - Negotiations

MON – MARCH 12, 2012 MEETINGS

4:00 PM

7:00 PM

- Reorganization 2012

1/19/2012 9:04 AM

TO: CITY COUNCIL

FROM: KEITH CALDWELL, INTERIM CITY ADMINISTRATOR *KSC*

SUBJECT: DEPARTMENT HEAD UPDATES

DATE: JANUARY 23, 2012

BACKGROUND/SUMMARY:

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

RECOMMENDATION:

Hear the reports.

CITY OF BISHOP
CITY COUNCIL STUDY SESSION MINUTES
JANUARY 9, 2012

CALL TO ORDER	Mayor Smith called the meeting to order at 4:00 p.m. in the City Council Chambers at 301 West Line Street, Bishop, California.
COUNCIL PRESENT	Council Members Jim Ellis, Susan Cullen, Jeff Griffiths, Mayor Pro Tem David Stottlemire Mayor Laura Smith
COUNCIL ABSENT	None
OTHERS PRESENT	Keith Caldwell, Interim City Administrator/ Community Services Director Denise Gillespie, Assistant City Clerk Ray Seguine, Fire Chief Chris Carter, Police Chief David Grah, Public Works Director/City Engineer
PUBLIC COMMENT	The Mayor announced the public comment period. Gail Zwier and D.B. Mattovich provided the Council and public with information on an ROP class entitled Mental Health First Aid to offer the public a chance to understand more about mental wellness.
SCHEDULED DISCUSSION	Discussion was held on the following Study Session agenda items:
1. Staff Recognition	Police Chief Carter recognized Greg Bird, Part-Time Facility Maintenance Worker, as an asset to the Department.
2. Retreat Date and Topics	January 25, 2012 from 12:30 – 4:30 p.m. was set for the next Council Retreat. Items for discussion were prioritized.
3. Legislative Platform	The idea of having a City Legislative Platform came from a recent Eastern Sierra Council of Government meeting. It would allow for prompter written responses by staff on established issues of importance. Staff was directed to develop a process for establishing a platform and bring it back to a future Study Session for discussion.
4. Commission Expiring Term	A term on the Parks and Recreation Commission will expire in March. Staff will proceed with advertising the position.
5. Current 7 p.m. Agenda Items	The Council discussed and asked questions of staff relating to the agenda items scheduled for the 7 p.m. regular meeting. Staff was directed to research street vendor policies from other cities that limit the number of vendors allowed. At the request of

Council, Street Vendor Permits will be placed on a future Retreat agenda to discuss whether limits should be placed on how many vendors should be allowed inside the city limits.

6. Future Agenda Items The Council discussed and asked questions of staff relating to the future agenda items listed.

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 meeting at 5:25 p.m. to the regular City Council meeting scheduled at 7:00 p.m.

LAURA SMITH, MAYOR

ATTEST: Keith Caldwell, Interim City Clerk

By: _____
Denise Gillespie, Assistant City Clerk

(b)

CITY OF BISHOP
CITY COUNCIL MINUTES
JANUARY 9, 2012

CALL TO ORDER Mayor Smith called the meeting of the Bishop City Council to order at 7:00 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California.

INVOCATION The invocation was given by Pastor Kent Puls of the Grace Lutheran Church followed by the Pledge of Allegiance led by Councilmember Griffiths.

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

COUNCIL ABSENT None

OTHERS PRESENT Keith Caldwell, Interim City Administrator
Denise Gillespie, Assistant City Clerk
Peter Tracy, City Attorney
Ray Seguire, Fire Chief
Chris Carter, Police Chief
David Grah, Public Works Director/City Engineer
Gary Schley, Public Services Officer
Bob Kimball, City Treasurer

PUBLIC COMMENT The Mayor announced the public comment period. Rick Phelps from the High Sierra Energy Foundation introduced two new board members, Martin Kleinband and Naomi Garcia.

Jesse Langley, SCE Program Manager, and Dan Brady, Region Manager, Local Public Affairs, presented a Resolution of Appreciation to the City in honor of Edison's 125th anniversary.

PRESENTATIONS

SCADA – Supervisory Control and Data Acquisition – Public Works (1) Deston Dishion, Public Works Superintendent, gave a presentation on the Supervisory Control and Data Acquisition software that monitors the City's water and sewer systems.

