



CITY OF BISHOP

CITY COUNCIL MEETING AGENDA

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

MONDAY, JUNE 24, 2024 - 5:30 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 - 5:30 p.m. Monday, June 24, 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: Fire Chief

5. OPEN SESSION - 6:00 p.m. Monday, June 24, 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 Schwartz 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

B. Police Department - Police Chief Nate Derr

C. Public Works Department - Public Works Director Nora Gamino

D. Community Services Department - Community Services Manager Dan McElroy

E. Planning Department - Assistant Planner Ana Budnyk

F. Administration - City Administrator Deston Dishion

12. BISHOP AREA CHAMBER OF COMMERCE & INFORMATION CENTER UPDATE -

Prepared and presented by Bishop Area Chamber of Commerce and Information Center Executive Director Tawni Thomson.

A. Bishop Area Chamber of Commerce and Information Center Update Report - June 24, 2024

[Bishop Area Chamber of Commerce Report - June 24, 2024](#)

13. PRESENTATIONS

- A. **Sierra Business Council (SBC) Sierra Jobs First Program Update – Presented by SBC President Steve Frisch**
[SBC - Sierra Jobs First Program Update](#)
[SBC - Regional Specific Catalyst Criteria Information](#)

14. 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. **[RESOLUTION: Establish the FY 2024-25 Appropriations Limit Pursuant to Article XIIIB of the California Constitution \(Proposition 4\)](#)**
Recommended Action: Review the proposed resolution and consider action to adopt by title only.
[Reso No. 2024-\(xx\) Establishing Appropriations Limit FY 2024-25](#)
- B. **[Participation in California Cooperative Liquid Assets Securities System](#)**
Recommended Action: City Council to authorize the City Administrator to complete the California CLASS Registration Packet so that the City may purchase shares of beneficial interest issued by the California CLASS from time to time with available funds of the City, and to redeem such shares as needed.
[California CLASS Features and Benefits](#)
[California CLASS Prime Rate Sheet](#)
[California CLASS Participant List](#)
[California CLASS Registration Packet](#)
- C. **[FY 2023-24 Final Budget Adjustments](#)**
Recommended Action: City Council to review and approve the proposed budget adjustments.
[FY 2023-24 Final Budget Adjustments](#)
- D. **[Budget Report for the Month of May 2024](#)**
Recommended Action: City Council to review the budget report for the month of May 2024.
[Budget Report for the Month of May 2024](#)
- E. **[Financial Reports for the Month of May 2024](#)**
Recommended Action: City Council to review the financial reports for the month of May 2024.
[Bank Reconciliation Report for May 2024](#)
[Combined Cash Report for May 2024](#)
[Investment Portfolio Report for May 2024](#)
[Warrant Register Report for May 2024](#)
- F. **[Approve the City of Bishop Workplace Violence Prevention Program \(WVPP\)](#)**
Recommended Action: Council consideration to approve and adopt the City of Bishop Workplace Violence Prevention Program as presented.
[City of Bishop Workplace Violence Prevention Plan - 6/24/2024](#)
- G. **[IT Services Agreement Extension Letter for July 1, 2024 - June 30, 2025](#)**
Recommended Action: Council consideration to accept the Letter of Extension provided by Carmichael Business Technologies (CBT) to extend their IT services agreement with the City of Bishop for an additional one (1) year period from July 1,

2024 through June 30, 2025.

[CBT Agreement - Extension Letter 07 01 2024 - 06 30 2025](#)

H. **[Tree Maintenance Agreement Letter of Extension](#)**

Recommended Action: City of Bishop City Council to accept the Letter of Extension provided by Eastern Sierra Tree Services and extend the Tree Maintenance for one year with a term expiring on June 30, 2025.

[City of Bishop extension letter 2024.pdf](#)

I. **[Letter of Extension for Fuel Services from Pilot Thomas and Updated Fee Schedule](#)**

Recommended Action: City Council to accept the Letter of Extension for Fuel Services from Pilot Thomas and approve the proposed updated Fee Schedule.

[Pilot Thomas Letter of Extension Fee Update.pdf](#)

J. **[Street Sweeping Maintenance Agreement](#)**

Recommended Action: Council consideration to approve the 2024/2025 Street Sweeping Maintenance Agreement as presented.

[Street Sweeping Maintenance Agreement](#)

K. **[Planning Commission Meeting Cancellation Notice](#)**

Recommended Action: Council is requested to receive and file the attached Planning Commission Cancellation Notice

[June 26, 2024 - Meeting Cancellation Notice](#)

15. NEW BUSINESS

A. **[Annual League of California Cities/Cal Cities Conference - Attendance and Designation of Voting Delegate and Alternate\(s\)](#)**

Recommended Action: Council to discuss who will attend the League of California Cities/Cal Cities Annual Conference scheduled for October 16, 2024 through October 18, 2024 and approve the appointment of the City's voting delegate and up to two alternate(s) to vote on behalf of the City at the League of California Cities/Cal Cities General Assembly Meeting on Friday, October 18, 2024.

[2024 Voting Delegate Form](#)

16. FUTURE AGENDA ITEMS

17. COUNCIL AND COMMITTEE REPORTS

18. ADJOURNMENT

MEETING CANCELLED - Monday, July 8, 2024 at 6:00 p.m. Regular Meeting in the City Council Chambers

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

BISHOP INFORMATION CENTER/OTHER DESTINATION DEVELOPMENT PROGRAMS:

CHSRA State Finals Rodeo: June 8 – 16. 320 contestants plus families, friends and fans.

- *This report includes only what the chamber contributed, there are many more sponsors and volunteers that worked with Jen and the crew at the Tri-County Fairgrounds.*
- Chamber staff and volunteers assembled gift bags and then greeted each contestant at check-in to give them the bags and t-shirts.
- Bishop Chamber also hosted the welcome dinner – approximately 700 people enjoyed deep pit beef, macaroni & cheese, coleslaw, dinner rolls and cookies.
- Bishop Chamber sold tickets at the arena for all paid performances.
- Donated lodging: 88 room nights worth at least \$15,000.
- 81 volunteer shifts/ at least 230 hours of service.
- Significant investment of staff time to solicit donations and coordinate volunteers.
- Generous donations and discounts received for welcome dinner. El Pollo Loco donated all the macaroni & cheese. Grocery Outlet donated coleslaw. Gillespie Distributing and Farmer Brothers donated beverages. BP Distributing provided meat at cost and Schat's Bakkerly provided dinner rolls and cookies at half price. Schat's also provided treats for Queen's Tea and hosted all the queens for a lunch.
- Even with all donations and discounts, Bishop Chamber still has significant out of pocket expenses: \$4,100 for meat, \$1,800 for other dinner supplies, \$4,300 for t-shirts & gifts.
- Inyo County CPSP Grant has helped but doesn't quite cover the investment.
- Tawni and several chamber board members participated in the presentation to the CHSRA Board of Directors and successfully won the bid to bring the event back to Bishop through 2027.
- It is really not about making money for CHSRA, for the Fairgrounds or for the Bishop Chamber. The event is important because the families love coming here and our community loves having them here. Rodeos are an important part of the history, heritage and culture of our community.

Highpointers Convention: 200-250 people in September 2025. Tawni met with organizer Dave Covill 6/12 and is helping him connect with lodging, catering, and venues (including City Park).

Visit CA Influencer Fam Trip: Becky Nesel @geobeckly will be in our region 6/24-6/28. Visit CA covers cost of airfare and ground transportation. Bishop Chamber covering lodging and helping direct itinerary.

Information Center: Very busy since Tioga Pass opened and conditions in the back country have improved. Many PCT hikers seeking information about re-stocking in Bishop and transportation to trailheads.

Lodging Statistics:

May occupancy was 65.7%, down about 5% from 2023. The average daily rate was \$146.

CHAMBER OF COMMERCE/LOCAL COMMUNITY MATTERS:

New Golf Fundraiser Format: 6/22/24. Tawni will give brief re-cap of the event.

Chamber Board of Directors

Returning directors: Tara Frank, Jennifer McGuire, Sunil Lad, Robert Sharp, Cheryl Underhill, Manny Astorga, Sarah Freundt, Debi Yerkes, Gayla Wolf, Lynn Hawks, Gary Gunsolley and Niral Munshaw.

Newly elected/appointed directors: Jason Brown and John Marko.



Sierra Region

Sierra Jobs First Program Update

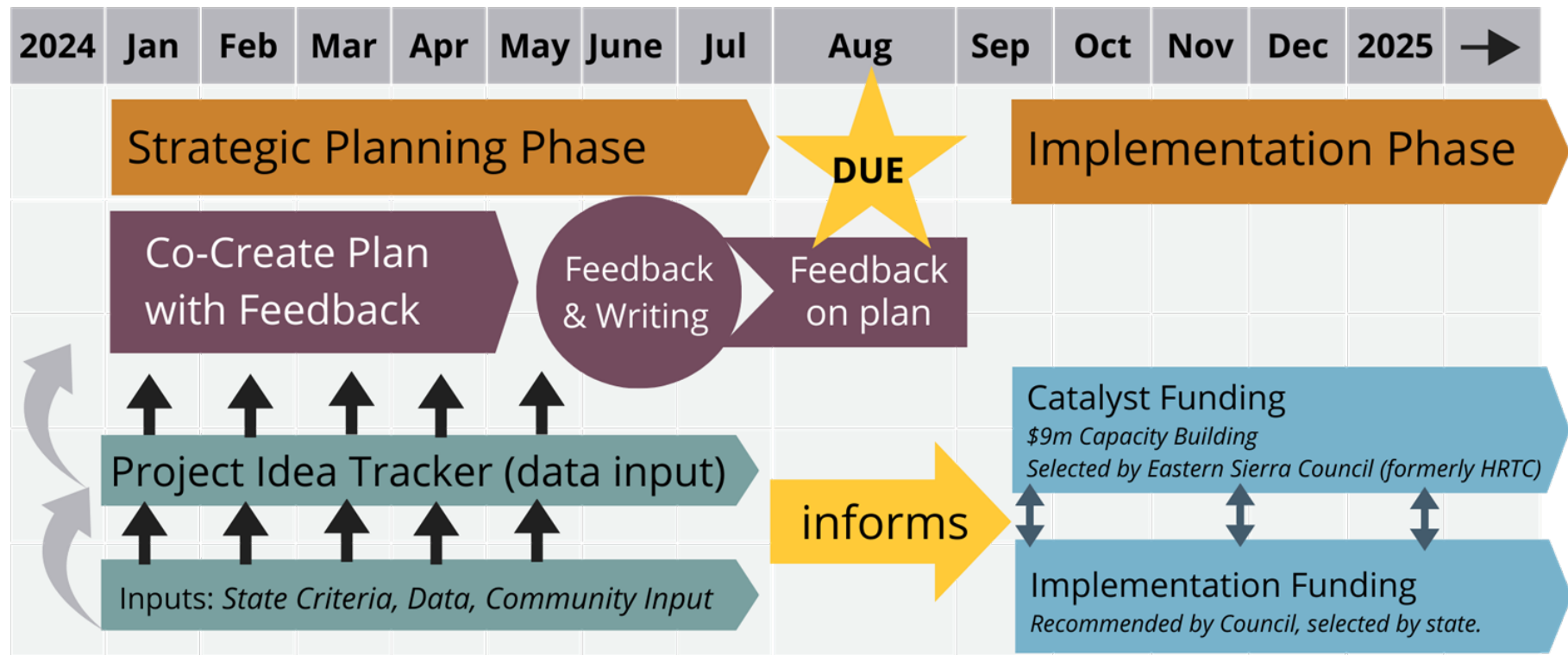
City of Bishop City Council
June 24, 2024



Agenda

- **Current Status of Sierra Jobs First Program**
- **Key Strategic Plan Areas & Strategies**
- **Opportunities for Comment and Input**
- **Status of Program Funding**
- **Q&A**

Where we are in the CA Jobs First Process



Sierra Jobs First Planning Process

Part 1: Discovery

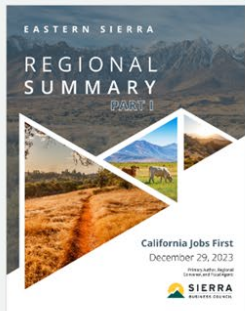
Understanding Current Conditions in the Sierra Region

Part 2: Strategic Planning Phase

July-December 2023

**REGIONAL SUMMARY:
PART 1**
(DATA, FEEDBACK AND
FINDINGS)

PROJECT ID TRACKER



**Collaborative
Defines
Framework and
Priorities**

January-April 2024

**SHARE FINDINGS &
BUILD STRATEGIC
PLAN FRAMEWORK**

- *Vision from clearly defined SWOT*
- *Goals*
- *Strategies*
- *Actions / Projects*

Align with State Criteria

**Community
Engagement:
Co-create Goals,
Strategies, Actions &
Project Ideas**
May-August 2024

Draft Plan with:

- Council
- Subcommittees
- Tribal Round Table
- County Co-horts
- Industry Specific Working Groups
- CBOs
- Communities

**Finalize and
Adopt Regional
Strategic Plan**

July-August 2024

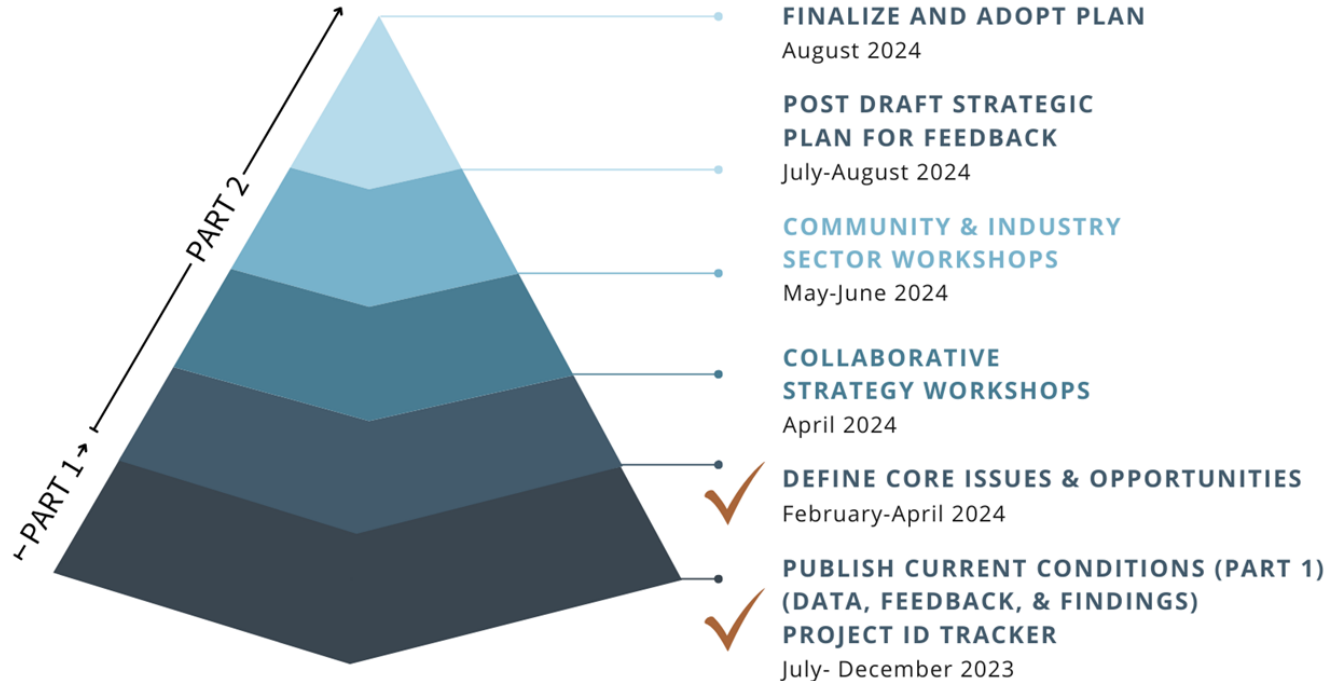
2-3 week public and
community review of
draft Plan.

Council is final
decision-making body
and votes to move
final draft to state.



Strategic Planning Process

EASTERN SIERRA CALIFORNIA JOBS FIRST STRATEGIC PLAN FRAMEWORK



Funding Overview





 Sierra Region

Strategic Plan

Core Issues & Target Industry Sectors

Sierra Jobs First Outcomes

Outcomes We Hope to Achieve

- Increase the number of quality jobs with equitable access
- Attract investment into disinvested communities, key industries, & infrastructure
- Build climate-resilient communities
- Grow opportunities for the emerging workforce



Priority Industry Sectors

Priority Industry Sectors to Drive Our Work

- Sustainable Recreation and Tourism
- Natural and Working Lands
- Clean Energy and Energy Resilience
- Sustainable Agriculture, Ranching, and Food Systems
- Community Healthcare



Core Issues and Opportunities + Strategies to Get Us There

Our Core Issues and Opportunities

- Workforce Development & Career Readiness
- Physical Infrastructure
- Social Services and Infrastructure
- Governance and Land Tenure/Management
- Housing Affordability and Placemaking



Strategic Actions to Get Us There

Collaboration | Strategic Investments/Actions | Inclusionary Pathways



Sierra Region Core Issues



**Workforce
Development &
Career Readiness**



**Physical
Infrastructure**



**Social
Services and
Infrastructure**



**Governance and
Land Tenure/
Management**



**Housing
Affordability and
Placemaking**

Content Source

Part 1 and a team from regional economic development organizations developed the summary of key issues to today's conversations. Listed in your Highlights booklet on page 9.

Priority Industry Sector Overview

Community Healthcare	Sustainable Recreation & Tourism	Natural & Working Lands	Clean Energy & Energy Resilience	Sustainable Agriculture & Food Systems
• Regional Access to Quality Care • Specialty Services • Mental Health • Medical Facilities • Workforce Development	• Balanced Visitation & Tourism • Higher Wage Jobs & Pathways • Climate Change Readiness/Pivots • Entrepreneurs & Main Streets • Events & Culture	• Wildfire Adaptation • Wood Utilization • Watershed Restoration • Tribal Stewardship Adaptation and Restoration	• Energy Efficiency & Decarbonization • Energy Resilience and Readability • EV Readiness • GHG Mitigation • Hydrogen	• Sustainable Food Systems/Security • Climate-Ready Crops • Value Added Products • Agricultural Tourism • Meat Processing • Manufacturing



Strategic Plan - Timeline for Comment & Input

- **June 21st:** Strategic Plan Draft & Summary of Community Feedback Posted
- **June 21st - July 12th:** First Public Review Period
- **July 12th - July 31st:** SBC Internal Revisions
- **July 31st:** Strategic Plan 2nd Draft & Summary of Public Comments Posted
- **July 31st - August 9th:** Second Public Review Period
- **August 10th - August 16th:** SBC Internal Revisions
- **August 16th:** Final Draft & Summary of Public Comments Posted
- **August 16th - August 23rd:** Review of Final Draft by Governing Council
- **August 23rd:** Vote by Governing Council
- **August 29th:** SBC Submits Approved Final Version to State

Status of the Plan, ways to comment, and relevant materials can always be found at **SierraJobsFirst.org/strategic-plan/**





Program Funding Update

1. **State Budget Cuts:** Proposed Budget cuts \$150 million from Implementation Fund, \$50 million each from next three fiscal years.
2. **Catalyst:** Funding unchanged.
3. **Advocacy Letter:** SBC and the other 12 Regional Conveners have submitted a letter urging the state to restore full funding to the Implementation Fund.





Q&A & Next Steps

- Please provide comment on the Strategic Plan in either or both comment periods.
- SBC will provide a copy of funding advocacy letter to local agencies.
- SBC will continue to provide updates as requested.



Sierra Region

Thank you.

Follow up info:

Steve Frisch
Sierra Jobs First

Email: jobsfirst@sierrabusiness.org
Website: ***sierrajobsfirst.org***

Catalyst Fund Project Criteria - Required by State Interagency Team

Equity

Required Criteria	Examples
At least 40% of funds provide direct, meaningful, and assured benefits to disinvested communities	Project benefits communities located within Justice40/ICARP DAC Tool-defined disadvantaged communities
Includes an applicant or co-applicant located in or serving a disinvested community	Project partners with a CBO, tribe, or business serving disinvested communities Project has support from a disinvested community within the project boundary
Align with Executive Order N-16-22 (Racial Equity)	Project can conduct outreach to communities that will benefit/be impacted (translation, outreach partners, meeting people where they are)
Includes equity impact assessment (SBC hopes to have a template with the final RFP)	Project identifies stakeholders and any unintended adverse impact of the project with alternative plans as needed Sample questions: https://www.raceforward.org/sites/default/files/RacialJusticeImpactAssessment_v5.pdf
Includes displacement analysis and avoidance strategy (SBC hopes to have a template with the final RFP)	Project includes methods to avoid community and business displacement due to gentrification, land use planning, lack of transportation, or climate change impacts
Community engagement & feedback mechanisms	Project has a community engagement plan and outlets to communicate project updates and receive feedback

Climate

Required Criteria	Examples
Alignment with CA Air Resources Board (CARB) Scoping plan	Project promotes walkability/bikeability/use of public transit Project decreases energy-related building emissions

	Project expands/benefits carbon storage in natural and working lands
Alignment with EO N-82-20 (Land and Water protection)	Project aligns with 30x30 goals by protecting biodiversity, natural and working lands
Alignment with EO N-19-19 (ZEV Transition)	Project aligns with ZEV goal of all new passenger vehicle sales being ZEV by 2035, with MD/HD vehicles by 2045
Alignment with the Sustainable Groundwater Management Act (SGMA)	No basins in the region are required to have groundwater protection plans under SGMA, but projects should be aligned with protecting groundwater levels and watersheds

Job Quality and Access

Required Criteria	Examples
Promotes the creation of family-sustaining jobs	Jobs created by the project include healthcare and retirement benefits, safe working conditions, etc The average job created by the project pays a regional “high wage” defined as \$64,480 in the Regional Summary (pg. 98)
Ensure equitable access to quality jobs for communities throughout the region	The percentage of jobs created that will pay a “high wage” and don’t require a college degree Jobs created provide on-the-job training and pathways to advancement

Other Criteria

Required Criteria	Examples
Funding model clearly identified	Project has a budget outline and sustainable funding plan for the next phase
Community partnerships leveraged	Project has letters of support from community leaders/residents/groups/businesses within the project boundary
Project can leverage match funding	List other funding the project has obtained or intends to apply for (and meets initial eligibility)



Agenda Item: 14.A
Date of Meeting: June 24, 2024
Department: Finance

STAFF REPORT

To: City Council
From: Ethan Aukee
Subject: **RESOLUTION: Establish the FY 2024-25 Appropriations Limit Pursuant to Article XIIIB of the California Constitution (Proposition 4)**
Prepared On: June 5, 2024
Attachments: Reso No. 2024-(xx) Establishing Appropriations Limit FY 2024-25

Background/History:

In November 1979, the voters of the State of California approved Proposition 4, commonly known as the Gann Initiative. The proposition created Article XIIIB of the State Constitution placing limits on the amount of revenue that can be spent by State and local governments. The appropriations limit is adjusted annually based on population and per capita income "change factors". These factors are received each year from the California Department of Finance. Government Code 7910 requires the governing body of each local jurisdiction to establish, by resolution, its appropriation limit for the upcoming fiscal year.

Attached for Council review is a proposed resolution to establish the City of Bishop appropriations limit for Fiscal Year 2024-25.

Analysis/Discussion:

The appropriations limit of the City of Bishop for Fiscal Year 2024-25 is \$11,788,788.

Economic Impacts:

There are no significant economic impacts.

Budget Impacts:

There are no budgetary impacts.

Legal Review:

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

Recommended Action:

Review the proposed resolution and consider action to adopt by title only.

Approved By: Ethan Aukee 6/5/2024

Approved By: Robin Picken 6/5/2024

Approved By: Deston Dishion

Approved By:

RESOLUTION NO. 2024-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP,
STATE OF CALIFORNIA, ESTABLISHING THE APPROPRIATIONS
LIMIT PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA
CONSTITUTION (PROPOSITION 4)**

WHEREAS, Government Code Section 7910 requires that each year local governments shall establish, by resolution, its appropriations limit each year pursuant to Article XIII B of the California Constitution; and

WHEREAS, Article XIII B Section 8(e)(2) requires the governing body to select the change in cost of living methodology each year by recorded vote; and

WHEREAS, the percentage change in California per capita income and the percentage change in the population in the City of Bishop, as provided annually by the California Department of Finance, are the adjustment factors used in the calculation; and

WHEREAS, the City's Finance Department has prepared calculations and documentation required for and to be used in the determination of certain matters and for the establishment of an Appropriations Limit for the City for Fiscal Year 2024-25 and such data and documentation has been made available to the public for a period of not less than fifteen (15) days prior to the adoption of this Resolution; and

WHEREAS, the Appropriations Limit for the City of Bishop for Fiscal Year 2024-25 is hereby established at \$11,788,788

THEREFORE, BE IT RESOLVED that the City Council selects the percentage change in California per capita income and the percentage change in the population in the City of Bishop for use in calculating its appropriation limit for Fiscal Year 2024-25; and

BE IT FURTHER RESOLVED, that the Appropriations Limit of the City of Bishop for Fiscal Year 2024-25 is \$11,788,788 as reflected in Exhibit A.

PASSED, APPROVED AND ADOPTED this 24th day of June 2024.

Jose Garcia, Mayor

ATTEST: _____
Robin Picken, City Clerk

EXHIBIT A
CITY OF BISHOP

Appropriations Limit Calculation
For the Fiscal Year 2024-25

Appropriations Limit on June 30, 2024		\$11,391,234
Adjustment Factors:		
Change in Per Capita	3.62	1.0362
Change in Population	-0.13	0.9987
Factor to Apply to 2024-25 Limit		1.0349
2024-25 Appropriations Limit		\$11,788,788
(\$11,391,234 * 1.0349)		

EXHIBIT B
CITY OF BISHOP

Computation of Allowable Growth Factor
For the Fiscal Year 2024-25

Percentage Change in Per Capita (CPI) Personal Income		3.62
CPI Change Converted to a Ratio	$\frac{(3.62+100)}{100}$	1.0362
City of Bishop Percentage of Change in Population		-0.13
Population Change Converted to a Ratio	$\frac{(-0.13+100)}{100}$	0.9987
Factor to Apply to 2024-25 Limit	$1.0362 * 0.9987$	1.0349
Fiscal Year 2024-25 Appropriations Limit		\$11,788,788
(\$11,391,234 * 1.0349)		

April 30, 2024

Dear Fiscal Officer:

Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2024, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2024-25. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2024-25 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. [California Revenue and Taxation Code section 2228](#) provides additional information regarding the appropriations limit. [Article XIII B, section 9\(C\) of the California Constitution](#) exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2024.** Please note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s Richard Gillihan

RICHARD GILLIHAN
Chief Operating Officer

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2024-25 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2024-25	3.62

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2024-25 appropriation limit.

2024-25:

Per Capita Cost of Living Change = 3.62 percent
Population Change = 0.17 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.62 + 100}{100} = 1.0362$

Population converted to a ratio: $\frac{0.17 + 100}{100} = 1.0017$

Calculation of factor for FY 2024-25: $1.0362 \times 1.0017 = 1.0379$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2023 to January 1, 2024 and Total Population, January 1, 2024

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	23-24	1-1-23	1-1-24	1-1-24
Inyo				
Bishop	-0.13	3,853	3,848	3,848
Unincorporated	-0.17	14,973	14,948	15,008
County Total	-0.16	18,826	18,796	18,856

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Agenda Item: 14.B
Date of Meeting: June 24, 2024
Department: Finance

STAFF REPORT

To: City Council
From: Ethan Aukee
Subject: **Participation in California Cooperative Liquid Assets Securities System**
Prepared On: June 11, 2024
Attachments: California CLASS Features and Benefits
California CLASS Prime Rate Sheet
California CLASS Participant List
California CLASS Registration Packet

Background/History:

The California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS provides California public agencies with a convenient method for investing in high-quality, short- to medium-term securities carefully selected to optimize interest earnings while prioritizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds offer public agencies the opportunity to strengthen and diversify their cash management programs in accordance with the safety, liquidity, and yield hierarchy that governs the investment of public funds.

Participation in California CLASS is open to all public agencies in the State of California that have the authority to invest their treasury's funds. According to California Government Code 6500, the federal government or any federal department or agency, this state, another state or any state department or agency, a county, county board of education, county superintendent of schools, city, public corporation, public district, or regional transportation commission of the State of California or another state, or any joint powers authority formed pursuant to this article [Article 1 of the Joint Exercise of Powers Act] by any of these agencies can participate in California CLASS. Additionally, according to Section 6509.7, a nonprofit corporation whose membership is confined to public agencies or public officials may also participate.

The City of Bishop Administrator and Finance Director met virtually with Jerry Legg (California CLASS). During this meeting, information was presented to illustrate the details of California CLASS and what would be needed for the City of Bishop to participate.

Analysis/Discussion:

Following research and discussion with California CLASS, both the City Administrator and the City Finance Director advise that it's in the City of Bishop's best interests to become a participant and purchase shares of beneficial interest issued by the California CLASS from time to time.

California CLASS is same-day liquid, meaning investors have immediate access to their funds and can typically withdraw on the same business day during which a request is made. The City's current main investment option, LAIF, is also same-day liquid. This is important as it maximizes the City's ability to manage its assets effectively and ensures that City cash remains available to meet City liabilities.

Two Main Factors Differentiate California CLASS from LAIF

1. The Average Maturity Date of its Investments

California CLASS maintains a significantly shorter average maturity date within its investment pool, which provides for more sensitivity to the federal funds rate. Returns yielded from California CLASS should mirror returns yielded from LAIF, but with the shorter average maturity date, California CLASS returns will be more sensitive to changes in the federal funds rate, which results in more pronounced changes in yield. To use a metaphor, returns from California CLASS are like steering a car, and returns from LAIF are like steering a cargo ship. California CLASS is quickly changing, provides for greater returns, and regresses to minimal returns more quickly than LAIF. LAIF is slower to react to macroeconomic changes, resulting in lesser returns, but less volatility and slower regression to minimal returns. It would be beneficial for the City to have both LAIF and California CLASS as investment options, as each option could be utilized to be more beneficial than the other based on macroeconomic factors and projections.

2. The Rate at Which Interest is Accrued and Paid to Investors

LAIF accrues and pays interest to investors on a quarterly basis, California CLASS accrues and pays interest to investors on a monthly basis. Currently, California CLASS is returning 5.39% on a monthly basis and LAIF is returning 4.41 % on a quarterly basis. By investing in LAIF and not California CLASS while the federal funds rate remains high, the City is missing out on a 1% return, compounded monthly instead of quarterly.

As long as the City monitors the daily yield for each investment option and monitors changes in the federal funds rate, the City should be able to utilize both investment pool options to maximize returns on City reserve funds.

Economic Impacts:

No significant economic impacts.

Budget Impacts:

Participation in California CLASS could lead to increased interest revenue from time to time.

Legal Review:

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

Recommended Action:

City Council to authorize the City Administrator to complete the California CLASS Registration Packet so that the City may purchase shares of beneficial interest issued by the California CLASS from time to time with available funds of the City, and to redeem such shares as needed.

Approved By: Ethan Aukee 6/11/2024

Approved By: Robin Picken 6/11/2024

Approved By: Deston Dishion 6/11/2024

Approved By:

What is California CLASS?

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected with the goal of optimizing yields while prioritizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds help assist public agencies in strengthening and diversifying their cash management programs in accordance with the safety, liquidity, and yield hierarchy that provides the framework for the investment of public funds.

How is it governed and managed?

California CLASS is overseen and governed by a Board of Trustees. The Board is made up of public agency finance professionals who participate in California CLASS and are members of the Joint Powers Authority (JPA). The Board of Trustees has entered into an Investment Advisor and Administrator Agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities as well as many of the services provided on behalf of the Participants.

How can we participate?

Enrolling in California CLASS is simple. Public agencies may become Participants simply by filling out the Participant Registration Form that can be found in the document center on the California CLASS website. Public agencies may submit the completed registration packet to California CLASS Client Services for processing at clientservices@californiaclass.com. To obtain account forms and fund documents, visit www.californiaclass.com/document-center/.

Sponsored By:



www.calcities.org



**California Special
Districts Association**
Districts Stronger Together

www.csda.net

CALIFORNIA CLASS FEATURES

**As a California CLASS Participant,
you have access to many
convenient features:**

- Same-day availability of funds in Prime Fund (11:00 a.m. PT cut-off)
- Contributions by wire or ACH
- Ratings of 'AAAm' & 'AAAf/S1'
- Portfolio securities marked-to-market daily
- Secure online access for transactions and account statements
- No redemption notices for Prime Fund
- Participant-to-Participant transactions
- Dividends accrue daily and pay monthly
- No maximum or minimum transaction limits
- No maximum or minimum investment requirements
- No transaction fees*
- Annual audit conducted by independent auditing firm**
- Dedicated client service representatives available via phone or email on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from California CLASS for such transactions.

**External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



What are the objectives of California CLASS?

Safety

The primary investment objective of the California CLASS Prime Fund is preservation of principal. Both California CLASS portfolios are managed by a team of investment professionals who are solely focused on the management of public funds nationwide. The custodian for California CLASS is U.S. Bank, N.A.

Liquidity

When you invest in the California CLASS Prime Fund, you have access to your funds on any business day. You must notify California CLASS of your funds transaction requests by 11:00 a.m. PT via the online transaction portal. There are no redemption notices for the daily-liquid California CLASS Prime Fund. The California CLASS Enhanced Cash Fund is a variable NAV fund that provides next-day liquidity and requires a one-day notification of redemption.

Competitive Returns

California CLASS strives to provide competitive yields while adhering to the objectives of safety and liquidity. Participants can benefit from the investment expertise and institutional knowledge provided by the team of Public Trust professionals. The portfolio performance objective is strengthened by the knowledge of

California public agency cash flows that the Public Trust team possesses.

Ease of Use

To make cash management streamlined and efficient, California CLASS includes many features that make it easy to access account information and simplify record keeping. Participants can transact on any business day via the California CLASS Online Transaction Portal at www.californiaclass.com.

Flexibility

You may establish multiple California CLASS subaccounts. You will receive comprehensive monthly statements that show all of your transaction activity, dividend accruals, and yield summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your records.

Legality

California CLASS only invests in securities permitted by California State Code Section 53601; permitted investments are further restricted to those approved by the Board of Trustees as set forth in the California CLASS Investment Policies.

Have Questions? Contact us or visit www.californiaclass.com for more information.



Bob Shull

Senior Director, Investment Services
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(925) 872-1007



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Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. The information presented should not be used in making any investment decisions. This material is not a recommendation to buy, sell, implement, or change any securities or investment strategy, function, or process. Please review the California CLASS Information Statement(s) before investing. California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the California CLASS Prime Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please review the California CLASS Information Statement(s) before investing. Past performance is not an indication of future performance. No assurance can be given that the performance objectives of a given strategy will be achieved. Any financial and/or investment decision may incur losses. The California CLASS Prime Fund is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. The California CLASS Enhanced Cash Fund is rated by 'AAAF/SI' by FitchRatings. The 'AAAF' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'SI' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'SI' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.

Invest with California CLASS Prime

Investing with California CLASS Prime could mean more for your local community.
Use the California CLASS Prime investment calculator to see just how much you could have earned.

Amount Invested

Start Date

End Date

You would have earned

\$4,591.60

on your investment if you started on

March 1, 2024

California CLASS Investment Income Earned				
As of Date	Time	\$1M	\$5M	\$10M
Mar 01 - Mar 31	1 month	\$4,592	\$22,958	\$45,916
Oct 01 - Mar 31	6 months	\$27,823	\$139,116	\$278,232
Apr 01 - Mar 31	12 months	\$55,264	\$276,322	\$552,643

Months listed are in the years 2023-2024

California CLASS Daily Yields as of Month-End

Month	Year	Month-End Yield
March	2024	5.4330%
February	2024	5.4375%
January	2024	5.4710%
December	2023	5.5508%
November	2023	5.5691%
October	2023	5.5540%
September	2023	5.5193%
August	2023	5.4663%
July	2023	5.4443%
June	2023	5.2651%
May	2023	5.1880%
April	2023	5.0425%

For more information on both historical yields and annualized performance, visit www.californiaclass.com/rates or scan the below QR code:



Source: Public Trust Advisors, LLC. Data unaudited. Charts and/or values presented may not add up precisely to absolute figures due to rounding. Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. California CLASS Prime is not a bank. An investment in California CLASS Prime is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the California CLASS Prime stable NAV fund(s) seek to preserve the value of your investment at \$1.00 per share, California CLASS Prime cannot guarantee they will do so. Please review the applicable Information Statement(s) before investing. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

California CLASS Participant List March 2024

Counties

El Dorado County	Lake County
Sonoma County Treasurer	

Municipalities

City of Artesia	City of Beaumont
City of Brentwood	City of Farmersville
City of Folsom	City of Fowler
City of Fullerton	City of Hanford
City of Hemet	City of Kingsburg
City of Lancaster	City of Moreno Valley
City of Morgan Hill	City of Oroville
City of Porterville	City of Santa Ana
City of Shafter	City of Wasco
City of Williams	Town of Fort Jones
Town of Paradise	

Other

California CLASS Enhanced Cash	California Special Districts Association
CSDA Finance Corporation	League of California Cities
Public Agencies Self-Insurance System	Sewer Authority Mid-Coastside
Special District Leadership Foundation	Special District Risk Management Authority
Tri-County Water Authority	

Special Districts

Alameda County Mosquito Abatement District	Alpine Fire Protection District
Altadena Library District	Anderson Springs Community Service District
Artesia Cemetery District	Atwell Island Water District
Banning Library District	Beaumont Library District
Bell Canyon Community Services District	Bighorn - Desert View Water Agency
Bolinas Fire Protection District	Bonita Sunnyside Fire Protection District
Cabazon Water District	Camarillo Health Care District
Castroville Cemetery District	Central Fire District of Santa Cruz County
Channel Islands Beach Community Services District	Chester Public Utility District

California CLASS Participant List March 2024

Chico Area Recreation & Park District	Chino Basin Water Conservation District
Chino Basin Watermaster	Clovis Veterans Memorial District
Coachella Valley Resources Conversation District	Coalinga - Huron Recreation & Parks District
Coastside Fire Protection District	Contra Costa Mosquito & Vector Control District
Copper Valley Community Services District	Corcoran Irrigation District
Corning Healthcare District	Costa Mesa Sanitary District
Crescenta Valley Water District	Del Puerto Health Care District
Delano Mosquito Abatement District	Desert Recreation District
Durham Irrigation District	East Orange County Water District
Emerald Bay Service District	Fallbrook Regional Health District
Georgetown Divide P.U.D.	Glenn County Resource Conservation District
Gold Mountain Community Services District	Goleta Sanitary District
Groveland Community Services District	Helendale Community Services District
Herlong Public Utility District	Hilmar County Water District
Humboldt Bay Municipal Water District	Humboldt Community Services District
Idyllwild Water District	Igo Ono Community Services District
Indian Valley Community Services District	Ironhouse Sanitary District
Kensington Police Protection and Community Services District	Kenwood Fire Protection District
Keyes Community Services District	La Puente Valley County Water District
Lakeside Fire Protection District	Las Gallinas Valley Sanitary District
Leucadia Wastewater District	Livermore Area Recreation and Park District
Los Alamos Cemetery District	Madera Irrigation District
Mariana Ranchos County Water District	Marina Coast Water District
Mark Twain Health Care District	McKinleyville Community Services District
Mendocino Coast Recreation and Park District	Mendocino County Waterworks District II
Mission Hills Community Services District	Mojave Water Agency
Murphy's Sanitary District	North County Fire Protection District, San Diego County
North Humboldt Recreation and Park District	North of River Sanitary District No. 1
Oceano Community Services District	Olympic Valley Public Service District
Orange County Cemetery District	Oxnard Harbor District
Palos Verdes Library District	Paradise Irrigation District
Paradise Recreation & Park District	Phelan Pinon Hills Community Services District
Pico Water District	Pine Grove Community Service District
Pleasant Valley County Water District	Pleasant Valley Recreation and Park District

California CLASS Participant List March 2024

Rainbow Municipal Water District	Rancho Murieta Community Services District
Rancho Santa Fe Fire Protection District	Reclamation District No. 1000
Resource Conservation District of Greater San Diego County	Rim of the World Recreation and Park District
San Antonio Basin Water District	San Diego County Citrus Pest Control District
San Gabriel Valley Mosquito and Vector Control District	San Mateo County Mosquito and Vector Control District
San Miguel Consolidated Fire Protection District	San Simeon Community Services District
Santa Cruz Port District	Santa Maria Public Airport District
Santa Ynez River Water Conservation District	Sierra Resource Conservation District
South Placer M.U.D.	Stockton East Water District
Tahoe - Truckee Sanitation Agency	Tahoe City Public Utility District
Temecula Public Cemetery District	Templeton Community Services District
Town of Discovery Bay - Community Services District	Trabuco Canyon Water District
Tracy Rural County Fire Protection District	Truckee Donner Recreation and Park District
Truckee Sanitary District	Truckee Tahoe Airport District
Turner Island Water District	Twentynine Palms Water District
Union Public Utility District	Vandenberg Village Community Services District
Ventura River Water District	Vista Fire Protection District
Wallace Community Services District	Weott Community Services District
West Basin Municipal Water District	West County Wastewater District
Western Shasta Resource Conservation District	Williams Fire Protection Authority
Yuima Municipal Water District	

Total Participants: 160

***Disclaimer:** This participant list is being made public as a service to our participant base. The listed participants are active as of the end of the month.*



California CLASS Registration Packet



Welcome to California CLASS

Thank you for choosing California CLASS!

This packet contains all the materials necessary to set up your California CLASS account(s). If you have any questions about the registration process or about your California CLASS account(s), please do not hesitate to contact us. The California CLASS Client Service team can be reached any business day from 8:00 a.m. to 4:00 p.m. PT by phone at (877) 930-5213 or by email at clientservices@californiaclass.com.

California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although California CLASS Prime seeks to preserve the value of your investment at \$1.00 per share, there is no guarantee it will do so. Please read the applicable California CLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.

Registration Procedures

To participate in California CLASS, please complete the following:

- 1) Review the Joint Exercise of Powers Agreement and the applicable Information Statements relating to the California CLASS Prime Fund and the Enhanced Cash Fund (located in the Document Center at www.californiaclass.com).
- 2) Complete the California CLASS Participant Representation Form (page 4).
- 3) Complete the Participant Registration (page 5).
- 4) Complete the Authorized Contacts Form (pages 6/7).
- 5) Should you be interested in participating in California CLASS Prime, complete the California CLASS Prime Fund Account(s) to be Established form; you may open as many accounts as you wish (page 8).
- 6) Should you be interested in participating in California CLASS Enhanced Cash, complete the Enhanced Cash Participant Acknowledgement Form (page 9) and the California CLASS Enhanced Cash Fund Account(s) to be Established Form; you may open as many accounts as you wish (page 10).
- 7) Should you be interested in establishing Dual Authorization on the account, the Dual Authorization Form can be completed (page 11)
- 8) Keep the original forms for your records and send the completed packet to the California CLASS Client Service team by fax (877) 930-5214 or by email clientservices@californiaclass.com.

Questions? Please contact us; we would love to hear from you:

California CLASS Client Service Team

T (877) 930-5213

clientservices@californiaclass.com

Through the California CLASS website, www.californiaclass.com, Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Board of Trustee meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the California CLASS program.

Participant Representation Form

Participant Information

Entity Name (Participant) _____

Participant Representations

The undersigned Authorized Signer for the Participant hereby represents and warrants the following during the period the Participant is investing in the California CLASS Investment Program:

- The Participant is (1) a Public Agency (as defined in the Joint Exercise of Powers Agreement) and (2)(a) a political subdivision of the State of California or (b) an organization whose income is excluded from taxable gross income under Section 115 of the Internal Revenue Code, in each case, that has the authority to invest funds in its treasury in investments in accordance with Section 53601 of the California Government Code.
- The Participant is authorized to invest in the California CLASS.
- Any Authorized Signer for the Participant designated in this California CLASS Registration Packet has full power and authority to make investments for the above Participant in the California CLASS Investment Program unless the California CLASS receives written notice from the Participant otherwise.
- The Participant has reviewed and agrees to the limitations described in the Joint Exercise of Powers Agreement and the Information Statements for the Funds within the California CLASS Investment Program and acknowledges that it has been supplied with or been given access to information it requested in connection with making an investment in the California CLASS Investment Program.
- The Participant has reviewed the Investment Policies for the Funds within the California CLASS Investment Program and has determined that they are consistent with the legal and policy limitations applicable to the Participant's investments.
- The Participant has consulted with its own counsel and advisers as to all matters concerning investment in the California CLASS Investment Program.

Authorized Signer

Signature _____

Date _____

Print Name _____

Title _____

Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.



Participant Registration

Entity Information

Entity Name (Participant) _____

Entity Type: ☐ City/Town ☐ County ☐ School District ☐ Special District
☐ Other (Specify) _____

Mailing Address _____

City _____ Zip _____ County _____

Physical Address (if different than above) _____

City _____ Zip _____ County _____

Tax ID _____ Fiscal Year End Date (Month/Day) _____

California CLASS and its transfer agent and administrator are authorized by the Participant to act on any instructions believed to be genuine for any service authorized on this form. To the extent permitted by law, the Participant **agrees** that California CLASS, its transfer agent, and administrator, Public Trust Advisors LLC, and their respective officers, directors, affiliates, representatives, employees and agents (each an "Indemnified Party") will not be liable for any losses, claims, expenses and liabilities (collectively, the "Losses") that result from accepting such instructions, and agrees to indemnify and hold harmless each Indemnified Party from and against any and all Losses arising from or resulting from such reliance on, or acceptance of, such instructions. Withdrawal proceeds can be sent only to the bank(s) indicated below unless changed by written instructions. Each Participant is responsible for notifying California CLASS of any changes to its account(s).

Wires will be distributed every hour with the final distribution ending at 11:00 a.m. PT; distribution times are subject to change as needed by the California CLASS Administrator. Additionally, California CLASS must be notified of any contributions by 11:00 a.m. PT to receive same day credit. **If funds are not received by 2:00 p.m. PT, contribution orders will be voided.**

Banking Information

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact* _____ Contact's Phone Number _____

☐ Wire ☐ ACH ☐ Both

Additional Banking Information (Optional)

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact* _____ Contact's Phone Number _____

☐ Wire ☐ ACH ☐ Both

*If there will only be one Authorized Signer on the California CLASS account, bank contact must be provided to verify bank account information



Authorized Contacts

Authorized Signers Can:	Read-Only Users Can:
Approve changes to the Investor Profile Update banking/contact information Process transactions Receive account updates	Receive account updates Request "view-only" access to monthly statements and transaction confirmations

Authorized Signer

Print First and Last Name

Title

Signature Required

Phone (Required)

Email (Required)

Fax

Additional Contact (Optional) – Note: California CLASS strongly advises each Participant to have multiple authorized signers to help prevent fraud

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- ☐ Authorized Signer to Move Funds*
- ☐ Read-Only Access

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- ☐ Authorized Signer to Move Funds*
- ☐ Read-Only Access

Authorized Contacts (cont.)

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- ☐ Authorized Signer to Move Funds*
- ☐ Read-Only Access

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- ☐ Authorized Signer to Move Funds*
- ☐ Read-Only Access

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone (Required)

Email (Required)

Fax

Permissions (check one only)

- ☐ Authorized Signer to Move Funds*
- ☐ Read-Only Access



California CLASS Prime Fund Account(s) to be Established

Entity Name (Participant): _____

Desired Subaccount Name(s)* i.e. General Fund, etc.:

(To be completed by Participant, **at least one Subaccount is required**)

*Name must be limited to 35 characters.

Once your California CLASS account has been established, you will receive a confirmation email with your login credentials from no-reply@californiaclass.com. If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before calling the California CLASS Client Service team.

Enhanced Cash Participant Acknowledgement Form

Participant Information

Entity Name (Participant) _____

Participant Acknowledgement

The undersigned Authorized Signer for the Participant hereby acknowledges the following:

- The Participant has received and reviewed the California CLASS Enhanced Cash Information Statement.
- All Enhanced Cash investments are made in accordance with the California CLASS Enhanced Cash Investment Policy.
- California CLASS Enhanced Cash is designed to complement the daily liquidity of the California CLASS Prime Fund by gaining exposure to a diversified portfolio of high-quality securities. California CLASS Enhanced Cash is better suited for funds not needed on a frequent or near-term basis. California CLASS Enhanced Cash is designed for investors with a slightly longer investment horizon and the ability to tolerate a higher risk profile.
- California CLASS Enhanced Cash does not seek to maintain a stable net asset value (NAV) and does not offer daily liquidity. Unlike the California CLASS Prime Fund, investing in California CLASS Enhanced Cash introduces the potential for the reporting of unrealized and realized gains and losses.
- Withdrawals are unlimited and met on a transaction date plus one (1) business day basis (T+1).
- Withdrawals can only be initiated in the Participant Portal.
- Any Authorized Signer has full power and authority to make investments for the above Participant.

Authorized Signer

Signature _____

Date _____

Printed Name _____

Title _____

The investment advisor providing these services is Public Trust Advisors, LLC (Public Trust), an investment adviser registered with the SEC under the Investment Advisers Act of 1940, as amended. Registration with the SEC does not imply a certain level of skill or training. Additionally, this registration provides no guarantee of return or protection against loss. California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Please read the applicable California CLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses



California CLASS Enhanced Cash Fund Account(s) to be Established

Entity Name (Participant): _____

Desired Subaccount Name(s)*:

(To be completed by Participant)

California CLASS Enhanced Cash is designed to complement the daily liquidity of the California CLASS Prime Fund. California CLASS Enhanced Cash is better suited for funds not needed on a frequent or near-term basis. California CLASS Enhanced Cash is designed for investors with a slightly longer investment horizon and the ability to tolerate a higher risk profile.

California CLASS Enhanced Cash does not seek to maintain a stable net asset value (NAV) and does not offer daily liquidity. Unlike the California CLASS Prime Fund, investing in California CLASS Enhanced Cash introduces the potential for the reporting of unrealized and realized gains and losses.

If you have questions about which of your local government's funds are appropriate for the California CLASS Enhanced Cash portfolio, please contact your California CLASS representative or email info@californiaclass.com.

*Name must be limited to 35 characters.

Once your California CLASS account has been established, you will receive a confirmation email with your login credentials from no-reply@californiaclass.com. If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before calling the California CLASS Client Service team.

Dual Authorization Form

Participant Name: _____

Please utilize this form to request dual authorization capabilities on your California CLASS account. Dual authorization ensures that any transaction entered via the California CLASS online transaction portal requires approval from a second Authorized Signer in order to be processed (internal transfers between subaccounts do not require dual authorization). **Note:** All Authorized Signers listed on the account can enter transactions and approve them (not just the users below).

Request to Add Dual Authorization

Dual authorization is hereby approved for _____ by the Authorized Signer below. By approving dual authorization, the Authorized Signer acknowledges that transactions not approved by the 11:00 a.m. PT cutoff will not be processed. Please ensure transactions are entered in a timely manner and that other authorized signers are available to approve the transactions for processing.

Authorized Signer's Signature

Date

Printed Name

Title



Agenda Item: 14.C
Date of Meeting: June 24, 2024
Department: Finance

STAFF REPORT

To: City Council
From: Ethan Aukee
Subject: **FY 2023-24 Final Budget Adjustments**
Prepared On: June 14, 2024
Attachments: FY 2023-24 Final Budget Adjustments

Background/History:

It is the goal of City staff to ensure that all spending and intention to spend is approved by City Council prior to spending. The City budget priorities shift throughout the fiscal year due to changes in staffing, needs, goals, etc. Also, certain expense accounts may not be fully expended by the end of the fiscal year and the approved spending could be repurposed. The proposed budget adjustments are being presented to reallocate spending to ensure that all spending throughout the end of the fiscal year is approved, and opportunities to more effectively utilize approved spending are seized.

Analysis/Discussion:

The proposed budget adjustments span across multiple City Funds; however, the net result of the proposed budget adjustments is spending neutral. Net increases are needed for legal professional services, litigation, and asset forfeiture refunds, and these increases are offset by a net decrease in streets maintenance. All other adjustments are balanced and made within each respective department.

Economic Impacts:

There are no significant economic impacts.

Budget Impacts:

An increase in Fire Department strike team pay in the amount of \$10,706.58 is offset by an increase in General Fund revenue for reimbursement of strike team pay in the same amount. All other accounts included in the proposed budget adjustments are expense accounts. Total debits and credits associated with the proposed budget adjustments are balanced, each totaling \$204,382.03. No additional net spending approval is being requested at this time.

Legal Review:

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

Recommended Action:

City Council to review and approve the proposed budget adjustments.

Approved By: Ethan Aukee 6/14/2024

Approved By: Robin Picken 6/14/2024

Approved By: Deston Dishion 6/18/2024

Approved By:

City Council

Account #	Description	Debit	Credit	Commentary
001-010-51007	HEALTH INSURANCE		(3,020.35)	Overestimated premium increase
001-010-52014	MEETINGS, TRAVEL, CONF.	4,800.00		Needed to cover forecasted total expenses
001-010-52015	PROFESSIONAL/TECH. SVS.		(4,800.00)	Not going to spend this FY
001-010-52019	MISC. DUES & SUBSCRIPT.	120.00		Needed to cover forecasted total expenses
001-010-52045	IT	2,750.25		Granicus was expensed to an incorrect account in prior years
001-010-56028	CAPITAL EQUIPMENT	150.10		Needed to cover sales tax on computer replacement purchase
		7,820.35	(7,820.35)	

Buildings & Grounds

Account #	Description	Debit	Credit	Commentary
001-016-56027	CAPITAL IMPROVEMENT	581.35		Council Chambers microphone replacement exceeded budget
001-016-51027	PERS EMPLOYEE/EMPLOYER	33.00		Balance sheet clean up resulted in use of this expense account
001-016-52018	SPECIAL DEPT. SUPPLIES		(614.35)	Not going to spend this FY
		614.35	(614.35)	

Police Department

Account #	Description	Debit	Credit	Commentary
001-020-51001	SALARIES-FULL TIME		(40,000.00)	Not going to use based on short-staffing
001-020-51004	OVERTIME WAGES	58,588.26		Needed based on short-staffing
001-020-51025	RETIREE HEALTH INSURANCE		(18,588.26)	Overestimated expected premium increase
001-020-52009	TRAINING		(922.45)	Not going to utilize this FY
001-020-52014	MEETINGS, TRAVEL, CONF.	277.01		Needed to cover forecasted total
001-020-56029	CAPITAL EQUIP. REPLACE.	645.44		Needed to cover sales tax on computers replacement purchase
		59,510.71	(59,510.71)	

C.O.P.S.

Account #	Description	Debit	Credit	Commentary
033-033-51004	OVERTIME WAGES			Decreasing based on all wages covered (20,000.00) within GF
033-033-56029	CAPITAL EQUIP. REPLACE.	20,000.00		Increased to purchase drone
033-033-51007	HEALTH INSURANCE	18.03		Balance sheet clean up resulted in use of this expense account
033-033-53020	VEHICLE OPERATION		(18.03)	Not going to utilize this FY
		20,018.03	(20,018.03)	

Street Maintenance

Account #	Description	Debit	Credit	Commentary
001-023-52013	COMMUNICATIONS	300.00		Needed to cover forecasted total expenses
001-023-56034	LEASE PRINCIPAL	450.00		Needed to cover forecasted total expenses
001-023-52017	WASTE FEES	1,800.00		Needed to cover forecasted total expenses
001-023-51025	RETIREE HEALTH INSURANCE		(2,550.00)	Overestimated expected premium increase
001-023-56027	CAPITAL IMPROVEMENT		(37,446.00)	Not going to utilize this FY
		2,550.00	(39,996.00)	

Sewer

Account #	Description	Debit	Credit	Commentary
002-051-51007	HEALTH INSURANCE	256.53		Needed to cover forecasted total expenses
002-051-57000	LEASE PRINCIPAL	450.00		Needed to cover forecasted total expenses
002-051-52006	RECRUITMENT		(706.53)	Not going to utilize this FY
		706.53	(706.53)	

Water

Account #	Description	Debit	Credit	Commentary
004-050-52045	IT	500.00		Needed to cover forecasted total expenses
004-050-57000	LEASE PRINCIPAL	600.00		Needed to cover forecasted total expenses
004-050-51007	HEALTH INSURANCE		(1,100.00)	Overestimated premium increase
		1,100.00	(1,100.00)	

Administration

Account #	Description	Debit	Credit	Commentary
001-011-51007	HEALTH INSURANCE	1,658.58		Needed to cover forecasted total expenses
001-011-51042	UNEMPLOYMENT INS.		(3,858.58)	Not going to utilize this FY
001-011-52012	OFFICE SUPPLIES,POSTAGE	2,200.00		Needed to cover forecasted total expenses. Incl. lease on City-wide copiers
		3,858.58	(3,858.58)	

Finance

Account #	Description	Debit	Credit	Commentary
001-012-51008	DENTAL INSURANCE	20.72		Needed to cover forecasted total expenses
001-012-52009	TRAINING		(20.72)	Not going to utilize this FY
		20.72	(20.72)	

Legal

Account #	Description	Debit	Credit	Commentary
001-014-52015	PROFESSIONAL/TECH. SVS.	30,000.00		Needed to cover forecasted total expenses
001-014-55040	LITIGATION SERVICES	4,000.00		Needed to cover forecasted total expenses
		34,000.00	-	

Insurance

Account #	Description	Debit	Credit	Commentary
	INSURANCE			Needed to cover forecasted total expenses. Premium was initially coded to Administration, needs to be moved to this account.
001-015-52016		2,024.00		
		2,024.00	-	

Fire Department

Account #	Description	Debit	Credit	Commentary
001-021-51003	STRIKE TEAM PAY	10,706.58		Needed to cover forecasted total expenses
001-000-34095	STRIKE TEAM/OES/CAL FIRE		(10,706.58)	Expected reimbursement revenue for strike team activity
001-021-56028	CAPITAL EQUIPMENT	2,813.32		VFC Grant expensed within capital account, needed to cover forecasted total expenses
001-021-52018	SPECIAL DEPT. SUPPLIES		(2,813.32)	Not going to utilize this FY
001-021-52017	WASTE FEES	300.00		Needed to cover forecasted total expenses
001-021-52009	TRAINING		(300.00)	Not going to utilize this FY
		13,819.90	(13,819.90)	

After School Program

Account #	Description	Debit	Credit	Commentary
001-035-52045	IT	700.00		Needed to cover forecasted total expenses
001-035-51042	UNEMPLOYMENT INS.		(500.00)	Not going to utilize this FY
001-035-52018	SPECIAL DEPT. SUPPLIES		(200.00)	Not going to utilize this FY
		700.00	(700.00)	

Pool

Account #	Description	Debit	Credit	Commentary
	IT			
001-037-52045		1,650.69		Needed to cover forecasted total expenses
001-037-52018	SPECIAL DEPT. SUPPLIES		(19,700.69)	Not going to utilize this FY
	CONCESSIONS			
001-037-52047		1,000.00		Needed to cover forecasted total expenses
	HEAT,LIGHT,POWER			
001-037-52010		17,050.00		Needed to cover forecasted total expenses
		19,700.69	(19,700.69)	

Summer Camp

Account #	Description	Debit	Credit	Commentary
	IT			
001-038-52045		21.02		Needed to cover forecasted total expenses
001-038-52018	SPECIAL DEPT. SUPPLIES		(21.02)	Not going to utilize this FY
		21.02	(21.02)	

Asset Forfeiture

Account #	Description	Debit	Credit	Commentary
011-000-55101	REFUNDS	1,422.00		Asset forfeiture, return of evidence
		1,422.00	-	

Parks and Rec

Account #	Description	Debit	Credit	Commentary
001-031-51002	SALARIES/PART-TIME	16,100.00		Needed to cover forecasted total expenses
001-031-51004	OVERTIME WAGES	4,000.00		Needed to cover forecasted total expenses
001-031-51017	PARS-ARS	230.00		Needed to cover forecasted total expenses
001-031-51042	UNEMPLOYMENT INS.	1,585.00		Needed to cover forecasted total expenses
001-031-51043	DISABILITY INSURANCE	14.90		Needed to cover forecasted total expenses
001-031-52015	PROFESSIONAL/TECH. SVS.	3,000.00		Needed to cover forecasted total expenses
001-031-52045	IT	3,460.00		Needed to cover forecasted total expenses
001-031-56029	CAPITAL EQUIP. REPLACE.	154.52		Needed to cover forecasted total expenses
001-031-52017	WASTE FEES	5,400.00		Needed to cover forecasted total expenses
001-031-58030	URBAN GREENING GRANT		(33,944.42)	Not going to utilize this FY
		33,944.42	(33,944.42)	

Sunrise Mobile Home Park

Account #	Description	Debit	Credit	Commentary
012-095-51006	VISION	0.26		Needed to cover forecasted total expenses
012-095-51007	HEALTH INSURANCE	791.53		Needed to cover forecasted total expenses
012-095-51008	DENTAL INSURANCE	34.53		Needed to cover forecasted total expenses
012-095-51011	MEDICARE TAX	160.00		Needed to cover forecasted total expenses
012-095-51022	P.A.R.S SYSTEM	200.00		Needed to cover forecasted total expenses
012-095-51024	EMPLOYER COMP MATCH	50.00		Needed to cover forecasted total expenses
012-095-51027	PERS EMPLOYEE/EMPLOYER	500.00		Needed to cover forecasted total expenses
012-095-51046	OPEB/POST EMP BENEFITS	100.00		Needed to cover forecasted total expenses
012-095-52017	WASTE FEES	700.00		Needed to cover forecasted total expenses
012-095-52045	IT	14.41		Needed to cover forecasted total expenses
012-095-56027	CAPITAL IMPROVEMENT		(2,550.73)	Not going to utilize this FY
		2,550.73	(2,550.73)	
		<u>204,382.03</u>	<u>(204,382.03)</u>	

Budget Report for the Month of May 2024

General Fund Revenue

Account #	Revenue	Actual	Budget	Percent Received
001-000-31010	Property Taxes Secured	621,130.70	540,000.00	115%
001-000-31020	Property Taxes Unsecured	52,565.59	45,000.00	117%
001-000-31030	Property Taxes Prior Yr.	4,204.02	6,000.00	70%
001-000-31050	Property Tax Homeowners	1,304.02	2,200.00	59%
001-000-31060	Property Tax Misc.	-	21,000.00	0%
001-000-31065	VLF Swap/Property Tax In Lieu	-	350,000.00	0%
001-000-31066	Vehicle License Fee In Excess	4,782.92	3,700.00	129%
001-000-31120	Sales Tax	3,982,683.61	5,000,000.00	80%
001-000-31126	DWP Water Agreement Payment	232,799.00	232,799.00	100%
001-000-31128	Sales Tax 1/2% - Public Safety	11,656.53	15,000.00	78%
001-000-31130	Transient Occupancy Tax	2,557,193.85	3,100,000.00	82%
001-000-31131	TOT Penalties	9,044.29	-	0%
001-000-31132	TOT Prior Year	220,352.73	200,000.00	110%
001-000-31150	Real Property Transfer	13,022.66	10,000.00	130%
001-000-32010	Business Licenses	66,748.90	62,000.00	108%
001-000-32011	BL Penalties	-	-	0%
001-000-32015	Short-Term Rentals	2,414.60	2,250.00	107%
001-000-32020	SB 1186/ADA	-	-	0%
001-000-32030	Parking Permits	4,900.00	5,000.00	98%
001-000-32035	Tentative Map Permits	-	-	0%
001-000-32040	Use Permits	1,620.00	3,000.00	54%
001-000-32041	Environmental Application Fee	120.00	1,000.00	12%
001-000-32050	Building Permits	115,685.08	110,000.00	105%
001-000-32051	Plan Check Fee	3,550.00	500.00	710%
001-000-32080	Electrical Franchise	48,848.97	32,000.00	153%
001-000-32081	Cell Tower Franchise	35,000.00	42,000.00	83%
001-000-32090	TV Franchise	7,445.87	10,000.00	74%
001-000-33010	Interest On Bank Deposits	313,605.38	220,000.00	143%
001-000-33020	Rental Of Real Property	105,527.92	100,000.00	106%
001-000-34010	Motor Vehicle In Lieu	-	-	0%
001-000-34015	Mtr Veh Lic Fee 11005.7	-	-	0%
001-000-34040	Reimb. For Highway Sweeping	44,166.60	53,000.00	83%
001-000-34041	HWY 6 Trash	37,500.00	45,000.00	83%
001-000-34045	RSTP	-	-	0%
001-000-34046	DOC/Recycling Grant	-	-	0%
001-000-34047	Reimbursement From BUSD	-	-	0%
001-000-34049	DWP Tree Sponsorship	-	-	0%
001-000-34050	MISC REVENUE CAPITAL REPLACE	31,331.00	31,331.00	100%
001-000-34079	Fire EMS Funding	12,500.00	12,500.00	100%
001-000-34080	Reimb. RFD W/Comp.	-	-	0%
001-000-34081	Salary Reimbursement From RFPD	-	-	0%
001-000-34082	Misc. Reimbursement From RFPD	-	-	0%
001-000-34083	Fire Inspection Fees	1,337.17	2,000.00	67%
001-000-34094	Local Response Standby	-	1,000.00	0%
001-000-34095	Strike Team/OES/Cal Fire	95,720.98	82,320.00	116%
001-000-34110	Court Restitutions	-	-	0%
001-000-34111	Ordinance Enforcement	-	-	0%
001-000-34116	DOJ - Bullet Proof Vest Grant	-	-	0%
001-000-34120	Peace Officer S&T	6,648.69	9,500.00	70%
001-000-34121	RAN Reimbursement	9,768.53	6,000.00	163%

001-000-34122	DVROS - State	-	-	0%
001-000-34124	Budget Act 2013/Law Enf.	-	-	0%
001-000-34125	Parking Citations	7,322.49	6,000.00	122%
001-000-34126	Tow Fees	3,125.00	2,630.00	119%
001-000-34140	Dispatch Contracts	-	6,000.00	0%
001-000-34141	PD Grants	121,460.95	121,460.95	100%
001-000-34145	4850 Pay Reimbursement	5,223.61	-	0%
001-000-34160	911 Reimbursement - State	-	-	0%
001-000-35020	Strong Motion Inst. Program	999.56	500.00	200%
001-000-35060	CBSC/Building Permit	295.00	200.00	148%
001-000-36010	Sale Of City Property	756.00	-	0%
001-000-36020	Insurance Refunds & Dividends	-	-	0%
001-000-36025	Forfeiture Of Deposits	-	-	0%
001-000-36020	Insurance Refunds & Dividends	-	-	0%
001-000-36030	Miscellaneous Revenue	10,857.71	15,000.00	72%
001-000-36031	Retiree Medical Copay	2,832.00	3,500.00	81%
001-000-36040	Fingerprinting & Reports	23,393.00	23,500.00	100%
001-000-36041	Subpoenas	-	-	0%
001-000-36042	AB109/Realignment	-	50,000.00	0%
001-000-36070	Civic Arts	-	-	0%
001-000-36074	Summer Program Tuition	39,780.00	40,000.00	99%
001-000-36075	KIND Activity Fee	-	-	0%
001-000-36076	KIND Tuition	-	-	0%
001-000-36077	ASP Activity Fee	-	-	0%
001-000-36078	After School Program	83,606.00	92,000.00	91%
001-000-36079	Gymnastics Club	-	-	0%
001-000-36089	Children's Day of Arts	-	-	0%
001-000-37010	Special Event Insurance	350.00	-	0%
001-000-39240	Tennis	-	-	0%
001-000-39250	Softball	13,552.31	16,000.00	85%
001-000-39251	Soccer	4,375.00	4,375.00	100%
001-000-39255	Volleyball	2,200.00	-	0%
001-000-39260	Basketball	600.00	-	0%
001-000-39270	Aerobic, Dance, Zumba	640.00	640.00	100%
001-000-39275	Facility Rental Fee	1,950.00	2,000.00	98%
001-000-39278	Tree Dedication	(90.24)	-	0%
001-000-39280	Youth Program	2,010.00	2,800.00	72%
001-000-39281	Gymnastics	23,994.00	21,000.00	114%
001-000-39283	Pageant	-	-	0%
001-000-39289	Pool - Lifeguard Recert	-	-	0%
001-000-39290	Pool - Public Swim	18,363.00	23,500.00	78%
001-000-39291	Pool - Rentals	4,612.00	15,000.00	31%
001-000-39292	Pool - Swim Lessons	20,012.00	24,000.00	83%
001-000-39293	Pool - Concessions	1,692.50	2,400.00	71%
001-000-39294	Pool - Water Fitness	5,355.00	7,900.00	68%
001-000-39297	Youth Athletics	(25.00)	500.00	-5%
001-000-39710	Fines & Forfeitures	296.04	300.00	99%
001-000-39722	TUT Measure A	-	-	0%
001-000-39925	City Cost Plan	-	-	0%
001-000-39990	Other Finance Sources	-	-	0%
001-000-39995	City Cost Plan	-	-	0%
001-000-39999	Revenue -Transfers In	500,000.00	500,000.00	100%
001-000-40000	Caltrans Sustainable Grant	-	-	0%
001-000-40001	SB2 Housing & Community	-	-	0%

001-000-40002	PROP 68 Green Infrastructure	32,567.85	100,000.00	33%
001-000-40003	Playground Grant	-	-	0%
001-000-40004	COVID-19 Funding	-	-	0%
001-000-40005	LEAP Grant	4,984.52	-	0%
001-000-40006	REAP Grant	-	-	0%
Total Revenue		9,592,269.91	11,437,305.95	84%

General Fund Expenses

5/31/2024	Department	Actual	Budget	Percent Used
001-010-_____	City Council	173,136.93	190,551.93	91%
001-011-_____	Administration	743,938.75	903,541.90	82%
001-012-_____	Finance	280,604.10	316,058.07	89%
001-013-_____	Treasurer	1,698.99	1,904.76	89%
001-014-_____	Legal	177,919.19	199,996.89	89%
001-015-_____	Insurance	306,453.50	304,429.50	101%
001-016-_____	Building & Grounds	176,351.37	228,325.73	77%
001-018-_____	Elections	1,451.98	1,700.00	85%
001-019-_____	Community Promotion	52,700.00	172,100.00	31%
001-020-_____	Police Department	4,083,597.94	4,576,579.70	89%
001-021-_____	Fire Department	532,227.36	753,629.22	71%
001-022-_____	Building	73,354.45	152,130.00	48%
001-023-_____	Street Maintenance	932,048.16	1,686,813.96	55%
001-031-_____	Parks & Rec	1,128,837.81	1,384,850.88	82%
001-034-_____	Planning	330,672.84	442,726.44	75%
001-035-_____	After School Program	68,906.23	78,850.00	87%
001-037-_____	Pool	130,616.27	178,739.31	73%
001-038-_____	Summer Camps	24,018.50	48,420.00	50%
Total Expenses		9,218,534.37	11,621,348.29	79%

Enterprise Funds

5/31/2024	Fund/Account	Actual	Budget	Percent Used
Sewer Fund - Revenue				
002-000-33010	Interest on Bank Deposits	86,562.51	60,000.00	144%
002-000-33020	Rental of Real Property	-	-	0%
002-000-39017	Sewer Miscellaneous	33,593.59	30,000.00	112%
002-000-39020	Sewer Service Collection	1,288,892.52	1,330,000.00	97%
002-000-39023	Sewer Service Penalties	1,343.37	1,250.00	107%
002-000-39035	Solar Rebates	2,932.40	2,932.40	100%
002-000-39075	Reimbursement From ESCSD	17,971.90	176,050.00	10%
Total:		1,431,296.29	1,600,232.40	89%
002-051-_____	Sewer Fund - Expenses	1,085,905.04	1,836,358.46	59%

Account #	Fund/Account	Actual	Budget	Percent Used
Water Fund - Revenue				
004-000-33010	Interest On Bank Deposits	81,579.43	60,000.00	136%
004-000-33020	Rental Of Real Property	-	-	0%
004-000-39012	Water Service Collection	1,018,931.44	1,111,000.00	92%
004-000-39013	Water Service Penalties	1,060.46	1,200.00	88%
004-000-39017	Water Miscellaneous	32,562.48	30,000.00	109%
004-000-39019	Backflow Fee	-	-	0%
004-000-39035	Solar Rebates	-	-	0%
Total:		1,134,133.81	1,202,200.00	94%
004-050-_____	Water Fund - Expenses	1,173,592.58	1,602,307.09	73%

Account #	Fund/Account	Actual	Budget	Percent Used
SMHP - Revenue				
012-000-33010	Interest On Bank Deposits	11,900.29	9,000.00	132%
012-000-39735	Utilities Clearing Account	34,080.00	38,400.00	89%
012-000-39750	Rents - Assisted Units	5,785.00	6,600.00	88%
012-000-39760	Rents - Unassisted Units	92,983.00	100,000.00	93%
012-000-39811	Miscellaneous	(348.18)	-	
012-000-39812	Gain On Sale	-	-	0%
Total:		144,400.11	154,000.00	94%
012-095-_____	SMPH - Expenses	156,635.71	172,274.85	91%

Special Funds

5/31/2024	Fund/Account	Actual	Budget	Percent Used
COPS Fund - Revenue				
033-000-33010	Interest On Bank Deposits	5,812.19	-	0%
033-000-39967	COPS/AB 1913	100,000.01	100,000.00	100%
Total:		105,812.20	100,000.00	106%
033-033-_____	COPS Fund - Expenses	94,110.65	149,865.00	63%

Account #	Fund/Account	Actual	Budget	Percent Used
Gas Tax Fund - Revenue				
003-000-33010	Interest on Bank Deposits	-	-	0%
003-000-39100	Section 2105	19,314.81	22,500.00	86%
003-000-39110	Section 2107-5	1,000.00	1,000.00	100%
003-000-39120	Section 2107	25,983.22	30,300.00	86%
003-000-39130	Section 2106	16,506.18	19,500.00	85%
003-000-39135	Misc/Prop 42	29,062.14	34,200.00	85%
003-000-39137	Traffic Congestion Relief	-	-	0%
003-000-39139	SB 1	80,841.83	84,100.00	96%
Total:		172,708.18	191,600.00	90%
003-030-_____	Gas Tax Fund - Expenses	105,307.43	224,729.74	47%

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

Eastern Sierra Checking (Eastern Sierra Checking) (1)

May 31, 2024

Account: 99900010110

Bank Account Number: 006107370

Bank Statement Balance:	1,845,251.86	Book Balance Previous Month:	1,721,578.73
Outstanding Deposits:	9,831.07	Total Receipts:	2,004,373.66
Outstanding Checks:	409,097.29	Total Disbursements:	2,278,276.06
Bank Adjustments:	1,690.69	Book Adjustments:	.00
Bank Balance:	1,447,676.33	Book Balance:	1,447,676.33
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
19	280.00	1034	128.00-	1057	101.00	1108	88.29-
1110	565.46	1132	1,472.00-	1137	370.00-	1145	359.00
1159	64.00-	1213	185.00-	1232	56.36	1234	558.40
1239	2,691.33	1240	832.06	1246	3,533.75	1247	761.00
1256	2,400.00						
Grand Totals:							9,831.07

Deposits cleared: 113 items

Deposits Outstanding: 17 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1092	19.83	1639	38.00	1644	38.00	2443	165.48
3849	74.99	4696	1,623.97	4738	250.29	4877	6,920.00
5119	457.64	5546	119.89	6366	313.36	6412	100.00
6693	48.03	6777	164.50	6810	442.73	6948	668.91
7108	4,602.50	7258	144.96	7412	18.58	7420	18.58
7859	1,076.50	8324	66.50	8752	110.82	9412	203.50
9861	.11	9941	46.25	10539	55.50	10573	46.17
10697	16.30	10709	1,500.00	10711	55.50	10750	43.86
10754	199.48	10755	199.48	10759	70.19	10771	718.90
10790	145.40	10837	692.52	10842	280.74	10843	220.25
10844	132.98	10848	140.38	10852	78.50	10857	80.76
10858	1,560.00	10859	369.23	10860	55.50	10861	5,871.24
10862	361.05	10863	1,891.28	10864	58,154.65	10865	14,647.29
10866	1,437.94	10867	559.16	10868	4,205.74	10877	247.58
10878	247.58	10886	64.00	10889	1,130.01	10892	876.76
10899	168.55	10900	2,999.00	10904	463.14	10906	97.90
10914	425.00	10915	1,507.29	10918	65.23	10920	1,491.84
10925	155.14	10926	234.43	10927	184.70	10929	1,776.26
10930	275.30	10931	140.38	10932	55.41	10933	826.82
10934	473.75	10935	394.79	10936	149.61	10937	351.64
10938	336.70	10939	94.20	10940	1,070.33	10941	886.45
10942	3,747.59	10943	78.50	10944	86.34	10945	238.14
10946	27.48	10947	141.29	10948	141.29	10949	62.79
10950	204.10	10951	62.79	10952	15.70	10953	166.23

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
10954	473.75	10955	122.82	10956	80.76	10957	369.23
10958	27.75	10959	29,100.23	10960	7,339.46	10961	1,583.52
10962	235.00	10963	487.00	10964	570.00	10965	160.00
10966	6,948.81	10967	504.25	10968	580.69	10969	495.09
10970	115,224.25	10971	377.11	10972	6.73	10973	1,315.87
10974	85.00	10975	130.48	10976	40.13	10977	400.00
10978	25.00	10979	2,366.54	10980	6,000.00	10981	55.00
10982	259.06	10983	497.14	10984	990.00	75403	8.00
51724202	2,689.54	51724204	31,518.85	51724205	1,868.75	53124200	6,117.00
53124201	2,689.54	53124202	19,985.53	53124203	31,814.72	53124204	1,868.75
Grand Totals:							409,097.29

Checks cleared: 268 items Checks Outstanding: 136 items

Bank Adjustments Section

Description	Amount	Description	Amount
J Scida Wages Incorrectly Paid and Owed	1,690.71	Carrying Prior Month Bank Adjustment	.02-
Grand Totals:			1,690.69

Book Adjustments Section

CITY OF BISHOP
COMBINED CASH
MAY 31, 2024

COMBINED CASH ACCOUNTS

999-000-10110	CASH IN BANK	1,443,055.85
999-000-10111	LAIF INVESTMENT	19,253,331.19
999-000-10112	CASH EASTERN SIERRA BANK	.00
999-000-10113	CASH IN COUNTY TREASURY	.00
999-000-10115	CASH IN BANK XPRESS BILLPAY	32,769.08
999-000-10175	CASH CLEARING UTILITIES	17,811.91
999-000-10176	BUSINESS CASH CLEARING	426.10

	TOTAL COMBINED CASH	20,747,394.13
999-000-10100	CASH ALLOCATED TO FUNDS	(20,747,394.13)

	TOTAL UNALLOCATED CASH	.00
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CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO GENERAL FUND	10,486,094.50
2	ALLOCATION TO SEWER FUND	2,654,028.68
3	ALLOCATION TO GAS TAX	424,838.05
4	ALLOCATION TO WATER FUND	2,333,166.59
5	ALLOCATION TO RFPD	1,055,303.29
6	ALLOCATION TO IMBC FIDUCIARY	.00
7	ALLOCATION TO LOCAL TRANSPORTATION FUND	89,758.82
8	ALLOCATION TO BOND AND TRUST FUND	19,039.55
9	ALLOCATION TO TRAFFIC SAFETY	8,141.29
10	ALLOCATION TO TUT MEASURE A	1,343,245.51
11	ALLOCATION TO ASSET FORFEITURE	5,300.63
12	ALLOCATION TO SUNRISE MHP	380,922.08
13	ALLOCATION TO GENERAL FIXED ASSETS	.00
15	ALLOCATION TO WATER IMPROVEMENT	.00
18	ALLOCATION TO FUND 018	.00
19	ALLOCATION TO STREETS-SIDEWALK IMPROVEMENT	750,000.00
21	ALLOCATION TO CANINE DONATION	8,012.54
22	ALLOCATION TO HEAVY EQUIPMENT REPLACEMENT	300,000.00
23	ALLOCATION TO PROPERTY/HOUSING DEVELOPMENT	117,266.25
24	ALLOCATION TO BAWA	.00
25	ALLOCATION TO WAYFINDING & SIGNAGE PROJECT	.00
29	ALLOCATION TO FUND 029	.00
33	ALLOCATION TO C.O.P.S.	216,403.90
37	ALLOCATION TO HOME FUNDS/WILLOW ST	100,302.76
54	ALLOCATION TO STIP E. LINE ST. BRIDGE REPL.	309,348.21
55	ALLOCATION TO S WARREN ST. IMPROVEMENT	.00
57	ALLOCATION TO SEIBU TO SCHL BIKE PATH	.00
58	ALLOCATION TO PINE TO PARK/STIP	.00
59	ALLOCATION TO WEST JAY STREET	.00
60	ALLOCATION TO STIP-SPRUCE/YANEY/HANBY	.00
61	ALLOCATION TO E. LINE ST. IMPROVEMENTS	.00
62	ALLOCATION TO PLAYGROUND EQUIPMENT PROJECT	.00
70	ALLOCATION TO HOME OWNER ASSIST PRGM	128,100.00
71	ALLOCATION TO SILVER PEAK/IMACA	.00
72	ALLOCATION TO VALLEY APTS/13 CDBG 8972	18,121.48

CITY OF BISHOP
COMBINED CASH
MAY 31, 2024

TOTAL ALLOCATIONS TO OTHER FUNDS	20,747,394.13
ALLOCATION FROM COMBINED CASH FUND - 999-000-10100	(20,747,394.13)
ZERO PROOF IF ALLOCATIONS BALANCE	.00

INVESTMENT PORTFOLIO FOR THE CITY OF BISHOP
MONTH OF MAY 2024

Statement Period	Account Type	Balance	Average Monthly Yield
May 2024	LAIF	\$19,253,331.13	4.332%



PMIA/LAIF Performance Report as of 6/05/24



Quarterly Performance Quarter Ended 03/31/24

LAIF Apportionment Rate ⁽²⁾ :	4.30
LAIF Earnings Ratio ⁽²⁾ :	0.00011755619077389
LAIF Administrative Cost ^{(1)*} :	0.27
LAIF Fair Value Factor ⁽¹⁾ :	0.994191267
PMIA Daily ⁽¹⁾ :	4.22
PMIA Quarter to Date ⁽¹⁾ :	4.12
PMIA Average Life ⁽¹⁾ :	226

PMIA Average Monthly Effective Yields⁽¹⁾

May	4.332
April	4.272
March	4.232
February	4.122
January	4.012
December	3.929

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 4/30/24 \$171.5 billion

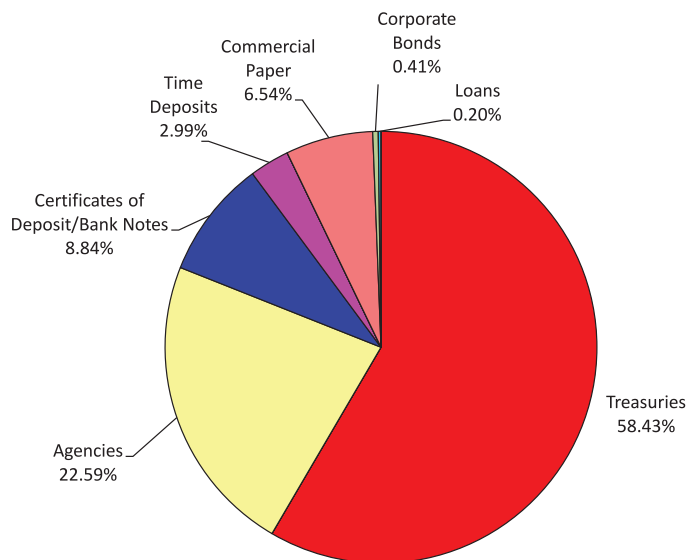


Chart does not include \$1,969,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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

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

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

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

California State Treasurer
Fiona Ma, CPA



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

June 18, 2024

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

CITY OF BISHOP

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

[Tran Type Definitions](#)

Account Number: 98-14-086

May 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
5/10/2024	5/9/2024	RD	1753098	1713526	ETHAN AUKEE	400,000.00

Account Summary

Total Deposit:	400,000.00	Beginning Balance:	18,853,331.13
Total Withdrawal:	0.00	Ending Balance:	19,253,331.13



CALIFORNIA STATE TREASURER
FIONA MA, CPA



PMIA Daily Effective Yield

Date	Daily	Quarter to Date	Average Maturity
06/12/24	4.44	4.32	222
06/11/24	4.43	4.32	224
06/10/24	4.42	4.32	225
06/09/24	4.43	4.32	227
06/08/24	4.43	4.32	227
06/07/24	4.43	4.31	227
06/06/24	4.42	4.31	229
06/05/24	4.41	4.31	230
06/04/24	4.40	4.31	232
06/03/24	4.40	4.31	232
06/02/24	4.41	4.31	233
06/01/24	4.41	4.30	233
05/31/24	4.41	4.30	233
05/30/24	4.36	4.30	227
05/29/24	4.36	4.30	229
05/28/24	4.37	4.30	227
05/27/24	4.36	4.30	232
05/26/24	4.36	4.30	232
05/25/24	4.36	4.30	232
05/24/24	4.36	4.29	232
05/23/24	4.37	4.29	231
05/22/24	4.37	4.29	231
05/21/24	4.37	4.29	229
05/20/24	4.36	4.29	231
05/19/24	4.36	4.29	233
05/18/24	4.36	4.29	233
05/17/24	4.36	4.28	233
05/16/24	4.36	4.28	234
05/15/24	4.35	4.28	235
05/14/24	4.27	4.28	230
05/13/24	4.29	4.28	227
05/12/24	4.29	4.28	229
05/11/24	4.29	4.28	229
05/10/24	4.29	4.28	229
05/09/24	4.28	4.28	230
05/08/24	4.31	4.28	226
05/07/24	4.31	4.28	226

*Daily yield does not reflect capital gains or losses

Updated: 6/12/2075



CALIFORNIA STATE TREASURER
FIONA MA, CPA



PMIA Daily Effective Yield

Date	Daily	Quarter to Date	Average Maturity
05/06/24	4.30	4.28	227
05/05/24	4.30	4.28	231
05/04/24	4.30	4.28	231
05/03/24	4.30	4.27	231
05/02/24	4.29	4.27	232
05/01/24	4.30	4.27	230

TO: City Council/City Administrator
FROM: Finance Director
DATE: June 18, 2024
SUBJECT: Approval of Warrant Registers for the Month of May 2024

Commercial Warrants

Check #10638, 10708, 10744-10923, 10925-10984	\$969,420.58
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**Manual Checks &
Payroll Warrants**

	\$1,308,855.48
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TOTAL:	\$2,278,276.06
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Journal	Payee or Description	Date	Check Number	Amount
CD	Milici B of A Credit card payment May 2024	05/13/2024	1	1,077.32
CD	Gamino B of A Credit card payment May 2024	05/13/2024	2	31.20
CD	Picken B of A Credit card payment May 2024	05/13/2024	3	899.24
CD	Dishon B of A Credit card payment May 2024	05/13/2024	4	1,701.57
CD	Grisham B of A Credit Card payment May 2024	05/24/2024	5	896.39
CD	Derr B of A Credit Card payment May 2024	05/24/2024	6	4,628.75
CD	Russell B of A Credit Card payment May 2024	05/24/2024	7	1,258.22
CD	CALPERS RETIREE MEDICAL & ADJ - MAY BILL FOR JUNE PREMIUM	05/31/2024	8	54,781.12
CD	CALPERS LATE FEE - LATE CONFIRMING NO PAYROLL FOR WAASDORP	05/31/2024	9	200.00
CD	Poole B of A Credit card payment May 2024	05/31/2024	10	2,953.26
CD	McElroy B of A Credit card payment May 2024	05/31/2024	11	1,447.02
CD	Paymentech Fee	05/31/2024	12	851.10
CD	Paymentech Fee	05/31/2024	13	606.24
CD	Xpress Bill Pay Fee	05/31/2024	14	583.32
CD	April 2024 Enterprise ACH	05/31/2024	15	8,054.22
CD	Motel 6 March 2024 Chargeback NSF	05/31/2024	16	12,955.89
CD	Travelodge March 2024 Chargeback NSF	05/31/2024	17	19,765.92
CD	Transfer from Operating Acct to LAIF	05/31/2024	18	400,000.00
CD	Bamboo HR May-June 2024	05/31/2024	19	1,444.88
CD	Enterprise Lease Payment May 2024	05/31/2024	20	8,054.22
CD	Chargeback: Robert Huddleston Rent Check #2072	05/31/2024	21	300.00
CD	Fraudulent Check #10521	05/31/2024	22	8,100.50
CD	Fraudulent Check #10527	05/31/2024	23	3,850.50
CD	Fraudulent Check #10528	05/31/2024	24	3,850.50
CD	Fraudulent Check #10529	05/31/2024	25	3,850.50
CD	Fraudulent Check #10530	05/31/2024	26	3,850.50
CD	Fraudulent Check #10532	05/31/2024	27	2,950.50
CD	Fraudulent Check #10534	05/31/2024	28	3,500.50
CD	Fraudulent Check #10535	05/31/2024	29	4,850.50
CD	Fraudulent Check #10538	05/31/2024	30	4,950.50
CD	Fraudulent Check #10540	05/31/2024	31	4,650.50
CD	Fraudulent Check #10546	05/31/2024	32	3,890.50
CD	Fraudulent Check #10575	05/31/2024	33	900.00
CD	Fraudulent Check #12541	05/31/2024	34	3,980.00
CD	Fraudulent Check #12542	05/31/2024	35	3,980.00
CD	Fraudulent Check #12544	05/31/2024	36	3,980.00
CD	Fraudulent Check #12546	05/31/2024	37	9,950.00
CD	Fraudulent Check #12553	05/31/2024	38	2,750.00
CD	Fraudulent Check #12554	05/31/2024	39	2,750.00
CD	Fraudulent Check #12558	05/31/2024	40	79,980.00
CD	Fraudulent Check #12653	05/31/2024	41	1,900.00
CD	Fraudulent Check #30418	05/31/2024	42	950.00
CD	Fraudulent Check #30618	05/31/2024	43	950.00
CD	Fraudulent Check #106391	05/31/2024	44	7,400.00
CD	CALPERS RETIREMENT EPMC & ADJ - 4/01/24 TO 4/14/24	05/31/2024	45	1,083.93
CD	CALPERS RETIREMENT EPMC & ADJ - 4/15/24 TO 4/28/24	05/31/2024	46	1,140.68
CDA	ENTERPRISE	05/06/2024	10638	8,054.22-
CDPT	AMERICAN FIDELITY	05/12/2024	10708	2,090.41-
CDP	BOLING, WARREN J	05/03/2024	10744	155.14
CDP	ELLIS, JAMES V.	05/03/2024	10745	234.43
CDP	JACKSON, AVIS L.	05/03/2024	10746	369.40
CDP	SANTANA, FRANCISCO	05/03/2024	10747	631.21
CDP	GRISHAM, AMANDA R	05/03/2024	10748	1,727.41
CDP	LOWDEN, ISAIAH	05/03/2024	10749	283.18
CDP	FITT, ASHLEY	05/03/2024	10750	43.86
CDP	JACKSON, THOMAS E.	05/03/2024	10751	720.97
CDP	POOL, PRESTON	05/03/2024	10752	607.91
CDP	MADERA, JOCELYN	05/03/2024	10753	386.02

Journal	Payee or Description	Date	Check Number	Amount
CDP	GRAVES, KANO	05/03/2024	10754	199.48
CDP	COKELEY, BRYCE	05/03/2024	10755	199.48
CDP	TURMAN, MYLEE	05/03/2024	10756	58.88
CDP	ENNIS, JERRY	05/03/2024	10757	973.83
CDP	ENNIS, KAREN	05/03/2024	10758	833.53
CDP	DERR, LEVI	05/03/2024	10759	70.19
CDP	RUSSELL, BRET	05/03/2024	10760	10,176.21
CDP	MONDRAGON, DONOVAN	05/03/2024	10761	141.29
CDP	GUSE, COLE	05/03/2024	10762	54.95
CDP	RAGER, ARIANA	05/03/2024	10763	58.88
CDP	BURCH, JENNIFER E.	05/03/2024	10764	130.08
CDPT	AMERICAN FIDELITY	05/03/2024	10765	80.76
CDPT	CALIFORNIA STATE DISBURSEMENT UNIT	05/03/2024	10766	369.23
CDPT	US BANK TRUST WESTERN REGION	05/03/2024	10767	1,270.14
CDA	ALPINE PAINT OF BISHOP	05/02/2024	10768	175.00
CDA	Anastasiia Budnyk	05/02/2024	10769	.00
CDA	Andy Liu	05/02/2024	10770	100.00
CDA	BISHOP LOCKSMITH	05/02/2024	10771	718.90
CDA	CARMICHAEL BUSINESS TECH.	05/02/2024	10772	1,492.26
CDA	CASCADE FIRE EQUIPMENT CO	05/02/2024	10773	1,242.56
CDA	CHALFANT BIG TREES FARM	05/02/2024	10774	33.78
CDA	DEPT OF WATER AND POWER	05/02/2024	10775	182.45
CDA	FRONTIER	05/02/2024	10776	63.13
CDA	INYO COUNTY ADMINISTRATION	05/02/2024	10777	18,791.73
CDA	KAREN SCHWARTZ	05/02/2024	10778	112.82
CDA	L.N Curtis & Sons	05/02/2024	10779	19,248.75
CDA	Maknaji Parivar, Inc	05/02/2024	10780	91.00
CDA	OPTIMUM	05/02/2024	10781	259.12
CDA	PILOT THOMAS LOGISTICS	05/02/2024	10782	81.24
CDA	PREFERRED SEPTIC	05/02/2024	10783	3,207.01
CDA	RACHEL KULCHIN	05/02/2024	10784	1,350.00
CDA	Richard Summers	05/02/2024	10785	500.00
CDA	SOUTHERN CALIFORNIA EDISON	05/02/2024	10786	1,903.75
CDA	Tail Waggers Pet Store	05/02/2024	10787	100.00
CDA	VERIZON WIRELESS	05/02/2024	10788	347.20
CDA	WESTERN NEVADA SUPPLY CO.	05/02/2024	10789	288.52
CDA	ADAMSON POLICE PRODUCTS	05/08/2024	10790	145.40
CDA	Anastasiia Budnyk	05/08/2024	10791	310.84
CDA	ARBA	05/08/2024	10792	575.75
CDA	AT&T Mobility LLC	05/08/2024	10793	876.76
CDA	Best Best & Krieger	05/08/2024	10794	96.30
CDA	BISHOP CREEK WATER ASSOC.	05/08/2024	10795	580.00
CDA	Bishop Waste Disposal	05/08/2024	10796	3,408.55
CDA	BLACK POINT LLC.	05/08/2024	10797	3,830.09
CDA	BROWN'S SUPPLY	05/08/2024	10798	9.90
CDA	BSK Associates	05/08/2024	10799	248.05
CDA	CARMICHAEL BUSINESS TECH.	05/08/2024	10800	10,492.92
CDA	CASELLE, INC.	05/08/2024	10801	1,971.00
CDA	DEPT OF WATER AND POWER	05/08/2024	10802	4,155.56
CDA	DIVISION OF THE STATE ARCHITECT	05/08/2024	10803	103.20
CDA	EASTERN SIERRA ARTISTS DBA C5 CAC	05/08/2024	10804	2,700.00
CDA	FRONTIER	05/08/2024	10805	715.40
CDA	GARY MILICI	05/08/2024	10806	344.98
CDA	GRAINGER	05/08/2024	10807	325.27
CDA	GRANICUS, INC.	05/08/2024	10808	3,671.44
CDA	Haaker Equipment Company	05/08/2024	10809	8,264.98
CDA	HIGH COUNTRY LUMBER	05/08/2024	10810	1,230.30
CDA	HUNT PROPANE, INC.	05/08/2024	10811	4,938.18

Journal	Payee or Description	Date	Check Number	Amount
CDA	INYO COUNTY RECYCLING & WASTE MANAGEMENT	05/08/2024	10812	399.25
CDA	KIBS-FM	05/08/2024	10813	150.00
CDA	MISSION LINEN & UNIFORM	05/08/2024	10814	172.60
CDA	MSA-DENTAL POOL	05/08/2024	10815	55.09
CDA	MuniServices	05/08/2024	10816	736.95
CDA	Nathaniel Derr	05/08/2024	10817	710.16
CDA	PERRY MOTORS, INC.	05/08/2024	10818	704.96
CDA	PILOT THOMAS LOGISTICS	05/08/2024	10819	6,352.05
CDA	QUILL CORP	05/08/2024	10820	24.11
CDA	RACHEL KULCHIN	05/08/2024	10821	1,125.00
CDA	RAMON'S AUTO DETAIL	05/08/2024	10822	395.00
CDA	Rojas Communications Group	05/08/2024	10823	4,000.00
CDA	Rosenbauer South Dakota, LLC	05/08/2024	10824	278,484.82
CDA	SOUTHERN CALIFORNIA EDISON	05/08/2024	10825	2,214.67
CDA	STEVE'S AUTO & TRUCK PART	05/08/2024	10826	644.77
CDA	THE FED-UP STORE	05/08/2024	10827	145.93
CDA	UNDERGROUND SERVICE ALERT	05/08/2024	10828	18.75
CDA	US Foods, Inc.	05/08/2024	10829	1,701.76
CDA	Valley Health Team, Inc	05/08/2024	10830	343.00
CDA	VERIZON WIRELESS	05/08/2024	10831	114.03
CDA	WESTERN NEVADA SUPPLY CO.	05/08/2024	10832	1,653.55
CDP	ELLIS, JAMES V.	05/17/2024	10833	234.43
CDP	JACKSON, AVIS L.	05/17/2024	10834	332.46
CDP	SANTANA, FRANCISCO	05/17/2024	10835	945.38
CDP	GRISHAM, AMANDA R	05/17/2024	10836	1,727.41
CDP	REYNOLDS, JIM	05/17/2024	10837	692.52
CDP	LOWDEN, ISAIAH	05/17/2024	10838	275.30
CDP	WATTERSON, RUTH M.	05/17/2024	10839	55.41
CDP	JACKSON, THOMAS E.	05/17/2024	10840	645.93
CDP	POOL, PRESTON	05/17/2024	10841	491.31
CDP	MADERA, JOCELYN	05/17/2024	10842	280.74
CDP	GRAVES, KANO	05/17/2024	10843	220.25
CDP	COKELEY, BRYCE	05/17/2024	10844	132.98
CDP	TURMAN, MYLEE	05/17/2024	10845	98.12
CDP	ENNIS, JERRY	05/17/2024	10846	929.97
CDP	ENNIS, KAREN	05/17/2024	10847	796.00
CDP	DERR, LEVI	05/17/2024	10848	140.38
CDP	RUSSELL, BRET	05/17/2024	10849	3,643.99
CDP	MONDRAGON, DONOVAN	05/17/2024	10850	129.52
CDP	GIDNEY, MARLEY	05/17/2024	10851	39.24
CDP	RAGER, ARIANA	05/17/2024	10852	78.50
CDP	BURCH, JENNIFER E.	05/17/2024	10853	238.14
CDP	LOWDEN, MIKE	05/17/2024	10854	55.41
CDP	DONDERO, JESIAH	05/17/2024	10855	447.43
CDP	DOUDA, ELLIOT	05/17/2024	10856	456.21
CDPT	AMERICAN FIDELITY	05/17/2024	10857	80.76
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CDPT	CALIFORNIA STATE DISBURSEMENT UNIT	05/17/2024	10859	369.23
CDPT	COBEA	05/17/2024	10860	55.50
CDPT	MSA-DENTAL POOL	05/17/2024	10861	5,871.24
CDPT	TEXAS LIFE INSURANCE COMPANY	05/17/2024	10862	361.05
CDPT	THE HARTFORD	05/17/2024	10863	1,891.28
CDPT	U.S Bank PARS Account #: 6746050100	05/17/2024	10864	58,154.65
CDPT	US BANK TRUST WESTERN REGION	05/17/2024	10865	14,647.29
CDPT	US BANK TRUST WESTERN REGION	05/17/2024	10866	1,437.94
CDPT	VISION SERVICE PLAN	05/17/2024	10867	559.16
CDPT	AMERICAN FIDELITY	05/17/2024	10868	4,205.74
CDA	BISHOP CHAMBER OF COMMERCE	05/16/2024	10869	113,974.40

Journal	Payee or Description	Date	Check Number	Amount
CDA	BISHOP PAIUTE TRIBAL	05/16/2024	10870	24.00
CDA	CALIFORNIA BROADBAND	05/16/2024	10871	168.00
CDA	CANON FINANCIAL SERVICES	05/16/2024	10872	1,702.17
CDA	CASCADE FIRE EQUIPMENT CO	05/16/2024	10873	91.35
CDA	Cole Huber LLP	05/16/2024	10874	308.00
CDA	EASTERN SIERRA ENGINEERING, PC	05/16/2024	10875	1,662.50
CDA	GRAINGER	05/16/2024	10876	650.54
CDA	JIM ELLIS	05/16/2024	10877	247.58
CDA	JOSE GARCIA	05/16/2024	10878	247.58
CDA	L.N Curtis & Sons	05/16/2024	10879	4,153.62
CDA	MISSION LINEN & UNIFORM	05/16/2024	10880	59.44
CDA	MR. K. AUTOMOTIVE SERVICE INC.	05/16/2024	10881	718.87
CDA	PENGUIN MANAGEMENT, INC.	05/16/2024	10882	786.00
CDA	PILOT THOMAS LOGISTICS	05/16/2024	10883	813.41
CDA	QUILL CORP	05/16/2024	10884	32.61
CDA	RIGHT WAY POOL & SPA	05/16/2024	10885	311.21
CDA	ROBIN PICKEN	05/16/2024	10886	64.00
CDA	US Foods, Inc.	05/16/2024	10887	1,219.61
CDA	DAN MCELROY	05/21/2024	10888	325.11
CDA	ADAMSON POLICE PRODUCTS	05/23/2024	10889	1,130.01
CDA	ALPINE PAINT OF BISHOP	05/23/2024	10890	951.53
CDA	AMERICAN BUSINESS MACHINE	05/23/2024	10891	15.00
CDA	AT&T Mobility LLC	05/23/2024	10892	876.76
CDA	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	05/23/2024	10893	585.38
CDA	BLIZZARD FIRE PROTECTION	05/23/2024	10894	387.00
CDA	BONNIE SILVER	05/23/2024	10895	30.00
CDA	BSK Associates	05/23/2024	10896	73.00
CDA	CALIFORNIA BROADBAND	05/23/2024	10897	1,044.10
CDA	CASEY STEWART	05/23/2024	10898	456.41
CDA	CCI Office Technologies	05/23/2024	10899	168.55
CDA	CORDICO, INC	05/23/2024	10900	2,999.00
CDA	DEPT OF JUSTICE	05/23/2024	10901	679.00
CDA	DEPT OF WATER AND POWER	05/23/2024	10902	1,339.39
CDA	FRONTIER	05/23/2024	10903	746.82
CDA	GALLS, LLC	05/23/2024	10904	463.14
CDA	GRAINGER	05/23/2024	10905	650.54
CDA	Inyo Register	05/23/2024	10906	97.90
CDA	ISU INSURANCE SERVICES	05/23/2024	10907	55,175.00
CDA	Jones Mayer	05/23/2024	10908	35,936.00
CDA	L.N Curtis & Sons	05/23/2024	10909	2,375.10
CDA	LIEBERT CASSIDY WHITMORE	05/23/2024	10910	1,552.50
CDA	LUMOS AND ASSOCIATES, INC.	05/23/2024	10911	9,019.66
CDA	MANOR TRUE VALUE HARDWARE	05/23/2024	10912	2.90
CDA	MISSION LINEN & UNIFORM	05/23/2024	10913	79.69
CDA	MR. K. AUTOMOTIVE SERVICE INC.	05/23/2024	10914	425.00
CDA	PARS PHASE II SYSTEMS	05/23/2024	10915	1,507.29
CDA	Pilot Thomas Logistics LLC	05/23/2024	10916	16.30
CDA	PROFORCE MARKETING, INC	05/23/2024	10917	3,987.34
CDA	QUILL CORP	05/23/2024	10918	65.23
CDA	SOUTHERN CALIFORNIA EDISON	05/23/2024	10919	1,095.42
CDA	Sparks Electric Motor Repair	05/23/2024	10920	1,491.84
CDA	VERIZON WIRELESS	05/23/2024	10921	292.56
CDA	Western Timber Frame Inc.	05/23/2024	10922	1,202.00
CDA	Wood Rodgers Inc	05/23/2024	10923	13,125.00
CDP	BOLING, WARREN J	05/31/2024	10925	155.14
CDP	ELLIS, JAMES V.	05/31/2024	10926	234.43
CDP	JACKSON, AVIS L.	05/31/2024	10927	184.70
CDP	SANTANA, FRANCISCO	05/31/2024	10928	1,246.16

Journal	Payee or Description	Date	Check Number	Amount
CDP	GRISHAM, AMANDA R	05/31/2024	10929	1,776.26
CDP	LOWDEN, ISIAH	05/31/2024	10930	275.30
CDP	FITT, ASHLEY	05/31/2024	10931	140.38
CDP	WATTERSON, RUTH M.	05/31/2024	10932	55.41
CDP	JACKSON, THOMAS E.	05/31/2024	10933	826.82
CDP	POOL, PRESTON	05/31/2024	10934	473.75
CDP	MADERA, JOCELYN	05/31/2024	10935	394.79
CDP	CARR, PRESLEY	05/31/2024	10936	149.61
CDP	GRAVES, KANO	05/31/2024	10937	351.64
CDP	COKELEY, BRYCE	05/31/2024	10938	336.70
CDP	TURMAN, MYLEE	05/31/2024	10939	94.20
CDP	ENNIS, JERRY	05/31/2024	10940	1,070.33
CDP	ENNIS, KAREN	05/31/2024	10941	886.45
CDP	RUSSELL, BRET	05/31/2024	10942	3,747.59
CDP	MONDRAGON, DONOVAN	05/31/2024	10943	78.50
CDP	RAGER, ARIANA	05/31/2024	10944	86.34
CDP	BURCH, JENNIFER E.	05/31/2024	10945	238.14
CDP	Wilson, Joshua	05/31/2024	10946	27.48
CDP	SINFORIANO, XITLALY	05/31/2024	10947	141.29
CDP	MULLNER, LOLA	05/31/2024	10948	141.29
CDP	OSLAND, SCOUT	05/31/2024	10949	62.79
CDP	HAVERSTOCK, CLARE	05/31/2024	10950	204.10
CDP	VETTER, CLAIRE	05/31/2024	10951	62.79
CDP	Orr, Teagan	05/31/2024	10952	15.70
CDP	LOWDEN, MIKE	05/31/2024	10953	166.23
CDP	DONDERO, JESIAH	05/31/2024	10954	473.75
CDP	DOUDA, ELLIOT	05/31/2024	10955	122.82
CDPT	AMERICAN FIDELITY	05/31/2024	10956	80.76
CDPT	CALIFORNIA STATE DISBURSEMENT UNIT	05/31/2024	10957	369.23
CDPT	COBEA	05/31/2024	10958	27.75
CDPT	U.S Bank PARS Account #: 6746050100	05/31/2024	10959	29,100.23
CDPT	US BANK TRUST WESTERN REGION	05/31/2024	10960	7,339.46
CDPT	US BANK TRUST WESTERN REGION	05/31/2024	10961	1,583.52
CDA		05/30/2024	10962	235.00
CDA	Alliant Insurance Services, Inc	05/30/2024	10963	487.00
CDA	CPRS	05/30/2024	10964	570.00
CDA	DEPT OF JUSTICE	05/30/2024	10965	160.00
CDA	DEPT OF WATER AND POWER	05/30/2024	10966	6,948.81
CDA	DEPT OF WATER AND POWER	05/30/2024	10967	504.25
CDA	Dept. of Resources Recycling & Recovery	05/30/2024	10968	580.69
CDA	FRONTIER	05/30/2024	10969	495.09
CDA	GameTime	05/30/2024	10970	115,224.25
CDA	JAKE KIDDOO	05/30/2024	10971	377.11
CDA	L.N Curtis & Sons	05/30/2024	10972	6.73
CDA	OPTIMUM	05/30/2024	10973	1,315.87
CDA	PTS	05/30/2024	10974	85.00
CDA	QUILL CORP	05/30/2024	10975	130.48
CDA	RIGHT WAY POOL & SPA	05/30/2024	10976	40.13
CDA	SIERRA ANALYTICAL LABS INC.	05/30/2024	10977	400.00
CDA	SIMPSON TIRE, INC.	05/30/2024	10978	25.00
CDA	SOUTHERN CALIFORNIA EDISON	05/30/2024	10979	2,366.54
CDA	SPORTSITES, INC.	05/30/2024	10980	6,000.00
CDA	STATE WATER RESOURCES	05/30/2024	10981	55.00
CDA	VERIZON WIRELESS	05/30/2024	10982	259.06
CDA	WESTERN NEVADA SUPPLY CO.	05/30/2024	10983	497.14
CDA	Willdan Engineering	05/30/2024	10984	990.00
CDP	DIRECT DEPOSIT TOTAL	05/03/2024	92201	110,616.47
CDP	DIRECT DEPOSIT TOTAL	05/17/2024	92202	109,533.60

Journal	Payee or Description	Date	Check Number	Amount
CDP	DIRECT DEPOSIT TOTAL	05/24/2024	92203	3,247.09
CDP	DIRECT DEPOSIT TOTAL	05/31/2024	92204	115,631.03
CDPT	EMPLOYMENT DEV. DEPT.	05/03/2024	50324200	6,704.00
CDPT	GREAT-WEST LIFE & ANNUITY	05/03/2024	50324201	2,639.54
CDPT	IRS	05/03/2024	50324202	21,370.52
CDPT	PERS	05/03/2024	50324203	31,493.78
CDPT	PERS DEFERRED COMP	05/03/2024	50324204	1,868.75
CDPT	CALPERS MEDICAL	05/17/2024	51724200	89,492.70
CDPT	EMPLOYMENT DEV. DEPT.	05/17/2024	51724201	5,547.00
CDPT	GREAT-WEST LIFE & ANNUITY	05/17/2024	51724202	2,689.54
CDPT	IRS	05/17/2024	51724203	18,560.78
CDPT	PERS	05/17/2024	51724204	31,518.85
CDPT	PERS DEFERRED COMP	05/17/2024	51724205	1,868.75
CDPT	EMPLOYMENT DEV. DEPT.	05/24/2024	52424200	277.00
CDPT	IRS	05/24/2024	52424201	840.55
CDPT	EMPLOYMENT DEV. DEPT.	05/31/2024	53124200	6,117.00
CDPT	GREAT-WEST LIFE & ANNUITY	05/31/2024	53124201	2,689.54
CDPT	IRS	05/31/2024	53124202	19,985.53
CDPT	PERS	05/31/2024	53124203	31,814.72
CDPT	PERS DEFERRED COMP	05/31/2024	53124204	1,868.75
Grand Totals:				<u><u>2,278,276.06</u></u>



Agenda Item: 14.F
Date of Meeting: June 24, 2024
Department: Administration

STAFF REPORT

To: City Council
From: Robin Picken
Subject: **Approve the City of Bishop Workplace Violence Prevention Program (WVPP)**
Prepared On: June 13, 2024
Attachments: City of Bishop Workplace Violence Prevention Plan - 6/24/2024

Background/History:

Governor Newsom signed SB 553 (Cortese) into law on September 30, 2023. The bill, codified in Labor Code section 6401.9, requires the City of Bishop to establish, implement, and maintain a workplace violence prevention plan (WVPP) no later than July 1, 2024.

More specifically, the City must adhere to the following requirements:

- Establish, implement, and maintain an effective workplace violence prevention plan containing specified information in all work areas at all times.
- Record information in a violent incident log for every workplace violence incident.
- Effectively train employees on the workplace violence prevention plan, including providing additional training when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan.
- Maintain records of workplace violence hazard identification, evaluation, and correction.
- Maintain training records to be created and maintained.
- Maintain violent incident logs and workplace incident investigation records as specified.
- Make available certain records to Cal/OSHA, employees, and employee representatives, as specified.

Analysis/Discussion:

A critical element for making an effective plan is to assess and identify workplace violence hazards at every location where employees are present. City staff members participated in California Joint Powers Insurance Authority's Site Security Assessment training which covered how to conduct and document site security assessments, along with steps that can be taken to mitigate identified exposures. City staff has since completed a current Site Security Assessment dated June 19, 2024. This document is a "living" document and will be updated from time to time based on changes to the City's WVPP or due to requests made by staff members that are responsible for evaluating the Site Security Assessment for the City.

Once the Council approves the City's Workplace Violence Prevention Program, the City will conduct the required training to all employees by July 1, 2024. Pursuant to California Labor Code section 6401.9, components of the mandatory training include: A) The employer's plan, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan; (B) The definitions and requirements of this section; (C) How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal; (D) Workplace violence hazards specific to the employees' jobs, the corrective measures the employer has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm; (E) The violent incident log required by subdivision (d) and how to obtain copies of records required by paragraphs (1) to (3), inclusive, of subdivision (f); and (F) An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.

The following supplemental trainings have also been made available to employees through the City's membership with California Joint Powers Insurance Authority (CJPIA):

- Workplace Violence: From Threats to Active Shooters
- Workplace Violence Awareness Training
- Active Shooter & Workplace Violence Response: The New Environment for Public Sector Professionals
- Tactical Communication: Tools for Service & Safety in the Field
- Strategic Communication: De-escalation Strategies
- De-escalation Techniques: Communication Strategies for Public Sector Employees

City department heads have reviewed the proposed Workplace Violence Prevention Program and would like Council to consider approving this program as presented.

Economic Impacts:

There are no economic impacts.

Budget Impacts:

There are no budget impacts.

Legal Review:

Deputy City Attorney Boyd-Weatherby has reviewed this item and finds that the recommended action complies with the law.

Recommended Action:

Council consideration to approve and adopt the City of Bishop Workplace Violence Prevention Program as presented.

Approved By: Deston Dishion 6/18/2024

Approved By: Jamaar Boyd-Weatherby 6/20/2024

Approved By:

Approved By:

CITY OF BISHOP

WORKPLACE VIOLENCE PREVENTION PROGRAM

ABSTRACT

This program outlines how the City of Bishop will protect its employees and prevent workplace violence within spaces under its control.

JUNE 24, 2024

City of Bishop

Workplace Violence Prevention Program

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City of Bishop

Workplace Violence Prevention Program

PURPOSE

The purpose of the Workplace Violence Prevention Program (WVPP) is to ensure that the City of Bishop provides its employees and members of the public with a place to conduct the business of this organization free of threats, threat of violence, intimidation, harassment, and acts of violence. It shall be the policy of the City of Bishop to take appropriate actions to protect, as fully as possible, all employees of the organization and members of the public from acts of violence, threats, intimidation, and harassment that may occur during the performance of job duties. The City of Bishop shall also take action, including involving state or local law enforcement and pursuing prosecution through judicial or other appropriate administrative remedies, when such incidents occur.

This program does not apply to employees who are teleworking from a location of their choice, which is not under the control of the City of Bishop.

DEFINITIONS

- **Emergency** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
- **Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.
- **Log** - The Violent Incident Log required by [LC section 6401.9](#).
- **Plan** - The workplace violence prevention plan required by [LC section 6401.9](#).
- **Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
- **Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment. **Workplace violence** includes, but is not limited to, the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
 - An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
 - The following four workplace violence types:
 - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.
 - **Workplace violence** does not include lawful acts of self-defense or defense of others.
- **Work practice controls** - Procedures and rules that are used to effectively reduce workplace violence hazards.

City of Bishop

Workplace Violence Prevention Program

RESPONSIBILITIES

The City Administrator is responsible for ensuring the implementation of an effective WVPP for their City personnel. The City of Bishop will not ignore, condone, or tolerate threats of violence or workplace violence by any employee, appointed or elected official, volunteer, contractor, client, or visitor. We recognize that the responsibility for this program is shared, and responsibility has been assigned as follows:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Deston Dishion	City Administrator	Overall responsibility for the plan; <i>The City Administrator approves the final plan and any major changes.</i>	760-873-5863 x126	ddishion@cityofbishop.ca.gov
Jana Currie	Personnel/Payroll & Benefits Specialist	Responsible for employee involvement; <i>The Personnel/Payroll & Benefits Specialist handles any reports of workplace violence.</i>	760-873-5863 x122	jcurrie@cityofbishop.ca.gov
Robin Picken	City Clerk/Risk Manager	Responsible for employee training; <i>The City Clerk/Risk Manager organizes safety meetings and updates training materials.</i>	760-873-5863 x124	rpicken@cityofbishop.ca.gov
Nate Derr	Police Chief	Responsible for emergency response, hazard identification, and coordination with other employers; <i>The Police Chief conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	760-873-5866	nderr@bishoppd.org

In addition, all locations for the City of Bishop are required to maintain a WVPP in addition to the Injury and Illness Prevention Program (IIPP) as required by [Cal/OSHA Title 8 Section 3203](#) and [§6401.9](#). A copy of this program is available in each department and on the City's website on the Personnel Department Page - <https://cms9.revize.com/revize/cityofbishopca/departments/personnel.php>.

Manager/Supervisor—Managers and supervisors are responsible for ensuring compliance with the provisions of this WVPP. As managers/supervisors are representatives of the City of Bishop, they will ensure that many of the elements described in this plan are implemented as directed by leadership and Personnel. Some of these responsibilities include:

- Implementing the program in their work areas;
- Providing input to the City Administrator regarding the program;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this program.

City of Bishop

Workplace Violence Prevention Program

Employee - Employees are expected to act professionally, courteously, and responsibly at all times.

Responsibilities include:

- Complying with the program;
- Maintaining a violence-free work environment;
- Attending all trainings;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

EMPLOYEE ACTIVE INVOLVEMENT

The City of Bishop has and will seek the active involvement of employees and authorized employee representatives in developing and implementing this plan through one or more of the following items:

- Participating in quarterly safety meetings with employees and their representatives to discuss the identification of workplace violence-related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings may involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
- Encouraging employees to participate in designing and implementing training programs and incorporating suggestions into training materials. For example, an employee might suggest a new training scenario based on a recent incident.
- Employees are surveyed for their input and concerns associated with workplace violence program.

Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. The plan shall be in effect at all times, in all work areas, and be specific to the hazards and corrective measures for each work area and operation.

COMPLIANCE

The City of Bishop is committed to ensuring that all safety and health policies and procedures involving workplace violence prevention are clearly communicated and understood by all employees. All employees are responsible for employing safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe, healthy, and secure work environment. Our system of ensuring that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure and do not engage in threats or physical actions that create a security hazard for others in the workplace include:

1. Training employees, supervisors, and managers as to the provisions of the City of Bishop's WVPP when hired and periodically thereafter through memos, email, staff meetings, and training.
2. Providing training and/or Employee Assistance Program (EAP) services to employees whose compliance is deficient with the WVPP.
3. Disciplining employees for failure to comply with WVPP in accordance with the City of Bishop's disciplinary process, as found in the City of Bishop Personnel Rules.
4. Providing employees with access to this written WVPP.

Additionally, employees will not be threatened with adverse action or retaliated against in any way if they refuse to report to or leave a workplace or worksite because they have a reasonable belief that it is unsafe. Employees who state they are not coming to work because they don't feel it's safe will need to explain the threat in detail so the City of Bishop can investigate and take corrective actions.

Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

June 24, 2024

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City of Bishop

Workplace Violence Prevention Program

COMMUNICATION

We recognize that open, two-way communication between our management team, staff, and other employers about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees and consists of one or more of the following:

- New employee orientation that includes workplace violence prevention policies and procedures
- Periodic yearly review of our WVPP with all employees
- Training programs to address specific aspects of workplace violence prevention and security unique to our location, such as the following: Workplace Violence Prevention training, Active Shooter training provided by the Bishop Police Department, Crime Prevention Training, and De-escalating Strategies and Technique Training.
 - You can reach out to the Personnel Department for more information
- Posting and distributing workplace violence prevention information
- Reporting workplace violence/security hazards or threats of violence (speak with your supervisors first; if that isn't possible, speak with Personnel.)
- Effective communication between employees, managers, and supervisors about security and violence concerns, including translation where appropriate
- Protecting employees who report incidents of workplace violence from retaliation by the person making the threats
 - The City of Bishop will immediately take the appropriate action, such as removing the person making the threats from the work area until the situation is resolved. For serious threats or acts of violence, local law enforcement will be called via 911.
- A system for workers to anonymously inform management about workplace security and violence concerns Workers may anonymously inform management about workplace security and violence concerns by placing a message addressed to "Personnel" in the Suggestion Box located on the south wall in the City Hall Break Room or in the City drop/payment box located at the Church Street entrance to City Hall located at 377 West Line Street.
- Addressing security issues at our workplace violence prevention and/or team meetings

WORKPLACE VIOLENCE INCIDENT PROCEDURE & REPORTING

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, Bishop Police Department will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- E-Mail and Text Message.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the Bishop Police Department Dispatch by dialing 911 or their supervisor.

Employees shall implement the run, hide, and fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help from staff assigned to respond to workplace violence emergencies such as security personnel or by calling the following number: Bishop Police Department 873-5866.

City of Bishop

Workplace Violence Prevention Program

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate backup assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the City Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience threats of violence or workplace violence can report the incident through their chain of command or directly to Personnel. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Restraining Orders

Employees or other personnel affiliated with the City of Bishop who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the City Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the City Administrator to decide what actions, if any, need to be initiated.

HAZARD IDENTIFICATION AND EVALUATION

The City of Bishop will perform workplace hazard assessment for workplace security in the form of periodic inspections. Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence are performed by the following observer(s) in the following areas of our workplace:

Observer Name:	Area:
Deston Dishion, City Administrator	City Hall – Administrative Offices
Nora Gamino, Public Works Director	City Hall – Public Works/Building/Planning Departments
Gary Milici, Public Works Supervisor	Public Works Maintenance Building and Water and Sewer Facilities
Dan McElroy, Community Services Manager	City Hall and Auditorium, Clark Wing, Community Services Department, Parks and Recreation Facilities
Bret Russell, Fire Chief	Bishop Fire Station No. 1
Nate Derr, Police Chief	Bishop Police Station

City of Bishop

Workplace Violence Prevention Program

The “Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist” (Attachment D) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Frequency: Annually
- Upon initial establishment of a WVPP
- When new, previously unidentified security hazards are recognized
- When occupational injuries or threats of injury occur

Additionally, the City of Bishop will review all submitted/reported concerns of potential hazards, which may trigger an inspection. These submittals/reports could originate from various sources, including the system the City of Bishop has implemented for employees and authorized employee representatives to anonymously inform management about workplace violence hazards or threats of violence without fear of reprisal/retaliation. Examples of reporting sources:

- Direct reports to supervisors, manager, or to the Personnel Department
- Voicemail/email/text messages
- Suggestion box located in the City Hall break room or the drop/payment box located at the Church Street entrance of City Hall
- WVPP Online form on the City's website on the Personnel Department Page - <https://cms9.revize.com/revize/cityofbishopca/departments/personnel.php> for reporting workplace violence hazards

Periodic inspections for security hazards consist of the identification and evaluation of workplace security hazards as well as changes in workplace practices, which may require an assessment for more than one type of workplace violence. The following table lists what hazards should be included when assessing different types of workplace violence.

Inspection	Workplace Security Hazards Include Assessing:
Type I <i>(Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches)</i>	• The exterior and interior of the workplace for its attractiveness to robbery or other criminal acts. • The need for security surveillance measures, such as mirrors or cameras. • Posting of signs notifying the public that limited cash is kept on the premises. • Procedures for employee response during a robbery or other criminal act. • Procedures for reporting suspicious persons or activities. • Posting emergency telephone numbers for law enforcement, fire, and medical services, where employees have access to a telephone with an outside line. • Limiting the amount of cash on hand and using safes for large amounts of cash, or armor car pickup. • Building alarm systems and Crime Prevention through Environmental Design. • Other: Including landscaping, lighting, ingress/egress, and building design.

City of Bishop

Workplace Violence Prevention Program

Type II <i>(Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.)</i>	• Access to, and freedom of movement within, the workplace. • Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems. • Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment. • Employee's skill in safely handling threatening or hostile service recipients. • Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons. • Use work practices such as "buddy" systems for specified emergency events. • The availability of employee's posted escape routes
Type III <i>(Workplace violence against an employee by a present or former employee, supervisor, or manager.)</i>	• How effectively our establishment's workplace violence prevention policy has been communicated to employees, supervisors, or managers. • How effectively our establishment's management and employees communicate with each other. • Our employees', supervisors', and managers' knowledge of the warning signs of potential workplace violence. • Access to, and freedom of movement within, the workplace by non-employees, including former employees or persons with whom one of our employees is having a dispute. • Frequency and severity of worker reports of incidents of physical or verbal abuse by managers, supervisors or other employees. • Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace. • Employee progressive disciplinary procedures.
Type IV <i>(Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.)</i>	• How effectively our establishment's workplace violence prevention policy has been communicated to employees, supervisors, or managers. • How effectively our establishment's management and employees communicate with each other. • Our employees', supervisors' and managers' knowledge of the warning signs of potential workplace violence. • Access to, and freedom of movement within, the workplace by non-employees, including former employees or persons with whom one of our employees is having a dispute. • Frequency and severity of worker reports of incidents of physical or verbal abuse by managers, supervisors or other employees. • Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

City of Bishop

Workplace Violence Prevention Program

INCIDENT INVESTIGATION

We have established the following policy for investigating incidents of workplace violence. Our procedures for investigating incidents of workplace violence, which include threats and acts of violence, consist of:

- Visiting the scene of an incident as soon as possible.
- Interviewing involved employees and witnesses.
- Reviewing security footage of existing security cameras, if applicable.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determining instigating or causative factors of the incident.
- Taking corrective action to prevent similar incidents from occurring.
- Reviewing all previous incidents.
- Recording the findings and ensuring corrective actions are taken.
- Obtaining any reports completed by law enforcement.

The “Workplace Violence Incident Log” (Attachment A) will be used for every workplace violence incident. Staff who are charged with completing this log will take every effort to ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information that would reveal identification of any person(s) involved in a violent incident, such as names, addresses, email addresses, telephone numbers, social security numbers, or other information that, alone or in combination with other publicly available information, would reveal a person’s identity. The log will be used to capture:

- The date, time, and location of the incident.
- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- A description of each individual who committed the act(s) of violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, co-worker, supervisor or manager, partner or spouse, parent or relative, or other.
- A description of circumstances at the time of the incident, including, but not limited to, whether the victim was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A description of where the incident occurred, such as in the workplace, parking lot, or other area outside the workplace.
- A classification of the type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon such as biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, spitting, or other attack.
 - Attack with a weapon or object such as a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including rape, attempted rape, physical display, or any other unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- A description of the consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and a description of their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.

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City of Bishop

Workplace Violence Prevention Program

HAZARD CORRECTION

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented, and dated.

If an imminent hazard exists that cannot be immediately abated without endangering worker(s) and/or property, all exposed workers will be removed from the situation except those necessary to correct the existing condition. Workers who are necessary to correct the hazardous conditions will be provided with the necessary protection.

Critical Post-Incident Follow Up

It is important to follow up after an incident has occurred and corrective actions are implemented. This includes checking the status of affected employees and reviewing the effectiveness of both current and recently selected corrective actions.

Short-term:

- Contact each affected employee – whether or not the employee is on or off duty – to inquire regarding their current status and need for mental health intervention, as well as to assess the need for work accommodation or work site adjustment, within two days of the incident. Additional follow-ups should be conducted one week following the incident, and a follow-up two weeks following the incident will be made at the discretion of the Personnel Department and immediate supervisor.
- In partnership with mental health professionals, provide critical incident debriefing to affected and potentially affected employees within two days of the incident.
- Offer an opportunity for subsequent critical incident debriefings for affected employees within two weeks of the incident.
- Assign a liaison to provide emotional support to victims' families and to assist in City of Bishop-related matters.

Long-term:

- Ensure the recovery of the most affected personnel is monitored.
- Provide training or assistance for managers and supervisors for supporting employees' return-to-work experiences, including being sensitive to employees' grief reactions around anniversaries of the event, holidays, and criminal justice/civil proceedings.
- Consider the need for follow-up debriefing.
- Consult with appropriate mental health professionals to provide support to employees who continue to experience severe or persistent difficulties two weeks following the incident.
- Establish a liaison to assist victims and their families, and inform them of the City of Bishop resources and benefits to which they are entitled.
- Conduct an assessment of the department's response to the incident. Discuss any modifications to the procedures with appropriate City of Bishop staff and incorporate beneficial changes into the program.

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City of Bishop

Workplace Violence Prevention Program

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will be provided training and instruction on general and job-specific workplace violence practices. These sessions may include presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- Upon the establishment of a WVPP
- During the onboarding period for new employees
- Annually to all employees to ensure understanding of and compliance with the plan
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan (training may be targeted in scope to specifically address the new workplace violence hazard or changes to the plan)

The City of Bishop will provide its employees with training and instruction on the definitions listed in this plan, in addition to the training topics listed below:

- Specific WVPP and crime-prevention training for the City of Bishop's Crime/WVPP City Administrator to develop and maintain the policies and procedures
- Explanation of the WVPP, including measures for reporting any violent acts or threats of violence
- Key definitions associated with this program
- Instructions for reporting violent incidents or concerns to the organization and/or law enforcement without fear of reprisal
- Recognition of workplace security hazards unique to employee's jobs and the corrective measures the organization has implemented
- The completion of the **Workplace Violence Incident Log (Attachment A)** and instructions for obtaining copies of the log
- Training for identifying risk factors associated with the four types of workplace violence
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors
- Strategies for defusing hostile or threatening situations
- Training for recognizing alerts, alarms, or other warnings about emergency conditions and identifying escape routes/locations for sheltering
- Measures to summon others for assistance
- Routes of escape
- Disclosure of emergency medical care to be provided in the event of a violent act towards an employee
- Post-event trauma counseling for employees desiring such assistance

EMPLOYEE ACCESS to the Workplace Violence Prevention Program (WVPP)

The City of Bishop ensures the WVPP plan shall be formalized in writing and be made easily available and accessible to employees and authorized employee representatives. This includes the following:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a City of Bishop server or website, which allows employees to review, print, and email the current version of the written WVPP. **Unobstructed access** means the employee, as part of their regular work duties, predictably and routinely uses electronic means to communicate with management or co-employees.

City of Bishop

Workplace Violence Prevention Program

RECORDKEEPING

An effective recordkeeping system helps in selecting the appropriate level of controls to prevent the recurrence of violent incidents and in determining appropriate training. Records should be kept up-to-date and will be maintained in accordance with the following retention schedule:

1. Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for a minimum of five years.
2. Training records shall be created and maintained for a minimum of five years and include: training dates; contents and/or a summary of the training sessions; names and qualifications of persons conducting the training; and names and job titles of all persons attending each training session.
3. Violent incident logs required by subdivision (d) of [California Labor Code \(LC\) 6401.7 and LC 6401.9](#) shall be maintained for a minimum of five years.
4. Records of workplace violence incident investigations conducted pursuant to subparagraph (K) of paragraph (2) of subdivision (c) shall be maintained for a minimum of five years. These records shall not contain “medical information,” as defined in subdivision (j) of [Section 56.05 of the Civil Code](#).
5. All records required by this subdivision shall be made available to the Division of Occupational Safety and Health upon request for examination and copying.

All records required by paragraphs (1) to (3), inclusive, shall be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

PROGRAM REVIEW

The City of Bishop WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

To obtain the active involvement of employees and authorized employee representatives in reviewing the plan’s effectiveness, review and revision of the WVPP will include the procedures listed in the “EMPLOYEE ACTIVE INVOLVEMENT” section of this WVPP. Additionally, the following actions will take place during each review:

- Review of incident investigations and the Violent Incident Log
- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable)
- Review of established risk mitigation policies/procedures to ensure violent risks are being properly identified, evaluated, and corrected, with any necessary revisions implemented promptly and communicated to all employees

City of Bishop

Workplace Violence Prevention Program

PROGRAM HISTORY

Action	Date	Notes
Implemented	MM/DD/YYYY	WVPP was reviewed and adopted
Reviewed		

City of Bishop Workplace Violence Prevention Program

EMPLOYEE ACKNOWLEDGMENT FORM

I, _____ (*print name*), hereby acknowledge that I have received, read, and understand the City of Bishop Workplace Violence Prevention Program. I agree to conform to all the City of Bishop directives, policies, and procedures described in this program. I understand that my failure to follow these can result in disciplinary action as outlined in the City's Personnel Rules. I further understand that:

- It is my responsibility to comply with this program and aid in maintaining a violence-free work environment through attending required training and;
- I am encouraged to report suspicious persons in the area to my immediate supervisor and to alert the proper authorities when necessary.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

City of Bishop Workplace Violence Prevention Program

ATTACHMENT A: Workplace Violence Incident Log



Workplace Violence
Incident Log 2024 06

City of Bishop Workplace Violence Prevention Program

ATTACHMENT B: Workplace Violence Prevention Incident Report Form

Part I through Part VI should be completed by the designated person based on information provided by the employee(s) involved in the incident. If any of this information includes private/sensitive data, please maintain confidentiality of affected parties/employees and handle information according to Human Resource protocols.

PART I - NATURE OF INCIDENT - (check all that apply)		
☐ Behavioral Observation	☐ Physical with Injury	☐ Written
☐ Electronic	☐ Physical without Injury	☐ Other: _____
☐ Harassment	☐ Threat	_____
☐ Information Only	☐ Verbal	_____
Date of incident: _____ Approximate Time: _____ ☐ AM ☐ PM		
PART II – INCIDENT DIRECTED AT		
Person(s): _____		
Building: _____		
Address: _____		
PART III – INCIDENT INITIATED BY		
Person(s): _____		
☐ Male ☐ Female ☐ Other Classification: _____		
PART IV – TYPE / LOCATION INCIDENT OCCURRED		
1. Type of Contact: ☐ In-person ☐ Telephone ☐ Mail ☐ Observation ☐ Recording ☐ Electronic Mail ☐ Fax ☐ Other: _____		
2. Was the employee alone? Yes No		
3. Location of Incident: ☐ Workplace ☐ Employee Residence ☐ Other: _____ Address/Location _____		
4. What Type of Incident was it?		
☐ Type I - workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.		
☐ Type II - workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.		
☐ Type III - workplace violence against an employee by a present or former employee, supervisor, or manager.		
☐ Type IV - workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.		
5. Were any threats made before the incident occurred? ☐ Yes ☐ No If yes, describe threat(s): _____ _____ _____		

City of Bishop

Workplace Violence Prevention Program

PART IV – TYPE / LOCATION INCIDENT OCCURRED (Cont.)

6. Did the employee(s) ever report to the department that they were threatened, harassed, or suspicious that the attacker may become violent? ☐ Yes ☐ No

7. Was the perpetrator a stranger, client/patient, co-worker, or otherwise familiar person?
☐ Yes ☐ No

8. Was a weapon used? ☐ Yes ☐ No

If yes, what type of weapon? _____

9. Were there injuries? ☐ Yes ☐ No

If yes, who was injured?

Name: _____ Phone: _____

Injury Description: _____

Name: _____ Phone: _____

Injury Description: _____

Name: _____ Phone: _____

Injury Description: _____

10. Were there witnesses(s) to the incident? ☐ Yes ☐ No

If yes, who?

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

11. Description of observation, threat, incident, or activity *(Continue on a separate sheet if necessary)*

City of Bishop

Workplace Violence Prevention Program

PART V - ACTION TAKEN-REPORTING

1. What actions did the supervisor or manager take?

2. Law enforcement or other outside agencies contacted? ☐ Yes ☐ No

Agency Name: _____

Case Number (if applicable): _____

3. Were Employee Assistance Program (EAP) services provided?

If yes, describe: _____

PART VI – POST-INCIDENT ASSESSMENT

1. Were there any other physical injuries or psychological incidents related to this incident not previously reported? ☐ Yes ☐ No

If yes, describe: _____

2. If a prior report to the department was made that they were threatened, harassed, or suspicious that the attacker may become violent, what actions, if any, were taken?

3. Did the worker ever receive training in workplace violence issues? ☐ Yes ☐ No

If yes, describe: _____

4. What were the main factors that contributed to the incident?

5. Was critical incident stress debriefing and post-trauma counseling services provided?

☐ Yes ☐ No

If yes, describe: _____

6. What can be done to prevent future ?

City of Bishop

Workplace Violence Prevention Program

ATTACHMENT C: Workplace Violence Prevention Program Progressive Behavior Action Guidelines

Behavior Level	Behaviors	Manager/Supervisor's Guidelines for Action
Level I	The employee may:	
	Show signs of increasing stress, perhaps involving negative changes in behavior	Observe, ask if the employee how they are doing, and document
	Show signs of a deterioration in work performance	Engage employee in conversation to gain insight into behavior, document
	Show signs of increasingly unkempt appearance	Carefully offer help
	Show signs of alcohol or substance abuse	Report concerns, if continuing, to next higher-level supervisor, seek consultation from your Personnel Team and EAP consulting services for managers/supervisors.
	Show signs of distress over personal or workplace problems	
	"act strange" or "unusual" by appearing confrontational, argumentative, stressed, anxious, withdrawn or secretive	
	Behavior is such to cause concern for person's own well-being or possibly others	
Level II	The employee may:	
	Make veiled threats to harm	Report concerns to next higher-level supervisor before any effort to engage person
	Intimidate others	Engage person in conversation, if appropriate, to gain insight into potential for violent behavior and document.
	Have a history of violent behavior and lose temper easily	Consult with next higher level of administration as follow-up
	Be chronically disgruntled, inflexible	
	Refuse to take responsibility for problems or actions	Seek consultation from your Personnel Office
	Find fault with and blame others	
	Have a deep sense of entitlement	
	Have an obsession with weapons and empathy with those who resort to violence	

City of Bishop Workplace Violence Prevention Program

Behavior Level	Behaviors	Manager/Supervisor's Guidelines for Action
Level III	The employee may:	
	Make blatant threats to harm others and/or destroy property	Warn those who may be in immediate danger
	Carry a weapon on campus	Immediately report behavior to next higher-level authority and press for quick intervention
	Engage in aggressive behavior such as verbal abuse, physical "in your face" posturing	If employee is present and seriously acting- out, call 9-1-1 and ask for assistance
Level IV	The employee:	
	Is violent toward others or property; Displays overt acts of violence or out-of- control behavior	Call 9-1-1 for immediate assistance.
		Attempt to get others out of harms' way.
	May or may not use a weapon or cause death	Inform next higher-level authority.

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Workplace Violence Prevention Program

ATTACHMENT D: Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

This checklist can help evaluate the workplace and job tasks to see what situations may place employees at risk of assault. It is not confined to a single industry or occupation but can be used for any workplace. Adapt the checklist to fit your own needs. It is very comprehensive, and not every question will apply to your workplace. Write "N/A" in the NOTES column. Add any other questions you think are important.

RISK FACTORS FOR WORKPLACE VIOLENCE			
<i>Cal/OSHA and NIOSH have identified the following risk factors that may contribute to violence in the workplace. If you have one or more of these risk factors in your workplace, there may be a potential for violence.</i>			
Question	Yes	No	Notes
Do employees have contact with the public?			
Do they exchange money with the public?			
Do they interact with visitors (such as a front desk receptionist, checkout clerk, service desk, etc.)			
Do they work alone?			
Do they work late at night or during early morning hours?			
Is the workplace often understaffed?			
Is the workplace located in an area with a high crime rate?			
Do employees enter areas with a high crime rate?			
Do they ever perform duties that could upset people (deny benefits, turn off utilities, collect debts, confiscate property, etc.)?			
Do they deal with people known or suspected to have a history of violence, special needs, mental illness?			
Do any employees or supervisors, or clients/customers have a history of assault, verbal abuse, harassment, or other threatening behavior?			
Are employees told and trained on who is responsible for security?			
Other Risk Factors (Describe):			

City of Bishop

Workplace Violence Prevention Program

INSPECTING WORK AREA					
<i>You or your workplace violence/crime prevention committee should now begin a "walk around" inspection to identify potential security hazards. This inspection can tell you which hazards are already well controlled, and what control measures need to be added. Not all of the following questions can be answered through simple observation. You may also need to talk to employees or investigate in other ways.</i>					
General Actions					
Question	All Areas	Some Areas	Few Areas	No Areas	Note/Follow-up Action
Are nametags, ID cards required for employees (omitting personal information such as home address)?					
Are employees notified of past violent acts in the workplace?					
Are there trained security personnel, accessible to employees in a timely manner?					
Is there established liaison with the local police department?					
Are bullet-resistant windows or similar barriers used when money is exchanged with the public?					
Are areas where money is exchanged visible to others who could help in an emergency? (For example, you can see cash register areas from outside)?					
Other Observations:					
INSPECTING EXTERIOR BUILDING AREAS					
Question	Yes	No	Notes		
Do employees feel safe walking to and from the workplace?					
Are the entrances to the building clearly visible from the street?					
Is the area surrounding the building free of bushes or other hiding places?					
Is security personnel provided outside the building?					
Is video surveillance provided outside the building?					
Is there enough lighting to see clearly outside the building?					
Are all exterior walkways visible to security personnel?					
Other Observations:					

City of Bishop Workplace Violence Prevention Program

INSPECTING PARKING AREAS				
Question	Yes	No	Notes	
Is there a nearby parking lot reserved for employees only?				
Is the parking lot attended or otherwise secured?				
Is the parking lot free of blind spots and is landscaping trimmed back to prevent hiding places?				
Is there enough lighting to see clearly in the parking lot and when walking to the building?				
Are security escorts or "buddy system" available to employees walking to and from the parking lot?				
Other Observations:				
SECURITY MEASURES				
Question	In Place	Should Add	N/A	Notes
Physical barriers (plexiglass partitions, bullet resistant customer windows, etc.)?				
Security cameras or closed-circuit TV in high-risk areas?				
Panic buttons?				
Alarm systems?				
Door locks?				
Internal telephone system to activate emergency assistance?				
Telephones with an outside line programmed for 911?				
Two-way radios, pagers, or cellular telephones?				
Security mirrors (e.g. convex mirrors)?				
Secured entry (e.g. "buzzers")?				
Personal alarm devices?				
"Drop safes" to limit amount of cash on hand?				
Broken windows repaired promptly?				
Security systems, locks, etc. tested on a regular basis and repaired promptly when necessary?				
Other Observations:				

Checklist Completed by: _____ Date: _____

June 14, 2024

City Council
Attn: Robin Picken
City of Bishop
377 W. Line Street
Bishop, CA 93514

To the City of Bishop City Council,

This letter is to officially request that the current Information Technology (IT) Support Services agreement that was entered into on July 1, 2023 between the City of Bishop and Carmichael Business Technology (CBT) be extended for an additional one-year period from July 1, 2024 to June 30, 2025.

We value our relationship with the City and hope to extend this agreement again next year. Thank you.

Sincerely,



Chris Carmichael CEO
CBT Inc.



Agenda Item: 14.H
Date of Meeting: June 24, 2024
Department: Community Services

STAFF REPORT

To: City Council
From: Dan McElroy
Subject: **Tree Maintenance Agreement Letter of Extension**
Prepared On: June 17, 2024
Attachments: City of Bishop extention letter 2024.pdf

Background/History:

The Tree Services Agreement was developed and approved by the City of Bishop City Council in June 2020. The option was given to extend the Tree Services Maintenance Agreement with two one-year extensions. Eastern Sierra Tree Services has submitted a letter of extension to the City of Bishop.

Analysis/Discussion:

Eastern Sierra Tree Service has provided this service to the City of Bishop for several years. The use of a Certified Arborist is essential to providing both short-term and long-term Tree Management Plan. Eastern Sierra Tree Services has reacted to emergency Tree work as needed and helped to provide a safe environment to both City Park users, City of Bishop residents, and visitors.

Economic Impacts:

There are no economic impacts.

Budget Impacts:

The budget impacts are as follows: The Community Services has budgeted for this item in the 2024-2025 budget cycle. The Community Services department has allocated \$20,000.00 to meet the current need of our Parks and will continue to focus on the safety to keep visitors and users safe.

Legal Review:

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

Recommended Action:

City of Bishop City Council to accept the Letter of Extension provided by Eastern Sierra Tree Services and extend the Tree Maintenance for one year with a term expiring on June 30, 2025.

Approved By: Deston Dishion 6/17/2024

Approved By:

Approved By:

Approved By:



CA LIC #814516

June 11, 2024

City of Bishop
Attn: Dan McElroy
377 West Line Street.
Bishop, Ca 93514

Re: Professional Services Agreement for Tree Maintenance for the City of Bishop-Extension

Dear Dan McElroy,

This letter is to notify you that we are interested in extending our Professional Services Agreement for tree maintenance for the City of Bishop. Our current agreement expires June 30, 2024, we are requesting a one-year extension through June 30, 2025.

Please feel free to contact me at 760-934-6142 or rochelle@easternsierratree.com, if you should have any questions or concerns.

Sincerely,

Rochelle Hair
ISA Certified Arborist WE-9314A

Eastern Sierra Tree Service, Inc.
CA Lic #814516



Agenda Item: 14.I
Date of Meeting: June 24, 2024
Department: Community Services

STAFF REPORT

To: City Council
From: Dan McElroy
Subject: **Letter of Extension for Fuel Services from Pilot Thomas and Updated Fee Schedule**
Prepared On: June 19, 2024
Attachments: Pilot Thomas Letter of Extension Fee Update.pdf

Background/History:

On June 14th, 2021, the City of Bishop entered into a Services Agreement with Pilot Thomas to provide Fuel Services. The Agreement has an initial term set to expire on June 30th, 2024, with an option to extend for annually for three years. Pilot Thomas has submitted a letter of extension and a request to amend the Fee Schedule for a one-year term ending on June 30th, 2025.

Analysis/Discussion:

The City of Bishop Community Services Department has received a Letter of Extension and Request to amend the Fuel Services Fee Schedule. The Community Services Manager Daniel McElroy has contacted Pilot Thomas to discuss the changes in the Fee Schedule. Due to increased supplier cost of transportation, Pilot Thomas needs to make an adjustment to the transportation added cost per gallon. This adjustment would increase \$0.20 per gallon. Pilot Thomas has provided this document for City Council approval and to file in the Fuel Services Agreement. After review and analysis, the Community Services Department finds that this increase will still fall well below average fuel pricing, thus providing the City of Bishop with best price per gallon.

Economic Impacts:

There are no Economic Impacts.

Budget Impacts:

The Budget Impacts will be for increased fuel costs accounted for in the 2024-2025.

Legal Review:

City Attorney Ryan Jones has reviewed this item and finds that the recommended action complies with the law.

Recommended Action:

City Council to accept the Letter of Extension for Fuel Services from Pilot Thomas and approve the proposed updated Fee Schedule.

Approved By: Deston Dishion 6/19/2024

Approved By: Ryan Jones 6/19/2024

Approved By:

Approved By:

Pilot Thomas Logistics
481 E. Line St. Bishop Ca. 93514
760-872-4645

June 18, 2024

Deston Dishion, City of Bishop Administrator
377 W. Line St.
Bishop Ca. 93514

RE: Vehicle Fuel Supplier Agreement – Extension

Dear Mr. Dishion

As Terminal Mgr for Pilot Thomas Logistics in Bishop Ca, Due to recent increased freight cost I respectfully request a change of pricing schedule (see attached) for our current agreement with the City of Bishop. (effective July 1st, 2024 to June 30, 2025).

Sincerely,

A handwritten signature in black ink, appearing to read "Jim McDade", with a stylized, cursive script.

Jim McDade
Terminal Mgr.
Pilot Thomas Logistics
481 E. Line St.
Bishop Ca 93514
760-382-4306

EXHIBIT A

Fee Schedule and Services
based on bid received on June 18, 2024

FUEL	ESTIMATED GALLONS	OPIS Cost Per Gallon	OPIS Cost Total	Added Cost Per Gallon	Added Cost Total	Total Per Gallon	Total Cost
UNLEADED	14,000	\$ 2.84	\$ 39,760.00	\$ 0.40	\$ 5,600.00	\$ 3.24	\$ 45,360.00
DIESEL	5,000	\$ 2.97	\$ 14,850.00	\$ 0.42	\$ 2,100.00	\$ 3.39	\$ 16,950.00
TOTAL							\$ 62,310.00

DELEGATED MAINTENANCE AGREEMENT WITH THE CITY OF BISHOP

This DELEGATED MAINTENANCE AGREEMENT ("AGREEMENT") is made by and between the State of California, acting by and through the Department of Transportation ("STATE") and the City of Bishop ("LOCAL AGENCY"); each may be referred to individually as a "PARTY" and jointly as "PARTIES."

RECITALS

1. This AGREEMENT will identify the specific maintenance functions LOCAL AGENCY will perform in the STATE right of way, including highway and freeway areas situated within LOCAL AGENCY's jurisdictional limits as authorized under Streets and Highways Code Section 130.

OPERATIVE PROVISIONS

1. **Maintenance Services.** LOCAL AGENCY shall perform maintenance operations at the State Route(s) (SR) 6, 168 and 395, post miles (PM and approximate mile lengths (STATE Right of Way) set forth in Exhibit A to keep the facilities in a safe and operational condition. Maintenance Operations include but are not limited to street sweeping, litter, debris, and graffiti removal, repairs, and restoration.
2. **Maintenance Standards.** LOCAL AGENCY shall perform all maintenance in compliance with the standards set forth in Streets and Highways Code Section 27, and in accordance with California and federal laws and regulations and STATE policies, procedures and specifications in effect and as amended, and applicable municipal ordinances.
3. **Maintenance Areas and Services.** LOCAL AGENCY shall only perform those maintenance services in the STATE right of way locations described in Exhibit A .
4. **Amendment to Agreement.** Changes to LOCAL AGENCY's maintenance services covered in this AGREEMENT may be made by each PARTY executing amended Exhibit A and/or executing additional pages to Exhibit A that shall be attached to this AGREEMENT and will supersede the

original Exhibit A . Otherwise, this AGREEMENT may only be amended by a written agreement executed by both PARTIES. STATE's District Maintenance Agreement Coordinator (DMAC) must obtain prior written approval of any amendments from the District 09 Deputy Director of Maintenance before such amendments may become effective and enforceable under this AGREEMENT.

5. Unsheltered Encampment Removal.

- A. STATE shall remove Persons Experiencing Homelessness (PEH) and any structures, personal property, debris, and/or other items related to the encampment from the Location(s) shown in Exhibit A, subject to STATE's Encampment Removal policy, MPD 1001 R1 and applicable State and Federal law.
 - B. Nothing in this Agreement grants or waives the right of California Highway Patrol (CHP) and other law enforcement agencies having jurisdiction over the Locations in shown in Exhibit A .
6. **Weed Abatement.** LOCAL AGENCY shall engage in weed abatement operations. LOCAL AGENCY shall control weeds at a level acceptable to STATE. Any weed control performed by chemical weed sprays (herbicides) shall comply with all laws, rules, and regulations established by California Department of Food and Agriculture. All chemical spray operations shall be reported quarterly (form LA17) to STATE via the STATE's Landscape Specialist, Maintenance Support, Caltrans District Office 500 S. Main Street, Bishop, CA 93514.
7. **Graffiti Removal.** LOCAL AGENCY's graffiti removal shall be limited to removal of text only in accordance with Streets and Highway Code Section 96. Any graffiti that in any way resembles a mural, artwork, paintings, or other similar elements may not be removed. LOCAL AGENCY shall discuss such possible art with STATE's District 9 Transportation Art Coordinator before conducting any graffiti removal or remediation. STATE shall pay the actual cost of LOCAL AGENCY's graffiti removal as specified in Section 10 of this AGREEMENT.
8. **Maintenance Service Schedule.** LOCAL AGENCY shall provide STATE's District 09 Area Maintenance Superintendent, Josh Lundquist and Supervisor, Justin Davis, at least twenty-four (24) hours prior telephone or email notice before performing any maintenance services under this AGREEMENT. Their phone numbers are: (760) 937-8148 (Lundquist) and

(760) 937-3297 (Davis). LOCAL AGENCY shall provide the DMAC identified in this AGREEMENT with a litter, debris removal schedule. Maintenance services shall be provided at a maximum biweekly basis. Maintenance services shall be performed between the hours of 4:00 a.m. and 7:00 a.m. or as otherwise authorized by the State Representative, if necessary. LOCAL AGENCY must request through the DMAC prior written approval from STATE's District Maintenance Supervisor to perform any maintenance services before 9:00 a.m. or after 3:00 p.m. and/or weekends and holidays.

9. **Authorized Reimbursement.** The functions and levels of maintenance services delegated to LOCAL AGENCY in the attached Exhibit A and amounts appropriated to STATE have been considered in setting authorized total dollar amounts. LOCAL AGENCY may perform additional work if desired, but STATE will not reimburse LOCAL AGENCY for any work in excess of the authorized dollar limits established herein.
10. **Cost Reimbursement.** STATE shall reimburse LOCAL AGENCY for LOCAL AGENCY's actual and necessary costs incurred to perform the maintenance services under this AGREEMENT; provided, however, that STATE's reimbursement shall not exceed the maximum authorized expenditures under this AGREEMENT.
11. **Amendment to Approved Expenditures.** Upon LOCAL AGENCY's written request, the expenditures per route for maintenance services set forth in Exhibit A may be increased, decreased, or redistributed between routes pursuant to the PARTIES executing an appropriate amendment in accordance with section 5 above. All such adjustments must be authorized in writing by the District Director or his/her authorized representative.
12. **Term of Expenditures.** Additional expenditures or an adjustment of expenditures once authorized shall apply only for the term of this AGREEMENT and shall not be deemed to permanently modify or change the basic maximum expenditures per route as specified in Exhibit A. Any expenditure adjustments shall not affect or alter any other terms of this AGREEMENT.

13. **Billing, Payment and Reporting.**

13.1 **Billing Date.** LOCAL AGENCY shall submit billing invoices to STATE's DMAC each (month/quarter) beginning after the first (month/quarter) LOCAL AGENCY has performed maintenance services under this AGREEMENT. LOCAL AGENCY shall not submit billing invoices for reimbursement of costs less than \$500 more than once each quarter. LOCAL AGENCY shall also submit billing invoices promptly following the close of STATE's fiscal year on each June 30th.

13.2 **Billing Submission Format.** Each billing invoice shall include all of the following:

- (a) STATE's AGREEMENT number;
- (b) Date(s) of services;
- (c) Location of services;
- (d) Number of hours and hourly rates;
- (e) Receipts for trash disposal; and
- (f) Receipts for equipment, materials, and supplies.

STATE shall pay LOCAL AGENCY for the maintenance services satisfactorily performed in accordance with the rates and schedules in Exhibit A .

14. **Successors.** This AGREEMENT shall be binding upon and inure to the benefit of each of the PARTIES' successors-in-interest, including, but not limited to any public entity to whom any part of the STATE right of way covered under this AGREEMENT may be relinquished and any subsequently incorporated city or other municipality established within the LOCAL AGENCY's jurisdictional limits.

15. **Encroachment Permits.** Before LOCAL AGENCY may enter STATE right of way to perform any maintenance services in the areas covered by this AGREEMENT, STATE's District __09__ Encroachment Permit Office must issue an initial encroachment permit at no cost to LOCAL AGENCY. LOCAL AGENCY must obtain additional encroachment permits, if

necessary, to enter or perform any work within STATE right of way not covered by this AGREEMENT. STATE will issue these additional encroachment permits at no cost to LOCAL AGENCY.

16. **Legal Disposal of Litter Collected.**

LOCAL AGENCY shall make its own arrangements for the legal disposal of litter or debris materials to authorized disposal sites. LOCAL AGENCY shall not leave any filled litter bags, litter piles or other groups of litter assembled during its maintenance services along or in STATE Right of Way. Such litter groupings shall be removed out of STATE Right of Way each day LOCAL AGENCY performs the maintenance services in this AGREEMENT.

17. **Safety and Worker Compliance.** LOCAL AGENCY shall be solely responsible for crew pay, workers compensation and any other benefits required by state and federal law. Subcontractors and crew members are not considered STATE's employees at any time. LOCAL AGENCY shall comply with all applicable State and Federal statutes and regulations governing worker and public safety, including but not limited to compliance with CAL-OSHA regulations and guidelines.

LOCAL AGENCY shall make arrangements through the STATE if traffic controls, flags, signs, or lane closures are necessary to safely perform any maintenance services. STATE's maintenance Supervisor or designee shall determine what protections are required at the worksite pursuant to applicable provisions of the Caltrans Maintenance Manual, including but not limited to Volume 1, Chapter 8, Protection of Workers.

18. **Equipment and Supplies.** LOCAL AGENCY shall provide the necessary equipment, tools, personal protective equipment, materials, supplies and products necessary to perform the maintenance services under this AGREEMENT. STATE shall reimburse LOCAL AGENCY for the reasonable costs of such equipment and supplies not to exceed the authorized expenditures set forth in Exhibit A .

19. **Legal Relations and Responsibilities.**

19.1 **No Third-party Beneficiaries.** This AGREEMENT is not intended to create duties, obligations, or rights of third parties beyond the PARTIES to this AGREEMENT. Nor does this AGREEMENT affect a PARTY's legal liability by imposing any standard of care for the maintenance of STATE highways different from the standard of care imposed by law.

19.2 **Indemnification.** Neither STATE nor any of its officers or employees is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by LOCAL AGENCY in connection with any work, authority or jurisdiction conferred upon LOCAL AGENCY under this AGREEMENT. LOCAL AGENCY shall fully defend, indemnify, and save harmless STATE and its officers and employees from all claims, suits, or actions of every kind occurring by reason of anything done or omitted to be done by LOCAL AGENCY, its contractors, sub-contractors and/or its agents pursuant to this AGREEMENT.

Neither LOCAL AGENCY nor any of its officers or employees is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by STATE, in connection with any work, authority or jurisdiction conferred upon STATE under this Agreement. STATE shall fully defend, indemnify, and save harmless LOCAL AGENCY and its officers and employees from all claims, suits, or actions of every kind occurring by reason of anything done or omitted to be done by STATE under this Agreement.

19.3 **Work-related Injuries.** If a LOCAL AGENCY-assigned crew member is injured while performing maintenance services under this AGREEMENT, LOCAL AGENCY or its designated subcontractor shall be responsible for ensuring the crew member is given prompt medical care and treatment and, if necessary, transportation to a medical facility. LOCAL AGENCY or its designated subcontractor shall administer any injury and workers compensation claims. LOCAL

AGENCY shall notify the DMAC within twenty-four (24) hours when any such incident has occurred.

20. **Prevailing Wages and Labor Compliance.** LOCAL AGENCY shall comply with any and all applicable labor and prevailing wage requirements in Labor Code Sections 1720 through 1815 and implementing regulations for public works or maintenance contracts and subcontracts executed for the LOCAL AGENCY's maintenance services under this AGREEMENT.
21. **Self-Insured.** LOCAL AGENCY is self-insured. LOCAL AGENCY shall deliver evidence of self-insured coverage providing general liability insurance, coverage of bodily injury and property damage liability, in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess by delivering a Letter Certifying Self-Insurance. The Letter of Self-Insurance must be substantially in the form of Exhibit B and identify the AGREEMENT number, and location as depicted in Exhibit A . LOCAL AGENCY shall provide the original Letter Certifying Self-Insurance as a condition to STATE's execution of this AGREEMENT. A copy of the original letter shall be attached to this AGREEMENT as Exhibit B.

Self-Insured using Contractor. If the work performed under this AGREEMENT is done by LOCAL AGENCY's contractor(s), LOCAL AGENCY shall require its contractor(s) to maintain in force, during the term of this AGREEMENT, a policy of general liability insurance, including coverage of bodily injury and property damage liability, naming STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. LOCAL AGENCY shall provide a certificate of insurance evidencing this insurance in a form satisfactory to STATE.
22. **Budget Contingency.** STATE's payments to LOCAL AGENCY are contingent upon the Legislature appropriating sufficient funds under the Budget Act and the encumbrance of funding to STATE's District Office.
23. **Termination.** This AGREEMENT may be terminated by the mutual written consent of each PARTY. Either PARTY may terminate this AGREEMENT upon thirty (30) days prior written notice to the other PARTY.

24. **Effective Date (Term) of Agreement.** This AGREEMENT shall become effective on the last of the dates each PARTY's authorized representative has executed this AGREEMENT and shall expire on June 30, 2025.
25. **Authority.** Each individual executing this AGREEMENT on behalf of each PARTY represents and warrants that he/she is duly authorized to execute this AGREEMENT as authorized under Streets and Highways Code Sections 114 and 130. LOCAL AGENCY represents and certifies that it has, through its regular political process, authorized the execution of this AGREEMENT by appropriate resolution, delegation, or plenary authority as required.
26. **Counterparts.** This AGREEMENT may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.
27. **Electronic Signatures.** Electronic signatures of the PARTIES, whether digital or encrypted, are intended to authenticate this written AGREEMENT, and shall have the same force and effect as manual signatures for this AGREEMENT.
28. All notices, document submittals and invoices required under this AGREEMENT shall be deemed to have been fully given when made in writing and received by the PARTIES at their respective addresses as shown on Exhibit C.

THE CITY OF Bishop

Dated: _____
Jose Garcia, Mayor

APPROVED:
Dated: _____
Deston Dishion
City Administrator

Dated: _____
Robin Picken, City Clerk

**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

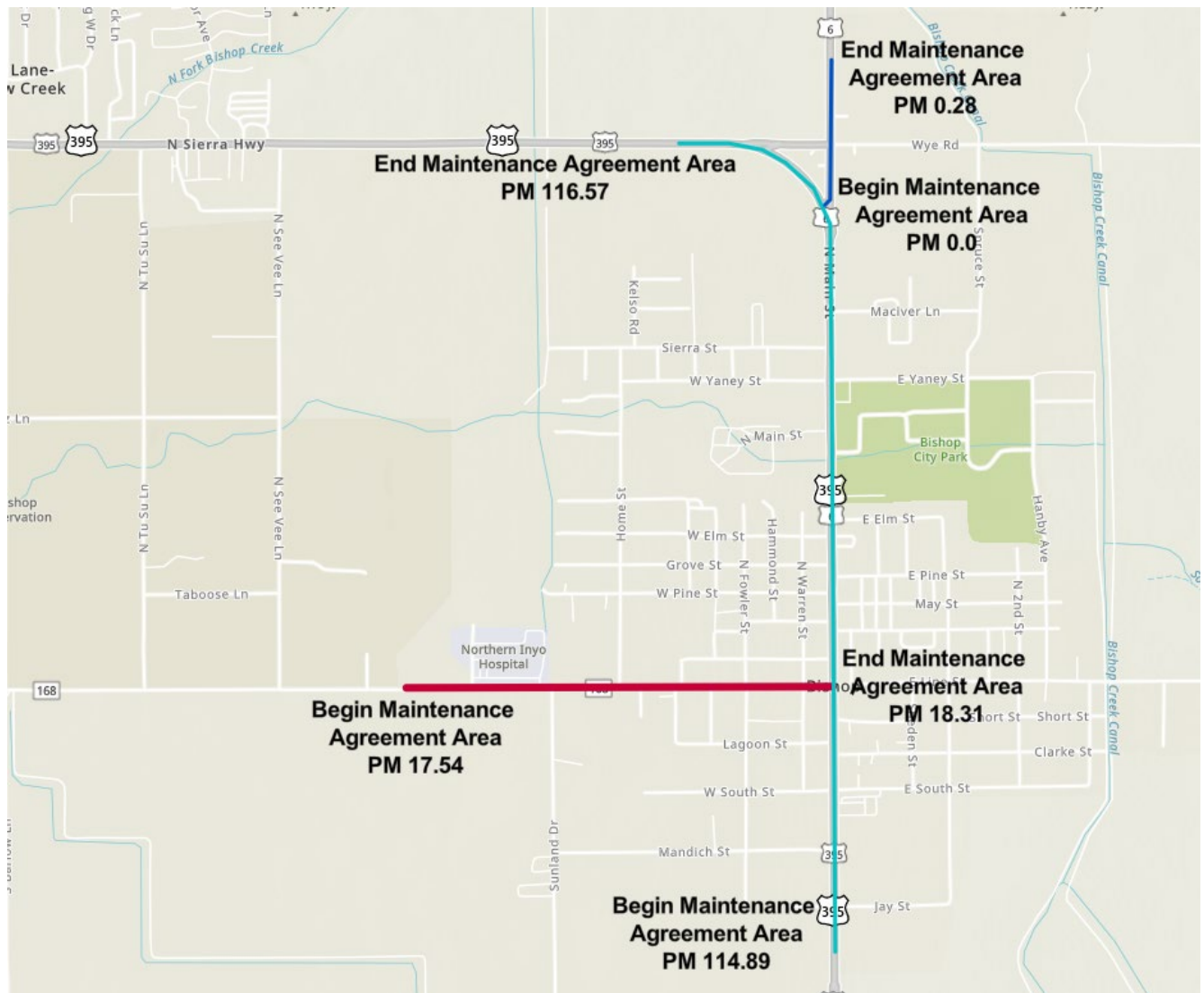
Dated: _____
Terry Erlwein
Deputy District Director
Maintenance and
Operations
District 9

Exhibit A**DELEGATION OF MAINTENANCE**

Route No.	Length Miles	Description of Routing	Program Delegated	Maximum Annual Authorized Expenditure
6	0.28	On US 6 from the junction of US 395, PM 0.0 to PM .28	HM240	\$4,240 (FY 25)
168	0.77	West city limit of the City of Bishop to the junction with US 395, PM 17.54 to PM 18.31	HM240	\$16,960 (FY 25)
395	1.68	City limits of the City of Bishop, PM 114.89 to PM 116.57	HM240	\$31,800 (FY 25)

TOTAL ANNUAL AUTHORIZED EXPENDITURE: \$53,000

Map of Maintenance Agreement Area



**SR 6, 168 and 395 - City of Bishop
Delegated Maintenance Agreement**



EXHIBIT B
LETTER CERTIFYING CITY'S SELF-INSURED STATUS
CITY OF BISHOP

377 West Line Street - Bishop, California 93514
P. O. Box 1236 - Bishop, California 93515
City Hall 760-873-5863 Public Works 760-873-8458
Fax 760-873-4873

May 8, 2024

Terry Erlwein
Deputy District Director, Maintenance and Operations
Caltrans District 9
500 South Main Street
Bishop, CA 93514

Attn: Terry Erlwein

Re: Statement of Self-Insurance for City of Bishop for Delegated Maintenance Agreement No. CT-2660-09-5-102 with California Department of Transportation for the City of Bishop along SR(s) 6, 168 and 395, post miles (PM) 0.0 to 0.28 (6), 17.54 to 18.31 (168), 114.89 to 116.57 (395)

Dear Terry Erlwein:

This letter certifies that the CITY of Bishop is self-insured (via the California Joint Powers Insurance Authority, a self-insured pool) and self-funded covering third-party claims arising out of its general operations (i.e.; commercial general liability and automobile liability insurance). Further, the CITY is self-insured covering workers' compensation claims and has received the consent of the State Department of Industrial Relations to do so.

Each fiscal year, as a part of its budgetary process, the CITY appropriates funds specifically to satisfy valid third-party claims and workers' compensation claims, which may be brought against the CITY.

The CITY certifies its self-insured, general liability coverage for bodily injury and property damage liability, meets the required coverage amounts in section 21 (Insurance) of the Delegated Maintenance Agreement, specifically general liability insurance, coverage of bodily injury and property damage liability in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess.

If you need any additional information regarding this letter, please direct those inquiries through my office.

Sincerely,

Deston Dishion, City Administrator

EXHIBIT C

Party Representatives and Notices.

LOCAL AGENCY's Project Manager : ____Nora Gamino_____
STATE's DMAC is: ____Terry Erlwein_____

All notices, document submittals and invoices required under this AGREEMENT shall be deemed to have been fully given when made in writing and received by the PARTIES at their respective addresses as follows:

LOCAL AGENCY

Attn: Name of Project Manager: ____Nora Gamino_____
Address: ____377 W. Line Street _____
City, Zip: ____ Bishop, CA 93514 _____

STATE

Attn: Name of DMAC: __Terry Erlwein_____
Address: ____500 S. Main Street _____
City, Zip: ____Bishop CA, 93514 _____



Agenda Item: 14.K
Date of Meeting: June 24, 2024
Department: Planning

STAFF REPORT

To: City Council
From: Michele Rhew
Subject: **Planning Commission Meeting Cancellation Notice**
Prepared On: June 17, 2024
Attachments: June 26, 2024 - Meeting Cancellation Notice

Recommended Action:

Council is requested to receive and file the attached Planning Commission Cancellation Notice

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



City of Bishop Planning Commission

There will be no Planning Commission Meeting
June 25, 2024

The next regularly scheduled meeting will be
July 23, 2024

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



Agenda Item: 15.A
Date of Meeting: June 24, 2024
Department: City Clerk

STAFF REPORT

To: City Council
From: Robin Picken
Subject: **Annual League of California Cities/Cal Cities Conference - Attendance and Designation of Voting Delegate and Alternate(s)**
Prepared On: June 14, 2024
Attachments: 2024 Voting Delegate Form

Background/History:

The League of California Cities, now known as Cal Cities, Annual Conference is scheduled for October 16-18, 2024 in Long Beach, California. Each year the Council discusses who will be attending the Annual Conference and its General Assembly Meeting.

Council is required to take action to designate one voting delegate and up to two alternates in order to vote at the Cal Cities General Assembly Meeting. This year the General Assembly Meeting is scheduled for Friday, October 18, 2024 at 8:30 a.m. - 10:30 a.m.

Analysis/Discussion:

In 2023, the Cal Cities Annual Conference was held in Sacramento, California, from September 20-22, 2023. Mayor Ellis, Mayor Pro Tem Garcia, and Councilmember Kong attended the annual conference with Mayor Pro Tem Garcia designated as the City's voting delegate and Councilmember Kong appointed as the City's alternate voting delegate.

Economic Impacts:

There are no economic impacts.

Budget Impacts:

The cost to attend this year's conference will run approximately \$2,000.00 per person.

Legal Review:

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

Recommended Action:

Council to discuss who will attend the League of California Cities/Cal Cities Annual Conference scheduled for October 16, 2024 through October 18, 2024 and approve the appointment of the City's voting delegate and up to two alternate(s) to vote on behalf of the

City at the League of California Cities/Cal Cities General Assembly Meeting on Friday,
October 18, 2024.

Approved By: Ethan Aukee 6/19/2024

Approved By: Robin Picken 6/19/2024

Approved By: Deston Dishion 6/19/2024

Approved By:



CITY: _____

2024 ANNUAL CONFERENCE VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to Cal Cities office by Wednesday, September 25, 2024. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the General Assembly, voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the General Assembly. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the voting delegate desk.

1. VOTING DELEGATE

Name: _____

Email: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

Email: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

Email: _____

ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ Email: _____

Mayor or City Clerk: _____ Date: _____ Phone: _____
(circle one) (signature)

Please complete and email this form to votingdelegates@calcities.org by Wednesday, Sept. 25, 2024