CITY OF BISHOP

CITY COUNCIL MEETING AGENDA

City Council Chambers - 301 West Line Street - Bishop, California
MONDAY, JUNE 10, 2024 - 5:00 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 - 5:00 p.m. Monday, June 10, 2024**

2. **ROLL CALL**

3. **PUBLIC COMMENT PRIOR TO CLOSED SESSION**

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

4. **CLOSED SESSION**

   A. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code § 54957 – Title: City Administrator**

5. **OPEN SESSION - 6:00 p.m. Monday, June 10, 2024**

6. **MOMENT OF SILENCE** - As we begin tonight's meeting, please join me in a moment of silence for self-meditation, prayer, or reflection.

7. **PLEDGE OF ALLEGIANCE** - Councilmember Ellis will lead the pledge of allegiance.

8. **ROLL CALL**

9. **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.

10. **REPORT ON ACTIONS TAKEN IN CLOSED SESSION AS REQUIRED BY LAW**

11. **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 - May 2024

    B. **Police Department - Police Chief Nate Derr**
       Police Department Report - May 2024

    C. **Public Works Department - Public Works Director Nora Gamino**
       Public Works Department Report - May 2024

    D. **Community Services Department - Community Services Manager Dan McElroy**
       Community Services Department Report - May 2024

    E. **Planning Department - Assistant Planner Ana Budnyk**
       Planning Department - May 2024

12. **PUBLIC HEARING AND ACTION**

A. **PUBLIC HEARING - First Reading and Introduction of an Ordinance Amending Title 8, Health and Safety, Chapter 8.32 Smoking, Section 8.32.020 (Definition) and Section 8.32.030 (Smoking Prohibition).**
Recommended Action: Council will hold a public hearing and consider approving the first reading and introduction of the proposed ordinance (by title only).
Cannabis Smoking Prohibition Ordinance
Public Hearing Notice

13. 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.

A. **Audit Engagement Letter with Larry Bain dated June 3, 2024**
Recommended Action: Council consideration to approve and to execute the proposed audit engagement letter for a third-party audit of the City's FY 2023-24 financial records.
Audit Engagement Letter with Larry Bain dated June 3, 2024

B. **Budget Adjustment Request - Police Department**
Recommended Action: City Council to approve the proposed budget adjustment request.

C. **Police Corporal Job Description**
Recommended Action: Council consideration to approve the Police Corporal Job Description for a new position within the Police Department.
Police Corporal JD

D. **Reserve Police Officer Job Description**
Recommended Action: Council consideration to approve the Reserve Police Officer job description as presented.
Reserve Police Officer JD

E. **A Resolution Agreeing to Program the Required Match Funding for the South Warren Street Improvement Project**
Recommended Action: City Council consideration to approve the Resolution agreeing to program a minimum amount of $129,561 of Road Maintenance and Rehabilitation Account Funds for the South Warren Improvement Project by title only.
Resolution 2024-(xx) S. Warren Match Funds

F. **A Resolution Designating an Administrator for USDA Rural Development's RDApply Application Intake System**
Recommended Action: Council consideration to approve a resolution designating the Public Works Director as the administrator for the USDA Rural Development's RD Apply application intake system by title only.
Reso 2024-(xx) USDA RDApply Administrator

G. **A Resolution Designating an Authorized Representative for the Drinking Water State Revolving Fund Planning and Design Application for the Brookside Water Consolidation Project.**
Recommended Action: Council to approve a resolution designating the Public

Works Director to be the Authorized Representative for the Drinking Water State Revolving Fund Planning Application for the Brookside and Sierra Highlands Water Consolidation Project by title only.

No. 2024-(xx) Authorizing Resolution for DWSRF

H. **Building Permits Issued Report**

Recommended Action: Council is requested to receive and file the attached Building Permits Issued Report

Building Permits Issued Report - May 2024

14. NEW BUSINESS

A. **Approve an Ambulance Subcontractor Request For Proposals Process with AP Triton**

Recommended Action: Staff recommends that the City Council approve the agreement with AP Triton to facilitate the Request for Proposals process to acquire a subcontractor to provide EMS services under the City of Bishop Fire Department in an amount not to exceed $58,501.00.

Bishop Ambulance Subcontractor RFP Consulting Services

B. **FY 2024-25 Budget Adoption**

Recommended Action: City Council consideration to adopt the proposed City of Bishop FY 2024-25 Budget as presented.

City of Bishop FY 2024-25 Budget

15. FUTURE AGENDA ITEMS

16. COUNCIL AND COMMITTEE REPORTS

17. ADJOURNMENT

Monday, June 24, 2024 at 6:00 p.m. Regular Meeting in the City Council Chambers

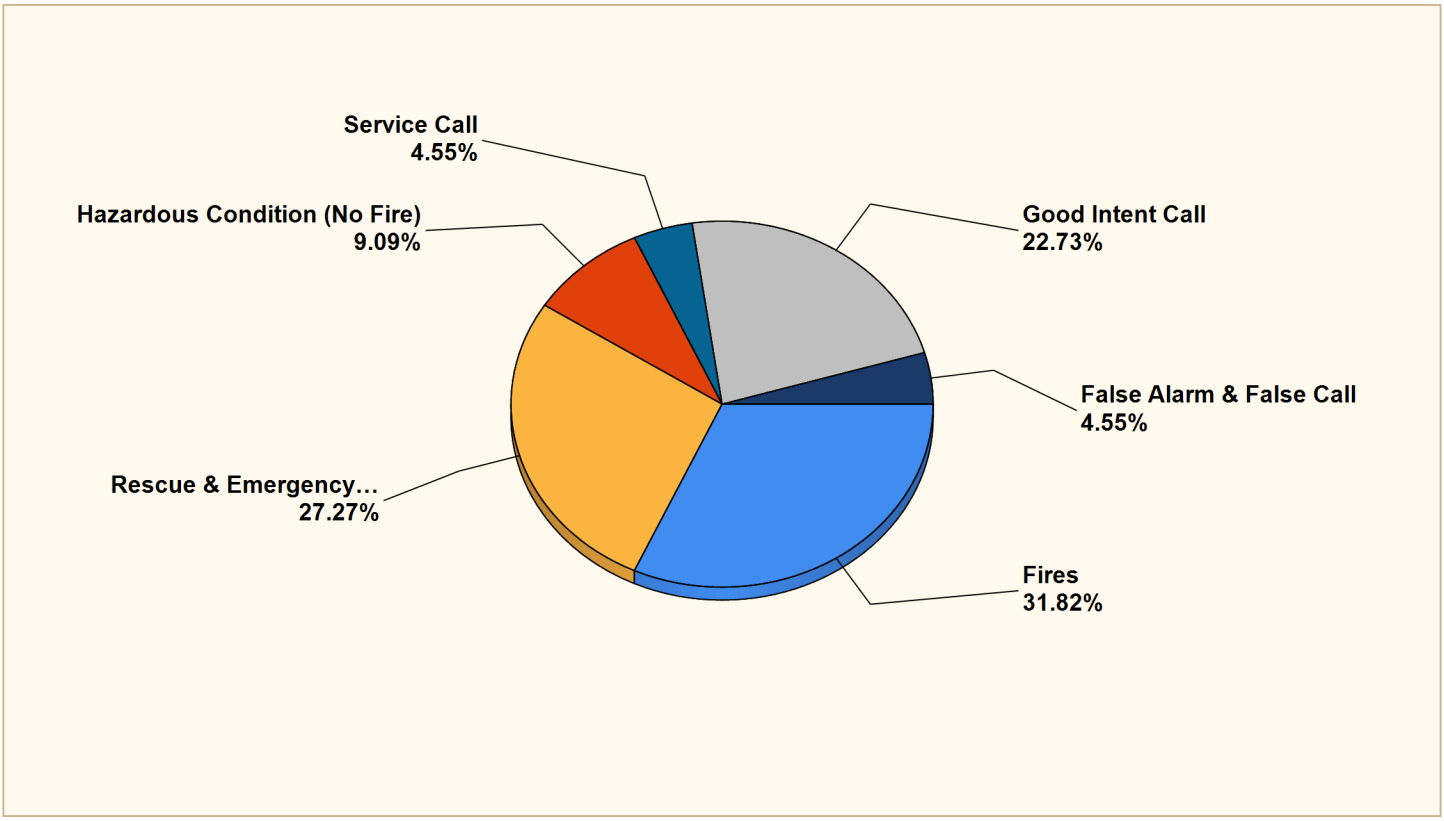
Bishop Fire Department

Bishop, CA

This report was generated on 6/5/2024 4:54:34 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2024 | End Date: 05/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	31.82%
Rescue & Emergency Medical Service	6	27.27%
Hazardous Condition (No Fire)	2	9.09%
Service Call	1	4.55%
Good Intent Call	5	22.73%
False Alarm & False Call	1	4.55%
TOTAL	22	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**
118 - Trash or rubbish fire, contained	3	13.64%
141 - Forest, woods or wildland fire	1	4.55%
142 - Brush or brush-and-grass mixture fire	2	9.09%
143 - Grass fire	1	4.55%
311 - Medical assist, assist EMS crew	6	27.27%
412 - Gas leak (natural gas or LPG)	1	4.55%
444 - Power line down	1	4.55%
500 - Service Call, other	1	4.55%
611 - Dispatched & cancelled en route	5	22.73%
710 - Malicious, mischievous false call, other	1	4.55%
TOTAL INCIDENTS:	**22**	**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.

Bishop Police Department

End of Month Report May 2024

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
TOTAL INCIDENTS	**1106**	**985**	**1057**	**1093**	**1277**							
CALLS FOR SERVICE	625	583	612	660	778							
OFFICER INITIATED INCIDENTS	481	402	445	433	499							
TRAFFIC STOPS	78	60	72	44	33							
OTHER OIA INC.	403	342	373	389	466							
BUS/BUILDING CHECKS	2	10	4	6	6							
VEH/PED CHECKS	42	33	24	31	42							
TOTAL OFFICER REPORTS	**87**	**74**	**88**	**78**	**87**							
ACCIDENT	3	0	1	1	4							
CRIMINAL ACCIDENT	3	2	6	7	6							
FELONY	22	18	14	20	14							
INFORMATION	23	28	31	22	31							
INFRACTION	0	0	0	0	0							
MISDEMEANOR	31	26	36	28	32							
TC WITH INJURIES	1	1	0	1	2							
TC NO INJURIES	5	1	7	7	8							
TOTAL MISDEMEANOR & FELONY ARRESTS	**21**	**15**	**26**	**23**	**16**							
MISDEMEANOR ARRESTS	13	7	18	11	14							
ADULT	13	7	18	11	14							
JUVENILE	0	0	0	0	0							
FELONY ARRESTS	8	8	8	12	2							
ADULT	8	8	8	11	2							
JUVENILE	0	0	0	1	0							
CITATIONS	**73**	**48**	**68**	**41**	**45**							
MOVING	21	7	17	8	8							
NON-MOVING	42	17	33	22	15							
CRIMINAL	10	24	18	11	22							

		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
DISPATCH PHONE ACTIVITY													
911 CALLS		180	167	193	214	286							
	INBOUND	169	161	186	205	272							
	ABANDONED	11	6	7	9	14							
ADMINISTRATIVE CALLS		1107	923	1060	1302	1262							
	INBOUND	776	656	743	850	848							
	OUTBOUND	325	260	317	445	404							
	ABANDONED	5	7	0	7	10							

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Small Town with a Big Backyard!

Public Works Report

May 2024

Water

1. Water consumption for the month was down 12.5% compared to May 2013.
2. Took monthly bacteria samples.
3. Checked static water levels at Wells #1, #2 and #4.
4. Continued to work with Wood Rodgers on the design for the W. Line water main replacement project.
5. Continued with backflow testing.
6. Replace ¾" curb stop valve at 358 Clarke St.
7. Clean out Buildings at wells #2 & #4.
8. Collect Nitrate samples at wells #2 & #4.
9. Casey Stewart took and passed water treatment tests for T1 And T2 certificates.
10. Work on developing a fire hydrant maintenance and testing program.

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. Perform maintenance on irrigation ditches and culverts at the 40 acres and continued with irrigation.
4. Continued to serve as the Administrator for the Bishop Area Wastewater Authority.
5. Clean Sludge drying beds at WWTP and pulled sludge from digesters.
6. Cleaned problem sewer lines on Main Street prior to Mule Days.
7. Replaced failed booster pump on the heat exchanger at WWTP.
8. Clean out sludge pump control room at WWTP.

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Streets

1. Routinely checked the Sierra Bike Path for trash and debris.
2. Patched potholes along City streets.
3. Repair and replace street signs at various locations within the City.
4. Sprayed weeds along various locations within the City.
5. Began painting red curbs, traffic lane striping, and parking stalls within the City.
6. Swept City streets prior to Mule Days.

Miscellaneous

1. Provide weekly safety meetings for PW crew.
2. Marked city utilities for Dig Alert tickets.
3. Performed routine maintenance on Public Works fleet.
4. Cleaned Sewer Mains for Tri County Fair Grounds prior to Mule Days Event.
5. Attended Mule Days parade planning meeting and assisted with parade detour.
6. Set up No Parking signs and delineators for IMACA Food Distribution Event in City Parking Lot between Warren and Fowler Street.
7. Assisted Park staff with hanging flower baskets on Main Street.
8. Collected all PW Fire Extinguishers for testing by Blizzard and redistribute to appropriate locations after testing.
9. Control Point Engineering began on-site work to upgrade and replace SCADA System.

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Community Services Report

May 2024

Programs

1. After School Stay and Play program is operating at the Elm Street School, Monday through Friday. As we move forward into summer Stay and Play will be winding down. Registration for 2024 School Year is now closed. The Stay and Play program is full with a waiting list. Conducted training for special needs participants that attend our programs.

2. The Bishop Park Pool is open for Swim Team and Lap Swim. We hosted the Inter Squad swim meet on May 11th. The Park pool was open for Mule Days and was well attended. The Park pool will open for the public and regular season on June 11th. Swim Lessons are open for registration with limited availability, as these lessons fill quickly. Conducted Life Guard certifications and trainings for all new staff for operations, swim lessons, and special needs participants that attend our programs.

3. Kids Night Out will have a break for the summer and will pick back up in the fall.

4. Gymnastics Spring session is finished. We will offer Open Gymnastics in July on Tuesday, Wednesday, and Thursday.

5. Developed first draft After School Program Operation Manual. Operations Manuals for Gymnastics, Kids Night Out, Stay and Play, and City Park Pool are complete.

6. Summer Camps are available for registration on Sportsites. We are offering 7 all-day camps and a half-day Skate Camp. Summer Camps have some availability but are filling fast.

7. Added new Senior Yoga class hosted at the City Auditorium on Mondays and Wednesdays at 10am.

8. The Community Services Department offer an all-day Basketball camp on May 23-26 from Thursday through Sunday. This camp was cancelled due to lack of participation.

9. City League Softball has begun, Monday through Friday at the City Park Field 1. We have 13 Coed B division teams, 8 Coed A division teams, and 5 Men's division teams.

Parks and Facilities

1. Baseball/Softball field preparations have begun. Includes: tilling, leveling, and edging of all four sports fields.

2. Little League use and field preparation on fields 2, 3, 4, and 5.

3. Eastern Sierra Girls Softball use on field 1.

4. City League Softball use of field 1.

5. Spring/Summer Soccer use on field 6.

6. Seasonal routine maintenance of all mowing and landscape equipment.

7. Daily maintenance of the City Park Pool. Preparations for upcoming season.

8. Daily routine of trash and cleaning of restrooms.

9. Cleaned debris from the creek, pond, and fountain.

10. Use of blower on Main Street Mondays and Fridays.

11. Seasonal adjustments made to all City irrigation and City Park. As we move into Spring, Irrigation systems will be Audited for function and set for operation.

12. Completed work on the pump house at the Park pool. Items to address are routine pump maintenance, filtration, heating units, and leaks in the pump inlet.

13. Work to address slip and fall areas in the Pool house, completed by repainting the floors with non-slip grit-paint.

14. Fields 2,3,4 and 5 use: by Bishop Little League.

15. Spring tree trimming at the City Park is ongoing. Eastern Sierra Tree Service continues to perform safety trimming.

16. Worked with Bike Park Group on moving old materials for the Bike Park Area, to facilitate track construction. Phase one pump track in complete and work has begun on the skills area.

17. Replaced carpet in the Court room, Judge chambers, and meeting area.

18. Worked with Little League organization for Field Lighting Project.

19. Installed Flower Baskets on Main Street and Warren Street.

20. Repaired multiple irrigation lines on Main Street, City Hall, and at the City Park.
21. Hired 2 new seasonal staff members for the summer.
22. Refurbished the Pool Slide pump and reinstalled the pump for summer operation.
23. Repairs were made to the Talmage Park restroom from vandalism.
24. Meet with a potential Vendor to address the City Park Pool Resurfacing Project.

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. Irrigation of common areas and the front of all units has begun.
6. Repair of City owned unit for broken waterline.
7. Replaced and repaired Hose-bid at residence.
8. Prepared Swamp coolers on City owned units.
9. Worked with Optimum to supply new internet services.

Budget/Administrative

1. Held weekly staff meetings Tuesdays and Wednesdays.
2. Attended by-weekly City Council meetings.
3. Attended weekly Department Head Meetings.
4. Held individual budget meeting with Parks, Pool, and Programs to prepare for 2024-2025 fiscal budget. Worked with Finance Director to prepare 2024-2025 budget.

5. Organized all Youth Sports Organizations on the use of Sportsites for schedules and games.

6. Conducted Coed Softball managers meeting to discuss upcoming season.

7. 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.

8. Prepared document and attended Inyo County Supervisors meeting on May 14th to seek support for the Field 6 Enhancement Project.

9. Meet with Southern California Edison to discuss the Electrical Design for the Field 6 Enhancement Project.

10. California Urban Greening Grant has been awarded to the City of Bishop, coordination with the Friends of the Eastern Sierra Community Gardens. Began solicitation with Eastern Sierra Engineering to draft plans for bidding documents. Facilitated meeting with Community Gardeners to address Irrigation Plans and Pergola Plans.

11. The City Park Front Playground Project is complete.

12. Worked with Little League Organization and DWP for the Field Lighting project. This Project will allow for lights on fields 2, 3, and 4. Little League, DWP and Southern California Edison will work together to provide lights, starting with field 3. Plan for the Electrical are being developed and will be submitted for inspections.

13. Participated in the City Strategic Planning meetings.

14. The Parks and Recreation Commission Meeting for May was cancelled. Plans to host a public outreach and workshop for the Park Master Plan on June 26th.

Events

1. Participated in preparation meeting for the 4th in Bishop. Located at the City Park. Plan are moving forward to host the Big Day in the Park and the Fourth in Bishop fireworks celebration.

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Planning Department Report
May 2024

1. Worked on design for Active Transportation Grant. Together with Public Works Director, Nora Gamino, facilitated a total of 4 public outreach meetings.

2. Worked with Inyo, Mono, Mammoth Lakes, ESCOG on getting alignment on regional housing assessment.

3. Worked with Inyo County on online permitting applications with OpenGov.

4. Attended CA Jobs first Inyo County Strategic Planning Workshop.

5. Prepared 3 contracts for the City Council to review for RFQ for Environmental Consulting Services.

6. Downtown Bishop Parkways Project (Whitney Alley):

    - Review Stantec Engineers on 60% of construction documentation, Stantec is resubmitting the documentation on June 14th.

7. Met with C5 regarding the potential Our Town Grant Application.

8. Worked with Nate Derr on updating the smoking ordinance.

Agenda Item: 12.A
Date of Meeting: June 10, 2024
Department: Police

STAFF REPORT

To:	City Council
From:	Nate Derr
Subject:	**PUBLIC HEARING - First Reading and Introduction of an Ordinance Amending Title 8, Health and Safety, Chapter 8.32 Smoking, Section 8.32.020 (Definition) and Section 8.32.030 (Smoking Prohibition).**
Prepared On:	May 2, 2024
Attachments:	Cannabis Smoking Prohibition Ordinance Public Hearing Notice

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Background/History:
With the legalization of marijuana, the City would like to implement safeguards to protect those who do not choose to partake in the use of marijuana.

Analysis/Discussion:
Updating this Ordinance will further comply with California Health and Safety Code 11362, which prohibits smoking or ingesting cannabis or cannabis products in a public place and smoke cannabis or cannabis products within 1,000 feet of a school, daycare center, or youth center while children are present at the school, daycare center, or youth center, except in or upon the grounds of a private residence or in accordance with Section 26200 of the Business and Professions Code, and only if such smoking is not detectable by others on the grounds of the school, daycare center, or youth center while children are present.

Economic Impacts:
Not Applicable

Budget Impacts:
Not Applicable

Legal Review:
City Attorney Pucci has reviewed this item and finds it complies with the law. A public notice was recorded in the Inyo Register on May 30th to comply with the law.

Recommended Action:
Council will hold a public hearing and consider approving the first reading and introduction of the proposed ordinance (by title only).

Approved By: Ethan Aukee 6/5/2024
Approved By: Robin Picken 6/5/2024
Approved By: Deston Dishion 6/5/2024
Approved By:

ORDINANCE NO._____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, TO AMEND TITLE 8, HEALTH AND SAFETY, CHAPTER 8.32 SMOKING, SECTION 8.32.020 (DEFINITION) AND 8.32.030. (SMOKING PROHIBITION)

WHEREAS, Bishop Municipal Code Chapter 8.32 Smoking, Section 8.32.020 (Definitions) and 8.32.030 (Smoking Prohibited) only discusses a ban on smoking tobacco; and

WHEREAS, the California Health and Safety Code section 11362.3(a)(1) and (a)(2) prohibits the "smok[ing] and ingest[ing] cannabis or cannabis products in a public place" as well as, "smok[ing] cannabis or cannabis products in a location where smoking tobacco is prohibited;" and

WHEREAS, the City desires to these amendments to be made to the Bishop Municipal Code to be compliant with the California Health and Safety Code.

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

SECTION 1. Findings. The City Council finds, determines and declares:

1. A duly-noticed public hearing has been conducted by the City Council to consider the Amendment to Chapter 8.32 Smoking, Section 8.32.020 (Definitions) and 8.32.030 (Smoking Prohibited).

SECTION 2. Section 8.32.020 (D) - Definitions is amended to read as follows:

D. Smoke or smoking means and includes any of the following:

1. The consumption of tobacco and cannabis products, electronic cigarettes, and related products by burning, inhalation, vaporization, or other forms of ingestion. This does not include FDA-approved cessation devices which includes prescription medicines as well as over the counter (OTC) products such as skin patches, lozenges, and gum;

2. The holding or carrying of a lighted or electronically charged smoking device; or

3. Emitting or exhaling the smoke or vapor directly from a cigar, cigarette, pipe, electronic cigarette or any other lighted smoking device or substance.

For purposes of this section "cannabis" and "cannabis" shall mean the adult use of cannabis for non-medical, recreational purposes, as authorized by

applicable state law. This section shall not apply to smoking of medical cannabis by qualified patients pursuant to state law, provided that such smoking of medical cannabis is still subject to all other smoking restrictions set forth in Article 8.32.030.

SECTION 3. Section 8.32.030 - Smoking Prohibited section (F) is added to read as follows:

F. In addition to all those places where smoking is prohibited as set forth in this Article 8.32.030, smoking cannabis or cannabis products is expressly prohibited in all of the following places:

1. All enclosed areas to which the public is invited or permitted.

2. In or upon all property owned, leased, or occupied by the city, expressly including any public park, street, sidewalk, bike path, greenbelt, alley, highway, off-street public parking lot or structure; and

3. Any private parking lot, if such parking lot is posted with a sign prohibiting smoking or posted with a sign prohibiting cannabis smoking.

4. The prohibitions set forth in this section apply regardless of whether a person is simply passing through or on the way to another destination, such as walking or riding on a street or sidewalk, so long as the person smoking cannabis or cannabis products is in or upon any of the places where smoking is prohibited by this article.

This section shall be construed broadly, to the extent authorized by law, to effectuate the purpose of providing a smoke- and drug-free environment in places where the public, and particularly children, may be exposed to unwanted and potentially harmful second-hand smoke. The restrictions set forth in the section are in addition to, and not exclusive of, any other restrictions set forth in any other state or local law or regulation.

SECTION 3. COMPLIANCE WITH CEQA. Adoption of this Ordinance is exempt from the California Environmental Quality Act ("CEQA") under CEQA Guidelines [14 CCR § 15061(b)(3)] because this ordinance does not have the potential to cause a significant effect on the environment.

SECTION 4. INCONSISTENCIES. Any provision of the Bishop Municipal Code or appendices thereto inconsistent with the provisions of this ordinance, to the extent of such inconsistencies and or further, is hereby repealed or modified to the extent necessary to affect the provisions of this ordinance.

SECTION 5. SEVERABILITY. If any provision or clause of this ordinance or the application thereof to any person or circumstances is held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect other provisions or clauses or applications of this ordinance that can be implemented without the invalid provision, clause or application; and to this end, the provisions of this ordinance are declared to be severable.

SECTION 6. EFFECTIVE DATE. This Ordinance shall be in full force and effect commencing thirty (30) days after its final adoption and a summary hereof shall be published once within fifteen (15) days in The Inyo Register, a newspaper of general circulation printed and published in the County of Inyo and circulated in the City of Bishop and hereby designated for that purpose by the City Council.

SECTION 7. The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published in the manner and form provided by law in the Inyo Register, a newspaper of general circulation printed and published in the City of Bishop, State of California, which said newspaper is hereby designated for that purpose.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2024.

_____
Jose Garcia, Mayor

Attest:

By: _____
Robin Picken, City Clerk

PROOF OF PUBLICATION
(2015.5 C.C.P.)

This space is for County Clerk's Filing Stamp

STATE OF CALIFORNIA,
COUNTY OF INYO

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

County of Inyo

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

May 30th,
In the year of 2024

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Bishop, California, on this
30th Day of May, 2024

Signature

Proof of Publication of
Public Notice

SMOKING MARIJUANA

NOTICE IS HEREBY GIVEN that the Bishop City Council will hold a public hearing on Monday, June 10, 2024, at 6:00 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California to hear and consider citizen input on the proposed ordinance.

SUMMARY OF ORDINANCE

The proposed ordinance amends CHAPTER 8.32. to add marijuana products to prohibited smoking substances in public facilities as required by State law.

A copy of the full text of this ordinance is available for public inspection at City Hall, 377 West Line Street, Bishop, California. Any persons wishing to comment are invited to attend the public hearing or send written comments to the City Council, 377 West Line Street, Bishop, CA 93514 on or before the time of said hearing. Any questions can be directed to the Police Department at (760)873-5866.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in this meeting, please contact the City at 760-873-5863 Extension 121. 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]. (IR 05.30, 2024 #21863)

Agenda Item: 13.A
Date of Meeting: June 10, 2024
Department: Finance

STAFF REPORT

To:	City Council
From:	Ethan Aukee
Subject:	**Audit Engagement Letter with Larry Bain dated June 3, 2024**
Prepared On:	June 5, 2024
Attachments:	Audit Engagement Letter with Larry Bain dated June 3, 2024

Background/History:
The City is required to conduct a third-party audit of its financial records on an annual basis.

Analysis/Discussion:
No pertinent analysis or discussion.

Economic Impacts:
No economic impacts.

Budget Impacts:
The costs associated with this audit are budgeted within the proposed FY 2024-25 budget. The City will not be invoiced for this audit until after the FY 2023-24 accrual period, therefore, the expenses will be incurred during the FY 2024-25 budget.

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

Recommended Action:
Council consideration to approve and to execute the proposed audit engagement letter for a third-party audit of the City's FY 2023-24 financial records.

Approved By: Ethan Aukee 6/5/2024
Approved By: Robin Picken 6/5/2024
Approved By: Deston Dishion, 6/5/2024
Approved By:

LARRY BAIN, CPA
PUBLIC ACCOUNTANTS
AN ACCOUNTING CORPORATION
PROGRAM

MEMBER OF AMERICAN INSTITUTE OF CERTIFIED

MEMBER OF AICPA PEER REVIEW

2148 Frascati Drive, El Dorado Hills, CA 95762 / 916.601-8894

lpbain@sbcglobal.net

June 3, 2024

City Council
City of Bishop
Bishop, CA

We are pleased to confirm our understanding of the services we are to provide City of Bishop for the fiscal year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Bishop as of and for the fiscal year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Bishop's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Bishop's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.
2) Budget to Actual Schedule
3) Pension Trend Information in accordance with GASB 68
4) OPEB Trend Information in accordance with GASB 75

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Bishop's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the state controller financial transaction report and the financial statements of City of Bishop in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the State Controller financial transaction report and the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance..

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information

that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Larry Bain, CPA, An Accounting Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Larry Bain, CPA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to State Controller's Office or its designee. The State Controller or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Larry Bain, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on August 19, 2024, and to issue our reports no later than November 2024.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed:

City of Bishop Financial Audit	$32,500
Proposition 4 calculation and report	$ 1,200
State Controller Annual Financial Transaction Report	$ 2,750
T.O.T. site testing (per motel)	$ 1,500

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of City of Bishop's financial statements. Our report will be addressed to management and those charged with governance of City of Bishop. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to City of Bishop and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Larry Bain, CPA

An Accounting Corporation

RESPONSE:

This letter correctly sets forth the understanding of City of Bishop.

Governance signature: _____

Title: _____

Date: _____

Management signature: _____

Title: _____

Date: _____

Agenda Item: 13.B
Date of Meeting: June 10, 2024
Department: Finance

STAFF REPORT

To: City Council

From: Ethan Aukee

Subject: **Budget Adjustment Request - Police Department**

Prepared On: May 29, 2024

Background/History:
The Police Department has been presented with an opportunity to purchase digital forensics software and equipment at a significant discount due to grant funding covering a portion of the expense. The Police Department would like to proceed with this purchase, however, reallocation of approved spending within the General Fund is needed prior to purchase.

Analysis/Discussion:
The Police Department will not fully utilize the approved spending within the General Fund account 001-020-52009 (Training) during FY 23-24 and recommends reallocation of $7,000 from 001-020-52009 (Training) to 001-020-56028 (Capital Equipment) to allow for the purchase of the Data Pilot 10 and associated software.

Economic Impacts:
No significant economic impacts.

Budget Impacts:
No additional spending approval is being requested at this time. The impacts on the FY 23-24 budget are as follows:

Decrease the budget for expense account 001-020-52009 by $7,000
Increase the budget for expense account 001-020-56028 by $7,000

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

Recommended Action:

City Council to approve the proposed budget adjustment request.

Approved By: Ethan Aukee 5/29/2024
Approved By: Deston Dishion 6/4/2024
Approved By:
Approved By:

Agenda Item: 13.C
Date of Meeting: June 10, 2024
Department: Police

STAFF REPORT

To: City Council

From: Nate Derr

Subject: **Police Corporal Job Description**

Prepared On: June 5, 2024

Attachments: Police Corporal JD

Background/History:
The Bishop Police Department currently has one Chief, one Lieutenant and three Sergeants. Our current staffing leaves an entire shift without a supervisor. Recent national data shows more complaints and use of force incidents when no supervisor is on duty. We also pay a premium salary when no supervisor is on duty to the senior Officer on the shift, essentially paying for a supervisor without qualifications or training.

Analysis/Discussion:
Adding a Corporal would provide a qualified / trained supervisor on each shift (4 shifts to cover 24/7 coverage). The plan would start with one Corporal (fiscal year 24/25) and adding a second to replace a Sergeant vacancy (planned retirement end of 2024) at a cost savings to the City. The Corporal position would also provide an incentive for longevity and a transitional position to the responsibility of Sergeant.

Economic Impacts:
Increase in Sergeant and Lieutenant wages to accommodate a new salary schedule (approved on May 28th council meeting).

Budget Impacts:
Budgeted for FY 24/25 budget.

Legal Review:

Recommended Action:
Council consideration to approve the Police Corporal Job Description for a new position within the Police Department.

