



CITY OF BISHOP

CITY COUNCIL MEETING

City Council Chambers - 301 West Line Street - Bishop, California
MONDAY, JANUARY 8, 2024 - 6:00 PM

NOTICE TO THE PUBLIC: Please be advised this meeting is accessible to the public in person, on the City of Bishop website, or on the local government cable channel 12. In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in this meeting, please contact the City Clerk at 760-873-5863 Extension 124. Notification at least 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].

The public is encouraged to participate or observe this meeting by:

1. Attending this meeting in person at the City of Bishop City Council Chambers located at 301 West Line Street in Bishop, California.
2. Observing this meeting live from the City of Bishop website at: https://www.cityofbishop.com/government/city_council/index.php
3. Observe this meeting live from the local government cable channel 12.

Public comments may be made:

1. In person: 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 (or complete a speaker card prior to the meeting). Comments for all agenda items are limited to a speaking time of three minutes unless modified by the Mayor.
2. In writing: Go to http://bishop-ca.granicus.com/ViewPublisher.php?view_id=8 to submit an "eComment" for the corresponding meeting. Please note that eComment submissions closes at 3:00 p.m. on the day of the meeting. You may also hand deliver public comments to the City drop/payment box located at the Church Street entrance to City Hall on or before the deadline noted above. Written public comments received after the deadline will be provided to the Council at the earliest possibility. Please note written public comments received will not be read aloud at the meeting.

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.

1. **CALL TO ORDER** - 6:00 P.M. Monday, January 8, 2024
2. **MOMENT OF SILENCE** - As we begin another meeting tonight, let us pause for a brief moment of silence to individually reflect, meditate, pray, or engage in other silent activity.

3. **PLEDGE OF ALLEGIANCE** - Councilmember Ellis will lead the pledge of allegiance.
4. **ROLL CALL**
5. **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 will listen to all public comment but will not generally discuss the matter or take action on it.
6. **DEPARTMENT REPORTS**
Updates on department activities will be given by the Department Heads and/or their staff.
 - A. **Fire Department - Fire Chief Bret Russell**
[Fire Department Report - December 2023 - Call Breakdown](#)
[Fire Department Report - December 2023 - Rapid Intervention Team RIT](#)
[Fire Department Report - December 2023 - Policy - Conduct and Behavior](#)
[Fire Department Report - December 2023 - Drug and Alcohol-Free Workplace](#)
 - B. **Police Department - Police Chief Nate Derr**
[Police Department Report - December 2023](#)
 - C. **Public Works Department - Public Works Director Nora Gamino**
[Public Works Department Report - December 2023](#)
 - D. **Community Services Department - Community Services Manager Dan McElroy**
[Community Services Department Report - December 2023](#)
 - E. **Planning Department - Assistant Planner Ana Budnyk**
[Planning Department Report - December 2023](#)
 - F. **Administration - City Administrator Deston Dishion**
[City Administrator Report - December 2023](#)
7. **COUNTY OF INYO UPDATE** - Presented by Second District Supervisor Jeff Griffiths
8. **PRESENTATIONS**
 - A. **Inyo Mono Broadband Consortium (IMBC) Update - Presented by Regional Broadband Coordinator Scott Armstrong**
[Inyo Mono Broadband Consortium Update 1.8.2024](#)
9. **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.
10. **CONSENT CALENDAR FOR APPROVAL/FILING**
 - A. **Monthly Budget Report for the Month of November 2023**
[Monthly Budget Report for the Month of November 2023](#)

B. Financial Reports for the Month of November 2023

[Bank Reconciliation Report - November 2023](#)
[Combined Cash Report - November 2023](#)
[Investment Portfolio Report - November 2023](#)
[Warrant Register Report - November 2023](#)

C. A Resolution Renewing the City of Bishop's Military Equipment Policy; AB 481-Military Equipment Annual Inventory and Report

Recommended Action: Council consideration to approve the attached equipment inventory and report so it may be presented to the public and discussed in an open forum with members of the public and the Chief of Police within 30 days of approval and approve the proposed resolution by title only.

[AB 481 - Written Report](#)
[AB 481 - Military Equipment Annual Inventory Report](#)
[Resolution - Renewing AB 481 Military Equipment Policy 2024 01 08](#)

D. Proposed Deputy Fire Chief Job Description

Recommended Action: Consider approval of Deputy Fire Chief job description
[FT- Deputy Fire Chief. DRAFT Job description.](#)

11. CONSENT CALENDAR FOR INFORMATION/FILING

A. Planning Commission Meeting Agendas and Minutes

[December 14, 2023 - Special Agenda](#)
[December 27, 2023 - Agenda](#)
[November 29, 2022 - Minutes](#)

B. Parks and Recreation Commission Meeting Cancellation Notices

[11.22.23 Parks and Recreation Commission Meeting Cancellation Notice](#)
[12.27.23 Parks and Recreation Commission Meeting Cancellation Notice](#)

C. Alcoholic Beverage License Application for 725 N. Main Street, Bishop, California 93514 (Owner: Dovetail Group LLC)

[ABC Application - 725 N. Main St. received 2023 12 18](#)

12. NEW BUSINESS

A. RESOLUTION - Approve a Proposed Resolution Relating to Revisions to Job Descriptions and Salary Increases

Recommended Action: Council Consideration to approve the proposed resolution relating to revised job descriptions and salary increases by title only.

[RESOLUTION Approving Salary and Job Description Changes](#)
[FT City Administrator. DRAFT Job description](#)
[FT Finance Director. DRAFT Job description](#)
[FT Public Works Director DRAFT Job description.](#)

13. FUTURE AGENDA ITEMS

14. COUNCIL AND COMMITTEE REPORTS

15. ADJOURNMENT

Monday, January 22, 2024 at 6:00 p.m. Regular Meeting in the City Council Chambers

Bishop Fire Department

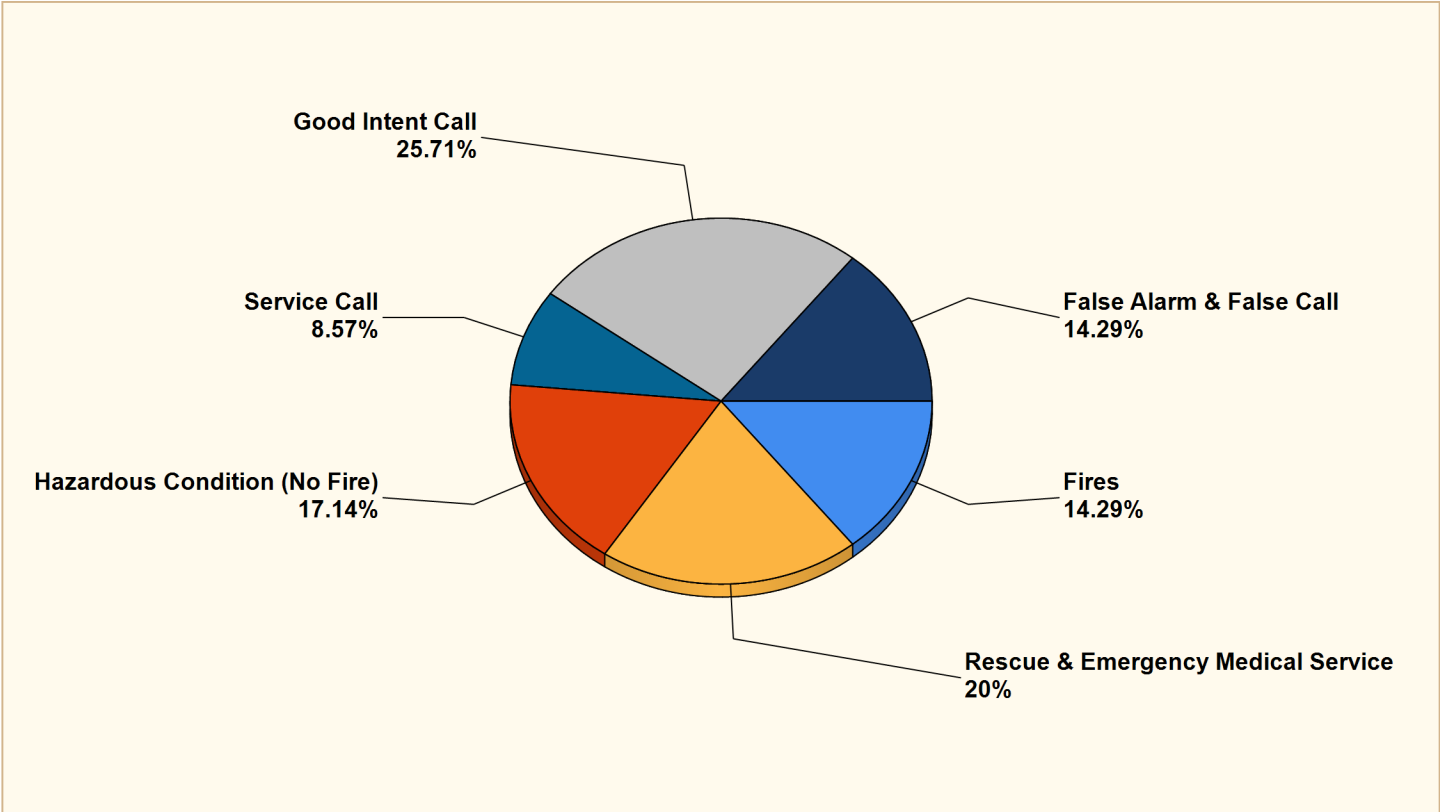
Bishop, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2023 | End Date: 12/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	14.29%
Rescue & Emergency Medical Service	7	20%
Hazardous Condition (No Fire)	6	17.14%
Service Call	3	8.57%
Good Intent Call	9	25.71%
False Alarm & False Call	5	14.29%
TOTAL	35	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	2.86%
114 - Chimney or flue fire, confined to chimney or flue	1	2.86%
154 - Dumpster or other outside trash receptacle fire	1	2.86%
160 - Special outside fire, other	1	2.86%
162 - Outside equipment fire	1	2.86%
311 - Medical assist, assist EMS crew	2	5.71%
322 - Motor vehicle accident with injuries	3	8.57%
324 - Motor vehicle accident with no injuries.	2	5.71%
412 - Gas leak (natural gas or LPG)	1	2.86%
424 - Carbon monoxide incident	4	11.43%
444 - Power line down	1	2.86%
561 - Unauthorized burning	3	8.57%
611 - Dispatched & cancelled en route	7	20%
631 - Authorized controlled burning	1	2.86%
652 - Steam, vapor, fog or dust thought to be smoke	1	2.86%
711 - Municipal alarm system, malicious false alarm	1	2.86%
735 - Alarm system sounded due to malfunction	1	2.86%
743 - Smoke detector activation, no fire - unintentional	2	5.71%
745 - Alarm system activation, no fire - unintentional	1	2.86%
TOTAL INCIDENTS:	35	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Rapid Intervention Team (RIT)

303.1 PURPOSE AND SCOPE

This document provides on-scene procedures for Rapid Intervention Crew units operating on incidents requiring a RIC

Corresponding Policies:

Emergency Response
Fireground Accountability
Incident Management
Rapid Intervention/Two-in Two-out

303.2 FIRST FIVE MINUTES

The first arriving Bishop Fire Department unit should contact Bishop 2 and provide the following information:

- Unit on-scene
- Initial scene size-up
- Unit assuming incident command (IC)
- Request for an initial RIC assignment together with any additional RICs required

#When practicable, the Incident Commander (IC) should assign a RIC group supervisor.

#As soon as practicable, the RIC group supervisor should perform a 360 assessment to identify exit and entrance obstacles for removal by the RIC team and areas to establish a means of escape including:

- Burglar bars and window guards.
- Visibly secured roll-up and steel doors.
- Locations for placement of ladders on all sides of the structure.
- Below-grade access points.

303.3 PROCEDURES

303.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Apparatus carrying RIC personnel should stage at a location that allows later-arriving units access to the scene, while allowing assigned personnel adequate access to tools and equipment for RIC operations.

(b) Personnel

Rapid Intervention Team (RIT)

1. RIC personnel should be in full structural firefighting personal protective equipment (PPE) with a self-contained breathing apparatus (SCBA). Each RIC member should have a portable radio. At least one member of the team should have a thermal imaging camera (TIC).
2. Except for the operations listed below and whenever practicable, the RIC should not be assigned to any duties that divert attention or resources away from their primary mission of responder rescue.
3. The RIC should consist of these positions and assignments:
 - RIC Group Supervisor
 - RIC Team Leader
 - Navigation and air supply
 - Search and Rescue
 - Package and Removal

303.3.2 OPERATIONS

(a) Rapid Intervention Crew

1. Upon arrival, the RIC should pull or assemble the RIC cache and report to the IC or RIC group supervisor for assignment. The RIC cache should include, but is not limited to:
 - TIC
 - Handlights
 - Extra SCBA or RIC pack for rescue
 - Extra full air bottles for RIC personnel
 - Rope and webbing
 - Saws
 - Hand tools for prying, forcing and access
 - Cribbing
2. When practicable, the RIC should take steps to remove barriers to structure access identified in the 360 assessment or discovered during fireground activity to enable quicker entry and exit. The RIC should communicate its intentions to the IC or RIC group supervisor before taking any action. This includes, but is not limited to:
 - Removing burglar bars and window guards
 - Unlocking/forcing and controlling locked doors
 - Deploying ground ladders to provide additional points of entry and exit
 - Setting up or calling for additional scene lighting

Rapid Intervention Team (RIT)

