



CITY OF BISHOP

CITY COUNCIL MEETING AGENDA

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

MONDAY, JANUARY 13, 2025 - 6:00 PM

NOTICE TO THE PUBLIC: Please be advised this meeting is accessible to the public in person, on the City of Bishop website, or on the local government cable channel 12. In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in this meeting, please contact the City Clerk at 760-873-5863 Extension 124. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102.35.104 ADA Title II].

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

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

Public comments may be made:

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

Any writing that is a public record that relates to an agenda item for open session distributed less than 72 hours prior to the meeting will be available for public inspection at City Hall, 377 West Line Street, Bishop, California during normal business hours. Government Code 54957.5(b)(1). Copies will also be provided at the appropriate meeting.

1. CALL TO ORDER - 6:00 p.m. Monday, January 13, 2025
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE - Councilmember Freundt will lead the pledge of allegiance.

4. **ROLL CALL**

5. **PUBLIC COMMENT**

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

6. **DEPARTMENT REPORTS**

Updates on department activities will be given by the Department Heads and/or their staff.

A. **Fire Department Report - Fire Chief Bret Russell**

[Fire Department Report - December 2024](#)

[Fire Department Report - 2024 Calls](#)

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

[Police Department Report - December 2024](#)

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

[Public Works Department Report - December 2024](#)

D. **Community Services Department Report - Community Services Manager Daniel McElroy**

[Community Services Department Report - December 2024](#)

E. **Planning Department Report - Assistant Planner Ana Budnyk**

[Planning Department Report - December 2024](#)

F. **City Administrator Report - City Administrator Deston Dishion**

[City Administrator Report - December 2024](#)

7. **COUNTY OF INYO UPDATE**

Presented by Second District Supervisor Jeff Griffiths.

8. **PRESENTATIONS**

A. **Bishop Police Department Citizens Academy**

Recommended Action: Presented by Police Sergeant David Scobie.

B. **Northern Inyo Hospital Quarterly Update Report**

Recommended Action: Prepared and presented by Northern Inyo Healthcare District Chief Executive Officer Stephen DelRossi.

[Bishop City Council Update from NIHD 2025 01 13](#)

C. **Eastern Sierra Tri-County Fairgrounds Quarterly Update Report**

Recommended Action: Presented by Interim Fairgrounds Manager Mike Francesconi.

D. **Inyo Mono Broadband Consortium (IMBC) Update**

Recommended Action: Presented by Regional Broadband Coordinator Scott

Armstrong.

E. **Silver Peaks Project Update**

Recommended Action: Presented by Eastern Sierra Community Housing and Visionary.

9. **CONSENT CALENDAR**

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

A. **City Council Meeting Minutes**

Recommended Action: Council consideration to approve the City Council Meeting Minutes for November 12, 2024 and November 25, 2024.

[Minutes 2024 11 12](#)

[Minutes 2024 11 25](#)

B. **November 2024 Budget Report**

Recommended Action: City Council to accept the November 2024 Budget Report.

[November 2024 Budget Report](#)

C. **November 2024 Financial Reports**

Recommended Action: City Council to accept the November 2024 Financial Reports.

[November 2024 Bank Reconciliation Report](#)

[November 2024 Combined Cash Report](#)

[November 2024 Investment Portfolio Report](#)

[November 2024 Warrant Register Report](#)

D. **[Resolution - 2025 CalRecycle Payment Programs](#)**

Recommended Action: Council consideration to approve the proposed resolution authorizing submittal of application for Department of Resources Recycling and Recovery City/County Payment Programs and related authorizations.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, AUTHORIZING SUBMITTAL OF APPLICATION FOR DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY CITY/COUNTY PAYMENT PROGRAMS AND RELATED AUTHORIZATIONS

[2025 Cal Recycle Resolution](#)

E. **Building Permits Issued Report**

Recommended Action: Council is requested to receive and file the attached Building Permits Issued Report for December 2024

[Permit Issued Report - December 2024](#)

F. **Parks and Recreation Commission Special Meeting Agenda - November 6, 2024**

Recommended Action: Council is requested to receive and file the attached Parks and Recreation Commission Special Meeting Agenda for November 6, 2024.

[Parks and Recreation Commission Special Meeting Agenda - 11/6/2024](#)

G. **Parks and Recreation Commission Meeting Cancellations**

Recommended Action: Council is requested to receive and file the attached Parks

and Recreation Commission meeting cancellation notices.

[Parks and Recreation Commission Meeting Cancellation Notice - November 27, 2024](#)

[Parks and Recreation Commission Meeting Cancellation Notice - December 25, 2024](#)

10. **NEW BUSINESS**

A. **Regional Housing Needs Assessment Memorandum of Understanding**

Recommended Action: Staff recommends that the City Council authorize the City Administrator to execute the Memorandum of Understanding (MOU) for the Regional Housing Needs Assessment for an amount not to exceed \$54,089.00.

[Cost Sharing MOU Regional Needs Assessment](#)

[Draft Contract with BAE](#)

[SMR 2025 Schedule of Fees](#)

[BAE_EasternSierraHousingNeedsAssessment_Proposal](#)

B. **Discussion Regarding the Formation of Parking Technical Advisory Committee (PTAC) for City of Bishop Parking Demand and Land Use Study.**

Recommended Action: City Council to hold a discussion and provide recommendation to the staff on the composition of PTAC.

11. **FUTURE AGENDA ITEMS**

12. **COUNCIL AND COMMITTEE REPORTS**

13. **ADJOURNMENT**

Monday, January 27, 2025 at 6:00 p.m. Regular Meeting in the City Council Chambers

Bishop Fire Department

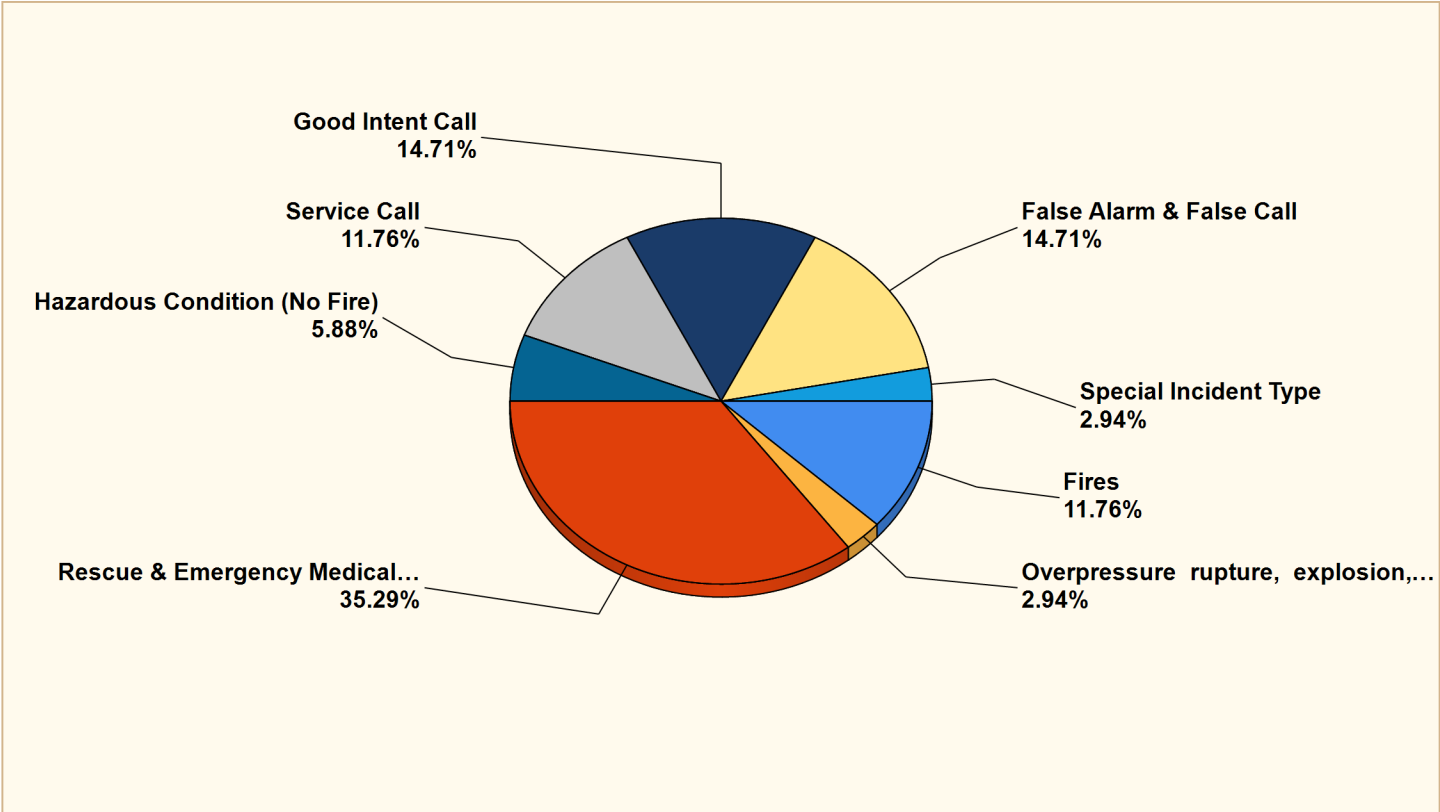
Bishop, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2024 | End Date: 12/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	11.76%
Overpressure rupture, explosion, overheating - no fire	1	2.94%
Rescue & Emergency Medical Service	12	35.29%
Hazardous Condition (No Fire)	2	5.88%
Service Call	4	11.76%
Good Intent Call	5	14.71%
False Alarm & False Call	5	14.71%
Special Incident Type	1	2.94%
TOTAL	34	100%

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

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	2.94%
114 - Chimney or flue fire, confined to chimney or flue	1	2.94%
131 - Passenger vehicle fire	1	2.94%
160 - Special outside fire, other	1	2.94%
221 - Overpressure rupture of air or gas pipe/pipeline	1	2.94%
311 - Medical assist, assist EMS crew	8	23.53%
322 - Motor vehicle accident with injuries	1	2.94%
324 - Motor vehicle accident with no injuries.	3	8.82%
412 - Gas leak (natural gas or LPG)	2	5.88%
500 - Service Call, other	1	2.94%
550 - Public service assistance, other	1	2.94%
553 - Public service	2	5.88%
611 - Dispatched & cancelled en route	2	5.88%
622 - No incident found on arrival at dispatch address	1	2.94%
651 - Smoke scare, odor of smoke	2	5.88%
700 - False alarm or false call, other	2	5.88%
715 - Local alarm system, malicious false alarm	1	2.94%
733 - Smoke detector activation due to malfunction	1	2.94%
745 - Alarm system activation, no fire - unintentional	1	2.94%
900 - Special type of incident, other	1	2.94%
TOTAL INCIDENTS:	34	100%

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



Bishop Fire Department

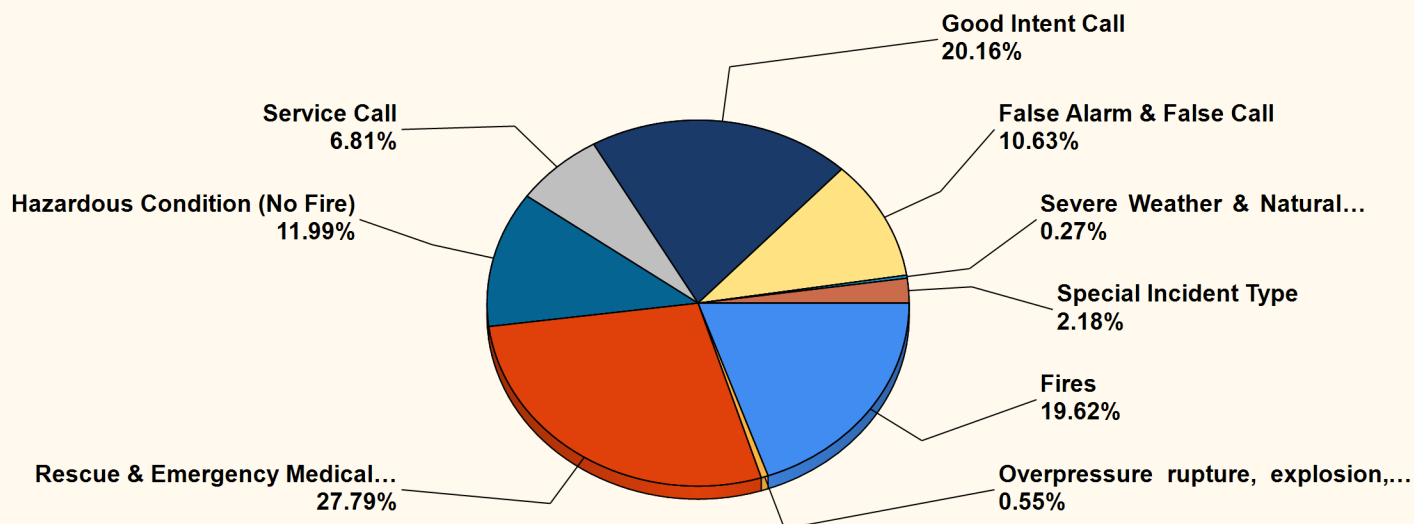
Bishop, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 12/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	72	19.62%
Overpressure rupture, explosion, overheating - no fire	2	0.55%
Rescue & Emergency Medical Service	102	27.79%
Hazardous Condition (No Fire)	44	11.99%
Service Call	25	6.81%
Good Intent Call	74	20.16%
False Alarm & False Call	39	10.63%
Severe Weather & Natural Disaster	1	0.27%
Special Incident Type	8	2.18%
TOTAL	367	100%

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

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	5	1.36%
111 - Building fire	3	0.82%
112 - Fires in structure other than in a building	2	0.55%
113 - Cooking fire, confined to container	6	1.63%
114 - Chimney or flue fire, confined to chimney or flue	1	0.27%
116 - Fuel burner/boiler malfunction, fire confined	1	0.27%
118 - Trash or rubbish fire, contained	11	3%
121 - Fire in mobile home used as fixed residence	2	0.55%
131 - Passenger vehicle fire	6	1.63%
132 - Road freight or transport vehicle fire	9	2.45%
137 - Camper or recreational vehicle (RV) fire	2	0.55%
140 - Natural vegetation fire, other	2	0.55%
141 - Forest, woods or wildland fire	2	0.55%
142 - Brush or brush-and-grass mixture fire	10	2.72%
143 - Grass fire	3	0.82%
152 - Garbage dump or sanitary landfill fire	1	0.27%
154 - Dumpster or other outside trash receptacle fire	2	0.55%
160 - Special outside fire, other	4	1.09%
221 - Overpressure rupture of air or gas pipe/pipeline	1	0.27%
251 - Excessive heat, scorch burns with no ignition	1	0.27%
311 - Medical assist, assist EMS crew	57	15.53%
322 - Motor vehicle accident with injuries	19	5.18%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	0.55%
324 - Motor vehicle accident with no injuries.	20	5.45%
342 - Search for person in water	1	0.27%
352 - Extrication of victim(s) from vehicle	2	0.55%
361 - Swimming/recreational water areas rescue	1	0.27%
400 - Hazardous condition, other	2	0.55%
410 - Combustible/flammable gas/liquid condition, other	1	0.27%
411 - Gasoline or other flammable liquid spill	5	1.36%
412 - Gas leak (natural gas or LPG)	16	4.36%
413 - Oil or other combustible liquid spill	1	0.27%
421 - Chemical hazard (no spill or leak)	1	0.27%
424 - Carbon monoxide incident	2	0.55%
440 - Electrical wiring/equipment problem, other	2	0.55%
442 - Overheated motor	3	0.82%
444 - Power line down	6	1.63%
445 - Arcing, shorted electrical equipment	2	0.55%
462 - Aircraft standby	1	0.27%
463 - Vehicle accident, general cleanup	1	0.27%
480 - Attempted burning, illegal action, other	1	0.27%
500 - Service Call, other	6	1.63%
520 - Water problem, other	2	0.55%
531 - Smoke or odor removal	4	1.09%
550 - Public service assistance, other	3	0.82%
551 - Assist police or other governmental agency	5	1.36%
553 - Public service	2	0.55%
561 - Unauthorized burning	3	0.82%
600 - Good intent call, other	19	5.18%
611 - Dispatched & cancelled en route	43	11.72%
622 - No incident found on arrival at dispatch address	3	0.82%
641 - Vicinity alarm (incident in other location)	1	0.27%
650 - Steam, other gas mistaken for smoke, other	1	0.27%
651 - Smoke scare, odor of smoke	7	1.91%
700 - False alarm or false call, other	5	1.36%

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



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Page # 2 of 3

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
710 - Malicious, mischievous false call, other	1	0.27%
711 - Municipal alarm system, malicious false alarm	2	0.55%
715 - Local alarm system, malicious false alarm	1	0.27%
730 - System malfunction, other	1	0.27%
733 - Smoke detector activation due to malfunction	8	2.18%
735 - Alarm system sounded due to malfunction	2	0.55%
736 - CO detector activation due to malfunction	3	0.82%
742 - Extinguishing system activation	1	0.27%
743 - Smoke detector activation, no fire - unintentional	6	1.63%
744 - Detector activation, no fire - unintentional	2	0.55%
745 - Alarm system activation, no fire - unintentional	5	1.36%
746 - Carbon monoxide detector activation, no CO	2	0.55%
813 - Wind storm, tornado/hurricane assessment	1	0.27%
900 - Special type of incident, other	8	2.18%
TOTAL INCIDENTS:	367	100%

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



Bishop Police Department

December 2024 End of Month Report

			JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
TOTAL INCIDENTS			1106	985	1057	1093	1277	1130	1227	1300	1117	1170	984	1125
	CALLS FOR SERVICE		625	583	612	660	778	749	745	782	640	720	606	625
	OFFICER INITIATED INCIDENTS		481	402	445	433	499	381	482	518	477	450	378	500
		TRAFFIC STOPS	78	60	72	44	33	27	53	54	59	34	26	40
		OTHER OIA INC.	403	342	373	389	466	354	429	464	418	416	352	460
	BUS/BUILDING CHECKS		2	10	4	6	6	4	5	7	6	3	0	2
	VEH/PED CHECKS		42	33	24	31	42	36	72	66	58	35	19	43
TOTAL OFFICER REPORTS			87	74	88	78	87	91	101	66	73	86	79	98
	ACCIDENT		3	0	1	1	4	2	6	3	4	4	5	7
	CRIMINAL ACCIDENT		3	2	6	7	6	2	2	3	6	1	2	3
	FELONY		22	18	14	20	14	15	23	10	12	16	10	10
	INFORMATION		23	28	31	22	31	32	28	20	19	33	29	37
	INFRACTION		0	0	0	0	0	1	0	2	1	1	1	1
	MISDEMEANOR		31	26	36	28	32	39	42	28	31	31	32	40
	TC WITH INJURIES		1	1	0	1	2	2	1	1	3	1	2	2
	TC NO INJURIES		5	1	7	7	8	2	8	5	7	3	5	8
TOTAL MISDEMEANOR & FELONY ARRESTS			21	15	26	23	16	20	34	23	19	27	19	31
	MISDEMEANOR ARRESTS		13	7	18	11	14	16	23	18	15	17	15	26
		ADULT	13	7	18	11	14	16	23	18	12	17	15	26
		JUVENILE	0	0	0	0	0	0	0	0	3	0	0	0
	FELONY ARRESTS		8	8	8	12	2	4	11	5	4	10	4	5
		ADULT	8	8	8	11	2	4	11	5	4	8	4	4
		JUVENILE	0	0	0	1	0	0	0	0	0	2	0	1
CITATIONS			73	48	68	41	45	47	54	53	62	80	47	83
	MOVING		21	7	17	8	8	7	13	9	12	6	13	6
	NON-MOVING		42	17	33	22	15	23	16	22	32	50	4	51
	CRIMINAL		10	24	18	11	22	17	25	22	18	24	30	26
	CAMPING ORDINANCE CONTACTS													
	CAMPING ORDINANCE CITATIONS													

		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
DISPATCH PHONE ACTIVITY													
911 CALLS		180	167	193	214	286	256	237	275	215	211	155	184
	INBOUND	169	161	186	205	272	251	226	266	211	200	148	180
	ABANDONED	11	6	7	9	14	5	11	9	4	11	7	4
ADMINISTRATIVE CALLS		1107	923	1060	1302	1262	1244	1123	1137	1057	1104	1098	1078
	INBOUND	776	656	743	850	848	848	790	803	725	744	745	664
	OUTBOUND	325	260	317	445	404	390	325	325	323	352	348	404
	ABANDONED	5	7	0	7	10	6	8	9	9	8	5	10



*Small Town with a
Big Backyard!*

CITY OF BISHOP

377 West Line Street - Bishop, California 93514

Post Office Box 1236 - Bishop, California 93515

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Public Works Report

December 2024

Water

1. Water consumption for the month was up 3% compared to December 2013. Total ground water produced was 21,751,079 gallons.
2. Took monthly bacteria samples.
3. Continued working on Lead service line inventory.
4. Checked static water levels at Wells #1, #2 and #4.
5. Continued to work with Wood Rodgers on the design for the W. Line water main replacement project and associated Preliminary Engineering Report.
6. Housekeeping at Wells #2 & #4 buildings.
7. Replace non-operational ¾" curb stop valve and add valve box at 486 Clarke Street.
8. Perform Quarterly water meter readings.
9. Replace leaking curb stop valve at 214 W. Line Street.
10. Attended PER Update Meeting for the proposed Brookside/Sierra Highlands Water system consolidation.