Top Two Candidates Open Primary Act of 2010 – Inyo County Clerk-Recorder (2) Kammi Foote, Inyo County Clerk-Recorder, gave a power point presentation on the Top Two Candidates Open Primary Act of 2010 created by the passage of Proposition 14 – 2010 and SB 6 (Chapter 1, Statutes of 2009). These changes will affect candidates and voters in 2012.

DEPARTMENT HEAD REPORTS (3) Reports from Administration, Community Services, Fire, Police, and Public Works were given on the departments' activities including upcoming and ongoing projects.

**CONSENT CALENDAR
(4)**

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 – 12/12/11
- (b) Council Meeting Minutes – 12/12/11
- (c) Personnel Status Change Report
- (d) Warrant Register – 12/11
- (e) Fund Transactions – 7/1/11 – 12/31/11
- (f) Investment Portfolio – November 2011
- (g) Fund Transactions Sunrise Mobile Home Replacement Reserve Account 7/1/11 – 12/31/11
- (h) Request to surplus property – Police Department # 104-01
- (i) Request to surplus SCBA Cylinders – Fire Department
- (j) Request to surplus city property – Public Works Department

FOR INFORMATION/FILING

- (k) Planning Commission Meeting Cancellation 12/27/11
- (l) Water and Sewer Commission Agenda – 1/10/12
- (m) Parks and Recreation Commission – 10/19/11
- (n) Fire Department Activity Log – 12/20/11
- (o) Police Department Patrol Statistics 2010-2011
- (p) Public Works Building Permits Report – 12/11
- (q) Public Works Report – 12/11
- (r) Sewer Fund Monthly Balances 2011-2012
- (s) Water Fund Monthly Balances 2011-2012

**CORRESPONDENCE –
No Response Required
(5)**

The following correspondence was presented for Council review:

- (a) State of California Corrections Standards Authority 2010-2012 Biennial Inspection of the Bishop Police Department detention area.
- (b) Application for Alcoholic Beverage License – Flyers Energy LLC Bishop Shell at 466 South Main Street.
- (c) Application for Alcoholic Beverage License – Bishop Paiute Tribe – Paiute Palace Casino at 2742 North Sierra Highway.
- (d) Suddenlink correspondence dated December 12, 2011

PUBLIC HEARINGS

**ENVIRONMENTAL
REVIEW – Mobility
Element Final Draft
(6)**

The Mayor opened a public hearing to hear and consider public comment on an Initial Study and Negative Declaration for the proposed City of Bishop 2012 Mobility Element General Plan Update.

Public Services Officer Gary Schley reported that a draft negative declaration has been prepared to comply with the CEQA Initial Study and proposed for inclusion in the 2012 Mobility Element General Plan Update. Action on the Negative Declaration is scheduled for the February 13, 2012 City Council meeting.

Motion/Cullen

No comment was provided. Councilmember Cullen made a motion to close the public hearing. Motion passed 5-0.

PROPOSITION 4 –
Appropriations Limit and
Calculations
(7)

The Mayor opened a public hearing to hear and consider public input on the City of Bishop 2010-2011 Proposition 4 Appropriations Limit and Calculations.

Interim City Administrator Caldwell reported the City's appropriation subject to limit for 2010-2011 was \$5,285,172. The calculated actual limit was \$6,768,228. The City was under the statutory limit by \$1,483,056 for fiscal year ending June 30, 2011.

Motion/Griffiths

No further public comment was provided. Councilmember Griffiths made a motion to close the public hearing. Motion passed 5-0.

UNFINISHED BUSINESS

PROPOSITION 4 –
Final Adoption
(8)
Motion/Stottlemyre

On a motion by Mayor Pro Tem Stottlemyre, the Council voted 5-0 to accept and adopt the report prepared by Larry Bain, CPA, relating to the City of Bishop's Proposition 4 Appropriations Limit for the 2010-2011 fiscal year.

NEW BUSINESS

STREET VENDOR
PERMIT – Mad Dogs of
Bishop
(9)
Motion/Griffiths

Rudy Madera, Mad Dogs of Bishop, requested Council consideration to approve his Street Vendor Permit Application to operate a hot dog cart on the north side of Sierra Street. Madera requested a change in hours of operation from 10:00 a.m. to 3:00 p.m. Monday - Friday to 10:00 a.m. to dusk Monday – Saturday.