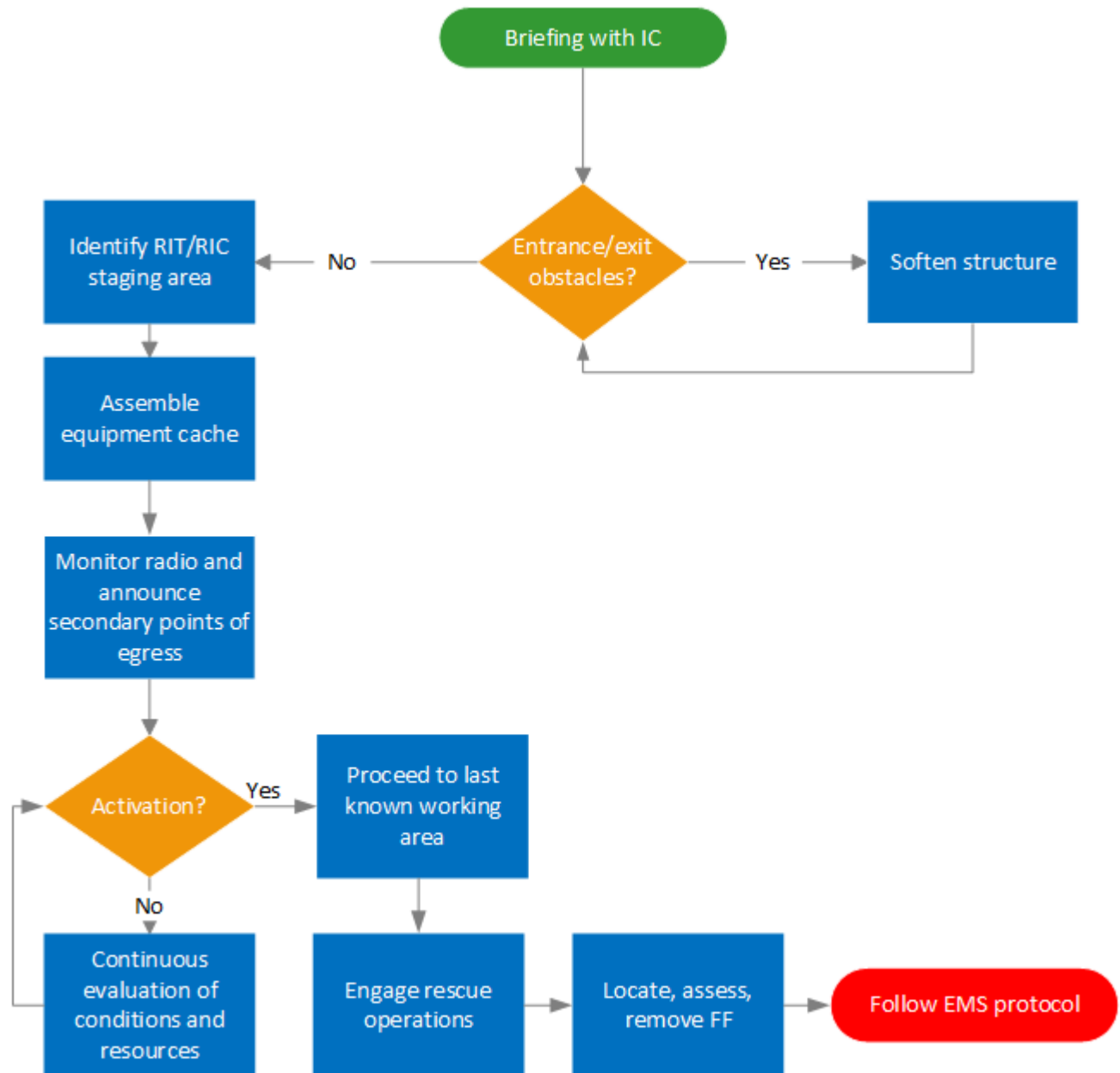
3. The RIC should monitor fireground communications and the location and assignments of crews working on the fireground. The RIC should also observe fire and flowpaths.
4. RIC activation:
 - (a) Upon notification of a lost, trapped or injured firefighter, the RIC should be activated. The RIC assignment should be limited to locating, assessing and removing the firefighter who has become lost, trapped and/or injured.
 - (b) The RIC team leader should confirm activation with the IC or RIC group supervisor and based upon information provided by the IC or RIC group supervisor should:
 - Proceed with the RIC cache to the last known or suspected working area of the crew or firefighter needing rescue.
 - Engage in rescue operations.
 - Continually monitor any radio communications from the victim.
 - Communicate rescue activities and progress to the IC or RIC group supervisor.

303.4 UNIVERSAL PRACTICES

1. Tools and equipment assembled for the RIC should not be used by other fireground personnel.
2. If the RIC does not have a pre-assembled and designated equipment cache, the RIC should assemble tools and equipment from their own unit. Any additional tools or equipment required should be from apparatus not directly engaged in fireground operations to avoid stripping primary units of equipment needed for fireground operations.
3. When an on-scene RIC is activated for rescue, a second RIC should be assigned to the incident, if one is not on-scene.
4. When an on-scene RIC is activated, the IC should consider calling Bishop 2 and requesting a next alarm assignment to provide additional resources and personnel.

Rapid Intervention Team (RIT)

303.5 PROCEDURE DECISION TREE



Conduct and Behavior

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1013.2 POLICY

It is the policy of this department that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1013.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the Department. Conduct unbecoming a member shall include that which discredits the Department or the person as a member of the Department or which impairs the operation or efficiency of the Department or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the Department. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All members of the Department should be familiar with the expected standard of behavior, both on- and off-duty.

1013.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination (Government Code § 12940 et seq.).

1013.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the Department. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination (Government Code § 12940 et seq.).

1013.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status,

Conduct and Behavior

cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

1013.7 CONFORMANCE TO LAWS

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

1013.8 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt department morale or bring discredit to the Department or any member thereof. Member questions concerning department policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1013.9 POLITICAL ACTIVITY

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the Department.

1013.10 SEXUAL ACTIVITY

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

1013.11 ILLEGAL GAMBLING

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether department-issued or owned by the member.

1013.12 GIFTS AND GRATUITIES

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the Department or the City.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of an official or seeks to affect the performance of an official while on-duty, the incident should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under Government Code § 1090 et seq. or the State Political Reform Act, Government Code § 87100 et seq.

Bishop Fire Department

Policy Manual

Conduct and Behavior

1013.13 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

1013.14 ABUSE OF POSITION

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Members shall not lend to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their name, photograph, or official title that identifies them as department members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1013.15 PUBLIC STATEMENTS AND APPEARANCES

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the Department while presenting themselves or in any way identifying themselves as representing the Department, without the approval of the Fire Chief.

Drug and Alcohol Free Workplace

1027.1 PURPOSE AND SCOPE

The Bishop Fire Department prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on department property or when performing department-related business elsewhere (41 USC § 8103).

1027.2 POLICY

It is the policy of the Bishop Fire Department to provide a drug free workplace for all members.

1027.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1027.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

1027.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

1027.4 EMPLOYEE ASSISTANCE PROGRAM

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Department of Human Resources, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1027.5 WORK RESTRICTIONS

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

Drug and Alcohol Free Workplace

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Duty Officer respond to the location of the impaired member. The Duty Officer shall ensure the member is transported to a safe location and that the continuity of department operations is maintained.

1027.6 REQUESTING SCREENING TESTS

A supervisor or Duty Officer may request that an employee submit to a screening test under any of the following circumstances:

- (a) The supervisor or Duty Officer reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- (b) During the performance of duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to the employee or another person or substantial damage to property.
- (c) The employee discharges a firearm in the performance of duties excluding training.
- (d) The employee discharges a firearm issued by the Department while off-duty, resulting in injury, death, or substantial property damage.

1027.6.1 DUTY OFFICER RESPONSIBILITY

The Duty Officer shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1027.6.2 SCREENING TEST DISPOSITION

Members may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- (c) Violate any provisions of this policy.

1027.7 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on department premises or during department activities (41 USC

Drug and Alcohol Free Workplace

§ 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall refrain from wearing Bishop Fire shirts, hats, or uniforms while purchasing or consuming alcohol.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1027.8 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

1027.9 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

Bishop Police Department

End of month report December 2023

		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
	TOTAL INCIDENTS	1269	1210	1366	1383	1167	1374	1336	1149	1194	1221	1047	1224
	CALLS FOR SERVICE	703	709	784	821	705	752	885	670	755	735	632	718
	OFFICER INITIATED INCIDENTS	566	501	582	562	462	622	451	479	439	486	415	506
	TRAFFIC STOPS	111	96	114	82	69	132	70	103	83	61	68	77
	OTHER OIA INC.	455	405	468	480	393	490	381	376	356	425	347	429
	BUS/BUILDING CHECKS	1	3	12	22	24	7	3	9	7	1	1	2
	VEH/PED CHECKS	38	26	30	57	70	55	53	38	34	48	36	40
	TOTAL OFFICER REPORTS	73	85	101	96	82	83	100	75	101	101	88	88
	ACCIDENT	3	5	6	3	5	4	3	1	1	4	5	7
	CRIMINAL ACCIDENT	3	5	1	1	3	3	2	4	6	3	3	5
	FELONY	18	17	19	19	8	11	20	13	22	12	12	21
	INFORMATION	27	34	32	34	29	24	33	31	32	42	39	22
	INFRACTION	1	0	2	0	1	1	0	1	0	1	1	1
	MISDEMEANOR	21	24	41	39	36	40	42	24	40	39	28	32
	TC WITH INJURIES	1	1	2	0	2	2	0	1	0	1	3	2
	TC NO INJURIES	5	7	4	3	6	5	5	4	7	6	5	10
	TOTAL MISDEMEANOR & FELONY ARRESTS		18	23	32	20	28	28	23	32	24	24	26
	MISDEMEANOR ARRESTS	9	11	17	23	17	23	22	14	22	19	15	16
	ADULT	8	11	17	23	17	23	22	14	21	19	15	16
	JUVENILE	1					0	0	0	1	0	0	0
	FELONY ARRESTS		7	6	9	3	5	6	9	11	5	9	10
	ADULT	9	7	5	8	0	5	6	8	11	5	9	10
	JUVENILE	0		1	1		0	0	1	0	0	0	
	CITATIONS	82	104	107	96	62	123	67	58	92	72	56	71
	MOVING	32	51	51	34	24	40	23	23	27	21	12	22
	NON-MOVING	39	46	39	45	26	61	27	28	49	38	16	37
	CRIMINAL	11	7	17	17	12	22	17	7	16	13	28	12

		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
DISPATCH PHONE ACTIVITY													
911 CALLS		248	237	179	211	252	300	254	227	246	208	181	226
	INBOUND	237	222	159	195	241	290	238	216	237	203	176	216
	ABANDONED	11	15	20	16	11	10	16	11	7	5	5	10
ADMINISTRATIVE CALLS		1,428	1,385	1503	1540	1405	1343	1506	1427	1412	1176	1167	1176
	INBOUND	895	860	965	969	907	878	993	943	973	820	842	836
	OUTBOUND	523	520	520	563	488	460	509	466	424	350	319	331
	ABANDONED	10	5	18	8	10	5	4	18	15	6	6	9



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Big Backyard!*

CITY OF BISHOP

377 West Line Street - Bishop, California 93514

Post Office Box 1236 - Bishop, California 93515

760-873-8458 publicworks@cityofbishop.com

www.cityofbishop.com

Public Works Report

December 2023

Water

1. Water consumption for the month was down 3% compared to December 2013.
2. Took monthly bacteria samples.
3. Checked static water levels at Wells #1, #2 and #4.
4. Repair Fire Hydrant that was hit by vehicle on South Warren Street.
5. Repair water leak on 12" water Main on West Line Street at Meadow Lane.
6. Clean up leaves at Well #2 Facility and alley.
7. Completed the well registrations as required by the Owens Valley Groundwater Authority.

Sewer

1. Continue cleaning problem sewers within the city, continue systematic cleaning of sewer mains in the collection system.
2. Took monthly Biological Oxygen Demand (BOD) samples.
3. Continue to inspect sewer manholes for water infiltration.
4. Remove and rebuild basket for the headworks screen at the WWTP.
5. Continued to serve as the Administrator for the Bishop Area Wastewater Authority and met with the Water Board's Division of Finance to discuss the Small Community Waste Water grant application process.

Streets

1. Patched gutters and potholes on city streets.
2. Routinely checked the Sierra bike path for trash and debris.
3. Finished up with fall leaf sweeping program on city streets.
4. Hauled off leaves from pit and behind City Park.
5. Repair and replace damaged street signs at various locations.
6. Repair streetlight within the parking lot along Church Street.



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7. Trim trees along Warren Street that were touching buildings.
8. Trim low hanging tree branches along City Streets.

Miscellaneous

1. Provide weekly safety meetings for PW crew.
2. Marked city utilities for Dig Alert tickets.
3. Provide traffic control and detours for the Christmas Parade.
4. Attended meeting with Control Point to discuss SCADA system upgrade progress and collaborated with them on the redesign of the new interface for the SCADA system.
5. Attended the following trainings, trenching, shoring, and excavation safety, hot works safety, and lock out/ tag out.
6. Provided City input on the Active Transportation Plan revision being prepared by LSC Transportation Consultants.
7. Participated in the kick-off meeting with Wood Rodgers for the parking and land use study.



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Community Services Report

December 2023

Programs

1. After School Stay and Play program is operating at the Elm Street School, Monday through Friday. We have a planned holiday break from Mid-December through January 8th.
2. Adult fitness classes with Ashley McLaughlin at the City Auditorium will start the first week in January. Classes will be held on Thursday nights at 6pm.
3. The Bishop Park Pool is closed for the season. Began review of seasonal staff for opening in April. Hired a new Aquatics Coordinator, and training has begun.
4. Kids Night Out will have a break in January and start back up in February. We plan to host this program once every month, depending on participation.
5. Gymnastics Fall sessions will end in December and Winter sessions will begin on January 8th.
6. Winter break Gymnastics Camp will be held in the City Auditorium the first week in January. This is a three-day camp from 8am through 12pm.
7. Developed first draft After School Program Operation Manual. Operations Manuals for Gymnastics and Kids Night Out are complete. Work continues the City Park Pool manual.
8. Coed Volleyball is in the preparation phase. We plan on open-gym and possible league play starting on January 30th at the Bishop Union High School east gym.
9. Summer camps preparations have begun and will continue through January.

Parks and Facilities

1. Baseball/Softball field preparations have begun. Includes: tilling, leveling, and edging of all four sports fields.
2. Began removal of holiday decorations.
3. Leaves and debris clean up at Dog Park.
4. Seasonal routine maintenance of all mowing and landscape equipment.
5. Clean up of the south side of the Community Garden including the removal of weeds and debris on property lines adjacent to City Park.
6. Daily maintenance of the City Park Pool. Winterization is complete.
7. Daily routine of trash and cleaning of restrooms.
8. Cleaned debris from the creek, pond, and fountain.
9. Use of blower on Main Street Mondays and Fridays.
10. Cleanup of leaves and debris at Sunrise Mobile Home Park, City Park, and City parking lots.
11. Seasonal adjustments made to all City irrigation and City Park. Winterization of Irrigation in lawn areas.
12. Staff reductions at the City Parks maintenance as seasons change.
13. Removed and relocated all Soccer goals for the winter season.
14. Work has begun on the pump house at the Park pool. Items to address are routine pump maintenance, filtration, heating units, and leaks in the pump inlet.
15. Field 1 use: Ultimate Frisbee Group.
16. Field 1 and Field 6 use: Mammoth Soccer, weather dependent.
17. Field 5 and 6 use: Spring AYSO soccer.
18. Fall trimming in the City Park has begun.
19. Worked with Bike Park Group on moving old materials for the Bike Park Area, to facilitate track construction. Phase one pump track is complete and work has begun on the skills area.

20. Contacted potential vendors for carpet replacement in the Court Rooms as there are multiple tripping hazards.

Sunrise

1. Daily routine of trash, debris, and inspections.
2. Collected rents and payments for utilities.
3. Weekly routine maintenance of all lawns, landscapes, and common areas.
4. Began planning process of street and sidewalk replacement. Consultant has begun general design. Design is complete. We are seeking funding to complete this project.
5. Winterization of water connections for all units.