Approved By: Ethan Aukee 6/5/2024
Approved By: Robin Picken 6/5/2024

Approved By: Deston Dishion 6/5/2024
Approved By:

CITY OF BISHOP
POLICE DEPARTMENT

Police Corporal Job Description

DEFINITION

Under direction of a Police Sergeant, the Corporal is expected to perform law enforcement and crime prevention work; to control traffic flow and enforce State and local traffic regulations; to perform comprehensive criminal investigation work on special assignments; and to do related work as required. The Corporal is expected to act in the capacity of a Sergeant, performing supervisory responsibilities in the absence of, or at the direction of, the Sergeant. The Corporal is expected to perform field supervision of patrol activities, supervise and personally perform investigative work and perform assigned administrative activities in carrying out the direction of the Chief of Police. This classification is a member of the Bishop Police Officers association bargaining unit. Corporals shall receive the same supervisory training as the Police Sergeant to insure consistency in supervision of personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant or Lieutenant. Provides general supervision for Officers.

EXAMPLE OF DUTIES

The duties listed below are examples of the work typically performed by employees of this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those which are least likely essential functions for any single position in this class.

- Patrol assigned areas in radio dispatched cars, or on foot
- Answers calls for the protection of life and property, and the enforcement of City, County, and State laws
- Conducts preliminary investigations of disturbances, prowlers, burglaries, thefts, holdups, vehicle accidents, and the enforcement of City, County, and State laws
- Directs traffic, including regulation of traffic flow at times of emergency or congestion
- Stops drivers who are operating vehicles in violation of the law

- Warns drivers against unlawful practices and issues citations and makes arrests as required
- Receives calls from and assists other law enforcement agencies in emergencies

- Cooperates with supervisor on progress and problems concerning assigned cases

- Maintains records on investigative assignments

- May perform duties in other areas of the Police Department, when called upon to do so

- When the Corporal acts in the capacity of Sergeant, he/she oversees the patrol and law enforcement activities during an assigned shift

- Inspects, gives instructions to and assigns beat to Police Officers

- Maintains discipline and ensures that Department rules and policies are followed

- Assists officers in follow-up investigations and may personally participate in investigations, including the routine gathering of evidence, questioning of witnesses, and apprehension of suspects

- Ensures Police Officers are dispatched to the scenes of crimes, accidents, and other emergency situations, and assists on these calls where required

- May participate in all normal patrol activities, including enforcing local and State laws, issuing citations, making arrests, administering first aid, and transporting prisoners

- Assists Officers in preparing reports in cases for trial and may personally appear in court to present evidence testimony

- Gives information and direction to the public

- Reviews reports submitted by Officers

- Prepares reports of shift activity

QUALIFICATIONS

Knowledge of:

- Modern police methods and procedures, including patrol, crime prevention, and traffic control
- Criminal law, with particular emphasis on apprehension, arrest, and custody of persons accused of misdemeanors and felonies
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in Court
- Criminal investigation techniques and procedures, including crime scene investigation, interrogation, fingerprinting and photography
- Recent Court decisions on arrest procedures and the handling of suspects and prisoners
- Principles of supervision and training
- Use and care of firearms

Ability to:

- Gather, assemble, analyze, and evaluate facts and evidence
- Draw logical conclusions from information and make proper recommendations
- Interpret and apply laws and regulations
- Analyze situations quickly and accurately, and take effective courses of action
- Schedule, organize, and supervise the work of subordinates
- Demonstrate keen powers of observation and memory
- Meet established standards of physical endurance, agility, and vision
- Establish and maintain cooperative relationships with those contacted during the course of work.

Skill to:

- Understand and carry out both oral and written directions.
- On a continuous basis, know and understand operations and observe safety rules.
- On a continuous basis, sit and stand for extended periods of time.
- Traverse uneven terrain, periodically standing, stooping, bending, climbing, and kneeling to perform site inspections.
- Working in exposure to various weather conditions.
- Normal vision to read handwritten and printed material and a computer screen.
- Learn to interpret and apply rules, regulations, and ordinances relating to police operations.
- Use a computer, calculator, telephone, photocopy machine and camera.
- Analyze situations quickly, calmly, and objectively and to determine proper course of action.
- Safely and effectively perform duties.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Communicate clearly and concisely, both orally and in writing.

EDUCATION, EXPERIENCE AND TRAINING GUIDELINES

Any combination of education, 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:

Education:

High school graduate or equivalent.

Associate degree preferred (can be substituted with college credits and additional experience in Law Enforcement).

Experience and Training:

Five years of experience as a Sworn Law Enforcement Officer.

Special Requirements:

- Must possess a POST Intermediate Certificate.
- At least 21 years of age.
- Must possess or obtain by appointment date a valid driver's license issued by the state of California.
- Must successfully complete a pre-employment background investigation and physical.
- Bilingual Preferred.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Candidates must meet standards of physical stature, endurance, and agility established by the City and the Peace Officers Standards and Training (POST) as follows:

- Vision standard: correctable to 20/20, normal color vision
- Hearing Standard: normal hearing

Position requires standing, walking and/or running or uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movements above and below shoulder level in the performance of daily duties. The position also requires both near and far vision when performing work and operating assigned equipment as required by POST. Acute hearing is required when providing phone and face-to-face service. The position also requires grasping, repetitive hand movement, fine coordination, and finger dexterity. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 100 pounds is also required. Additionally, the incumbent may be required to respond to after-hours emergency callouts. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

This classification is not intended to be all-inclusive. 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.

Approved by Council:

Agenda Item: 13.D
Date of Meeting: June 10, 2024
Department: Police

STAFF REPORT

To: City Council

From: Nate Derr

Subject: **Reserve Police Officer Job Description**

Prepared On: June 5, 2024

Attachments: Reserve Police Officer JD

Background/History:
The Bishop Police Department has a long history of a robust Reserve Officer program. Over the past several years we have seen a decline in Reserve Officers. As a focus to improve staffing and reduce overall costs, the Department is working to revitalize the Reserve Officer program. In doing so we have created a new Job description to align with the City values and Department practices.

Analysis/Discussion:
Reserve Officers are used to supplement full time staff at a reduced overall cost to the City.

Economic Impacts:
Reserve Officers help reduce overall costs and full time Officer overtime.

Budget Impacts:
Budgeted for FY 24/25.

Legal Review:

Recommended Action:
Council consideration to approve the Reserve Police Officer job description as presented.

Approved By: Ethan Aukee 6/5/2024
Approved By: Robin Picken 6/5/2024
Approved By: Deston Dishion 6/5/2024
Approved By:

CITY OF BISHOP
POLICE DEPARTMENT

Reserve Police Officer Job Description

Description:

• **Level III** reserve officers may perform specified limited support duties, and other duties that are not likely to result in physical arrests, while supervised in the accessible vicinity by a Level I reserve officer or a full-time regular officer. Additionally, Level III reserves officers may transport prisoners without immediate supervision.

• **Level II** reserve officers may perform general law enforcement assignments while under the immediate supervision of a peace officer who possesses a Basic Post Certificate. Duties comprise of patrolling assigned areas, responding to calls or observed violations, and enforcing public safety and traffic laws, regulating city ordinances; performing crime prevention and investigative work to protect life and property; testifying in court hearings; assisting other officers and performing special detail work as needed; performing related responsibilities as required. Additionally, Level II reserve officers may transport prisoners without immediate supervision.

• **Level I** reserve officer may work alone and perform the same duties as full-time regular officers upon completion of a POST certified FTO program.

DISTINGUISHING CHARACTERISTICS: Receives supervision from the Reserve Coordinator and/or the designee.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

• Patrols by automobile, motorcycle, and bicycle or on foot in order to prevent and detect crime activity and enforce laws, regulations and ordinances.
• Responds to radio communications or citizen requests and investigates reported disorders, observed violations, and related incidents;
• Collects and preserves, and transports physical evidence.
• Notes and reports traffic problems, abandoned or damaged vehicles and other safety hazards.
• Issues verbal warnings or written citations for parking or moving violations.

- Directs and controls the flow of traffic at the scene of accidents, signal failures and special events.
- Investigates, interviews witnesses, and prepares crime, incident, traffic collision, drug influence, missing person, and suspicious person reports; prepares special reports as assigned.
- Restores order and maintains peace at public gatherings or in conflict situations.
- Provides general information and assistance to the public.
- Identifies, pursues, apprehends, makes arrests, advises of rights, searches, and transports suspects.
- Appears in Court to testify regarding arrests or other law enforcement activity and case evidence.
- Administers emergency first aid to injured or incapacitated persons until medical personnel arrive.
- Participates in community awareness programs as information program to inform citizens of police functions, and crime prevention techniques.

QUALIFICATIONS GUIDELINES

Education/Experience/Training:

REQUIRED:

- All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment:
    - o Successfully pass a POST background security investigation, meet City standards and successfully pass a pre-employment physical examination, and medical examination, as a condition of employment.
- Before appointment as Police Reserve:
    - o Level III applicants must have completed Modules III of the Regular Basic Course or higher.
    - o Level II applicants must have completed Modules III and II, of the Regular Basic Course or higher.
    - o Level I applicants must complete the Regular Basic Course or have completed Modules III, II, and I and successfully graduate from a POST Level I-III academy.
- Possess a valid Class C California driver's license and provide evidence of an acceptable driving record.

Special Requirements:

The employee may be called to respond to police service calls at any time during assigned shifts and may be called out for assistance during off-duty hours. All Reserves shall not have a vested right of employment and will have **"at will"** status.

Knowledge, Skills and Abilities:

- Knowledge of state motor vehicle codes, traffic safety regulations and municipal ordinances.
- Knowledge of police department policies, practices and procedures.

- Knowledge of federal and state laws, statutes, local ordinances and Court decisions governing arrest and custody of prisoners, search and seizure, rules of evidence, and privacy rights.
- Knowledge of first aid techniques.
- Knowledge of safety rules and procedures; criminal investigation, crime prevention principles and techniques.
- Knowledge of self-defense methods and physical restraint techniques.
- Knowledge of radio codes and communications procedures.
- Knowledge of city geography, streets layouts and traffic and crime patterns; understand and interpret maps to determine locations of calls.
- Skill in the operation of a police motor vehicle, firearms and weapons skillfully and safely.
- Skill in the operation of a two-way radio following proper communications procedures.
- Skill in the operation of a computer and various computer software programs.
- Ability to pass physical, psychological and agility tests.
- Ability to work effectively in team response situations.
- Ability to communicate clearly and concisely in conveying commands.
- Ability to maintain alertness and concentration in emergency situations.
- Ability to follow proper safety rules and procedures.
- Ability to work under variable weather conditions.
- Ability to communicate and work cooperatively with co-workers, supervision, and public and private representatives.
- Ability to understand and carry out oral or written commands and instructions.
- Ability to complete clear and accurate police reports and work activity records

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily outdoors with exposure to inclement weather and varying temperatures and indoors in an office environment.
- Required to sit, stand or walk for extended periods.
- Required to use hands to finger, handle, grip, grasp or feel objects.
- Required to hear and speak to exchange information in person or on the telephone.
- Required to communicate verbally and in writing.
- Required to operate department vehicles.
- May be required to travel to and from meetings, on-site visits to various locations and interact with a variety of people.
- May be required to bend, stoop, kneel, crawl and crouch.
- May occasionally lift and/or move up to 180 pounds.

Equipment and Tools Utilized:

- Computer, copier, fax and other standard office equipment
- Radios, cell phones and other communication devices.
- Department weapons.
- Department vehicles.

Approved by Council:

Agenda Item: 13.E
Date of Meeting: June 10, 2024
Department: Public Works

STAFF REPORT

To: City Council

From: Nora Gamino

Subject: **A Resolution Agreeing to Program the Required Match Funding for the South Warren Street Improvement Project**

Prepared On: May 31, 2024

Attachments: Resolution 2024-(xx) S. Warren Match Funds

Background/History:
The City of Bishop Streets and Sidewalk Improvement Project, also called the South Warren Street Improvement Project, received funding through Community Project Funding/ Congressionally Directed Spending (CPFCDS) under the Highway Infrastructure Programs Account. This program requires a local match of 11.47% of the total programmed amount of $1,000,000.

City of Bishop Downtown Streets and Sidewalk Improvements is an approved RMRA (SB 1) project per Resolution 2024-14. This project has been listed for RMRA funding for several years and is an appropriate use of RMRA funding.

Analysis/Discussion:
The attached resolution committing to meeting the minimum 11.47% match requirement as required by the funding program.

Economic Impacts:
None.

Budget Impacts:
The match requirement will be fulfilled using RMRA funds at a minimum of 11.47% of the total project cost, or $129,561.

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

Recommended Action:
City Council consideration to approve the Resolution agreeing to program a minimum amount of $129,561 of Road Maintenance and Rehabilitation Account Funds for the South Warren

Improvement Project by title only.

Approved By: Ethan Aukee 5/31/2024
Approved By: Robin Picken 6/4/2024
Approved By: Deston Dishion, 6/4/2024
Approved By:

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, AGREEING TO PROGRAM A MINIMUM AMOUNT OF $129,561 OF ROAD MAINTENANCE AND REHABILITATION ACCOUNT FUNDS FOR THE CITY OF BISHOP STREETS AND SIDEWALK IMPROVEMENT PROJECT

WHEREAS, the City of Bishop Streets and Sidewalk Improvement Project is a continuation of the Warren Street Improvements project completed in 2015; and

WHEREAS, the project is programmed through Community Project Funding/ Congressionally Directed Spending under the Highway Infrastructure Programs Account for $1,000,000 with a local match requirement of 11.47%; and

WHEREAS, the City of Bishop will commit to program a minimum amount of $129,561 as matching funds to meet the minimum of 11.47% of the total project cost for the City of Bishop Streets and Sidewalk Improvement Project; and

WHEREAS, the City of Bishop Streets and Sidewalk Improvement Project will 1) replace pavement, 2) improve roadway grade and drainage, 3) construct ADA compliant sidewalk with curb ramps, 4) improve pedestrian safety and, 5) promote traffic calming on South Warren Street between West Line Street and West South Street; Lagoon Street between Warren Street and Main Street; and West South Street between Warren Street and Main Street.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BISHOP DOES RESOLVE that the City of Bishop does hereby agree to program a minimum amount of $129,561 as matching funds for the City of Bishop Streets and Sidewalk Improvement Project from the City's Road Maintenance and Rehabilitation Account (RMRA) funds.

PASSED, APPROVED AND ADOPTED this 10th day of June 2024.

_____
Jose Garcia, Mayor

ATTEST: _____
Robin Picken, City Clerk

Agenda Item: 13.F
Date of Meeting: June 10, 2024
Department: Public Works

STAFF REPORT

To: City Council

From: Nora Gamino

Subject: **A Resolution Designating an Administrator for USDA Rural Development's RDApply Application Intake System**

Prepared On: May 31, 2024

Attachments: Reso 2024-(xx) USDA RDApply Administrator

Background/History:
The US Department of Agriculture Rural Development (USDA RD) has both loan and grant programs that can fund improvements to water and sewer infrastructure. The Public Works Department is pursuing two applications with USDA RD, a loan and a grant. The loan application will be for the construction of the new main water line on East Line Street and the grant application will be for Disaster Relief funds to address the excessive groundwater inflow and infiltration in the sewer collection system caused by the storms that occurred in the winter of 2022.

To apply for financial assistance from USDA RD, applications must be submitted through their RDApply application intake system. As such, they required that the City designates an authorized agency representative (AAR) to submit applications. The AAR is subject to approval by a designated Administrator for the program. The City has neither position designated at this time.

Analysis/Discussion:
Both the AAR and Administrator require a Council Resolution designating who will serve in these roles. A designated Administrator can serve the same role as an AAR and can also assign roles, such as technical roles for consultants, however and AAR cannot preform the roles of an Administrator. Therefore, at a minimum, the City needs to designate an Administrator if we want to submit applications.

Due to limited City staffing, it is recommended that the Public Works Director serve as the Administrator and perform the tasks that an AAR would perform. This reduces the number of staff that would need to be involved in registering in the RDApply application. USDA RD indicated that this is a typical structure for jurisdictions with limited staffing.

Economic Impacts:

None.

Budget Impacts:
None.

Legal Review:
Not required.

Recommended Action:
Council consideration to approve a resolution designating the Public Works Director as the administrator for the USDA Rural Development's RD Apply application intake system by title only.

Approved By: Deston Dishion, 6/3/2024
Approved By: Robin Picken 6/4/2024
Approved By:
Approved By:

RESOLUTION NO. 2024-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, DESIGNATING THE PUBLIC WORKS DIRECTOR OF THE CITY OF BISHOP AS THE ADMINISTRATOR FOR USDA RURAL DEVELOPMENT'S RDAPPLY APPLICATION INTAKE SYSTEM.

WHEREAS, the City Council of the City of Bishop is eligible to submit applications for financial agreements from USDA Rural Development; and

WHEREAS, the City of Bishop routinely enters into agreements with State and Federal agencies for financial assistance which require execution by an Authorized Representative from the Administering Agency.

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

1. The Public Works Director (the "Administrator"), or designee, is hereby authorized and directed to sign and file, for and on behalf of the City of Bishop, Financial Assistance Applications with USDA Rural Development through the RDApply application intake system.

2. The Administrator, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement with USDA Rural Development and any amendments or changes thereto.

3. The Administrator, or his/her designee, is designated to represent the City of Bishop in carrying out the City of Bishop's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the City of Bishop and compliance with applicable state and federal laws.

   PASSED, APPROVED AND ADOPTED this 10th day of June 2024.

_____
Jose Garcia, Mayor

ATTEST: _____
Robin Picken, City Clerk

Agenda Item: 13.G
Date of Meeting: June 10, 2024
Department: Public Works

STAFF REPORT

To: City Council

From: Nora Gamino

Subject: **A Resolution Designating an Authorized Representative for the Drinking Water State Revolving Fund Planning and Design Application for the Brookside Water Consolidation Project.**

Prepared On: June 4, 2024

Attachments: No. 2024-(xx) Authorizing Resolution for DWSRF

Background/History:
The State Water Resources Control Board (SWRCB) has several financing and funding programs for water and wastewater projects. The Drinking Water State Revolving Fund (DWSRF) can fund water facilities from planning to construction. This program is funding the planning efforts for the Brookside and Sierra Highlands water consolidation project.

Analysis/Discussion:
To apply for financial assistance from the State, the City needs to designate an Authorized Representative.

Economic Impacts:
None

Budget Impacts:
None

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

Recommended Action:
Council to approve a resolution designating the Public Works Director to be the Authorized Representative for the Drinking Water State Revolving Fund Planning Application for the Brookside and Sierra Highlands Water Consolidation Project by title only.

Approved By: Deston Dishion, 6/4/2024
Approved By:
Approved By:

Approved By:

RESOLUTION NO. 2024-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, DESIGNATING THE PUBLIC WORKS DIRECTOR OF THE CITY OF BISHOP AS THE AUTHORIZED REPRESENTATIVE FOR THE FINANCIAL ASSISTANCE APPLICATION WITH THE STATE WATER RESOURCES CONTROL BOARD FOR THE BROOKSIDE ESTATES MUTUAL WATER COMPANY CONSOLIDATION PROJECT.

WHEREAS, the City Council of the City of Bishop is eligible to submit applications for financial agreements from the State Water Resources Control Board; and

WHEREAS, the City of Bishop routinely enters into agreements with State and Federal agencies for financial assistance which require execution by an Authorized Representative from the Administering Agency.

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

1. The Public Works Director (the "Authorized Representative"), or designee, is hereby authorized and directed to sign and file, for and on behalf of the City of Bishop (the "Entity"), a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Brookside Estates MWC consolidation project (the "Project").

2. The Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

3. The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the City of Bishop and compliance with applicable state and federal laws.

   PASSED, APPROVED AND ADOPTED this 10th day of June 2024.

_____
Jose Garcia, Mayor

ATTEST: _____
Robin Picken, City Clerk

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

Small Town with a Big Backyard!

Department of Public Works
Building Permits Issued

5/2024

Building Permit Fees Collected: $3,161.37

Date	Owner/Location/Contractor	Short Description	Value	SMIP	Rev Fund
Commercial					
5/23/2024	Deke Williams - Ground Level 322 North Main Street Aris Electric LLC	Subpanel Change Out	$500.00	$1.54	$1.00
5/29/2024	Darin Limvere 611 W. Line St. Bishop, CA Amerigas Propane	Gas Line Replacement	$800.00	$0.50	$1.00
5/13/2024	Beryl Rea 130 Whitney Alley Bishop, CA Aris Electric	(3) Swamp Coolers (Replacement)	$1,600.00	$0.50	$1.00
5/10/2024	VP Custom Investments 298 North Main Street Darin Garrett / Jakes Roofing	Reroof	$21,000.00	$5.88	$1.00
5/9/2024	721 N Main Street Property LL 725 North Main Street Signmakers	Sign	$13,000.00	$3.64	$1.00
5/1/2024	Yaney Corner LLC 787 North Main Street Ecco Electric	EV Charging Stations	$15,000.00	$4.20	$1.00
		Commercial Totals	**$51,900.00**	**$16.26**	**$6.00**
Residential					
5/30/2024	Laura Gleason 275 May Street Lopez Roofing	Reroof	$12,000.00	$1.30	$1.00
5/15/2024	Steve & Laurie Harner 551 Howard St. Bishop, CA Clair Concrete, Inc.	Sewer Lateral Replacement	$5,000.00	$0.65	$1.00

Date	Owner/Location/Contractor	Short Description	Value	SMIP	Rev Fund
5/15/2024	Anne Dale 537 Howard St. Bishop, CA Clair Concrete, Inc.	Sewer Lateral Replacement	$5,000.00	$0.65	$1.00
		Residential Totals	**$22,000.00**	**$2.60**	**$3.00**

Agenda Item: 14.A
Date of Meeting: June 10, 2024
Department: Administration

STAFF REPORT

To:	City Council
From:	Deston Dishion
Subject:	**Approve an Ambulance Subcontractor Request For Proposals Process with AP Triton**
Prepared On:	June 4, 2024
Attachments:	Bishop Ambulance Subcontractor RFP Consulting Services

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Background/History:
Beginning in April of 2023 the City of Bishop and the greater Bishop area has been in limbo over Emergency Medical Services (EMS). In April of 2023 Symons Ambulance exercised their right to end their contract with Inyo County to provide EMS in the Bishop area or formally known as the Bishop Exclusive Operating Area (EOA). The Bishop area was fortunate and Coast 2 Coast Ambulance took over the as the EMS provider. Unfortunately Coast 2 Coast was unable to continue their service due to financial reasons. In July of 2023 Inyo County again started RFP process for an 18 month term and Sierra Lifeflight was the successful proposer. The 18 month contract with Sierra Lifeflight will end on December 31, 2024. During both Coast 2 Coast and Sierra Lifeflight' s tenure the EOA was never reestablished.

Historically the City of Bishop has had no part or say in EMS. As of February 2023 the City has played a very active roll with the County to provide EMS in the area. Currently the City, Inyo County and the Bishop Paiute Tribe have been sharing the cost of a subsidy provided to Sierra Lifeflight for the 18 month contract period. I also think it is important to note that current state of EMS in Bishop is not just a local problem. It has become a state wide problem.

Analysis/Discussion:
Over the past 16 months the City has gained valuable knowledge and insight on what may and may not work in our area. With that said, city staff has been exploring the option of providing EMS services under The City of Bishop Fire Department. Bishop Fire would fall under what is called an Alliance Model or some prefer to call it a Ground Emergency Medical Transport (GMET).

The Alliance Model’s defining characteristic is the local emergency medical services (EMS) agency’s delegation of a local fire district to contract out ambulance services to private companies, instead of the EMS agency itself. When a local EMS agency contracts out

ambulance service, they are required by the state to solicit contractors through a competitive bidding process where potential partners must submit proposals that undergo careful evaluation of pre-determined cost and quality factors. The process drives private providers to adhere to a preferred balance of quality and costs to appear as most attractive by a process that contains as little as subjectively possible.

As stated in the proceeding paragraph Bishop Fire would be the EMS provider and then contract out to a private provider to perform the services. Due to our lack of deep knowledge of contracting for EMS services the City would be best suited to hire a consultant who has expertise in this service. After working diligently with a well known EMS attorney we made contact with AP Triton out of Sheridan Wyoming. AP Triton has a proven record of successfully navigating the RFP process and negotiating complex service contracts with private providers. AP Triton provided the attached proposal for Ambulance Subcontractor for RFP Consulting Services which provide three options. After a lengthy discussion with AP Triton and the Bishop City Attorney it was decided to go with option three. Option 3 provides the best benefit to the City and also keeps the City at arms length from the process, which promotes the most transparency in the process. This transparency will protect the City and will guarantee the best value for our residents. The Cost of Option 3 is $58,501.00

Economic Impacts:
The expenditure of these funds will provide the best value to the City and further ensure our residents that the City of Bishop truly understands the needs of our residents.

Budget Impacts:
The FY 2024-25 budget has been created and will be presented for City Council review and consideration at the June 10, 2024 scheduled meeting. The budget, as currently constituted, does not include $58,501.00 for this professional service agreement.

If the AP Triton agreement is approved by City Council, the FY 2024-25 budget will be adjusted as shown below. This adjustment will be made after June 30, 2024.

001-011-52015 (Administration, Professional Services), increase by $58,501.00.

Legal Review:
City Attorney has reviewed this item and finds that the recommended action complies with the law.

Recommended Action:
Staff recommends that the City Council approve the agreement with AP Triton to facilitate the Request for Proposals process to acquire a subcontractor to provide EMS services under the City of Bishop Fire Department in an amount not to exceed $58,501.00.

Approved By: Ethan Aukee 6/5/2024
Approved By: Robin Picken 6/5/2024
Approved By: Deston Dishion 6/5/2024
Approved By:

AP TRITON
VISION · INNOVATION · SOLUTIONS

1309 Coffeen Avenue, Suite 3178 • Sheridan, WY 82801 • 833.251.5824 • www.aptriton.com

May 23, 2024

Deston Dishion, City Administrator
City of Bishop
Email: ddishion@cityofbishop.ca.gov

RE: Ambulance Subcontractor RFP Consulting Services Proposal

Dear Mr. Dishion,

We are pleased to submit our proposal to assist the City of Bishop with the development of its ambulance transport service Request for Proposal (RFP). AP Triton, with its extensive experience in public safety consulting and a proven track record of managing successful RFP processes, is uniquely positioned to deliver exceptional results customized to your specific needs. We are pleased to present three comprehensive options for your consideration, each designed to ensure clarity, compliance, and operational efficiency in your EMS system.

Option One: RFP Review & Recommendations
In this option, we will conduct a thorough review of your existing ambulance transport subcontractor's RFP. Our goal is to identify opportunities for improvement, ensuring the RFP is clear, compliant, and operationally efficient. We will provide actionable recommendations to enhance performance metrics, service level agreements, cost structures, risk management, and quality assurance. This approach will ultimately improve contractual terms and financial outcomes, while promoting optimal service delivery and community impact. This service will be billed hourly as directed by the City.

Option Two: EMS Valuation & RFP Development
This option involves developing a new RFP for the City of Bishop's EMS system. We will begin with project initiation and the creation of a detailed work plan. To the extent data is available, AP Triton will perform a valuation of the ambulance transport service, including transport volume, payer mix, and estimated revenue based on approved transport rates for both private and public providers. Following this, we will conduct structured workshops to design the RFP framework, covering minimum qualifications, technical specifications, service expectations, financial considerations, workforce diversity, performance indicators, and legal requirements. The RFP will be drafted, reviewed, and finalized in collaboration with City officials, ensuring clarity and compliance.

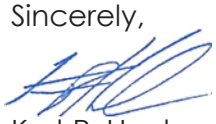
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Option Three: EMS Valuation & RFP Development & Support

This comprehensive option includes all elements of Option Two, with additional support throughout the procurement process. We will provide ongoing assistance during the proposal evaluation phase, ensuring transparency, fairness, and effectiveness in selecting the final service provider. Our support will include developing evaluation criteria, training personnel, facilitating discussions, and offering advisory support during negotiations.

Thank you for considering our proposal. We look forward to the opportunity to work with you to enhance your EMS system and achieve your public safety goals. Should you have any questions, you can reach Melissa Vazquez Swank, our Director of Project Operations, directly at mswank@aptriton.com or (503) 708-4282.

Sincerely,



Kurt P. Henke
Principal/Managing Partner

City of Bishop
California

Proposal to provide

AMBULANCE SUBCONTRACTOR
Request for Proposals
Consulting Services

May 2024

AP TRITON
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EXECUTIVE **SUMMARY**

OPTION ONE: RFP REVIEW & RECOMMENDATIONS

This option involves a review of the existing ambulance transport subcontractor's RFP for the City of Bishop. The goal is to ensure the RFP is clear, compliant, and operationally efficient. We will provide actionable recommendations to enhance performance metrics, service level agreements, cost structures, risk management, and quality assurance, ultimately improving contractual terms and financial outcomes while promoting optimal service delivery and community impact. This option would be billed hourly as directed by the City.

OPTION TWO: EMS VALUATION & RFP DEVELOPMENT

This option includes developing a new RFP for the City of Bishop's EMS system. The process begins with project initiation and the creation of a detailed work plan. Next, to the extent data is available, AP Triton will perform a valuation of the ambulance transport service. The valuation will include transport volume, payer mix, and estimated revenue based on approved transport rates for both private or public providers. This will be followed by structured workshops to design the RFP framework. The RFP will cover minimum qualifications, technical specifications, service expectations, financial considerations, workforce diversity, performance indicators, and legal requirements. AP Triton will draft, review, and finalize the RFP in collaboration with City officials, ensuring clarity and compliance.

OPTION THREE: EMS VALUATION & RFP DEVELOPMENT & SUPPORT

This option encompasses the development of a new RFP along with additional support throughout the procurement process. The process begins with project initiation and the creation of a detailed work plan. Next, to the extent data is available, AP Triton will perform a valuation of the ambulance transport service. The valuation will include transport volume, payer mix, and estimated revenue based on approved transport rates for both private or public providers. AP Triton will draft, review, and finalize the RFP with stakeholder input. Additionally, we will provide support during the proposal evaluation process, ensuring transparency, fairness, and effectiveness in selecting the final service provider. This includes developing evaluation criteria, training personnel, facilitating discussions, and offering advisory support during negotiations.

OPTION ONE:
RFP REVIEW & RECOMMENDATIONS

PROJECT DESCRIPTION

Our understanding of this project for the City of Bishop involves conducting a comprehensive review of an existing ambulance transport subcontractor's Request for Proposal (RFP). This review aims to ensure the RFP meets the highest standards of clarity, compliance, and operational efficiency. We will review the current RFP documents to identify areas for improvement, focusing on performance metrics, service level agreements, cost structures, risk management, and quality assurance. Our goal is to provide actionable recommendations that enhance the contractual terms and financial outcome and promote the best possible service delivery and community impact for the City of Bishop. This option would be billed hourly and be as in depth as requested by the City.

This option may include the following as requested:

- **Document Review:**
  - Review the existing RFP and all associated documents.
  - Assess the completeness and clarity of the current RFP.
- **Legal and Regulatory Compliance:**
  - Ensure compliance with local, state, and federal regulations.
  - Verify adherence to industry standards and best practices.
- **Performance Metrics Evaluation:**
  - Review the performance metrics and evaluation criteria outlined in the RFP.
  - Recommend enhancements to ensure clear, measurable, and achievable performance standards.
- **Service Level Agreements (SLAs):**
  - Examine the SLAs defined in the RFP.
  - Suggest improvements to ensure appropriate and enforceable service agreements.