On a motion by Councilmember Griffiths the Council voted 5-0 to approve the Street Vendor Permit for Mad Dogs of Bishop as amended pending completion of the requirements listed in the permit.

ORDINANCE NO. 537
INTRODUCTION
Relating to Election
Consolidation
(10)
Motion/Stottlemyre

On a motion by Mayor Pro Tem Stottlemyre the Council voted 5-0 to approve the introduction of Ordinance No. 537 by title only, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA RESPECTING MOVING THE DATE OF THE CITY'S GENERAL MUNICIPAL ELECTION FROM THE FIRST TUESDAY AFTER THE FIRST MONEY IN MARCH IN ODD-NUMBERED YEARS TO THE FIRST TUESDAY IN NOVEMBER IN EVEN-NUMBERED YEARS, REPEALING ORDINANCE NUMBER 475, AND AMENDING SECTION 1.12.030 OF CHAPTER 1.12 OF THE BISHOP MUNICIPAL CODE."

APPROVAL OF
LADWP LEASE BL-1496
Fire Training Facility
(11)
Motion/Cullen

On a motion by Councilmember Cullen, the Council voted 5-0 to approve BL-1496, the five-year lease between the City of Bishop and the Los Angeles Department of Water and Power for the Fire Training Facility on Poleta Road.

<p>RESOLUTION NO. 12-01 Hartford Deferred Compensation Plan (12) Motion/Stottlemyre</p>	<p>On a motion by Mayor Pro Tem Stottlemyre, the Council voted 5-0 to adopt Resolution No. 12-01 by title only, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIORNIA, ADOPTING THE CITY OF BISHOP HARTFORD DEFERRED COMPENSATION PLAN UPDATE EFFECTIVE DECEMBER 1, 2011".</p>
<p>SEWER PLANT HEADWORKS PROJECT Approval of Work Order 4 (13) Motion/Ellis</p>	<p>On a motion by Councilmember Ellis, the Council voted 5-0 to approve the execution of Work Order 4 for the Sewer Plant Headworks Improvement Project with Frost Company and authorize the expenditure not to exceed \$149,000.00 under this work order and \$173,000.00 under the contract.</p>
<p>CDBG PLANNING AND TECHNICAL GIS GRANT Approval of Consultant Contract (14) Motion/Stottlemyre</p>	<p>Subject to receiving the executed Standard Agreement for the State of California Housing and Community Development Community Development Block Grant awarded to the City recently, Mayor Pro Tem Stottlemyre made a motion to approve the execution of the contract with Enplan for the continued development of a municipal GIS for Bishop and authorized the expenditure not to exceed \$43,750 through this contract. The motion passed 5-0.</p>
<p>APPROVAL TO ADVERTISE BIDS Well Materials Purchase (15) Motion/Griffiths</p>	<p>On a motion by Councilmember Griffiths, the Council voted 5-0 to approve the advertisement for bids for materials needed to address deficiencies noted by the State at Well 2 and Well 4.</p>
<p>NEW WATER STORAGE TANK PROJECT Approval of Work Order 3 (16) Motion/Griffiths</p>	<p>On a motion by Councilmember Griffiths, the Council voted 5-0 to approve the execution of Work Order 3 under the contract with Resources Concepts Incorporated for the New Water Storage Tank Project and authorized the expenditure not to exceed \$25,000.00 under this work order for a total not to exceed for the contract of \$62,400.00.</p>
<p>BUDGET ADJUSTMENTS/ TRANSFERS FY 2011-2012 Approval (17) Motion/Cullen</p>	<p>On a motion by Councilmember Cullen, the Council voted 5-0 to approve the budget adjustments and transfers for fiscal year 2011-2012 through December 31, 2011 as presented by the Finance Department.</p>
<p>CITY OF BISHOP REDEVELOPMENT AGENCY – Dissolution Resolution No. 12-02 (18)</p>	<p>City Attorney Peter Tracy gave an update on the California Supreme Court opinion and order in <u>California Redevelopment Association v. Matosantos</u> determining that <i>Dissolution Bill, ABXI-26</i> was constitutional and further determining that the <i>Continuation Bill, ABXI-27</i> was unconstitutional as violating Proposition 22. The Court also reset the time periods for dissolution of redevelopment agencies under the <i>Dissolution Bill</i>. Effective February 1, 2012 the <i>Dissolution Bill</i> dissolves all RDAS and the City would automatically become the Successor Agency and may act only to wind up affairs of the RDA but would also be subject to administrative duties and financial</p>

obligations imposed by ABX1-26.

Considering the Bishop Redevelopment Agency is dormant, has no assets, no debts, no obligations, and no active projects, the City Attorney recommended it is in the best interest of the City and its citizens to pass a resolution electing not to serve as Successor Agency and to deliver a copy of that resolution to the Inyo County Auditor on or before January 13, 2012.

Motion/Griffiths

On a motion by Councilmember Griffiths, the Council voted 5-0 to dissolve the Bishop Redevelopment Agency by adopting Resolution No. 12-02 by title only and directing staff to deliver a certified copy of this resolution to the Inyo County Auditor on or before January 13, 2012, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, ELECTING NOT TO SERVE AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF BISHOP PURSUANT TO CALIFORNIA HEALTH & SAFETY CODE SECTION 34173(d)(1)".

COUNCIL /COMMITTEE REPORTS

Council Members announced upcoming community events. No action was taken.

CLOSED SESSIONS

At 8:57 p.m. the Mayor recessed the meeting for closed sessions as agendized:

PERSONNEL (19)

Personnel – Public Employee Performance Evaluation – Title: Fire Chief

CONFERENCE with Labor Negotiator (20)

Conference with Labor Negotiator Keith Caldwell, Interim City Administrator, pursuant to Government Code § 54957.6(a) – Bishop Employees Association, Bishop Police Officers Association, Mid-Management and Management.

RECONVENE

At 11:05 p.m. the Mayor called the regular meeting to order with all Council Members present and announced that no action had been taken in closed session.

ADJOURNMENT

The Mayor adjourned the meeting at 11:05 p.m. to the Study Session scheduled for Monday, January 23, 2012 at 4:00 p.m. in the City Council Chambers.

LAURA SMITH, MAYOR

Attest: Denise Gillespie, Assistant City Clerk

By: _____
Keith Caldwell, Interim City Administrator

(C)

AGENDA

CITY OF BISHOP
PARKS AND RECREATION
COMMISSION MEETING

January 25, 2012 at 5:15 p.m.
City Council Chambers
301 W. Line St., Bishop, California

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

The Minutes of December 7, 2011, Parks and Recreation
Commission Meeting

PUBLIC COMMENT

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CORRESPONDENCE

OLD BUSINESS

1. Trevor Murphy – Skating Rink
2. RC Car Track
3. Dog Park

NEW BUSINESS

Request for two Commissioners for interviews

STAFF REPORT

1. Programs Update
2. Facilities Update

NEW BUSINESS
ITEMS FROM THE
COMMISSION

ADJOURNMENT

Meeting is scheduled to adjourn until Wednesday, February 22,
2012 at 5:15 in the City Council Chambers.

(d)

City of Bishop
PLANNING COMMISSION MEETING AGENDA
City Council Chambers – 301 West Line Street
Bishop, California 93514

DATE:
January 31, 2012
7:00 P.M.

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CALL TO ORDER

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ROLL CALL

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APPROVAL OF MINUTES

- (1) Minutes of the Planning Commission meeting held on November 29, 2011 subject for approval.

CORRESPONDENCE

NEW BUSINESS

- (2) Request for extension of time for Tentative Parcel Map 388 / 287 East Line Street

PUBLIC HEARING: If anyone wishes to appeal any decisions by the Planning Commission, they can do so by writing to the City Council within 5 days of the meeting.

- (3) Final Draft Mobility Element
(Close Public Hearing)

NEW BUSINESS

- (4) Discussion and recommendation of approval for Final Draft Mobility Element

STAFF AND COMMISSION REPORTS

ADJOURNMENT: The next regularly scheduled meeting of the Planning Commission will be February 28, 2012 at 7:00 P.M. in the Bishop City Council Chambers, 301 West Line Street, Bishop.

(e)



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

Minutes

Water and Sewer Commission

8 November 2011

Call To Order:

Chairman Cross called the meeting to order at 7:04 P.M.

Pledge of Allegiance:

The Pledge of Allegiance was led by Chairman Cross

Commissioners Present:

Underhill, Cross, Pecsí and Bhakta

Commissioners Absent:

Mathieu

Others Present:

Dave Grah, Public Works Director
Deston Dishion, Public Works Superintendent
Michele Thomas, Public Works Secretary
Jim Ellis, City Council Member

Public Comment

Dishion introduced Council Member Ellis to the commission.

Correspondence

None

(1) Approval of the Minutes

Commissioner Underhill moved to approve the minutes of the 13 September 2011 meeting as written and motion carried.

New Business:

None

Old Business:

(2) Meter Readings

It is noticeable with the recent meter readings that irrigation has began to slow down. There will be a few more meters added to our spreadsheet from the hospital remodel. Except for new construction, the city does not anticipate to install additional meters than what is currently in

place. Meters are used for informational purposes only. The city does not charge by water meters at this time.

(3) Cash balance and revenue and expenditures update on water and sewer reserves

The sewer cash balance is trending down due to the ongoing implementation of the SCADA system. We are also in the process of a significant upgrade to the Johnston Drive Lift Station, converting over to a different air compressed system.

The water cash balance is starting to climb. Without the anticipated new tank project the balance will continue to rise. The staff's intentions are to move ahead with needed water line replacements. We are also looking forward to the additional work that was included in the new tank project which will have an impact on the cash balance. The City Council will be considering a work order related to the work associated with the new tank project at Monday night's council meeting. The related work is for the pipe that runs from Well 4 that lifts water out of the ground and dumps it down to the tank. The pipe currently does not have positive pressure which creates a contamination risk. The estimated cost of the work order is \$7500.00, for the consultant cost.

Pesci questioned why we would have continued rate increases if we are not going forward with the tank project or not having any huge projects scheduled for this year. Grah explained that the bulk of the funds in our cash balance go into ongoing replacement of our water lines that are at the end of their useful life. We do have the Church Street Water Line Project scheduled for next summer along with the water line between Well 4 and the tank. Pesci also asked Grah what the ending cash balance would be at the end of the fiscal year.

Grah explained that fees, between \$400,000 - \$500,000 a year, are built into the cash balances for capital expenditures. If this money is spent each year, the cash balances would remain the same. Without spending funds on the new tank project, the city can focus on water line replacements. Since the beginning of rate increases in 2004, the City has replaced roughly 5% of deteriorated water lines. Other remaining funds in the balances cover operating expenses such as electrical cost, staff cost, vehicle fuel and office related costs. Our largest revenues are recorded in July when payments are brought in for the yearly discount and income goes down the rest of the year.

(4) Public Works reports for September and October

During the month of September, crew replaced a galvanized ¾ inch water service with copper. Pothole work had been done on Warren Street to help determine which water mains need to be replaced with the future street project. Aquatic Inspections made their every two year cleaning and inspecting to the 1 million gallon storage tank. Dishion updated the Bacteria Sample Site Plan to include Triggered Source Monitoring. If a water sample comes back positive, we need to test our wells for E. coli as a state mandated rule.

In sewer, a new manhole was installed on Main Street. Crew did grease clean up at the waste water plant. Preliminary survey work to replace 1000 feet of sewer main in the City Park was started. Water samples were taken from all the wells to help us and ESCSD determine why the

district has low alkalinity in their source water. SCADA work continues and about 90% of the work is now completed.

Throughout October, crew replaced a water service on East South Street. Potholing continued in various locations along South Warren Street. Staff began work with Resource Concepts to design a solution to keep the 12 inch main full between Well 4 and the storage tank. Grah and Dishion visited three waste water treatment plants that use similar equipment that has been proposed by our consultant to be used in our Headworks project. Mike McDermott, Public Works Supervisor, attended a trade show to see an example of a new and clean screen like the one proposed for the Headworks project. Public Works crew installed a new roof that was leaking on the Johnston Drive Lift Station. Crew also began the installation of the new compressor system at the lift station.

Underhill asked if we will be doing our street sweeping program and if leaves cause problems in the sewer system storm drains. Dishion said that problems do arise due to leaves but with the new inlets we have installed we have less issues. Also, only a very small number of inlets are connected to the sewer system.

Staff and Commission Reports:

Grah added to the previous conversation pertaining to the cash balances that looking at the schedule for the next rate study we would get started by releasing a Request for Proposals August 2012.

With the Headworks Project, work is continuing but slowly. We still need to see a screen in action without a grinder in front of it. We also need a good understanding of how the consultant will create quality plans we are able to go out to bid with because the present plans are not good quality.

At the 14 November City Council meeting, the council will be considering an amendment for \$18,000.00 to the SCADA contract to add SCADA at Well 1. Well 1 is a standby well because of fluoride.

Pecsi asked if the amendment to SCADA had previously been discussed with the commission. Dishion stated that at our September meeting, there was discussion about the additional work related to the tank project and also that as we gather more SCADA data, we will discover more opportunities to enhance the system. The idea of this amendment came up after the last commission meeting. The Water Sewer Commission meets every other month and is an advisory committee which does not take action.

The Sewer Pond Pasture Lease expires 31 December 2011. The current lessee, Roy Boothe, is interested in renewing the lease with the city.

Cross commented on the article from the Inyo Register regarding grants for water projects. He stated that the work involved with filling out the paperwork for the grant is very extensive. Mammoth Community Water District has asked for \$100,000.00 and has not been guaranteed the funds yet.

Pesci asked to have a copy of the next rate increase for the 2012/2013 and 2013/2014 fiscal years along with the percentage increase per year.

Items to be Discussed at the Meeting of 10 January 2012:

- Water sewer rate increases for next two fiscal years including percentages
- Meter readings
- Public Works reports for November and December
- Cash balance and revenue and expenditures update on water and sewer reserves

Chairman Cross adjourned the meeting at 7:46 P.M. The next regularly scheduled meeting will be Tuesday, 10 January 2012 at 7:00 P.M. in the City Council Chambers.

Forrest Cross, Chairman

Michele Thomas, Secretary

TO: CITY COUNCIL

FROM: KEITH CALDWELL, INTERIM CITY ADMINISTRATOR *KSC*

SUBJECT: ORDINANCE NO. 537 - ELECTION CONSOLIDATION

DATE: JANUARY 23, 2012

Attachments: Ordinance No. 537

BACKGROUND/SUMMARY

At the January 9th meeting, the Council approved the introduction of Ordinance No. 537 relating to consolidating the City of Bishop General Municipal Elections held in March of odd-numbered years with the County General Elections held in November of even-numbered years.

Following action to approve the first reading of the ordinance, it was determined by Martin & Chapman, the City's election consultants, that a technical change was needed for clarification for future consolidated elections. Those changes have been made and the ordinance is provided for consideration for re-introduction. There is no impact to the consolidation timeline.

The second reading and adoption will be scheduled for the February 13th meeting. If adopted, the ordinance will then be sent to the Inyo County Board of Supervisors along with the appropriate resolutions for consideration.

RECOMMENDATION

Consider approval of the re-introduction of Ordinance No. 537 by title only.

CITY OF BISHOP

ORDINANCE NO. 537

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA RESPECTING MOVING THE DATE OF THE CITY'S GENERAL MUNICIPAL ELECTION FROM THE FIRST TUESDAY AFTER THE FIRST MONDAY IN MARCH IN ODD-NUMBERED YEARS TO THE FIRST TUESDAY **AFTER THE FIRST MONDAY** IN NOVEMBER IN EVEN-NUMBERED YEARS, REPEALING ORDINANCE NUMBER 475, AND AMENDING SECTION 1.12.030 OF CHAPTER 1.12 OF THE BISHOP MUNICIPAL CODE

WHEREAS, the City's General Municipal Election is now scheduled for the first Tuesday after the first Monday in March of odd-numbered years;

WHEREAS, Election Code § 1301 and § 10403.5 authorize the City to reschedule its General Municipal Election;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BISHOP DOES ORDAIN AS FOLLOWS:

SECTION 1. Pursuant to §1301 and § 10403.5 of the California Elections Code, the date of the General Municipal Election of the City is moved from the first Tuesday after the first Monday in March of each odd-numbered year to the first Tuesday **after the first Monday** in November in each even-numbered year.

SECTION 2. In accordance with the change of election date, the terms of office of those members of the City Council presently serving shall be shortened for a period of approximately four (4) months until election results are declared by the City Council.

SECTION 3. Section 1.12.030 of Chapter 1.12 of the Bishop Municipal Code is amended to read, in its entirety, as follows:

"1.12.030 General municipal election date—Terms of city council members.

A. Pursuant to § 1301 and 10403.5 of the California Elections Code, the date of the General Municipal Election of the City is moved from the first Tuesday after the first Monday in March in each odd-numbered year to the first Tuesday **after the first Monday in November** in each even- numbered year.

B. In accordance with the change in election date, the terms of office of those members of the City Council presently serving shall be shortened for a period of approximately four (4) months until election results are declared by the City Council."

SECTION 4. Ordinance Number 475 of Ordinances of the City is hereby repealed.

SECTION 5. This ordinance shall take effect thirty (30) days after its final passage. Within 30 days of the effective date of this ordinance, the City Clerk shall cause a notice to be mailed to all registered voters of the city informing them of the change in the election date.

SECTION 6. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published according to law.

PASSED, APPROVED AND ADOPTED ON _____, 2012.

LAURA SMITH, MAYOR

ATTEST: Denise Gillespie, Assistant City Clerk

By: _____
Keith Caldwell, Interim City Administrator

TO: CITY COUNCIL

FROM: KEITH CALDWELL, INTERIM CITY ADMINISTRATOR *KSC*

SUBJECT: RESOLUTION NO. 12-03 – TARGETED GENERAL PLAN UPDATE APPLICATION

DATE: JANUARY 23, 2012

Attachments: Resolution No. 12-03 approving grant application

BACKGROUND/SUMMARY

The City is preparing an application for a planning grant from the Strategic Growth Council. The primary purpose of the application is to update the City's Economic Development and Land Use Elements. The City may also update its Conservation and Open Space Element. Taken together with the Housing Element and Mobility Element, the update will provide a coordinated set of policies to improve the quality of life for the City of Bishop and the greater Bishop community and further the sustainability objectives of the state.

The Resolution for Council's consideration is required as part of the grant process.

RECOMMENDATION

Request City Council to consider adoption of Resolution No. 12-03 – Grant Funding for Sustainable Communities Planning Grant.

RESOLUTION NO. 12-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, APPROVING THE CITY OF BISHOP TARGETED GENERAL PLAN UPDATE APPLICATION FUNDED BY THE SUSTAINABLE COMMUNITIES PLANNING GRANT AND INCENTIVES PROGRAM UNDER PROPOSITION 84

WHEREAS, the Legislature and Governor of the State of California have provided funds for the Sustainable Communities Planning Grant and Incentives Program under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84); and

WHEREAS, the Strategic Growth Council has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures require all award recipients commit to threshold requirements;

WHEREAS, said procedures established by the Strategic Growth Council require a resolution certifying the approval of application by the Applicant's governing board before submission of said application to the State; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the State of California to carry out the development of the proposal:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Bishop, California

- 1. Approves the filing of an application for the Bishop Targeted General Plan Update Application in order to become a more sustainable community; and**
- 2. Certifies that Applicant will have sufficient funds to develop the Proposal or will secure the resources to do so; and**
- 3. Certifies that the Proposal will comply with any applicable laws and regulations including being consistent with the State's Planning Priorities identified in Government Code Section 65041.1 and summarized below:**
 - a. Promote infill development and invest in existing communities**
 - b. Protect, preserve and enhance agricultural land and natural resources; and**
 - c. Encourage location and resource efficient new development; and**
- 4. Certifies that threshold requirements outlined in the guidelines, including consideration of Ocean Protection Council Sea Level Rise Guidance will be met; and**

5. Agrees to reduce, on a permanent a basis as feasible, greenhouse gas emissions consistent with California Global Warming Solutions Act of 2006 (Division 25.5 (commencing with Section 3850) of the Health and Safety Code); any applicable regional plan; and
6. Agrees to meet the Collaboration Requirements of the focus area applicable to the Proposal; and includes all required documents in the application package; and
7. Appoints the City Administrator, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

PASSED, APPROVED AND ADOPTED this 23rd day of January 2012.

LAURA SMITH, MAYOR

ATTEST: Keith Caldwell, Interim City Clerk

By: Denise Gillespie, Assistant City Clerk

TO: CITY COUNCIL

FROM: KEITH CALDWELL, INTERIM CITY ADMINISTRATOR KSC

SUBJECT: APPROVE WELL MATERIALS PURCHASE

DATE: JANUARY 23, 2012

Attachments: Staff Memo

BACKGROUND/SUMMARY

At the City Council meeting on January 9, 2012, Public Works staff provided an update on state inspections of Wells 2 and 4 from the fall of 2011.

It was determined by the California Department of Public Health, (DPH) that deficiencies related to contamination prevention were noted. Corrective measures and materials were provided and authorization received from City Council to proceed with the bid process to purchase these materials.

Funds for the purchase will come from the Water Capital Improvement Account and estimated at \$6,000.

Bids are scheduled to be opened on January 20, 2012. Staff will provide the results for Council consideration at this meeting.

RECOMMENDATION

Consideration to authorize the purchase of well materials from the lowest responsive bidder to address needed deficiencies at Well 2 and Well 4.



To: Keith Caldwell, Interim City Administrator
From: David Grah, Director of Public Works
Subject: Approve Well Materials Purchase
Date: 17 January 2012
Previous: 30 December 2012
Funding: Water Capital Improvements

A handwritten signature in black ink, appearing to be "David Grah".

General:

Public Works expects to be ready to purchase the materials needed to protect Wells 2 and 4 from contamination by the time of the 23 January 2012 City Council meeting.

Background:

During their inspection this fall, the California Department of Public Health (DPH) saw what they determined to be deficiencies at both of the city's production wells related to contamination prevention. By law the city's water system is licensed by DPH and must meet DPH requirements.

The materials were put out to bid 10 January with bids due 20 January. As I write this, one bid has been received. It is expected the low bidder, considering contracting preferences, will be identified before the City Council meeting on 23 January. The results of the bid opening will be provided at the meeting.

Recommendation:

Approve the purchase of the materials needed to address deficiencies noted by the state at Well 2 and Well 4 from the low bidder.

TO: CITY COUNCIL

FROM: KEITH CALDWELL, INTERIM CITY ADMINISTRATOR
COMMUNITY SERVICES DIRECTOR KSC

SUBJECT: REQUEST TO GO TO BID – CITY PARK LAWN MOWER

DATE: JANUARY 23, 2012

BACKGROUND/SUMMARY

The Community Services Department is preparing for the spring and summer at Bishop City Park. A new mower would allow staff to cut more grass in less time, thus utilizing man hours in other areas in the park.

Pending permission from the City Council, the Community Services Department wishes to advertise and request bids for the following;

- New or pre-owned Toro 3500D approximate 68-84 inch cutting area.

Anticipated Cost = \$13,000 – budgeted in Capital Equipment - TUT

RECOMMENDATION

Allow the Community Services Department Director to advertise for bids for a lawn mower for the Bishop City Park.

TO: CITY COUNCIL

FROM: KEITH CALDWELL, INTERIM CITY ADMINISTRATOR/ *KAC*
COMMUNITY SERVICES DIRECTOR

SUBJECT: REQUEST TO ADVERTISE BIDS – ADA POOL LIFT

DATE: JANUARY 23, 2012

BACKGROUND/SUMMARY

The newly adopted federal ADA compliance law that was enacted in 2010 has a final compliance date of March 15, 2012. The law applies to any pool that is open to the public at any time, receives government funding, or receives revenue such as membership dues.

If your swimming pool does not have an ADA compliant lift or an ADA compliant ramp with an ADA compliant waterproof wheel chair you are not in compliance with the law.

The enforcing agency is the United States Department of Justice. The first offense is a fine of \$50,000. Second offense is \$100,000 fine.

The City of Bishop has located an appropriate ADA compliant lift and would like to perform the installation prior to March 15, 2012.

Anticipated Cost = \$8,000 – budgeted in Capital Equipment – TUT, Capital Equipment - Parks and Recreation.

RECOMMENDATION

Allow the Community Services Department Director to advertise for bids for an ADA Pool Lift for the Bishop City Pool.