



CITY OF BISHOP

CITY COUNCIL MEETING AGENDA

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

MONDAY, FEBRUARY 24, 2025 - 4:30 PM

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

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

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

Public comments may be made:

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

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

1. CALL TO ORDER - 4:30 p.m. Monday, February 24, 2025
2. ROLL CALL
3. PUBLIC COMMENT PRIOR TO CLOSED SESSION

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

4. CLOSED SESSION

A. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - SIGNIFICANT EXPOSURE TO LITIGATION** pursuant to Government Code § 54956.9(b): 1 Potential Case

B. **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

5. OPEN SESSION - 6:00 p.m. Monday, February 24, 2025

6. MOMENT OF SILENCE

7. PLEDGE OF ALLEGIANCE - Mayor Kong will lead the pledge of allegiance.

8. ROLL CALL

9. PUBLIC COMMENT

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

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

11. DEPARTMENT REPORTS

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

A. Fire Department - Fire Chief Bret Russell

B. Police Department - Police Chief Nate Derr

C. Public Works Department - Public Works Director Nora Gamino

D. Community Services Department - Community Services Manager Dan McElroy

E. Planning Department - Assistant Planner Ana Budnyk

F. Administration - City Administrator Deston Dishion

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

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

A. **Bishop Area Chamber of Commerce and Information Center Update Report - February 24, 2025**

13. CONSENT CALENDAR

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

A. City Council Meeting Minutes

Recommended Action: Council consideration to approve the City Council Meeting Minutes for January 13, 2025, and January 27, 2025.

[Minutes 2025 01 13](#)

[Minutes 2025 01 27](#)

B. January 2025 Budget Report

Recommended Action: City Council to accept the January 2025 Budget Report.

[January 2025 Budget Report](#)

C. January 2025 Financial Reports

Recommended Action: City Council to accept the January 2025 Financial Reports.

[January 2025 Bank Reconciliation Report](#)

[January 2025 Combined Cash Report](#)

[January 2025 Investment Portfolio Report](#)

[January 2025 Warrant Register Report](#)

D. [Public Works Administrative Support Specialist Job Description and Fiscal Year 2024-2025 Full Time Salary Schedule](#)

Recommended Action: Council consideration to approve a new Public Works job description for an Administrative Support Specialist position and the revised Fiscal Year 2024-2025 Full Time Salary Schedule.

[Public Works Administrative Support Specialist Job Description](#)

[Fiscal Year 2024-2025 Full Time Salary Schedule](#)

E. [Police Department Flock Safety Contract](#)

Recommended Action: Review and approve Flock safety contract in an amount not to exceed \$187,500.00.

[ALPR policy](#)

[Flock contract](#)

F. [Budget Adjustment for Grant Funded Energy Efficient Pool Pumps](#)

Recommended Action: Council consideration to approve the proposed budget adjustment not to exceed \$12,216.02 to facilitate spending and subsequent grant reimbursement.

[HSEF Demonstration Project_ City of Bishop Replacement Pool Pump](#)

G. [Amendment No.1 to Professional Services Agreement for Real Estate consultation and services between the City of Bishop and Bishop Real Estate Rasmusson and Associates Inc.](#)

Recommended Action: Council to approve the Amendment No. 1 for Professional Services Agreement for Real Estate Consultation and Services between the City of Bishop and Bishop Real Estate Rasmusson and Associates Inc.

[Amendment 1 to Professional Service Agreement with BRERA](#)

[Professional Services Agreement Real Estate Services](#)

[2022 Letter of Extension](#)

[2023 Letter of Extension](#)
[2024 Letter of Extension](#)

H. **Planning Commission Meeting Cancellation Notice**

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

[February 25, 2025 - Cancellation Notice](#)

14. **NEW BUSINESS**

A. **[Appointment to the Parks and Recreation Commission](#)**

Recommended Action: Council consideration to appoint Kim Partridge to fill the unscheduled vacancy on the Parks and Recreation Commission with a term ending October 28, 2027.

[Statement of Interest from Kim Partridge](#)

15. **FUTURE AGENDA ITEMS**

16. **COUNCIL AND COMMITTEE REPORTS**

17. **ADJOURNMENT**

Monday, March 10, 2025 at 6:00 p.m. Regular Meeting in the City Council Chambers

Bishop Area Chamber of Commerce & Information Center
Report to Bishop City Council for Monday February 24, 2025

Prepared by: Tawni Thomson, Executive Director

BISHOP INFORMATION CENTER/OTHER DESTINATION DEVELOPMENT PROGRAMS:

Travel & Sport Show Update:

- ISE in Sacramento (January 16-19). Very successful. Distributed over 2,200 brochures in 4 days.
- Hall Sport Show in Long Beach (January 30-February 2). Show was smaller than previous years, but still good to be there. Connected with many interested visitors and sponsors for Blake Jones Trout Derby. Distributed about 3,500 brochures.
- Hall Sport Show in Del Mar (February 13-16) – cancelled.
- LA Travel & Adventure (February 22-23)
- PCS Fishing Show in Anaheim (March 6-9)
- *NEW THIS YEAR* Denver Travel & Adventure Show (March 8-9)
- Bay Area Travel & Adventure (March 15-16)
- US Travel Association IPW Conference in Chicago (June 16-18)

Blake Jones Trout Derby: March 22. Check-in, weigh-in and prize ceremony at Tri-County Fair & Event Center. T-shirt and poster design finalized – thank you to Shannon Romero at Mountain Apparel. Chamber Event Coordinator April Kress is working now on prize sponsors and volunteers. Event registration is live online and in-person at the chamber office. Registrations are coming in ahead of last year at this time.

LADWP Responsible Recreation Co-Op Program: Full proposal has recently been approved. Julie and Tawni will begin working on the campaigns, including refurbishment of 5-panel kiosk outside Bishop Information Center and new Treasure Map brochure with Responsible Recreation messaging.

Visitor E-Newsletter:

- Sent 1/23/25 to 46,064 subscribers.
- 51.7% open rate (industry average 32%)
- 819 total click throughs
- Requests for information = 96
- Air Service/United clicks = 64
- 10 responded by email to thank us for sending the information

Paid Social Campaigns:

- 1,463 Facebook leads in January
- 8.8K click throughs to lodging and airport pages
- CPC is down to \$0.16

Organic Social Stats for January (excellent engagement)

- Organic Facebook (67K): 682K reach. 334 comments. 7.5K likes. 353 Shares. Gained 379 new followers.
- Organic Instagram (41.5K): 115K reach. 164K Impressions. 7K likes. 53 comments. 25 new followers.

Website: www.bishopvisitor.com had 43K visits in January, up 4% over January 2024.

Lodging Statistics: January occupancy was 54.1% (last year was 54.2%). January ADR was \$138 (last year \$123)

CHAMBER OF COMMERCE/LOCAL COMMUNITY MATTERS:

New Chamber Members Since Last Report to City Council:

- Blue Heron Farm (formerly Apple Hill Ranch)
- Playhouse 395
- Handy Sandy/Kirk Sanderson Residential and Commercial Handyman Services

Business After Hours Mixer

Thursday, February 20, 2025, at Bishop Coins.

April mixer will be at Blue Heron Farm, the tentative date is Thursday, April 10.

Lunch & Learn

Thursday, March 13, 2025 at Bishop Country Club. The featured program will be given by Louis Medina of Sierra Forever "*The Mule as Working Animal, Teacher, Soldier, Legend, Friend.*" Perfect timing as we will be gearing up for the 2025 Mule Days Celebration!

Inyo Associates

Monday, March 17 hosted by Inyo County Office of Education and Big Pine Community Association at Bernasconi Ranch in Big Pine.

Bishop Chamber Board of Directors

The organization has an all-volunteer Board of Directors that provides oversight and strategic direction to the organization. There will be several positions available beginning July 1, 2025 and we are now seeking candidates for the upcoming election. Representatives from any chamber member business in any sector are welcome. Contact Tawni Thomson at the Chamber for more information.

CITY OF BISHOP
CITY COUNCIL MINUTES
JANUARY 13, 2025

1) CALL TO ORDER

Mayor Kong called the meeting of the Bishop City Council to order at 6:00 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California.

2) MOMENT OF SILENCE

Mayor Kong announced a moment of silence.

3) PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Freundt.

4) ROLL CALL

PRESENT:

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

ABSENT:

None.

OTHERS PRESENT: Deston Dishion, City Administrator; Robin Picken, City Clerk; Dean J. Pucci, City Attorney; Bret Russell, Fire Chief; Josh Ellsworth, Police Lieutenant; Nora Gamino, Public Works Director; Anastasiia Budnyk, Assistant Planner; and Dan McElroy, Community Services Manager.

5) PUBLIC COMMENT

Public comments were made by:

Cam Lemons recited a prayer.

Steve Seats spoke in support of homeless people having a safe place to park in town and the need for more housing.

Jamie Stewart, a Bishop resident, spoke to the need of housing in Bishop.

No further public comments were made.

6) DEPARTMENT REPORTS

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

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

Fire Department Report - December 2024

Fire Department Report - 2024 Calls

Fire Chief Russell reported to Council on three new policies adopted by the Fire Department, announced days to be out of the office, meetings attended, training opportunities, new "ride along" policy, "blue card" certification, driver operator training, implement new officers meeting that will include cooking and providing dinner, ventilation system update, and an update on the Eaton Fire in Los Angeles.

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

Police Department Report - December 2024

Police Lieutenant Ellsworth reported to Council on the upcoming arrival of two newly leased police vehicles, the promotion of Police Officer Daniel Burton to Police Corporal, and announced that the Police Department recently held interviews to fill their current Communications Operator "Dispatcher" vacancy and is hopeful to fill their last vacancy with a qualified candidate by the end of the month.

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

Public Works Department Report - December 2024

Public Works Director Gamino reported to Council on the December 17, 2024 Bishop Area Wastewater Authority (BAWA) meeting which resulted in a vote to include the Bishop Paiute Tribe to be a part of their Joint Powers Authority, a consolidated plant update, the continued work on preliminary design and engineering projects, and the report submitted by the Public Works maintenance crew attached to the agenda.

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

Community Services Department Report - December 2024

Community Services Manager McElroy reported to Council on the hiring of a new gymnastics instructor Lou Bank, the expansion of the number of gymnastic classes due to hiring Lou Bank, the current job openings for an Assistant Aquatics Coordinator and for several Lifeguards, the Community Garden, volleyball and camp programs, and the City pool resurfacing project.

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

Planning Department Report - December 2024

Assistant Planner Budnyk provided an update to Council on the work she is doing to address the downtown guidelines and beautification project including signage updates.

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

City Administrator Report - December 2024

City Administrator Dishion reported to Council on the number of recent meetings he has had with developers to address the housing needs in Bishop, discussions with both federal and state representatives to assist in housing needs, the anticipation of sharing some good news on several projects soon, discussions with the City Pool's Aquatics Coordinator Danica Gomez to find ways to expand pool access to the public this year, scheduled meetings this week with the State's Assemblymember David Tangipa and Senator Marie Alvarado-Gil to look for earmarks, and announced that Inland Counties Emergency Medical Agency (ICEMA) responded with a positive review of the proposed Emergency Medical Services (EMS) Request for Proposals (RFP).

7) COUNTY OF INYO UPDATE

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

8) PRESENTATIONS

8.A) Bishop Police Department Citizens Academy

Bishop Police Sergeant David Scobie provided the Council with a presentation on the Community Police Academy held last year. After answering all of Council's questions the Council thanked Sergeant Scobie for his presentation.

8.B) Northern Inyo Hospital Quarterly Update Report

Bishop City Council Update from NIHD 2025 01 13

A report of Northern Inyo Healthcare District's current programs, finances, and activities was presented to Council by Northern Inyo Hospital Chief Executive Officer Stephen DelRossi. After answering all of Council's questions, the Council thanked Chief Executive Officer DelRossi for his report.

8.C) Eastern Sierra Tri-County Fairgrounds Quarterly Update Report

Interim Fairgrounds Manager Mike Francesconi provided an update on the Eastern Sierra Tri-County Fairgrounds activities. After answering all of Council's questions, the Council thanked Manager Francesconi for his report.

A report of Eastern Sierra Tri-County Fairgrounds' current programs, finances, and activities was presented to Council by Interim Fairgrounds Manager Mike Francesconi.

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

Council received a presentation from Regional Broadband Coordinator Scott Armstrong on IMBC regional broadband activities. After answering all of Council's questions, the Council thanked Coordinator Armstrong for his presentation.

8.E) Silver Peaks Project Update

Council received a presentation from Visionary Home Builders of California, Inc. Chief Executive Officer Carol Ornelas and Eastern Sierra Community Housing Executive Director Patricia Robertson. After answering all of Council's questions, the Council thanked Chief Executive Officer Ornelas for her presentation and Executive Director Robertson for her additional comments. Council also recognized Eastern Sierra Community Housing Board of Directors Vice-President Tom Hodges for attending in support of this project.

Council directed staff to bring the proposed Memorandum of Understanding between the City and Visionary Home Builders of California for their review and consideration at a future meeting.

9) CONSENT CALENDAR

9.A) City Council Meeting Minutes

Minutes 2024 11 12

Minutes 2024 11 25

9.B) November 2024 Budget Report

November 2024 Budget Report

9.C) November 2024 Financial Reports

November 2024 Bank Reconciliation Report

November 2024 Combined Cash Report

November 2024 Investment Portfolio Report

November 2024 Warrant Register Report

9.D) Resolution - 2025 CalRecycle Payment Programs

Cover Page

2025 Cal Recycle Resolution

9.E) Building Permits Issued Report

Permit Issued Report - December 2024

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

Parks and Recreation Commission Special Meeting Agenda - 11/6/2024

9.G) Parks and Recreation Commission Meeting Cancellations

Parks and Recreation Commission Meeting Cancellation Notice - November 27, 2024

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

No public comments were made.

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

Motion passed 5-0

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

Noes: None

Abstain: None

Absent: None

10) NEW BUSINESS

10.A) Regional Housing Needs Assessment Memorandum of Understanding

Cover Page

Cost Sharing MOU Regional Needs Assessment

Draft Contract with BAE

SMR 2025 Schedule of Fees

BAE_EasternSierraHousingNeedsAssessment_Proposal

Assistant Planner Budnyk reviewed this item with Council. No public comments were made.

Motion/Mayor Pro Tem Muchovej Seconded/Councilmember Garcia
Mayor Pro Tem Muchovej made a motion to approve and 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.

Motion passed 5-0

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

Noes: None

Abstain: None

Absent: None

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

Cover Page

Assistant Planner Ana Budnyk and City Administrator Dishion reviewed this item with Council. After a discussion by Council, the Council provided staff with their

recommendations on the composition of the PTAC. The Council liked the proposed composition of the PTAC with one change to replace some members with more community minded members instead of a majority of business minded members. Councilmember Schwartz, Councilmember Garcia, and Mayor Kong all expressed their willingness to participate as the one designated Council member on the PTAC for staff's consideration.

11) FUTURE AGENDA ITEMS

No requests for future agenda items were made by Council.

12) COUNCIL AND COMMITTEE REPORTS

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

13) ADJOURNMENT

The Mayor adjourned the meeting at 9:04 p.m. to the City Council Meeting scheduled for Monday, January 27, 2025 at 6:00 p.m. in the City Council Chambers.

Karen Kong, Mayor

Attest: _____
Robin Picken, City Clerk

CITY OF BISHOP
CITY COUNCIL MINUTES
JANUARY 27, 2025

1) CALL TO ORDER

Mayor Kong called the meeting of the Bishop City Council to order at 6:03 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California.

2) MOMENT OF SILENCE

Mayor Kong announced a moment of silence.

3) PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Schwartz.

4) ROLL CALL

PRESENT:

Councilmember Freundt
Councilmember Schwartz
Mayor Kong

ABSENT:

Councilmember Garcia
Mayor Pro Tem Muchovej

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

5) PUBLIC COMMENT

Rick Klug, a local resident, recited a prayer.

6) 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.

Fire Chief Russell reported to Council on the Fire Scope Task Force meeting he attended last week; Water Tender 14 was at the Eaton Fire and is back, Engine 3 was staffed and deployed to the Boarder 2 Fire and should be back in the next couple of days, working on a full-scale exercise at the Bishop Airport on April 19, 2025, reviewed the amount of time and commitment that is involved in being a volunteer firefighter, and thanked the members of the Bishop Volunteer Fire Department and the businesses that allow them to volunteer.

Police Chief Derr reported to Council on the Police Department statistical report submitted at Council's last meeting, Communications Operator "Dispatcher" recruitment update, finished their department Mid-Year Budget review with Finance Director Aukee, an update on the Flock camera system discussed at the strategic planning meeting, and announced an award of just under \$50,000 for new hand-held radios which he plans to report on further to Council at their next meeting. Police Chief Derr answered questions from Councilmember Freundt on how long it takes for a new "dispatcher" to be up and running on own, and answered questions from Mayor Kong relating to alert updates to the public on social media.

Public Works Director Gamino provided updates to Council on the Field 6 Enhancement Project in collaboration with the Community Services Department, a submission for Disaster Funds Simple PER that was developed to get grant funding from USDA Rural Funds for cast-in-place pipelining of \$4.7 million for sewer improvements, and the City's consolidated wastewater treatment plant planning and design application with the State Water Resource Control Board (SWRCB) for the revolving fund. The City made it onto the SWRCB fundable project list and is out for public comment for 30 days, and is programmed now for \$3.7 million but may be reduced to \$2.5 million. Public Works Director Gamino addressed Council's questions and advised everyone on how to locate the information on the SWRCB's website for those who are interested in providing public comments on this project.

Community Services Manager McElroy provided Council with an update on City programs, the City Pool resurfacing project, the repainting of the City Park's rear pavilion, edging and preparation work for softball season, Little League installation of light poles for Field 3, and an update on the Community Garden Enhancement project.

City Administrator Dishion reported to Council on the Silver Peaks application with the deadline pushed from March to May, a meeting with Los Angeles Department of Water and Power Aqueduct Manager Adam Perez who reported that they are working on a policy to address commercial leases, Emergency Medical Services Request For Proposals came back from Inland Counties Emergency Medical Agency (ICEMA) and has been forwarded to the State for final approval, meetings held in the past several weeks with the Office of State Senator Alvarado-Gil, and the Office of State Assembly Member Tangipa, and the Office of U.S. Senator Padilla, and a meeting with someone who would like to produce the "Friday Night Markets" going forward and will be submitting a proposal. City Administrator Dishion answered questions from Council on the new sign on the Ascent storefront.

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

7.A) Bishop Area Chamber of Commerce and Information Center Update Report - January 27, 2025

BACCIC January 27 2025 City Council Report

Bishop Area Chamber of Commerce and Information Center Executive Director Tawni Thomson reviewed her report submitted to Council. Council thanked Tawni Thomson for her report.

8) PUBLIC HEARING

8.A) Public Hearing – City Fees and Charges for Fiscal Year 2025-2026

Cover Page

Notice of Public Hearing

PW/BLDG Department Staff Memorandum on Proposed Changes

Proposed Resolution Amending and Restating Certain Fees and Charges

City Clerk Picken reviewed this item with Council.

The Mayor opened the public hearing. There were no public comments made.

City Administrator answered a question raised by Councilmember Schwartz on business license charges relating to the reported number of employees a business has. No further comments or questions were made by Council.

The Mayor closed the public hearing.

A motion was made by Mayor Kong to approve the proposed resolution amending and restating certain fees and charges for City services. The motion was seconded by Councilmember Schwartz. Motion passed 3-0.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, AMENDING AND RESTATING CERTAIN FEES AND CHARGES FOR CITY SERVICES

Ayes: Councilmembers Freundt, Schwartz, and Mayor Kong

Noes: None

Abstain: None

Absent: Councilmember Garcia, and Mayor Pro Tem Muchovej

9) CONSENT CALENDAR

9.A) City Council Meeting Minutes

Minutes 2024 12 05 Special Meeting with BRFPD

Minutes 2024 12 09

City Council Meeting - Cancellation Notice 2024 12 23

9.B) December 2024 Budget Report

Cover Page

December 2024 Budget Report

9.C) December 2024 Financial Reports

Cover Page

December 2024 Bank Reconciliation Report

December 2024 Combined Cash Report

December 2024 Investment Portfolio Report

December 2024 Warrant Register Report

9.D) Planning Commission Meeting Cancellation Notice

December 24, 2024 - Cancellation Notice

No public comments were made.

Motion/Councilmember Schwartz Seconded/Councilmember Freundt
Councilmember Schwartz made a motion to approve the Consent Calendar.
Motion passed 3-0

Ayes: Councilmember Freundt, Councilmember Schwartz, Mayor Kong

Noes: None

Abstain: None

Absent: Councilmember Garcia, Mayor Pro Tem Muchovej

10) NEW BUSINESS

10.A) Parks and Recreation Commission - City Council Screening Committee
Appointments

Cover Page

Community Services Manager McElroy reviewed this item with Council.

After a short discussion, Councilmember Freundt and Councilmember Schwartz both volunteered to be on the screening committee.

No public comments were made.

Motion/Councilmember Freundt Seconded/Councilmember Schwartz
Councilmember Freundt made a motion to approve the two council members, Councilmember Freundt and Councilmember Schwartz, appointed by the Mayor to sit on the screening committee to fill the current Parks and Recreation Commission vacancy with a term ending on October 28, 2027.
Motion passed 3-0

Ayes: Councilmember Freundt, Councilmember Schwartz, Mayor Kong

Noes: None

Abstain: None

Absent: Councilmember Garcia, Mayor Pro Tem Muchovej

City Attorney Pucci asked Council to consider going back to Item 8 - Public Hearing on the agenda to consider approving the adoption of the proposed resolution related to fees and charges.

Councilmember Schwartz made a motion to reopen Item 8 Public Hearing on the agenda. The motion was seconded by City Councilmember Freundt.

All voted in favor; None opposed.

11) FUTURE AGENDA ITEMS

No requests for future agenda items were made by Council.

12) COUNCIL AND COMMITTEE REPORTS

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

13) ADJOURNMENT

The Mayor adjourned the meeting at 6:50 p.m. to the City Council Meeting scheduled for Monday, February 10, 2025 at 6:00 p.m. in the City Council Chambers.

Karen Kong, Mayor

Attest: _____
Robin Picken, City Clerk

JANUARY 2025 BUDGET REPORT



TABLE OF CONTENTS

PAGES 3-4	GENERAL FUND REVENUE
PAGES 5-15	GENERAL FUND EXPENSES
PAGES 16-21	ENTERPRISE FUND REVENUE/EXPENSES
PAGES 22-25	SPECIAL FUND REVENUE/EXPENSES

CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	REVENUE					
001-000-31010	PROPERTY TAXES SECURED	375,373.17	375,373.17	600,000.00	224,626.83	62.6
001-000-31020	PROPERTY TAXES UNSECURED	51,968.02	51,968.02	45,000.00	(6,968.02)	115.5
001-000-31030	PROPERTY TAXES PRIOR YR.	6,695.23	6,695.23	4,000.00	(2,695.23)	167.4
001-000-31050	PROPERTY TAX HOMEOWNERS	.00	.00	2,200.00	2,200.00	.0
001-000-31060	PROPERTY TAX MISC.	.00	.00	21,000.00	21,000.00	.0
001-000-31065	VLF SWAP/PROPERTY TAX IN LIEU	265,585.27	265,585.27	386,000.00	120,414.73	68.8
001-000-31066	VEHICLE LICENSE FEE IN EXCESS	6,078.22	6,078.22	3,700.00	(2,378.22)	164.3
001-000-31120	SALES TAX	352,598.91	2,031,553.41	5,084,000.00	3,052,446.59	40.0
001-000-31126	DWP WATER AGREEMENT PAYMENT	.00	241,878.00	241,878.00	.00	100.0
001-000-31128	SALES TAX 1/2% - PUBLIC SAFETY	5,180.69	5,180.69	15,000.00	9,819.31	34.5
001-000-31130	TRANSIENT OCCUPANCY TAX	523,670.67	1,945,285.40	3,150,000.00	1,204,714.60	61.8
001-000-31131	TOT PENALTIES	417.78	8,936.99	.00	(8,936.99)	.0
001-000-31132	TOT PRIOR YEAR	.00	37,984.16	.00	(37,984.16)	.0
001-000-31150	REAL PROPERTY TRANSFER	204.88	1,916.22	9,680.00	7,763.78	19.8
001-000-32010	BUSINESS LICENSES	(4.00)	68,418.00	64,300.00	(4,118.00)	106.4
001-000-32015	SHORT-TERM RENTALS	.00	2,550.00	2,250.00	(300.00)	113.3
001-000-32030	PARKING PERMITS	1,300.00	3,350.00	5,150.00	1,800.00	65.1
001-000-32040	USE PERMITS	(120.00)	160.00	2,400.00	2,240.00	6.7
001-000-32041	ENVIRONMENTAL APPLICATION FEE	.00	.00	500.00	500.00	.0
001-000-32050	BUILDING PERMITS	5,813.51	70,287.74	120,000.00	49,712.26	58.6
001-000-32051	PLAN CHECK FEE	450.00	2,645.00	1,300.00	(1,345.00)	203.5
001-000-32080	ELECTRICAL FRANCHISE	.00	.00	35,000.00	35,000.00	.0
001-000-32081	CELL TOWER FRANCHISE	3,500.00	21,000.00	42,000.00	21,000.00	50.0
001-000-32082	CANNABIS DEVELOPMENT FEES	.00	.00	150,000.00	150,000.00	.0
001-000-32090	TV FRANCHISE	.00	2,345.20	10,000.00	7,654.80	23.5
001-000-33010	INTEREST ON BANK DEPOSITS	54,729.81	358,867.31	250,000.00	(108,867.31)	143.6
001-000-33020	RENTAL OF REAL PROPERTY	10,063.53	71,568.57	60,000.00	(11,568.57)	119.3
001-000-33021	INTEREST - GASB 87	.00	.00	40,000.00	40,000.00	.0
001-000-34040	REIMB. FOR HIGHWAY SWEEPING	4,416.66	26,499.96	53,000.00	26,500.04	50.0
001-000-34045	RSTP	35,168.00	35,168.00	.00	(35,168.00)	.0
001-000-34047	REIMBURSEMENT FROM BUSD	.00	.00	80,000.00	80,000.00	.0
001-000-34050	MISC. REV. CAPITAL REPLACEMENT	.00	31,331.00	31,331.00	.00	100.0
001-000-34083	FIRE INSPECTION FEES	.00	150.00	2,000.00	1,850.00	7.5
001-000-34094	LOCAL RESPONSE STANDBY	.00	.00	1,000.00	1,000.00	.0
001-000-34120	PEACE OFFICER S&T	.00	974.25	8,300.00	7,325.75	11.7
001-000-34121	RAN REIMBURSEMENT	.00	.00	15,000.00	15,000.00	.0
001-000-34125	PARKING CITATIONS	519.30	2,631.55	6,950.00	4,318.45	37.9
001-000-34126	TOW FEES	265.00	2,140.00	3,000.00	860.00	71.3
001-000-34135	MANDATED COSTS REIMBURSEMENT	.00	.00	43,272.00	43,272.00	.0
001-000-34140	DISPATCH CONTRACTS	.00	.00	6,000.00	6,000.00	.0
001-000-35020	STRONG MOTION INST. PROGRAM	23.66	170.36	100.00	(70.36)	170.4
001-000-35060	CBSC/BUILDING PERMIT	17.00	84.60	100.00	15.40	84.6
001-000-36010	SALE OF CITY PROPERTY	.00	1.00	.00	(1.00)	.0
001-000-36020	INSURANCE REFUNDS & DIVIDENDS	14,531.22	14,531.22	.00	(14,531.22)	.0
001-000-36030	MISCELLANEOUS REVENUE	291.86	7,680.66	11,100.00	3,419.34	69.2
001-000-36031	RETIREE MEDICAL COPAY	.00	1,613.34	2,100.00	486.66	76.8
001-000-36040	FINGERPRINTING & REPORTS	2,151.00	12,531.00	23,500.00	10,969.00	53.3
001-000-36041	SUBPOENAS	15.00	15.00	.00	(15.00)	.0
001-000-36042	AB109/REALIGNMENT	.00	965.76	50,000.00	49,034.24	1.9
001-000-36074	SUMMER PROGRAM TUITION	.00	25,580.00	40,000.00	14,420.00	64.0
001-000-36078	AFTER SCHOOL PROGRAM	7,766.00	52,580.00	93,000.00	40,420.00	56.5
001-000-37010	SPECIAL EVENT INSURANCE	.00	1,651.00	.00	(1,651.00)	.0

CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
001-000-39250 SOFTBALL	.00	.00	15,000.00	15,000.00	.0
001-000-39251 SOCCER	.00	4,500.00	4,000.00	(500.00)	112.5
001-000-39255 VOLLEYBALL	600.00	600.00	2,000.00	1,400.00	30.0
001-000-39270 AEROBIC, DANCE, ZUMBA	240.00	740.00	500.00	(240.00)	148.0
001-000-39275 FACILITY RENTAL FEE	290.00	1,240.00	2,000.00	760.00	62.0
001-000-39278 TREE DEDICATION	.00	325.00	.00	(325.00)	.0
001-000-39280 YOUTH PROGRAM	.00	390.00	2,800.00	2,410.00	13.9
001-000-39281 GYMNASTICS	10,085.00	20,750.00	22,000.00	1,250.00	94.3
001-000-39290 POOL - PUBLIC SWIM	457.32	13,291.32	24,500.00	11,208.68	54.3
001-000-39291 POOL - RENTALS	.00	2,240.00	10,000.00	7,760.00	22.4
001-000-39292 POOL - SWIM LESSONS	.00	3,290.00	21,000.00	17,710.00	15.7
001-000-39293 POOL - CONCESSIONS	.00	1,955.00	2,300.00	345.00	85.0
001-000-39294 POOL - WATER FITNESS	.00	3,637.00	7,200.00	3,563.00	50.5
001-000-39297 YOUTH ATHLETICS	.00	.00	500.00	500.00	.0
001-000-39710 FINES & FOREFEITURES	.00	.00	300.00	300.00	.0
001-000-39812 GAIN ON SALE	806.68	806.68	.00	(806.68)	.0
001-000-39999 REVENUE -TRANSFERS IN	.00	401,792.96	400,000.00	(1,792.96)	100.5
TOTAL REVENUE	1,741,149.39	6,251,483.26	11,329,211.00	5,077,727.74	55.2
TOTAL FUND REVENUE	1,741,149.39	6,251,483.26	11,329,211.00	5,077,727.74	55.2

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CITY COUNCIL</u>					
001-010-51001	FULL TIME SALARIES	2,538.50	18,404.12	33,500.00	15,095.88	54.9
001-010-51006	VISION INSURANCE	40.91	279.40	575.00	295.60	48.6
001-010-51007	HEALTH INSURANCE	8,609.90	52,041.18	77,800.00	25,758.82	66.9
001-010-51008	DENTAL INSURANCE	444.22	3,608.42	6,750.00	3,141.58	53.5
001-010-51011	MEDICARE TAX	21.12	194.73	490.00	295.27	39.7
001-010-51017	PARS-ARS	33.00	239.25	440.00	200.75	54.4
001-010-51025	RETIREE HEALTH INSURANCE	4,677.60	15,433.20	23,400.00	7,966.80	66.0
001-010-51043	DISABILITY INSURANCE	52.75	422.00	660.00	238.00	63.9
001-010-52009	TRAINING	.00	.00	500.00	500.00	.0
001-010-52011	ADVERTISING & PRINTING	200.00	838.46	700.00	(138.46)	119.8
001-010-52012	OFFICE SUPPLIES & POSTAGE	52.99	221.75	300.00	78.25	73.9
001-010-52013	COMMUNICATIONS	277.99	954.39	1,560.00	605.61	61.2
001-010-52014	MEETINGS & TRAVEL	1,394.85	9,659.16	16,600.00	6,940.84	58.2
001-010-52015	PROFESSIONAL SERVICES	81.20	2,955.20	9,000.00	6,044.80	32.8
001-010-52016	INSURANCE	.00	580.50	750.00	169.50	77.4
001-010-52018	SPECIAL DEPARTMENT SUPPLIES	1,853.74	8,126.31	7,800.00	(326.31)	104.2
001-010-52019	MISC. DUES & SUBSCRIPTIONS	3,556.00	3,556.00	3,500.00	(56.00)	101.6
001-010-52030	ESCOG	.00	25,000.00	25,000.00	.00	100.0
001-010-52045	IT	1,204.73	8,287.58	9,000.00	712.42	92.1
001-010-55100	CITY COST PLAN	.00	(34,230.00)	(34,230.00)	.00	(100.0)
001-010-56028	CAPITAL EQUIPMENT	.00	6,644.88	6,000.00	(644.88)	110.8
	TOTAL CITY COUNCIL	25,039.50	123,216.53	190,095.00	66,878.47	64.8

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>ADMINISTRATION</u>					
001-011-51001	FULL TIME SALARIES	30,120.91	217,890.11	381,000.00	163,109.89	57.2
001-011-51004	OVERTIME WAGES	.00	.00	500.00	500.00	.0
001-011-51006	VISION INSURANCE	39.85	331.82	525.00	193.18	63.2
001-011-51007	HEALTH INSURANCE	2,265.77	16,967.74	26,800.00	9,832.26	63.3
001-011-51008	DENTAL INSURANCE	449.35	3,568.16	5,400.00	1,831.84	66.1
001-011-51010	WORKER'S COMPENSATION	.00	7,378.86	7,500.00	121.14	98.4
001-011-51011	MEDICARE TAX	431.88	3,127.89	5,600.00	2,472.11	55.9
001-011-51022	PARS SYSTEM	2,679.92	19,372.93	33,200.00	13,827.07	58.4
001-011-51024	DEFERRED COMPENSATION	556.40	4,011.74	7,100.00	3,088.26	56.5
001-011-51025	RETIREE HEALTH INSURANCE	8,694.48	29,952.52	62,900.00	32,947.48	47.6
001-011-51027	PERS EE/ER	5,083.76	36,828.58	63,600.00	26,771.42	57.9
001-011-51029	PERS LS UAL	.00	179,755.22	179,755.59	.37	100.0
001-011-51042	UNEMPLOYMENT INSURANCE	.00	.00	3,000.00	3,000.00	.0
001-011-51043	DISABILITY & LIFE INSURANCE	165.46	1,288.54	2,000.00	711.46	64.4
001-011-51046	OPEB	6,506.11	47,064.25	82,500.00	35,435.75	57.1
001-011-52008	ADMINISTRATION FEES	2,351.43	14,564.45	22,000.00	7,435.55	66.2
001-011-52009	TRAINING	.00	1,303.72	4,000.00	2,696.28	32.6
001-011-52011	ADVERTISING & PRINTING	248.60	359.20	1,000.00	640.80	35.9
001-011-52012	OFFICE SUPPLIES & POSTAGE	2,204.56	12,583.53	20,500.00	7,916.47	61.4
001-011-52013	COMMUNICATIONS	21.64	1,406.02	3,000.00	1,593.98	46.9
001-011-52014	MEETINGS & TRAVEL	784.50	6,788.00	8,400.00	1,612.00	80.8
001-011-52015	PROFESSIONAL SERVICES	3,065.21	77,342.46	211,487.00	134,144.54	36.6
001-011-52018	SPECIAL DEPARTMENT SUPPLIES	162.75	1,809.08	8,000.00	6,190.92	22.6
001-011-52019	MISC. DUES & SUBSCRIPTIONS	20.00	654.00	2,000.00	1,346.00	32.7
001-011-52045	IT	1,758.77	5,953.43	18,000.00	12,046.57	33.1
001-011-52126	SENIOR W/S PROGRAM DISCOUNT	.00	.00	7,000.00	7,000.00	.0
001-011-53020	VEHICLE OPERATION	76.14	410.75	2,000.00	1,589.25	20.5
001-011-55099	CONTINGENCY	.00	479.79	35,000.00	34,520.21	1.4
001-011-55100	CITY COST PLAN	.00	(169,909.00)	(169,909.00)	.00	(100.0)
	TOTAL ADMINISTRATION	67,687.49	521,283.79	1,033,858.59	512,574.80	50.4

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>FINANCE</u>					
001-012-51001	FULL TIME SALARIES	10,993.74	79,548.55	140,200.00	60,651.45	56.7
001-012-51004	OVERTIME WAGES	.00	.00	500.00	500.00	.0
001-012-51006	VISION INSURANCE	21.48	178.74	290.00	111.26	61.6
001-012-51007	HEALTH INSURANCE	2,650.95	19,852.26	31,400.00	11,547.74	63.2
001-012-51008	DENTAL INSURANCE	249.51	1,981.26	2,970.00	988.74	66.7
001-012-51010	WORKER'S COMPENSATION	.00	3,123.72	3,175.00	51.28	98.4
001-012-51011	MEDICARE TAX	155.14	1,126.35	2,050.00	923.65	54.9
001-012-51025	RETIREE HEALTH INSURANCE	1,052.46	3,472.50	5,320.00	1,847.50	65.3
001-012-51027	PERS EE/ER	887.20	6,424.49	11,100.00	4,675.51	57.9
001-012-51029	PERS LS UAL	.00	262.27	262.36	.09	100.0
001-012-51043	DISABILITY & LIFE INSURANCE	68.30	519.52	790.00	270.48	65.8
001-012-51046	OPEB	2,374.64	17,182.42	30,300.00	13,117.58	56.7
001-012-52007	BANK FEES	1,773.42	10,910.82	17,000.00	6,089.18	64.2
001-012-52009	TRAINING	.00	.00	1,000.00	1,000.00	.0
001-012-52011	ADVERTISING & PRINTING	.00	.00	300.00	300.00	.0
001-012-52012	OFFICE SUPPLIES & POSTAGE	411.87	2,455.32	5,400.00	2,944.68	45.5
001-012-52014	MEETINGS & TRAVEL	.00	14.95	2,000.00	1,985.05	.8
001-012-52015	PROFESSIONAL SERVICES	81.20	44,505.10	82,000.00	37,494.90	54.3
001-012-52018	SPECIAL DEPARTMENT SUPPLIES	36.19	396.23	3,200.00	2,803.77	12.4
001-012-52019	MISC. DUES & SUBSCRIPTIONS	34.95	169.90	400.00	230.10	42.5
001-012-52045	IT	2,232.85	16,795.58	30,500.00	13,704.42	55.1
001-012-55100	CITY COST PLAN	.00	(58,972.00)	(58,972.00)	.00	(100.0)
	TOTAL FINANCE	23,023.90	149,947.98	311,185.36	161,237.38	48.2
	<u>TREASURER</u>					
001-013-51001	FULL TIME SALARIES	138.46	865.37	1,900.00	1,034.63	45.6
001-013-51011	MEDICARE TAX	2.00	12.50	28.00	15.50	44.6
001-013-51017	PARS-ARS	1.80	11.25	25.00	13.75	45.0
001-013-52045	IT	17.28	17.28	30.00	12.72	57.6
	TOTAL TREASURER	159.54	906.40	1,983.00	1,076.60	45.7
	<u>LEGAL SERVICES</u>					
001-014-52015	PROFESSIONAL SERVICES	6,040.84	74,393.00	160,000.00	85,607.00	46.5
001-014-55040	LITIGATION SERVICES	8,046.29	33,741.99	50,000.00	16,258.01	67.5
001-014-55100	CITY COST PLAN	.00	(25,495.00)	(25,495.00)	.00	(100.0)
	TOTAL LEGAL SERVICES	14,087.13	82,639.99	184,505.00	101,865.01	44.8

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INSURANCE</u>					
001-015-52016	INSURANCE	.00	375,274.00	382,000.00	6,726.00	98.2
001-015-55100	CITY COST PLAN	.00	(60,868.00)	(60,868.00)	.00	(100.0)
	TOTAL INSURANCE	.00	314,406.00	321,132.00	6,726.00	97.9
	<u>BUILDINGS AND GROUNDS</u>					
001-016-51002	PART TIME SALARIES	5,144.00	37,903.50	76,336.00	38,432.50	49.7
001-016-51011	MEDICARE TAX	74.59	549.59	1,110.00	560.41	49.5
001-016-51017	PARS-ARS	66.87	492.75	1,000.00	507.25	49.3
001-016-51029	PERS LS UAL	.00	1,074.84	1,075.41	.57	100.0
001-016-52010	UTILITIES	6,038.21	29,509.60	58,000.00	28,490.40	50.9
001-016-52011	ADVERTISING & PRINTING	.00	.00	250.00	250.00	.0
001-016-52013	COMMUNICATIONS	228.73	3,429.75	6,300.00	2,870.25	54.4
001-016-52015	PROFESSIONAL SERVICES	1,781.06	7,443.64	8,000.00	556.36	93.1
001-016-52017	WASTE FEES	175.84	1,898.01	3,400.00	1,501.99	55.8
001-016-52018	SPECIAL DEPARTMENT SUPPLIES	.00	1,029.34	6,300.00	5,270.66	16.3
001-016-52045	IT	70.84	896.99	1,240.00	343.01	72.3
001-016-53020	VEHICLE OPERATION	.00	1,678.05	3,500.00	1,821.95	47.9
001-016-54023	BUILDING OPERATION	1,302.24	3,775.43	11,000.00	7,224.57	34.3
001-016-55065	TREE STREETSCAPE PROGRAM	.00	.00	3,386.00	3,386.00	.0
001-016-56029	CAPITAL EQUIPMENT REPLACEMENT	.00	35,359.00	53,635.00	18,276.00	65.9
001-016-57000	LEASE PRINCIPAL	628.50	4,382.16	7,476.00	3,093.84	58.6
	TOTAL BUILDINGS AND GROUNDS	15,510.88	129,422.65	242,008.41	112,585.76	53.5
	<u>IT</u>					
001-017-52015	PROFESSIONAL SERVICES	13,115.95	67,220.46	67,500.00	279.54	99.6
001-017-55100	CITY COST PLAN	.00	(10,756.00)	(10,756.00)	.00	(100.0)
	TOTAL IT	13,115.95	56,464.46	56,744.00	279.54	99.5
	<u>ELECTIONS</u>					
001-018-52011	ADVERTISING & PRINTING	.00	70.50	100.00	29.50	70.5
001-018-52012	OFFICE SUPPLIES & POSTAGE	.00	54.90	500.00	445.10	11.0
001-018-52015	PROFESSIONAL SERVICES	.00	4,902.39	4,600.00	(302.39)	106.6
	TOTAL ELECTIONS	.00	5,027.79	5,200.00	172.21	96.7

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>COMMUNITY PROMOTIONS</u>					
001-019-52130	ECONOMIC DEVELOPMENT	12,500.00	12,500.00	135,000.00	122,500.00	9.3
001-019-52131	COMMUNITY SUPPORT	.00	10,000.00	127,766.00	117,766.00	7.8
	TOTAL COMMUNITY PROMOTIONS	12,500.00	22,500.00	262,766.00	240,266.00	8.6
	<u>POLICE DEPARTMENT</u>					
001-020-51001	FULL TIME SALARIES	144,498.43	1,013,998.56	1,955,300.00	941,301.44	51.9
001-020-51002	PART TIME SALARIES	983.40	9,426.40	50,000.00	40,573.60	18.9
001-020-51003	PART TIME RESERVES	.00	132.00	5,000.00	4,868.00	2.6
001-020-51004	OVERTIME WAGES	12,714.37	131,079.87	95,800.00	(35,279.87)	136.8
001-020-51005	WATCH COMMAND SALARIES	160.88	1,987.04	3,000.00	1,012.96	66.2
001-020-51006	VISION INSURANCE	301.87	2,088.78	3,410.00	1,321.22	61.3
001-020-51007	HEALTH INSURANCE	48,245.79	317,583.59	459,000.00	141,416.41	69.2
001-020-51008	DENTAL INSURANCE	2,803.25	20,630.09	31,000.00	10,369.91	66.6
001-020-51010	WORKER'S COMPENSATION	.00	158,792.96	161,400.00	2,607.04	98.4
001-020-51011	MEDICARE TAX	2,251.38	16,511.22	31,400.00	14,888.78	52.6
001-020-51014	FIELD TRAINING	160.00	740.00	2,333.00	1,593.00	31.7
001-020-51015	SHIFT DIFFERENTIAL PAY	2,195.48	14,862.25	23,000.00	8,137.75	64.6
001-020-51017	PARS-ARS	12.78	124.30	650.00	525.70	19.1
001-020-51024	DEFERRED COMPENSATION	426.06	3,038.89	11,300.00	8,261.11	26.9
001-020-51025	RETIREE HEALTH INSURANCE	62,968.48	223,996.72	360,000.00	136,003.28	62.2
001-020-51027	PERS EE/ER	34,015.87	237,578.28	475,700.00	238,121.72	49.9
001-020-51029	PERS LS UAL	.00	708,127.82	708,127.98	.16	100.0
001-020-51043	DISABILITY & LIFE INSURANCE	1,036.26	7,069.88	13,100.00	6,030.12	54.0
001-020-51046	OPEB	29,998.74	210,229.80	416,600.00	206,370.20	50.5
001-020-52006	RECRUITMENT	99.24	3,756.64	8,500.00	4,743.36	44.2
001-020-52009	TRAINING	659.00	9,487.47	25,000.00	15,512.53	38.0
001-020-52010	UTILITIES	841.72	8,492.53	19,000.00	10,507.47	44.7
001-020-52011	OUTREACH	.00	3,364.59	7,000.00	3,635.41	48.1
001-020-52012	OFFICE SUPPLIES & POSTAGE	26.06	673.68	3,100.00	2,426.32	21.7
001-020-52013	COMMUNICATIONS	2,711.39	20,023.76	36,500.00	16,476.24	54.9
001-020-52014	MEETINGS & TRAVEL	750.52	11,900.91	25,000.00	13,099.09	47.6
001-020-52015	PROFESSIONAL SERVICES	3,115.53	10,078.57	15,000.00	4,921.43	67.2
001-020-52017	WASTE FEES	9.00	9.00	350.00	341.00	2.6
001-020-52018	SPECIAL DEPARTMENT SUPPLIES	4,906.06	24,521.89	30,000.00	5,478.11	81.7
001-020-52019	MISC. DUES & SUBSCRIPTIONS	159.99	613.93	3,800.00	3,186.07	16.2
001-020-52021	FINGERPRINT FEES	371.00	4,986.00	13,300.00	8,314.00	37.5
001-020-52024	PROPERTY TAXES	.00	.00	20.00	20.00	.0
001-020-52045	IT	2,783.83	19,171.59	27,266.67	8,095.08	70.3
001-020-53020	VEHICLE OPERATION	3,749.67	18,437.50	35,000.00	16,562.50	52.7
001-020-54023	BUILDING OPERATION	279.23	2,738.21	5,000.00	2,261.79	54.8
001-020-54024	AB 109/REALIGNMENT EXPENSE	.00	3,607.00	50,000.00	46,393.00	7.2
001-020-54025	RAN REIMBURSEMENT	.00	3,310.83	15,000.00	11,689.17	22.1
001-020-56028	CAPITAL EQUIPMENT	.00	.00	187,500.00	187,500.00	.0
001-020-57000	LEASE PRINCIPAL	2,645.99	41,440.80	54,560.00	13,119.20	76.0
001-020-58040	OFFICER WELLNESS GRANT	.00	12,001.00	12,001.00	.00	100.0
	TOTAL POLICE DEPARTMENT	365,881.27	3,276,614.35	5,379,018.65	2,102,404.30	60.9

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
001-021-51001 FULL TIME SALARIES	8,027.36	62,268.93	143,240.00	80,971.07	43.5
001-021-51002 PART TIME SALARIES	.00	4,409.93	6,000.00	1,590.07	73.5
001-021-51003 STRIKE TEAM PAY	9,394.34	29,391.14	.00	29,391.14	.0
001-021-51004 OVERTIME WAGES	.00	.00	1,000.00	1,000.00	.0
001-021-51006 VISION INSURANCE	17.03	117.49	310.00	192.51	37.9
001-021-51007 HEALTH INSURANCE	2,039.19	15,563.65	52,400.00	36,836.35	29.7
001-021-51008 DENTAL INSURANCE	172.57	1,168.65	3,230.00	2,061.35	36.2
001-021-51009 CITY FIRE CALLOUTS	5,100.00	36,790.00	50,000.00	13,210.00	73.6
001-021-51010 WORKER'S COMPENSATION	.00	13,626.29	13,850.00	223.71	98.4
001-021-51011 MEDICARE TAX	323.43	1,905.99	2,920.00	1,014.01	65.3
001-021-51017 PARS-ARS	163.13	666.23	1,800.00	1,133.77	37.0
001-021-51024 DEFERRED COMPENSATION	5.48	29.41	2,235.00	2,205.59	1.3
001-021-51025 RETIREE HEALTH INSURANCE	2,264.28	8,607.98	16,500.00	7,892.02	52.2
001-021-51027 PERS EE/ER	1,001.30	7,272.12	18,520.00	11,247.88	39.3
001-021-51029 PERS LS UAL	.00	5,683.45	5,683.56	.11	100.0
001-021-51030 VOLUNTEER PENSION	.00	.00	7,000.00	7,000.00	.0
001-021-51041 FIREMAN'S LIFE INSURANCE	.00	1,636.77	4,700.00	3,063.23	34.8
001-021-51042 UNEMPLOYMENT INSURANCE	.00	.00	500.00	500.00	.0
001-021-51043 DISABILITY & LIFE INSURANCE	44.87	326.64	855.00	528.36	38.2
001-021-51046 OPEB	1,691.68	12,470.14	30,470.00	17,999.86	40.9
001-021-52006 RECRUITMENT	.00	.00	2,500.00	2,500.00	.0
001-021-52009 TRAINING	2,250.00	2,715.00	11,500.00	8,785.00	23.6
001-021-52010 UTILITIES	1,106.79	6,720.05	19,100.00	12,379.95	35.2
001-021-52011 ADVERTISING & PRINTING	.00	81.56	1,700.00	1,618.44	4.8
001-021-52012 OFFICE SUPPLIES & POSTAGE	29.79	72.42	600.00	527.58	12.1
001-021-52013 COMMUNICATIONS	528.27	5,208.92	12,000.00	6,791.08	43.4
001-021-52014 MEETINGS & TRAVEL	.00	1,192.68	3,000.00	1,807.32	39.8
001-021-52015 PROFESSIONAL SERVICES	591.31	18,810.58	37,500.00	18,689.42	50.2
001-021-52017 WASTE FEES	153.94	1,353.25	1,940.00	586.75	69.8
001-021-52018 SPECIAL DEPARTMENT SUPPLIES	3,280.66	76,687.58	56,000.00	20,687.58	136.9
001-021-52019 MISC. DUES & SUBSCRIPTIONS	.00	.00	3,600.00	3,600.00	.0
001-021-52024 PROPERTY TAXES	.00	.00	1,000.00	1,000.00	.0
001-021-52045 IT	939.26	4,252.05	7,000.00	2,747.95	60.7
001-021-53020 VEHICLE OPERATION	623.19	14,077.96	32,000.00	17,922.04	44.0
001-021-53022 OFFICE EQUIPMENT OPERATION	40.31	439.77	800.00	360.23	55.0
001-021-54023 BUILDING OPERATION	56.15	1,485.97	3,500.00	2,014.03	42.5
001-021-55024 RENTALS	1,123.56	1,123.56	1,200.00	76.44	93.6
001-021-55101 REFUNDS	.00	.00	200.00	200.00	.0
001-021-56029 CAPITAL EQUIPMENT REPLACEMENT	.00	197,846.16	275,000.00	77,153.84	71.9
TOTAL FIRE DEPARTMENT	40,967.89	534,002.32	831,353.56	297,351.24	64.2

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>BUILDING</u>					
001-022-51001	FULL TIME SALARIES	3,529.33	24,699.82	45,900.00	21,200.18	53.8
001-022-51006	VISION INSURANCE	4.32	31.34	60.00	28.66	52.2
001-022-51007	HEALTH INSURANCE	226.58	1,489.51	2,680.00	1,190.49	55.6
001-022-51008	DENTAL INSURANCE	46.77	325.09	560.00	234.91	58.1
001-022-51010	WORKER'S COMPENSATION	.00	924.82	940.00	15.18	98.4
001-022-51011	MEDICARE TAX	50.82	355.94	670.00	314.06	53.1
001-022-51022	PARS SYSTEM	250.26	1,750.65	3,260.00	1,509.35	53.7
001-022-51024	DEFERRED COMPENSATION	70.60	492.84	920.00	427.16	53.6
001-022-51025	RETIREE HEALTH INSURANCE	2,711.56	9,450.58	14,700.00	5,249.42	64.3
001-022-51027	PERS EE/ER	427.58	2,991.95	5,730.00	2,738.05	52.2
001-022-51043	DISABILITY & LIFE INSURANCE	19.58	137.06	245.00	107.94	55.9
001-022-51046	OPEB	762.34	5,335.18	9,920.00	4,584.82	53.8
001-022-52012	OFFICE SUPPLIES & POSTAGE	15.00	54.99	300.00	245.01	18.3
001-022-52013	COMMUNICATIONS	.00	256.04	600.00	343.96	42.7
001-022-52014	MEETINGS & TRAVEL	.00	.00	2,000.00	2,000.00	.0
001-022-52015	PROFESSIONAL SERVICES	20,899.83	47,301.72	100,300.00	52,998.28	47.2
001-022-52018	SPECIAL DEPARTMENT SUPPLIES	.00	1,024.02	6,500.00	5,475.98	15.8
001-022-52019	MISC. DUES & SUBSCRIPTIONS	.00	51.80	39,200.00	39,148.20	.1
001-022-52045	IT	80.64	80.64	900.00	819.36	9.0
001-022-53020	VEHICLE OPERATION	.00	.00	500.00	500.00	.0
	TOTAL BUILDING	29,095.21	96,753.99	235,885.00	139,131.01	41.0

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET MAINTENANCE</u>					
001-023-51001 FULL TIME SALARIES	15,188.32	108,147.15	193,186.06	85,038.91	56.0
001-023-51004 OVERTIME WAGES	.00	2,334.02	5,000.00	2,665.98	46.7
001-023-51006 VISION INSURANCE	25.66	209.51	350.00	140.49	59.9
001-023-51007 HEALTH INSURANCE	3,727.19	27,465.23	47,050.00	19,584.77	58.4
001-023-51008 DENTAL INSURANCE	292.10	2,270.21	3,610.00	1,339.79	62.9
001-023-51010 WORKER'S COMPENSATION	.00	4,309.25	4,380.00	70.75	98.4
001-023-51011 MEDICARE TAX	217.78	1,589.08	2,927.52	1,338.44	54.3
001-023-51018 DUTY TIME	262.74	1,867.42	3,500.00	1,632.58	53.4
001-023-51022 PARS SYSTEM	1,530.76	10,799.47	19,755.17	8,955.70	54.7
001-023-51024 DEFERRED COMPENSATION	234.83	1,699.85	3,186.92	1,487.07	53.3
001-023-51025 RETIREE HEALTH INSURANCE	7,235.76	25,688.40	42,800.00	17,111.60	60.0
001-023-51027 PERS EE/ER	2,165.81	15,487.33	27,208.68	11,721.35	56.9
001-023-51029 PERS LS UAL	.00	5,569.94	5,570.56	.62	100.0
001-023-51043 DISABILITY & LIFE INSURANCE	95.75	735.41	1,140.00	404.59	64.5
001-023-51046 OPEB	3,280.66	23,111.91	41,734.75	18,622.84	55.4
001-023-52006 RECRUITMENT	.00	.00	3,000.00	3,000.00	.0
001-023-52010 UTILITIES	5,364.53	33,216.58	63,700.00	30,483.42	52.2
001-023-52012 OFFICE SUPPLIES & POSTAGE	8.47	81.24	1,200.00	1,118.76	6.8
001-023-52013 COMMUNICATIONS	126.59	696.87	1,000.00	303.13	69.7
001-023-52014 MEETINGS & TRAVEL	233.56	233.56	4,000.00	3,766.44	5.8
001-023-52015 PROFESSIONAL SERVICES	6,427.42	16,416.44	35,759.00	19,342.56	45.9
001-023-52017 WASTE FEES	925.50	2,038.20	5,000.00	2,961.80	40.8
001-023-52018 SPECIAL DEPARTMENT SUPPLIES	42.08	9,821.95	23,000.00	13,178.05	42.7
001-023-52019 MISC. DUES & SUBSCRIPTIONS	91.00	734.23	1,100.00	365.77	66.8
001-023-52024 PROPERTY TAXES	.00	.00	300.00	300.00	.0
001-023-52045 IT	38.81	3,275.48	5,066.66	1,791.18	64.7
001-023-53020 VEHICLE OPERATION	3,384.83	10,549.47	35,000.00	24,450.53	30.1
001-023-55024 LEASE PROFIT AND LOSS	.00	100.00	64,000.00	63,900.00	.2
001-023-56027 CAPITAL IMPROVEMENT	.00	17,688.00	609,345.00	591,657.00	2.9
001-023-56031 CAPITAL IMPROVEMENT PROGRAM	.00	350,000.00	350,000.00	.00	100.0
001-023-56034 LEASE PRINCIPAL	473.93	3,304.47	6,284.00	2,979.53	52.6
TOTAL STREET MAINTENANCE	51,374.08	679,440.67	1,609,154.32	929,713.65	42.2

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PARKS AND RECREATION</u>					
001-031-51001	FULL TIME SALARIES	24,148.61	176,322.35	308,800.00	132,477.65	57.1
001-031-51002	PART TIME SALARIES	10,326.25	92,045.50	185,620.00	93,574.50	49.6
001-031-51004	OVERTIME WAGES	.00	4,671.01	7,000.00	2,328.99	66.7
001-031-51006	VISION INSURANCE	58.30	485.24	775.00	289.76	62.6
001-031-51007	HEALTH INSURANCE	11,192.90	83,820.60	132,220.00	48,399.40	63.4
001-031-51008	DENTAL INSURANCE	677.24	5,377.72	8,055.00	2,677.28	66.8
001-031-51010	WORKER'S COMPENSATION	.00	8,510.28	8,650.00	139.72	98.4
001-031-51011	MEDICARE TAX	480.15	3,833.05	7,275.00	3,441.95	52.7
001-031-51017	PARS-ARS	134.26	1,197.36	6,520.00	5,322.64	18.4
001-031-51022	PARS SYSTEM	4,106.28	29,731.79	68,990.00	39,258.21	43.1
001-031-51024	DEFERRED COMPENSATION	386.46	2,794.23	5,100.00	2,305.77	54.8
001-031-51025	RETIREE HEALTH INSURANCE	9,478.10	33,288.38	49,510.00	16,221.62	67.2
001-031-51027	PERS EE/ER	4,549.42	32,880.64	60,000.00	27,119.36	54.8
001-031-51029	PERS LS UAL	.00	11,589.05	11,589.22	.17	100.0
001-031-51042	UNEMPLOYMENT INSURANCE	.00	388.00	2,500.00	2,112.00	15.5
001-031-51043	DISABILITY & LIFE INSURANCE	181.04	1,401.91	2,170.00	768.09	64.6
001-031-51046	OPEB	5,216.12	37,745.72	66,690.00	28,944.28	56.6
001-031-52009	TRAINING	.00	.00	1,500.00	1,500.00	.0
001-031-52010	UTILITIES	3,592.75	17,889.21	70,100.00	52,210.79	25.5
001-031-52011	ADVERTISING & PRINTING	.00	.00	500.00	500.00	.0
001-031-52012	OFFICE SUPPLIES & POSTAGE	52.98	54.36	150.00	95.64	36.2
001-031-52013	COMMUNICATIONS	698.50	3,309.83	5,000.00	1,690.17	66.2
001-031-52014	MEETINGS & TRAVEL	.00	.00	2,100.00	2,100.00	.0
001-031-52015	PROFESSIONAL SERVICES	59.10	7,183.41	28,000.00	20,816.59	25.7
001-031-52017	WASTE FEES	2,147.36	14,481.13	29,500.00	15,018.87	49.1
001-031-52018	SPECIAL DEPARTMENT SUPPLIES	6,153.16	27,370.31	75,061.60	47,691.29	36.5
001-031-52019	MISC. DUES & SUBSCRIPTIONS	10.99	319.94	9,000.00	8,680.06	3.6
001-031-52045	IT	582.50	13,867.03	14,766.67	899.64	93.9
001-031-53020	VEHICLE OPERATION	114.02	5,036.29	10,000.00	4,963.71	50.4
001-031-53021	SPECIAL EQUIPMENT OPERATION	.00	723.19	10,000.00	9,276.81	7.2
001-031-55024	RENTALS	3,172.15	65,365.03	62,850.00	(2,515.03)	104.0
001-031-55025	CHAMBER OF COMMERCE	.00	.00	1,000.00	1,000.00	.0
001-031-55050	PARK RENOVATION	.00	.00	5,000.00	5,000.00	.0
001-031-55063	DOC/RECYCLING GRANT	.00	.00	5,580.69	5,580.69	.0
001-031-56027	CAPITAL IMPROVEMENT	9,130.00	9,130.00	767,500.00	758,370.00	1.2
001-031-56028	CAPITAL EQUIPMENT	.00	27,688.40	62,938.40	35,250.00	44.0
001-031-57000	LEASE PRINCIPAL	628.50	4,382.16	7,500.00	3,117.84	58.4
001-031-58030	URBAN GREENING GRANT	.00	4,008.55	138,920.80	134,912.25	2.9
	TOTAL PARKS AND RECREATION	97,277.14	726,891.67	2,238,432.38	1,511,540.71	32.5

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
001-034-51001 FULL TIME SALARIES	7,463.88	54,239.15	97,130.00	42,890.85	55.8
001-034-51002 PART TIME SALARIES	.00	150.00	8,000.00	7,850.00	1.9
001-034-51004 OVERTIME WAGES	.00	2,070.43	4,500.00	2,429.57	46.0
001-034-51006 VISION INSURANCE	10.11	83.72	136.00	52.28	61.6
001-034-51007 HEALTH INSURANCE	2,345.07	17,489.09	30,850.00	13,360.91	56.7
001-034-51008 DENTAL INSURANCE	109.07	862.28	1,540.00	677.72	56.0
001-034-51010 WORKER'S COMPENSATION	.00	2,238.25	2,275.00	36.75	98.4
001-034-51011 MEDICARE TAX	103.00	784.21	1,600.00	815.79	49.0
001-034-51017 PARS-ARS	.00	1.95	105.00	103.05	1.9
001-034-51022 PARS SYSTEM	87.60	612.78	1,150.00	537.22	53.3
001-034-51024 DEFERRED COMPENSATION	8.34	58.22	1,945.00	1,886.78	3.0
001-034-51025 RETIREE HEALTH INSURANCE	2,711.58	9,450.72	13,970.00	4,519.28	67.7
001-034-51027 PERS EE/ER	652.32	4,705.24	8,420.00	3,714.76	55.9
001-034-51029 PERS LS UAL	.00	1,079.03	1,079.30	.27	100.0
001-034-51043 DISABILITY & LIFE INSURANCE	55.07	437.41	690.00	252.59	63.4
001-034-51046 OPEB	1,612.20	11,650.86	20,980.00	9,329.14	55.5
001-034-52012 OFFICE SUPPLIES & POSTAGE	15.00	436.21	5,000.00	4,563.79	8.7
001-034-52013 COMMUNICATIONS	.00	256.04	500.00	243.96	51.2
001-034-52014 MEETINGS & TRAVEL	.00	3,762.34	5,500.00	1,737.66	68.4
001-034-52015 PROFESSIONAL SERVICES	296.06	336.06	5,000.00	4,663.94	6.7
001-034-52018 SPECIAL DEPARTMENT SUPPLIES	36.18	778.20	2,000.00	1,221.80	38.9
001-034-52019 MISC. DUES & SUBSCRIPTIONS	20.00	41.80	1,000.00	958.20	4.2
001-034-52045 IT	13.54	3,385.51	3,600.00	214.49	94.0
001-034-53025 LAFCO	.00	.00	15,000.00	15,000.00	.0
001-034-54013 PROP 68 GREEN INFRASTRUCTURE	.00	.00	50,379.85	50,379.85	.0
001-034-56028 CAPITAL EQUIPMENT	1,440.00	2,190.00	25,000.00	22,810.00	8.8
001-034-59999 TRANSFERS OUT	54,089.00	54,089.00	50,000.00	(4,089.00)	108.2
TOTAL PLANNING	71,068.02	171,188.50	357,350.15	186,161.65	47.9
<u>AFTER SCHOOL PROGRAM</u>					
001-035-51002 PART TIME SALARIES	2,338.25	33,761.45	68,100.00	34,338.55	49.6
001-035-51011 MEDICARE TAX	33.90	489.59	990.00	500.41	49.5
001-035-51017 PARS-ARS	30.39	438.95	890.00	451.05	49.3
001-035-52010 UTILITIES	.00	.00	2,500.00	2,500.00	.0
001-035-52015 PROFESSIONAL SERVICES	.00	.00	250.00	250.00	.0
001-035-52018 SPECIAL DEPARTMENT SUPPLIES	695.87	6,078.20	11,000.00	4,921.80	55.3
001-035-52045 IT	73.84	542.37	1,110.00	567.63	48.9
TOTAL AFTER SCHOOL PROGRAM	3,172.25	41,310.56	84,840.00	43,529.44	48.7

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>POOL</u>					
001-037-51002	PART TIME SALARIES	1,976.00	67,189.75	113,560.00	46,370.25	59.2
001-037-51011	MEDICARE TAX	28.65	974.25	1,650.00	675.75	59.1
001-037-51017	PARS-ARS	25.68	873.48	1,480.00	606.52	59.0
001-037-52009	TRAINING	.00	516.61	3,000.00	2,483.39	17.2
001-037-52010	UTILITIES	.00	9,690.44	9,800.00	109.56	98.9
001-037-52013	COMMUNICATIONS	.00	468.27	800.00	331.73	58.5
001-037-52014	MEETINGS & TRAVEL	.00	1,588.85	2,000.00	411.15	79.4
001-037-52015	PROFESSIONAL SERVICES	366.00	7,199.88	8,500.00	1,300.12	84.7
001-037-52018	SPECIAL DEPARTMENT SUPPLIES	135.93	19,264.76	50,000.00	30,735.24	38.5
001-037-52045	IT	616.15	3,148.52	4,200.00	1,051.48	75.0
001-037-52047	CONCESSIONS	.00	1,549.96	2,580.00	1,030.04	60.1
001-037-53021	SPECIAL EQUIPMENT OPERATION	.00	.00	5,000.00	5,000.00	.0
001-037-56027	CAPITAL IMPROVEMENT	.00	.00	100,000.00	100,000.00	.0
	TOTAL POOL	3,148.41	112,464.77	302,570.00	190,105.23	37.2
	<u>SUMMER CAMP</u>					
001-038-51002	PART TIME SALARIES	189.00	23,667.32	39,300.00	15,632.68	60.2
001-038-51011	MEDICARE TAX	2.74	343.15	570.00	226.85	60.2
001-038-51017	PARS-ARS	2.46	307.67	515.00	207.33	59.7
001-038-52010	UTILITIES	.00	.00	500.00	500.00	.0
001-038-52011	ADVERTISING & PRINTING	.00	.00	450.00	450.00	.0
001-038-52015	PROFESSIONAL SERVICES	.00	2,500.00	11,000.00	8,500.00	22.7
001-038-52018	SPECIAL DEPARTMENT SUPPLIES	.00	5,700.22	6,000.00	299.78	95.0
001-038-52045	IT	21.02	21.02	150.00	128.98	14.0
	TOTAL SUMMER CAMP	215.22	32,539.38	58,485.00	25,945.62	55.6
	TOTAL FUND EXPENDITURES	833,323.88	7,077,021.80	13,706,566.42	6,629,544.62	51.6

CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUE</u>					
002-000-33010	INTEREST ON BANK DEPOSITS	12,382.15	90,854.07	66,000.00	(24,854.07)	137.7
002-000-39017	SEWER MISCELLANEOUS	.00	2,991.22	25,000.00	22,008.78	12.0
002-000-39020	SEWER SERVICE COLLECTION	119,878.97	810,205.88	1,330,000.00	519,794.12	60.9
002-000-39023	SEWER SERVICE PENALTIES	113.03	729.91	1,000.00	270.09	73.0
002-000-39812	GAIN ON SALE	1,796.66	1,796.66	.00	(1,796.66)	.0
	TOTAL REVENUE	134,170.81	906,577.74	1,422,000.00	515,422.26	63.8
	TOTAL FUND REVENUE	134,170.81	906,577.74	1,422,000.00	515,422.26	63.8

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER</u>					
002-051-51001 FULL TIME SALARIES	19,825.22	140,759.15	251,106.10	110,346.95	56.1
002-051-51002 PART TIME SALARIES	.00	.00	500.00	500.00	.0
002-051-51004 OVERTIME WAGES	.00	3,750.41	8,350.00	4,599.59	44.9
002-051-51006 VISION INSURANCE	34.80	286.49	475.00	188.51	60.3
002-051-51007 HEALTH INSURANCE	5,902.29	43,284.83	74,400.00	31,115.17	58.2
002-051-51008 DENTAL INSURANCE	393.18	3,089.50	4,880.00	1,790.50	63.3
002-051-51010 WORKER'S COMPENSATION	.00	6,060.50	6,160.00	99.50	98.4
002-051-51011 MEDICARE TAX	283.48	2,074.66	3,780.58	1,705.92	54.9
002-051-51017 PARS-ARS	.00	.00	7.00	7.00	.0
002-051-51018 DUTY TIME	408.72	2,901.83	6,000.00	3,098.17	48.4
002-051-51022 PARS SYSTEM	2,496.54	17,540.96	32,221.38	14,680.42	54.4
002-051-51024 DEFERRED COMPENSATION	289.27	2,096.57	3,966.32	1,869.75	52.9
002-051-51025 RETIREE HEALTH INSURANCE	7,235.76	25,688.40	42,800.00	17,111.60	60.0
002-051-51027 PERS EE/ER	3,109.61	21,972.94	39,457.95	17,485.01	55.7
002-051-51029 PERS LS UAL	.00	145,944.34	145,945.15	.81	100.0
002-051-51043 DISABILITY & LIFE INSURANCE	131.52	1,019.76	1,590.00	570.24	64.1
002-051-51046 OPEB	4,282.27	30,018.45	54,246.28	24,227.83	55.3
002-051-52006 RECRUITMENT	.00	.00	3,000.00	3,000.00	.0
002-051-52010 UTILITIES	2,607.05	10,047.23	23,250.00	13,202.77	43.2
002-051-52012 OFFICE SUPPLIES & POSTAGE	702.57	4,421.67	7,300.00	2,878.33	60.6
002-051-52013 COMMUNICATIONS	258.63	1,157.04	2,200.00	1,042.96	52.6
002-051-52014 MEETINGS & TRAVEL	233.56	233.56	5,000.00	4,766.44	4.7
002-051-52015 PROFESSIONAL SERVICES	14,212.47	46,573.06	154,759.00	108,185.94	30.1
002-051-52017 WASTE FEES	404.43	2,934.97	5,310.00	2,375.03	55.3
002-051-52018 SPECIAL DEPARTMENT SUPPLIES	122.97	46,994.52	50,000.00	3,005.48	94.0
002-051-52019 MISC. DUES & SUBSCRIPTIONS	91.00	977.49	2,600.00	1,622.51	37.6
002-051-52024 PROPERTY TAXES	.00	.00	640.00	640.00	.0
002-051-52045 IT	107.07	343.73	2,700.00	2,356.27	12.7
002-051-53020 VEHICLE OPERATION	817.71	3,852.91	26,000.00	22,147.09	14.8
002-051-55023 SMALL CLAIMS	.00	.00	100.00	100.00	.0
002-051-55024 RENTALS	.00	.00	2,000.00	2,000.00	.0
002-051-55100 CITY COST PLAN	.00	194,357.00	194,357.00	.00	100.0
002-051-55101 REFUNDS	.00	1,144.11	2,000.00	855.89	57.2
002-051-55102 BAWA	.00	152,880.00	152,700.00	(180.00)	100.1
002-051-56025 DEPRECIATION	.00	.00	150,908.00	150,908.00	.0
002-051-56027 CAPITAL IMPROVEMENT	9,021.50	36,304.65	152,724.00	116,419.35	23.8
002-051-56028 CAPITAL EQUIPMENT	.00	125,257.33	125,257.33	.00	100.0
002-051-57000 LEASE PRINCIPAL	473.93	3,304.46	6,284.00	2,979.54	52.6
002-051-59999 TRANSFERS OUT	.00	1,792.96	100,000.00	98,207.04	1.8
TOTAL SEWER	73,445.55	1,079,065.48	1,844,975.09	765,909.61	58.5
TOTAL FUND EXPENDITURES	73,445.55	1,079,065.48	1,844,975.09	765,909.61	58.5
NET REVENUE OVER EXPENDITURES	60,725.26	(172,487.74)	(422,975.09)	(250,487.35)	(40.8)

CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>REVENUE</u>					
004-000-33010	INTEREST ON BANK DEPOSITS	11,675.71	84,469.00	63,000.00	(21,469.00)	134.1
004-000-39012	WATER SERVICE COLLECTION	94,786.76	640,586.72	1,111,000.00	470,413.28	57.7
004-000-39013	WATER SERVICE PENALTIES	88.83	577.71	800.00	222.29	72.2
004-000-39017	WATER MISCELLANEOUS	1,565.54	12,057.80	20,000.00	7,942.20	60.3
004-000-39812	GAIN ON SALE	1,796.66	1,796.66	.00	(1,796.66)	.0
	TOTAL REVENUE	109,913.50	739,487.89	1,194,800.00	455,312.11	61.9
	TOTAL FUND REVENUE	109,913.50	739,487.89	1,194,800.00	455,312.11	61.9

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>WATER</u>					
004-050-51001	FULL TIME SALARIES	16,326.86	117,436.27	206,628.08	89,191.81	56.8
004-050-51002	PART TIME SALARIES	.00	.00	600.00	600.00	.0
004-050-51004	OVERTIME WAGES	.00	3,492.26	8,840.00	5,347.74	39.5
004-050-51006	VISION INSURANCE	28.90	253.05	400.00	146.95	63.3
004-050-51007	HEALTH INSURANCE	5,075.32	39,656.18	64,000.00	24,343.82	62.0
004-050-51008	DENTAL INSURANCE	326.30	2,722.94	4,100.00	1,377.06	66.4
004-050-51010	WORKER'S COMPENSATION	.00	5,086.50	5,170.00	83.50	98.4
004-050-51011	MEDICARE TAX	233.30	1,734.96	3,253.36	1,518.40	53.3
004-050-51017	PARS-ARS	.00	.00	8.00	8.00	.0
004-050-51018	DUTY TIME	350.32	2,528.84	6,350.00	3,821.16	39.8
004-050-51022	PARS SYSTEM	2,157.78	15,399.15	27,896.89	12,497.74	55.2
004-050-51024	DEFERRED COMPENSATION	234.60	1,718.54	3,232.56	1,514.02	53.2
004-050-51025	RETIREE HEALTH INSURANCE	9,647.68	34,251.22	55,260.00	21,008.78	62.0
004-050-51027	PERS EE/ER	2,692.56	19,218.41	33,228.24	14,009.83	57.8
004-050-51029	PERS LS UAL	.00	113,025.46	113,025.70	.24	100.0
004-050-51043	DISABILITY & LIFE INSURANCE	111.42	905.81	1,340.00	434.19	67.6
004-050-51046	OPEB	3,526.59	25,035.82	44,639.67	19,603.85	56.1
004-050-52006	RECRUITMENT	.00	.00	4,000.00	4,000.00	.0
004-050-52010	UTILITIES	3,973.36	31,923.18	57,200.00	25,276.82	55.8
004-050-52012	OFFICE SUPPLIES & POSTAGE	232.39	3,173.65	6,800.00	3,626.35	46.7
004-050-52013	COMMUNICATIONS	320.71	1,378.86	3,180.00	1,801.14	43.4
004-050-52014	MEETINGS & TRAVEL	200.18	255.18	5,000.00	4,744.82	5.1
004-050-52015	PROFESSIONAL SERVICES	7,128.44	41,082.35	113,759.00	72,676.65	36.1
004-050-52017	WASTE FEES	70.34	537.61	1,590.00	1,052.39	33.8
004-050-52018	SPECIAL DEPARTMENT SUPPLIES	4,910.67	14,831.19	47,000.00	32,168.81	31.6
004-050-52019	MISC. DUES & SUBSCRIPTION	78.00	1,098.38	2,400.00	1,301.62	45.8
004-050-52020	WATER CONSERVATION PROGRAM	.00	.00	1,300.00	1,300.00	.0
004-050-52024	PROPERTY TAXES	.00	.00	100.00	100.00	.0
004-050-52045	IT	119.43	434.98	2,700.00	2,265.02	16.1
004-050-53020	VEHICLE OPERATION	568.32	2,300.13	26,000.00	23,699.87	8.9
004-050-55023	SMALL CLAIMS	.00	.00	200.00	200.00	.0
004-050-55024	RENTALS	.00	.00	4,300.00	4,300.00	.0
004-050-55100	CITY COST PLAN	.00	145,579.00	145,579.00	.00	100.0
004-050-55101	REFUNDS	.00	4,887.94	2,000.00	(2,887.94)	244.4
004-050-56025	DEPRECIATION	.00	.00	178,600.00	178,600.00	.0
004-050-56027	CAPITAL IMPROVEMENT	.00	13,570.00	137,000.00	123,430.00	9.9
004-050-57000	LEASE PRINCIPAL	631.91	4,405.95	6,284.00	1,878.05	70.1
004-050-59999	TRANSFERS OUT	.00	.00	100,000.00	100,000.00	.0
	TOTAL WATER	58,945.38	647,923.81	1,422,964.50	775,040.69	45.5
	TOTAL FUND EXPENDITURES	58,945.38	647,923.81	1,422,964.50	775,040.69	45.5
	NET REVENUE OVER EXPENDITURES	50,968.12	91,564.08	(228,164.50)	(319,728.58)	40.1

CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

SUNRISE MHP

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>REVENUE</u>					
012-000-33010	INTEREST ON BANK DEPOSITS	1,713.21	11,928.99	11,000.00	(928.99)	108.5
012-000-39735	UTILITIES CLEARING ACCOUNT	3,060.00	20,485.00	38,400.00	17,915.00	53.4
012-000-39750	RENTS - ASSISTED UNITS	170.00	4,208.00	6,600.00	2,392.00	63.8
012-000-39760	RENTS - UNASSISTED UNITS	9,328.00	60,353.00	100,000.00	39,647.00	60.4
	TOTAL REVENUE	14,271.21	96,974.99	156,000.00	59,025.01	62.2
	TOTAL FUND REVENUE	14,271.21	96,974.99	156,000.00	59,025.01	62.2

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

SUNRISE MHP

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SUNRISE MHP</u>					
012-095-51001	FULL TIME SALARIES	1,075.43	7,855.34	13,400.00	5,544.66	58.6
012-095-51002	PART TIME SALARIES	20.00	2,464.00	19,400.00	16,936.00	12.7
012-095-51006	VISION INSURANCE	3.06	25.56	45.00	19.44	56.8
012-095-51007	HEALTH INSURANCE	589.10	4,411.64	7,000.00	2,588.36	63.0
012-095-51008	DENTAL INSURANCE	35.64	283.08	430.00	146.92	65.8
012-095-51010	WORKER'S COMPENSATION	.00	452.57	460.00	7.43	98.4
012-095-51011	MEDICARE TAX	14.79	142.62	480.00	337.38	29.7
012-095-51017	PARS-ARS	.26	32.03	260.00	227.97	12.3
012-095-51022	PARS SYSTEM	118.62	858.85	1,550.00	691.15	55.4
012-095-51024	DEFERRED COMPENSATION	11.30	81.59	150.00	68.41	54.4
012-095-51027	PERS EE/ER	191.96	1,381.08	2,100.00	718.92	65.8
012-095-51029	PERS LS UAL	.00	8,096.74	8,096.74	.00	100.0
012-095-51043	DISABILITY & LIFE INSURANCE	8.72	64.58	105.00	40.42	61.5
012-095-51046	OPEB	232.28	1,679.43	2,900.00	1,220.57	57.9
012-095-52010	UTILITIES	1,222.99	35,306.96	43,600.00	8,293.04	81.0
012-095-52012	OFFICE SUPPLIES & POSTAGE	.00	.00	100.00	100.00	.0
012-095-52015	PROFESSIONAL SERVICES	27.09	907.20	2,000.00	1,092.80	45.4
012-095-52017	WASTE FEES	546.64	3,740.92	5,500.00	1,759.08	68.0
012-095-52018	SPECIAL DEPARTMENT SUPPLIES	.00	430.50	5,000.00	4,569.50	8.6
012-095-52045	IT	14.41	14.41	.00	(14.41)	.0
012-095-53020	VEHICLE OPERATION	.00	315.37	800.00	484.63	39.4
012-095-55100	CITY COST PLAN	.00	20,294.00	20,294.00	.00	100.0
	TOTAL SUNRISE MHP	4,112.29	88,838.47	133,670.74	44,832.27	66.5
	TOTAL FUND EXPENDITURES	4,112.29	88,838.47	133,670.74	44,832.27	66.5
	NET REVENUE OVER EXPENDITURES	10,158.92	8,136.52	22,329.26	14,192.74	36.4

CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

		GAS TAX				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>						
003-000-39100	SECTION 2105	2,193.64	12,642.44	23,000.00	10,357.56	55.0
003-000-39110	SECTION 2107-5	.00	1,000.00	1,000.00	.00	100.0
003-000-39120	SECTION 2107	3,050.10	16,966.47	32,000.00	15,033.53	53.0
003-000-39130	SECTION 2106	1,761.01	10,742.20	19,500.00	8,757.80	55.1
003-000-39135	MISC/PROP 42	3,408.85	21,394.84	37,000.00	15,605.16	57.8
003-000-39139	SB 1	9,118.41	53,613.93	99,094.00	45,480.07	54.1
TOTAL REVENUE		19,532.01	116,359.88	211,594.00	95,234.12	55.0
TOTAL FUND REVENUE		19,532.01	116,359.88	211,594.00	95,234.12	55.0

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GAS TAX

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>GAS TAX</u>					
003-030-51001	FULL TIME SALARIES	5,377.20	37,728.20	67,540.03	29,811.83	55.9
003-030-51004	OVERTIME WAGES	.00	473.15	420.00	(53.15)	112.7
003-030-51006	VISION INSURANCE	10.38	82.76	150.00	67.24	55.2
003-030-51007	HEALTH INSURANCE	1,982.58	14,255.67	25,090.00	10,834.33	56.8
003-030-51008	DENTAL INSURANCE	118.36	901.69	1,490.00	588.31	60.5
003-030-51010	WORKER'S COMPENSATION	.00	1,721.73	1,750.00	28.27	98.4
003-030-51011	MEDICARE TAX	76.74	548.14	993.07	444.93	55.2
003-030-51018	DUTY TIME	145.98	1,034.32	2,000.00	965.68	51.7
003-030-51022	PARS SYSTEM	753.08	5,253.44	9,716.21	4,462.77	54.1
003-030-51024	DEFERRED COMPENSATION	69.25	493.84	979.40	485.56	50.4
003-030-51027	PERS EE/ER	882.18	6,173.42	11,159.27	4,985.85	55.3
003-030-51029	PERS LS UAL	.00	2,424.04	2,424.86	.82	100.0
003-030-51043	DISABILITY & LIFE INSURANCE	37.06	278.77	450.00	171.23	62.0
003-030-51046	OPEB	1,161.48	8,011.50	14,601.53	6,590.03	54.9
003-030-52018	SPECIAL DEPARTMENT SUPPLIES	178.62	1,938.74	26,000.00	24,061.26	7.5
003-030-56027	CAPITAL IMPROVEMENT	.00	7,726.25	225,000.00	217,273.75	3.4
	TOTAL GAS TAX	10,792.91	89,045.66	389,764.37	300,718.71	22.9
	TOTAL FUND EXPENDITURES	10,792.91	89,045.66	389,764.37	300,718.71	22.9
	NET REVENUE OVER EXPENDITURES	8,739.10	27,314.22	(178,170.37)	(205,484.59)	15.3

CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

		C.O.P.S.				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUE</u>						
033-000-33010	INTEREST ON BANK DEPOSITS	1,631.82	8,718.08	6,800.00	(1,918.08)	128.2
033-000-39967	COPS/AB 1913	128,512.51	128,512.51	100,000.00	(28,512.51)	128.5
TOTAL REVENUE		130,144.33	137,230.59	106,800.00	(30,430.59)	128.5
TOTAL FUND REVENUE		130,144.33	137,230.59	106,800.00	(30,430.59)	128.5

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

		C.O.P.S.				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
C.O.P.S.						
033-033-51004	OVERTIME WAGES	.00	.00	60,000.00	60,000.00	.0
033-033-52018	SPECIAL DEPARTMENT SUPPLIES	2,586.68	3,055.99	31,000.00	27,944.01	9.9
033-033-52019	MISC. DUES & SUBSCRIPTIONS	(1,220.00)	.00	25,000.00	25,000.00	.0
033-033-52045	IT	.00	.00	12,100.00	12,100.00	.0
033-033-53020	VEHICLE OPERATION	.00	.00	10,000.00	10,000.00	.0
033-033-56029	CAPITAL EQUIPMENT REPLACEMENT	.00	.00	12,000.00	12,000.00	.0
033-033-57000	LEASE PRINCIPAL	5,008.26	58,784.39	85,722.48	26,938.09	68.6
TOTAL C.O.P.S.		6,374.94	61,840.38	235,822.48	173,982.10	26.2
TOTAL FUND EXPENDITURES		6,374.94	61,840.38	235,822.48	173,982.10	26.2
NET REVENUE OVER EXPENDITURES		123,769.39	75,390.21	(129,022.48)	(204,412.69)	58.4

JANUARY 2025

BANK RECONCILIATION

REPORT



Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

Eastern Sierra Checking (Eastern Sierra Checking) (1)

January 31, 2025

Account: 99900010110

Bank Account Number: 006107370

Bank Statement Balance:	2,176,151.89	Book Balance Previous Month:	1,698,839.95
Outstanding Deposits:	381,098.08	Total Receipts:	2,942,400.62
Outstanding Checks:	198,142.59	Total Disbursements:	2,282,133.19
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	2,359,107.38	Book Balance:	2,359,107.38
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
19	280.00	1034	128.00-	1057	101.00	1108	88.29-
1110	565.46	1132	1,472.00-	1137	370.00-	1145	359.00
1159	64.00-	1213	185.00-	1234	558.40	1242	832.00
1243	150.00	1251	376,838.51	1252	731.00	1253	225.00
1256	2,400.00	1257	365.00				
Grand Totals:							381,098.08

Deposits cleared: 91 items

Deposits Outstanding: 18 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
18	300.00	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	11879	340.50
11909	436.49	12044	33.25	12079	92.46	12086	31.99
12096	461.75	12114	43.17	12129	2,898.00	12202	143.14
12262	205.52	12295	415.57	12357	120.00	12369	360.16
12387	7,750.00	12411	390.00	12429	129.56	12444	70.28
12470	387.87	12473	203.17	12474	36.94	12478	18.47
12479	147.76	12482	800.06	12483	110.82	12484	18.47
12485	203.17	12487	321.77	12488	31.17	12490	92.35
12492	175.46	12493	36.94	12497	504.30	12499	129.29
12500	129.29	12501	166.23	12502	166.23	12503	36.94
12504	36.94	12508	80.76	12512	208.85	12518	140.00
12519	142.03	12520	12,500.00	12530	167.63	12531	434.78
12542	5,706.25	12543	1,347.17	12544	31.17	12546	5,170.77
12548	317.13	12549	103.89	12554	137.14	12556	62.33
12557	128.83	12561	36.01	12562	80.76	12563	2,116.12
12564	1,680.00	12565	369.23	12566	55.50	12567	6,101.94
12568	361.05	12569	1,899.14	12573	558.39	12574	43.82
12575	550.48	12576	585.01	12577	839.48	12579	358.88

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
12583	195.29	12584	1,440.00	12589	1,500.00	12590	2,700.00
12591	209.00	12594	13.04	12597	2,073.99	12601	4,500.00
12602	99.15	12603	3,387.00	12604	344.95	12605	32.00
12606	5,429.73	12607	951.88	12608	667.30	12609	8,914.00
12610	716.95	12611	6.50	12612	138.00	12613	120.00
12614	78.84	12615	1,964.76	12616	36.52	12617	302.17
12618	184.22	12619	285.11	12620	1,980.00	12621	1,844.39
12622	370.00	12623	329.21	12625	713.10	12626	31.25
12627	1,142.49	12628	6,925.98	75403	8.00	111942	371.55
11025203	35,370.59	12425204	35,259.62				
Grand Totals:							198,142.59

Checks cleared: 246 items

Checks Outstanding: 134 items

[Bank Adjustments Section](#)[Book Adjustments Section](#)

JANUARY 2025

COMBINED CASH REPORT



CITY OF BISHOP
COMBINED CASH
JANUARY 31, 2025

COMBINED CASH ACCOUNTS

999-000-10110	CASH IN BANK	2,354,486.90
999-000-10111	LAIF INVESTMENT	885,277.81
999-000-10112	CASH EASTERN SIERRA BANK	.00
999-000-10113	CASH IN COUNTY TREASURY	.00
999-000-10115	CASH IN BANK XPRESS BILLPAY	31,257.49
999-000-10116	CALIFORNIA CLASS INVESTMENT	20,561,443.40
999-000-10175	CASH CLEARING UTILITIES	15,537.62
999-000-10176	BUSINESS CASH CLEARING	(14,121.90)
	TOTAL COMBINED CASH	23,833,881.32
999-000-10100	CASH ALLOCATED TO FUNDS	(23,833,881.32)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO GENERAL FUND	11,920,312.61
2	ALLOCATION TO SEWER FUND	2,908,124.15
3	ALLOCATION TO GAS TAX	469,558.49
4	ALLOCATION TO WATER FUND	2,742,206.53
5	ALLOCATION TO RFPD	1,037,492.95
6	ALLOCATION TO IMBC FIDUCIARY	.00
7	ALLOCATION TO LOCAL TRANSPORTATION FUND	89,758.82
8	ALLOCATION TO BOND AND TRUST FUND	137,165.75
9	ALLOCATION TO TRAFFIC SAFETY	8,141.29
10	ALLOCATION TO TUT MEASURE A	1,619,249.76
11	ALLOCATION TO ASSET FORFEITURE	5,782.62
12	ALLOCATION TO SUNRISE MHP	402,371.37
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	1,028,284.24
21	ALLOCATION TO CANINE DONATION	8,012.54
22	ALLOCATION TO HEAVY EQUIPMENT REPLACEMENT	204,944.40
23	ALLOCATION TO PROPERTY/HOUSING DEVELOPMENT	111,468.26
24	ALLOCATION TO BAWA	215,591.94
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.	383,256.39
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
JANUARY 31, 2025

TOTAL ALLOCATIONS TO OTHER FUNDS	23,833,881.32
ALLOCATION FROM COMBINED CASH FUND - 999-000-10100	(23,833,881.32)
ZERO PROOF IF ALLOCATIONS BALANCE	.00

JANUARY 2025

INVESTMENT PORTFOLIO

REPORT



INVESTMENT ACCOUNTS

LAIF

STATEMENT PERIOD: JANUARY 2025

ENDING BALANCE: \$885,277.81

AVERAGE MONTHLY YIELD: 4.366%

CALIFORNIA CLASS

STATEMENT PERIOD: JANUARY 2025

ENDING BALANCE: \$20,561,443.40

AVERAGE MONTHLY YIELD: 4.425%

COMBINED CITY OF BISHOP INVESTMENTS

STATEMENT PERIOD: JANUARY 2025

ENDING BALANCE: \$21,446,721.21

AVERAGE MONTHLY YIELD: 4.423%

California State Treasurer
Fiona Ma, CPA



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

February 13, 2025

[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

January 2025 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/15/2025	1/14/2025	QRD	1767196	N/A	SYSTEM	10,174.25

Account Summary

Total Deposit:	10,174.25	Beginning Balance:	875,103.56
Total Withdrawal:	0.00	Ending Balance:	885,277.81



PMIA/LAIF Performance Report as of 02/05/25



Quarterly Performance Quarter Ended 12/31/24

LAIF Apportionment Rate ⁽²⁾ :	4.62
LAIF Earnings Ratio ⁽²⁾ :	0.00012664187216722
LAIF Administrative Cost ^{(1)*} :	0.28
LAIF Fair Value Factor ⁽¹⁾ :	0.999621985
PMIA Daily ⁽¹⁾ :	4.40
PMIA Quarter to Date ⁽¹⁾ :	4.48
PMIA Average Life ⁽¹⁾ :	252

PMIA Average Monthly Effective Yields⁽¹⁾

January	4.366
December	4.434
November	4.477
October	4.518
September	4.575
August	4.579

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 12/31/24 \$155.4 billion

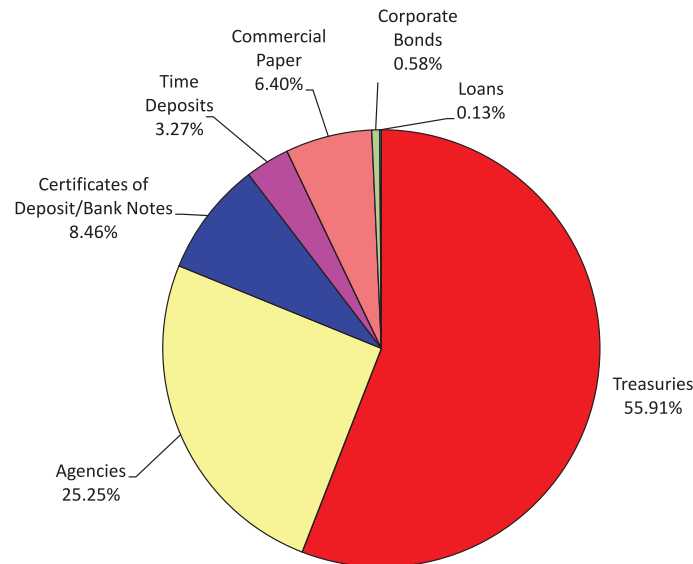


Chart does not include \$1,239,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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
02/12/25	4.34	4.36	231
02/11/25	4.34	4.36	229
02/10/25	4.34	4.36	229
02/09/25	4.34	4.36	229
02/08/25	4.34	4.36	229
02/07/25	4.34	4.36	229
02/06/25	4.34	4.36	231
02/05/25	4.35	4.37	230
02/04/25	4.35	4.36	232
02/03/25	4.35	4.36	233
02/02/25	4.34	4.36	234
02/01/25	4.34	4.37	234
01/31/25	4.34	4.37	234
01/30/25	4.35	4.37	232
01/29/25	4.35	4.37	235
01/28/25	4.35	4.37	234
01/27/25	4.35	4.37	235
01/26/25	4.35	4.37	238
01/25/25	4.35	4.37	238
01/24/25	4.35	4.37	238
01/23/25	4.36	4.37	236
01/22/25	4.36	4.37	237
01/21/25	4.36	4.37	238
01/20/25	4.36	4.37	242
01/19/25	4.36	4.37	242
01/18/25	4.36	4.37	242
01/17/25	4.36	4.37	242
01/16/25	4.36	4.38	244
01/15/25	4.36	4.38	244
01/14/25	4.37	4.38	243
01/13/25	4.37	4.38	246
01/12/25	4.37	4.38	247
01/11/25	4.37	4.38	247
01/10/25	4.37	4.38	247
01/09/25	4.37	4.38	247
01/08/25	4.38	4.38	249



CALIFORNIA STATE TREASURER
FIONA MA, CPA



PMIA Daily Effective Yield

Date	Daily	Quarter to Date	Average Maturity
01/07/25	4.38	4.38	249
01/06/25	4.38	4.38	250
01/05/25	4.38	4.38	253
01/04/25	4.38	4.39	253
01/03/25	4.38	4.39	253
01/02/25	4.38	4.39	255
01/01/25	4.40	4.40	252



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City of Bishop
377 W Line Street
Bishop, CA 93514

California CLASS

California CLASS		Average Monthly Yield: 4.4246%						
		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01-0180-0001	City of Bishop	19,487,735.28	1,000,000.00	0.00	73,708.12	73,708.12	19,619,145.22	20,561,443.40
TOTAL		19,487,735.28	1,000,000.00	0.00	73,708.12	73,708.12	19,619,145.22	20,561,443.40



City of Bishop

Account Summary

Average Monthly Yield: 4.4246%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	19,487,735.28	1,000,000.00	0.00	73,708.12	73,708.12	19,619,145.22	20,561,443.40

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
01/01/2025	Beginning Balance			19,487,735.28	
01/28/2025	Contribution	1,000,000.00			8677
01/31/2025	Income Dividend Reinvestment	73,708.12			
01/31/2025	Ending Balance			20,561,443.40	

California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
01/01/2025	0.000000000	4.5202%
01/02/2025	0.000124025	4.5268%
01/03/2025	0.000369801	4.4993%
01/04/2025	0.000000000	4.4993%
01/05/2025	0.000000000	4.4993%
01/06/2025	0.000121697	4.4419%
01/07/2025	0.000120918	4.4135%
01/08/2025	0.000120448	4.3964%
01/09/2025	0.000119996	4.3799%
01/10/2025	0.000361182	4.3944%
01/11/2025	0.000000000	4.3944%
01/12/2025	0.000000000	4.3944%
01/13/2025	0.000120326	4.3919%
01/14/2025	0.000120320	4.3917%
01/15/2025	0.000120336	4.3923%
01/16/2025	0.000120343	4.3924%
01/17/2025	0.000481700	4.3955%
01/18/2025	0.000000000	4.3955%
01/19/2025	0.000000000	4.3955%
01/20/2025	0.000000000	4.3955%
01/21/2025	0.000120444	4.3962%
01/22/2025	0.000120503	4.3984%
01/23/2025	0.000120853	4.4112%
01/24/2025	0.000364299	4.4323%
01/25/2025	0.000000000	4.4323%
01/26/2025	0.000000000	4.4323%
01/27/2025	0.000121381	4.4304%
01/28/2025	0.000121463	4.4334%
01/29/2025	0.000121407	4.4313%
01/30/2025	0.000121308	4.4278%
01/31/2025	0.000121267	4.4263%

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.**

JANUARY 2025

WARRANT REGISTER REPORT



TO: CITY COUNCIL/CITY ADMINISTRATOR

FROM: FINANCE DIRECTOR

DATE: FEBRUARY, 14, 2025

**SUBJECT: APPROVAL OF WARRANT REGISTER FOR THE MONTH OF
JANUARY 2025**

COMMERCIAL WARRANTS

CHECK #12382-12384,
12412-12468, 12470-12628

AMOUNT ISSUED: \$485,650.20

MANUAL CHECKS & PAYROLL WARRANTS

AMOUNT ISSUED: \$1,796,482.99

TOTAL

AMOUNT ISSUED: \$2,282,133.19

Journal	Payee or Description	Date	Check Number	Amount
CD	Gamino B of A Credit Card payment January 2025	01/07/2025	1	914.31
CD	Milici B of A Credit Card payment January 2025	01/07/2025	2	416.89
CD	Gonzalez B of A Credit Card payment January 2025	01/17/2025	3	698.59
CD	Chargeback: Carl Warren (Ins. Refund) #3078056	01/27/2025	4	767.52
CD	Dishion B of A Credit Card payment January 2025	01/28/2025	5	2,379.10
CD	Russell B of A Credit Card payment January 2025	01/31/2025	6	768.00
CD	Grisham B of A Credit Card payment January 2025	01/31/2025	7	226.47
CD	Ellsworth B of A Credit Card payment January 2025	01/31/2025	8	4,424.77
CD	Cleland B of A Credit Card payment January 2025	01/31/2025	9	1,741.66
CD	Poole B of A Credit Card payment January 2025	01/31/2025	10	494.97
CD	Transfer from Operating Account to CA CLASS	01/31/2025	11	1,000,000.00
CD	Bamboo HR 1/10/2025-2/9/2025	01/31/2025	12	1,296.26
CD	Xpress Bill Pay Fee December 2024	01/31/2025	13	484.83
CD	Positive Pay Reversal of Fraudulent Check #14379	01/31/2025	14	1,000.00
CD	Paymentech Fee December 2024	01/31/2025	15	483.29
CD	Paymentech Fee December 2024	01/31/2025	16	524.96
CD	Enterprise Lease Payment January 2025	01/31/2025	17	10,491.02
CD	Susan Allen 1/31/2025 Chargeback	01/31/2025	18	300.00
CD	CALPERS RETIREE MEDICAL & ADJ - DEC BILL, JAN PREMIUM	01/31/2025	19	61,485.02
CD	CALPERS RETIREE MEDICAL & ADJ - JAN BILL, FEB PREMIUM	01/31/2025	20	63,279.29
CD	CALPERS EPMC & ADJ - 11/25/24 - 12/8/24	01/31/2025	21	861.08
CD	CALPERS EPMC & ADJ - 12/09/24 - 12/22/24	01/31/2025	22	819.34
CD	Write off LAIF Balance Discrepancy	01/31/2025	23	.00
CDPT	CALIFORNIA STATE DISBURSEMENT UNIT	01/02/2025	12382	369.23
CDPT	MSA-DENTAL POOL	01/02/2025	12383	6,101.94
CDPT	VISION SERVICE PLAN	01/02/2025	12384	558.39
CDPT	AMERICAN FIDELITY	01/02/2025	12412	80.76
CDPT	AMERICAN FIDELITY	01/02/2025	12413	2,116.12
CDPT	BPOA	01/02/2025	12414	840.00
CDPT	COBEA	01/02/2025	12415	55.50
CDPT	TEXAS LIFE INSURANCE COMPANY	01/02/2025	12416	361.05
CDPT	THE HARTFORD	01/02/2025	12417	1,899.14
CDPT	U.S Bank PARS Account #: 6746050100	01/02/2025	12418	63,322.45
CDPT	US BANK TRUST WESTERN REGION	01/02/2025	12419	14,499.57
CDPT	US BANK TRUST WESTERN REGION	01/02/2025	12420	1,143.74
CDA	Best Best & Krieger	01/09/2025	12421	537.60
CDA	Bishop Drug Screen	01/09/2025	12422	160.00
CDA	BISHOP HEATING & AIR CONDITIONING INC.	01/09/2025	12423	914.48
CDA	BROWN'S SUPPLY	01/09/2025	12424	20.27
CDA	BSK ASSOCIATES	01/09/2025	12425	363.21
CDA	CALIFORNIA BUILDING STANDARDS COMMISSION	01/09/2025	12426	54.00
CDA	CARMICHAEL BUSINESS TECH.	01/09/2025	12427	1,197.49
CDA	CASELLE, INC.	01/09/2025	12428	2,050.00
CDA	DEPT OF CONSERVATION-DIV	01/09/2025	12429	129.56
CDA	DEPT OF WATER AND POWER	01/09/2025	12430	1,649.62
CDA	DEPT OF WATER AND POWER	01/09/2025	12431	3,672.15
CDA	DIVISION OF THE STATE ARCHITECT	01/09/2025	12432	184.40
CDA	Environmental Techniques Int.	01/09/2025	12433	4,629.30
CDA	FRONTIER	01/09/2025	12434	1,784.44
CDA	GALLS, LLC	01/09/2025	12435	70.75
CDA	Gladwell Government Services, Inc.	01/09/2025	12436	650.00
CDA	HECTOR MARTINEZ	01/13/2025	12437	.00
CDA	HIGH COUNTRY LUMBER	01/09/2025	12438	1,364.51
CDA	INYO COUNTY BUILDING & SAFETY	01/09/2025	12439	18,750.00
CDA	INYO COUNTY ENVIRONMENTAL	01/09/2025	12440	366.00
CDA	INYO COUNTY INFORMATION SERVICES	01/09/2025	12441	1,131.20
CDA	INYO COUNTY RECYCLING & WASTE MANAGEMENT	01/09/2025	12442	955.07
CDA	Inyo Register	01/09/2025	12443	183.00

Journal	Payee or Description	Date	Check Number	Amount
CDA	JANA CURRIE	01/09/2025	12444	70.28
CDA	KIBS-FM	01/09/2025	12445	200.00
CDA	L.N Curtis & Sons	01/09/2025	12446	3,646.34
CDA	LUMOS AND ASSOCIATES, INC.	01/09/2025	12447	33,754.00
CDA	MISSION LINEN & UNIFORM	01/09/2025	12448	233.72
CDA	MSA-DENTAL POOL	01/09/2025	12449	197.83
CDA	OPTIMUM	01/09/2025	12450	1,278.93
CDA	PILOT THOMAS LOGISTICS	01/09/2025	12451	4,500.69
CDA	PREFERRED SEPTIC	01/09/2025	12452	3,287.73
CDA	PTS	01/09/2025	12453	85.00
CDA	QUILL CORP	01/09/2025	12454	302.23
CDA	QUINN COMPANY	01/09/2025	12455	29.10
CDA	ROBIN PICKEN	01/09/2025	12456	33.68
CDA	Rojas Communications Group	01/09/2025	12457	2,000.00
CDA	SOUTHERN CALIFORNIA EDISON	01/09/2025	12458	2,882.84
CDA	STATE WATER RESOURCES CONTROL BOARD	01/09/2025	12459	4,365.96
CDA	STEVE'S AUTO & TRUCK PART	01/09/2025	12460	833.31
CDA	THE FED-UP STORE	01/09/2025	12461	470.18
CDA	THE HARTFORD	01/09/2025	12462	168.88
CDA	TRAVELERS CL REMITTANCE	01/09/2025	12463	325.00
CDA	UNDERGROUND SERVICE ALERT	01/09/2025	12464	26.65
CDA	VERIZON WIRELESS	01/09/2025	12465	259.42
CDA	VISION SERVICE PLAN	01/09/2025	12466	28.07
CDA	Vital Signs	01/09/2025	12467	1,366.68
CDA	WESTERN NEVADA SUPPLY CO.	01/09/2025	12468	4.45
CDP	BOLING, WARREN J	01/10/2025	12470	387.87
CDP	UNDERHILL, CHERYL L.	01/10/2025	12471	63.94
CDP	SANTANA, FRANCISCO	01/10/2025	12472	1,090.79
CDP	ALVARADO, CRISTAL	01/10/2025	12473	203.17
CDP	CLARKSON, DONALD	01/10/2025	12474	36.94
CDP	FOREHAND, JASON A	01/10/2025	12475	692.62
CDP	GRISHAM, AMANDA R	01/10/2025	12476	1,961.01
CDP	GRISHAM, AMANDA R	01/10/2025	12477	611.01
CDP	KULCHIN, RACHEL C.	01/10/2025	12478	18.47
CDP	KUNZE, DONALD	01/10/2025	12479	147.76
CDP	LINDEMANN, STEVE	01/10/2025	12480	92.35
CDP	PEREZ ARIAS, EMMA	01/10/2025	12481	110.82
CDP	REYNOLDS, JIM	01/10/2025	12482	800.06
CDP	SIMPSON, BRIAN J.	01/10/2025	12483	110.82
CDP	WELLER, DICK D	01/10/2025	12484	18.47
CDP	ALMEIDA, JOHN S.	01/10/2025	12485	203.17
CDP	MANUELITO, RUBEE	01/10/2025	12486	92.35
CDP	MOLINA, MICHAEL	01/10/2025	12487	321.77
CDP	MCLAUGHLIN, ASHLEY	01/10/2025	12488	31.17
CDP	NAVALES, RYAN	01/10/2025	12489	338.36
CDP	THOMAS, HUNTER	01/10/2025	12490	92.35
CDP	JACKSON, THOMAS E.	01/10/2025	12491	677.37
CDP	MADERA, JOCELYN	01/10/2025	12492	175.46
CDP	RICKFORD, KAYLYN	01/10/2025	12493	36.94
CDP	ENNIS, JERRY	01/10/2025	12494	923.50
CDP	ENNIS, KAREN	01/10/2025	12495	835.56
CDP	RUSSELL, BRET	01/10/2025	12496	3,756.11
CDP	ANDERSON, GREGORY	01/10/2025	12497	504.30
CDP	ORDONEZ, TABATHA	01/10/2025	12498	288.58
CDP	PARUOLO, MATTHEW	01/10/2025	12499	129.29
CDP	BEALL, NOAH	01/10/2025	12500	129.29
CDP	LEMONS, JOSIAH B	01/10/2025	12501	166.23
CDP	SNYDER, MARY	01/10/2025	12502	166.23

Journal	Payee or Description	Date	Check Number	Amount
CDP	KILE, ZACHARY	01/10/2025	12503	36.94
CDP	MEZA, ANDREW	01/10/2025	12504	36.94
CDP	HERSLEY, HALEY	01/10/2025	12505	1,791.39
CDP	MONTOYA, ELOY	01/10/2025	12506	517.16
CDP	BANK, LOU	01/10/2025	12507	36.01
CDPT	AMERICAN FIDELITY	01/10/2025	12508	80.76
CDPT	CALIFORNIA STATE DISBURSEMENT UNIT	01/10/2025	12509	369.23
CDPT	US BANK TRUST WESTERN REGION	01/10/2025	12510	1,304.72
CDA	AT&T Mobility LLC	01/16/2025	12511	878.96
CDA	BLUE360 MEDIA, LLC	01/16/2025	12512	208.85
CDA	CANON FINANCIAL SERVICES	01/16/2025	12513	1,599.67
CDA	CARMICHAEL BUSINESS TECH.	01/16/2025	12514	1,596.00
CDA	Complete Paperless Solutions, LLC	01/16/2025	12515	13,100.00
CDA	DEPT OF WATER AND POWER	01/16/2025	12516	1,927.25
CDA	DEPT OF WATER AND POWER	01/16/2025	12517	1,747.13
CDA	Eastern Sierra Peace Officers Associatio	01/16/2025	12518	140.00
CDA	HECTOR MARTINEZ	01/16/2025	12519	142.03
CDA	INYO COUNCIL FOR THE ARTS	01/16/2025	12520	12,500.00
CDA	INYO COUNTY RECYCLING & WASTE MANAGEMENT	01/16/2025	12521	14.50
CDA	Inyo Register	01/16/2025	12522	110.60
CDA	JOSE GARCIA	01/16/2025	12523	395.40
CDA	KAREN KONG	01/16/2025	12524	56.28
CDA	LEAGUE OF CA CITIES	01/16/2025	12525	3,556.00
CDA	MANOR TRUE VALUE HARDWARE	01/16/2025	12526	4.84
CDA	MISSION LINEN & UNIFORM	01/16/2025	12527	61.33
CDA	MR. K. AUTOMOTIVE SERVICE INC.	01/16/2025	12528	379.33
CDA	MUNICIPAL MAINT EQUIPMENT	01/16/2025	12529	2,194.22
CDA	PETTY CASH - POLICE DEPT.	01/16/2025	12530	167.63
CDA	QUADIENT LEASING USA, INC.	01/16/2025	12531	434.78
CDA	QUILL CORP	01/16/2025	12532	655.30
CDA	SOUTHERN CALIFORNIA EDISON	01/16/2025	12533	44.76
CDA	UTILITY RESOURCE INSURANCE SERVICES	01/16/2025	12534	1,083.39
CDA	VERIZON BUSINESS	01/16/2025	12535	66.86
CDA	VERIZON WIRELESS	01/16/2025	12536	339.63
CDP	JACKSON, AVIS L.	01/24/2025	12537	415.57
CDP	UNDERHILL, CHERYL L.	01/24/2025	12538	63.94
CDP	SANTANA, FRANCISCO	01/24/2025	12539	917.73
CDP	GRISHAM, AMANDA R	01/24/2025	12540	1,966.19
CDP	GRISHAM, AMANDA R	01/24/2025	12541	1,499.51
CDP	REYNOLDS, JIM	01/24/2025	12542	5,706.25
CDP	MOLINA, MICHAEL	01/24/2025	12543	1,347.17
CDP	MCLAUGHLIN, ASHLEY	01/24/2025	12544	31.17
CDP	NAVALES, RYAN	01/24/2025	12545	339.90
CDP	THOMAS, HUNTER	01/24/2025	12546	5,170.77
CDP	JACKSON, THOMAS E.	01/24/2025	12547	680.46
CDP	MADERA, JOCELYN	01/24/2025	12548	317.13
CDP	TURMAN, MYLEE	01/24/2025	12549	103.89
CDP	ENNIS, JERRY	01/24/2025	12550	923.50
CDP	ENNIS, KAREN	01/24/2025	12551	838.65
CDP	DERR, LEVI	01/24/2025	12552	184.70
CDP	RUSSELL, BRET	01/24/2025	12553	3,780.57
CDP	MONDRAGON, DONOVAN	01/24/2025	12554	137.14
CDP	GIDNEY, MARLEY	01/24/2025	12555	66.50
CDP	RAGER, ARIANA	01/24/2025	12556	62.33
CDP	ORR, TEAGAN	01/24/2025	12557	128.83
CDP	DONDERO, JESIAH	01/24/2025	12558	184.70
CDP	HERSLEY, HALEY	01/24/2025	12559	1,630.11
CDP	MONTOYA, ELOY	01/24/2025	12560	621.89

Journal	Payee or Description	Date	Check Number	Amount
CDP	BANK, LOU	01/24/2025	12561	36.01
CDPT	AMERICAN FIDELITY	01/24/2025	12562	80.76
CDPT	AMERICAN FIDELITY	01/24/2025	12563	2,116.12
CDPT	BPOA	01/24/2025	12564	1,680.00
CDPT	CALIFORNIA STATE DISBURSEMENT UNIT	01/24/2025	12565	369.23
CDPT	COBEA	01/24/2025	12566	55.50
CDPT	MSA-DENTAL POOL	01/24/2025	12567	6,101.94
CDPT	TEXAS LIFE INSURANCE COMPANY	01/24/2025	12568	361.05
CDPT	THE HARTFORD	01/24/2025	12569	1,899.14
CDPT	U.S Bank PARS Account #: 6746050100	01/24/2025	12570	63,017.68
CDPT	US BANK TRUST WESTERN REGION	01/24/2025	12571	14,478.60
CDPT	US BANK TRUST WESTERN REGION	01/24/2025	12572	2,319.82
CDPT	VISION SERVICE PLAN	01/24/2025	12573	558.39
CDA	ALPINE PAINT OF BISHOP	01/23/2025	12574	43.82
CDA	Amanda Hill	01/23/2025	12575	550.48
CDA	AP Triton, LLC	01/23/2025	12576	585.01
CDA	BISHOP HEATING & AIR CONDITIONING INC.	01/23/2025	12577	839.48
CDA	CARMICHAEL BUSINESS TECH.	01/23/2025	12578	3,333.01
CDA	COMMUNITY PRINTING	01/23/2025	12579	358.88
CDA	Dennis Freundt	01/23/2025	12580	815.50
CDA	DEPT OF JUSTICE	01/23/2025	12581	371.00
CDA	DESTON DISHION	01/23/2025	12582	784.50
CDA	FRONTIER	01/23/2025	12583	195.29
CDA	Graphic Solutions Ltd.	01/23/2025	12584	1,440.00
CDA	HANSON BRIDGETT LLP	01/23/2025	12585	1,183.00
CDA	Inland Supply Co. Inc	01/23/2025	12586	498.60
CDA	Jones Mayer	01/23/2025	12587	12,904.13
CDA	L.N Curtis & Sons	01/23/2025	12588	2,774.72
CDA	NETFILE	01/23/2025	12589	1,500.00
CDA	Nichols Consulting	01/23/2025	12590	2,700.00
CDA	NORTHERN INYO HEALTHCARE DISTRICT	01/23/2025	12591	209.00
CDA	PARS PHASE II SYSTEMS	01/23/2025	12592	1,523.02
CDA	QUADIENT LEASING USA, INC.	01/23/2025	12593	515.31
CDA	QUILL CORP	01/23/2025	12594	13.04
CDA	RAMONS AUTO DETAIL	01/23/2025	12595	350.00
CDA	SHREDPRO, INC	01/23/2025	12596	74.00
CDA	SOUTHERN CALIFORNIA EDISON	01/23/2025	12597	2,073.99
CDA	US Foods, Inc.	01/23/2025	12598	2,053.15
CDA	Willdan Engineering	01/23/2025	12599	1,650.00
CDA	Wood Rodgers Inc	01/23/2025	12600	29,315.00
CDA	Across tthe Street Productions, Inc	01/30/2025	12601	4,500.00
CDA	AMERICAN BACKFLOW SPECIALTIES, INC.	01/30/2025	12602	99.15
CDA	Bishop Bronco Booster Club	01/30/2025	12603	3,387.00
CDA	CALIFORNIA BROADBAND	01/30/2025	12604	344.95
CDA	DEPT OF JUSTICE	01/30/2025	12605	32.00
CDA	DEPT OF WATER AND POWER	01/30/2025	12606	5,429.73
CDA	FRONTIER	01/30/2025	12607	951.88
CDA	GARY MILICI	01/30/2025	12608	667.30
CDA	HUNT PROPANE, INC.	01/30/2025	12609	8,914.00
CDA	INYO COUNTY INFORMATION SERVICES	01/30/2025	12610	716.95
CDA	INYO COUNTY RECYCLING & WASTE MANAGEMENT	01/30/2025	12611	6.50
CDA	Inyo Register	01/30/2025	12612	138.00
CDA	Jeff Acree	01/30/2025	12613	120.00
CDA	L.N Curtis & Sons	01/30/2025	12614	78.84
CDA	Miwall Corporation	01/30/2025	12615	1,964.76
CDA	MSA-DENTAL POOL	01/30/2025	12616	36.52
CDA	OPTIMUM	01/30/2025	12617	302.17
CDA	PERRY MOTORS, INC.	01/30/2025	12618	184.22

Journal	Payee or Description	Date	Check Number	Amount
CDA	QUILL CORP	01/30/2025	12619	285.11
CDA	SIERRA ANALYTICAL LABS INC.	01/30/2025	12620	1,980.00
CDA	SOUTHERN CALIFORNIA EDISON	01/30/2025	12621	1,844.39
CDA	Urine Luck Portables and Septic	01/30/2025	12622	370.00
CDA	US Foods, Inc.	01/30/2025	12623	329.21
CDA	VERIZON BUSINESS	01/30/2025	12624	.00
CDA	VERIZON WIRELESS	01/30/2025	12625	713.10
CDA	VISION SERVICE PLAN	01/30/2025	12626	31.25
CDA	WESTERN NEVADA SUPPLY CO.	01/30/2025	12627	1,142.49
CDA	Willdan Engineering	01/30/2025	12628	6,925.98
CDP	DIRECT DEPOSIT TOTAL	01/10/2025	92201	114,558.15
CDP	DIRECT DEPOSIT TOTAL	01/24/2025	92202	113,411.23
CDPT	EMPLOYMENT DEV. DEPT.	01/10/2025	11025200	6,471.00
CDPT	GREAT-WEST LIFE & ANNUITY	01/10/2025	11025201	3,027.86
CDPT	IRS	01/10/2025	11025202	20,737.58
CDPT	PERS	01/10/2025	11025203	35,370.59
CDPT	PERS DEFERRED COMP	01/10/2025	11025204	1,896.85
CDPT	CALPERS MEDICAL	01/24/2025	12425200	104,784.33
CDPT	EMPLOYMENT DEV. DEPT.	01/24/2025	12425201	7,038.00
CDPT	GREAT-WEST LIFE & ANNUITY	01/24/2025	12425202	2,827.86
CDPT	IRS	01/24/2025	12425203	23,001.74
CDPT	PERS	01/24/2025	12425204	35,259.62
CDPT	PERS DEFERRED COMP	01/24/2025	12425205	1,896.85
CDPT	CALPERS MEDICAL	01/02/2025	122724200	104,532.57
CDPT	EMPLOYMENT DEV. DEPT.	01/02/2025	122724201	6,618.00
CDPT	GREAT-WEST LIFE & ANNUITY	01/02/2025	122724202	2,827.86
CDPT	IRS	01/02/2025	122724203	20,864.24
CDPT	PERS	01/02/2025	122724204	35,604.44
CDPT	PERS DEFERRED COMP	01/02/2025	122724205	1,896.85
Grand Totals:				<u>2,282,133.19</u>



Agenda Item: 13.D
Date of Meeting: February 24, 2025
Department: Public Works

STAFF REPORT

To: City Council
From: Nora Gamino
Subject: **Public Works Administrative Support Specialist Job Description and Fiscal Year 2024-2025 Full Time Salary Schedule**
Prepared On: February 20, 2025
Attachments: Public Works Administrative Support Specialist Job Description
Fiscal Year 2024-2025 Full Time Salary Schedule

Background/History:

The Public Works Secretary position in the Public Works Department provides all the administrative support for the Public Works, Planning, and Building Departments. The person who is currently employed in this position has announced plans for retirement. To ensure continuity of the department's operations, a new job description and job title are being created to hire someone while the current position is still encumbered.

Analysis/Discussion:

The job description has been created to reflect the complexity and duties of the position. The job title will be Public Works Administrative Support Specialist to reflect a title that is commensurate with the job description. The salary of the position will be the same as the salary of the Public Works Secretary.

Economic Impacts:

None.

Budget Impacts:

A budget adjustment will be presented for approval prior to hiring someone into the new position.

Legal Review:

Recommended Action:

Council consideration to approve a new Public Works job description for an Administrative Support Specialist position and the revised Fiscal Year 2024-2025 Full Time Salary Schedule.

Approved By: Ethan Aukee 2/20/2025

Approved By: Deston Dishion 2/20/25

Approved By:
Approved By:



CITY OF BISHOP

PUBLIC WORKS

Administrative Support Specialist

DEFINITION

As primary administrative support for the Public Works, Planning, and Building departments, the Public Works Administrative Support Specialist performs a variety of complex administration, clerical, and other duties in support of City services including water, sewer, streets, planning, zoning, and building permits.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from Public Works Director
- Receives guidance and direction from the Planning Director and Building Official

EXAMPLE OF DUTIES

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

Public Interaction and Customer Service:

- Serve as the front-line point of contact, providing information and assistance to the public via phone, email, and in-person.
- Answer inquiries regarding city procedures and policies, including permits, planning applications, zoning, water/sewer billing, and other departmental matters.
- Assist the public with completing forms, applications, and permit processes, including troubleshooting issues.
- Document complaints, inspection requests, and other public interactions.
- Direct individuals to appropriate staff or offices as needed.

Permitting and Application Management:

- Administer permitting software, ensuring accurate data, updates, and functionality.
- Process and manage various permits, including building permits, encroachment permits, and short-term rental permits.
- Receive, manage, and file permit applications, plans, reviews, inspection records, and related documentation.
- Prepare, price, and issue over-the-counter permits.
- Follow up on expired permits and take appropriate actions.
- Issue invoices for permit fees and additional services.
- Develop and maintain application forms and instructions in digital format, ensuring website accuracy.
- Flag building permit applications for required planning review.

Records Management and Data Maintenance:

- Maintain city records, digital files, and databases, adhering to record retention policies.
- Update and validate information on the city website, ensuring accuracy and functionality.
- Maintain various databases and spreadsheets, including public records requests, public comments, and property data.
- Communicate changes in property information to the GIS Specialist and perform quality control checks on GIS data.
- Manage property liens as needed.
- Maintain and create mailing and distribution lists.

Financial and Administrative Support:

- Manage invoicing and payments for departmental services, water/sewer billing, and lease agreements.
- Assist in budget development, monitoring, and management, including general accounting and record keeping.
- Process purchase orders, travel authorizations, and reimbursements.
- Order office supplies and seek quotes for procurements.
- Manage lease agreements, including renewals and modifications.
- Create reimbursement requests for grant and Caltrans funded projects.
- Complete monthly and annual reporting, including water quality, building standards, and financial reports.
- Manage water and sewer billing, including account management, payment processing, and delinquent accounts.
- Assist in creating addresses and related notifications.
- Provide administrative support for the Bishop Area Wastewater Authority.

Meeting and Regulatory Compliance:

- Clerk public meetings, including Planning Commission and Bishop Area Wastewater Authority. Serves as a backup clerk for City Council meetings.
- Maintain a list of regulatory reporting requirements and deadlines, keeping staff informed.
- Assist with environmental compliance documentation, noticing, and postings.
- Arrange scheduling and testing of specialized samples.
- Assist in preparing water quality reports.
- Write and issue code compliance letters.

QUALIFICATIONS

The Public Works Administrative Support Specialist possesses the following qualifications or their equivalent:

Knowledge:

- City government operations, including functions, processes, regulations, permitting, zoning, public meetings, and financial procedures.
- Relevant local ordinances, state laws, and federal regulations (e.g., permitting, water quality, public records).
- Customer service principles and effective public interaction techniques.
- Record-keeping and information management best practices (physical and digital).
- Basic financial procedures (budgeting, invoicing, payment processing, record-keeping).
- Standard office procedures, equipment, and software (Microsoft Office Suite, permitting software, databases, website content management system).
- Water and sewer billing procedures, regulations, and customer service.
- Meeting procedures and parliamentary process for clerking public meetings.
- Basic understanding of GIS and its applications in city government.

Skills:

- Excellent written and verbal communication skills for interacting with the public, staff, and stakeholders (including clear and concise writing for various documents).
- Providing friendly, helpful, and efficient service, including patience, empathy, and problem-solving.
- Managing multiple tasks, prioritizing effectively, and meeting deadlines.
- Accurate information processing, record maintenance, and regulatory compliance.
- Identifying and resolving issues, finding solutions, and making sound judgments.
- Advanced skills in Microsoft Office Suite, database management, and other relevant software.
- Accurate data entry and database/spreadsheet maintenance.
- Handling basic financial tasks (invoicing, payments, record-keeping).
- Clerking public meetings, preparing agendas/minutes, and ensuring compliance.
- Handling changing priorities, learning new tasks/software quickly, and managing unexpected situations.

Abilities:

- Interacting effectively and professionally with diverse individuals.
- Analyzing problems, identifying solutions, and implementing effective actions.
- Quickly and accurately processing large amounts of information.
- Working independently and taking initiative.
- Working effectively as part of a team.
- Managing stress and handling multiple demands.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

- Minimum: 2-3 years of progressively responsible administrative support experience. This could include roles like Administrative Assistant, Office Manager, or similar positions. Experience working directly with the public is highly valuable.
- Preferred: 3-5 years of experience, with some exposure to areas like permitting, regulatory compliance, or financial administration. Experience working directly with the public is highly valuable.

Training/Education:

- Minimum: High school diploma or equivalent.
- Preferred: Associate or bachelor's degree in business administration, public administration, or a related field.

License And Certificates:

- Possession of, or the ability to obtain within 3 months, an appropriate California driver's license.

TOOLS AND EQUIPMENT USED

- Computers and computer tools, such as those with Microsoft Office Suite, GIS software, and databases, are needed to manage and analyze data related to public works activities.
- Communication tools, such as phones and digital platforms, including email, used for interacting with staff, agencies, and the public.
- Office equipment, such as printers, scanners, postage and envelope machines, and meeting room equipment.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

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

The employee must be physically able to sit for extended periods of time at a desk writing, talking on the phone, checking emails, or inputting data on a computer in a climate-controlled office under artificial lighting, and attending both on and off-site meetings.

The employee must have the ability to develop and maintain cooperative working relationships; remain composed and respond appropriately to difficult situations; recognize emotionally charged issues or problems, cope effectively with various responses and apply sound judgment in problem solving.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee works in a typical office setting with constant temperatures. The employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

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

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

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

Approved by Council:

CITY OF BISHOP
MONTHLY SALARY SCHEDULE
July 1, 2024 - June 30, 2025

ADMINISTRATION

Position	Step 1	Step 2	Step 3	Step 4	Fixed
City Administrator					\$15,361
Assistant to the City Administrator (Not Filled)	\$7,811	\$8,592	\$9,364		
City Clerk					\$8,649
Personnel/Payroll & Benefits Specialist					\$8,161
Executive Secretary/Assistant City Clerk (Not Filled)	\$5,578	\$6,138	\$6,751	\$7,426	

FINANCE DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Finance Director	\$8,649	\$9,514	\$10,464		
Accounting Secretary/Budget Manager (Not Filled)	\$5,579	\$6,138	\$6,751	\$7,426	
Administrative / Accounting Assistant	\$4,419	\$4,863	\$5,347	\$5,884	

COMMUNITY SERVICES DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Community Services Director (Not Filled)					\$11,622
Community Services Manager					\$7,845
Community Services Administrative Assistant	\$4,419	\$4,863	\$5,347	\$5,884	
Parks Supervisor	\$4,573	\$5,032	\$5,534	\$6,514	
Recreation Supervisor (Not Filled)	\$4,573	\$5,032	\$5,534	\$6,514	
Parks Facilities Lead Worker	\$4,155	\$4,571	\$5,027	\$5,531	

FIRE DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Fire Chief					\$11,622
Deputy Fire Chief (Not Filled)					\$10,105
Assistant Fire Chief	\$3,557	\$3,912	\$4,304	\$4,734	
Fire Captain	\$5,211	\$5,734	\$6,307	\$6,940	
Administrative Assistant	\$4,419	\$4,863	\$5,347	\$5,884	

POLICE DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Chief					\$13,520
Lieutenant					\$10,105
Sergeant	\$7,583	\$8,341	\$9,175		
Corporal	\$6,759	\$7,435	\$8,178		
Police Officer	\$6,202	\$6,891	\$7,659		
Police Officer in Training	\$4,685	\$5,152	\$5,669		
Community Services Officer	\$4,419	\$4,863	\$5,347		
Police Records Clerk	\$4,419	\$4,863	\$5,347	\$5,884	
Police Services Technician	\$4,471	\$4,918	\$5,410	\$5,951	
Senior Communications Operator	\$5,152	\$5,668	\$6,235	\$6,858	
Communications Operator	\$4,258	\$4,685	\$5,152	\$5,669	

CITY OF BISHOP
MONTHLY SALARY SCHEDULE
July 1, 2024 - June 30, 2025

PUBLIC WORKS DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Public Works Director					\$12,662
Public Works Superintendent					\$9,926
Public Services Officer (Not Filled)	\$5,896	\$6,485	\$7,132	\$7,846	
Public Works Supervisor	\$5,896	\$6,485	\$7,132	\$7,846	
Lead Maintenance Worker (Not Filled)	\$5,211	\$5,734	\$6,307	\$6,940	
Maintenance Worker	\$4,573	\$5,032	\$5,534	\$6,087	
Administrative Support Specialist	\$4,419	\$4,863	\$5,347	\$5,884	
Public Works Secretary	\$4,419	\$4,863	\$5,347	\$5,884	

PLANNING DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Senior Planner (Not Filled)					\$7,687
Assistant Planner	\$5,211	\$5,734	\$6,307	\$6,940	

Cost of Living Adjustments for Miscellaneous, Mid-Management, Management, and Bishop Police Officers Association contracts for Fiscal Years as follows:
2024/2025 - 4%

For all Step Classifications -Step Increases occur annually with one year in between each step based on successful employee evaluations.

Approved by Council on:



Agenda Item: 13.E
Date of Meeting: February 24, 2025
Department: Police

STAFF REPORT

To: City Council
From: Nate Derr
Subject: **Police Department Flock Safety Contract**
Prepared On: February 12, 2025
Attachments: ALPR policy
Flock contract

Background/History:

On 02-10-2025, the Police Department presented a community safety project comprised of Flock condor live view cameras and Automated License Plate Readers (ALPRs). The project was previously approved during strategic planning in the amount not to exceed \$187,500.00. This contract provides devices for a 60 month term, with an option after 60 months to continue for an additional 24 months. This item was placed on New Business for an open discussion to address concerns from the public. Council directed staff to return on 02-24-25, to present the contract and Department policy.

Analysis/Discussion:

Cameras and ALPRs are used to identify suspects and aid in investigations to reduce staff time and protect the community. There are concerns however with privacy. These concerns were addressed on 02-10-25, and we have follow up with Flock safety to insure the community is protected from both criminal activity as well as personal privacy.

Economic Impacts:

This item was previously budgeted for FY24/25.

Budget Impacts:

This item was previously budgeted for FY24/25.

Legal Review:

City Attorney Pucci has reviewed this item and finds it complies with the law.

Recommended Action:

Review and approve Flock safety contract in an amount not to exceed \$187,500.00.

Approved By: Ethan Aukee 2/20/2025

Approved By: Robin Picken 2/20/2025

Approved By: Deston Dishion 2/20/25
Approved By:

Automated License Plate Readers (ALPRs)

429.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

429.2 POLICY

The policy of the Bishop Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

429.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Bishop Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Administration Operation Commander. The Administration Operation Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

429.3.1 ALPR ADMINISTRATOR

The Administration Operation Commander shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.

Automated License Plate Readers (ALPRs)

- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

429.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

429.5 DATA COLLECTION AND RETENTION

The Patrol Operation Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All ALPR data downloaded to the server should be stored for a minimum of one year and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

429.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Bishop Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

Automated License Plate Readers (ALPRs)

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (c) ALPR system audits should be conducted on a regular basis.

For security or data breaches, see the Records Release and Maintenance Policy.

429.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Administration Operation Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

429.8 TRAINING

The Training Coordinator should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

Flock Safety + CA - Bishop PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Zach Walker
zach.walker@flocksafety.com
+14085294335



ORDER FORM

This order form (“**Order Form**”) hereby incorporates and includes the terms of the previously executed agreement (the “**Terms**”) which describe and set forth the general legal terms governing the relationship (collectively, the "**Agreement**"). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations.

This additional services Agreement will be effective when this Order Form is executed by both Parties (the “**Effective Date**”)

Customer:	CA - Bishop PD	Initial Term:	60 Months
Legal Entity Name:	CA - Bishop PD	Renewal Term:	24 Months
Accounts Payable Email:		Payment Terms:	Net 30
Address:	207 W Line St Bishop, California 93514	Billing Frequency:	Total Contract Billed at Signing
		Retention Period:	30 Days

Hardware and Software Products
Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$32,650.01
Flock Safety Flock OS			
FlockOS TM - Essentials	Included	1	Included
Flock Safety Bundles			
Solar LPR Combo Bundle	Included	1	Included
Video Camera - Multidirectional Bundle 180° Fixed + PTZ, fka Condor	Included	1	Included
Dual Solar LR Bundle	Included	1	Included
Flock Safety LPR Products			
Flock Safety LPR, fka Falcon	Included	1	Included
Solar Long-Range LPR, fka Solar Falcon LR	Included	1	Included
Solar LPR, fka Solar Falcon	Included	1	Included
Solar Long-Range LPR, fka Solar Falcon LR	Included	2	Included
Flock Safety Video Products			
Flock Safety Video Camera PTZ w/ LTE Service, fka Condor	Included	1	Included
Solar Video Camera Fixed, fka Condor	Included	2	Included
Flock Safety Video Camera PTZ w/ LTE Service, fka Condor	Included	1	Included
Flock Safety Video Camera PTZ w/ LTE Service, fka Condor	Included	2	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			

Flock Safety Professional Services			
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	1	\$150.00
Professional Services - Standard Implementation Fee	\$650.00	1	\$650.00
Professional Services - Solar Bundle Implementation Fee	\$900.00	1	\$900.00
Professional Services - Bundle Implementation Fee	\$900.00	1	\$900.00
Professional Services - Solar Bundle Implementation Fee	\$900.00	1	\$900.00
Video Camera Professional Services - Standard Implementation Fee	\$750.00	1	\$750.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	1	\$150.00
Estimated Tax:			\$0.00
Contract Total:			\$167,650.04

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a “**Renewal Term**”) unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

Billing Schedule

Billing Schedule	Amount (USD)
Total Contract Due at Signing	\$167,650.04

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description
FlockOS TM - Essentials	An integrated public safety platform that detects, centralizes and decodes actionable evidence to increase safety, improve efficiency, and connect the community.
Flock Safety Video Camera PTZ w/ LTE Service, fka Condor	Law enforcement grade live streamed PTZ camera with 30 days of edge storage. VMS included and server free. Installed and maintained by Flock Safety, turn key-no additional software or integrations required. *Flock provided sim card camera is limited to 25 hours per month of live streaming.
Flock Safety LPR, fka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint TM technology (proprietary machine learning software) and real-time alerts for unlimited users.
Solar LPR Combo Bundle	One solar-powered fixed long-range camera and one solar-powered, standard-range LPR camera on the same pole
Video Camera - Multidirectional Bundle 180° Fixed + PTZ, fka Condor	Multi Directional Mount with 3 Fixed Video Cameras with 180 degree view and PTZ on same pole with 30 days of storage, AC Powered
Dual Solar LR Bundle	Two solar-powered fixed long-range LPR cameras on the same pole
Professional Services - Existing Infrastructure Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment of existing vertical infrastructure location, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Solar Long-Range LPR, fka Solar Falcon LR	Law enforcement grade, long range and high vehicle speed license plate recognition camera with Vehicle Fingerprint TM technology (proprietary machine learning software) and real-time alerts for unlimited users, with LTE. Solar Power only
Solar LPR, fka Solar Falcon	Standard range license plate recognition camera with Vehicle Fingerprint TM technology (proprietary machine learning software) and real-time alerts for unlimited users, with LTE
Professional Services - Solar Bundle Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Bundle Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Solar Video Camera Fixed, fka Condor	
Flock Safety Video Camera PTZ w/ LTE Service, fka Condor	
Solar Long-Range LPR, fka Solar Falcon LR	Law enforcement grade, long range and high vehicle speed license plate recognition camera with Vehicle Fingerprint TM technology (proprietary machine learning software) and real-time alerts for unlimited users, with LTE. Solar Power only
Professional Services - Solar Bundle Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Flock Safety Video Camera PTZ w/ LTE Service, fka Condor	Law enforcement grade live streamed PTZ camera with 30 days of edge storage. VMS included and server free. Installed and maintained by Flock Safety, turn key-no additional software or integrations required. *Flock provided sim card camera is limited to 25 hours per month of live streaming.
Video Camera Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Existing Infrastructure Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment of existing vertical infrastructure location, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.

FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations

License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Map-based interface that consolidates all data streams and the locations of each connected asset, enabling greater situational awareness and a common operating picture.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

By executing this Order Form, Customer represents and warrants that it has read and agrees to all of the terms and conditions contained in the previously executed agreement.
The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: CA - Bishop PD

By: _____
Name: Mark Smith _____
Title: _____
Date: _____

By: _____
Name: Nathaniel Derr _____
Title: Chief of Police _____
Date: _____
PO Number: _____

Customer Implementation Guide

Law Enforcement



flock safety

Table of Contents

Implementation Timeline 2

Flock Safety Team 3

Implementation Service briefs: Existing Infrastructure 6

vs Standard vs Advanced

- Existing Infrastructure Implementation
- Standard Implementation
- Advanced Implementation

Things to Consider When Selecting Locations 12

Customer Responsibilities: AC-Powered Cams 14

Electrician Handout 15

- Electrician Installation Steps
- FAQs about AC-Powered Flock Cameras

Installation Service Brief Summary 18

Permitting: Pre-Install Questionnaire 19

- 1. Timeline
- 2. Right of Way
- 3. AC Power vs. Solar
- 4. Traffic Control & Installation Methods
- 5. Paperwork & Required Forms
- 6. Contacts

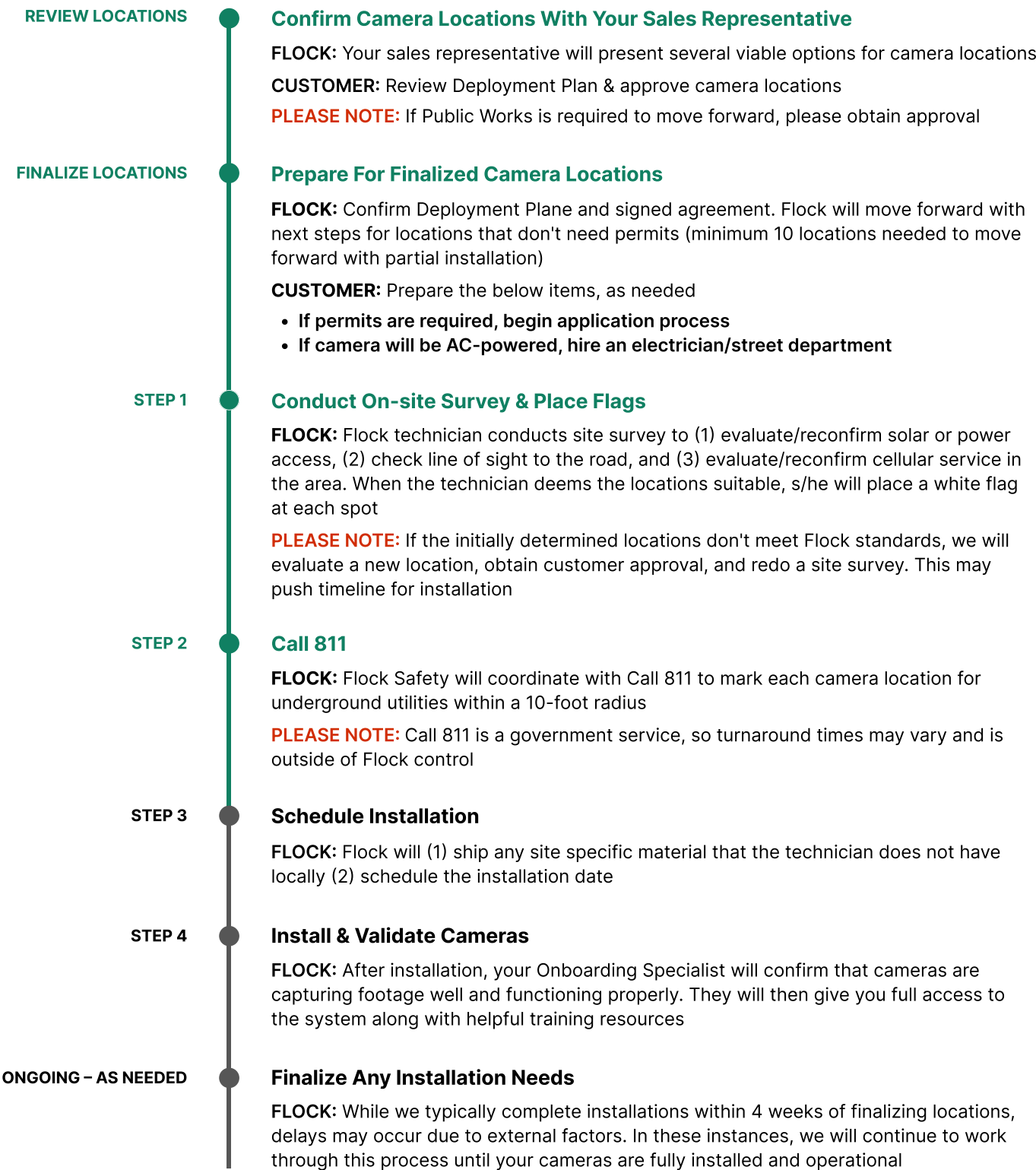
*Fee Schedule 21

Help Center 22

Customer Support 22

Implementation Timeline

This timeline provides general guidance and understanding of your installation process. While we typically complete installations 6-8 weeks after locations have been finalized, delays can occur as noted in the timeline below:



Flock Safety Team

Implementation Team	How They Will Support You
 Project Manager	Your Project Manager is your primary contact during camera installation. Your project manager will guide you through the entire installation process, keeping you apprised of all implementation updates as well as answering any questions you have during this time. They will ensure that all the cameras are on the ground and operating for at least 48 hours before transitioning you to your Customer Success Manager.
 Field Operations Team	• The Field Operations team is responsible for the physical installation and maintenance of cameras and associated equipment provided by Flock. This includes a large team of technicians, schedulers, and many others involved in ensuring the delivery of the product. • They take the technical plan you finalized with Product Implementation and work closely with other teams at Flock to make sure that the cameras are installed quickly and safely and in a way that maximizes the opportunity to solve crime at a specific location. • *Note*: For all Installation questions or concerns, please always direct them to your Customer Success Manager and not the technician.

Relationship Team	How They Will Support You
 Customer Success Manager	Your Customer Success Manager is your strategic partner for your lifetime as a Flock customer. While the cameras are getting installed, your CSM will help get your account set up and get all key users trained on the system. Post-Camera-Installation, your CSM will be your go-to for most account-related needs: You should reach out to them to: • Set up Account Training • Understand benefits of features • Learning best practices for getting relevant data • Identifying opportunities to expand the security network in your area • Provide feedback on your partnership with Flock
 Flock Safety Support	The Flock Safety Support team is committed to answering all your day-to-day questions as quickly as possible. To get in touch with support, simply email support@flocksafety.com or call 866-901-1781 Mon-Fri 8am-8pm EST. Support can help you: • Request camera maintenance • Troubleshoot online platform • Contract / Billing questions • Update account information • Camera Sharing questions • Quick “How to” questions in your Flock Account

Outside Party	When They May Be Involved
Electrician/Street Department	If the Flock cameras need to be AC powered, you (customer) are responsible for providing an electrician to ensure power connectivity
Public Works (LE)	To weigh in on the use of public Rights of Way or property
Department of Transportation (DOT), City, or County agencies	If installation in your area requires permitting

PLEASE NOTE: On some occasions, third parties outside of Flock Safety may be (or need to be) involved in your implementation.

Implementation Service Briefs: Existing Infrastructure vs Standard vs Advanced

	Existing Infrastructure Install	Standard Install	Advanced Install
Pole	None	Flock	NCHRP 350 / MASH
Timeline	Short	Medium	Longest
Cost	Lowest	Mid	Highest

Existing Infrastructure Implementation

COST: \$150 per camera (one time cost)

Included In Scope:

Once designated locations are approved by the customer, as part of the **Existing Infrastructure Implementation Service** Flock will perform the following:

- An in-person site survey to confirm the installation feasibility of a location (location assessment, solar assessment, visibility review, etc.)
 - Cameras need sufficient power. Since a solar panel is required per camera, it can prevent adequate solar power if two cameras and two solar panels are on a single pole (blocking visibility). Therefore if relying on solar power, only one camera can be installed per pole.
- Confirm that a location is safe for work by following State utility locating procedures.
- Each installation may include the following:
 - Installation of camera and solar panel or AC adapter box on a suitable existing pole

- Types of existing infrastructure such as existing utility, light, and traffic signal poles.
- Pole no higher than 8'-12' (approval at Flock Safety's discretion)
- Flock will provide and mount an AC adapter unit that a qualified electrician can connect to AC power following our [electrical wiring requirements](#). Flock is unable to make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material). Electrical work requiring a licensed electrician and associated costs, not included in the scope.
 - Access requiring up to a 14' using an A-frame ladder
 - Standard MUTCD traffic control procedures performed by a Flock technician
- Obtain a business license to operate in the city and state of camera location

Out Of Scope:

By default, Flock does **not** include the following as part of the **Existing Infrastructure Implementation Service** but can provide a quote for sourcing at an additional cost:

- Mounting on mast arms (always require bucket truck and traffic control)
- Call 811 'Call-before-you-Dig' system
- Installation of any poles including but not limited to
 - Standard, 12' above grade [Flock breakaway pole](#)
 - NCHRP 350 or MASH approved pole (as may be required for locations in DOT right of way)
- A Bucket Truck for accessing horizontal/cross-beams and/or height above 14'
- Special equipment rentals for site access
- Site-specific engineered traffic plans
- Third-party provided traffic control
- State or city-specific specialty contractor licenses or unique attachment/connection requirements
- Custom engineered drawings
- Electrical work requires a licensed electrician.

- Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power but cannot make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material).
- Concrete cutting
- Private utility search for privately owned items not included in standard 811 procedures (communication, networking, sprinklers, etc.)
- Upgrades to power sources to ready them for Flock power (additional fuses, switches, breakers, etc.)
- Any fees or costs associated with filing for required city, county, or state permits
- Licensing or attachment agreements with asset / infrastructure owners
- Utility contracts and billing
- Customer requested relocations (see fee schedule)

Standard Implementation

COST: \$650 per camera (one time cost)

Included In Scope:

Once designated locations are approved by the customer, as part of the **Standard Implementation Service** Flock will perform the following:

- An in-person site survey to confirm the installation feasibility of a location (location assessment, solar assessment, visibility review, etc.)
- Confirm that a location is safe for work by following state utility locating procedures. Work with local utilities to prevent service interruptions during the installation
 - Engage 811 'Call-before-you-Dig' system to receive legal dig date
 - Apply approved markings Coordinate with 811 regarding any necessary high-risk dig clearances or required vendor meets
- Each installation may include the following:
 - Installation of camera and solar panel with standard, 12' above grade Flock breakaway pole

- Installation of camera and AC adapter that a qualified electrician can connect to AC power on a suitable existing pole, no higher than 8-12' (approval at Flock Safety's discretion)
 - Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power following our [electrical wiring requirements](#). Flock is unable to make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material). Electrical work requiring a licensed electrician and associated costs, not included in the scope.
- Access requiring up to a 14' A-frame ladder
- Standard MUTCD traffic control procedures performed by a Flock technician
- Obtain a business license to operate in the City and State of camera location

Out Of Scope:

By default, Flock does **not** include the following as part of the Standard Implementation Service but can provide a quote for sourcing at an additional cost:

- Use and/or mounting to existing infrastructure.
- NCHRP 350 or MASH approved pole (as may be required for locations in DOT right of way)
- A Bucket Truck for accessing horizontal/cross-beams and/or height above 14'
- Special equipment rentals for site access
- Site-specific engineered traffic plans
- Third-party provided traffic control
- State or city-specific specialty contractor licenses
- Custom engineered drawings
- Electrical work requires a licensed electrician.
 - Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power but cannot make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material).
- Concrete cutting
- Private utility search for privately owned items not included in standard 811 procedures (communication, networking, sprinklers, etc.)

- Upgrades to power sources to ready them for Flock power (additional fuses, switches, breakers, etc.)
- Any fees or costs associated with filing for required city, county, or state permits
- Licensing or attachment agreements with asset / infrastructure owners
- Utility contracts and billing
- Customer requested relocations (see fee schedule)

Advanced Implementation

COST: \$1,900 per camera (one time cost)

Included In Scope:

Once Designated Locations are confirmed, as part of the **Advanced Implementation Service**, Flock will perform the following:

- An in-person site survey to confirm the installation feasibility of a location (location assessment, solar assessment, visibility review, etc.)
- Confirm that a location is safe for work by following State utility locating procedures. Work with local utilities to prevent service interruptions during the installation
 - Engage 811 'Call-before-you-Dig' system to receive legal dig date
 - Apply approved markings Coordinate with 811 regarding any necessary high-risk dig clearances or required vendor meets
- Each installation may include the following:
 - Installation of camera and solar panel on a suitable **NCHRP 350 or MASH** approved pole.
 - Installation of camera and AC adapter that a qualified electrician can connect to AC power.
 - Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power following our [electrical wiring requirements](#). Flock cannot make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material).

Electrical work requiring a licensed electrician and associated costs, not included in the scope.

- Access requiring up to a 14' A-frame ladder
- Standard MUTCD traffic control procedures performed by a Flock technician
- Obtain a business license to operate in the City and State of camera location

Out Of Scope:

By default, Flock does not include the following as part of the **Advanced Implementation Service** but can optionally provide a quote for sourcing (additional cost):

- Installation on Standard, 12' above grade Flock breakaway pole or existing infrastructure.
- A Bucket Truck for accessing horizontal/cross-beams and/or height above 14'
- Special equipment rentals for site access
- Site-specific engineered traffic plans
- Third-party provided traffic control
- State or City-specific specialty contractor licenses
- Custom engineered drawings
- Electrical work requires a licensed electrician. Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power but cannot make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material).
- Concrete cutting
- Private utility search for privately owned items not included in standard 811 procedures (communication, networking, sprinklers, etc.)
- Upgrades to power sources to ready them for Flock power (additional fuses, switches, breakers, etc.)
- Fees or costs associated with filing for required City, County, or State permits

Things to Consider When Selecting Locations

Falcon Cameras

- Use Cases
 - Flock LPRs are designed to capture images of rear license plates aimed in the direction of traffic.
 - Flock LPRs are not designed to capture pedestrians, sidewalks, dumpsters, gates, other areas of non-vehicle traffic, intersections.
- Placement
 - They capture vehicles driving away from an intersection.
 - They cannot point into the middle of an intersection.
 - They should be placed after the intersection to prevent stop and go motion activation or “stop and go” traffic.
- Mounting
 - They can be mounted on existing utility, light, traffic signal poles, or 12 foot Flock poles.*
 - They should be mounted one per pole.** If using AC power, they can be mounted 2 per pole.
- They can be powered with solar panels or direct wire-in AC Power (no outlets).***
- They will require adequate cellular service using AT&T or T-Mobile to be able to process & send images.



* Permitting (or permission from pole owner) may be required to use existing infrastructure or install in specific areas, depending on local regulations & policies.

** Cameras need sufficient power. Since a solar panel is required per camera, it can prevent adequate solar power if two cameras and two solar panels are on a single pole (blocking visibility). Therefore if relying on solar power, only one camera can be installed per pole.

*** Flock does not provide Electrical services. Once installed, the agency or community must work with an electrician to wire the cameras. Electrician services should be completed within two days of installation to prevent the camera from dying.

Solar Panels

Solar panels need unobstructed southern-facing views.



Pole

If a location requires a "DOT Pole" (i.e., Advanced Pole, **not** Flock standard pole), the implementation cost will be \$5,000/camera.



Customer Responsibilities: AC-Powered Cams

If the Flock cameras need to be AC-powered, the **customer is responsible** for acquiring an electrician and ensuring they connect the camera to power. **See steps 2 and 6 below.**

How to Get Started with a Powered Install



1. Create a Deployment Plan

Work with us to select the best location(s) for Flock Safety cameras and power sources



2. Acquire an Electric Quote

Contact an electrician to receive a quote to run 120volt AC power to the camera



3. Sign Flock Safety Agreement

Sign the Flock Safety purchase order to begin the installation of cameras



4. Conduct Site Survey

Flock will mark camera locations, locate underground utilities and mark if present



5. Install Camera

Flock will install the camera and AC power kit at the specified camera location



6. Connect Camera to Power

Notify the electrician that the camera is ready for the power connection installation

Electrician Handout

Electrician Installation Steps

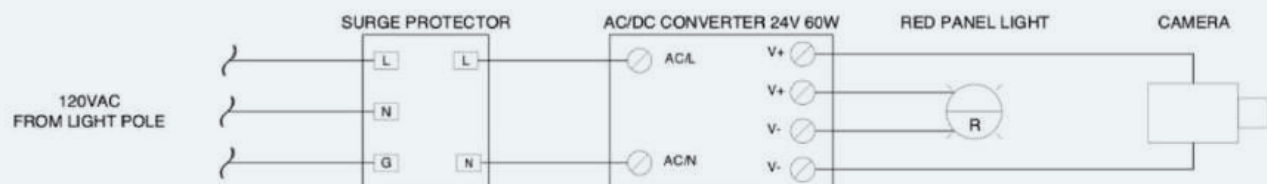
1. Run AC cable and conduit to the box according to NEC Article 300 and any applicable local codes. The gland accepts ½" conduit.
2. Open the box using hinges.
3. Connect AC Mains per wiring diagram below:
 - a. Connect AC Neutral wire to the Surge Protector white Neutral wire using the open position on the lever nut.
 - b. Connect AC Line wire to the Surge Protector black Line wire using the open position on the lever nut.
 - c. Connect AC Ground wire to the Surge Protector green ground wire using the open position on the lever nut.
4. Verify that both the RED LED is lit on the front of the box
5. Close box and zip tie the box shut with the provided zip tie
6. While still on-site, call Flock, who will remotely verify that power is working correctly:



Southeast Region - (678) 562-8766

West-Region - (804) 607-9213

Central & NE Region - (470) 868-4027



FAQs about AC-Powered Flock Cameras

What voltage is supported?

The AC kit is designed to work with 120VAC Infrastructure by default. A 240VAC version is available on request.

How much power does this consume?

Peak current draw is 1.5 A at 120VAC. The average power draw is roughly 30W in high traffic conditions but maybe lower when fewer vehicles are present.

Who is responsible for contracting the electrician?

The customer is responsible for contracting an electrician. We can help answer questions, but the customer is responsible for identifying and contracting an electrician.

Who is responsible for maintenance?

Flock will handle all maintenance related to Flock's camera and power equipment. However, any problems with the electrical supply are the customer's responsibility. The AC junction box has two lights to indicate the presence of power and make it easy for quick diagnosis if there is a problem related to the AC power source.

- If the camera indicates to Flock that there is a power supply problem, Flock will notify the customer and request that the customer verifies the lights on the AC junction box. If the AC Source light is illuminated, Flock will send a technician to investigate. If the AC source light is not illuminated, the customer should check any GFCI's or breakers in the supply circuit or call the electrician who installed the power supply.

How much does it cost?

Work required to bring AC power to each location will be different, so exact pricing is unavailable. Primary cost drivers include arrow boards and the distance from the camera location to the AC power source.

What information do I need to provide my electrician?

The Flock deployment plan and these work instructions should be sufficient to secure a quote. It will be helpful if you know the location of the existing power infrastructure before creating the deployment plan.

Can you plug it into my existing power outlet? The Flock AC power adapter does not use a standard outlet plug but must be directly wired into the power mains. While using outlet plugs may be convenient, they can easily be unplugged, presenting a tampering risk to this critical safety infrastructure. The electrician can route power directly to the camera with a direct wire-in connection if an outlet is close to the camera.

How long does this process typically take?

The installation process typically takes 6-8 weeks. To accelerate the process, be sure to have the electrician perform his work shortly after the Flock technician finishes installing the camera.

What kind of electrician should I look for?

Any licensed electrician should perform this work, though we have found that those who advertise working with landscape lighting are most suited for this work.

What happens if the electrician damages the equipment?

The customer is responsible for contracting the electrician. Any liability associated with this work would be assumed by the customer. If any future work is required at this site due to the electrical infrastructure or the work performed by the electrician would be the responsibility of the customer.

When should the electrician perform his work?

Once Flock installs the camera, you will receive an email alert letting you know that this has been completed. After this, you will need to schedule the electrician to route power to the pole.

What if my electrician has questions about Flock's AC Kit?

You should share the [AC-Power Kit Details](#) packet with the electrician if they have questions.

What if the AC power is on a timer?

Sometimes the AC power will be on a timer (like used for exterior lighting). Flock requires that the AC power provided to the camera be constant. The source that the electrician uses must not be on a timing circuit.

Installation Service Brief Summary

Below outlines the statement of work for the Flock Camera Installation:

What Is Covered By Flock	What Is NOT Covered By Flock	Special Note
Flock Cameras & Online Platform	Traffic Control And Any Associated Costs	
Mounting Poles	*DOT Approved Pole Cost Electrician & Ongoing Electrical Costs	
AC Power Kit (As Needed)	Engineering Drawings	
Solar Panels (As Needed)	Relocation Fees	<i>Excluding Changes During Initial Installation</i>
Site Surveys And Call 811 Scheduling	Contractor Licensing Fees	
Installation Labor Costs	Permit Application Processing Fees	
Customer Support / Training	Specialist Mounting Equipment	<i>Including, But Not Limited To, **MASH Poles Or Adapters</i>
Cellular Data Coverage	Bucket Trucks	
Maintenance Fees (Review Fees Sheet For More Details)	Loss, Theft, Damage To Flock Equipment	
Data Storage For 30 Days	Camera Downtime Due To Power Outage	<i>Only Applicable For AC-Powered Cameras</i>
	***Field Technician Maintenance For Falcon™ Flex	

*If a location requires a "DOT pole" (i.e., not our standard), the implementation cost will be \$5,000/camera; This cost is applicable for installations in GA, IL, SC, TN, and CA.

**MASH poles: Manual for Assessing Safety Hardware (MASH) presents uniform guidelines for crash testing permanent and temporary highway safety features and recommends evaluation criteria to assess test results

***If a camera is lost, stolen, or damaged, a replacement device can be purchased at a discounted price of \$800

Permitting: Pre-Install Questionnaire

1. Timeline

- In Flock Safety's experience, in-depth permitting requirements can **add 2+ months to the installation timeline**.
- The SLA for permit document submission is within 15 days from contract signature date (contract Closed-Won)

2. Right of Way

- Will any Flock Safety cameras be installed on the city, state, or power company-owned poles or in the city, county, or state Right of Way (RoW)?
 - What is the RoW buffer?
 - Will additional permits or written permission be required from third-party entities (such as DOT, power companies, public works, etc.)?
- Will any cameras be installed on city-owned traffic signal poles (vertical mass)?
 - If yes, please provide heights/photos to determine if a bucket truck is needed for the installation.
 - Note: A bucket truck is required if the height exceeds 15 feet tall.

3. AC Power vs. Solar

- If AC powered, is there a 120V power source available, and is there access to an electrician who can connect the existing wire to the Flock Safety powered **installation kit**?
- If solar-powered, consider the size of the solar panel and potential to impact the visibility of DOT signs/signals:
 - Single Panel: 21.25" x 14" x 2" (Length x Width x Depth)
 - Double Panel: 21.25" x 28" x 2" (LxWxD)

4. Traffic Control & Installation Methods

- **If a bucket truck is required**, this typically necessitates an entire lane to be blocked in the direction of travel. **Can you provide a patrol car escort, or will full traffic control be required?***

PLEASE NOTE: If traffic control is required, you may incur additional costs due to city/state requirements; Fees will be determined by quotes received.

- **If full traffic control is required (cones, arrow boards, etc.):**
 - Will standard plans suffice, or are custom plans needed? Custom plans can double the cost, while standard plans can be pulled from the Manual of Uniform Traffic Control Devices (**MUTCD**).
 - Will a non-sealed copy of the traffic plan suffice? Or does the traffic plan need to be sealed and/or submitted by a professional engineer?
 - Are there state-specific special versions/variances that must be followed?
- **If a bucket truck is not required**, the shoulder or sidewalk should suffice and enable Flock Safety to proceed without traffic control systems in place.
 - Note: In some states (i.e., arrow boards), sidewalks may require signage. If signage is mandatory, Will your Public Works department be able to assist?

5. Paperwork & Required Forms

- Flock Safety will need copies of paperwork to complete before proceeding (ex., business license applications, encroachment permit applications). We can save critical time by gathering these documents upfront. We appreciate your assistance in procuring these.

6. Contacts

- If Flock Safety needs to interface directly with the departments, please share the contact information of the following departments:
 - Permitting
 - Public Works
 - Traffic Department

***Fee Schedule**

After a deployment plan with Designated Locations and equipment has been agreed upon by both Flock and the Customer, any subsequent changes to the deployment plan ("Reinstalls") driven by a Customer's request will incur a fee per the table below.

What Services Incur Fees:

- Requested relocations post-approval by customer
- Relocations due to poor performance will be the responsibility of Flock
 - If a customer requests a location against the advisement of Flock, performance issues and any requested relocations will be the responsibility of the customer.
- Per the contract and absent a defect, in the event that Flock Hardware is lost, stolen, or damaged, Customer may request that Flock replace the Flock Hardware at a fee according to the then-current Reinstall policy
<https://www.flocksafety.com/reinstall-fee-schedule>
- Misc billables for out of scope items for each implementation

All fees are per reinstall or required visit (in the case that a reinstall is attempted but not completed) and include labor and materials. If you have any questions, please email support@flocksafety.com.

Help Center

Our Help Center is filled with many resources to help you navigate through the online platform. Below you will find some common questions and their relevant help article:

[How do I search camera footage?](#)

[How do I add a user?](#)

[How do I add a vehicle to my own Hot List?](#)

[How do I enable browser notifications for Hot List alerts?](#)

[How do I get text alerts for Hot List?](#)

[How do I request camera access from other nearby agencies?](#)

Help Center

[How do I use the National Lookup to search for a plate?](#)

(National Lookup - network of law enforcement agencies that have opted to allow their network of Flock cameras to be used for searches)

[How do I reset my / another user's password?](#)

Customer Support

You can reach our customer support team anytime by emailing support@flocksafety.com. They can help answer any "How-To" questions you may have.



Agenda Item: 13.F
Date of Meeting: February 24, 2025
Department: Community Services

STAFF REPORT

To: City Council
From: Dan McElroy
Subject: **Budget Adjustment for Grant Funded Energy Efficient Pool Pumps**
Prepared On: February 13, 2025
Attachments: HSEF Demonstration Project_ City of Bishop Replacement Pool Pump

Background/History:

The High Sierra Energy Foundation is a multi-year recipient of the LADWP Community Partnership for energy efficiency outreach in the Owens Valley. This Grant program is designed to provide energy efficiency for the community. This grant was originally awarded for the Whitney Alley Project, but due to this project not moving forward at this time High Sierra Energy Foundation began looking for opportunities. The High Sierra Energy Foundation identified an opportunity to work with the City of Bishop Community Services Department and provide energy efficient pool pumps.

Analysis/Discussion:

The High Sierra Energy Foundation Allocation of LADWP funds will be committed to the energy efficient pool pump replacement in the amount of \$20,000. This pump replacement will provide energy efficiency and update the Bishop Park Pool with California compliant pumps. The installation of pumps will reduce operation costs and reduce maintenance issues of the current equipment. This grant program will allow for reimbursement based on actual expenses incurred for the purchase and installation of these pumps in an amount up to \$20,000. The Community Services staff has received a quote from Knorr Systems for this pump and plans to expend the amount of \$12,216.02. Multiple quotes were solicited; however, Knorr Systems was the only solicited vendor that was able to provide a product that meets the necessary specs.

Economic Impacts:

None

Budget Impacts:

Increase revenue account 001-000-40010 in the amount of \$12,216.02.
Increase expense account 001-000-58031 in the amount of \$12,216.02.

Legal Review:

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

Recommended Action:

Council consideration to approve the proposed budget adjustment not to exceed \$12,216.02 to facilitate spending and subsequent grant reimbursement.

Approved By: Ethan Aukee 2/18/2025

Approved By: Robin Picken 2/18/2025

Approved By: Deston Dishion 2/20/25

Approved By:



High Sierra Energy Foundation Allocation of LADWP Grant Funds to Bishop City Park Pool Pump Replacement

Background: The High Sierra Energy Foundation (HSEF) is a multi-year recipient of the LADWP Community Partnership Grant for energy efficiency outreach in the Owens Valley. Efforts include providing information on general energy efficiency and LADWP programs that are available in the region and could benefit members of our community, such as income qualified rate plans, incentives and payment pathways. Past funding has also been allocated to retrofitting lighting in Inyo County parks, purchasing a weather station for the Bishop City Park and providing energy efficient equipment to the Inyo County Small Business Resource Center. This grant cycle we had proposed to allocate funding towards lighting for the Whitney Alley Project, but since the project is not moving forward at this time, HSEF reached out to city staff to explore other opportunities to realize energy savings and offer community benefit. After consulting with Community Services Manager Dan McElroy, we identified an opportunity for a public-serving retrofit of the pool pump in support of efficiency and reliability at the Bishop City Park, a vital community asset.

Proposed Project:

HSEF proposes to support the replacement of the aquatic facility's outdated pool pump with energy-efficient equipment. HSEF hired an energy engineer to assist the city in evaluating energy efficient alternatives for the pump replacements. The installation of premium-efficiency pumps with variable-frequency drives (VFD) could significantly reduce operating costs while enhancing performance and reducing maintenance issues on the aging equipment.

Commitment: The HSEF is committed to funding up to \$20,000 towards the replacement of the pool pump for the main pool at the Bishop City Park. This funding will be reimbursed based on actual expenses of the part, shipping, taxes and installation services. City staff commits to exploring options to ensure the pump is energy efficient based on industry standards. Reimbursement will be based on actual costs as represented by paid invoices and will be paid within 30 days of receipt of invoice. The MOU between LADWP and HSEF expires on March 15, 2025 and therefore payment needs to be made to the City of Bishop before that date. The City of Bishop agrees to work with the HSEF and LADWP on recognition of the project.



Agenda Item: 13.G
Date of Meeting: February 24, 2025
Department: Community Services

STAFF REPORT

To: City Council
From: Dan McElroy
Subject: **Amendment No.1 to Professional Services Agreement for Real Estate consultation and services between the City of Bishop and Bishop Real Estate Rasmusson and Associates Inc.**
Prepared On: February 18, 2025
Attachments: Amendment 1 to Professional Service Agreement with BRERA
Professional Services Agreement Real Estate Services
2022 Letter of Extension
2023 Letter of Extension
2024 Letter of Extension

Background/History:

March 25th, 2020, the City of Bishop and Bishop Real Estate Rasmusson and Associates Inc. entered into an agreement to provide Real Estate services for Sunrise Mobile Home Park. This agreement is allowed for extension of services on a year-to-year basis. The current agreement is through March 24th, 2025.

Analysis/Discussion:

The Community Services Department has devolved an Amendment to this agreement to extend the Real Estate services for the next three-year period with an expiration date of March 24th, 2028. These services are beneficial to the Community Services Department at the time of sale for City owned manufactured homes at the Sunrise Mobile Home Park.

Economic Impacts:

None

Budget Impacts:

None

Legal Review:

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

Recommended Action:

Council to approve the Amendment No. 1 for Professional Services Agreement for Real Estate

Consultation and Services between the City of Bishop and Bishop Real Estate Rasmusson and Associates Inc.

Approved By: Deston Dishion 2/20/25

Approved By: Dean Pucci 2/20/2025

Approved By:

Approved By:

**AMENDMENT NO. 1 TO PROFESSIONAL SERVICE AGREEMENT
WITH BISHOP REAL ESTATE/RASMUSON & ASSOCIATES**

This Amendment No. 1 ("Amendment") to Professional Service Agreement is made and entered into effective the 25th day of March, 2025, by and between the CITY OF BISHOP, a California Municipal Corporation ("CITY"), and Bishop Real Estate Rasmuson & Associates, a California corporation ("BRERA"). CITY and BRERA are sometimes hereinafter individually referred to as "Party" and or collectively referred to as the "Parties."

A. Recitals.

(i). CITY and BRERA entered into a Professional Service Agreement ("Agreement") effective March 25, 2020 through which BRERA provides marketing and sale services for 6 CITY-owned manufactured homes in Sunrise Mobile Home Park.

(ii). The Parties now seek to amend the Agreement to extend the term of the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

B. Amendment to Agreement.

1. The first sentence of Paragraph 1 of the Agreement is amended to read as follows:

"The term of this Agreement shall commence on March 25, 2020 and shall terminate March 24, 2028."

2. All other terms and conditions of the Agreement shall remain in full force and effect and unchanged.
3. No amendment or other modification of the Agreement, as modified by this Amendment, shall be binding unless executed in writing by both Parties hereto, or their respective successors, assigns, or grantees.
4. Each of the undersigned represents and warrants that he or she is duly authorized to execute and deliver this Amendment and that such execution is binding upon the entity for which he or she is executing this document.

IN WITNESS WHEREOF, the Parties have caused Amendment No. 1 to the Agreement are to be executed as of the day and year first above written.

BISHOP REAL ESTATE
RASMUSSEN AND ASSOCIATES, INC

CITY OF BISHOP

BY: _____

BY: _____

DESTON DISHON
CITY ADMINISTRATOR

BY: _____

ATTEST:

BY: _____

ROBIN PICKEN
CITY CLERK

APPROVED AS TO FORM:

BY: _____

DEAN PUCCI
CITY ATTORNEY

CITY OF BISHOP
PROFESSIONAL SERVICE AGREEMENT
WITH
BISHOP REAL ESTATE/RASMUSON & ASSOCIATES

This PROFESSIONAL SERVICE AGREEMENT ("Agreement"), is made and effective as of 25th day of March, 2020, between the City of Bishop, a municipal corporation, organized under the laws of the State of California, with its principal place of business at 377 West Line Street, Bishop, California, 93514 and BISHOP REAL ESTATE/RASMUSON & ASSOCIATES and ROSS CORNER, BROKER (OR OTHER DESIGNATED AND ASSIGNED BROKER WITHIN THE AGENCY), *[a corporation]*, with its principal place of business at 370 W LINE ST., BISHOP CA ("CONSULTANT"). Agency and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties." In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on 25th day of March, 2020 and shall remain and continue in effect until tasks described herein are completed, but in no event later than the 24th day of March, 2022 unless sooner terminated pursuant to the provisions of this Agreement, or if the option to extend past the date should be put in effect pursuant to this Agreement.

2. **SERVICES**

CONSULTANT shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. CONSULTANT shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A. To the extent that Exhibit A is a proposal from CONSULTANT, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this Agreement unless specifically agreed to in writing.

3. **PERFORMANCE**

CONSULTANT shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of CONSULTANT hereunder in meeting its obligations under this Agreement.

4. **AGENCY MANAGEMENT**

AGENCY's Manager of Community Services shall represent AGENCY in all matters pertaining to the administration of this Agreement, review and approval of all products

submitted by CONSULTANT, but not including the authority to enlarge the Tasks to Be Performed or change the compensation due to CONSULTANT. AGENCY's City Administrator shall be authorized to act on AGENCY's behalf and to execute all necessary documents which enlarge the Tasks to Be Performed or change CONSULTANT's compensation, subject to Section 5 hereof.

5. PAYMENT

(a) The AGENCY agrees to pay CONSULTANT directly through the sale of the unit and check receipted directly to the CONSULTANT at the time of escrow. This amount shall not exceed nine percent (9.0%) of the final sale price of the mobile home unit unless additional payment is approved as provided in this Agreement.

(b) CONSULTANT shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the AGENCY's City Administrator. CONSULTANT shall be compensated for any additional services in the amounts and in the manner as agreed to by City Administrator and CONSULTANT at the time AGENCY's written authorization is given to CONSULTANT for the performance of said services. [The City Administrator may approve additional work not to exceed ten percent (10%) of the amount of the Agreement, but in no event shall such sum exceed ten-thousand dollars (\$10,000.00). Any additional work in excess of this amount shall be approved by the City Council.]

6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

(a) The AGENCY may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the CONSULTANT at least ten (10) days prior written notice. Upon receipt of said notice, the CONSULTANT shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the AGENCY suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) Upon termination of the Agreement pursuant to this Section, the CONSULTANT will provide documentation providing sale price for unit sold showing expected commissions to be separated from sales check at the time of escrow, commissions check to be received by the CONSULTANT from the Title Company with the remaining sales check to be submitted to the AGENCY.

7. DEFAULT OF CONSULTANT

(a) The CONSULTANT's failure to comply with the provisions of this Agreement shall constitute a default. In the event that CONSULTANT is in default for cause under the terms of this Agreement, AGENCY shall have no obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and can terminate this Agreement immediately by written notice to the CONSULTANT. If such failure by the CONSULTANT to make progress in the performance of work hereunder arises

out of causes beyond the CONSULTANT's control, and without fault or negligence of the CONSULTANT, it shall not be considered a default.

(b) If the City Administrator or his/her designee determines that the CONSULTANT is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the CONSULTANT a written notice of the default. The CONSULTANT shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the CONSULTANT fails to cure its default within such period of time or fails to present the AGENCY with a written plan for the cure of the default, the AGENCY shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. OWNERSHIP OF DOCUMENTS

(a) CONSULTANT shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by AGENCY that relate to the performance of services under this Agreement. CONSULTANT shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. CONSULTANT shall provide free access to the representatives of AGENCY or its designees at reasonable times to such books and records; shall give AGENCY the right to examine and audit said books and records; shall permit AGENCY to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the AGENCY and may be used, reused, or otherwise disposed of by the AGENCY without the permission of the CONSULTANT. With respect to computer files, CONSULTANT shall make available to the AGENCY, at the CONSULTANT's office and upon reasonable written request by the AGENCY, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. CONSULTANT hereby grants to AGENCY all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by CONSULTANT in the course of providing the services under this Agreement.

9. INDEMNIFICATION

A. FOR PROFESSIONAL LIABILITY. To the fullest extent permitted by law, CONSULTANT shall indemnify, protect, defend and hold harmless AGENCY and any and

all of its officials, employees and agents ("Indemnified Parties") from and against any and all claims, lawsuits, losses, liabilities, damages, costs and expenses, including attorney's fees and costs which arise out of, pertain to, or relate to the negligent acts, errors or omissions, recklessness, or willful misconduct of the CONSULTANT, its officers, agents, employees or subconsultants.

B. FOR ALL OTHER LIABILITIES. Notwithstanding the forgoing and without diminishing any rights of AGENCY under Section 9.A, for any liability, claim, demand, allegation against AGENCY arising out of, related to, or pertaining to any act or omission of CONSULTANT, but which is not Professional Liability, CONSULTANT shall defend, indemnify, and hold harmless AGENCY, its officials, employees, and agents ("Indemnified Parties") from and against any and all damages, costs, expenses (including reasonable attorney's fees and expert witness fees), judgments, settlements, and/or arbitration awards, whether for personal injury, property damage, economic injury, and arising out of, related to, on account of, or pertaining to the acts or omissions of the CONSULTANT, regardless of any concurrent or contributory negligence on the part of AGENCY, save and except for the sole or active negligence or willful misconduct of the AGENCY.

C. DUTY TO DEFEND. In the event the AGENCY, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this Agreement, and upon demand by AGENCY, CONSULTANT shall have an immediate duty to defend the AGENCY at CONSULTANT's cost or at AGENCY's option, to reimburse AGENCY for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters.

Payment by AGENCY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONSULTANT and AGENCY, as to whether liability arises from the sole negligence of the AGENCY or its officers, employees, or agents, CONSULTANT will be obligated to pay for AGENCY's defense until such time as a final judgment has been entered adjudicating the AGENCY as solely negligent. CONSULTANT will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

10. INSURANCE

CONSULTANT shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit B attached to and part of this agreement.

11. INDEPENDENT CONSULTANT

(a) CONSULTANT is and shall at all times remain as to the AGENCY a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither AGENCY nor any of its officers, employees, or agents shall have control over the conduct of CONSULTANT or any of

CONSULTANT's officers, employees, or agents, except as set forth in this Agreement. CONSULTANT shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the AGENCY. CONSULTANT shall not incur or have the power to incur any debt, obligation, or liability whatever against AGENCY, or bind AGENCY in any manner.

(b) No employee benefits shall be available to CONSULTANT in connection with the performance of this Agreement. Except for the fees paid to CONSULTANT as provided in the Agreement, AGENCY shall not pay salaries, wages, or other compensation to CONSULTANT for performing services hereunder for AGENCY. AGENCY shall not be liable for compensation or indemnification to CONSULTANT for injury or sickness arising out of performing services hereunder.

12. LEGAL RESPONSIBILITIES

The CONSULTANT shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The CONSULTANT shall at all times observe and comply with all such laws and regulations. The AGENCY, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the CONSULTANT to comply with this Section.

13. UNDUE INFLUENCE

CONSULTANT declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the AGENCY in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the AGENCY has or will receive compensation, directly or indirectly, from CONSULTANT, or from any officer, employee or agent of CONSULTANT, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the AGENCY to any and all remedies at law or in equity.

14. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of AGENCY, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

15. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

(a) All information gained by CONSULTANT in performance of this Agreement shall be considered confidential and shall not be released by CONSULTANT without AGENCY's prior written authorization. CONSULTANT, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Administrator or unless

requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the AGENCY. Response to a subpoena or court order shall not be considered "voluntary" provided CONSULTANT gives AGENCY notice of such court order or subpoena.

(b) CONSULTANT shall promptly notify AGENCY should CONSULTANT, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any project or property located within the AGENCY, unless the AGENCY is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless CONSULTANT is prohibited by law from informing the AGENCY of such Discovery. AGENCY retains the right, but has no obligation, to represent CONSULTANT and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless AGENCY is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to CONSULTANT in such proceeding, CONSULTANT agrees to cooperate fully with AGENCY and to provide the opportunity to review any response to discovery requests provided by CONSULTANT. However, AGENCY's right to review any such response does not imply or mean the right by AGENCY to control, direct, or rewrite said response.

16. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To AGENCY:

City of Bishop
377 West Line Street
Bishop, CA 93514
Attention: City Clerk

To CONSULTANT:

Bishop Real Estate/Rasmuson & Associates
370 W. Line St.
Bishop, Ca 93514
ATTN: Ross Corner, Broker

17. ASSIGNMENT

The CONSULTANT shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the AGENCY. Because of the personal nature of the services to be rendered pursuant to this Agreement, only CONSULTANT shall perform the services described in this Agreement.

18. LICENSES

At all times during the term of this Agreement, CONSULTANT shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

19. GOVERNING LAW

The AGENCY and CONSULTANT understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the AGENCY.

20. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

CONSULTANT is bound by the contents of AGENCY's Request for Proposal, Exhibit "C" hereto and incorporated herein by this reference, and the contents of the proposal submitted by the CONSULTANT, Exhibit "D" hereto. In the event of conflict, the requirements of AGENCY's Request for Proposals and this Agreement shall take precedence over those contained in the CONSULTANT's proposals. The incorporation of the CONSULTANT's proposal shall be for the scope of services to be provided only, and any other terms and conditions included in such proposal shall have no force and effect on this Agreement or the relationship between CONSULTANT and/or AGENCY, unless expressly agreed to in writing.

23. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of CONSULTANT warrants and represents that he/she has the authority to execute this Agreement on behalf

of the CONSULTANT and has the authority to bind CONSULTANT to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CONSULTANT: Bishop Real Estate/Rasmuson & Associates

By: [Signature]
(Signature)

Ross-Corner Jake Rasmuson

Its: Broker
(Title)

77-0168155
Taxpayer ID Number

[If Corporation, TWO SIGNATURES, President OR Vice President AND Secretary OR Treasurer REQUIRED]

CITY OF BISHOP
A Municipal Corporation

By: Rondall Phillips
Rondall Phillips
City Administrator

ATTEST:

By: [Signature]
Robin Picken
~~Assistant~~ City Clerk

APPROVED AS TO FORM:

By: [Signature]
Dean Pucci
City Attorney

Attachments: Exhibit A Scope of Work
 Exhibit B Insurance Requirements
 Exhibit C Request for Proposal
 Exhibit D CONSULTANT's Proposal

Revised: CJPIA 4/8/2013; COB 12/30/2016

EXHIBIT A

TASKS TO BE PERFORMED

EXHIBIT B

INSURANCE REQUIREMENTS

Prior to the beginning of and throughout the duration of the Work, CONSULTANT and its subcontractors shall maintain insurance in conformance with the requirements set forth below. CONSULTANT will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth herein, CONSULTANT agrees to amend, supplement or endorse the existing coverage to do so.

CONSULTANT acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to CONSULTANT in excess of the limits and coverage identified in this Agreement and which is applicable to a given loss, claim or demand, will be equally available to AGENCY.

CONSULTANT shall provide the following types and amounts of insurance:

1. Commercial General Liability Insurance: CONSULTANT shall maintain commercial general liability insurance including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations. The limits of CONSULTANT's insurance shall apply to this Agreement as if set forth herein, but in no event shall provide combined single limits of coverage of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate. There shall be no cross liability exclusion for claims or suits by one insured against another.

2. Automobile Liability: CONSULTANT shall maintain automobile liability insurance, including owned, non-owned and hired vehicles, covering bodily injury and property damage for all activities of the CONSULTANT arising out of or in connection with the services provided under this Agreement. The limits of CONSULTANT's insurance shall apply to this Agreement as if set forth herein, but in no event shall be less than \$1,000,000 per occurrence, combined single limit.

3. Workers Compensation: CONSULTANT shall maintain Worker's Compensation Insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident or disease.

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the CONSULTANT and "Covered Professional Services" as designated in the policy must specifically include work performed under this agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend. The policy and any renewal or subsequent policies' retroactive date shall be on or before the effective date of this agreement.

Insurance procured pursuant to these requirements shall be written by insurers that are admitted carriers in the state of California and with an A.M. Best rating of A- or better and a minimum financial size VII.

General conditions pertaining to provision of insurance coverage by CONSULTANT. CONSULTANT and AGENCY agree to the following with respect to insurance provided by CONSULTANT:

1. CONSULTANT agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds AGENCY, its officials, employees and agents, using standard ISO endorsement No. CG 2010 with an edition prior to 1992 or similarly worded endorsement. CONSULTANT also agrees to require all contractors, and subcontractors to do likewise.
2. No liability insurance coverage provided to comply with this Agreement shall prohibit CONSULTANT, or CONSULTANT's employees, or agents, from waiving the right of subrogation prior to a loss. CONSULTANT agrees to waive subrogation rights against AGENCY regardless of the applicability of any insurance proceeds, and to require all contractors and subcontractors to do likewise.
3. All insurance coverage and limits provided by Contractor and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the AGENCY or its operations limits the application of such insurance coverage.
4. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to AGENCY and approved of in writing.
5. No liability policy shall contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured or of any contractor or subcontractor.
6. All coverage types and limits required are subject to approval, modification and additional requirements by the AGENCY, as the need arises. CONSULTANT shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect AGENCY's protection without AGENCY's prior written consent.
7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to CONSULTANT's general liability policy, shall be delivered to AGENCY at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled at any time and no replacement coverage is provided, AGENCY has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other agreement and to pay the premium. Any premium so paid by AGENCY

shall be charged to and promptly paid by CONSULTANT or deducted from sums due CONSULTANT, at AGENCY option.

8. Certificate(s) are to reflect that the insurer will provide 30 days notice to AGENCY of any cancellation of coverage. CONSULTANT agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will "endeavor" (as opposed to being required) to comply with the requirements of the certificate.
9. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by CONSULTANT or any subcontractor, is intended to apply first and on a primary, non-contributing basis in relation to any other insurance or self insurance available to AGENCY. CONSULTANT shall ensure that each policy of insurance required herein reflects this agreement and is written into each policy.
10. CONSULTANT agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by CONSULTANT, provide the same minimum insurance coverage required of CONSULTANT. CONSULTANT agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. CONSULTANT agrees that upon request, all agreements with consultants, subcontractors and others engaged in the project will be submitted to AGENCY for review.
11. CONSULTANT agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any contractor, subcontractor, Architect, Engineer or other entity or person in any way involved in the performance of work on the project contemplated by this agreement to self-insure its obligations to AGENCY without the AGENCY's prior written approval. If CONSULTANT's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the AGENCY. At that time the AGENCY shall review options with the CONSULTANT, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions. To the extent the AGENCY agrees to any deductible or self-insured retention under any policy required under this Agreement to which the AGENCY is named as an additional insured, CONSULTANT shall be required to modify the policy to permit the AGENCY to satisfy the deductible or self-insured retention in the event CONSULTANT is unable or unwilling to do so as a means to ensure the AGENCY can avail itself to the coverages provided under each policy.
12. The AGENCY reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the CONSULTANT ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the CONSULTANT, the AGENCY will negotiate additional compensation proportional to the increased benefit to AGENCY.

13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.
14. CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of AGENCY to inform CONSULTANT of non-compliance with any insurance requirement in no way imposes any additional obligations on AGENCY nor does it waive any rights hereunder in this or any other regard.
15. CONSULTANT will renew the required coverage annually as long as AGENCY, or its employees or agents face an exposure from operations of any type pursuant to this agreement. This obligation applies whether or not the agreement is canceled or terminated for any reason. Termination of this obligation is not effective until AGENCY executes a written statement to that effect.
16. CONSULTANT shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage and upon the same terms and conditions herein. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from CONSULTANT's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to AGENCY within five days of the expiration of the coverages.
17. The provisions of any workers' compensation or similar act will not limit the obligations of CONSULTANT under this agreement. CONSULTANT expressly agrees not to use any statutory immunity defenses under such laws with respect to AGENCY, its employees, officials and agents.
18. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements, or as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue, and is not intended by any party or insured to be limiting or all-inclusive.
19. These insurance requirements are intended to be separate and distinct from any other provision in this agreement and are intended by the parties here to be interpreted as such.
20. The requirements in this Section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.
21. CONSULTANT agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge AGENCY or CONSULTANT for the cost of additional insurance coverage required by this agreement. Any such provisions are to be deleted with reference to AGENCY. It is not the intent of AGENCY to reimburse any third party for the cost of complying with

these requirements. There shall be no recourse against AGENCY for payment of premiums or other amounts with respect thereto.

22. CONSULTANT agrees to provide immediate notice to AGENCY of any claim or loss against CONSULTANT arising out of the work performed under this agreement. AGENCY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve AGENCY.

23. Primary/noncontributing.

Coverages provided by (Vendor/Contractor/Consultant/Lessee-insert applicable term) shall be primary and any insurance or self-insurance procured or maintained by Agency shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of Agency before the Agency's own insurance or self-insurance shall be called upon to protect it as a named insured.

24. Separation of Insureds. A severability of interests provision must apply for all additional insureds ensuring that (Vendor's/Consultant's/Contractor's) insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

EXHIBIT C
REQUEST FOR PROPOSAL



**City of Bishop
Community Services**

377 W. Line St.
Bishop, CA 93514
{760}873-5863 Ext. 21
{760}873-4873 Fax

Request for Proposals

**Sunrise Mobile Home Park – Marketing and Sale of City-Owned Manufactured Homes
Two Year Agreement with option of three one-year extensions**

Scope of Services

The City of Bishop is accepting proposals for the marketing and sale of City of Bishop-owned manufactured homes within Sunrise Mobile Home Park.

The City of Bishop currently owns 6 manufactured homes within Sunrise Mobile Home Park. Currently all units are filled. As they become available, the agency selected will have the responsibility to market and sell the units.

The selection of agency will be based on the following criteria:

- Agency resume and Listing terms
- Best Practices as a seller
- Complete description of services the agency will perform for the City of Bishop
- Declaration of Insurance (General Liability & Errors and Omissions)
- Detailed Marketing Plan

Each agency will provide the afore-mentioned criteria and a chronology of events for the listing and sale of the units. Proposals will be accepted until February 19, 2020 at 4:00pm.

Please contact Dan McElroy, Community Services Manager, (760)784-1452 if you should have any questions.

Attn: Dan McElroy
Ref: Real Estate Services Proposal
City of Bishop
377 W. Line St.
Bishop, CA 93514

EXHIBITD

CONSULTANTS PROPOSAL



BISHOP
REAL ESTATE
RASMUSON & ASSOCIATES
SINCE 1980

City of Bishop, Attn Karey Poole

We are requesting our contract with the City of Bishop for the representation of City owned properties in the Sunrise Mobile Home Park be extended to 3/24/2023.

Thank you.

Ross Corner
Broker Associate
Bishop Real Estate/Rasmuson & Associates
370 W. Line St.
Bishop, CA 93514
DRE #01857809

City of Bishop
PO Box 1236
Bishop, CA 93514

March 7, 2022



BISHOP
REAL ESTATE
RASMUSON & ASSOCIATES
SINCE 1980

RECEIVED

MAR 24 2023

CITY OF BISHOP

City of Bishop, Attn: Karey Poole

We are requesting our contract with the City of Bishop for the representation of City owned properties in the Sunrise Mobile Home Park be extended to 3/24/2024.

Thank you,

Ross Corner
Broker Associate
DRE: 01857809

Bishop Real Estate Rasmuson & Associates
370 W. Line St.
Bishop, CA 93514

City of Bishop
PO Box 1236
Bishop, CA 93515

March, 9, 2023

Faint handwritten notes:
See p. 1, 2, 3
See p. 4, 5, 6
See p. 7, 8, 9

370 W. Line Street, Bishop, CA 93514 | Office: 760-873-4264

www.BishopRealEstate.com

DRE #01050199



BISHOP
REAL ESTATE
RASMUSON & ASSOCIATES
SINCE 1980

RECEIVED

FEB - 9 2024

CITY OF BISHOP

City of Bishop, Attn: Karey Poole

We are requesting our contract with the City of Bishop for the representation of City owned properties in the Sunrise Mobile Home Park be extended to 3/24/2025.

Thank you.

Ross Corner
Broker Associate
DRE: 01857809

Bishop Real Estate Rasmuson & Associates
370 W. Line St.
Bishop, CA 93514

City of Bishop
PO Box 1236
Bishop, CA 93515

January 22, 2024



City of Bishop Planning Commission

There will be no Planning Commission Meeting
February 25, 2025

The next regularly scheduled meeting will be
March 25, 2025

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



Agenda Item: 14.A
Date of Meeting: February 24, 2025
Department: Administration

STAFF REPORT

To: City Council
From: Robin Picken
Subject: **Appointment to the Parks and Recreation Commission**
Prepared On: February 20, 2025
Attachments: Statement of Interest from Kim Partridge

Background/History:

Parks and Recreation Commissioner Brad Balint resigned from the Parks and Recreation Commission on November 5, 2024 creating an unscheduled vacancy on the Parks and Recreation Commission. The process for advertising an unscheduled commission vacancy was completed and resulted in the receipt of four applications. Pursuant to the City of Bishop City Council Standards and Procedures Manual Section 5.2, a screening committee, composed of two Councilmembers, appointed by the Mayor and approved by the City Council; two Commissioners (from the Commission where the vacancy exists), appointed by the Chair and approved by the Commission; and the City Administrator shall review the applications for each commission vacancy, interview applicants if deemed appropriate and check such reference as they may deem expedient, then make a nomination to the City Council for filling the commission vacancy.

Analysis/Discussion:

The screening committee, consisting of Mayor Kong, Councilmember Schwartz, Parks and Recreation Commissioner Manuelito, Parks and Recreation Commissioner Weatherford, and City Administrator Dishion, reviewed the applications received and would like to nominate Kim Partridge for Council's consideration to fill the unscheduled vacancy on the Parks and Recreation Commission.

Economic Impacts:

There are no known economic impacts related to this item.

Budget Impacts:

There are no budget impacts related to this item.

Legal Review:

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

Recommended Action:

Council consideration to appoint Kim Partridge to fill the unscheduled vacancy on the Parks and Recreation Commission with a term ending October 28, 2027.

Approved By: Ethan Aukee 2/20/2025

Approved By: Robin Picken 2/20/2025

Approved By: Deston Dishion 2/20/25

Approved By:

In the space provided below, summarize briefly why you wish to serve the City of Bishop on a Board or Commission. Include any special qualifications you have which are particularly appropriate to the position for which you are applying. **This is a very important section and must be completed for your application to be given consideration.**

I am applying for this position because, I feel a commitment to preserve and grow the activities, I have been able to experience, because of our Park & Recreation Comity. I have been able to play softball, Tennis, Pickleball, and compete in Triathlons sponsored by City of Bishop, for many years. Most importantly, I feel, the same activities I, my children, and others have experienced are important for the the youth of our community. The structure of sports teaches them discipline, organization, and responsibility. They learn valuable lessons regarding self control and perseverance regardless the outcome of their activity.

I have coached Tennis and Softball for PUNS. I coached youth soccer and Softball for many years. In this position, as head coach, I dealt with children that were not able to get the structure and all the tools needed to have the best chance as they grow into adults. Let's team up together to give all these opportunities that can be offered to this community, especially our youth, secure and growing.

11/9/25

Date

Kim Partridge

Signature