

"SMALL TOWN WITH A BIG BACKYARD"



COUNCIL AGENDA PACKET

JANUARY 28, 2013



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 28, 2013
7:00 P.M.

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

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

DEPARTMENT HEAD REPORTS

Updates on department activities will be given by the Department Heads

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

COUNTY OF INYO UPDATE – Second District Supervisor Jeff Griffiths.

CHAMBER OF COMMERCE UPDATE – Executive Director Tawni Thomson.

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

(1)

FOR APPROVAL/FILING

Minutes

- (a) Study Session – January 14, 2013
- (b) Council Meeting – January 14, 2013
- (c) Investment Portfolio – December 2012
- (d) Request to surplus found property – Memo Log #BPD-112-36
- (e) Request to surplus city property – All Departments

FOR INFORMATION/FILING

- Agendas (f) Parks and Recreation Commission – 1/23/12
- (g) Planning Commission Meeting Cancellation Notice – 1/29/13
- Minutes (h) Water and Sewer Commission – 11/14/12
- Reports (i) Public Works Report – September 2012
- (j) Public Works Report – October 2012
- (k) Public Works Report – November 2012
- (l) Public Works Report – December 2012

PUBLIC HEARING

- (2) ENVIRONMENTAL REVIEW – SEIBU TO SCHOOL PATH PROJECT – A public hearing will be held to hear and consider public input on the Draft Mitigated Negative Declaration for the Seibu to School Path Project.

NEW BUSINESS

- (3) SEIBU TO SCHOOL PATH PROJECT - MITIGATED NEGATIVE DECLARATION – Consideration to adopt the Mitigated Negative Declaration for the Seibu to School Path Project.
- (4) DETERMINATION OF THE PROCESS TO FILL A VACANCY ON THE CITY COUNCIL – Discussion and direction to staff on the process to be used to fill a vacancy on the City Council created by the resignation of Jeff Griffiths on December 31, 2012 – Administration.
- (5) PUBLIC WORKS INTERN POSITION – Consideration of the request to extend the schedule of the Public Works Intern for three additional months – Public Works Department.
- (6) CITY OF BISHOP WEBSITE – Consideration to approve an upgrade to the city website through a contract with Mountain Studio and authorize the necessary budget adjustments – Public Works Department.
- (7) FERTILIZER FOR CITY PARK – Consideration to approve the request to go to bid for fertilizer to be used at the City Park – Community Services Department.
- (8) SUNRISE MOBILE HOME PARK – Consideration to approve the advertising for requests for proposals for selling city-owned mobile homes at the Sunrise Mobile Home Park – Community Services Department.
- (9) ALCOHOLIC BEVERAGE LICENSE APPLICATION – Review of Alcoholic Beverage License Application for Raymonds, 206 North Main Street (Owner: Shotgun LLC) – Informational only.

COUNCIL AND COMMITTEE REPORTS

ADJOURNMENT

- Monday, January 28, 2013 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers
- Monday, February 11, 2013 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers
- Thursday, February 21, 2013 – 8:30 a.m. Council Retreat – Executive Conference Room
- Monday, February 25, 2013 - 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 28, 2013

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. Process to fill a vacancy on the City Council
2. Draft Retreat Agenda/Set new date
3. Selection of Quarterly Citizen Award to be presented February 11
4. Sterling Heights parking requests
5. Potential impacts on waste water treatment created by breweries
6. Current 7:00 p.m. agenda items
7. Future agenda items
8. Department Head Reports

DISCUSSION

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

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



CITY OF BISHOP COUNCIL RETREAT AGENDA

DATE: February 21, 2013
Time: 8:30 a.m.
Executive Conference Room
377 West Line Street
Bishop, California 93514

NOTICE TO THE PUBLIC

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ROLL CALL

PUBLIC COMMENT

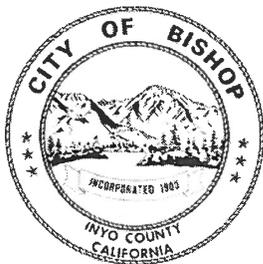
NOTICE TO THE PUBLIC: This time is set aside to receive public comment on matters not calendared on the agenda.

DISCUSSION

1. Change in procedure for funding community promotions based on revenues received relevant to special events
2. Street Vendor Permit process
3. Budget Update
 - A. Establishing Budget Policy – Balanced v. Deficit
 - B. Pension Funding Policy / Presentation on PEPR
4. Council Salary
5. Deferred Maintenance Policy
6. Restrictions on sending/receiving text messages during meetings
7. Police Department Facility Update
8. Part Time Employees Wage Scale – Police Department
9. Set date for Council NIMS training
10. Public Official Roles and Responsibilities
11. Mental health meeting report – Gardner
12. School issues and safety – Police Chief

ADJOURNMENT

The next regular City Council meetings are scheduled on Monday, February 25, 2013, in the Council Chambers.



To: Keith Caldwell, City Administrator
From: David Grah, Director of Public Works
Subject: Loading Zone Change on East Pine
Date: 24 January 2013
Previous: None
Funding: Streets

General:

It has been proposed to change the loading zone in front of Sterling Heights at 369 East Pine Street.

Background:

Sterling Heights, at the suggestion of the Eastern Sierra Transit Authority (ESTA), requested the existing loading zone (yellow curb) in front of Sterling Heights be extended from its current length of about 37 feet to a proposed length of 60 feet. The extension is to improve accessibility by buses, vans, and the disabled.

Currently there is room for three parked vehicles on either side of the loading zone. These three spaces are between the loading zone and the alleys on either side of Sterling Heights. After the change, there would still be room for three parked vehicles on either side of the loading zone, the spaces will just be a little shorter than before. The parking spaces would still exceed the standard length for parallel parking spaces. Essentially the change would not affect parking in the area.

On 17 December, 61 letters were sent to property owners and tenants of properties in the area (see attached example with sketch of proposed change). No comments were returned. Police and Fire have not indicated concerns with the change.

The cost to implement the change would be small and is expected to be able to be done within budgeted funds. Public Works is ready to make the change and plans to make the change in the coming weeks.

Recommendation:

Consider the loading zone change and provide direction to Public Works, if necessary.



*Small Town with a
Big Backyard!*

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

17 December 2012

This is to let you know about a planned change to the loading zone in front of Sterling Heights at 369 West Line Street. You are receiving this because records indicate you either own property or reside nearby. Your comment is invited.

The change is shown on the sketch on the back side of this mailing. It involves extending the existing loading zone (yellow curb) from its current length of about 37 feet to a proposed length of 60 feet. The extension is to improve accessibility by buses, vans, and the disabled.

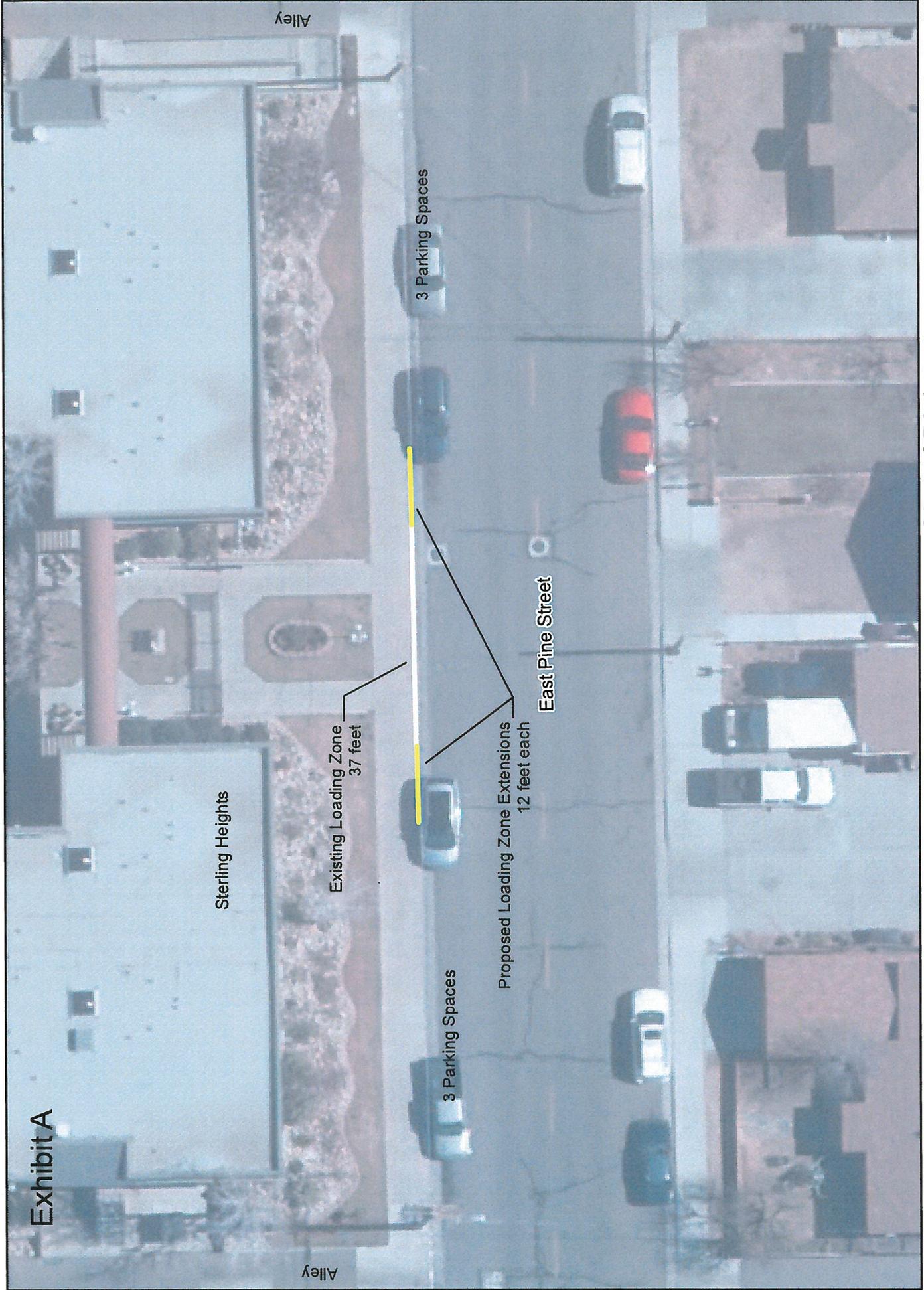
Currently there is room for three parked vehicles on either side of the loading zone. These three spaces are between the loading zone and the alleys on either side of Sterling Heights. After the change, there will still be room for three parked vehicles on either side of the loading zone, the spaces will just be a little shorter than before. The parking spaces will still exceed the standard length for parallel parking spaces.

If you would like to comment on this change, please do so no later than 31 December. You may comment by calling Bishop Public Works at 760-873-8458, emailing at publicworks@ca-bishop.us, or writing to 377 West Line Street.

Sincerely,

David Grah
Director of Public Works

Exhibit A



City of Bishop
Proposed Expanded Loading Zone 369 East Pine

AGENDA PLANNING FOR UPCOMING MEETINGS

MON – FEBRUARY 11, 2013 MEETINGS

4:00 PM

- Draft ESCOG Legislative Platform

7:00 PM

- Quarterly Citizen Award Presentation
- Owens Valley Contractors and Vendors Association Project Update – Dan Stone
- Mayoral Committee Appointments TENTATIVE
- Surplus of city property – Administration
- Resolution amending Tier 2 retirement medical
- Adoption of Social Media Policy
- Public Hearing – Warren Street Environmental
- Mitigated Negative Declaration – Warren Street
- Public Hearing – Prop 4
- Prop 4 – Adoption
- Accepting Deeds for Wye Road
- Draft ordinance for food vendors in the park
- Final Budget FY 2012-2013 Tentative
- Public Hearing – CDBG Grant Application Design Phase
- PRESENTATIONS – OUTGOING COUNCILMEMBER GRIFFITHS (Refreshments will be served following the meeting)

MON – FEBRUARY 25, 2013 MEETINGS

4:00 PM

-

7:00 PM

- Chamber of Commerce Update
- Set Interview Committee – Planning Commission Vacancy
- Approve the purchase of grit equipment for Sewer Plant Headworks Project - PW
- Update by Supervisor Jeff Griffiths
- PRESENTATIONS – OUTGOING COUNCILMEMBER CULLEN (Refreshments will be served following the meeting)

MON – MARCH 11, 2013 MEETINGS

4:00 PM

-

7:00 PM

- Public Hearing – Ordinance on Transitional/Supportive Housing
- First Reading – Ordinance amending Chapter 17 relating to Emergency Shelter Combining District (ES) Supportive and Transitional Housing
- Public Hearing – Ordinance on Individuals with Disabilities Reasonable Accommodation
- First Reading – Ordinance amending Chapter 17 relating to Emergency Shelter Combining District (ES) Individuals with Disabilities Reasonable Accommodations

MON – MARCH 25, 2013 MEETINGS

4:00 PM

-

7:00 PM

- Chamber of Commerce Update
- Appointment of Planning Commission to fill vacancy with a four-year term 4/9/13 – 4/8/17
- Update by Supervisor Jeff Griffiths
- Public Hearing – CDBG Grant Application
- Second Reading – Ordinance amending Chapter 17 relating to Emergency Shelter Combining District (ES) Supportive and Transitional Housing
- Second Reading – Ordinance amending Chapter 17 relating to Emergency Shelter Combining District (ES) Individuals with Disabilities Reasonable Accommodations

MON – APRIL 8, 2013 MEETINGS

4:00 PM

- Budget Review

7:00 PM

- Public Hearing – Fees and Charges for City Services FY 2013-2014
- Grant SCE easements – Wye Road

MON – APRIL 22, 2013 MEETINGS

4:00 PM

-

7:00 PM

- Chamber of Commerce Update
- Resolution adopting Fees and Charges for City Services FY 2013-2014
- Update by Supervisor Jeff Griffiths

MON – MAY 13, 2013 MEETINGS

4:00 PM

- Selection of Quarterly Citizen Award to be presented June 10

7:00 PM

TUES – MAY 28, 2013 MEETINGS

4:00 PM

-

7:00 PM

- Presentation of Quarterly Citizen Award
- Chamber of Commerce Update
- Update by Supervisor Jeff Griffiths

MON – JUNE 10, 2013 MEETINGS

4:00 PM

-

7:00 PM

-

MON, JUNE 24, 2013 MEETINGS

4:00 PM

-

7:00 PM

- Chamber of Commerce Update
- Update by Supervisor Jeff Griffiths

MON – JULY 8, 2013 MEETINGS

4:00 PM

-

7:00 PM

-

MON, JULY 22, 2013 MEETINGS

4:00 PM

-

7:00 PM

- Chamber of Commerce Update
- Update by Supervisor Jeff Griffiths

MON, AUGUST 12, 2013 MEETINGS

4:00 PM

- Selection of Quarterly Citizen Award to be presented September 9th

7:00 PM

-

MON – AUGUST 26, 2013 MEETINGS

4:00 PM

-

7:00 PM

- Chamber of Commerce Update
- Update by Supervisor Jeff Griffiths

MON, SEPTEMBER 9, 2013 MEETINGS

4:00 PM

7:00 PM

- Presentation of Quarterly Citizen Award
- Water and Sewer Commission rate recommendations
- Chamber of Commerce Update

MON – SEPTEMBER 23, 2013 MEETINGS

4:00 PM

-

7:00 PM

- Chamber of Commerce Update

1/23/2013 4:05 PM

- Update by Supervisor Jeff Griffiths

TUES, OCTOBER 15, 2013 MEETINGS

4:00 PM

•

7:00 PM

- Approve Water and Sewer Rate hearing notices

MON – OCTOBER 28, 2013 MEETINGS

4:00 PM

•

7:00 PM

- Chamber of Commerce Update
- Update by Supervisor Jeff Griffiths

TUES, NOVEMBER 12, 2013 MEETINGS

4:00 PM

- Selection of Quarterly Citizen Award to be presented December 9

7:00 PM

- Chamber of Commerce Update

MON, NOVEMBER 25, 2013 MEETINGS

4:00 PM

•

7:00 PM

- Presentation of Quarterly Citizen Award
- Update by Supervisor Jeff Griffiths

MON, DECEMBER 9, 2013 MEETINGS

4:00 PM

•

7:00 PM

- Presentation of Quarterly Citizen Award
- Chamber of Commerce Update
- Public Hearing - water and sewer rates

1(a)

CITY OF BISHOP
CITY COUNCIL STUDY SESSION MINUTES
JANUARY 14, 2013

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 David Stottlemire, Pat Gardner Mayor Pro Tem Jim Ellis Mayor Laura Smith
COUNCIL ABSENT	None
OTHERS PRESENT	Keith Caldwell, City Administrator/Community Services Director Denise Gillespie, Assistant City Clerk Cheryl Solesbee, Assistant Finance Director Ray Seguine, Fire Chief Chris Carter, Police Chief David Grah, Public Works Director/City Engineer
PUBLIC COMMENT	The Mayor announced the public comment period. No public comment was provided
SCHEDULED DISCUSSION	Discussion was held on the following Study Session agenda items:
1. Introduction of New Police Officers	Ron Gladding and Brady Peek, who were recently sworn in as Bishop Police Officers, were introduced to the Council.
2. Sierra Street Parking Lot	Discussion was held on the uses, benefits, and problems relating to the City's Sierra Street Parking Lot.
3. Website Proposals	Michele Thomas, Public Works Secretary, updated the Council on two web designer proposals that were recently received. Costs for the update range from \$2,500 to \$7,300. The project will be brought to Council for action at a future meeting.
4. CDBG Grant Program	Discussion was held on possible activities for CDBG grant applications. Homeowners Assistance Program and IMACA Silver Peaks are two options. Public hearings will be held in the near future.
5. Mayoral Committee Appointments	Discussion was held on a few committee assignments that will have to be made in order to provide City representation at upcoming meetings. Action will be taken at the evening meeting to make appointments to certain committees.
6. Current 7:00 p.m. Agenda Items	Discussion was held on the upcoming agenda items for the evening meeting. Questions were answered by staff as needed.

COUNCIL DISCUSSION Council Members gave committee reports, community announcements and/or made comments or inquiries to staff. No action was taken.

CLOSED SESSION At 5:15 p.m. the Council recessed to closed session as agendized:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION one case; pursuant to Government Code § 54956.9.

PUBLIC EMPLOYEE APPOINTMENT pursuant to Government Code § 54957 – City Council Member.

RECONVENED TO OPEN SESSION At 6:00 p.m. the meeting was convened to open session. The City Administrator reported that no action was taken in closed session.

ADJOURNMENT The meeting was adjourned at 6:00 p.m. to the regular meeting scheduled at 7:00 p.m.

LAURA SMITH, MAYOR

ATTEST: Keith Caldwell, City Clerk

By: _____
Denise Gillespie, Assistant City Clerk

(b)

CITY OF BISHOP
CITY COUNCIL MINUTES
JANUARY 14, 2013

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 David Fairley of Youth With a Mission followed by the Pledge of Allegiance led by Councilmember Stottlemyre.

COUNCIL PRESENT Councilmembers David Stottlemyre, Pat Gardner
Mayor Pro Tem Jim Ellis
Mayor Laura Smith

COUNCIL ABSENT None

OTHERS PRESENT Keith Caldwell, City Administrator/Community Services Director
Denise Gillespie, Assistant City Clerk
Peter Tracy, City Attorney
Ray Seguine, Fire Chief
Chris Carter, Police Chief
David Grah, Public Works Director/City Engineer
Cheryl Solesbee, Assistant Finance Director

PUBLIC COMMENT The Mayor announced the public comment period. Keith Glidewell, city resident, announced his ongoing interest in serving on the City Council and will be putting his name in for consideration for appointment once the process has been determined.

DEPARTMENT HEAD REPORTS (1) Reports from Administration, Community Services, Fire, Police, and Public Works were given on the departments' activities including upcoming and ongoing projects.

CONSENT CALENDAR (2) A motion was made by Councilmember Stottlemyre and passed 4-0 , to approve the Consent Calendar as presented:

Motion/Stottlemyre FOR APPROVAL AND FILING
(a) Study Session Minutes - 11/26/12
(b) Council Meeting Minutes– 11/26/12
(c) Study Session Minutes – 12/10/12
(d) Council Meeting Minutes – 12/10/12
(e) Warrant Register – December 2012
(f) Statement of Fund Transactions 7/1/12 – 12/31/12
(g) Investment Portfolio – November 2012
(h) Sunrise Mobile Home Replacement Reserve Account Statement of Fund Transactions 7/1/12 – 12/31/12

FOR INFORMATION AND FILING

- (i) Planning Commission Meeting Cancellation Notice 12/26/12
- (j) Water and Sewer Commission Meeting – 1/8/13
- (k) Fire Department Activity Log – December 2012
- (l) Police Department Patrol Statistics – Nov-Dec 2011/2012
- (m) Building Permits Report – December 2012
- (n) Water/Sewer Monthly Fund Balances 2012-2013

NEW BUSINESS

ALCOHOLIC BEVERAGE LICENSE APPLICATION
Black Sheep Coffee Roasters
(3)
Motion/Stottlemire

On a motion by Councilmember Stottlemire, the Council voted 4-0 to approve a determination that a public convenience or necessity would be met by approving the Black Sheep Coffee Roasters LLC On-Sale Beer license for 232 North Main Street and authorized the appropriate notification be sent to the Department of Alcoholic Control.

RESIGNATION of Councilmember Jeff Griffiths

A letter of resignation from the City Council was received from Jeff Griffiths on December 31, 2012. According to City Attorney Tracy, the Council has 60 days to fill the vacancy by appointment or call for a special election.

PROCESS TO FILL COUNCIL VACANCY
(4)

Discussion was held to determine the process for filling the Council vacancy. Mayor Smith stated the Council wants to avoid holding a special election. No agreement was made on what process will be used and further discussion will be agendized for the next Council meeting.

REQUEST TO ADVERTISE – Purchase of Grit Equipment – Public Works
(5)
Motion/Gardner

On a motion by Councilmember Gardner, the Council voted 4-0 to approve the advertisement for the purchase of grit equipment for the Sewer Plant Headworks Project.

AUTHORIZATION TO PURCHASE – Fiberglass Grating – Public Works
(6)
Motion/Stottlemire

On a motion by Councilmember Stottlemire, the Council voted 4-0 to approve the purchase of fiberglass grating for the Sewer Plant Headworks Project from McNichols Co. of Seattle, Washington in the amount of \$2,677.32 plus taxes if required.

BID AWARD
First Street Drainage Project
(7)

Councilmember Stottlemire recused himself from discussion and action on the First Street Drainage Project due to ownership of property located within 500 feet of the property to be discussed. He left the Council Chambers for the duration of discussion and action on this agenda item.

Public Works Director Grah reported that six bids were received for the First Street Drainage Project. V & C Construction from Minden, Nevada remained the lowest responsive bidder after calculating the Local and Small Business Preferences.

Truhls Concrete, Bishop	\$31,500
Conspec, Lee Vining	\$50,757
V&C Construction, Minden, NV	\$29,000
Hawkeye Enterprises, Bishop	\$52,356
Kendall Engineering, Bishop	\$41,468
Doug Clair, Bishop	\$30,452

Motion/Ellis Councilmember Ellis made a motion to award the First Street Drainage Project construction contract to V & C Construction; authorized the execution of the construction contract with V & C; and authorized the expenditure of up to \$30,450 through the construction contract. Motion passed 3-0 with Stottlemyre disqualified.

Stottlemyre returned to the Council table.

EQUIPMENT REPAIRS
Public Works Backhoe
(8)
Motion/Stottlemyre On a motion by Councilmember Stottlemyre, the Council voted 4-0 to approve the repair of the City backhoe transmission by Britt's Diesel of Bishop quoted at \$7,070.96 and authorized the necessary budget adjustments.

HIRING FREEZE WAIVED
2013 Seasonal Employees
(9)
Motion/Gardner On a motion by Councilmember Gardner, the Council voted 4-0 to waive the hiring freeze to advertise and fill 6 part-time seasonal park helpers and 20 aquatics personnel.

JOB DESCRIPTION
UPDATE – Assistant City
Clerk
(10)
Motion/Stottlemyre On a motion by Councilmember Stottlemyre, the Council voted 4-0 to approve the update to the Assistant City Clerk job description as presented.

BUDGET ADJUSTMENTS/
TRANSFERS FY 2012-13
(11)
Motion/Smith On a motion by Mayor Smith, the Council voted 4-0 to approve the budget adjustments and transfers for Fiscal Year through December 31, 2012 as presented.

2011-12 PROPOSITION 4
California Constitution
Article XIII B Appropriations
Limit
(12)
Motion/Stottlemyre On a motion by Councilmember Stottlemyre, the Council voted 4-0 to set the schedule for review and adoption of the 2011-2012 Proposition 4 Appropriations Limit:

1. Give immediate notice of the initial public review period of January 15 - February 11, 2013.
2. Set a public hearing at the Council meeting of February 11, 2013.
3. Set February 11, 2013 as the scheduled date for final adoption.

CITY OF BISHOP
FINANCIAL STATEMENT
AUDITS FY 2011-12 On a motion by Councilmember Gardner, the Council voted 4-0 to accept the City of Bishop Financial Statement/Audit for Fiscal Year 2011-2012.

(13)
Motion/Gardner

SUNRISE MOBILE HOME
PARK – Final Audit
FY 2011-12

On a motion by Councilmember Stottlemyre, the Council voted 4-0 to accept the City of Bishop Sunrise Mobile Home Park Final Audit for Fiscal Year 2011-2012.

(14)
Motion/Stottlemyre

MAYORAL COMMITTEE
APPOINTMENTS 2013

On a motion by Mayor Smith, the Council voted 4-0 to make the following modifications to the Committee/Agency Assignments for 2013 in order to provide City of Bishop representation for upcoming meetings. Other assignments will be made after the Council vacancy has been filled.

(15)
Motion/Smtih

- Desert Mt. Division – Gardner
- Indian Gaming Local Community Benefit Committee – Stottlemyre
- L.A.F.C.O. – Ellis, Gardner, Smith (alternate)
- Eastern Sierra Transit Authority – Smith, Stottlemyre

COUNCIL REPORTS

Councilmembers reported on committee meetings and announced upcoming community events. No action was taken.

ADJOURNMENT

The Mayor adjourned the meeting at 8:12 p.m. to the Study Session scheduled for Monday, January 28, 2013 at 4:00 p.m. in the City Council Chambers.

LAURA SMITH, MAYOR

Attest: Keith Caldwell, City Clerk

By: _____
Denise Gillespie, Assistant City Clerk

(C)

INVESTMENT PORTFOLIO FOR THE CITY OF BISHOP
MONTH OF DECEMBER 2012

<u>BANK NAME</u>	<u>TYPE</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>
STATE TREASURY	LAIF	\$ 4,504,244.34	.326%
TOTAL INVESTMENT PORTFOLIO			\$ 4,504,244.34

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif
 January 03, 2013

CITY OF BISHOP

PMIA Average Monthly Yields

CITY ADMINISTRATOR
 P.O. BOX 1236
 BISHOP, CA 93514

Account Number:

Tran Type Definitions

December 2012 Statement

Effective Transaction		Tran Confirm			
Date	Date	Type	Number	Authorized Caller	Amount
12/13/2012	12/13/2012	RW	1381766	CHERYL M. SOLESBEE	-150,000.00
12/28/2012	12/27/2012	RW	1382901	CHERYL M. SOLESBEE	-250,000.00
<u>Account Summary</u>					
Total Deposit:			0.00	Beginning Balance:	4,904,244.34
Total Withdrawal:			-400,000.00	Ending Balance:	4,504,244.34



CALIFORNIA STATE TREASURER
Bill Lockyer

Pooled Money Investment Account

PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326

RECEIVED

(d)

JAN 14 2013

CITY OF BISHOP

**Bishop Police Department
Interoffice Memorandum**

Date: 01/10/13**BPD Memo Log#** BPD-112-36**To:** Keith Caldwell, City Administrator**From:** Chris Carter, Chief of Police**Subject:** Surplus and Found Property

I request approval from the City Council to authorize destruction, release or sale of the following property per the agreement with PropertyRoom.com per City of Bishop BCO 3.48.030 (Property held for three months deemed unclaimed).

SURPLUS PROPERTY

CASE #	DESCRIPTION	SERIAL #	PROPERTY TAG #	DISPO DATE
12-0692	Verizon LG Cell Phone	BEJ VX8350	8399	11/27/12
12-0693	Blue Free Spirit Road Bike	N/A	8400	11/28/12
12-0694	Unknown Road Bike	08601	8401	11/28/12
12-0729	Schwinn 21 Speed Mountain Bike	CM1166	8407	12/11/12
12-0740	BK Hand Radio #DPHX5102X	1034368	8410	12/13/12
12-0742	Craftsman Tool Box w/tools	N/A	8411	12/13/12
12-0752	Maul Axe	N/A	8414	12/19/12
12-0756	Mongoose Bike	3NFSD11B19202	8417	12/19/12
12-0757	Ultimate Tripod Speaker	N/A	8418	12/19/12
12-0770	Nishiki Blazer Boys bike	347171	8419	12/20/12
12-0773	Aztlan Cruiser Bike	H920802637	8420	12/21/12
12-0781	Specialized Hardrock Bike	P8DF23130	8422	12/27/12
12-0782	Folding Knife	N/A	8423	12/27/12
12-0788	Fanny Pack w/fishing items	N/A	8425	12/27/12
12-0801	Bob Marley Wallet	N/A	8427	12/28/12
12-0816	American Eagle Wallet	N/A	8429	01/03/13
N/A	Sony Handycam recorder/with black case and accessories	1342560	CB/2323	N/A
N/A	Sony Handycam recorder/with black case and accessories	1342585	CB/2324	N/A



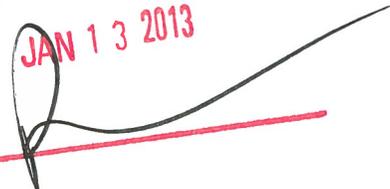
Chris Carter, Chief of Police

Date 1-14-13

Sent to CITY HALL
from Bishop PD

JAN 13 2013

BY: _____



TO: CITY COUNCIL

FROM: DENISE GILLESPIE, ASSISTANT CITY CLERK 

SUBJECT: REQUEST TO SURPLUS CITY PROPERTY – ALL DEPARTMENTS

DATE: JANUARY 28, 2013

Attachments: Surplus List

BACKGROUND/SUMMARY

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

RECOMMENDATION

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

CITY OF BISHOP
ITEMS SURPLUS TO CITY NEEDS

ITEMS IN BASEMENT	DEPARTMENT	IDENTIFICATION
General Electric A/C Motor Parts	Community Services	
Silex Double Burner	Community Services	
Markel Floor Heater	Community Services	
Metal Chairs – 9	Community Services	
Fiberglass Chairs – 12	Community Services	
Cash Register – Pool	Community Services	City Tag # 2875
Quick Kleen Vacuum – Broken	Community Services	City Tag #3146
Hoover Commercial Vacuum	Community Services	
Card File Box 4x5	Finance/Admin	#1006
Cole Stee 5-Drawer Microfilm Cabinet		#954

ITEM	DEPARTMENT	IDENTIFICATION
IBM Typewriter – Broken		SN 11-0276674
Holmes Floor Heater Model HCH 4183 Safety Issue per Fire Chief	Community Services	SN 3075-19A
Sharp Cash Register XE-A202	Community Services	SN 65117281
Dell Computer, Keyboard, Monitor, Speakers	Sunrise Mobile Home Park	SN FCX2X01 City Tag # 266, 263, 264, 265
Trailer Kettle, SPCNX C654	Public Works	License No. 914637 000048-23

January 28, 2013

(f)

AGENDA

CITY OF BISHOP
PARKS AND RECREATION
COMMISSION MEETING

Wednesday, January 23, 2013 at 5:15 p.m.
City Council Chambers
301 W. Line Street, Bishop, California

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

The Minutes of October 24, 2012, Parks and Recreation
Commission Meeting

PUBLIC COMMENT

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

Any writing that is a public record that relates to an agenda item for open session distributed less than 72 hours prior to the meeting will be available for public inspection at City Hall, 377 West Line Street, Bishop, California, during normal business hours.

CORRESPONDENCE

OLD BUSINESS

- 1. Dog Relief Area- Council Decision
- 2. Outdoor Gym equipment
- 3. Pine to Park Path

NEW BUSINESS

- 1. Update on Council Report for Food Vendors in the Park

STAFF REPORT

- 1. Programs Update
- 2. Facilities Update

NEW BUSINESS
ITEMS FROM THE
COMMISSION

ADJOURNMENT

Meeting is scheduled to adjourn until Wednesday, February 27,
2013 at 5:15pm in the City Council Chambers.

(9)

**City of Bishop
Planning Commission**

There will be no Planning Commission Meeting

January 29, 2013

The next regularly scheduled meeting will be

February 26, 2013

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



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(h)

Minutes

Water and Sewer Commission

14 November 2012

(1) Call to Order

Chairman Peci called the meeting to order at 7:03 P.M.

(2) Pledge of Allegiance

The Pledge of Allegiance was led by Chairman Peci.

(3) Roll Call

Commissioners Present:

Martin, Peci, Cross, and Bhakta

Commissioners Absent:

Mathieu

Others Present:

David Grah, Public Works Director
Deston Dishion, Public Works Superintendent
Michele Thomas, Public Works Secretary

(4) Public Comment

None

(5) Correspondence

Peci questioned the letter dated 28 September 2012 in which Dee Dean stated she paid \$488.80 in August and her fee now is \$544.84 a month. Thomas explained that the property was previously a hotel with a laundry. A while back, it was converted to a multi-family consisting of 8 units. In spring 2012, it was discovered the account was still being charged for a laundry that has now been taken off. Dean has stated that there are only 7 units because a year or so ago, they converted 2 of the units into 1. A building permit was not issued for the work and the city has informed the owners they will need to purchase a permit to have the work inspected prior to being charged for 7 units. Dean has not done this yet. The account is currently charged \$381.28/month for 8 multi-family units.

(6) Approval of the Minutes

Vice Chairman Cross moved to approve the minutes of the 10 July 2012 meeting as written and motion carried.

(7) Dee Dean – Owner, Sierra Wave Apartments

Grah stated that the letters and previous discussions with Dean have been focused on the fairness of her charges. The 2013 rate study will focus on improving equity as much as possible with the flat rate system. In the letter dated 28 September 2012, Dean wrote that Grah was closed to discussion and Grah explained that this was not his intention. According to the current rate structure, Dean is being charged appropriately. Grah also added that Dean indicates her tenants are all low-income seniors. The city offers a 25% discount to low-income seniors, 65 years and older, if they meet the states very-low income requirements. As part of the discount, the account must be in the senior's name. The city is not in a position to offer the discount to this account because the guidelines don't apply. Peci added that Grah addressed these rates in his 15 August 2012 letter.

Grah said that he hopes all these comments regarding equity will be addressed in the next rate study.

(8) Charging multi-unit properties

Some City of Bishop customers with a vacant multi-family unit have requested they not be charged water and sewer fees for their vacant unit. These requests mainly come from customers that have a house with a second unit sometimes referred to as a mother-in-law unit. Customers are charged a flat rate fee depending on how many units are on the property not by usage since we do not charge by meters. Rates are assessed regardless of its vacancy status.

Staff has drafted a policy to determine whether a unit exists based on the presence of a toilet. If a property owner has a second unit they do not use as a living quarters, they may remove the toilet after applying for a building permit. The toilet connection is to be severed and filled with concrete to the satisfaction of the City of Bishop Building Inspector.

(9) Incentive program update

In spring 2012, the commission approved the continuation of the rebate incentive program with a \$2000 budget for the 2012/2013 fiscal year. In June, a flyer was mailed to all addresses in the billing system advertising the program. Since the time of the mailing, there have been 15 rebates redeemed by water customers.

(10) Water usage and revenue by general user category

The commission asked for updated charts showing water usage in 7 general user categories. Grah provided several charts including July and August summer months, January and February winter months, May, and revenue from 2011. There have been no changes to the breakdown of revenues, so the 2011 chart still applies.

There are differences in percentages of use in the summer months from the winter months which are represented by irrigation. Seasonal differences in visitors are also reflected in the graphs. It is important to compare the revenue chart with all the usage charts when talking about equity because in theory, in a perfect system, the percentages would match.

(11) Meter readings

Water consumption has slowed down this month to around 700,000 gallons per day compared to over 2.2 million gallons per day during the summer. Meter readings are for informational purposes only.

(12) Cash balance and revenue and expenditures update

Balances for both water and sewer are up substantially from the start of the year due to yearly payments received in July. There are two projects to be completed this fiscal year, the Headworks project and the Tank project, which will take large chunk of the balances.

(13) Public works reports July and August

Dishion highlighted work completed in July and August. Conspec replaced the last 2 inch water main in the city on Church Street with a new 8 inch line. Staff continued bi-weekly sampling of ponds and monitoring wells to work on the nitrate issue with Eastern Sierra Community Sewer District. Staff worked with Digital 395 on an agreement for access to city buildings. A monthly Warren Street Focus Group meeting was held. Staff met with the Wye Road and North Main Street area property owner on acquisition of right of way for the Wye Road Intersection Improvements project. At their 13 November meeting, the City Council approved the execution of the agreement for the purchase of the property. The environmental document has been started for the Warren Street project. There will be a workshop 12 January 2013 in hopes to receive more public input on the design. The design will be worked on in a year; and 1-3 years following the design the project will be built.

(14) Staff and commission reports

Grah shared with the commission information regarding upcoming, current, and future projects. Grah provided a project list and is unclear if the spreadsheet has been updated since the last time it was presented to the commission. An updated list will be provided at the January meeting. Grah stated that the concrete construction with the Headworks project is underway and should be finished early December. The replacement of the trunk line between town and the plant is still in preliminary design. Staff is working with LADWP to tie down the location, and could be built as early as spring. The tank project design continues with the plans and specifications in hopes to construct next spring as well. Water line could be replaced this winter on Clarke Street from Third to Main Street. There hasn't been any new information regarding breweries in Bishop. Interviews were conducted for the next rate study. Willdan was selected as the consultant with a \$30,000 contract. The main focus of the study will be to improve the equity of the system. The study should be complete mid 2013 with the rate adjustments implemented 1 July 2014.

Items to be Discussed at the Meeting of 8 January 2013:

- Updated project list
- Meter readings
- Public Works reports for September, October, November, and December
- Cash balance and revenue and expenditures update on water and sewer reserves

(15) Adjournment

Chairman Pecci adjourned the meeting at 7:53 P.M. The next regularly scheduled meeting will be Tuesday, 8 January 2013 at 7:00 P.M. in the City Council Chambers.

Joe Pecci, Chairman

Michele Thomas, Secretary



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Public Works Report

September 2012

Water

1. Replaced failing 8 inch main line valve under West Line Street at the intersection of Main Street.
2. Began working with BSK laboratories of Fresno California to do all water and waste water testing. Mammoth Community Water District will continue to do Bacteria testing of water and Eastern Sierra Community Services District will still do routine monthly testing of waste water.
3. Repainted all fire hydrants within the system.
4. Made modifications in the North Fork of Bishop Creek to the existing diversion dam. This work was done due to low flows in the creek which resulted in no water entering the reservoir.
5. Continued work with Resource Concepts Inc. to design a solution to keep the 12 inch main full between Well 4 and the storage tank.
6. Stantec continues to work on SCADA.
7. Performed grounds maintenance at Wells 2 and 4 as well as the tank site.
8. Took monthly readings of all water meters.
9. Took routine bacteria samples.
10. Attended Eastern Sierra Community Services District board meeting.
11. Received consultant proposals for water and sewer rate study and began evaluation process.

Sewer

1. Continued design efforts with RO Anderson for the trunk line replacement from the Bishop Creek Canal to the Waste Water Treatment Plant. Most work is waiting on a determination of the location of the trunk line easement by City of Los Angeles Department of Water and Power.
2. Began the bid process for the construction portion of the Headworks Improvement Project. Bid will close on October 2nd.

3. Cleaned and inspected an existing sewer diversion within the Waste Water Treatment Plant. The diversion was just recently discovered and will make the Headworks Project simpler and less costly.
4. Council approved the request to purchase the Sewer Pond Floating Baffles from Layfield Environmental Systems Corporation in the amount of \$33,747.40.
5. Continued weekly sampling of ponds and monitoring wells for dissolved oxygen, PH, ammonia and nitrates. This effort is to correspond with work the Eastern Sierra Community Service District is presently doing.
6. SCADA work continues.
7. Videoed more of the sewer main system.
8. Cleaned sludge and grit drying beds.
9. Performed grounds maintenance at the Waste Water Treatment Plant.
10. Made routine inspections of grease interceptors.
11. Performed routine main line cleaning in trouble areas.
12. Worked with Eastern Sierra Community Services District on the problem with nitrates they identified near the plants. Suggested locations for new monitoring wells on city and district properties.

Streets

1. Patched areas in city alleys that potentially could flood on to private property. These areas were in Whitney Alley and the alley between Academy and West Pine Street in the 300 block.
2. Removed graffiti from city streets and the bike path.
3. Began the process of collecting GPS data on all street signs within the city limits.
4. Provided weed control on Spruce Street and the east end of MacIver.
5. Held monthly meeting with the Warren Street Focus Group.
6. Participated in Inyo Local Transportation Commission meeting.
7. Met with proponents of the Eastern Sierra Adventure Trails system.
8. Met with volunteer facilitator for a "look and feel" workshop to be held on the Warren Street Improvements project.
9. Presented Warren Street Improvements project update to Bishop Chamber of Commerce.

10. Participated in Rural Counties Task Force teleconference.
11. Met with property owners regarding right of way acquisition for Wye Road Intersection Improvements project.

Miscellaneous

1. Continued to provide traffic control devices to the Farmer's Market
2. Performed maintenance and serviced Public Works vehicles.
3. Provided weekly tail gate safety for the Public Works crew.
4. Hauled trash and debris from Fowler Pit to the Sunland Landfill.
5. Attended League of California Cities conference.
6. Met with Digital 395 and David Hefner regarding potential network configurations for city facilities.
7. Participated in Eastern Sierra Energy Foundation teleconference.
8. Continued work with Eastern Sierra Energy Foundation on Energy Action Plan for city.



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(j)

Public Works Report

October 2012

Water

1. Installed valve box at 486 West Elm Street.
2. Installed new water service into the City Dog Park.
3. Serviced electrical motors at all wells.
4. Continued work with Resource Concepts Incorporated (RCI) to design a solution to keep the 12 inch main full between Well 4 and the storage tank.
5. Met with RCI concerning survey work to clarify location of city water rights on the South Fork of Bishop Creek.
6. Stantec continues to work on SCADA.
7. Performed grounds maintenance at Wells 2 and 4 as well as the tank site.
8. Took monthly readings of all water meters.
9. Took routine bacteria samples.
10. Selected Willdan as consultant on water and sewer rate study.

Sewer

1. Continued design efforts with RO Anderson for the trunk line replacement from the Bishop Creek Canal to the Waste Water Treatment Plant.
2. Awarded the Headworks Concrete Project to Clair Construction in the amount of \$105,625.
3. Held Preconstruction Meeting for the Headworks project.
4. Purchased gates to be used in Headworks project.
5. Installed new electrical and SCADA conduits to the limits of the Headworks project.
6. Cleaned weeds and debris from Ponds 5 and 6 while they were dry.
7. Installed new "No Hunting" signs around waste water discharge area.
8. Removed and replaced filter media in the sludge drying beds.

9. Took delivery of the new Spiral Screen as part of the Headworks project.
10. Continued weekly sampling of ponds and monitoring wells for dissolved oxygen, PH, ammonia and nitrates. This effort is to correspond with work the Eastern Sierra Community Service District is presently doing.
11. Attended Eastern Sierra Community Services District board meeting.
12. SCADA work continues.
13. Videoed more of the sewer main system.
14. Cleaned sludge and grit drying beds.
15. Performed grounds maintenance at the Waste Water Treatment Plant.
16. Made routine inspections of grease interceptors.
17. Performed routine main line cleaning in trouble areas.
18. Attended solar energy for sewer plants webinar.

Streets

1. Trimmed trees to increase line of sight at intersections.
2. Patched potholes in City streets that posed potential safety issues.
3. Completed the process of collecting GPS data on all street signs within the city limits.
4. Replaced Stop signs at Sneden and South Streets and Bruce and Spruce Streets. Both signs were hit by vehicles.
5. Replaced a 2 hour Parking sign at the 100 block of Willow Street.
6. Held monthly meeting with the Warren Street Focus Group.
7. Attended Bishop Chamber of Commerce mixer focused on Warren Street Improvements project.
8. Participated in Inyo Local Transportation Commission meeting.
9. Met with Southern California Edison concerning utility relocation necessary for Wye Road Intersection Improvements project.
10. Met with representatives of Bishop Community Garden regarding Pine to Park Path design.
11. Attended outdoor lighting seminar put on by University of California Davis and a Bay Area conservation group.

12. Worked with American Legion and Caltrans on replacement of Senior Center directional sign on Main Street.

Miscellaneous

1. Continued to provide traffic control devices to the Farmer's Market.
2. Provided traffic control devices for the annual Breast Cancer Walk and the Swap Meet.
3. Replaced radiator in red service truck.
4. Performed maintenance and serviced Public Works vehicles.
5. Provided weekly tail gate safety for the Public Works crew.
6. Hauled trash and debris from Fowler Pit to the Sunland Landfill.
7. Attended webinar concerning solar power and related permitting.
8. Led meeting of Bishop Tree Committee.
9. Met with Caltrans concerning the proposed expansion of their Bishop Maintenance Station.
10. Worked on mandatory recycling compliance with Inyo County.
11. Attended Planning Commission for discussion of Caltrans Maintenance Station expansion.
12. Worked with Community Services staff to reduce tumbleweeds growing in the vicinity of Spruce and Hanby Streets. Work was in response to citizen concern.
13. Began investigation into a professional update of city website.
14. Worked with Enplan to complete recent work on Geographic Information System grant.



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Public Works Report

November 2012

Water

1. Continued work with Resource Concepts Incorporated (RCI) to design a solution to keep the 12 inch main full between Well 4 and the storage tank. Work included effort to more precisely locate city water rights on the South Fork of Bishop Creek.
2. Stantec continues to work on SCADA.
3. Performed grounds maintenance at Wells 2 and 4 as well as the tank site.
4. Took monthly readings of all water meters.
5. Took routine bacteria samples.
6. Finalized contract with Willdan for rate study.
7. Held Water and Sewer Commission meeting.

Sewer

1. Continued design efforts with RO Anderson for the trunk line replacement from the Bishop Creek Canal to the Waste Water Treatment Plant.
2. Clair Construction began work on the Headworks Concrete Project.
3. Made water service improvements to system at the Waste Water Treatment plant. These improvements were made to accommodate new headworks.
4. Installed the newly purchased baffles in Pond 1.
5. Rerouted conduit for the flow recorded at the Waste Water Treatment Plant.
6. Began releasing effluent water into Ponds 5 and 6 for the winter.
7. Replaced failed methane regulator on the boiler
8. Plugged abandoned 8 inch sewer main coming into manhole at the intersection of Clarke and South Second Streets.
9. Removed and replaced filter media in the sludge drying beds.

10. Continued sampling of ponds and monitoring wells for dissolved oxygen, PH, ammonia and nitrates. This effort is to correspond with work the Eastern Sierra Community Service District is presently doing.
11. SCADA work continues.
12. Videoed more of the sewer main system.
13. Cleaned sludge and grit drying beds.
14. Made routine inspections of grease interceptors.
15. Performed routine main line cleaning in trouble areas.
16. Met with consultant regarding potential installation of solar panels at Wastewater Treatment Plant.

Streets

1. Repaired sidewalk next to the Looney Bean to eliminate a potential trip hazard.
2. Swept city streets and alleys.
3. Continued to work with NV5 to complete a set of street improvement plans for Sneden Street in anticipation of a second public meeting.
4. Patched potholes in City streets that posed potential safety issues.
5. Participated in Inyo Local Transportation Commission meeting.
6. Met with Steve Frisch of Sierra Business Council concerning potential mockup of a portion of the Warren Street Improvements project.
7. Met with proponents of Eastern Sierra Adventure Trails concerning potential combined use routes into the city.
8. Met with Caltrans and Inyo County concerning Eastern Sierra Adventure Trails including signing and pavement marking.
9. Lead meeting of Bishop Tree Committee and continued work updating the approved street tree list.
10. Held meeting of Warren Street Focus Group and worked on planning for January Look and Feel public Workshop.
11. Participated in Rural Counties Task Force meeting.
12. Worked with American Legion to replace Bishop Senior Center sign on Main Street.

13. Worked with City Attorney concerning purchase of property needed for Wye Road Intersection Improvements project.

Miscellaneous

1. In cooperation with the Bishop Chamber of Commerce we attained a Caltrans encroachment permit and provided traffic control for the annual Christmas Parade.
2. Removed tumble weeds and debris in the vacant part of the City Park.
3. Performed maintenance and serviced Public Works vehicles.
4. Provided weekly tail gate safety for the Public Works crew.
5. Hauled trash and debris from Fowler Pit to the Sunland Landfill.
6. Discussed updates to website with website design firms.
7. Met with Inyo County and their consultant regarding an update to some of their data management systems and how they can obtain data from the city.
8. Participated in a partnership meeting with Southern California Edison.
9. Worked with Enplan to update city Geographic Information System using Community Development Block Grant funds.
10. Updated and clarified Public Works Duty Policy.
11. Public Works Intern began work.



CITY OF BISHOP

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

Public Works Report

December 2012

Water

1. Repaired leak on $\frac{3}{4}$ inch water service at 251 Sierra Street.
2. Repaired leak on 2 inch cast iron main line at 615 North Fowler. Pipe was cracked.
3. Investigated a water leak in the J Diamond drive way. Leak was found and was coming from an abandoned $\frac{3}{4}$ inch water service. Curb Stop Valve was dug up and closed. Line is still active from main to curb stop under North Main Street.
4. Stantec continues to work on SCADA.
5. Continued work with Resource Concepts Inc. to design a solution to keep the 12 inch main full between Well 4 and the storage tank
6. Performed grounds maintenance at Wells 2 and 4 as well as the tank site.
7. Took monthly readings of all water meters.
8. Took routine bacteria samples.
9. Worked with City Attorney in an attempt to resolve property owner listing for Well 2 parcel.

Sewer

1. Continued design efforts with RO Anderson for the trunk line replacement from the Bishop Creek Canal to the Waste Water Treatment Plant.
2. Clair Construction completed work on the Headworks Concrete Project.
3. The Frost Company began installation of the new Headworks screen. Startup is scheduled for January 29.
4. Public Works crew installed three new "Stop Gates" to go along with the headworks improvements.
5. Burned weeds and debris at the Waste Water Treatment Plant.
6. Cleaned trunk line between diversion and headworks.
7. Installed water valves and poured minor flatwork concrete at the plant.

8. Continued sampling of ponds and monitoring wells for dissolved oxygen, PH, ammonia and nitrates. This effort is to correspond with work the Eastern Sierra Community Service District is presently doing.
9. SCADA work continues.
10. Videoed more of the sewer main system.
11. Cleaned sludge drying beds.
12. Made routine inspections of grease interceptors.
13. Performed routine main line cleaning in trouble areas.
14. Provided comments to the City of Los Angeles Department of Water and Power (DWP) on draft licenses for existing and proposed monitoring wells on DWP property.
15. Worked with DWP surveyor to establish location for properties and easements related to sewer trunk.
16. Developed request for bids for grit equipment for Headworks project.

Streets

1. Provided snow removal on city streets and parking lots.
2. Swept city streets and alleys.
3. Continued to work with NV5 to complete a set of street improvement plans for Sneed Street in anticipation of a second public meeting.
4. Patched potholes in City streets that posed potential safety issues.
5. Held monthly meeting with the Warren Street Focus Group.
6. Recorded Public Service Announcement for Warren Street Look and Feel Workshop.
7. Participated in Inyo Local Transportation Commission meeting.
8. Continued coordination meetings for Christmas Parade detour.
9. Presented potential issues regarding parades and events on Caltrans facilities and potential opportunities for collaboration between local agencies to Eastern Sierra Council of Governments.
10. Met concerning Eastern Sierra Adventure Trails.
11. Conducted pre-bid review for First Street Drainage project.

12. Released environmental documents for the Seibu to School Path and the Warren Street Improvements project for public review.
13. Continued to issue routine encroachment permits for work and events on city right of way.
14. Worked on review of proposal to expand loading zone at Sterling Heights on East Pine Street.
15. Worked with consultant on removal of groundwater monitoring wells on city right of way on Grove Street near Main Street.

Miscellaneous

1. Provided traffic control for the annual Christmas Parade.
2. Assisted the Lone Pine Chamber by supplying them with traffic control devices for their annual Christmas Parade.
3. Cleaned up and reorganized Public Works Shops.
4. Performed maintenance and serviced Public Works vehicles.
5. Provided weekly tail gate safety for the Public Works crew.
6. Hauled trash and debris from Fowler Pit to the Sunland Landfill.
7. Participated in Southern California Edison webinar on 2013 power outlook.
8. Participated in webinar on more effective information and service systems.
9. Met with Sandra Bauer and Bill Taylor concerning grant opportunities and updates to Housing Element of the General Plan.
10. Continued work with Enplan on update to city Geographic Information System.
11. Met concerning use of social media for city business and a related draft policy.
12. Contacted commercial waste producers and multi family residential units concerning state recycling requirements.
13. Commented on proposed county development on Wye Road.
14. Provided additional feedback to Caltrans concerning proposed expansion of the Caltrans Bishop Maintenance Station.

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KJC*

SUBJECT: PUBLIC HEARING – SEIBU TO SCHOOL PATH PROJECT

DATE: JANUARY 28, 2013

Attachments: Included under New Business Item for Seibu to School Path Project

BACKGROUND/SUMMARY

A public hearing will be held to hear and accept public input on the Seibu to School Path Project. Comments received from the City of Los Angeles Department of Water and Power and Lahontan are included in the department memo.

RECOMMENDATION

Hold the public hearing.

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KCC*

SUBJECT: Seibu to School Path Project – Mitigated Negative Declaration

DATE: January 28, 2013

Attachments:

- Staff Report
- Comments to the Projects Environmental Review – Los Angeles Water and Power and Lahontan Regional Water Quality Board
- Seibu to School Path Project Initial Study/Mitigated Negative Declaration – Prepared by Resource Concept Incorporated

BACKGROUND/SUMMARY

Director Grah has provided a summary and overview of the project which began in May of 2008.

The City received comments from 2 agencies: The City of Los Angeles Department of Water and Power, as well as Lahontan Regional Water Quality Board.

City staff believes the Mitigated Negated Declaration and Initial Study adequately addresses the concerns brought forth from each organization and no changes are warranted.

RECOMMENDATION

Following the Public Hearing - Council consider adoption of the Mitigated Negative Declaration and Initial Study for the Seibu to School Path Project.



To: Keith Caldwell, City Administrator
From: David Grah, Director of Public Works
Subject: Seibu to School Path Project Hearing and MND
Date: 23 January 2013
Previous: 12 May 2008, 16 March 2009, 7 March 2011, 7 February 2012
Funding: TE gas tax funds through state, various future

General:

A public hearing can be held and a determination or finding can be made for the Mitigated Negative Declaration (MND) for the Seibu to School Path project.

Background:

The Seibu to School Path project was initiated to implement an improvement identified in both the Bishop Paiute Tribe's 2007 Pedestrian and Bicycle Safety Plan and the 2008 Inyo County Collaborative Bikeways Plan. The project was to construct a paved bike path from Seibu Lane (a cul-de-sac extending east of See Vee Lane toward the elementary schools) to the north side of the schools and to the west end of Keough Street. The purpose of the project was to provide a safe all-weather route for children to get to school and for adults to get to and from the city, primarily walking and on bikes, from the west without having to transit the school grounds.

The Mitigated Negative Declaration and Initial Study (IS) for the project was released for public comment 18 December 2012 with comments due 21 January 2013. On 11 January 2013, 25 letters were sent to property owners and residents near the project. The attached two comment letters were received. Response to the comments are as follows:

City of Los Angeles Department of Water and Power (DWP):

1. The "Seibu to School Bikepath Project Footprint Map" included two pages after page 18 of the IS shows the proposed location of the path and shows it as mostly on DWP property.
2. The IS describes potential impacts of the project, general information about construction equipment to be used, and proposed mitigation.
3. The project proposes to make significant improvements to irrigation in the project area. It is expected that irrigation improvements, although minor in construction extent, should have significant positive impacts on the effectiveness of irrigation.
4. The total lease area will be decreased by a small percentage but this should be offset by improved productivity of the adjacent land due to improved irrigation.
5. Right of Way acquisition can not begin until the environmental process is complete.

Lahontan:

1. As indicated in the IS, the project site is nearly flat with almost no topographic relief, only a slight slope to the east, and extremely low risk of erosion. In addition, the IS notes the path will increase impervious area only slightly and unpaved shoulders and areas are included adjacent to the paving. It is expected that any runoff that does not infiltrate in the unpaved areas adjacent to the pavement will be insignificant in comparison to the flows related to frequent flood irrigation of the land adjacent to the north and sprinkler irrigation of the land to the south. In addition to these design features, the project will incorporate appropriate best management practices to reduce the risk of adverse impacts to water quality during construction.

It is my opinion that the MND and IS adequately address these comments and that, with the responses noted above, no changes to those documents are warranted.

Recommendation:

It is recommended that the City Council hold the public hearing and adopt the Mitigated Negative Declaration for the project.

Department of Water and Power



the City of Los Angeles

ANTONIO R. VILLARAIGOSA
Mayor

Commission
THOMAS S. SAYLES, *President*
ERIC HOLOMAN, *Vice President*
RICHARD F. MOSS
CHRISTINA E. NOONAN
JONATHAN PARFREY
BARBARA E. MOSCHOS, *Secretary*

RONALD O. NICHOLS
General Manager

January 22, 2013

Mr. David Grah, Director of Public Works
City of Bishop Public Works Department
377 West Line Street
Bishop, CA 93514

Dear Mr. Grah:

Subject: Comments on the Seibu to School Path Environmental Review

The Los Angeles Department of Water and Power (LADWP) is submitting the following comments on the above-noted project which was circulated for review on December 17, 2012.

- Project location needs to more clearly identify the proposed 50-foot construction corridor. It appears to be on LADWP property; however, no explanation of potential impacts was provided, nor identification of equipment to be used, or potential needs for mitigation was provided.
- Specific details on proposed impacts or alterations to irrigation ditches on LADWP property need to be submitted and approved by LADWP.
- Potential impacts to the Ranch Lessee are not discussed, but need to be provided.
- Right of way acquisition discussions have not been formally agreed too.

If you have any questions regarding LADWP's comments, please write to its office at 300 Mandich Street, Bishop, California, 93514-3449, attention Real Estate or telephone Mr. Don McGhie, Senior Real Estate Officer, at (760) 873-0370.

Sincerely,

A handwritten signature in cursive script that reads "James G. Yannotta".

James G. Yannotta
Manager of Aqueduct

c: Bishop City Council
Mr. Don McGhie
Real Estate

Water and Power Conservation . . . a way of life

111 North Hope Street, Los Angeles, California 90012-2607 Mailing address: Box 51111, Los Angeles 90051-5700
Telephone: (213) 367-4211 Cable address: DEWAPOLA

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Lahontan Regional Water Quality Control Board

January 18, 2013

File: Environmental Doc Review
Inyo County

David Grah, Director of Public Works
City of Bishop Public Works Department
377 West Line Street
Bishop, CA 93514
Email: publicworks@ca-bishop.us

COMMENTS ON THE NOTICE OF COMPLETION OF AN INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION FOR THE SEIBU TO SCHOOL PATH PROJECT, BISHOP, INYO COUNTY, STATE CLEARINGHOUSE NUMBER 2012121053

California Regional Water Quality Control Board, Lahontan Region (Water Board) staff received the Notice of Completion of an Initial Study and Mitigated Negative Declaration (IS/MND) for the Seibu to School Path Project (Project) on December 24, 2012. The IS/MND was prepared on behalf of the City of Bishop (City) and contained details for the construction of a new 0.26 mile long, paved, multi-purpose path along the west and north sides of Bishop Elementary School between Pauite Tribal Land and Keough Street. Path construction will consist of vegetation grubbing, grading, surfacing/paving, and revegetation of disturbed areas. Based on our review of the IS/MND, we have determined that post-construction stormwater management must be considered a component of the Project. While we concur that preparation of an MND appears to be the most appropriate level of environmental review for this Project, best management practices (BMPs) that effectively treat post-construction stormwater runoff should be included as part of the Project.

Pursuant to CEQA Guidelines, California Code of Regulations (CCR), title 14, section 15096, responsible agencies must specify the scope and content of the environmental information germane to their statutory responsibilities. Water Board staff, acting as a responsible agency, has reviewed the above-referenced document in context as to how likely the proposed Project protects water quality and waters of the State. We recommend that the City consider our comments and value our position with respect to protecting and maintaining water quality within the Lahontan Region.

Specific Comments

Our specific comments on the Project are presented below.

1. The IS/MND did not include an adequate review of the Project's post-construction conditions with respect to hydrology. Project implementation will result in a net increase in the amount of post-construction stormwater runoff. Lands to the east and north of the Project are for the most part undeveloped, and surface water drainages are visible near the path alignment on aerial photographs of the site vicinity. Of particular concern is the collection of stormwater runoff from the path and the discharge of the concentrated stormwater flows to natural drainage systems. Without adequate design, the consequences of combining these flows could lead to scour and erosion and degradation of surface water resources. The IS/MND should evaluate the potential post-construction impacts, particularly potential post-construction hydrologic impacts, and describe specific BMPs that, when implemented, will reduce those potential impacts to a less than significant level. Where feasible, we request that design alternatives be considered that direct stormwater runoff to areas where they will dissipate by percolation into the landscape rather than discharge directly to surface waters.
2. Please note that obtaining a permit and conducting monitoring does not constitute adequate mitigation. Development and implementation of acceptable mitigation is required. The IS/MND must specifically describe the BMPs and other measures used to mitigate Project impacts.

Permitting Requirements

A number of activities associated with the proposed Project appear to have the potential to impact waters of the State and, therefore, may require permits issued by either the State Water Resources Control Board (State Water Board) or Lahontan Water Board. The required permits may include:

- Land disturbances of more than 1 acre may require a Clean Water Act (CWA), section 402 (p) stormwater permit, including a National Pollution Discharge Elimination System (NPDES) General Construction Stormwater permit obtained from the Lahontan Water Board;
- Water diversion and/or dewatering activities may be subject to discharge and monitoring requirements under the NPDES General Permit for limited threat discharges issued by the Lahontan Water Board; and
- Streambed alteration and or discharge of fill material to a surface water may require a CWA, section 401 water quality certification for impacts to federal waters (waters of the U.S.), or dredge and fill waste discharge requirements for impacts to non-federal waters, both issued by the Lahontan Water Board.

Please be advised that these permits may be required for the proposed Project, as outlined above. Should Project implementation result in activities that will trigger these permitting actions, the Project proponent is urged to consult with Water Board staff prior

to Project implementation. Information regarding these permits, including application forms, can be downloaded from our web site at <https://waterboards.ca.gov/lahontan/>.

Thank you for the opportunity to comment. If you have any questions regarding this letter, please contact me at (760) 241-7376 (jjzimmerman@waterboards.ca.gov) or Patrice Copeland at (760) 241-7404 (pcopeland@waterboards.ca.gov).

Sincerely,



Jan M. Zimmerman, PG
Engineering Geologist

cc: State Clearinghouse (SCH 2012121053)
(via email, state.clearinghouse@opr.ca.gov)
Tammy Branston, California Department of Fish and Game
(via email, tbranston@dfg.ca.gov)
Theresa Stevens, United States Army Corps of Engineers
(via email, theresa.stevens@usace.army.mil)

City of Bishop

Seibu to School Path Project Initial Study / Mitigated Negative Declaration

December 12, 2012



Prepared For:

CITY OF BISHOP
Department of Public Works
377 West Line Street
Bishop, CA 93514

Prepared By:



340 N. Minnesota Street
Carson City, NV 89703-4152

City of Bishop

Seibu to School Path Project Initial Study / Mitigated Negative Declaration

December 12, 2012

Prepared For:

CITY OF BISHOP
Department of Public Works
377 West Line Street
Bishop, CA 93514

Prepared By:

Resource Concepts, Inc.
340 N. Minnesota Street
Carson City, NV 89703-4152
(775) 883-1600
www.rci-nv.com

Table of Contents

Negative Declaration.....	1
Initial Study - Seibu to School Path.....	2
Project Description.....	2
Environmental Factors Potentially Affected.....	4
CEQA Environmental Checklist	4
I. AESTHETICS.....	5
II. AGRICULTURE AND FOREST RESOURCES.....	5
III. AIR QUALITY	6
IV. BIOLOGICAL RESOURCES.....	7
V. CULTURAL RESOURCES	8
VI. GEOLOGY AND SOILS	9
VII. GREENHOUSE GAS EMISSIONS.....	10
VIII. HAZARDS AND HAZARDOUS MATERIALS	10
IX. HYDROLOGY AND WATER QUALITY	11
X. LAND USE AND PLANNING	12
XI. MINERAL RESOURCES.....	12
XII. NOISE.....	14
XIII. POPULATION AND HOUSING	14
XIV. PUBLIC SERVICES.....	15
XV. RECREATION	15
XVI. TRANSPORTATION/TRAFFIC.....	16
XVII. UTILITIES AND SERVICE SYSTEMS.....	17
XVIII. MANDATORY FINDINGS OF SIGNIFICANCE	18
References.....	21

List of Figures

Figure 1. Seibu to School Path Location Map.....	19
Figure 2. Seibu to School Path Facilities.....	20

List of Appendices

Appendix A Project Area Photographs	
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Negative Declaration

The City of Bishop has completed an assessment of the proposed project to construct a multi-purpose path along the west and north sides of Bishop Elementary School between Bishop Paiute Tribal land and Keough Street. This Negative Declaration for the Seibu to School Path Project has been prepared in compliance with the California Environmental Quality Act (CEQA) and is based on the Initial Study for the proposed project (attached).

Project Description

The City of Bishop, in cooperation with the California Department of Transportation (Caltrans) and the Federal Highway Administration proposes to construct a multi-use non-motorized paved path approximately 0.26 miles long in Bishop, California. The proposed alignment runs from the west end of Keough Street and along the north and west property boundaries of Bishop Elementary School, across parcels APN 011-390-07 and APN 011-240-13 to the vicinity of an existing path on the Bishop Paiute Reservation. Path construction will consist of vegetation grubbing, grading, surfacing, and revegetation of disturbed areas. Future improved paths may be constructed by the Bishop Paiute Tribe that connect to this path from the Bishop Paiute Reservation.

The project also includes new sidewalk, curb, and gutter in the City right-of-way adjacent to parcel APN 001-041-04. These improvements will be constructed per the City residential street standard for a five-foot wide sidewalk with a five-foot planter strip, for a distance of approximately 275 feet along Keough Street. The new sidewalk will match and tie into existing sidewalk to provide continuous Americans with Disabilities Act (ADA) access to the Seibu to School Path.

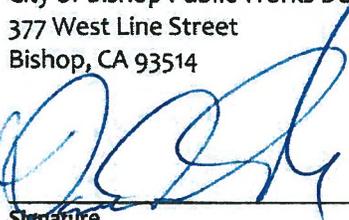
Environmental Determination

The Initial Study attached to this finding was prepared to assess the potential effects of the proposed path project. Data and information used to complete the assessment was compiled from existing agency databases, reports for similar projects, and a reconnaissance survey of the propose project area.

Based on the assessment of potential impacts disclosed in the Initial Study for the proposed project, the Seibu to School Path Project would have less than significant or no impacts on the environment. No additional mitigation is required.

Contact Person

David Grah, Director of Public Works
City of Bishop Public Works Department
377 West Line Street
Bishop, CA 93514



Signature

14 Dec 12

Date

Initial Study - Seibu to School Path

Lead agency name and address:

City of Bishop Public Works Department
377 West Line Street
Bishop, CA 93514

Contact person and phone number:

David Grah, Director of Public Works
(760) 873-8458

Project sponsor's name and address:

David Grah, Director of Public Works
City of Bishop Public Works Department
377 West Line Street
Bishop, CA 93514

Project Description

General Plan Designation

The proposed project is consistent with the Land Use Element of the General Plan. It will increase the effective use of recreational and aesthetic open space in and around the City by completing a scenic pedestrian/bicycle route to Bishop Elementary School in a manner consistent with the adjacent land uses.

The proposed action is also consistent with the following policies in the City of Bishop General Plan Mobility Element, and is necessary to implement their associated actions.

- P 1.3 Encourage transportation strategies that achieve energy conservation, reduce air pollution, and protect water and other environmental resources.
- P 1.4 Reduce the need for vehicular travel by facilitating non-auto modes of travel.
- P 4.1 Promote bicycle travel as part of serving the overall mobility needs of the City.
- P 4.3 Support the goals and implementing actions of the Inyo County Collaborative Bikeways Plan.
- P 4.4 Promote connections of City bike facilities to trail networks outside of the City.
- P 6.5 Promote connections of City pedestrian facilities to trail networks outside of the City.

Zoning

The path right-of-way will be located on land zoned Public (P). The sidewalk will be located adjacent to land zoned Low Density Residential (R-1).

Surrounding Land Uses and Setting

The neighborhood adjacent to the proposed path is characterized by streets, houses, a church, and a school. The proposed project area is adjacent to an irrigated pasture to the north used for livestock grazing and an undeveloped portion of the Bishop Paiute Reservation to the west. The proposed bike path alignment crosses areas that have been

Seibu to School Path

previously disturbed in association with school construction, fence construction, irrigation and grazing.

Project Location

The proposed project is located along the border of a residential neighborhood in Bishop, California, in Township 7S, Range 33E Section 6. The project includes acquisition of the necessary right-of-way to construct a multi-use path along the west and north sides of Bishop Elementary School between the boundary of the Bishop Paiute Indian Reservation and City Limits on the west to Keough Street on the east. The project location and footprint are shown in Figures 1 and 2, respectively.

The project impact area, including equipment staging and operation, will be limited to approximately 1.5 acres that will be within an approximate 50-foot construction corridor along the path alignment.

Project Description

The purpose of the proposed project is to improve non-motorized mobility within the City of Bishop and increase bicycle and pedestrian safety between the neighborhood, Bishop Elementary School, and Bishop Paiute Tribal land. The safety of students will be enhanced by improving a portion of the existing unimproved path that is used by students now and by giving adults a path that doesn't traverse the school grounds. The path will be constructed with an eight-foot wide paved wearing surface with two feet of gravel shoulders on each side.

The project also includes sidewalk construction per the City's residential street standard for a 5-foot wide sidewalk with a 5-foot wide planter strip, for a distance of approximately 275 feet along Keough Street to provide continuous Americans with Disabilities Act (ADA) access to the Seibu to School Path.

The proposed project construction features are described below and are shown on Figure 2.

1. Construction of approximately 950 linear feet of paved path along the north side of the Bishop Elementary School on Los Angeles Department of Water and Power (LADWP) parcel APN 011-390-07.
2. Construction of approximately 200 linear feet of paved path along the north-south fenceline on LADWP parcel APN 011-390-07.
3. Construction of approximately 240 linear feet of paved path along the west side of Bishop Elementary School on parcel APN 011-240-13.
4. Construction of approximately 275 linear feet new curb, gutter, and sidewalk on the north side of Keough Street adjacent to parcel APN 001-041-04.
5. Removal of an east-west irrigation swale and construction of a new irrigation structure north of the proposed path for continued flood irrigation of the LADWP pasture.

6. Removal of 64 Arizona cypress trees along the Bishop Elementary School north playground fence and other small trees (elms and locust) that are within the preferred path route, and maintenance of healthy, mature black willow trees.
7. Construction of fences & gates, and surfacing with concrete and/or asphalt on school parcel APN 011-240-13 as necessary to provide a safe pathway onto the school grounds.

Environmental Factors Potentially Affected

The environmental factors checked below would be potentially affected by this project. Please see the checklist beginning on the following page for additional information.

<input checked="" type="checkbox"/>	Aesthetics	<input checked="" type="checkbox"/>	Agriculture and Forestry	<input checked="" type="checkbox"/>	Air Quality
<input checked="" type="checkbox"/>	Biological Resources	<input type="checkbox"/>	Cultural Resources	<input type="checkbox"/>	Geology/Soils
<input checked="" type="checkbox"/>	Greenhouse Gas Emissions	<input type="checkbox"/>	Hazards and Hazardous Materials	<input type="checkbox"/>	Hydrology/Water Quality
<input type="checkbox"/>	Land Use/Planning	<input type="checkbox"/>	Mineral Resources	<input checked="" type="checkbox"/>	Noise
<input type="checkbox"/>	Population/Housing	<input type="checkbox"/>	Public Services	<input checked="" type="checkbox"/>	Recreation
<input checked="" type="checkbox"/>	Transportation/Traffic	<input type="checkbox"/>	Utilities/Service Systems	<input type="checkbox"/>	Mandatory Findings of Significance

CEQA Environmental Checklist

This checklist identifies physical, biological, social and economic factors that might be affected by the proposed project. In many cases, background studies performed in connection with the projects indicate no impacts. A NO IMPACT answer in the last column reflects this determination. Where there is a need for clarifying discussion, the discussion is included following the applicable section of the checklist. The words "significant" and "significance" used throughout the following checklist are related to CEQA, not NEPA, impacts.

I. AESTHETICS	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project:</i>				
a) Have a substantial adverse effect on a scenic vista	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>The proposed project will have no long-term effects on visual quality or aesthetics since it does not include any structures or changes in elevation that would impact the existing scenic vista. Tree removal along the Bishop Elementary School boundary will have a temporary short-term visual effect from the playground.</p> <p>Mitigation will be implemented for removal of Arizona cypress trees along the north schoolyard border. Tree selection and placement will be based on meeting functional goals, aesthetics, wildlife benefits, and compatibility with year-round use of the path. Some species recommended for consideration include ash, maple, hawthorn, ornamental pear, mountain mahogany, pines, other trees on the City of Bishop approved street tree list, and trees suggested by the Bishop Tree Committee. A landscape planting plan will be prepared in coordination with the Bishop Tree Committee upon final design and location of the path alignment.</p> <p>Path surfacing will consist of Portland Cement Concrete that could be colored to blend in with the surroundings. No new lighting is proposed.</p>				
II. AGRICULTURE AND FOREST RESOURCES	Potentially Significant Impact		Less Than Significant Impact	No Impact
<p><i>In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment Project; and the forest carbon measurement methodology provided in Forest Protocols adopted by the California Air Resources Board. Would the project:</i></p>				

Seibu to School Path

a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Result in the loss of forest land or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>The project will remove an existing irrigation swale and construct a new irrigation structure for continued flood irrigation of the LADWP pasture. The existing irrigation swale was constructed as a shallow feature, less than one-foot deep, and is used to spread water when diverted from the primary irrigation ditch. The irrigated pasture is used for cattle grazing. The existing zoning is Public (P).</p>				
III. AIR QUALITY	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<p><i>Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:</i></p>				
a) Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

e) Create objectionable odors affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>The project creates no long-term increase in air pollutant emissions. Temporary, short term air quality impacts would be limited to fugitive dust and emissions from construction equipment (ozone precursor) during the construction period. The PM-10 emissions during construction would be controlled through implementation of best management practices to keep potential dust producing surfaces damp. Existing regulations regarding construction equipment operations and fuels, as well as the limited extent of the construction zone and temporary nature of the construction period would keep vehicle emissions below any state or federal significance level. The impact to Bishop Elementary School, a sensitive receptor, would be less than significant.</p> <p>The increased potential for non-motorized mobility and decreased emissions within the City and the resulting air quality improvement from decreased automobile use are among the environmental benefits of this project.</p>				
IV. BIOLOGICAL RESOURCES	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project:</i>				
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Seibu to School Path

f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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The California Natural Diversity Database (CNDDDB) was queried and the US Fish and Wildlife Service and California Department of Fish and Game were consulted regarding the potential for state and federally listed threatened, endangered, and candidate species and other special status species that occur within the vicinity of the proposed project area. An RCI Biologist evaluated the environmental impacts to biologic resources in the *Seibu to School Path Natural Environment Study* prepared for Caltrans. It was determined that the proposed project would not have an adverse effect on any state or federally listed special status species, critical habitat, or migration routes for any species. There are no undisturbed native plant communities within the proposed project area. The project area has been previously impacted by grading, grazing, irrigation, and paving.

A small irrigation swale within the proposed project area along the north boundary of the school receives intermittent irrigation water when water is diverted out of the main ditch channel. The water received in the swale either infiltrates or spreads a short distance (less than 50 feet) across the south border of an irrigated pasture and back into the irrigation system. There is no connection to a traditional navigable water and the swale would not be regulated under Section 404 of the Clean Water Act.

The path alignment will be designed to minimize tree removal. The path alignment will be field-adjusted as necessary to avoid removal of trees when practical, including the mature black willow trees (*Salix nigra*). Existing Arizona cypress trees (*Cupressus arizonica*) that were planted along the north side of Bishop elementary schoolyard will be replaced with a variety of trees such as ash, maple, hawthorn, ornamental pear, mountain mahogany, pines, other trees on the City of Bishop approved street tree list, and trees suggested by the Bishop Tree Committee. A landscape planting plan will be prepared in conjunction with the Bishop Tree Committee upon final design and location of the path alignment

Tree removal, where necessary, will be timed to avoid potential impacts to breeding and migratory birds. Tree selection and placement will be based on meeting functional goals, aesthetics, wildlife benefits, and compatibility with year-round use of the path.

There are no existing habitat/natural community conservation plans for the proposed project area.

V. CULTURAL RESOURCES	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project:</i>				
a) Cause a substantial adverse change in the significance of a historical resource as defined in §15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

A cultural resource survey completed by Research Archaeology (June 2012) concluded that no prehistoric or historic period resources were identified within the project area.

VI. GEOLOGY AND SOILS	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project:</i>				
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii) Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iii) Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iv) Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The proposed project area is not within an Alquist-Priolo earthquake fault zone and does not include construction of structures that would be adversely affected by earthquake or strong seismic ground shaking. The project area and the surrounding terrain is nearly flat and not subject to adverse effects from landslides. The soils are loam and sandy loam and are suitable for the proposed path.

VII. GREENHOUSE GAS EMISSIONS	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project:</i>				
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The proposed project will have a positive impact on greenhouse gas emissions when automobile transportation is replaced with non-motorized transportation to Bishop Elementary School.				
VIII. HAZARDS AND HAZARDOUS MATERIALS	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project:</i>				
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The construction of the project and use of the constructed features will not pose any significant hazard to the public or the environment. Construction of the project will involve the short-term use of hazardous materials such as diesel fuel and grease associated with the construction equipment but the hazards of these materials are not substantially different from the hazards presented by similar materials now on existing streets in the City. Refueling and equipment maintenance would be done off-site or within a contained area so as to avoid soil contamination on the project site. No long-term use of hazardous materials is foreseeable as a result of the project.

IX. HYDROLOGY AND WATER QUALITY	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project:</i>				
a) Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Seibu to School Path

g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j) Inundation by seiche, tsunami, or mudflow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Surfacing of the proposed path and construction of sidewalk will increase the impervious surface area and increase runoff slightly. Stormwater runoff will either be infiltrated along the path in the adjacent pasture or will have no significant effect on existing stormwater drainage capacity.				
X. LAND USE AND PLANNING	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project:</i>				
a) Physically divide an established community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The proposed project is consistent with Policies 1.3, 1.4, 4.1, 4.3, 4.4, and 6.5 of the Mobility Element of the City of Bishop General Plan to Promote bicycle travel as part of serving the overall mobility needs of the City.				
XI. MINERAL RESOURCES	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project:</i>				

Seibu to School Path

a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The proposed project will use aggregate for base and concrete that will have a small impact on mineral resources.				

XII. NOISE	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project result in:</i>				
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>A temporary and periodic increase in ambient noise levels in the project vicinity would occur from operation of construction equipment that would be temporary and less than significant. Construction will be limited to daytime hours, Monday through Friday. Short durations of increased noise may result from concentrated use of the path before and after school hours. However the noise should not exceed the current periodic noise level from the school playground during recess and other times of intensive use.</p>				
XIII. POPULATION AND HOUSING	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project:</i>				
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

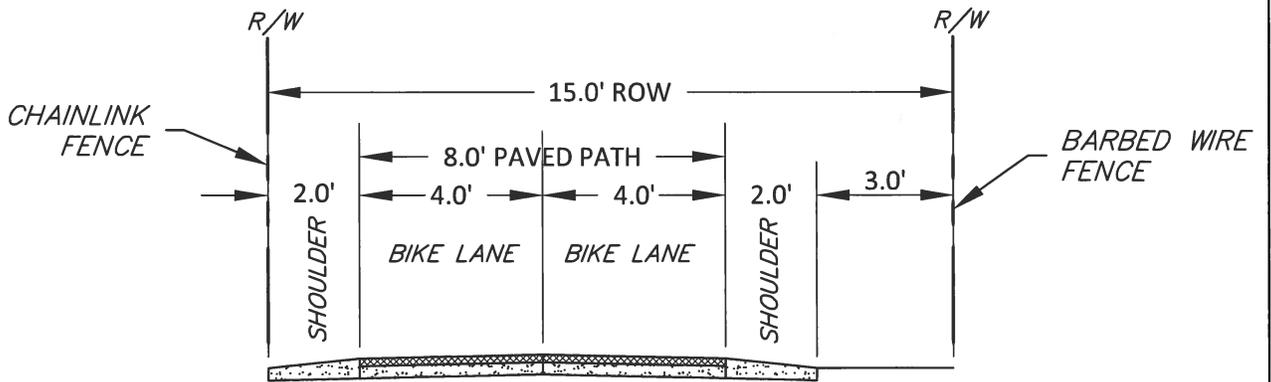
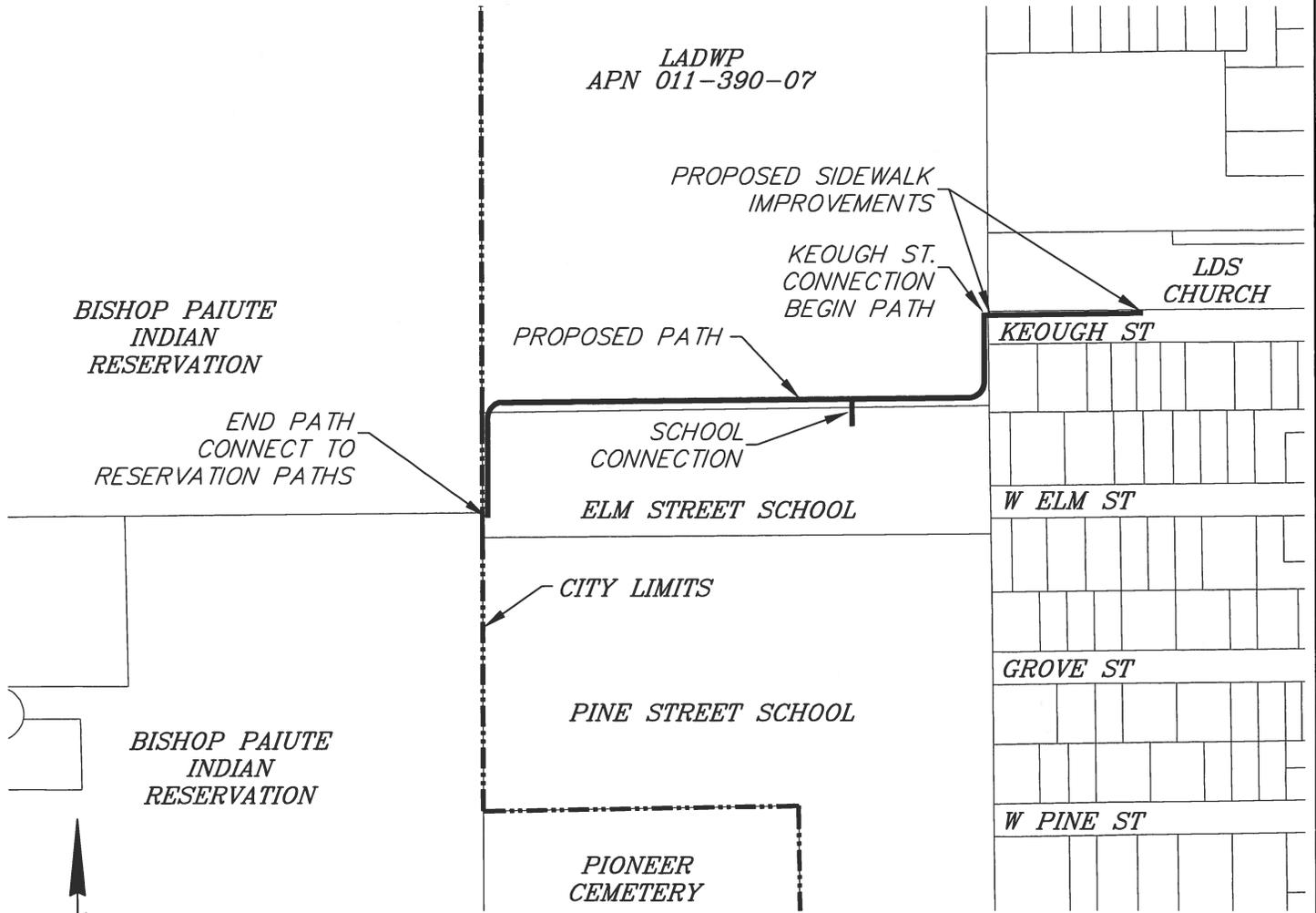
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A primary purpose of the proposed project is to facilitate non-motorized transportation to the Bishop Elementary School and has no growth-inducing effects.				
XIV. PUBLIC SERVICES	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:</i>				
Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The proposed project does not affect new or proposed government facilities or services. The proposed project could enhance emergency response to the area along the path.				
XV. RECREATION	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The proposed project improves non-motorized transportation to the Bishop Elementary School. Some increased use of the school playground on weekends and during the summer by neighborhood children may occur as a result of the improved access.				

XVI. TRANSPORTATION/TRAFFIC	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project:</i>				
a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Conflict with adopted policies, plans or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>The proposed path is consistent with the following policies from the City of Bishop General Plan Mobility Element:</p> <p>P 1.3 Encourage transportation strategies that achieve energy conservation, reduce air pollution, and protect water and other environmental resources.</p> <p>P 1.4 Reduce the need for vehicular travel by facilitating non-auto modes of travel.</p> <p>P 4.1 Promote bicycle travel as part of serving the overall mobility needs of the City.</p> <p>P 4.3 Support the goals and implementing actions of the Inyo County Collaborative Bikeways Plan.</p> <p>P 4.4 Promote connections of City bike facilities to trail networks outside of the City.</p> <p>P 6.5 Promote connections of City pedestrian facilities to trail networks outside of the City.</p>				

XVII. UTILITIES AND SERVICE SYSTEMS	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
<i>Would the project:</i>				
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>The proposed project will not create additional demands on the stormwater drainage facilities that would result in the need for construction of new water or waste water facilities.</p> <p>The proposed project will have no effect on landfill capacity or solid waste disposal.</p>				

XVIII. MANDATORY FINDINGS OF SIGNIFICANCE	Potentially Significant Impact	Less Than Significant with Mitigation	Less Than Significant Impact	No Impact
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, substantially reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SEIBU TO SCHOOL BIKEPATH PROJECT FOOTPRINT MAP



TYPICAL BIKEPATH SECTION



NOT TO SCALE

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Appendix A
Project Area Photographs



Photo 1. East-west alignment looking east.



Photo 2. East-west alignment looking west.



Photo 3. West alignment looking north.



Photo 4. Sidewalk improvement area along Keough Street.

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KAC*

SUBJECT: PROCESS TO FILL CITY COUNCIL VACANCY

DATE: JANUARY 28, 2013

Attachments: Memo from City Attorney Peter Tracy
Samples of procedures for filling vacancies from:

- California Municipal Elections Handbook - Martin & Chapman Co.
- City of Elk Grove
- San Rafael

BACKGROUND/SUMMARY

The City received Jeff Griffith's letter of resignation from the City Council on December 31st. Government Code § 36512 allows the City Council 60 days from the commencement of the vacancy to appoint someone to the position.

Attached are three sample procedures for consideration. Other appropriate options can be discussed if needed.

RECOMMENDATION

Provide direction to staff for proceeding with filling the Council vacancy.



CITY OF BISHOP

106 South Main Street, #200

P. O. Box 485

Bishop, California 93515

(760) 872-1101

PETER E. TRACY
City Attorney

To: Bishop City Council, Keith Caldwell, City Administrator ^{KE}

From: Peter E. Tracy, City Attorney 

Date: January 7, 2013

Subject: Filling Vacancy on City Council

MEMORANDUM

On December 31, 2012 Councilmember, Jeff Griffiths, resigned his seat on the City Council prior to his assumption of office as Inyo County Supervisor for the Second District. The resignation creates a vacancy in his seat on the City Council.

California Government Code §36512(b) governs the filling of vacancies on city councils. This section reads as follows:

"(b) If a vacancy occurs in an elective office provided for in this chapter, the council shall within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy. The special election shall be held on the next regularly established election date not less than 114 days from the call of the special election. A person appointed or elected to fill a vacancy holds office for the unexpired term of the former incumbent."

Bishop Municipal Code §2.04.040(a) restates state law. This section reads as follows:

"Section 2.40.040 Filling of Vacancies.

a. Whenever a vacancy occurs on the City Council, the City Council shall, in its discretion, either appoint a person to fill the vacancy, or in the alternative, shall call a special election to fill the vacancy pursuant to the provisions of Government Code §36512(A)."

Given the foregoing, the City Council must either fill the vacancy by appointment or call a special election to fill the vacancy within sixty (60) days. The sixty (60) day period expires on March 1, 2013.¹

If the City Council chooses to call a special election to fill the vacancy, that election shall be held on the next regularly established election date not less than one hundred fourteen (114) days from the call of the special election.

A person appointed or elected to fill a vacancy holds office for the unexpired term of the former incumbent.

¹ There is some authority that the sixty (60) day period commences when the City Clerk informs the City Council of the vacancy in an open meeting. However, this authority is not absolutely clear. Given this uncertainty, the safe position is to deem a city council seat vacant after the City Clerk's receipt of the letter of resignation, and upon the effective date of the resignation as set forth in the letter of resignation. In this case, the effective date of the resignation is December 31, 2012.

VACANCIES

When a vacancy occurs in an elective office in a general law city or a charter city which follows the general law on vacancies, Government Code § 36512 allows the City Council **60** days from the commencement of the vacancy to appoint someone to the position. For purposes of determining the **60 day** deadline, commencement of the vacancy occurs when the Council receives notice of the vacancy at a council meeting. In the case of the death of an elected official, the office becomes vacant upon the death of the official. (G.C. 1770a).

The council may not make an appointment to fill a vacancy on the city council if the appointment would result in a majority of the members serving on the council having been appointed. In that case the council must call an election to fill the vacancy.

Election date: If the council is unable to make an appointment to fill a vacancy in an elective office, it shall call a special election. The special election shall be held on the next regularly established election date not less than 114 days from the call of the special election. Election Code § 1000 establishes the following regularly established election dates:

- a. The second Tuesday of April of each even-numbered year.
- b. The first Tuesday after the first Monday in March of each odd-numbered year.
- c. The first Tuesday after the first Monday in June of each year.
- d. The first Tuesday after the first Monday in November of each year.

A person appointed or elected to fill a vacancy holds office for the unexpired term of the former incumbent.

The Government Code would require the council to call the election before the **60 day** period expires. Since the election must be held on a specified election day, calling the election after the close of the **60 day** period but prior to the 114th day before the election would *usually* have the same effect as calling the election within the **60 day** period. Once called, the timing and mechanics of an election to fill a vacancy vary little, if any, from a General Municipal Election.

The council has three alternative procedures it may follow to fill a vacancy.

1. First, it may enact an ordinance which requires that a special election be called immediately to fill any vacancy *on the city council* or in the office of *elective mayor* designated pursuant to Government Code § 34902. The ordinance shall provide that the special election shall be held on the next regularly established election date not less than 114 days from the call of the special election.
2. Second, it may enact an ordinance which requires that a special election be held to fill any vacancy *on the city council* or in the office of *elective mayor* when petitions bearing a specified number of verified signatures are filed. The ordinance shall provide that the special election be held on the next regularly established election date not less than 114 days from the filing of the petition. A governing body which has enacted such an ordinance may also call a special election without waiting for the filing of a petition.
3. Third, it may provide that a person appointed to fill any vacancy *on the city council* (it does not include the office of elective mayor) holds office only until the date of a special election which shall immediately be called to fill the remainder of the term. The special election may be held on the date of the next regularly established election or regularly scheduled municipal election to be held throughout the city not less than 114 days from the call of the special election.

If your city is a charter city, check your charter first for vacancy provisions.

Note: Section 34902 refers to the office of Mayor as an elective position, and filling of vacancies is the same as above.

See elsewhere in the Election Handbook:

Resolutions: R-1-V Calling an Election to Fill a Vacancy
 Notices: N-10 Notice of Intention to Fill Vacancy by Appointment
 Forms: F-V-1 thru F-V-5 Applications, Questionnaires, Transmittal Letters, Procedures

Sections referenced above:

EC:	GC:	34902
1000	1770	36512

VACANCY

NOTICE OF INTENTION TO FILL A VACANCY FOR MEMBER OF THE CITY COUNCIL BY APPOINTMENT

Notice is hereby given that the City of _____ is accepting applications for appointment to the City Council to fill the vacancy created by the (resignation) (death) of Council Member _____, effective _____, 200__.

The term of this Council seat is from the date of appointment to _____, 200__.

Candidates must be 18 years of age, reside within the corporate limits of the City of _____, and be registered to vote in the City of _____ at the time the application is issued.

The City Council will interview candidates separately and each applicant will have the opportunity to present their qualifications and discuss their candidacy with the City Council.

Applications must be returned by ____ p.m., _____, _____. Applicants may be invited for an oral interview before the city council.

At a (regular) (special) (adjourned) meeting of the City Council on _____, each approved applicant will be asked to make a 3 minute presentation to the City Council. The applicant may then be asked to respond to questions the City Council may have regarding their presentation or application. The order in which the applicants will make their presentation will be determined by a random draw of all the applicant's names. This random draw will take place (at the meeting on _____.) (on _____, 200__.)

The City Council may make a decision at the special meeting or may direct staff to place the matter on a future agenda for action

Application Period: day, date through
 day, date, close of office hours

Applications are available from: City Clerk's Office at City Hall
 Address

 and on the City website

Applications must be returned to: City Clerk's Office at City Hall
 Address

Application Deadline: day, date, close of office hours

VACANCY

APPLICATION FOR APPOINTMENT TO CITY COUNCIL CITY OF _____

ALL APPLICANTS MUST BE RESIDENTS AND REGISTERED VOTERS WITHIN THE CITY OF _____
THE APPOINTED COUNCIL PERSON IS REQUIRED TO FILE A STATEMENT OF ECONOMIC INTEREST
PURSUANT TO THE POLITICAL REFORM ACT OF 1974

Applications must be returned by _____ p.m. _____, 200__	To: City Clerk's Office _____ _____
--	---

Name: _____ Home Phone: _____

Home Address: _____ Years resided at address: _____

Have you lived at any other address in the city: _____ Yes _____ No

If yes, give previous address: _____

Employer: _____

Employer Address: _____ Employer Phone: _____

Occupation: _____ How Long: _____

Education (Highest Grade Completed): _____

Licenses or special certificates held: _____

Name, location of Colleges/Universities attended	Major	Degree	Last Year Attended

Have you ever been convicted of any crime or violation of any law or statute other than minor traffic violations?

Yes _____ No _____ (If yes, please attach a separate sheet of explanation.)

Prior or Current Civic Experience (Include Membership in Professional, charitable or community organizations)	Office Held (if any)	Dates of Membership

I declare under penalty or perjury that all statements in this application and the attached responses are true and complete to the best of my knowledge and belief.

Signature of Applicant

Date

Date

Vacancy – Application to Fill Vacancy by Appointment

F – V - 2

(Added 10/05)

VACANCY QUESTIONNAIRE

**ANSWERS TO QUESTIONS ARE REQUIRED. PLEASE USE NO MORE THAN FIVE TYPED OR
HANDWRITTEN PAGES FOR ALL OF YOUR ANSWERS.**

1. Why do you want to be appointed to the City Council? What do you feel you will bring to the position?
2. What future plans do you have for seeking elected or appointive office at any level of government?
3. Look 10 years into the future and describe what you want this city to look like and why.
4. What do you see as the role of the City Council? What do you see as the role of City Staff?
5. Give an example of how you would resolve a situation where your personal philosophy is at odds with what is best for the City.
6. What would you do if you were contacted directly by a resident or business to resolve a city related problem?
7. If you are currently contracting with or providing services to the City, are you willing to suspend those activities?
8. What do you see as the biggest challenges facing this city next year?
9. What are your three top priorities for the City?
10. What do you feel needs to be done to maintain and enhance the City's economic health?
11. Circumstances outside the City's control can and have impacted dramatically the City's budget. What approach would you take as a Council Member to balance the budget or address the issues?
12. Have you reviewed the City's budget and are you familiar with where and how the City receives its funding?
13. Have you reviewed the City's General Plan?
14. Have you attended and/or participated in any civic meetings and if so, which ones and describe your participation.

CANDIDATES WILL BE INVITED FOR AN ORAL INTERVIEW BEFORE THE CITY COUNCIL

Signature of Applicant

Date

(Added 10/05)

Vacancy - Questionnaire for Application to Fill Vacancy by Appointment
F - V - 3

SAMPLE LETTERS

VACANCY

TRANSMITTAL LETTERS

APPLICATION DENIED

Date _____

Dear _____:

Thank you for your application to be considered for appointment to the City Council of the City of _____.

Unfortunately, I was unable to verify your residency and voter registration. As a result, your application has been rejected. If you have questions about your registration status, please contact the _____ County Registrar of Voters at (____) _____.

Sincerely,

City Clerk

INTERVIEW SCHEDULED

Date _____

Dear _____:

Thank you for your application to be considered for appointment to the _____ City Council.

An interview has been scheduled for you on _____, _____, 200__, at ____:____ p.m. Please be prepared to arrive at the City Hall, at least 15 minutes prior to your interview time. A staff proctor will escort you to the Council Chambers for the formal interview.

Applicants will be interviewed in open session; however, in deference to others being interviewed, you are asked to leave the Chambers immediately following your interview and not stay to observe other candidates in the interview process.

Again, thank you for your application. If you have any questions, please feel free to call me at (____) _____.

Sincerely,

City Clerk

APPLICANT CHOSEN

Date _____

Dear _____:

On behalf of the _____ City Council, I want to thank you for your participation in the process to fill the vacancy on the _____ City Council. All of the finalists were excellent candidates. After reviewing applications, personal interviews and Council deliberation, _____ was selected to fill the vacant position.

The applicant pool was reflective of the commitment that _____ residents have to volunteerism and to making _____ a better place in which to live, work, and play.

Thank you again for your willingness to serve.

Sincerely,

Mayor

(Added 10/05)

Vacancy - Transmittal Letters
F - V - 4

VACANCY

PROCEDURES FOR SELECTING CANDIDATE TO APPOINT

Procedures for making a selection at the meeting:

All applicants will be asked to make a 3 minute presentation. The City Clerk will start the 3 minute timer when the applicant begins speaking. When the applicant has 30 seconds remaining, the clerk will hold up a pink card. When the timer sounds, please conclude your presentation. You will not be allowed additional time to speak after the timer sounds. The applicant is to remain at the podium to answer any questions the council may wish to ask. After the applicant is excused, he/she shall leave the council chambers.

After all the applicants have made their presentations, each Councilmember shall list three (3) applicants in order of preference. The candidates will be assigned a point value:

- 3 points for your top candidate
- 2 points for your second choice
- 1 point for your third choice.

The ballots will be forwarded to the City Clerk for tabulation. The City Clerk will announce the voting record of each Councilmember and the total score for each applicant.

The applicant receiving the most points will be appointed.

If there is a tie, the Council will vote again from among those that tied, with each member naming one applicant.



**CITY OF ELK GROVE ACCEPTING
APPLICATIONS FOR
COUNCIL MEMBER – DISTRICT 4**

The City of Elk Grove is seeking applications from residents in the area of City Council District 4 to apply for appointment to the position of Council Member.

Elk Grove is a general law city under California law. The City Council is the legislative body of Elk Grove. It has a broad range of municipal powers including the review and approval of an annual budget, establishing community goals and objectives, approving the City's general plan and proposed sphere of influence, reviewing and approving major projects and hearing community problems and concerns.

Each Council Member must reside within the district of the city that he or she oversees. Applicants must be at least 18 years of age, a United States citizen, a resident of the City of Elk Grove within Council District 4, and be registered to vote. Members may not be an officer or employee of the City. Members may not be an elected or appointed official of another public entity whose jurisdiction includes any portion of the City. The appointment term is for the remainder term of the vacated seat, which concludes December 10, 2014.

A Fact Sheet and application are available at the Office of the City Clerk, 8401 Laguna Palms Way, Elk Grove, California 95758 and are posted on the City's website at <http://www.elkgrovecity.org/council/member-vacancies.asp>. Appointees will be required to take an Oath of Allegiance, ethics training course, and disclose personal assets and interests as required by the Political Reform Act. For any questions regarding the application for appointment please contact City Clerk Jason Lindgren, (916) 478-2286, jlindgren@elkgrovecity.org.

Completed applications must be returned to the City Clerk no later than Friday, **January 2, 2013** at 5:00 p.m.

Jason Lindgren, City Clerk
(916) 478-2286

Dated / published: November 21, 2012 and November 30, 2012

**City of Elk Grove – Council Member District 4
City Council
Fact Sheet: Part I**



Please read the following carefully before completing Part II of this form.

The scope of the City of Elk Grove City Council is as follows:

Specific Task or Objective:

Elk Grove is a general law city under California law. The City Council is the legislative body of Elk Grove. It has a broad range of municipal powers including the review and approval of an annual budget, establishing community goals and objectives, approving the City's general plan and proposed sphere of influence, reviewing and approving major projects and hearing community problems and concerns.

Composition:

Each Council Member must reside within the district of the city that he or she oversees (the City District Map is attached as Exhibit A to the application). Applicants must be at least 18 years of age, a United States citizen, a resident of the City of Elk Grove within Council District 4, and be registered to vote. Members may not be an officer or employee of the City. Members may not be an elected or appointed official of another public entity whose jurisdiction includes any portion of the City

Term:

The term of office for the appointment is for the remaining term of the vacated Council Member District 4 seat, which is until December 10, 2014

Approving Authority:

The appointee shall be approved by vote of the City Council.

Requirements upon appointment:

Appointees will be required to take an Oath of Allegiance, complete an ethics training course as required by Government Code Section 53243, and disclose personal assets and interests as required by the Political Reform Act.

Meetings:

The Elk Grove City Council meets on the second and fourth Wednesday of each month at 6:00 p.m., 8400 Laguna Palms Way, Elk Grove, CA 95758, City Council Chambers.

The attached application may be used to apply for the appointed position of Council Member for District 4. For any questions regarding the application for appointment please contact City Clerk Jason Lindgren, (916) 478-2286, jlindgren@elkgrovecity.org.

Please return the completed, originally signed application to the Office of the City Clerk at 8401 Laguna Palms Way, Elk Grove, CA 95758. The appointment for the position of Council Member for District 4 is scheduled to first be considered at the regular City Council meeting of January 9, 2013.

DETACH BEFORE SUBMITTING COMPLETED APPLICATION TO THE OFFICE OF THE CITY CLERK.

**City of Elk Grove – Council Member District 4
City Council
Applicant Biographical Information: Part II**



*Please retain Part I for reference and return the completed application, Part II, to the Office of the City Clerk, 8401 Laguna Palms Way, Elk Grove, California 95758 no later than **January 2, 2013**.
Please be advised that your completed application will become a public record, may be posted to the City of Elk Grove website, and will be subject to disclosure upon request under the California Public Records Act.*

NAME (First, Middle, and Last)				HOME ADDRESS (No. Street, City, State, and Zip)	
Resident of Elk Grove District 4 <input type="checkbox"/> Yes <input type="checkbox"/> No	Registered Voter <input type="checkbox"/> Yes <input type="checkbox"/> No	18 Years of Age <input type="checkbox"/> Yes <input type="checkbox"/> No	United States Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No		
TELEPHONE (Home): TELEPHONE (Business):				MAILING ADDRESS (if different from home address) E-MAIL ADDRESS:	
EMPLOYER NAME (Optional)					
EMPLOYER ADDRESS (Optional)					
PRESENT OCCUPATION OR TITLE:					
PLEASE STATE THE REASON(S) YOU WOULD LIKE TO BE, AND YOUR QUALIFICATION(S) TO BE, A MEMBER OF THE ELK GROVE CITY COUNCIL:					
HAVE YOU SERVED ON AN AGENCY LEGISLATIVE BODY BEFORE? IF YES, PLEASE EXPLAIN:					
IF APPOINTED, WILL YOU BE ABLE TO ATTEND MEETINGS REGULARLY AND DEVOTE THE TIME NECESSARY TO FULFILL YOUR DUTIES AS A MEMBER?					
DO YOU OR IMMEDIATE FAMILY MEMBERS HAVE ANY RELATIONSHIP (PROFESSIONAL, FINANCIAL, OTHER) THAT MAY PRESENT A POTENTIAL CONFLICT OF INTEREST FOR THIS ADVISORY GROUP? ___ YES ___ NO IF YES, PLEASE EXPLAIN:					
BACKGROUND INFORMATION					
A resume reflecting experience, community activities, or other qualifications and any supplemental information may be attached in order to assist the Council in evaluating your application.					
I DECLARE, UNDER PENALTY OF DISQUALIFICATION AND TERMINATION, THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. BY MY SIGNATURE BELOW, I GIVE THE CITY OF ELK GROVE OFFICE OF THE CITY CLERK PERMISSION TO POST THIS APPLICATION INFORMATION TO THE CITY OF ELK GROVE WEBSITE.					
APPLICANT'S SIGNATURE					DATE



MAYOR GARY O. PHILLIPS
VICE MAYOR MARC LEVINE
COUNCILMEMBER DAMON CONNOLLY
COUNCILMEMBER BARBARA HELLER
COUNCILMEMBER ANDREW CUYUGAN MCCULLOUGH

CITY CLERK'S OFFICE
PHONE: 415-485-3066
FAX: 415-485-3133

December 4, 2012

RE: SPECIAL CITY COUNCIL MEETING – INTERVIEWS FOR CITY COUNCIL VACANCY AND SELECTION OF NEW COUNCILMEMBER

Dear Applicant:

Thank you for your interest in serving the San Rafael community as an appointed Councilmember. The appointment will fill a Council position until December 2013, which was vacated by Councilmember Marc Levine.

Attached is the application. To be eligible for consideration of this appointment, your original signed application must be received by the City Clerk's office by 5 p.m. on Monday, December 17th. No late submittals will be accepted, nor any submissions by fax or email. Delivery can be made via postal service to City Clerk, P.O. Box 151560, San Rafael, CA 94915 or in person between the hours of 8:30 a.m.-5 p.m., Monday through Friday at 1400 Fifth Avenue, Room 209.

For important information that may be helpful in your preparation for an interview before the City Council, please visit the City website at <http://www.cityofsanrafael.org/council-home> and look for "City Council Applicant Materials." In particular, please read the document entitled "Protocols for City Council Applicants Requesting Information." In accordance with the protocols, additional information requested by applicants will be posted online at <http://www.cityofsanrafael.org/council-home>.

Interviews will take place at a Special City Council meeting on Thursday, January 3, 2013 at 6 p.m. at City Hall. Please arrive no later than 5:45 p.m., 15 minutes early that night, for an orientation by the City Manager. The format for the meeting of January 3rd will be as follows:

Each candidate will be given six minutes in which to respond to three questions. The three questions are:

1. How would the Council be a better Council with you on it?
2. What have you done to prepare yourself for taking over this role?
3. Please give us more detail on what your "Vision" is for the City of San Rafael.

It is up to each candidate to allocate the time as they wish within the six minutes allocated. The order of the presentations by the applicants will be determined immediately prior to the meeting on Thursday night through random selection conducted by the City Clerk.

Should you have any questions, please call 485-3065, and thank you for applying.

Sincerely,

ESTHER BEIRNE, City Clerk
By: JEANNE M. LEONCINI, Deputy City Clerk

Attachment: Application

CITY OF SAN RAFAEL

APPLICATION TO SERVE AS MEMBER OF THE
SAN RAFAEL CITY COUNCIL

NAME: _____

HOME ADDRESS: _____

RESIDENT OF THE CITY OF SAN RAFAEL FOR _____ YEARS

PRESENT OCCUPATION: _____

NAME OF BUSINESS: _____

BUSINESS ADDRESS: _____

*HOME & BUSINESS PHONE: _____

*E-MAIL ADDRESS: _____

EDUCATION: _____

PARTICIPATION IN THE FOLLOWING CIVIC AND COMMUNITY ACTIVITIES / ORGANIZATIONS:

WHY DO YOU WANT TO BE CONSIDERED FOR THE POSITION OF CITY COUNCILMEMBER?

WHAT ARE THE THREE MAJOR ISSUES FACING THE CITY OF SAN RAFAEL?

WHAT IS YOUR VISION FOR THE CITY OF SAN RAFAEL?

DATE: _____ SIGNATURE: _____

NOTE: APPLICANT MUST BE AT LEAST 18 YEARS OF AGE AND A REGISTERED VOTER OF THE CITY OF SAN RAFAEL

Filing Deadline:
Date: Monday, December 17, 2012
Time: 5:00 p.m.

Mail or deliver to: City of San Rafael, Dept. of City Clerk
City Hall, 1400 Fifth Avenue, Room 209
P.O. Box 151560
San Rafael, CA 94915

*This information will be kept confidential, to the extent permitted by law.



CITY COUNCIL APPLICANT MATERIALS

December 4, 2012

Contents:

	<u>Page</u>
Protocols for Applicants requesting information	2
Orientation to City Manager/Council form of government	3
Schedule of City Council Meetings for 2013	6
Roster of City Officials	7
2012 City Council Appointments	11
2012 Council Subcommittees/Working Groups	13
League of CA Cities Conference for Newly Elected Officials	14
Ethics Law Principles	20
Fair Process Requirements	24
Guide to the Ralph M. Brown Act	34
Marin County Council of Mayors and Councilmembers	85
City Council Budget Emphasis/Priorities	86
San Rafael FY12/13 Adopted Budget	87
Pension Reform Resolution	106
Report on Homelessness and Quality of Life	114



Protocols for City Council Applicants Requesting Information

Applicant Equity Statement

All applicants will be treated equally.

Applicant Requests to Meet with City Staff

Requests to meet with City staff shall be submitted to the City Manager in advance. The City Manager will contact the appropriate department director to arrange a meeting. Any documentation produced or provided at the meeting will be shared with all applicants.

Requests for Information

All applicant requests for information are processed as citizen requests through the City Manager's Office via the City Clerk. Wherever possible, information will be provided electronically. Any requested information will be distributed to all applicants.

Nancy Mackle
City Manager
City of San Rafael
(415) 485-3384
nancy.mackle@cityofsanrafael.org

CITY OF SAN RAFAEL ORIENTATION INFORMATION FOR CITY COUNCIL APPLICANTS

The City of San Rafael, California is managed utilizing the council-manager form of government. This document will explain what the council-manager form of government is and how it works here in San Rafael. Under the council-manager form of government, adopted by municipal code, the City Council provides policy direction to the city manager who is responsible for administering city operations. The following information has been extracted from publications provided by the International City/County Management Association in order to provide citizens, as well as council candidates, with a general overview of how this form of government works in communities throughout the United States:

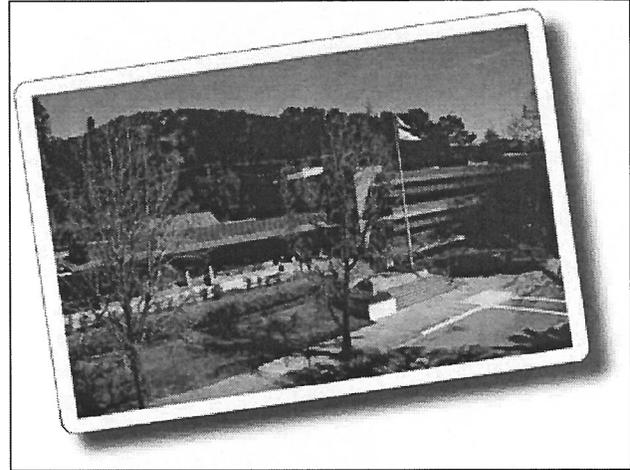


Photo: San Rafael City Hall

What is the council-manager form of government, which is used today by so many cities, towns, and counties?

- Council-manager government combines the strong political leadership of elected officials with the strong managerial experience of an appointed manager or administrator. All power and authority to set policy rests with an elected governing body, which includes a mayor or chairperson and members of the council, commission, or board. The governing body in turn hires a nonpartisan manager who has very broad authority to run the organization and oversee the delivery of public services. Born out of the U.S. progressive reform movement at the turn of the 20th century, the council-manager system was designed to combat corruption and unethical activity in local government by promoting effective management within a transparent, responsive, and accountable structure. Since its establishment, the council-manager form has become the most popular structure of local government in the United States. The form is also widely used throughout the world in countries such as Canada, Australia, the Netherlands, New Zealand, and the United Kingdom.

Is it a responsive form of government?

- In council-manager government, council members are the leaders and policy makers elected to represent various segments of the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The manager is appointed by council to carry out policy and ensure that the entire community is being served. If the manager is not responsive to the council's wishes, the council has authority to terminate the manager at any time. In that sense, a manager's responsiveness is tested daily.

What is the role of the council?

- The council is the community's legislative and policymaking body. Power is centralized in the elected council, which, for example, approves the budget. The council also focuses on the community's goals, major projects, and such long-term considerations as community growth, land use development, capital improvement and financing, and strategic planning. The council hires a professional manager to implement the administrative responsibilities related to these goals and supervises the manager's performance.

What is the role of the mayor or chairperson?

- Mayors or chairpersons in council-manager communities are key political and policy leaders, and their specific duties, responsibilities, and authorities depend on the organization's charter. In council-manager communities, typically the mayor or chairperson is a voting member of the city council who presides at council meetings, represents the city in intergovernmental relationships, appoints members of citizen advisory boards and commissions (with the advice and consent of council), assigns agenda items to committees, facilitates communication and understanding between elected and appointed officials, and assists the council in setting goals and advocating policy decisions.

What is the role of the manager under council-manager government?

- The manager is hired to serve the council and the community and brings to the local government the benefits of his/her training and experience in administering municipal or county projects and programs. The manager prepares a budget for the council's consideration; recruits, hires, terminates, and supervises government staff; serves as the council's chief advisor; and carries out the council's policies. Council members and residents count on the manager to provide complete and objective information about local operations, discuss the pros and cons of alternatives, and offer an assessment of the long-term consequences of their decisions.

Appointed managers serve at the pleasure of the governing body. The manager makes policy recommendations to the council for consideration and final decision. The manager is bound by whatever action the council takes, and control is always in the hands of the elected representatives of the people.

What value does a professional manager contribute to a community?

Professional managers contribute value to a community because they:

- Work in partnership with elected officials to develop sound approaches to community challenges by bringing together resources to make the right things happen and produce results that matter
- Bring a community-wide perspective to policy discussions and strive to connect the past and future while focusing on the present. They help the governing body develop the long-term vision for the community that provides a framework for policy development and goal setting
- Promote ethical government through commitment to a set of ethical standards that goes beyond those required by law. Managers who are members of ICMA subscribe to the organization's Code of Ethics, which requires them to "affirm the dignity and worth of the services rendered by government and maintain . . . a deep sense of social responsibility as a trusted public servant"
- Encourage inclusion and build consensus among diverse interests (including those of elected officials, the business community, and citizens) by focusing on the entire community rather than the centralized interests of one or two individuals
- Promote equity and fairness by ensuring that services are fairly distributed and that administrative decisions (such as hiring and contracting) are based on merit rather than favoritism
- Develop and sustain organizational excellence and promote innovation. Professional managers focus relentlessly on efficient and equitable service delivery, policy implementation, and evaluation. They align the local government's administrative systems with the values, mission, and policy goals defined by the community and elected officials

What is the cost to the local government of appointing a professional manager?

- Local governments have found that overall costs actually have been reduced with competent management. Savings come in the form of reduced operating costs, increased efficiency and productivity, improved revenue collection, and effective use of technology.

Does the manager participate in policy determination?

- The manager makes policy recommendations to the council, but the council may or may not adopt them and may modify the recommendations. The manager is bound by whatever action the council takes.

Are all manager governments structured the same way?

- No. One of the most attractive features that the council-manager forms is adaptable to local conditions and preferences. For example, some cities have councils that are elected at large while other councils are elected by district. Some local governments, such as San Rafael, have mayors who are elected by the voters at large. Others are elected by their colleagues on the council.

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR

SUBJECT: Extend Term of Public Works Intern

DATE: January 28, 2013

Attachments: Staff Memo

BACKGROUND/SUMMARY

Director Grah has provided a summary of the benefits the Public Works Intern has provided to the City of Bishop.

RECOMMENDATION

Council consideration to approve extending the term of the Public works Intern for three months. Funds for the position are allocated through the water and sewer programs. Total cost for an additional three months of service is \$3,600.00.



To: Keith Caldwell, City Administrator
From: David Grah, Director of Public Works
Subject: Extend Term of Public Works Intern
Date: 22 January 2013
Previous: 12 October 2012
Funding: Water and Sewer

KWC

General:

Public Works requests authorization to extend the term of the Public Works Intern during the fall and winter of 2012 / 2013.

Background:

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

The position is typically filled on a task by task or term by term basis. The current intern was hired in November 2012 and is reaching the end of her initial 3 month term with the city. The work has been mutually beneficial to both the city and the intern and it is proposed to extend the term of the intern 3 months to May 2013, unless funding requires the term to be shortened.

The current intern works 30 hours per week at \$10 per hour and a 3 month extension equates to about \$3,600 additional. Both the wages of the intern and the wages of the retired annuitant that periodically works in the Public Works office are paid from Part Time Salaries out of the water and sewer programs (budget Line Items 004-050-51002 and 002-051-51002). A total of \$5,200 is budgeted each year in each of water and sewer for part time employees, \$10,400 total for the 2012/2013 fiscal year. It is expected there are adequate funds for the intern to work the 3 additional months but, if expenditures are more than anticipated, for the retired annuitant for example, the term will be trimmed to stay within the budgeted amount.

Recommendation:

Approve extending the term of the Public Works Intern for 3 additional months as funding allows and to be paid by the water and sewer programs.

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KSC*

SUBJECT: Request to Hire Website Designer

DATE: January 28, 2013

Attachments: Staff Memo
Mountain Studio - Scope of Work and Detail
Proposed Contract and Services

BACKGROUND/SUMMARY

Staff has provided background and current history to the City of Bishop website. Since all departments benefit from the website, a breakdown of a (one time) cost is provided for Council.

RECOMMENDATION

Council consideration to approve the Contract agreement with Mountain Studio to provide website design and upgrades in an amount not to exceed \$7,060.00.



DG

To: Keith Caldwell, City Administrator *KAC*
From: Michele Thomas, Public Works Secretary *M. Thomas*
Subject: Request to Hire Website Designer
Date: 22 January 2013

General:

It is proposed to upgrade the city’s website to enhance the appearance and create a more user friendly site.

Background:

The city website receives over 400 visits a day. There is more interaction with the public through the website than into City Hall or contact by phone. The current website design was created in 2009 by a Public Works Intern. Staff is currently using Microsoft Expressions software and has continued difficulties with formatting, appearance in different browsers, and over all usability.

Staff and council have shown a great interest in updating the city website. Three proposals have been received from local web designers in Bishop. Considerable evaluation of each proposal including calling references and interviewing the top two designers was completed. Based on the quality of service and best firm to fit the needs of the city, Mountain Studios of Bishop was selected.

A contract with Mountain Studios is in the process of being finalized in the amount of up to \$7060.00. The 2012/2013 fiscal year budget doesn’t include funds for the upgrade. We propose to split the cost shown below which is believed to be a fair breakdown between all departments under Professional Technical:

Department	Percentage	Cost
Building	6%	\$ 423.60
Planning	11%	\$ 776.60
Water	11%	\$ 776.60
Sewer	11%	\$ 776.60
Streets	11%	\$ 776.60
Fire	6%	\$ 423.60
Police	11%	\$ 776.60
Community Services	11%	\$ 776.60
Administration	11%	\$ 776.60
City Council	11%	\$ 776.60

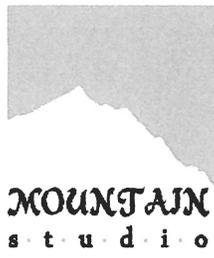
Recommendation:

Approve the execution of the contract with Mountain Studio for the design upgrade to the city's website and authorize the expenditure of up to \$7060.00 through that contract for the upgrade. Approve necessary budget adjustments to each departments Professional Services line item.

SCOPE OF WORK

Client: *ca-bishop.us*

Date: October 16, 2012



The Scope of Work is as generally described in Mountain Studio's 16 October 2012 Proposal.

PHASE I

Project Management/Structure Design

Project research, content coordination, strategy and communication, architecture and site-map creation.

\$400-\$640 (5-8 hours)

Website Responsive Design & CSS Programming

Includes design concepts of the home page and interior page template and up to two revisions of each. Design must be approved before production begins. Create Stylesheet. (100+ pages in Navigation)

\$1280 (16 hours)

Data Information Populating (Site Build Out)

Implementing copy, imagery, and styling for up to 5 pages. Site will be previewed on a development site. Primary build out includes content (text and photo gallery) will be done "in house".

\$4000 (50+ hours - full build out by mountain studio, includes pdf conversion to formatted text)

Mobile Device /Ipad Enablement

In the past year, mobile web traffic increased by 148%, but many websites are still designed to only be viewed on full-screen browsers. Make sure your customers can view your website on a mobile phone. You will have a "responsive" theme that adapts to mobile and ipad view.

\$500

Training

Conduct live training in person for 1-5 employees to gain a general understanding of the system.

\$320 (4 hours)

Quality Assurance (Testing / Proofing)

Proof each page for navigation accuracy

Adding google and yahoo verification/analytics.

Add social media.

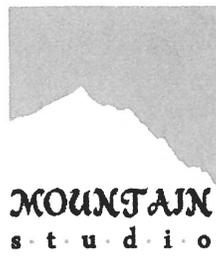
\$320 (4 hours)

TOTAL: \$6820 to \$7060

Includes Google Analytics tracking and basic site-wide SEO.

Estimate is based on an \$80/hr fee

WEBSITE CONTRACT
Client: *ca-bishop.us*
Date: October 16, 2012



The Scope of Work is as generally described in Mountain Studio's 16 October 2012 Proposal.

MAINTANENCE

Our intent is to make frequently changing aspects of the website updatable by you to avoid unnecessary maintenance costs. Our maintenance rate is \$80 per hour.

ONLINE MARKETING PLAN & IMPLEMENTATION

Programming your site with search engines in mind is vital to your success. This is included in any design and programming work by Mountain Studio.

ACCEPTANCE

All design conceptualization and layout to be provided by Mountain Studio (Developer). Content from Client is preferred in digital format. Content provided by Client will be organized in a comprehensive and legible manner to Developer. Developer will also conceive visual aspects of design according to Clients specifications.

It is anticipated that the Developer will create, capture or receive from the Client all the graphic elements necessary to complete the Client's web site. This includes the company logo, ancillary images, graphics and banner advertisements. This also includes photography or scanning services as listed below.

The Client represents to the Developer and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to the Developer for inclusion in the Client's web site are owned by the Client, or that the Client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend the Developer and its subcontractors from any claim or suit arising from the use of such elements furnished by the Client.

Developer prides itself in providing excellent customer service. That is the spirit of our agreement and the spirit of the Developer's business. To that end, we encourage input from the Client during the design process.

The Developer understands, however, that Client may request significant design changes to pages that have already built to the Client's specification. Please note that our agreement does not include a provision for "significant page modification" or creation of additional pages in excess of proposed amount. If significant page modification is requested after a page has been built to the Client's specification, we must count it as an additional page.

Some examples of significant page modification at the request of the Client include:

- Developing a new table or layer structure to accommodate a substantial redesign at the Client's request.
- Replacing more than 75% of the text to any given page at the Client's request.
- Creating a new navigation structure or changing the link graphics at the Client's request.

Moderate changes, however, will always be covered during our development of the site.

Again, we strive to accommodate the needs of each Client and we maintain a liberal redesign policy. We cannot, however, provide major redevelopment services without additional charge.

Indemnification.

Client agrees that it shall defend, indemnify, save and hold the Developer harmless from any and all demands, liabilities, losses, costs and claims, including reasonable attorney's fees associated with the Developer's development of the Client's web site. This includes Liabilities asserted against the Developer, its subcontractors, its agents, its clients, servants, officers and employees, that may arise or result from any service provided or performed or agreed to be performed or any product sold by the Client, its agents, employee or assigns.

Client also agrees to defend, indemnify and hold harmless the Developer against Liabilities arising out of any injury to person or property caused by any products or services sold or otherwise distributed over the Client's web site. This includes

MOUNTAIN
s t u d i o

infringing on the proprietary rights of a third party, copyright infringement, and delivering any defective product or misinformation that is detrimental to another person, organization, or business.

Ownership to Web Pages and Graphics.

Copyright to the finished assembled work of web pages produced by the Developer and graphics shall be vested with the Client upon final payment for the project. This ownership is to include, design, photos, graphics, source code, work-up files, text, and any program(s) specifically designed or purchased on behalf of the Client for completion of this project.

Nondisclosure.

The Developer its employees and subcontractors agree that, except as directed by the Client, it will not at any time during or after the term of this Agreement disclose any confidential information, including pricing and custom (proprietary) programming to any person whatsoever. Likewise, the Client agrees that it will not convey any confidential information obtained about the Developer to another party.

Completion Date

The Developer and the Client must work together to complete the web site in a timely manner for both parties to remain profitable. We agree to work expeditiously to complete this project no later than 5 months from contract signing and receipt of content.

Additional Notes/Disclaimers:

Once an established architecture and feature set are agreed upon all additional feature requests will be considered scope changes and the proposal will need to be amended or each feature billed separately. All invoices are due within 30 days of the site launch date. Invoices not paid within 30 days will be subject to a 10% per month penalty. All proposed costs are estimates and subject to a 10% scope variance. If scope changes are deemed beyond acceptable variance a revised proposal will be created and need to be agreed upon by both parties. Logo development and website development are inherently variable projects and all timelines are estimates only. Every attempt will be made to ensure a timely delivery for each phase of the project. However, the client needs to be aware that there can be many unforeseeable issues that may extend the project beyond the estimated deadlines.

The total agreed price of the above mentioned contract is **\$5800**
(50% retainer is due in order to proceed \$2900*)

Signed: _____ Date: _____

Estimate subject to a 10% scope variance, and will be reevaluated upon further discussion.

TERMS: Invoices are net due per invoice date. The invoice and its authorized agents are responsible for all costs incurred, including attorney's fees and collection costs, in the event of a default or if collection is referred to litigation.

Feel free to call or email me with any questions. Please fax a signed copy to: 775.256.8478

Julie Faber, Owner
Mountain Studio

431 Clarke Street | Bishop, CA 93514 | 760.872.1045 | 760.920.7675 | Julie@mtnstudio.com | www.mtnstudio.com

TO: CITY COUNCIL

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

SUBJECT: Advertise to Purchase Fertilizer for City Park

DATE: January 28, 2013

BACKGROUND/SUMMARY

The Community Services Department is preparing for spring and summer programming at the Bishop City Park. Twice annually park staff fertilizes to provide a safe and well-maintained playing surface on our ball fields and passive use areas.

Staff is requesting to advertise and accept bids for the following;

- "Nitro-King" with Iron Fertilizer – 2 palates
- 9-9-9 – (11) Iron Fertilizer – 2 palates

RECOMMENDATION

Council consideration to publicly advertise for the purchase of fertilizer for use in the City Park.

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KJC*

SUBJECT: Request for Proposals - Real Estate Service, Sunrise Mobile Home Park

DATE: January 28, 2013

Attachments: Draft Scope of Real Estate Services for the Sale of City-Owned Mobile Home Units.

BACKGROUND/SUMMARY

In 1983 the City of Bishop purchased property on MacIver Street to build a low-income Senior Mobile Home Park. Coupled with a grant from State of California, the City purchased 16 manufactured homes and created lots for 25 additional owner-purchased mobiles.

The City is prepared to accept request for proposals to provide services related to the marketing and sale of city-owned mobile home units within Sunrise Mobile Home Park. The contract is a two-year agreement.

RECOMMENDATION

Council consideration to approve the request for proposals process for the use of real estate services for a two-year contract.

CITY OF BISHOP
COMMUNITY SERVICES DEPARTMENT

Sunrise Mobile Home Park – Marketing and Sale of City-Owned Mobile Homes
Two (2) Year Agreement

Scope of Services

The City of Bishop is accepting proposals for the marketing and sale of City of Bishop-owned mobile homes within Sunrise Mobile Home Park.

The City of Bishop owns 16 Mobile Home Units within Sunrise Mobile Home Park. Currently, three of the units are vacant and ready for sale. As others become available the agency selected will have the responsibility to market and sell the property.

The selection will be based on the following criteria:

- Agency Resume and Listing Terms
- Best Practices as a Seller
- Services the Agency will perform for the City
- Declaration of Insurance (General Liability & Errors and Omissions)
- Marketing Plan

Each agency will provide the afore-mentioned criteria and a chronology of events for the listing and sale of the mobiles.

Please contact Keith Caldwell, City Administrator/Community Services Director, City of Bishop, (760) 873-5863 or keithcaldwell@ca-bishop.us if you should have questions.

377 W. Line Street
Bishop, CA 93514

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KAC*

SUBJECT: ABC APPLICATION – RAYMONDS – 206 NORTH MAIN STREET

DATE: JANUARY 28, 2013

Attachments: Application for Alcoholic Beverage License – Raymonds

BACKGROUND/SUMMARY

The Department of Alcoholic Beverage Control has provided the attached information on an application for an On-Sale Beer and Wine license by Raymonds located at 206 North Main Street. The business is owned by Shotgun LLC.

This is brought to Council as an informational item. If Council has no comment this request will be handled by ABC administratively.

RECOMMENDATION

Review the request. No action is necessary.

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE(S)

ABC 211 (6/99)

TO: Department of Alcoholic Beverage Control
 4800 STOCKDALE HWY
 STE 213
 BAKERSFIELD, CA 93309
 (661) 395-2731

File Number: **528993**
 Receipt Number: **2149626**
 Geographical Code: **1401**
 Copies Mailed Date: **January 4, 2013**
 Issued Date:

RECEIVED
JAN 07 2013
CITY OF BISHOP

DISTRICT SERVING LOCATION: **BAKERSFIELD**
 First Owner: **SHOTGUN LLC**
 Name of Business: **RAYMONDS**
 Location of Business: **206 N MAIN ST
 BISHOP, CA 93514-2739**

County: **INYO**

Is Premise inside city limits? **Yes** Census Tract **0004.00**

Mailing Address:
 (If different from
 premises address)

Type of license(s): **41**

Transferor's license/name: Dropping Partner: Yes ___ No **X**

<u>License Type</u>	<u>Transaction Type</u>	<u>Fee Type</u>	<u>Master</u>	<u>Dup</u>	<u>Date</u>	<u>Fee</u>
41 - On-Sale Beer And Wine	ANNUAL FEE	NA	Y	0	01/04/13	\$350.00
41 - On-Sale Beer And Wine	ORIGINAL FEES	NA	Y	0	01/04/13	\$300.00
NA	FEDERAL FINGERPRINTS	NA	N	2	01/04/13	\$48.00
NA	STATE FINGERPRINTS	NA	N	2	01/04/13	\$78.00
Total						\$776.00

Have you ever been convicted of a felony? **No**

Have you ever violated any provisions of the Alcoholic Beverage Control Act, or regulations of the Department pertaining to the Act? **No**

Explain any "Yes" answer to the above questions on an attachment which shall be deemed part of this application.

Applicant agrees (a) that any manager employed in an on-sale licensed premises will have all the qualifications of a licensee, and (b) that he will not violate or cause or permit to be violated any of the provisions of the Alcoholic Beverage Control Act.

STATE OF CALIFORNIA County of INYO

Date: January 4, 2013

Under penalty of perjury, each person whose signature appears below, certifies and says: (1) He is an applicant, or one of the applicants, or an executive officer of the applicant corporation, named in the foregoing application, duly authorized to make this application on its behalf; (2) that he has read the foregoing and knows the contents thereof and that each of the above statements therein made are true; (3) that no person other than the applicant or applicants has any direct or indirect interest in the applicant or applicant's business to be conducted under the license(s) for which this application is made; (4) that the transfer application or proposed transfer is not made to satisfy the payment of a loan or to fulfill an agreement entered into more than ninety (90) days preceding the day on which the transfer application is filed with the Department or to gain or establish a preference to or for any creditor or transferor or to defraud or injure any creditor of transferor; (5) that the transfer application may be withdrawn by either the applicant or the licensee with no resulting liability to the Department.

Effective July 1, 2012, Revenue and Taxation Code Section 7057, authorizes the State Board of Equalization and the Franchise Tax Board to share taxpayer information with Department of Alcoholic Beverage Control. The Department may suspend, revoke, and refuse to issue a license if the licensee's name appears in the 500 largest tax delinquencies list. (Business and Professions Code Section 494.5.)

Applicant Name(s)

Applicant Signature(s)

See 211 Signature Page

SHOTGUN LLC