- **Cost Analysis:**
  - Review the cost structure and pricing model included in the RFP.
  - Provide recommendations for cost optimization and transparency.
- **Risk Management:**
  - Identify potential risks associated with the current RFP terms.
  - Propose strategies for risk mitigation and management.
- **Operational Requirements:**
  - Review operational requirements and expectations outlined for the subcontractor.
  - Suggest enhancements to ensure efficient and effective service delivery.
- **Quality Assurance:**
  - Assess the quality assurance mechanisms in place within the RFP.
  - Recommend additional quality control measures and continuous improvement processes.
- **Contractual Terms:**
  - Analyze the contractual terms and conditions specified in the RFP.
  - Provide feedback on strengthening the legal and contractual framework.
- **Training and Staffing:**
  - Examine the training and staffing requirements for the subcontractor.
  - Provide suggestions to ensure adequate training, staffing levels, and qualifications.
- **Emergency Preparedness:**
  - Assess the emergency preparedness and response plans outlined in the RFP.
  - Recommend improvements to ensure readiness and resilience in emergency situations.
- **Sustainability and Community Impact:**
  - Evaluate the sustainability and community impact considerations in the RFP.
  - Suggest enhancements to promote environmental sustainability and positive community impact.
- **Final Recommendations:**
  - Provide recommendations for improving the existing RFP.
  - Present the recommendations to stakeholders for review and discussion.

OPTION TWO: **EMS VALUATION & RFP DEVELOPMENT**

SECTION ONE—PROJECT INITIATION

Task 1-A: Project Initiation & Development of a Work Plan

AP Triton will meet virtually with City of Bishop's project team and/or liaisons. The purpose will be to develop a complete understanding of the department's background, goals, and expectations for the project.

AP Triton's Project Manager will develop and refine a proposed work plan that will guide the Project Team. This work plan will be developed identifying:

- Project team members responsible for each task
- Major tasks to be performed
- Resources to be utilized
- Methods for evaluating study results
- Monthly Progress Reporting schedule (Task 1-B)
- Any potential constraints or issues related to accomplishing specific tasks

The benefits of this process will be to develop working relationships between the AP Triton Project Team and the City of Bishop Team and determine communications processes and identify logistical needs for the project.

Task 1-B: Monthly Progress Reporting

To maintain transparency and facilitate smooth communication throughout the project, the AP Triton team will provide City of Bishop with a monthly progress report. The schedule for these reports will be negotiated during project initiation.

The monthly report will cover the following areas:

- **Project Milestones:** Overview of key achievements and milestones reached during the reporting period.
- **Task Status:** Update on the status of each task or deliverable, including any challenges encountered and how they are being addressed.
- **Next Steps:** Outline of the goals and objectives set for the following reporting period.

This monthly progress reporting mechanism aims to ensure that City of Bishop is always fully informed and involved in the project, facilitating collaborative decision-making and timely adjustments as needed.

SECTION TWO—EMS VALUATION

In this section, AP Triton will use available data to estimate the value of the ambulance transport system within the City of Bishop. The valuation will include transport volume, payer mix, and estimated revenue based on approved transport rates for both private or public providers.

Task 2-A: Acquisition of Information & Data

AP Triton will request pertinent information and data from the City of Bishop and any other agencies as necessary. This information is critical to estimating available revenue in the system. The documents and information relevant to this project may include, but not be limited to, the following:

- Any past or current emergency service studies, or research
- Local census, economic, and demographic data
- Local Geographic Information Systems (GIS) data
- Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery and response time performance standards, objectives, and targets
- Fire station facilities (as well as any training center and separate administrative facilities)

- Automatic and mutual aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data
- Computer-Aided Dispatch (CAD) incident records
- Any current data on payer mix and transport data
- Any current fees paid between the City and ambulance provider
- All available patient billing and collection records, including transport fees, payer mixes, write-offs, contractual allowances, adjustments, refunds, first responder fees, and the annual number of billable patient transports
- Current ambulance contract(s)
- Any other documents and records necessary for the successful completion of the project

Task 2-B: EMS Valuation

AP Triton will develop a valuation analysis of the current system including insured and non-insured payer mix categories to determine the maximum value of the emergency medical services (EMS) system in the City of Bishop. AP Triton will also evaluate the current ambulance transport rates and compare them to a contemporary dollar figure and calculate the potential revenue. The valuation will analyze the federal reimbursement programs available and provide estimates for the Public Provider Ground Emergency Medical Transport (PP-GEMT) program.

- Using estimated transport volume determine payer mix and collection rates.
- Analyze current fees compared to contemporary fee structure.
- Analyze the reimbursement programs available and provide estimates for the PP-GEMT program.
- Estimate available revenue for five years.

Task 2-C: Report Review and Finalization

AP Triton will develop and produce an electronic version of a confidential draft written report for technical review by representatives of the City. This feedback is a very important aspect of this project, and Triton will provide adequate opportunities for review and discussion of the draft report prior to finalization.

SECTION THREE—RFP DEVELOPMENT

In this section, AP Triton will draft a comprehensive RFP document that outlines the requirements for the EMS system.

Task 3-A: RFP Framework Design

AP Triton will organize a series of structured workshops with the Fire Chief and the City's Technical Committee to collaboratively design the RFP's structure. The focus will be on aligning the RFP framework with the EMS system's strategic goals and operational realities. This includes:

- Collaborate with the Fire Chief and the City's Technical Committee to design the structure and content of the RFP.
- Develop sections on minimum qualifications, technical specifications, service expectations, financial, workforce and diversity, performance indicators, future system enhancements, and legal requirements:
  - **Minimum Qualifications:** Outline needed minimum qualifications including years providing ambulance service, organizational experience, and leadership.
  - **Technical Specifications:** Specify the technical requirements for EMS equipment, technology systems, and operational protocols. Include requirements for interoperability with existing City systems.
  - **Service Expectations:** Define clear service delivery standards such as response times, coverage areas, standby and special events, and patient care standards. Identify community involvement and activity requirements. Ensure these are measurable and aligned with national EMS benchmarks.
  - **Financial:** Define budget and fiscal sustainability. Identify fees and billing policies.
  - **Workforce and Diversity:** Outline priority of ensuring culturally responsive patient care with emphasis on workforce diversity to ensure equity in serving the community. Define values, policies, and structures that will enable staff to work effectively cross-culturally and mirror the diverse nature of the City. Identify employee safety and wellness needs.
  - **Performance Indicators:** Develop specific and quantifiable performance metrics that providers must meet or exceed. Include both qualitative and quantitative measures.
  - **Future System Enhancements:** Define expectations to work closely with system partners to optimize compliance with the objectives of the City and the Triple-Aim goals of the state.
  - **Legal and Regulatory Compliance:** Detail all applicable local, state, and federal regulations that potential providers must adhere to, including licensing requirements and data privacy laws.

Task 3-B: Drafting and Review

AP Triton will utilize the insights and inputs from stakeholder interviews, community input, collaborative workshops, and baseline current conditions review to draft the initial RFP document. AP Triton will ensure the language is clear, concise, and free of ambiguity to facilitate accurate responses from bidders. AP Triton will facilitate a structured review process involving multiple stakeholders, including legal advisors, financial analysts, and operational managers, and utilize their feedback to refine and improve the draft. Key deliverables include:

- Draft of the RFP document, ensuring clarity and compliance with all applicable regulations.
- Conduct comprehensive reviews with City officials and revise the document based on feedback.

Task 3-C: Finalization and Approval

AP Triton will consolidate all feedback and finalize the RFP document, paying particular attention to the clarity of requirements and the inclusiveness of evaluation criteria. Following this, AP Triton will present the final draft of the RFP to the City officials in a formal meeting.

- Prepare the final draft of the RFP, incorporating all necessary adjustments.
- Present the final RFP to the City for approval and make any required changes.

OPTION THREE:
EMS VALUATION & RFP DEVELOPMENT & SUPPORT

SECTION ONE—PROJECT INITIATION

Task 1-A: Project Initiation & Development of a Work Plan

AP Triton will meet virtually with City of Bishop's project team and/or liaisons. The purpose will be to develop a complete understanding of the department's background, goals, and expectations for the project.

AP Triton's Project Manager will develop and refine a proposed work plan that will guide the Project Team. This work plan will be developed identifying:

- Project team members responsible for each task
- Major tasks to be performed
- Resources to be utilized
- Methods for evaluating study results
- Monthly Progress Reporting schedule (Task 1-B)
- Any potential constraints or issues related to accomplishing specific tasks

The benefits of this process will be to develop working relationships between the AP Triton Project Team and the City of Bishop Team and determine communications processes, and identify logistical needs for the project.

Task 1-B: Monthly Progress Reporting

To maintain transparency and facilitate smooth communication throughout the project, the AP Triton team will provide City of Bishop with a monthly progress report. The schedule for these reports will be negotiated during project initiation.

The monthly report will cover the following areas:

- **Project Milestones:** Overview of key achievements and milestones reached during the reporting period.
- **Task Status:** Update on the status of each task or deliverable, including any challenges encountered and how they are being addressed.
- **Next Steps:** Outline of the goals and objectives set for the following reporting period.

This monthly progress reporting mechanism aims to ensure that City of Bishop is always fully informed and involved in the project, facilitating collaborative decision-making and timely adjustments as needed.

SECTION TWO—EMS VALUATION

In this section, AP Triton will use available data to estimate the value of the ambulance transport system within the City of Bishop. The valuation will include transport volume, payer mix, and estimated revenue based on approved transport rates for both private or public providers.

Task 2-A: Acquisition of Information & Data

AP Triton will request pertinent information and data from the City of Bishop and any other agencies as necessary. This information is critical to estimating available revenue in the system. The documents and information relevant to this project may include, but not be limited to, the following:

- Any past or current emergency service studies, or research
- Local census, economic, and demographic data
- Local Geographic Information Systems (GIS) data
- Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery and response time performance standards, objectives, and targets
- Fire station facilities (as well as any training center and separate administrative facilities)

- Automatic and mutual aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data
- Computer-Aided Dispatch (CAD) incident records
- Any current data on payer mix and transport data
- Any current fees paid between the City and ambulance provider
- All available patient billing and collection records, including transport fees, payer mixes, write-offs, contractual allowances, adjustments, refunds, first responder fees, and the annual number of billable patient transports
- Current ambulance contract(s)
- Any other documents and records necessary for the successful completion of the project

Task 2-B: EMS Valuation

AP Triton will develop a valuation analysis of the current system, including insured and non-insured payer mix categories, to determine the maximum value of the emergency medical services (EMS) system in the City of Bishop. AP Triton will also evaluate the current ambulance transport rates and compare them to a contemporary dollar figure and calculate the potential revenue. The valuation will analyze the federal reimbursement programs available and provide estimates for the Public Provider Ground Emergency Medical Transport (PP-GEMT) program.

- Using estimated transport volume determine payer mix and collection rates.
- Analyze current fees compared to contemporary fee structure.
- Analyze the reimbursement programs available and provide estimates for the PP-GEMT program.
- Estimate available revenue for five years.

SECTION THREE—RFP DEVELOPMENT

In this section, AP Triton will draft a comprehensive RFP document that outlines the requirements for the EMS system.

Task 3-A: RFP Framework Design

AP Triton will organize a series of structured workshops with the Fire Chief and the City's Technical Committee to collaboratively design the RFP's structure. The focus will be on aligning the RFP framework with the EMS system's strategic goals and operational realities. This includes:

- Collaborate with the Fire Chief and the City's Technical Committee to design the structure and content of the RFP.
- Develop sections on minimum qualifications, technical specifications, service expectations, financial, workforce and diversity, performance indicators, future system enhancements, and legal requirements:
  - **Minimum Qualifications:** Outline needed minimum qualifications including years providing ambulance service, organizational experience, and leadership.
  - **Technical Specifications:** Specify the technical requirements for EMS equipment, technology systems, and operational protocols. Include requirements for interoperability with existing City systems.
  - **Service Expectations:** Define clear service delivery standards such as response times, coverage areas, standby and special events, and patient care standards. Identify community involvement and activity requirements. Ensure these are measurable and aligned with national EMS benchmarks.
  - **Financial:** Define budget and fiscal sustainability. Identify fees and billing policies.
  - **Workforce and Diversity**: Outline priority of ensuring culturally responsive patient care with emphasis on workforce diversity to ensure equity in serving the community. Define values, policies, and structures that will enable staff to work effectively cross-culturally and mirror the diverse nature of the City. Identify employee safety and wellness needs.
  - **Performance Indicators:** Develop specific and quantifiable performance metrics that providers must meet or exceed. Include both qualitative and quantitative measures.
  - **Future System Enhancements:** Define expectations to work closely with system partners to optimize compliance with the objectives of the City and the Triple-Aim goals of the state.
  - **Legal and Regulatory Compliance:** Detail all applicable local, state, and federal regulations that potential providers must adhere to, including licensing requirements and data privacy laws.

Task 3-B: Drafting and Review

AP Triton will utilize the insights and inputs from stakeholder interviews, community input, collaborative workshops, and baseline current conditions review to draft the initial RFP document. AP Triton will ensure the language is clear, concise, and free of ambiguity to facilitate accurate responses from bidders. AP Triton will facilitate a structured review process involving multiple stakeholders, including legal advisors, financial analysts, and operational managers, and utilize their feedback to refine and improve the draft. Key deliverables include:

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- Conduct comprehensive reviews with City officials and revise the document based on feedback.

Task 3-C: Finalization and Approval

AP Triton will consolidate all feedback and finalize the RFP document, paying particular attention to the clarity of requirements and the inclusiveness of evaluation criteria. Following this, AP Triton will present the final draft of the RFP to the City officials in a formal meeting.

- Prepare the final draft of the RFP, incorporating all necessary adjustments.
- Present the final RFP to the City for approval and make any required changes.

SECTION FOUR—PROCUREMENT SUPPORT

AP Triton will support the City in the proposal evaluation process, ensuring transparency, fairness, and effectiveness.

Task 4-A: Evaluation Support

AP Triton will work with the City's stakeholders to define clear, measurable criteria based on the RFP requirements, such as technical capabilities, cost-effectiveness, innovation, and alignment with local EMS strategies.

- Develop a scoring system and evaluation criteria in consultation with the City.
- Train City personnel on the evaluation process to ensure consistency and fairness in proposal assessment.

Task 4-B: Selection Phase Support

AP Triton will provide additional support as needed during the critical selection phase. Key support during this task includes:

- Facilitation of meetings and discussions during the proposal evaluation phase.
- Advisory support during the selection of the final service provider.
- Acting as an advisor during negotiations, providing insights on industry standards and practices to ensure favorable terms for the City.
- Offering analysis and feedback on the final selection, helping to justify decisions based on comprehensive evaluation data.
- Assist in resolving any conflicts or issues that arise during the selection phase, providing mediation support and alternative solutions as needed.

ESTIMATED **PROJECT TIMELINE**

Project Completion Timeline Option 2 or 3

Based on our extensive experience in conducting a wide array of analyses across public safety disciplines, including but not limited to fire service, emergency medical services, and law enforcement, we propose an estimated timeline of 6–9 months for the successful completion of the project. It is important to emphasize that the proposed timeline will commence only upon our receipt of all the necessary information and data required to conduct a thorough and accurate evaluation of the project scope. We have allocated two weeks for the client's technical review of the draft deliverables. Please note that any additional time needed for reviews or modifications will result in an extended project timeline.

While the 6–9-month window is our standard estimated timeframe, our team remains committed to completing the project as efficiently as possible without compromising the quality of our work. Our experienced consultants are dedicated to delivering actionable recommendations and high-quality outputs that align with the project's objectives.

The success of this project is contingent upon a collaborative relationship between our team and the City of Bishop We value open communication and will provide regular updates on the project's progress, as well as any adjustments that may be needed to the initial timeline.

Estimated Time to Complete the Project: 6–9 months

Project Section	— Month —								
	1	2	3	4	5	6	7	8	9
Section 1: Project Initiation									
Section 2: EMS Valuation									
Section 3: RFP Development									
Section 4: Procurement Support									

ABOUT **AP TRITON**

Contact Information

The headquarters of AP Triton, LLC is located in Sheridan, Wyoming. Consultants and other subject matter experts (SME) are located throughout the United States.

Address: 1309 Coffeen Avenue Suite 3178, Sheridan, WY 82801

Phone: 833.251.5824 (toll free)

E-Mail: info@aptriton.com

Website: www.aptriton.com

About AP Triton

Established in 2014, AP Triton is a leading provider in the public safety industry with a proven track record in the fire service, emergency medical services, law enforcement, fire prevention, and life-safety programs. Our extensive experience spans a wide range of disciplines, enabling us to offer comprehensive solutions tailored to the unique needs of our clients.

Our team of consultants brings a wealth of expertise and has successfully executed numerous projects, including Master Plans, Strategic Plans, Emergency Operations Plans, Community Risk Assessments/Standards of Cover, Consolidation Feasibility Studies, EMS System Analyses, Staffing Studies, Agency Evaluations, Cost Recovery and Valuation Studies, and Fire Station Location Studies. We pride ourselves on our ability to deliver high-quality and actionable recommendations that drive positive change.

At AP Triton, we understand that traditional approaches to public safety may not always yield optimal results. That's why we prioritize innovative thinking and creative problem-solving. We believe that sustainable solutions require a forward-thinking mindset, and we bring our experience and expertise to help our clients overcome challenges and seize opportunities.

With our deep understanding of public safety departments of all sizes, AP Triton is uniquely positioned to address the specific needs of the City of Bishop. Our consultants have decades of experience working with diverse organizations, and we leverage this knowledge to provide customized, practical, and effective solutions. We take the time to listen to our clients, understand their local issues, and develop strategies that promote long-term success.

When it comes to innovative solutions, unparalleled expertise, and a commitment to your success, AP Triton is the partner you can rely on. Let us help you transform your public safety operations and achieve your goals in the most efficient and sustainable way possible.

AP Triton's Approach to Projects

AP Triton's approach to projects demonstrates our deep understanding of your expectations. With our extensive experience working with fire departments, fire districts, EMS organizations, and various emergency services agencies across diverse communities in the United States, we bring a wealth of knowledge and expertise to every engagement. Key elements of AP Triton's methodology include:

- **Thorough Understanding:** We ensure a complete understanding of the project background, goals, objectives, and the complex issues that need to be addressed. This allows us to develop tailored solutions that align with your specific needs.
- **Comprehensive Scope of Work:** We develop a well-designed and practical scope of work (SOW) and workplan that actively involve key stakeholders, leadership, and other relevant individuals. This collaborative approach ensures that all perspectives are considered and results in a robust project plan.
- **Advanced Tools and Technologies:** AP Triton leverages state-of-the-art GIS mapping, computer modeling, data analysis tools, and web-based communication technologies to enhance project outcomes. These sophisticated tools enable us to provide accurate analyses, insightful recommendations, and efficient collaboration.
- **Web-based Communication Platform:** To facilitate seamless communication and collaboration throughout the project, we utilize secure cloud-based data-sharing applications to create an online project site. This platform allows the client and project team members to collaborate effectively. Additionally, we employ virtual conferencing software for client communications and presentations.

- **Subject Matter Experts:** We engage experienced subject matter experts (SMEs) with in-depth knowledge of the fire service, EMS, and other related emergency services disciplines. Our team also includes experts in GIS and data analysis, ensuring comprehensive expertise is applied to your project.
- **Commitment to Timeliness:** We are committed to delivering projects and deliverables within the requested timeline while maintaining high standards of quality. Our dedicated team works diligently to meet or exceed your expectations, ensuring timely completion.
- **Clear and Accessible Reports:** We provide high-quality printed and bound reports that present clear contents and actionable recommendations. Our reports are designed to enable easy comprehension for clients, key stakeholders, and community members alike.

At AP Triton, we combine our extensive experience, advanced tools, collaborative approach, and commitment to excellence to deliver successful projects that meet your expectations.

Best Practices & National Standards

Based on the type of project and study requirements, AP Triton will refer to and utilize current industry best practices, along with relevant national standards promulgated by a wide variety of associations and organizations that develop consensus standards for the fire service, EMS, communications, and other related services. These may include the *National Fire Protection Association* (NFPA), *Center for Public Safety Excellence* (CPSE), *Commission on Accreditation of Ambulance Services* (CAAS), and other organizations.

AP Triton utilizes a multi-faceted approach to providing recommendations for our clients. The following encompasses our best practices:

- **Understand client needs:** AP Triton begins by thoroughly understanding the specific needs and goals of your agency. This allows us to tailor our recommendations accordingly.
- **Develop a work plan:** AP Triton collaborates with the client to develop a work plan that outlines the goals, objectives, and action steps required to achieve desired outcomes of the project. This ensures the plan is realistic, measurable, and aligned with industry standards and best practices.
- **Engage stakeholders**: AP Triton involves key stakeholders, including elected officials, personnel, and management representatives, throughout the consulting process. Stakeholder input and buy-in are crucial for the successful implementation and sustainability of any recommended changes.

- **Conduct a comprehensive assessment:** AP Triton conducts a thorough assessment of the existing organization(s). We identify areas for improvement and prioritize them based on their impact and feasibility.
- **Enhance operational efficiency:** AP Triton identifies opportunities to optimize operational processes.
- **Focus on continuous training and education:** AP Triton emphasizes the importance of ongoing training and education. We promote a culture of continuous learning, keeping up with the latest industry advancements, protocols, and technologies.
- **Incorporate data-driven decision-making:** AP Triton utilizes data and analytics to drive decision-making recommendations.
- **Foster collaboration and partnerships:** AP Triton encourages collaboration between agencies when possible. These relationships facilitate information sharing, coordination, and mutual support to enhance services and outcomes.
- **Ensure compliance with regulations:** AP Triton strives to stay current with local, state, and federal industry regulations.
- **Monitor and evaluate progress:** AP Triton assists our clients in establishing systems for monitoring and evaluating the implementation of our recommendations and the overall performance of your organization.

Every organization is unique; therefore, AP Triton adapts these best practices to fit the specific context and needs of your agency.

PROJECT TEAM **QUALIFICATIONS**

AP Triton is dedicated to partnering with highly experienced and qualified public safety consultants. We have a diverse pool of individuals with extensive knowledge and expertise to meet a wide range of client needs. At AP Triton, we approach each project with unwavering commitment, treating it as our top priority.

Our Project Team boasts a wealth of experience across various locations throughout the United States. Our approach to assembling Project Teams is meticulous, considering each associate's background, education, experience, and expertise. This ensures that we match the right individuals to the specific tasks required to successfully address your agency's unique needs. As you will discover in the following biographies and resumes, each team member brings a distinct set of skills and valuable past experiences that will greatly benefit the City of Bishop's Ambulance Subcontractor RFP Process.

By choosing AP Triton, you gain access to our exceptional talent pool and a customized team equipped to deliver optimal solutions tailored to your specific requirements. We are committed to exceeding your expectations and providing you with unparalleled expertise and support throughout the project.

Our project team is contingent upon the timing of the project and availability of the consultant. This talented group of individuals possesses the skills and expertise needed to successfully execute the project. However, their involvement is subject to alignment with the project timeline and their current commitments. We are excited about the possibility of collaborating with this team, and we will work diligently to ensure their participation aligns with the project's requirements and timing.

Project Management Structure

AP Triton's project teams have developed strong organizational skills and adaptability to effectively balance their workload and ensure successful outcomes across various engagements. AP Triton manages multiple projects simultaneously while ensuring high-quality work and meeting client expectations with the following strategies:

- **Team:** AP Triton customizes each team, matching our associates' skills and expertise to each client's specific needs. We delegate specific tasks or engage a team to assist with certain aspects of the project. By leveraging the expertise and skills of others, we can distribute the workload and maintain productivity.
- **Time Management & Task Prioritization:** Effective time management is crucial for consultants. They prioritize tasks, set deadlines, and allocate dedicated time blocks for each project. This helps them stay organized and focused on delivering results.
- **Project Planning:** AP Triton creates work plans that outline key deliverables, milestones, and timelines for each project. This provides us with a clear roadmap and ensures we remain on track with our commitments.
- **Effective Communication:** Clear and proactive communication with clients is essential. AP Triton keeps our clients informed about project timelines, progress, and any potential challenges. This transparency fosters trust and helps us manage client expectations.
- **Leveraging Technology:** Consultants utilize various tools and technologies to enhance their productivity and efficiency. Project management software, communication platforms, and collaborative tools enable seamless coordination, document sharing, and real-time updates.
- **Efficient Work Processes:** AP Triton is constantly evaluating quality assurance and quality improvement. We develop efficient work processes and methodologies based on our experience and industry best practices. We strive to streamline repetitive tasks, leverage templates and frameworks, and adopt standardized approaches to optimize our workflow.
- **Prioritization & Focus:** AP Triton's designated Project Manager is available for the duration of the assigned project. They lead the team and assist our associates and subject matter experts in prioritizing their tasks based on project urgency, client needs, and strategic importance.
- **Collaboration:** Our project teams do not operate in a silo. We possess a pool of expertise and resources. Our project teams collaborate to share insights, seek advice, and leverage collective knowledge to deliver high-quality results.

Don Trapp

EMS Division Manager



Summary of Qualifications

With a distinguished career spanning 35 years in Public Safety, Mr. Don Trapp stands as a respected leader and innovator in the field. His vast experience encompasses over nine years in senior Fire Chief Officer roles, where he has made significant contributions to the development and implementation of comprehensive fire and emergency services plans.

Mr. Trapp's leadership extends beyond crafting essential policies and procedures. He has adeptly facilitated the acceptance of these critical plans through collaboration with various governing bodies. His mastery in developing and implementing emergency, strategic, master plans, and succession management processes has been instrumental in streamlining departmental operations and enhancing efficiency.

His specialized expertise in Standards of Cover Analysis, Fees for Service and Cost Recovery Programs, and Advanced Life Support (ALS) Program Development shines through both transport and engine company-based organizations. With a quarter of a century spent as a Paramedic, including the management of EMS operations comprising over 60 paramedic units and 14 ambulances, Mr. Trapp's extensive knowledge in EMS system performance, funding, billing, and staffing sets him apart as an industry authority.

Work Experience

- San Bernardino County Fire Protection District, CA—Firefighter/Paramedic to Fire Chief
- San Bernardino County Professional Firefighters, CA—Executive Vice-President
- Hemet Valley Ambulance Service, CA—Paramedic
- CAL FIRE Riverside County Fire, CA—PCF Fire Apparatus Operator

Education

- Columbia Southern University—AS Fire Science
- California State Fire Officer
- Paramedic
- Background Investigator
- Reserve Peace Officer

Significant Projects

- City of San Bernardino Annexation through LAFCO
- Implemented Single Role Non-Safety Ambulance Operator Program
- City of Upland Annexation through LAFCO
- City of Victorville Contract for service and transition
- Negotiated initial response ALS air resource contract with REACH

Professional Affiliations

- California Fire Chiefs Association
- Metropolitan Fire Chiefs Association
- FIRESCOPE—Operations
- League of California Cities
- Foresters and Fire Wardens

Timothy E. Maybee
Senior Associate



Summary of Qualifications:
Tim has worked in the fire service, EMS, and EMS education for over 30 years with numerous levels of work assignments. He worked as the EMS Division Chief for Sacramento County Fire District and Sacramento Metropolitan Fire District and Retired in 2012 as Fire Captain/Paramedic.

Tim has a very strong skill set of experiences in both the administrative and operational levels. These include budgeting, personnel, union negotiations, and emergency management preparedness along with incident action planning. Consulting assignments have been throughout California, Washington, and Nebraska.

Educational Background
- American River College, Sacramento, Associate of Science of Fire Technology
- UC Davis Medical Center, Sacramento, EMT II-Paramedic education
- California State Fire Marshal Office, Firefighter/Fire Officer certifications
- National Fire Academy, Emmitsburg MD, EMS, and Chief Officer courses

Professional Experience
- Project Coordinator, AP Triton Consulting
- Paramedic, 911 responses and patient care for commercial ambulance companies
- Adjunct faculty instructor, American River College, Paramedic and EMS Education program
- Adjunct faculty instructor, National Fire Academy, EMS leadership courses and curriculum
- Office of Homeland Security, Regional office Sacramento, Training Division
- Fire service operational assignments; Firefighter/Paramedic, Division Chief EMS, Public Information Officer, Training Division, EMS Supervisor, Technical Rescue companies and Company Officer assignments

Relevant Experience
- Local and regional emergency management task forces, working on Incident Action Plans
- EMS related committees at the local, state, and national levels
- Curriculum design at the National Fire Academy, Advanced Issues in EMS Leadership
- Extensive experience in implementation and operations of fire-based EMS transport programs
- Chair EMS Officers, Sacramento County Fire Chiefs Association

Associated Professional Accomplishments:
- Guest speaker at JEMS EMS Today and Fire Rescue West conferences
- Working task force groups at the local, state, and national levels, fire service position papers
- Lead labor representative for union negotiations
- Implementation of American River College paramedic education program
- Implementation of Task Force-7 CA, Urban Search and Rescue team
- EMS, Subject Matter Expert at the local, state, and national levels

Dave Barry BS, IT

Senior Associate/EMS SME



Summary of Qualifications

With a rich and diverse career spanning 31 years, Mr. Barry is an experienced EMS subject matter expert. His journey began with an eager step into the world of medical care as an Emergency Medical Technician (EMT) with a small ambulance company. Now, as the EMS Manager for a prominent municipal Fire Department in Southern California, his expertise in the field is widely recognized.

Over the last decade, Mr. Barry has been instrumental in developing, implementing, and managing large-scale programs that have significantly impacted community EMS care. His visionary projects include the Community Care Response unit, which leverages Nurse Practitioners in the field to assist with low-level medical aids. Moreover, his leadership has driven the successful management of a fire-based ambulance program, adeptly handling the 24,000 EMS calls generated in the City of Anaheim.

Beyond his role in the municipal department, Mr. Barry extends his extensive experience to communities and agencies across the United States, offering specialized consulting services. His focus is on the strategic development and implementation of Emergency Medical Services tailored to the unique needs and challenges of each community.

In Mr. Barry, clients find a seasoned professional with unparalleled expertise and a track record of transformative solutions. His approach resonates with AP Triton's commitment to innovative thinking, sustainable solutions, and client-centered strategies, making him an invaluable asset to communities aiming to elevate their emergency medical services.

Professional Development & Education

- Bachelor of Science degree, Information Technology—Columbia Southern University
- Associate of Science degree, Fire Science—Santa Ana College

Licensure & Certifications

- Company Officer, Anaheim
- Infection Control Officer, City of Anaheim
- EMS Manager—Anaheim, California
- Paramedic—California
- Certified Instructor (ACLS, PALS, CPR)

Relevant Experience

- Ambulance program management, Anaheim
- Information Technology program management, Anaheim
- Alternative EMS program management, Anaheim

Associated Professional Accomplishments

- Developed/maintain reference website for Field Paramedic Care, www.paramedickardex.com
- Presented at the Vision 20/20 Symposium on reducing Community Risk with Emergency Response, Washington DC, 2018

Chris Coates EFO, BA
Senior Associate



Summary of Qualifications

Chris is a highly respected Chief officer with over 27 years of fire service experience with expertise in various areas. Preceding his career as a firefighter/paramedic, Chris worked as an in-house ambulance operator (AO) for a large county agency and currently oversees the administrative, training, and operations of the ambulance operator program within Costa Mesa Fire & Rescue, resulting in a well-versed knowledge of an EMT ambulance operator program. As a Training Officer, with an unwavering collaborative mindset, Chris is skilled in planning, organizing, and managing programs and projects. Currently, Chris serves as a Battalion Chief overseeing many significant programs and projects where he is known for his commitment to continuous improvement. Chris' involvement includes, but is not limited to, serving as the Urban Search & Rescue manager, developing and spearheading the Peer Support program, active participant in achieving accreditation, and currently guiding a committee in updating all policies and procedures.

Notably, and during a time of transition, Chris brought stability to the EMS and training division when he developed a results-oriented plan (EMS and training) that was in alignment with national, state, and local regulations. In addition, Chris developed, facilitated, and managed several recruit academies for probationary firefighters from the ground up while working closely with the Office of the State Fire Marshal's State Fire Training to award Firefighter 1 & 2, Fire Control 3, and Driver Operator 1A certificates.

Professional Development & Education

- Graduate of the Executive Fire Officer program, National Fire Academy
- Bachelor of Arts, Brandman University
- Associates of Arts, Coastline Community College
- Training in fire department administration, budget, fire ground command and control, management, leadership, and safety

Licensure & Certifications

- Numerous state certifications ranging from technical rescue to Chief Officer
- Public Information Officer (PIO-3), California Incident Command Certification System

Professional Experience

- 27 years in public safety experience, several years as a Chief Officer
- Administrative Captain managing Training and Safety, EMS, and PIO
- Orange County Fire Chiefs EMS Committee
- Program Manager Urban Search & Rescue
- Adjunct Instructor, Santa Ana College

Associated Professional Affiliations & Activities

- Southern Director, California Fire Chiefs Association Operations
- Past President, California Fire Chiefs Association Training Officers (CATO)
- Statewide Training and Education Committee (STEAC)
- Costa Mesa Fire & Rescue Peer Support Oversight
- Recipient of Various Department Recognition awards and distinctions
- Leadership Tomorrow, Orange County, CA

Other Project Experience

- Salinas FD, Master Plan (EMS, Dispatch)
- South Placer FPD, Master Plan (EMS)
- Montgomery County EMS, TX (EMS)

Clay Steward MS/EM

Senior Associate/Data Analyst



Summary of Qualifications

Clay Steward is an experienced fire service senior manager actively serving the industry for 25 years. He began his fire service career at Edgewater Fire Department, CO and moved to Arvada Fire Protection District after three years. At Arvada, he rose through the ranks where he ultimately retired as the division chief of planning and support services in 2018. During his tenure, he served as the district's **Accreditation Officer** and lead his organization through its first accreditation bid with the CFAI. Since retirement, he has worked as an independent contractor specializing in fire service data and accreditation documentation.

Clay brings a strong technical background in data engineering and analytics that augments his detailed understanding of fire service management and continuous improvement. Clay is a **CFAI Peer Assessor** and is experienced in developing community risk assessments, standard of cover, strategic planning, and self-assessment documents for the CFAI.

Professional Development & Education

- Master of Science in Emergency Management, American Public University, Charles Town, WV
- Associate of Science in Fire Science, Red Rocks Community College, CO
- Center for Public Safety Peer Assessor and Accreditation Management Courses
- Data analytic, data engineering, and data science training
- Lean and lean six sigma course experience and education

Licensure & Certifications

- CFAI Peer Assessor Level 1
- IBM Data Science Specialization
- Alteryx Core Designer
- Tableau Analyst and Author
- Center for Professional Credentialling Chief Fire Officer

Experience

- Active fire service and data and management consultant
- Experienced trainer
- Retired Division Chief and Accreditation Officer
- Experienced training and safety officer
- 25 years of service in the fire service
- 11 years and current member of the plans section of the Jefferson County type III IMT team
- 14 years experienced with FEMA's CO-TF1 US&R team

Associated Professional Accomplishments

- Developed and teaches Introduction to Data Analytics for Emergency Services course
- Currently active and past steering committee member of the Rocky Mountain Professional Credentialing and Accreditation Consortium
- Past IAFF Secretary and Treasurer, Local 4056

Stephen C. Lieberman

Senior Associate



Summary of Qualifications

Steve possesses a dynamic professional background that seamlessly integrates both private and public sector experiences, underscoring his expertise in relationship building, in-depth research, strategic marketing, and political savvy. His ethical approach is marked by unwavering integrity and honesty.

His diverse career path encompasses roles in corporate finance and public safety, enriched by his tenure as a City Councilmember and Mayor. Steve's strategic leadership capabilities have been particularly evident in his roles as a Fire Chief and an Emergency Medical Services Agency Administrator. In these positions, he has demonstrated exceptional change management skills.

Steve's broad experience empowers him to deliver realistic, well-considered, and comprehensive reports and recommendations, always with the client's best interests in mind. For instance, as a Fire Chief, he spearheaded the development of fire and life safety regulations for commercial cannabis manufacturing. This task required him to acquire new knowledge and collaborate with safety experts nationwide, aiming to minimize community risks.

Additionally, as a Liaison Officer with a Type III Incident Management Team, Steve showcased his adaptability and crisis management skills during the COVID-19 pandemic. He played a pivotal role in constructing and managing several mass vaccination sites, navigating the complexities of the public health crisis with competence and resilience.

Steve's unique blend of experiences across different sectors makes him an invaluable asset, particularly in roles demanding comprehensive understanding, strategic planning, and effective community-oriented solutions.

Educational Background

- Bachelor of Business Economics, Accounting Emphasis — University of California, Santa Barbara, June 1983

Professional Experience

- Five Cities Fire Authority, Fire Chief/Executive Officer, 2014–2023
- County of San Luis Obispo Emergency Medical Services Division, Director, 2012–2014
- Sprint Nextel & Verizon Wireless, Manager Business Development, Sales Manager, Government Account Executive, 1999–2012
- Verizon Wireless, Sales Manager, 2006–2008
- City of Grover Beach, Mayor/City Councilmember, 2000–2008
- National Broadcasting Company, Director of Financial Administration, Manager, Administrator, 1985–1992

Professional Contributions

- San Luis Obispo County Type III Incident Management Team, Liaison Officer
- San Luis Obispo County Fire Chiefs Association
- League of California Cities Public Safety Policy Committee

PROJECTS & **EXPERIENCE**

Client List

The following is a *partial* list of AP Triton's current and former clients. An expanded list can be provided upon request.

- Aberdeen Fire Department (WA)
- Alameda County Fire Chiefs Association (CA)
- Alameda County FPD (CA)
- Alaska Fire Chiefs Association (AK)
- Albany Fire Department (OR)
- American Canyon Fire Protection District (CA)
- Anaheim Fire and Rescue (CA)
- Aspen Fire Department (CO)
- Berkeley Fire Department (CA)
- Bethel Fire Department (AK)
- Big Bear Lake Fire Department (CA)
- Blaine County (ID)
- Blaine County Ambulance Service District (ID)
- Brattleboro Fire Department (VT)
- Brea Fire Department (CA)
- Brigham City Fire Department (UT)
- Burbank Fire Department (CA)
- California Fire Chiefs Association (CA)
- California Metro Chiefs Association (CA)
- Carlsbad Fire Department (CA)
- Carolina Panthers, Bank of America Stadium (NC)
- Carroll County Ambulance District (MO)
- Carson City Fire Department (NV)
- Central Fire District of Santa Cruz County (CA)
- Central Jackson County FPD (MO)
- Central Kitsap Fire & Rescue (WA)
- Central Pierce Fire Protection (WA)
- Chariton County Ambulance District (MO)
- Chico Fire Department (CA)
- Chula Vista Fire Department (CA)
- City of Alameda Fire Department (CA)
- Hermosa Beach Fire Department (CA)
- Huntington Beach Fire Department (CA)
- Idaho Fire Chiefs Association (ID)
- Kennewick Fire & Ambulance (WA)
- Kern County Fire Department (CA)
- La Verne Fire Department (CA)
- Lake Ozark FPD (MO)
- Lincoln Fire & Rescue (NE)
- Long Beach Fire Department (CA)
- Manatee County (FL)
- Marysville Fire District RFA (WA)
- Medford Fire Department (OR)
- Menlo Park Fire Protection District (CA)
- Merced Fire Department (CA)
- Milwaukee Fire Department (WI)
- Modesto FD/Stanislaus County OES (CA)
- Montecito FPD (CA)
- Napa County Fire Department (CA)
- Napa Fire Department (CA)
- Nevada LAFCO (CA)
- North View Fire District (UT)
- Orting Valley Fire-Rescue (WA)
- Pflugerville Fire Department (TX)
- Placer LAFCO (CA)
- Portland Fire Department (TX)
- Putney Fire Department (VT)
- Redmond Fire & Rescue (OR)
- Redmond Fire Department (OR)
- Ridgecrest Regional Hospital
- Riverside City Fire Department (CA)
- Salado VFD/Bell Couty ESD #1 (TX)

- City of Costa Mesa Fire Department (CA)
- City of Downey Fire Department (CA)
- City of Fresno Fire Department (CA)
- City of Kingsburg (CA)
- City of Long Beach (CA)
- City of Napa Fire Department (CA)
- City of Ontario/San Bernardino County (CA)
- City of Pflugerville (TX)
- City of San Diego Fire Department (CA)
- City of Santa Ana (CA)
- City of Westminster (CA)
- Clackamas Fire District 1 (OR)
- Clifton FPD/Grand Junction FD (CO)
- Coalinga Fire Department (CA)
- CONFIRE JPA (CA)
- Contra Costa County FPD (CA)
- Cowlitz 2 Fire & Rescue (WA)
- Davidson Fire Department (NC)
- DeKalb County Fire Rescue (GA)
- Derby Fire Department (KS)
- Douglas Okanogan County FD 15 (WA)
- Eastern Placer County JPA (CA)
- El Dorado Hills Fire Department (CA)
- Elk Creek Fire Protection District (CO)
- Eugene Springfield Fire (OR)
- Eureka Fire Protection District (MO)
- Fairfield Fire Department (CA)
- Fort Myers Fire Department (FL)
- Fremont Fire Department (CA)
- Fullerton Fire Department (CA)
- Gig Harbor/Pierce FD #5 (WA)
- Golden Fire Department (CO)
- Golden/Fairmount/Pleasant View FDs (CO)
- Grand Junction Fire Department (CO)
- Grand River Regional Ambulance (MO)
- Gray's Harbor Fire District #5 (WA)
- Hawaii Fire Chiefs Association (HI)
- Salinas Fire Department (CA)
- San Bernardino County JPA (CA)
- San Diego Fire Department (CA)
- San Luis Obispo Fire Chiefs Association (CA)
- San Ramon Valley Fire Protection District (CA)
- Santa Barbara (City) Fire Department (CA)
- Santa Barbara County Fire Chiefs Association (CA)
- Santa Barbara County Fire Department (CA)
- Santa Clara LAFCO (CA)
- Santa Cruz County Fire Department (CA)
- Santa Cruz LAFCO (CA)
- Santa Maria Fire Department (CA)
- Santee Fire Department (CA)
- Seattle Fire Department (WA)
- Solano County Fire Chiefs Association (CA)
- Sonoma County Fire District (CA)
- Sonoma Valley Fire Department (CA)
- Stockton Fire Department (CA)
- Suisun City Fire Department (CA)
- Sunnyside Fire Department (WA)
- Tacoma Fire Department (WA)
- Templeton Fire & Emergency Services (CA)
- Town of Stowe (VT)
- Truckee Meadows Fire Protection District (NV)
- Tualatin Valley Fire & Rescue (OR)
- Tulare Fire Department (CA)
- Ukiah Valley Fire Authority (CA)
- Utah Fire Chiefs Association (UT)
- Vacaville Fire Department (CA)
- Valley Center Fire Protection District (CA)
- Ventura County Fire Department (CA)
- Washington Fire Chiefs Association (WA)
- Watsonville Fire Department (CA)
- Webster Fire Department (TX)
- Whitefish Fire Department (MT)
- Williamson County (TX)
- Williston Fire Department (VT)

Project Types

The following is a *partial* list of projects completed by AP Triton. Our teams have participated in numerous studies throughout the United States.

Project Description	Organization
• Ambulance Services Optimization Study:	Alameda County Fire Chiefs Association (CA)
• Ambulance Services Optimization Study:	Santa Barbara County Fire Department (CA)
• Ambulance Services Study:	Modesto FD/Stanislaus County OES (CA)
• Ambulance Services RFP:	Sonoma County Fire District (CA)
• Annexation Study (three districts):	Contra Costa County FPD (CA)
• BLS Ambulance System Valuation:	Seattle Fire Department (WA)
• Community Risk Assessment/SOC:	Coalinga Fire Department (CA)
• Community Risk Assessment/SOC:	Davidson Fire Department (NC)
• Community Risk Assessment/SOC:	La Verne Fire Department (CA)
• Community Risk Assessment/SOC:	Marysville Fire District RFA (WA)
• Community Risk Assessment/SOC:	Medford Fire Department (OR)
• Community Risk Assessment/SOC:	San Ramon Valley Fire Protection District (CA)
• Community Risk Assessment/SOC:	Santa Barbara (City) Fire Department (CA)
• Community Risk Assessment/SOC:	Tulare Fire Department (CA)
• Community Risk/Service Delivery Analysis:	Santee Fire Department (CA)
• Cost Recovery & Fee Study:	Eugene Springfield Fire (OR)
• CRA-SOC & Master Plan Update:	Salinas Fire Department (CA)
• CRA-SOC & Master Plan Update:	Santa Maria Fire Department (CA)
• Consolidation Feasibility Study:	Elk Creek Fire Protection District (CO)
• Cooperative Services Study:	Clifton FPD/Grand Junction FD (CO)
• Countywide Fire Service Review:	Santa Clara LAFCO (CA)
• Emergency Operations Plan:	Carolina Panthers, Bank of America Stadium
• Continuity of Operations Plan:	Carolina Panthers, Bank of America Stadium
• Emergency Operations Plan:	City of Kingsburg (CA)
• Continuity of Operations Plan:	City of Kingsburg (CA)
• EMS Agency Evaluation:	Williamson County (TX)
• EMS Feasibility & Optimization Study:	Webster Fire Department (TX)

Project Description	Organization
EMS Feasibility Study:	Brattleboro Fire Department (VT)
EMS Optimization Study:	Burbank Fire Department (CA)
EMS Optimization Study:	Riverside City Fire Department (CA)
EMS Optimization Study & Transition Plan:	Carson City Fire Department (NV)
EMS Strategic Assessment & Analysis:	City of Ontario/San Bernardino County (CA)
EMS Sub-Contractor RFP Response:	CONFIRE JPA (CA)
EMS Sub-Contractor RFP Response:	Santa Barbara County Fire Department (CA)
EMS System Evaluation & Modeling Study	Ventura County Fire Department (CA)
EMS Optimization and Feasibility Study:	San Diego Fire Department (CA)
EMS System Evaluation:	Truckee Meadows Fire Protection District (NV)
EMS Valuation & Transport Study:	Ridgecrest Regional Hospital
EMS System Valuation:	San Luis Obispo Fire Chiefs Association (CA)
EMS System Valuation:	City of Santa Ana (CA)
EMS System Valuation:	City of Westminster (CA)
EMS Transportation & Optimization Study:	Alameda County Fire Chiefs Association (CA)
EMS Transportation & Optimization Study:	Solano County Fire Chiefs Association (CA)
Facilities Master Plan:	Redmond Fire Department (OR)
Financial Analysis:	Long Beach Fire Department (CA)
Fire Department Evaluation:	Salado VFD/Bell Couty ESD #1 (TX)
Fire & EMS Municipal Service Review:	Santa Clara County LAFCO (CA)
Fire & EMS Organizational & Staffing Analysis:	Town of Stowe (VT)
Fire Department Cooperative Services Study:	Golden/Fairmount/Pleasant View FDs (CO)
Fire District Consolidation Study:	Clackamas Fire District 1 (OR)
Fire Prevention Fee Study:	Manatee County (FL)
Fire Prevention Fee Study:	Big Bear Lake Fire Department (CA)
Fire Services Analysis:	Williston Fire Department (VT)
Fire Services Special Study:	Santa Cruz LAFCO (CA)
Fire Station Location Study:	Portland Fire Department (TX)
Fire Station & CRA/SOC Study:	Montecito FPD (CA)
Fire/EMS Assessment:	Pflugerville Fire Department (TX)
First Responder Fee Study:	Carlsbad Fire Department (CA)

Project Description	Organization
First Responder Fee Study:	Merced Fire Department (CA)
First Responder Fee Study:	Napa Fire Department (CA)
First Responder Fee Study:	Truckee Meadows Fire Protection District (NV)
Long-Range Fire Department Master Plan:	Templeton Fire & Emergency Services (CA)
Long-Range Master Plan:	Fairfield Fire Department (CA)
Management Audit:	Menlo Park Fire Protection District (CA)
Master Plan:	American Canyon Fire Protection District (CA)
Master Plan:	Napa County Fire Department (CA)
Master Plan & Strategic Plan:	North View Fire District (UT)
Master Plan:	Orting Valley Fire-Rescue (WA)
Master Plan:	Whitefish Fire Department (MT)
Master Plan & Community Risk Assessment:	Brigham City Fire Department (UT)
Master Plan & CRA-SOC:	Central Fire District of Santa Cruz County (CA)
Master Plan & Strategic Plan:	Redmond Fire & Rescue (OR)
Operations Analysis:	Putney Fire Department (VT)
Organizational & Operational Analysis:	City of Napa Fire Department (CA)
Municipal Service Review & SOI Study:	Placer LAFCO (CA)
Municipal Service Review & SOI Study:	Nevada LAFCO (CA)
Optimization Study:	Alameda County Fire Chiefs Association (CA)
Organizational Analysis:	Grand Junction Fire Department (CO)
Prevention Fee Study:	Suisun City Fire Department (CA)
Regional Ambulance Study:	Eastern Placer County JPA (CA)
Smoke Movement Analysis:	Carolina Panthers, Bank of America Stadium
Staffing Study & Operational Analysis:	Derby Fire Department (KS)
Strategic Plan:	Aspen Fire Department (CO)
Strategic Plan:	Blaine County Ambulance Service District (ID)
Strategic Plan:	Davidson Fire Department (NC)
Strategic Plan:	Central Fire District of Santa Cruz County (CA)
Strategic Plan:	La Verne Fire Department (CA)
Valuation Study:	Pflugerville Fire Department (TX)

CLIENT **REFERENCES**

The following are several references and projects out of the hundreds of projects and studies previously completed by Triton. Additional references can be provided.

City of San Diego Fire & Rescue (California)

Project Title & Description: **EMS Optimization & Feasibility Study**

The City of San Diego Fire and Rescue contracted AP Triton to review the ambulance transport system within the city. AP Triton's report provides an in-depth review of the current contract, performance of the contractor, correspondence between the City of San Diego and Falck, and options for contract amendments, or emergency actions to ensure continued public safety.

San Diego Fire and Rescue has additionally retained AP Triton to conduct a comprehensive study of the various components that comprise the EMS delivery system of the San Diego Fire-Rescue Department (SDFRD). The study will result in a detailed analysis and recommendations including, but not limited to, system models that would produce increased efficiency, cost-effectiveness, operational and patient-care quality improvement, long-term sustainability, and more.

Contact Name/Title:	Jodie Pierce, Deputy Fire Chief EMS	**Year:**	2021–
Client Phone:	619.279.4467	**Status:**	Ongoing
Client E-Mail:	jlpierce@sandiego.gov		

Sonoma County Fire District (California)

Project Title & Description: **Ambulance Subcontractor RFP Development, Process, & Response**

Sonoma County Fire District retained AP Triton to design and develop a Request for Proposals for an ambulance services provider, assist in the RFP process, and provide subject matter expertise support during the written submission evaluations and the oral presentation evaluations, and assist with the contracting of a selected provider. In addition, AP Triton provided consulting services and assistance to Sonoma County Fire District in the development and preparation of a response to an RFP from Sonoma County for emergency ambulance transportation services. Sonoma County Fire District was the successful bidder on the County's RFP.

Contact Name/Title:	Mark Heine, Fire Chief	**Years:**	2021–2023
Client Phone:	707.838.1170	**Status:**	Complete
Client E-Mail:	mheine@sonomacountyfd.org		

Santa Barbara County Fire Department (California)

Project Title & Description: Ambulance Subcontractor RFP Development, Process, & Response

Santa Barbara County Fire Department retained AP Triton to design and develop a Request for Proposals for an ambulance services provider, assist in the RFP process, and provide subject matter expertise support during the written submission evaluations and the oral presentation evaluations, and assist with the contracting of a selected provider. In addition, AP Triton provided consulting services and assistance to Santa Barbara County Fire Department in the development and preparation of a response to an RFP from Santa Barbara County for emergency ambulance transportation services.

Contact Name/Title:	Mark Hartwig, Fire Chief	**Year:**	2023
Client Phone:	805.681.5552	**Status:**	Complete
Client E-Mail:	mhartwig@countyofsb.org		

Contra Costa County FPD/East Contra Costa FPD (California)

Project Title & Description: Phase One: Annexation Financial Feasibility Study

Triton was retained by the fire districts to conduct an analysis and determine the financial efficacy of CCCFPD annexing ECCFPD, and to make recommendations accordingly. Triton's analysis demonstrated that annexation was fiscally possible and made recommendations to move forward with Phase Two: Annexation Feasibility Study.

Project Title & Description: Phase Two: Fire District Annexation Feasibility Study

This project was a two-phase study for a potential annexation of the East Contra Costa Fire Protection District (ECCFPD) and the Rodeo-Hercules Fire District (RHFPD). Phase one was fiscal projections and current budget information as it relates to the conceptual annexation of East Contra Costa FPD (ECFPD) by Contra Costa County FPD. Additionally, a review will be conducted of the organizational and operational structure that is developed to coincide with the conceptional annexation. Phase Two was a comprehensive feasibility analysis of the annexation of the East Contra Costa Fire Protection District and Rodeo Hercules Fire Protection District. The comprehensive feasibility analysis of the annexation the potential annexations included compliance with all local and state requirements related to the annexation process.

Contact Name/Title:	Lewis Broschard, Fire Chief			**Year:**	2020
Client Phone:	925.941.3300	**Client E-Mail:**	Lewis.broschard@cccfpd.org		
Project Manager:	Kurt Latipow			**Status:**	Completed
Completed Report:	Contra Costa County Fire District Annexation Feasibility Study, Vol. One Contra Costa County Fire District Annexation Feasibility Study, Vol. Two				

Contra Costa County Fire Protection District (California)

Project Title & Description: **Ambulance Service Feasibility Study**

Contra Costa County Fire Protection District (population over 1 million). The study foundation was developed by determining what the current and past insured and uninsured payer mixes were. These payer mixes were all inclusive which, together with other demographic information, allowed AP Triton to determine the maximum value of the system. The study then analyzed the Federal Reimbursement programs available and provided estimates for both GEMT (Ground Emergency Medical Transport) and IGT (Intergovernmental Transfer) programs. Several options were proposed for consideration by the Fire District, and the Public-Private Partnership (contractor/subcontractor) option was chosen. AP Triton then provided services to select the private (subcontractor) partner and managed the response to the County-wide RFP for Ambulance service. Contra Costa County Fire was awarded the contract for ambulance service through a competitive bid process. They have increased their response time compliance from a level of 89-90% under the former provider to an average of 96% across all response zones. Further, their ambulance transport system, which was historically under questionable sustainability, now turns a $10 million profit annually and has amassed a reserve of $38 million. AP Triton Consulting is currently on a maintenance and system retainer agreement through March 2022 to assist the Contra Costa County Fire Department in operating its ambulance transport system.

Contact Name/Title:	Lewis Broschard, Fire Chief	**Year:**	2015–2017
Client Phone:	925.941.3300		
Client E-Mail:	Lewis.broschard@cccfpd.org		

CLIENT **TESTIMONIALS**

- [AP Triton] communicated clear timelines from the outset and provided multiple opportunities for us to clarify and adjust the scope of our project. Most impressively, the AP Triton team remained responsive and assisted the Seattle Fire Department well beyond the completion of our evaluation. AP Triton's reputation as a leader in the industry is well earned.
  —Harold D. Scoggins, *Fire Chief, Seattle Fire Department, Washington*

- It was a pleasure working with your staff. [Our Project Manager] did a fantastic job, and the others on the team were very good to work with. All were knowledgeable and experienced in their fields. The well-rounded team ensured a complete and accurate report. We hope to work with your team again in the future.
  —Brandon Thueson, *Fire Chief, Brigham City Fire Department, Utah*

- I highly recommend them to any fire department or EMS agency looking to get perspective from consultants that use data and many years of experience and wisdom to make informed determinations. It is obvious that they know their stuff. We are very pleased with the results.
  —Jeremiah Jones, *Deputy Fire Chief, North View Fire District, Utah*

- Exceptional product and process! Very pleased with the experience with AP Triton. The Project Manager and Project Team were extremely knowledgeable, professional, and exceptional to work with. I would like to bring them back for more projects in the future.
  —Mandy Pomeroy, *County Administrator, Blaine County, Idaho*

- The AP Triton team provided well-researched information that I believe will help my Commission make informed decisions. My Commission was pleased with the outcome of the financial analysis and recently contracted AP Triton for a much more comprehensive study.
  —Michelle McIntyre, *Executive Officer, Placer County LAFCO, California*

PROJECT **FEE PROPOSAL**

AP Triton, LLC presents the following formal cost proposal for the project outlined in the Scope of Work. The fee is inclusive of expenses:

Project Option	Fees & Expenses
Option 1: RFP Review & Recommendations	$400/hr.
Option 2: EMS Valuation & RFP Development	$51,272[A]
Option 3: EMS Valuation, RFP Development, & Procurement Support	$58,501[A]

[A]100% of the RFP development process costs may be reimbursable to the Client as the cost will be passed through to the successful bidder.

Payment Schedule & Invoicing

- **Initial Payment:** A deposit of 10% of the total project cost is due upon the signing of the contract, to initiate the work.
- **Progress Payments:** Monthly invoicing will be processed as work progresses, continuing until 95% of the project has been completed.
- **Final Payment:** The remaining 5% of the project cost is due upon successful completion and acceptance of the project.

Expense Reimbursements

- **Travel Expenses:** Any additional expenses beyond any planned site visits, including airfare, hotel, rental car, mileage, and food, will be billed at cost.
- **Document Creation:** If required documents, policies, procedures, guidelines, etc., are unavailable, the actual time and expenses for their creation will be billed separately.
- **Manual and Electronic Submissions:** Manual copies and electronic submissions will be billed at the hourly rate plus expenses of the Project Manager and any needed assistance.
- **Legal Review:** If necessary, legal review expenses will be billed at cost.

Review Process

- **Changes to RFP:** If the Client mandates changes to the RFP after the third AP Triton review, all time and expenses for each subsequent review will be billed separately from the original agreement.
- **Supplemental Documents:** If the Client does not provide all required supplemental documents or Subject Matter Expert (SME) assistance upon completion of the third review, all time and expenses for each subsequent review will be billed separately from the original agreement.

Additional Hours and Expenses

- **Project Manager Rate:** Extra hours for the Project Manager will be billed at $210 per hour.
- **Consultants' Rate:** Additional hours for consultants will be billed at $165 per hour.
- **Travel Expenses:** Any extra travel expenses will be billed separately, in addition to the hourly rate.

Cost Quotation Information

- The bid quotation is valid for 180 days.
- Triton Federal Employer Identification Number: 47-2170685.

AP TRITON'S CERTIFICATE OF **INSURANCE & LITIGATION**

AP Triton, LLC maintains liability insurance as shown in the following pages. Triton has no past and/or pending litigation or unresolved lawsuits. Because AP Triton utilizes an entirely independent pool of contractors, we are exempt from carrying Workers' Compensation insurance. Each of our contractors carries their own liability insurance.

Conflict of Interest Statement

Triton has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation including, but not limited to, the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.

Triton is not presently suspended or otherwise prohibited by any government from participating in this solicitation or any other contract to follow thereafter. Neither Triton nor anyone associated with Triton has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. If a conflict of interest is identified in the provision of services, Triton will immediately notify the client in writing.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TDW Risk Management Associates, LLC 111 Corporate Drive #200 Ladera Ranch CA 92694 License#: OM63276	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED AP Triton LLC 1309 Coffeen Avenue, Suite 3178 Sheridan WY 82801 APTRITO-01	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Hiscox Insurance Company Inc — 10200 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 545077249 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC OTHER:	Y	Y	SBGL001568-00	3/27/2024	3/27/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 3,000,000 $ 100,000 $ 5,000 $ 3,000,000 $ 3,000,000 $ 3,000,000 $
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY	Y	Y	SBGL001568-00	3/27/2024	3/27/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ $ 2,000,000 $ 2,000,000 $ $
	UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A	Professional Liability			SBPL000963-00	3/27/2024	3/27/2025	Limit-Each Limit- Aggregate	$3,000,000 $3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Proof of Insurance	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** AUTHORIZED REPRESENTATIVE H. J. Winta

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Agenda Item: 14.B
Date of Meeting: June 10, 2024
Department: Finance

STAFF REPORT

To: City Council

From: Ethan Aukee

Subject: **FY 2024-25 Budget Adoption**

Prepared On: June 5, 2024

Attachments: City of Bishop FY 2024-25 Budget

Background/History:
Annually, the City Council conducts a workshop with City staff to review and discuss the upcoming fiscal year's budget. The proposed budget was developed in alignment with the May 1, 2024 Strategic Planning Meeting, during which City Council and City Department Heads discussed the capital spending associated with strategic planning. In addition to the work conducted on May 1, 2024, City staff spent considerable time analyzing financial data and collaborating to ensure that the figures within the proposed budget are realistic and based on sound reasoning.

Analysis/Discussion:
The proposed budget is presented on a fund-by-fund basis and every City fund maintains a fund balance that supports all budgeted spending.

The proposed budget is a balanced budget, and the budget book includes:

An Introductory Section - This section displays City leadership, budgetary processes, estimated starting fund/cash balances, and an overview of personnel expenditures.

City Budget Overviews and Budget Details - This section displays the City's budget on a fund-by-fund basis. Each fund is listed and contains a budget overview and a budget detail. The budget overview will display the "total budget", which includes existing fund balance, all budgeted revenues and expenditures, and a total fund surplus to signify that the total budget is balanced. The budget overview will also display the "operating budget", which includes budgeted operating revenue, budgeted operating expenses, and an operating surplus or deficit to signify whether the annual operations within a fund are supported by the annual operating revenues earned. The budget detail will display the proposed budget for each fund on a line-item basis.

City Departments - This section displays a narrative from each City Department. The

purpose of the narrative is to provide context and detail with regard to how the budget is utilized by the City. The context presented includes department responsibilities and staff, accomplishments from the prior year, intentions for the upcoming year, budgeting nuances, department missions and visions, and more.

Economic Impacts:
Implicit economic impacts of the proposed budget are included within the budget detail sections. Explicit economic impacts are discussed throughout the proposed budget book.

Budget Impacts:
Budgetary impacts are included within the proposed budget book.

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

Recommended Action:
City Council consideration to adopt the proposed City of Bishop FY 2024-25 Budget as presented.

Approved By: Ethan Aukee 6/5/2024
Approved By: Robin Picken 6/5/2024
Approved By: Deston Dishion 6/5/2024
Approved By:

City of Bishop

2024-25 Adopted Budget



CITY OF BISHOP
Adopted Budget for Fiscal Year 2024-25
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Adopted Budget for Fiscal Year 2024-25
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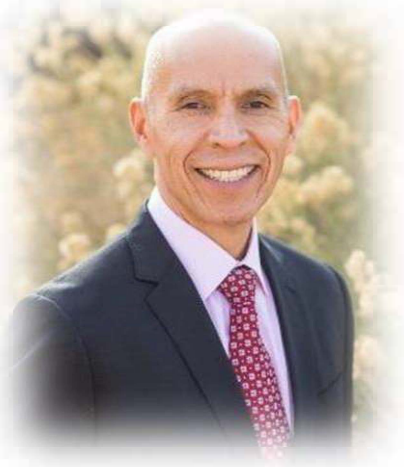
City Council Members

FY 2024-25

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City Administrator's Letter of Introduction

To the City Council, Residents and Employees of the City of Bishop

It is my pleasure to present the City of Bishop's budget for the fiscal year 2024-2025. This document outlines our financial plan, reflecting our commitment to maintaining a balanced budget while investing in our community's future and addressing our fiscal challenges.

For the upcoming fiscal year, we are proud to present a balanced budget. This achievement underscores our commitment to prudent fiscal management and ensuring that our city's resources are allocated efficiently. We have prioritized capital improvements to enhance the quality of life for our residents. These projects, ranging from infrastructure upgrades to public safety equipment, are essential investments in our city's future.

Public safety remains a top priority in our budget. We are committed to providing our public safety departments with the resources they need to effectively protect and serve our community. This includes funding for necessary equipment upgrades, continued training for our first responders, and initiatives aimed at improving emergency response times. By investing in public safety, we ensure that the City of Bishop remains a safe and secure place for all residents.

Moreover, we are dedicated to the responsible management of unfunded liabilities. This budget includes measures to address these liabilities, ensuring long-term financial stability for the City of Bishop. By implementing strategic planning and financial discipline, we aim to safeguard our city's financial health.

Our achievements in this budget would not be possible without the dedication and hard work of the City Council, city employees, and the cooperation of our residents. Your support and commitment are invaluable as we navigate the complexities of municipal governance and strive to meet the needs of our community.

As we move forward into the new fiscal year, I am confident that with continued collaboration and a shared vision, we will successfully achieve our goals and build a stronger, more vibrant Bishop.

Thank you for your trust and support.

Sincerely,



Deston Dishion
City Administrator
City of Bishop, CA

Budgetary Process

The Budget: A Financial Policy, Management & Planning Tool

The budget is the City's service and financial plan for the upcoming fiscal year. It's a planning tool that matches the services desired by residents and the City Council within the available resources needed to provide those services. The budget represents public policy, incorporating both legislative and administrative controls as defined and established. Budgeting is the organization of funding, human resources, equipment, materials, and other resources for carrying out public policy.

The effective period of a budget is one fiscal year, July 1st through June 30th. Certain services and activities are required by law and various revenues are restricted for specific purposes. The City of Bishop's Budget is organized by funds. A fund is a collection of accounts that record resources together with related requirements for a specific type of activity or objective. The City maintains numerous revenue and expenditure accounts within its active funds.

Good government does not run itself; it must be managed. The budget provides City management with the scope of services to be performed for the given year. The budget sets the stage for future years. The budget may be the most important managerial tool available to local government, being that almost all local government actions are reflected within the budget and the continuous budgeting process. Our budget is an effective tool for staff, public officials, and the public at large.

City Administrator's Budgeting Guidelines for Department Heads

First: Develop a plan that is fiscally responsible, maintains basic City services and does not compromise City safety.

Second: Give full disclosure of financial information and ensure it is understood. To be credible, there must be an effort to present the City's financial picture as accurately as possible to both the organization and the community.

Third: Have open and honest discussions regarding expenditure requests. As an organization, and as individual managers, we are obligated to be able to explain the need for any requested expenditure.

Fourth: Develop and manage the budget to enhance the financial stability and health of the organization.

Budget Assumptions and Direction

The following assumptions and directions were used in developing the Fiscal Year 2024-25 Budget:

- Revenues are budgeted conservatively, but realistically.
- Expenses represent a continuation of current service levels, plus any added programming desired by the City Council.
- Hiring two new positions in the Police Department, a Corporal, and a School Resources Officer. The cost of the School Resources Officer will be split with another party.
- A 4% COLA salary/wages increase, effective July 1, 2024.
- Capital expenditures were determined by the City Council during the May 1, 2024, Strategic Planning Meeting.

Budgetary and Accounting Basis

The budget is prepared on a line-item (account) basis by fund and department, using historical trends, outside agency and consultant information, and management experience. All revenue and expenditure accounts are reviewed when preparing the budget. The City's annual operating budget is prepared in conformity with Generally Accepted Accounting Principles (GAAP). The City's account system is organized and operated on a fund basis. The funds are established for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, legal restrictions, or limitations.

All government funds are accounted for using a modified accrual basis of accounting, in which revenues are recognized when they become measurable and available to finance expenditures of the fiscal period. Expenditures, except for un-matured interest on long-term debt, are recognized in the accounting period in which the liability is incurred. Sales and use taxes, motor vehicle fuel taxes and privilege taxes are considered "measurable revenue" when they are received by the City. Revenues earned in the prior fiscal year are considered measurable and available if received by the City within 60 days following year's end. The accounting record for enterprise and internal service funds is maintained on an accrual basis. Accordingly, revenues are recognized in the accounting period earned and expenses are recognized in the period incurred.

Estimated Starting Fund Balances

Fund Balances

Fund balances are defined as the difference between assets and liabilities in a governmental fund. The fund balance in any given fund is essentially what is left over after the fund's assets have been used to meet its liabilities.

Fund balances are typically determined following the closing of a fiscal year and these balances incorporate a calculation of revenues/expenditures throughout the closed year. Below is an estimation of City of Bishop fund balances based on FY 2022-23 actual balances with an estimate of FY 2023-24 performance. These balances will vary until FY 2023-24 is closed and the final financial statements are issued.

Fund Name	FY 23-24 Starting Fund Balance	Estimated FY 23-24 Activity	Estimated FY 24-25 Starting Fund Balance
General Fund	11,188,679	(222,816)	10,965,863
Sewer Fund	2,991,918	(236,126)	2,755,792
Gas Tax Fund	360,754	(33,130)	327,624
Water Fund	4,285,876	(400,107)	3,885,769
Local Transportation Fund	72,707	(27,213)	45,493
TUT Measure A Fund	1,240,157	284,000	1,524,157
Sunrise Mobile Home Park Fund	713,261	(18,275)	694,987
Streets & Sidewalk Improvement Fund	500,000	250,000	750,000
Heavy Equipment Replacement Fund	-	300,000	300,000
Property/Housing Development Fund	-	-	-
Wayfinding & Signage Project Fund	-	-	-
C.O.P.S Fund	204,702	(43,465)	161,237
STIP E. Line St. Bridge Replacement Fund	8,881	-	8,881

Estimated Starting Cash Balances

Cash Balances

Cash balances are defined as the amount of money currently available within a fund. The cash balance in any given fund is the amount of cash readily available to cover short-term obligations and/or expenses.

Below is an estimation of City of Bishop cash balances based on FY 2022-23 actual balances with an estimate of FY 2023-24 performance. These balances will vary until FY 2023-24 is closed and the final financial statements are issued.

In accordance with the City of Bishop reserve policy, the City will retain a General Fund reserve balance equal to 25% of budgeted General Fund revenue.

Fund Name	FY 23-24 Starting Cash Balance	Estimated FY 23-24 Activity	Estimated FY 24-25 Starting Cash Balance
General Fund	8,348,253	(222,816)	8,125,438
Sewer Fund	2,250,097	(236,126)	2,013,971
Gas Tax Fund	340,505	(33,130)	307,375
Water Fund	2,309,241	(400,107)	1,909,134
Local Transportation Fund	116,972	(27,213)	89,759
TUT Measure A Fund	1,240,157	284,000	1,524,157
Sunrise Mobile Home Park Fund	389,809	(18,275)	371,534
Streets & Sidewalk Improvement Fund	500,000	250,000	750,000
Heavy Equipment Replacement Fund	-	300,000	300,000
Property/Housing Development Fund	-	-	-
Wayfinding & Signage Project Fund	-	-	-
C.O.P.S Fund	179,748	(43,465)	136,283
STIP E. Line St. Bridge Replacement Fund	281,886	-	281,886

Personnel Expenditures

Personnel Cost Allocation

City personnel expenses are allocated to funds based on the percentage of time each employee expects to spend working on projects or elements within each fund. All City budgeted personnel expenses are listed below and presented based on the fund allocation described above.

FY 2024-25 City-Wide Budgeted Personnel Expenses

Expense Description	General Fund	Sewer Fund	Gas Tax Fund	Water Fund	Sunrise Mobile Home Park Fund	C.O.P.S. Fund	City-Wide Total
Full Time Salaries	3,294,810	242,790	64,570	199,500	13,400	-	3,801,830
Part Time Salaries	546,916	500	-	600	19,400	-	567,416
Part Time Reserves	5,000	-	-	-	-	-	5,000
Overtime Wages	98,500	8,350	420	8,840	-	60,000	176,110
Watch Command	3,000	-	-	-	-	-	3,000
Vision Insurance	6,431	475	150	400	45	-	7,441
Health Insurance	860,200	74,400	25,090	64,000	7,000	-	1,013,290
Dental Insurance	63,115	4,880	1,490	4,100	430	-	73,285
City Fire Callouts	50,000	-	-	-	-	-	50,000
Worker's Compensation	202,170	6,160	1,750	5,170	460	-	215,710
Medicare Tax	59,203	3,660	950	3,150	480	-	67,243
Field Training	2,333	-	-	-	-	-	2,333
Shift Differential Pay	23,000	-	-	-	-	-	23,000
PARS - ARS	13,425	7	-	8	260	-	13,700
Duty Time	3,500	6,000	2,000	6,350	-	-	17,850
PARS System	141,370	31,000	9,280	26,850	1,550	-	210,050
Deferred Compensation	31,680	3,800	920	3,090	150	-	38,805
Retiree Health Insurance	589,100	42,800	-	55,260	-	-	687,160
PERS EE/ER	669,470	38,200	10,710	32,150	2,100	-	750,710

Expense Description	General Fund	Sewer Fund	Gas Tax Fund	Water Fund	Sunrise Mobile Home Park Fund	C.O.P.S. Fund	City-Wide Total
PERS LS UAL	703,066	112,369	1,867	87,023	6,234	-	910,559
Volunteer Pension	7,000	-	-	-	-	-	7,000
Fireman's Life Insurance	4,700	-	-	-	-	-	4,700
Unemployment Insurance	6,000	-	-	-	-	-	6,000
Disability & Life Insurance	21,650	1,590	450	1,340	105	-	25,050
OPEB	698,040	52,450	13,960	43,100	2,900	-	807,580
Total Personnel Expenses	**8,103,679**	**629,431**	**133,607**	**540,931**	**54,514**	**60,000**	**9,484,822**

General Fund Budget Overview

Total Budget

Description	Amount
Anticipated Starting Fund Balance	10,965,863
Total General Fund Budgeted Revenue	11,535,564
Less: Total General Fund Budgeted Expenses	(13,274,162)
Less: Required Cash Reserve	(2,883,891)
Total Budget Surplus	**6,343,374**

Operating Budget

Description	Amount
Total General Fund Budgeted Revenue	11,535,564
Less: Budgeted Grant Revenue	(271,353)
Less: Budgeted Transfers In	(400,000)
General Fund Budgeted Operating Revenue	10,864,211
Total General Fund Budgeted Expenses	13,274,162
Less: Budgeted Grant Expenses	(275,268)
Less: Budgeted Transfers Out	(400,000)
Less: Budgeted Capital Expenses	(2,062,345)
General Fund Budgeted Operating Expenses	10,536,549
Operating Surplus	**327,662**

The General Fund is the City's primary operating fund and is used to manage basic services and administrative functions. The fund is critical to the financial health of the City, as it covers the majority of day-to-day expenses and essential public services. The General Fund enables the City to fulfill its public service responsibilities and maintain the quality of life for its residents.

General Fund Revenue Overview

Revenue

Revenue projections are calculated to establish a foundation from which to budget expenditures, and the revenue generated within the General Fund supports most of the City's operations/expenditures. The General Fund revenue projection for FY 2024-25 is $11,535,564, which is a $911,959 increase over last year's adopted budget.

The General Fund revenue of $11,535,564 is budgeted based on the components listed below:

Key Revenue Components

Component Description	Budget Amount	% of General Fund Revenue
Sales Tax	5,084,000	44.07%
Transient Occupancy Tax	3,150,000	27.31%
Property Taxes	1,086,580	9.42%
Interfund Transfers In	400,000	3.47%
Miscellaneous	331,653	2.88%
Fees & Charges	253,900	2.20%
Interest	250,000	2.17%
Water Agreement	241,878	2.10%
Franchise Fees	237,000	2.05%
Grants	206,353	1.79%
Licenses & Permits	194,200	1.68%
Rent	100,000	0.87%
Total General Fund Revenue	**11,535,564**	**100.00%**

Sales Tax, Transient Occupancy Tax and Property taxes account for 81% of the City's General Fund revenue. Each revenue category is outlined in detail below.

Sales Tax

Sales Tax is projected to total $5,084,000 and represents 44% of General Fund budgeted revenue. City staff works in conjunction with a consulting firm, MuniServices, to provide a detailed analysis of sales tax performance and projections.

Transient Occupancy Tax

Transient Occupancy Tax (TOT) is projected to total $3,150,000 and represents over 27% of General Fund budgeted revenue.

Property Taxes

Property taxes are projected to total $1,086,580 and represent over 9% of General Fund budgeted revenue. Property tax revenue estimates are based on analysis of current and historical trends.

Interfund Transfers In

Interfund transfers in are projected to total $400,000 and represent roughly 3.5% of General Fund budgeted revenue. The interfund transfer out associated with this transfer of dollars is within the City's Measure A Fund.

Miscellaneous

Miscellaneous revenue is projected to total $331,653 and represents nearly 3% of General Fund budgeted revenue. Miscellaneous revenue includes, but is not limited to, dispatch contracts, retiree medical copay, and local response standby.

Fees & Charges

Fees and charges are projected to total $253,900 and represent over 2% of General Fund budgeted revenue. Fees and charges include, but are not limited to, plan check fees, fire inspection fees, tow fees, and charges for City provided community programs.

Interest

Interest is projected to total $250,000 and represents over 2% of General Fund budgeted revenue. The City earns interest from its investment within the Local Agency Investment Fund and considers additional investment options based on interest rate trends. All investments are made pursuant to City policy, along with State and Federal laws governing the investment of public funds.

Water Agreement

The City's water agreement with Los Angeles Department of Water and Power is projected to total $241,878 and represents about 2% of General Fund budgeted revenue. The funding received by the City pursuant to this agreement is intended to provide Park and Environmental Assistance.

Franchise Fees

Franchise fees are projected to total $237,000 and represent about 2% of General Fund budgeted revenue. The City maintains franchise agreements with organizations that provide electricity, cellular service, and television service. The City also maintains two development agreements with organizations that function within the cannabis industry.

Grants

Grants are projected to total $206,353 and represent nearly 2% of General Fund budgeted revenue. Budgeted grant revenue consists of expected reimbursements associated with the Prop 68 Green Infrastructure Grant and the Urban Greening Grant.

Licenses & Permits

Licenses and permits are projected to total $194,200 and represent roughly 1.5% of General Fund budgeted revenue. Licenses and permits include, but are not limited to, business licenses, use permits, and parking permits.

Rent

Rent is projected to total $100,000 and represents nearly 1% of General Fund budgeted revenue. Rent revenue consists of payments received from the leasing of City-owned property.

Classification of Revenue

Taxes

PROPERTY TAXES - The City of Bishop receives approximately 1.2% of the tax increment collected by Inyo County for properties. These funds are usually distributed to the City in December, April, and June each fiscal year.

SALES TAX - 1% of the State sales tax levy collected from merchants on retail sales and taxable services transacted within the City is received from the State Board of Equalization on a monthly basis.

MEASURE P - 1% additional sales tax. This revenue is used to maintain essential services such as police, fire, street maintenance, and parks and recreation.

TRANSIENT OCCUPANCY TAX - The City levies a 12% transient occupancy tax on legally zoned properties that are rented on a nightly basis. These taxes are remitted to the City on a monthly and quarterly basis. Penalties and interest are charged for late remittance and revenue violations.

FRANCHISE FEES – The City charges franchisees for special privileges granted by the City, such as poles and lines for public utilities. The City collects franchise fees for Electricity, Television and Cable.

Intergovernmental Revenue

PROPERTY TAX - IN LIEU VLF – This revenue is intended to partially offset reductions in the Motor Vehicle (VLF) In-Lieu revenue allocation to cities and counties because of various State legislature amendments affecting local government sales tax collections.

CITIZENS OPTION FOR PUBLIC SAFETY (C.O.P.S.) – This revenue is granted by the State and passed through Inyo County to the City of Bishop. The funding provides for front-line law enforcement.

Other Revenue

LICENSES & PERMITS – The City charges for a variety of permits and licenses which include encroachment permits, grading permits, and special events permits. These fees are collected at the time the permit or license is issued.

MISCELLANOUS FEES AND CHARGES – The City charges fees for a variety of services such as parks and recreation participation fees, engineering fees, building permits, planning services, facility leases, and other miscellaneous charges for City services. These fees are charged when services are rendered.

INTEREST REVENUE – The City earns interest from investment activities, including investment in the Local Agency Investment Fund (LAIF). Interest earnings from LAIF accrue on a quarterly basis. Additionally, Inyo County pays interest to the City on property tax funds held by the County prior to remittance to the City.

General Fund Expenditure Overview

Expenditures

City of Bishop staff have prepared a balanced operating budget for FY 2024-25. A balanced operating budget occurs when an organization's operating revenues equal or exceed the organization's operating expenses.

During the City's budgeting process, City Administration and Departments Heads reviewed every expense account, analyzed current and historical trends, and forecasted the potential for changes in future expenses. Staff will continuously analyze operations and opportunities to operate in a cost-effective manner.

Personnel expenses will increase in FY 2024-25 due to a 4% COLA wages increase. Additionally, staff are anticipating an increase in health insurance premiums and a decrease in worker's compensation premiums. Lastly, two new full-time positions are being added and budgeted in the FY 2024-25 budget. Both positions are within the Police Department, a Corporal, and a School Resources Officer. Roughly 50% of the cost of the School Resources Officer will be invoiced to the local school district.

General Fund Operating Expenses by Department

Department	Amount
City Council	184,095
Administration	896,417
Finance	311,125
Treasurer	1,983
Legal	184,505
Insurance	321,132
Buildings & Grounds	184,740
Information Technology	56,744
Elections	5,200
Community Promotions	195,000
Police Department	4,949,339
Fire Department	555,046
Building	235,885
Street Maintenance	616,223
Parks & Recreation	1,261,498
Planning	231,722
After School Program	84,840
Pool	202,570
Summer Camp	58,485
Total	**10,536,549**

General Fund Capital Expenses by Department

Department	Amount
City Council	6,000
Administration	-
Finance	-
Treasurer	-
Legal	-
Insurance	-
Buildings & Grounds	32,000
Information Technology	-
Elections	-
Community Promotions	-
Police Department	187,500
Fire Department	275,000
Building	-
Street Maintenance	609,345
Parks & Recreation	827,500
Planning	25,000
After School Program	-
Pool	100,000
Summer Camp	-
Total	**2,062,345**

General Fund Capital Expenses Detail

Department	Description	Amount
City Council	Replacement of Granicus encoder equipment	6,000
Buildings & Grounds	Replacement of two HVAC units and carpet replacement in City Hall suites	32,000
Police Department	Installation and subscription costs for a new camera system	187,500
Fire Department	Replacement of all Fire Department self-contained breathing apparatus	275,000
Street Maintenance	Capital project continuation from FY 2023-2024. Sidewalk strategy, assistance program, street design, Johnson Drive, scalable pavement preservation/maintenance project, Whitney Alley and Main St. Infrastructure Design.	609,345
Parks & Recreation	Roof replacement. City Park concrete path continuation. City Park Field 6 Resurfacing and Lights. Purchase of new parks facility mower and tractor.	827,500
Planning	City brand design	25,000
Pool	Resurfacing of the Park Pool	100,000

General Fund Budget

Revenue

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-000-31010	Property Taxes Secured	527,364.45	600,345.48	603,450.76	540,000.00	600,000.00
001-000-31020	Property Taxes Unsecured	42,212.05	44,646.87	55,854.65	45,000.00	45,000.00
001-000-31030	Property Taxes Prior Yr.	-	12,253.37	6,018.00	6,000.00	4,000.00
001-000-31031	Property Taxes Unsecured Prior Yr.	-	-	(39,026.00)	-	-
001-000-31050	Property Tax Homeowners	1,397.59	2,788.99	2,706.14	2,200.00	2,200.00
001-000-31060	Property Tax Misc.	25,928.00	28,768.20	21,077.86	21,000.00	21,000.00
001-000-31065	VLF Swap/Property Tax In Lieu	345,085.24	357,473.58	375,707.88	350,000.00	386,000.00
001-000-31066	Vehicle License Fee In Excess	2,845.05	4,533.11	3,965.77	3,700.00	3,700.00
001-000-31120	Sales Tax	2,986,357.97	5,181,220.35	5,045,022.94	5,000,000.00	5,084,000.00
001-000-31126	DWP Water Agreement Payment	211,812.00	219,437.00	236,773.00	232,799.00	241,878.00
001-000-31128	Sales Tax 1/2%-Public Safety	11,656.51	22,883.49	19,427.57	15,000.00	15,000.00
001-000-31130	Transient Occupancy Tax	2,798,958.98	3,178,857.15	3,550,874.42	3,100,000.00	3,150,000.00
001-000-31131	Transient Occupancy Tax - Penalties	-	-	4,812.92	-	-
001-000-31132	Prior Year Transient Occupancy Tax	14,593.01	1,682.64	-	200,000.00	-
001-000-31150	Real Property Transfer	8,686.98	10,720.65	9,326.53	10,000.00	9,680.00
001-000-32010	Business Licenses	58,122.24	64,977.16	69,280.20	62,000.00	64,300.00
001-000-32015	Short-Term Rentals	1,500.00	1,244.00	2,231.40	2,250.00	2,250.00
001-000-32020	SB 1186/ADA	-	1,865.03	5,615.88	-	-
001-000-32021	SB 813	-	-	42,419.92	-	-
001-000-32030	Parking Permits	4,350.00	5,100.00	7,100.00	5,000.00	5,150.00
001-000-32040	Use Permits	4,500.00	5,720.00	1,000.00	3,000.00	2,400.00
001-000-32041	Environmental Application Fee	2,480.00	5,385.53	2,240.00	1,000.00	500.00

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-000-32050	Building Permits	92,628.77	113,571.33	145,236.91	110,000.00	120,000.00
001-000-32051	Plan Check Fee	-	1,950.00	3,490.41	500.00	1,300.00
001-000-32080	Electrical Franchise	32,708.53	35,485.99	44,322.21	32,000.00	35,000.00
001-000-32081	Cell Tower Franchise	-	31,500.00	42,000.00	42,000.00	42,000.00
001-000-32082	Cannabis Development Fees	-	-	-	-	150,000.00
001-000-32090	TV Franchise	12,592.70	8,589.67	10,481.89	10,000.00	10,000.00
001-000-33010	Interest On Bank Deposits	8,467.54	5,957.45	266,686.61	220,000.00	250,000.00
001-000-33020	Rental Of Real Property	139,901.91	103,942.17	63,359.60	100,000.00	60,000.00
001-000-33021	Interest - GASB 87	-	-	40,034.96	-	40,000.00
001-000-34040	Reimbursement For Highway Sweeping	36,300.00	33,000.00	57,900.00	53,000.00	53,000.00
001-000-34041	HWY 6 Trash	-	27,333.28	51,833.32	45,000.00	-
001-000-34046	DOC/Recycling Grant	5,000.00	5,000.00	-	-	-
001-000-34047	Reimbursement From BUSD	6,500.00	-	9,940.00	-	80,000.00
001-000-34050	Misc. Revenue Capital Replacement	-	31,331.00	31,331.00	31,331.00	31,331.00
001-000-34079	Fire EMS Funding	11,502.52	16,308.51	4,159.51	12,500.00	-
001-000-34081	Salary Reimbursement From RFPD	-	75.00	-	-	-
001-000-34082	Misc. Reimbursement From RFPD	5,005.00	5,000.00	-	-	-
001-000-34083	Fire Inspection Fees	2,953.25	2,809.91	7,052.19	2,000.00	2,000.00
001-000-34094	Local Response Standby	-	1,743.75	3,840.00	1,000.00	1,000.00
001-000-34095	Strike Team/OES/Cal Fire	170,539.44	196,492.67	35,730.60	82,320.00	-
001-000-34110	Court Restitutions	18.63	-	-	-	-
001-000-34116	DOJ-Bullet Proof Vest Grant	1,938.16	-	1,031.60	-	-
001-000-34120	Peace Officer Standards & Training	-	2,805.88	25,739.55	9,500.00	8,300.00
001-000-34121	RAN Reimbursement	8,169.56	3,526.78	6,769.60	6,000.00	15,000.00
001-000-34122	DVROS - State	32.54	-	-	-	-
001-000-34125	Parking Citations	4,592.75	7,353.25	7,566.75	6,000.00	6,950.00
001-000-34126	Tow Fees	1,250.00	2,390.00	4,250.00	2,630.00	3,000.00

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-000-34135	Mandated Costs Reimbursement	-	-	-	5,000.00	43,272.00
001-000-34140	Dispatch Contracts	-	2,400.00	-	6,000.00	6,000.00
001-000-34141	PD Grants	-	139,742.64	-	121,460.95	-
001-000-34142	PD Officer Wellness Grant	-	-	15,000.00	-	-
001-000-34145	4850 Pay Reimbursement	-	-	95,135.46	-	-
001-000-35020	Strong Motion Inst. Program	1,207.98	928.80	82.56	500.00	100.00
001-000-35060	CBSC/Building Permit	320.00	282.80	39.30	200.00	100.00
001-000-36010	Sale Of Personal Property	1,147.50	-	4,540.53	-	-
001-000-36020	Insurance Refunds & Dividends	-	-	25,478.00	-	-
001-000-36030	Miscellaneous Revenue	10,390.48	9,563.00	53,399.85	15,000.00	11,100.00
001-000-36031	Retiree Medical Copay	3,392.06	3,073.98	3,368.16	3,500.00	2,100.00
001-000-36040	Fingerprinting & Reports	18,018.00	21,821.00	25,501.00	23,500.00	23,500.00
001-000-36041	Subpoenas	-	15.00	15.00	-	-
001-000-36042	AB109/Realignment	-	88,321.10	15,243.19	50,000.00	50,000.00
001-000-36074	Summer Program Tuition	42,940.00	42,974.99	46,465.00	40,000.00	40,000.00
001-000-36076	Kind Tuition	21,959.60	13,403.90	6,188.00	-	-
001-000-36077	ASP Activity Fee	80.00	-	-	-	-
001-000-36078	After School Program	95,947.50	112,879.40	107,603.20	92,000.00	93,000.00
001-000-36079	Gymnastics Club	-	14,162.50	472.50	-	-
001-000-39250	Softball	9,000.00	12,300.00	17,500.00	16,000.00	15,000.00
001-000-39251	Soccer	-	5,560.00	5,475.00	4,375.00	4,000.00
001-000-39255	Volleyball	-	-	-	-	2,000.00
001-000-39270	Aerobic, Dance, Zumba	45.00	126.00	390.00	640.00	500.00
001-000-39275	Facility Rental Fee	1,962.00	3,750.00	6,175.00	2,000.00	2,000.00
001-000-39278	Tree Dedication	-	(280.37)	210.04	-	-
001-000-39280	Youth Program	-	4,575.00	3,183.00	2,800.00	2,800.00
001-000-39281	Gymnastics	-	6,081.00	17,546.00	21,000.00	22,000.00
001-000-39290	Pool - Public Swim	23,901.00	32,777.00	25,136.00	23,500.00	24,500.00
001-000-39291	Pool - Rentals	10,371.00	17,920.00	14,830.00	15,000.00	10,000.00

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-000-39292	Pool - Swim Lessons	20,150.00	27,056.00	41,728.00	24,000.00	21,000.00
001-000-39293	Pool - Concessions	1,123.00	1,857.00	2,381.00	2,400.00	2,300.00
001-000-39294	Pool - Water Fitness	7,040.00	6,075.00	7,925.00	7,900.00	7,200.00
001-000-39297	Youth Athletics	270.00	1,240.00	1,350.00	500.00	500.00
001-000-39710	Fines & Forfeitures	9,649.06	4,221.83	243.85	300.00	300.00
001-000-39990	Other Finance Sources	923.66	68,884.06	307,029.19	-	-
001-000-39999	Revenue -Transfers In	400,000.00	414,048.99	750,000.00	500,000.00	400,000.00
001-000-40000	CALTRANS Sustainable Grant	116,290.09	71,564.50	-	-	-
001-000-40001	SB2 Housing & Community	-	46,207.85	113,714.75	-	-
001-000-40002	Prop 68 Green Infrastructure	-	-	-	100,000.00	67,432.15
001-000-40003	Playground Grant	-	-	177,952.00	-	-
001-000-40004	COVID-19 Funding	472,890.78	442,876.70	-	-	-
001-000-40005	LEAP Grant	-	34,000.00	26,000.00	-	-
001-000-40006	REAP Grant	-	-	54,681.25	-	-
001-000-40008	Urban Greening Grant	-	-	-	-	138,920.80
Total	**General Fund Revenue**	**8,856,970.08**	**12,036,478.91**	**12,860,618.38**	**11,442,305.95**	**11,535,563.95**

General Fund Budget

Expenditures
City Council

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-010-51001	Full Time Salaries	32,746.65	33,000.50	33,453.80	33,500.00	33,500.00
001-010-51006	Vision Insurance	410.00	316.68	290.11	575.00	575.00
001-010-51007	Health Insurance	49,850.98	41,367.72	47,120.94	76,250.00	77,800.00
001-010-51008	Dental Insurance	6,188.65	5,272.68	4,881.14	6,750.00	6,750.00
001-010-51010	Worker's Compensation	-	-	-	-	-
001-010-51011	Medicare Tax	481.90	410.80	405.78	450.00	490.00
001-010-51017	PARS-ARS	502.27	429.00	434.89	460.00	440.00
001-010-51025	Retiree Health Insurance	36,926.71	28,365.19	31,008.74	34,320.00	23,400.00
001-010-51042	Unemployment Insurance	110.50	-	-	1,000.00	-
001-010-51043	Disability Insurance	649.65	633.00	580.25	640.00	660.00
001-010-52009	Training	-	-	463.11	500.00	500.00
001-010-52011	Advertising & Printing	1,174.40	301.65	634.80	790.00	700.00
001-010-52012	Office Supplies & Postage	202.04	453.24	268.55	300.00	300.00
001-010-52013	Communications	69.12	390.29	1,128.55	1,500.00	1,560.00
001-010-52014	Meetings & Travel	2,881.56	10,489.85	11,979.37	15,400.00	16,600.00
001-010-52015	Professional Services	8,311.00	17,500.00	5,110.91	9,000.00	9,000.00
001-010-52016	Insurance	-	398.00	1,528.50	750.00	750.00
001-010-52018	Special Department Supplies	3,412.34	1,477.41	2,588.77	7,800.00	7,800.00
001-010-52019	Misc. Dues & Subscriptions	2,626.00	2,705.00	3,386.00	3,450.00	3,500.00
001-010-52030	ESCOG	5,000.00	25,000.00	25,000.00	25,000.00	25,000.00
001-010-52045	IT	6,399.91	11,027.08	3,833.48	5,600.00	9,000.00
001-010-55100	CCP	-	(28,350.00)	(29,758.10)	(35,419.90)	(34,230.00)
001-010-56028	Capital Equipment	-	54,386.01	4,732.09	1,936.83	6,000.00
Subtotal		**157,943.68**	**205,574.10**	**149,071.68**	**190,551.93**	**190,095.00**

General Fund Budget

Expenditures
Administration

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-011-51001	Full Time Salaries	250,599.68	362,324.35	338,089.58	371,043.00	381,000.00
001-011-51002	Part Time Salaries	150.32	494.02	12,697.69	280.64	-
001-011-51004	Overtime Wages	-	-	-	500.00	500.00
001-011-51006	Vision Insurance	244.51	242.15	402.31	565.00	525.00
001-011-51007	Health Insurance	29,767.25	32,369.27	41,387.58	34,770.00	26,800.00
001-011-51008	Dental Insurance	2,275.30	2,322.05	4,108.72	5,440.00	5,400.00
001-011-51010	Workers Compensation	4,458.87	5,976.18	6,818.65	8,432.93	7,500.00
001-011-51011	Medicare Tax	3,658.23	5,163.58	5,077.76	5,319.00	5,600.00
001-011-51016	Car Allowance	6,000.00	3,000.00	-	-	-
001-011-51017	PARS-ARS	1.95	6.43	39.91	-	-
001-011-51022	PARS System	611.84	3,005.31	34,530.89	47,153.00	33,200.00
001-011-51024	Deferred Compensation	2,059.87	2,985.03	6,697.00	6,990.00	7,100.00
001-011-51025	Retiree Health Insurance	53,448.46	52,275.80	47,783.87	58,200.00	62,900.00
001-011-51027	PERS EE/ER	30,304.52	35,355.46	57,607.86	62,430.00	63,600.00
001-011-51029	PERS LS UAL	10,293.84	120,451.11	135,301.64	128,148.73	138,401.00
001-011-51042	Unemployment Insurance	-	-	10,270.00	8,000.00	3,000.00
001-011-51043	Disability & Life Insurance	1,326.32	1,240.60	1,640.32	1,987.00	2,000.00
001-011-51046	OPEB	5,004.94	22,327.36	31,362.84	80,360.00	82,500.00
001-011-52000	Settlements	-	150.00	-	-	-
001-011-52006	Recruitment	-	-	490.00	-	-
001-011-52008	Administration Fees	19,934.34	19,998.88	27,799.77	22,000.00	22,000.00
001-011-52009	Training	(420.36)	633.26	974.68	4,000.00	4,000.00
001-011-52011	Advertising & Printing	234.90	1,002.32	2,475.20	1,500.00	1,000.00
001-011-52012	Office Supplies & Postage	23,408.76	22,094.59	18,377.28	18,500.00	20,500.00
001-011-52013	Communications	3,244.43	2,537.71	2,752.87	3,000.00	3,000.00
001-011-52014	Meetings & Travel	1,289.55	6,055.34	7,509.26	8,400.00	8,400.00

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-011-52015	Professional Services	5,572.90	1,830.96	53,268.15	113,065.00	115,400.00
001-011-52016	Insurance	-	638.00	-	-	-
001-011-52017	Misc Insurance	-	-	-	-	-
001-011-52018	Special Department Supplies	798.44	7,380.72	14,221.34	12,000.00	8,000.00
001-011-52019	Misc. Dues & Subscriptions	1,625.14	507.37	1,911.00	2,000.00	2,000.00
001-011-52045	IT	49,865.96	54,871.20	22,173.23	18,373.97	18,000.00
001-011-52126	Senior Discount for Water-Sewer Program	5,912.40	6,192.00	5,779.92	7,000.00	7,000.00
001-011-53020	Vehicle Operation	-	-	615.00	2,000.00	2,000.00
001-011-53022	Office Equipment Operation	-	-	-	-	-
001-011-55024	Rentals	-	-	4,500.00	4,000.00	-
001-011-55099	Contingency	-	-	-	35,000.00	35,000.00
001-011-55100	City Cost Plan	(142,137.00)	(66,328.00)	(142,716.08)	(166,916.37)	(169,909.00)
001-011-56028	Capital Equipment	-	-	42,912.35	-	-
Subtotal		**369,535.36**	**707,103.05**	**796,860.59**	**903,541.90**	**896,417.00**

General Fund Budget

Expenditures
Finance

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-012-51001	Full Time Salaries	158,554.90	164,166.64	72,478.98	135,377.62	140,200.00
001-012-51002	Part Time Salaries	150.31	11,336.59	12,697.58	280.63	-
001-012-51004	Overtime Wages	-	-	-	500.00	500.00
001-012-51006	Vision Insurance	388.56	388.56	83.36	313.00	290.00
001-012-51007	Health Insurance	21,429.08	23,381.76	17,152.75	28,390.00	31,400.00
001-012-51008	Dental Insurance	4,031.04	4,071.36	848.14	3,360.00	2,970.00
001-012-51010	Workers Compensation	4,053.50	5,557.60	2,272.88	3,596.39	3,175.00
001-012-51011	Medicare Tax	2,240.03	2,456.61	1,244.73	1,975.66	2,050.00
001-012-51013	Holiday Payout	-	-	738.09	-	-
001-012-51017	PARS-ARS	1.95	147.36	39.89	-	-
001-012-51024	Deferred Compensation	1,423.50	1,107.10	-	1,336.00	-
001-012-51025	Retiree Health Insurance	12,388.31	9,222.12	7,973.74	9,800.00	5,320.00
001-012-51027	PERS EE/ER	21,456.39	22,596.05	7,347.48	20,394.47	11,100.00
001-012-51029	PERS LS UAL	3,324.84	175.72	197.39	186.95	202.00
001-012-51042	Unemployment Insurance	(1,159.00)	-	-	-	-
001-012-51043	Disability & Life Insurance	1,145.03	1,154.76	370.23	810.00	790.00
001-012-51046	OPEB	3,150.97	14,843.83	6,287.10	29,256.05	30,300.00
001-012-52007	Bank Fees	13,150.92	17,570.70	17,435.03	16,800.00	17,000.00
001-012-52009	Training	554.00	665.00	9,621.19	1,000.00	1,000.00
001-012-52011	Advertising & Printing	-	699.27	962.99	200.00	300.00
001-012-52012	Office Supplies & Postage	5,000.03	6,279.00	4,410.03	5,200.00	5,400.00
001-012-52013	Communications	68.33	1,021.28	-	100.00	-
001-012-52014	Meetings & Travel	550.00	3,273.48	-	2,000.00	2,000.00
001-012-52015	Professional Services	40,400.00	61,831.67	70,426.34	81,500.00	82,000.00
001-012-52018	Special Department Supplies	291.67	1,570.75	5,464.99	2,200.00	3,200.00
001-012-52019	Misc. Dues & Subscriptions	375.13	549.37	-	600.00	400.00
001-012-52045	IT	20,531.07	19,111.15	24,295.53	30,124.65	30,500.00

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-012-55100	City Cost Plan	-	(56,271.00)	(49,647.98)	(59,243.35)	(58,972.00)
Subtotal		**313,500.56**	**316,906.73**	**212,700.46**	**316,058.07**	**311,125.00**

General Fund Budget

Expenditures
Treasurer

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-013-51001	Full Time Salaries	1,799.98	1,799.98	1,824.71	1,825.00	1,900.00
001-013-51011	Medicare Tax	26.00	26.00	26.36	26.24	28.00
001-013-51017	PARS-ARS	12.60	23.40	23.72	23.52	25.00
001-013-52045	IT	30.00	49.50	17.28	30.00	30.00
Subtotal		**1,868.58**	**1,898.88**	**1,892.07**	**1,904.76**	**1,983.00**

General Fund Budget

Expenditures
Legal

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-014-52015	Professional Services	127,075.39	159,528.33	150,973.99	165,000.00	160,000.00
001-014-55040	Litigation	15,324.50	-	45,409.90	62,000.00	50,000.00
001-014-55100	City Cost Plan	-	(25,560.00)	(28,662.49)	(27,003.11)	(25,495.00)
Subtotal		**142,399.89**	**133,968.33**	**167,721.40**	**199,996.89**	**184,505.00**

General Fund Budget

Expenditures
Insurance

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-015-52008	Administration Fees	1,468.66	-	-	-	-
001-015-52016	Insurance	400,976.23	374,717.01	371,534.00	364,000.00	382,000.00
001-015-55100	City Cost Plan	-	(72,236.00)	(63,447.62)	(59,570.50)	(60,868.00)
Subtotal		**402,444.89**	**302,481.01**	**308,086.38**	**304,429.50**	**321,132.00**

General Fund Budget

Expenditures
Buildings & Grounds

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-016-51001	Full Time Salaries	20,948.28	21,357.70	-	-	-
001-016-51002	Part Time Salaries	27,712.00	27,435.50	44,944.79	56,160.00	76,336.00
001-016-51006	Vision Insurance	58.32	57.63	-	-	-
001-016-51007	Health Insurance	6,237.30	6,927.24	619.29	-	-
001-016-51008	Dental Insurance	604.67	603.48	-	-	-
001-016-51010	Workers Compensation	608.50	903.25	-	-	-
001-016-51011	Medicare Tax	694.96	693.85	656.98	970.00	1,110.00
001-016-51017	PARS-ARS	346.44	200.70	431.27	770.00	1,000.00
001-016-51022	PARS System	1,045.89	1,092.80	-	-	-
001-016-51024	Deferred Compensation	428.75	428.75	-	-	-
001-016-51027	PERS EE/ER	4,168.67	4,465.47	25.55	-	-
001-016-51029	PERS LS UAL	-	720.12	-	766.14	828.00
001-016-51043	Disability & Life Insurance	155.08	154.66	-	-	-
001-016-51046	OPEB	418.28	1,967.00	-	-	-
001-016-52010	Utilities	40,652.20	48,011.15	48,303.58	60,000.00	58,000.00
001-016-52011	Advertising & Printing	62.65	-	250.00	250.00	250.00
001-016-52013	Communications	5,340.92	5,257.42	5,072.50	6,300.00	6,300.00
001-016-52015	Professional Services	8,103.88	4,272.07	7,179.40	8,000.00	8,000.00
001-016-52017	Waste Fees	1,965.62	1,931.88	3,001.88	3,200.00	3,400.00
001-016-52018	Special Department Supplies	4,057.30	9,969.94	6,356.24	6,300.00	6,300.00
001-016-52024	Property Taxes	151.26	-	-	193.00	-
001-016-52045	IT	-	7,961.22	791.78	1,000.00	1,240.00
001-016-53020	Vehicle Operation	1,180.74	1,414.59	1,821.81	6,780.00	3,500.00
001-016-54023	Building Operation	8,062.47	13,547.08	10,387.11	11,000.00	11,000.00
001-016-55065	Tree Streetscape Program	-	-	-	3,386.00	3,386.00
001-016-56027	Capital Improvement	-	-	39,921.75	17,300.59	-

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-016-56029	Capital Equipment Replacement	8,114.00	17,950.00	-	36,000.00	32,000.00
001-016-57000	Lease Expense	-	-	-	9,950.00	7,476.00
Subtotal		**141,118.18**	**177,323.50**	**169,763.93**	**228,325.73**	**220,126.00**

General Fund Budget

Expenditures
Information Technology

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-017-52015	Professional Services	-	-	38,847.31	52,100.00	67,500.00
001-017-55100	City Cost Plan	-	-	(6,235.91)	(8,326.78)	(10,756.00)
Subtotal		**-**	**-**	**32,611.40**	**43,773.22**	**56,744.00**

General Fund Budget

Expenditures
Elections

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-018-52011	Advertising & Printing	-	-	97.90	100.00	100.00
001-018-52012	Office Supplies & Postage	447.21	14.33	-	100.00	500.00
001-018-52015	Professional Services	3,550.60	1,326.05	-	1,500.00	4,600.00
Subtotal		**3,997.81**	**1,340.38**	**97.90**	**1,700.00**	**5,200.00**

General Fund Budget

Expenditures
Community Promotions

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-019-52130	Economic Development	65,000.00	120,000.00	125,000.00	125,000.00	135,000.00
001-019-52131	Community Support	37,974.00	53,000.00	39,925.67	47,100.00	60,000.00
Subtotal		**102,974.00**	**173,000.00**	**164,925.67**	**172,100.00**	**195,000.00**

General Fund Budget

Expenditures
Police Department

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-020-51001	Full Time Salaries	1,413,148.28	1,538,521.71	1,752,881.63	1,727,860.00	1,955,300.00
001-020-51002	Part Time Salaries	23,497.60	16,140.40	15,621.08	21,000.00	50,000.00
001-020-51003	Part Time Reserves	16,730.00	60.00	1,900.00	2,000.00	5,000.00
001-020-51004	Overtime Wages	170,351.22	204,265.74	100,000.00	120,000.00	80,000.00
001-020-51005	Watch Command Salaries	9,292.47	5,761.54	4,985.83	3,800.00	3,000.00
001-020-51006	Vision Insurance	3,030.75	3,025.41	2,968.52	3,150.00	3,410.00
001-020-51007	Health Insurance	302,130.24	326,433.73	345,437.81	402,000.00	459,000.00
001-020-51008	Dental Insurance	28,813.72	29,697.11	28,710.94	31,000.00	31,000.00
001-020-51010	Workers Compensation	134,723.22	125,811.96	131,666.58	156,702.17	161,400.00
001-020-51011	Medicare Tax	23,269.89	25,441.27	28,035.63	27,600.00	31,400.00
001-020-51013	Holiday Payout	5,668.34	17,130.02	13,944.82	-	-
001-020-51014	Field Training	1,324.99	3,585.00	2,090.00	2,000.00	2,333.00
001-020-51015	Shift Differential Pay	19,642.36	19,059.86	20,519.80	23,000.00	23,000.00
001-020-51017	PARS-ARS	524.92	211.18	245.47	1,200.00	650.00
001-020-51022	PARS System	5,972.95	6,312.36	28,403.99	27,400.00	15,800.00
001-020-51024	Deferred Compensation	3,149.47	2,224.82	2,437.01	3,500.00	11,300.00
001-020-51025	Retiree Health Insurance	230,996.50	273,974.21	293,590.33	350,000.00	360,000.00
001-020-51027	PERS EE/ER	370,053.03	383,606.28	396,079.03	422,000.00	475,700.00
001-020-51029	PERS LS UAL	394,983.96	474,505.45	533,816.57	504,829.48	545,216.00
001-020-51041	Life Insurance	-	7.20	-	-	-
001-020-51042	Unemployment Insurance	903.63	4,515.00	1,427.00	2,000.00	-
001-020-51043	Disability & Life Insurance	9,818.56	10,126.55	9,498.71	10,500.00	13,100.00
001-020-51046	OPEB	27,984.58	125,386.67	140,515.37	366,000.00	416,600.00
001-020-52006	Recruitment	31,416.86	11,808.42	6,465.65	8,500.00	8,500.00
001-020-52009	Training	956.99	518.00	21,884.71	35,000.00	25,000.00
001-020-52010	Utilities	19,928.58	16,173.17	16,887.11	19,000.00	19,000.00

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-020-52011	Outreach	946.26	3,061.01	986.83	2,800.00	7,000.00
001-020-52012	Office Supplies & Postage	2,003.32	4,163.33	3,061.13	3,100.00	3,100.00
001-020-52013	Communications	30,292.99	36,451.11	35,861.30	36,000.00	36,500.00
001-020-52014	Meetings & Travel	3,878.47	7,092.72	18,887.75	19,000.00	25,000.00
001-020-52015	Professional Services	15,294.37	10,186.58	13,584.65	18,000.00	15,000.00
001-020-52017	Waste Fees	136.00	347.17	258.00	350.00	350.00
001-020-52018	Special Department Supplies	4,443.21	18,827.81	30,451.53	31,000.00	30,000.00
001-020-52019	Misc. Dues & Subscriptions	2,616.00	1,592.60	1,711.00	3,800.00	3,800.00
001-020-52021	Fingerprint Fees	8,515.00	10,884.00	11,674.00	12,500.00	13,300.00
001-020-52024	Property Taxes	18.90	-	-	20.00	20.00
001-020-52045	IT	37,186.04	37,199.96	23,287.62	24,075.82	25,000.00
001-020-53020	Vehicle Operation	15,377.71	37,626.15	37,673.49	35,000.00	35,000.00
001-020-54023	Building Operation	7,698.54	33,880.79	7,423.88	7,500.00	5,000.00
001-020-54024	AB 109/Realignment Expense	-	850.00	11,500.15	50,000.00	50,000.00
001-020-54025	Ran Reimbursement	-	-	-	-	15,000.00
001-020-56027	Capital Improvement	-	29,307.50	14,025.87	-	-
001-020-56028	Capital Equipment	-	-	-	5,500.00	187,500.00
001-020-56029	Capital Equipment Replacement	-	107,475.20	-	8,891.90	-
001-020-56033	Capital Expense (Leases)	-	-	307,029.19	-	-
001-020-57000	Lease Expense	-	-	-	35,000.00	54,560.00
001-020-58040	Officer Wellness Grant	-	-	999.67	14,000.33	12,001.00
Subtotal		**3,376,719.92**	**3,963,248.99**	**4,418,429.65**	**4,576,579.70**	**5,213,840.00**

General Fund Budget

Expenditures
Fire Department

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-021-51001	Full Time Salaries	77,170.81	114,994.56	131,013.20	130,000.00	143,240.00
001-021-51002	Part Time Salaries	159,174.14	109,990.32	3,401.25	5,000.00	6,000.00
001-021-51003	Strike Team Pay	-	7,426.10	77,278.44	-	-
001-021-51004	Overtime Wages	-	351.20	262.15	1,500.00	1,000.00
001-021-51006	Vision Insurance	154.18	237.22	272.03	280.00	310.00
001-021-51007	Health Insurance	11,665.70	26,138.40	34,053.43	22,126.00	52,400.00
001-021-51008	Dental Insurance	1,506.16	2,229.55	2,754.30	2,065.00	3,230.00
001-021-51009	City Fire Callouts	-	7,870.00	45,120.00	50,000.00	50,000.00
001-021-51010	Workers Compensation	9,755.04	13,341.12	14,230.69	15,524.97	13,850.00
001-021-51011	Medicare Tax	3,358.69	3,379.32	3,695.87	3,570.00	2,920.00
001-021-51017	PARS-ARS	1,963.45	1,468.52	1,464.42	1,700.00	1,800.00
001-021-51023	PARS 115 Trust	-	-	(7,174.13)	-	-
001-021-51024	Deferred Compensation	1,215.50	1,496.90	1,979.54	1,140.00	2,235.00
001-021-51025	Retiree Health Insurance	24,946.49	22,742.41	23,484.31	14,600.00	16,500.00
001-021-51027	PERS EE/ER	10,684.56	13,906.52	17,052.59	15,900.00	18,520.00
001-021-51029	PERS LS UAL	382.68	7,616.74	4,277.90	4,051.75	4,376.00
001-021-51030	Volunteer Pension	-	4,025.00	22,989.00	6,125.00	7,000.00
001-021-51041	Fireman's Life Insurance	4,071.37	3,589.70	2,500.40	4,400.00	4,700.00
001-021-51042	Unemployment Insurance	190.25	-	625.10	700.00	500.00
001-021-51043	Disability & Life Insurance	501.92	793.20	1,095.54	800.00	855.00
001-021-51046	OPEB	1,536.61	10,190.92	12,195.97	25,500.00	30,470.00
001-021-52006	Recruitment	-	-	240.12	2,500.00	2,500.00
001-021-52009	Training	2,526.86	11,115.06	5,855.45	8,000.00	11,500.00
001-021-52010	Utilities	9,555.77	15,542.99	14,675.54	18,500.00	19,100.00
001-021-52011	Advertising & Printing	631.23	848.76	1,575.89	1,700.00	1,700.00
001-021-52012	Office Supplies & Postage	932.86	688.98	268.45	600.00	600.00

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-021-52013	Communications	9,510.84	11,057.22	10,250.89	12,000.00	12,000.00
001-021-52014	Meetings & Travel	3,859.72	1,167.99	693.00	2,400.00	3,000.00
001-021-52015	Professional Services	22,736.53	35,542.59	45,248.97	37,500.00	37,500.00
001-021-52017	Waste Fees	-	2,983.79	1,602.54	1,900.00	1,940.00
001-021-52018	Special Department Supplies	44,344.78	55,618.20	62,640.01	52,000.00	56,000.00
001-021-52019	Misc. Dues & Subscriptions	123.00	1,686.95	2,816.45	3,580.00	3,600.00
001-021-52024	Property Taxes	261.57	970.16	757.06	1,000.00	1,000.00
001-021-52045	IT	7,026.93	4,588.87	5,013.49	5,100.00	7,000.00
001-021-53020	Vehicle Operation	22,946.10	31,231.82	23,893.50	22,000.00	32,000.00
001-021-53022	Office Equipment Operation	26.33	227.07	242.72	800.00	800.00
001-021-54023	Building Operation	4,432.93	7,442.23	3,470.30	3,000.00	3,500.00
001-021-55024	Rentals	502.13	250.00	750.00	1,050.00	1,200.00
001-021-55101	Refunds	-	-	-	200.00	200.00
001-021-56027	Capital Improvement	-	-	857.00	81,750.00	-
001-021-56028	Capital Equipment	8,202.30	0.01	252,505.83	12,495.00	-
001-021-56029	Capital Equipment Replacement	-	13,684.25	-	180,571.50	275,000.00
001-021-58020	PSPS Grant	-	-	33,355.66	-	-
Subtotal		**445,897.43**	**546,434.64**	**859,284.87**	**753,629.22**	**830,046.00**

General Fund Budget

Expenditures
Building

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-022-51001	Full Time Salaries	-	-	-	-	45,900.00
001-022-51006	Vision Insurance	-	-	-	-	60.00
001-022-51007	Health Insurance	147.26	-	-	-	2,680.00
001-022-51008	Dental Insurance	-	-	-	-	560.00
001-022-51010	Workers Compensation	-	-	-	-	940.00
001-022-51011	Medicare Tax	-	-	-	-	670.00
001-022-51022	PARS System	-	-	-	-	3,260.00
001-022-51024	Deferred Compensation	-	-	-	-	920.00
001-022-51025	Retiree Health Insurance	17,001.05	12,612.90	10,705.14	13,200.00	14,700.00
001-022-51027	PERS EE/ER	-	-	-	-	5,730.00
001-022-51029	PERS LS UAL	11,157.12	-	-	-	-
001-022-51043	Disability & Life Insurance	-	-	-	-	245.00
001-022-51046	OPEB	-	-	-	-	9,920.00
001-022-52009	Training	-	-	-	150.00	-
001-022-52011	Advertising & Printing	-	56.00	-	-	-
001-022-52012	Office Supplies & Postage	191.48	170.37	309.66	250.00	300.00
001-022-52013	Communications	196.82	545.91	182.14	480.00	600.00
001-022-52014	Meetings & Travel	-	-	-	-	2,000.00
001-022-52015	Professional Services	62,030.97	61,730.18	60,405.20	100,300.00	100,300.00
001-022-52018	Special Department Supplies	32.47	-	152.30	6,500.00	6,500.00
001-022-52019	Misc. Dues & Subscriptions	10.00	-	10.00	30,410.00	39,200.00
001-022-52045	IT	821.91	1,535.25	699.14	840.00	900.00
001-022-53020	Vehicle Operation	-	-	-	-	500.00
Subtotal		**91,589.08**	**76,650.61**	**72,463.58**	**152,130.00**	**235,885.00**

General Fund Budget

Expenditures
Street Maintenance

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-023-51001	Full Time Salaries	135,077.41	105,647.61	144,199.69	179,600.00	187,840.00
001-023-51004	Overtime Wages	358.39	897.29	5,021.00	4,210.00	5,000.00
001-023-51006	Vision Insurance	354.44	205.64	255.12	300.00	350.00
001-023-51007	Health Insurance	36,927.15	27,267.64	29,582.22	37,000.00	47,050.00
001-023-51008	Dental Insurance	3,693.02	2,079.85	2,615.78	3,120.00	3,610.00
001-023-51010	Workers Compensation	4,256.36	5,132.71	4,001.97	4,382.45	4,380.00
001-023-51011	Medicare Tax	2,283.37	1,549.61	2,180.50	2,530.00	2,850.00
001-023-51018	Duty Time	4,213.62	2,836.64	2,994.36	3,000.00	3,500.00
001-023-51022	PARS System	7,011.30	4,502.85	18,420.09	26,031.00	18,970.00
001-023-51024	Deferred Compensation	2,434.82	1,545.44	1,884.73	3,090.00	3,080.00
001-023-51025	Retiree Health Insurance	8,285.45	22,458.86	32,145.48	37,450.00	42,800.00
001-023-51027	PERS EE/ER	29,214.96	19,694.84	21,584.77	25,650.00	26,400.00
001-023-51029	PERS LS UAL	40,730.64	3,732.20	4,192.35	3,970.72	4,289.00
001-023-51043	Disability & Life Insurance	1,066.61	652.17	810.97	1,020.00	1,140.00
001-023-51046	OPEB	3,148.51	9,527.75	13,321.81	35,380.00	40,580.00
001-023-52006	Recruitment	-	1,138.04	-	3,000.00	3,000.00
001-023-52009	Training	-	12.40	360.00	-	-
001-023-52010	Utilities	44,328.97	49,307.63	58,548.18	61,200.00	63,700.00
001-023-52011	Advertising & Printing	241.75	350.07	378.40	-	-
001-023-52012	Office Supplies & Postage	182.60	198.39	592.06	1,160.00	1,200.00
001-023-52013	Communications	2,022.27	1,290.56	1,006.95	800.00	1,000.00
001-023-52014	Meetings & Travel	-	-	189.00	1,250.00	4,000.00
001-023-52015	Professional Services	1,438.56	2,685.50	6,312.08	13,709.00	14,000.00
001-023-52017	Waste Fees	4,450.76	29,149.61	36,280.50	36,600.00	5,000.00
001-023-52018	Special Department Supplies	6,252.64	20,118.76	15,333.25	12,615.00	23,000.00
001-023-52019	Misc. Dues & Subscriptions	41.60	-	272.10	1,000.00	1,100.00

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-023-52024	Property Taxes	274.08	-	-	300.00	300.00
001-023-52045	IT	755.51	1,808.84	2,007.11	2,474.79	2,800.00
001-023-53020	Vehicle Operation	14,505.04	26,049.72	20,805.69	36,000.00	35,000.00
001-023-54023	Building Operation	128.99	95.42	14.97	-	-
001-023-55024	Lease Profit and Loss	48,928.50	50,711.20	47,117.48	62,410.00	64,000.00
001-023-56027	Capital Improvement	-	-	11,500.00	732,161.00	609,345.00
001-023-56028	Capital Equipment	-	25,485.22	13,215.59	-	-
001-023-56029	Capital Equipment Replacement	8,325.65	2,778.15	-	-	-
001-023-56031	Capital Improvement Program	-	250,000.00	250,000.00	350,000.00	350,000.00
001-023-56033	Capital Expense	-	68,884.06	-	-	-
001-023-56034	Lease Principal	-	3,218.97	7,350.11	5,400.00	6,284.00
001-023-56035	Lease Interest	-	981.03	2,711.79	-	-
001-023-59999	Transfer Out	27,278.77	-	11,554.80	-	-
Subtotal		**438,211.74**	**741,994.67**	**768,760.90**	**1,686,813.96**	**1,575,568.00**

General Fund Budget

Expenditures
Parks & Recreation

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-031-51001	Full Time Salaries	160,591.47	169,421.15	254,624.92	293,584.00	308,800.00
001-031-51002	Part Time Salaries	58,011.68	74,474.06	121,310.04	140,000.00	185,620.00
001-031-51004	Overtime Wages	1,950.29	2,153.00	11,157.15	11,000.00	7,000.00
001-031-51006	Vision Insurance	420.57	421.06	625.62	730.00	775.00
001-031-51007	Health Insurance	46,770.08	50,709.00	93,001.31	111,932.00	132,220.00
001-031-51008	Dental Insurance	4,364.01	4,413.07	6,798.77	7,759.00	8,055.00
001-031-51010	Workers Compensation	4,357.70	8,591.90	7,955.11	9,298.53	8,650.00
001-031-51011	Medicare Tax	3,049.04	3,402.20	5,501.42	6,903.00	7,275.00
001-031-51017	PARS-ARS	749.86	882.10	1,309.57	1,480.50	6,520.00
001-031-51022	PARS System	7,907.83	8,269.63	44,957.29	66,293.00	68,990.00
001-031-51024	Deferred Compensation	3,242.89	3,242.72	4,358.62	4,652.00	5,100.00
001-031-51025	Retiree Health Insurance	40,172.71	36,875.31	37,637.63	45,840.00	49,510.00
001-031-51027	PERS EE/ER	32,023.24	33,284.77	46,447.75	54,333.00	60,000.00
001-031-51029	PERS LS UAL	88,426.20	7,765.60	8,723.03	8,261.88	8,923.00
001-031-51042	Unemployment Insurance	(546.70)	320.00	326.54	2,080.00	2,500.00
001-031-51043	Disability & Life Insurance	1,125.04	1,181.97	1,617.25	1,875.00	2,170.00
001-031-51046	OPEB	3,163.06	14,885.28	23,653.16	60,609.00	66,690.00
001-031-52009	Training	175.00	42.77	438.02	500.00	1,500.00
001-031-52010	Utilities	32,791.81	36,494.78	48,882.73	68,000.00	70,100.00
001-031-52011	Advertising & Printing	230.96	466.05	822.59	500.00	500.00
001-031-52012	Office Supplies & Postage	575.19	1,131.29	376.87	150.00	150.00
001-031-52013	Communications	4,337.03	5,723.31	6,745.57	4,850.00	5,000.00
001-031-52014	Meetings & Travel	287.80	2,016.44	1,370.03	2,100.00	2,100.00
001-031-52015	Professional Services	10,590.32	15,095.44	31,953.00	17,500.00	28,000.00
001-031-52017	Waste Fees	19,343.01	20,298.50	26,412.35	22,000.00	29,500.00
001-031-52018	Special Department Supplies	30,642.13	46,746.77	57,118.76	55,000.00	78,000.00

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-031-52019	Misc. Dues & Subscriptions	1,023.14	2,712.03	3,063.10	3,500.00	9,000.00
001-031-52024	Property Taxes	62.20	-	-	-	-
001-031-52045	IT	13,209.14	4,131.43	19,124.63	8,498.62	12,500.00
001-031-53020	Vehicle Operation	8,383.04	6,259.89	7,246.68	9,000.00	10,000.00
001-031-53021	Special Equipment Operation	999.33	1,325.71	8,988.51	10,000.00	10,000.00
001-031-54023	Building Operation	106.37	-	-	-	-
001-031-55024	Rentals	50,889.66	54,591.79	55,576.36	61,000.00	62,850.00
001-031-55025	Chamber of Commerce	-	3,213.19	830.17	1,400.00	1,000.00
001-031-55050	Park Renovation	-	-	5,339.35	3,000.00	5,000.00
001-031-55063	DOC/Recycling Grant	5,510.39	-	4,419.31	5,580.69	5,580.69
001-031-56027	Capital Improvement	-	-	46,551.93	19,627.10	767,500.00
001-031-56028	Capital Equipment	-	16,049.40	-	-	60,000.00
001-031-56029	Capital Equipment Replacement	-	-	-	117,137.76	-
001-031-57000	Lease Expense	-	-	-	9,955.00	7,500.00
001-031-58030	Urban Greening Grant	-	-	-	138,920.80	138,920.80
Subtotal		**634,935.49**	**636,591.61**	**995,265.14**	**1,384,850.88**	**2,233,499.49**

General Fund Budget

Expenditures
Planning

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-034-51001	Full Time Salaries	(533.28)	-	30,011.27	91,079.00	97,130.00
001-034-51002	Part Time Salaries	57,752.08	55,115.92	46,981.22	8,000.00	8,000.00
001-034-51004	Overtime Wages	-	-	137.42	4,500.00	4,500.00
001-034-51006	Vision Insurance	-	-	51.00	140.00	136.00
001-034-51007	Health Insurance	38,947.69	-	1,826.64	20,000.00	30,850.00
001-034-51008	Dental Insurance	-	-	404.40	1,230.00	1,540.00
001-034-51010	Workers Compensation	-	-	2,272.88	2,479.73	2,275.00
001-034-51011	Medicare Tax	822.73	813.33	1,114.56	1,500.00	1,600.00
001-034-51017	PARS-ARS	10.40	16.90	37.62	105.00	105.00
001-034-51022	PARS System	-	-	-	-	1,150.00
001-034-51024	Deferred Compensation	-	-	-	881.00	1,945.00
001-034-51025	Retiree Health Insurance	17,000.98	12,612.98	10,705.14	12,930.00	13,970.00
001-034-51027	PERS EE/ER	4,389.16	4,187.99	5,675.58	7,060.00	8,420.00
001-034-51029	PERS LS UAL	-	722.98	812.12	769.19	831.00
001-034-51042	Unemployment Insurance	11.03	-	-	145.00	-
001-034-51043	Disability & Life Insurance	-	-	105.06	650.00	690.00
001-034-51046	OPEB	-	-	2,847.58	19,032.00	20,980.00
001-034-52006	Recruitment	-	262.00	-	-	-
001-034-52009	Training	-	87.50	-	-	-
001-034-52011	Advertising & Printing	847.95	4,038.70	2,966.75	-	-
001-034-52012	Office Supplies & Postage	436.52	1,069.90	1,824.04	5,040.00	5,000.00
001-034-52013	Communications	197.61	1,630.82	319.19	450.00	500.00
001-034-52014	Meetings & Travel	-	187.76	1,901.49	5,500.00	5,500.00
001-034-52015	Professional Services	5,867.18	37,945.60	41,685.50	25,900.00	5,000.00
001-034-52018	Special Department Supplies	32.47	5.43	8,126.39	2,000.00	2,000.00
001-034-52019	Misc. Dues & Subscriptions	10.00	-	454.66	1,000.00	1,000.00

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-034-52045	IT	3,022.78	782.60	1,650.76	3,600.00	3,600.00
001-034-53025	LAFCO	10,000.00	10,000.00	15,000.00	15,000.00	15,000.00
001-034-54011	SB2 Grant	56,023.10	95,276.00	4,602.50	-	-
001-034-54012	CALTRANS Grant	166,887.62	32,721.00	-	-	-
001-034-54013	Prop 68 Green Infrastructure	-	-	36,264.48	63,735.52	50,379.85
001-034-54014	LEAP Grant	34,000.00	25,000.00	-	-	-
001-034-54015	REAP Grant	-	45,569.00	12,259.33	-	-
001-034-56028	Capital Equipment	-	-	-	-	25,000.00
001-034-59999	Transfer Out	-	-	-	150,000.00	50,000.00
Subtotal		**395,726.02**	**328,046.41**	**230,037.58**	**442,726.44**	**357,101.85**

General Fund Budget

Expenditures
After School Program

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-035-51002	Part Time Salaries	57,372.68	55,245.41	59,793.43	61,000.00	68,100.00
001-035-51011	Medicare Tax	830.75	798.67	872.74	920.00	990.00
001-035-51017	PARS-ARS	744.82	715.98	782.50	850.00	890.00
001-035-51042	Unemployment Insurance	(426.50)	559.00	-	660.00	-
001-035-52010	Utilities	-	5,000.00	2,500.00	2,500.00	2,500.00
001-035-52011	Advertising & Printing	-	-	450.00	400.00	-
001-035-52012	Office Supplies & Postage	-	19.56	-	-	-
001-035-52015	Professional Services	27.44	-	64.00	250.00	250.00
001-035-52018	Special Department Supplies	7,892.75	9,741.19	10,695.06	12,000.00	11,000.00
001-035-52045	IT	571.44	-	-	270.00	1,110.00
Subtotal		**67,013.38**	**72,079.81**	**75,157.73**	**78,850.00**	**84,840.00**

General Fund Budget

Expenditures
Pool

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-037-51002	Part Time Salaries	63,587.86	79,108.05	84,507.35	96,000.00	113,560.00
001-037-51011	Medicare Tax	907.22	1,091.25	1,313.09	1,400.00	1,650.00
001-037-51017	PARS-ARS	813.44	984.37	1,168.41	1,230.00	1,480.00
001-037-51042	Unemployment Insurance	54.00	-	-	150.00	-
001-037-52009	Training	473.00	905.00	1,574.79	1,500.00	3,000.00
001-037-52010	Utilities	11,668.26	12,135.48	9,253.74	9,300.00	9,800.00
001-037-52012	Office Supplies & Postage	-	-	27.33	130.00	-
001-037-52013	Communications	925.58	1,098.52	2,280.99	1,400.00	800.00
001-037-52014	Meetings & Travel	-	502.81	567.37	1,000.00	2,000.00
001-037-52015	Professional Services	741.67	1,899.00	1,046.50	3,500.00	8,500.00
001-037-52017	Waste Fees	-	-	-	-	-
001-037-52018	Special Department Supplies	15,275.40	37,083.98	42,210.74	55,000.00	50,000.00
001-037-52045	IT	1,190.94	709.50	1,248.74	2,049.31	4,200.00
001-037-52047	Concessions	917.71	1,006.88	1,195.86	2,580.00	2,580.00
001-037-53021	Special Equipment Operation	-	3,001.22	2,804.31	3,500.00	5,000.00
001-037-56027	Capital Improvement	-	-	-	-	100,000.00
001-037-56028	Capital Equipment	-	61,072.23	-	-	-
001-037-56029	Capital Equipment Replacement	-	-	-	-	-
Subtotal		**96,555.08**	**200,598.29**	**149,199.22**	**178,739.31**	**302,570.00**

General Fund Budget

Expenditures
Summer Camp

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
001-038-51002	Part Time Salaries	13,739.93	20,451.64	23,732.54	31,000.00	39,300.00
001-038-51011	Medicare Tax	179.63	289.24	371.43	440.00	570.00
001-038-51017	PARS-ARS	161.06	259.35	332.95	380.00	515.00
001-038-51042	Unemployment Insurance	28.00	-	-	-	-
001-038-52010	Utilities	-	750.00	500.00	500.00	500.00
001-038-52011	Advertising & Printing	-	450.00	-	-	450.00
001-038-52015	Professional Services	7,061.40	11,545.14	8,707.40	10,000.00	11,000.00
001-038-52018	Special Department Supplies	5,442.64	3,681.79	4,945.81	6,000.00	6,000.00
001-038-52045	IT	18.75	67.60	21.02	100.00	150.00
Subtotal		**26,631.41**	**37,494.76**	**38,611.15**	**48,420.00**	**58,485.00**

Expenditures
Total

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
Total	**General Fund Expenditures**	**7,209,062.50**	**8,622,735.77**	**9,610,941.30**	**11,665,121.51**	**13,274,162.34**

Sewer Fund Budget Overview

Total Budget

Description	Amount
Anticipated Starting Fund Balance	2,755,792
Total Sewer Fund Budgeted Revenue	1,422,000
Less: Total Sewer Fund Budgeted Expenses	(1,614,504)
Total Budget Surplus	**2,563,288**

Operating Budget

Description	Amount
Sewer Fund Budgeted Operating Revenue	1,422,000
Total Sewer Fund Budgeted Expenses	1,614,504
Less: Budgeted Transfers Out	(100,000)
Less: Budgeted Capital Expenses	(115,724)
Sewer Fund Budgeted Operating Expenses	1,398,780
Operating Surplus	**23,220**

The Sewer Fund is one of the City's three enterprise funds and is used to manage the costs associated with providing sewer services to residents and businesses within the City. The Sewer Fund is managed separately from the General Fund to ensure transparency and accountability in how sewer-related revenues and expenses are tracked. Money collected from sewer fees is dedicated solely to sewer system operations and cannot be used for other purposes. The Sewer Fund is utilized by the Public Works Department and is a division of the Public Works total budget.

Sewer Fund Budget

Revenue

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
002-000-33010	Interest On Bank Deposits	5,773.11	5,166.30	75,920.93	60,000.00	66,000.00
002-000-39016	Connection Fee	20,000.00	-	-	-	-
002-000-39017	Sewer Miscellaneous	12,724.43	16,699.97	20,344.29	30,000.00	25,000.00
002-000-39020	Sewer Service Collection	1,282,318.14	1,346,175.07	1,376,877.23	1,330,000.00	1,330,000.00
002-000-39023	Sewer Service Penalties	1,089.37	1,033.77	1,431.87	1,250.00	1,000.00
002-000-39035	Solar Rebates	-	-	-	2,932.40	-
002-000-39075	Reimbursement From ESCSD	36,810.56	142,637.26	6,313.21	176,050.00	-
002-000-40004	COVID-19 Funding	9,593.89	479.31	-	-	-
Total	**Sewer Fund Revenue**	**1,368,309.50**	**1,512,191.68**	**1,480,887.53**	**1,600,232.40**	**1,422,000.00**

Sewer Fund Budget

Expenditures

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
002-051-51001	Full Time Salaries	205,012.02	144,826.57	205,230.88	224,800.00	242,790.00
002-051-51002	Part Time Salaries	100.00	150.00	25.00	450.00	500.00
002-051-51004	Overtime Wages	1,708.90	2,844.76	5,318.24	8,000.00	8,350.00
002-051-51006	Vision Insurance	466.99	355.10	366.91	445.00	475.00
002-051-51007	Health Insurance	55,209.96	43,417.15	46,306.08	53,300.00	74,400.00
002-051-51008	Dental Insurance	4,865.52	3,598.29	3,780.39	4,500.00	4,880.00
002-051-51010	Workers Compensation	5,675.10	6,669.12	5,454.92	5,951.05	6,160.00
002-051-51011	Medicare Tax	2,971.72	2,512.83	3,016.55	3,630.00	3,660.00
002-051-51017	PARS-ARS	1.32	1.98	0.33	15.00	7.00
002-051-51018	Duty Time	5,447.02	4,462.34	4,530.63	5,000.00	6,000.00
002-051-51022	PARS System	9,069.21	6,921.90	25,344.35	34,877.00	31,000.00
002-051-51024	Deferred Compensation	3,151.00	2,292.53	2,570.43	3,810.00	3,800.00
002-051-51025	Retiree Health Insurance	37,288.00	41,669.07	32,145.48	37,500.00	42,800.00
002-051-51027	PERS EE/ER	37,857.74	30,421.39	29,817.85	35,250.00	38,200.00
002-051-51029	PERS LS UAL	83,773.08	97,794.88	109,852.10	104,044.62	112,369.00
002-051-51043	Disability & Life Insurance	1,403.46	1,131.24	1,131.04	1,380.00	1,590.00
002-051-51046	OPEB	1,325.53	(15,379.95)	(144,875.89)	49,020.00	52,450.00
002-051-51050	Pension Expense - GASB 68	113,150.62	52,572.56	165,581.09	-	-
002-051-52006	Recruitment	-	1,138.04	-	3,000.00	3,000.00
002-051-52009	Training	-	904.91	1,967.11	-	-
002-051-52010	Utilities	18,983.13	21,004.87	24,003.15	22,557.00	23,250.00
002-051-52011	Advertising & Printing	76.85	528.19	-	-	-
002-051-52012	Office Supplies & Postage	5,194.70	6,782.14	7,247.37	7,000.00	7,300.00
002-051-52013	Communications	2,422.38	1,639.20	2,593.32	1,950.00	2,200.00

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
002-051-52014	Meetings & Travel	-	187.76	2,098.22	3,850.00	5,000.00
002-051-52015	Professional Services	88,182.89	70,545.64	92,150.98	85,000.00	133,000.00
002-051-52017	Waste Fees	4,050.46	4,867.97	4,607.06	5,200.00	5,310.00
002-051-52018	Special Department Supplies	8,960.86	11,644.43	18,943.08	48,735.00	50,000.00
002-051-52019	Misc. Dues & Subscriptions	1,250.10	783.00	1,248.60	2,525.00	2,600.00
002-051-52024	Property Taxes	612.98	-	-	640.00	640.00
002-051-52045	IT	4,106.87	3,586.02	2,341.23	3,074.79	2,700.00
002-051-53020	Vehicle Operation	13,399.69	11,631.86	15,037.73	36,000.00	26,000.00
002-051-54023	Building Operation	269.36	90.27	14.97	-	-
002-051-55023	Small Claims	-	-	-	100.00	100.00
002-051-55024	Rentals	-	-	500.00	2,000.00	2,000.00
002-051-55100	City Cost Plan	123,249.00	127,323.00	147,745.00	184,081.00	194,357.00
002-051-55101	Refunds	120.13	753.53	211.59	2,500.00	2,000.00
002-051-55102	BAWA	6,330.83	41,731.90	29,203.85	352,100.00	152,700.00
002-051-56025	Depreciation	126,702.00	127,436.00	125,832.00	150,908.00	150,908.00
002-051-56027	Capital Improvement	-	-	-	239,500.00	115,724.00
002-051-56028	Capital Equipment	-	-	-	8,265.00	-
002-051-57000	Lease Principal	-	-	-	5,400.00	6,284.00
002-051-59999	Transfer Out	-	-	-	100,000.00	100,000.00
Total	**Sewer Fund Expenditures**	**972,389.42**	**858,840.49**	**971,341.64**	**1,836,358.46**	**1,614,504.00**

Gas Tax Fund Budget Overview

Total Budget

Description	Amount
Anticipated Starting Fund Balance	327,624
Total Gas Tax Fund Budgeted Revenue	211,594
Less: Total Gas Tax Fund Budgeted Expenses	(384,607)
Total Budget Surplus	**154,611**

Operating Budget

Description	Amount
Gas Tax Fund Budgeted Operating Revenue	211,594
Total Gas Tax Fund Budgeted Expenses	384,607
Less: Budgeted Capital Expenses	(225,000)
Gas Tax Fund Budgeted Operating Expenses	159,607
Operating Surplus	**51,987**

The Gas Tax Fund is a restricted use fund and is used to collect revenue from taxes imposed on the sale of gasoline and other motor fuels. All revenue earned within the Gas Tax Fund is earmarked for transportation-related expenses. The Gas Tax Fund is utilized by the Public Works Department and is a division of the Public Works total budget.

Gas Tax Fund Budget

Revenue

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
003-000-33010	Interest On Bank Deposits	-	-	252.89	-	-
003-000-39100	Section 2105	19,762.17	19,967.67	23,947.70	22,500.00	23,000.00
003-000-39110	Section 2107-5	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
003-000-39120	Section 2107	26,741.57	23,549.35	31,791.58	30,300.00	32,000.00
003-000-39130	Section 2106	17,275.15	17,241.30	20,722.59	19,500.00	19,500.00
003-000-39135	Misc/Prop 42	25,879.63	29,065.16	33,976.52	34,200.00	37,000.00
003-000-39139	SB 1	70,678.85	71,379.48	91,526.03	84,100.00	99,094.00
003-000-40004	COVID-19 Funding	-	899.87	-	-	-
Total	**Gas Tax Fund Revenue**	**161,337.37**	**163,102.83**	**203,217.31**	**191,600.00**	**211,594.00**

Gas Tax Fund Budget

Expenditures

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
003-030-51001	Full Time Salaries	-	65,825.14	46,859.18	50,400.00	64,570.00
003-030-51004	Overtime Wages	-	141.73	317.29	400.00	420.00
003-030-51006	Vision Insurance	-	147.01	95.05	110.00	150.00
003-030-51007	Health Insurance	967.48	15,839.38	15,997.13	16,200.00	25,090.00
003-030-51008	Dental Insurance	-	1,492.63	987.34	1,100.00	1,490.00
003-030-51010	Workers Compensation	-	1,536.41	-	1,585.10	1,750.00
003-030-51011	Medicare Tax	-	935.71	693.49	733.70	950.00
003-030-51018	Duty Time	-	1,625.70	1,536.66	1,600.00	2,000.00
003-030-51022	PARS System	-	2,419.05	6,924.08	9,661.00	9,280.00
003-030-51024	Deferred Compensation	-	747.09	627.18	750.00	920.00
003-030-51027	PERS EE/ER	-	10,097.48	7,452.36	8,350.00	10,710.00
003-030-51029	PERS LS UAL	-	1,624.15	1,824.39	1,727.94	1,867.00
003-030-51043	Disability & Life Insurance	-	472.76	267.26	312.00	450.00
003-030-51046	OPEB	-	5,845.25	4,314.53	10,800.00	13,960.00
003-030-52017	Waste Fees	-	-	442.50	-	-
003-030-52018	Special Department Supplies	-	-	2,760.11	26,000.00	26,000.00
003-030-56027	Capital Improvement	76,000.00	-	86,469.80	95,000.00	225,000.00
Total	**Gas Tax Fund Expenditures**	**76,967.48**	**108,749.49**	**177,568.35**	**224,729.74**	**384,607.00**

Water Fund Budget Overview

Total Budget

Description	Amount
Anticipated Starting Fund Balance	3,885,769
Total Water Fund Budgeted Revenue	1,194,800
Less: Total Water Fund Budgeted Expenses	(1,317,164)
Total Budget Surplus	**3,763,405**

Operating Budget

Description	Amount
Water Fund Budgeted Operating Revenue	1,194,800
Total Water Fund Budgeted Expenses	1,317,164
Less: Budgeted Transfers Out	(100,000)
Less: Budgeted Capital Expenses	(90,000)
Water Fund Budgeted Operating Expenses	1,127,164
Operating Surplus	**67,636**

The Water Fund is one of the City's three enterprise funds and is used to manage the costs associated with providing water services to residents and businesses within the City. The Water Fund is managed separately from the General Fund to ensure transparency and accountability in how water-related revenues and expenses are tracked. Money collected from water fees is dedicated solely to water system operations and cannot be used for other purposes. The Water Fund is utilized by the Public Works Department and is a division of the Public Works total budget.

Water Fund Budget

Revenue

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
004-000-33010	Interest On Bank Deposits	7,791.88	5,955.87	76,473.07	60,000.00	63,000.00
004-000-33020	Rental Of Real Property	1,384.53	-	-	-	-
004-000-39012	Water Service Collection	1,055,338.80	1,083,933.67	1,111,493.78	1,111,000.00	1,111,000.00
004-000-39013	Water Service Penalties	892.09	822.62	1,148.88	1,200.00	800.00
004-000-39016	Water Connection Fee	20,000.00	-	-	-	-
004-000-39017	Water Miscellaneous	21,285.61	24,984.70	18,235.22	30,000.00	20,000.00
004-000-40004	COVID-19 Funding	7,387.15	2,341.00	-	-	-
Total	**Water Fund Revenue**	**1,114,080.06**	**1,118,037.86**	**1,207,350.95**	**1,202,200.00**	**1,194,800.00**

Water Fund Budget

Expenditures

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
004-050-51001	Full Time Salaries	175,502.57	221,702.54	250,662.20	292,400.00	199,500.00
004-050-51002	Part Time Salaries	100.00	150.00	25.00	500.00	600.00
004-050-51004	Overtime Wages	2,261.68	2,957.49	5,927.27	8,500.00	8,840.00
004-050-51006	Vision Insurance	366.97	473.97	458.65	540.00	400.00
004-050-51007	Health Insurance	42,796.55	57,982.13	61,229.82	74,000.00	64,000.00
004-050-51008	Dental Insurance	3,825.83	4,806.79	4,718.79	5,450.00	4,100.00
004-050-51010	Workers Compensation	4,256.36	8,992.10	7,273.23	7,934.73	5,170.00
004-050-51011	Medicare Tax	2,414.30	3,338.08	3,672.78	4,355.00	3,150.00
004-050-51017	PARS-ARS	1.28	1.92	0.32	10.00	8.00
004-050-51018	Duty Time	4,384.97	5,949.90	6,040.96	6,060.00	6,350.00
004-050-51022	PARS System	7,290.35	9,229.17	33,791.97	47,440.00	26,850.00
004-050-51024	Deferred Compensation	2,530.32	3,056.55	3,282.74	4,450.00	3,090.00
004-050-51025	Retiree Health Insurance	37,288.00	47,325.85	42,860.62	50,000.00	55,260.00
004-050-51027	PERS EE/ER	30,311.92	39,093.30	37,937.36	45,200.00	32,150.00
004-050-51029	PERS LS UAL	83,773.08	75,736.55	85,074.19	80,576.63	87,023.00
004-050-51043	Disability & Life Insurance	1,103.95	1,512.91	1,405.71	1,720.00	1,340.00
004-050-51046	OPEB	530.50	(10,256.04)	(150,915.66)	61,320.00	43,100.00
004-050-51050	Pension Expense - GASB 68	113,150.62	52,572.56	165,581.09	-	-
004-050-52006	Recruitment	-	1,518.40	-	4,000.00	4,000.00
004-050-52009	Training	511.53	916.69	-	-	-
004-050-52010	Utilities	28,891.10	32,868.41	38,651.37	55,000.00	57,200.00
004-050-52011	Advertising & Printing	146.35	423.27	-	-	-
004-050-52012	Office Supplies & Postage	3,782.07	4,885.57	4,341.16	6,764.00	6,800.00
004-050-52013	Communications	2,843.87	2,742.45	4,106.61	2,950.00	3,180.00
004-050-52014	Meetings & Travel	461.30	1,728.37	-	5,450.00	5,000.00

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
004-050-52015	Professional Services	74,465.17	22,566.25	22,990.84	20,000.00	92,000.00
004-050-52017	Waste Fees	922.40	455.12	888.49	1,550.00	1,590.00
004-050-52018	Special Department Supplies	40,898.14	28,896.59	23,276.95	57,000.00	47,000.00
004-050-52019	Misc. Dues & Subscription	2,059.30	1,159.50	1,808.40	2,380.00	2,400.00
004-050-52020	Water Conservation Program	850.00	1,300.00	297.86	1,300.00	1,300.00
004-050-52024	Property Taxes	82.44	-	-	100.00	100.00
004-050-52045	IT	3,838.79	2,772.24	2,065.43	599.73	2,700.00
004-050-53020	Vehicle Operation	6,681.37	7,978.97	13,114.74	28,200.00	26,000.00
004-050-54023	Building Operation	228.54	120.38	19.94	-	-
004-050-55023	Small Claims	-	-	-	1,000.00	200.00
004-050-55024	Rentals	1,791.20	1,875.39	1,945.83	9,330.00	4,300.00
004-050-55100	City Cost Plan	18,888.00	102,569.00	145,993.20	144,082.00	145,579.00
004-050-55101	Refunds	177.87	712.87	529.51	2,000.00	2,000.00
004-050-56025	Depreciation	172,695.00	180,329.00	178,845.00	180,845.00	178,600.00
004-050-56027	Capital Improvement	-	-	-	282,100.00	90,000.00
004-050-56029	Capital Equipment Replacement	(1.00)	-	-	-	-
004-050-57000	Lease Principal	-	-	-	7,200.00	6,284.00
004-050-59999	Transfer Out	-	-	-	100,000.00	100,000.00
Total	**Water Fund Expenditures**	**872,102.69**	**920,444.24**	**997,902.37**	**1,602,307.09**	**1,317,164.00**

Measure A Fund Budget Overview

Total Budget

Description	Amount
Anticipated Starting Fund Balance	1,524,157
Total Measure A Fund Budgeted Revenue	595,000
Less: Total Measure A Fund Budgeted Expenses	(400,000)
Total Budget Surplus	**1,719,157**

Operating Budget

Description	Amount
Measure A Fund Budgeted Operating Revenue	595,000
Less: Measure A Fund Budgeted Operating Expenses	(400,000)
Operating Surplus	**195,000**

The Measure A Fund is a special revenue fund that is used to account for the City's portion of a County-wide tax that can be used for general operations and capital additions of the City.

Measure A Fund Budget

Revenue

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
010-000-39722	TUT Measure A	685,898.18	839,527.53	783,380.95	784,000.00	595,000.00
Total	**Measure A Fund Revenue**	**685,898.18**	**839,527.53**	**783,380.95**	**784,000.00**	**595,000.00**

Expenditures

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
010-000-59999	Transfer Out	400,000.00	400,000.00	750,000.00	500,000.00	400,000.00
Total	**Measure A Fund Expenditures**	**400,000.00**	**400,000.00**	**750,000.00**	**500,000.00**	**400,000.00**

Sunrise Mobile Home Park (SMHP) Fund Budget Overview

Total Budget

Description	Amount
Anticipated Starting Fund Balance	694,987
Total SMHP Fund Budgeted Revenue	156,000
Less: Total SMHP Fund Budgeted Expenses	(131,808)
Total Budget Surplus	**719,179**

Operating Budget

Description	Amount
SMHP Fund Budgeted Operating Revenue	156,000
Less: SMHP Fund Budgeted Operating Expenses	(131,808)
Operating Surplus	**24,192**

The Sunrise Mobile Home Park (SMHP) Fund is one of the City's three enterprise funds and is used to manage the financial aspects of the Sunrise Mobile Home Park, which the City owns and operates. The SMHP Fund accounts for the revenues generated from rents and other fees paid by the park residents, as well as the expenses related to the maintenance, operations, and improvements of the park. The City's goal is to ensure that SMHP is financially self-sustaining, covering all of its operational costs through the income it generates. The SMHP Fund is utilized by the Community Services Department and is a division of the Community Services total budget.

Sunrise Mobile Home Park (SMHP) Fund Budget

Revenue

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
012-000-33010	Interest On Bank Deposits	1,037.02	792.67	11,387.97	9,000.00	11,000.00
012-000-39735	Utilities Clearing Account	35,289.81	36,890.00	39,940.00	38,400.00	38,400.00
012-000-39750	Rents - Assisted Units	14,377.00	8,961.00	6,891.00	6,600.00	6,600.00
012-000-39760	Rents - Unassisted Units	80,795.19	89,305.00	95,605.00	100,000.00	100,000.00
012-000-39811	Miscellaneous	460.00	-	60.07	-	-
012-000-39812	Gain On Sale	68,756.10	37,673.22	-	-	-
012-000-40004	COVID-19 Funding	6,967.94	1,584.12	-	-	-
Total	**SMHP Fund Revenue**	**207,683.06**	**175,206.01**	**153,884.04**	**154,000.00**	**156,000.00**

Sunrise Mobile Home Park (SMHP) Fund Budget

Expenditures

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
012-095-51001	Full Time Salaries	24,397.92	25,756.79	36,083.23	26,917.00	13,400.00
012-095-51002	Part Time Salaries	15,572.00	13,222.50	7,940.00	9,000.00	19,400.00
012-095-51006	Vision Insurance	66.55	66.59	86.02	71.00	45.00
012-095-51007	Health Insurance	7,151.44	8,000.90	12,844.90	10,169.00	7,000.00
012-095-51008	Dental Insurance	690.14	697.35	910.63	724.00	430.00
012-095-51010	Workers Compensation	709.39	1,101.53	1,136.44	619.90	460.00
012-095-51011	Medicare Tax	552.41	534.33	617.59	318.00	480.00
012-095-51017	PARS-ARS	202.41	171.92	103.22	150.00	260.00
012-095-51022	PARS System	1,209.21	1,265.90	6,664.27	6,810.00	1,550.00
012-095-51024	Deferred Compensation	495.75	495.84	653.36	369.00	150.00
012-095-51027	PERS EE/ER	4,788.60	4,978.74	6,732.34	4,788.00	2,100.00
012-095-51029	PERS LS UAL	13,644.72	5,425.50	6,094.41	5,772.22	6,234.00
012-095-51043	Disability & Life Insurance	171.12	177.83	218.19	202.00	105.00
012-095-51046	OPEB	483.78	2,278.78	3,329.14	5,602.00	2,900.00
012-095-52010	Utilities	38,562.24	38,404.98	40,574.64	41,950.00	43,600.00
012-095-52012	Office Supplies & Postage	118.55	1,052.40	19.62	100.00	100.00
012-095-52015	Professional Services	6,971.87	22,077.51	2,842.80	2,465.72	2,000.00
012-095-52017	Waste Fees	5,417.29	5,371.11	4,800.92	5,000.00	5,500.00
012-095-52018	Special Department Supplies	4,111.10	6,114.67	3,227.21	5,000.00	5,000.00
012-095-52024	Property Taxes	583.22	-	-	600.00	-
012-095-52026	Supplies	1.15	-	262.05	-	-
012-095-52045	IT	1,124.53	281.88	259.63	-	-

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
012-095-53020	Vehicle Operation	840.35	439.67	733.20	730.00	800.00
012-095-55100	City Cost Plan	-	18,853.00	26,729.98	28,317.01	20,294.00
012-095-56027	Capital Improvement	-	-	-	16,600.00	-
Total	**SMHP Fund Expenditures**	**127,865.74**	**156,769.72**	**162,863.79**	**172,274.85**	**131,808.00**

Streets & Sidewalk Improvement Fund Budget Overview

Total Budget

Description	Amount
Anticipated Starting Fund Balance	750,000
Total Streets & Sidewalk Improvement Fund Budgeted Revenue	250,000
Less: Total Streets & Sidewalk Improvement Fund Budgeted Expenses	(450,000)
Total Budget Surplus	**550,000**

Operating Budget

Description	Amount
Streets & Sidewalk Improvement Fund Budgeted Operating Revenue	250,000
Less: Streets & Sidewalk Improvement Fund Budgeted Operating Expenses	0
Operating Surplus	**250,000**

The Streets & Sidewalk Improvement Fund is a capital reserve fund and there are no budgeted operating expenses, only capital expenses

The Streets & Sidewalk Improvement Fund is a capital reserve fund and is used to set aside money for future capital expenditures, which are typically large, long-term investments or improvements. All historical revenues within this fund are from transfers out of the City's General Fund. The Streets & Sidewalk Improvement Fund is utilized by the Public Works Department and is a division of the Public Works total budget.

Streets & Sidewalk Improvement Fund Budget

Revenue

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
019-000-39999	Transfer In	-	250,000.00	250,000.00	250,000.00	250,000.00
Total	**Streets & Sidewalk Improvement Fund Revenue**	**-**	**250,000.00**	**250,000.00**	**250,000.00**	**250,000.00**

Expenditures

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
019-040-56027	Capital Improvement	-	-	-	-	450,000.00
Total	**Streets & Sidewalk Improvement Fund Expenditures**	**-**	**-**	**-**	**-**	**450,000.00**

Heavy Equipment Replacement Fund Budget Overview

Total Budget

Description	Amount
Anticipated Starting Fund Balance	300,000
Total Heavy Equipment Replacement Fund Budgeted Revenue	300,000
Less: Total Heavy Equipment Replacement Fund Budgeted Expenses	(449,232)
Total Budget Surplus	**150,768**

Operating Budget

Description	Amount
Heavy Equipment Replacement Fund Budgeted Operating Revenue	300,000
Less: Heavy Equipment Replacement Fund Budgeted Operating Expenses	0
Operating Surplus	**300,000**

The Heavy Equipment Replacement Fund is a capital reserve fund and there are no budgeted operating expenses, only capital expenses

The Heavy Equipment Replacement Fund is a capital reserve fund and is dedicated to managing the acquisition and maintenance of heavy equipment used by the City. This capital reserve fund helps to ensure that the City has the necessary resources to replace outdated or non-functional equipment, thereby maintaining operational efficiency and service quality. Revenues earned by this fund have historically been equally split transfers in from the General Fund, the Sewer Fund, and the Water Fund. The Heavy Equipment Replacement Fund is utilized by the Public Works Department and is a division of the Public Works total budget.

Heavy Equipment Replacement Fund Budget

Revenue

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
022-000-39999	Transfer In	-	-	-	300,000.00	300,000.00
Total	**Heavy Equipment Replacement Fund Revenue**	**-**	**-**	**-**	**300,000.00**	**300,000.00**

Expenditures

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
022-000-56029	Capital Equipment Replacement	-	-	-	-	449,232.11
Total	**Heavy Equipment Replacement Fund Expenditures**	**-**	**-**	**-**	**-**	**449,232.11**

Property/Housing Development Fund Budget Overview

Total Budget

Description	Amount
Anticipated Starting Fund Balance	118,501
Total Property/Housing Development Fund Budgeted Revenue	0
Less: Total Property/Housing Development Fund Budgeted Expenses	(118,501)
Total Budget Surplus	**0**

Operating Budget

Description	Amount
Property/Housing Development Fund Budgeted Operating Revenue	0
Less: Property/Housing Development Fund Budgeted Operating Expenses	0
Operating Surplus	**0**

The Property/Housing Development Fund is a capital reserve/special project fund and there are no budgeted operating expenses, only capital expenses

The Property/Housing Development Fund is a specialized fund used to manage financial resources related to the development, maintenance, and improvement of housing and property projects. To this point, transfers in from the General Fund have constituted 100% of revenue earned within the fund. The Property/Housing Development Fund is utilized by the Planning Department and is a division of the Planning total budget.

Property/Housing Development Fund Budget

Revenue

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
023-000-39999	Transfer In	-	-	-	150,000.00	-
Total	**Property/Housing Development Fund Revenue**	**-**	**-**	**-**	**150,000.00**	**-**

Expenditures

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
023-000-55026	Contract Services	-	-	-	150,000.00	118,501.25
Total	**Property/Housing Development Fund Expenditures**	**-**	**-**	**-**	**150,000.00**	**118,501.25**

Wayfinding & Signage Project Fund Budget Overview

Total Budget

Description	Amount
Anticipated Starting Fund Balance	0
Total Wayfinding & Signage Project Fund Budgeted Revenue	50,000
Less: Total Wayfinding & Signage Project Fund Budgeted Expenses	(50,000)
Total Budget Surplus	**0**

Operating Budget

Description	Amount
Wayfinding & Signage Project Fund Budgeted Operating Revenue	50,000
Less: Wayfinding & Signage Project Fund Budgeted Operating Expenses	0
Operating Surplus	**50,000**

The Wayfinding & Signage Project Fund is a capital reserve/special project fund and there are no budgeted operating expenses, only capital expenses

The Wayfinding & Signage Project Fund is a specialized fund dedicated to managing financial resources for projects related to the creation, installation, and maintenance of wayfinding systems and signage throughout the City. These projects are essential for improving navigation, enhancing the visitor experience, and promoting local businesses and attractions. To this point, transfers in from the General Fund have constituted 100% of revenue earned within the fund. The Wayfinding & Signage Project Fund is utilized by the Planning Department and is a division of the Planning total budget.

Wayfinding & Signage Project Fund Budget

Revenue

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
025-000-39999	Transfer In	-	-	-	-	50,000.00
Total	**Wayfinding & Signage Project Fund Revenue**	**-**	**-**	**-**	**-**	**50,000.00**

Expenditures

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
025-000-55026	Contract Services	-	-	-	-	50,000.00
Total	**Wayfinding & Signage Project Fund Expenditures**	**-**	**-**	**-**	**-**	**50,000.00**

C.O.P.S. Fund Budget Overview

Total Budget

Description	Amount
Anticipated Starting Fund Balance	161,237
Total C.O.P.S. Fund Budgeted Revenue	106,800
Less: Total C.O.P.S. Fund Budgeted Expenses	(141,560)
Total Budget Surplus	**126,477**

Operating Budget

Description	Amount
C.O.P.S. Fund Budgeted Operating Revenue	106,800
Less: C.O.P.S. Fund Budgeted Operating Expenses	(141,560)
Operating Deficit	**(34,760)**

The Citizens' Option for Public Safety (C.O.P.S.) Fund is a special revenue fund that is specifically designated to enhance and support public safety initiatives within the City. The overarching goal of the C.O.P.S. Fund is to provide targeted financial support to public safety initiatives, ensuring that the community remains safe and that our law enforcement agency has the resources needed to effectively carry out its duties. The C.O.P.S. Fund is utilized by the Police Department and is a division of the Police Department total budget.

C.O.P.S. Fund Budget

Revenue

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
033-000-33010	Interest On Bank Deposits	1,382.02	1,056.38	7,814.36	6,400.00	6,800
033-000-39967	COPS/AB 1913	140,291.96	194,737.76	100,000.00	100,000.00	100,000.00
033-000-40004	COVID-19 Funding	1,341.24	-	-	-	-
Total	**C.O.P.S. Fund Revenue**	**143,015.22**	**195,794.14**	**107,814.36**	**106,400.00**	**106,800.00**

C.O.P.S. Fund Budget

Expenditures

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
033-033-51004	Overtime Wages	-	-	41,918.89	25,000.00	60,000.00
033-033-51010	Workers Compensation	-	-	1,452.96	-	-
033-033-52009	Training	-	25,930.40	2,075.50	-	-
033-033-52015	Professional Services	182.50	-	20,345.00	-	-
033-033-52018	Special Department Supplies	12,307.25	57,400.53	77,524.95	25,000.00	15,000.00
033-033-52019	Misc. Dues & Subscriptions	-	-	-	-	25,000.00
033-033-52045	IT	-	-	1,499.50	-	-
033-033-53020	Vehicle Operation	24,794.34	1,050.00	4,929.74	10,000.00	10,000.00
033-033-56028	Capital Equipment	-	9,785.05	39,928.38	-	-
033-033-56029	Capital Equipment Replacement	-	-	72,904.70	32,065.00	-
033-033-57000	Lease Principal	-	-	72,940.67	57,800.00	31,560.00
033-033-57001	Lease Interest	-	-	3,496.11	-	-
Total	**C.O.P.S. Fund Expenditures**	**37,284.09**	**94,165.98**	**339,016.40**	**149,865.00**	**141,560.00**

STIP E. Line St. Bridge Replacement Fund Budget Overview

Total Budget

Description	Amount
Anticipated Starting Cash Balance	212,979
Total STIP E. Line St. Bridge Replacement Fund Budgeted Revenue	0
Less: Total STIP E. Line St. Bridge Replacement Fund Budgeted Expenses	(212,979)
Total Budget Surplus	**0**

Operating Budget

Description	Amount
STIP E. Line St. Bridge Replacement Fund Budgeted Operating Revenue	0
Less: STIP E. Line St. Bridge Replacement Fund Budgeted Operating Expenses	0
Operating Surplus	**0**

The STIP E. Line St. Bridge Replacement Fund is a capital reserve/special project fund and there are no budgeted operating expenses, only capital expenses

The STIP E. Line St. Bridge Replacement Fund is used to manage the financial aspects of a bridge replacement project, ensuring that funds are properly allocated, tracked, and used solely for the intended purpose of bridge replacement. The total amount of cash initially allocated to this fund is $329,000. The City expects $319,000 to be reimbursed through the Statewide Transportation Improvement Program (STIP). The City's General Fund provided for the initial $329,000 and expects to be repaid the expected STIP reimbursement totaling $319,000. The STIP E. Line St. Bridge Replacement Fund is utilized by the Public Works Department and is a division of the Public Works total budget.

STIP E. Line St. Bridge Replacement Fund Budget

Revenue

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
054-000-39925	Project Revenue	-	-	47,114.43	-	-
054-000-39999	Transfer In	-	-	10,000.00	-	-
Total	**STIP E. Line St. Bridge Replacement Fund Revenue**	**-**	**-**	**57,114.43**	**-**	**-**

Expenditures

Account Number	Account Title	FY 2020-2021 Actual	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Budget	FY 2024-2025 Budget
054-000-55026	Contract Services	-	-	-	286,369.01	212,979.39
054-000-56027	Capital Improvement	-	-	48,233.43	-	-
Total	**STIP E. Line St. Bridge Replacement Fund Expenditures**	**-**	**-**	**48,233.43**	**286,369.01**	**212,979.39**

City Administration Department

FY 2024-25

What Are the Responsibilities of City Administration and Who is Involved?

City Administration is responsible for overall governance and organizational effectiveness of the City and its operations. Administration is comprised of four divisions, City Council, Administration, Payroll, and Legal. All four divisions are supported financially by the City's General Fund.



The City Council is a five-member elected legislative body that carries out those functions required by law operating as a General Law City under California Statutes. Some functions include budget adoption, ordinance adoption, resolutions, and proclamations. The City Council is the policy-setting body for the City, with policy direction carried out through the City Administrator and various City Department Heads. Actions taken by City Council vary based on established priorities, funding opportunities, community requests, and City staff recommendations. The five members of the City Council serve four-year terms, each year selecting one of its members to serve as Mayor and one to serve as Mayor Pro Tem. These positions are part-time and are paid a monthly stipend as provided for by State law. Additionally, City Council members may participate in the City's health insurance plans.



Administration includes the City Administrator and the City Clerk. The City Administrator is appointed by the City Council and serves as the Community Services Director, Human Resources Director, and the Planning Director. The role of Administration is to provide support, oversight, direction, and resources regarding finance, personnel, and risk management to all other departments within the City. Administration also acts as the conduit between department staff and the City Council. The City Clerk maintains the City's records, responds to public records requests, facilitates elections, and manages the agenda and minutes requirements for the City Council. The City Clerk provides support for Municipal Code updates and various operational policy updates.

The payroll division consists of the Personnel/Payroll & Benefits Specialist, who is responsible for processing timesheets for payroll on a bi-weekly basis, calculation and payment of payroll taxes, CalPERS reporting for all employees, performing year-end W-2 calculations and distribution of W-2s for all employees, onboarding of new employees, and administration of all City-wide wage scale updates.

Both Administration and Payroll are supported by the Administrative/Accounting Assistant.

Legal is comprised of a contracted City Attorney and contract services for additional legal counsel or experts that provide specialty services outside of the scope or expertise of the City Attorney. These services may include, but are not limited to, personnel matters, real estate law, bond law, etc. The City Attorney is appointed by the City Council.



City Administration is responsible for the budgeting and administration of community promotions, which includes economic development contracts and grants in support of local non-profit organizations.



During FY 2024-25, the City Administrator is prioritizing finding a permanent solution for the provision of Emergency Medical Services to the residents of the City of Bishop, assessing solutions to provide for increased housing availability to the residents of the City of Bishop, and filling vacant box store buildings with active businesses or new developments.

Total Budget

The City Administration Department's approved spending totals $1,849,093 and is inclusive of City Council, Administration, Legal, Insurance, Information Technology, Elections, and Community Promotions

Finance Department

FY 2024-25

What Are the Finance Department's Responsibilities and Who is Involved?

The Finance Department is responsible for the accurate recording of City financial transactions and communication with members of the public on all matters related to or stemming from City finances. Throughout a fiscal year, the Finance Department is responsible for collection of revenue, accounting for City finances in accordance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Uniform Guidance, Single Audit Act, State and local laws and regulations, and internal controls and best practices. Additionally, the department prepares for and completes an annual budget and an annual audit conducted by a third-party Certified Public Accountant.

The Finance Department staff includes two full-time employees, the Finance Director, and the Administrative/Accounting Assistant. The Administrative/Accounting Assistant also conducts work for the Administration Department, and personnel costs for this position are allocated between the Finance and Administration Departments. Although the Treasurer is a separate division within the General Fund, the cost of the Treasurer is included within the Finance Department for the purposes of this report.



What Did the Finance Department Accomplish Last Year?

In addition to routine business tasks and cyclical requirements, such as monthly collection of tax receipts, monitoring delinquencies, calculating penalties and interest, reconciling bank accounts, and preparing journal entries, the Finance Department improved the City's budgeting process by utilizing an online software that helps to integrate all City departments into a real-time budgeting interface, implemented improved internal controls and continued to analyze potential needs for improvement, developed systems to effectively forecast City revenues and expenditures, developed systems to track encumbrances and obligations, identified aspects of the City's pension plans that need to be analyzed, maintained fund balances to allow for financial maneuverability to adapt to macroeconomic effects on the City's long-term liabilities, and investigated investment options for the City when State approved investment pools yield diminished returns.



What Does the Finance Department Intend to Accomplish This Year?

The Finance Department intends to continue improving on budgeting practices and data analysis sources and methods, implementation of additional/improved internal controls where feasible, development of a plan to fully fund that Public Agency Retirement Services (PARS) Retirement Enhancement Plan (which is closed to new entrants), and to review the business licensing process to identify potential issues and inconveniences for the licensee.

Total Budget

The Finance Department's approved spending totals $313,108

Community Services Department

FY 2024-25

What is the Community Services Department?

The Community Services Department includes Parks & Recreation, Buildings & Grounds, and Sunrise Mobile Home Park. The department provides numerous services throughout the community, including after school programs, youth programs, adult programs, fitness programs, and the City Park Pool aquatic programs. The department's mission statement is to offer and promote recreational, educational, and volunteer opportunities in a fun, safe, and well-maintained environment to persons of all ages, thereby promoting good health, teamwork and accentuating a positive quality of life.

Parks & Recreation

Parks & Recreation is a division of the Community Services Department. During FY 2024-25, the division is focused on deferred maintenance and capital project completion. Additionally, the division intends to work on improving its marketing for existing and new programs and/or events.



Buildings & Grounds

Buildings & Grounds is a division of the Community Services Department. During FY 2024-25, the division is focused on continuing to maintain and landscape facilities and areas that are frequented by the public within the City. The locations that are usually maintained by the division include, but are not limited to, Talmage Park, Holland Park, Main Street, Academy Street, Rose Street, Warren Street, City Hall, City parking lots, Clarke Wing Offices, the Police Department, and the Fire Department.



Park Pool

The City Park Pool is a division of the Community Services Department. During FY 2024-25, the division is focused on continuing work on deferred maintenance and capital improvement projects, all while providing a safe and well-maintained pool environment. The City Park Pool facility includes a 240,000-gallon lap/recreational pool, a 10,000-gallon wading pool, a water slide, showers, and restrooms. In addition to being the home of the Bishop Stingrays Swim Team, the facility is also used to provide public swimming, swimming lessons, community events, and a location for exercise.



After School Program

The After School Program is a division of the Community Services Department. During FY 2024-25, the division is focused on continuity of the existing program and ensuring safety for participants. The program is located at Bishop Elementary School and provides activities for kindergarten through 4th grade students within a safe and secure environment. The activities are educational and recreational, including homework, arts, crafts, sports, games, special events, music, and field trips.



Summer Camps

Summer Camps are a division of the Community Services Department. During FY 2024-25, the division is focused on rebranding the themes for the summer camps program while maintaining sustainability. Summer camps have provided jobs for part-time employees and create a safe and healthy environment for the youth within the community. Some activities involved with summer camps are outdoor education, arts and crafts, and sports.



Sunrise Mobile Home Park

Sunrise Mobile Home Park (SMHP) is a division of the Community Services Department. During FY 2024-25, the division is focused on maintaining a balanced operating budget and seeking fundings for needed capital projects. SMHP was originally built to provide low-cost housing for senior citizens. The City provides for a community building and a community garden within the park. Additionally, the City maintains all lawns, landscaping, water, and sewer. Lastly, the City owns two of the mobile units within the park.



Total Budget

The Community Services Department's approved spending totals $3,031,328

Police Department

FY 2024-25

What Are the Police Department's Responsibilities and Who is Involved?

The Bishop Police Department (BPD) offers a full range of law enforcement services. Command staff consists of a Police Chief and a Lieutenant. Staff consists of three Police Sergeants, six Police Officers, one Detective, one Reserve Police Officer, one Police Services Technician, one Senior Dispatcher, four Dispatchers, and a Records Clerk.



The BPD is responsible for public safety within the City of Bishop and outlying areas. The department has a daily service population of approximately 30,000 people, many of which are tourist-based. As the only incorporated City within Inyo County, Bishop is the center of commerce for Inyo County, Mono County, and parts of Western Nevada for residents conducting daily business. In addition to providing services within City limits, Officers occasionally work outside City limits while assisting other agencies or conducting follow-up investigations related to criminal cases. The BPD shares a good working relationship with the surrounding allied agencies, Mammoth Lakes Police Department, Bishop Paiute Tribal Police, Inyo County Sheriff's Office, Mono County Sheriff's Office, and the California Highway Patrol. The BPD operates a public safety dispatch center for law enforcement, fire, and emergency medical services. On average, 16,000 calls for service are fielded per year.

Command staff emphasizes transparency within the department. All employees are highly valued and their opinions and ownership of all aspects of the department and its operations are welcomed and encouraged.

How Does the Police Department Operate?

Patrol is the largest component of the Operations Division and includes a Lieutenant, three Sergeants, six Officers, and a Detective. Patrol is conducted during three separate shifts, Day, Swing, and Graveyard. Patrol provides continuous delivery of police services to the community through numerous and varied functions, which include response to citizens' request for services, proactive patrol, maintenance of public order, discovery of hazards, investigation of crimes and incidents, arresting offenders, traffic enforcement and control, emergency services, and the reporting of information to other appropriate organizational units.



Property and evidence are important aspects within the patrol component of the Operations Division. The Police Services Technician is responsible for the care and custody of a wide variety of property, including personal property held for safekeeping, found property, and physical evidence associated with a crime. The critical functions of the Evidence Officer are to maintain the integrity of all property and evidence received, to aid in prosecution by making evidence available for investigation and analysis, to facilitate the release of property held as evidence to the rightful owner upon case adjudication, and the lawful disposal of all contraband.

BISHOP POLICE DEPARTMENT



Support services are crucial to the operational success of the BPD. The Records Clerk securely maintains, disseminates, and protects the integrity of official law enforcement records of the City of Bishop. The Records Clerk ensures that all case documentation necessary for criminal prosecution is compiled and transmitted to the District Attorney's Office. The Records Clerk ensures that all documentation for a weapons confiscation petition is routed to the City Attorney before filing deadlines. The Records Clerk responds to records requests from the District Attorney, other law enforcement agencies, and the public. Additionally, the Records Clerk seals juvenile records pursuant to court orders and conducts Livescan background reports.

The BPD's Dispatch Center serves as the 911 Public Safety Answering Point (PSAP) in Bishop. Dispatchers use state-of-the-art equipment to process emergency and routine calls for service while providing information and communications support to Officers in the field. Dispatch also provides support to the Bishop Fire Department and local ambulance service. PSAP works closely with allied agencies, communicating valuable information and sharing Officer safety information.



What Are the Police Department's Mission and Vision?

The mission of the Bishop Police Department is to preserve the highest quality of life and safety for our community and visitors through modern policing techniques, community interaction, and partnerships. We strive to be a department of excellence on a daily basis.

The vision of the Bishop Police Department is to pursue excellence and push daily growth individually and departmentally. As individuals entrusted with the safety of the community, it's important that we provide the best service possible to both citizens and visitors of Bishop. The overarching vision of the department is a modern police department that provides the level of service expected within a small town.

What Did the Police Department Accomplish Last Year?

In addition to the "around the clock" responsibilities outlined above, the BPD accomplished some additional tasks and initiatives. These include by are not limited to, the Police Services Technician Dondero completed Crime Scene Investigation School and is now POST certified as a crime scene investigator, a lateral Officer was hired to fill the Detective position, Detective Ludovico was certified as a sexual assault investigator and a POST investigator, Officer Jimenez and Detective Ludovico were certified as Child Forensic Interviewers, two new unmarked administrative vehicles were acquired, purchased additional less-lethal options 40mm program, worked with local artists to update the mural on the east side of the Police Department, updated social media platforms for improved community engagement, launched a revised National Night Out, integrated with school sports to promote teen engagement, entered in County Investigative Network MOU, Sergeant Hohenstein completed CJPIA management school and became integrated with Inyo County Behavioral Health for the initiation of their Mobile Crisis Unit, initiated the next step in the department's wellness program by changing policy to allow an on-duty physical fitness program, hired a lateral Officer to fill our final vacancy, created a Relief Communications Officer position to relieve strain on Communication Officer overtime worked, and began updated the personal protective equipment for Officers.



What Does the Police Department Intend to Accomplish This Year?

The BPD's priorities for FY 2024-25 include, but are not limited to, restructuring the department chain of command to add Corporal positions for better staff supervision, creating a School Resource Officer position pursuant to a cost share agreement with Bishop Unified School District, implementation of a drone program to modernize policing methods, implementation of a downtown camera network to include license plate readers, updating the current handheld radios, continuing to update personal protective equipment, creating a Community Service Officer position, increasing positive citizen contacts through increased foot patrol downtown, replacing aging equipment in the Communications Center, beginning advanced training through POST for all Officers. The BPD will take an active approach in monitoring the allocated budget to ensure responsible spending and cost savings when possible. Command staff will continue to look at ways to perform daily operations more efficiently, including management of overtime and employee time off, without sacrificing the high quality of service expected by the citizens and visitors of Bishop. Grant funding opportunities will be utilized, when available, to assist with purchasing safety equipment and operating costs that arise throughout the course of doing business.



Total Budget

The Police Department's approved spending totals $5,355,400

Fire Department

FY 2024-25

What Are the Fire Department's Responsibilities and Who is Involved?

The Bishop Fire Department (BFD) is a direct partnership between the City of Bishop and the Bishop Rural Fire Protection District, pursuant to a Joint Powers Agreement. BFD provides emergency response to approximately 14,000 permanent residents and over 400,000 visitors. The BFD response area consists of the City of Bishop, the Bishop Rural Fire Protection District, the Bishop Paiute Tribe, and the surrounding communities and areas within its sphere of influence. BFD is responsible for structural, wildland, urban, and automotive fire suppression. Additionally, BFD is responsible for EMS response, vehicle extrication, and technical rescue services. BFD focuses on fire prevention via public education, construction plan review, investigations, and life safety inspections. To ensure that the department is prepared for all responses, it provides for, and/or requires, structure fire training, vegetation and WUI fire training, vehicle extrication and fire training, hazardous materials training, electrical safety training, driver/operator training, and EMS/First Aid/CPR training.

BFD is staffed with 39 Volunteer Firefighters and EMTs. The volunteers fill various department roles, including a Battalion Chief, six Captains, two Engineers, and twenty-nine Firefighters (nine of which are FF/EMTs). These volunteers are supported by a full-time Fire Chief, a full-time Assistant Fire Chief, a full-time Administrative Assistant, a part-time annuitant to assist with fire prevention duties, and a part-time Mechanic. The personnel structure of the department is fluid and currently being reviewed for potential re-organization to better support the BFD and all of its responsibilities.



What Are the Values & Mission of the Fire Department?

The mission of BFD is to preserve life, property, and the environment while promoting public safety and fostering community support.
We are *Partners in Protection*.
The BFD uses a backronym to display its values to its members and community.

P – Professionalism
R – Respect
I – Integrity
D – Dedication
E – Execution



What Did the Fire Department Accomplish Last Year?

In addition to the "around the clock" responsibilities outlined above, BFD accomplished some additional tasks and initiatives. These include, but are not limited to, purchasing a new rescue vehicle (Squad 8), outfitting a water tender vehicle with appliances, implementing new policies, administering/completing EMT training, supporting community events, sending department members to external classes/courses, and supported member fitness by provision of gym memberships.



What Does the Department Intend to Accomplish This Year?

BFD's priorities for FY 2024-25 include, but are not limited to, reorganization of department personnel to guarantee a response for fire suppression, hazard mitigation, and public safety, purchasing of proper safety equipment (incl. self-contained breathing apparatus (SCBA), personal protective equipment (PPE), and turnouts) to ensure firefighter safety and adhere to industry, NFPA, and OSHA standards, purchasing of a new ladder truck, creation of a community driven strategic plan, including a facilities master plan and capital apparatus replacement program, building and enhancing BFD's foundation of top tier community protection by focusing on training needs, and lastly, ensuring adequate training for EMS response and support of non-City EMS providers.



Total Budget

The Fire Department's approved City spending totals $830,046

Public Works Department

FY 2024-25

What Are the Public Works Department's Responsibilities and Who is Involved?

The Department of Public Works performs all public works and, in conjunction with the Planning Department and County of Inyo, oversees most planning and building functions for the City. These functions include water, sewer, streets, building permitting and inspection, management, utility billing, and planning staff functions.

Public Works staff currently consists of a Public Works Director, a Public Works Supervisor, a Lead Maintenance Worker, four Maintenance Workers, and one Public Works Administrative Assistant. Design and engineering work is outsourced to professional engineering firms.





What Did the Public Works Department Accomplish Last Year?

In addition to important routine responsibilities, many of which are described in monthly Public Works reports, major accomplishments during FY 2023-24 include administration of the Bishop Area Wastewater Authority, completion of environmental compliance and initiation of design for the East Line Street Bridge Replacement project, execution of a contract to complete environmental compliance and design for the South Warren Street Improvement project, initiated a design contract to improve the existing drainage conditions on Johnston Drive, proactively initiated a design contract for an expedited design to replace the water main on West Line Street between Main Street and Home Street prior to commencement of the Caltrans repaving project which could substantially damage the existing line, applied for an Active Transportation Grant for the Connecting Bishop project, continued to work successfully with Inyo County Public Works on building permitting and inspection services and the development of online permitting and licensing software, continued to work with Inyo County GIS to bring corporate data up to date and develop a web-based GIS map for the City, and implemented a City-wide SCADA upgrade that modernizes the City's critical systems and updates important equipment.



Administration of the Bishop Area Wastewater Authority included, but was not limited to, providing all administrative services to the Authority, finalization of the Treatment Plant Flow Assessment, contracting for a Preliminary Engineering Report for a consolidated regional wastewater treatment plant, hiring of an Administrator Assistant, and applying for financial assistance for the planning and design of a consolidated regional wastewater treatment plant through the Clean Water State Revolving Fund.

What Does the Public Works Department Intend to Accomplish This Year?

In addition to continuing important routine responsibilities, the Public Works Department intends to complete a rate study for water and sewer fees, install a sewage flow meter at the end of Clarke Street before the sewer main crosses the canal, acquire a new sewer inspection camera and begin aggressively inspecting the City's sewer system to identify and address areas of inflow and infiltration, develop a fire hydrant testing and inspection program in conjunction with the Fire Department and replace outdated fire hydrants, develop a GIS strategy and deploy field tablets for data collection, maintenance scheduling, and fulfillment of state mandated reporting requirements, develop a comprehensive street and sidewalk capital improvement plan/strategy that includes preliminary engineering with new standard sections, develop a pavement preservation and maintenance program and complete preventative maintenance on good to fair condition City streets, address and replace at least one failed street intersection and adjacent sidewalks, seek financing from USDA Rural Development for the West Line Street Water Main Replacement project and solicit a construction contract, complete the design for the East Line Street Bridge Replacement Project and seek a new source of construction funding, award a construction contract for the Whitney Alley Green Infrastructure Project, and work collaboratively with Los Angeles Department of Water and Power to replace the failed culvert at East South Street and South Third Street for the China Slough crossing.



The Public Works Department's cumulative budget is highly dependent upon the capital projects planned for FY 2024-25. The largest capital projects are typically street projects and, in theory, all expenditures on these projects are reimbursed by the State. Water and sewer capital projects may require external financing due to limited cash balances and operating margins within the Water Fund and the Sewer Fund.

The water and sewer programs are supported by monthly fees which will remain flat until a new rate study is completed in 2025. Water and sewer fees are set to support the anticipated needs of the programs, including capital projects. The upcoming rate study will be critical, as new rates will need to consider the future costs of constructing a new consolidated regional wastewater treatment plant, as well as major capital improvements to the ageing wastewater collection system and water distribution system.



The City's General Fund will again transfer out $250,000 to the Streets & Sidewalk Improvement Fund, which will result in a new cash balance of $1,000,000 within this capital reserve fund. The money within this capital reserve fund will be used for capital improvement projects such as Whitney Alley and various intersection/sidewalk replacements.



The Public Works Department allocates costs amongst its various divisions and funds. The cost allocation model that the department used for the prior two to three years will be modified based on an analysis of three- and five-year averages.

The cost allocation for maintenance crew personnel costs will be based on a five-year average and the allocation is 30% Water Fund, 35% Sewer Fund, and 35% within the streets division of the General Fund. On average, the maintenance crew spends approximately 5% of their time assisting other City departments. These costs will be recorded initially within the streets division of the General Fund, then billed to the correct department/fund at the end of the fiscal year based on actual costs incurred.

Public Works Personnel Cost Allocation Models

Position(s)	Water Fund	Sewer Fund	Streets Division (General Fund)	Building Department (General Fund)	Planning Department (General Fund)
Maintenance Crew	30%	35%	35%	0%	0%
Administrative Assistant	28%	31%	14%	20%	7%
Director	15%	25%	40%	20%	0%

The Public Works Director and Public Works Administrative Assistant will each have an independent personnel cost allocation model based on the time that each position intends to spend working with the Building and Planning Departments. These two cost allocation models are based on an adjusted three-year average.



It Seems Like Public Works Projects Are Expensive, is Additional Funding Available?

Yes, almost all expenditures on large street projects are reimbursed through the State or Federal Government. The City of Bishop expects to earn roughly $99,000 (Road Maintenance and Repair Account) and $112,000 (Highway User Tax Account) of gas tax funding, $200,000 in State Transportation Improvement Program (STIP) funds, $1,000,000 in Federal earmark funds, and $53,000 of State maintenance funds. Small planning efforts are often funded through the Inyo Local Transportation Commission. During FY 2024-25, the Public Works Department intends to submit Active Transportation Grant writing consultant fees and costs associated with pavement preservation maintenance strategy to the Inyo Local Transportation Commission for reimbursement. In addition, Public Works often applies for funding and financing through State Revolving Funds and USDA Rural Development to pay for capital projects relating to water and wastewater.



Total Budget

The Public Works Department's approved spending totals $6,239,940

Planning Department

FY 2024-25

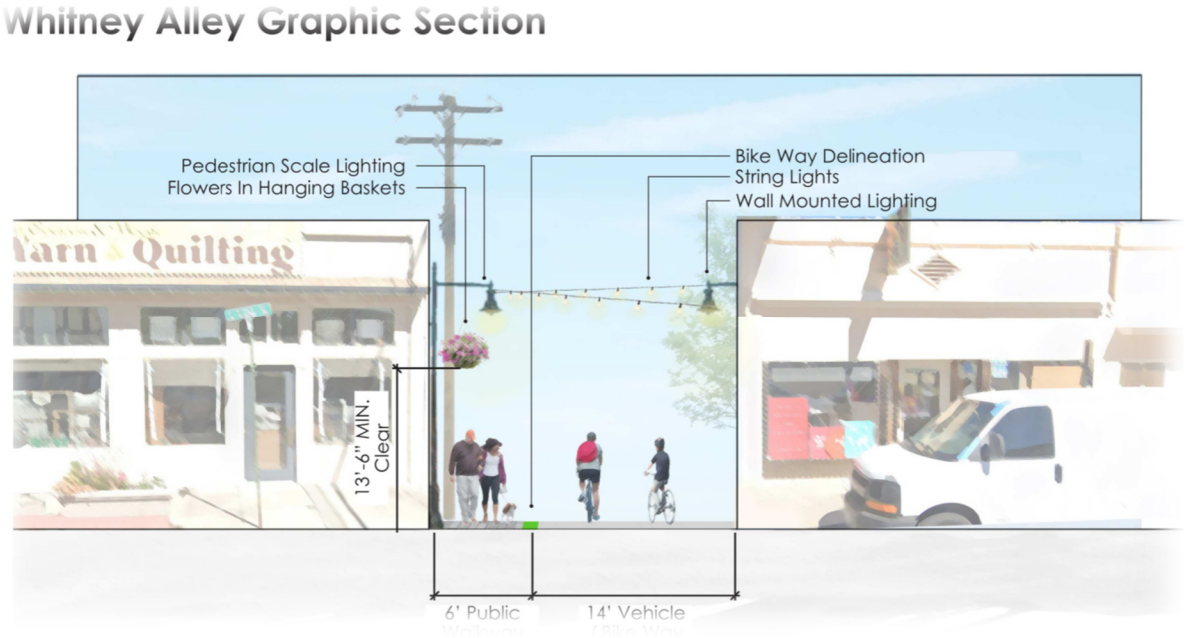
What Are the Planning Department's Responsibilities and Who is Involved?

The Planning & Economic Development Department works with residents, property owners, businesses, and other City departments to plan for, facilitate, and guide development in Bishop consistent with the City of Bishop General Plan and Zoning Code. The department facilitates projects and activities that support the creation of a pedestrian-friendly, attractive, and vibrant downtown, identifies opportunities to increase housing options and affordability, promotes Bishop as a year-round destination, supports a diverse economy. The Planning Department includes one full-time employee, the Assistant Planner. The City Administrator serves as the Planning Director.



What Did the Planning Department Accomplish Last Year?

During FY 2023-24, the Planning Department managed continued efforts toward the implementation of long-term community visions and goals, including rezoning parcels for 35 residential units, approving the first mixed-use development in the Downtown Specific Plan, starting Parking and Land Use Study, working on the design for the Whitney Alley Project to support pedestrian safety and implementation of green infrastructure strategies in downtown Bishop.



Does the Planning Department Manage Short-Term and Long-Term Tasks?

Yes, the Planning Department manages short-term tasks on a routine basis, while continually working to establish and pursue long-term goals and accomplishments. Some routine tasks conducted by the Planning Department are building permit reviews, conditional use permit applications, variance applications, parcel and tract map applications, zone changes, General Plan amendments, and environmental review pursuant to the California Environmental Quality Act (CEQA).

Some long-term planning activities include the implementation of the Bishop General Plan, development of housing strategies, development of various long-term plans, such as a parking management plan or a safe routes to school plan, and updates to the General Plan as required by State law. Long-term planning activities often require the department to source appropriate grants for funding and draft effective applications to secure grant funding.



What Does the Planning Department Intend to Accomplish This Year?

The Planning Department's priorities for FY 2024-25 include, but are not limited to, continuing to efficiently process planning and building applications, preparing any General Plan amendments and ordinances that are necessary for the implementation of the Specific and General Plan vision, continuing to monitor compliance and growth of second home ownership for short-term rentals, implanting the goals and actions in the 2021-2029 Housing Element, including identification of grant funding to support housing construction, administering Permanent Local Housing Allocation Program (PLHA) grant funding together with Inyo County and Eastern Sierra Community Housing, working with regional agencies to implement the California Jobs First Program, working with consultants to identify properties that are suitable for housing and City facilities, implementing policies for Fee-in Lieu and ADA parking for new development in the Downtown Mixed-Use Zone, continuing to support the Silver Peaks Affordable Housing Project by working with Visionary Homebuilders and Eastern Sierra Community Housing, continuing to build relationships with investors and developers, continuing to administer awarded grants, continuing to monitor signage ordinance violations and coordinate with property owners to get into compliance, and update the City website with current zoning and ADU resources.



Total Budget

The Planning Department's approved spending totals $525,603



Small Town… With a Big Backyard