Budget/Administrative

1. Held weekly staff meetings Tuesdays and Wednesdays.
2. Attended by-weekly City Council meetings.
3. Attended weekly Department Head Meetings.
4. Organized all Youth Sports Organizations on the use of Sports-Sites for schedules and games.
5. Communication with Bishop Area Bike Organization for the installation and maintenance of the Bike Park. Phase one Pump Track is complete, and the group has begun work on the Skills Track.
6. Hired new a new Aquatics Coordinator. Began onboarding process and training.
7. Began solicitation for summer staff. Once applications are received, we will begin interviews for Lifeguards, Activity Leaders, and Park Helpers.
8. California Urban Greening Grant has been awarded to the City of Bishop, coordination with the Friends of the Eastern Sierra Community Gardens. Attended meeting with CNRA and City staff on the administration of the grant. Currently developing Bid documents for selection of General Contractor.

9. Received the approval from City Council for the Front Playground Replacement Project. Currently working with PlayCore/GameTime for shipment of the structure and necessary permits.
10. Began contract negotiations for Summer Programs and Sportsites software.

Highlights:

- Winter Programs, Gymnastics, and Gymnastics Camp.
- Community Garden and Urban Greening Grant Bid Process.
- Front Playground installation.



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Planning Department Report

December 2023

1. Silver Peaks 72-unit affordable permanent housing development:

- The project did not receive funding under the 2023 Super NOFA.
- The developer, Visionary Home Builders of California, and Mammoth Lakes Housing are preparing to apply for Affordable Housing and Sustainable Communities Program (AHSC) funding in their upcoming round this March.
- The AHSC program is about connecting housing to jobs and other key destinations through sustainable transportation options (transit/walking and biking). Funds for housing are broken out into 2 categories: funds for affordable housing development, and housing-related infrastructure. The program also includes funds that cover transit and active transportation costs, Sustainable Transportation Infrastructure (sidewalks, bike lanes, transit capital items), and Transportation-related amenities (street trees, bus shelters, bicycle parking, etc).
- The developers reached out to the COB Planning Department and ESTA to help with the transportation part of the grant.

2. Caltrans District 9 facility at Thirst and Jay Street:

- Collaborated with Caltrans to enhance the proposed development's aesthetics and its effect on nearby streets. This involved incorporating more street-facing windows, pedestrian-friendly fencing, landscaping, and sidewalks.

3. Downtown Bishop Parkways Project (Whitney Alley):

- Collaborated with Stantec Engineers Inc. on value engineering opportunities and geotechnical investigation.
- Worked with CNRA on project scope reduction.



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4. Environmental Reports:

- Prepared environmental documents for Bishop Hotel and Bishop City Park Athletic Field Lighting Project.

5. Parking and Land Use Study:

- Facilitated the study kick-off meeting.
- Reached out to the school to collaborate on the data collection.
- Worked with the Chamber of Commerce to collect information using Datafy.

6. Use Permit:

- The Planning Commission approved a conditional use permit for the proposed 80-room hotel on the vacant land at 1950 N Main Street.

7. SB9 subdivision (urban lot split):

- Worked with the applicant, building department, and city attorney on the requirements for the proposed SB9 application.
- Prepared the application template.

8. Worked on the PLHA contract with Eastern Sierra Community Housing (former MLH):

- Received further clarifications from HCD to finalize the contract.

9. Kicked off the application for Proposing Designation (through HCD) for the City in collaboration with California Coalition for Rural Housing:

- The Prohousing Designation program is not competitive. Any jurisdiction that receives the necessary points (which is a minimum of 30 points across four categories) and HCD approval will receive the designation. Proposed "prohousing policies" must be implemented within



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the two-year allowable time frame.

- This designation can help the City and developers score additional points when applying for affordable housing, transportation, and infrastructure grants. Also, with this designation, we can apply for Pro-housing Incentive Program Funds; some cities use the funds to create the Regional Housing Trust Fund.

10. Provided City input on the Active Transportation Plan revision being prepared by LSC Transportation Consultants.

Grant Administration:

1. Managed the Prop 68 Green Infrastructure Grant, which included reporting, discussions on scope modifications, and financial reports.
2. Worked on the CDBG grant administration with Eastern Sierra Community Housing.
3. Administered CNRA Urban Greening Grant



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City Administrators Report

December 2023

1. Extended the recruitment process for the newly created position of Deputy Fire Chief to hopefully gain a broader pool of candidates. The recruitment process will close on February 5, 2024 with interviews to follow shortly thereafter.
2. Facilitated a kick-off Wood Rodgers to initiate the effort to develop a strategic plan for City owned properties and a city-wide parking study.
3. Continue to work with LADWP and the Bishop Chamber on acquiring a new site for the Bishop Chamber of Commerce.
4. Continue to look at dates in January of 2024 for a joint meeting between City Council and the BRFPD.
5. Began the process of working with a developer to develop a parcel of land within the city limits for multi-family housing
6. Met with various Inyo County Supervisors to discuss City of Bishop concerns with EMS and how to smoothly move the EOA forward..
7. Continue to routinely meet with Adam Perez to discuss LADWP land that can be made available for housing. We also discussed how to utilize vacant lots on Main Street.
8. Continue to meet with Assistant City Attorney Russel Hildebrand and a development group out of Pasadena to develop a plan to move properties acquired from LADWP forward as soon as possible when sale is completed.
9. Met with various Board members of the Bishop Rural Fire Protection District to strategize on ways to make our new Fire Chief successful.
10. Continued meeting with each department within the city to discuss strategies to manage their department more efficiently and effectively.
11. Continued to work closely with the Personnel Department, Risk Management and California Joint Powers Authority to manage claims within the city.

12. Participated in the quarterly City/County Liaison meeting. Topics included housing, EMS and air service.
13. Met individually with City Council members on a weekly basis.
14. Facilitated weekly Department Heads meetings.
15. Participated in the Bishop Chamber of Commerce Board meetings.
16. Worked closely with Personnel to navigate several personnel issues.



Broadband Update City of Bishop

January 8, 2024

<https://ConnectedEasternSierra.net/>



Overview

- Grants Update
- Middle-Mile Broadband Initiative
- IMBC Work Plan Updates
- *Public Outreach and Engagement*
- Other Activities
- Acronyms for Reference



Grants Updates

- CASF Consortia Grant
- CPUC FFA Grant
- CPUC LATA Grant
- BEAD
- CASF Infrastructure Account
- USDA RD Broadband Technical Assistance



Grants: Consortia Grant

- Grant Year 1 of 3 ends January 31, 2023
- Working on 2nd Semiannual Reporting and Audit



Grants: FFA

- Grant Applications Submitted for Our Region
- Currently in the [Challenge Process](#)
- CPUC May Allow Applicants to Amend Applications
- Expected Award Notifications in January
- Allocations: \$13,220,000 for Inyo, \$10,600,000 for Mono
- Second Application Window – 2024 Q1



Grants: LATA

- Current Status of Mono & Mammoth LATA Grants
 - Grant Activities are through the GSCA JPA
 - Low-Level Design In Progress
- Current Status of Inyo LATA Grants
 - Phase 1-A Designs Nearing Completion
 - Phase 1-B Contract Awarded, designs due January 25, 2024



Grants: BEAD

- NTIA BEAD Allocation for California: \$1.86B
- Five-Year Plan Submitted to NTIA on August 28, 2023
- Goal: [Broadband Service at 100Mbps/10Mbps for All](#)
- Next Steps:
 - NTIA Initial Proposal Approval in 2024
 - CPUC Selects Subgrantees
 - Final Proposal due One Year Later (2025)



Grants: CASF Infrastructure

- Next Grant Application Window is Not Yet Open
- Next Grant Application Window closes April 1, 2024
- Providers and Local Governments can Apply
- Allows Fixed Wireless for Last Mile



Grants: USDA RD

- USDA RD Broadband Technical Assistance:
 - Hammil & Furnace Creek Applications Awarded on November 13
 - Award Letters and Cooperative Agreements Signed December 5



Middle-Mile Broadband Initiative

- MMBI (the Project) & MMBN (the Network)
 - Current [MMBI Network Map](#)
 - Construction, Purchases, Leases and Joint Builds
 - Committed to all 10,000+ miles, 7,000 miles within the next 18 months
 - Interconnects every 2500 feet
- MMBI Purchase of Digital 395 Network
 - Asset Purchase Agreement Signed
 - NTIA Petition for Waiver Submitted September 29
 - Next Step: Membership and Class A Membership Board Approval
 - Closing requires NTIA Waiver, Membership Approval & Other Conditions



Workplan Updates

- Service Issue [Escalation Tools](#)
- Updated [Unserved Data](#) for all Potential Project Areas
- Speed Test Reporting: Latency Data Fields for BEAD
- Added a [Resources](#) Page



Public Outreach & Engagement

- <https://connectedeasternsierra.net/broadband/get-involved/>
- Short Survey to Gather Input
- Speed Test Data – [Interactive Graphs](#)



Other Activities

- Participated in CPUC BEAD Workshop October 26



- ACP – Affordable Connectivity Program
- BEAD – Broadband Equity, Access, and Deployment (NTIA grant program)
- CASF – California Advance Services Fund (within the CPUC)
- CBC – California Broadband Cooperative (Digital 395 network)
- CDT – California Department of Technology
- CPUC – California Public Utilities Commissions
- FCC – Federal Communications Commission
- GSCA – Golden State Connect Authority (JPA – RCRC)
- GSN – Golden State Net – MMBI Third Party Network Administrator
- IMBC – Inyo-Mono Broadband Consortium (ESCOG, CASF Consortia Grant)
- JPA – Joint Powers Authority
- MMBI – Middle-Mile Broadband Initiative (State of California project)
- MMBN – Middle-Mile Broadband Network (GSN-managed network)
- NTIA – National Telecommunications & Information Administration
- RCRC – Rural County Representatives of California
- USDA RD – US Department of Agriculture Rural Development



Monthly Budget Report for the Month of November 2023

General Fund- Revenue

11/30/2023	Revenue	Actual	Approved Budget	Percent Received
001-000-31010	PROPERTY TAXES SECURED	-	540,000.00	0%
001-000-31020	PROPERTY TAXES UNSECURED	52,565.59	45,000.00	117%
001-000-31030	PROPERTY TAXES PRIOR YR.	-	10,000.00	0%
001-000-31050	PROPERTY TAX HOMEOWNERS	-	1,000.00	0%
001-000-31060	PROP TAX MISC	-	21,000.00	0%
001-000-31065	VLF SWAP/PROP TX IN LIEU	-	350,000.00	0%
001-000-31066	VEHICLE LIC FEE IN EXCESS	-	3,700.00	0%
001-000-31120	SALES TAX	1,421,299.44	5,000,000.00	28%
001-000-31126	DWP WTR AGREEMENT PAYMNT	232,799.00	232,799.00	100%
001-000-31128	SALES TX 1/2%-PUBLIC SAF	2,590.34	10,000.00	26%
001-000-31130	TRANSIENT OCCUPANCY TAX	1,081,352.61	2,750,000.00	39%
001-000-31131	TOT PENALTIES	25.73	-	0%
001-000-31132	TOT PRIOR YR	101,120.69	-	0%
001-000-31150	REAL PROPERTY TRANSFER	9,437.74	8,500.00	111%
001-000-32010	BUSINESS LICENSES	62,972.80	62,000.00	102%
001-000-32011	BL PENALTIES	-	-	0%
001-000-32015	SHORT-TERM RENTALS	2,250.00	1,500.00	150%
001-000-32020	SB 1186/ADA	-	-	0%
001-000-32030	PARKING PERMITS	2,400.00	3,400.00	71%
001-000-32035	TENTATIVE MAP PERMITS	-	-	0%
001-000-32040	USE PERMITS	1,500.00	3,500.00	43%
001-000-32041	ENVIRONMENTAL APP FEE	120.00	3,500.00	3%
001-000-32050	BUILDING PERMITS	47,757.49	90,000.00	53%
001-000-32051	PLAN CHECK FEE	150.00	3,300.00	5%
001-000-32080	ELECTRICAL FRANCHISE	-	32,000.00	0%
001-000-32081	CELL TOWER FRANCHISE	14,000.00	31,500.00	44%
001-000-32090	TV FRANCHISE	2,518.06	10,000.00	25%
001-000-33010	INTEREST ON BANK DEPOSITS	74,491.27	11,000.00	677%
001-000-33020	RENTAL OF REAL PROPERTY	44,128.05	100,000.00	44%
001-000-34010	MOTOR VEHICLE IN LIEU	-	-	0%
001-000-34015	MTR VEH LIC FEE 11005.7	-	-	0%
001-000-34040	REIMB. HIGHWAY SWEEPING	13,249.98	53,000.00	25%
001-000-34041	HWY 6 TRASH	11,250.00	45,000.00	25%
001-000-34045	RSTP	-	-	0%
001-000-34046	DOC/RECYCLING GRANT	-	5,000.00	0%
001-000-34047	REIMB FROM BUSD	-	-	0%
001-000-34049	DWP TREE SPONSORSHIP	-	-	0%
001-000-34050	MISC REVENUE CAPITAL REPLACE	31,331.00	31,331.00	100%
001-000-34079	FIRE EMS FUNDING	12,500.00	10,500.00	119%
001-000-34080	REIMB. RFD W/COMP.	-	-	0%
001-000-34081	SALARY REIMB FRM RF DIST	-	-	0%
001-000-34082	MISC REIM FROM RF DIST	-	-	0%
001-000-34083	FIRE INSPECTION FEES	1,733.66	15,000.00	12%
001-000-34094	LOCAL RESPONSE_STANDBY	-	1,000.00	0%

001-000-34095	STRIKE TEAM	82,326.18	120,000.00	69%
001-000-34110	COURT RESTITUTIONS	-	500.00	0%
001-000-34111	ORDINANCE ENFORCEMENT	-	-	0%
001-000-34116	DOJ-BULLET PRF VEST GRNT	-	2,000.00	0%
001-000-34120	PEACE OFFICERS TRAINING	1,160.31	18,000.00	6%
001-000-34121	RAN REIMB	-	10,000.00	0%
001-000-34122	DVROS-STATE	-	-	0%
001-000-34124	BUDGET ACT 2013/LAW ENF	-	-	0%
001-000-34125	PARKING CITATIONS	2,166.25	6,000.00	36%
001-000-34126	TOW FEE	1,125.00	1,765.00	64%
001-000-34140	DISPATCH CONTRACTS	-	7,200.00	0%
001-000-34141	PD Grants	121,460.95	-	0%
001-000-34145	4850 PAY REIMB	-	-	0%
001-000-34160	911 REIM-STATE	-	-	0%
001-000-35020	STRONG MOTION INST. PROG	188.92	1,000.00	19%
001-000-35060	CBSC/BLDG PERMIT	64.40	250.00	26%
001-000-36010	SALE OF PERSONAL PROP.	665.00	-	0%
001-000-36020	INS. REFUNDS & DIVIDENDS	-	-	0%
001-000-36025	FORFEITURE OF DEPOSITS	-	-	0%
001-000-36020	INS. REFUNDS & DIVIDENDS	-	-	0%
001-000-36030	MISCELLANEOUS	9,974.78	13,700.00	73%
001-000-36031	RETIREE MED COPAY	1,764.00	3,100.00	57%
001-000-36040	FINGERPRINTING & REPORTS	10,307.00	25,000.00	41%
001-000-36041	SUBPOENAS	-	-	0%
001-000-36042	AB109/REALIGNMENT	-	50,000.00	0%
001-000-36070	CIVIC ARTS	-	-	0%
001-000-36074	SUMMER PROGRAM TUITION	21,340.00	61,500.00	35%
001-000-36075	KIND ACTIVITY FEE	-	-	0%
001-000-36076	KIND TUITION	-	-	0%
001-000-36077	ASP ACTIVITY FEE	-	-	0%
001-000-36078	AFTER SCHOOL PROGRAM	38,482.00	98,000.00	39%
001-000-36079	GYMNASTICS CLUB	-	-	0%
001-000-36089	CHILDRENS DAY OF ARTS	-	-	0%
001-000-37010	SPECIAL EVENT INSURANCE	-	-	0%
001-000-39240	TENNIS	-	-	0%
001-000-39250	SOFTBALL	552.31	16,000.00	3%
001-000-39251	SOCCER	4,375.00	5,560.00	79%
001-000-39255	VOLLEYBALL	-	-	0%
001-000-39260	BASKETBALL	-	-	0%
001-000-39270	AEROBIC,DANCE,ZUMBA	-	500.00	0%
001-000-39275	FACILITY RENTAL FEE	985.00	4,000.00	25%
001-000-39278	TREE DEDICATION	70.13	-	0%
001-000-39280	YOUTH PROGRAM	990.00	3,200.00	31%
001-000-39281	GYMNASTICS	10,068.00	21,000.00	48%
001-000-39283	PAGEANT	-	-	0%
001-000-39289	POOL-LIFEGRD RECERT	-	-	0%
001-000-39290	POOL-PUBLIC SWIM	16,095.00	20,000.00	80%
001-000-39291	POOL RENTALS	4,132.00	15,000.00	28%

001-000-39292	POOL-SWIM LESSONS	832.00	24,000.00	3%
001-000-39293	POOL-CONCESSIONS	1,380.00	1,800.00	77%
001-000-39294	POOL-WATER FITNESS	3,355.00	5,000.00	67%
001-000-39297	YOUTH ATHLETICS	(25.00)	500.00	-5%
001-000-39710	FINES & FOREFEITURES	-	4,500.00	0%
001-000-39722	TUT MEASURE A	-	-	0%
001-000-39925	CITY COST PLAN	-	-	0%
001-000-39990	OTHER FINANCE SOURCES	-	-	0%
001-000-39995	CITY COST PLAN	-	-	0%
001-000-39999	REVENUE-TRANS IN	500,000.00	500,000.00	100%
001-000-40000	Caltrans Sustainable Grant	-	-	0%
001-000-40001	SB2 Housing & Community	-	-	0%
001-000-40002	PROP 68 Green	32,567.85	100,000.00	33%
001-000-40003	Playground Grant	-	-	0%
001-000-40004	COVID-19 Funding	-	-	0%
001-000-40005	LEAP GRANT	-	-	0%
001-000-40006	REAP GRANT	-	-	0%
Total- Revenue		4,089,945.53	10,623,605.00	38%

General Fund-Expenses

11/30/2023	Department	11/30/2023 Actual	Approved Budget	Percent Used
001-010-_____	City Council	54,612.97	181,010.10	30%
001-011-_____	Administration	293,180.88	853,010.35	34%
001-012-_____	Finance	141,587.18	312,172.36	45%
001-013-_____	Treasurer	757.02	1,901.39	40%
001-014-_____	Legal	42,199.40	157,996.89	27%
001-015-_____	Insurance	302,571.50	304,429.50	99%
001-016-_____	Building & Grounds	78,495.84	202,055.08	39%
001-018-_____	Elections	-	1,500.00	0%
001-019-_____	Community Promotion	-	181,000.00	0%
001-020-_____	Police Department	2,189,804.64	4,558,039.02	48%
001-021-_____	Fire Department	194,322.47	971,730.16	20%
001-022-_____	Building	26,620.31	151,863.00	18%
001-023-_____	Street Maintenance	538,617.50	1,694,889.27	32%
001-031-_____	Parks & Rec	459,107.59	1,376,970.20	33%
001-034-_____	Planning	232,528.45	479,855.27	48%
001-035-_____	After School Program	26,822.02	104,757.57	26%
001-036-_____	After School Outside	-	-	0%
001-037-_____	Pool	68,226.10	476,827.85	14%
001-038-_____	Summer Camps	17,682.91	55,391.65	32%
001-039-_____	Gymnastics Club	-	-	0%
	Total General Fund	4,667,136.78	12,065,399.66	39%

Enterprise Funds

11/30/2023	Department	11/30/2023 Actual	Approved Budget	Percent Used
	SEWER-REVENUE			
002-000-33010	INTEREST ON BANK DEPOSITS	26,539.28	9,300.00	285%
002-000-33020	RENTAL OF REAL PROPERTY	-	-	0%
002-000-39017	SEWER MISCELLANEOUS	22,426.08	13,100.00	171%
002-000-39020	SEWER SERVICE COLLECTION	570,815.85	1,265,000.00	45%
002-000-39023	PENALTIES-SEWER SERVICE	686.54	1,000.00	69%
002-000-39035	SOLAR REBATES	2,932.40	-	0%
002-000-39075	REIMB FROM ESCSD	3,871.02	-	0%
Total:		627,271.17	1,288,400.00	49%
002-051-_____	Sewer- Expense	711,180.62	1,638,552.54	43%

11/30/2023	Department	11/30/2023 Actual	Approved Budget	Percent Used
	WATER-REVENUE			
004-000-33010	INTEREST ON BANK DEPOSITS	25,533.84	10,000.00	255%
004-000-33020	RENTAL OF REAL PROPERTY	-	-	0%
004-000-39012	WATER SERVICE COLLECTION	451,276.17	1,028,000.00	44%
004-000-39013	PENALTIES-WATER SERVICE	543.43	900.00	60%
004-000-39017	WATER MISCELLANEOUS	21,362.00	10,900.00	196%
004-000-39019	BACKFLOW FEE	-	-	0%
004-000-39035	SOLAR REBATES	-	-	0%
Total:		498,715.44	1,049,800.00	48%
004-050-_____	Water- Expense	707,678.51	1,362,046.87	52%

11/30/2023	Department	11/30/2023 Actual	Approved Budget	Percent Used
	SMHP-REVENUE			
012-000-33010	INTEREST ON BANK DEPOSITS	3,554.86	2,800.00	127%
012-000-39735	UTILITY CLEARING ACCOUNT	15,980.00	38,400.00	42%
012-000-39750	RENTS-ASSISTED UNITS	2,790.00	6,600.00	42%
012-000-39760	RENTS-UNASSISTED UNITS	41,930.00	100,440.00	42%
012-000-39811	MISC	-	-	0%
012-000-39812	GAIN ON SALE	-	-	0%
Total:		64,254.86	148,240.00	43%
012-095-_____	SMPH- Expense	112,706.80	203,737.70	55%

Special Funds

11/30/2023	Department	11/30/2023 Actual	Approved Budget	Percent Used
REVENUE				
	COPS			
033-000-33010	INTEREST ON BANK DEPOSITS	1,649.37	-	0%
033-000-39967	COPS/AB 1913	24,797.78	100,000.00	25%
Total:		26,447.15	100,000.00	26%
EXPENSE				
033-033-_____	COPS- EXPENSE	54,283.63	138,000.00	39%
11/30/2023	Department	11/30/2023 Actual	Approved Budget	Percent Used
REVENUE				
	TRAFFIC			
003-000-33010	INTEREST ON BANK DEPOSITS	-	-	0%
003-000-39100	SECTION 2105	8,017.51	22,500.00	36%
003-000-39110	SECTION 2107-5	1,000.00	1,000.00	100%
003-000-39120	SECTION 2107	11,050.86	30,300.00	36%
003-000-39130	SECTION 2106	6,857.46	19,500.00	35%
003-000-39135	MISC/PROP 42	13,470.51	34,200.00	39%
003-000-39137	TRAFFIC CONGESTION RELIEF	-	-	0%
003-000-39139	SB1	32,555.27	84,100.00	39%
Total:		72,951.61	191,600.00	38%
EXPENSE				
003-030-_____	GAS TAX	43,804.58	218,937.80	20%

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Eastern Sierra Checking (Eastern Sierra Checking) (1)
November 30, 2023

Account: 99900010110

Bank Account Number: 006107370

Bank Statement Balance:	2,034,168.02	Book Balance Previous Month:	1,952,617.07
Outstanding Deposits:	96,936.12	Total Receipts:	2,403,318.36
Outstanding Checks:	615,837.86	Total Disbursements:	2,838,978.46
Bank Adjustments:	1,690.71	Book Adjustments:	.02
Bank Balance:	1,516,956.99	Book Balance:	1,516,956.99

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
19	280.00	1159	64.00-	1213	185.00-	1256	2,400.00
1057	101.00	1193	7,178.32	1213	20,863.13		
1110	565.46	1204	60,721.95	1214	2,849.86	Total:	96,936.12
1137	370.00-	1205	2,037.00	1234	558.40		

Deposits cleared: 67 items Deposits Outstanding: 13 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1092	19.83	9067	309.34	9748	359.70	9810	957.43
1639	38.00	9079	51.80	9749	51.02	9811	552.60
1644	38.00	9177	129.52	9753	105.28	9813	167,028.35
2443	165.48	9306	51.80	9758	24.00	9814	190.00
3849	74.99	9336	213.33	9761	1,008.51	9815	3,462.69
4696	1,623.97	9380	840.00	9772	25.00	9816	1,440.04
4738	250.29	9412	203.50	9773	786.00	9817	168.00
4877	6,920.00	9425	174.54	9776	79.89	9818	50.03
5119	457.64	9441	840.00	9781	876.87	9819	156,825.34
5546	119.89	9443	51.80	9782	935.65	9820	1,899.10
6366	313.36	9487	52.64	9789	1,290.07	9821	466.10
6412	100.00	9495	24.01	9790	69.50	9822	250.00
6693	48.03	9499	840.00	9791	75.72	9823	80.00
6777	164.50	9542	5,368.50	9794	126.25	9824	9.79
6810	442.73	9612	840.00	9796	73.00	9825	1,452.49
6948	668.91	9614	51.80	9798	212.57	9826	42.10
7108	4,602.50	9650	77.57	9800	385.94	9827	11,598.00
7179	46.17	9661	54.95	9801	1,699.61	9828	732.07
7258	144.96	9665	96.04	9802	1,620.00	9829	57.65
7412	18.58	9682	555.89	9803	369.23	9830	1,476.27
7420	18.58	9703	385.94	9804	51.80	9831	39.67
7859	1,076.50	9717	1,308.05	9805	5,593.24	9832	99.00
8324	66.50	9726	1,384.00	9806	361.05	9833	3,397.09
8752	110.82	9730	451.29	9807	1,701.16	9834	105.00
8790	49.95	9741	46.17	9808	56,172.86	9835	892.36
8870	24.05	9745	335.48	9809	14,700.02	9836	467.56

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
9837	78.16	110323	31,799.31	111723	2,703.04	111723	1,868.75
75403	8.00	111723	72,597.33	111723	31,948.41		
						Total:	615,837.86

Checks cleared: 210 items Checks Outstanding: 111 items

Bank Adjustments

Description	Amount	Description	Amount
J Scida Wages Paid and Owed to City	1,690.71		
		Total:	1,690.71

Book Adjustments

Description	Amount	Description	Amount
11/22 Check Deposit - Excess Credit	.03	Reconciliation off by 0.01	.01-
		Total:	.02

Report Criteria:
Print Outstanding Checks and Deposits and Bank and Book Adjustments

CITY OF BISHOP
COMBINED CASH
NOVEMBER 30, 2023

COMBINED CASH ACCOUNTS

999-000-10110	CASH IN BANK	1,512,336.49
999-000-10111	LAIF INVESTMENT	17,693,478.23
999-000-10112	CASH EASTERN SIERRA BANK	.00
999-000-10113	CASH IN COUNTY TREASURY	.00
999-000-10115	CASH IN BANK XPRESS BILLPAY	34,376.84
999-000-10175	CASH CLEARING UTILITIES	17,931.78
999-000-10176	BUSINESS CASH CLEARING	64.10
TOTAL COMBINED CASH		19,258,187.44
999-000-10100	CASH ALLOCATED TO FUNDS	(19,258,187.44)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO GENERAL FUND	9,651,542.61
2	ALLOCATION TO SEWER FUND	2,502,334.37
3	ALLOCATION TO GAS TAX	389,669.53
4	ALLOCATION TO WATER FUND	2,391,173.60
5	ALLOCATION TO RFPD	930,595.11
6	ALLOCATION TO IMBC FIDUCIARY	.00
7	ALLOCATION TO LOCAL TRANSPORTATION FUND	116,972.11
8	ALLOCATION TO BOND AND TRUST FUND	95,249.20
9	ALLOCATION TO TRAFFIC SAFETY	8,141.29
10	ALLOCATION TO TUT MEASURE A	897,742.76
11	ALLOCATION TO ASSET FORFEITURE	6,722.63
12	ALLOCATION TO SUNRISE MHP	346,708.09
13	ALLOCATION TO GENERAL FIXED ASSETS	.00
15	ALLOCATION TO WATER IMPROVEMENT	.00
18	ALLOCATION TO FUND 018	.00
19	ALLOCATION TO STREETS-SIDEWALK IMPROVEMENT	750,000.00
21	ALLOCATION TO CANINE DONATION	8,012.54
22	ALLOCATION TO HEAVY EQUIPMENT REPLACEMENT	300,000.00
23	ALLOCATION TO PROPERTY/HOUSING DEVELOPMENT	150,000.00
29	ALLOCATION TO FUND 029	.00
33	ALLOCATION TO C.O.P.S.	176,847.84
37	ALLOCATION TO HOME FUNDS/WILLOW ST	100,302.76
54	ALLOCATION TO STIP E. LINE ST. BRIDGE REPL.	289,951.52
55	ALLOCATION TO S WARREN ST. IMPROVEMENT	.00
57	ALLOCATION TO SEIBU TO SCHL BIKE PATH	.00
58	ALLOCATION TO PINE TO PARK/STIP	.00
59	ALLOCATION TO WEST JAY STREET	.00
60	ALLOCATION TO STIP-SPRUCE/YANEY/HANBY	.00
61	ALLOCATION TO E. LINE ST. IMPROVEMENTS	.00
62	ALLOCATION TO PLAYGROUND EQUIPMENT PROJECT	.00
70	ALLOCATION TO HOME OWNER ASSIST PRGM	128,100.00
71	ALLOCATION TO SILVER PEAK/IMACA	.00
72	ALLOCATION TO VALLEY APTS/13 CDBG 8972	18,121.48