Sewer

1. Periodically check the diversion manhole for obstructions.
2. Continued to serve as the Administrator for the Bishop Area Wastewater Authority.
3. Clean sludge drying beds and pull sludge from digesters at the WWTP.
4. Continue with removal of tulles around pond #3 at the WWTP ponds.
5. Continued working with Lumos Engineering on the USDA RD disaster funds grant application, including development of the simple and full PERs.
6. Continued to work with new sewer camera equipment and camera trailer.
7. Clean problem sewer mains within the city.
8. Collect quarterly sewer samples and record monitoring well depths.
9. Pull digester recirculation pump and remove rags and debris from impeller.



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10. Investigate sewer issues at 781 Grove St. video sewer main and determined issue is in privately owned lateral.
11. Continue removing tulles from ponds at the WWTP and haul to 40 acres.
12. Inspect grease interceptors.
13. Attended meeting with Lumos and ESCSD's Chief Plant Operator to discuss current conditions and future wastewater treatment options for the combined treatment plant.
14. Cleared out tumble weeds from irrigation ditches and irrigated at the WWTP.

Streets

1. Routinely checked the Sierra Bike Path for trash and debris.
2. Continued with fall leaf sweeping program and continued with Caltrans sweeping program.
3. Received and started reviewing the 30% design plans for the E. Line Street Bridge replacement project.
4. Grinded trip hazards on concrete sidewalks in numerous locations.
5. Trimmed low hanging trees and around street signs.
6. Removed and replaced concrete sidewalk panels that were trip hazards near 137 E. Line St.
7. Repaired light cover on street light at the intersection of Pine & Warren St.
8. Replaced missing stop sign on Whitney alley.
9. Cleaned leaves and debris out of all storm drain drop inlets.
10. Performed video inspection of storm drain on S. Warren St. to determine exact location of turn headed East on South St.
11. Patched potholes on City Streets.

Miscellaneous

1. Provide weekly safety meetings for PW crew.
2. Marked city utilities for Dig Alert tickets.
3. Hauled leaves and street sweeper debris from Fowler Pit and behind City Park to the Sunland Landfill.
4. Performed routine maintenance on Public Works fleet.



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5. Continued to work with Control Point Engineering to complete the fine tuning of the new SCADA System.
6. Provide traffic control for the annual Christmas Parade and Market .
7. Continue to work with Wood Rodgers on Updating City Standards.
8. Sold Ford F150 to highest bidder on Public Surplus Auction.
9. PW Crew attended Big 4 and Active Shooter Training.
10. Set up new tablets for PW Crew to begin utilizing for logging routine maintenance performed and data entry.



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Community Services Report

December 2024

Programs

1. After School Stay and Play program is operating at the Elm Street School, Monday through Friday. The Stay and Play program is full, with a waiting list. Staff will work to find availability for those on the waiting list. In the month of December, participants delivered letters to Santa at Dwayne's Pharmacy, field trips to BUHS Basketball, and Bishop Twin Theater.
2. The Bishop Park Pool is closed for the season. In the 2023-2024 season we offered Public swim, Swim Lessons, Swim Team, Swim Parties, and Lap Swim. The Aquatics Coordinator is currently addressing the 2023-2024 season to find availability for additional Public Swim opportunities. Aquatics Coordinator is working with the Bishop Swim Team and evaluating staffing levels for 2024-2025 and how this will affect our Pool budget. We are accepting applications for Assistant Aquatics Coordinator and Lifeguards.
3. Kids Night Out on December 7th with the theme of Let it Snow and a special visit from Santa.
4. Gymnastics Winter Session #2 is now open. This program occurs at the City Hall Auditorium during weekdays. We continue to work with Rams Club and offer Birthday Parties. We have hired a new Gymnastics Instructor for the Baby Gym and Tumble TOT classes. Our Recreation Coordinator Nancy Gonzalez has conducted interviews for two potential instructors. We are now offering two new upper-level classes. Class availability will become more available in the winter session as we hire another staff member. A new Gymnastic Instructor has been interviewed and accepted the position; We are working on the onboarding process. Also hosted two gymnastics parties.
5. Senior Yoga class continues to be successful. Hosted at the City Auditorium on Mondays and Wednesdays at 10am.

6. Adult Fitness Classes are in session from November-January with Instructor Ashley McLaughlin. There are evening classes on Wednesdays at the Auditorium. This Program will be offered through January 2025.
7. Looking forward to Adult Volleyball. Registration will open in January of 2025. League play will begin in February 2025.

Parks and Facilities

1. AYSO Soccer Winter preparations on fields 1,4,5, and 6.
2. Preparations for Street of Lights and Holiday decorations for Main Street, Warren Street, and the Chamber Building. Removal of decorations as holidays end.
3. Field 2 Field Softball Prep for traveling softball team.
4. Field 1 use by Ultimate Frisbee.
5. Added new signage to facilities for video surveillance.
6. Use of Inyo County Probation personnel to paint park storage buildings.
7. Solicitation for quotes for concrete at City Hall and the City Park. This is to address tripping hazards.
8. Completed City Hall concrete and irrigation repairs.
9. Clean up and irrigation repairs to landscaping on Warren street and Main streets.
10. Seasonal cleaning of flower beds on Main Street and Bishop Chamber.
11. Seasonal routine maintenance of all mowing and landscape equipment.
12. Daily routine of trash and cleaning of restrooms.
13. Cleaned debris from the creek, pond, and fountain.
14. Use of blower on Main Street Mondays and Fridays.
15. Seasonal adjustments are made to all City irrigation and City Park. As we move into Summer, Irrigation systems will be Audited for function and set for operation. All City irrigation is off for the season.

16. Winterization of the Park Pool facilities. Including the installation of the Winter covers.
17. Fall tree trimming at the City Park is ongoing. Eastern Sierra Tree Service continues to perform safety trimming.
18. Worked with Bike Park Group on moving old materials for the Bike Park Area, to facilitate track construction. Phase one pump track is complete, and work has begun on the skills area. Work will continue until this project until completed.
19. Worked with the Little League organization for Field Lighting Project. Work will be ongoing until lights are installed.
20. Summer Park-Helper staff reductions, this occurs in the fall season.
21. Mowed and cleaned weeds around the Community Garden and Field 6.
22. Repairs made to Rear Restrooms and Talmage Park due to vandalism.
23. Repairs made the Front Restroom due to vandalism.
24. The annual leaf clean-up has begun and will continue throughout the fall – winter months.
25. Removal of two large Sycamore trees in the front of the Park.
26. Solicitation for 2 heating and Air Conditioning units at City Hall. Additional solicitation for new unit to address the Public Works Directors office. Installation of two replacement units and preparation for installation for the Public Works office.

Sunrise

1. Daily routine of trash, debris, and inspections.
2. Leaf clean up at all common areas and residents.
3. Collected rents and payments for utilities.
4. Weekly routine maintenance of all lawns, landscapes, and common areas.
5. Made multiple repairs to City owned main water supply. Valve replacement.

6. Began planning process of street and sidewalk replacement. Consultant has begun to design. Design is complete. We are seeking funding to complete this project.
7. Sale of unit #2.
8. The use of Organic Cat-Mase to mitigate feral cats.
9. Currently seeking a part time Staff member to fill a vacant position for maintenance.
10. Winterization of Swamp-coolers and irrigation.

Budget/Administrative

1. Held weekly staff meetings Tuesdays and Wednesdays.
2. Attended by-weekly City Council meetings.
3. Attended weekly Department Head Meetings.
4. Attended Field 6 Enhancement Project kick off meeting with Wood Rodgers.
5. Currently working with Eastern Sierra Energy to make upgrades to the existing Pool pumps. This will allow for energy efficiency and compliance.
6. Applications are open to fill the vacancy on the Parks and Recreation Commission.
7. Organized all Youth Sports Organizations on the use of Sportsites for schedules and games.
8. The Parks and Recreation November and December cancellation.
9. Communication with Bishop Area Bike Organization for the possible relocation of a portion of the Skills track to accommodate the Field 6 Enhancement Project. Phase one Pump Track is complete, and the group has begun work on the Skills Track.
10. California Urban Greening Grant has been awarded to the City of Bishop, coordination with the Friends of the Eastern Sierra Community Gardens. Began drafting plans for bidding documents. Bid was awarded to: Clair Concrete Inc. on October 28th at the City Council meeting. Working with Gardeners and Clair Concrete Inc. to set dates for construction in January.
11. Scheduling of outside events and parties hosted at the Bishop City Park facilities.
12. Began review of 2024 2025 budget for Mid-Year adjustments. Will meet in December with the Finance Director to make any corrections.

Highlights

1. Hired a new Gymnastics Instructor Lou Banks to accommodate new classes and waitlists. We are now offering 24 classes including the expansion of High-level Gym Stars.
2. Applications for Assistant Aquatic Coordinator and Lifeguards are open.
3. Community Garden Enhancement Project is moving forward with Clair Concrete Inc. to begin construction of new irrigation, concrete paths and pergola. This project is funded through CNRA California Urban Greening Grant.



*Small Town with a
Big Backyard!*

CITY OF BISHOP

377 West Line Street - Bishop, California 93514

Post Office Box 1236 - Bishop, California 93515

760-873-8458 publicworks@cityofbishop.com

www.cityofbishop.com

Planning Department Report December 2024

1. **Design Guidelines:** As directed by the City Council, staff has implemented a process whereby every business located within the City's commercial properties, as well as contractors, receive a letter requesting adherence to the City of Bishop Design Guidelines.
2. **Downtown Signage Enforcement:** Coordinated downtown signage updates with business and property owners and provided design assistance to recipients of the Downtown Beautification Grant from the Chamber (11 applicants received the grants).
3. **Regional Housing Study:** Participated in weekly meetings with representatives from Inyo County, Mono County, and Mammoth Lakes to coordinate the scope of the Eastern Sierra Regional Housing Needs Assessment and Action Plan. Participated in the interview with the consultant. The kickoff for the study is anticipated in February 2025 and be finalized by the end of 2025.
4. **Developer Support:** Providing assistance to developers to facilitate the planning and implementation of residential and commercial development projects.
5. **Parking Study:** Reviewed and provided comments to the consultants on the parking memo and planned for the Technical Advisory Committee meeting.
6. **Prohousing Designation:** updated the City's narrative for encampment treatment as a prerequisite to receiving the Prohousing designation.
7. **Grant Reporting**
 - **CDBG-CV1:** Supporting Fire Department PPE storage for the City of Bishop and Inyo County in grant reporting activities and compliance with prevailing wage requirements for any construction work
 - **CNRA Green Infrastructure:** Assisted Community gardens in scope amendment and grant reporting.
 - **Permanent Housing Allocation Program (PLHA):** Coordinated with Inyo County to update the program guidelines, aiming to minimize administrative work and simplify the minimum requirements for applicants to participate.



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CITY OF BISHOP

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City Administrators Report

December 2024

1. Worked with the State to complete the PPE Storage Container grant and receive reimbursement.
2. Held continuing discussions with local LADWP representatives to find a solution to Commercial lease transfers.
3. Continue to circulate the City Logo Survey and posted on numerous sites, social media platforms and local media.
4. Continue to work with Inyo, Mono and the Town Of Mammoth on a regional Housing Study.
5. Continue to work with multiple developers to entice them to invest in Bishop.
6. Sent the draft RFP to ICEMA for approval for an Exclusive Operating Area for EMS. We hope to have approval so the RFP process can start by the first of next year.
7. Met with Friends of the Fair to explore ways to bolster the Friday Night Markets.
8. Continued the effort to develop a strategic plan for City owned properties and a city-wide parking study with Wood Rogers. Next step will be to create an Adhoc committee to further define next steps.
9. Met with our Federal and State Lobbyists to discuss 2025 calendar and arrange meetings with our State and Federal Representatives.
10. Attended the Bishop Rural Fire Protection District.
11. Attended the monthly ESCOG meeting in Mammoth.
12. Continued meeting with each department within the city to discuss strategies to manage their department more efficiently and effectively.
13. Continued to work closely with the Personnel Department, Risk Management and California Joint Powers Authority to manage claims within the city.
14. Met individually with City Council members on a weekly basis.

15. Facilitated weekly Department Heads meetings.

16. Worked closely with Personnel to navigate several personnel issues.



*Improving our communities, one life at a time.
One Team, One Goal, Your Health!*

150 Pioneer Lane
Bishop, California 93514
(760) 873-5811

DATE: January 13, 2025
TO: City of Bishop – City Council Members
FROM: Stephen DelRossi, Chief Executive Officer (CEO)
RE: Quarterly CEO Report– Northern Inyo Healthcare District

REPORT CONTENT

A. Chief Executive Officer Report

- a. Community Town Hall via Zoom, January 23 at 5:30pm.
Zoom link available on the NIH website.
Send questions to **Cori.stearns@nih.org**.
- b. Standard & Poor's Review-Siemens – Bond score update
- c. Financial Report
- d. Dr. Tom Reid – Ophthalmology update
- e. Andrea Mossman – Permanent CFO as of October, 2024
- f. Alison Murray – Chief of Business Development and Strategic Planning Officer
 1. Strategic Plan update
- g. Pharmacy, Infusion update
- h. New BOD members
- i. AI update

CITY OF BISHOP
CITY COUNCIL MINUTES
NOVEMBER 12, 2024

1) CALL TO ORDER

Mayor Garcia called the meeting of the Bishop City Council to order at 6:01 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California.

2) MOMENT OF SILENCE

Mayor Garcia announced a moment of silence.

3) PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Pro Tem Kong.

4) ROLL CALL

PRESENT:

Councilmember Ellis
Councilmember Schwartz
Councilmember Muchovej
Mayor Pro Tem Kong
Mayor Garcia

ABSENT:

None.

OTHERS PRESENT: Deston Dishion, City Administrator; Robin Picken, City Clerk; Russell Hildebrand, Deputy City Attorney; Ethan Aukee, Finance Director; Nate Derr, Police Chief; Nora Gamino, Public Works Director; and Dan McElroy, Community Services Manager

5) PUBLIC COMMENT

Rick Klug, a local resident, congratulated those who appear to be on our next Council based on the current election results and wished outgoing Councilmember Ellis well in his future plans. Rick Klug then recited a prayer. No further public comments were made.

6) DEPARTMENT REPORTS

Written reports from the Fire, Police, Public Works, Community Services, Planning, and Administration Departments were submitted on each department's activities including upcoming and ongoing projects. Verbal reports were also given by the Police, Public Works, Community Services, and Administration Departments.

6.A) Fire Department Report - Fire Chief Bret Russell

Fire Department Report - October 2024

Fire Chief Russell was absent and excused.

6.B) Police Department Report - Police Chief Nate Derr

Police Department Report - October 2024

Police Chief Derr introduced newly hired Police Department Communication Operator "Dispatcher" Haley Hersley to Council and conducted Haley Hersley's oath of office.

6.C) Public Works Department Report - Public Works Director Nora Gamino

Public Works Department Report - October 2024

Public Works Director Gamino reported to Council on the Disaster Funds with U.S. Department of Agriculture Rural Development, the Brookside Water Consolidation for the State Water Resource Control Board, the West Line Street Water Main Replacement, and the Bishop Area Wastewater Authority Preliminary Engineering Report (PER) for the new plant. Director Gamino also reported that the City is in their final design stages for the South Warren Improvements Project, currently reviewing the design of the East Line Street Bridge Replacement Project, and currently conducting a lead service line inventory starting with a notification letter and survey going out to all property owners in Bishop this week.

6.D) Community Services Department Report - Community Services Manager Daniel McElroy

Community Services Department Report - October 2024

Community Services Manager McElroy reported to Council on the cleaning of leaves and winterization at the City Park and other City landscapes around town, preparing for the installation of winter decorations, announced that Aquatics Coordinator Danica Gomez successfully passed her training as a fully certified Lifeguard Instructor (LGI) Trainer, and currently working with High Sierra Energy Foundation on the purchase of an efficient pool pump.

6.E) Planning Department Report - Assistant Planner Ana Budnyk

Planning Department Report - October 2024

Assistant Planner Budnyk was absent and excused.

6.F) City Administrator Report - City Administrator Deston Dishion

City Administrator Report - October 2024

City Administrator Dishion reported to Council on his meeting with Bishop Paiute Tribe Chief Executive Officer Joseph Byrd and Fire Chief Russell where they were able to discuss Emergency Medical Services (EMS) and fire services, the Bishop Paiute Tribe expressed their interest in assisting the City in funding the Fire Department and EMS, and to be a stakeholder in the regional housing study. Administrator Dishion also reported to Council on a draft Exclusive Operating Area (EOA) Request for Proposals (RFP) with Inyo County to send to Inland Counties Emergency Medical Agency

(ICEMA), attended the Continuum of Care Committee Meeting with Police Chief Derr relating to the camping ordinance to be discussed later in the agenda, and reported that he had the opportunity to speak at a recent Sunrise Rotary meeting.

7) COUNTY OF INYO UPDATE

Second District Supervisor Griffiths provided an update on Inyo County business and activities.

8) CONSENT CALENDAR

8.A) Proposition 4 Calculations Report, Gann Appropriations Limit

Cover Page

City of Bishop Proposition 4 Calculations for June 30, 2024

8.B) Second Reading and Adoption of a Proposed Ordinance Relating to Prohibiting Public Urination and Defecation

Cover Page

Ordinance - Relating to Prohibiting Public Urination and Defecation

8.C) Fire Inspector Job Description and Job Analysis

PT Fire Inspector Job Description- DRAFT 11 12 2024

PT Fire Inspector JDEFA DRAFT 11.12.24

8.D) Part-Time Salary Schedule - July 1, 2024 - June 30, 2025

2024-2025 Part Time Wage Scale - DRAFT 11 12 2024

8.E) Building Permits Issued Report

Permit Issued Report - October 2024

8.F) Parks and Recreation Commission Meeting Cancellation Notice

Parks and Recreation Commission Meeting Cancellation Notice - September 25, 2024

Parks & Recreation Commission Meeting Cancellation Notice - October 23, 2024

No public comments were made.

Motion/Councilmember Muchovej Seconded/Councilmember Schwartz
Councilmember Muchovej made a motion to approve the Consent Calendar as presented.

Motion passed 5-0

Ayes: Councilmember Ellis, Councilmember Schwartz, Councilmember Muchovej, Mayor Pro Tem Kong, Mayor Garcia
Noes: None
Abstain: None
Absent: None

9) NEW BUSINESS

9.A) 2023-2024 Audited Financial Statements

Cover Page

Audited Financial Statements for FY 2023-2024

Finance Director's Report for FY 2023-2024

Finance Director Aukee reviewed this item with Council.

Council thanked Finance Director Aukee for his report and made comments on how to use his report in future budget reviews.

No public comments were made.

Motion/Councilmember Schwartz Seconded/Councilmember Muchovej
Councilmember Schwartz made a motion to approve and accept the City of Bishop's audited financial statements for fiscal year 2023-2024.
Motion passed 5-0

Ayes: Councilmember Ellis, Councilmember Schwartz, Councilmember Muchovej, Mayor Pro Tem Kong, Mayor Garcia
Noes: None
Abstain: None
Absent: None

9.B) First Reading and Introduction of a Proposed Ordinance Amending Section 9.24.020 The City of Bishop Ordinances, Unlawful Acts in the Park, in order to Prohibit Fishing.

Cover Page

Ordinance - Prohibiting Fishing in City Park

Community Services Manager McElroy reviewed this item with Council.

No public comments were made.

Motion/Councilmember Schwartz Seconded/Mayor Pro Tem Kong
Councilmember Schwartz made a motion to approve the first reading and introduction of the proposed Ordinance amending Section 9.24.020. Unlawful Acts in the Park, in order to prohibit fishing by title only.

An Ordinance of the City Council of the City of Bishop, State of California, Amending Section 9.24.020 The City of Bishop Code of Ordinances, Unlawful Acts in the Park, in Order to Prohibit Fishing

Motion passed 5-0

Ayes: Councilmember Ellis, Councilmember Schwartz, Councilmember Muchovej, Mayor Pro Tem Kong, Mayor Garcia

Noes: None

Abstain: None

Absent: None

9.C) Second Reading and Adoption of a Proposed Ordinance Relating to Regulating Encampments and Sleeping on Public Property

Cover Page

Ordinance - Relating to Encampments and Sleeping on Public Property

Police Chief Derr reviewed this item with Council. Council discussed the policies for implementation with Police Chief Derr.

Public comments were made by:

Inyo County Health and Human Services Director Anna Scott spoke to the intent of the ordinance and the options we have currently available to assist people in need. Anna Scott mentioned that Health and Human Services appreciates the opportunity to work with the Bishop Police Department and will coordinate with the Police Department on services. Council asked Anna Scott that they would appreciate it if she would come back and report to Council on this topic when she is available to do so in the future.

Los Angeles Department of Water and Power (LADWP) Senior Real Estate Officer Elsa Jimenez responded to Council's questions in regards to how LADWP's Real Estate Department works with the Bishop Police Department and Inyo County's Sheriffs Department to respond to camping on LADWP property where it is or where it is not allowed.

Councilmember Muchovej asked Police Chief Derr to please add a line to the Police Department report on any increase or decrease in calls relating to this issue.

No further public comments were made.

Motion/Councilmember Ellis

Seconded/Councilmember Muchovej

Councilmember Ellis made a motion to approve the second reading and adoption of the proposed ordinance by title only.

An Ordinance of the City Council of the City of Bishop, State of California, Amending Title 8 of the Bishop Municipal Code by Adding Chapter 8.05 Relating to the Regulating of Encampments and Sleeping on Public Property and Determining Such Ordinance to be Exempt From Environmental Review Under the California Environmental Quality Act.

Motion passed 5-0

Ayes: Councilmember Ellis, Councilmember Schwartz, Councilmember Muchovej, Mayor Pro Tem Kong, Mayor Garcia

Noes: None

Abstain: None

Absent: None

9.D) Amendment 1 to the Agreement between the County of Inyo, The Bishop Paiute Tribe and the City of Bishop for the Provision of Emergency Medical Services Cost Sharing.

Cover Page

Cost Share Agreement - 1st Amendment - 6-30-25 Extension-11-4-24

EMS Cost Share MOU - FINAL - Oct 30 2023

City Administrator Dishion reviewed this item with Council.

Public comments were made by:

Jeff Griffiths, Inyo County Second District Supervisor, confirmed that it is Inyo County's intention to approve this Amendment before the end of December 2024, prior to the newly elected Inyo County Board of Supervisor taking office. No further public comments were made.

Motion/Councilmember Schwartz Seconded/Councilmember Muchovej
Councilmember Schwartz made a motion to approve Amendment 1 to the Emergency Medical Cost Sharing Agreement in an amount Not To Exceed \$37,586, and authorize the City Administrator to sign.
Motion passed 5-0

Ayes: Councilmember Ellis, Councilmember Schwartz, Councilmember Muchovej, Mayor Pro Tem Kong, Mayor Garcia

Noes: None

Abstain: None

Absent: None

10) FUTURE AGENDA ITEMS

With consensus from Council, Councilmember Muchovej requested that staff bring back a discussion of how staff plans to apply for the use of recently passed Proposition 4 funding as is relates to water and fire mitigation to benefit the City.

PROPOSITION 4 - AUTHORIZES BONDS FOR SAFE DRINKING WATER, WILDFIRE PREVENTION, AND PROTECTING COMMUNITIES AND NATURAL LANDS FROM CLIMATE RISKS. LEGISLATIVE STATUTE. A YES vote on this measure means: The state could borrow \$10 billion to fund various activities aimed at conserving natural resources, as well as responding to the causes and effects of climate change.

With consensus from Council, Councilmember Schwartz requested that the City is represented at all the civic meetings that take place in town with at least one City Council Member or City Staff member. This request is being made so that the City is consistently present to participate in the various designated meetings and events. City Administrator Dishion agreed to put a calendar together so that all will know who will be in attendance to the various civic meetings and events.

No further requests were made.

11) COUNCIL AND COMMITTEE REPORTS

Council Members reported on meetings and community events that they attended.

12) ADJOURNMENT

The Mayor adjourned the meeting at 7:20 p.m. to the City Council Meeting scheduled for Monday, November 25, 2024 at 6:00 p.m. in the City Council Chambers.

Jose Garcia, Mayor

Attest: _____
Robin Picken, City Clerk

CITY OF BISHOP
CITY COUNCIL MINUTES
NOVEMBER 25, 2024

1) CALL TO ORDER

Mayor Garcia called the meeting of the Bishop City Council to order at 5:35 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California.

2) ROLL CALL

PRESENT:

Councilmember Ellis
Councilmember Muchovej
Mayor Garcia

ABSENT:

Councilmember Schwartz
Mayor Pro Tem Kong

OTHERS PRESENT: Deston Dishion, City Administrator; Robin Picken, City Clerk; Dean J. Pucci, City Attorney; and Nora Gamino, Public Works Director

3) PUBLIC COMMENT PRIOR TO CLOSED SESSION

No public comments were made

4) CLOSED SESSION

4.A) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION pursuant to Government Code § 54956.9 - Name of Case: City of Bishop et al vs. Aaron Schat et al Case No: SI CV CV-2368971

Closed Session began at 5:36 p.m. Closed Session ended at 6:05 p.m.

5) OPEN SESSION

Mayor Garcia called the open session of the Bishop City Council to order at 6:07 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California.

6) MOMENT OF SILENCE

Mayor Garcia announced a moment of silence.

7) PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Garcia.

8) ROLL CALL

PRESENT:

Councilmember Ellis
Councilmember Muchovej
Mayor Garcia

ABSENT:

Councilmember Schwartz
Mayor Pro Tem Kong

OTHERS PRESENT: Deston Dishion, City Administrator; Robin Picken, City Clerk; Dean J. Pucci, City Attorney; Ethan Aukee, Finance Director; Bret Russell, Fire Chief; Nate Derr, Police Chief; Nora Gamino, Public Works Director; and Dan McElroy, Community Services Manager

9) PUBLIC COMMENT

Public comments were made by: Mark Harrison, a Bishop resident, recited a prayer. No further public comments were made.

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

To report on actions taken in Closed Session as required by law, Mayor Garcia announced that direction was given to staff.

11) DEPARTMENT REPORTS

Reports from the Fire, Police, Public Works, Community Services, and Administration Departments were given on each of their department's activities including upcoming and ongoing projects.

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

12.A) Bishop Area Chamber of Commerce and Information Center Update Report - November 25, 2024

BACCIC November 25 2024 City Council Report

Bishop Area Chamber of Commerce and Information Center Executive Director Tawni Thomson reviewed her report submitted to Council. After answering all of Council's questions, Council thanked Tawni Thomson for her report.

13) CONSENT CALENDAR

13.A) City Council Meeting Minutes

Minutes 2024 10 28

Meeting Cancellation Notice 2024 05 13

Meeting Cancellation Notice 2024 07 08

Meeting Cancellation Notice 2024 10 14

13.B) October 2024 Budget Report

October 2024 Budget Report

13.C) October 2024 Financial Reports

October 2024 Bank Reconciliation Report

October 2024 Combined Cash Report

October 2024 Warrant Register Report

October 2024 Investment Portfolio Report

13.D) Amendment to Extend the Existing Agreement Between the City of Bishop and Inyo Council for the Arts

Cover Page

Inyo Council for the Arts Service Agreement

Draft Amendment No 1 to ICFTA Agreement

ICFTA Final Report for 2023-24

13.E) Electrical Facilities Cost Sharing Agreement with Caltrans

Cover Page

TR-09-5-103 City of Bishop ECSA street lighting

13.F) Second Reading and Adoption of a Proposed Ordinance Amending Section 9.24.020 The City of Bishop Ordinances, Unlawful Acts in the Park, in Order to Prohibit Fishing.

Cover Page

Ordinance Prohibiting Fishing in The City Park

No public comments were made.

Motion/Councilmember Muchovej Seconded/Councilmember Ellis
Councilmember Muchovej made a motion to approve the Consent Calendar as presented.
Motion passed 3-0

Ayes: Councilmember Ellis, Councilmember Muchovej, Mayor Garcia
Noes: None
Abstain: None
Absent: Councilmember Schwartz, Mayor Pro Tem Kong

14) NEW BUSINESS

14.A) Recommended List of Grant in Support Awards

Cover Page

Ad Hoc Committee Recommended Award List 2024-2025

Finance Director Aukee reviewed this item with Council.

No public comments were made.

Motion/Councilmember Ellis Seconded/Councilmember Muchovej
Councilmember Ellis made a motion to award the grants in support as recommended by the Grant in Support Ad Hoc Committee in the amount of \$127,766.
Motion passed 3-0

Ayes: Councilmember Ellis, Councilmember Muchovej, Mayor Garcia

Noes: None

Abstain: None

Absent: Councilmember Schwartz, Mayor Pro Tem Kong

14.B) Task Order for the Field 6 Enhancement Project Design

Cover Page

TO04_Field 6 (tasks 1-3 only)

TO04_Field 6 (tasks 1-3 only) Fee Estimate

Public Works Director Gamino and Community Services Manager McElroy reviewed this item with Council.

No public comments were made.

Motion/Councilmember Muchovej Seconded/Councilmember Ellis
Councilmember Muchovej made a motion to approve the Public Works Director to sign a task order with Wood Rodgers to develop a conceptual plan and design for the Field 6 Enhancement Project for a not-to-exceed fee of \$42,830.
Motion passed 3-0

Ayes: Councilmember Ellis, Councilmember Muchovej, Mayor Garcia

Noes: None

Abstain: None

Absent: Councilmember Schwartz, Mayor Pro Tem Kong

15) FUTURE AGENDA ITEMS

Councilmember Muchovej, with consensus from Council, asked to bring back a discussion on a loan program to potentially assist those businesses who were not approved for the recent Chamber of Commerce funding opportunity. No further requests were made for future agendas items.

16) COUNCIL AND COMMITTEE REPORTS

Council Members reported on meetings and community events that they attended. Councilmember Ellis shared that he was grateful to receive the Larry Chimbole Public Service Award from the League of California Cities/Cal Cities Desert Mountain Division on November 21, 2024 in Palmdale.

17) ADJOURNMENT

The Mayor adjourned the meeting at 7:22 p.m. to the City Council Meeting scheduled for Monday, December 9, 2024 at 6:00 p.m. in the City Council Chambers.

Jose Garcia, Mayor

Attest: _____
Robin Picken, City Clerk

November 2024 Budget Report



General Fund Revenue

Account #	Revenue	Actual	Budget	Percent Earned
001-000-31010	Property Taxes Secured	-	600,000.00	0%
001-000-31020	Property Taxes Unsecured	-	45,000.00	0%
001-000-31030	Property Taxes Prior Yr.	-	4,000.00	0%
001-000-31050	Property Tax Homeowners	-	2,200.00	0%
001-000-31060	Property Tax Misc.	-	21,000.00	0%
001-000-31065	VLF Swap/Property Tax In Lieu	-	386,000.00	0%
001-000-31066	Vehicle License Fee In Excess	-	3,700.00	0%
001-000-31120	Sales Tax	1,261,589.39	5,084,000.00	25%
001-000-31126	DWP Water Agreement Payment	241,878.00	241,878.00	100%
001-000-31128	Sales Tax 1/2% - Public Safety	-	15,000.00	0%
001-000-31130	Transient Occupancy Tax	1,265,449.85	3,150,000.00	40%
001-000-31131	TOT Penalties	810.66	-	0%
001-000-31132	TOT Prior Year	37,984.16	-	0%
001-000-31150	Real Property Transfer	787.06	9,680.00	8%
001-000-32010	Business Licenses	69,235.00	64,300.00	108%
001-000-32015	Short-Term Rentals	2,550.00	2,250.00	113%
001-000-32030	Parking Permits	1,800.00	5,150.00	35%
001-000-32040	Use Permits	280.00	2,400.00	12%
001-000-32041	Environmental Application Fee	-	500.00	0%
001-000-32050	Building Permits	58,226.58	120,000.00	49%
001-000-32051	Plan Check Fee	500.00	1,300.00	38%
001-000-32080	Electrical Franchise	-	35,000.00	0%
001-000-32081	Cell Tower Franchise	14,000.00	42,000.00	33%
001-000-32082	Cannabis Development Fees	-	150,000.00	0%
001-000-32090	TV Franchise	2,345.20	10,000.00	23%
001-000-33010	Interest On Bank Deposits	266,632.80	250,000.00	107%
001-000-33020	Rental Of Real Property	51,441.51	60,000.00	86%
001-000-33021	Interest - GASB 87	-	40,000.00	0%
001-000-34040	Reimb. For Highway Sweeping	17,666.64	53,000.00	33%
001-000-34047	Reimbursement From BUSD	-	80,000.00	0%
001-000-34050	Misc. Rev. Capital Replacement	31,331.00	31,331.00	100%
001-000-34083	Fire Inspection Fees	100.00	2,000.00	5%
001-000-34094	Local Response Standby	-	1,000.00	0%
001-000-34120	Peace Officer S&T	974.25	8,300.00	12%
001-000-34121	RAN Reimbursement	-	15,000.00	0%
001-000-34125	Parking Citations	1,525.00	6,950.00	22%
001-000-34126	Tow Fees	1,250.00	3,000.00	42%
001-000-34135	Mandated Costs Reimbursement	-	43,272.00	0%
001-000-34140	Dispatch Contracts	-	6,000.00	0%
001-000-35020	Strong Motion Inst. Program	109.85	100.00	110%
001-000-35060	CBSC/Building Permit	52.32	100.00	52%
001-000-36010	Sale Of City Property	1.00	-	0%
001-000-36030	Miscellaneous Revenue	5,392.46	11,100.00	49%
001-000-36031	Retiree Medical Copay	1,613.34	2,100.00	77%
001-000-36040	Fingerprinting & Reports	9,180.00	23,500.00	39%
001-000-36042	AB109/Realignment	965.76	50,000.00	2%
001-000-36074	Summer Program Tuition	25,580.00	40,000.00	64%
001-000-36078	After School Program	36,547.00	93,000.00	39%
001-000-37010	Special Event Insurance	1,773.00	-	0%
001-000-39250	Softball	-	15,000.00	0%

001-000-39251	Soccer	4,500.00	4,000.00	113%
001-000-39255	Volleyball	-	2,000.00	0%
001-000-39270	Aerobic, Dance, Zumba	500.00	500.00	100%
001-000-39275	Facility Rental Fee	945.00	2,000.00	47%
001-000-39280	Youth Program	70.00	2,800.00	3%
001-000-39281	Gymnastics	9,015.00	22,000.00	41%
001-000-39290	Pool - Public Swim	12,834.00	24,500.00	52%
001-000-39291	Pool - Rentals	2,240.00	10,000.00	22%
001-000-39292	Pool - Swim Lessons	3,290.00	21,000.00	16%
001-000-39293	Pool - Concessions	1,955.00	2,300.00	85%
001-000-39294	Pool - Water Fitness	3,637.00	7,200.00	51%
001-000-39297	Youth Athletics	-	500.00	0%
001-000-39710	Fines & Forfeitures	-	300.00	0%
001-000-39999	Revenue -Transfers In	401,792.96	400,000.00	100%
001-000-40002	PROP 68 Green Infrastructure	-	67,432.15	0%
001-000-40008	Urban Greening Grant	-	138,920.80	0%
Total Revenue		3,850,350.79	11,535,563.95	33%

General Fund Expenses

11/30/2024	Department	Actual	Budget	Percent Incurred
001-010-_____	City Council	76,934.39	190,095.00	40%
001-011-_____	Administration	387,147.84	1,033,858.59	37%
001-012-_____	Finance	106,219.69	311,185.36	34%
001-013-_____	Treasurer	746.86	1,983.00	38%
001-014-_____	Legal	49,372.64	184,505.00	27%
001-015-_____	Insurance	314,406.00	321,132.00	98%
001-016-_____	Building & Grounds	65,879.31	220,373.41	30%
001-017-_____	IT	43,348.51	56,744.00	76%
001-018-_____	Elections	157.06	5,200.00	3%
001-019-_____	Community Promotion	-	262,766.00	0%
001-020-_____	Police Department	2,600,363.17	5,379,018.65	48%
001-021-_____	Fire Department	464,432.28	831,353.56	56%
001-022-_____	Building	62,187.81	235,885.00	26%
001-023-_____	Street Maintenance	584,878.82	1,609,154.32	36%
001-031-_____	Parks & Rec	497,328.04	2,238,432.38	22%
001-034-_____	Planning	88,524.35	357,350.15	25%
001-035-_____	After School Program	31,015.78	84,840.00	37%
001-037-_____	Pool	105,747.11	302,570.00	35%
001-038-_____	Summer Camps	31,596.34	58,485.00	54%
Total Expenses		5,510,286.00	13,684,931.42	40%

Enterprise Funds

11/30/2024	Fund/Account	Actual	Budget	Percent Used
Sewer Fund - Revenue				
002-000-33010	Interest on Bank Deposits	70,875.81	66,000.00	107%
002-000-33020	Rental of Real Property	-	-	0%
002-000-39017	Sewer Miscellaneous	1,459.13	25,000.00	6%
002-000-39020	Sewer Service Collection	570,844.84	1,330,000.00	43%
002-000-39023	Sewer Service Penalties	538.50	1,000.00	54%
002-000-39035	Solar Rebates	-	-	0%
002-000-39075	Reimbursement From ESCSD	-	-	0%
Total:		643,718.28	1,422,000.00	45%
002-051-_____	Sewer Fund - Expenses	905,457.06	1,844,975.09	49%

Account #	Fund/Account	Actual	Budget	Percent Used
Water Fund - Revenue				
004-000-33010	Interest On Bank Deposits	65,566.11	63,000.00	104%
004-000-33020	Rental Of Real Property	-	-	0%
004-000-39012	Water Service Collection	451,325.05	1,111,000.00	41%
004-000-39013	Water Service Penalties	427.33	800.00	53%
004-000-39017	Water Miscellaneous	10,492.26	20,000.00	52%
004-000-39019	Backflow Fee	-	-	0%
004-000-39035	Solar Rebates	-	-	0%
Total:		527,810.75	1,194,800.00	44%
004-050-_____	Water Fund - Expenses	540,876.32	1,422,964.50	38%

Account #	Fund/Account	Actual	Budget	Percent Used
SMHP - Revenue				
012-000-33010	Interest On Bank Deposits	9,165.10	11,000.00	83%
012-000-39735	Utilities Clearing Account	14,705.00	38,400.00	38%
012-000-39750	Rents - Assisted Units	3,050.00	6,600.00	46%
012-000-39760	Rents - Unassisted Units	43,375.00	100,000.00	43%
012-000-39811	Miscellaneous	-	-	
012-000-39812	Gain On Sale	-	-	0%
Total:		70,295.10	156,000.00	45%
012-095-_____	SMPH - Expenses	80,422.87	133,670.74	60%

Special Funds

11/30/2024	Fund/Account	Actual	Budget	Percent Used
COPS Fund - Revenue				
033-000-33010	Interest On Bank Deposits	6,414.07	-	0%
033-000-39967	COPS/AB 1913	-	100,000.00	0%
Total:		6,414.07	100,000.00	6%
033-033-_____	COPS Fund - Expenses	49,237.18	235,822.48	21%

Account #	Fund/Account	Actual	Budget	Percent Used
Gas Tax Fund - Revenue				
003-000-33010	Interest on Bank Deposits	-	-	0%
003-000-39100	Section 2105	8,405.62	23,000.00	37%
003-000-39110	Section 2107-5	1,000.00	1,000.00	100%
003-000-39120	Section 2107	11,004.96	32,000.00	34%
003-000-39130	Section 2106	7,234.79	19,500.00	37%
003-000-39135	Misc/Prop 42	14,322.83	37,000.00	39%
003-000-39137	Traffic Congestion Relief	-	-	0%
003-000-39139	SB 1	36,845.64	99,094.00	37%
Total:		78,813.84	211,594.00	37%
003-030-_____	Gas Tax Fund - Expenses	67,114.22	389,764.37	17%

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

Eastern Sierra Checking (Eastern Sierra Checking) (1)

November 30, 2024

Account: 99900010110

Bank Account Number: 006107370

Bank Statement Balance:	1,854,496.90	Book Balance Previous Month:	1,845,728.43
Outstanding Deposits:	13,360.85	Total Receipts:	1,141,641.86
Outstanding Checks:	324,584.92	Total Disbursements:	1,444,097.46
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	1,543,272.83	Book Balance:	1,543,272.83
		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-	1194	10,223.73	1213	185.00-	1214	832.55
1217	104.00	1218	75.00	1219	125.00	1220	44.00
1234	558.40	1256	2,400.00				
Grand Totals:							13,360.85

Deposits cleared: 73 items

Deposits Outstanding: 18 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
13	104.00	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	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	10994	75.00	11079	14.30	11422	76.41
11506	720.00	11584	720.00	11693	720.00	11766	720.00
11863	780.00	11879	340.50	11909	436.49	11962	780.00
11964	55.50	11967	1,864.88	12044	33.25	12047	80.76
12048	780.00	12066	62.66	12074	248.31	12075	234.43
12078	1,925.72	12079	92.46	12084	1,441.59	12085	774.14
12086	31.99	12087	2,990.46	12088	1,680.88	12089	18.58
12090	797.79	12091	633.99	12093	516.46	12096	461.75
12097	611.77	12103	1,976.09	12109	394.08	12111	209.40
12112	221.64	12113	111.99	12114	43.17	12116	1,203.67
12121	259.96	12127	981.60	12129	2,898.00	12130	25.00
12132	500.00	12136	80.00	12144	80.76	12145	2,116.12
12146	6,840.00	12147	840.00	12149	55.50	12151	361.05
12152	1,899.14	12155	4,166.50	12156	578.38	12157	96.97
12158	586.09	12160	877.53	12161	78.75	12162	396.23
12164	159.00	12165	1,064.00	12166	4,355.34	12167	195.23
12168	345.35	12169	18,618.10	12170	83.08	12171	205.54
12172	59.44	12173	1,473.90	12174	494.50	12175	2,520.00

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
12176	13.69	12177	1,125.72	12178	3,300.59	12179	85.00
12180	2,595.91	12181	18.04	12182	1,311.64	12183	2,494.42
12184	65.74	12185	217.50	12186	390.00	12187	3,450.00
12190	782.06	12191	3,611.99	12192	234.43	12193	374.02
12194	2,922.64	12198	31.17	12199	338.36	12202	143.14
12204	162.08	12207	3,867.38	12208	141.29	12209	99.73
12210	124.67	12211	128.83	12213	2,670.75	12215	80.76
12216	369.23	12217	27.75	12218	5,761.06	12219	31,648.47
12220	7,260.29	12221	1,109.88	12232	221.42	12233	68.00
12234	327.06	12235	1,054.89	12236	1,359.05	12237	231.70
12238	2,149.21	12239	579.53	12240	1,152.00	12241	571.20
12242	35.00	12243	91.05	12244	359.36	12245	359.36
12246	11,000.00	12247	3,608.54	12248	302.17	12249	25.28
12250	110.01	12252	86.00	12253	1,245.69	12254	16,325.00
12255	185.00	12256	379.41	12257	6.56	12258	353.24
12259	281.25	75403	8.00	111942	371.55	111524204	35,857.51
112724200	8,108.00	112724201	3,067.90	112724202	24,900.73	112724203	35,547.31
112724204	1,896.85						

Grand Totals:

324,584.92

Checks cleared: 235 items

Checks Outstanding: 165 items

Bank Adjustments SectionBook Adjustments Section

CITY OF BISHOP
COMBINED CASH
NOVEMBER 30, 2024

COMBINED CASH ACCOUNTS

999-000-10110	CASH IN BANK	1,538,652.35
999-000-10111	LAIF INVESTMENT	875,103.62
999-000-10112	CASH EASTERN SIERRA BANK	.00
999-000-10113	CASH IN COUNTY TREASURY	.00
999-000-10115	CASH IN BANK XPRESS BILLPAY	34,901.74
999-000-10116	CALIFORNIA CLASS INVESTMENT	19,411,481.77
999-000-10175	CASH CLEARING UTILITIES	15,581.62
999-000-10176	BUSINESS CASH CLEARING	(9,801.90)
TOTAL COMBINED CASH		21,865,919.20
999-000-10100	CASH ALLOCATED TO FUNDS	(21,865,919.20)

TOTAL UNALLOCATED CASH .00

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO GENERAL FUND	11,060,601.87
2	ALLOCATION TO SEWER FUND	2,902,367.03
3	ALLOCATION TO GAS TAX	453,943.89
4	ALLOCATION TO WATER FUND	2,703,430.52
5	ALLOCATION TO RFPD	659,240.38
6	ALLOCATION TO IMBC FIDUCIARY	.00
7	ALLOCATION TO LOCAL TRANSPORTATION FUND	89,758.82
8	ALLOCATION TO BOND AND TRUST FUND	23,395.92
9	ALLOCATION TO TRAFFIC SAFETY	8,141.29
10	ALLOCATION TO TUT MEASURE A	1,230,560.10
11	ALLOCATION TO ASSET FORFEITURE	5,782.62
12	ALLOCATION TO SUNRISE MHP	384,107.08
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	1,000,000.00
21	ALLOCATION TO CANINE DONATION	8,012.54
22	ALLOCATION TO HEAVY EQUIPMENT REPLACEMENT	200,000.00
23	ALLOCATION TO PROPERTY/HOUSING DEVELOPMENT	57,658.75
24	ALLOCATION TO BAWA	271,716.11
25	ALLOCATION TO WAYFINDING & SIGNAGE PROJECT	.00
26	ALLOCATION TO PLHA FUND	79,527.35
29	ALLOCATION TO FUND 029	.00
33	ALLOCATION TO C.O.P.S.	265,043.07
37	ALLOCATION TO HOME FUNDS/WILLOW ST	117,850.76
54	ALLOCATION TO STIP E. LINE ST. BRIDGE REPL.	198,559.62
55	ALLOCATION TO S WARREN ST. IMPROVEMENT	.00
57	ALLOCATION TO SEIBU TO SCHL BIKE PATH	.00
58	ALLOCATION TO PINE TO PARK/STIP	.00
59	ALLOCATION TO WEST JAY STREET	.00
60	ALLOCATION TO STIP-SPRUCE/YANEY/HANBY	.00
61	ALLOCATION TO E. LINE ST. IMPROVEMENTS	.00
62	ALLOCATION TO PLAYGROUND EQUIPMENT PROJECT	.00
70	ALLOCATION TO HOME OWNER ASSIST PRGM	128,100.00
71	ALLOCATION TO SILVER PEAK/IMACA	.00
72	ALLOCATION TO VALLEY APTS/13 CDBG 8972	18,121.48

CITY OF BISHOP
COMBINED CASH
NOVEMBER 30, 2024

TOTAL ALLOCATIONS TO OTHER FUNDS	21,865,919.20
ALLOCATION FROM COMBINED CASH FUND - 999-000-10100	(21,865,919.20)
ZERO PROOF IF ALLOCATIONS BALANCE	.00

INVESTMENT PORTFOLIO FOR THE CITY OF BISHOP
MONTH OF NOVEMBER 2024

Statement Period	Account Type	Balance	Average Monthly Yield
November 2024	LAIF	\$875,103.56	4.477%
November 2024	California CLASS	\$19,411,481.77	4.827%
Total		\$20,286,585.33	4.812%

California State Treasurer
Fiona Ma, CPA



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

December 19, 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

November 2024 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	875,103.56
Total Withdrawal:	0.00	Ending Balance:	875,103.56



PMIA/LAIF Performance Report as of 12/18/24



Quarterly Performance Quarter Ended 09/30/24

LAIF Apportionment Rate ⁽²⁾ :	4.71
LAIF Earnings Ratio ⁽²⁾ :	0.00012912073474208
LAIF Administrative Cost ^{(1)*} :	0.26
LAIF Fair Value Factor ⁽¹⁾ :	1.002061084
PMIA Daily ⁽¹⁾ :	4.58
PMIA Quarter to Date ⁽¹⁾ :	4.56
PMIA Average Life ⁽¹⁾ :	231

PMIA Average Monthly Effective Yields⁽¹⁾

November	4.477
October	4.518
September	4.575
August	4.579
July	4.516
June	4.480

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 11/30/24 \$146.8 billion

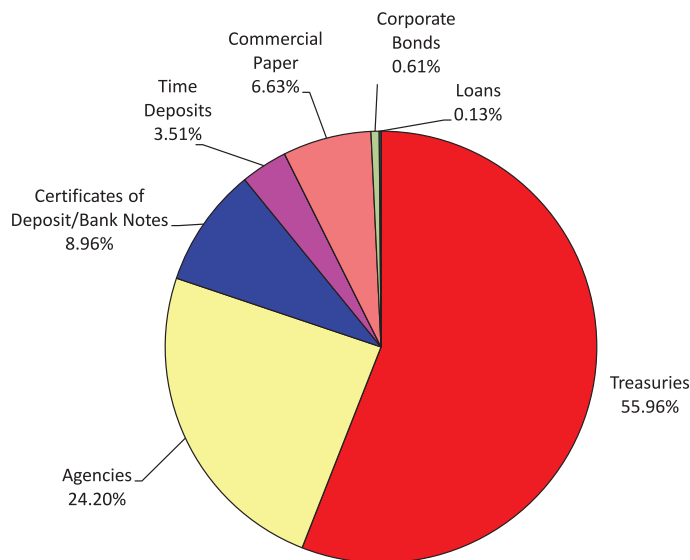


Chart does not include \$1,290,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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



PMIA Daily Effective Yield

Date	Daily	Quarter to Date	Average Maturity
12/18/24	4.44	4.49	248
12/17/24	4.44	4.49	251
12/16/24	4.45	4.49	251
12/15/24	4.40	4.49	254
12/14/24	4.42	4.49	254
12/13/24	4.42	4.49	254
12/12/24	4.42	4.49	255
12/11/24	4.44	4.49	250
12/10/24	4.44	4.49	251
12/09/24	4.45	4.49	250
12/08/24	4.46	4.49	250
12/07/24	4.46	4.49	250
12/06/24	4.46	4.49	250
12/05/24	4.46	4.50	253
12/04/24	4.46	4.50	254
12/03/24	4.46	4.50	255
12/02/24	4.46	4.50	255
12/01/24	4.43	4.50	256
11/30/24	4.43	4.50	257
11/29/24	4.45	4.50	258
11/28/24	4.45	4.50	258
11/27/24	4.45	4.50	258
11/26/24	4.48	4.50	252
11/25/24	4.47	4.50	253
11/24/24	4.48	4.50	254
11/23/24	4.48	4.50	254
11/22/24	4.48	4.50	254
11/21/24	4.49	4.50	253
11/20/24	4.49	4.50	254
11/19/24	4.49	4.50	254
11/18/24	4.49	4.50	255
11/17/24	4.49	4.50	258
11/16/24	4.49	4.51	258
11/15/24	4.49	4.51	258
11/14/24	4.47	4.51	253
11/13/24	4.47	4.51	254
11/12/24	4.47	4.51	254



CALIFORNIA STATE TREASURER
FIONA MA, CPA



PMIA Daily Effective Yield

Date	Daily	Quarter to Date	Average Maturity
11/11/24	4.48	4.51	256
11/10/24	4.48	4.51	256
11/09/24	4.48	4.51	256
11/08/24	4.48	4.51	256
11/07/24	4.48	4.51	258
11/06/24	4.48	4.51	258
11/05/24	4.48	4.51	259
11/04/24	4.48	4.51	261
11/03/24	4.49	4.52	263
11/02/24	4.49	4.52	263
11/01/24	4.49	4.52	263



0000169-0000688 PDF 7/9/26

City of Bishop
377 W Line Street
Bishop, CA 93514

California CLASS

California CLASS		Average Monthly Yield: 4.8272%						
		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01-0180-0001	City of Bishop	19,334,977.81	0.00	0.00	76,503.96	411,481.77	19,340,078.07	19,411,481.77
TOTAL		19,334,977.81	0.00	0.00	76,503.96	411,481.77	19,340,078.07	19,411,481.77



City of Bishop

Account Summary

Average Monthly Yield: 4.8272%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	19,334,977.81	0.00	0.00	76,503.96	411,481.77	19,340,078.07	19,411,481.77

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
11/01/2024	Beginning Balance			19,334,977.81	
11/30/2024	Income Dividend Reinvestment	76,503.96			
11/30/2024	Ending Balance			19,411,481.77	

California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
11/01/2024	0.000408285	4.9809%
11/02/2024	0.000000000	4.9811%
11/03/2024	0.000000000	4.9811%
11/04/2024	0.000135703	4.9667%
11/05/2024	0.000135184	4.9477%
11/06/2024	0.000135069	4.9435%
11/07/2024	0.000134830	4.9348%
11/08/2024	0.000535748	4.9021%
11/09/2024	0.000000000	4.9021%
11/10/2024	0.000000000	4.9021%
11/11/2024	0.000000000	4.9021%
11/12/2024	0.000131497	4.8128%
11/13/2024	0.000130787	4.7868%
11/14/2024	0.000130528	4.7773%
11/15/2024	0.000390777	4.7675%
11/16/2024	0.000000000	4.7675%
11/17/2024	0.000000000	4.7675%
11/18/2024	0.000129960	4.7566%
11/19/2024	0.000130003	4.7581%
11/20/2024	0.000130052	4.7599%
11/21/2024	0.000129860	4.7529%
11/22/2024	0.000389985	4.7578%
11/23/2024	0.000000000	4.7578%
11/24/2024	0.000000000	4.7578%
11/25/2024	0.000129849	4.7525%
11/26/2024	0.000129620	4.7441%
11/27/2024	0.000259470	4.7483%
11/28/2024	0.000000000	4.7483%
11/29/2024	0.000259558	4.7499%
11/30/2024	0.000000000	4.7499%

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. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

TO: City Council/City Administrator
FROM: Finance Director
DATE: December 19, 2024
SUBJECT: Approval of Warrant Registers for the Month of November 2024

Commercial Warrants

Check #12017-12259	\$669,396.01
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**Manual Checks &
Payroll Warrants**

	\$774,701.45
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TOTAL:	\$1,444,097.46
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Journal	Payee or Description	Date	Check Number	Amount
CD	CALPERS EPMC & ADJ - 9/30/2024 to10/13/2024	11/30/2024	1	896.60
CD	CALPERS EPMC & ADJ - 10/14/2024 to11/01/2024	11/30/2024	2	896.69
CD	Gonzalez B of A Credit Card payment November 2024	11/07/2024	3	449.68
CD	Dishon B of A Credit Card Payment November 2024	11/30/2024	4	2,961.45
CD	Gamino B of A Credit Card Payment November 2024	11/30/2024	5	3,810.11
CD	Picken B of A Credit Card payment November 2024	11/19/2024	6	.00
CD	Clearing J Scida Discrepancy from PY	11/30/2024	7	1,690.71
CD	Derr B of A Credit Card payment November 2024	11/20/2024	8	4,051.09
CD	Gomez B of A Credit Card payment November 2024	11/20/2024	9	117.91
CD	Grsham B of A Credit Card payment November 2024	11/20/2024	10	1,250.44
CD	McElroy B of A Credit Card payment November 2024	11/22/2024	11	168.20
CD	Poole B of A credit card payment November 2024	11/26/2024	12	1,607.08
CD	Coolsys Light Commercial Solutions Chargeback	11/30/2024	13	104.00
CD	Paymentech Fee	11/30/2024	14	348.69
CD	Paymentech Fee	11/30/2024	15	528.71
CD	Xpress Bill Pay Fee	11/30/2024	16	446.94
CD	Bamboo HR 11/10/24-12/9/24	11/30/2024	17	1,286.87
CD	Enterprise November 2024 Payment	11/30/2024	18	11,226.52
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	19	1,792.60
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	20	3,332.00
CD	Russell B of A credit card payment November 2024	11/26/2024	21	1,830.18
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	22	403.34
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	23	26,838.04
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	24	1,123.17
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	25	1,123.19
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	26	3,075.44
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	27	3,075.44
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	28	4,100.59
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	29	3,968.38
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	30	951.78
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	31	951.78
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	32	347.42
CD	CALPERS RETIREEE MEDICAL & ADJ - NOV BILL, DEC PREMIUM	11/30/2024	33	4,289.21-
CDP	BOLING, WARREN J	11/01/2024	12017	50.79
CDP	ELLIS, JAMES V.	11/01/2024	12018	234.43
CDP	JACKSON, AVIS L.	11/01/2024	12019	419.73
CDP	HOHENSTEIN, BRIAN A.	11/01/2024	12020	4,081.21
CDP	SANTANA, FRANCISCO	11/01/2024	12021	1,127.72
CDP	SANTANA, MISAEAL	11/01/2024	12022	221.64
CDP	COKELEY, RACHEL D	11/01/2024	12023	83.11
CDP	FOREHAND, JASON A	11/01/2024	12024	138.52
CDP	GRISHAM, AMANDA R	11/01/2024	12025	1,794.03
CDP	LINDEMANN, STEVE	11/01/2024	12026	138.52
CDP	REYNOLDS, JIM	11/01/2024	12027	415.57
CDP	SIMPSON, BRIAN J.	11/01/2024	12028	138.52
CDP	NAVALES, RYAN	11/01/2024	12029	338.36
CDP	JACKSON, THOMAS E.	11/01/2024	12030	677.37
CDP	BRAATEN, BRAD	11/01/2024	12031	188.39
CDP	MADERA, JOCELYN	11/01/2024	12032	355.55
CDP	TURMAN, MYLEE	11/01/2024	12033	182.85
CDP	ENNIS, JERRY	11/01/2024	12034	923.50
CDP	ENNIS, KAREN	11/01/2024	12035	835.56
CDP	SEARS, ADRIAN	11/01/2024	12036	128.36
CDP	RUSSELL, BRET	11/01/2024	12037	3,765.79
CDP	MONDRAGON, DONOVAN	11/01/2024	12038	162.08
CDP	GIDNEY, MARLEY	11/01/2024	12039	54.02
CDP	RAGER, ARIANA	11/01/2024	12040	108.05
CDP	BURCH, JENNIFER E.	11/01/2024	12041	161.94

Journal	Payee or Description	Date	Check Number	Amount
CDP	ORR, TEAGAN	11/01/2024	12042	83.11
CDP	DONDERO, JESIAH	11/01/2024	12043	221.64
CDP	TERRAZAS, MANNY	11/01/2024	12044	33.25
CDP	PACO, HALEY	11/01/2024	12045	153.99
CDP	SANTANA VARGAS, VALERIE	11/01/2024	12046	262.65
CDPT	AMERICAN FIDELITY	11/01/2024	12047	80.76
CDPT	BPOA	11/01/2024	12048	780.00
CDPT	CALIFORNIA STATE DISBURSEMENT UNIT	11/01/2024	12049	369.23
CDPT	US BANK TRUST WESTERN REGION	11/01/2024	12050	1,344.98
CDA	ALPINE PAINT OF BISHOP	11/07/2024	12051	557.65
CDA	AP Triton, LLC	11/07/2024	12052	8,190.14
CDA	BIG PINE PEST CONTROL	11/07/2024	12053	300.00
CDA	BSK Associates	11/07/2024	12054	151.76
CDA	CARMICHAEL BUSINESS TECH.	11/07/2024	12055	1,206.85
CDA	EAN SERVICES, LLC	11/07/2024	12056	336.39
CDA	GRANICUS, INC.	11/07/2024	12057	15,258.31
CDA	HIGH COUNTRY LUMBER	11/07/2024	12058	1,091.79
CDA	INYO COUNTY HEALTH & HUMAN SERVICES	11/07/2024	12059	70.00
CDA	INYO COUNTY RECYCLING & WASTE MANAGEMENT	11/07/2024	12060	535.50
CDA	LARRY BAIN, CPA	11/07/2024	12061	33,700.00
CDA	MANOR TRUE VALUE HARDWARE	11/07/2024	12062	38.98
CDA	MISSION LINEN & UNIFORM	11/07/2024	12063	288.28
CDA	OPTIMUM	11/07/2024	12064	1,087.63
CDA	PILOT THOMAS LOGISTICS	11/07/2024	12065	1,681.59
CDA	PINTAIL IMAGING	11/07/2024	12066	62.66
CDA	QUILL CORP	11/07/2024	12067	390.97
CDA	ROBIN PICKEN	11/07/2024	12068	209.80
CDA	Rojas Communications Group	11/07/2024	12069	2,000.00
CDA	SOUTHERN CALIFORNIA EDISON	11/07/2024	12070	460.98
CDA	STEVE'S AUTO & TRUCK PART	11/07/2024	12071	1,326.09
CDA	US Foods, Inc.	11/07/2024	12072	113.23
CDA	WESTERN NEVADA SUPPLY CO.	11/07/2024	12073	525.39
CDP	BOLING, WARREN J	11/15/2024	12074	248.31
CDP	ELLIS, JAMES V.	11/15/2024	12075	234.43
CDP	JACKSON, AVIS L.	11/15/2024	12076	374.02
CDP	SANTANA, FRANCISCO	11/15/2024	12077	1,071.50
CDP	ALVARADO, CRISTAL	11/15/2024	12078	1,925.72
CDP	CLARKSON, DONALD	11/15/2024	12079	92.46
CDP	FOREHAND, JASON A	11/15/2024	12080	2,687.90
CDP	GRISHAM, AMANDA R	11/15/2024	12081	1,794.03
CDP	GRISHAM, AMANDA R	11/15/2024	12082	2,845.57
CDP	KULCHIN, RACHEL C.	11/15/2024	12083	280.90
CDP	KUNZE, DONALD	11/15/2024	12084	1,441.59
CDP	LINDEMANN, STEVE	11/15/2024	12085	774.14
CDP	PEREZ ARIAS, EMMA	11/15/2024	12086	31.99
CDP	REYNOLDS, JIM	11/15/2024	12087	2,990.46
CDP	SIMPSON, BRIAN J.	11/15/2024	12088	1,680.88
CDP	WELLER, DICK D	11/15/2024	12089	18.58
CDP	ALMEIDA, JOHN S.	11/15/2024	12090	797.79
CDP	MOLINA, MICHAEL	11/15/2024	12091	633.99
CDP	NAVALES, RYAN	11/15/2024	12092	338.36
CDP	THOMAS, HUNTER	11/15/2024	12093	516.46
CDP	JACKSON, THOMAS E.	11/15/2024	12094	677.37
CDP	POOL, PRESTON	11/15/2024	12095	653.54
CDP	MADERA, JOCELYN	11/15/2024	12096	461.75
CDP	RICKFORD, KAYLYN	11/15/2024	12097	611.77
CDP	TURMAN, MYLEE	11/15/2024	12098	124.67
CDP	ENNIS, JERRY	11/15/2024	12099	923.50

Journal	Payee or Description	Date	Check Number	Amount
CDP	ENNIS, KAREN	11/15/2024	12100	835.56
CDP	DERR, LEVI	11/15/2024	12101	147.76
CDP	RUSSELL, BRET	11/15/2024	12102	3,765.79
CDP	ANDERSON, GREGORY	11/15/2024	12103	1,976.09
CDP	MONDRAGON, DONOVAN	11/15/2024	12104	149.61
CDP	GIDNEY, MARLEY	11/15/2024	12105	95.58
CDP	RAGER, ARIANA	11/15/2024	12106	128.83
CDP	ORR, TEAGAN	11/15/2024	12107	78.96
CDP	ORDONEZ, TABATHA	11/15/2024	12108	784.52
CDP	PARUOLO, MATTHEW	11/15/2024	12109	394.08
CDP	DONDERO, JESIAH	11/15/2024	12110	295.52
CDP	BEALL, NOAH	11/15/2024	12111	209.40
CDP	BARNES, DEBBIE	11/15/2024	12112	221.64
CDP	LEMONS, JOSIAH B	11/15/2024	12113	111.99
CDP	FALLINGSTAR, DEBORAH M.	11/15/2024	12114	43.17
CDP	HERSLEY, HALEY	11/15/2024	12115	695.14
CDA	Adamson Police Products	11/14/2024	12116	1,203.67
CDA	BISHOP CHAMBER OF COMMERCE	11/14/2024	12117	219,297.44
CDA	BISHOP LOCKSMITH	11/14/2024	12118	187.00
CDA	BOYD FENCE	11/14/2024	12119	3,870.00
CDA	BROWN'S SUPPLY	11/14/2024	12120	171.93
CDA	BSK Associates	11/14/2024	12121	259.96
CDA	CANON FINANCIAL SERVICES	11/14/2024	12122	1,693.39
CDA	CARMICHAEL BUSINESS TECH.	11/14/2024	12123	372.00
CDA	CASELLE, INC.	11/14/2024	12124	2,050.00
CDA	DEPT OF WATER AND POWER	11/14/2024	12125	1,756.45
CDA	ELDRIDGE ELECTRIC & SON	11/14/2024	12126	227.00
CDA	GRANITE CONSTRUCTION COMPANY INC.	11/14/2024	12127	981.60
CDA	HUNT PROPANE, INC.	11/14/2024	12128	231.83
CDA	INYO COUNTY HEALTH & HUMAN SERVICES	11/14/2024	12129	2,898.00
CDA	LONE PINE CHAMBER	11/14/2024	12130	25.00
CDA	LUMOS AND ASSOCIATES, INC.	11/14/2024	12131	12,569.50
CDA	MARY VALENTI, Ph.D.	11/14/2024	12132	500.00
CDA	MR. K. AUTOMOTIVE SERVICE INC.	11/14/2024	12133	429.76
CDA	OUR WATER WORKS	11/14/2024	12134	30.00
CDA	PILOT THOMAS LOGISTICS	11/14/2024	12135	4,093.63
CDA	Psalms 8 Worms	11/14/2024	12136	80.00
CDA	SOUTHERN CALIFORNIA EDISON	11/14/2024	12137	1,844.23
CDA	STANTEC CONSULTING SERV.	11/14/2024	12138	14,763.00
CDA	THE FED-UP STORE	11/14/2024	12139	286.54
CDA	UNDERGROUND SERVICE ALERT	11/14/2024	12140	26.65
CDA	US Foods, Inc.	11/14/2024	12141	996.59
CDA	VERIZON WIRELESS	11/14/2024	12142	259.42
CDA	WESTERN NEVADA SUPPLY CO.	11/14/2024	12143	764.41
CDPT	AMERICAN FIDELITY	11/19/2024	12144	80.76
CDPT	AMERICAN FIDELITY	11/19/2024	12145	2,116.12
CDPT	BISHOP VOLUNTEER FIRE	11/19/2024	12146	6,840.00
CDPT	BPOA	11/19/2024	12147	840.00
CDPT	CALIFORNIA STATE DISBURSEMENT UNIT	11/19/2024	12148	369.23
CDPT	COBEA	11/19/2024	12149	55.50
CDPT	MSA-DENTAL POOL	11/24/2024	12150	.00
CDPT	TEXAS LIFE INSURANCE COMPANY	11/19/2024	12151	361.05
CDPT	THE HARTFORD	11/19/2024	12152	1,899.14
CDPT	U.S Bank PARS Account #: 6746050100	11/19/2024	12153	62,061.73
CDPT	US BANK TRUST WESTERN REGION	11/19/2024	12154	14,211.35
CDPT	US BANK TRUST WESTERN REGION	11/19/2024	12155	4,166.50
CDPT	VISION SERVICE PLAN	11/19/2024	12156	578.38
CDA	711 MATERIALS, INC	11/20/2024	12157	96.97

Journal	Payee or Description	Date	Check Number	Amount
CDA	ALPINE PAINT OF BISHOP	11/20/2024	12158	586.09
CDA	Anastasiia Budnyk	11/20/2024	12159	581.54
CDA	AT&T	11/20/2024	12160	877.53
CDA	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	11/20/2024	12161	78.75
CDA	BISHOP LOCKSMITH	11/20/2024	12162	396.23
CDA	CALIFORNIA BROADBAND	11/20/2024	12163	168.00
CDA	CARMICHAEL BUSINESS TECH.	11/20/2024	12164	159.00
CDA	DEPT OF JUSTICE	11/20/2024	12165	1,064.00
CDA	DEPT OF WATER AND POWER	11/20/2024	12166	4,355.34
CDA	FRONTIER	11/20/2024	12167	195.23
CDA	HUNT PROPANE, INC.	11/20/2024	12168	345.35
CDA	Jones Mayer	11/20/2024	12169	18,618.10
CDA	JOSE GARCIA	11/20/2024	12170	83.08
CDA	L.N Curtis & Sons	11/20/2024	12171	205.54
CDA	MISSION LINEN & UNIFORM	11/20/2024	12172	59.44
CDA	MuniServices	11/20/2024	12173	1,473.90
CDA	OSCAR LOPEZ	11/20/2024	12174	494.50
CDA	PARS PHASE II SYSTEMS	11/20/2024	12175	2,520.00
CDA	PETTY CASH - PARKS DEPT.	11/20/2024	12176	13.69
CDA	Precision Printing Services	11/20/2024	12177	1,125.72
CDA	PREFERRED SEPTIC	11/20/2024	12178	3,300.59
CDA	PTS	11/20/2024	12179	85.00
CDA	QUADIENT FINANCE USA, INC	11/20/2024	12180	2,595.91
CDA	QUILL CORP	11/20/2024	12181	18.04
CDA	Schat Communications	11/20/2024	12182	1,311.64
CDA	SOUTHERN CALIFORNIA EDISON	11/20/2024	12183	2,494.42
CDA	VERIZON BUSINESS	11/20/2024	12184	65.74
CDA	WESTERN NEVADA SUPPLY CO.	11/20/2024	12185	217.50
CDA	White Mountain Medical Training	11/20/2024	12186	390.00
CDA	Willdan Engineering	11/20/2024	12187	3,450.00
CDA	Wood Rodgers Inc	11/20/2024	12188	13,850.00
CDP	POOLE, KAREY L	11/29/2024	12189	1,899.11
CDP	KIDDOO, JACOB R.	11/29/2024	12190	782.06
CDP	ZEMEL, GRANT	11/29/2024	12191	3,611.99
CDP	ELLIS, JAMES V.	11/27/2024	12192	234.43
CDP	JACKSON, AVIS L.	11/27/2024	12193	374.02
CDP	JIMENEZ, KARLA A.	11/29/2024	12194	2,922.64
CDP	DONDERO, WILLIS	11/29/2024	12195	2,380.19
CDP	SANTANA, FRANCISCO	11/27/2024	12196	932.73
CDP	GRISHAM, AMANDA R	11/27/2024	12197	1,842.88
CDP	MCLAUGHLIN, ASHLEY	11/27/2024	12198	31.17
CDP	NAVALES, RYAN	11/27/2024	12199	338.36
CDP	JACKSON, THOMAS E.	11/27/2024	12200	677.37
CDP	POOL, PRESTON	11/27/2024	12201	719.91
CDP	MADERA, JOCELYN	11/27/2024	12202	143.14
CDP	BUDNYK, ANASTASIIA	11/29/2024	12203	1,760.95
CDP	TURMAN, MYLEE	11/27/2024	12204	162.08
CDP	ENNIS, JERRY	11/27/2024	12205	932.73
CDP	ENNIS, KAREN	11/27/2024	12206	835.56
CDP	RUSSELL, BRET	11/27/2024	12207	3,867.38
CDP	MONDRAGON, DONOVAN	11/27/2024	12208	141.29
CDP	GIDNEY, MARLEY	11/27/2024	12209	99.73
CDP	RAGER, ARIANA	11/27/2024	12210	124.67
CDP	ORR, TEAGAN	11/27/2024	12211	128.83
CDP	DONDERO, JESIAH	11/27/2024	12212	110.82
CDP	HERSLEY, HALEY	11/27/2024	12213	2,670.75
CDP	MONTOYA, ELOY	11/27/2024	12214	841.67
CDPT	AMERICAN FIDELITY	11/27/2024	12215	80.76

Journal	Payee or Description	Date	Check Number	Amount
CDPT	CALIFORNIA STATE DISBURSEMENT UNIT	11/27/2024	12216	369.23
CDPT	COBEA	11/27/2024	12217	27.75
CDPT	MSA-DENTAL POOL	11/27/2024	12218	5,761.06
CDPT	U.S Bank PARS Account #: 6746050100	11/27/2024	12219	31,648.47
CDPT	US BANK TRUST WESTERN REGION	11/27/2024	12220	7,260.29
CDPT	US BANK TRUST WESTERN REGION	11/27/2024	12221	1,109.88
CDA	711 MATERIALS, INC	11/26/2024	12232	221.42
CDA	AIRMEDCARE NETWORK	11/26/2024	12233	68.00
CDA	Boundary Peak Ready Mix, Inc	11/26/2024	12234	327.06
CDA	CALIFORNIA BROADBAND	11/26/2024	12235	1,054.89
CDA	CARMICHAEL BUSINESS TECH.	11/26/2024	12236	1,359.05
CDA	CREATIVE IMAGE EMBROIDERY	11/26/2024	12237	231.70
CDA	DEPT OF WATER AND POWER	11/26/2024	12238	2,149.21
CDA	FRONTIER	11/26/2024	12239	579.53
CDA	HANSON BRIDGETT LLP	11/26/2024	12240	1,152.00
CDA	HUNT PROPANE, INC.	11/26/2024	12241	571.20
CDA	INYO COUNTY RECYCLING & WASTE MANAGEMENT	11/26/2024	12242	35.00
CDA	Inyo Register	11/26/2024	12243	91.05
CDA	JIM ELLIS	11/26/2024	12244	359.36
CDA	JOSE GARCIA	11/26/2024	12245	359.36
CDA	LARRY BAIN, CPA	11/26/2024	12246	11,000.00
CDA	Mammoth Development	11/26/2024	12247	3,608.54
CDA	OPTIMUM	11/26/2024	12248	302.17
CDA	PINTAIL IMAGING	11/26/2024	12249	25.28
CDA	QUILL CORP	11/26/2024	12250	110.01
CDA	RACHEL KULCHIN	11/26/2024	12251	1,575.00
CDA	ROBIN PICKEN	11/26/2024	12252	86.00
CDA	SOUTHERN CALIFORNIA EDISON	11/26/2024	12253	1,245.69
CDA	SUN RIDGE SYSTEMS, INC.	11/26/2024	12254	16,325.00
CDA	Urine Luck Portables and Septic	11/26/2024	12255	185.00
CDA	VERIZON WIRELESS	11/26/2024	12256	379.41
CDA	VISION SERVICE PLAN	11/26/2024	12257	6.56
CDA	WESTERN NEVADA SUPPLY CO.	11/26/2024	12258	353.24
CDA	Willdan Engineering	11/26/2024	12259	281.25
CDP	DIRECT DEPOSIT TOTAL	11/01/2024	92201	120,092.24
CDP	DIRECT DEPOSIT TOTAL	11/15/2024	92202	132,725.32
CDP	DIRECT DEPOSIT TOTAL	11/27/2024	92203	124,260.05
CDP	DIRECT DEPOSIT TOTAL	11/29/2024	92204	2,088.57
CDPT	EMPLOYMENT DEV. DEPT.	11/01/2024	110124200	7,172.00
CDPT	GREAT-WEST LIFE & ANNUITY	11/01/2024	110124201	3,027.86
CDPT	IRS	11/01/2024	110124202	22,373.11
CDPT	PERS	11/01/2024	110124203	34,926.55
CDPT	PERS DEFERRED COMP	11/01/2024	110124204	1,896.85
CDPT	CALPERS MEDICAL	11/19/2024	111524200	93,425.22
CDPT	EMPLOYMENT DEV. DEPT.	11/19/2024	111524201	7,871.00
CDPT	GREAT-WEST LIFE & ANNUITY	11/19/2024	111524202	6,727.86
CDPT	IRS	11/19/2024	111524203	26,373.84
CDPT	PERS	11/19/2024	111524204	35,857.51
CDPT	PERS DEFERRED COMP	11/19/2024	111524205	1,896.85
CDPT	EMPLOYMENT DEV. DEPT.	11/27/2024	112724200	8,108.00
CDPT	GREAT-WEST LIFE & ANNUITY	11/27/2024	112724201	3,067.90
CDPT	IRS	11/27/2024	112724202	24,900.73
CDPT	PERS	11/27/2024	112724203	35,547.31
CDPT	PERS DEFERRED COMP	11/27/2024	112724204	1,896.85
Grand Totals:				<u>1,444,097.46</u>



Agenda Item: 9.D
Date of Meeting: January 13, 2025
Department: Community Services

STAFF REPORT

To: City Council
From: Dan McElroy
Subject: **Resolution - 2025 CalRecycle Payment Programs**
Prepared On: January 2, 2025
Attachments: 2025 Cal Recycle Resolution

Background/History:

The City of Bishop Community Services Department applies for funds from CalRecycle annually. In years past these funds are used to provide recycling containers and the use of recycled products such as benches for the City of Bishop facilities.

Analysis/Discussion:

The City of Bishop Community Services Department would recommend the continuation of the Cal Recycle program. Through providing recycling receptacles, the Community Services Department is encouraging the public and users to recycle, this helps our department reduce the amount of materials taken to the landfill.

Economic Impacts:

None.

Budget Impacts:

The budget impacts are as follows: The CalRecycle Program allows for the City of Bishop Community Services Department to apply for reimbursement up to the amount of \$5,000.00 annually. This item is accounted for in the 2024-2025 Parks and Recreation budget.

Legal Review:

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

Recommended Action:

Council consideration to approve the proposed resolution authorizing submittal of application for Department of Resources Recycling and Recovery City/County Payment Programs and related authorizations.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, AUTHORIZING SUBMITTAL OF APPLICATION FOR DEPARTMENT OF

RESOURCES RECYCLING AND RECOVERY CITY/COUNTY PAYMENT PROGRAMS AND RELATED AUTHORIZATIONS

Approved By: Deston Dishion 1/2/2025

Approved By:

Approved By:

Approved By:

RESOLUTION NO. 2025 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, AUTHORIZING SUBMITTAL OF APPLICATION FOR DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY CITY/COUNTY PAYMENT PROGRAMS AND RELATED AUTHORIZATIONS

WHEREAS, pursuant to Public Resources Code sections 48000 et seq., 14581, and 42023.1(g), the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the payment programs; and

WHEREAS, CalRecycle's procedures for administering payment programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment program.

NOW, THEREFORE, BE IT RESOLVED that City of Bishop is authorized to submit an application to CalRecycle for any and all payment programs offered; and

BE IT FURTHER RESOLVED that the City Administrator or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment; and

BE IT FURTHER RESOLVED that this authorization is effective until rescinded by the Signature Authority or this governing body.

PASSED, APPROVED AND ADOPTED this 13th day of January 2025

Karen Kong, Mayor

ATTEST: _____
Robin Picken, City Clerk



*Small Town with a
Big Backyard!*

CITY OF BISHOP

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

Department of Public Works Building Permits Issued

12/2024

**Building Permit Fees
Received \$6,372.76**

Date	Owner/Location/Contractor	Short Description	Value	SMIP	Rev Fund
Commercial					
12/30/2024	City of Bishop 768 Spruce Street Clair Concrete, Inc.	Pergola and Concrete Work	\$88,324.90	\$24.73	\$4.00
12/13/2024	Glen & Pamela Knowles Trust 621 West Line Street Bishop Heating and Air, Inc.	(3) Heat Pumps	\$31,901.26	\$8.93	\$2.00
12/9/2024	Gene Rasmussen 370 West Line Street Lopez Roofing	Reroof	\$10,800.00	\$3.02	\$1.00
12/2/2024	Robbie Tani 635 North Main Street Bishop Heating and Air, Inc.		\$20,588.00	\$2.80	\$1.00
Commercial Totals			\$151,614.16	\$39.48	\$8.00
Residential					
12/27/2024	Andrew Wahrenbrock 374 May Street Porticade Energy LLC	Solar	\$23,307.00	\$3.03	\$1.00
12/27/2024	Alma Leon 274 May Street Porticade Energy LLC	Solar	\$44,263.70	\$5.75	\$2.00
12/16/2024	Mel Tomczik 787 West Pine Street Lopez Roofing	Reroof	\$8,200.00	\$1.30	\$1.00
12/12/2024	David Stottlemire 286 First Street High Country Lumber	Pellet Stove	\$5,221.66	\$0.72	\$1.00

Date	Owner/Location/Contractor	Short Description	Value	SMIP	Rev Fund
12/11/2024	West Katzenstien 543 Sierra Street Aris Electric	Panel Upgrade	\$2,000.00	\$0.72	\$1.00
12/5/2024	Sergio Lemus 261 Clarke Street Ivan Avalos	Meter Panel Replacement	\$4,000.00	\$0.72	\$1.00
12/1/2024	Tracy Misiewicz 596 Howard Street John Rambo	Home Improvements	\$37,981.00	\$4.94	\$2.00
12/1/2024	Mario Rodriguez Diaz 212 East Pine Street	ADU	\$40,000.00	\$5.20	\$2.00
Residential Totals			\$164,973.36	\$22.38	\$11.00

**Building Permit Fees
Received \$6,372.76**



CITY OF BISHOP

PARKS AND RECREATION COMMISSION

SPECIAL MEETING

City Council Chambers - 301 West Line Street - Bishop, California
WEDNESDAY, NOVEMBER 6, 2024 - 2:00 PM

NOTICE TO THE PUBLIC: Please be advised that the Council Chambers are currently open to the public. This meeting is accessible to the public in person, via Zoom video conference, on the City of Bishop website, or on the local government cable channel 12. Individual City Council members may participate remotely in accordance with applicable open meeting law requirements. In-person meetings will be conducted in accordance with local and State Department of Public Health orders and guidance and requirements of the California Division of Occupational Safety and Health (CalOSHA).

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 at https://www.cityofbishop.com/government/parks_and_recreation_commiss

1. In person: Live at the meeting. Members of the public desiring to speak on a matter appearing on the agenda should ask the Commission Chair for the opportunity to be heard when the item comes up for Commission consideration. Comments for all agenda items are limited to a speaking time of three minutes.

2. In writing: Please email publiccomment@cityofbishop.com and write "Public Comment" in the subject line. In the body of the email, include the item number and/or title of the item as well as your comments. All comments must be received by 4:00 p.m. to be emailed to the Parks and Recreation Commission members and included as an attachment under the Agenda's Item Number as "Public Comment" prior to the meeting. You may also hand deliver public comments to the City drop/payment box located at the Church Street entrance to City Hall on or before the deadline noted above.

Any writing that is a public record that relates to an agenda item for open session distributed less than 72 hours prior to the meeting will be available for public inspection at City Hall, 377 West Line Street, Bishop, California during normal business hours. Government Code § 54957.5(b)(1). Copies will also be provided at the appropriate meeting.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in this meeting, please contact the Community Services

Secretary at 760-873-5863 Extension 21. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102.35.104 ADA Title II].

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF MINUTES**

1. April 24, 2024
2. June 24, 2024

- 5. PUBLIC COMMENT**
- 6. CORRESPONDENCE**
- 7. OLD BUSINESS**

1. Masterplan Workshop Update

- 8. NEW BUSINESS**
- 9. STAFF REPORT(S)**
 1. Facilities update
 2. Program update - presentation
- 10. NEW BUSINESS ITEMS FROM THE COMMISSION**
- 11. ADJOURNMENT**



CITY OF BISHOP

PARKS AND RECREATION COMMISSION

MEETING CANCELLED

City Council Chambers - 301 West Line Street - Bishop, California
WEDNESDAY, NOVEMBER 27, 2024 - 6:00 PM

Meeting Cancellation Notice

This scheduled meeting for the Parks and Recreation Commission has been cancelled.
The next meeting is scheduled for Wednesday, December 25, 2024



CITY OF BISHOP

PARKS AND RECREATION COMMISSION

MEETING CANCELLED

City Council Chambers - 301 West Line Street - Bishop, California
WEDNESDAY, DECEMBER 25, 2024 - 6:00 PM

Meeting Cancellation Notice

This scheduled meeting for the Parks and Recreation Commission has been cancelled.
The next meeting is scheduled for Wednesday, January 22, 2025 at 6pm in the City Council Chambers, 301 W. Line St. , Bishop CA



Agenda Item: 10.A
Date of Meeting: January 13, 2025
Department: Planning

STAFF REPORT

To: City Council
From: Ana Budnyk
Subject: **Regional Housing Needs Assessment Memorandum of Understanding**
Prepared On: January 8, 2025
Attachments: Cost Sharing MOU Regional Needs Assessment
Draft Contract with BAE
SMR 2025 Schedule of Fees
BAE_EasternSierraHousingNeedsAssessment_Proposal

Background/History:

To address the need for adequate housing in the region, the County of Inyo, County of Mono, Town of Mammoth Lakes, City of Bishop, and Eastern Sierra Council of Governments (ESCOG) agreed to prepare a Regional Housing Needs Assessment and Action Plan.

A staff committee representing the participating jurisdictions developed and issued a Request for Proposals (RFP) to retain a consultant for the assessment. Mono County's existing contract with SMR Development provided support for the preparation, distribution, and evaluation of the RFP.

BAE Urban Economics was selected as the consultant to prepare the Regional Housing Needs Assessment and Action Plan. To streamline the process, Inyo County offered to administer the contract with BAE, with the other jurisdictions reimbursing Inyo for their respective shares of the contract cost.

Analysis/Discussion:

The total cost of the assessment will be shared among the four participating jurisdictions: Inyo County, Mono County, Town of Mammoth Lakes, and City of Bishop. However, since Mono County contributed resources through its contract with SMR Development, Mono's share of the cost will be reduced proportionally.

Approval of this MOU will formalize the cost-sharing arrangement and enable the project to move forward, ensuring the region has a comprehensive plan to address housing needs.

Economic Impacts:

N/A

Budget Impacts:

If the suggested action is taken by City Council, the FY 2024-25 budget shall be updated to facilitate future transactions pursuant to the MOU. The City would transfer funds out of its General Fund, into its Property/Housing Development Fund. The accounts and amounts impacted are listed below:

001-034-59999	Transfers Out	54,089.00
023-000-39999	Transfers In	(54,089.00)

Legal Review:

Recommended Action:

Staff recommends that the City Council authorize the City Administrator to execute the Memorandum of Understanding (MOU) for the Regional Housing Needs Assessment for an amount not to exceed \$54,089.00.

Approved By: Ethan Aukee 1/8/2025

Approved By: Robin Picken 1/8/2025

Approved By: Dean Pucci 1/8/2025

Approved By: Deston Dishion 1/8/2025

MEMORANDUM OF UNDERSTANDING AMONG THE COUNTY OF INYO,
THE COUNTY OF MONO, THE TOWN OF MAMMOTH LAKES, THE
CITY OF BISHOP AND THE EASTERN SIERRA COUNCIL OF GOVERNMENTS AUTHORIZING THE COUNTY OF
INYO TO ENTER INTO AND ADMINISTER A CONTRACT
FOR THE PREPARATION OF A REGIONAL HOUSING NEEDS ASSESSMENT AND ACTION PLAN AND
PROVIDING FOR REIMBURSEMENT TO THE COUNTY OF INYO FOR THE COST THEREOF

WHEREAS, the County of Inyo (Inyo), the County of Mono (Mono), the Town of Mammoth Lakes (Mammoth) the City of Bishop (Bishop), and the Eastern Sierra Council of Governments (ESCOG), in order to address the need for adequate housing in the region, determined that it will be beneficial to prepare an assessment of the region's housing needs and resources and an action plan for addressing those needs; and

WHEREAS, pursuant to that determination, a staff committee from Inyo, Mono, Mammoth, Bishop, and ESCOG prepared, approved, and distributed a Request for Proposals in order to solicit and ultimately retain the services of a consultant to prepare such a regional housing needs assessment; and

WHEREAS, Mono has an existing contract with a firm known as SMR Development to provide expert guidance and extra capacity to support Housing initiatives; and

WHEREAS, the staff committee from Inyo, Mono, Mammoth, Bishop, and ESCOG utilized Mono's contract with SMR Development to support preparation, distribution, and evaluation of the Request for Proposals to prepare the regional housing needs assessment; and

WHEREAS, the staff committee from Inyo, Mono, Mammoth, Bishop, and ESCOG, working with SMR Development, subsequently selected, from among the respondents to the RFP, the firm of BAE Urban Economics, to prepare the regional housing needs assessment; and

WHEREAS, in the interest of simplification and time savings, Inyo offered to prepare, enter into, and administer the contract with BAE Urban Economics for the preparation of the Eastern Sierra Regional Housing Needs Assessment and Action Plan, contingent upon each of the other jurisdictions reimbursing Inyo for their respective shares of the cost of the Eastern Sierra Regional Housing Needs Assessment and Action Plan contract; and

WHEREAS, because Mono has contributed the support of SMR Development under its existing contract, its is agreed that Mono's share of the cost of the Eastern Sierra Regional Housing Needs Assessment and Action Plan contract will be reduced by a proportional amount; and

WHEREAS, the parties to this Memorandum of Understanding, wish to memorialize the above-described arrangement.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED by the parties to this MOU that:

- 1) Inyo shall negotiate, prepare, and enter into a contract with BAE Urban Economics for the preparation of a Regional Housing Needs Assessment and Action Plan; said contract shall, to the degree practicable, require that the needs assessment be completed in accordance with, and include the terms of, the Request for Proposals; the contract will be for a not-to-exceed amount of \$193,175.

- 2) Inyo shall be responsible for administering all aspects of the contract with BAE Urban Economics, and shall have the authority to do so, both generally and in accordance with its terms, except that it shall not terminate the contract without first consulting with representatives from the other four jurisdictions; and
- 3) Upon Inyo's approval of an invoice submitted to it by BAE Urban Economics, Inyo shall pay BAE Urban Economics for services and work performed pursuant to the Inyo- BAE Urban Economics contract. Inyo will then submit invoices to Mono, Mammoth, and the City of Bishop, along with copies of the invoices and description of work performed. The invoices will request payment from Mono, Mammoth, and Bishop for the invoice in proportion to those entities funding commitments for the Regional Housing Needs Assessment and Action Plan. Mono, Mammoth, and Bishop shall remit payment to Inyo for the invoiced amounts within 30 days of their receipt of the invoice.
- 4) Funding commitments from each jurisdiction are as follows:
 - a. Mono County: 16% of each invoice
 - b. Town of Mammoth Lakes: 28% of each invoice
 - c. City of Bishop: 28% of each invoice
 - d. County of Inyo: 28% of each invoice
- 5) The four jurisdictions shall, no less frequently than monthly during the term of the contract, meet to discuss the status of the Regional Housing Needs Assessment and Action Plan and review any interim deliverables produced by BAE Urban Economics.
- 6) Upon completion and delivery, all four jurisdictions and ESCOG shall receive a copy of the Regional Housing Needs Assessment and Action Plan.

WHEREFORE, by the signatures of their authorized representatives appearing below, Inyo, Mono, Mammoth, and Bishop agree to perform and be bound by the terms of this Memorandum of Understanding.

The County of Inyo

By: _____
Chairman of the Board of Supervisors

Dated: _____

Approved as to form and legality:

By: _____
County Counsel for County of Inyo

Dated: _____

Approved as to accounting form:

By: _____
County Auditor for County of Inyo

Dated: _____

The County of Mono

By: _____
Chairman of the Board of Supervisors

Dated: _____

Approved as to form and legality:

By: _____
County Counsel for County of Mono

Dated: _____

The Town of Mammoth Lakes

By: _____
Mayor

Dated: _____

Approved as to form and legality:

By: _____
Attorney for the Town of Mammoth Lakes

Dated: _____

The City of Bishop

By: _____
Mayor

Dated: _____

Approved as to form and legality:

By: _____
Attorney for the City of Bishop

Dated: _____

The Eastern Sierra Council of Governments

By: _____
City Administrator

Dated: _____

Approved as to form and legality:

By: _____
Attorney for the Eastern Sierra Council of Governments

Dated: _____

AGREEMENT BETWEEN COUNTY OF INYO

AND BAE Urban Economics, Inc.

FOR THE PROVISION OF Regional Housing Needs Assessment and Action Plan SERVICES

INTRODUCTION

WHEREAS, the County of Inyo (hereinafter referred to as "County") may have the need for the Regional Housing Needs Assess services of BAE Urban Economics, Inc. of Berkeley, CA (hereinafter referred to as "Contractor"), and in consideration of the mutual promises, covenants, terms, and conditions hereinafter contained, the parties hereby agree as follows:

TERMS AND CONDITIONS

1. SCOPE OF WORK.

The Contractor shall furnish to the County, upon its request, those services and work set forth in Attachment A, attached hereto and by reference incorporated herein. Requests by the County to the Contractor to perform under this Agreement will be made by Meaghan McCamman, whose title is: Deputy County Administrator. Requests to the Contractor for work or services to be performed under this Agreement will be based upon the County's need for such services. The County makes no guarantee or warranty, of any nature, that any minimum level or amount of services or work will be requested of the Contractor by the County under this Agreement. County by this Agreement incurs no obligation or requirement to request from Contractor the performance of any services or work at all, even if County should have some need for such services or work during the term of this Agreement.

Services and work provided by the Contractor at the County's request under this Agreement will be performed in a manner consistent with the requirements and standards established by applicable federal, state, and County laws, ordinances, regulations, and resolutions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those which are referred to in this Agreement.

2. TERM.

The term of this Agreement shall be from January 28, 2025 to June 30, 2026 unless sooner terminated as provided below.

3. CONSIDERATION.

A. Compensation. County shall pay to Contractor in accordance with the Schedule of Fees (set forth as Attachment B) for the services and work described in Attachment A which are performed by Contractor at the County's request.

B. Travel and per diem. Contractor will not be paid or reimbursed for travel expenses or per diem which Contractor incurs in providing services and work requested by County under this Agreement.

C. No additional consideration. Except as expressly provided in this Agreement, Contractor shall not be entitled to, nor receive, from County, any additional consideration, compensation, salary, wages, or other type of remuneration for services rendered under this Agreement. Specifically, Contractor shall not be entitled, by virtue of this Agreement, to consideration in the form of overtime, health insurance benefits, retirement benefits, disability retirement benefits, sick leave, vacation time, paid holidays, or other paid leaves of absence of any type or kind whatsoever.

D. Limit upon amount payable under Agreement. The total sum of all payments made by the County to Contractor for services and work performed under this Agreement shall not exceed One Hundred Ninety Three Thousand, One Hundred Seventy Five Dollars

(\$193,175) (hereinafter referred to as "contract limit"). County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed which is in excess of the contract limit.

E. Billing and payment. Contractor shall submit to the County, once a month, an itemized statement of all services and work described in Attachment A, which were done at the County's request. This statement will be submitted to the County not later than the fifth (5th) day of the month. The statement to be submitted will cover the period from the first (1st) day of the preceding month through and including the last day of the preceding month. This statement will identify the date on which the services and work were performed and describe the nature of the services and work which were performed on each day. Upon timely receipt of the statement by the fifth (5th) day of the month, County shall make payment to Contractor on the last day of the month.

F. Federal and State taxes.

(1) Except as provided in subparagraph (2) below, County will not withhold any federal or state income taxes or social security from any payments made by County to Contractor under the terms and conditions of this Agreement.

(2) County will withhold California State income taxes from payments made under this Agreement to non-California resident independent contractors when it is anticipated that total annual payments to Contractor under this Agreement will exceed one thousand four hundred ninety nine dollars (\$1,499.00).

(3) Except as set forth above, County has no obligation to withhold any taxes or payments from sums paid by County to Contractor under this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of Contractor. County has no responsibility or liability for payment of Contractor's taxes or assessments.

(4) The total amounts paid by County to Contractor, and taxes withheld from payments to non-California residents, if any, will be reported annually to the Internal Revenue Service and the California State Franchise Tax Board. To facilitate this reporting, Contractor shall complete and submit to the County an Internal Revenue Service (IRS) Form W-9 upon executing this Agreement.

4. WORK SCHEDULE.

Contractor's obligation is to perform, in a timely manner, those services and work identified in Attachment A which are requested by the County. It is understood by Contractor that the performance of these services and work will require a varied schedule. Contractor will arrange his/her own schedule, but will coordinate with County to ensure that all services and work requested by County under this Agreement will be performed within the time frame set forth by County.

5. REQUIRED LICENSES, CERTIFICATES, AND PERMITS.

A. Any licenses, certificates, or permits required by the federal, state, county, municipal governments, for contractor to provide the services and work described in Attachment A must be procured by Contractor and be valid at the time Contractor enters into this Agreement or as otherwise may be required. Further, during the term of this Agreement, Contractor must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not limited to, driver's licenses, professional licenses or certificates, and business licenses. Such licenses, certificates, and permits will be procured and maintained in force by Contractor at no expense to the County. Contractor will provide County, upon execution of this Agreement, with evidence of current and valid licenses, certificates and permits which are required to perform the services identified in Attachment A. Where there is a dispute between Contractor and County as to what licenses, certificates, and permits are required to perform the services identified in Attachment A, County reserves the right to make such determinations for purposes of this Agreement.

B. Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration available at: <http://www.sam.gov>.

6. OFFICE SPACE, SUPPLIES, EQUIPMENT, ET CETERA.

Contractor shall provide such office space, supplies, equipment, vehicles, reference materials, and telephone service as is necessary for Contractor to provide the services identified in Attachment A to this Agreement. County is not obligated to reimburse or pay Contractor, for any expense or cost incurred by Contractor in procuring or maintaining such items. Responsibility for the costs and expenses incurred by Contractor in providing and maintaining such items is the sole responsibility and obligation of Contractor.

7. COUNTY PROPERTY.

A. Personal Property of County. Any personal property such as, but not limited to, protective or safety devices, badges, identification cards, keys, etc. provided to Contractor by County pursuant to this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of County. Contractor will use reasonable care to protect, safeguard and maintain such items while they are in Contractor's possession. Contractor will be financially responsible for any loss or damage to such items, partial or total, which is the result of Contractor's negligence.

B. Products of Contractor's Work and Services. Any and all compositions, publications, plans, designs, specifications, blueprints, maps, formulas, processes, photographs, slides, video tapes, computer programs, computer disks, computer tapes, memory chips, soundtracks, audio recordings, films, audio-visual presentations, exhibits, reports, studies, works of art, inventions, patents, trademarks, copyrights, or intellectual properties of any kind which are created, produced, assembled, compiled by, or are the result, product, or manifestation of, Contractor's services or work under this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of the County. At the termination of the Agreement, Contractor will convey possession and title to all such properties to County.

8. INSURANCE.

For the duration of this Agreement Contractor shall procure and maintain insurance of the scope and amount specified in Attachment C and with the provisions specified in that attachment.

9. STATUS OF CONTRACTOR.

All acts of Contractor, its agents, officers, and employees, relating to the performance of this Agreement, shall be performed as independent contractors, and not as agents, officers, or employees of County. Contractor, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of County. Except as expressly provided in Attachment A, Contractor has no authority or responsibility to exercise any rights or power vested in the County. No agent, officer, or employee of the Contractor is to be considered an employee of County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or a joint venture. As an independent contractor:

A. Contractor shall determine the method, details, and means of performing the work and services to be provided by Contractor under this Agreement.

B. Contractor shall be responsible to County only for the requirements and results specified in this Agreement, and except as expressly provided in this Agreement, shall not be subjected to County's control with respect to the physical action or activities of Contractor in fulfillment of this Agreement.

C. Contractor, its agents, officers, and employees are, and at all times during the term of this Agreement shall, represent and conduct themselves as independent contractors, and not as employees of County.

10. DEFENSE AND INDEMNIFICATION.

Contractor shall hold harmless, defend and indemnify County and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damages which was caused by the sole negligence or willful misconduct of the County.

11. RECORDS AND AUDIT.

A. Records. Contractor shall prepare and maintain all records required by the various provisions of this Agreement, federal, state, county, municipal, ordinances, regulations, and directions. Contractor shall maintain these records for a minimum of four (4) years from the termination or completion of this Agreement. Contractor may fulfill its obligation to maintain records as required by this paragraph by substitute photographs, microphotographs, or other authentic reproduction of such records.

B. Inspections and Audits. Any authorized representative of County shall have access to any books, documents, papers, records, including, but not limited to, financial records of Contractor, which County determines to be pertinent to this Agreement, for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by Contractor. Further, County has the right, at all reasonable times, to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement.

12. NONDISCRIMINATION.

During the performance of this Agreement, Contractor, its agents, officers, and employees shall not unlawfully discriminate in violation of any federal, state, or local law, against any employee, or applicant for employment, or person receiving services under this Agreement, because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex. Contractor and its agents, officers, and employees shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), and the applicable regulations promulgated thereunder in the California Code of Regulations. Contractor shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said act.

13. CANCELLATION.

This Agreement may be canceled by County without cause, and at will, for any reason by giving to Contractor thirty (30) days written notice of such intent to cancel. Contractor may cancel this Agreement without cause, and at will, for any reason whatsoever by giving thirty (30) days written notice of such intent to cancel to County.

14. ASSIGNMENT.

This is an agreement for the services of Contractor. County has relied upon the skills, knowledge, experience, and training of Contractor as an inducement to enter into this Agreement. Contractor shall not assign or subcontract this Agreement, or any part of it, without the express written consent of County. Further, Contractor shall not assign any monies due or to become due under this Agreement without the prior written consent of County.

15. DEFAULT.

If the Contractor abandons the work, or fails to proceed with the work and services requested by County in a timely manner, or fails in any way as required to conduct the work and services as required by County, County may declare the Contractor in default and terminate this Agreement upon five (5) days written notice to Contractor. Upon such termination by default, County will pay to Contractor all amounts owing to Contractor for services and work satisfactorily performed to the date of termination.

16. WAIVER OF DEFAULT.

Waiver of any default by either party to this Agreement shall not be deemed to be waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach, and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in paragraph twenty-two (22) below.

17. CONFIDENTIALITY.

Contractor further agrees to comply with the various provisions of the federal, state, and county laws, regulations, and ordinances providing that information and records kept, maintained, or accessible by Contractor in the course of providing services and work under this Agreement, shall be privileged, restricted, or confidential. Contractor agrees to keep confidential all such information and records. Disclosure of such confidential, privileged, or protected information shall be made by Contractor only with the express written consent of the County. Any disclosure of confidential information by Contractor without the County's written consent is solely and exclusively the legal responsibility of Contractor in all respects.

Notwithstanding anything in the Agreement to the contrary, names of persons receiving public social services are confidential and are to be protected from unauthorized disclosure in accordance with Title 45, Code of Federal Regulations Section 205.50, the Health Insurance Portability and Accountability Act of 1996, and Sections 10850 and 14100.2 of the Welfare and Institutions Code, and regulations adopted pursuant thereto. For the purpose of this Agreement, all information, records, and data elements pertaining to beneficiaries shall be protected by the provider from unauthorized disclosure.

18. CONFLICTS.

Contractor agrees that it has no interest, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the work and services under this Agreement.

19. POST AGREEMENT COVENANT.

Contractor agrees not to use any confidential, protected, or privileged information which is gained from the County in the course of providing services and work under this Agreement, for any personal benefit, gain, or enhancement. Further, Contractor agrees for a period of two years after the termination of this Agreement, not to seek or accept any employment with any entity, association, corporation, or person who, during the term of this Agreement, has had an adverse or conflicting interest with the County, or who has been an adverse party in litigation with the County, and concerning such, Contractor by virtue of this Agreement has gained access to the County's confidential, privileged, protected, or proprietary information.

20. SEVERABILITY.

If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state, or county statute, ordinance, or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby, and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

21. FUNDING LIMITATION.

The ability of County to enter this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, County has the option to cancel, reduce, or modify this Agreement, or any of its terms within ten (10) days of its notifying Contractor of the cancellation, reduction, or modification of available funding. Any reduction or modification of this Agreement made pursuant to this provision must comply with the requirements of paragraph twenty-two (22) (Amendment).

22. AMENDMENT.

This Agreement may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change is in written form and executed with the same formalities as this Agreement, and attached to the original Agreement to maintain continuity.

23. NOTICE.

Any notice, communication, amendments, additions, or deletions to this Agreement, including change of address of either party during the terms of this Agreement, which Contractor or County shall be required, or may desire, to make, shall be in writing and may be personally served, or sent by prepaid first class mail to, the respective parties as follows:

County of Inyo	
County Administrator	Department
PO Drawer N	Address
Independence, CA 95826	City and State

Contractor:	
BAE, C/O Aaron Nousaine	Name
10266 Truckee Airport Rd Suite C	Address
Truckee CA 96161	City and State

24. ENTIRE AGREEMENT.

This Agreement contains the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term or provision hereof may be changed, waived, discharged, or terminated, unless the same be in writing executed by the parties hereto.

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AGREEMENT BETWEEN COUNTY OF INYO
AND BAE Urban Economics, Inc.
FOR THE PROVISION OF Regional Housing Needs Assessment and Action Plan **SERVICES**

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS
THIS _____ DAY OF _____, _____.

COUNTY OF INYO

CONTRACTOR

By: _____
Signature

By: _____
Signature

Print or Type Name

Print or Type Name

Dated: _____

Dated: _____

APPROVED AS TO FORM AND LEGALITY:

County Counsel

APPROVED AS TO ACCOUNTING FORM:

County Auditor

APPROVED AS TO PERSONNEL REQUIREMENTS:

Personnel Services

APPROVED AS TO INSURANCE REQUIREMENTS:

County Risk Manager

ATTACHMENT A

**AGREEMENT BETWEEN COUNTY OF INYO
AND BAE Urban Economics, Inc.
FOR THE PROVISION OF Regional Housing Needs Assessment and Action Plan SERVICES**

TERM:

FROM: 1/28/25 **TO:** 6/30/26

SCOPE OF WORK:

BAE Urban Economics will deliver the Scope of Work as set forth in Attachment A-1.

Notwithstanding the language in Section 10. Defense and Indemnification, Contractor shall hold harmless, defend and indemnify County and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, cost (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in the agreement to the extent that the above arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct (all whether by act, error, and/or omission) of the Consultant, except such loss or damages which were caused by the sole negligence or willful misconduct of the County.

ATTACHMENT B

AGREEMENT BETWEEN COUNTY OF INYO

AND BAE Urban Economics, Inc.

FOR THE PROVISION OF Regional Housing Needs Assessment and Action Plan **SERVICES**

TERM:

FROM: 1/28/25

TO: 6/30/26

SCHEDULE OF FEES:

Project Budget

BAE will complete the scope of work on a percent complete basis for the not-to-exceed amount of this Agreement. The schedule of fees is set forth on Table 2 of Attachment A-1. Reported hourly rates include personnel and overhead costs, and are subject to revision on or after January 1, 2026. Revision to hourly rates shall not result in an increase in the not-to-exceed project cost or result in the inability to complete the existing scope of work, unless otherwise authorized by the client as a result of modifications to this scope of work. Allowable travel costs and other expenses, such as data purchases, are passed through with no markup.

Contractor shall submit to the County, once a month, an itemized statement of all services and work performed as described in Attachment A-1, which were done at the County's request.

Notwithstanding the language in Section 3E Billing and Payment, the monthly statement will include a description of the work completed during the month and will bill out each task based on the percent completed to-date.

Notwithstanding the language in Section 3.B, Travel and Per Diem, Travel Expenses for this contract will be reimbursed via monthly invoices when travel is performed. Travel Expenses will be reimbursed at the rate of \$317.50 per trip for up to 6 trips.

Notwithstanding the language in Section 6, Office Space, Equipment, Supplies, Etc, data purchases up to \$2,000 will be reimbursed, as described in Table 2 of Attachment A-1.

ATTACHMENT C

AGREEMENT BETWEEN COUNTY OF INYO

AND _____
FOR THE PROVISION OF _____ SERVICES

TERM:

FROM: _____ TO: _____

SEE ATTACHED INSURANCE PROVISIONS



November 27, 2024

Tyrone P. A. Grandstrand
Housing Opportunities Manager, County of Mono
1290 Tavern Road
Mammoth Lakes, CA 93546

Subject: 2025 Schedule of Fees- SMR Development LLC

Dear Tyrone,

SMR Development, LLC's fees will increase effective January 1, 2025. Therefore, any additional Scope of Work Letters and Invoices after the first of the year will be reflective of such increase.

Please see 2025 Schedule of Fee update attached.

Should you require any additional information or documentation, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, reading "Shellan M. Rodriguez".

Shellan M. Rodriguez
President
SMR Development, LLC

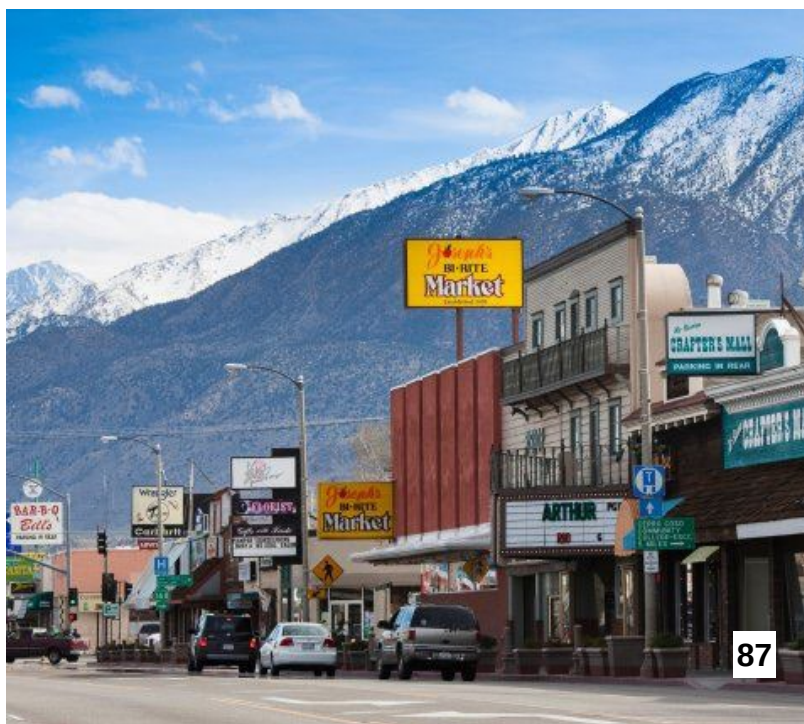


2025 Consulting Fee Schedule
Effective January 1, 2025

	Fee
Principal	\$270/ hour
Associate	\$140/ hour
Admin	\$100/ hour

bae urban economics

Eastern Sierra Regional Housing Needs Assessment and Action Plan
Prepared for the Eastern Sierra Collective Action Committee
October 28, 2024



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October 28, 2024

Shellan Rodriguez, PMP
SMR Development

Via email: shellan@smrdevelopment.com

Dear Shellan Rodriguez:

I am pleased to have the opportunity to submit the attached proposal to prepare the Eastern Sierra Regional Housing Needs Assessment and Action Plan. As a resident of a mountain resort community, I deeply understand and appreciate the multifaceted nature of the issues facing the Eastern Sierra community, and applaud the efforts being undertaken to find a better balance between economic sustainability and quality of life for all residents of the region.

As a real estate economics consulting firm with 35 years of experience specializing in workforce and affordable housing, we believe we are uniquely positioned to complete this work on behalf of the Eastern Sierra Collective Housing Committee (CHC). We have extensive experience conducting related research on affordable and workforce housing issues in peer communities, as well as experience conducting related research within the Eastern Sierra Region. As such, I believe that we are well positioned to ask the right questions and to guide the CHC towards creation of an Action Plan which is right sized and readily implementable.

Per your stated preference in the RFP, we have kept the main proposal to 15 pages. However, we have elected to also provide some supplemental exhibits, to which you may refer at your discretion. These include brief examples of our relevant project experience and references, as well as examples of the survey templates and housing need estimation methods that we propose to use as the basis for completion of this assignment.

If you have any additional questions regarding our qualifications, experience, and/or proposed approach, please do not hesitate to contact me. I am available by phone at (530) 574-9285 or by email at aaronnousaine@bae1.com.

Sincerely,



Aaron Nousaine, MCRP
Principal, Lake Tahoe Region Office

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Table of Contents

TEAM QUALIFICATIONS.....	1
Staff Qualifications.....	2
APPROACH AND METHODOLOGY	3
PROPOSED PROJECT TIMELINE.....	12
PROPOSED BUDGET	15
Exhibit A: Select Project Examples.....	17
Exhibit B: Employer Survey Template	21
Exhibit C: Employee Survey Template	27
Exhibit D: Example Housing Need Estimation workbook	33

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TEAM QUALIFICATIONS

BAE is an award-winning, national real estate economics consulting practice. Since 1986, we have completed more than 2,700 engagements for a wide variety of public agencies, non-profits, financial institutions, and real estate investors and developers throughout the nation.

BAE offers a broad range of consulting services related to the nexus of market economics and feasibility and community-based planning. Some of our key practice areas include:

- Workforce and affordable housing needs
- Market and financial feasibility analyses
- Public-private partnership (P3) structuring and negotiation support
- Fiscal impacts and economic benefits analyses
- Public policy analysis and strategy development
- Sustainability and transit-oriented development (TOD)
- Economic development and revitalization
- Public finance and infrastructure funding

BAE's passion for the "triple bottom-line" of sustainable economics, community equity and social justice, and environmental sustainability makes us unique among real estate economists. We believe there are practical solutions to real world issues that can achieve this triple bottom-line, and that consideration of environmental impacts and social benefits, in addition to financial returns, results in the highest quality outcomes and best overall value for our clients. Our company has practiced this same philosophy since our inception with intentional investments in our staff and workplaces to foster creativity, collaboration, innovation, and a commitment to excellence. We foster an environment of "confidence through competence," wherein we empower staff to grow as independent professionals and subject area experts, yet also foster the soft skills necessary to work collaboratively, recognizing each other's strengths. We bring a similar approach to our clients, seeking to augment, enhance, and build on their internal expertise to better achieve their mission(s)

All our work is led by seasoned professionals, who are responsible for project direction and quality control. We have 18 professional staff and three admin staff across five main offices in Davis, Berkeley, and Los Angeles in California, as well as Washington D.C. and New York City, as well as three satellite offices in Truckee, California, Portland, Oregon, and Atlanta, Georgia.

The BAE Difference shows. We have earned more awards for excellence than any other firm in our field, and our clients have retained us repeatedly over our 38-year history. For some examples of our relevant work experience and references, please see Exhibit A.

For more information, please visit our website at www.bae1.com.

Staff Qualifications

Aaron Nousaine, MCRP, Principal

Aaron will function as BAE's Principal-in-Charge and brings almost 20 years of experience in real estate economics, development feasibility, and regional planning. Aaron lives in Truckee, California, and has conducted extensive research into the economics of workforce and affordable housing in tourism-oriented communities. Aaron was lead author of the 2016 *Truckee-North Tahoe Regional Workforce Housing Needs Assessment*, in addition to countless other affordable and workforce housing needs assessments across the country. Aaron also provides project specific development advisory services, such as for the Sugar Pine Village project in South Lake Tahoe on behalf of the State Department of General Services (DGS) Excess Sites Program. Aaron also brings specialized expertise on the impacts of the short-term rental industry on workforce housing, as well as the relationships between housing instability and economic sustainability in destination communities. In addition to his cutting-edge research, Aaron has helped establish innovative programs for scaling workforce housing solutions, including deed restriction purchase programs, among other approaches. Aaron holds an MCRP from UNC Chapel Hill and BA from CSU Monterey Bay.



Matt Fairris, MCP, Vice President

Matt Fairris is Vice President and head of BAE's office in Portland, Oregon. Matt's brings extensive experience assisting BAE with housing market research throughout the West Coast and has extensive expertise in affordable housing finance and development feasibility. Matt is helping to revolutionize affordable housing policy in the greater Portland metro area through refinements to adopted development standards and inclusionary housing policies and is using that expertise to assist other communities throughout the region, most recently including work in Bend, Oregon, and Boise, Idaho. Matt holds an MCP from UC Berkeley and a BS from UC Davis.



Jenna Fairman, Analyst

Jenna is an Analyst in BAE's Sacramento Region office and will provide research support for this assignment. Jenna is currently providing data collection and GIS mapping for the TRPA Restoring Housing Justice project. She also recently supported short-term rental studies in Mariposa County, Mono County, and the Town of Mammoth Lakes, and residential vacancy tax analyses in Nevada County, the Town of Truckee, and the City of South Lake Tahoe. Jenna is an enthusiastic skier and grew up in Bear Valley, California. She holds a BS from UC Davis.



APPROACH AND METHODOLOGY

The following briefly summarizes BAE's proposed scope of work, with optional tasks. We anticipate that this would represent a starting point for discussion. We look forward to working with the Collective Housing Committee (CHC) to tailor the scope of work further, if needed.

Phase I – Regional Housing Needs Assessment + Market Analysis

Per the requested scope of work, Phase I of the project will include collection of background information necessary to inform preparation of the Action Plan under Phase II.

Task 1: Kickoff Meeting and Information Request

BAE staff will attend a virtual kickoff meeting with members of the CHC, including representatives from Inyo and Mono Counties, the Town of Mammoth Lakes, the City of Bishop, the Eastern Sierra Council of Governments (ESCOG), and SMR Development. The purpose of the meeting will be to review the work scope and schedule, discuss project logistics and coordination, plan for the first community workshop, and to provide BAE with any relevant background materials and locally available datasets (e.g., building permit data, planned and proposed project inventory, assessors' parcel data, zoning and land use data, short-term rental permit data and transient occupancy tax receipts, etc.). In addition, the CHC can provide direction on modifications to the Study Region (Inyo County and Mono County) and/or sub-area boundaries (Town of Mammoth Lakes, City of Bishop, and all Census Designated Places), and BAE and the CHC can discuss refinements to the work scope. BAE will also provide the CHC with updated copies of the employer and employee survey tools for review and comment.

Task 2: Review Background Materials

BAE will review background materials provided by the CHC regarding affordable and workforce housing needs and policies within the Study Region, including but shall not be limited to:

- 2005 Inyo and Mono County Housing Needs Assessment
- 2017 Mono County Housing Needs Assessment and Resident Survey
- 2017 Mammoth Lakes Housing Needs Assessment and Action Plan
- 2019-2027 Town of Mammoth Lakes Housing Element
- 2019-2027 City of Bishop Housing Element
- 2019-2027 Mono County Housing Element
- 2021-2029 Inyo County Housing Element
- 2022 Downtown Bishop Specific Plan and Mixed-Use Overlay
- 2022 Evaluating Infill Housing Opportunities to Reduce Inyo County per Capita VMT
- 2024 Town of Mammoth Lakes Short-Term Rental Study
- 2024 Mono County Short-Term Rental Housing Study

Task 3: Identify Current Demographic and Economic Trends

Under this task, BAE will collect relevant statistics regarding community demographics, household composition, regional employment and commuting patterns, housing inventory characteristics, and housing market conditions and. BAE will collect statistics from the 2010 and 2020 Decennial Census, as well as the most recent available American Community Survey (ACS), and will consult with members of the CHC (and the ESCOG in particular) regarding known errors and shortcomings associated with these data sets. BAE will also leverage other demographic and economic data source, as needed, including data available from the California Department of Finance (DOF), Department of Transportation (Caltrans), Employment Development Department (EDD), Department of Tax and Fee Administration (CDTFA), the U.S. Postal Service (USPS), and U.S. Bureau of Labor Statistics (BLS), as well as a variety of available private data sources such as CoStar, ListSource, and AirDNA. Data will be collected for the Study Region and subareas. Some selected data may also be collected at the Census Block Group and/or Tract level to facilitate preparation of thematic maps.

The specific variables collected using publicly available data sources will include, but shall not be limited to, total population, age distribution, racial and ethnic distribution, seasonal population changes, number of households, households by income category, household size and type, occupied housing units by tenure (e.g., renter occupied, owner occupied, vacant), households by presence of housing problems,¹ housing units by type (e.g., single-family, multifamily, etc.), employment by industry (both monthly and annual for the two counties and incorporated cities), unemployment and labor force trends, occupational employment characteristics, regional commuting patterns, sales tax and transient occupancy tax trends, housing units by type of vacancy (e.g., functional vs. seasonal, etc.), and housing units by size. As an additional no-cost option, BAE can also supplement information previously collected for Mono County (i.e., add in data for Inyo County) regarding change of address requests submitted to the U.S. Postal Service (USPS) to assess the order of magnitude of in- and out-migration that occurred in recent years and a result of COVID-19 induced regional migration.

Additional data on recent trends in the for-sale and rental housing markets will be collected from private data vendors and various other local sources. For example, BAE will process and review information on residential purchases available through ListSource, a private data vendor, to identify trends in home sales volumes and pricing by subarea and asset class. BAE will also review the available data from CoStar on inventory and pricing trends within the multifamily rental housing market, but will also conduct primary research to identify private rental listings for single-family homes and condominiums that are for rent within the study area. BAE will also interview real estate brokers and property managers to assess trends in the housing market. Data on the tourist accommodations inventory will be collected from the local tourism bureaus (i.e., Visit Mammoth and Visit Bishop), as well as from CoStar for the

¹ As defined by the U.S. Department of Housing and Urban Development (HUD) and the U.S. Census Bureau.

hotel inventory and from AirDNA for the short-term rental industry. BAE will also request information on recent building permit trends and residential development projects planned for construction in the study area, as well as any non-residential projects that would involve a significant increase in local or regional employment (thereby creating new housing demand).

In addition to collecting the above data on household demographics and housing market trends, BAE will calculate the relative for-sale home prices and rental rates that may be affordable at different income levels, as well as the income that would be necessary to reasonably afford market rate housing within each market segment using industry standard methods and loan underwriting criteria, including the California State income limits.

Task 4: Community Outreach and Stakeholder Surveys

To collect additional information necessary to interpret the quantitative data collected under Task 3, which will also be needed to complete the housing need estimates under Task 5, BAE proposes to complete a series of interviews and to administrate a pair of custom survey tools.

Task 4a: Real Estate Industry Interviews

Under this task, BAE will conduct one-on-one and/or group interviews with up to 20 individuals knowledgeable about local housing market conditions and trends. This will include real estate brokers and property managers, as well as housing advocates, policymakers, and housing program administrators. The interviews may be conducted in-person or virtually (either by phone or web meeting), as dictated by the schedule and budget. BAE will work with the CHC as part of the kickoff meeting to identify potential contacts.

Task 4b: Employer and Employee Surveys

To collect information about the impacts of the workforce housing shortage on job creation, as well as on workforce housing preferences, BAE proposes to administer two concurrent surveys, one aimed at employers and the other at employees. These tools will be based on templates previously used by BAE for similar research (see Exhibits B and C), but will be modified by BAE in consultation with the CHC prior to implementation. The survey tools will be made available online using the SurveyMonkey web survey platform, though hard copy surveys will be available upon request, as well as for use by partner organizations and agencies that would like to assist with survey implementation.

BAE will work with the CHC to compile available business license information and Chamber of Commerce member rolls, including mailing addresses and email addresses for businesses within the Study Region. If needed, BAE can also augment the data provided by the CHC with additional information available through Dun and Bradstreet (D&B), at an additional cost. BAE will then prepare a list of up to 400 businesses to invite to participate in the employer survey. BAE will then prepare customized survey packets for distribution to target employers via email and the USPS. Each information packet will include an introductory letter explaining the purpose of the survey and the uses of its data, including

assurances of anonymity for all survey responses. The letter will give instructions for a business representative to fill out the employer survey and for the business to distribute the employee survey to its workers. The introductory letter will provide web links for the online employer and employee surveys and will also provide web links to download and print hard copy forms for both the employer and employee surveys, along with instructions to mail or email completed surveys to BAE for processing.

In addition to requesting that businesses receiving the survey packets encourage their workers to respond to the employee survey, BAE will also strategize with the CHC to identify methods to publicize the availability of the employee survey through social media channels that would reach local employees independent of their employers. BAE will also work with the CHC to identify the most appropriate timing for administration of the employee survey to optimize the response rates for both year-round and seasonal employees (e.g., avoid the shoulder seasons when some year-round workers leave the area for vacations).

Once the survey period (approximately eight weeks) has lapsed, BAE will download all survey responses from the employer and employee surveys. BAE will also enter the data from any completed hard copy surveys returned to BAE via mail or e-mail. Upon completing survey data entry and cleaning, BAE will analyze the data for use in estimating demand for affordable workforce housing. An important goal of the survey work is to better understand the circumstances of workforce households and their housing needs, by income level.

Task 4c: Community Workshops

BAE will facilitate up to three in-person community workshops during Phase I which will be structured as presentations to members of the CHC, but will also be open to the public and will provide the public with opportunities to observe the process, learn from the information being presented, and provide their own input. The exact number of meetings and their locations will be up to the CHC, the proposed budget assumes the following:

Workshop #1 – Formally convene the CHC, provide a summary of the reasons for undertaking this work, introduce the consultant team, review the proposed process, scope of work, and schedule. Introduce the employer and employee surveys and begin soliciting support. BAE recommends holding this workshop shortly after the kickoff meeting, which can be used to coordinate the first workshop.

Workshop #2 – Present an interim update (with detailed slide deck) to the CHC on the Demographic and Economic Trends analysis and the stakeholder interviews. Announce plans for the employer and employee surveys.

Workshop #3 – Present on key findings (with detailed slide deck) from the community outreach interviews, prior CHC workshops, and the employer and employee surveys. Introduce the Phase II process.

Task 4d: Translation Services

BAE For the purposes of facilitating workshops and other community outreach, BAE will provide Spanish language copies of public facing print and presentation materials, such as the survey tools, invitation letters, and presentation slides. The CHC will be responsible for coordinating and absorbing the cost of in-person Spanish language translations at each of the community workshops. BAE will provide Spanish language copies of the executive summaries for the Phase I and Phase II reports. A Spanish language copy of the full-text reports may be prepared upon request at additional cost.

Task 4e: Community Town Hall Forums (Optional)

As an optional task, BAE staff will be available to participate in up to eight community town hall forums at locations throughout the Study Region. The forums will be structured to summarize the available information on existing unmet housing needs and to solicit input on community housing needs throughout the Study Region. The intent will be to conduct up to four town halls in each county, distributing the meetings in such a way as to achieve the best possible geographic representation of the community. For example, in Mono County, the town halls might be held in the Colville/Walker, Bridgeport, June Lake/Mammoth Lakes, and Benton/Chalfant areas. In Inyo County, the town halls might be distributed across the Bishop, Lone Pine, and Shoshone/Tecopa areas. The exact locations for the town halls would be determined in consultation with the participating jurisdictions who would also be responsible for securing facilities and advertising the meetings to the public. The cost for this task will be determined in conversation with the CHC depending on the ability to consolidated multiple town halls into a small number of staff trips to the Eastern Sierra.

Task 5: Estimate and Forecast Housing Needs by Type

Under this task, BAE will prepare estimates of the order of magnitude of housing demand originating from existing resident, non-resident, and seasonal worker households. These estimates will illustrate the relative magnitude of the mismatch between the available housing stock within the region and the types of housing units that may best suit the needs of the region's workforce. As a result, the estimates should not be interpreted strictly as the number of new units that need to be built, but as the number of units that need to be "made available" to meet the needs of the workforce. For example, a portion of the estimated unmet demand comes from households that live in housing units with inadequate kitchen and plumbing facilities, which are overcrowded, or in households that are significantly overpaying for housing. Therefore, a portion of the estimated unmet demand may be satisfied through programs aimed at residential rehabilitation and towards improving affordability within the existing rental and for-sale housing stock. Nonetheless, a portion of the identified unmet demand, notably the demand from non-resident in-commuter workforce households and households associated with new employment growth, must be satisfied through the provision of new units (e.g., either new construction or conversion of existing second homes).

Task 5a: Estimate Number of Resident Workforce Households

The first step in the process of estimating unmet workforce housing needs is to identify the number of existing resident workforce households. To do this, BAE uses the robust demographic data available through the U.S. Census Bureau Public Use Microdata Sample (PUMS). The PUMS data provide a sample of individual responses to the American Community Survey (ACS) for defined areas of 100,000 or more persons (Public Use Microdata Areas, or PUMAs), which allow the creation of cross-tabulations of data not otherwise available in the published ACS data tables. BAE will use the SPSS statistical software package to generate frequency counts of resident workers by occupation, household size, and combined household income. The data is then adjusted to account for the number of workers in the Study Region compared to the PUMA analysis area. BAE will then use data from the Quarterly Census of Employment and Wages (QCEW) and the Census Bureau's Non-Employer Statistics to reweight the distribution to align with the occupational employment distribution observed within the Study Region specifically. BAE will then use the PUMS data to convert from resident workers to worker households by income level.

Task 5b: Estimate Number of Seasonal and In-Commuter Workforce Households

The next step is to estimate the number of seasonal workforce households living in the Study Region. This is done based on the total number of resident workers identified based on the PUMS analysis, which represents an annual average. BAE then adjusts the total number of year-round resident workers downward, proportionate to the seasonal fluctuations in employment, to estimate the number of off-season resident workforce households, and upwards to estimate the number of peak season resident workforce households, based on QCEW and Census Non-Employer Statistics. The difference between these estimates equals the total number of seasonal workers that live in the Study Region. To estimate the number of households associated with the in-commuter workforce, BAE will apply the region's gross in-commuter rate, based on data from ESCOG and/or the U.S. Census Bureau, to the average annual resident workforce estimates. To convert from workers to workforce households, BAE will apply worker per household, total household size, and household income estimates derived based on the employee survey response data.

Task 5c: Estimate Unmet Workforce Housing Demand by Type

To estimate the anticipated housing demand generated by workforce households of all types, BAE makes the simplifying assumption that each household would occupy the smallest available unit, while simultaneously avoiding overcrowding (i.e., no more than two persons per bedroom, or more than one person per room). While many households prefer housing that is larger than the minimum necessary to avoid overcrowding, to the extent that housing affordability correlates with housing type and size, workforce households that are struggling to locate and secure housing often need to occupy smaller units than they might prefer. The unmet resident workforce housing demand estimates are subsequently based on estimates of total workforce housing demand from year-round resident worker households, multiplied by the proportion of households within each income category that

experienced one of the four HUD defined housing problems, as reported in the HUD Comprehensive Housing Affordability Strategy (CHAS) dataset. Unmet seasonal and non-resident workforce housing demand estimates are based the proportion of seasonal and in-commuter survey respondents who indicated their preferred housing type and who would relocate to the Study Area if adequate housing options were made available.

Task 5d: Forecast Future Housing Needs by Type, Size, and Affordability Level

BAE will forecast anticipated future housing needs over the next five to ten years by housing type, household size, and affordability level. To do this, BAE will evaluate jobs by industry forecasts available from the EDD and Caltrans and will convert forecasted workers to forecasted workforce housing demand based on the distribution of workforce households by type (i.e., resident, seasonal, and in-commuter), household size, and income level, based on the distributions matrices compiled in Tasks 5a-d above.

Task 5e: Estimate/Forecast Housing Needs by Race/Ethnicity (OPTIONAL)

As an optional task, BAE can also calculate the distribution of unmet housing needs for each worker household category by worker race and ethnicity. The calculations are based on the distribution of workers by race and ethnicity, as reported in the PUMS, as well as by seasonal workers and in-commuters as part of the employee survey. Additional cross tabulations not otherwise specified here may also be possible at an additional cost.

Task 5f: Prepare Housing Need Estimation and Forecasting workbook

As a final subtask under Task 5, BAE will prepare a Microsoft Excel workbook similar to the attached example (see Exhibit D), that will allow the CHC to replicate the methods used for this study for future updates. The workbook will identify where the CHC should enter newly updated data and will identify the appropriate data sources and formats to be used.

Task 6: Housing Funding/Financing Gap Analysis

Under this task, BAE will prepare a set of tables that compare consumer spending power for housing at different income levels with the cost associated with providing housing. BAE will prepare a table illustrating the maximum rent that can be considered affordable at each income level, assuming 30 percent of income goes to housing with allowances made for utilities. BAE will then calculate the amount of permanent debt that could be supported based on the rent that is affordable at each income level. BAE will also calculate the maximum for-sale home purchase prices that could be considered affordable at each income level based on prevailing mortgage lending terms and will compare. BAE will then compare the debt that would be supportable by rental income and the for-sale purchases prices at each income level to the cost of providing different types of housing (e.g., single-family homes, ADUs, apartments, condominiums, etc.). The difference between what the consumer can afford to support and the cost of providing housing is known as the financing gap, which would need to be closed through some form of subsidy or cost reduction to make development financially feasible. The funding/financing gap estimates and the housing need estimates, when combined, can

provide perspective on the order of magnitude cost that would need to be closed in order to provide housing sufficient to meet the estimated existing and forecasted need.

Task 7: Regional Housing Sites Inventory (Optional)

As an optional task, BAE will prepare an inventory of residentially zoned land throughout Inyo and Mono Counties, as well as the incorporated Town of Mammoth Lakes and City of Bishop. To do this, BAE will collect the current assessor's parcel database in ArcGIS geodatabase format, along with files associated with General Plan Land Use and Zoning designations. The participating jurisdictions will provide guidance regarding the land use and zoning districts that allow different types of housing, and will also need to provide BAE with other data sets necessary to evaluate the project readiness of different potential housing opportunity sites. These additional data sets will be dependent on what is available from the jurisdictions, but may include roadways; water, sewer, and electrical infrastructure; public land ownership; flood zone overlays; etc. BAE will use assessed value data and indicators within the assessors' parcel database related to the presence of built structures to identify vacant and underutilized parcels. BAE will coordinate with staff from each jurisdiction to identify additional government owned property that may represent potential housing opportunity sites. BAE will then work with staff from each jurisdiction to calculate an assumed buildout density and site efficiency factor for each applicable zoning district that may be reasonably achievable, and will use these factors to estimate the residential buildout potential of the existing sites inventory. Upon completion of this work, BAE will provide the CHC with an electronic database containing the collected information regarding the regional housing sites inventory. In lieu of completing this work as part of this initial needs assessment effort, this task may also be included as part of the Action Plan for completion during a future implementation phase.

Task 8: Housing Development Feasibility Analysis (Optional)

In addition to preparing the housing funding/feasibility gap analysis under Task 6, BAE staff will be available to prepare detailed pro-forma financial feasibility models for desired housing types in order to better assess barriers to development feasibility. This would include interviews with local developers to identify detailed construction costs, including land acquisition costs, site preparation costs, hard and soft construction costs, and financing terms. BAE would then work with each jurisdiction to estimate governmental fees. BAE would leverage work completed under Task 3 to estimate market rate and affordable housing costs. BAE would then calculate the relative feasibility of new construction and conduct sensitivity analysis to identify potential ways of improving the financial feasibility of new development, including potential updates to the development code, as well as innovative financing tools. In lieu of completing this work as part of this initial needs assessment effort, this task may also be included as part of the Action Plan for completion during a future implementation phase.

Task 9: Prepare Draft and Final Regional Housing Needs Assessment Report

Concurrent with completion of Tasks 1-8, BAE will prepare a report that summarizes the data collected and identifies key findings and conclusions. BAE will provide an *Administrative Draft*

report to SMR Development for review. Upon receipt of comments, BAE will prepare a *Review Draft* report for circulation to the CHC. Upon receipt of one consolidated set of comments, prepared by SMR Development, BAE will revise the Public Review Draft report and prepare a *Final* report for public distribution and presentation at a community workshop.

Phase II – Eastern Sierra Regional Housing Action Planning Process

Per the requested scope of work, Phase II of this project will include preparation of a Regional Housing Action Plan. The following is a rough summary of BAE's proposed approach.

Task 10: Facilitate a Regional Housing Action Planning Process

Upon completion of the Phase I research, BAE will facilitate up to three workshops with the CHC to review key findings from the Phase I research and discuss potential policy and program options for both local and regional implementation over a five-year Action Plan timeframe:

Workshop #4 – Discuss the spectrum of potential policy and program solutions that would meet the needs identified through the Phase I research. Receive guidance regarding which approaches may warrant consideration. Gain an understanding of what additional information the CHC members may need in order to build consensus around solutions.

Workshop #5 – Report back on the additional information that was requested by the CHC and receive additional guidance regarding which approaches may warrant inclusion in the draft Action Plan. Identify which solutions can be implemented right away, versus those that require additional research and preparation prior to implementation. Begin to assign roles and responsibilities and to discuss potential funding sources.

Workshop #6 – Present the Review Draft Regional Housing Action Plan to the CHC and receive comments on the draft. Confirm that consensus of members. Receive public commitments to pursue near-term implementation.

Task 11: Prepare the Eastern Sierra Housing Action Plan

In preparation for the fourth CHC community workshop, BAE will prepare a slide deck summarizing the array of potential policy and program options that may warrant inclusion in the Regional Housing Action Plan. Upon receipt of comments from the CHC, BAE will conduct additional research and will refine the list of potential policy options. Upon completion of the fifth CHC community workshop, BAE will begin preparation of an *Administrative Draft Regional Housing Action Plan* for review by SMR Development. Upon receipt of comments from SMR Development, BAE will prepare a Review Draft Regional Housing Action Plan for review by the CHC and for presentation at a sixth community workshop. Upon receipt of one consolidated set of comments from the CHC, prepared by SMR Development, BAE will prepare a Final Regional Housing Action Plan document for public distribution and implementation by the CHC.

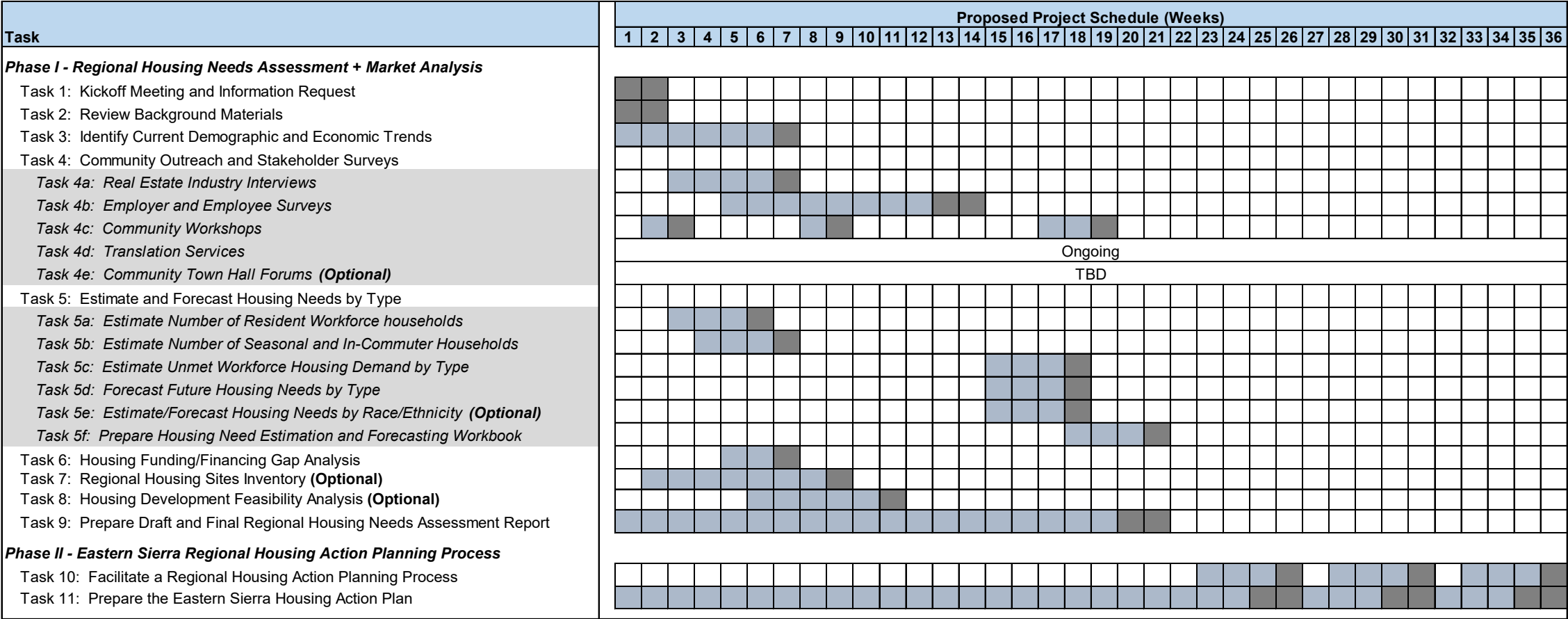
PROPOSED PROJECT TIMELINE

BAE proposes to complete the above scope of work over a work period of approximately 36 weeks (around nine months). For details, please refer to **Table 1** on the following page.

We anticipate that the initial demographic and economic trends analysis will take roughly six to eight weeks to complete, which would position the project team to report on the research conducted to date at the first of the CHC workshops. At that time the consultant team and the CHC would announce the launch of the employer and employee survey effort, which will include approximately two weeks of prep time along with six to eight weeks for survey administration. The housing needs estimation and forecasting effort would start concurrently with the background demographic and economic research, but will not be completed until after the survey results are tabulated. From the time that BAE initiates the background materials review and demographic/economic research, we will also be preparing draft report materials, such that we can provide the initial Administrative Draft of the Phase I report for review SMR Development shortly after completing the survey tabulation and the third CHC community workshop.

The timeline for the Phase II action planning process is intentionally short at approximately 16 weeks (around four months). This will help ensure that the project team and the CHC are able to maintain the level of engagement needed for a successful process. The proposed timeline assumes that the first action planning workshop would be held roughly 4-5 weeks following delivery of the final Phase I report. BAE is committed to maintaining an ongoing inventory of potential policy and program options from the start of the project, which will facilitate this quick turnaround. BAE then proposes to hold CHC action planning workshops every 4-5 weeks thereafter until the consultant team has received input sufficient to prepare the Administrative Draft Eastern Sierra Housing Action Plan for review by SMR Development.

Table 1: Proposed Project Timeline



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PROPOSED BUDGET

BAE proposes to complete the above scope of work on a percent complete basis for a fixed fee of \$193,305, excluding optional tasks, as shown in Table 2 below. BAE looks forward to working with SMR Development and the CHC to further refine the scope of work and budget, including identifying costs for Optional Tasks 4e and 8. BAE proposes to complete Optional Task 7 for a fixed fee amount of \$18,560. Reported hourly rates include personnel and overhead costs, and are subject to revision on or after January 1, 2025. Travel costs and other expenses, such as data purchases, are passed through to the client with no markup.

Table 2: Proposed Project Budget

Task	BAE Urban Economics				
	Principal	Director	Sr. Assoc.	Analyst	(a)
	\$310	\$285	\$220	\$120	
Task 1: Kickoff Meeting and Information Request	2				\$620
Task 2: Review Background Materials	16				\$4,960
Task 3: Identify Current Demographic and Economic Trends	32	6	60	80	\$34,430
Task 4: Community Outreach and Stakeholder Surveys	122		64	28	\$55,260
Task 4a: Real Estate Industry Interviews	30				\$9,300
Task 4b: Employer and Employee Surveys	40		40	16	\$23,120
Task 4c: Community Workshops	48			12	\$16,320
Task 4d: Translation Services	4		24		\$6,520
Task 4e: Community Town Hall Forums (Optional)	TBD				
Task 5: Estimate and Forecast Housing Needs by Type	48	42	0	20	\$29,250
Task 5a: Estimate Number of Resident Workforce households	4	16		4	\$6,280
Task 5b: Estimate Number of Seasonal and In-Commuter Households	8	8		2	\$5,000
Task 5c: Estimate Unmet Workforce Housing Demand by Type	8	8		4	\$5,240
Task 5d: Forecast Future Housing Needs by Type	8	2			\$3,050
Task 5e: Estimate/Forecast Housing Needs by Race/Ethnicity (Optional)	4	4		2	\$2,620
Task 5f: Prepare Housing Need Estimation and Forecasting Workbook	16	4		8	\$7,060
Task 6: Housing Funding/Financing Gap Analysis	2		8		\$2,380
Task 7: Regional Housing Sites Inventory (Optional)	16		40	40	\$18,560
Task 8: Housing Development Feasibility Analysis (Optional)	TBD - \$7,500 per prototype				
Task 9: Prepare Draft and Final Regional Housing Needs Assessment Report	40	4	16	16	\$18,980
Task 10: Facilitate a Regional Housing Action Planning Process	88			16	\$29,200
Task 11: Prepare the Eastern Sierra Housing Action Plan	40			16	\$14,320
Reimbursable Expenses					\$3,905
Data Purchase and Subscriptions					\$2,000
Travel (e.g., mileage, accommodations, etc.)(b)					\$1,905
Totals, Excluding Optional Tasks	\$120,900	\$14,820	\$32,560	\$21,120	\$193,305
Including Optional Tasks	TBD				

Note:

(a) Hourly rates are subject to revision on or after January 1, 2025.

(b) Assumes 250 miles round trip mileage at \$0.67 per mile, and one \$150 per night hotel stay, per workshop.

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Agenda Item: 10.B
Date of Meeting: January 13, 2025
Department: Planning

STAFF REPORT

To: City Council
From: Ana Budnyk
Subject: **Discussion Regarding the Formation of Parking Technical Advisory Committee (PTAC) for City of Bishop Parking Demand and Land Use Study.**

Background/History:

In 2023, the City of Bishop City Council approved city staff to assess existing parking usage, propose parking management strategies, and explore potential development opportunities for residential and city facility expansion.

To achieve these goals, the City of Bishop hired an interdisciplinary team led by Wood Rodgers. This team was tasked with:

- Evaluating the current parking inventory.
- Identifying parking capacity across three seasons (January, April, and July).
- Analyzing land use and parking utilization within the Downtown Mixed-Use Zone.
- Identifying opportunities and constraints.
- Community Engagement, included but not limited working with Technical Advisory Committee.
- Presenting findings to the public.

At this stage in the process, the **Parking Counts** have been completed for 3 seasons of the year with selected dates in January, April, and July.

Analysis/Discussion:

The formation of a Technical Advisory Committee (TAC) is essential at this stage of the study. With data collection completed, the TAC will focus on analyzing opportunities and constraints while providing input on the study's progress.

Purpose of the PTAC:

- The Committee's role is to provide overall guidance and direction for the study, offer recommendations for improving downtown parking management, and identify opportunities for the development of public land.
- Ensure meaningful community engagement, and provide feedback on survey questions, results, and distribution.

- Review and recommend acceptance of the final study report.

Composition of the TAC:

City staff and consultants recommend the PTAC include representatives from various stakeholder groups, including City officials, downtown businesses, residents, and transportation professionals. The proposed committee will meet regularly (no more than once a month) for up to six months.

Proposed PTAC Members:

- **Chair and Coordinator:** Assistant Planner, Ana Budnyk
- **City Staff:**
 1. City Administrator
 2. Public Works Director
 3. Police Chief
- **City Representatives:**
 4. City Council Member
 5. Planning Commissioner
- **Downtown Business/Property Owners (Public Parking Areas):**
 6. Representative from Area 1 (West of North Main Street)
 7. Representative from Area 2 (East of North Main Street)
 8. Representative from Area 3 (East of South Main Street)
 9. Representative from Area 4 (West of South Main Street)
- **Visitor and Resident Representation:**
 10. Chamber of Commerce/ Visitor Representative

Economic Impacts:

n/a

Budget Impacts:

n/a

Legal Review:

n/a

Recommended Action:

City Council to hold a discussion and provide recommendation to the staff on the composition of PTAC.

Approved By: Deston Dishion 1/8/25

Approved By: Dean Pucci 1/8/2025

Approved By:

Approved By: