

CITY OF BISHOP CITY COUNCIL



AGENDA PACKET MARCH 11, 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, MARCH 11, 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

MISS CITY OF BISHOP AND MISS TEEN CITY OF BISHOP QUARTERLY REPORTS – Miss City of Bishop Kristina Blum and Miss Teen City of Bishop Indica Morgenstein.

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

Reports

- (a) Personnel Status Change Report
- (b) Request to surplus found property – Log # BPD-122-46

FOR INFORMATION/FILING

- | | |
|----------------|--|
| Correspondence | (c) Letters of support for Southern Inyo Healthcare District |
| Reports | (d) Fire Department Activity Log – February 2013 |
| | (e) Public Works Building Permits Report – February 2013 |
| | (f) Sewer and Water Fund Monthly Balances 2012-2013 |
| Agendas | (g) Water and Sewer Commission - March 12, 2013 |

PUBLIC HEARING / NO ACTION

- (2) **PROPOSED ORDINANCE RELATING TO TRANSITIONAL/SUPPORTIVE HOUSING** - A public hearing will be held to give citizens an opportunity to make their comments known regarding Transitional / Supportive Housing.

PUBLIC HEARING

- (3) **PROPOSED ORDINANCE RELATING TO REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES** - A public hearing will be held to give citizens an opportunity to make their comments known regarding Reasonable Accommodations.

NEW BUSINESS

- (4) **PROPOSED ORDINANCE RELATING TO REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES** - Consideration to approve the first reading/introduction of an ordinance to add Chapter 17.82 Reasonable Accommodation to Title 17 of the Bishop Municipal Code providing a procedure for reasonable accommodation in the City's Land Use and Zoning and Building Regulations pursuant to Fair Housing Laws – Public Works.
- (5) **PURCHASE OF GRIT EQUIPMENT FOR SEWER PLANT HEADWORKS PROJECT** – Consideration to take action on the purchase of grit equipment for the sewer plant headworks project – Public Works Department.
- (6) **AGREEMENT WITH REAL ESTATE COMPANY FOR THE SALE OF CITY OWNED MOBILE HOMES** – Consideration to approve a two year agreement for real estate services to market and sell City-owned mobile home units located within Sunrise Mobile Home Park – Administration.
- (7) **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING** – Consideration to take action on selecting a project or projects to apply for CDBG funding - Administration.
- (8) **GENERAL PLAN ANNUAL PROGRESS REPORT 2012** – Consideration to approve the 2012 General Plan Progress Report - Public Works/Administration.
- (9) **PURCHASE CITY TRUCK** - Consideration to approve the request to go to bid to purchase a truck for the maintenance and use at all city parks - Community Services.
- (10) **BUDGET ADJUSTMENTS/TRANSFERS** – Consideration to take action to approve the budget adjustments and transfers for Fiscal Year 2012-2013 through February 28, 2013 as presented – Finance.
- (11) **TECHNICAL SUPPORT FOR IMPLEMENTATION OF GASB 54** – Consideration to approve engagement agreement with Certified Public Accountant Larry Bain for technical support for implementation of the GASB 54 requirements – Finance.

PRESENTATIONS

- (12) COUNCIL PRESENTATIONS - Presentations will be made to Denise Gillespie for her many years of public service to the City of Bishop as Assistant City Clerk/Executive Secretary. Refreshments will be served following the presentations and adjournment.

COUNCIL AND COMMITTEE REPORTS

ADJOURNMENT

Monday, March 25, 2013 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers

Monday, April 8, 2013 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers

Monday, April 22, 2013 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers

Monday, May 13, 2013 - 4:00 p.m. Study Session / 7:00 p.m. Regular Meeting – Council Chambers

Tuesday, May 28, 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, MARCH 11, 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. Draft ESCOG Legislative Platform
2. Adventure Trails Update
3. Current 7:00 p.m. agenda items
4. Future agenda items
5. Department Head Reports

DISCUSSION

1. Councilmember David Stottlemeyer
2. Councilmember Pat Gardner
3. Councilmember Keith Glidewell
4. Mayor Pro Tem Jim Ellis
5. Mayor Laura Smith

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

STUDY SESSION SCHEDULED DISCUSSION ITEM NO. 1
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TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KSC*

SUBJECT: EASTERN SIERRA COUNCIL OF GOVERNMENTS (ESCOG) –
DRAFT LEGISLATIVE PLATFORM

DATE: March 11, 2013

Attachments: ESCOG Draft Legislative Platform

Attached for discussion is the Eastern Sierra Council of Governments (ESCOG) Draft
Legislative Platform.

EASTERN SIERRA COUNCIL OF GOVERNMENTS LEGISLATIVE PLATFORM

SPECIFIC LEGISLATIVE PROPOSALS

1. AGRICULTURE :

Agriculture is a major industry for California second only to tourism. It is a \$37 billion industry that generates \$100 billion in related economic activity. In Inyo and Mono County, agriculture generated over \$79 million according to the Inyo-Mono 2011 Crop and Livestock Report.

Support - Continued funding of weed management programs.

Support - Authority for USDA to set up cooperative agreements with states for pest exclusion programs.

Support - Control and mitigation for the spread of invasive species to protect, conserve and restore public and private lands.

Oppose – Efforts by State agencies to usurp Agricultural Commissioners permitting authority for the spraying of pesticides on irrigated.

2. ECONOMIC DEVELOPMENT:

Improving economic development is one of the main objectives of our organization and one of the core purposes for the formation of this COG. Economic development encompasses a broad range of opportunities and challenges in the Eastern Sierra region. In order to achieve economic growth and prosperity in our Counties, Town and City, this COG should:

Support:

- Local land use authority
- Improve infrastructure such as transportation corridors, telecommunications, broadband deployment, specifically Digital 395, and airports.
- the film industry in our area as well as support state efforts to promote film-making in rural areas.
- Military bases in our area and encourage lawmakers to recognize the impact base reduction or closures would have on local economies.
- Technology enhancement and development including but not limited to biomass, solar, wind and geothermal power generation, and broadband deployment to enhance distance learning and telemedicine.
- Promote tourism as an economic engine for millions of tourists from around the world that are attracted to the rural natural beauty, colorful history and variety of year-round recreational activities in the beautiful Eastern Sierra.
- Small business for their local employment, revenue generation, access to goods and services and unwavering support of our communities.
- Policies and programs that enhance and specifically acknowledge and help to overcome the unique challenges facing rural businesses and entrepreneurs. Encourage flexibility and recognition of disadvantaged communities in our area.

Oppose:

- Proposals that negatively impact and burden local small businesses.

3. EDUCATION:

Rural communities face unique challenges in providing access to a high quality education for all students. These challenges include low student density in some areas, long distances and geographically challenging transportation routes as well as increment weather.

Support continued funding for home to school transportation

Support long distance learning opportunities in our schools and community colleges.

BUDGET AND FISCAL

1. **Support** legislation requiring the State to provide full cost reimbursement to counties and cities for all mandated programs.
2. **Support** legislation that requires that a secure and dedicated funding stream be identified prior to the adoption of any legislation placing additional mandates on local government.
3. **Support** legislation that would prohibit the State from mandating that a county or city participate in a without the consent of the locally elected officials.
4. **Support** legislation to stabilize local government financing, to increase funding to local agencies in an equitable manner, and to permit the most cost-efficient management of State-mandated programs.
5. **Oppose** legislation that would establish maintenance of effort requirements when it usurps local discretion over programs and expenditures.
6. **Oppose** efforts by the State and Federal Governments to reduce funding of programs or other traditional State and Federal funding streams by mandating, legislating, redirecting or strongly encouraging the use of local discretionary funding such as, but not limited to, Children and Families Commission.
7. **Support** legislation that will continue Secure Rural Schools and Community Self-Determination Act beyond the current authorization.
8. **Support** legislation to provide increased flexibility to local government to raise revenue within its jurisdiction.
9. **Support** State and Federal legislation that restores or enhances, royalty payments, and or the ability of local government to receive revenue from renewable energy projects sited within the local jurisdictions.
10. **Support** legislation that reaffirms a County's discretion in and ability to collect taxes on the siting, development and operation of commercial scale and larger renewable energy projects.

GENERAL GOVERNMENT

1. **Support** legislation that realigns governmental services in such a manner as to improve the delivery of services and make government more accountable to the people of California.
2. **Support** legislation that raises standards of required training for elected department heads in areas such as finance, personnel and management.
3. **Support** legislative efforts to provide funding for new construction, remodeling and renovation as well as to offset operating costs for local library facilities through bond measures and/or other funding methods.
4. **Support** full funding of the Public Library Fund in future budgets as well as programs that enhance our local museums.
5. **Support** legislation that recognizes the inherent disadvantage rural counties have as it applies to using a population based criteria (per capita) for allocating state and federal funds and minimizes and/or eliminates the reliance on this funding criteria.

6. **Oppose** legislation that minimizes, restricts and/or eliminates local elected Boards and Councils control over the allocation of funds through the budget process.
9. **Support** legislation that reimburses counties for special election costs and for costs associated with electronic voting machines.
10. **Support** legislation that reduces State and Federal regulations that impede, or increase the cost of the delivery of services by local governments and special districts.
11. **Monitor** closely any legislative efforts/initiatives regarding reform of the State Budget process.
12. **Oppose** legislation that is unduly burdensome to private industry.
13. **Support** legislation that provides the option for rural counties to conduct elections via "Vote by Mail."
14. **Oppose** efforts by Federal and State government to adversely impact Volunteer Fire Departments, including EMT services.
15. **Support** legislation that mitigates the impacts of natural or man made disasters on local governments and local property owners.
16. **Oppose** legislation that minimizes, restricts and/or eliminates real property rights of private citizens.

HEALTH & SOCIAL SERVICES

1. **Support** blended funding across human service programs, i.e. non-categorical.
2. **Support** legislation that allows maximum local flexibility to design human services programs, based on the needs of the communities served as well as recognition of the challenge of recruiting and maintaining health professionals throughout the region.
3. **Support** legislation that protects the physical, emotional and mental health of children and adults and ensure that funding is flexible and allows for dollars to be spent on locally identified needs especially in the programs affecting our senior citizen population.
4. **Monitor** and **Oppose** any legislative efforts/initiatives to reopen the realignment legislation or legislation that negatively affects health and human services realignment funds.

TRANSPORTATION AND PUBLIC WORKS

1. **Support** transportation funding legislation that:
 - Provides revenues without affecting funding sources of other county and city projects;
 - Continues Federal funding efforts for local transportation projects and transit needs;
 - Reaffirms and continues State responsibility for highway financing.
 - Returns lost maintenance and construction funds for local roads.
2. **Support** State legislators' efforts to address identified State highway safety needs in our communities.
3. **Support** State and Federal legislation efforts that benefit our local airports.

4. **Support** legislation that enhances counties ability to designate appropriate uses of county roads.

RESOURCES AND ENVIRONMENT

1. **Support** legislation to provide funding to local governments to create programs to protect river parkways and to reclaim damaged river habitat.
2. **Support** legislation for the development of programs and strategies that will accomplish the acquisition of reinvestment dollars for watershed management, groundwater basins, fisheries and waterways.
4. **Support** Federal funding proposals that enhance County ability to acquire Federal and state funding for the purpose of managing watersheds and natural resources.
5. **Support** legislation and/or state budget efforts to continue to provide funding for noxious weed management.
6. **Support** legislation that preserves local authority under RS2477 to protect public roads.
7. **Oppose** activities of the Federal and State government to acquire and transfer private lands to public ownership without continued mitigation for loss of local property tax revenue.
8. **Oppose** Federal or State activities limiting public access to public lands.
9. **Oppose any legislation, which eliminates or diminishes the requirement for Federal and State land use agencies to coordinate with local government on decisions affecting the plans and policies.**
10. **Oppose** efforts by Federal and State government to increase fees *for* and reduce and/or eliminate fire protection services on public lands.
11. **Support** legislation that protects those local jurisdictions that operate and deliver and store water that recognize and address mussel infestation early on from liability as a result of mussel infestation.
12. **Oppose** any legislation that could negatively impact outdoor recreation and operation of fish hatcheries.

PLANNING AND LAND USE

1. **Support** legislation and budget efforts that continue to maximize the Payment in Lieu of Taxes (PILT) revenue from the federal and state government to counties and continues full funding of PILT without restrictions beyond the current authorization.
2. **Oppose** legislation that minimizes and/or eliminates local control over land use decisions.
3. **Support** legislative efforts to enable local governments, utilities, energy developers, California Native American tribal governments, affected landowners and members of the public to actively participate in the renewable energy and utility corridor planning processes.
4. **Support** legislation, which reduces and/or eliminates State Requirements regarding General Plans and their updates.
8. **Support** legislation, which maintains county and city ability to protect and enhance their land use authority to determine the highest and best use of their natural resources, including but not limited to mining, water storage, renewable energy, and agricultural resources.

9. **Support** legislation that protects and/or reinstates the payment of geothermal royalties to local jurisdictions.

10. **Support** legislation that streamlines the CEQA/NEPA process.

LAW & JUSTICE:

1. **Support** Federal and State funding to combat the impacts of illegal Methamphetamine production and illegal crop production, especially marijuana, on private and public lands.

2. **Watch** proposed changes to State and Federal water.

DRAFT

AGENDA PLANNING FOR UPCOMING MEETINGS

MON – MARCH 25, 2013 MEETINGS

4:00 PM

- FIELD TRIP

7:00 PM

- Chamber of Commerce Update
- Update by Supervisor Jeff Griffiths
- Appointment of Planning Commission to fill vacancy with a four-year term 4/9/13 – 4/8/17
- Public Hearing – CDBG Grant Application
- Award Bid – Clark Water Line construction bid

- Discussion/Policy Approval – Street Vendors and Vendors in the Park
- Part-Time Salaries – Community Services and Police
- Second Reading – Ordinance amending Chapter 17 relating to Reasonable Accommodations for individuals with disabilities

MON – APRIL 8, 2013 MEETINGS

4:00 PM

- Budget Review

7:00 PM

- Public Hearing – Fees and Charges for City Services FY 2013-2014
- Public Hearing/Action – Ordinance on Transitional/Supportive Housing – (Gary S)
- Grant SCE easements – Wye Road
- CDBG Grant Resolution
- Approve man hole survey contract
- Purchase of ammunition – Police (C. Carter)

MON – APRIL 22, 2013 MEETINGS

4:00 PM

-

7:00 PM

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

MON – MAY 13, 2013 MEETINGS

4:00 PM

- Selection of Quarterly Citizen Award to be presented June 10
- Set date for Department Head Evaluations/Review Schedule

7:00 PM

- Labor Day Destruction Derby Agreement – consent - Fire (R.Seguine)

TUES – MAY 28, 2013 MEETINGS

4:00 PM

-

7:00 PM

- Chamber of Commerce Update
- Update by Supervisor Jeff Griffiths

MON – JUNE 10, 2013 MEETINGS

4:00 PM

-

7:00 PM

- Miss City of Bishop and Miss Teen City of Bishop Quarterly Reports
- Presentation of Quarterly Citizen Award
- Approval to release a man hole survey RFP – PW (D. Grah)

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

3/7/2013 7:59 AM

- Update by Supervisor Jeff Griffiths

MON, SEPTEMBER 9, 2013 MEETINGS

4:00 PM

7:00 PM

- Presentation of Quarterly Citizen Award
- Miss City of Bishop and Miss Teen City of Bishop Quarterly Reports
- 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
- 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

- Update by Supervisor Jeff Griffiths

MON, DECEMBER 9, 2013 MEETINGS

4:00 PM

-

3/7/2013 7:59 AM

7:00 PM

- Presentation of Quarterly Citizen Award
- Miss City of Bishop and Miss Teen City of Bishop Quarterly Reports
- Chamber of Commerce Update
- Public Hearing - water and sewer rates
- Reorganization – Selection of Mayor and Mayor Pro Tem
- Review of Mayoral Appointments

TO: CITY COUNCIL

SUBJECT: CONSENT CALENDAR – PERSONNEL STATUS CHANGE REPORT

DATE: March 11, 2013

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

<u>ADMINISTRATION DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
(A) Assistant City Clerk Full- Time – Step 2 \$4,893.00/month Hire – Robin Picken	2/8/13
Full-Time – Step 2 to Step 3 \$5,381.00/month	2/26/13
 <u>PUBLIC WORKS DEPARTMENT</u>	
(B) Public Works Maintenance Worker Full-Time – Step 2 5% Incentive Pay - \$201.00/month Gary Milici	2/16/13
 <u>COMMUNITY SERVICES DEPARTMENT</u>	
(C) Instructor Part-Time \$25.00/per class Hire - Kelly Ludwick	2/25/13
(D) Park Helper I, II, III Part-Time - Seasonal/Sunrise \$11.00/\$12.00/\$13.00 per hour Hire – Nathan Rigney	2/26/13

1(b)

**Bishop Police Department
Interoffice Memorandum**

Date: 02/22/13

BPD Memo Log# BPD-122-46

To: Keith Caldwell, City Administrator

RECEIVED

From: Chris Carter, Chief of Police

MAR 04 2013

Subject: Surplus and Found Property

CITY OF BISHOP

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
12-0831	21 Speed Mongoose Estes Bike	SNFSD05E19811	12-0831-1	01/10/13
12-0831	Specialized Hardrock Bike	P5BAZ1572	12-0831-2	01/10/13
12-0831	GT BMX Bike	NONE	12-0831-3	01/10/13
12-0831	Makaha Beach Cruiser Bike	K86091277	12-0831-4	01/10/13
12-0854	LG 220C Black Flip Phone	107CYQ0627228	12-0854-1	01/20/13
12-0917	Kent Trail Blaster Bike	GS52602	12-0917-1	02/13/13
12-0955	Kent Shimino Equipped Bike	GS100624582	12-0955-1	03/01/13
12-0962	Black Mesh Bag w/inexpensive toiletry items.	NONE	12-0962-1	03/01/13

Items will not be destroyed until after purge date

Chris Carter, Chief of Police

Date 2-28-13

**Sent to CITY HALL
from Bishop PD**

FEB 28 2013

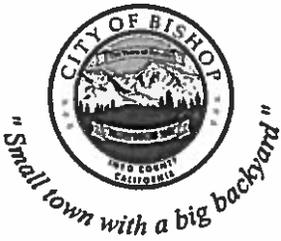
BY:

TO: CITY COUNCIL

SUBJECT: CONSENT CALENDAR – FOR INFORMATION/FILING
CORRESPONDENCE - LETTERS OF SUPPORT

DATE: March 11, 2013

The attached letters of support for Southern Inyo Healthcare District were sent out on February 27, 2013.



CITY OF BISHOP

377 West Line Street – Bishop, CA 93514
P.O. Box 1236 – Bishop, CA 93515
City Hall (760) 873-5863 – Fax (760) 873-4873

February 27, 2013

Senator Jean Fuller
State Capitol, Room 3063
Sacramento, CA 95814

SENT VIA EMAIL: Benjamin.stark@sen.ca.gov

Dear Senator Jean Fuller:

It has come to our attention that the Medi-Cal cuts proposed in AB 97, if implemented, will have a devastating effect on Southern Inyo Healthcare District (SIHD). SIHD operates a facility in which 33 of its 37 licensed beds are in a distinct-part skilled nursing facility and more than 90% of its patients are primarily insured by Medi-Cal.

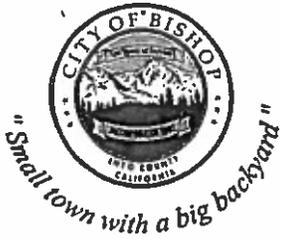
Proposed Medi-Cal payment reductions of 46% would amount to an annual loss of \$900,000 to SIHD. This amount of a cut-back cannot be absorbed by the district, which would force SIHD to close. If this facility closes, all of the patients would be faced with relocation to urban areas of the state, hundreds of miles from their homes. This would separate them from their families and friends and have a negative effect in their care, perhaps even shortening their lives.

This facility takes care of the most vulnerable people in Southern Inyo County, and they have no where else to go.

We implore you to find a way to keep existing Medi-Cal payment schedules in place so that SIHD can continue to provide skilled nursing services in our rural community.

Respectfully,

Keith Caldwell, City Administrator
City of Bishop



CITY OF BISHOP

377 West Line Street - Bishop, CA 93514
P.O. Box 1236 - Bishop, CA 93515
City Hall (760) 873-5863 - Fax (760) 873-4873

February 27, 2013

Assemblywoman Connie Conway **SENT VIA EMAIL: Justin.stoner@asm.ca.gov**
34th Assembly District
State Capitol Office Rm 2174
Sacramento, CA 94249-0034

Dear Assemblywoman Connie Conway:

It has come to our attention that the Medi-Cal cuts proposed in AB 97, if implemented, will have a devastating effect on Southern Inyo Healthcare District (SIHD). SIHD operates a facility in which 33 of its 37 licensed beds are in a distinct-part skilled nursing facility and more than 90% of its patients are primarily insured by Medi-Cal.

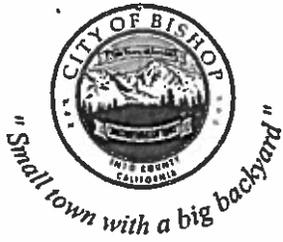
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Respectfully,

Keith Caldwell, City Administrator
City of Bishop



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377 West Line Street – Bishop, CA 93514
P.O. Box 1236 – Bishop, CA 93515
City Hall (760) 873-5863 – Fax (760) 873-4873

February 27, 2013

Diana Dooley
Secretary, Department of Health Care Services
PO Box 997413
Sacramento, CA 95889-7413

Dear Diana Dooley:

It has come to our attention that the Medi-Cal cuts proposed in AB 97, if implemented, will have a devastating effect on Southern Inyo Healthcare District (SIHD). SIHD operates a facility in which 33 of its 37 licensed beds are in a distinct-part skilled nursing facility and more than 90% of its patients are primarily insured by Medi-Cal.

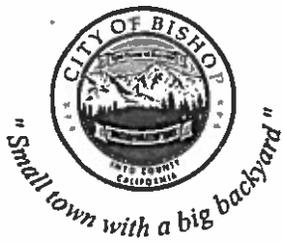
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Respectfully,

Keith Caldwell, City Administrator
City of Bishop



CITY OF BISHOP

377 West Line Street – Bishop, CA 93514
P.O. Box 1236 – Bishop, CA 93515
City Hall (760) 873-5863 – Fax (760) 873-4873

February 27, 2013

Toby Douglas
Director, Department of Health Care Services
PO Box 997413 , MS:0000
Sacramento, CA 95889-7413

Dear Toby Douglas:

It has come to our attention that the Medi-Cal cuts proposed in AB 97, if implemented, will have a devastating effect on Southern Inyo Healthcare District (SIHD). SIHD operates a facility in which 33 of its 37 licensed beds are in a distinct-part skilled nursing facility and more than 90% of its patients are primarily insured by Medi-Cal.

Proposed Medi-Cal payment reductions of 46% would amount to an annual loss of \$900,000 to SIHD. This amount of a cut-back cannot be absorbed by the district, which would force SIHD to close. If this facility closes, all of the patients would be faced with relocation to urban areas of the state, hundreds of miles from their homes. This would separate them from their families and friends and have a negative effect in their care, perhaps even shortening their lives.

This facility takes care of the most vulnerable people in Southern Inyo County, and they have no where else to go.

We implore you to find a way to keep existing Medi-Cal payment schedules in place so that SIHD can continue to provide skilled nursing services in our rural community.

Respectfully,

Keith Caldwell, City Administrator
City of Bishop

1(d)

BISHOP FIRE DEPARTMENT

ACTIVITY LOG

February, 2013

Date	RunID #	ACTIVITY	City	District	Contract	Other
1-Feb	13-0102026	Three Vehicle T.C., Front of 644 West Line Street	18			
2-Feb	13-0202027	Good Intent, Hot Brakes, Sherwin Grade				15
5-Feb		Training/Classroom, Propane Emergencies	10	10		
6-Feb		Departmental Meeting	17	16		
7-Feb	13-0702028	Smoke Detector Activation, False, 150 Pioneer NIH	19			
10-Feb	13-1002029	Grass Fire, Rear of 684 Tu Su Lane				25
10-Feb	13-1002030	Good Intent, Dust, Rear of 684 Tu Su Lane				22
11-Feb	13-1102031	Smoke Detector Activation, False, 150 Pioneer NIH	14			
12-Feb	13-1202032	Vehicle Rollover, Hwy 6 Just West of The Bridge				16
12-Feb	13-1202033	Propane Leak, City Park at the Frist Bridge	11			
12-Feb	13-1202034	Good Intent, 1464 Matlick Lane				18
13-Feb	13-1302035	Chimney Fire, 2770 Highland Drive				20
13-Feb		Work Night	10	11		
15-Feb	13-1502036	Alarm Activation, Pull, Malicious, 151 Pionner BCC	7			
16-Feb	13-1602037	Vehicle T.C., Hwy 395 Just West of Brockmen Ln				18
17-Feb	13-1702038	Police Assist, 399 East Yeany St., Space 13	5			
19-Feb		Training/Classroom, Ropes and Knots	14	14		
20-Feb		Departmental Meeting	13	13		
21-Feb	13-2102039	Electrical Problem, 3652 Ranch Road				15
23-Feb	13-2302040	Structure Fire, Mutual Aid, Benton				20
24-Feb	13-2402041	Brush Fire, Lower Ownes, East of Lone Pine				15
26-Feb	13-2602042	Authorized Burning, 685 See Vee Lane				12
27-Feb		Training/Classroom, PPE and Acountiblity	1	1		
27-Feb		Work Night	10	9		
28-Feb	12-2802043	HazMat Investigation, No HazMat, 386 May Street	17			
28-Feb	12-2802044	Two Vehicle TC. Front of 2750 No. Sierra Hwy				22

19

Total of Personnel Responding		Totals Calls
City	166	7
District	242	6
Contract	59	3
Other	50	3
		<u>19</u>



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/CityofBishopPublicWorks.htm

1(e)

Department of Public Works Building Permits Issued 2/2013

Date	Owner/Location/Contractor	Short Description	Value	SMIP	Rev Fund
Commercial					
2/22/2013	Flyers Energy 466 South Main Street L.A. Perks Petroleum	installation of gas tanks	\$243,500.00	\$51.14	\$10.00
2/1/2013	Denver Gardens, LLC 910 North Main Street New-Cali Landscapes	new backflow	\$1,900.00		
Commercial Totals			\$245,400.00	\$51.14	\$10.00
Residential					
2/25/2013	Holly Tatum 787 West Elm Street	sprinkler system	\$500.00		
2/21/2013	Joe Pecci 210 South Second Street Hawkey Enterprises, Inc.	re roof	\$8,495.00	\$0.85	\$1.00
2/20/2013	Matias Cervantes 350 Clarke Street	bathroom remodel	\$1,000.00	\$0.50	\$1.00
2/6/2013	Steve Park / Cathy Leja 850 Chamberlain Street High Country Lumber	pellet stove	\$4,539.00		
2/1/2013	Janet Guglielmino 425 Grove Street Sexton Construction	tenant improvements	\$5,800.00	\$0.58	\$1.00
Residential Totals			\$20,334.00	\$1.93	\$3.00

1(F)

Sewer Fund Monthly Balances 2012/2013

		End Previous	Change		
Start of Year Combined		\$ 720,361.67	\$ 720,361.67	\$ -	
Non capital (6 months)		\$ 280,300.00		\$ (280,300.00) Audit reconcile	
Capital		\$ 440,061.67		\$ (440,061.67) Audit reconcile	
		Start Balance	Expend	Revenue	End Balance
July	Combined	\$ 720,361.67	\$ 52,253.81	\$ 355,822.29	\$ 1,023,930.15
	Non Capital	\$ 280,300.00	\$ 52,253.81	\$ 209,935.15	\$ 437,981.34
	Capital	\$ 440,061.67	\$ -	\$ 145,887.14	\$ 585,948.81
August	Combined	\$ 1,023,930.15	\$ 79,271.79	\$ 89,480.84	\$ 1,034,139.20
	Non Capital	\$ 437,981.34	\$ 68,888.09	\$ 52,793.70	\$ 421,886.95
	Capital	\$ 585,948.81	\$ 10,383.70	\$ 36,687.14	\$ 612,252.25
September	Combined	\$ 1,034,139.20	\$ 68,285.63	\$ 70,631.93	\$ 1,036,485.50
	Non Capital	\$ 421,886.95	\$ 55,860.79	\$ 41,672.84	\$ 407,699.00
	Capital	\$ 612,252.25	\$ 12,424.84	\$ 28,959.09	\$ 628,786.50
October	Combined	\$ 1,059,337.17	\$ 55,447.58	\$ 61,180.49	\$ 1,065,070.08
	Non Capital	\$ 407,699.00	\$ 55,447.58	\$ 36,096.49	\$ 388,347.90
	Capital	\$ 628,786.50	\$ -	\$ 25,084.00	\$ 653,870.51
November	Combined	\$ 1,065,070.08	\$ 285,569.05	\$ 64,378.11	\$ 843,879.14
	Non Capital	\$ 388,347.90	\$ 64,691.97	\$ 37,983.08	\$ 361,639.02
	Capital	\$ 653,870.51	\$ 220,877.08	\$ 26,395.03	\$ 459,388.45
December	Combined	\$ 843,879.14	\$ 118,340.45	\$ 57,166.22	\$ 782,704.91
	Non Capital	\$ 361,639.02	\$ 54,781.35	\$ 33,728.07	\$ 340,585.74
	Capital	\$ 459,388.45	\$ 63,559.10	\$ 23,438.15	\$ 419,267.50
January	Combined	\$ 782,660.79	\$ 65,196.87	\$ 64,922.49	\$ 782,386.41
	Non Capital	\$ 340,585.74	\$ 59,835.50	\$ 38,304.27	\$ 319,054.51
	Capital	\$ 419,267.50	\$ 5,361.37	\$ 26,618.22	\$ 440,524.35
February	Combined	\$ 782,386.41	\$ 51,116.62	\$ 62,309.03	\$ 793,578.82
	Non Capital	\$ 319,054.51	\$ 50,370.75	\$ 36,762.33	\$ 305,446.09
	Capital	\$ 440,524.35	\$ 745.87	\$ 25,546.70	\$ 465,325.18
March	Combined	\$ 793,578.82	\$ -	\$ -	\$ 793,578.82
	Non Capital	\$ 305,446.09	\$ -	\$ -	\$ 305,446.09
	Capital	\$ 465,325.18	\$ -	\$ -	\$ 465,325.18
April	Combined	\$ 793,578.82	\$ -	\$ -	\$ 793,578.82
	Non Capital	\$ 305,446.09	\$ -	\$ -	\$ 305,446.09
	Capital	\$ 465,325.18	\$ -	\$ -	\$ 465,325.18
May	Combined	\$ 793,578.82	\$ -	\$ -	\$ 793,578.82
	Non Capital	\$ 305,446.09	\$ -	\$ -	\$ 305,446.09
	Capital	\$ 465,325.18	\$ -	\$ -	\$ 465,325.18
June	Combined	\$ 793,578.82	\$ -	\$ -	\$ 793,578.82
	Non Capital	\$ 305,446.09	\$ -	\$ -	\$ 305,446.09
	Capital	\$ 465,325.18	\$ -	\$ -	\$ 465,325.18
End of Year Combined					
Capital %				41%	

Water Funds Monthly Balances 2012/2013

		End Previous	Change		
Start of Year Combined		\$ 1,082,078.11	\$ 1,082,078.11	\$ -	
Non capital (6 months)		\$ 311,940.00		\$ (311,940.00)	Audit reconcile
Capital		\$ 770,138.11		\$ (770,138.11)	Audit reconcile
		Start Balance	Expend	Revenue	End Balance
July	Combined	\$ 1,082,078.11	\$ 141,501.81	\$ 383,358.07	\$ 1,323,934.37
	Non Capital	\$ 311,940.00	\$ 141,501.81	\$ 237,682.00	\$ 408,120.19
	Capital	\$ 770,138.11	\$ -	\$ 145,676.07	\$ 915,814.18
August	Combined	\$ 1,323,934.37	\$ 72,468.66	\$ 91,872.88	\$ 1,343,338.59
	Non Capital	\$ 408,120.19	\$ 68,873.25	\$ 56,961.19	\$ 396,208.13
	Capital	\$ 915,814.18	\$ 3,595.41	\$ 34,911.69	\$ 947,130.46
September	Combined	\$ 1,343,338.59	\$ 93,208.54	\$ 74,308.43	\$ 1,324,438.48
	Non Capital	\$ 396,208.13	\$ 86,512.61	\$ 46,071.23	\$ 355,766.75
	Capital	\$ 947,130.46	\$ 6,695.93	\$ 28,237.20	\$ 968,671.73
October	Combined	\$ 1,347,834.23	\$ 62,145.99	\$ 65,933.52	\$ 1,351,621.76
	Non Capital	\$ 355,766.75	\$ 56,806.31	\$ 40,878.78	\$ 339,839.22
	Capital	\$ 968,671.73	\$ 5,339.68	\$ 25,054.74	\$ 988,386.79
November	Combined	\$ 1,351,621.76	\$ 59,239.88	\$ 67,314.91	\$ 1,359,696.79
	Non Capital	\$ 339,839.22	\$ 57,472.05	\$ 41,735.24	\$ 324,102.41
	Capital	\$ 988,386.79	\$ 1,767.83	\$ 25,579.67	\$ 1,012,198.63
December	Combined	\$ 1,359,696.79	\$ 53,599.72	\$ 62,518.56	\$ 1,368,615.63
	Non Capital	\$ 324,102.41	\$ 52,924.72	\$ 38,761.51	\$ 309,939.20
	Capital	\$ 1,012,198.63	\$ 675.00	\$ 23,757.05	\$ 1,035,280.68
January	Combined	\$ 1,367,963.54	\$ 66,265.57	\$ 67,265.37	\$ 1,368,963.34
	Non Capital	\$ 309,939.20	\$ 64,466.69	\$ 41,704.53	\$ 287,177.04
	Capital	\$ 1,035,280.68	\$ 1,798.88	\$ 25,560.84	\$ 1,059,042.64
February	Combined	\$ 1,368,963.34	\$ 49,786.62	\$ 64,926.12	\$ 1,384,102.84
	Non Capital	\$ 287,177.04	\$ 49,786.62	\$ 40,254.19	\$ 277,644.61
	Capital	\$ 1,059,042.64	\$ -	\$ 24,671.93	\$ 1,083,714.57
March	Combined	\$ 1,384,102.84	\$ -	\$ -	\$ 1,384,102.84
	Non Capital	\$ 277,644.61	\$ -	\$ -	\$ 277,644.61
	Capital	\$ 1,083,714.57	\$ -	\$ -	\$ 1,083,714.57
April	Combined	\$ 1,384,102.84	\$ -	\$ -	\$ 1,384,102.84
	Non Capital	\$ 277,644.61	\$ -	\$ -	\$ 277,644.61
	Capital	\$ 1,083,714.57	\$ -	\$ -	\$ 1,083,714.57
May	Combined	\$ 1,384,102.84	\$ -	\$ -	\$ 1,384,102.84
	Non Capital	\$ 277,644.61	\$ -	\$ -	\$ 277,644.61
	Capital	\$ 1,083,714.57	\$ -	\$ -	\$ 1,083,714.57
June	Combined	\$ 1,384,102.84	\$ -	\$ -	\$ 1,384,102.84
	Non Capital	\$ 277,644.61	\$ -	\$ -	\$ 277,644.61
	Capital	\$ 1,083,714.57	\$ -	\$ -	\$ 1,083,714.57
End of Year Combined					
Capital %				38%	



CITY OF BISHOP

WATER AND SEWER COMMISSION AGENDA

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

1(g)

Date: 12 March 2013
7:00 P.M.

Notice to the Public:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk (760) 873-5863. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 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.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Public Comment:

This time is set aside to receive public comment on matters not calendared on the agenda.

5. Correspondence:

Response letter to Jan Clover from Dave Grah

6. Approval of Minutes:

Minutes of the Water and Sewer Commission meetings held on 08 January 2013 subject for approval.

7. Reorganization – Election of officers

8. Rate Study

9. Meter Readings

10. Cash balance and revenue and expenditures update

11. Public Works reports January and February

12. Staff and Commission Reports

13. Adjournment:

The next regularly scheduled meeting will be 14 May 2013 at 7:00 P.M. in the City Council Chambers, 301 West Line Street, Bishop.

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KSC*

SUBJECT: PUBLIC HEARING – PROPOSED ORDINANCE RELATING TO TRANSITIONAL/
SUPPORTIVE HOUSING

DATE: March 11, 2013

Attachments: Public Hearing Notice

BACKGROUND/SUMMARY

This public hearing is being held as advertised. The Planning Commission has requested additional information before making a recommendation to City Council.

The proposed Traditional/Supportive Housing Ordinance must be submitted to the Planning Commission and given a noticed public hearing. After the hearing, the Planning Commission must render its decision in the form of a written recommendation to the City Council.

RECOMMENDATION

Hold the public hearing and continue public hearing to a future City Council meeting pending approval of the Planning Commission at the March 26, 2013 Planning Commission Meeting.

**CITY OF BISHOP
NOTICE OF PUBLIC HEARING
AND PROPOSED ADOPTION OF ZONING ORDINANCE
RESPECTING SUPPORTIVE AND TRANSITIONAL HOUSING**

NOTICE IS HEREBY GIVEN that the Bishop City Council will hold a public hearing on Monday, March 11, 2013 at 7:00 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California to hear and consider citizen input on a draft ordinance entitled "AN ORDINANCE OF THE CITY OF BISHOP ADDING SECTION 17.08.116 AND 17.08.117 TO CHAPTER 17.08 DEFINITIONS OF TITLE 17 ZONING OF THE BISHOP MUNICIPAL CODE; AND AMENDING CHAPTER 17.38 ES EMERGENCY SHELTER COMBINING DISTRICT AND ORDINANCE NO. 534 RESPECTING SUPPORTIVE AND TRANSITIONAL HOUSING"

The draft ordinance is intended to allow permitting of supportive housing and transitional housing developments in the ES Emergency Shelter Combining District.

Following the public hearing, the first reading of this proposed ordinance will be reviewed for introduction with the adoption of the ordinance scheduled for 7:00 p.m., Monday, March 25, in the Bishop City Chambers.

A copy of the full text of this ordinance is available for public inspection at City Hall, 377 West Line Street, Bishop. Any persons wishing to comment are invited to attend the public hearing or send written comments to the City Council, 377 West Line Street, Bishop, CA 93514 on or before the time of said hearing. Any questions can be directed to the Public Works Department at 760-873-8458.

Published: February 28, 2013

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KSC*

SUBJECT: PUBLIC HEARING – PROPOSED ORDINANCE RELATING TO REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

DATE: March 11, 2013

Attachments: Public Hearing Notice

BACKGROUND/SUMMARY

This public hearing will be to discuss the proposed ordinance relating to Reasonable Accommodations for individuals with disabilities.

RECOMMENDATION

Hold the public hearing.

**CITY OF BISHOP
NOTICE OF PUBLIC HEARING
AND PROPOSED ADOPTION OF ZONING ORDINANCE
PROVIDING A PROCEDURE FOR REASONABLE ACCOMMODATION**

NOTICE IS HEREBY GIVEN that the Bishop City Council will hold a public hearing on Monday, March 11, 2013 at 7:00 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California to hear and consider citizen input on a draft ordinance entitled "AN ORDINANCE OF THE CITY OF BISHOP, ADDING CHAPTER 17.82 REASONABLE ACCOMMODATION TO TITLE 17 OF THE BISHOP MUNICIPAL CODE PROVIDING A PROCEDURE FOR REASONABLE ACCOMMODATION IN THE CITY'S LAND USE AND ZONING AND BUILDING REGULATIONS PURSUANT TO FAIR HOUSING LAWS".

This draft ordinance which provides a procedure for reasonable accommodation for individuals with disabilities in the city's land use and zoning and building regulations pursuant to fair housing laws.

Following the public hearing, the first reading of this proposed ordinance will be reviewed for introduction with the adoption of the ordinance scheduled for 7:00 p.m., Monday, March 25, in the Bishop City Chambers.

A copy of the full text of this ordinance is available for public inspection at City Hall, 377 West Line Street, Bishop. Any persons wishing to comment are invited to attend the public hearing or send written comments to the City Council, 377 West Line Street, Bishop, CA 93514 on or before the time of said hearing. Any questions can be directed to the Public Works Department at 760-873-8458.

Published: February 28, 2013

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KWC*

SUBJECT: **Draft Ordinance Reasonable Accommodation –
First Reading/Introduction**

DATE: March 11, 2013

Attachments: Planning Commission Letter – Recommendation to City Council
Staff Memo
Draft Ordinance - Reasonable Accommodation

BACKGROUND/SUMMARY

Public Services Officer Schley has provided a detailed background and summary of the Fair Housing Act and California Fair Employment and Housing Acts. The Planning Commission has given their recommendation to approve the draft Reasonable Accommodation Ordinance as presented.

As part of the City of Bishop Housing Element adopted by City Council in 2009, goals have been set forth to create reasonable accommodation procedures for zoning, land use, permit processing and other regulations and modifications to insure jurisdictions comply fully with the intent of the fair housing laws for persons with disabilities.

RECOMMENDATION

After the public hearing, City Council will consider approval of the first reading/introduction of the draft Ordinance for Reasonable Accommodation.



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

March 7, 2013

Bishop City Council
PO Box 1236
Bishop, CA 93515

Re: Proposed Amendment of Zoning Ordinance

Please be advised that the Bishop Planning Commission, at their February 26, 2013 meeting, voted 4-0 to recommend the City Council adopt an amendment to Land Use Ordinance No. 424 of the City of Bishop, adding chapter 17.82 Reasonable Accommodation to Title 17 Zoning of the Bishop Municipal Code, which provides a procedure for reasonable accommodation for individuals with disabilities in the city's land use and zoning and building regulations pursuant to fair housing laws.

The Planning Commission found that the proposed zoning ordinance amendments are consistent with the policies of the federal Fair Housing Amendments Act of 1988 and California's Fair Employment and Housing Act, and the City of Bishop 2009 Housing Element.

Sincerely,

David Bhakta
Commissioner, Bishop Planning Commission

MEMORANDUM

Date: March 5, 2013

To: Keith Caldwell, City Administrator *KSC*

From: Gary Schley, Public Services Officer *GS*

Subject: Draft Reasonable Accommodation Ordinance

Background: The federal Fair Housing Amendments Act of 1988 and California's Fair Employment and Housing Act prohibit discrimination against individuals with disabilities in housing and requires that cities take affirmative action to eliminate regulations and practices that deny housing opportunities to individuals with disabilities. More specifically, fair housing laws require that cities provide individuals with disabilities or developers of housing for people with disabilities, flexibility in the application of land use and zoning and building regulations, practices and procedures. Local jurisdictions must even waive certain requirements when it is necessary to eliminate barriers to housing opportunities. For example, a family could seek reasonable accommodation from its local jurisdiction for waiver of a residential fence height restriction so their son, who because of his mental disability fears unprotected spaces, may use the backyard. This reasonable accommodation mandate could also provide flexibility in the application of a local zoning code regulation that limits the size of residences in R1 zones. Reasonable accommodation could be provided to allow an individual with a disability to exceed that limit to build a wheelchair ramp.

While fair housing laws intend that all people have equal access to housing, the law also recognizes that individuals with disabilities may need extra tools to achieve equality. Providing reasonable accommodation is one way for local jurisdictions to provide relief from land use and zoning and building regulations and procedures that have the effect of discriminating against the development, siting and use of housing for individuals with disabilities.

The City of Bishop 2009 Housing Element set a goal for creating and adopting a formal reasonable accommodation procedure for zoning, land use, permit processing and building codes to insure that local land use regulations facilitate modifications that would allow disabled persons to remain in their homes as long as possible, and do not unnecessarily constrain the development, maintenance and improvement of housing for persons with disabilities.

The draft Reasonable Accommodation Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sec. 15061, (Title 14

of the California Code of Regulations) because there is no potential for causing a significant effect on the environment.

Recommendation: Hold a public hearing and review the draft Reasonable Accommodation Ordinance for approval.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BISHOP, ADDING CHAPTER 17.82 REASONABLE ACCOMMODATION TO TITLE 17 OF THE BISHOP MUNICIPAL CODE PROVIDING A PROCEDURE FOR REASONABLE ACCOMMODATION IN THE CITY'S LAND USE AND ZONING AND BUILDING REGULATIONS PURSUANT TO FAIR HOUSING LAWS

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

SECTION 1. Title 17 of the Bishop Municipal Code entitled ZONING be, and is hereby amended, by adding Section 17.82 Reasonable Accommodation to read as follows:

"Chapter 17.82

REASONABLE ACCOMMODATIONS

Sections:

- 17.82.010 Purpose.
- 17.82.020 Findings.
- 17.82.030 Applicability.
- 17.82.040 Notice to the public of availability of accommodation process.
- 17.82.050 Requesting reasonable accommodation.
- 17.82.060 Reviewing authority.
- 17.82.070 Required findings.
- 17.82.080 Written decision on the request for reasonable accommodation.
- 17.82.090 Appeals

17.82.010 Purpose. It is the policy of the jurisdiction, pursuant to the federal Fair Housing Amendments Act of 1988 and the California Fair Employment and Housing Act (hereafter "fair housing laws"), to provide individuals with disabilities reasonable accommodation in rules, policies, practices and procedures to ensure equal access to housing and facilitate the development of housing for individuals with disabilities. This ordinance establishes a procedure for making requests for reasonable accommodation in land use, zoning and building regulations, policies, practices and procedures of the jurisdiction to comply fully with the intent and purpose of fair housing laws.

17.82.020 Findings. The City Council of the jurisdiction finds: The federal Fair Housing Amendments Act of 1988 and California's Fair Employment and Housing Act impose an affirmative duty on local governments to make reasonable accommodation in their land use and

zoning regulations and practices when such accommodation may be necessary to afford individuals with disabilities an equal opportunity to housing;

A. The Housing Element of the jurisdiction must identify and develop a plan for removing governmental constraints to housing for individuals with disabilities including local land use and zoning constraints or providing reasonable accommodation;

B. The Attorney General of the State of California has recommended that cities and counties implement fair housing reasonable accommodation procedures for making land use and zoning determinations concerning individuals with disabilities to further the development of housing for individuals with disabilities;

C. A fair housing reasonable accommodation procedure for individuals with disabilities and developers of housing for individuals with disabilities to seek relief in the application of land use, zoning and building regulations, policies, practices and procedures will further the jurisdiction's compliance with federal and state fair housing laws and provide greater opportunities for the development of critically needed housing for individuals with disabilities.

17.82.030 Applicability.

A. Reasonable accommodation in the land use and zoning context means providing individuals with disabilities or developers of housing for people with disabilities, flexibility in the application of land use and zoning and building regulations, policies, practices and procedures, or even waiving certain requirements, when it is necessary to eliminate barriers to housing opportunities.

B. An individual with a disability is someone who has a physical or mental impairment that limits one or more major life activities; anyone who is regarded as having such impairment; or anyone with a record of such impairment.

C. A request for reasonable accommodation may be made by any individual with a disability, his or her representative, or a developer or provider of housing for individuals with disabilities, when the application of a land use, zoning or building regulation, policy, practice or procedure acts as a barrier to fair housing opportunities.

17.82.040 Notice to the public of availability of accommodation process. Notice of the availability of reasonable accommodation shall be prominently displayed at public information counters in the planning and public works departments, advising the public of the availability of the procedure for eligible individuals. Forms for requesting reasonable accommodation shall be available to the public in the Planning and Building and Safety departments.

17.82.050 Requesting reasonable accommodation.

A. In order to make housing available to an individual with a disability, any eligible person as defined in Sec. 3 may request a reasonable accommodation in land use, zoning and building regulations, policies, practices and procedures.

B. Requests for reasonable accommodation shall be in writing and provide the following information:

- (1) Name and address of the individual(s) requesting reasonable accommodation;
- (2) Name and address of the property owner(s);
- (3) Address of the property for which accommodation is requested;
- (4) Description of the requested accommodation and the regulation(s), policy or procedure for which accommodation is sought; and
- (5) Reason that the requested accommodation may be necessary for the individual(s) with the disability to use and enjoy the dwelling.

C. Any information identified by an applicant as confidential shall be retained in a manner so as to respect the privacy rights of the applicant and shall not be made available for public inspection.

D. A request for reasonable accommodation in regulations, policies, practices and procedures may be filed at any time that the accommodation may be necessary to ensure equal access to housing. A reasonable accommodation does not affect an individual's obligations to comply with other applicable regulations not at issue in the requested accommodation.

E. If an individual needs assistance in making the request for reasonable accommodation, the jurisdiction will provide assistance to ensure that the process is accessible.

17.82.060 Reviewing Authority.

A. Requests for reasonable accommodation shall be reviewed by the "reviewing authority," using the criteria set forth in 17.82.070.

B. The reviewing authority shall issue a written decision on a request for reasonable accommodation within thirty (30) days of the date of the application and may either grant, grant with modifications, or deny a request for reasonable accommodation in accordance with the required findings set forth in 17.82.070.

C. If necessary to reach a determination on the request for reasonable accommodation, the reviewing authority may request further information from the applicant consistent with fair housing laws, specifying in detail the information that is required. In the event that a request for additional information is made, the thirty (30) day period to issue a decision is stayed until the applicant responds to the request.

D. For purposes of this ordinance 'reviewing authority' means the Director of Public Works, or his/her designee.

17.82.070 Required findings. The written decision to grant, grant with modifications, or deny a request for reasonable accommodation shall be consistent with fair housing laws and based on the following factors:

A. Whether the housing, which is the subject of the request for reasonable accommodation, will be used by an individual with disabilities protected under fair housing laws;

B. Whether the requested accommodation is necessary to make housing available to an individual with disabilities protected under the fair housing laws;

C. Whether the requested accommodation would impose an undue financial or administrative burden on the jurisdiction and;

D. Whether the requested accommodation would require a fundamental alteration in the nature of the jurisdiction's land use and zoning or building program.

17.82.080 Written decision on the request for reasonable accommodation.

A. The written decision on the request for reasonable accommodation shall explain in detail the basis of the decision, including the reviewing authority's findings on the criteria set forth in 17.82.070. All written decisions shall give notice of the applicant's right to appeal and to request reasonable accommodation in the appeals process as set forth below. The notice of decision shall be sent to the applicant by certified mail.

B. The written decision of the reviewing authority shall be final unless an applicant appeals it to the jurisdiction's planning commission.

C. If the reviewing authority fails to render a written decision on the request for reasonable accommodation within the thirty (30) day time period allotted by 17.82.060, the request shall be deemed granted.

D. While a request for reasonable accommodation is pending, all laws and regulations otherwise applicable to the property that is the subject of the request shall remain in full force and effect.

17.82.090 Appeals.

A. Within thirty (30) days of the date of the reviewing authority's written decision, an applicant may appeal an adverse decision. Appeals from the adverse decision shall be made in writing.

B. If an individual needs assistance in filing an appeal on an adverse decision, the jurisdiction will provide assistance to ensure that the appeals process is accessible.

C. All appeals shall contain a statement of the grounds for the appeal. Any information identified by an applicant as confidential shall be retained in a manner so as to respect the privacy rights of the applicant and shall not be made available for public inspection.

D. Nothing in this procedure shall preclude an aggrieved individual from seeking any other state or federal remedy available.

SECTION 4. This ordinance shall be in full force and effect thirty (30) days from and after its passage and adoption.

SECTION 5. The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published in the manner and form provided by law in the Inyo Register, a newspaper of general circulation printed and published in the City of Bishop, State of California which said newspaper is hereby designated for that purpose.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2013.

LAURA SMITH, MAYOR

ATTEST: Keith Caldwell, City Clerk

By: _____
Robin Picken, Assistant City Clerk

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KSC*

SUBJECT: Purchase - Sewer Plant Headworks Grit Equipment

DATE: March 11, 2013

Attachments: Staff Memo
Purchase Contract

BACKGROUND/SUMMARY

Public Works Director and City Engineer Grah provided an overview of the Sewer Plant Headworks Project. The project has two of the three phases complete, with the grit equipment remaining.

Two bids were received following the January 15, 2013 release. The Frost Company provided the low bid of \$118,350 with a 2.5% contingency, which are typical for construction bids.

Cost of the grit equipment is \$121,308.75 and will be funded through the Sewer Capital Improvement Fund.

RECOMMENDATION

Council consideration to;

- Authorize the execution of the purchase contract based on Frost's low bid.
- Authorize the expenditure of up to \$121,308.75 through the contract.
- Authorize a budget adjustment bringing the total budgeted for the Headworks project to \$400,000 this fiscal year.



To: Keith Caldwell, City Administrator *KAC*
From: David Grah, Director of Public Works *DG*
Subject: Approve Purchase of Sewer Plant Headworks Grit Equipment
Date: 4 March 2013
Previous: 27 August 2010, 5 July 2011, 1 December 2011, 3 January 2012, 12 July 2012, 12 October 2012, 8 January 2013
Funding: Sewer Capital Improvements

General:
Public Works is ready to purchase grit equipment to be installed as part of the Headworks project.

Background:
Improving the headworks of the wastewater treatment plant is one of the highest priority sewer projects for the city. The project is improving screening and grit removal processes and reducing the need for staff to handle and be exposed to waste. The project has been underway for a few years and is finally nearing completion.

The project has been accomplished in several ways including consultant contracts, construction contracts, and purchases. We are ready for the last of the three major parts of the project, the installation of grit equipment. The other two major parts of the project are screen installation and concrete construction, both of which are essentially complete.

A Request for Bids was released 15 January and two bids were received by the 15 February due date. Supplemental information was requested and provided by both bidders. The bids are as follows:

Bidder	Location	Bid
Frost Company	Huntington Beach	\$118,350
Case Cotter	Denver	\$134,360

Neither bidder claimed a contracting preference. Frost's low bid meets bid requirements. Frost has been the firm that has done most of the work on the Headworks so far with the exception of the concrete work.

Although not a construction project, the purchase of the installed equipment has some similarities to a construction project. To respond to field realities that are common in construction, a 5% contingency is typically provided. A 2.5% contingency is requested on this

purchase. The low bid plus a 2.5% contingency is \$121,308.75. The grit equipment was anticipated to cost between \$75,000 and \$100,000.

Large expenditures on the project this fiscal year include:

Item	Cost
Screen	\$149,000
Concrete	\$106,000
Grit Equipment	\$121,308.75
Total	\$376,308.75

There is \$300,000 budgeted for the project in this current 2012/2013 fiscal year so, as indicated as a possibility in my memo concerning advertising the purchase, a budget adjustment is necessary to complete the project. The current sewer cash balance is about \$780,000 and this balance reflects payment for the concrete work and most of the screen. Payments for remaining work on the Headworks project are expected to reduce the cash balance to a little less than \$600,000 which is still considered to be a prudent cash balance. It is requested to adjust the amount budgeted for the Headworks project to \$400,000 this fiscal year which should be adequate to complete the project.

The attached purchase contract has been drafted for the purchase of the grit equipment.

Recommendation:

- Authorize the execution of the purchase contract based on Frost's low bid
- Authorize the expenditure of up to \$121,308.75 through that contract
- Authorize a budget adjustment bringing the total budgeted for the Headworks project to \$400,000 this fiscal year

Purchase Contract
Grit Equipment for Bishop Headworks Project

1. This contract is between the City of Bishop and the Frost Company (contractor) for the purchase of grit equipment for the city's Headworks project.
2. The requirements are described in the Request for Bids for the purchase released 15 January 2013 and supplemented 15 February 2013 and in the Frost Company quotation dated 20 February 2013.
3. Prior to the beginning of and throughout the duration of installation work, the Contractor shall maintain insurance as follows.
 - Contractor shall provide Commercial General Liability Insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,000 per occurrence for all covered losses and no less than \$2,000,000 general aggregate.
 - Contractor shall provide Workers' Compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses.
 - Excess or Umbrella Liability Insurance (Over Primary), if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Such policy or policies shall include as insureds those covered by the underlying policies, including additional insureds.
 - Coverage shall be "pay on behalf", with defense costs payable in addition to policy limits.
 - There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another.
 - Coverage shall be applicable to City for injury to employees of Contractor, subcontractors or others involved in the work.
 - The scope of coverage provided is subject to approval of City following receipt of proof of insurance as required herein.
 - Any insurance proceeds in excess of the required limits and coverage and which is applicable to a given loss will be available to City.
 - The City, including its officers, agents, and employees shall be named as additional insureds under the general and umbrella liability policies.

4. As an express and material term of City's issuance of the Contract, Contractor agrees to indemnify and hold harmless the City, its officers, employees and agents from any and all claims, demands, causes of action, losses or other liabilities for any damage, whether to person or property, whatsoever arising out of or related to the Contractor's work. Contractor further agrees to indemnify and hold harmless the City, its officers, employees and agents for any injury to persons or property occasioned by reason of or arising out of the acts or omissions of Contractor, his/her/its agents, employees, contractors and subcontractors and/or any other person or entity performing work under this contract. It is the intent of this condition that Contractor shall be responsible for all liability for design, fabrication, and installation performed pursuant to this contract and that the City, its officers, employees and agents shall not be liable for any negligence, whether active or passive in nature, nonfeasance, misfeasance, or malfeasance related to or arising from this contract, including but not limited to approving, reviewing, checking, or correcting any plans or specifications or in approving, reviewing, or inspecting any work or construction arising from this contract.
5. Contractor shall be paid as follows:
 - 10% at receipt of complete submittals.
 - 10% at submittal approval.
 - After delivery of the first materials and equipment to the site, payments shall be made as often as monthly based on substantiated payment requests from the Contractor. Substantiation shall include evidence of the materials delivered to the site and the percentage of installation completed.
 - From payments made after the delivery of the first materials and equipment to the site, the City shall retain 10 percent of the estimated value of the work done and 10 percent of the value of estimated to have been furnished and delivered and unused or furnished and stored as aforesaid as part security for the fulfillment of the contract by the Contractor. No retention shall be applied to payments for submittals. Retention shall be paid when all contract requirements are met.
6. Frost shall keep an accurate payroll record showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each worker or other employee employed on the project and subject to prevailing wage requirements.
7. The contract may be terminated by either party with 30 days written notice to the other party.
8. If any action is commenced between the parties concerning any provision of this contract or the rights and duties of any party in relation thereto or the interpretation of this contract, the prevailing party shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for the party's attorney fees in such action.
9. This contract shall be governed by and construed in accordance with the laws of the State of California.

Agreed:

City of Bishop
By:

Frost Company
By:

Keith Caldwell
City Administrator

Date

Date

DRAFT

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KKC

SUBJECT: Award Bid - Real Estate Service, Sunrise Mobile Home Park

DATE: March 11, 2013

Attachments: Agreement for Real Estate Services
Scope of Real Estate Services

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 the State of California, the City purchased 16 manufactured homes and created lots for 25 additional owner-purchased mobiles.

The City received three (3) qualified proposals to provide services related to the marketing and sale of city-owned mobile home units within Sunrise Mobile Home Park.

Staff determined that all were well qualified and had provided the community with outstanding service. The final decision was based on the ability to negotiate a final commission. This is a 2 year agreement.

RECOMMENDATION

Council consideration to approve a two (2) year agreement with Coldwell Banker LeeAnn Rasmuson & Associates to market and sell City-owned mobile home units located within Sunrise Mobile Home Park.



Agreement

Real Estate Services – Sunrise Mobile Home Park

1. This two year (2) agreement commencing on date signed and terminating two years from that date, is between the City of Bishop and Coldwell Banker LeeAnn Rasmuson & Associates for work related to the marketing and sale of City of Bishop owned mobile homes with Sunrise Mobile Home Park.
2. The scope of the work is shown on the attached Scope of Services.
3. Changes shall be agreed to in writing.
4. Monetary commissions shall be negotiated by the City of Bishop and Coldwell Banker LeeAnn Rasmuson & Associates and based on purchase price of the mobile home.
5. Coldwell Banker LeeAnn Rasmuson & Associates shall maintain comprehensive general liability insurance, professional liability, and automobile liability insurance coverage each in the sum of not less than \$1,000,000.
6. Coldwell Banker LeeAnn Rasmuson & Associates shall maintain DRE License and Errors and Omissions Insurance.
7. The agreement may be terminated by either party with 30 days written notice to the other party.
8. This agreement shall be governed by and construed in accordance with the laws of the State of California.

Agreed:

City of Bishop

**Coldwell Banker LeAnn
Rasmuson & Associates**

By:

By:

Keith S. Caldwell
City Administrator

Date

LeeAnn Rasmuson
Owner/Broker

Date

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KSC

SUBJECT: **Community Development Block Grant Projects**

DATE: March 11, 2013

Attachments: Mammoth Lakes Housing, Inc. - First Time Home Buyers Program Overview
Economic Development Funding - Overview

BACKGROUND/SUMMARY

During a Public Hearing held February 11, 2013, two organizations expressed interest in applying for the City of Bishop through the Community Development Block Grant Program.

On February 11, 2013 IMACA presented a proposal and handouts regarding their project. Attached is an overview of Mammoth Lake Housings, Inc. proposed project.

These organizations are in a competing category, so the Council must choose one project or choose to split the funds.

The City of Bishop will also be preparing an application for economic development – a technical assistance area that does not compete with IMACA or Mammoth Lakes Housing, Incorporated.

RECOMMENDATION

Council consideration to approve a project/projects for the City of Bishop through the Community Development Block Grant Program.



City of Bishop First Time Home Buyers Program

Mammoth Lakes Housing (MLH) has administered the Homebuyer's Assistance Program for the City of Bishop through the Community Development Block Grant Program (CDBG) since 2009, when the first application for \$600,000 was submitted. This year MLH is requesting that the City again apply to CDBG for the Home Buyer Assistance Program in the amount of \$600,000.

This program is available to households with a gross income at or below 80% Area Median Income (AMI). The Homebuyer Assistance Program provides assistance in the form of deferred payment "silent" second priority loans as "Gap" financing toward the purchase price and closing costs of affordable housing units that will be occupied by the homebuyers. Homebuyer's assistance funds are subordinate to the primary loan. Once the primary loan is paid in full the MLH loan becomes due. There are no payments due while the primary loan is being paid and no interest accrues. The primary loan must be a thirty year, fixed rate, fully amortized loan with impounded property taxes.

During the term of the grant MLH assisted four first time homebuyers into more stable living conditions through this program. The local real estate community benefited as families who were not in a position to afford to purchase a home were able to take that step. MLH has received continued interest in the program from potential homebuyers as well as members of the real estate community who know and understand the program and have clients who can benefit from the down payment assistance funds. We know that there is an on-going demand for this program and that it will serve the community.

This year CDBG is incentivizing jurisdictions who apply for the Homeownership Assistance program by making the program a "State Objective" and awarding an additional 50 bonus points to jurisdictions who apply for this program.

2012 Median Family Income for Inyo County

	<i>Number of Persons in Household</i>							
	1	2	3	4	5	6	7	8
80% of AMI	\$36,700	\$41,950	\$47,200	\$52,400	\$56,600	\$60,800	\$65,000	\$69,200

Please feel free to contact Pam Hennarty at 760.934.4740, pam@mammothlakeshousing.org or visit our website at www.mammothlakeshousing.org for frequently asked questions, homebuyer guidelines, and application material.

Sustainable Communities Planning Grant Application Talking Points

The City of Bishop is preparing an application for a planning grant from the CDBG. The primary purpose of the application is to update the city's Economic Development Elements. Taken together with the Housing Element and Mobility Element, the update will provide a coordinated set of policies to improve the quality of life for the City of Bishop and the greater Bishop community and further the sustainability objectives of the state.

The features of the proposal include:

- A sustainable economic development plan. This plan builds on other local efforts including ABC 2000 and the Retail Gap Analysis.
 - The goals of the ED plan are to:
 - capture more of the local retail market,
 - expand capture of retail and other business opportunities derived from pass-through traffic on 395,
 - provide land use policies that encourage and support businesses that can take advantage of Digital 395 and improvements at the Bishop Airport,
 - grow visitation through encouraging longer stays and greater capture of 395 traffic.
- Integration of land use policies with mobility objectives to support a variety of modes of transportation and to reduce vehicle miles traveled.

The benefits of the proposal include:

- Increased retail expenditures leading to stronger employment opportunities for the greater community
- Expansion of better paying jobs related to services and businesses connected to D 395
- Improved transportation options including more efficient transit and more walking and biking choices
- Improved recreation access
- Water quality and air quality improvements
- Reduction in GHG emissions

Possible other points to raise

- Currently a lot of local jobs are relatively low paying. Internet based businesses have the potential to bring higher paying jobs to the Bishop region.
- Any related projects that the city has been involved in that included more than one agency. Possibly Caltrans, the county, the chamber, BLM, USFS or others.

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KSC

SUBJECT: **General Plan Annual Progress Report - 2012**

DATE: March 11, 2013

Attachments: Staff Memo
2012 General Plan Progress Report

BACKGROUND/SUMMARY

Public Services Officer Schley has provided background information associated with the implementation of the 2012 General Plan.

The progress reports are sent annually to the Office of Planning and Research to identify necessary modifications and improvement to the General Plan Guidelines.

RECOMMENDATION

Council consideration to accept the 2012 General Plan Progress Report

MEMORANDUM

Date: March 5, 2013

To: Keith Caldwell, City Administrator *KTC*

From: Gary Schley, Public Services Officer *AS*

Subject: General Plan 2012 Annual Progress Report

Background: The General Plan Annual Progress Report provides the City Council with information regarding the implementation of the General Plan. It provides pertinent information to the Office of Planning and Research to identify necessary modifications and improvements to the General Plan Guidelines.

Recommendation: Review the Annual Progress Report and recommend acceptance of the General Plan 2012 Annual Progress Report and submission of the report to the Governor's Office of Planning and Research and to the State Department of Housing and Community Development.

Attachment: General Plan 2012 Annual Progress Report



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

General Plan 2012 Annual Progress Report

Introduction

The City of Bishop is required by State law to have a legally adequate General Plan (Government Code sec. 65300 et seq), which primarily addresses the physical development of the City. As part of its General Plan, the City must include the following seven elements 1) Land Use, 2) Circulation, 3) Housing, 4) Conservation, 5) Open Space, 6) Noise, 7) Safety (sec. 65301(c)). The City's General Plan also includes three optional elements Economic Development, Public Services/Facilities and Parks/Recreation.

State law further requires the preparation of an annual progress report to the City Council, the Governors Office of Planning and Research (OPR) and the State Housing and Community Development Department (sec. 65400(b)). The purpose of the report is to provide the City Council and state agencies with an update on the City's progress towards implementing the General Plan in accordance with adopted goals, policies and action items. It is for the purposes of meeting these requirements that this document has been prepared and submitted.

Background

The City of Bishop is the only incorporated City in Inyo County with a geographic area of approximately two square miles and a current population of three thousand eight hundred seventy nine (3879). The 2010 Census data reported a population for Bishop of three thousand eight hundred seventy nine (3879) which reflects zero growth the past two years. City population growth, housing and job generation have been consistent with no anticipated growth or job generation.

Bishops City Council, Planning Commission, Sewer and Water Advisory Committee and Parks and Recreation Advisory Committee hold regular meetings encouraging implementation of the General Plan and its various elements.

Analysis

An update of the City of Bishop General Plan Mobility Element was completed and approved by the City Council in February of 2012. The City initiated an application for a Sustainable Communities Planning Grant with the intent to update the General Plans Land Use Element, Economic Development Element, Public Services and Facilities Element, and Open Space and Conservation Element. The Sustainable Communities Planning Grant application scored high but was eventually denied for the current funding cycle. There were no General Plan amendments implemented during the calendar year 2012.

The following discussion summarizes the status and the implementation progress of individual Elements during the calendar year 2012.

Land Use Element

The Land Use element designates the location and extent of land categories such as housing, business, industry, public facilities and open space. It includes policies and a land use map. The progress towards implementation of the Land Use Element includes the continued processing of development applications throughout the community.

Mobility

The purpose of the Mobility Element is to define how the City will serve the mobility needs of residents, businesses, and visitors while protecting its environmental, economic, and natural resources. The Mobility Element sets out the desired goals and strategies for enhancing mobility in and near the City. The improvement of existing facilities and the construction of new facilities can further the purpose of the Mobility Element. During the 2012 calendar year, the city:

- Adopted Mobility Element of the Bishop General Plan.
- Constructed Auditorium Sidewalk project. Project replaced curb, gutter, sidewalk, and made other improvements on Fowler Street next to the City Auditorium
- Continued environmental work on the Seibu to School Bike Path.
- Entered escrow for right of way acquisition on Wye Road Intersection Improvement project.
- Began public outreach, scoping, and environmental work on the Warren Street Improvements project.
- Continued design on the Sneden Street Improvements.
- Performed street maintenance including filling potholes, painting, and signs.
- Participated in monthly meetings of the Inyo Local Transportation Commission.
- Responded to proposal to allow off highway vehicles on city streets.

Housing

The City's growth is constrained on all four sides: on the north, east and south by properties owned by other public entities; and the west by the Bishop Paiute Indian Reservation.

Bishop has approximately four hundred acres of undeveloped land of varying zoning designations. However, the City is constrained in planning for their future use because these lands are owned by other public entities and are not available for

development. Existing available residential vacant land within the City limits is minimal. In a sense, these constraints require the City to emphasize compact development; that is, there are very limited locations the City may grow. No development applications were processed during the 2012 planning year.

A. Progress in Meeting the City's Share of Regional Housing Needs for 2009 Housing Element Planning Period 2009 – 2017

The following information is provided to comply with progress report requirements of the Government Code in regard to meeting the City's share of regional housing needs for the draft 2009 Housing Element planning period 2009-2014.

- 26 units very low income households.
- 15 units low income households.
- 19 units moderate income households.
- 50 units above moderate income households.

Table B (attached) provides a detailed summary of Bishop's progress in meeting regional housing needs for the 2009 Housing Element planning period. The information in the table shows the number of residential units that have been built and units that have been rehabilitated.

As shown in Table B, the City is midway thru the 2009 - 2014 RHNA planning period which shows 31 housing units being built or rehabilitated. During this planning year one (1) new unit was constructed and fourteen (14) (56 actual) were rehabilitated. The rehabilitated units were within the very low, low, moderate and above moderate income levels. The total needed units are considered by income category. The City has a remaining need of 79 units for the 2009 – 2014 planning period. The State Department of Housing and Community Development allows limited credit toward meeting the Regional Housing Need Analysis numbers incorporated into the City's Housing Element for rehabilitation projects. Criteria were set establishing what a rehabilitated unit is. A combination of items to be considered are weatherization, such as a new roof, new windows, weatherproofing, high efficiency mechanical equipment, ventilation, new electrical services and electrical equipment and updated plumbing systems. The State allows a 1:4 ratio for rehabilitated units. The rehabilitated units in Table B reflect the 1:4 ratio.

IMACA performed minimal or partial rehabilitation of 10 dwelling units in the low and very low income levels within City of Bishop during 2012. Of these 10 partial rehabs none were included as part of the 1:4 housing unit/rehabilitated unit ratio. These partial rehabilitations consisted of weatherization, insulated window replacement, energy efficient hot water heaters and space heating units, electrical and plumbing repairs.

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		RHNA Allocation by Income Level										Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		2009	2010	2011	2012	2013	2014	2015	2016	2017			
Very Low	Deed Restricted											1	25
	Non-deed restricted				1								
Low	Deed Restricted											11.5	3.5
	Non-deed restricted	1.5	1	3	6								
Moderate	Deed Restricted											13.5	5.5
	Non-deed restricted	2.5	2	4	5								
Above Moderate			1	1	3							5	45
Total RHNA by COG. Enter allocation number:												31	79
Total Units		4	4	8	15								
Remaining Need for RHNA Period													

B. 2009 Housing Element

The 2009 General Plan Housing Element was adopted April 21, 2010 by the Bishop City Council. Progress is being made toward meeting the goal and policies of the 2009 Housing Element. The City initiated several studies regarding and establishing a Supportive and Transitional Housing ordinance and creating a formal reasonable accommodation procedure for zoning, land use, permit processing and building codes to insure that local land use regulations facilitate modifications that would allow disabled persons to remain in their homes as long as possible, and do not unnecessarily constrain the development, maintenance and improvement of housing for persons with disabilities. Approval of both draft ordinances is anticipated in early 2013.

Conservation / Open Space

The purpose of the Conservation and Open Space Element is to identify goals, objectives and policies for the management, preservation and conservation of open space and natural resources. The progress toward implementation includes ongoing review of development projects for conformance to the Conservation/Open Space Element.

Noise

The Noise Element is a guide to be used to identify and mitigate problems which may result from excessive noise levels. The Noise Element also serves as a guideline for compliance with the State's noise insulation standards. The progress toward implementation of this element includes ongoing control of excessive noise in accordance with the Bishop Municipal Code Sec 8.12 Noise Control.

Safety

The Safety Element identifies goals, objectives and policies for the protection and safety of the general public concerning air quality, seismic and geologic hazards, flooding, hazardous materials, and wildland fires. The progress toward implementation of this Element includes ongoing review of development projects for conformance to the Safety Element.

Public Services/Facilities

The purpose of the Public Facilities and Services Element is to set forth policies for the provision of services that are essential to assure the public health and safety. These services include domestic water supply, treatment, and distribution, wastewater collection, treatment, and disposal, building safety, fire protection and police. During the 2012 calendar year, the city:

- Constructed about 800 feet of replacement water line on Church Street.
- Constructed about 900 feet of replacement sewer line in the city park.
- Improved aerators configuration and operation and installed baffles in Pond 1 at sewer plant

- Bought screen and completed concrete work for upgrade of headworks at sewer plant
- Continued improvements to SCADA (Supervisory Control and Data Acquisition) system for the city water and sewer systems.
- Worked on preliminary studies and detailed design for positive pressure improvements near Well 4 and storage tank.
- Performed normal water maintenance and operation activities including repairing water leaks, replacing fire hydrants, exercising systems valves, testing backflow devices, and conducting water quality tests.
- Performed normal sewer maintenance and operation activities including cleaning and video-inspecting sewers, repairing collapsed lines, clearing blockages, inspecting grease interceptors, and constructing manholes.
- Continued updates to the city Geographic Information System (GIS).

Parks/Recreation

The Parks and Recreation Element establishes goals and policies to identify parks and recreational resources and suggest ways in which additional recreational needs can be satisfied, and guide the acquisition and development of future parks and recreational areas.

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

During the 2012 calendar year, the City's Parks and Recreation:

- Continued safety related projects and facility upgrades.
- Installation of Dog Park.
- Installation of Mirrors in the auditorium.
- Received a grant from First Five for \$2150, meant for the Children's day of the Art's.
- Purchase of a new mower for the park.
- Installation of 14 piece outdoor exercise equipment
- Fenced in the Community Garden.
- Painted the Community Center at Sunrise Mobile Home Park.
- Painted the Pool House.
- Added bark to two playgrounds.
- Planted three trees at City Hall.
- Created field 5 parking lot.
- Patched Skate Park.
- Hosted the Fall Ball tournament.
- Painted the interior of the City Hall Auditorium.
- Replaced the pool pump.

- Collaborated with the department of forestry and fire protection to clean and remove debris from Bishop Creek.
- Collaboration with the following committees, work groups and organizations – Community Garden Committee, Inyo County Coalition on Youth Obesity, National Association of Youth Sports, California Parks and Recreation Society, Continuation of the Tree Forum, Youth Sports Council and Bishop and Mammoth High Schools.
- Programs, Events and Services;

Programs

Adult - Softball, Basketball, Soccer, Volleyball, Self Defense, Cardio-Fitness, Swim Lessons, Water Aerobics, Tennis, Dog Obedience, Art and Bocce, Zumba, Aerobics, Winter Tennis Socials

Children – Self Defense, Tennis, Gymnastics, Art, Swim Team, Swim Lessons, Home Street Ski Program, 4H Bike Program, Kids Night Out, Movies in the Park, Dive in Movies, Holiday Craft Extravaganza, Host Little League and AYSO Soccer, Children's day of the Art's.

Events

Mule Days and Labor Day Arts & Crafts Festival, Community Band Concerts, Trunk or Treat, Farmer's Market, Softball Tournaments, Tennis Tournaments, Weddings, Pavilion Rentals, Rainbow Days, Big Day in the Park (4th of July), Eggstraganza, Skate and Bike Jam, Lighting of the New Children's Christmas Tree, Christmas Parade, Doggy Dash Fundraiser, Arbor Day, Triathlon, Tree Lighting Ceremony,

Camps

Summer Fun, Park Utopia, Red, White and Blue camp, Gamer Baseball, BUHS Basketball, Soccer, Tennis, Gymnastics, Challenger Sports, Fish Camp, Bronco Football Camp,

**Hearings and Actions
January 2012 through December 2012**

DATE	ACTION
1/09/12	<p>Sewer Plant Headworks Project – The City Council voted to approve the execution of Work Order 4 for the Sewer Plant Headworks Improvement Project and authorized the expenditure not to exceed \$149,000.00 under this work order and \$173,000.00 under the contract.</p> <p>CDBG Planning and Technical GIS Grant – The City Council approved the execution of the contract with Enplan for the continued development of a municipal GIS for Bishop and authorized the expenditure not to exceed \$43,750.</p>

New Water Storage Tank – The City Council approved the execution of Work Order 3 for the new water storage tank and expenditure not to exceed \$25,000 under this work order for a total not to exceed \$62,400 for total contract.

City of Bishop Redevelopment Agency – The City Council voted to dissolve the Bishop Redevelopment Agency by adopting Resolution No. 12-02 by title only “A Resolution of the City Council of the City of Bishop, electing not to serve as successor agency to the Redevelopment Agency of the City of Bishop pursuant to California Health & Safety code.

1/23/12 **Resolution 12-03** – The City Council voted to adopted Resolution 12-03 by title only “A Resolution of the City Council of the City of Bishop, approving the City of Bishop targeted general plan update application funded by the sustainable communities planning grant and incentives program under Proposition 84.

1/31/12 **Final Draft Mobility Element** – The Planning Commission approved the Final Draft Mobility Element and Transportation Report and authorized a letter be executed to the City Council approving the recommendation.

2/12/12 **Resolution 12-06** – The City Council adopted Resolution 12-06 by title only “A Resolution of the City Council of the City of Bishop adopting the Mobility Element of the General Plan for the City of Bishop.

Resolution 12-07 – City Council adopted Resolution 12-07 by title only “A Resolution of the City Council, of the City of Bishop establishing a fund balance policy for financial statement reporting (GASB 54).

2/12/12 **Resolution 12-08** – The City Council adopted Resolution 12-08 by title only to apply for funding for the Seibu to School Bike Path. “A Resolution of the City Council of the City of Bishop approving an application for funding through the Clean Air Projects Program, a joint project of the Great Basin Unified Air Pollution Control District and Los Angeles Department of Water and Power.”

2/27/12 **Auditorium Sidewalk Project** – The City Council approved the advertisement for construction bids for the Auditorium Sidewalk Project and authorized necessary budget adjustments from FY 2012-2013 to FY 2011-2012.

2/28/12 **Auditorium Sidewalk Project** – The Planning Commission approved an 8-foot wide sidewalk instead of the 10-foot wide sidewalk called for in the Mobility Element of the General Plan.

3/12/12

Negative Declaration – The City Council adopted the Negative Declaration for the City of Bishop’s proposed project to develop a fenced off-leash dog park within the City Park as the project involves no potential for adverse effect, either individually or cumulatively, on wildlife, native plants, streams, water courses, scenic or historic resources and human beings.

Negative Declaration – The City Council adopted the Negative Declaration for the proposed project by RJG Plaza to set aside the City’s sign ordinance as the project involves no potential for adverse effect, either individually or cumulatively, on wildlife, native plants, streams, water courses, scenic or historic resources and human beings.

Warren Street Consultant Contract – The City Council approved the execution of the contract with Triad Holmes Associates for the Warren Street Improvement Project; approved the execution of Work Order 1 under the contract; and authorized the expenditure not to exceed \$95,000 under this work order.

Resolution No. 12-09 – The City Council adopted Resolution 12-09 by title only “A Resolution of the City Council of the City of Bishop accepting an easement grant deed from the Los Angeles Department of Water and Power”.

3/26/12

Negative Declaration – The City Council adopted the Negative Declaration to allow Crossfit Gym to set aside the commercial parking requirements for a gym as the project involves no potential for adverse effect, either individually or cumulatively, on wildlife, native plants, streams, water courses, scenic or historic resources and human beings.

Resolution 12-10 – The City Council adopted Resolution 12-10 by title only “A Resolution approving an application for funding and execution of a grant agreement and any amendments thereto from the 2012 allocation of the State Community Development Block Grant Program”.

3/27/12

Conditional Use Permit –The Planning Commission approved the Conditional Use Permit to set aside the minimum parking requirements for a commercial gym located in a C-2 zone with the following conditions: Restriping the facility parking adding a minimum of 3 parking space: clearly marking easement for no parking and a maximum gym occupancy of 40 persons at any one time.

Conditional Use Permit – The Planning Commission denied the request for a Conditional Use Permit to increase the allowable 80 square feet of signage to 592 square feet at 174 South Main Street. The applicant may present an amended plan at a future meeting.

- 4/9/12 **Auditorium Sidewalk Project** – Five bids were received. The City Council awarded the construction contract to V & C Construction for Construction Option 1 and authorized the expenditure of up to \$44,343.60.
- 4/23/12 **Church Street Water Improvement Project** – The City Council authorized the advertisement of bids for the Church Street Water Improvements Project.
- Snedden Street Improvement Project** – The City Council approved Contract Change Order 2 with Nolte to include water improvements, additional surveys, and contract updates and authorize a \$78,545 total expenditure for design.
- Sewer Plant Pond Evaluation** – The City Council approved a contract to evaluate the performance of the City sewer ponds and authorize the necessary budget adjustment.
- 4/24/12 **Conditional Use Permit** - The Planning Commission approved the Conditional Use Permit to increase the allowable 80 square feet of signage to 428 square feet at 174 South Main Street
- 5/14/12 City Council Meeting - No Planning action items on agenda.
- 5/29/12 City Council Meeting - No Planning action items on agenda.
- 5/30/12 Planning Commission Meeting – No action items on the agenda
- 6/11/12 **Church Street Water Improvement Project** – The City Council voted to award the Construction contract to Conspec and authorized the expenditure of up to \$78,146.25.
- Water tank consultant services work order** – The City Council approved the execution of Work Order 4 under this contract and authorized the expenditure not to exceed \$14,200.00 for a total not to exceed \$76,600.00 for total contract.
- 6/25/12 **SCADA Contract Amendment 4** – The City Council approved the execution of Amendment 4 for the SCADA project in the amount of \$36,241.00 with a total not to exceed \$214,596.00 for entire project.
- 6/26/12 Planning Commission Meeting – No action items on the agenda
- 7/9/12 City Council Meeting - No Planning action items on the agenda.

- 7/23/12 **Adventure Trails** – The City Council voted to approve the draft map of potential Adventure Trail routes within the City of Bishop as part of Inyo County's environmental document.
- Headworks Project** – The City Council approved Work Order 5 as part of the Sewer Plant Headworks Improvement Project.
- 7/31/12 Planning Commission Meeting – No action items on the agenda
- 8/13/12 **Sewer Pond Floating Baffles** – The City Council authorized the advertisement of bids for the purchase of sewer pond floating baffles.
- 8/27/12 City Council Meeting - No Planning action items on the agenda
- 8/28/12 Planning Commission Meeting – No action items on the agenda
- 9/10/12 **Headworks Project** – The City Council approved the advertisement of bids for the Sewer Plant Headworks Concrete Project.
- 9/24/12 **Sewer Pond Floating Baffles** – Two bids were received. The City Council awarded the purchase of Floating Baffles to Layfield Environmental Systems Corporation in an amount not to exceed \$33,747.40
- 9/25/12 **Review of Projects within the City** – Staff reviewed ongoing and upcoming projects within the city including Cottonwood Plaza, Warren Street Improvements Project, and Adventure Trails.
- 10/9/12 **Headworks Project** – Three bids were received. City Council awarded the Sewer Plant Headworks Concrete Construction Contract to Doug Clair, Inc. in the amount up to \$110,906.25.
- 10/22/12 **Headworks Project** – The City Council approved Work Order 6 for the Sewer Plant Headworks Project not to exceed \$3,804 under this order and \$187,304 total under the contract.
- Pine to Park Path** – City Council authorized the execution of the second amendment of the contract with R. O. Anderson for project deliver services related to the Pine to Park Path Project.
- 10/30/12 **Review of Proposed Caltrans Maintenance Yard Extension, Spruce Street** – There was discussion between Caltrans, the Planning Commission, and staff regarding a project to double the size of the Caltrans highway maintenance station on Spruce Street. No action was taken.

- 11/13/12 **Wye Road Intersection Improvement Project** – The City Council approved the execution of the agreement with Joseph Enterprises, L.P. to purchase property needed for the Wye Road Intersection Improvements Project in the amount of \$24,500.
- 11/26/12 City Council Meeting - No Planning action items on the agenda.
- 11/27/12 Planning Commission Meeting – No action items on the agenda
- 12/10/12 **Water Tank Consultant Contract** – The City Council voted to approve the execution of Work Order 5 and authorized the expenditure not to exceed \$5,600.00 for a total contract not to exceed \$82,200.00.
- First Street Drainage Project** – City Council approved the advertisement of the First Street Drainage Project for construction.
- 12/24/12 No City Council Meeting
- 12/31/12 No Planning Commission Meeting

Business License

There were 87 new business license applications reviewed and approved in 2012. Forty-eight of these applications were businesses located within the City of Bishop. There are 771 businesses that are licensed to conduct business within the City of Bishop.

Building Permits

There were 147 building permits application reviewed and issued in 2012. Of these permits reviewed, 1 for new single-family residential dwelling units, 0 for multi-family residential dwelling units, 16 for residential remodel improvements, 23 re-roof permits (15 residential re-roofs), 61 for various electrical / plumbing / mechanical improvements (of these 61 permits 34 were for residential improvements), 25 commercial occupancy permits (tenant improvements), 7 sign permits, 3 photovoltaic solar permits, 7 accessibility improvement permits and 4 fire sprinkler system permits.

Website

Municipal (Zoning) Code and General Plan information can be located at the City of Bishop website at www.ca-bishop.us. Active CEQA documents are available on the City's website. In addition, Planning Commission and City Council agendas and minutes are posted on the City's website. The City's website is under continuous development with regular additions.

TO: CITY COUNCIL

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

SUBJECT: Request to go to Bid – Purchase of a new park truck

DATE: March 11, 2013

Attachments: Bid Specs

BACKGROUND/SUMMARY

The City of Bishop currently utilizes a 1989 Ford truck as the primary vehicle for park maintenance. This truck has had both major and minor mechanical issues over the past few years. Currently, it is in fair working order, but determined by staff that with increased maintenance and programs in the near future, it is advisable to move forward with the purchase of a new truck.

Staff wishes to keep the truck, currently used, for added duties and maintenance responsibilities at Sunrise Mobile Home Park.

Staff will send bid packages locally, as well as, State of California Government Contract to determine the best price. Anticipated price of a new truck is approximately 15,800.

The requested vehicle has been approved as an expense in the 2012/2013 budget, line item from TUT - 56028 – Capital Equipment.

RECOMMENDATION

The Community Services Department request Council to allow for bids for a new park truck.

2013 FORD F150 4X2 REGULAR CAB ½ TON PICKUP
STATE OF CALIFORNIA CONTRACT #1-12-23-20

SACRAMENTO	\$15,756.00	7
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MAJOR STANDARD EQUIPMENT		
2WD, 126" WHEELBASE, 6 ½ FT BED, 3.7V6 FLEX FUEL ENGINE, 6-SPEED AUTO TRANSMISSION WITH TOW HAUL MODE, ARGENT FRONT AND REAR STEP BUMPERS, RUBBER FLOORING, MANUAL WINDOWS, AIR CONDITIONING, AM/FM, TILT WHEEL, CRUISE CONTROL		
AVAILABLE OPTIONS	PRICE	√
CHANGE TO SUPER CAB (6 ½ FT BED)	3595.00	
CHANGE TO CREW CAB, INCLUDES 5.0L V8 (FULL SIZE REAR DOORS) (6 ½ FT BED)	4974.00	
LONGBED, REGULAR CAB & SUPER CAB (8 ½ FT BED)	307.00	
5.0L V8 ENGINE	938.00	
3.5L ECOBOOST (LONGBED, SUPER CAB, CREW CAB ONLY – N/A BASE)	1965.00	
XL PLUS – AM/FM/CD, MY KEY (PROGRAMABLE KEY ALLOWS SETTING TOP SPEED MAX, RADIO VOLUME)	424.00	
BLACK TUBULAR RUNNING BOARDS	282.00	
TRAILER TOW PACKAGE	352.00	
FOG LAMPS (REQUIRES 86D XL DÉCOR GROUP)	131.00	
TAILGATE STEP	352.00	
17" ALUMINUM WHEELS	352.00	
COMMUNICATIONS PACKAGE (SYNC, STEERING WHEEL CONTROLS) (REQUIRES XL PLUS PACKAGE)	394.00	
TRAILER BRAKE CONTROLLER (REQUIRES TRAILER TOW PACKAGE)	216.00	
POWER GROUP (POWER WINDOWS, DOOR LOCKS, MIRRORS)	1402.00	
XL DÉCOR GROUP (CHROME FRONT & REAR BUMPERS)	107.00	
DAYTIME RUNNING LIGHTS	42.00	
SPRAY IN BEDLINER	569.00	
SHOP MANUAL (CD ROM)	279.00	
PARTS MANUAL (CD ROM)	258.00	
VEHICLE ALARM SYSTEM W/GLASS BREAKAGE	395.00	
EXTRA KEY	78.00	
UNDERSEAL CHASSIS	390.00	
CRUISE CONTROL DELETE	(172.00)	
XLT PACKAGE (INCLUDES POWER WINDOWS, POWER LOCKS, POWER MIRRORS, AM/FM/CD, 40/20/40 CLOTH SEAT, FLOOR MATS, CHROME BUMPERS, AUTO LAMPS, FOG LAMPS, CHROME GRILL, ALUMINUM WHEELS, PRIVACY GLASS, SYNC)	4851.00	
LOCKING REAR AXLE	394.00	
LEER CAMPER SHELL	1578.00	
PRIVACY GLASS (DEALER INSTALLED)	375.00	
BLUETOOTH	495.00	
CROSS BOX TOOLBOX – DIAMONDPLATE	795.00	
OVERHEAD MATERIAL RACK	995.00	
PACIFIC SERVICE BODY	5920.00	
WARRANTY		
EXTRA CARE, 5YR/100,000K MILE/\$0 DEDUCTIBLE	1632.00	

DOWNTOWN FORD SALES
 525 N. 16TH STREET, SACRAMENTO, CA 95811
 PH: (916) 442-6931, FAX: (916) 491-3138
 CONTACT: DAVE FORBESS -or- SANDRA SCOTT
daveforbess@downtownfordsales.com sandrascott@downtownfordsales.com

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KSC

SUBJECT: BUDGET ADJUSTMENTS/TRANSFERS FY 2012-2013

DATE: March 11, 2013

Attachment: Finance Department Memorandum

BACKGROUND/SUMMARY

Attached is a Budget Adjustment/Transfers Report for Fiscal Year 2012-2013 through February 28, 2013 prepared by Assistant Finance Director Cheryl Solesbee. Action to approve the transactions will bring the listed accounts into reconciliation with expenditures for that period.

RECOMMENDATION

Council consideration to take action to approve the budget adjustments and transfers for Fiscal Year 2012-2013 through February 28, 2013 as presented.

TO: City Council/City Administrator
 FROM: Cheryl Solesbee, Assistant Finance Director
 DATE: March 11, 2013
 SUBJECT: Budget Adjustments/Transfers

The following are budget adjustments and transfers which would bring the listed accounts into reconciliation with expenditures through February 28, 2013.

BUDGET ADJUSTMENT AS FOLLOWS:

From Unbudgeted Reserves

FUND	AMOUNT	TO FUND/DEPT	AMOUNT
General Fund	\$ 23	Fire Dept	
Unassigned Fund Balance		001-021-52018	\$ 23
001-20405-000		Spec Dept Supplies	
		Note: Reimb from Volunteers	

Sewer Fund	\$ 500	Sewer Fund	
		002-051-55024	\$ 500
		Rentals-Refunds	
		Note: DWP License Fee	

<u>Department Line Item</u>	To	<u>Department Line Item</u>	
City Council			
001-010-52011	\$ 500	001-010-52009	\$ 500
Adv/printing		Training	
Administration			
001-011-51007	\$ 200	001-011-51008	\$ 200
Health Insurance		Dental Insurance	
001-011-52013	\$ 700	001-011-52015	\$ 700
Communications		Prof/tech svcs	
Police Dept			
001-020-51025	\$ 6,000	001-020-51046	\$ 6,000
Retiree Hlth Ins		OPEB/Post Emp Benefits	

<u>Department Line Item</u>	To	<u>Department Line Item</u>	
001-020-52018 Spec Dept Supplies	\$ 3,000	001-020-52009 Training	\$ 3,000
Fire Dept 001-021-52018 Spec Dept Supplies	\$ 52	001-021-55024 Rentals/Refunds	\$ 52
Parks Dept 001-031-51007 Health Ins	\$ 200	001-031-51004 Overtime	\$ 200
Sewer Fund 002-051-51022 PARS System	\$ 2,000	002-051-51024 Employer Comp Match	\$ 2,000
Water Fund 004-050-51022 PARS System	\$ 800	004-050-51024 Employer Comp Match	\$ 400
		004-050-52009 Training	\$ 400
COPS Fund 033-033-52018 Spec Dept Supplies	\$ 3,000	033-033-52009 Training	\$ 3,000

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR *KSC*

SUBJECT: Agreement for Technical Support - GASB 54

DATE: March 11, 2013

Attachments: Staff Memo
Technical Support Scope of Services/Agreement

BACKGROUND/SUMMARY

Assistant Finance Director Solesbee has provided an overview of technical services associated with the implementation of GASB (Government Accounting Standards Board) 54 with Larry Bain.

Also attached is a scope of services agreement for Council consideration.

RECOMMENDATION

Council consideration to approve a technical support agreement with Larry Bain, CPA to provide services related to the implementation of GASB 54. The fee is based on approximately 20-25 hours at a rate of \$150.00 per hour.

TO: City Council *cs*
FROM: Cheryl Solesbee, Assistant Finance Director
SUBJECT: **Technical Support for Implementation of GASB 54**
DATE: March 11, 2013

Attached is the engagement agreement with Larry Bain, CPA for technical support for implementation of the GASB 54 requirements. He will provide technical assistance with fund balance classifications and appropriate schedules. The fee is based on approximately 20-25 hours at an hourly rate of \$150 per hour.

RECOMMENDATION:

Authorize City Administrator to sign the attached engagement letter.

**Larry Bain, CPA,
An Accounting Corporation**

February 20, 2013

Keith Caldwell
City Manager
City of Bishop, California

Dear Mr. Caldwell:

We are pleased to provide the City of Bishop (City) with the bookkeeping services described below. This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this letter.

Scope of Engagement

The following table summarizes the services we will provide, how frequently we will provide them, and the work product we will provide to you:

Service	Frequency	Work product
Technical assistance to help City with implementation of GASB 54 fund balance classifications	February 21, 2013 and as needed.	None-We will with preparing and review the schedule provided to us by the City.

We will not perform management functions or make management decisions for you. However, we may provide advice, research materials, and recommendations to assist your management in performing its functions and making decisions within the scope of this engagement. You agree that you will not and are not entitled to rely on any advice unless it is provided in writing.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services may necessitate that we amend this letter or issue a separate engagement letter to reflect the obligations of both parties. In the absence of any other written communications from us documenting additional services, our services will be limited to and governed by the terms of this engagement letter.

**Larry Bain, CPA,
An Accounting Corporation**

Client Responsibilities

You authorize Larry Bain, CPA, An Accounting Corporation to accept instructions from your representative for this engagement.

As a condition to our performing the services described above, you agree to:

- make all management decisions and perform all management functions, including determining account coding and approving all proposed journal entries;
- designate an individual who possesses suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services;
- evaluate the adequacy and results of the services performed;
- accept responsibility for the results of the bookkeeping services; and
- establish and maintain internal controls over the bookkeeping processes and monitor ongoing activities.

You agree that your management and employees are responsible for the proper recording of transactions in the records, the safekeeping of assets, and the accuracy of the financial statements. In addition, we have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control system as part of this engagement.

CPA Firm Responsibilities

We will perform the services in accordance with the Code of Professional Conduct and the Statement on Standards for Consulting Services issued by the American Institute of Certified Public Accountants.

This engagement is limited to the bookkeeping services outlined above. Larry Bain, CPA, An Accounting Corporation, in its sole professional judgment, reserves the right to refuse to take any action that could be construed as making management decisions or performing management functions, including determining account coding and approving journal entries.

The above bookkeeping services will be performed based on information you provide to us. We will not verify or audit this information. As part of this engagement, we will not perform an audit, review, or compilation of your financial statements, and no accountant's report will be prepared or submitted. Our engagement does not include any procedures designed to detect errors, fraud, or theft; therefore, our engagement cannot be relied upon to disclose such matters.

We will perform our services under the assumption that all information you submit is true, complete and accurate according to documents and other information retained in your files.

*Larry Bain, CPA,
An Accounting Corporation*

Timing of Engagement

We plan to assist the City with GASB 54 implementation procedures on February 21, 2013, and as needed. We will communicate with City Manager as to the frequency of the service.

Fees and Billings

Our fees for the services outlined above will be billed monthly at our standard hourly rate of \$150 per hour. We anticipate taking 20-25 hours, including travel and review time in the office. Invoices are due upon receipt or within 45 days of the date on the billing statement.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If unexpected circumstances occur, we will contact your representative to discuss the matter and the anticipated delay in performing our services.

If payment is not received by the due date, we reserve the right to suspend or terminate our work. If our work is suspended or terminated, you agree that we will not be responsible for your failure to meet government and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any other damages (including but not limited to consequential, indirect, lost profits, or punitive damages) incurred as a result of the suspension or termination of our work.

*Larry Bain, CPA,
An Accounting Corporation*

Other Terms

All original source documents will be returned to you and maintained at the City office. Workpapers and other documents created by us are our property. Such original workpapers will remain in our control, and copies are not to be distributed without our prior written consent.

We appreciate the opportunity to be of service to the City of Bishop. Please date and sign the enclosed copy of this engagement letter, and return it to us in the envelope provided to acknowledge your agreement with its terms. It is our policy to initiate services only after we receive the signed copy of this engagement letter from you.

Very truly yours,

Larry Bain, CPA

President

Larry Bain, CPA, An Accounting Corporation

APPROVED:

City of Bishop

Keith Caldwell

City Manager

Signature

Date

TO: CITY COUNCIL

FROM: KEITH CALDWELL, CITY ADMINISTRATOR KSC

SUBJECT: PRESENTATION – RETIRED ASSISTANT CITY CLERK/EXECUTIVE SECRETARY
DENISE GILLESPIE

DATE: March 11, 2013

BACKGROUND/SUMMARY

Denise Gillespie was hired as the Assistant City Clerk/Executive Secretary for the City of Bishop on March 22, 1999. She retired from the City of Bishop on February 28, 2013. It is appropriate that she be honored for her many years of service to the City.

RECOMMENDATION

Make presentations to Denise Gillespie to honor her years of public service with the City of Bishop.

DENISE GILLESPIE BIOGRAPHY

PERSONAL

Born in Florida and raised in Bishop, California

Attended college in Bakersfield, California

Volunteered for the High School Rodeo and many other civic organizations throughout the many years of raising her children

Raised four children and currently has nine grandchildren

Worked for Big Pine Schools prior to being hired as the Assistant City Clerk/Executive Secretary for the City of Bishop

CITY SERVICE

Hired as Assistant City Clerk/Executive Secretary for the City of Bishop on March 22, 1999

Retired from the City of Bishop on February 28, 2013

Produced 1,776 pages of City Council Meeting Minutes, processed 59 ordinances and 290 resolutions

Worked with 11 Bishop City Council Members