CITY OF BISHOP
COMBINED CASH
NOVEMBER 30, 2023

TOTAL ALLOCATIONS TO OTHER FUNDS	19,258,187.44
ALLOCATION FROM COMBINED CASH FUND - 999-000-10100	(19,258,187.44)
ZERO PROOF IF ALLOCATIONS BALANCE	.00

INVESTMENT PORTFOLIO FOR THE CITY OF BISHOP
MONTH OF NOVEMBER 2023

<u>STATEMENT PERIOD</u>	<u>ACCT TYPE</u>	<u>BALANCE</u>	<u>AVERAGE MONTHLY YIELD</u>
NOVEMBER 2023	LAIF	\$17,693,478.17	3.843%



PMIA/LAIF Performance Report as of 12/13/23



Quarterly Performance Quarter Ended 09/30/23

LAIF Apportionment Rate ⁽²⁾ :	3.59
LAIF Earnings Ratio ⁽²⁾ :	0.00009812538629360
LAIF Administrative Cost ^{(1)*} :	0.29
LAIF Fair Value Factor ⁽¹⁾ :	0.986307739
PMIA Daily ⁽¹⁾ :	3.48
PMIA Quarter to Date ⁽¹⁾ :	3.42
PMIA Average Life ⁽¹⁾ :	256

PMIA Average Monthly Effective Yields⁽¹⁾

November	3.843
October	3.670
September	3.534
August	3.434
July	3.305**
June	3.167

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 10/31/23 \$165.7 billion

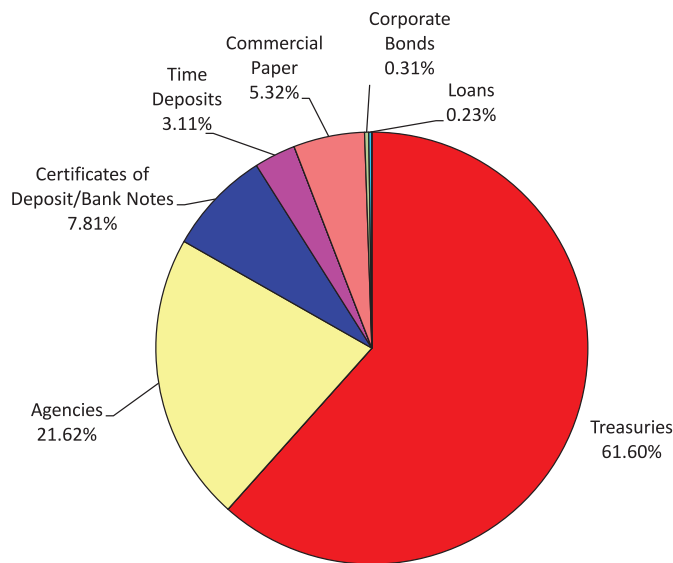


Chart does not include \$2,300,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

** Revised

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

California State Treasurer
Fiona Ma, CPA



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

December 12, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CITY OF BISHOP

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

[Tran Type Definitions](#)

Account Number: 98-14-086

November 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
11/17/2023	11/16/2023	RD	1743000	1703400	ETHAN AUKEE	1,000,000.00
11/29/2023	11/29/2023	RD	1743337	1703744	ETHAN AUKEE	700,000.00

Account Summary

Total Deposit:	1,700,000.00	Beginning Balance:	15,993,478.17
Total Withdrawal:	0.00	Ending Balance:	17,693,478.17



CALIFORNIA STATE TREASURER
FIONA MA, CPA



PMIA Daily Effective Yield

Date	Daily	Quarter to Date	Average Maturity
12/06/23	3.89	3.77	246
12/05/23	3.89	3.77	247
12/04/23	3.88	3.76	249
12/03/23	3.89	3.76	249
12/02/23	3.89	3.76	249
12/01/23	3.89	3.76	249
11/30/23	3.93	3.76	244
11/29/23	3.87	3.75	243
11/28/23	3.88	3.75	243
11/27/23	3.89	3.75	241
11/26/23	3.90	3.75	244
11/25/23	3.90	3.74	244
11/24/23	3.90	3.74	244
11/23/23	3.90	3.74	244
11/22/23	3.90	3.73	244
11/21/23	3.90	3.73	245
11/20/23	3.88	3.73	247
11/19/23	3.88	3.73	250
11/18/23	3.88	3.72	250
11/17/23	3.88	3.72	250
11/16/23	3.87	3.72	251
11/15/23	3.86	3.71	252
11/14/23	3.80	3.71	251
11/13/23	3.80	3.71	251
11/12/23	3.79	3.70	255
11/11/23	3.79	3.70	255
11/10/23	3.79	3.70	255
11/09/23	3.79	3.70	256
11/08/23	3.80	3.70	252
11/07/23	3.81	3.69	252
11/06/23	3.80	3.69	253
11/05/23	3.79	3.69	256
11/04/23	3.79	3.68	256
11/03/23	3.79	3.68	256
11/02/23	3.79	3.68	257
11/01/23	3.79	3.67	256

TO: City Council/City Administrator
FROM: Assistant Finance Director
DATE: December 12, 2023
SUBJECT: Approval of Warrant Registers for the Month of November 2023

Commercial Warrants

Check# 9650-9811, 9813-9837	\$713,590.92
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Manual Checks &

<u>Payroll Warrants</u>	\$2,125,387.54
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TOTAL \$2,838,978.46

Journal	Payee or Description	Date	Check Number	Amount
CD	Poole B of A Credit Card payment November 2023	11/08/2023	1	1,886.98
CD	Fire B of A Credit Card payment November 2023	11/09/2023	2	1,407.59
CD	Picken B of A Credit Card payment November 2023	11/09/2023	3	1,520.62
CD	Robert Huddleston Chargeback (11/13 Deposit)	11/15/2023	4	300.00
CD	PD B of A Credit card payment November 2023	11/21/2023	5	3,886.21
CD	Gamino B of A Credit card payment November 2023	11/21/2023	6	3,393.72
CD	Mcelroy B of A Credit card payment November 2023	11/21/2023	7	395.98
CD	Paymentech Fee	11/30/2023	8	291.57
CD	Paymentech Fee	11/30/2023	9	445.11
CD	Xpress Bill Pay Fee	11/30/2023	10	361.58
CD	Operating Acct to LAIF Transfer	11/30/2023	11	1,000,000.00
CD	Operating Acct to LAIF Transfer	11/30/2023	12	700,000.00
CDP	BOLING, WARREN J	11/03/2023	9650	77.57
CDP	ELLIS, JAMES V.	11/03/2023	9651	234.43
CDP	JACKSON, AVIS L.	11/03/2023	9652	332.46
CDP	SANTANA, FRANCISCO	11/03/2023	9653	1,159.07
CDP	SANTANA, MANUEL	11/03/2023	9654	277.05
CDP	COKELEY, RACHEL D	11/03/2023	9655	166.23
CDP	NAVALES, RYAN	11/03/2023	9656	335.48
CDP	JACKSON, THOMAS E.	11/03/2023	9657	701.64
CDP	POOL, PRESTON	11/03/2023	9658	421.12
CDP	BRAATEN, BRAD	11/03/2023	9659	269.10
CDP	MADERA, JOCELYN	11/03/2023	9660	166.69
CDP	CURRIE, TAYLOR	11/03/2023	9661	54.95
CDP	TURMAN, MYLEE	11/03/2023	9662	102.05
CDP	ENNIS, JERRY	11/03/2023	9663	807.14
CDP	ENNIS, KAREN	11/03/2023	9664	671.82
CDP	GARDEA, CHASE	11/03/2023	9665	96.04
CDP	SANTANA, ALONDRA	11/03/2023	9666	335.48
CDP	KILGORE, JEFF	11/03/2023	9667	121.91
CDP	SEARS, ADRIAN	11/03/2023	9668	166.23
CDP	ABRAMS, LACY J.	11/03/2023	9669	175.46
CDP	SCOTT, JADE	11/03/2023	9670	144.07
CDA		11/02/2023	9671	175.08
CDA	ARBA	11/02/2023	9672	625.10
CDA	CANON FINANCIAL SERVICES	11/02/2023	9673	11.85
CDA	CARMICHAEL BUSINESS TECH.	11/02/2023	9674	1,730.64
CDA	Collette Gaal	11/02/2023	9675	2,565.00
CDA	DEPT OF WATER AND POWER	11/02/2023	9676	4,410.87
CDA	Environmental Techniques Int.	11/02/2023	9677	6,485.00
CDA	FRONTIER	11/02/2023	9678	405.10
CDA	HIGH COUNTRY LUMBER	11/02/2023	9679	1,072.72
CDA	INYO COUNTY BUILDING & SAFETY	11/02/2023	9680	18,750.00
CDA	INYO REGISTER	11/02/2023	9681	350.00
CDA	Jessica Ortiz	11/02/2023	9682	555.89
CDA	KAREN SCHWARTZ	11/02/2023	9683	110.30
CDA	Kelsey Allred	11/02/2023	9684	400.44
CDA	Lassen Community College	11/02/2023	9685	641.64
CDA	MANOR TRUE VALUE HARDWARE	11/02/2023	9686	10.66
CDA	MISSION LINEN & UNIFORM	11/02/2023	9687	57.65
CDA	PEREZ QUALITY TIRES	11/02/2023	9688	1,950.00
CDA	QUILL CORP	11/02/2023	9689	1,148.70
CDA	QUINN COMPANY	11/02/2023	9690	2,321.25
CDA	Rosenbauer South Dakota, LLC	11/02/2023	9691	74,978.00
CDA	SIERRA ANALYTICAL LABS INC.	11/02/2023	9692	400.00
CDA	SOUTHERN CALIFORNIA EDISON	11/02/2023	9693	486.20
CDA	Sparling Instruments	11/02/2023	9694	3,551.56
CDA	STATE WATER RESOURCES	11/02/2023	9695	60.00

Journal	Payee or Description	Date	Check Number	Amount
CDA	STEVE'S AUTO & TRUCK PART	11/02/2023	9696	1,494.40
CDA	UNDERGROUND SERVICE ALERT	11/02/2023	9697	24.00
CDA	US Foods, Inc.	11/02/2023	9698	734.33
CDA	Vagabond Inn Bishop	11/02/2023	9699	513.73
CDA	VERIZON WIRELESS	11/02/2023	9700	114.03
CDA	VICTORIA TOY	11/02/2023	9701	351.50
CDA	WESTERN NEVADA SUPPLY CO.	11/02/2023	9702	392.31
CDPT	AMERICAN FIDELITY	11/03/2023	9703	385.94
CDPT	CALIFORNIA STATE DISBURSEMENT UNIT	11/03/2023	9704	369.23
CDPT	US BANK TRUST WESTERN REGION	11/03/2023	9705	1,152.66
CDA	AMERICAN BUSINESS MACHINE	11/08/2023	9706	15.00
CDA	Best Best & Krieger	11/08/2023	9707	674.10
CDA	BISHOP GLASS, INC.	11/08/2023	9708	407.97
CDA	BISHOP HEATING & AIR CONDITIONING INC.	11/08/2023	9709	168.75
CDA	BSK Associates	11/08/2023	9710	248.05
CDA	CASELLE, INC.	11/08/2023	9711	2,102.00
CDA	DEPT OF WATER AND POWER	11/08/2023	9712	1,719.27
CDA	EAN SERVICES, LLC	11/08/2023	9713	788.29
CDA	EMPLOYMENT DEVELOPMENT	11/08/2023	9714	5,553.00
CDA	ENTERPRISE	11/08/2023	9715	6,524.10
CDA	GRANICUS, INC.	11/08/2023	9716	3,671.44
CDA	HUNT PROPANE, INC.	11/08/2023	9717	1,308.05
CDA	INYO COUNTY RECYCLING & WASTE MANAGEMENT	11/08/2023	9718	998.50
CDA	JIM ELLIS	11/08/2023	9719	451.29
CDA	JOSE GARCIA	11/08/2023	9720	451.29
CDA	Kimberly Parkinson	11/08/2023	9721	75.00
CDA	LEAGUE OF CA CITIES	11/08/2023	9722	160.00
CDA	LUMOS AND ASSOCIATES, INC.	11/08/2023	9723	10,640.89
CDA	MANOR TRUE VALUE HARDWARE	11/08/2023	9724	38.34
CDA	MISSION LINEN & UNIFORM	11/08/2023	9725	157.65
CDA	NORTHERN INYO HEALTHCARE DISTRICT	11/08/2023	9726	1,384.00
CDA	OPTIMUM	11/08/2023	9727	1,386.69
CDA	PILOT THOMAS LOGISTICS	11/08/2023	9728	6,396.96
CDA	QUILL CORP	11/08/2023	9729	250.05
CDA	ROBIN PICKEN	11/08/2023	9730	451.29
CDA	SIERRA ANALYTICAL LABS INC.	11/08/2023	9731	400.00
CDA	SOUTHERN CALIFORNIA EDISON	11/08/2023	9732	1,868.62
CDA	STEVE'S AUTO & TRUCK PART	11/08/2023	9733	69.59
CDA	THE FED-UP STORE	11/08/2023	9734	232.50
CDA	VERIZON BUSINESS	11/08/2023	9735	49.74
CDP	POOLE, KAREY L	11/17/2023	9736	1,388.74
CDP	ZEMEL, GRANT	11/17/2023	9737	3,061.58
CDP	ELLIS, JAMES V.	11/17/2023	9738	234.43
CDP	JACKSON, AVIS L.	11/17/2023	9739	369.40
CDP	JIMENEZ, KARLA A.	11/17/2023	9740	2,109.85
CDP	WEATHERFORD, JOHN	11/17/2023	9741	46.17
CDP	UNDERHILL, CHERYL L.	11/17/2023	9742	46.17
CDP	SANTANA, FRANCISCO	11/17/2023	9743	1,191.83
CDP	MANUELITO, LISA	11/17/2023	9744	46.17
CDP	NAVALES, RYAN	11/17/2023	9745	335.48
CDP	JACKSON, THOMAS E.	11/17/2023	9746	642.01
CDP	POOL, PRESTON	11/17/2023	9747	691.72
CDP	MADERA, JOCELYN	11/17/2023	9748	359.70
CDP	CURRIE, TAYLOR	11/17/2023	9749	51.02
CDP	TURMAN, MYLEE	11/17/2023	9750	86.34
CDP	ENNIS, JERRY	11/17/2023	9751	807.14
CDP	ENNIS, KAREN	11/17/2023	9752	687.23
CDP	DERR, LEVI	11/17/2023	9753	105.28

Journal	Payee or Description	Date	Check Number	Amount
CDP	RUSSELL, BRET	11/17/2023	9754	3,047.22
CDP	SCOTT, JADE	11/17/2023	9755	96.04
CDA	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	11/16/2023	9756	153.30
CDA	BISHOP CHAMBER OF COMMERCE	11/16/2023	9757	2,038.53
CDA	BISHOP PAIUTE TRIBAL	11/16/2023	9758	24.00
CDA	Bishop Waste Disposal	11/16/2023	9759	2,648.50
CDA	CANON FINANCIAL SERVICES	11/16/2023	9760	1,372.38
CDA	CARMICHAEL BUSINESS TECH.	11/16/2023	9761	1,008.51
CDA	DEPT OF JUSTICE	11/16/2023	9762	64.00
CDA	DUKE CLEANING SERVICES	11/16/2023	9763	970.00
CDA	EASTERN SIERRA COMMUNITY SERVICE DIST.	11/16/2023	9764	750.00
CDA	FRONTIER	11/16/2023	9765	107.56
CDA	Gladwell Government Services, Inc.	11/16/2023	9766	1,160.00
CDA	HUNT PROPANE, INC.	11/16/2023	9767	578.92
CDA	INYO COUNTY INFORMATION SERVICES	11/16/2023	9768	689.09
CDA	JONES & MAYER LAW OFFICE	11/16/2023	9769	13,235.00
CDA	LANDSCAPE SOLUTIONS	11/16/2023	9770	1,768.00
CDA	LARRY BAIN, CPA	11/16/2023	9771	32,175.00
CDA	LONE PINE CHAMBER	11/16/2023	9772	25.00
CDA	PENGUIN MANAGEMENT, INC.	11/16/2023	9773	786.00
CDA	PETTY CASH - PARKS DEPT.	11/16/2023	9774	382.42
CDA	PTS	11/16/2023	9775	85.00
CDA	QUILL CORP	11/16/2023	9776	79.89
CDA	SEAN JOHNSTON	11/16/2023	9777	901.76
CDA	STANTEC CONSULTING SERV.	11/16/2023	9778	4,058.75
CDP	DONDERO, WILLIS	11/17/2023	9779	1,887.96
CDA	ALLIANT INSURANCE SERVICES, INC.	11/21/2023	9780	358.00
CDA	AT&T Mobility LLC	11/21/2023	9781	876.87
CDA	BISHOP AUTOMOTIVE CENTER	11/21/2023	9782	935.65
CDA	CALIFORNIA BROADBAND	11/21/2023	9783	512.95
CDA	DEPT OF JUSTICE	11/21/2023	9784	1,196.00
CDA	DEPT OF WATER AND POWER	11/21/2023	9785	1,517.32
CDA	DUKE CLEANING SERVICES	11/21/2023	9786	660.00
CDA	Ecolab	11/21/2023	9787	109.53
CDA	FRONTIER	11/21/2023	9788	760.51
CDA	HUNT PROPANE, INC.	11/21/2023	9789	1,290.07
CDA	INYO REGISTER	11/21/2023	9790	69.50
CDA	JOSE GARCIA	11/21/2023	9791	75.72
CDA	MANOR TRUE VALUE HARDWARE	11/21/2023	9792	120.97
CDA	MR. K. AUTOMOTIVE SERVICE INC.	11/21/2023	9793	258.93
CDA	OPTIMUM	11/21/2023	9794	126.25
CDA	RAMON'S AUTO DETAIL	11/21/2023	9795	350.00
CDA	SHREDPRO, INC	11/21/2023	9796	73.00
CDA	SOUTHERN CALIFORNIA EDISON	11/21/2023	9797	928.85
CDA	VERIZON WIRELESS	11/21/2023	9798	212.57
CDA	WESTERN NEVADA SUPPLY CO.	11/21/2023	9799	89.15
CDPT	AMERICAN FIDELITY	11/21/2023	9800	385.94
CDPT	AMERICAN FIDELITY	11/21/2023	9801	1,699.61
CDPT	BPOA	11/21/2023	9802	1,620.00
CDPT	CALIFORNIA STATE DISBURSEMENT UNIT	11/21/2023	9803	369.23
CDPT	COBEA	11/21/2023	9804	51.80
CDPT	MSA-DENTAL POOL	11/21/2023	9805	5,593.24
CDPT	TEXAS LIFE INSURANCE COMPANY	11/21/2023	9806	361.05
CDPT	THE HARTFORD	11/21/2023	9807	1,701.16
CDPT	U.S Bank PARS Account #: 6746050100	11/21/2023	9808	56,172.86
CDPT	US BANK TRUST WESTERN REGION	11/21/2023	9809	14,700.02
CDPT	US BANK TRUST WESTERN REGION	11/21/2023	9810	957.43
CDPT	VISION SERVICE PLAN	11/21/2023	9811	552.60

Journal	Payee or Description	Date	Check Number	Amount
CDA	BISHOP CHAMBER OF COMMERCE	11/30/2023	9813	167,028.35
CDA	BLACK POINT LLC.	11/30/2023	9814	190.00
CDA	BRITT'S DIESEL & AUTOMOTIVE	11/30/2023	9815	3,462.69
CDA	CARMICHAEL BUSINESS TECH.	11/30/2023	9816	1,440.04
CDA	Cole Huber LLP	11/30/2023	9817	168.00
CDA	COMMUNITY PRINTING	11/30/2023	9818	50.03
CDA	CONTROLPOINT ENGINEERING	11/30/2023	9819	156,825.34
CDA	DEPT OF WATER AND POWER	11/30/2023	9820	1,899.10
CDA	FRONTIER	11/30/2023	9821	466.10
CDA	Gladwell Government Services, Inc.	11/30/2023	9822	250.00
CDA	HANSON BRIDGETT LLP	11/30/2023	9823	80.00
CDA	HOME LUMBER COMPANY	11/30/2023	9824	9.79
CDA	HUNT PROPANE, INC.	11/30/2023	9825	1,452.49
CDA	INYO REGISTER	11/30/2023	9826	42.10
CDA	ISU INSURANCE SERVICES	11/30/2023	9827	11,598.00
CDA	JIM ELLIS	11/30/2023	9828	732.07
CDA	MISSION LINEN & UNIFORM	11/30/2023	9829	57.65
CDA	QUADIENT FINANCE USA, INC	11/30/2023	9830	1,476.27
CDA	QUILL CORP	11/30/2023	9831	39.67
CDA	Safety Meeting Outlines, Inc	11/30/2023	9832	99.00
CDA	SOUTHERN CALIFORNIA EDISON	11/30/2023	9833	3,397.09
CDA	THE SHEET	11/30/2023	9834	105.00
CDA	US Foods, Inc.	11/30/2023	9835	892.36
CDA	VERIZON WIRELESS	11/30/2023	9836	467.56
CDA	WESTERN NEVADA SUPPLY CO.	11/30/2023	9837	78.16
CDP	DIRECT DEPOSIT TOTAL	11/03/2023	92201	109,799.60
CDP	DIRECT DEPOSIT TOTAL	11/17/2023	92202	104,563.19
CDPT	EMPLOYMENT DEV. DEPT.	11/03/2023	110323200	6,104.00
CDPT	IRS	11/03/2023	110323201	19,528.77
CDPT	PERS	11/03/2023	110323202	31,799.31
CDPT	PERS DEFERRED COMP	11/03/2023	110323203	1,868.75
CDPT	GREAT-WEST LIFE & ANNUITY	11/03/2023	110323204	2,618.04
CDPT	CALPERS MEDICAL	11/20/2023	111723200	72,597.33
CDPT	EMPLOYMENT DEV. DEPT.	11/20/2023	111723201	5,978.00
CDPT	GREAT-WEST LIFE & ANNUITY	11/20/2023	111723202	2,703.04
CDPT	IRS	11/20/2023	111723203	20,120.99
CDPT	PERS	11/20/2023	111723204	31,948.41
CDPT	PERS DEFERRED COMP	11/20/2023	111723205	1,868.75
Grand Totals:				<u><u>2,838,978.46</u></u>



City of Bishop Police Department

Nate Derr
Chief of Police

Serving our Community”

(760) 873-5866
(760) 872-3485 FAX
www.cityofbishop.com

Bishop Police Department Annual Military Equipment Report

This report is prepared in accordance with Department Policy, associated legislative requirements and is provided to the Bishop City Council and members of the public regarding the possession and use of certain equipment in the possession of the Bishop Police Department. The equipment listed in the attached inventory has been deemed Military Equipment in accordance with Government Code 7070. In addition, this report is required under Government Code 7072.

In 2023, The Bishop Police Department required all uniformed patrol Officers to carry a Colt M4 rifle in their patrol unit while on duty. In 2023, none of the patrol rifles were discharged in the line of duty. However, all Officers received the appropriate range training and qualified in accordance with Department Policy. The bishop Police Department also maintains two sub machine guns in its inventory, which are to be used by personnel assigned to the Inyo County Special Enforcement Detail. The sub machine guns were not used in the line of duty in 2023.

During the calendar year 2023, no complaints related to military equipment were received by the City of Bishop or the Bishop Police Department. If the needs of the Department change during the next year and we acquire additional military equipment, it will only be done so in accordance, with Department Policy, City of Bishop Municipal Code and legislative requirements.

Within 30 days of the publishing of this report I will be available to discuss the Departments military equipment and address any concerns.

**BISHOP POLICE DEPARTMENT
MILITARY EQUIPMENT INVENTORY
ANNUAL REPORT 2024**

Colt M4 Rifles - 12

Heckler & Koch MP5 Sub Machine Gun – 2

1994 International Armored Personnel Vehicle (On Loan to ICSO)

Def Tech Distraction Devices - 10

The following items are in possession of the Bishop Police Department, though they are unavailable for use at this time due to the need for staff certification.

Model 515 CS Gas Canister

Model 517 CS Gas Canister

Model T16 CS Gas Canister

White Smoke Canister

Stinger Grenades

Model 530 CS Gas Canister

CS Gas Projectile Rounds - 3

Shotgun Delivered CS Gas Ferrett Rounds

37mm Less Lethal Munitions Launcher – 1 (Not in Service)

Colt AR 15 Rifles – 3 (Not in Service)

Ruger Mini 14 Rifle – 1 (Not in Service)

RESOLUTION NO. 2024-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BISHOP, STATE OF CALIFORNIA, RENEWING ITS MILITARY
EQUIPMENT POLICY**

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 ("AB 481"), adding Chapter 12.8, "Funding, Acquisition and Use of Military Equipment", to Division 7 of Title 1 of the Government Code (sections 7070 – 7075), relating to the use of military equipment by California law enforcement agencies; and

WHEREAS, AB 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, or used; and

WHEREAS, AB 481 requires, inter alia, the Police Department submit to the City Council an annual military equipment report for each type of military equipment approved by the City Council; and

WHEREAS, the City Council shall review its Ordinance approving the funding, acquisition, or use of military equipment at least annually and vote on whether to renew the Ordinance at a regular meeting; and

WHEREAS, the City Council shall determine, based on the annual military equipment report submitted, whether each type of military equipment identified in that report has complied with the standards for approval set forth in its Ordinance; and

WHEREAS, the City Council has reviewed the annual military report submitted by the Police Department and determined the military equipment has complied with the standards for approval set forth in its Ordinance; and

WHEREAS, the City Council voted to renew Ordinance No. 575 by resolution of the City Council set forth below.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are a substantial part of this resolution.

SECTION 2. City of Bishop Ordinance No. 575 is hereby renewed.

SECTION 3. The City Clerk shall certify to passage and adoption thereof.

PASSED, APPROVED AND ADOPTED this 8th day of January 2024.

Jose Garcia, Mayor

ATTEST: _____
Robin Picken, City Clerk

(seal)



Agenda Item: 10.D
Date of Meeting: January 8, 2024
Department: Administration

STAFF REPORT

To: City Council
From: Deston Dishion
Subject: **Proposed Deputy Fire Chief Job Description**
Prepared On: January 3, 2024
Attachments: FT- Deputy Fire Chief. DRAFT Job description.

Recommended Action:

Consider approval of Deputy Fire Chief job description

Approved By:
Approved By:
Approved By:
Approved By:



CITY OF BISHOP

FIRE DEPARTMENT

Deputy Fire Chief

DEFINITION

Under general direction of the Fire Chief, performs highly responsible administrative and operational work, responsible for strategic public safety/emergency services activities. This position functions as second-in-command of the fire department and acts on behalf of the Fire Chief in the Chief's absence or at the Chief's direction. Assists the Fire Chief with complex supervisory, administrative, and professional work in the operations of the department. Work includes planning, organizing, actuating, and controlling all day-to-day functions of the Department, including supervising fire operations, emergency medical services, communications, information technology, logistics, apparatus and facilities maintenance and procurement, and emergency management /homeland security. Responds to emergencies as a command officer, duty chief or first responder. Performs duties in a manner consistent with the stated values of the organization.

SUPERVISION RECEIVED AND EXERCISED

- Receives administrative direction from the Fire Chief.
- Exercises direct supervision over department paid and volunteer personnel.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Supervises personnel. Assigns and plans work of others. Establishes performance standards, coordinates activities, and allocates personnel. Makes decisions and recommendations related to staffing, performance, finances, and training. Ensures compliance with applicable personnel guidelines and department policy.
- Develop and implement policies, goals, objectives, and priorities for the Fire Department; enforce department rules and regulations.
- Plan, direct, coordinate, evaluate, organize, and supervise the departmental operations of fire suppression, fire prevention, rescue, investigation, emergency preparedness, and related activities.
- Responds to emergencies and personally direct emergency response activities utilizing the incident command system.
- When called upon, serves as the City and District's representative in the incident command structure.
- Direct and conduct fire loss investigations to determine cause and origin; collect evidence; refer cases to appropriate outside agency as necessary.
- Conduct fire prevention inspections; respond to complaint calls and fire hazard reports.
- Enforce fire codes; sign requests for fire inspection of buildings; participate in inspections.

- Coordinate and direct the provision of departmental support services of station and equipment maintenance; maintain departmental efficiency and effectiveness.
- Ensure the coordination and administration of staff training as required by law.
- Prepare a variety of technical and departmental activity reports and records.
- Participate in the preparation and administration of the Bishop Rural Fire Protection District annual budget.
- Participate in the preparation and administration of the City of Bishop Fire Department annual budget.
- Attend and give reports to various partner agency meetings as a representative of the Bishop Fire Department.
- Conduct department business meetings, drills, and work nights; critique fires and note potential improvements; review and present new member applications.
- Respond to complaints and requests for information.
- Represent the Bishop Fire Department in relationships with the public, community groups, media, and outside agencies; participate in the conduct of department fund raisers.
- Coordinate Fire Department activities with City and County departments and other outside agencies.
- In addition to the executive duties of the position, the Deputy Fire Chief will be expected to respond to incidents and should maintain an appropriate level of physical fitness.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles, practices, methods, and techniques of modern fire prevention and suppression activities and investigation techniques.
- Operation, maintenance, and uses of firefighting apparatus and equipment.
- Chemical and related components of a wide variety of flammable and explosive materials and objects.
- Applicable laws, rules, regulations, ordinances, and codes pertaining to fire prevention, inspection, and suppression.
- Principles and practices of organization, business administration, and personnel management.
- Working knowledge of organization and management of a volunteer fire department.
- First aid and rescue techniques

Ability to:

- Ability to function as second in command of Fire department in the absence of or as directed by the Chief.

- Ability to establish and maintain effective working relationships and function in a team.
- Plan, direct, organize, and participate in fire prevention, suppression, and support activities.
- Supervise and train personnel.
- Formulate and administer sound departmental policy.
- Ability to maintain composure and work effectively in emergency situations.
- Foster and Promote Esprit de corps.
- Speak effectively to public organizations, media, council, boards, constituents, and at public meetings.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- The ideal candidate should have ten years of broad and extensive work experience in all major functions of a fire department and at least three years in a progressively responsible position of captain or higher. Experience and tenure in a volunteer fire department is highly desirable.
- Candidate should have a minimum of 1 year of paid experience at a Captain level or higher.
- Possession of, or the ability to obtain within 1 year a Nationally registered Emergency Medical Technician (EMT).
- Candidates with certificates, specialized training, college courses taken, and/or experience in Fire Sciences preferred.
- Possess a strong working knowledge of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
- Possession of, or the ability to obtain within 6 months, a valid Class B California Driver's License or Class C with Firefighter endorsement. Driver operator 1A/1B preferred.
- The Deputy Fire Chief will reside in a location conducive to response times comparable to generally accepted industry standards.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The physical demands described here and in the job analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

- The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here and in the job analysis are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions, which may include extreme cold, windy and other wintery conditions. The employee occasionally works near moving mechanical parts and in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference checks, background checks; job related testing may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. An employee may be required to perform other reasonable duties as assigned by management. The City reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confer process.

The job description does not constitute an employment agreement between the employer and employee.

Approved by Council:



CITY OF BISHOP

PLANNING COMMISSION SPECIAL MEETING

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

THURSDAY, DECEMBER 14, 2023 - 6:00 PM

NOTICE TO THE PUBLIC: Please be advised this meeting is accessible to the public in person or on the City of Bishop website. In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in this meeting, please contact the City Clerk at 760-873-5863 Extension 124. Notification at least 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].

The public is encouraged to participate or observe this meeting by:

1. Attending this meeting in person at the City of Bishop City Council Chambers located at 301 West Line Street in Bishop, California.
2. Observing this meeting live from the City of Bishop website at: https://www.cityofbishop.com/government/planning_commission/index.php

Public comments may be made:

1. In person: Live at the meeting. Members of the public desiring to speak on a matter appearing on the agenda should ask the Chair for the opportunity to be heard when the item comes up for Commission consideration. Comments for all agenda items are limited to a speaking time of three minutes.
2. In writing: Please email publicworks@cityofbishop.com and write "Public Comment" in the subject line. In the body of the email, include the item number and/or title of the item as well as your comments. All comments received by 2:00 p.m. will be emailed to the Planning Commissioners and included as an attachment under the Agenda's Item Number as "Public Comment" prior to the meeting. You may also hand deliver public comments to the City drop/payment box located at the Church Street entrance to City Hall on or before the deadline noted above.

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.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in this meeting, please contact the City Clerk at 760-873-5863 Extension 24. Notification at least 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].

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **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 Chairman, it is requested that you please state your name and address for the record and please limit your comments to three minutes. Under California law the Planning Commission is prohibited from generally discussing or taking action on items not included in the agenda; however, the Planning Commission may briefly respond to comments or questions from members of the public. Therefore, the Planning Commission will listen to all public comment but will not generally discuss the matter or take action on it.
5. **CONSENT CALENDAR NOTICE TO THE PUBLIC**: All matters under the Consent Calendar are considered routine by the Authority and will be acted on by one motion.
 - A. Planning Commission Minutes
[November 29, 2022 - Minutes](#)
6. **NEW BUSINESS**
 - A. Election of Officers
[Election of Officers](#)
7. **PUBLIC HEARING**
 - A. Conditional Use Permit – APN 008-360-09-00
 - * [Staff Report - Bishop Hampton Inn](#)
 - * [Project Narrative - Bishop Hampton Inn](#)
 - * [Trip Generation Memo - Bishop Hampton Inn](#)
 - * [Project Proposal - Bishop Hampton Inn](#)
 - * [Site Photos - Bishop Hampton Inn](#)
 - * [Vons/Kmart Utility Master Plan - For Reference](#)
 - * [A Resolution of the Planning Commission of the City of Bishop, State of California, approving a Request for a Conditional Use Permit Allowing for the Construction of an 80-room Hotel, APN 008-360-09-00](#)
8. **STAFF AND COMMISSION REPORTS**
9. **ADJOURNMENT**: The next regularly scheduled meeting of the Planning Commission will be December 27, 2023 at 6:00 p.m. in the Bishop City Council Chambers, 301 West Line Street, Bishop.



City of Bishop Planning Commission

There will be no Planning Commission Meeting
December 27, 2023

The next regularly scheduled meeting will be
January 23, 2024

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

CITY OF BISHOP
PLANNING COMMISSION MINUTES
November 29, 2022

1. CALL TO ORDER

Chair Lew called the meeting of the Bishop Planning Commission to order at 6:09 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Gaidus.

3. ROLL CALL

PRESENT:

Chair Lew
Vice Chair Bhakta
Commissioner Lind
Commissioner Truxillo
Commissioner Lowthorp
Commissioner Gaidus
Commissioner Leitch
Elaine Kabala, Planning Associate
Karey Poole, Community Services Secretary
Kristina Justice-Blum, Fire Department Secretary
Russell Hildebrand, Deputy City Attorney

ABSENT:

None

4. 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 Chairman, it is requested that you please state your name and address for the record and please limit your comments to three minutes. Under California law the Planning Commission is prohibited from generally discussing or taking action on items not included in the agenda; however, the Planning Commission may briefly respond to comments or questions from members of the public. Therefore, the Planning Commission will listen to all public comment but will not generally discuss the matter or take action on it.

No public comments were made.

5. PUBLIC HEARING

A. Consideration of an Environmental Impact Report for the Downtown Bishop Specific Plan and Mixed-Use Zoning Overlay, consideration of adoption of the Downtown Bishop Specific Plan and Mixed Use Zoning Overlay, and consideration of an Ordinance adding Chapter 46 ("Mixed Use Overlay Downtown Overlay Zone") to Title 17 ("Zoning"), adding Chapter 47 ("Mixed Use Overlay Transition Overlay Zone") to Title 17 ("Zoning"), amending Section 17.08.240 ("Definitions – Motel or Hotel") and Amending Commercial Parking Standards Provided in Sections 17.48.070 (A), 17.52.070 (A) and 17.56.080 (A) of the Bishop Municipal Code

Chair Lew opened the Public Hearing at 6:12 p.m.

Planning Associate Kabala reviewed the Staff Report with the Commission. Kabala then turned the item over to Tim Bevins with Alta Planning and Designs to provide an overview of the plan.

Mr. Bevins provided an overview of the Specific Plan and Mixed-Use Overlay with a power point presentation.

Robert Edgerton with Helix Environmental Planning gave an overview regarding CEQA.

Kabala provided additional information on the item and the staff recommendation.

No further public comments were made.

Chair Lew closed the Public Hearing at 6:47 p.m.

The Commission asked clarifying questions to Staff.

The meeting went into recess at 7:30 p.m. and resumed at 7:37 p.m.

Additional questions from the Commission were discussed.

Commissioner Leitch made a motion to approve a Resolution of the Planning Commission of the City of Bishop recommending the City Council of the City of Bishop certify the Environmental Impact Report and Statement of Overriding Considerations for the Downtown Bishop Specific Plan and Mixed Use Overlay and adopt the Mitigation Monitoring and Reporting Program; a Resolution of the Planning Commission of the City of Bishop Recommending the City Council of the City of Bishop adopt the Downtown Bishop Specific Plan and Mixed Use Overlay; and a Resolution of the Planning Commission of the City of Bishop recommending the City Council of the City of Bishop adopt an ordinance adding Chapter 46 ("Mixed Use Overlay Downtown Zone") to Title 17 ("Zoning"), adding Chapter 47 ("Mixed Use Overlay Zone") to Title 17 ("Zoning"), amending Section 17.08.120 ("Definitions – Motel or Hotel") and amending Commercial Parking Standards provided in Sections 17.48.070 (A), 17.52.070 (A) and 17.56.080 (A)

of the Bishop Municipal Code with the removal of the Hammond Parcel from the Mixed-Use Overlay and correction to Chapter 17.46 removing the automobile uses as conditional uses for Mixed Use Neighborhood Transition Zone and Commissioner Lind seconded the motion. Motion approved 7-0.

Ayes: Commissioners Truxillo, Leitch, Lind, Gaidus, Lowthorp, Chair Lew and Vice Chair Bhakta
Noes: None

6. NEW BUSINESS

A. Set Interview Committee for Planning Commission Vacancy

Chair Lew opened the item and turned it over to Planning Associate Kabala. Kabala explained that there is an upcoming term expiring on the Planning Commission and staff is seeking to appoint two commissioners to be part of the interview committee.

Commissioners Lind and Leitch volunteered to take part in the interview panel and Vice Chair Bhakta and Commissioner Gaidus also said they are available.

No public comments were made.

Leitch made a motion to appoint Commissioners Lind and Leitch as the primary panelists and Vice Chair Bhakta and Commissioner Gaidus as alternative panelists and Chair Lew seconded the motion. Motion approved 7-0.

Ayes: Commissioners Truxillo, Leitch, Lind, Gaidus, Lowthorp, Chair Lew and Vice Chair Bhakta
Noes: None

7. STAFF AND COMMISSION REPORTS

Planning Associate Kabala reported that she did not have any updates this evening.

Vice Chair Bhakta asked about the Planning Assistant position being advertised in the Inyo Register and Kabala explained that the city is currently looking to hire for the position.

No additional reports were made.

8. ADJOURNMENT: The next regularly scheduled meeting of the Planning Commission will be December 28, 2022 at 6:00 p.m. in the Bishop City Council Chambers, 301 West Line Street, Bishop.

Chair Lew adjourned the meeting at 7:55 p.m. to the next regularly scheduled meeting on December 28, 2022.


Chair Lew


Michele Rhew, Secretary



CITY OF BISHOP

PARKS AND RECREATION COMMISSION

MEETING CANCELLED

City Council Chambers - 301 West Line Street - Bishop, California
WEDNESDAY, NOVEMBER 22, 2023 - 6:00 PM

Meeting Cancellation Notice

This scheduled meeting for the Parks and Recreation Commission has been cancelled.



CITY OF BISHOP

PARKS AND RECREATION COMMISSION

MEETING CANCELLED

City Council Chambers - 301 West Line Street - Bishop, California
WEDNESDAY, DECEMBER 27, 2023 - 6:00 PM

Meeting Cancellation Notice

This scheduled meeting for the Parks and Recreation Commission has been cancelled.

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

ABC 211 (6/99)

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

File Number: **654995**
 Receipt Number: **2855354**
 Geographical Code: **1401**
 Copies Mailed Date: **December 7, 2023**
 Issued Date:

DISTRICT SERVING LOCATION: **BAKERSFIELD****RECEIVED**First Owner: **DOVETAIL GROUP LLC**Name of Business: **CREEKSIDE INN****DEC 18 2023**

Location of Business: **725 N MAIN STREET**
BISHOP, CA 93514

CITY OF BISHOP

County **INYO**Is Premises inside city limits **Yes**Census Tract: **0004.00**

Mailing Address:(If different
 from
 premises address) **10 EAST 53RD STREET**
18TH FLOOR
NEW YORK, NY 10022

Type of license(s): **41**Dropping Partner: Yes ___ No X

Transferor's license/name:

<u>License Type</u>	<u>Transaction Type</u>	<u>Master</u>	<u>Secondary LT And Count</u>		
41 - On-Sale Beer And Wine - Eating	ORI	Y			
<u>License Type</u>	<u>Transaction Description</u>	<u>Fee Code</u>	<u>Dup</u>	<u>Date</u>	<u>Fee</u>
Application Fee	FEDERAL FINGERPRINTS	NA	0	12/07/23	\$0.00
Application Fee	STATE FINGERPRINTS	NA	0	12/07/23	\$0.00
Application Fee	ADD PRIMARY LICENSE TYPE	NA	0	12/07/23	\$990.00
41 - On-Sale Beer And Wine - Ea	ANNUAL FEE	NA	0	12/07/23	\$495.00
Total					\$1,485.00

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

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

STATE OF CALIFORNIA County of INYO

Date: December 7, 2023

Applicant Name(s)

DOVETAIL GROUP LLC



Agenda Item: 12.A
Date of Meeting: January 8, 2024
Department: Administration

STAFF REPORT

To: City Council
From: Deston Dishion
Subject: **RESOLUTION - Approve a Proposed Resolution Relating to Revisions to Job Descriptions and Salary Increases**
Prepared On: January 3, 2024
Attachments: RESOLUTION Approving Salary and Job Description Changes
FT City Administrator. DRAFT Job description
FT Finance Director. DRAFT Job description
FT Public Works Director DRAFT Job description.

Background/History:

The City of Bishop has ran a very effective and efficient agency with very little increase in staffing levels over the past 30 years. With that said the City has been very complacent with increasing job duties of staff without looking at compensation for those increased duties. The current Personnel and Payroll Specialist was hired under the job description which gave that position the duty of assisting the Assistant Finance Director with payroll and employee benefits. The job description also included assistance to the Personnel Director with personnel needs. The position of Personnel and Payroll Specialist has evolved into managing payroll, benefits, partially supervising an employee and performing essential functions of personnel.

The position of Public Works Director has historically overseen all aspects of Water, Sewer and Streets. At this time one of the primary functions of this position is to oversee building permitting, inspection and supervises 2 building inspectors. None of these functions are mentioned in the job description, but take a lot of the positions time not to mention the responsibility.

Finally the position of Assistant Finance Director has grown to more than just keeping tract of multiple budgets. The Assistant Finance Director is now charged with managing and investing millions of dollars of public funds as well as limiting the City's liability in terms of unfunded liabilities. Under the current City structure the City Administrator is the Finance Director.

Analysis/Discussion:

After reviewing the positions of Personnel and Payroll Specialist and the Public Works Director job descriptions and comparing them with similar jobs in other agencies within the area it became very apparent that these positions were underpaid. In order to maintain a skilled and

productive work force the City must provide compensation to its employees that reflects that of similar positions in similar jurisdictions. With recruitment and retention being one of the City's most important goals and something that we have been successful at salaries adjustments are necessary at this time.

Currently the position of Personnel and Payroll Specialist has a fixed salary of \$6,544 per month and the proposed increase would \$7,847 per month which would be commensurate to that of Personnel Analyst III or a Pay Roll Manager with Inyo County. At this time the salary of out Public Works Director is fixed at \$11,175 and the proposed increase would be \$12,175. With just the added duties of managing the Building Department the increase would be substantiated.

The final proposed change is removing the title of Finance Director from the City Administrator and making the Assistant Finance Director the Finance Director. As I mentioned earlier the City has done an excellent job of keeping staffing levels low by it's employees wearing many hats and this position of Finance Director is an excellent example, but in this day and age people with very specific skills have become even more critical to making the agency successful. In 2022 the City decided to increase the salary for the Assistant Finance Director to hopefully entice a highly qualified person in which we were successful. If this change is approved the Municipal Code will need to be revised to take the duties of the Finance Director from the City Administrator. The resolution directs that those changes be brought to Council as needed. I think it is important to note that this proposed change will not effect the City's purchasing policy.

Economic Impacts:

By compensating positions fairly compared to other agencies in the area the City will be able to keep staffing levels low and recruit and retain highly qualified employees.

Budget Impacts:

The proposed adjustment in salary and benefits would be an increase of \$37,257.70 per year or \$18,628.85 for the remainder of fiscal year 23/24. These adjustments will be made in the Mid-Year Budget adjustments and apportioned to the appropriate departments.

Legal Review:

City Attorney Pucci has reviewed the item and finds that the recommended action complies with the law.

Recommended Action:

Council Consideration to approve the proposed resolution relating to revised job descriptions and salary increases by title only.

Approved By:

Approved By:

Approved By:

Approved By:

RESOLUTION NO. 2024-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, APPROVING SALARY INCREASES AND REVISIONS TO JOB DESCRIPTIONS

WHEREAS, in order to operate effectively and efficiently in the public interest, the City of Bishop ("City") must accurately describe the work duties assigned to its employment positions; and

WHEREAS, in order to maintain a skilled and productive work force, the City must provide compensation to its employees that reflects that of similar positions in similar jurisdictions; and

WHEREAS, the City's Assistant Finance Director is qualified to, and is, performing the duties similar to Finance Director for the City, and within the past year has received a salary increase commensurate with the Finance Director position; and

WHEREAS, the City's Personnel and Payroll Specialist is qualified to, and is, performing the duties of this hybrid position for the City, for pay that is lower than the salary for either a Payroll Manager or a Personnel Analyst at the County of Inyo; and

WHEREAS, the City requires an employee to oversee service functions of permitting, plan review and building inspection, and proposes to add these duties to the Public Works Director job description along with a corresponding increase in compensation; and

WHEREAS, the duties and titles currently assigned to the Bishop City Administrator include roles that are more appropriately performed by other positions in the City; and

WHEREAS, the City Administrator has conferred in good faith with the City's Assistant Finance Director, and that individual is willing to assume the title of Finance Director with the attendant duties for existing compensation; and

WHEREAS, the City Administrator has conferred in good faith with the City's Personnel and Payroll Specialist, and that individual is willing to continue performing current duties for increased compensation; and

WHEREAS, the City Administrator has conferred in good faith with the Public Works Director, and that individual is willing to assume the duties of permitting, plan review and building inspection oversight upon receipt of a corresponding increase in compensation; and

WHEREAS, the City's Assistant Finance Director, Personnel and Payroll Specialist, and Public Works Director are members of the mid-management unit; and

WHEREAS, the City Administrator supports the reassignment of duties now unsuitably assigned to the City Administrator.

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

Section 1. The title and duties of “Finance Director” are hereby removed from the City Administrator; the Assistant Finance Director is hereby reclassified as Finance Director, and the corresponding changes to job descriptions attached hereto and incorporated as Exhibit “A” and “B” are hereby approved.

Section 2. The salary of the City’s Personnel and Payroll Specialist is hereby increased to \$7,847 per month.

Section 3. The job duties of the City’s Public Works Director are hereby expanded to include oversight of permitting, plan review and building inspection, and a revised Public Works Director job description, attached hereto and incorporated as Exhibit “C,” is hereby approved.

Section 4. To compensate for expanded duties, the salary of the Public Works Director is hereby increased to \$12,175 per month.

Section 5. Staff is hereby directed to identify and bring to the Council for action revisions to other official City documents that must be revised for consistency with this Resolution.

Section 6. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

Section 7. This Resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED this ____ day of January, 2024, by the following roll-call vote:

Ayes:

Noes:

Abstentions:

Jim Ellis, Mayor

ATTEST: Robin Picken, City Clerk

By: _____

APPROVED AS TO FORM:

Dean J. Pucci, City Attorney



CITY OF BISHOP ADMINISTRATION

City Administrator

DEFINITION

To plan, direct and coordinate the overall administrative activities and operations of the City; to provide advice, assistance and staff support to the City Council, exercising independent judgment and initiative; to provide administrative direction to City department heads and staff; and to serve as Director of Personnel, Director of Planning, and Director of Community Services.

SUPERVISION RECEIVED AND EXERCISED

- Receives policy direction from the City Council.
- Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Direct and participate in the development and implementation of goals, objectives, policies and procedures.
- Confer with department heads concerning administrative and operational problems; take appropriate action to solve problems.
- Oversee the enforcement of all City ordinances.
- Direct the preparation of plans and specifications for activities approved by the City Council.
- Interpret, analyze and explain policies, procedures and programs; respond to the most difficult complaints and requests for information.
- Confer with residents, taxpayers, businesses and other individuals, groups and outside agencies having an interest or potential interest in affairs of City concern.
- Direct responsibility for monitoring state, federal, and other grant availability and the grant application process.
- Respond to emergency call outs as needed.
- Direct Emergency Services Operations when appropriate.
- Direct and participate, with department head cooperation, in the preparation and administration of the City budget.
- Direct the development and administration of the Administration/Finance, Planning, and Community Services Departments budgets; direct the forecasting of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; make corrections as required.
- Prepare and submit to the City Council reports of finances and administrative activities, keep City Council advised of financial conditions, program progress and current and future needs of the City.

- Serve as Personnel Director; plan, direct and supervise in the development, implementation and administration of the City's personnel management system; responsible for a variety of personnel decisions, including selection, training, promotions, performance evaluations, disciplinary measures and dismissals.
- Serve as Planning Director; direct and participate in the City planning activities; represent the City in development and land use matters; research complex planning problems and prepare a variety of comprehensive reports.
- Responsible for leading economic development activities in the City.
- Serve as Community Services Director; plan, organize, manage, and review the activities and operations of the Community Services Department including the areas of parks, recreation, Sunrise Mobile Home Park, civic facilities (other than Public Works), provide highly responsible professional and technical staff assistance, and address various assignments related to planning, insurance administration, and risk management.
- Coordinate, plan, and direct the activities for a variety of department-related programs including, but not limited to, city insurance, worker safety, and risk management.
- Assign department-related work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Develop, review, and approve all department-related contracts, specifications, and procedures.
- Prepare special reports and agenda items for City Council issues, Planning Commission, Parks and Recreation Commission, and other related committees, commissions, and boards; provide technical staff support in a variety of areas.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern municipal administrative methods and procedures, organizations and functions.
- Principles of public and business administration including public finance and personnel administration.
- Current social, political and economic trends and operating problems of municipal government.
- Applicable federal and state laws, rules and regulations regarding local government operations.
- Research methods and sources of information related to public facilities, parks, recreation, report writing, and presentation techniques.
- Recreation programs and activity planning and operations.
- Principles of effective public relations and inter-relationships with community groups and agencies, private businesses and firms, and other levels of government.

Ability to:

- Provide effective leadership and coordinate the various activities of a municipal organization.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Appraise situations and people accurately and quickly and adopt an effective course of action.
- Serve effectively as the administrative agent of the City Council.
- Select, supervise, train and evaluate staff.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Eight years of progressively responsible experience in an administrative, managerial, or staff capacity in a municipal organization involving the responsibility of the planning, organization, implementation and supervision of varied work programs specific to the departments of Administration, Finance, Personnel, Planning, and Community Services (facilities, parks, and recreation) is highly desirable.

Training:

- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration or a closely related field. A Master's Degree or other graduate level degree is highly desirable.

License or Certificate:

- Must possess a valid California driver's license or have the ability to obtain one within 30 days of employment.

TOOLS AND EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software and other specialized software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and motor vehicle.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must be physically able to sit for long periods of time at a desk writing, talking on the phone, checking emails or inputting data on a computer in a climate-controlled office under artificial lighting, and attending both on and off-site meetings. Some outdoor work is required including but not limited to the inspection of various land use developments, construction sites, or department facilities. Moderate travel within the local area is required and occasional trips within the state may be required.

- The employee must have the ability to develop and maintain cooperative working relationships; remain composed and respond appropriately to difficult situations; recognize emotionally charged issues or problems, cope effectively with various responses and apply sound judgment in problem solving.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; push and pull; talk or hear; and smell.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a typical office setting with fairly constant temperatures. The employee occasionally works in outside weather conditions. The employee occasionally works on or near moving mechanical parts and in high and/or precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet to moderate.

A moderate amount of travel within the local area is required. There is occasional travel to other areas inside the State to attend various conferences or training.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference checks; job related tests as well as a polygraph examination may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Council:



CITY OF BISHOP

FINANCE

Finance Director

DEFINITION

The Finance Director is a mid-management position reporting to the City Administrator that will assist in the overall planning, organization, and management of the Finance Department; assist with the preparation of the City's annual budget and in the research and development of revenue and expenditure forecasting; assist in the preparation of the City's financial statements and audits; and perform related duties as required.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the City Administrator.
- Exercises general supervision over Administrative/Accounting Assistant.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Responsible for consulting with and advising the City Administrator on the financial conditions of the City and making recommendations for specific courses of action.
- Conferring with City staff in coordinating preparation of ordinances and resolutions relating to budget expenditures, revenues, and other fiscal problems.
- Supervising staff including selection, training, assigning and evaluating work, and establishing work standards.
- Assisting in the development and implementation of goals, policies, and priorities relating to financial management, budget, accounting, auditing, payroll, and data processing.
- Reviewing and recommending improvements to accounting, budgeting, reporting, auditing, and data processing procedures; serving as a resource for department personnel, City staff, other governmental agencies, and the public about City finance and accounting policies.
- Devising and recommending accounting and management procedures aimed at improving municipal operations.
- Presenting technical information to large and small groups; and implementing new procedures.

QUALIFICATIONS

Possess significant knowledge of:

- Modern principles, methods and practices of municipal finance, budgeting, accounting, auditing, and research analysis;
- Principles of supervision, and laws and ordinances regulating public finance and accounting.

Ability to:

- Analyze a variety of financial problems and make sound policy and procedural recommendations.
- Communicate clearly and concisely, orally and in writing.

- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Establish and maintain effective working relationships with City staff, the public and other business and governmental agencies.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A minimum of five years of progressively responsible experience in accounting and financial work, including considerable administrative and supervisory level experience. Municipal accounting experience preferred.

Training:

A Bachelor's degree from an accredited college or university with major course work in accounting or business administration is desirable.

Licenses or Certifications

A valid California driver's license is also required.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must be physically able to sit for long periods of time at a desk writing, talking on the phone, checking emails or inputting data on a computer in a climate-controlled office under artificial lighting, and attending both on and off-site meetings.
- The employee must have the ability to develop and maintain cooperative working relationships; remain composed and respond appropriately to difficult situations; recognize emotionally charged issues or problems, cope effectively with various responses and apply sound judgment in problem solving.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; push and pull; talk or hear; and smell.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a typical office setting with fairly constant temperatures. The employee occasionally works in outside weather conditions. The employee occasionally works on or near moving mechanical parts and in high and/or precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles,

toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet to moderate.

A minimal amount of travel within the local area is required. There is occasional travel to other areas inside the State to attend various conferences or training.

Approved by Council:

DRAFT



CITY OF BISHOP PUBLIC WORKS

Public Works Director

DEFINITION

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department; including environmental, water, sewer, street, permitting, traffic control, light and other public works projects and programs.

SUPERVISION RECEIVED AND EXERCISED

- Works under the broad policy guidance and direction of the City Administrator.
- Exercises supervision over clerical, administrative, maintenance and professional staff as assigned.

EXAMPLE OF DUTIES

- Supervises division managers and department support staff, either directly or through subordinates.
- Determines work procedures, prepares work schedules, and expedites workflow.
- Issues written and oral instructions.
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Maintains harmony among workers and resolves grievances.
- Prepares composite reports from individual reports of subordinates.
- Adjusts errors and complaints.
- Prepares and documents several department budgets; administers adopted budgets in assigned areas of responsibility.
- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the Public Works Department.
- Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including transportation, street, water, sewer, drainage, light and all other public works functions.
- Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

- Oversees the development or update of the city transportation improvement programs, comprehensive sewer plan, comprehensive water plan, the capital improvement program, and other plans involving the municipal infrastructure.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
- Oversees service functions of permitting, plan review and building inspection.
- Oversees project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for each project.
- Coordinates the preparation of reviews and updates the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.
- Oversees the maintenance of infrastructure and other records.
- Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.
- Maintains regular contact with consulting engineers, construction project engineers, city, county, state and federal agencies, professional and technical groups and the general public regarding division activities and services.
- Monitors inter-governmental actions affecting public works.
- Assists in the training of city personnel in public works systems and techniques.

QUALIFICATIONS

Knowledge of:

- Civil engineering principles, practices and methods applicable to a municipal setting.
- Applicable city policies, laws, and regulations affecting department activities.
- Applicable federal and state laws, rules and regulations affecting department activities.
- Research methods and sources of information related to municipal infrastructure, report writing, and presentation techniques.
- Public Works programs and activity planning as it relates to economic development.

Ability to:

- Provide effective management and leadership to coordinate the various activities of the Public Works department.
- Communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, city officials and the general public.
- Conduct necessary engineering research and compile comprehensive reports.

- Operate the listed tools and equipment.

EDUCATION, TRAINING AND EXPERIENCE GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to Bachelor's degree from an accredited college or university with major course work in civil engineering, public administration, or a closely related field. A Master's degree or other graduate level degree is highly desirable.
- Six years of progressively responsible experience in an administrative, managerial, or staff role in a municipal public works department involved in the responsibility of transportation, streets, water, sewer, drainage, light, and other public works functions.

LICENSES AND CERTIFICATES

- Must possess a valid California driver's license or have the ability to obtain one prior to employment.
- Registration as a Professional Engineer is preferred.
- Certifications as a building official, wastewater treatment and water professional are also desirable.

TOOLS AND EQUIPMENT USED

- Personal computer including word processing, spreadsheet and database, financial, Geographic Information System (GIS) software.
- Motor vehicle; phone; radio; fax; copy machine

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must be physically able to sit for extended periods of time at a desk writing, talking on the phone, checking emails, or inputting data on a computer in a climate-controlled office under artificial lighting, and attending both on and off-site meetings. Some outdoor work is required including but not limited to the inspection of various land use developments, construction sites, or department facilities. Moderate travel within the local area is required and occasional trips within the State may be required.
- The employee must have the ability to develop and maintain cooperative working relationships; remain composed and respond appropriately to difficult situations; recognize emotionally charged issues or problems, cope effectively with various responses and apply sound judgment in problem solving.

- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; push and pull; talk or hear; and smell.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a typical office setting with constant temperatures. The employee occasionally works in outside weather conditions. The employee occasionally works on or near moving mechanical parts and in high and/or precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet to moderate.

A moderate amount of travel within the local area is required. There is occasional travel to other areas inside the state to attend various conferences or training.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Council: