



CITY OF BISHOP

CITY COUNCIL MEETING AGENDA

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

MONDAY, JUNE 23, 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, June 23, 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. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** pursuant to Government Code § 54957 – Title: Public Works Director

B. **PUBLIC EMPLOYEE APPOINTMENT** pursuant to Government Code § 54957 - Title: City Administrator

5. **OPEN SESSION** - 6:00 p.m. Monday, June 23, 2025

6. **MOMENT OF SILENCE**

7. **PLEDGE OF ALLEGIANCE** - Councilmember Freundt 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. **PRESENTATIONS**

A. **PRESENTATION - Former Planning Commissioner Robert Lowthorp**

Recommended Action: Present a City Tile to former Planning Commissioner Robert Lowthorp for his many years of service on the Planning Commission.

B. **PRESENTATION - Former Planning Commissioner Hank Truxillo**

Recommended Action: Present a City Tile to former Planning Commissioner Hank Truxillo for his years of service on the Planning Commission.

12. **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 Daniel McElroy

E. Planning Department - Principal Planner Ana Budnyk

F. Administration - City Administrator Deston Dishion

13. 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 for May 27, 2025 and June 23, 2025

[BACCIC May 27 2025 City Council Report](#)

[BACCIC June 23 2025 City Council Report](#)

14. PUBLIC HEARING

A. [Public Hearing to Assure Compliance with Assembly Bill 2561/Government Code Section 3502.3 regarding Vacancies, Recruitment and Retention Efforts by the City of Bishop.](#)

Recommended Action: Council to conduct a Public Hearing.

15. PUBLIC HEARING AND ACTION

A. [ORDINANCE - Public Hearing and First Reading & Introduction of an Ordinance Relating to Density Bonus](#)

Recommended Action: Council will hold a public hearing and consider approving the first reading and introduction of a proposed ordinance adding a new Chapter 17.14 - Density Bonus to the City of Bishop Municipal Code.

[Public Notice](#)

[Ordinance - Chapter 17.14 Density Bonus 2025 06 23](#)

[Handout - GC 65915-65918](#)

16. 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. [May 2025 Budget Report](#)

Recommended Action: City Council to review and accept the May 2025 Budget Report.

[May 2025 Budget Report](#)

B. [May 2025 Financial Reports](#)

Recommended Action: City Council to review and accept the May 2025 Financial Reports.

[May 2025 Bank Reconciliation Report](#)

[May 2025 Combined Cash Report](#)

[May 2025 Investment Portfolio Report](#)

[May 2025 Warrant Register Report](#)

C. [End of Fiscal Year 2024-2025 Budget Adjustment Request](#)

Recommended Action: City Council to review and approve the proposed budget adjustment request.

[End of FY 2024-25 Budget Adjustment](#)

D. [RESOLUTION: Establish the FY 2025-26 Appropriations Limit Pursuant to](#)

Article XIII B of the California Constitution (Proposition 4)

Recommended Action: City Council to review the proposed resolution and consider action to adopt by title only.

[Reso No. 2025-\(xx\) Establishing Appropriations Limit FY 2025-26](#)

E. City Council Meeting Minutes

Recommended Action: Council consideration to approve the City Council Special Meeting Minutes for May 8, 2025, and the City Council Meeting Minutes for May 12, 2025; and to receive and file the City Council Meeting Cancellation Notice for May 27, 2025.

[Minutes 2025 05 08 - Special Meeting](#)

[Minutes 2025 05 12 - Regular Meeting](#)

[City Council Meeting Cancellation Notice - 2025 05 27](#)

F. Full-time Fire Engineer Job Description and Job Function Analysis

Recommended Action: Council consideration to approve the proposed Fire Engineer Job Description and Job Function Analysis.

[FT Fire Engineer Job Description](#)

[Fire Engineer JDEFA](#)

G. Updated Job Description for Police Lieutenant

Recommended Action:

Staff recommends that the City Council:

1. Approve the revised job description for the position of Police Lieutenant in the Bishop Police Department; and
2. Authorize the City Administrator to implement the updated description for all recruitment, assignment, and classification purposes.

[FT Police Captain](#)

[Captain JDEFA](#)

H. Building Inspector / Code Enforcement Job Description

Recommended Action: Approve the revised job description for the Building Inspector / Code Enforcement Officer position.

[Building Inspector / Code Enforcement Officer Job Description](#)

I. Engineering Technician II/III Job Description

Recommended Action: Approve the new classification and job description for Engineering Technician II/III in the Public Works Department.

[Public Works Engineering Technician II_III Job Description](#)

J. Salary Schedules - July 1, 2025 - June 30, 2026

Recommended Action: Council consideration to approve the Salary Schedules for 2025/2026 fiscal year.

[2025-2026 Full Time Salary Schedule](#)

[2025-2026 Part Time Salary Schedule](#)

[City Council & Treasurer - 2025-2026](#)

K. IT Services Agreement Extension Letter for July 1, 2025 - June 30, 2026

Recommended Action: Council consideration to accept the Letter of Extension provided by Carmichael Business Technologies (CBT) to extend their IT services agreement with the City of Bishop for an additional one (1) year period from July 1, 2025 through June 30, 2026.

[IT Support Services Agreement - Approved by City Council 2023 06 26](#)

[CBT IT Support Services Agreement Extension Letter 07 01 2025 - 06 30 2026](#)

L. **Tree Trimming and Removal Services Agreement between the City of Bishop and West Coast Arborists Inc.**

Recommended Action: Approve the execution of the contract with West Coast Arborists Inc. based on the RFP and West Coast Arborists Inc. proposal.

[Professional Services Agreement between City of Bishop and West Coast Arborists Inc. \(002\).pdf](#)

[WCA Bishop Tree Trimming and Removal Services Proposal.pdf](#)

M. **Agreement for Pest Control Services between the City of Bishop and Dewey Pest Control**

Recommended Action: Council to approve and execute the Professional Services Agreement for Pest Control Services between the City of Bishop and Dewey Pest Control based on the RFP proposal.

[Professional Services Agreement between the City of Bishop and Dewey Pest Control .pdf](#)

[Pest control RFP.pdf](#)

[Dewey Pest Proposal 2025.pdf](#)

17. NEW BUSINESS

A. **Policy for Selecting Council Members to serve on Commissions and Committees.**

Recommended Action: Council to consider approving a policy to select Council Members for Commissions and Committees.

B. **Council to consider Reappointment of Planning Commissioner Lew or conduct Interviews.**

Recommended Action: Option 1: Council consider reappointment of Commissioner Lew for a 4 year term ending on June 22, 2029

Option 2: Conduct interviews to consider other applicants.

18. FUTURE AGENDA ITEMS

19. COUNCIL AND COMMITTEE REPORTS

20. ADJOURNMENT

Monday, July 28, 2025 at 6:00 p.m. Regular Meeting in the City Council Chambers

MEETING CANCELLED: Monday, July 14, 2025 at 6:00 p.m. Regular Meeting in the City Council Chambers.



Agenda Item: 11.A
Date of Meeting: June 23, 2025
Department: City Clerk

STAFF REPORT

To: City Council
From: Robin Picken
Subject: **PRESENTATION - Former Planning Commissioner Robert Lowthorp**
Prepared On: June 9, 2025

Background/History:

Robert Lowthorp, DDS was appointed to the City of Bishop Planning Commission on July 25, 1983.

Analysis/Discussion:

It is appropriate that Dr. Lowthorp be recognized for his outstanding contributions to the City of Bishop and for serving nearly 42 years on the Planning Commission.

Economic Impacts:

There are no economic impacts.

Budget Impacts:

There are no budget impacts.

Legal Review:

No legal review is required for this item.

Recommended Action:

Present a City Tile to former Planning Commissioner Robert Lowthorp for his many years of service on the Planning Commission.

Approved By: Deston Dishion 6/17/2025

Approved By:

Approved By:

Approved By:



Agenda Item: 11.B
Date of Meeting: June 23, 2025
Department: City Clerk

STAFF REPORT

To: City Council
From: Robin Picken
Subject: **PRESENTATION - Former Planning Commissioner Hank Truxillo**
Prepared On: June 17, 2025

Background/History:

Hank Truxillo was appointed to the City of Bishop Planning Commission on January 27, 2015 and resigned from the Planning Commission on January 21, 2025.

Analysis/Discussion:

It is appropriate that Hank Truxillo be recognized for his outstanding contributions to the City of Bishop and for serving 10 years on the Planning Commission.

Economic Impacts:

There are no economic impacts.

Budget Impacts:

There are no budget impacts.

Legal Review:

No legal review is required for this item.

Recommended Action:

Present a City Tile to former Planning Commissioner Hank Truxillo for his years of service on the Planning Commission.

Approved By: Deston Dishion 6/17/2025

Approved By:

Approved By:

Approved By:

BISHOP INFORMATION CENTER - DESTINATION DEVELOPMENT PROGRAMS:

US Travel Association IPW Conference: Making final arrangements for 6/16-6/18 in Chicago. Confirmed appointments set with reps from Spain, Mexico, Belgium, Germany, U.K, Italy, Denmark, China, France, India, Netherlands, Taiwan, Canada, Colombia, Florida and New York.

Information Center: Now open 7-days per week. Experiencing increased inquiries regarding permits and other public lands information.

CHSRA State Finals Rodeo: June 8-14, 2025. Bishop Chamber provides each contestant with commemorative t-shirt. Designed and printed locally by Mountain Apparel. Chamber also sponsors welcome meal – lunch on Tuesday, June 10. Looking for volunteers to help serve lunch, distribute t-shirts & welcome gift bags, sell and collect tickets. Also seeking items for gift bags and merchant discounts for contestant families.

New DogTrekker Campaign:

In partnership with LADWP, launched responsible recreation campaign on the platform that targets people who specifically travel with their pets. \$10K campaign runs May 1 – July 31 and features Bishop landing page on www.dogtrekker.com. Also, exclusive Bishop destination takeover for e-newsletter, two feature stories on the website (May & June), social media posts, plus a set of dog-friendly display ads running on DogTrekker media network.

Flight Centre Global Super Fam Tour: Network of international travel agents annual conference in Los Angeles. Visit California has asked us to host a group of 12 following the conference. Visit CA covers transportation, we host lodging meals and activities. They'll be in Bishop July 17 - will visit Paiute-Shoshone Cultural Center, Keough's Hot Springs, Pizza Garden at Cardinal Village.

New Media:

- Fly Fishers Guide to California (Greg Vinci) display ads in weekly e-newsletter.
- Wall Street Journal requested photos for 395 Road Trip article.
- Visit California featured our submitted content on spring and wildflowers.

Website:

- www.bishopvisitor.com had 67K visitors in April 2025. (59K in March)
- Book Direct generated 622 partner referrals, with an average booking of \$344.
- 52 events featured on the web calendar.
- 1K digital downloads of Bishop Visitor Guide and 8K external links

Social Media April Stats:

Facebook: 68K followers. 870K reach. 10.5K likes. 483 shares. 394 comments. Gained 548 followers.
Instagram: 42K followers. 90K reach. Gained 183 followers.

Lodging Metrics:

- April occupancy was 63.6% (3% lower than 2024).
- April ADR was \$137 (7% higher than 2024).

CHAMBER OF COMMERCE/LOCAL COMMUNITY MATTERS:

New Chamber Members Since Last Report to City Council:

- AWE Media & Marketing
- Alpenglow Farms

Contractors Classic Golf Tournament: 6/21, collaborative project with High Country Lumber. Bishop Chamber currently seeking hole sponsors and prizes.

Chamber Board of Directors: Ballots have been mailed and are due back to Chamber office by June 6, 2025. 4 positions available. Incumbents running for re-election: Gary Gunsolley, Lynn Hawks, and Cheryl Underhill. New candidates: Ashlee Alex, Donna Bird, Dustin del Giudice, Jennfier Morrow and Marianne Schat.

Bishop Area Chamber of Commerce & Information Center
Report to Bishop City Council for Monday June 23, 2025
Prepared by: Tawni Thomson, Executive Director

BISHOP INFORMATION CENTER - DESTINATION DEVELOPMENT PROGRAMS:

US Travel Association IPW Conference: Tawni will provide recap report.

Information Center: Now open 7-days per week. Experiencing increased inquiries regarding permits and other public lands information.

CHSRA State Finals Rodeo: June 8-14, 2025. Bishop Chamber provides each contestant with commemorative t-shirt. Designed and printed locally by Mountain Apparel. Chamber also sponsored welcome meal – lunch on Tuesday, June 10. 51 volunteers provided 150+ hours of support. 6 hotels provided 92 comp rooms for judges, announcers, timers, etc. CHSRA paid for an additional 16 rooms. 23 merchants and restaurants offered discounts for contestants & families. It was a great week for our community and our businesses!

New DogTrekker Campaign:

In partnership with LADWP, launched responsible recreation campaign on the platform that targets people who specifically travel with their pets. \$10K campaign runs May 1 – July 31 and features Bishop landing page on www.dogtrekker.com. Also, exclusive Bishop destination takeover for e-newsletter, two feature stories on the website (May & June), social media posts, plus a set of dog-friendly display ads running on DogTrekker media network.

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Social Media April Stats:

Facebook: 68K followers. 870K reach. 10.5K likes. 483 shares. 394 comments. Gained 548 followers.
Instagram: 42K followers. 90K reach. Gained 183 followers.

Lodging Metrics:

- April occupancy was 68.5% (4% higher than 2024).
- April ADR was \$150 (3% higher than 2024).

CHAMBER OF COMMERCE/LOCAL COMMUNITY MATTERS:

New Chamber Members Since Last Report to City Council:

- AWE Media & Marketing
- Alpenglow Farms

Contractors Classic Golf Tournament: 6/21, collaborative project with High Country Lumber. Important fundraiser for chamber – many hole sponsors.

Chamber Board of Directors: Newly elected: Dustin DelGuidice, Donna Bird, Jennifer Morrow. Re-elected/appointed: Cheryl Underhill, Gary Gunsolley. Returning: Luis Barrantes, Jason Brown, Lisa Coedy, Tara Frank, Sarah Freundt, Sunil Lad, John Marko, Robert Sharp and Debi Yerkes.

Notice to Vacate: Bishop Chamber has received notice from City of Bishop to vacate the current location at 690 N. Main Street by October 30, 2025. Since the notice was received just before CHSRA and IPW, we have not had enough time to begin formulating a plan. We do have a meeting scheduled to speak with Taro Pusina, USFS White Mountain District Ranger this week to explore the possibility of renting some office space.



Agenda Item: 14.A
Date of Meeting: June 23, 2025
Department: Administration

STAFF REPORT

To: City Council
From: Deston Dishion
Subject: **Public Hearing to Assure Compliance with Assembly Bill 2561/Government Code Section 3502.3 regarding Vacancies, Recruitment and Retention Efforts by the City of Bishop.**
Prepared On: June 12, 2025

Background/History:

AB 2561 was introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies conduct a public hearing to present the status of vacancies, recruitment, and retention efforts during a public hearing before the agency's governing body at least once per fiscal year prior to the adoption of the next fiscal year's budget and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. The bill was enacted into law and is codified as Government Code section 3502.3, effective January 1, 2025.

Analysis/Discussion:

In compliance with the new legal obligations, the City is required to do the following:

1. Public Hearing – Report on Vacancies: For the calendar year 2024, the City's annual average percentage of vacancies (i.e., regular, full-time equivalent) is 0%.
2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit at the City to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. The City notified the three represented bargaining units at the City and unrepresented employees of the opportunity to present. (Gov. Code § 3502.3(b).)
3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing, including the following: (1) the total

number of vacancies within the bargaining unit; (2) the number of applicants; (3) the average number of days to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

For the calendar year 2024, within the City's bargaining units with recognized employee organizations, they were all under the 20% vacancy rate, which is summarized below:

Bargaining Unit	Positions	Approved	Vacant	Percentage
Bishop Employee's Association		14		0
Bishop Police Officer' Association		15		0
Bishop Mid-Management Association		5		0
Bishop Management Association		3		0

Economic Impacts:

None

Budget Impacts:

None

Legal Review:

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

Recommended Action:

Council to conduct a Public Hearing.

Approved By: Ethan Aukee 6/12/2025

Approved By: Robin Picken 6/16/2025

Approved By: Deston Dishion 6/12/2025

Approved By:



Agenda Item: 15.A
Date of Meeting: June 23, 2025
Department: Planning

STAFF REPORT

To: City Council
From: Ana Budnyk
Subject: **ORDINANCE - Public Hearing and First Reading & Introduction of an Ordinance Relating to Density Bonus**
Prepared On: June 18, 2025
Attachments: Public Notice
Ordinance - Chapter 17.14 Density Bonus 2025 06 23
Handout - GC 65915-65918

Background/History:

California law requires that local jurisdictions adopt regulations consistent with **State Density Bonus Law (Government Code §65915 et seq.)**, which mandates that jurisdictions offer density bonuses, incentives/concessions, waivers of development standards, and reduced parking requirements to housing developments that include affordable housing units or serve certain targeted populations.

The **City of Bishop** has drafted the **Density Bonus Ordinance** (Chapter 17.14) to ensure local compliance with state requirements. This update is necessary to:

- Fulfill the commitments outlined in the City's **2021-2029 Housing Element**, which includes implementing programs that remove governmental constraints and facilitate affordable housing;
- Achieve and maintain **Prohousing Designation** by the California Department of Housing and Community Development (HCD), which recognizes jurisdictions that adopt policies to accelerate housing production;
- Ensure that developers seeking density bonuses and related benefits have a clear, ministerial path to approval in accordance with state law.

Analysis/Discussion:

The proposed ordinance incorporates and codifies recent amendments to State Density Bonus Law, and:

- Clearly outlines eligibility requirements for density bonuses based on income levels, housing types, and populations served (e.g., seniors, students, transitional foster youth,

- disabled veterans, homeless individuals);
- Establishes procedures for applicants to request density bonuses, incentives/concessions, waivers of development standards, and reduced parking ratios;
- Sets forth requirements for affordability covenants and regulatory agreements;
- Ensures ministerial processing of qualifying projects consistent with state law, helping to reduce project delays and facilitate affordable housing development;
- Supports objectives of the Housing Element to streamline local development processes and meet RHNA (Regional Housing Needs Allocation) goals.

By adopting this ordinance, the City of Bishop will also satisfy key criteria for Prohousing Designation, which makes the City eligible for competitive transportation and housing-related grant funding.

Economic Impacts:

There is no direct fiscal impact from the adoption of the ordinance. However, eligibility for future grant opportunities under the State's **Prohousing Incentive Program** could result in financial benefits to the City.

Budget Impacts:

None

Legal Review:

Deputy City Attorney Hildebrand reviewed this item and finds that the recommended action complies with the law.

Recommended Action:

Council will hold a public hearing and consider approving the first reading and introduction of a proposed ordinance adding a new Chapter 17.14 - Density Bonus to the City of Bishop Municipal Code.

Approved By: Russell A. Hildebrand 6/18/2025

Approved By: Ethan Aukee 6/18/2025

Approved By: Robin Picken 6/18/2025

Approved By: Deston Dishion 6/18/2025

ing an dishes and trays and other duties as assigned.
DESIRABLE QUALIFICATION: The ability to wash multiple dishes in an efficient and relatively fast manner. Assist in other areas as assigned.

320 PUBLIC NOTICES

NOTICE OF PUBLIC HEARING
 NOTICE IS HEREBY GIVEN that the Bishop City Council will conduct a first Public Hearing and introduction of a Density Bonus Ordinance on Monday, June 23, 2025, at 6:00 p.m., in the City Council Chambers, located at 301 West Line Street, Bishop, CA.

The proposed Density Bonus Ordinance is intended to bring the City's regulations into full compliance with California Government Code Section 65915, which governs the provision of density bonuses and incentives for housing developments that include affordable units.

Public Participation:

Interested parties are invited to attend the hearing and provide input. Written comments may be submitted to the Planning Department prior to the hearing and no later than 2:00 p.m. on June 23, 2025. Please provide your full name when submitting written comments.

Please note that, pursuant to Government Code Section 65009(b), if this matter is challenged in court, the challenge may be limited to issues raised at the public hearing or in written correspondence delivered to the City of Bishop at or before the public hearing.

For further details or to obtain a copy of the staff report (available on May 18, 2025), please contact the Planning Department at (760) 873-5863 ext. 136 or email planningdepartment@cityofbishop.ca.gov.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the City at (760) 873-5863 ext. 121 at least 48 hours prior to the meeting to ensure reasonable arrangements can be made. (IR 06.12, 2025 #22272)

220 HOUSES FOR SALE

BISHOP HOUSE/TRIPLEX ON WILLOW ST. FOR SALE

Bishop Triplex! Prime amenities, 3 units, 2-bed/1-bath each. Great income, long-term tenants. Appointments only June 13-14. Call 916-668-0658

240 BOATS

8' VALCO ALUMINUM FISHING BOAT

W/bimini top, new electric motor, updated interior, boat cover, running lights. Trailer included. Like new! For small lakes or rivers. \$5,995 OBO Call 928-391-6137

Budget
 Public comment will be received on the matter of the LCAP and 2025-2026 Proposed Budget on June 23, 2025, at 11:00 a.m. at The Los Angeles Education Corps 3635 Atlantic Ave, Long Beach, Ca 90807. A copy of the LCAP and budget will be available for public inspection at The Los Angeles Education Corps 3635 Atlantic Ave, Long Beach, Ca 90807 from June 16 through June 18, 2025.

The LCAP and Proposed Budget are scheduled to be presented to the Board of Trustees for adoption June 27, 2025, 11:00am at The Los Angeles Education Corps 3635 Atlantic Ave, Long Beach, Ca 90807. (IR 06.12, 2025 #22231)

SUDOKU ANSWERS

9	1	8	7	2	6	3	5	4
2	4	3	1	5	9	8	6	7
6	5	7	8	4	3	1	9	2
3	9	5	6	7	1	4	2	8
4	2	6	3	8	5	7	1	9
8	7	1	4	9	2	5	3	6
1	3	4	9	6	7	2	8	5
7	6	2	5	1	8	9	4	3
5	8	9	2	3	4	6	7	1

Puzzle Date:
Tuesday, June 10, 2025

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BISHOP,
STATE OF CALIFORNIA, ADDING CHAPTER 17.14 DENSITY BONUS TO THE CITY
OF BISHOP CODE OF ORDINANCES**

WHEREAS, the City of Bishop adopted a new General Plan Housing Element on May 23, 2022; and

WHEREAS, a required action in the updated Housing Element was the adoption of an ordinance implementing state Density Bonus law found at California Government Code section 65915; and

WHEREAS, the City of Bishop, California, pursuant to the provisions of the California Environmental Quality Act ("CEQA") (Cal. Pub. Res. Code §§21000 and following) and State CEQA Guidelines (14 CCR §§15000 and following) has determined that this ordinance is not a project under CEQA pursuant to Title 14, Section 15378 (b)(5) of the California Code of Regulations.

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

SECTION 1. The above recitals are true and incorporated into this ordinance.

SECTION 2. A new Chapter 17.14, Density Bonus, is added to the City of Bishop Code of Ordinances to read as follows:

Chapter 17.14 Density bonus.

A. The availability of housing for California's diverse and growing population is a matter of statewide importance. State statutes recognize that cooperation between government and the private sector is critical to attainment of the state's housing goals, among which are to promote and assist in development of housing for various special needs groups, among which are the homeless, low- and moderate- income households and senior citizens. Section 65915 of the California Government Code, as amended, establishes the framework for granting a density bonus and/or development incentive(s) or concession(s) for housing developments for lower, very-low or moderate income households, senior citizens, transitional foster youth, disabled veterans, and homeless persons. In addition, it contains provisions for a density bonus or development incentive/concession when a child care facility is to be included with an affordable housing development, or when land is donated for affordable housing under specified conditions.

B. This Chapter 17.14 applies to a housing development that provides at least one of following:

1. For the purpose of this section, "total units" does not include units added by a density bonus.

2. Ten percent of the total units of a housing development for lower income households, where income does not exceed 80 percent of Area Median Income, pursuant to Section 50079.5 of the Health and Safety Code.

3. Five percent of the total units of a housing development, including a shared housing building development, for very-low income households, where income does not exceed 50 percent of Area Median income pursuant to Section 50105 of the Health and Safety Code.

4. A senior citizen housing development containing at least 35 units and residents are 62 years of age or older, or 55 years of age or older in a senior citizen housing development pursuant to Sections 51.3 and 51.12 of the Civil Code, or a mobile home park that limits residency based on age requirements for housing for older persons pursuant to Section 798.76 or 799.5 of the Civil Code. For purposes of this section, "development" includes a shared housing building development and a residential care facility for the elderly, as defined in Section 1569.2 of the Health and Safety Code.

5. Ten percent of the total dwelling units of a housing development are sold to persons and families of moderate income, as defined in Section 50093 of the Health and Safety Code, provided that all units in the development are offered to the public for purchase.

6. Ten percent of the total units of a housing development for transitional foster youth, as defined in Section 66025.9 of the Education Code, disabled veterans, as defined in Cal Govt. Code section 18541, or homeless persons, as defined in the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 et seq.). The units described in this section shall be subject to a recorded affordability restriction of 55 years and shall be provided at the same affordability level as very-low income units.

7. Twenty percent of the total units for lower income students in a student housing development that meets the requirements set forth in Government Code subparagraph 65915(b)(1)(F).

C. The City shall grant one density bonus, the amount of which shall be as specified in Government Code 65915 subdivision (f), and, if requested by the applicant and consistent with the applicable requirements of this Chapter and Government Code 65915, incentives or concessions, as described in Government Code 65915 subdivision (d), waivers or reductions of development standards, as described in Government Code 65915 subdivision (e), and parking ratios, as described in Government Code 65915 subdivision (p), if an applicant for a housing development seeks and agrees to construct a housing development, excluding any units permitted by the density bonus awarded.

D. An applicant requesting a density bonus, concession(s), incentive(s) or waiver(s) shall make such request at the time an application is first submitted for review and approval.

E. An application for a density bonus shall include the following information:

1. Existing land uses on the property, including any existing rental housing unit(s).
 2. Type and location of affordable units.
 3. All requested development incentives and/or concessions.
 4. Evidence that the incentives and/or concessions will result in identifiable and actual cost reductions to provide for affordable housing units.
 5. All requested waivers of development standards.
 6. Evidence that each standard for which a waiver is requested physically precludes the project at the density or with the incentives or concessions allowed under this section.
- F. The City shall not be required to grant a requested density bonus, incentive or concession or waiver of development standards under the following circumstances:
1. The density bonus, incentive or concession, or waiver of development standards will have an adverse impact upon health, safety or the physical environment when there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact.
 2. The density bonus, incentive or concession will have an adverse impact upon a property that is listed in the California Register of Historical Resources.
 3. An "adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.
- G. A housing development as described in Government Code Section 65915 (c)(3) shall be ineligible for a density bonus or incentives or concessions unless replacement housing is provided in accordance with the requirements set forth in Government Code Section 65915 (c)(3).
- H. For a project meeting one or more of the criteria of section B above, the City shall process applications for a housing development project density bonus and grant development incentive(s) and concession(s), concurrently with and subject to the normal review process for the housing development project and without additional permits or hearings.
- I. The City shall provide of a list of all documents and information required to be submitted with the density bonus application in order for the density bonus application to be deemed complete on forms approved by the City Administrator.
- J. Upon submittal of the required information the City shall notify the applicant for a density bonus whether the application is complete in a manner consistent with the timelines specified in Section 65943. When the application is deemed complete the City shall provide the applicant with the following determinations:
1. The amount of density bonus, calculated pursuant to subdivision (f), for which the applicant is eligible.

2. If the applicant requests a parking ratio pursuant to subdivision (p), the parking ratio for which the applicant is eligible.

3. If the applicant requests incentives or concessions pursuant to subdivision (d) or waivers or reductions of development standards pursuant to subdivision (e), whether the applicant has provided adequate information for the local government to make a determination as to those incentives, concessions, waivers, or reductions of development standards.

4. Any determination required by this section shall be based on the development project at the time the application is deemed complete. The City shall adjust the amount of density bonus and parking ratios awarded pursuant to this section based on any changes to the project during the course of development.

K. When City grants a density bonus and/or development incentives, concessions, or waivers, the property shall be subject to a Regulatory Agreement and Declaration of Covenants and Restrictions ("Agreement") that establishes rental or sales price criteria for all affordable units. The provisions of such Agreement constitute covenants which shall run with the land and shall benefit and burden the property as provided therein.

1. The provisions of the Agreement shall include.

a. Percentage of affordable units in the housing development, number and allocation of affordable units by size and location.

b. The percentage of unit types and sizes among the affordable units shall be the same as the percentage of unit types and sizes units throughout the project as a whole.

2. The formula used to calculate maximum rents shall be as set forth in the California Health and Safety Code Section 50053, including utility allowance.

3. For affordable rental units the Agreement shall run with the land and shall be in effect for a minimum period of 55 years from the date the building is first occupied, or a longer period if required by the finance or insurance program, in accordance with Government Code Section 65915(c).

4. For a for-sale unit the Agreement shall specify the unit is sold at an affordable housing cost, as that cost is defined in Section 50052.5 of the Health and Safety Code, is sold to a qualified applicant meeting the conditions of Government Code Section 65915(c)(2)(A) and is subject to an equity sharing agreement consistent with the requirements set forth in Government Code Section 65915(c)(3).

L. When an applicant for a tentative subdivision map or other residential development proposal donates land to the City, the applicant shall be entitled to a 15 percent density bonus above the otherwise maximum allowable residential density for the entire development, subject to compliance with all provisions of Government Code Section 65915 (g).

M. When an applicant proposes to construct a housing development meeting one or more of the criteria of 17.14 B above and includes a child care facility that will be

located on the premises of, or part of, or adjacent to the project, the City shall grant either an additional density bonus or an additional development concession in accordance with the provisions of California Government Code Section 65915(h). For the purposes of this section, a child care facility means a child day care facility other than a family day care home, including, but not limited to, infant centers, preschools, extended day care facilities, and school-age child care centers.

N. In any circumstance where the applicant for a housing development project requests waivers or concessions in excess of those mandated to be granted ministerially as stated in Government Code 65915(d)(2) such request shall be subject to review and approval of the Planning Commission.

O. The City Council may grant a density bonus greater than what is described in this Chapter and Government Code Section 65915 for a development that meets the requirements of this Chapter.

P. For purposes of this Chapter, the following definitions shall apply, in addition all other definitions of terms set forth in Government Code 65915(o) are incorporated by reference:

1. "Development standard" includes a site or construction condition, including, but not limited to, a height limitation, a setback requirement, a floor area ratio, an onsite open-space requirement, a minimum lot area per unit requirement, or a parking ratio that applies to a residential development pursuant to any ordinance, general plan element, specific plan, charter, or other local condition, law, policy, resolution, or regulation that is adopted by the local government or that is enacted by the local government's electorate exercising its local initiative or referendum power, whether that power is derived from the California Constitution, statute, or the charter or ordinances of the local government.

2. "Located within one-half mile of a major transit stop" means that any point on a proposed development, for which an applicant seeks a density bonus, other incentives or concessions, waivers or reductions of development standards, or a vehicular parking ratio pursuant to this section, is within one-half mile of any point on the property on which a major transit stop is located, including any parking lot owned by the transit authority or other local agency operating the major transit stop.

3. "Major transit stop" has the same meaning as defined in subdivision (b) of Section 21155 of the Public Resources Code.

4. "Maximum allowable residential density" or "base density" has the same meaning as set forth in Government Code Section 65915(o)(6).

Q. Each component of any density calculation, including base density and bonus density, resulting in fractional units shall be separately rounded up to the next whole number.

R. Provided that the resulting housing development would not restrict more than 50 percent of the total units to moderate-income, lower income, or very low income households, the City shall grant an additional density bonus calculated pursuant to

paragraph (2) of Government Code Section 65915(v) when an applicant proposes to construct a housing development that conforms to the requirements of Section B above and agrees to include additional rental or for-sale units affordable to very low income households or moderate income households.

PASSED, APPROVED AND ADOPTED this __ day of _____, 2025.

Karen Kong, Mayor

Attest:

By: _____
Robin Picken, City Clerk



GOVERNMENT CODE - GOV

TITLE 7. PLANNING AND LAND USE [65000 - 66499.58] (*Heading of Title 7 amended by Stats. 1974, Ch. 1536.*)DIVISION 1. PLANNING AND ZONING [65000 - 66342] (*Heading of Division 1 added by Stats. 1974, Ch. 1536.*)CHAPTER 4.3. Density Bonuses and Other Incentives [65915 - 65918] (*Chapter 4.3 added by Stats. 1979, Ch. 1207.*)

65915. (a) (1) When an applicant seeks a density bonus for a housing development within, or for the donation of land for housing within, the jurisdiction of a city, county, or city and county, that local government shall comply with this section. A city, county, or city and county shall adopt an ordinance that specifies how compliance with this section will be implemented. Except as otherwise provided in subdivision (s), failure to adopt an ordinance shall not relieve a city, county, or city and county from complying with this section.

(2) A local government shall not condition the submission, review, or approval of an application pursuant to this chapter on the preparation of an additional report or study that is not otherwise required by state law, including this section. This subdivision does not prohibit a local government from requiring an applicant to provide reasonable documentation to establish eligibility for a requested density bonus, as described in subdivision (b), and parking ratios, as described in subdivision (p).

(3) In order to provide for the expeditious processing of a density bonus application, the local government shall do all of the following:

(A) Adopt procedures and timelines for processing a density bonus application.

(B) Provide a list of all documents and information required to be submitted with the density bonus application in order for the density bonus application to be deemed complete. This list shall be consistent with this chapter.

(C) Notify the applicant for a density bonus whether the application is complete in a manner consistent with the timelines specified in Section 65943.

(D) (i) If the local government notifies the applicant that the application is deemed complete pursuant to subparagraph (C), provide the applicant with a determination as to the following matters:

(I) The amount of density bonus, calculated pursuant to subdivision (f), for which the applicant is eligible.

(II) If the applicant requests a parking ratio pursuant to subdivision (p), the parking ratio for which the applicant is eligible.

(III) If the applicant requests incentives or concessions pursuant to subdivision (d) or waivers or reductions of development standards pursuant to subdivision (e), whether the applicant has provided adequate information for the local government to make a determination as to those incentives, concessions, waivers, or reductions of development standards.

(ii) Any determination required by this subparagraph shall be based on the development project at the time the application is deemed complete. The local government shall adjust the amount of density bonus and parking ratios awarded pursuant to this section based on any changes to the project during the course of development.

(b) (1) A city, county, or city and county shall grant one density bonus, the amount of which shall be as specified in subdivision (f), and, if requested by the applicant and consistent with the applicable requirements of this section, incentives or concessions, as described in subdivision (d), waivers or reductions of development standards, as described in subdivision (e), and parking ratios, as described in subdivision (p), if an applicant for a housing development seeks and agrees to construct a housing development, excluding any units permitted by the density bonus awarded pursuant to this section, that will contain at least any one of the following:

(A) Ten percent of the total units of a housing development, including a shared housing building development, for rental or sale to lower income households, as defined in Section 50079.5 of the Health and Safety Code.

(B) Five percent of the total units of a housing development, including a shared housing building development, for rental or sale to very low income households, as defined in Section 50105 of the Health and Safety Code.

(C) A senior citizen housing development, as defined in Sections 51.3 and 51.12 of the Civil Code, or a mobilehome park that limits residency based on age requirements for housing for older persons pursuant to Section 798.76 or 799.5 of the Civil Code. For purposes of this subparagraph, "development" includes a shared housing building development and a residential care facility for the elderly, as defined in Section 1569.2 of the Health and Safety Code.

(D) Ten percent of the total dwelling units of a housing development are sold to persons and families of moderate income, as defined in Section 50093 of the Health and Safety Code, provided that all units in the development are offered to the public for purchase.

(E) Ten percent of the total units of a housing development for transitional foster youth, as defined in Section 66025.9 of the Education Code, disabled veterans, as defined in Section 18541, or homeless persons, as defined in the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 et seq.). The units described in this subparagraph are subject to a recorded affordability restriction of 55 years and shall be provided at the same affordability level as very low income units.

(F) (i) Twenty percent of the total units for lower income students in a student housing development that meets the following requirements:

(I) All units in the student housing development shall be used exclusively for undergraduate, graduate, or professional students enrolled currently or in the past six months in at least six units at an institution of higher education accredited by the Western Association of Schools and Colleges or the Accrediting Commission for Community and Junior Colleges. In order to be eligible under this subclause, the developer shall, as a condition of receiving a certificate of occupancy, provide evidence to the city, county, or city and county that the developer has done any one of the following:

(ia) Entered into an operating agreement or master lease with one or more institutions of higher education for the institution or institutions to occupy all units of the student housing development with students from that institution or institutions. An operating agreement or master lease entered into pursuant to this subclause is not violated or breached if, in any subsequent year, there are insufficient students enrolled in an institution of higher education to fill all units in the student housing development.

(ib) Established a system for confirming its renters' status as students to ensure that all units of the student housing development are occupied with students from an institution of higher education.

(II) The applicable units in the student housing development for lower income students shall be used for and occupied by lower income students.

(III) The rent provided in the applicable units of the development for lower income students shall be calculated at 30 percent of 65 percent of the area median income for a single-room occupancy unit type.

(IV) The development shall provide priority for the applicable affordable units for lower income students experiencing homelessness. A homeless service provider, as defined in paragraph (3) of subdivision (e) of Section 103577 of the Health and Safety Code, or institution of higher education that has knowledge of a person's homeless status may verify a person's status as homeless for purposes of this subclause.

(V) The student housing development is not located on a site that pursuant to paragraph (3) of subdivision (c) would require replacement units for projects with greater than a 35 percent density bonus.

(ii) For purposes of calculating a density bonus granted pursuant to this subparagraph, the term "unit" as used in this section means one rental bed and its pro rata share of associated common area facilities. The units described in this subparagraph are subject to a recorded affordability restriction of 55 years, which shall not tie any rental bed reserved for lower income students to a specific bedroom. Notwithstanding any other law, an affordability restriction provision, state or county law or policy, or property management policy shall not prevent a lower income student from sharing a room or unit with a nonlower income student. Any attempted waiver of the requirements of this clause is void as against public policy.

(G) One hundred percent of all units in the development, including total units and density bonus units, but exclusive of a manager's unit or units, are for lower income households, as defined by Section 50079.5 of the Health and Safety Code, except that up to 20 percent of the units in the development, including total units and density bonus units, may be for moderate-income households, as defined in Section 50053 of the Health and Safety Code. For purposes of this subparagraph, "development" includes a shared housing building development.

(2) For purposes of calculating the amount of the density bonus pursuant to subdivision (f), an applicant who requests a density bonus pursuant to this subdivision shall elect whether the bonus shall be awarded on the basis of subparagraph (A), (B), (C), (D), (E), (F), or (G) of paragraph (1).

(c) (1) (A) An applicant shall agree to, and the city, county, or city and county shall ensure, the continued affordability of all very low and low-income rental units that qualified the applicant for the award of the density bonus for 55 years or a longer period of time if required by the construction or mortgage financing assistance program, mortgage insurance program, or rental subsidy program.

(B) (i) Except as otherwise provided in clause (ii), rents for the lower income density bonus units shall be set at an affordable rent, as defined in Section 50053 of the Health and Safety Code.

(ii) For housing developments meeting the criteria of subparagraph (G) of paragraph (1) of subdivision (b), rents for all units in the development, including both base density and density bonus units, shall be as follows:

(I) The rent for at least 20 percent of the units in the development shall be set at an affordable rent, as defined in Section 50053 of the Health and Safety Code.

(II) The rent for the remaining units in the development shall be set at an amount consistent with the maximum rent levels for lower income households, as those rents and incomes are determined by the California Tax Credit Allocation Committee.

(2) (A) An applicant shall agree to ensure, and the city, county, or city and county shall ensure, that a for-sale unit that qualified the applicant for the award of the density bonus meets one of the following conditions:

(i) The unit is initially sold to and occupied by a person or family of very low, low, or moderate income, as required, and it is offered at an affordable housing cost, as that cost is defined in Section 50052.5 of the Health and Safety Code and is subject to an equity sharing agreement.

(ii) If the unit is not purchased by an income-qualified person or family within 180 days after the issuance of the certificate of occupancy, the unit is purchased by a qualified nonprofit housing corporation that meets all of the following requirements pursuant to a

recorded contract that satisfies all of the requirements specified in paragraph (10) of subdivision (a) of Section 402.1 of the Revenue and Taxation Code:

(I) The nonprofit corporation has a determination letter from the Internal Revenue Service affirming its tax-exempt status pursuant to Section 501(c)(3) of the Internal Revenue Code and is not a private foundation as that term is defined in Section 509 of the Internal Revenue Code.

(II) The nonprofit corporation is based in California.

(III) All of the board members of the nonprofit corporation have their primary residence in California.

(IV) The primary activity of the nonprofit corporation is the development and preservation of affordable home ownership housing in California that incorporates within their contracts for initial purchase a repurchase option that requires a subsequent purchaser of the property that desires to resell or convey the property to offer the qualified nonprofit corporation the right to repurchase the property prior to selling or conveying that property to any other purchaser pursuant to an equity sharing agreement or affordability restrictions on the sale and conveyance of the property that ensure that the property will be preserved for lower income housing for at least 45 years for owner-occupied housing units and will be sold or resold only to persons or families of very low, low, or moderate income, as defined in Section 50052.5 of the Health and Safety Code.

(B) For purposes of this paragraph, a "qualified nonprofit housing corporation" is a nonprofit housing corporation organized pursuant to Section 501(c)(3) of the Internal Revenue Code that has received a welfare exemption under Section 214.15 of the Revenue and Taxation Code for properties intended to be sold to low-income families who participate in a special no-interest loan program.

(C) The local government shall enforce an equity sharing agreement required pursuant to clause (i) or (ii) of subparagraph (A), unless it is in conflict with the requirements of another public funding source or law or may defer to the recapture provisions of the public funding source. The following apply to the equity sharing agreement:

(i) Upon resale, the seller of the unit shall retain the value of any improvements, the downpayment, and the seller's proportionate share of appreciation.

(ii) Except as provided in clause (v), the local government shall recapture any initial subsidy, as defined in clause (iii), and its proportionate share of appreciation, as defined in clause (iv), which amount shall be used within five years for any of the purposes described in subdivision (e) of Section 33334.2 of the Health and Safety Code that promote homeownership.

(iii) For purposes of this subdivision, the local government's initial subsidy shall be equal to the fair market value of the home at the time of initial sale minus the initial sale price to the moderate-income household, plus the amount of any downpayment assistance or mortgage assistance. If upon resale the market value is lower than the initial market value, then the value at the time of the resale shall be used as the initial market value.

(iv) For purposes of this subdivision, the local government's proportionate share of appreciation shall be equal to the ratio of the local government's initial subsidy to the fair market value of the home at the time of initial sale.

(v) If the unit is purchased or developed by a qualified nonprofit housing corporation pursuant to clause (ii) of subparagraph (A) the local government may enter into a contract with the qualified nonprofit housing corporation under which the qualified nonprofit housing corporation would recapture any initial subsidy and its proportionate share of appreciation if the qualified nonprofit housing corporation is required to use 100 percent of the proceeds to promote homeownership for lower income households as defined by Section 50079.5 of the Health and Safety Code within the jurisdiction of the local government.

(3) (A) Except as provided in subclause (V) of clause (i) of subparagraph (F) of paragraph (1) of subdivision (b), an applicant shall be ineligible for a density bonus or any other incentives or concessions under this section if the housing development is proposed on any property that includes a parcel or parcels on which rental dwelling units are located or, if the dwelling units have been vacated or demolished in the five-year period preceding the application, have been subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower or very low income; subject to any other form of rent or price control through a public entity's valid exercise of its police power; or occupied by lower or very low income households, unless the proposed housing development replaces those units, and either of the following applies:

(i) The proposed housing development, inclusive of the units replaced pursuant to this paragraph, contains affordable units at the percentages set forth in subdivision (b).

(ii) Each unit in the development, exclusive of a manager's unit or units, is affordable to, and occupied by, either a lower or very low income household.

(B) For the purposes of this paragraph, "replace" shall mean either of the following:

(i) If any dwelling units described in subparagraph (A) are occupied on the date of application, the proposed housing development shall provide at least the same number of units of equivalent size to be made available at affordable rent or affordable housing cost to, and occupied by, persons and families in the same or lower income category as those households in occupancy. If the income category of the household in occupancy is not known, it shall be rebuttably presumed that lower income renter households occupied these units in the same proportion of lower income renter households to all renter households within the jurisdiction, as determined by the most

recently available data from the United States Department of Housing and Urban Development's Comprehensive Housing Affordability Strategy database. For unoccupied dwelling units described in subparagraph (A) in a development with occupied units, the proposed housing development shall provide units of equivalent size to be made available at affordable rent or affordable housing cost to, and occupied by, persons and families in the same or lower income category as the last household in occupancy. If the income category of the last household in occupancy is not known, it shall be rebuttably presumed that lower income renter households occupied these units in the same proportion of lower income renter households to all renter households within the jurisdiction, as determined by the most recently available data from the United States Department of Housing and Urban Development's Comprehensive Housing Affordability Strategy database. All replacement calculations resulting in fractional units shall be rounded up to the next whole number. If the replacement units will be rental dwelling units, these units shall be subject to a recorded affordability restriction for at least 55 years. If the proposed development is for-sale units, the units replaced shall be subject to paragraph (2).

(ii) If all dwelling units described in subparagraph (A) have been vacated or demolished within the five-year period preceding the application, the proposed housing development shall provide at least the same number of units of equivalent size as existed at the highpoint of those units in the five-year period preceding the application to be made available at affordable rent or affordable housing cost to, and occupied by, persons and families in the same or lower income category as those persons and families in occupancy at that time, if known. If the incomes of the persons and families in occupancy at the highpoint is not known, it shall be rebuttably presumed that low-income and very low income renter households occupied these units in the same proportion of low-income and very low income renter households to all renter households within the jurisdiction, as determined by the most recently available data from the United States Department of Housing and Urban Development's Comprehensive Housing Affordability Strategy database. All replacement calculations resulting in fractional units shall be rounded up to the next whole number. If the replacement units will be rental dwelling units, these units shall be subject to a recorded affordability restriction for at least 55 years. If the proposed development is for-sale units, the units replaced shall be subject to paragraph (2).

(C) Notwithstanding subparagraph (B), for any dwelling unit described in subparagraph (A) that is or was, within the five-year period preceding the application, subject to a form of rent or price control through a local government's valid exercise of its police power and that is or was occupied by persons or families above lower income, the city, county, or city and county may do either of the following:

(i) Require that the replacement units be made available at affordable rent or affordable housing cost to, and occupied by, low-income persons or families. If the replacement units will be rental dwelling units, these units shall be subject to a recorded affordability restriction for at least 55 years. If the proposed development is for-sale units, the units replaced shall be subject to paragraph (2).

(ii) Require that the units be replaced in compliance with the jurisdiction's rent or price control ordinance, provided that each unit described in subparagraph (A) is replaced. Unless otherwise required by the jurisdiction's rent or price control ordinance, these units shall not be subject to a recorded affordability restriction.

(D) For purposes of this paragraph, "equivalent size" means that the replacement units contain at least the same total number of bedrooms as the units being replaced.

(E) Subparagraph (A) does not apply to an applicant seeking a density bonus for a proposed housing development if the applicant's application was submitted to, or processed by, a city, county, or city and county before January 1, 2015.

(d) (1) An applicant for a density bonus pursuant to subdivision (b) may submit to a city, county, or city and county a proposal for the specific incentives or concessions that the applicant requests pursuant to this section, and may request a meeting with the city, county, or city and county. The city, county, or city and county shall grant the concession or incentive requested by the applicant unless the city, county, or city and county makes a written finding, based upon substantial evidence, of any of the following:

(A) The concession or incentive does not result in identifiable and actual cost reductions, consistent with subdivision (k), to provide for affordable housing costs, as defined in Section 50052.5 of the Health and Safety Code, or for rents for the targeted units to be set as specified in subdivision (c).

(B) The concession or incentive would have a specific, adverse impact, as defined in paragraph (2) of subdivision (d) of Section 65589.5, upon public health and safety or on any real property that is listed in the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact without rendering the development unaffordable to low-income and moderate-income households.

(C) The concession or incentive would be contrary to state or federal law.

(2) The applicant shall receive the following number of incentives or concessions:

(A) One incentive or concession for projects that include at least 10 percent of the total units for lower income households, at least 5 percent for very low income households, or at least 10 percent for persons and families of moderate income in a development in which the units are for sale.

(B) Two incentives or concessions for projects that include at least 17 percent of the total units for lower income households, at least 10 percent for very low income households, or at least 20 percent for persons and families of moderate income in a development in which the units are for sale.

(C) Three incentives or concessions for projects that include at least 24 percent of the total units for lower income households, at least 15 percent for very low income households, or at least 30 percent for persons and families of moderate income in a development in which the

units are for sale.

(D) Five incentives or concessions for a project meeting the criteria of subparagraph (G) of paragraph (1) of subdivision (b). If the project is located within one-half mile of a major transit stop or is located in a very low vehicle travel area in a designated county, the applicant shall also receive a height increase of up to three additional stories, or 33 feet.

(E) One incentive or concession for projects that include at least 20 percent of the total units for lower income students in a student housing development. If a project includes at least 23 percent of the total units for lower income students in a student housing project, the applicant shall instead receive two incentives or concessions.

(F) Four incentives or concessions for projects that include at least 16 percent of the units for very low income households or at least 45 percent for persons and families of moderate income in a development in which the units are for sale.

(3) The applicant may initiate judicial proceedings if the city, county, or city and county refuses to grant a requested density bonus, incentive, or concession. If a court finds that the refusal to grant a requested density bonus, incentive, or concession is in violation of this section, the court shall award the plaintiff reasonable attorney's fees and costs of suit. This subdivision shall not be interpreted to require a local government to grant an incentive or concession that has a specific, adverse impact, as defined in paragraph (2) of subdivision (d) of Section 65589.5, upon health or safety, and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact. This subdivision shall not be interpreted to require a local government to grant an incentive or concession that would have an adverse impact on any real property that is listed in the California Register of Historical Resources. The city, county, or city and county shall establish procedures for carrying out this section that shall include legislative body approval of the means of compliance with this section.

(4) The city, county, or city and county shall bear the burden of proof for the denial of a requested concession or incentive.

(e) (1) In no case may a city, county, or city and county apply any development standard that will have the effect of physically precluding the construction of a development meeting the criteria of subdivision (b) at the densities or with the concessions or incentives permitted by this section. Subject to paragraph (3), an applicant may submit to a city, county, or city and county a proposal for the waiver or reduction of development standards that will have the effect of physically precluding the construction of a development meeting the criteria of subdivision (b) at the densities or with the concessions or incentives permitted under this section, and may request a meeting with the city, county, or city and county. If a court finds that the refusal to grant a waiver or reduction of development standards is in violation of this section, the court shall award the plaintiff reasonable attorney's fees and costs of suit. This subdivision shall not be interpreted to require a local government to waive or reduce development standards if the waiver or reduction would have a specific, adverse impact, as defined in paragraph (2) of subdivision (d) of Section 65589.5, upon health or safety, and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact. This subdivision shall not be interpreted to require a local government to waive or reduce development standards that would have an adverse impact on any real property that is listed in the California Register of Historical Resources, or to grant any waiver or reduction that would be contrary to state or federal law.

(2) A proposal for the waiver or reduction of development standards pursuant to this subdivision shall neither reduce nor increase the number of incentives or concessions to which the applicant is entitled pursuant to subdivision (d).

(3) A housing development that receives a waiver from any maximum controls on density pursuant to clause (ii) of subparagraph (D) of paragraph (3) of subdivision (f) shall only be eligible for a waiver or reduction of development standards as provided in subparagraph (D) of paragraph (2) of subdivision (d) and clause (ii) of subparagraph (D) of paragraph (3) of subdivision (f), unless the city, county, or city and county agrees to additional waivers or reductions of development standards.

(f) For the purposes of this chapter, "density bonus" means a density increase over the otherwise maximum allowable gross residential density, as of the date of application by the applicant to the city, county, or city and county, or, if elected by the applicant, a lesser percentage of density increase, including, but not limited to, no increase in density. The amount of density increase to which the applicant is entitled shall vary according to the amount by which the percentage of affordable housing units exceeds the percentage established in subdivision (b).

(1) For housing developments meeting the criteria of subparagraph (A) of paragraph (1) of subdivision (b), the density bonus shall be calculated as follows:

Percentage Low-Income Units	Percentage Density Bonus
10	20
11	21.5
12	23
13	24.5
14	26
15	27.5
16	29
17	30.5
18	32

19	33.5
20	35
21	38.75
22	42.5
23	46.25
24	50

(2) For housing developments meeting the criteria of subparagraph (B) of paragraph (1) of subdivision (b), the density bonus shall be calculated as follows:

Percentage Very Low Income Units	Percentage Density Bonus
5	20
6	22.5
7	25
8	27.5
9	30
10	32.5
11	35
12	38.75
13	42.5
14	46.25
15	50

(3) (A) For housing developments meeting the criteria of subparagraph (C) of paragraph (1) of subdivision (b), the density bonus shall be 20 percent of the number of senior housing units.

(B) For housing developments meeting the criteria of subparagraph (E) of paragraph (1) of subdivision (b), the density bonus shall be 20 percent of the number of the type of units giving rise to a density bonus under that subparagraph.

(C) For housing developments meeting the criteria of subparagraph (F) of paragraph (1) of subdivision (b), the density bonus shall be calculated as follows:

Percentage Lower Income Units	Percentage Density Bonus
20	35
21	38.75
22	42.5
23	46.25
24	50

(D) For housing developments meeting the criteria of subparagraph (G) of paragraph (1) of subdivision (b), the following shall apply:

(i) Except as otherwise provided in clauses (ii) and (iii), the density bonus shall be 80 percent of the number of units for lower income households.

(ii) If the housing development is located within one-half mile of a major transit stop, the city, county, or city and county shall not impose any maximum controls on density.

(iii) If the housing development is located in a very low vehicle travel area within a designated county, the city, county, or city and county shall not impose any maximum controls on density.

(4) For housing developments meeting the criteria of subparagraph (D) of paragraph (1) of subdivision (b), the density bonus shall be calculated as follows:

Percentage Moderate-Income Units	Percentage Density Bonus
10	5
11	6
12	7

13	8
14	9
15	10
16	11
17	12
18	13
19	14
20	15
21	16
22	17
23	18
24	19
25	20
26	21
27	22
28	23
29	24
30	25
31	26
32	27
33	28
34	29
35	30
36	31
37	32
38	33
39	34
40	35
41	38.75
42	42.5
43	46.25
44	50

(5) All density calculations resulting in fractional units shall be rounded up to the next whole number. The granting of a density bonus shall not require, or be interpreted, in and of itself, to require a general plan amendment, local coastal plan amendment, zoning change, or other discretionary approval.

(g) (1) When an applicant for a tentative subdivision map, parcel map, or other residential development approval donates land to a city, county, or city and county in accordance with this subdivision, the applicant shall be entitled to a 15-percent increase above the otherwise maximum allowable residential density for the entire development, as follows:

Percentage Very Low Income	Percentage Density Bonus
10	15
11	16
12	17
13	18
14	19
15	20

16	21
17	22
18	23
19	24
20	25
21	26
22	27
23	28
24	29
25	30
26	31
27	32
28	33
29	34
30	35

(2) This increase shall be in addition to any increase in density mandated by subdivision (b), up to a maximum combined mandated density increase of 35 percent if an applicant seeks an increase pursuant to both this subdivision and subdivision (b). All density calculations resulting in fractional units shall be rounded up to the next whole number. Nothing in this subdivision shall be construed to enlarge or diminish the authority of a city, county, or city and county to require a developer to donate land as a condition of development. An applicant shall be eligible for the increased density bonus described in this subdivision if all of the following conditions are met:

(A) The applicant donates and transfers the land no later than the date of approval of the final subdivision map, parcel map, or residential development application.

(B) The developable acreage and zoning classification of the land being transferred are sufficient to permit construction of units affordable to very low income households in an amount not less than 10 percent of the number of residential units of the proposed development.

(C) The transferred land is at least one acre in size or of sufficient size to permit development of at least 40 units, has the appropriate general plan designation, is appropriately zoned with appropriate development standards for development at the density described in paragraph (3) of subdivision (c) of Section 65583.2, and is or will be served by adequate public facilities and infrastructure.

(D) The transferred land shall have all of the permits and approvals, other than building permits, necessary for the development of the very low income housing units on the transferred land, not later than the date of approval of the final subdivision map, parcel map, or residential development application, except that the local government may subject the proposed development to subsequent design review to the extent authorized by subdivision (i) of Section 65583.2 if the design is not reviewed by the local government before the time of transfer.

(E) The transferred land and the affordable units shall be subject to a deed restriction ensuring continued affordability of the units consistent with paragraphs (1) and (2) of subdivision (c), which shall be recorded on the property at the time of the transfer.

(F) The land is transferred to the local agency or to a housing developer approved by the local agency. The local agency may require the applicant to identify and transfer the land to the developer.

(G) The transferred land shall be within the boundary of the proposed development or, if the local agency agrees, within one-quarter mile of the boundary of the proposed development.

(H) A proposed source of funding for the very low income units shall be identified not later than the date of approval of the final subdivision map, parcel map, or residential development application.

(h) (1) When an applicant proposes to construct a housing development that conforms to the requirements of subdivision (b) and includes a childcare facility that will be located on the premises of, as part of, or adjacent to, the project, the city, county, or city and county shall grant either of the following:

(A) An additional density bonus that is an amount of square feet of residential space that is equal to or greater than the amount of square feet in the childcare facility.

(B) An additional concession or incentive that contributes significantly to the economic feasibility of the construction of the childcare facility.

(2) The city, county, or city and county shall require, as a condition of approving the housing development, that the following occur:

(A) The childcare facility shall remain in operation for a period of time that is as long as or longer than the period of time during which the density bonus units are required to remain affordable pursuant to subdivision (c).

(B) Of the children who attend the childcare facility, the children of very low income households, lower income households, or families of moderate income shall equal a percentage that is equal to or greater than the percentage of dwelling units that are required for very low income households, lower income households, or families of moderate income pursuant to subdivision (b).

(3) Notwithstanding any requirement of this subdivision, a city, county, or city and county shall not be required to provide a density bonus or concession for a childcare facility if it finds, based upon substantial evidence, that the community has adequate childcare facilities.

(4) "Childcare facility," as used in this section, means a child daycare facility other than a family daycare home, including, but not limited to, infant centers, preschools, extended daycare facilities, and schoolage childcare centers.

(i) "Housing development," as used in this section, means a development project for five or more residential units, including mixed-use developments. For the purposes of this section, "housing development" also includes a subdivision or common interest development, as defined in Section 4100 of the Civil Code, approved by a city, county, or city and county and consists of residential units or unimproved residential lots and either a project to substantially rehabilitate and convert an existing commercial building to residential use or the substantial rehabilitation of an existing multifamily dwelling, as defined in subdivision (d) of Section 65863.4, where the result of the rehabilitation would be a net increase in available residential units. For the purpose of calculating a density bonus, the residential units shall be on contiguous sites that are the subject of one development application, but do not have to be based upon individual subdivision maps or parcels. The density bonus shall be permitted in geographic areas of the housing development other than the areas where the units for the lower income households are located.

(j) (1) The granting of a concession or incentive shall not require or be interpreted, in and of itself, to require a general plan amendment, local coastal plan amendment, zoning change, study, or other discretionary approval. For purposes of this subdivision, "study" does not include reasonable documentation to establish eligibility for the concession or incentive or to demonstrate that the incentive or concession meets the definition set forth in subdivision (k). This provision is declaratory of existing law.

(2) Except as provided in subdivisions (d) and (e), the granting of a density bonus shall not require or be interpreted to require the waiver of a local ordinance or provisions of a local ordinance unrelated to development standards.

(k) For the purposes of this chapter, concession or incentive means any of the following:

(1) A reduction in site development standards or a modification of zoning code requirements or architectural design requirements that exceed the minimum building standards approved by the California Building Standards Commission as provided in Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code, including, but not limited to, a reduction in setback and square footage requirements and in the ratio of vehicular parking spaces that would otherwise be required that results in identifiable and actual cost reductions, to provide for affordable housing costs, as defined in Section 50052.5 of the Health and Safety Code, or for rents for the targeted units to be set as specified in subdivision (c).

(2) Approval of mixed-use zoning in conjunction with the housing project if commercial, office, industrial, or other land uses will reduce the cost of the housing development and if the commercial, office, industrial, or other land uses are compatible with the housing project and the existing or planned development in the area where the proposed housing project will be located.

(3) Other regulatory incentives or concessions proposed by the developer or the city, county, or city and county that result in identifiable and actual cost reductions to provide for affordable housing costs, as defined in Section 50052.5 of the Health and Safety Code, or for rents for the targeted units to be set as specified in subdivision (c).

(l) Subdivision (k) does not limit or require the provision of direct financial incentives for the housing development, including the provision of publicly owned land, by the city, county, or city and county, or the waiver of fees or dedication requirements.

(m) This section does not supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code). Any density bonus, concessions, incentives, waivers or reductions of development standards, and parking ratios to which the applicant is entitled under this section shall be permitted in a manner that is consistent with this section and Division 20 (commencing with Section 30000) of the Public Resources Code.

(n) If permitted by local ordinance, nothing in this section shall be construed to prohibit a city, county, or city and county from granting a density bonus greater than what is described in this section for a development that meets the requirements of this section or from granting a proportionately lower density bonus than what is required by this section for developments that do not meet the requirements of this section.

(o) For purposes of this section, the following definitions shall apply:

(1) "Designated county" includes the Counties of Alameda, Contra Costa, Los Angeles, Marin, Napa, Orange, Riverside, Sacramento, San Bernardino, San Diego, San Mateo, Santa Barbara, Santa Clara, Solano, Sonoma, and Ventura, and the City and County of San Francisco.

(2) "Development standard" includes a site or construction condition, including, but not limited to, a height limitation, a setback requirement, a floor area ratio, an onsite open-space requirement, a minimum lot area per unit requirement, or a parking ratio that applies to a residential development pursuant to any ordinance, general plan element, specific plan, charter, or other local condition, law, policy, resolution, or regulation that is adopted by the local government or that is enacted by the local government's electorate exercising its local initiative or referendum power, whether that power is derived from the California Constitution, statute, or the charter or ordinances of the local government.

- (3) "Located within one-half mile of a major transit stop" means that any point on a proposed development, for which an applicant seeks a density bonus, other incentives or concessions, waivers or reductions of development standards, or a vehicular parking ratio pursuant to this section, is within one-half mile of any point on the property on which a major transit stop is located, including any parking lot owned by the transit authority or other local agency operating the major transit stop.
- (4) "Lower income student" means a student who has a household income and asset level that does not exceed the level for Cal Grant A or Cal Grant B award recipients as set forth in subdivision (k) of Section 69432.7 of the Education Code. The eligibility of a student to occupy a unit for lower income students under this section shall be verified by an affidavit, award letter, or letter of eligibility provided by the institution of higher education in which the student is enrolled or by the California Student Aid Commission that the student receives or is eligible for financial aid, including an institutional grant or fee waiver from the college or university, the California Student Aid Commission, or the federal government.
- (5) "Major transit stop" has the same meaning as defined in subdivision (b) of Section 21155 of the Public Resources Code.
- (6) "Maximum allowable residential density" or "base density" means the greatest number of units allowed under the zoning ordinance, specific plan, or land use element of the general plan, or, if a range of density is permitted, means the greatest number of units allowed by the specific zoning range, specific plan, or land use element of the general plan applicable to the project. Density shall be determined using dwelling units per acre. However, if the applicable zoning ordinance, specific plan, or land use element of the general plan does not provide a dwelling-units-per-acre standard for density, then the local agency shall calculate the number of units by:
- (A) Estimating the realistic development capacity of the site based on the objective development standards applicable to the project, including, but not limited to, floor area ratio, site coverage, maximum building height and number of stories, building setbacks and stepbacks, public and private open-space requirements, minimum percentage or square footage of any nonresidential component, and parking requirements, unless not required for the base project. Parking requirements shall include considerations regarding number of spaces, location, design, type, and circulation. A developer may provide a base density study and the local agency shall accept it, provided that it includes all applicable objective development standards.
 - (B) Maintaining the same average unit size and other project details relevant to the base density study, excepting those that may be modified by waiver or concession to accommodate the bonus units, in the proposed project as in the study.
- (7) (A) (i) "Shared housing building" means a residential or mixed-use structure, with five or more shared housing units and one or more common kitchens and dining areas designed for permanent residence of more than 30 days by its tenants. The kitchens and dining areas within the shared housing building shall be able to adequately accommodate all residents. If a local ordinance further restricts the attributes of a shared housing building beyond the requirements established in this section, the local definition shall apply to the extent that it does not conflict with the requirements of this section.
- (ii) A "shared housing building" may include other dwelling units that are not shared housing units, provided that those dwelling units do not occupy more than 25 percent of the floor area of the shared housing building. A shared housing building may include 100 percent shared housing units.
- (B) (i) "Shared housing unit" means one or more habitable rooms, not within another dwelling unit, that includes a bathroom, sink, refrigerator, and microwave, is used for permanent residence, that meets the "minimum room area" specified in Section R304 of the California Residential Code (Part 2.5 of Title 24 of the California Code of Regulations), and complies with the definition of "guestroom" in Section R202 of the California Residential Code. If a local ordinance further restricts the attributes of a shared housing building beyond the requirements established in this section, the local definition shall apply to the extent that it does not conflict with the requirements of this section.
- (ii) "Shared housing unit" for purposes of a residential care facility for the elderly, as defined in Section 1569.2 of the Health and Safety Code, includes a unit without an individual kitchen where a unit may be shared by unrelated persons, and a unit where a room that may be shared by unrelated persons meets the "minimum room area" requirements of clause (i).
- (8) "Student housing development" means a development that contains bedrooms containing two or more bedspaces that have a shared or private bathroom, access to a shared or private living room and laundry facilities, and access to a shared or private kitchen.
- (9) (A) "Total units" or "total dwelling units" means a calculation of the number of units that:
- (i) Excludes a unit added by a density bonus awarded pursuant to this section or any local law granting a greater density bonus.
 - (ii) Includes a unit designated to satisfy an inclusionary zoning requirement of a city, county, or city and county.
- (B) For purposes of calculating a density bonus granted pursuant to this section for a shared housing building, "unit" means one shared housing unit and its pro rata share of associated common area facilities.
- (10) "Very low vehicle travel area" means an urbanized area, as designated by the United States Census Bureau, where the existing residential development generates vehicle miles traveled per capita that is below 85 percent of either regional vehicle miles traveled per capita or city vehicle miles traveled per capita. For purposes of this paragraph, "area" may include a travel analysis zone, hexagon, or grid. For the purposes of determining "regional vehicle miles traveled per capita" pursuant to this paragraph, a "region" is the entirety of incorporated and unincorporated areas governed by a multicounty or single-county metropolitan planning organization, or the entirety of the incorporated and unincorporated areas of an individual county that is not part of a metropolitan planning organization.

(p) (1) Except as provided in paragraphs (2), (3), and (4), upon the request of the developer, a city, county, or city and county shall not require a vehicular parking ratio, inclusive of parking for persons with a disability and guests, of a development meeting the criteria of subdivisions (b) and (c), that exceeds the following ratios:

- (A) Zero to one bedroom: one onsite parking space.
- (B) Two to three bedrooms: one and one-half onsite parking spaces.
- (C) Four and more bedrooms: two and one-half parking spaces.
- (D) One bedspace in a student housing development: zero parking spaces.

(2) (A) Notwithstanding paragraph (1), if a development includes at least 20 percent low-income units for housing developments meeting the criteria of subparagraph (A) of paragraph (1) of subdivision (b) or at least 11 percent very low income units for housing developments meeting the criteria of subparagraph (B) of paragraph (1) of subdivision (b), is located within one-half mile of a major transit stop, and there is unobstructed access to the major transit stop from the development, then, upon the request of the developer, a city, county, or city and county shall not impose a vehicular parking ratio, inclusive of parking for persons with a disability and guests, that exceeds 0.5 spaces per unit. Notwithstanding paragraph (1), if a development includes at least 40 percent moderate-income units for housing developments meeting the criteria of subparagraph (D) of paragraph (1) of subdivision (b), is located within one-half mile of a major transit stop, as defined in subdivision (b) of Section 21155 of the Public Resources Code, and the residents of the development have unobstructed access to the major transit stop from the development then, upon the request of the developer, a city, county, or city and county shall not impose a vehicular parking ratio, inclusive of parking for persons with a disability and guests, that exceeds 0.5 spaces per bedroom.

(B) For purposes of this subdivision, "unobstructed access to the major transit stop" means a resident is able to access the major transit stop without encountering natural or constructed impediments. For purposes of this subparagraph, "natural or constructed impediments" includes, but is not limited to, freeways, rivers, mountains, and bodies of water, but does not include residential structures, shopping centers, parking lots, or rails used for transit.

(3) Notwithstanding paragraph (1), if a development meets the criteria of subparagraph (G) of paragraph (1) of subdivision (b), then, upon the request of the developer, a city, county, or city and county shall not impose vehicular parking standards if the development meets any of the following criteria:

- (A) The development is located within one-half mile of a major transit stop and there is unobstructed access to the major transit stop from the development.
- (B) The development is a for-rent housing development for individuals who are 55 years of age or older that complies with Sections 51.2 and 51.3 of the Civil Code and the development has either paratransit service or unobstructed access, within one-half mile, to fixed bus route service that operates at least eight times per day.
- (C) The development is either a special needs housing development, as defined in Section 51312 of the Health and Safety Code, or a supportive housing development, as defined in Section 50675.14 of the Health and Safety Code. A development that is a special needs housing development shall have either paratransit service or unobstructed access, within one-half mile, to fixed bus route service that operates at least eight times per day.

(4) If the total number of parking spaces required for a development is other than a whole number, the number shall be rounded up to the next whole number. For purposes of this subdivision, a development may provide onsite parking through tandem parking or uncovered parking, but not through onstreet parking.

(5) This subdivision shall apply to a development that meets the requirements of subdivisions (b) and (c), but only at the request of the applicant. An applicant may request parking incentives or concessions beyond those provided in this subdivision pursuant to subdivision (d).

(6) This subdivision does not preclude a city, county, or city and county from reducing or eliminating a parking requirement for development projects of any type in any location.

(7) Notwithstanding paragraphs (2) and (3), if a city, county, city and county, or an independent consultant has conducted an areawide or jurisdictionwide parking study in the last seven years, then the city, county, or city and county may impose a higher vehicular parking ratio not to exceed the ratio described in paragraph (1), based upon substantial evidence found in the parking study, that includes, but is not limited to, an analysis of parking availability, differing levels of transit access, walkability access to transit services, the potential for shared parking, the effect of parking requirements on the cost of market-rate and subsidized developments, and the lower rates of car ownership for low-income and very low income individuals, including seniors and special needs individuals. The city, county, or city and county shall pay the costs of any new study. The city, county, or city and county shall make findings, based on a parking study completed in conformity with this paragraph, supporting the need for the higher parking ratio.

(8) A request pursuant to this subdivision shall neither reduce nor increase the number of incentives or concessions to which the applicant is entitled pursuant to subdivision (d).

(q) Each component of any density calculation, including base density and bonus density, resulting in fractional units shall be separately rounded up to the next whole number. The Legislature finds and declares that this provision is declaratory of existing law.

(r) This chapter shall be interpreted liberally in favor of producing the maximum number of total housing units.

(s) Notwithstanding any other law, if a city, including a charter city, county, or city and county has adopted an ordinance or a housing program, or both an ordinance and a housing program, that incentivizes the development of affordable housing that allows for density bonuses that exceed the density bonuses required by the version of this section effective through December 31, 2020, that city, county, or city and county is not required to amend or otherwise update its ordinance or corresponding affordable housing incentive program to comply with the amendments made to this section by the act adding this subdivision, and is exempt from complying with the incentive and concession calculation amendments made to this section by the act adding this subdivision as set forth in subdivision (d), particularly subparagraphs (B) and (C) of paragraph (2) of that subdivision, and the amendments made to the density tables under subdivision (f).

(t) When an applicant proposes to construct a housing development that conforms to the requirements of subparagraph (A) or (B) of paragraph (1) of subdivision (b) that is a shared housing building, the city, county, or city and county shall not require any minimum unit size requirements or minimum bedroom requirements that are in conflict with paragraph (7) of subdivision (o).

(u) (1) The Legislature finds and declares that the intent behind the Density Bonus Law is to allow public entities to reduce or even eliminate subsidies for a particular project by allowing a developer to include more total units in a project than would otherwise be allowed by the local zoning ordinance in exchange for affordable units. It further reaffirms that the intent is to cover at least some of the financing gap of affordable housing with regulatory incentives, rather than additional public subsidy.

(2) It is therefore the intent of the Legislature to make modifications to the Density Bonus Law by the act adding this subdivision to further incentivize the construction of very low, low-, and moderate-income housing units. It is further the intent of the Legislature in making these modifications to the Density Bonus Law to ensure that any additional benefits conferred upon a developer are balanced with the receipt of a public benefit in the form of adequate levels of affordable housing. The Legislature further intends that these modifications will ensure that the Density Bonus Law creates incentives for the construction of more housing across all areas of the state.

(v) (1) Provided that the resulting housing development would not restrict more than 50 percent of the total units to moderate-income, lower income, or very low income households, a city, county, or city and county shall grant an additional density bonus calculated pursuant to paragraph (2) when an applicant proposes to construct a housing development that conforms to the requirements of paragraph (1) of subdivision (b), agrees to include additional rental or for-sale units affordable to very low income households or moderate income households, and meets any of the following requirements:

(A) The housing development conforms to the requirements of subparagraph (A) of paragraph (1) of subdivision (b) and provides 24 percent of the total units to lower income households.

(B) The housing development conforms to the requirements of subparagraph (B) of paragraph (1) of subdivision (b) and provides 15 percent of the total units to very low income households.

(C) The housing development conforms to the requirements of subparagraph (D) of paragraph (1) of subdivision (b) and provides 44 percent of the total units to moderate-income households.

(2) A city, county, or city and county shall grant an additional density bonus for a housing development that meets the requirements of paragraph (1), calculated as follows:

Percentage Very Low Income Units	Percentage Density Bonus
5	20
6	23.75
7	27.5
8	31.25
9	35
10	38.75

Percentage Moderate-Income Units	Percentage Density Bonus
5	20
6	22.5
7	25
8	27.5
9	30
10	32.5
11	35
12	38.75
13	42.5
14	46.25

(3) The increase required by paragraphs (1) and (2) shall be in addition to any increase in density granted by subdivision (b).

(4) The additional density bonus required under this subdivision shall be calculated using the number of units excluding any density bonus awarded by this section.

(Amended by Stats. 2024, Ch. 432, Sec. 1.5. (AB 3116) Effective January 1, 2025.)



Agenda Item: 16.A
Date of Meeting: June 23, 2025
Department: Finance

STAFF REPORT

To: City Council
From: Ethan Aukee
Subject: **May 2025 Budget Report**
Prepared On: June 16, 2025
Attachments: May 2025 Budget Report

Recommended Action:

City Council to review and accept the May 2025 Budget Report.

Approved By: Ethan Aukee 6/16/2025

Approved By:

Approved By:

Approved By:

MAY 2025

BUDGET REPORT



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CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
001-000-31010	PROPERTY TAXES SECURED	.00	375,373.17	600,000.00	224,626.83 62.6
001-000-31020	PROPERTY TAXES UNSECURED	.00	51,968.02	45,000.00 (	6,968.02) 115.5
001-000-31030	PROPERTY TAXES PRIOR YR.	.00	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	.00	265,585.27	386,000.00	120,414.73 68.8
001-000-31066	VEHICLE LICENSE FEE IN EXCESS	.00	6,078.22	3,700.00 (	2,378.22) 164.3
001-000-31120	SALES TAX	563,031.14	3,800,694.80	5,084,000.00	1,283,305.20 74.8
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	.00	5,180.69	15,000.00	9,819.31 34.5
001-000-31130	TRANSIENT OCCUPANCY TAX	376,941.88	2,801,023.63	3,150,000.00	348,976.37 88.9
001-000-31131	TOT PENALTIES	.00	19,647.86	19,195.96 (	451.90) 102.4
001-000-31132	TOT PRIOR YEAR	.00	163,850.21	163,850.21	.00 100.0
001-000-31150	REAL PROPERTY TRANSFER	158.13	3,549.87	5,134.02	1,584.15 69.1
001-000-32010	BUSINESS LICENSES	605.80	64,803.90	69,587.00	4,783.10 93.1
001-000-32015	SHORT-TERM RENTALS	.00	2,772.40	2,550.00 (	222.40) 108.7
001-000-32030	PARKING PERMITS	850.00	6,100.00	5,150.00 (	950.00) 118.5
001-000-32040	USE PERMITS	300.00	1,960.00	2,400.00	440.00 81.7
001-000-32041	ENVIRONMENTAL APPLICATION FEE	.00	.00	500.00	500.00 .0
001-000-32050	BUILDING PERMITS	13,514.08	158,249.50	120,000.00 (	38,249.50) 131.9
001-000-32051	PLAN CHECK FEE	75.00	3,245.00	2,195.00 (	1,050.00) 147.8
001-000-32080	ELECTRICAL FRANCHISE	.00	51,601.98	35,000.00 (	16,601.98) 147.4
001-000-32081	CELL TOWER FRANCHISE	3,500.00	35,000.00	42,000.00	7,000.00 83.3
001-000-32082	CANNABIS DEVELOPMENT FEES	30,000.00	45,000.00	150,000.00	105,000.00 30.0
001-000-32090	TV FRANCHISE	2,318.92	6,941.72	10,000.00	3,058.28 69.4
001-000-33010	INTEREST ON BANK DEPOSITS	44,881.70	542,275.21	550,000.00	7,724.79 98.6
001-000-33020	RENTAL OF REAL PROPERTY	10,063.53	111,822.69	60,000.00 (	51,822.69) 186.4
001-000-33021	INTEREST - GASB 87	.00	.00	40,000.00	40,000.00 .0
001-000-34040	REIMB. FOR HIGHWAY SWEEPING	.00	39,749.94	53,000.00	13,250.06 75.0
001-000-34045	RSTP	.00	35,168.00	.00 (	35,168.00) .0
001-000-34047	REIMBURSEMENT FROM BUSD	.00	60,000.00	80,000.00	20,000.00 75.0
001-000-34050	MISC. REV. CAPITAL REPLACEMENT	.00	31,331.00	31,331.00	.00 100.0
001-000-34083	FIRE INSPECTION FEES	(100.00)	100.00	2,000.00	1,900.00 5.0
001-000-34094	LOCAL RESPONSE STANDBY	.00	.00	1,000.00	1,000.00 .0
001-000-34095	STRIKE TEAM/OES/CAL FIRE	.00	14,235.57	.00 (	14,235.57) .0
001-000-34120	PEACE OFFICER S&T	.00	5,005.19	8,300.00	3,294.81 60.3
001-000-34121	RAN REIMBURSEMENT	.00	8,640.49	15,000.00	6,359.51 57.6
001-000-34125	PARKING CITATIONS	2,848.57	21,869.07	6,300.00 (	15,569.07) 347.1
001-000-34126	TOW FEES	125.00	3,015.00	3,000.00 (	15.00) 100.5
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
001-000-34141	PD GRANTS	.00	.00	49,629.00	49,629.00 .0
001-000-34145	4850 PAY REIMBURSEMENT	9,118.50	9,118.50	.00 (	9,118.50) .0
001-000-35020	STRONG MOTION INST. PROGRAM	62.07	589.46	100.00 (	489.46) 589.5
001-000-35060	CBSC/BUILDING PERMIT	25.00	196.60	100.00 (	96.60) 196.6
001-000-36010	SALE OF CITY PROPERTY	.00	5,307.68	1,000.00 (	4,307.68) 530.8
001-000-36020	INSURANCE REFUNDS & DIVIDENDS	.00	14,531.22	.00 (	14,531.22) .0
001-000-36030	MISCELLANEOUS REVENUE	720.00	10,092.93	11,100.00	1,007.07 90.9
001-000-36031	RETIREE MEDICAL COPAY	.00	3,718.26	2,100.00 (	1,618.26) 177.1
001-000-36040	FINGERPRINTING & REPORTS	2,269.00	20,274.00	23,500.00	3,226.00 86.3
001-000-36041	SUBPOENAS	.00	15.00	.00 (	15.00) .0
001-000-36042	AB109/REALIGNMENT	.00	5,538.52	50,000.00	44,461.48 11.1

CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
001-000-36074 SUMMER PROGRAM TUITION	9,960.00	43,330.00	40,000.00	(3,330.00)	108.3
001-000-36078 AFTER SCHOOL PROGRAM	25.00	77,470.50	93,000.00	15,529.50	83.3
001-000-37010 SPECIAL EVENT INSURANCE	.00	2,711.00	.00	(2,711.00)	.0
001-000-39250 SOFTBALL	.00	20,100.00	15,000.00	(5,100.00)	134.0
001-000-39251 SOCCER	.00	4,500.00	4,500.00	.00	100.0
001-000-39255 VOLLEYBALL	.00	1,800.00	2,000.00	200.00	90.0
001-000-39270 AEROBIC, DANCE, ZUMBA	.00	980.00	500.00	(480.00)	196.0
001-000-39275 FACILITY RENTAL FEE	118.00	1,809.00	2,000.00	191.00	90.5
001-000-39278 TREE DEDICATION	325.00	255.39	.00	(255.39)	.0
001-000-39280 YOUTH PROGRAM	.00	390.00	2,800.00	2,410.00	13.9
001-000-39281 GYMNASTICS	4,165.00	32,218.00	22,000.00	(10,218.00)	146.5
001-000-39290 POOL - PUBLIC SWIM	4,231.00	17,942.32	24,500.00	6,557.68	73.2
001-000-39291 POOL - RENTALS	.00	2,240.00	10,000.00	7,760.00	22.4
001-000-39292 POOL - SWIM LESSONS	910.00	10,570.00	21,000.00	10,430.00	50.3
001-000-39293 POOL - CONCESSIONS	305.25	2,260.25	2,300.00	39.75	98.3
001-000-39294 POOL - WATER FITNESS	216.00	3,853.00	7,200.00	3,347.00	53.5
001-000-39297 YOUTH ATHLETICS	.00	.00	500.00	500.00	.0
001-000-39610 PROCEEDS FROM LITIGATION	.00	80,000.00	.00	(80,000.00)	.0
001-000-39710 FINES & FOREFEITURES	.00	.00	300.00	300.00	.0
001-000-39999 REVENUE -TRANSFERS IN	.00	401,792.96	401,792.96	.00	100.0
TOTAL REVENUE	1,081,563.57	9,764,016.22	11,866,465.15	2,102,448.93	82.3
TOTAL FUND REVENUE	1,081,563.57	9,764,016.22	11,866,465.15	2,102,448.93	82.3

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CITY COUNCIL</u>					
001-010-51001	FULL TIME SALARIES	2,538.50	29,827.37	33,500.00	3,672.63	89.0
001-010-51006	VISION INSURANCE	40.91	443.04	575.00	131.96	77.1
001-010-51007	HEALTH INSURANCE	8,609.92	86,480.86	87,300.00	819.14	99.1
001-010-51008	DENTAL INSURANCE	444.22	5,385.30	6,750.00	1,364.70	79.8
001-010-51011	MEDICARE TAX	29.88	304.97	490.00	185.03	62.2
001-010-51017	PARS-ARS	33.00	387.75	440.00	52.25	88.1
001-010-51025	RETIREE HEALTH INSURANCE	2,338.80	24,788.40	23,400.00	(1,388.40)	105.9
001-010-51042	UNEMPLOYMENT INSURANCE	.00	.00	20.00	20.00	.0
001-010-51043	DISABILITY INSURANCE	52.75	616.25	660.00	43.75	93.4
001-010-52009	TRAINING	.00	.00	500.00	500.00	.0
001-010-52011	ADVERTISING & PRINTING	.00	914.25	1,000.00	85.75	91.4
001-010-52012	OFFICE SUPPLIES & POSTAGE	23.52	416.22	400.00	(16.22)	104.1
001-010-52013	COMMUNICATIONS	116.62	1,429.45	1,560.00	130.55	91.6
001-010-52014	MEETINGS & TRAVEL	70.00	12,730.59	16,600.00	3,869.41	76.7
001-010-52015	PROFESSIONAL SERVICES	.00	2,955.20	8,900.00	5,944.80	33.2
001-010-52016	INSURANCE	.00	580.50	750.00	169.50	77.4
001-010-52018	SPECIAL DEPARTMENT SUPPLIES	.00	8,539.87	9,500.00	960.13	89.9
001-010-52019	MISC. DUES & SUBSCRIPTIONS	.00	3,556.00	3,580.00	24.00	99.3
001-010-52030	ESCOG	.00	25,000.00	25,000.00	.00	100.0
001-010-52045	IT	211.95	11,286.38	14,000.00	2,713.62	80.6
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	6,644.88	.00	100.0
	TOTAL CITY COUNCIL	14,510.07	188,057.28	207,339.88	19,282.60	90.7

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>						
001-011-51001	FULL TIME SALARIES	30,602.98	353,916.28	400,000.00	46,083.72	88.5
001-011-51004	OVERTIME WAGES	.00	.00	500.00	500.00	.0
001-011-51006	VISION INSURANCE	39.85	491.22	525.00	33.78	93.6
001-011-51007	HEALTH INSURANCE	2,265.77	26,030.82	26,800.00	769.18	97.1
001-011-51008	DENTAL INSURANCE	449.35	5,365.56	5,400.00	34.44	99.4
001-011-51010	WORKER'S COMPENSATION	.00	7,378.86	7,378.86	.00	100.0
001-011-51011	MEDICARE TAX	440.77	5,076.74	5,800.00	723.26	87.5
001-011-51022	PARS SYSTEM	2,679.92	31,432.57	34,970.00	3,537.43	89.9
001-011-51024	DEFERRED COMPENSATION	418.08	6,238.90	7,280.00	1,041.10	85.7
001-011-51025	RETIREE HEALTH INSURANCE	4,347.24	47,341.48	43,945.20	(3,396.28)	107.7
001-011-51027	PERS EE/ER	5,273.94	59,895.74	68,000.00	8,104.26	88.1
001-011-51029	PERS LS UAL	.00	179,755.22	179,755.22	.00	100.0
001-011-51042	UNEMPLOYMENT INSURANCE	.00	.00	3,000.00	3,000.00	.0
001-011-51043	DISABILITY & LIFE INSURANCE	166.88	1,958.24	2,000.00	41.76	97.9
001-011-51046	OPEB	6,610.24	76,445.89	84,630.00	8,184.11	90.3
001-011-52000	SETTLEMENTS	.00	6,457.95	6,457.95	.00	100.0
001-011-52008	ADMINISTRATION FEES	2,141.76	23,356.05	26,000.00	2,643.95	89.8
001-011-52009	TRAINING	.00	2,520.45	4,000.00	1,479.55	63.0
001-011-52011	ADVERTISING & PRINTING	.00	359.20	1,000.00	640.80	35.9
001-011-52012	OFFICE SUPPLIES & POSTAGE	1,610.18	19,645.82	21,800.00	2,154.18	90.1
001-011-52013	COMMUNICATIONS	168.00	2,456.84	3,000.00	543.16	81.9
001-011-52014	MEETINGS & TRAVEL	55.97	9,528.03	10,500.00	971.97	90.7
001-011-52015	PROFESSIONAL SERVICES	2,000.00	133,928.77	208,029.05	74,100.28	64.4
001-011-52018	SPECIAL DEPARTMENT SUPPLIES	648.74	6,280.28	8,000.00	1,719.72	78.5
001-011-52019	MISC. DUES & SUBSCRIPTIONS	59.03	1,137.03	2,000.00	862.97	56.9
001-011-52045	IT	327.83	7,287.10	18,000.00	10,712.90	40.5
001-011-52126	SENIOR W/S PROGRAM DISCOUNT	.00	.00	7,000.00	7,000.00	.0
001-011-53020	VEHICLE OPERATION	93.41	660.39	2,000.00	1,339.61	33.0
001-011-55099	CONTINGENCY	426.10	905.89	12,000.00	11,094.11	7.6
001-011-55100	CITY COST PLAN	.00	(169,909.00)	(169,909.00)	.00	(100.0)
	TOTAL ADMINISTRATION	60,826.04	845,942.32	1,029,862.28	183,919.96	82.1

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE</u>						
001-012-51001	FULL TIME SALARIES	11,475.80	129,502.45	140,200.00	10,697.55	92.4
001-012-51004	OVERTIME WAGES	.00	.00	500.00	500.00	.0
001-012-51006	VISION INSURANCE	21.48	264.66	290.00	25.34	91.3
001-012-51007	HEALTH INSURANCE	2,650.95	30,456.06	31,400.00	943.94	97.0
001-012-51008	DENTAL INSURANCE	249.51	2,979.30	3,000.00	20.70	99.3
001-012-51010	WORKER'S COMPENSATION	.00	3,123.72	3,123.72	.00	100.0
001-012-51011	MEDICARE TAX	163.93	1,830.23	2,050.00	219.77	89.3
001-012-51025	RETIREE HEALTH INSURANCE	526.23	5,577.42	5,320.00	(257.42)	104.8
001-012-51027	PERS EE/ER	926.10	10,455.79	11,700.00	1,244.21	89.4
001-012-51029	PERS LS UAL	.00	262.27	262.27	.00	100.0
001-012-51043	DISABILITY & LIFE INSURANCE	66.38	792.72	790.00	(2.72)	100.3
001-012-51046	OPEB	2,478.76	27,972.42	30,940.00	2,967.58	90.4
001-012-52007	BANK FEES	2,715.68	19,321.72	18,746.00	(575.72)	103.1
001-012-52011	ADVERTISING & PRINTING	.00	.00	200.00	200.00	.0
001-012-52012	OFFICE SUPPLIES & POSTAGE	23.51	3,182.63	5,400.00	2,217.37	58.9
001-012-52014	MEETINGS & TRAVEL	.00	755.44	2,000.00	1,244.56	37.8
001-012-52015	PROFESSIONAL SERVICES	.00	45,810.48	82,000.00	36,189.52	55.9
001-012-52018	SPECIAL DEPARTMENT SUPPLIES	.00	1,594.82	3,200.00	1,605.18	49.8
001-012-52019	MISC. DUES & SUBSCRIPTIONS	53.98	328.73	400.00	71.27	82.2
001-012-52045	IT	2,088.55	25,566.42	31,500.00	5,933.58	81.2
001-012-55100	CITY COST PLAN	.00	(58,972.00)	(58,972.00)	.00	(100.0)
	TOTAL FINANCE	23,440.86	250,805.28	314,049.99	63,244.71	79.9
<u>TREASURER</u>						
001-013-51001	FULL TIME SALARIES	138.46	1,488.44	1,900.00	411.56	78.3
001-013-51011	MEDICARE TAX	2.00	21.50	28.00	6.50	76.8
001-013-51017	PARS-ARS	1.80	19.35	25.00	5.65	77.4
001-013-52045	IT	.00	17.28	30.00	12.72	57.6
	TOTAL TREASURER	142.26	1,546.57	1,983.00	436.43	78.0
<u>LEGAL SERVICES</u>						
001-014-52015	PROFESSIONAL SERVICES	12,695.44	130,913.24	170,000.00	39,086.76	77.0
001-014-55040	LITIGATION SERVICES	2,346.35	78,154.10	70,000.00	(8,154.10)	111.7
001-014-55100	CITY COST PLAN	.00	(25,495.00)	(25,495.00)	.00	(100.0)
	TOTAL LEGAL SERVICES	15,041.79	183,572.34	214,505.00	30,932.66	85.6
<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

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BUILDINGS AND GROUNDS</u>						
001-016-51002	PART TIME SALARIES	6,006.00	61,110.50	76,336.00	15,225.50	80.1
001-016-51011	MEDICARE TAX	87.09	886.09	1,110.00	223.91	79.8
001-016-51017	PARS-ARS	78.08	794.45	1,000.00	205.55	79.5
001-016-51029	PERS LS UAL	.00	1,074.84	1,074.84	.00	100.0
001-016-52010	UTILITIES	3,240.62	49,091.34	58,000.00	8,908.66	84.6
001-016-52011	ADVERTISING & PRINTING	.00	.00	250.00	250.00	.0
001-016-52013	COMMUNICATIONS	57.34	4,652.48	6,300.00	1,647.52	73.9
001-016-52015	PROFESSIONAL SERVICES	.00	8,201.14	10,000.00	1,798.86	82.0
001-016-52017	WASTE FEES	175.84	2,601.37	4,060.00	1,458.63	64.1
001-016-52018	SPECIAL DEPARTMENT SUPPLIES	440.46	1,665.93	6,300.00	4,634.07	26.4
001-016-52045	IT	96.60	1,211.20	2,060.00	848.80	58.8
001-016-53020	VEHICLE OPERATION	104.99	2,194.89	4,600.00	2,405.11	47.7
001-016-54023	BUILDING OPERATION	916.35	6,492.29	10,000.00	3,507.71	64.9
001-016-56029	CAPITAL EQUIPMENT REPLACEMENT	.00	48,594.00	50,359.00	1,765.00	96.5
001-016-57000	LEASE PRINCIPAL	628.50	6,896.16	7,476.00	579.84	92.2
TOTAL BUILDINGS AND GROUNDS		11,831.87	195,466.68	238,925.84	43,459.16	81.8
<u>IT</u>						
001-017-52015	PROFESSIONAL SERVICES	.00	69,720.46	70,000.00	279.54	99.6
001-017-55100	CITY COST PLAN	.00	(10,756.00)	(10,756.00)	.00	(100.0)
TOTAL IT		.00	58,964.46	59,244.00	279.54	99.5
<u>ELECTIONS</u>						
001-018-52011	ADVERTISING & PRINTING	.00	70.50	70.50	.00	100.0
001-018-52012	OFFICE SUPPLIES & POSTAGE	.00	54.90	54.90	.00	100.0
001-018-52015	PROFESSIONAL SERVICES	.00	4,902.39	4,902.39	.00	100.0
TOTAL ELECTIONS		.00	5,027.79	5,027.79	.00	100.0
<u>COMMUNITY PROMOTIONS</u>						
001-019-52130	ECONOMIC DEVELOPMENT	.00	55,000.00	135,000.00	80,000.00	40.7
001-019-52131	COMMUNITY SUPPORT	10,001.88	40,001.88	127,766.00	87,764.12	31.3
TOTAL COMMUNITY PROMOTIONS		10,001.88	95,001.88	262,766.00	167,764.12	36.2

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
001-020-51001 FULL TIME SALARIES	143,092.16	1,671,904.40	1,870,000.00	198,095.60	89.4
001-020-51002 PART TIME SALARIES	1,583.20	16,336.00	30,000.00	13,664.00	54.5
001-020-51003 PART TIME RESERVES	88.00	495.00	5,000.00	4,505.00	9.9
001-020-51004 OVERTIME WAGES	.00	190,000.00	190,000.00	.00	100.0
001-020-51005 WATCH COMMAND SALARIES	2,728.25	4,926.22	3,700.00	(1,226.22)	133.1
001-020-51006 VISION INSURANCE	239.68	3,093.52	3,800.00	706.48	81.4
001-020-51007 HEALTH INSURANCE	42,306.39	495,645.65	500,200.00	4,554.35	99.1
001-020-51008 DENTAL INSURANCE	2,680.18	31,350.81	31,000.00	(350.81)	101.1
001-020-51010 WORKER'S COMPENSATION	.00	158,792.96	158,792.96	.00	100.0
001-020-51011 MEDICARE TAX	2,498.15	27,453.99	31,400.00	3,946.01	87.4
001-020-51014 FIELD TRAINING	.00	1,900.00	2,333.00	433.00	81.4
001-020-51015 SHIFT DIFFERENTIAL PAY	2,190.33	24,628.94	26,500.00	1,871.06	92.9
001-020-51017 PARS-ARS	21.73	218.89	650.00	431.11	33.7
001-020-51024 DEFERRED COMPENSATION	426.06	5,034.64	8,000.00	2,965.36	62.9
001-020-51025 RETIREE HEALTH INSURANCE	31,484.24	349,933.68	350,000.00	66.32	100.0
001-020-51027 PERS EE/ER	34,751.30	392,161.43	460,000.00	67,838.57	85.3
001-020-51029 PERS LS UAL	.00	708,127.82	708,127.82	.00	100.0
001-020-51043 DISABILITY & LIFE INSURANCE	911.53	10,844.87	12,000.00	1,155.13	90.4
001-020-51046 OPEB	30,275.19	347,588.39	395,000.00	47,411.61	88.0
001-020-52006 RECRUITMENT	690.00	4,946.64	8,500.00	3,553.36	58.2
001-020-52009 TRAINING	1,245.00	10,718.41	25,000.00	14,281.59	42.9
001-020-52010 UTILITIES	1,030.52	15,137.65	19,000.00	3,862.35	79.7
001-020-52011 OUTREACH	420.00	5,128.90	7,000.00	1,871.10	73.3
001-020-52012 OFFICE SUPPLIES & POSTAGE	650.23	1,677.03	3,100.00	1,422.97	54.1
001-020-52013 COMMUNICATIONS	3,914.40	32,170.60	40,000.00	7,829.40	80.4
001-020-52014 MEETINGS & TRAVEL	1,321.43	16,993.02	25,000.00	8,006.98	68.0
001-020-52015 PROFESSIONAL SERVICES	300.60	11,578.28	18,000.00	6,421.72	64.3
001-020-52017 WASTE FEES	.00	9.00	350.00	341.00	2.6
001-020-52018 SPECIAL DEPARTMENT SUPPLIES	4,752.28	34,910.54	39,383.87	4,473.33	88.6
001-020-52019 MISC. DUES & SUBSCRIPTIONS	164.99	1,349.97	3,800.00	2,450.03	35.5
001-020-52021 FINGERPRINT FEES	.00	8,225.00	13,300.00	5,075.00	61.8
001-020-52024 PROPERTY TAXES	.00	.00	20.00	20.00	.0
001-020-52045 IT	1,072.62	27,056.11	29,000.00	1,943.89	93.3
001-020-53020 VEHICLE OPERATION	1,070.91	35,000.00	35,000.00	.00	100.0
001-020-54023 BUILDING OPERATION	92.88	3,651.95	7,000.00	3,348.05	52.2
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
001-020-55043 LAW ENFORCEMENT GRANT	.00	.00	49,629.00	49,629.00	.0
001-020-56028 CAPITAL EQUIPMENT	.00	184,000.04	187,500.00	3,499.96	98.1
001-020-56030 LOAN PAYMENT	.00	22,991.56	.00	(22,991.56)	.0
001-020-57000 LEASE PRINCIPAL	2,645.98	29,033.18	54,560.00	25,526.82	53.2
001-020-58040 OFFICER WELLNESS GRANT	.00	12,001.00	12,001.00	.00	100.0
 TOTAL POLICE DEPARTMENT	 314,648.23	 4,903,933.92	 5,428,647.65	 524,713.73	 90.3

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
001-021-51001 FULL TIME SALARIES	11,565.87	104,280.32	124,940.00	20,659.68	83.5
001-021-51002 PART TIME SALARIES	92.50	5,547.68	9,700.00	4,152.32	57.2
001-021-51003 STRIKE TEAM PAY	.00	52,908.24	19,996.80	(32,911.44)	264.6
001-021-51004 OVERTIME WAGES	.00	.00	1,000.00	1,000.00	.0
001-021-51006 VISION INSURANCE	29.24	185.33	260.00	74.67	71.3
001-021-51007 HEALTH INSURANCE	3,511.95	25,193.17	43,400.00	18,206.83	58.1
001-021-51008 DENTAL INSURANCE	233.86	1,836.76	2,705.00	868.24	67.9
001-021-51009 CITY FIRE CALLOUTS	190.00	38,030.00	50,000.00	11,970.00	76.1
001-021-51010 WORKER'S COMPENSATION	.00	13,626.29	13,626.29	.00	100.0
001-021-51011 MEDICARE TAX	171.89	2,879.13	3,100.00	220.87	92.9
001-021-51017 PARS-ARS	3.68	903.72	1,400.00	496.28	64.6
001-021-51018 DUTY TIME	200.54	265.79	.00	(265.79)	.0
001-021-51024 DEFERRED COMPENSATION	.00	33.16	1,117.50	1,084.34	3.0
001-021-51025 RETIREE HEALTH INSURANCE	1,132.14	13,136.54	14,000.00	863.46	93.8
001-021-51027 PERS EE/ER	1,476.07	12,599.24	17,520.00	4,920.76	71.9
001-021-51029 PERS LS UAL	.00	5,683.45	5,683.45	.00	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	4,000.00	2,363.23	40.9
001-021-51042 UNEMPLOYMENT INSURANCE	.00	.00	500.00	500.00	.0
001-021-51043 DISABILITY & LIFE INSURANCE	48.47	550.86	755.00	204.14	73.0
001-021-51046 OPEB	2,383.97	21,132.27	27,470.00	6,337.73	76.9
001-021-52006 RECRUITMENT	.00	.00	2,500.00	2,500.00	.0
001-021-52009 TRAINING	461.00	4,558.40	11,500.00	6,941.60	39.6
001-021-52010 UTILITIES	742.52	12,796.44	19,100.00	6,303.56	67.0
001-021-52011 ADVERTISING & PRINTING	27.90	308.48	1,700.00	1,391.52	18.2
001-021-52012 OFFICE SUPPLIES & POSTAGE	67.90	194.70	600.00	405.30	32.5
001-021-52013 COMMUNICATIONS	355.81	7,722.95	12,000.00	4,277.05	64.4
001-021-52014 MEETINGS & TRAVEL	404.63	4,502.94	3,000.00	(1,502.94)	150.1
001-021-52015 PROFESSIONAL SERVICES	1,250.50	28,854.63	37,500.00	8,645.37	77.0
001-021-52017 WASTE FEES	146.69	1,940.01	3,000.00	1,059.99	64.7
001-021-52018 SPECIAL DEPARTMENT SUPPLIES	4,785.57	89,357.42	117,084.00	27,726.58	76.3
001-021-52019 MISC. DUES & SUBSCRIPTIONS	137.50	187.50	3,600.00	3,412.50	5.2
001-021-52024 PROPERTY TAXES	.00	.00	1,000.00	1,000.00	.0
001-021-52045 IT	220.44	5,164.98	8,000.00	2,835.02	64.6
001-021-53020 VEHICLE OPERATION	218.20	17,468.24	33,000.00	15,531.76	52.9
001-021-53022 OFFICE EQUIPMENT OPERATION	35.66	616.70	1,000.00	383.30	61.7
001-021-54023 BUILDING OPERATION	43.11	1,851.48	3,500.00	1,648.52	52.9
001-021-55024 RENTALS	.00	1,623.56	1,200.00	(423.56)	135.3
001-021-55101 REFUNDS	.00	.00	200.00	200.00	.0
001-021-56027 CAPITAL IMPROVEMENT	.00	58,962.83	63,000.00	4,037.17	93.6
001-021-56028 CAPITAL EQUIPMENT	.00	.00	165,000.00	165,000.00	.0
001-021-56029 CAPITAL EQUIPMENT REPLACEMENT	.00	197,846.16	197,846.16	.00	100.0
 TOTAL FIRE DEPARTMENT	 29,937.61	 734,386.14	 1,033,504.20	 299,118.06	 71.1

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>BUILDING</u>					
001-022-51001	FULL TIME SALARIES	3,529.34	40,581.84	45,900.00	5,318.16	88.4
001-022-51006	VISION INSURANCE	4.32	48.62	60.00	11.38	81.0
001-022-51007	HEALTH INSURANCE	226.58	2,395.83	2,680.00	284.17	89.4
001-022-51008	DENTAL INSURANCE	46.77	512.17	560.00	47.83	91.5
001-022-51010	WORKER'S COMPENSATION	.00	924.82	924.82	.00	100.0
001-022-51011	MEDICARE TAX	51.00	584.81	670.00	85.19	87.3
001-022-51022	PARS SYSTEM	250.26	2,876.82	3,260.00	383.18	88.3
001-022-51024	DEFERRED COMPENSATION	70.60	810.54	920.00	109.46	88.1
001-022-51025	RETIREE HEALTH INSURANCE	1,052.46	13,357.09	14,700.00	1,342.91	90.9
001-022-51027	PERS EE/ER	427.58	4,916.06	5,730.00	813.94	85.8
001-022-51043	DISABILITY & LIFE INSURANCE	19.88	215.98	245.00	29.02	88.2
001-022-51046	OPEB	762.34	8,765.71	9,920.00	1,154.29	88.4
001-022-52012	OFFICE SUPPLIES & POSTAGE	.00	144.49	300.00	155.51	48.2
001-022-52013	COMMUNICATIONS	.00	328.91	600.00	271.09	54.8
001-022-52014	MEETINGS & TRAVEL	.00	.00	2,000.00	2,000.00	.0
001-022-52015	PROFESSIONAL SERVICES	5,063.50	76,328.00	123,764.18	47,436.18	61.7
001-022-52018	SPECIAL DEPARTMENT SUPPLIES	6.00	1,030.02	6,500.00	5,469.98	15.9
001-022-52019	MISC. DUES & SUBSCRIPTIONS	4.00	15,455.80	15,751.00	295.20	98.1
001-022-52045	IT	.00	328.47	900.00	571.53	36.5
001-022-53020	VEHICLE OPERATION	.00	.00	500.00	500.00	.0
	TOTAL BUILDING	11,514.63	169,605.98	235,885.00	66,279.02	71.9

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET MAINTENANCE</u>					
001-023-51001 FULL TIME SALARIES	15,188.31	176,494.49	202,000.00	25,505.51	87.4
001-023-51002 PART TIME SALARIES	.00	.00	900.00	900.00	.0
001-023-51004 OVERTIME WAGES	274.57	2,608.59	5,600.00	2,991.41	46.6
001-023-51006 VISION INSURANCE	26.15	319.92	350.00	30.08	91.4
001-023-51007 HEALTH INSURANCE	3,925.73	43,299.62	44,522.00	1,222.38	97.3
001-023-51008 DENTAL INSURANCE	299.84	3,475.36	3,610.00	134.64	96.3
001-023-51010 WORKER'S COMPENSATION	.00	4,309.25	4,309.25	.00	100.0
001-023-51011 MEDICARE TAX	224.28	2,572.63	3,314.00	741.37	77.6
001-023-51017 PARS-ARS	.00	.00	14.00	14.00	.0
001-023-51018 DUTY TIME	254.13	3,019.59	3,500.00	480.41	86.3
001-023-51022 PARS SYSTEM	1,530.74	17,687.76	20,700.00	3,012.24	85.5
001-023-51024 DEFERRED COMPENSATION	237.30	2,765.70	3,350.00	584.30	82.6
001-023-51025 RETIREE HEALTH INSURANCE	3,617.88	40,159.92	41,000.00	840.08	98.0
001-023-51027 PERS EE/ER	2,224.95	25,305.32	28,500.00	3,194.68	88.8
001-023-51029 PERS LS UAL	.00	5,569.94	5,569.94	.00	100.0
001-023-51043 DISABILITY & LIFE INSURANCE	93.84	1,114.77	1,200.00	85.23	92.9
001-023-51046 OPEB	3,280.66	37,874.88	43,650.00	5,775.12	86.8
001-023-52010 UTILITIES	5,421.90	52,812.05	63,700.00	10,887.95	82.9
001-023-52012 OFFICE SUPPLIES & POSTAGE	7.06	163.58	1,200.00	1,036.42	13.6
001-023-52013 COMMUNICATIONS	97.37	1,118.31	1,400.00	281.69	79.9
001-023-52014 MEETINGS & TRAVEL	.00	1,440.49	4,000.00	2,559.51	36.0
001-023-52015 PROFESSIONAL SERVICES	856.66	18,058.25	35,759.00	17,700.75	50.5
001-023-52017 WASTE FEES	207.25	2,418.70	5,000.00	2,581.30	48.4
001-023-52018 SPECIAL DEPARTMENT SUPPLIES	104.19	13,569.27	23,000.00	9,430.73	59.0
001-023-52019 MISC. DUES & SUBSCRIPTIONS	24.68	990.91	1,100.00	109.09	90.1
001-023-52024 PROPERTY TAXES	.00	.00	300.00	300.00	.0
001-023-52045 IT	45.23	3,690.76	5,066.66	1,375.90	72.8
001-023-53020 VEHICLE OPERATION	952.91	16,938.95	35,000.00	18,061.05	48.4
001-023-55024 LEASE PROFIT AND LOSS	.00	65,578.77	65,600.00	21.23	100.0
001-023-56027 CAPITAL IMPROVEMENT	.00	17,688.00	176,050.00	158,362.00	10.1
001-023-56031 CAPITAL IMPROVEMENT PROGRAM	.00	700,000.00	700,000.00	.00	100.0
001-023-56034 LEASE PRINCIPAL	473.93	5,200.19	5,700.00	499.81	91.2
TOTAL STREET MAINTENANCE	39,369.56	1,266,245.97	1,534,964.85	268,718.88	82.5

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS AND RECREATION</u>					
001-031-51001 FULL TIME SALARIES	24,839.96	286,482.08	317,000.00	30,517.92	90.4
001-031-51002 PART TIME SALARIES	16,081.39	153,324.47	185,620.00	32,295.53	82.6
001-031-51004 OVERTIME WAGES	.00	4,671.01	7,000.00	2,328.99	66.7
001-031-51006 VISION INSURANCE	58.30	718.44	775.00	56.56	92.7
001-031-51007 HEALTH INSURANCE	11,192.89	128,592.18	128,700.00	107.82	99.9
001-031-51008 DENTAL INSURANCE	677.24	8,086.68	8,130.00	43.32	99.5
001-031-51010 WORKER'S COMPENSATION	.00	8,510.28	8,510.28	.00	100.0
001-031-51011 MEDICARE TAX	580.48	6,221.31	7,700.00	1,478.69	80.8
001-031-51017 PARS-ARS	209.05	1,994.00	2,700.00	706.00	73.9
001-031-51022 PARS SYSTEM	4,251.45	48,466.42	70,900.00	22,433.58	68.4
001-031-51024 DEFERRED COMPENSATION	386.46	4,533.30	5,240.00	706.70	86.5
001-031-51025 RETIREE HEALTH INSURANCE	4,739.05	52,244.58	51,300.00	(944.58)	101.8
001-031-51027 PERS EE/ER	4,933.15	53,682.58	61,600.00	7,917.42	87.2
001-031-51029 PERS LS UAL	.00	11,589.05	11,589.05	.00	100.0
001-031-51042 UNEMPLOYMENT INSURANCE	.00	388.00	2,000.00	1,612.00	19.4
001-031-51043 DISABILITY & LIFE INSURANCE	181.21	2,133.01	2,230.00	96.99	95.7
001-031-51046 OPEB	5,325.86	61,327.98	68,500.00	7,172.02	89.5
001-031-52009 TRAINING	391.32	741.32	3,000.00	2,258.68	24.7
001-031-52010 UTILITIES	4,066.40	33,416.78	59,600.00	26,183.22	56.1
001-031-52011 ADVERTISING & PRINTING	.00	212.65	500.00	287.35	42.5
001-031-52012 OFFICE SUPPLIES & POSTAGE	.00	55.74	150.00	94.26	37.2
001-031-52013 COMMUNICATIONS	179.41	4,871.55	6,300.00	1,428.45	77.3
001-031-52014 MEETINGS & TRAVEL	.00	1,992.48	2,100.00	107.52	94.9
001-031-52015 PROFESSIONAL SERVICES	1,147.12	28,651.51	30,000.00	1,348.49	95.5
001-031-52017 WASTE FEES	1,765.11	22,497.07	29,500.00	7,002.93	76.3
001-031-52018 SPECIAL DEPARTMENT SUPPLIES	3,660.01	59,383.80	80,000.00	20,616.20	74.2
001-031-52019 MISC. DUES & SUBSCRIPTIONS	36.44	669.64	9,000.00	8,330.36	7.4
001-031-52045 IT	682.84	18,990.50	18,966.67	(23.83)	100.1
001-031-53020 VEHICLE OPERATION	1,043.30	7,252.39	10,000.00	2,747.61	72.5
001-031-53021 SPECIAL EQUIPMENT OPERATION	.00	1,027.07	8,000.00	6,972.93	12.8
001-031-55024 RENTALS	.00	65,365.03	65,365.03	.00	100.0
001-031-55025 CHAMBER OF COMMERCE	.00	.00	1,000.00	1,000.00	.0
001-031-55050 PARK RENOVATION	.00	.00	15,000.00	15,000.00	.0
001-031-55063 DOC/RECYCLING GRANT	.00	.00	5,580.69	5,580.69	.0
001-031-56027 CAPITAL IMPROVEMENT	9,835.00	37,090.00	215,000.00	177,910.00	17.3
001-031-56028 CAPITAL EQUIPMENT	.00	74,156.69	87,938.40	13,781.71	84.3
001-031-57000 LEASE PRINCIPAL	628.50	6,896.16	7,500.00	603.84	92.0
001-031-58030 URBAN GREENING GRANT	1,574.45	94,886.26	136,020.80	41,134.54	69.8
001-031-58031 HSEF GRANT	.00	12,216.02	12,216.02	.00	100.0
TOTAL PARKS AND RECREATION	98,466.39	1,303,338.03	1,742,231.94	438,893.91	74.8

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
001-034-51001 FULL TIME SALARIES	8,222.66	89,723.55	98,000.00	8,276.45	91.6
001-034-51002 PART TIME SALARIES	.00	350.00	8,000.00	7,650.00	4.4
001-034-51004 OVERTIME WAGES	.00	2,384.45	4,500.00	2,115.55	53.0
001-034-51006 VISION INSURANCE	10.11	124.16	136.00	11.84	91.3
001-034-51007 HEALTH INSURANCE	2,345.07	26,869.37	27,500.00	630.63	97.7
001-034-51008 DENTAL INSURANCE	109.07	1,298.56	1,350.00	51.44	96.2
001-034-51010 WORKER'S COMPENSATION	.00	2,238.25	2,238.25	.00	100.0
001-034-51011 MEDICARE TAX	113.77	1,272.91	1,670.00	397.09	76.2
001-034-51017 PARS-ARS	.00	4.55	105.00	100.45	4.3
001-034-51022 PARS SYSTEM	87.60	1,006.98	1,150.00	143.02	87.6
001-034-51024 DEFERRED COMPENSATION	8.34	95.75	1,245.00	1,149.25	7.7
001-034-51025 RETIREE HEALTH INSURANCE	1,052.46	13,357.24	14,600.00	1,242.76	91.5
001-034-51027 PERS EE/ER	713.54	7,793.73	8,420.00	626.27	92.6
001-034-51029 PERS LS UAL	.00	1,079.03	1,079.03	.00	100.0
001-034-51043 DISABILITY & LIFE INSURANCE	56.14	659.83	790.00	130.17	83.5
001-034-51046 OPEB	1,776.10	19,315.51	20,980.00	1,664.49	92.1
001-034-52012 OFFICE SUPPLIES & POSTAGE	49.80	711.29	5,000.00	4,288.71	14.2
001-034-52013 COMMUNICATIONS	.00	328.91	500.00	171.09	65.8
001-034-52014 MEETINGS & TRAVEL	.00	3,812.34	5,500.00	1,687.66	69.3
001-034-52015 PROFESSIONAL SERVICES	264.30	18,672.86	77,000.00	58,327.14	24.3
001-034-52018 SPECIAL DEPARTMENT SUPPLIES	1,092.53	1,935.63	2,000.00	64.37	96.8
001-034-52019 MISC. DUES & SUBSCRIPTIONS	20.00	121.80	1,000.00	878.20	12.2
001-034-52045 IT	16.28	3,586.95	5,600.00	2,013.05	64.1
001-034-53025 LAFCO	.00	15,000.00	15,000.00	.00	100.0
001-034-59999 TRANSFERS OUT	.00	54,089.00	54,089.00	.00	100.0
TOTAL PLANNING	15,937.77	265,832.65	357,452.28	91,619.63	74.4
<u>AFTER SCHOOL PROGRAM</u>					
001-035-51002 PART TIME SALARIES	3,712.35	53,341.67	68,100.00	14,758.33	78.3
001-035-51011 MEDICARE TAX	53.84	773.59	990.00	216.41	78.1
001-035-51017 PARS-ARS	48.24	693.45	890.00	196.55	77.9
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	.00	9,012.10	11,000.00	1,987.90	81.9
001-035-52045 IT	102.60	865.58	1,110.00	244.42	78.0
TOTAL AFTER SCHOOL PROGRAM	3,917.03	64,686.39	84,840.00	20,153.61	76.3

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>POOL</u>					
001-037-51002	PART TIME SALARIES	14,982.00	95,269.75	164,000.00	68,730.25	58.1
001-037-51011	MEDICARE TAX	217.25	1,381.43	2,378.00	996.57	58.1
001-037-51017	PARS-ARS	194.79	1,238.56	2,132.00	893.44	58.1
001-037-52009	TRAINING	278.26	809.29	4,000.00	3,190.71	20.2
001-037-52010	UTILITIES	733.92	10,424.36	20,300.00	9,875.64	51.4
001-037-52013	COMMUNICATIONS	.00	589.72	1,000.00	410.28	59.0
001-037-52014	MEETINGS & TRAVEL	.00	1,539.80	2,000.00	460.20	77.0
001-037-52015	PROFESSIONAL SERVICES	902.65	8,232.53	8,500.00	267.47	96.9
001-037-52018	SPECIAL DEPARTMENT SUPPLIES	3,743.59	52,999.21	55,264.00	2,264.79	95.9
001-037-52045	IT	491.10	5,176.74	5,000.00	(176.74)	103.5
001-037-52047	CONCESSIONS	408.57	1,958.53	3,580.00	1,621.47	54.7
001-037-53021	SPECIAL EQUIPMENT OPERATION	295.43	4,827.75	5,000.00	172.25	96.6
001-037-56027	CAPITAL IMPROVEMENT	23,971.05	303,956.94	305,036.00	1,079.06	99.7
001-037-56028	CAPITAL EQUIPMENT	.00	6,499.00	6,550.00	51.00	99.2
001-037-56029	CAPITAL EQUIPMENT REPLACEMENT	.00	6,355.00	6,900.00	545.00	92.1
	TOTAL POOL	46,218.61	501,258.61	591,640.00	90,381.39	84.7
	<u>SUMMER CAMP</u>					
001-038-51002	PART TIME SALARIES	217.75	23,885.07	39,300.00	15,414.93	60.8
001-038-51011	MEDICARE TAX	3.16	346.31	570.00	223.69	60.8
001-038-51017	PARS-ARS	2.83	310.50	515.00	204.50	60.3
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	5,000.00	7,500.00	11,000.00	3,500.00	68.2
001-038-52018	SPECIAL DEPARTMENT SUPPLIES	.00	5,751.85	7,200.00	1,448.15	79.9
001-038-52045	IT	.00	21.02	150.00	128.98	14.0
	TOTAL SUMMER CAMP	5,223.74	37,814.75	59,685.00	21,870.25	63.4
	TOTAL FUND EXPENDITURES	701,028.34	11,385,893.04	13,723,686.70	2,337,793.66	83.0
	NET REVENUE OVER EXPENDITURES	380,535.23	(1,621,876.82)	(1,857,221.55)	(235,344.73)	(87.3)

CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	REVENUE					
002-000-33010	INTEREST ON BANK DEPOSITS	10,734.48	134,661.45	140,000.00	5,338.55	96.2
002-000-39016	CONNECTION FEE	.00	4,000.00	.00	(4,000.00)	.0
002-000-39017	SEWER MISCELLANEOUS	.00	2,991.22	6,000.00	3,008.78	49.9
002-000-39020	SEWER SERVICE COLLECTION	119,826.47	1,289,595.76	1,330,000.00	40,404.24	97.0
002-000-39023	SEWER SERVICE PENALTIES	536.13	1,532.32	1,000.00	(532.32)	153.2
002-000-39075	INTERGOVERNMENTAL REVENUE	.00	10,631.36	.00	(10,631.36)	.0
002-000-39812	GAIN ON SALE	.00	2,748.66	.00	(2,748.66)	.0
	TOTAL REVENUE	131,097.08	1,446,160.77	1,477,000.00	30,839.23	97.9
	TOTAL FUND REVENUE	131,097.08	1,446,160.77	1,477,000.00	30,839.23	97.9

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER</u>					
002-051-51001 FULL TIME SALARIES	19,825.22	229,972.70	253,000.00	23,027.30	90.9
002-051-51002 PART TIME SALARIES	.00	.00	1,400.00	1,400.00	.0
002-051-51004 OVERTIME WAGES	600.34	5,298.91	8,350.00	3,051.09	63.5
002-051-51006 VISION INSURANCE	35.72	430.53	475.00	44.47	90.6
002-051-51007 HEALTH INSURANCE	6,247.14	68,113.16	73,472.00	5,358.84	92.7
002-051-51008 DENTAL INSURANCE	407.38	4,758.12	4,880.00	121.88	97.5
002-051-51010 WORKER'S COMPENSATION	.00	6,060.50	6,060.50	.00	100.0
002-051-51011 MEDICARE TAX	296.14	3,371.27	4,114.00	742.73	82.0
002-051-51017 PARS-ARS	.00	.00	21.00	21.00	.0
002-051-51018 DUTY TIME	395.34	4,694.29	6,000.00	1,305.71	78.2
002-051-51022 PARS SYSTEM	2,496.53	28,775.35	32,221.38	3,446.03	89.3
002-051-51024 DEFERRED COMPENSATION	293.10	3,412.45	3,966.32	553.87	86.0
002-051-51025 RETIREE HEALTH INSURANCE	3,617.88	40,159.92	42,800.00	2,640.08	93.8
002-051-51027 PERS EE/ER	3,192.08	36,067.78	39,457.95	3,390.17	91.4
002-051-51029 PERS LS UAL	.00	145,944.34	145,944.34	.00	100.0
002-051-51043 DISABILITY & LIFE INSURANCE	131.09	1,554.20	1,590.00	35.80	97.8
002-051-51046 OPEB	4,282.28	49,288.69	54,246.28	4,957.59	90.9
002-051-52006 RECRUITMENT	.00	.00	3,000.00	3,000.00	.0
002-051-52010 UTILITIES	2,025.05	19,892.43	23,250.00	3,357.57	85.6
002-051-52012 OFFICE SUPPLIES & POSTAGE	166.10	6,406.65	7,300.00	893.35	87.8
002-051-52013 COMMUNICATIONS	137.38	1,816.56	2,200.00	383.44	82.6
002-051-52014 MEETINGS & TRAVEL	832.50	3,210.98	5,000.00	1,789.02	64.2
002-051-52015 PROFESSIONAL SERVICES	6,677.95	61,471.38	114,759.00	53,287.62	53.6
002-051-52017 WASTE FEES	404.43	4,559.94	5,310.00	750.06	85.9
002-051-52018 SPECIAL DEPARTMENT SUPPLIES	799.71	48,987.08	50,000.00	1,012.92	98.0
002-051-52019 MISC. DUES & SUBSCRIPTIONS	26.68	2,048.17	2,600.00	551.83	78.8
002-051-52024 PROPERTY TAXES	.00	.00	640.00	640.00	.0
002-051-52045 IT	45.23	759.01	2,700.00	1,940.99	28.1
002-051-53020 VEHICLE OPERATION	815.62	10,790.43	26,000.00	15,209.57	41.5
002-051-55023 SMALL CLAIMS	.00	.00	100.00	100.00	.0
002-051-55024 RENTALS	.00	247.20	2,000.00	1,752.80	12.4
002-051-55100 CITY COST PLAN	.00	194,357.00	194,357.00	.00	100.0
002-051-55101 REFUNDS	.00	1,236.15	2,000.00	763.85	61.8
002-051-55102 BAWA	.00	152,880.00	152,880.00	.00	100.0
002-051-56025 DEPRECIATION	.00	.00	150,908.00	150,908.00	.0
002-051-56027 CAPITAL IMPROVEMENT	.00	177,465.65	222,242.37	44,776.72	79.9
002-051-56028 CAPITAL EQUIPMENT	.00	275,001.37	275,257.33	255.96	99.9
002-051-57000 LEASE PRINCIPAL	473.93	5,200.18	6,284.00	1,083.82	82.8
002-051-59999 TRANSFERS OUT	.00	1,792.96	1,792.96	.00	100.0
TOTAL SEWER	54,224.82	1,596,025.35	1,928,579.43	332,554.08	82.8
TOTAL FUND EXPENDITURES	54,224.82	1,596,025.35	1,928,579.43	332,554.08	82.8
NET REVENUE OVER EXPENDITURES	76,872.26	(149,864.58)	(451,579.43)	(301,714.85)	(33.2)

CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	REVENUE					
004-000-33010	INTEREST ON BANK DEPOSITS	10,259.13	126,819.14	128,000.00	1,180.86	99.1
004-000-39012	WATER SERVICE COLLECTION	94,745.51	1,019,634.76	1,090,000.00	70,365.24	93.5
004-000-39013	WATER SERVICE PENALTIES	421.31	1,208.30	800.00	(408.30)	151.0
004-000-39016	WATER CONNECTION FEE	.00	4,000.00	.00	(4,000.00)	.0
004-000-39017	WATER MISCELLANEOUS	.00	19,194.22	20,000.00	805.78	96.0
004-000-39812	GAIN ON SALE	.00	1,796.66	.00	(1,796.66)	.0
	TOTAL REVENUE	105,425.95	1,172,653.08	1,238,800.00	66,146.92	94.7
	TOTAL FUND REVENUE	105,425.95	1,172,653.08	1,238,800.00	66,146.92	94.7

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER</u>					
004-050-51001 FULL TIME SALARIES	16,326.84	190,907.06	212,000.00	21,092.94	90.1
004-050-51002 PART TIME SALARIES	.00	.00	1,500.00	1,500.00	.0
004-050-51004 OVERTIME WAGES	806.12	4,908.90	8,840.00	3,931.10	55.5
004-050-51006 VISION INSURANCE	30.91	373.00	400.00	27.00	93.3
004-050-51007 HEALTH INSURANCE	5,599.51	61,875.00	63,072.00	1,197.00	98.1
004-050-51008 DENTAL INSURANCE	352.33	4,126.62	4,100.00	(26.62)	100.7
004-050-51010 WORKER'S COMPENSATION	.00	5,086.50	5,086.50	.00	100.0
004-050-51011 MEDICARE TAX	248.19	2,803.99	3,464.00	660.01	81.0
004-050-51017 PARS-ARS	.00	.00	22.00	22.00	.0
004-050-51018 DUTY TIME	338.85	4,065.11	6,350.00	2,284.89	64.0
004-050-51022 PARS SYSTEM	2,157.79	25,109.19	27,896.89	2,787.70	90.0
004-050-51024 DEFERRED COMPENSATION	237.88	2,787.68	3,232.56	444.88	86.2
004-050-51025 RETIREE HEALTH INSURANCE	4,823.84	53,546.58	54,000.00	453.42	99.2
004-050-51027 PERS EE/ER	2,802.47	31,470.18	33,228.24	1,758.06	94.7
004-050-51029 PERS LS UAL	.00	113,025.46	113,025.46	.00	100.0
004-050-51043 DISABILITY & LIFE INSURANCE	113.44	1,357.26	1,400.00	42.74	97.0
004-050-51046 OPEB	3,526.59	40,905.51	44,639.67	3,734.16	91.6
004-050-52006 RECRUITMENT	.00	.00	4,000.00	4,000.00	.0
004-050-52010 UTILITIES	4,322.36	41,832.81	68,000.00	26,167.19	61.5
004-050-52012 OFFICE SUPPLIES & POSTAGE	9.41	4,332.81	6,800.00	2,467.19	63.7
004-050-52013 COMMUNICATIONS	176.02	2,175.48	3,180.00	1,004.52	68.4
004-050-52014 MEETINGS & TRAVEL	832.50	3,980.98	5,000.00	1,019.02	79.6
004-050-52015 PROFESSIONAL SERVICES	856.67	48,122.72	113,759.00	65,636.28	42.3
004-050-52017 WASTE FEES	70.34	848.22	1,590.00	741.78	53.4
004-050-52018 SPECIAL DEPARTMENT SUPPLIES	592.50	27,579.51	47,000.00	19,420.49	58.7
004-050-52019 MISC. DUES & SUBSCRIPTION	323.01	2,509.39	2,400.00	(109.39)	104.6
004-050-52020 WATER CONSERVATION PROGRAM	.00	450.00	1,300.00	850.00	34.6
004-050-52024 PROPERTY TAXES	.00	.00	100.00	100.00	.0
004-050-52045 IT	60.30	988.68	2,700.00	1,711.32	36.6
004-050-53020 VEHICLE OPERATION	869.91	8,495.23	26,000.00	17,504.77	32.7
004-050-55023 SMALL CLAIMS	.00	.00	200.00	200.00	.0
004-050-55024 RENTALS	.00	247.20	4,300.00	4,052.80	5.8
004-050-55100 CITY COST PLAN	.00	145,579.00	145,579.00	.00	100.0
004-050-55101 REFUNDS	.00	7,445.27	10,000.00	2,554.73	74.5
004-050-56025 DEPRECIATION	.00	.00	178,600.00	178,600.00	.0
004-050-56027 CAPITAL IMPROVEMENT	962.50	206,477.68	287,000.00	80,522.32	71.9
004-050-57000 LEASE PRINCIPAL	631.91	6,933.59	8,390.00	1,456.41	82.6
TOTAL WATER	47,072.19	1,050,346.61	1,498,155.32	447,808.71	70.1
TOTAL FUND EXPENDITURES	47,072.19	1,050,346.61	1,498,155.32	447,808.71	70.1
NET REVENUE OVER EXPENDITURES	58,353.76	122,306.47	(259,355.32)	(381,661.79)	47.2

CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

SUNRISE MHP

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>REVENUE</u>					
012-000-33010	INTEREST ON BANK DEPOSITS	1,700.18	18,706.57	16,000.00	(2,706.57)	116.9
012-000-39735	UTILITIES CLEARING ACCOUNT	2,720.00	31,960.00	38,400.00	6,440.00	83.2
012-000-39750	RENTS - ASSISTED UNITS	558.00	6,267.00	6,600.00	333.00	95.0
012-000-39760	RENTS - UNASSISTED UNITS	8,980.00	96,021.00	100,000.00	3,979.00	96.0
	TOTAL REVENUE	<u>13,958.18</u>	<u>152,954.57</u>	<u>161,000.00</u>	<u>8,045.43</u>	<u>95.0</u>
	TOTAL FUND REVENUE	<u>13,958.18</u>	<u>152,954.57</u>	<u>161,000.00</u>	<u>8,045.43</u>	<u>95.0</u>

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

SUNRISE MHP

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SUNRISE MHP</u>					
012-095-51001	FULL TIME SALARIES	1,152.25	12,860.42	14,200.00	1,339.58	90.6
012-095-51002	PART TIME SALARIES	630.00	4,154.00	12,250.00	8,096.00	33.9
012-095-51006	VISION INSURANCE	3.06	37.80	45.00	7.20	84.0
012-095-51007	HEALTH INSURANCE	589.11	6,768.06	7,000.00	231.94	96.7
012-095-51008	DENTAL INSURANCE	35.64	425.64	430.00	4.36	99.0
012-095-51010	WORKER'S COMPENSATION	.00	452.57	452.57	.00	100.0
012-095-51011	MEDICARE TAX	24.96	233.29	480.00	246.71	48.6
012-095-51017	PARS-ARS	8.19	54.00	260.00	206.00	20.8
012-095-51022	PARS SYSTEM	134.76	1,421.14	1,550.00	128.86	91.7
012-095-51024	DEFERRED COMPENSATION	11.30	132.44	150.00	17.56	88.3
012-095-51027	PERS EE/ER	240.37	2,287.28	2,500.00	212.72	91.5
012-095-51029	PERS LS UAL	.00	8,096.74	8,096.74	.00	100.0
012-095-51043	DISABILITY & LIFE INSURANCE	8.54	99.86	105.00	5.14	95.1
012-095-51046	OPEB	244.48	2,736.91	2,900.00	163.09	94.4
012-095-52010	UTILITIES	1,181.16	40,259.76	43,600.00	3,340.24	92.3
012-095-52012	OFFICE SUPPLIES & POSTAGE	.00	.00	100.00	100.00	.0
012-095-52015	PROFESSIONAL SERVICES	108.00	1,137.61	2,000.00	862.39	56.9
012-095-52017	WASTE FEES	546.64	5,927.48	6,500.00	572.52	91.2
012-095-52018	SPECIAL DEPARTMENT SUPPLIES	91.00	1,215.48	5,000.00	3,784.52	24.3
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
012-095-56027	CAPITAL IMPROVEMENT	.00	.00	6,000.00	6,000.00	.0
	TOTAL SUNRISE MHP	5,009.46	108,909.85	134,713.31	25,803.46	80.9
	TOTAL FUND EXPENDITURES	5,009.46	108,909.85	134,713.31	25,803.46	80.9
	NET REVENUE OVER EXPENDITURES	8,948.72	44,044.72	26,286.69	(17,758.03)	167.6

CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GAS TAX

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
REVENUE						
003-000-39100	SECTION 2105	1,378.63	19,755.26	23,000.00	3,244.74	85.9
003-000-39110	SECTION 2107-5	.00	1,000.00	1,000.00	.00	100.0
003-000-39120	SECTION 2107	1,899.64	25,909.08	32,000.00	6,090.92	81.0
003-000-39130	SECTION 2106	1,275.70	17,034.36	19,500.00	2,465.64	87.4
003-000-39135	MISC/PROP 42	954.95	30,134.52	37,000.00	6,865.48	81.4
003-000-39139	SB 1	8,180.21	87,005.02	99,094.00	12,088.98	87.8
TOTAL REVENUE		13,689.13	180,838.24	211,594.00	30,755.76	85.5
TOTAL FUND REVENUE		13,689.13	180,838.24	211,594.00	30,755.76	85.5

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

GAS TAX

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>GAS TAX</u>					
003-030-51001	FULL TIME SALARIES	5,377.19	61,925.51	67,540.03	5,614.52	91.7
003-030-51004	OVERTIME WAGES	86.11	559.26	1,100.00	540.74	50.8
003-030-51006	VISION INSURANCE	10.40	124.51	150.00	25.49	83.0
003-030-51007	HEALTH INSURANCE	2,047.89	22,655.20	25,090.00	2,434.80	90.3
003-030-51008	DENTAL INSURANCE	119.93	1,391.70	1,490.00	98.30	93.4
003-030-51010	WORKER'S COMPENSATION	.00	1,721.73	1,721.73	.00	100.0
003-030-51011	MEDICARE TAX	79.36	894.45	1,080.00	185.55	82.8
003-030-51018	DUTY TIME	141.19	1,674.49	2,000.00	325.51	83.7
003-030-51022	PARS SYSTEM	753.08	8,642.30	9,716.21	1,073.91	89.0
003-030-51024	DEFERRED COMPENSATION	70.62	810.52	979.40	168.88	82.8
003-030-51027	PERS EE/ER	905.49	10,172.93	11,159.27	986.34	91.2
003-030-51029	PERS LS UAL	.00	2,424.04	2,424.04	.00	100.0
003-030-51043	DISABILITY & LIFE INSURANCE	36.02	424.88	450.00	25.12	94.4
003-030-51046	OPEB	1,161.47	13,238.09	14,601.53	1,363.44	90.7
003-030-52018	SPECIAL DEPARTMENT SUPPLIES	.00	1,938.74	26,000.00	24,061.26	7.5
003-030-56027	CAPITAL IMPROVEMENT	.00	32,058.75	225,000.00	192,941.25	14.3
	TOTAL GAS TAX	10,788.75	160,657.10	390,502.21	229,845.11	41.1
	TOTAL FUND EXPENDITURES	10,788.75	160,657.10	390,502.21	229,845.11	41.1
	NET REVENUE OVER EXPENDITURES	2,900.38	20,181.14	(178,908.21)	(199,089.35)	11.3

CITY OF BISHOP
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

C.O.P.S.

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>REVENUE</u>					
033-000-33010	INTEREST ON BANK DEPOSITS	1,049.76	13,778.59	11,000.00	(2,778.59)	125.3
033-000-39967	COPS/AB 1913	.00	128,512.51	100,000.00	(28,512.51)	128.5
	TOTAL REVENUE	1,049.76	142,291.10	111,000.00	(31,291.10)	128.2
	TOTAL FUND REVENUE	1,049.76	142,291.10	111,000.00	(31,291.10)	128.2

CITY OF BISHOP
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2025

C.O.P.S.

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>C.O.P.S.</u>					
033-033-51004	OVERTIME WAGES	25,214.07	38,676.21	60,000.00	21,323.79	64.5
033-033-52018	SPECIAL DEPARTMENT SUPPLIES	.00	37,314.28	44,640.00	7,325.72	83.6
033-033-52019	MISC. DUES & SUBSCRIPTIONS	660.00	5,435.00	6,300.00	865.00	86.3
033-033-52045	IT	.00	.00	7,800.00	7,800.00	.0
033-033-53020	VEHICLE OPERATION	3,628.92	3,628.92	10,000.00	6,371.08	36.3
033-033-56029	CAPITAL EQUIPMENT REPLACEMENT	.00	15,287.14	21,360.00	6,072.86	71.6
033-033-57000	LEASE PRINCIPAL	5,008.26	78,817.43	85,722.48	6,905.05	91.9
	TOTAL C.O.P.S.	34,511.25	179,158.98	235,822.48	56,663.50	76.0
	TOTAL FUND EXPENDITURES	34,511.25	179,158.98	235,822.48	56,663.50	76.0
	NET REVENUE OVER EXPENDITURES	(33,461.49)	(36,867.88)	(124,822.48)	(87,954.60)	(29.5)



Agenda Item: 16.B
Date of Meeting: June 23, 2025
Department: Finance

STAFF REPORT

To: City Council
From: Ethan Aukee
Subject: **May 2025 Financial Reports**
Prepared On: June 16, 2025
Attachments: May 2025 Bank Reconciliation Report
May 2025 Combined Cash Report
May 2025 Investment Portfolio Report
May 2025 Warrant Register Report

Recommended Action:

City Council to review and accept the May 2025 Financial Reports.

Approved By: Ethan Aukee 6/16/2025

Approved By:

Approved By:

Approved By:

MAY 2025

BANK RECONCILIATION

REPORT



Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

Eastern Sierra Checking (Eastern Sierra Checking) (1)

May 31, 2025

Account: 99900010110

Bank Account Number: 006107370

Bank Statement Balance:	1,829,078.31	Book Balance Previous Month:	1,772,309.11
Outstanding Deposits:	18,405.51	Total Receipts:	1,264,947.50
Outstanding Checks:	158,281.36	Total Disbursements:	1,197,416.75
Bank Adjustments:	150,637.40	Book Adjustments:	.00
Bank Balance:	1,839,839.86	Book Balance:	1,839,839.86
		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	1239	387.00
1240	105.00-	1250	15,054.80	1251	819.39	1252	2.25
1253	290.50	1256	2,400.00				
Grand Totals:							18,405.51

Deposits cleared: 81 items Deposits Outstanding: 18 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1092	19.83	1639	38.00	1644	38.00	2443	165.48
3849	74.99	4696	1,623.97	4738	250.29	4877	6,920.00
5119	457.64	5546	119.89	6366	313.36	6412	100.00
6693	48.03	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	12129	2,898.00
12474	36.94	12488	31.17	12493	36.94	12500	129.29
12502	166.23	12613	120.00	12637	56.00	13010	132.06
13045	2,356.87	13051	489.58	13082	2,609.15	13118	46.17
13137	1,680.00	13139	55.50	13141	589.52	13158	383.25
13159	120.05	13168	41.56	13212	532.33	13215	25.00
13247	30.35	13255	12.46	13260	303.09	13261	393.83
13262	43.86	13272	103.89	13280	73.88	13287	950.00
13295	641.63	13314	569.32	13316	1,560.00	13318	59.20
13319	6,205.40	13320	551.52	13321	1,950.49	13323	561.83
13330	91.75	13332	732.55	13334	7,500.00	13339	56,850.00
13342	87.71	13343	527.00	13346	76.11	13350	380.42
13352	81.26	13353	374.02	13354	63.94	13355	57.83
13357	2,018.68	13358	2,555.80	13359	680.46	13360	169.70
13361	680.46	13362	387.87	13363	369.40	13364	240.11
13365	298.41	13366	210.55	13367	187.00	13368	331.97
13369	966.42	13370	952.42	13371	387.87	13372	3,892.84

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
13373	147.76	13374	141.29	13375	78.96	13376	141.29
13377	208.48	13378	424.94	13379	145.91	13380	265.03
13381	238.50	13382	132.98	13383	126.06	13384	480.22
13385	203.17	13386	73.88	13388	182.85	13389	300.24
13390	191.17	13391	112.21	13392	124.67	13393	41.56
13394	116.36	13395	116.36	13396	41.56	13397	41.56
13400	9,025.00	13401	124.62	13402	360.00	13403	259.96
13404	1,959.98	13405	2,501.88	13406	116.62	13407	40.00
13408	139.00	13409	45.00	13410	475.78	13411	255.00
13412	23.27	13413	2,003.58	13414	179.94	13415	700.00
13416	168.87	13417	117.58	13418	2,940.06	13419	21.57
13420	6,517.50	75403	8.00	111942	371.55		
Grand Totals:							<u>158,281.36</u>

Checks cleared: 234 items Checks Outstanding: 143 items

Bank Adjustments Section

Description	Amount	Description	Amount
Recording 4/30/25 Deposit in Transit for C	150,637.40		
Grand Totals:			<u>150,637.40</u>

Book Adjustments Section

MAY 2025

COMBINED CASH REPORT



CITY OF BISHOP
COMBINED CASH
MAY 31, 2025

COMBINED CASH ACCOUNTS

999-000-10110	CASH IN BANK	1,684,581.98
999-000-10111	LAIF INVESTMENT	895,033.48
999-000-10112	CASH EASTERN SIERRA BANK	.00
999-000-10113	CASH IN COUNTY TREASURY	.00
999-000-10115	CASH IN BANK XPRESS BILLPAY	31,171.82
999-000-10116	CALIFORNIA CLASS INVESTMENT	20,258,791.08
999-000-10175	CASH CLEARING UTILITIES	15,173.87
999-000-10176	BUSINESS CASH CLEARING	.00
999-000-10177	DEPOSITS IN TRANSIT	150,637.40
TOTAL COMBINED CASH		23,035,389.63
999-000-10100	CASH ALLOCATED TO FUNDS	(23,035,389.63)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO GENERAL FUND	11,586,281.83
2	ALLOCATION TO SEWER FUND	2,771,121.77
3	ALLOCATION TO GAS TAX	466,461.10
4	ALLOCATION TO WATER FUND	2,648,409.72
5	ALLOCATION TO RFPD	778,854.28
6	ALLOCATION TO IMBC FIDUCIARY	.00
7	ALLOCATION TO LOCAL TRANSPORTATION FUND	89,758.82
8	ALLOCATION TO BOND AND TRUST FUND	27,189.44
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	438,903.41
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	1,400,352.34
21	ALLOCATION TO CANINE DONATION	8,012.54
22	ALLOCATION TO HEAVY EQUIPMENT REPLACEMENT	57,225.70
23	ALLOCATION TO PROPERTY/HOUSING DEVELOPMENT	88,155.72
24	ALLOCATION TO BAWA	108,585.78
25	ALLOCATION TO WAYFINDING & SIGNAGE PROJECT	.00
26	ALLOCATION TO PLHA FUND	212,479.35
29	ALLOCATION TO FUND 029	.00
33	ALLOCATION TO C.O.P.S.	270,998.30
37	ALLOCATION TO HOME FUNDS/WILLOW ST	117,850.76
54	ALLOCATION TO STIP E. LINE ST. BRIDGE REPL.	185,353.62
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

CITY OF BISHOP
COMBINED CASH
MAY 31, 2025

72 ALLOCATION TO VALLEY APTS/13 CDBG 8972	18,121.48
TOTAL ALLOCATIONS TO OTHER FUNDS	23,035,389.63
ALLOCATION FROM COMBINED CASH FUND - 999-000-10100	(23,035,389.63)
ZERO PROOF IF ALLOCATIONS BALANCE	.00

MAY 2025

INVESTMENT PORTFOLIO

REPORT



INVESTMENT ACCOUNTS

LAIF

STATEMENT PERIOD: MAY 2025

ENDING BALANCE: \$895,033.48

AVERAGE MONTHLY YIELD: 4.272%

CALIFORNIA CLASS

STATEMENT PERIOD: MAY 2025

ENDING BALANCE: \$20,258,791.08

AVERAGE MONTHLY YIELD: 4.352%

COMBINED CITY OF BISHOP INVESTMENTS

STATEMENT PERIOD: MAY 2025

ENDING BALANCE: \$21,153,824.56

AVERAGE MONTHLY YIELD: 4.349%

California State Treasurer
Fiona Ma, CPA



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

June 16, 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

May 2025 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	895,033.48
Total Withdrawal:	0.00	Ending Balance:	895,033.48



PMIA/LAIF Performance Report as of 06/11/25



Quarterly Performance Quarter Ended 3/31/25

LAIF Apportionment Rate ⁽²⁾ :	4.48
LAIF Earnings Ratio ⁽²⁾ :	0.00012266258268207
LAIF Administrative Cost ^{(1)*} :	0.26
LAIF Fair Value Factor ⁽¹⁾ :	1.000849191
PMIA Daily ⁽¹⁾ :	4.30
PMIA Quarter to Date ⁽¹⁾ :	4.34
PMIA Average Life ⁽¹⁾ :	244

PMIA Average Monthly Effective Yields⁽¹⁾

May	4.272
April	4.281
March	4.313
February	4.333
January	4.366
December	4.434

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 5/31/25 \$166.7 billion

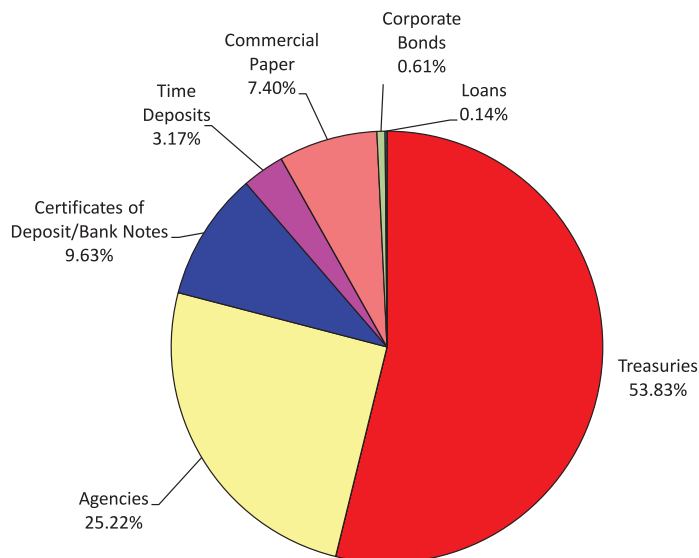


Chart does not include \$1,087,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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
06/11/25	4.27	4.28	233
06/10/25	4.27	4.28	235
06/09/25	4.27	4.28	230
06/08/25	4.27	4.28	232
06/07/25	4.27	4.28	232
06/06/25	4.27	4.28	232
06/05/25	4.27	4.28	232
06/04/25	4.27	4.28	233
06/03/25	4.27	4.28	234
06/02/25	4.27	4.28	235
06/01/25	4.28	4.28	236
05/31/25	4.28	4.28	236
05/30/25	4.28	4.28	236
05/29/25	4.28	4.28	232
05/28/25	4.28	4.28	234
05/27/25	4.28	4.28	233
05/26/25	4.28	4.28	231
05/25/25	4.28	4.28	232
05/24/25	4.28	4.28	233
05/23/25	4.28	4.28	234
05/22/25	4.28	4.28	236
05/21/25	4.28	4.28	235
05/20/25	4.28	4.28	237
05/19/25	4.28	4.28	239
05/18/25	4.28	4.28	242
05/17/25	4.28	4.28	242
05/16/25	4.28	4.28	242
05/15/25	4.28	4.28	244
05/14/25	4.26	4.28	238
05/13/25	4.26	4.28	239
05/12/25	4.26	4.28	237
05/11/25	4.27	4.28	237
05/10/25	4.27	4.28	238
05/09/25	4.27	4.28	239
05/08/25	4.26	4.28	241
05/07/25	4.27	4.28	240



CALIFORNIA STATE TREASURER
FIONA MA, CPA



PMIA Daily Effective Yield

Date	Daily	Quarter to Date	Average Maturity
05/06/25	4.27	4.28	240
05/05/25	4.26	4.28	241
05/04/25	4.27	4.28	242
05/03/25	4.27	4.28	242
05/02/25	4.27	4.28	242
05/01/25	4.27	4.28	241



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City of Bishop
377 W Line Street
Bishop, CA 93514

California CLASS

California CLASS

Average Monthly Yield: 4.3524%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01-0180-0001	City of Bishop	20,184,178.13	0.00	0.00	74,612.95	371,055.80	20,188,991.87	20,258,791.08
TOTAL		20,184,178.13	0.00	0.00	74,612.95	371,055.80	20,188,991.87	20,258,791.08



City of Bishop

Account Summary

Average Monthly Yield: 4.3524%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	20,184,178.13	0.00	0.00	74,612.95	371,055.80	20,188,991.87	20,258,791.08

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
05/01/2025	Beginning Balance			20,184,178.13	
05/31/2025	Income Dividend Reinvestment	74,612.95			
05/31/2025	Ending Balance			20,258,791.08	

California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
05/01/2025	0.000120884	4.4123%
05/02/2025	0.000361794	4.4018%
05/03/2025	0.000000000	4.4018%
05/04/2025	0.000000000	4.4018%
05/05/2025	0.000120209	4.3876%
05/06/2025	0.000119850	4.3734%
05/07/2025	0.000119586	4.3649%
05/08/2025	0.000119276	4.3536%
05/09/2025	0.000356805	4.3411%
05/10/2025	0.000000000	4.3411%
05/11/2025	0.000000000	4.3411%
05/12/2025	0.000118205	4.3145%
05/13/2025	0.000118663	4.3312%
05/14/2025	0.000118750	4.3344%
05/15/2025	0.000118752	4.3345%
05/16/2025	0.000356895	4.3417%
05/17/2025	0.000000000	4.3422%
05/18/2025	0.000000000	4.3422%
05/19/2025	0.000119072	4.3461%
05/20/2025	0.000119123	4.3480%
05/21/2025	0.000118831	4.3373%
05/22/2025	0.000118570	4.3278%
05/23/2025	0.000473924	4.3246%
05/24/2025	0.000000000	4.3246%
05/25/2025	0.000000000	4.3246%
05/26/2025	0.000000000	4.3246%
05/27/2025	0.000118643	4.3305%
05/28/2025	0.000119428	4.3591%
05/29/2025	0.000119724	4.3699%
05/30/2025	0.000239622	4.3731%
05/31/2025	0.000000000	4.3731%

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.**

MAY 2025

WARRANT REGISTER REPORT



TO: CITY COUNCIL/CITY ADMINISTRATOR

FROM: FINANCE DIRECTOR

DATE: JUNE 16, 2025

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

COMMERCIAL WARRANTS

CHECK #13149-13209,
13211-13256, 13258-13397,
13400-13420

AMOUNT ISSUED: \$475,048.03

MANUAL CHECKS & PAYROLL WARRANTS

AMOUNT ISSUED: \$722,368.72

TOTAL

AMOUNT ISSUED: \$1,197,416.75

Journal	Payee or Description	Date	Check Number	Amount
CD	Gonzalez B of A Credit Card payment May 2025	05/31/2025	1	1,086.53
CD	Grisham B of A Credit Card payment May 2025	05/31/2025	2	2,092.82
CD	Russell B of A Credit Card payment May 2025	05/31/2025	3	1,051.08
CD	Toy B of A Credit Card payment May 2025	05/31/2025	4	5,125.43
CD	McElroy B of A Credit Card payment May 2025	05/31/2025	5	1,612.76
CD	Gomez B of A Credit Card payment May 2025	05/31/2025	6	1,090.84
CD	Chargeback: Insul-Flow BL Payment	05/22/2025	7	104.00
CD	CALPERS EPMC & ADJ - 3/30/25 to 4/13/25	05/31/2025	8	1,294.52
CD	CALPERS RETIREE MEDICAL & ADJ - MAY BILL, JUNE BILL	05/31/2025	9	60,276.28
CD	CALPERS EPMC & ADJ - 4/14/25 to 4/27/25	05/31/2025	10	1,069.64
CD	CALPERS EPMC & ADJ - 4/28/25 to 5/11/25	05/31/2025	11	1,238.91
CD	Gamino B of A Credit Card payment May 2025	05/31/2025	12	1,728.58
CD	Poole B of A Credit Card payment May 2025	05/31/2025	13	1,518.86
CD	Bamboo HR Test Account May 2025	05/31/2025	14	99.00
CD	Paymentech Fees April 2025	05/31/2025	15	1,250.75
CD	Paymentech Fees April 2025	05/31/2025	16	621.05
CD	Xpress Billpay Fees April 2025	05/31/2025	17	739.88
CD	Bamboo HR May 2025	05/31/2025	18	1,767.49
CD	Enterprise Lease Payment May 2025	05/31/2025	19	10,491.01
CD	Dishion B of A Credit Card payment May 2025	05/31/2025	20	975.44
CD	Milici B of A Credit Card payment May 2025	05/31/2025	21	42.78
CDP	JACKSON, AVIS L.	05/02/2025	13149	332.46
CDP	UNDERHILL, CHERYL L.	05/02/2025	13150	63.94
CDP	SANTANA, FRANCISCO	05/02/2025	13151	305.44
CDP	GRISHAM, AMANDA R	05/02/2025	13152	1,966.19
CDP	REYNOLDS, JIM	05/02/2025	13153	2,492.52
CDP	MCLAUGHLIN, ASHLEY	05/02/2025	13154	62.33
CDP	NAVALES, RYAN	05/02/2025	13155	356.50
CDP	JACKSON, THOMAS E.	05/02/2025	13156	680.46
CDP	POOL, PRESTON	05/02/2025	13157	73.88
CDP	MADERA, JOCELYN	05/02/2025	13158	383.25
CDP	GRAVES, KANO	05/02/2025	13159	120.05
CDP	TURMAN, MYLEE	05/02/2025	13160	99.73
CDP	ENNIS, JERRY	05/02/2025	13161	1,117.43
CDP	ENNIS, KAREN	05/02/2025	13162	1,003.94
CDP	DERR, LEVI	05/02/2025	13163	55.41
CDP	RUSSELL, BRET	05/02/2025	13164	3,780.57
CDP	MONDRAGON, DONOVAN	05/02/2025	13165	41.56
CDP	GIDNEY, MARLEY	05/02/2025	13166	99.73
CDP	RAGER, ARIANA	05/02/2025	13167	99.73
CDP	FITT, CALEB	05/02/2025	13168	41.56
CDP	SINFORIANO, XITLALY	05/02/2025	13169	124.67
CDP	MULLNER, LOLA	05/02/2025	13170	99.73
CDP	OSLAND, SCOUT	05/02/2025	13171	78.96
CDP	HAVERSTOCK, CLARE	05/02/2025	13172	108.05
CDP	ORR, TEAGAN	05/02/2025	13173	41.56
CDP	DONDERO, JESIAH	05/02/2025	13174	605.29
CDP	MONTOYA, ELOY	05/02/2025	13175	480.22
CDP	BANK, LOU	05/02/2025	13176	246.12
CDA	ALPINE PAINT OF BISHOP	05/01/2025	13177	24.06
CDA	BROWN'S SUPPLY	05/01/2025	13178	23.74
CDA	CALIFORNIA BROADBAND	05/01/2025	13179	1,224.57
CDA	Carl's Jr. #805	05/01/2025	13180	20.00
CDA	CARMICHAEL BUSINESS TECH.	05/01/2025	13181	666.70
CDA	COMMUNITY PRINTING	05/01/2025	13182	54.38
CDA	Concentra Medical Centers	05/01/2025	13183	393.00
CDA	CREATIVE IMAGE EMBROIDERY	05/01/2025	13184	53.10
CDA	DEPT OF WATER AND POWER	05/01/2025	13185	5,012.77

Journal	Payee or Description	Date	Check Number	Amount
CDA	DEPT OF WATER AND POWER	05/01/2025	13186	500.00
CDA	FRONTIER	05/01/2025	13187	362.25
CDA	Graphic Solutions Ltd.	05/01/2025	13188	7,020.00
CDA	INYO COUNTY ADMINISTRATION	05/01/2025	13189	15,156.45
CDA	Kiley & Associates LLC	05/01/2025	13190	6,000.00
CDA	L.N Curtis & Sons	05/01/2025	13191	1,452.90
CDA	MISSION LINEN & UNIFORM	05/01/2025	13192	61.33
CDA	MR. K. AUTOMOTIVE SERVICE INC.	05/01/2025	13193	587.04
CDA	MSA-DENTAL POOL	05/01/2025	13194	55.64
CDA	OPTIMUM	05/01/2025	13195	1,454.19
CDA	PARS PHASE II SYSTEMS	05/01/2025	13196	1,528.25
CDA	QUADIENT LEASING USA, INC.	05/01/2025	13197	515.31
CDA	SHREDPRO, INC	05/01/2025	13198	74.00
CDA	SOUTHERN CALIFORNIA EDISON	05/01/2025	13199	1,998.14
CDA	SPORTSITES, INC.	05/01/2025	13200	6,000.00
CDA	STATE WATER RESOURCES	05/01/2025	13201	60.00
CDA	TREETOP PRODUCTS INC.	05/01/2025	13202	2,020.29
CDA	Urine Luck Portables and Septic	05/01/2025	13203	185.00
CDA	VERIZON WIRELESS	05/01/2025	13204	735.93
CDA	VISION SERVICE PLAN	05/01/2025	13205	6.23
CDA	WESTERN NEVADA SUPPLY CO.	05/01/2025	13206	1,731.16
CDPT	AMERICAN FIDELITY	05/05/2025	13207	.00
CDPT	CALIFORNIA STATE DISBURSEMENT UNIT	05/05/2025	13208	369.23
CDPT	US BANK TRUST WESTERN REGION	05/05/2025	13209	1,279.16
CDA	Adams Pool Specialties Inc.	05/08/2025	13211	14,946.05
CDA	ALEX PRINTING	05/08/2025	13212	532.33
CDA	ALPINE PAINT OF BISHOP	05/08/2025	13213	78.61
CDA	Best Best & Krieger	05/08/2025	13214	268.80
CDA	Big Pine Community Association	05/08/2025	13215	25.00
CDA	Bishop Drug Screen	05/08/2025	13216	160.00
CDA	BISHOP HEATING & AIR CONDITIONING INC.	05/08/2025	13217	1,127.12
CDA	BRIAN HOHENSTEIN	05/08/2025	13218	673.56
CDA	BSK ASSOCIATES	05/08/2025	13219	336.03
CDA	CARMICHAEL BUSINESS TECH.	05/08/2025	13220	318.00
CDA	CASELLE, INC.	05/08/2025	13221	2,050.00
CDA	DEPT OF JUSTICE	05/08/2025	13222	160.00
CDA	DEPT OF WATER AND POWER	05/08/2025	13223	4,499.75
CDA	Dewey Services Inc	05/08/2025	13224	108.00
CDA	Environmental Techniques Int.	05/08/2025	13225	4,629.30
CDA	FRONTIER	05/08/2025	13226	497.06
CDA	Guardian Alliance Technologies, Inc	05/08/2025	13227	190.00
CDA	HIGH COUNTRY LUMBER	05/08/2025	13228	2,046.26
CDA	HUNT PROPANE, INC.	05/08/2025	13229	.00
CDA	INYO COUNTY RECYCLING & WASTE MANAGEMENT	05/08/2025	13230	542.75
CDA	KNORR SYSTEMS, INC.	05/08/2025	13231	938.08
CDA	L.N Curtis & Sons	05/08/2025	13232	6,960.79
CDA	LIEBERT CASSIDY WHITMORE	05/08/2025	13233	45.00
CDA	LUMOS AND ASSOCIATES, INC.	05/08/2025	13234	3,956.00
CDA	MANDI GRISHAM	05/08/2025	13235	.00
CDA	Mary Snyder	05/08/2025	13236	360.00
CDA	MISSION LINEN & UNIFORM	05/08/2025	13237	186.93
CDA	PENGUIN MANAGEMENT, INC.	05/08/2025	13238	786.00
CDA	Pilot Thomas Logistics	05/08/2025	13239	3,551.71
CDA	PREFERRED SEPTIC	05/08/2025	13240	3,287.73
CDA	RICE SIGNS, LLC	05/08/2025	13241	284.00
CDA	RIGHT WAY POOL & SPA	05/08/2025	13242	711.19
CDA	Rojas Communications Group	05/08/2025	13243	2,000.00
CDA	SOUTHERN CALIFORNIA EDISON	05/08/2025	13244	1,535.96

Journal	Payee or Description	Date	Check Number	Amount
CDA	STEVE'S AUTO & TRUCK PART	05/08/2025	13245	895.85
CDA	THE FED-UP STORE	05/08/2025	13246	22.39
CDA	UNDERGROUND SERVICE ALERT	05/08/2025	13247	30.35
CDA	US Foods, Inc.	05/08/2025	13248	1,556.76
CDA	VERIZON WIRELESS	05/08/2025	13249	114.03
CDA	WESTERN NEVADA SUPPLY CO.	05/08/2025	13250	453.10
CDA	Willdan Engineering	05/08/2025	13251	5,063.50
CDP	JACKSON, AVIS L.	05/16/2025	13252	415.57
CDP	UNDERHILL, CHERYL L.	05/16/2025	13253	63.94
CDP	BYERLY, RANDALL	05/16/2025	13254	65.17
CDP	SANTANA, FRANCISCO	05/16/2025	13255	12.46
CDP	GRISHAM, AMANDA R	05/16/2025	13256	1,966.20
CDP	JACKSON, THOMAS E.	05/16/2025	13258	680.46
CDP	POOL, PRESTON	05/16/2025	13259	110.82
CDP	MADERA, JOCELYN	05/16/2025	13260	303.09
CDP	GRAVES, KANO	05/16/2025	13261	393.83
CDP	COKELEY, BRYCE	05/16/2025	13262	43.86
CDP	TURMAN, MYLEE	05/16/2025	13263	103.89
CDP	GONZALEZ, ROBERT	05/16/2025	13264	116.36
CDP	ENNIS, JERRY	05/16/2025	13265	1,073.47
CDP	ENNIS, KAREN	05/16/2025	13266	1,056.47
CDP	DERR, LEVI	05/16/2025	13267	184.70
CDP	RUSSELL, BRET	05/16/2025	13268	3,780.57
CDP	MONDRAGON, DONOVAN	05/16/2025	13269	141.29
CDP	GIDNEY, MARLEY	05/16/2025	13270	128.83
CDP	RAGER, ARIANA	05/16/2025	13271	91.42
CDP	FITT, CALEB	05/16/2025	13272	103.89
CDP	SINFORIANO, XITLALY	05/16/2025	13273	386.78
CDP	MULLNER, LOLA	05/16/2025	13274	232.73
CDP	OSLAND, SCOUT	05/16/2025	13275	108.05
CDP	HAVERSTOCK, CLARE	05/16/2025	13276	182.85
CDP	ORR, TEAGAN	05/16/2025	13277	83.11
CDP	LOWDEN, MIKE	05/16/2025	13278	155.14
CDP	DONDERO, JESIAH	05/16/2025	13279	369.40
CDP	DOUDA, ELLIOT	05/16/2025	13280	73.88
CDP	MONTOYA, ELOY	05/16/2025	13281	588.70
CDP	BANK, LOU	05/16/2025	13282	12.00
CDA	ALPINE PAINT OF BISHOP	05/14/2025	13283	38.40
CDA	AMERICAN BUSINESS MACHINE	05/14/2025	13284	15.00
CDA	BISHOP CREEK WATER ASSOC.	05/14/2025	13285	120.00
CDA	BISHOP PAIUTE TRIBAL	05/14/2025	13286	24.00
CDA	BLACK POINT LLC.	05/14/2025	13287	950.00
CDA	BROWN'S SUPPLY	05/14/2025	13288	5.74
CDA	BSK ASSOCIATES	05/14/2025	13289	595.99
CDA	CALIFORNIA BROADBAND	05/14/2025	13290	168.00
CDA	California State University Bakersfield	05/14/2025	13291	225.00
CDA	CANON FINANCIAL SERVICES	05/14/2025	13292	1,658.00
CDA	CARMICHAEL BUSINESS TECH.	05/14/2025	13293	180.00
CDA	Cole Huber LLP	05/14/2025	13294	84.00
CDA	COMMUNITY PRINTING	05/14/2025	13295	641.63
CDA	DEPT OF WATER AND POWER	05/14/2025	13296	1,878.22
CDA	FRONTIER	05/14/2025	13297	209.09
CDA	Inyo Register	05/14/2025	13298	181.10
CDA	KIBS-FM	05/14/2025	13299	420.00
CDA	L.N Curtis & Sons	05/14/2025	13300	374.98
CDA	MARY VALENTI, Ph.D.	05/14/2025	13301	500.00
CDA	MR. K. AUTOMOTIVE SERVICE INC.	05/14/2025	13302	523.02
CDA	Pilot Thomas Logistics	05/14/2025	13303	2,468.66

Journal	Payee or Description	Date	Check Number	Amount
CDA	PLAYHOUSE 395	05/14/2025	13304	5,000.00
CDA	PTS	05/14/2025	13305	85.00
CDA	QUILL CORP	05/14/2025	13306	126.19
CDA	SOUTHERN CALIFORNIA EDISON	05/14/2025	13307	2,135.91
CDA	SUN DATA SUPPLY	05/14/2025	13308	292.16
CDA	THE FED-UP STORE	05/14/2025	13309	159.04
CDA	Thomsom Reuters - West	05/14/2025	13310	660.00
CDA	US Foods, Inc.	05/14/2025	13311	2,524.47
CDA	Witmer Public Safety Group, Inc	05/14/2025	13312	762.63
CDP	REYNOLDS, JIM	05/16/2025	13313	2,532.16
CDPT	AMERICAN FIDELITY	05/19/2025	13314	569.32
CDPT	AMERICAN FIDELITY	05/19/2025	13315	2,869.24
CDPT	BPOA	05/19/2025	13316	1,560.00
CDPT	CALIFORNIA STATE DISBURSEMENT UNIT	05/19/2025	13317	369.23
CDPT	COBEA	05/19/2025	13318	59.20
CDPT	MSA-DENTAL POOL	05/19/2025	13319	6,205.40
CDPT	TEXAS LIFE INSURANCE COMPANY	05/19/2025	13320	551.52
CDPT	THE HARTFORD	05/19/2025	13321	1,950.49
CDPT	US BANK TRUST WESTERN REGION	05/19/2025	13322	1,441.93
CDPT	VISION SERVICE PLAN	05/19/2025	13323	561.83
CDP	NAVALES, RYAN	05/21/2025	13324	356.50
CDA	711 MATERIALS, INC	05/22/2025	13325	662.46
CDA	AT&T Mobility LLC	05/22/2025	13326	876.43
CDA	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	05/22/2025	13327	718.20
CDA	BISHOP AUTOMOTIVE CENTER	05/22/2025	13328	433.77
CDA	BISHOP CHAMBER OF COMMERCE	05/22/2025	13329	124,880.95
CDA	BROWN'S SUPPLY	05/22/2025	13330	91.75
CDA	CALIFORNIA BROADBAND	05/22/2025	13331	1,056.57
CDA	CARMICHAEL BUSINESS TECH.	05/22/2025	13332	732.55
CDA	DEPT OF WATER AND POWER	05/22/2025	13333	4,313.17
CDA	EASTERN SIERRA AVALANCHE CENTER	05/22/2025	13334	7,500.00
CDA	FEDEX	05/22/2025	13335	12.22
CDA	FRONTIER	05/22/2025	13336	578.37
CDA	HUNT PROPANE, INC.	05/22/2025	13337	2,885.18
CDA	INYO COUNTY HEALTH & HUMAN SERVICES	05/22/2025	13338	80.00
CDA	ISU INSURANCE SERVICES	05/22/2025	13339	56,850.00
CDA	Jones Mayer	05/22/2025	13340	14,194.59
CDA	LUMOS AND ASSOCIATES, INC.	05/22/2025	13341	780.00
CDA	MISSION LINEN & UNIFORM	05/22/2025	13342	87.71
CDA	NORTHERN INYO HEALTHCARE DISTRICT	05/22/2025	13343	527.00
CDA	OPTIMUM	05/22/2025	13344	1,454.19
CDA	PARS PHASE II SYSTEMS	05/22/2025	13345	1,529.84
CDA	QUILL CORP	05/22/2025	13346	76.11
CDA	RIGHT WAY POOL & SPA	05/22/2025	13347	63.11
CDA	SOUTHERN CALIFORNIA EDISON	05/22/2025	13348	192.74
CDA	VERIZON BUSINESS	05/22/2025	13349	63.33
CDA	VERIZON WIRELESS	05/22/2025	13350	380.42
CDA	Wood Rodgers Inc	05/22/2025	13351	13,142.50
CDP	BOLING, WARREN J	05/30/2025	13352	81.26
CDP	JACKSON, AVIS L.	05/30/2025	13353	374.02
CDP	UNDERHILL, CHERYL L.	05/30/2025	13354	63.94
CDP	BYERLY, RANDALL	05/30/2025	13355	57.83
CDP	SANTANA, FRANCISCO	05/30/2025	13356	711.09
CDP	GRISHAM, AMANDA R	05/30/2025	13357	2,018.68
CDP	REYNOLDS, JIM	05/30/2025	13358	2,555.80
CDP	NAVALES, RYAN	05/30/2025	13359	680.46
CDP	FITT, ASHLEY	05/30/2025	13360	169.70
CDP	JACKSON, THOMAS E.	05/30/2025	13361	680.46

Journal	Payee or Description	Date	Check Number	Amount
CDP	POOL, PRESTON	05/30/2025	13362	387.87
CDP	MADERA, JOCELYN	05/30/2025	13363	369.40
CDP	CARR, PRESLEY	05/30/2025	13364	240.11
CDP	GRAVES, KANO	05/30/2025	13365	298.41
CDP	COKELEY, BRYCE	05/30/2025	13366	210.55
CDP	TURMAN, MYLEE	05/30/2025	13367	187.00
CDP	GONZALEZ, ROBERT	05/30/2025	13368	331.97
CDP	ENNIS, JERRY	05/30/2025	13369	966.42
CDP	ENNIS, KAREN	05/30/2025	13370	952.42
CDP	DERR, LEVI	05/30/2025	13371	387.87
CDP	RUSSELL, BRET	05/30/2025	13372	3,892.84
CDP	ANDERSON, GREGORY	05/30/2025	13373	147.76
CDP	MONDRAGON, DONOVAN	05/30/2025	13374	141.29
CDP	GIDNEY, MARLEY	05/30/2025	13375	78.96
CDP	RAGER, ARIANA	05/30/2025	13376	141.29
CDP	FITT, CALEB	05/30/2025	13377	208.48
CDP	SINFORIANO, XITLALY	05/30/2025	13378	424.94
CDP	MULLNER, LOLA	05/30/2025	13379	145.91
CDP	OSLAND, SCOUT	05/30/2025	13380	265.03
CDP	HAVERSTOCK, CLARE	05/30/2025	13381	238.50
CDP	ORR, TEAGAN	05/30/2025	13382	132.98
CDP	LOWDEN, MIKE	05/30/2025	13383	126.06
CDP	DONDERO, JESIAH	05/30/2025	13384	480.22
CDP	DOUDA, ELLIOT	05/30/2025	13385	203.17
CDP	MEZA, ANDREW	05/30/2025	13386	73.88
CDP	MONTOYA, ELOY	05/30/2025	13387	638.48
CDP	TRUELSEN, ALYSSA	05/30/2025	13388	182.85
CDP	HERNANDEZ, DIANE	05/30/2025	13389	300.24
CDP	CLARK, DACIA	05/30/2025	13390	191.17
CDP	NOTT, CADENCE	05/30/2025	13391	112.21
CDP	DEVINCENT, MALEAH	05/30/2025	13392	124.67
CDP	DAVIS, ELLARY	05/30/2025	13393	41.56
CDP	JOHNSON, BRADY	05/30/2025	13394	116.36
CDP	NOESSER, COLIN	05/30/2025	13395	116.36
CDP	MARTINEZ, DULCE	05/30/2025	13396	41.56
CDP	FEENEY, MAYA	05/30/2025	13397	41.56
CDA	Adams Pool Specialties Inc.	05/29/2025	13400	9,025.00
CDA	ALPINE PAINT OF BISHOP	05/29/2025	13401	124.62
CDA	AMANDA GRISHAM	05/29/2025	13402	360.00
CDA	BSK ASSOCIATES	05/29/2025	13403	259.96
CDA	DEPT OF WATER AND POWER	05/29/2025	13404	1,959.98
CDA	EASTERN SIERRA ARTISTS DBA C5 CAC	05/29/2025	13405	2,501.88
CDA	FRONTIER	05/29/2025	13406	116.62
CDA	INYO COUNTY HEALTH & HUMAN SERVICES	05/29/2025	13407	40.00
CDA	Inyo Register	05/29/2025	13408	139.00
CDA	JOSE GARCIA	05/29/2025	13409	45.00
CDA	L.N Curtis & Sons	05/29/2025	13410	475.78
CDA	LANDSCAPE SOLUTIONS	05/29/2025	13411	255.00
CDA	MANOR TRUE VALUE HARDWARE	05/29/2025	13412	23.27
CDA	Miwall Corporation	05/29/2025	13413	2,003.58
CDA	MSA-DENTAL POOL	05/29/2025	13414	179.94
CDA	PEREZ QUALITY TIRES	05/29/2025	13415	700.00
CDA	PERRY MOTORS, INC.	05/29/2025	13416	168.87
CDA	QUILL CORP	05/29/2025	13417	117.58
CDA	SOUTHERN CALIFORNIA EDISON	05/29/2025	13418	2,940.06
CDA	VISION SERVICE PLAN	05/29/2025	13419	21.57
CDA	Willdan Engineering	05/29/2025	13420	6,517.50
CDP	DIRECT DEPOSIT TOTAL	05/02/2025	92201	121,567.40

Journal	Payee or Description	Date	Check Number	Amount
CDP	DIRECT DEPOSIT TOTAL	05/16/2025	92202	125,851.03
CDP	DIRECT DEPOSIT TOTAL	05/30/2025	92203	130,906.70
CDPT	EMPLOYMENT DEV. DEPT.	05/05/2025	50225200	6,936.00
CDPT	GREAT-WEST LIFE & ANNUITY	05/05/2025	50225201	2,851.02
CDPT	IRS	05/05/2025	50225202	22,648.71
CDPT	PERS	05/05/2025	50225203	36,453.17
CDPT	PERS DEFERRED COMP	05/05/2025	50225204	1,946.85
CDPT	CALPERS MEDICAL	05/19/2025	51625200	105,917.22
CDPT	EMPLOYMENT DEV. DEPT.	05/19/2025	51625201	7,336.00
CDPT	GREAT-WEST LIFE & ANNUITY	05/19/2025	51625202	2,851.02
CDPT	IRS	05/19/2025	51625203	23,624.11
CDPT	PERS	05/19/2025	51625204	36,254.99
CDPT	PERS DEFERRED COMP	05/19/2025	51625205	1,946.85
Grand Totals:				<u>1,197,416.75</u>



Agenda Item: 16.C
Date of Meeting: June 23, 2025
Department: Finance

STAFF REPORT

To: City Council
From: Ethan Aukee
Subject: **End of Fiscal Year 2024-2025 Budget Adjustment Request**
Prepared On: June 18, 2025
Attachments: End of FY 2024-25 Budget Adjustment

Background/History:

As of recent years, it has become City practice to adjust its budget prior to the end of the current fiscal year. The goal of this adjustment is to ensure that all spending, on a line-item basis, is approved by City Council.

Analysis/Discussion:

Attached is an Excel worksheet that outlines the analysis conducted to adjust the budget. The YTD actual column is current through the end of May. When reviewing, one should consider our 60-day accrual period following the end of June.

The YTD Budget column indicates the current budget amount; the Adjusted Budget column indicates the proposed budget amount.

The impacts of the proposed adjustments are listed below by fund.

General Fund Revenue: Increase of \$380,671.

General Fund Expenses: Decrease of \$116,653.

Sewer Fund Revenue: Increase of \$17,380.

Sewer Fund Expenses: Decrease of \$2,815.

Gas Tax Fund Revenue: No adjustment.

Gas Tax Fund Expenses: Decrease of \$14.

Water Fund Revenue: Increase of \$6,205.

Water Fund Expenses: Decrease of \$618.

Sunrise Mobile Home Park Revenue: Increase of \$1,006.

Sunrise Mobile Home Park Expenses: Decrease of \$2,715.

Streets & Sidewalk Improvement Fund Revenue: Increase of \$44,928.
Streets & Sidewalk Improvement Fund Expenses: No adjustment.

Heavy Equipment Replacement Fund Revenue: Increase of \$6,748.
Heavy Equipment Replacement Fund Expenses: Decrease of \$256.

Property/Housing Development Fund Revenue: Increase of \$3,795.
Property/Housing Development Fund Expenses: No adjustment.

COPS Fund Revenue: Increase of \$30,241.
COPS Fund Expenses: Increase of \$500.

Home Funds/Willow St. Fund Revenue: Increase of \$13,348.
Home Funds/Willow St. Fund Expenses: No adjustment.

Economic Impacts:

No significant economic impacts associated with this budget adjustment.

Budget Impacts:

The impacts to the FY 2024-25 budget are described in the attachment and the analysis section of this staff report.

Legal Review:

Not required for this item.

Recommended Action:

City Council to review and approve the proposed budget adjustment request.

Approved By: Ethan Aukee 6/18/2025

Approved By: Robin Picken 6/18/2025

Approved By: Deston Dishion 6/18/2025

Approved By:

Account Number	Account Title	YTD Actual	YTD Budget	Variance	Percentage	Adjusted Budget	Amount of Change
001-000-31010	Property Taxes Secured	375,373.17	600,000.00	224,626.83	62.56%	600,000.00	-
001-000-31020	Property Taxes Unsecured	51,968.02	45,000.00	(6,968.02)	115.48%	51,968.02	6,968.02
001-000-31030	Property Taxes Prior Yr.	6,695.23	4,000.00	(2,695.23)	167.38%	6,695.23	2,695.23
001-000-31050	Property Tax Homeowners	-	2,200.00	2,200.00	0.00%	-	(2,200.00)
001-000-31060	Property Tax Misc.	-	21,000.00	21,000.00	0.00%	-	(21,000.00)
001-000-31065	VLF Swap/Property Tax In Lieu	265,585.27	386,000.00	120,414.73	68.80%	386,000.00	-
001-000-31066	Vehicle License Fee In Excess	6,078.22	3,700.00	(2,378.22)	164.28%	6,078.22	2,378.22
001-000-31120	Sales Tax	3,237,663.66	5,084,000.00	1,846,336.34	63.68%	5,084,000.00	-
001-000-31126	DWP Water Agreement Payment	241,878.00	241,878.00	-	100.00%	241,878.00	-
001-000-31128	Sales Tax 1/2% - Public Safety	5,180.69	15,000.00	9,819.31	34.54%	10,000.00	(5,000.00)
001-000-31130	Transient Occupancy Tax	2,853,476.97	3,150,000.00	296,523.03	90.59%	3,430,000.00	280,000.00
001-000-31131	TOT Penalties	19,647.86	19,195.96	(451.90)	102.35%	19,647.86	451.90
001-000-31132	TOT Prior Year	163,850.21	163,850.21	-	100.00%	163,850.21	-
001-000-31150	Real Property Transfer	3,549.87	5,134.02	1,584.15	69.14%	4,000.00	(1,134.02)
001-000-32010	Business Licenses	62,423.60	69,587.00	7,163.40	89.71%	62,423.60	(7,163.40)
001-000-32015	Short-Term Rentals	2,757.80	2,550.00	(207.80)	108.15%	2,757.80	207.80
001-000-32030	Parking Permits	6,100.00	5,150.00	(950.00)	118.45%	6,100.00	950.00
001-000-32040	Use Permits	1,960.00	2,400.00	440.00	81.67%	2,000.00	(400.00)
001-000-32041	Environmental Application Fee	-	500.00	500.00	0.00%	-	(500.00)
001-000-32050	Building Permits	159,162.91	120,000.00	(39,162.91)	132.64%	159,162.91	39,162.91
001-000-32051	Plan Check Fee	3,245.00	2,195.00	(1,050.00)	147.84%	3,245.00	1,050.00
001-000-32080	Electrical Franchise	51,601.98	35,000.00	(16,601.98)	147.43%	51,601.98	16,601.98
001-000-32081	Cell Tower Franchise	38,500.00	42,000.00	3,500.00	91.67%	42,000.00	-
001-000-32082	Cannabis Development Fees	45,000.00	150,000.00	105,000.00	30.00%	75,000.00	(75,000.00)
001-000-32090	TV Franchise	6,941.72	10,000.00	3,058.28	69.42%	9,000.00	(1,000.00)
001-000-33010	Interest On Bank Deposits	497,393.51	550,000.00	52,606.49	90.44%	550,000.00	-
001-000-33020	Rental Of Real Property	110,838.39	60,000.00	(50,838.39)	184.73%	60,000.00	-
001-000-33021	Interest - GASB 87	-	40,000.00	40,000.00	0.00%	40,000.00	-
001-000-34040	Reimb. For Highway Sweeping	39,749.94	53,000.00	13,250.06	75.00%	53,000.00	-
001-000-34045	RSTP	35,168.00	-	(35,168.00)	#DIV/0!	35,168.00	35,168.00
001-000-34047	Reimbursement From BUSD	60,000.00	80,000.00	20,000.00	75.00%	80,000.00	-
001-000-34050	Misc. Rev. Capital Replacement	31,331.00	31,331.00	-	100.00%	31,331.00	-
001-000-34083	Fire Inspection Fees	150.00	2,000.00	1,850.00	7.50%	150.00	(1,850.00)
001-000-34094	Local Response Standby	-	1,000.00	1,000.00	0.00%	-	(1,000.00)
001-000-34095	Strike Team/OES/Cal Fire	24,303.87	-	(24,303.87)	#DIV/0!	52,900.00	52,900.00
001-000-34120	Peace Officer S&T	5,005.19	8,300.00	3,294.81	60.30%	5,005.19	(3,294.81)
001-000-34121	RAN Reimbursement	8,640.49	15,000.00	6,359.51	57.60%	15,000.00	-
001-000-34125	Parking Citations	21,869.07	6,300.00	(15,569.07)	347.13%	21,869.07	15,569.07
001-000-34126	Tow Fees	3,015.00	3,000.00	(15.00)	100.50%	3,015.00	15.00
001-000-34135	Mandated Costs Reimbursement	-	43,272.00	43,272.00	0.00%	43,272.00	-
001-000-34140	Dispatch Contracts	-	6,000.00	6,000.00	0.00%	-	(6,000.00)
001-000-34141	PD Grants	-	49,629.00	49,629.00	0.00%	49,629.00	-
001-000-34145	4850 Pay Reimbursement	9,118.50	-	(9,118.50)	#DIV/0!	9,118.50	9,118.50
001-000-35020	Strong Motion Inst. Program	592.16	100.00	(492.16)	592.16%	592.16	492.16

001-000-35060	CBSC/Building Permit	199.60	100.00	(99.60)	199.60%	199.60	99.60
001-000-36010	Sale Of City Property	5,307.68	1,000.00	(4,307.68)	530.77%	5,307.68	4,307.68
001-000-36020	Insurance Refunds & Dividends	14,531.22	-	(14,531.22)	#DIV/0!	14,531.22	14,531.22
001-000-36030	Miscellaneous Revenue	10,092.93	11,100.00	1,007.07	90.93%	11,100.00	-
001-000-36031	Retiree Medical Copay	3,718.26	2,100.00	(1,618.26)	177.06%	3,718.26	1,618.26
001-000-36040	Fingerprinting & Reports	20,324.00	23,500.00	3,176.00	86.49%	22,100.00	(1,400.00)
001-000-36041	Subpoenas	15.00	-	(15.00)	#DIV/0!	15.00	15.00
001-000-36042	AB109/Realignment	5,538.52	50,000.00	44,461.48	11.08%	50,000.00	-
001-000-36074	Summer Program Tuition	43,890.00	40,000.00	(3,890.00)	109.73%	43,890.00	3,890.00
001-000-36078	After School Program	77,470.50	93,000.00	15,529.50	83.30%	84,500.00	(8,500.00)
001-000-37010	Special Event Insurance	2,711.00	-	(2,711.00)	#DIV/0!	2,711.00	2,711.00
001-000-39250	Softball	20,100.00	15,000.00	(5,100.00)	134.00%	20,100.00	5,100.00
001-000-39251	Soccer	4,500.00	4,500.00	-	100.00%	4,500.00	-
001-000-39255	Volleyball	1,800.00	2,000.00	200.00	90.00%	1,800.00	(200.00)
001-000-39270	Aerobic, Dance, Zumba	980.00	500.00	(480.00)	196.00%	980.00	480.00
001-000-39275	Facility Rental Fee	1,809.00	2,000.00	191.00	90.45%	2,000.00	-
001-000-39278	Tree Dedication	255.39	-	(255.39)	#DIV/0!	255.39	255.39
001-000-39280	Youth Program	390.00	2,800.00	2,410.00	13.93%	390.00	(2,410.00)
001-000-39281	Gymnastics	32,218.00	22,000.00	(10,218.00)	146.45%	32,218.00	10,218.00
001-000-39290	Pool - Public Swim	19,376.32	24,500.00	5,123.68	79.09%	24,500.00	-
001-000-39291	Pool - Rentals	2,840.00	10,000.00	7,160.00	28.40%	10,000.00	-
001-000-39292	Pool - Swim Lessons	10,570.00	21,000.00	10,430.00	50.33%	21,000.00	-
001-000-39293	Pool - Concessions	2,279.75	2,300.00	20.25	99.12%	2,300.00	-
001-000-39294	Pool - Water Fitness	3,901.00	7,200.00	3,299.00	54.18%	7,200.00	-
001-000-39297	Youth Athletics	-	500.00	500.00	0.00%	-	(500.00)
001-000-39610	Proceeds From Litigation	80,000.00	-	(80,000.00)	#DIV/0!	80,000.00	80,000.00
001-000-39710	Fines & Forfeitures	-	300.00	300.00	0.00%	-	(300.00)
001-000-39999	Revenue -Transfers In	401,792.96	401,792.96	-	100.00%	401,792.96	-
001-000-40002	PROP 68 Green Infrastructure	-	67,432.15	67,432.15	0.00%	-	(67,432.15)
001-000-40008	Urban Greening Grant	-	138,920.80	138,920.80	0.00%	138,920.80	-
001-000-40010	HSEF Grant	12,216.02	12,216.02	-	100.00%	12,216.02	-
GF Revenue		9,234,642.45	12,085,034.12	2,850,391.67		12,465,704.68	380,670.56

001-010-51001	Full Time Salaries	29,827.37	33,500.00	3,672.63	89.04%	33,500.00	-
001-010-51006	Vision Insurance	443.04	575.00	131.96	77.05%	500.00	(75.00)
001-010-51007	Health Insurance	86,480.86	87,300.00	819.14	99.06%	86,480.86	(819.14)
001-010-51008	Dental Insurance	5,385.30	6,750.00	1,364.70	79.78%	5,385.30	(1,364.70)
001-010-51011	Medicare Tax	304.97	490.00	185.03	62.24%	490.00	-
001-010-51017	PARS-ARS	387.75	440.00	52.25	88.13%	460.00	20.00
001-010-51025	Retiree Health Insurance	24,788.40	23,400.00	(1,388.40)	105.93%	24,788.40	1,388.40
001-010-51042	Unemployment Insurance	-	20.00	20.00	0.00%	20.00	-
001-010-51043	Disability Insurance	616.25	660.00	43.75	93.37%	616.25	(43.75)
001-010-52009	Training	-	500.00	500.00	0.00%	500.00	-
001-010-52011	Advertising & Printing	914.25	1,000.00	85.75	91.43%	1,000.00	-
001-010-52012	Office Supplies & Postage	416.22	400.00	(16.22)	104.06%	500.00	100.00

001-010-52013	Communications	1,429.45	1,560.00	130.55	91.63%	1,600.00	40.00
001-010-52014	Meetings & Travel	12,730.59	16,600.00	3,869.41	76.69%	15,600.00	(1,000.00)
001-010-52015	Professional Services	2,955.20	8,900.00	5,944.80	33.20%	6,000.00	(2,900.00)
001-010-52016	Insurance	580.50	750.00	169.50	77.40%	750.00	-
001-010-52018	Special Department Supplies	8,539.87	9,500.00	960.13	89.89%	10,000.00	500.00
001-010-52019	Misc. Dues & Subscriptions	3,556.00	3,580.00	24.00	99.33%	3,580.00	-
001-010-52030	ESCOG	25,000.00	25,000.00	-	100.00%	25,000.00	-
001-010-52045	IT	11,122.43	14,000.00	2,877.57	79.45%	16,000.00	2,000.00
001-010-55100	City Cost Plan	(34,230.00)	(34,230.00)	-	100.00%	(34,230.00)	-
001-010-56028	Capital Equipment	6,644.88	6,644.88	-	100.00%	6,644.88	-
Council Expenses		187,893.33	207,339.88	19,446.55		205,185.69	(2,154.19)

001-011-51001	Full Time Salaries	353,916.28	400,000.00	46,083.72	88.48%	400,000.00	-
001-011-51004	Overtime Wages	-	500.00	500.00	0.00%	500.00	-
001-011-51006	Vision Insurance	491.22	525.00	33.78	93.57%	491.22	(33.78)
001-011-51007	Health Insurance	26,030.82	26,800.00	769.18	97.13%	26,030.82	(769.18)
001-011-51008	Dental Insurance	5,365.56	5,400.00	34.44	99.36%	5,365.56	(34.44)
001-011-51010	Worker's Compensation	7,378.86	7,378.86	-	100.00%	7,378.86	-
001-011-51011	Medicare Tax	5,076.74	5,800.00	723.26	87.53%	5,800.00	-
001-011-51022	PARS System	31,432.57	34,970.00	3,537.43	89.88%	34,970.00	-
001-011-51024	Deferred Compensation	6,238.90	7,280.00	1,041.10	85.70%	7,280.00	-
001-011-51025	Retiree Health Insurance	47,341.48	43,945.20	(3,396.28)	107.73%	47,341.48	3,396.28
001-011-51027	PERS EE/ER	60,095.74	68,000.00	7,904.26	88.38%	68,000.00	-
001-011-51029	PERS LS UAL	179,755.22	179,755.22	-	100.00%	179,755.22	-
001-011-51042	Unemployment Insurance	-	3,000.00	3,000.00	0.00%	-	(3,000.00)
001-011-51043	Disability & Life Insurance	1,958.24	2,000.00	41.76	97.91%	2,000.00	-
001-011-51046	OPEB	76,445.89	84,630.00	8,184.11	90.33%	85,630.00	1,000.00
001-011-52000	Settlements	6,457.95	6,457.95	-	100.00%	6,457.95	-
001-011-52008	Administration Fees	23,156.05	26,000.00	2,843.95	89.06%	26,000.00	-
001-011-52009	Training	2,520.45	4,000.00	1,479.55	63.01%	3,500.00	(500.00)
001-011-52011	Advertising & Printing	359.20	1,000.00	640.80	35.92%	800.00	(200.00)
001-011-52012	Office Supplies & Postage	19,645.82	21,800.00	2,154.18	90.12%	21,800.00	-
001-011-52013	Communications	2,456.84	3,000.00	543.16	81.89%	3,400.00	400.00
001-011-52014	Meetings & Travel	9,472.06	10,500.00	1,027.94	90.21%	10,500.00	-
001-011-52015	Professional Services	133,928.77	208,029.05	74,100.28	64.38%	208,029.05	-
001-011-52018	Special Department Supplies	5,631.54	8,000.00	2,368.46	70.39%	7,500.00	(500.00)
001-011-52019	Misc. Dues & Subscriptions	1,097.03	2,000.00	902.97	54.85%	1,900.00	(100.00)
001-011-52045	IT	7,157.27	18,000.00	10,842.73	39.76%	12,000.00	(6,000.00)
001-011-52126	Senior W/S Program Discount	-	7,000.00	7,000.00	0.00%	7,000.00	-
001-011-53020	Vehicle Operation	660.39	2,000.00	1,339.61	33.02%	1,600.00	(400.00)
001-011-55099	Contingency	479.79	12,000.00	11,520.21	4.00%	2,000.00	(10,000.00)
001-011-55100	City Cost Plan	(169,909.00)	(169,909.00)	-	100.00%	(169,909.00)	-
Administration Expenses		844,641.68	1,029,862.28	185,220.60		1,013,121.16	(16,741.12)

001-012-51001	Full Time Salaries	129,502.45	140,200.00	10,697.55	92.37%	145,200.00	5,000.00
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001-012-51004	Overtime Wages	-	500.00	500.00	0.00%	500.00	-
001-012-51006	Vision Insurance	264.66	290.00	25.34	91.26%	264.66	(25.34)
001-012-51007	Health Insurance	30,456.06	31,400.00	943.94	96.99%	30,456.06	(943.94)
001-012-51008	Dental Insurance	2,979.30	3,000.00	20.70	99.31%	2,979.30	(20.70)
001-012-51010	Worker's Compensation	3,123.72	3,123.72	-	100.00%	3,123.72	-
001-012-51011	Medicare Tax	1,830.23	2,050.00	219.77	89.28%	2,120.00	70.00
001-012-51025	Retiree Health Insurance	5,577.42	5,320.00	(257.42)	104.84%	5,577.42	257.42
001-012-51027	PERS EE/ER	10,455.79	11,700.00	1,244.21	89.37%	11,750.00	50.00
001-012-51029	PERS LS UAL	262.27	262.27	-	100.00%	262.27	-
001-012-51043	Disability & Life Insurance	792.72	790.00	(2.72)	100.34%	810.00	20.00
001-012-51046	OPEB	27,972.42	30,940.00	2,967.58	90.41%	31,240.00	300.00
001-012-52007	Bank Fees	16,710.04	18,746.00	2,035.96	89.14%	20,000.00	1,254.00
001-012-52011	Advertising & Printing	-	200.00	200.00	0.00%	200.00	-
001-012-52012	Office Supplies & Postage	3,182.63	5,400.00	2,217.37	58.94%	5,400.00	-
001-012-52014	Meetings & Travel	755.44	2,000.00	1,244.56	37.77%	755.44	(1,244.56)
001-012-52015	Professional Services	45,810.48	82,000.00	36,189.52	55.87%	60,000.00	(22,000.00)
001-012-52018	Special Department Supplies	1,594.82	3,200.00	1,605.18	49.84%	3,200.00	-
001-012-52019	Misc. Dues & Subscriptions	293.78	400.00	106.22	73.45%	450.00	50.00
001-012-52045	IT	25,545.87	31,500.00	5,954.13	81.10%	31,500.00	-
001-012-55100	City Cost Plan	(58,972.00)	(58,972.00)	-	100.00%	(58,972.00)	-
Finance Expenses		248,138.10	314,049.99	65,911.89		296,816.87	(17,233.12)
001-013-51001	Full Time Salaries	1,488.44	1,900.00	411.56	78.34%	1,900.00	-
001-013-51011	Medicare Tax	21.50	28.00	6.50	76.79%	28.00	-
001-013-51017	PARS-ARS	19.35	25.00	5.65	77.40%	25.00	-
001-013-52045	IT	17.28	30.00	12.72	57.60%	30.00	-
Treasurer Expenses		1,546.57	1,983.00	436.43		1,983.00	-
001-014-52015	Professional Services	130,913.24	170,000.00	39,086.76	77.01%	170,000.00	-
001-014-55040	Litigation Services	78,154.10	70,000.00	(8,154.10)	111.65%	85,000.00	15,000.00
001-014-55100	City Cost Plan	(25,495.00)	(25,495.00)	-	100.00%	(25,495.00)	-
Legal Expenses		183,572.34	214,505.00	30,932.66		229,505.00	15,000.00
001-015-52016	Insurance	375,274.00	382,000.00	6,726.00	98.24%	382,000.00	-
001-015-55100	City Cost Plan	(60,868.00)	(60,868.00)	-	100.00%	(60,868.00)	-
Insurance Expenses		314,406.00	321,132.00	6,726.00		321,132.00	-
001-016-51002	Part Time Salaries	61,110.50	76,336.00	15,225.50	80.05%	76,336.00	-
001-016-51011	Medicare Tax	886.09	1,110.00	223.91	79.83%	1,110.00	-
001-016-51017	PARS-ARS	794.45	1,000.00	205.55	79.45%	1,000.00	-
001-016-51029	PERS LS UAL	1,074.84	1,074.84	-	100.00%	1,074.84	-
001-016-52010	Utilities	49,091.34	58,000.00	8,908.66	84.64%	58,000.00	-
001-016-52011	Advertising & Printing	-	250.00	250.00	0.00%	250.00	-
001-016-52013	Communications	4,652.48	6,300.00	1,647.52	73.85%	6,300.00	-
001-016-52015	Professional Services	8,201.14	10,000.00	1,798.86	82.01%	10,000.00	-

001-016-52017	Waste Fees	2,601.37	4,060.00	1,458.63	64.07%	4,060.00	-
001-016-52018	Special Department Supplies	1,665.93	6,300.00	4,634.07	26.44%	6,300.00	-
001-016-52045	IT	1,114.60	2,060.00	945.40	54.11%	2,060.00	-
001-016-53020	Vehicle Operation	2,194.89	4,600.00	2,405.11	47.72%	4,600.00	-
001-016-54023	Building Operation	6,492.29	10,000.00	3,507.71	64.92%	11,765.00	1,765.00
001-016-56029	Capital Equipment Replacement	48,594.00	50,359.00	1,765.00	96.50%	48,594.00	(1,765.00)
001-016-57000	Lease Principal	6,267.66	7,476.00	1,208.34	83.84%	7,476.00	-
Buildings & Grounds Expenses		194,741.58	238,925.84	44,184.26		238,925.84	-
001-017-52015	Professional Services	69,720.46	70,000.00	279.54	99.60%	70,651.00	651.00
001-017-55100	City Cost Plan	(10,756.00)	(10,756.00)	-	100.00%	(10,756.00)	-
IT Expenses		58,964.46	59,244.00	279.54		59,895.00	651.00
001-018-52011	Advertising & Printing	70.50	70.50	-	100.00%	70.50	-
001-018-52012	Office Supplies & Postage	54.90	54.90	-	100.00%	54.90	-
001-018-52015	Professional Services	4,902.39	4,902.39	-	100.00%	4,902.39	-
Elections Expenses		5,027.79	5,027.79	-		5,027.79	-
001-019-52130	Economic Development	55,000.00	135,000.00	80,000.00	40.74%	110,000.00	(25,000.00)
001-019-52131	Community Support	40,001.88	127,766.00	87,764.12	31.31%	127,766.00	-
Community Promotions Expenses		95,001.88	262,766.00	167,764.12		237,766.00	(25,000.00)
001-020-51001	Full Time Salaries	1,671,904.40	1,870,000.00	198,095.60	89.41%	1,870,000.00	-
001-020-51002	Part Time Salaries	16,336.00	30,000.00	13,664.00	54.45%	30,000.00	-
001-020-51003	Part Time Reserves	495.00	5,000.00	4,505.00	9.90%	5,000.00	-
001-020-51004	Overtime Wages	215,214.07	190,000.00	(25,214.07)	113.27%	190,000.00	-
001-020-51005	Watch Command Salaries	4,926.22	3,700.00	(1,226.22)	133.14%	5,500.00	1,800.00
001-020-51006	Vision Insurance	3,093.52	3,800.00	706.48	81.41%	3,200.00	(600.00)
001-020-51007	Health Insurance	495,645.65	500,200.00	4,554.35	99.09%	495,645.65	(4,554.35)
001-020-51008	Dental Insurance	31,350.81	31,000.00	(350.81)	101.13%	31,350.81	350.81
001-020-51010	Worker's Compensation	158,792.96	158,792.96	-	100.00%	158,792.96	-
001-020-51011	Medicare Tax	27,453.99	31,400.00	3,946.01	87.43%	31,400.00	-
001-020-51014	Field Training	1,900.00	2,333.00	433.00	81.44%	2,333.00	-
001-020-51015	Shift Differential Pay	24,628.94	26,500.00	1,871.06	92.94%	27,200.00	700.00
001-020-51017	PARS-ARS	218.89	650.00	431.11	33.68%	650.00	-
001-020-51024	Deferred Compensation	5,034.64	8,000.00	2,965.36	62.93%	6,200.00	(1,800.00)
001-020-51025	Retiree Health Insurance	349,933.68	350,000.00	66.32	99.98%	349,933.68	(66.32)
001-020-51027	PERS EE/ER	392,161.43	460,000.00	67,838.57	85.25%	460,000.00	-
001-020-51029	PERS LS UAL	708,127.82	708,127.82	-	100.00%	708,127.82	-
001-020-51043	Disability & Life Insurance	10,844.87	12,000.00	1,155.13	90.37%	12,000.00	-
001-020-51046	OPEB	347,588.39	395,000.00	47,411.61	88.00%	395,000.00	-
001-020-52006	Recruitment	4,946.64	8,500.00	3,553.36	58.20%	8,500.00	-
001-020-52009	Training	10,718.41	25,000.00	14,281.59	42.87%	25,000.00	-
001-020-52010	Utilities	15,137.65	19,000.00	3,862.35	79.67%	19,000.00	-
001-020-52011	Outreach	5,128.90	7,000.00	1,871.10	73.27%	7,000.00	-

001-020-52012	Office Supplies & Postage	1,677.03	3,100.00	1,422.97	54.10%	3,100.00	-
001-020-52013	Communications	32,170.60	40,000.00	7,829.40	80.43%	40,000.00	-
001-020-52014	Meetings & Travel	16,993.02	25,000.00	8,006.98	67.97%	25,000.00	-
001-020-52015	Professional Services	11,578.28	18,000.00	6,421.72	64.32%	18,000.00	-
001-020-52017	Waste Fees	9.00	350.00	341.00	2.57%	350.00	-
001-020-52018	Special Department Supplies	34,910.54	39,383.87	4,473.33	88.64%	39,383.87	-
001-020-52019	Misc. Dues & Subscriptions	1,349.97	3,800.00	2,450.03	35.53%	3,800.00	-
001-020-52021	Fingerprint Fees	8,225.00	13,300.00	5,075.00	61.84%	13,300.00	-
001-020-52024	Property Taxes	-	20.00	20.00	0.00%	20.00	-
001-020-52045	IT	26,830.04	29,000.00	2,169.96	92.52%	29,000.00	-
001-020-53020	Vehicle Operation	35,170.62	35,000.00	(170.62)	100.49%	35,000.00	-
001-020-54023	Building Operation	3,651.95	7,000.00	3,348.05	52.17%	7,000.00	-
001-020-54024	AB 109/Realignment Expense	3,607.00	50,000.00	46,393.00	7.21%	50,000.00	-
001-020-54025	Ran Reimbursement	3,310.83	15,000.00	11,689.17	22.07%	15,000.00	-
001-020-55043	Law Enforcement Grant	-	49,629.00	49,629.00	0.00%	49,629.00	-
001-020-56028	Capital Equipment	184,000.04	187,500.00	3,499.96	98.13%	187,500.00	-
001-020-56030	Loan Payment	22,991.56	-	(22,991.56)	#DIV/0!	22,991.56	22,991.56
001-020-57000	Lease Principal	26,387.20	54,560.00	28,172.80	48.36%	31,568.44	(22,991.56)
001-020-58040	Officer Wellness Grant	12,001.00	12,001.00	-	100.00%	12,001.00	-
Police Department Expenses		4,926,446.56	5,428,647.65	502,201.09		5,424,477.79	(4,169.86)
001-021-51001	Full Time Salaries	104,280.32	124,940.00	20,659.68	83.46%	122,940.00	(2,000.00)
001-021-51002	Part Time Salaries	5,547.68	9,700.00	4,152.32	57.19%	7,750.00	(1,950.00)
001-021-51003	Strike Team Pay	52,908.24	19,996.80	(32,911.44)	264.58%	70,000.00	50,003.20
001-021-51004	Overtime Wages	-	1,000.00	1,000.00	0.00%	1,000.00	-
001-021-51006	Vision Insurance	185.33	260.00	74.67	71.28%	260.00	-
001-021-51007	Health Insurance	25,193.17	43,400.00	18,206.83	58.05%	25,193.17	(18,206.83)
001-021-51008	Dental Insurance	1,836.76	2,705.00	868.24	67.90%	2,100.00	(605.00)
001-021-51009	City Fire Callouts	38,030.00	50,000.00	11,970.00	76.06%	50,000.00	-
001-021-51010	Worker's Compensation	13,626.29	13,626.29	-	100.00%	13,626.29	-
001-021-51011	Medicare Tax	2,879.13	3,100.00	220.87	92.88%	3,300.00	200.00
001-021-51017	PARS-ARS	903.72	1,400.00	496.28	64.55%	1,400.00	-
001-021-51018	Duty Time	265.79	-	(265.79)	#DIV/0!	1,000.00	1,000.00
001-021-51024	Deferred Compensation	33.16	1,117.50	1,084.34	2.97%	200.00	(917.50)
001-021-51025	Retiree Health Insurance	13,136.54	14,000.00	863.46	93.83%	13,136.54	(863.46)
001-021-51027	PERS EE/ER	12,599.24	17,520.00	4,920.76	71.91%	15,599.24	(1,920.76)
001-021-51029	PERS LS UAL	5,683.45	5,683.45	-	100.00%	5,683.45	-
001-021-51030	Volunteer Pension	-	7,000.00	7,000.00	0.00%	-	(7,000.00)
001-021-51041	Fireman's Life Insurance	1,636.77	4,000.00	2,363.23	40.92%	4,000.00	-
001-021-51042	Unemployment Insurance	-	500.00	500.00	0.00%	500.00	-
001-021-51043	Disability & Life Insurance	550.86	755.00	204.14	72.96%	755.00	-
001-021-51046	OPEB	21,132.27	27,470.00	6,337.73	76.93%	26,132.27	(1,337.73)
001-021-52006	Recruitment	-	2,500.00	2,500.00	0.00%	-	(2,500.00)
001-021-52009	Training	4,558.40	11,500.00	6,941.60	39.64%	9,116.80	(2,383.20)
001-021-52010	Utilities	12,796.44	19,100.00	6,303.56	67.00%	17,500.00	(1,600.00)

001-021-52011	Advertising & Printing	308.48	1,700.00	1,391.52	18.15%	800.00	(900.00)
001-021-52012	Office Supplies & Postage	194.70	600.00	405.30	32.45%	500.00	(100.00)
001-021-52013	Communications	7,722.95	12,000.00	4,277.05	64.36%	10,000.00	(2,000.00)
001-021-52014	Meetings & Travel	4,502.94	3,000.00	(1,502.94)	150.10%	7,000.00	4,000.00
001-021-52015	Professional Services	28,854.63	37,500.00	8,645.37	76.95%	37,500.00	-
001-021-52017	Waste Fees	1,940.01	3,000.00	1,059.99	64.67%	2,600.00	(400.00)
001-021-52018	Special Department Supplies	89,357.42	117,084.00	27,726.58	76.32%	156,564.00	39,480.00
001-021-52019	Misc. Dues & Subscriptions	187.50	3,600.00	3,412.50	5.21%	3,000.00	(600.00)
001-021-52024	Property Taxes	-	1,000.00	1,000.00	0.00%	-	(1,000.00)
001-021-52045	IT	4,953.54	8,000.00	3,046.46	61.92%	6,800.00	(1,200.00)
001-021-53020	Vehicle Operation	17,468.24	33,000.00	15,531.76	52.93%	40,000.00	7,000.00
001-021-53022	Office Equipment Operation	616.70	1,000.00	383.30	61.67%	1,000.00	-
001-021-54023	Building Operation	1,851.48	3,500.00	1,648.52	52.90%	3,500.00	-
001-021-55024	Rentals	1,623.56	1,200.00	(423.56)	135.30%	1,800.00	600.00
001-021-55101	Refunds	-	200.00	200.00	0.00%	200.00	-
001-021-56027	Capital Improvement	58,962.83	63,000.00	4,037.17	93.59%	58,962.83	(4,037.17)
001-021-56028	Capital Equipment	-	165,000.00	165,000.00	0.00%	80,000.00	(85,000.00)
001-021-56029	Capital Equipment Replacement	197,846.16	197,846.16	-	100.00%	197,846.16	-
Fire Department Expenses		734,174.70	1,033,504.20	299,329.50		999,265.75	(34,238.45)
001-022-51001	Full Time Salaries	40,581.84	45,900.00	5,318.16	88.41%	45,900.00	-
001-022-51006	Vision Insurance	48.62	60.00	11.38	81.03%	48.62	(11.38)
001-022-51007	Health Insurance	2,395.83	2,680.00	284.17	89.40%	2,395.83	(284.17)
001-022-51008	Dental Insurance	512.17	560.00	47.83	91.46%	512.17	(47.83)
001-022-51010	Worker's Compensation	924.82	924.82	-	100.00%	924.82	-
001-022-51011	Medicare Tax	584.81	670.00	85.19	87.29%	670.00	-
001-022-51022	PARS System	2,876.82	3,260.00	383.18	88.25%	3,260.00	-
001-022-51024	Deferred Compensation	810.54	920.00	109.46	88.10%	920.00	-
001-022-51025	Retiree Health Insurance	13,357.09	14,700.00	1,342.91	90.86%	13,357.09	(1,342.91)
001-022-51027	PERS EE/ER	4,916.06	5,730.00	813.94	85.80%	5,730.00	-
001-022-51043	Disability & Life Insurance	215.98	245.00	29.02	88.16%	245.00	-
001-022-51046	OPEB	8,765.71	9,920.00	1,154.29	88.36%	9,920.00	-
001-022-52012	Office Supplies & Postage	144.49	300.00	155.51	48.16%	300.00	-
001-022-52013	Communications	328.91	600.00	271.09	54.82%	600.00	-
001-022-52014	Meetings & Travel	-	2,000.00	2,000.00	0.00%	2,000.00	-
001-022-52015	Professional Services	76,328.00	123,764.18	47,436.18	61.67%	123,764.18	-
001-022-52018	Special Department Supplies	1,030.02	6,500.00	5,469.98	15.85%	6,500.00	-
001-022-52019	Misc. Dues & Subscriptions	15,455.80	15,751.00	295.20	98.13%	16,800.00	1,049.00
001-022-52045	IT	328.47	900.00	571.53	36.50%	900.00	-
001-022-53020	Vehicle Operation	-	500.00	500.00	0.00%	500.00	-
Building Expenses		169,605.98	235,885.00	66,279.02		235,247.71	(637.29)
001-023-51001	Full Time Salaries	176,494.49	202,000.00	25,505.51	87.37%	202,000.00	-
001-023-51002	Part Time Salaries	-	900.00	900.00	0.00%	900.00	-
001-023-51004	Overtime Wages	2,608.59	5,600.00	2,991.41	46.58%	5,600.00	-

001-023-51006	Vision Insurance	319.92	350.00	30.08	91.41%	319.92	(30.08)
001-023-51007	Health Insurance	43,299.62	44,522.00	1,222.38	97.25%	43,299.62	(1,222.38)
001-023-51008	Dental Insurance	3,475.36	3,610.00	134.64	96.27%	3,610.00	-
001-023-51010	Worker's Compensation	4,309.25	4,309.25	-	100.00%	4,309.25	-
001-023-51011	Medicare Tax	2,572.63	3,314.00	741.37	77.63%	3,314.00	-
001-023-51017	PARS-ARS	-	14.00	14.00	0.00%	14.00	-
001-023-51018	Duty Time	3,019.59	3,500.00	480.41	86.27%	3,500.00	-
001-023-51022	PARS System	17,687.76	20,700.00	3,012.24	85.45%	20,700.00	-
001-023-51024	Deferred Compensation	2,765.70	3,350.00	584.30	82.56%	3,350.00	-
001-023-51025	Retiree Health Insurance	40,159.92	41,000.00	840.08	97.95%	40,159.92	(840.08)
001-023-51027	PERS EE/ER	25,305.32	28,500.00	3,194.68	88.79%	29,000.00	500.00
001-023-51029	PERS LS UAL	5,569.94	5,569.94	-	100.00%	5,569.94	-
001-023-51043	Disability & Life Insurance	1,114.77	1,200.00	85.23	92.90%	1,200.00	-
001-023-51046	OPEB	37,874.88	43,650.00	5,775.12	86.77%	43,650.00	-
001-023-52010	Utilities	52,812.05	63,700.00	10,887.95	82.91%	65,200.00	1,500.00
001-023-52012	Office Supplies & Postage	163.58	1,200.00	1,036.42	13.63%	1,200.00	-
001-023-52013	Communications	1,118.31	1,400.00	281.69	79.88%	1,400.00	-
001-023-52014	Meetings & Travel	1,440.49	4,000.00	2,559.51	36.01%	4,000.00	-
001-023-52015	Professional Services	18,058.25	35,759.00	17,700.75	50.50%	35,759.00	-
001-023-52017	Waste Fees	2,418.70	5,000.00	2,581.30	48.37%	5,000.00	-
001-023-52018	Special Department Supplies	13,569.27	23,000.00	9,430.73	59.00%	23,000.00	-
001-023-52019	Misc. Dues & Subscriptions	975.94	1,100.00	124.06	88.72%	1,100.00	-
001-023-52024	Property Taxes	-	300.00	300.00	0.00%	300.00	-
001-023-52045	IT	3,659.93	5,066.66	1,406.73	72.24%	5,066.66	-
001-023-53020	Vehicle Operation	16,938.95	35,000.00	18,061.05	48.40%	35,000.00	-
001-023-55024	Lease Profit And Loss	65,578.77	65,600.00	21.23	99.97%	65,600.00	-
001-023-56027	Capital Improvement	17,688.00	176,050.00	158,362.00	10.05%	176,050.00	-
001-023-56031	Capital Improvement Program	700,000.00	700,000.00	-	100.00%	700,000.00	-
001-023-56034	Lease Principal	4,726.26	5,700.00	973.74	82.92%	5,700.00	-
Streets Maintenance Expenses		1,265,726.24	1,534,964.85	269,238.61		1,534,872.31	(92.54)

001-031-51001	Full Time Salaries	286,482.08	317,000.00	30,517.92	90.37%	319,500.00	2,500.00
001-031-51002	Part Time Salaries	153,324.47	185,620.00	32,295.53	82.60%	182,620.00	(3,000.00)
001-031-51004	Overtime Wages	4,671.01	7,000.00	2,328.99	66.73%	7,000.00	-
001-031-51006	Vision Insurance	718.44	775.00	56.56	92.70%	718.44	(56.56)
001-031-51007	Health Insurance	128,592.18	128,700.00	107.82	99.92%	128,592.18	(107.82)
001-031-51008	Dental Insurance	8,086.68	8,130.00	43.32	99.47%	8,086.68	(43.32)
001-031-51010	Worker's Compensation	8,510.28	8,510.28	-	100.00%	8,510.28	-
001-031-51011	Medicare Tax	6,221.31	7,700.00	1,478.69	80.80%	7,700.00	-
001-031-51017	PARS-ARS	1,994.00	2,700.00	706.00	73.85%	2,700.00	-
001-031-51022	PARS System	48,466.42	70,900.00	22,433.58	68.36%	56,000.00	(14,900.00)
001-031-51024	Deferred Compensation	4,533.30	5,240.00	706.70	86.51%	5,240.00	-
001-031-51025	Retiree Health Insurance	52,244.58	51,300.00	(944.58)	101.84%	52,244.58	944.58
001-031-51027	PERS EE/ER	53,682.58	61,600.00	7,917.42	87.15%	61,600.00	-
001-031-51029	PERS LS UAL	11,589.05	11,589.05	-	100.00%	11,589.05	-

001-031-51042	Unemployment Insurance	388.00	2,000.00	1,612.00	19.40%	2,000.00	-
001-031-51043	Disability & Life Insurance	2,133.01	2,230.00	96.99	95.65%	2,230.00	-
001-031-51046	OPEB	61,327.98	68,500.00	7,172.02	89.53%	70,000.00	1,500.00
001-031-52009	Training	741.32	3,000.00	2,258.68	24.71%	3,000.00	-
001-031-52010	Utilities	33,416.78	59,600.00	26,183.22	56.07%	59,600.00	-
001-031-52011	Advertising & Printing	212.65	500.00	287.35	42.53%	500.00	-
001-031-52012	Office Supplies & Postage	55.74	150.00	94.26	37.16%	150.00	-
001-031-52013	Communications	4,871.55	6,300.00	1,428.45	77.33%	6,300.00	-
001-031-52014	Meetings & Travel	1,992.48	2,100.00	107.52	94.88%	2,100.00	-
001-031-52015	Professional Services	28,651.51	30,000.00	1,348.49	95.51%	30,000.00	-
001-031-52017	Waste Fees	22,497.07	29,500.00	7,002.93	76.26%	29,500.00	-
001-031-52018	Special Department Supplies	59,383.80	80,000.00	20,616.20	74.23%	80,000.00	-
001-031-52019	Misc. Dues & Subscriptions	669.64	9,000.00	8,330.36	7.44%	9,000.00	-
001-031-52045	IT	18,507.53	18,966.67	459.14	97.58%	21,500.00	2,533.33
001-031-53020	Vehicle Operation	7,252.39	10,000.00	2,747.61	72.52%	10,000.00	-
001-031-53021	Special Equipment Operation	1,027.07	8,000.00	6,972.93	12.84%	8,000.00	-
001-031-55024	Rentals	65,365.03	65,365.03	-	100.00%	65,365.03	-
001-031-55025	Chamber of Commerce	-	1,000.00	1,000.00	0.00%	1,000.00	-
001-031-55050	Park Renovation	-	15,000.00	15,000.00	0.00%	15,000.00	-
001-031-55063	DOC/Recycling Grant	-	5,580.69	5,580.69	0.00%	5,580.69	-
001-031-56027	Capital Improvement	37,090.00	215,000.00	177,910.00	17.25%	215,000.00	-
001-031-56028	Capital Equipment	74,156.69	87,938.40	13,781.71	84.33%	87,938.40	-
001-031-57000	Lease Principal	6,267.66	7,500.00	1,232.34	83.57%	7,500.00	-
001-031-58030	Urban Greening Grant	94,886.26	136,020.80	41,134.54	69.76%	136,020.80	-
001-031-58031	HSEF Grant	12,216.02	12,216.02	-	100.00%	12,216.02	-
Parks & Rec Expenses		1,302,226.56	1,742,231.94	440,005.38		1,731,602.15	(10,629.79)

001-034-51001	Full Time Salaries	89,723.55	98,000.00	8,276.45	91.55%	101,000.00	3,000.00
001-034-51002	Part Time Salaries	350.00	8,000.00	7,650.00	4.38%	2,000.00	(6,000.00)
001-034-51004	Overtime Wages	2,384.45	4,500.00	2,115.55	52.99%	3,000.00	(1,500.00)
001-034-51006	Vision Insurance	124.16	136.00	11.84	91.29%	124.16	(11.84)
001-034-51007	Health Insurance	26,869.37	27,500.00	630.63	97.71%	26,869.37	(630.63)
001-034-51008	Dental Insurance	1,298.56	1,350.00	51.44	96.19%	1,298.56	(51.44)
001-034-51010	Worker's Compensation	2,238.25	2,238.25	-	100.00%	2,238.25	-
001-034-51011	Medicare Tax	1,272.91	1,670.00	397.09	76.22%	1,590.00	(80.00)
001-034-51017	PARS-ARS	4.55	105.00	100.45	4.33%	105.00	-
001-034-51022	PARS System	1,006.98	1,150.00	143.02	87.56%	1,200.00	50.00
001-034-51024	Deferred Compensation	95.75	1,245.00	1,149.25	7.69%	200.00	(1,045.00)
001-034-51025	Retiree Health Insurance	13,357.24	14,600.00	1,242.76	91.49%	14,600.00	-
001-034-51027	PERS EE/ER	7,793.73	8,420.00	626.27	92.56%	9,420.00	1,000.00
001-034-51029	PERS LS UAL	1,079.03	1,079.03	-	100.00%	1,079.03	-
001-034-51043	Disability & Life Insurance	659.83	790.00	130.17	83.52%	790.00	-
001-034-51046	OPEB	19,315.51	20,980.00	1,664.49	92.07%	21,980.00	1,000.00
001-034-52012	Office Supplies & Postage	711.29	5,000.00	4,288.71	14.23%	3,000.00	(2,000.00)
001-034-52013	Communications	328.91	500.00	171.09	65.78%	500.00	-

001-034-52014	Meetings & Travel	3,812.34	5,500.00	1,687.66	69.32%	5,500.00	-
001-034-52015	Professional Services	18,672.86	77,000.00	58,327.14	24.25%	60,000.00	(17,000.00)
001-034-52018	Special Department Supplies	1,935.63	2,000.00	64.37	96.78%	3,000.00	1,000.00
001-034-52019	Misc. Dues & Subscriptions	101.80	1,000.00	898.20	10.18%	1,000.00	-
001-034-52045	IT	3,576.67	5,600.00	2,023.33	63.87%	5,600.00	-
001-034-53025	LAFCO	15,000.00	15,000.00	-	100.00%	15,000.00	-
001-034-59999	Transfers Out	54,089.00	54,089.00	-	100.00%	54,089.00	-
Planning Expenses		265,802.37	357,452.28	91,649.91		335,183.37	(22,268.91)
001-035-51002	Part Time Salaries	53,341.67	68,100.00	14,758.33	78.33%	68,100.00	-
001-035-51011	Medicare Tax	773.59	990.00	216.41	78.14%	990.00	-
001-035-51017	PARS-ARS	693.45	890.00	196.55	77.92%	890.00	-
001-035-52010	Utilities	-	2,500.00	2,500.00	0.00%	2,500.00	-
001-035-52015	Professional Services	-	250.00	250.00	0.00%	250.00	-
001-035-52018	Special Department Supplies	9,012.10	11,000.00	1,987.90	81.93%	11,000.00	-
001-035-52045	IT	768.98	1,110.00	341.02	69.28%	1,110.00	-
After School Program Expenses		64,589.79	84,840.00	20,250.21		84,840.00	-
001-037-51002	Part Time Salaries	95,269.75	164,000.00	68,730.25	58.09%	164,000.00	-
001-037-51011	Medicare Tax	1,381.43	2,378.00	996.57	58.09%	2,378.00	-
001-037-51017	PARS-ARS	1,238.56	2,132.00	893.44	58.09%	2,132.00	-
001-037-52009	Training	809.29	4,000.00	3,190.71	20.23%	4,000.00	-
001-037-52010	Utilities	10,424.36	20,300.00	9,875.64	51.35%	20,300.00	-
001-037-52013	Communications	589.72	1,000.00	410.28	58.97%	1,000.00	-
001-037-52014	Meetings & Travel	1,539.80	2,000.00	460.20	76.99%	2,000.00	-
001-037-52015	Professional Services	8,232.53	8,500.00	267.47	96.85%	9,500.00	1,000.00
001-037-52018	Special Department Supplies	52,999.21	55,264.00	2,264.79	95.90%	56,000.00	736.00
001-037-52045	IT	4,886.95	5,000.00	113.05	97.74%	5,600.00	600.00
001-037-52047	Concessions	1,958.53	3,580.00	1,621.47	54.71%	3,580.00	-
001-037-53021	Special Equipment Operation	4,827.75	5,000.00	172.25	96.56%	5,200.00	200.00
001-037-56027	Capital Improvement	303,956.94	305,036.00	1,079.06	99.65%	303,956.94	(1,079.06)
001-037-56028	Capital Equipment	6,499.00	6,550.00	51.00	99.22%	6,499.00	(51.00)
001-037-56029	Capital Equipment Replacement	6,355.00	6,900.00	545.00	92.10%	6,355.00	(545.00)
Pool Expenses		500,968.82	591,640.00	90,671.18		592,500.94	860.94
001-038-51002	Part Time Salaries	23,885.07	39,300.00	15,414.93	60.78%	39,300.00	-
001-038-51011	Medicare Tax	346.31	570.00	223.69	60.76%	570.00	-
001-038-51017	PARS-ARS	310.50	515.00	204.50	60.29%	515.00	-
001-038-52010	Utilities	-	500.00	500.00	0.00%	500.00	-
001-038-52011	Advertising & Printing	-	450.00	450.00	0.00%	450.00	-
001-038-52015	Professional Services	7,500.00	11,000.00	3,500.00	68.18%	11,000.00	-
001-038-52018	Special Department Supplies	5,751.85	7,200.00	1,448.15	79.89%	7,200.00	-
001-038-52045	IT	21.02	150.00	128.98	14.01%	150.00	-
Summer Camp Expenses		37,814.75	59,685.00	21,870.25		59,685.00	-
General Fund Expenses		11,401,289.50	13,723,686.70	2,322,397.20		13,607,033.37	(116,653.33)

002-000-33010	Interest on Bank Deposits	123,926.97	140,000.00	16,073.03	88.52%	140,000.00	-
002-000-39016	Connection Fee	4,000.00	-	(4,000.00)	#DIV/0!	4,000.00	4,000.00
002-000-39017	Sewer Miscellaneous	2,991.22	6,000.00	3,008.78	49.85%	6,000.00	-
002-000-39020	Sewer Service Collection	1,289,595.76	1,330,000.00	40,404.24	96.96%	1,330,000.00	-
002-000-39023	Sewer Service Penalties	1,532.32	1,000.00	(532.32)	153.23%	1,000.00	-
002-000-39075	Intergovernmental Revenue	10,631.36	-	(10,631.36)	#DIV/0!	10,631.36	10,631.36
002-000-39812	Gain on Sale	2,748.66	-	(2,748.66)	#DIV/0!	2,748.66	2,748.66
	Sewer Fund Revenue	1,435,426.29	1,477,000.00	41,573.71		1,494,380.02	17,380.02
002-051-51001	Full Time Salaries	229,972.70	253,000.00	23,027.30	90.90%	253,000.00	-
002-051-51002	Part Time Salaries	-	1,400.00	1,400.00	0.00%	1,400.00	-
002-051-51004	Overtime Wages	5,298.91	8,350.00	3,051.09	63.46%	8,350.00	-
002-051-51006	Vision Insurance	430.53	475.00	44.47	90.64%	430.53	(44.47)
002-051-51007	Health Insurance	68,113.16	73,472.00	5,358.84	92.71%	68,113.16	(5,358.84)
002-051-51008	Dental Insurance	4,758.12	4,880.00	121.88	97.50%	4,880.00	-
002-051-51010	Worker's Compensation	6,060.50	6,060.50	-	100.00%	6,060.50	-
002-051-51011	Medicare Tax	3,371.27	4,114.00	742.73	81.95%	4,114.00	-
002-051-51017	PARS-ARS	-	21.00	21.00	0.00%	21.00	-
002-051-51018	Duty Time	4,694.29	6,000.00	1,305.71	78.24%	6,000.00	-
002-051-51022	PARS System	28,775.35	32,221.38	3,446.03	89.31%	32,700.00	478.62
002-051-51024	Deferred Compensation	3,412.45	3,966.32	553.87	86.04%	3,966.32	-
002-051-51025	Retiree Health Insurance	40,159.92	42,800.00	2,640.08	93.83%	40,159.92	(2,640.08)
002-051-51027	PERS EE/ER	36,067.78	39,457.95	3,390.17	91.41%	40,957.95	1,500.00
002-051-51029	PERS LS UAL	145,944.34	145,944.34	-	100.00%	145,944.34	-
002-051-51043	Disability & Life Insurance	1,554.20	1,590.00	35.80	97.75%	1,590.00	-
002-051-51046	OPEB	49,288.69	54,246.28	4,957.59	90.86%	55,546.28	1,300.00
002-051-52006	Recruitment	-	3,000.00	3,000.00	0.00%	-	(3,000.00)
002-051-52010	Utilities	19,892.43	23,250.00	3,357.57	85.56%	26,000.00	2,750.00
002-051-52012	Office Supplies & Postage	6,406.65	7,300.00	893.35	87.76%	7,500.00	200.00
002-051-52013	Communications	1,816.56	2,200.00	383.44	82.57%	2,200.00	-
002-051-52014	Meetings & Travel	3,210.98	5,000.00	1,789.02	64.22%	5,000.00	-
002-051-52015	Professional Services	61,471.38	114,759.00	53,287.62	53.57%	114,759.00	-
002-051-52017	Waste Fees	4,559.94	5,310.00	750.06	85.87%	5,310.00	-
002-051-52018	Special Department Supplies	48,987.08	50,000.00	1,012.92	97.97%	52,000.00	2,000.00
002-051-52019	Misc. Dues & Subscriptions	2,033.20	2,600.00	566.80	78.20%	2,600.00	-
002-051-52024	Property Taxes	-	640.00	640.00	0.00%	640.00	-
002-051-52045	IT	728.18	2,700.00	1,971.82	26.97%	2,700.00	-
002-051-53020	Vehicle Operation	10,790.43	26,000.00	15,209.57	41.50%	26,000.00	-
002-051-55023	Small Claims	-	100.00	100.00	0.00%	100.00	-
002-051-55024	Rentals	247.20	2,000.00	1,752.80	12.36%	2,000.00	-
002-051-55100	City Cost Plan	194,357.00	194,357.00	-	100.00%	194,357.00	-
002-051-55101	Refunds	1,236.15	2,000.00	763.85	61.81%	2,000.00	-
002-051-55102	BAWA	152,880.00	152,880.00	-	100.00%	152,880.00	-
002-051-56025	Depreciation	-	150,908.00	150,908.00	0.00%	150,908.00	-

002-051-56027	Capital Improvement	177,465.65	222,242.37	44,776.72	79.85%	222,242.37	-
002-051-56028	Capital Equipment	275,001.37	275,257.33	255.96	99.91%	275,257.33	-
002-051-57000	Lease Principal	4,726.25	6,284.00	1,557.75	75.21%	6,284.00	-
002-051-59999	Transfers Out	1,792.96	1,792.96	-	100.00%	1,792.96	-
Sewer Fund Expenses		1,595,505.62	1,928,579.43	333,073.81		1,925,764.66	(2,814.77)
003-000-39100	Section 2105	18,376.63	23,000.00	4,623.37	79.90%	23,000.00	-
003-000-39110	Section 2107-5	1,000.00	1,000.00	-	100.00%	1,000.00	-
003-000-39120	Section 2107	24,009.44	32,000.00	7,990.56	75.03%	32,000.00	-
003-000-39130	Section 2106	15,758.66	19,500.00	3,741.34	80.81%	19,500.00	-
003-000-39135	Misc/Prop 42	29,179.57	37,000.00	7,820.43	78.86%	37,000.00	-
003-000-39139	SB 1	78,824.81	99,094.00	20,269.19	79.55%	99,094.00	-
Gas Tax Revenue		167,149.11	211,594.00	44,444.89		211,594.00	-
003-030-51001	Full Time Salaries	61,925.51	67,540.03	5,614.52	91.69%	69,040.03	1,500.00
003-030-51002	Part Time Salaries	-	-	-	0.00%	300.00	300.00
003-030-51004	Overtime Wages	559.26	1,100.00	540.74	50.84%	1,100.00	-
003-030-51006	Vision Insurance	124.51	150.00	25.49	83.01%	150.00	-
003-030-51007	Health Insurance	22,655.20	25,090.00	2,434.80	90.30%	22,655.20	(2,434.80)
003-030-51008	Dental Insurance	1,391.70	1,490.00	98.30	93.40%	1,490.00	-
003-030-51010	Worker's Compensation	1,721.73	1,721.73	-	100.00%	1,721.73	-
003-030-51011	Medicare Tax	894.45	1,080.00	185.55	82.82%	1,100.00	20.00
003-030-51017	PARS-ARS	-	-	-	0.00%	10.00	10.00
003-030-51018	Duty Time	1,674.49	2,000.00	325.51	83.72%	2,150.00	150.00
003-030-51022	PARS System	8,642.30	9,716.21	1,073.91	88.95%	9,716.21	-
003-030-51024	Deferred Compensation	810.52	979.40	168.88	82.76%	979.40	-
003-030-51027	PERS EE/ER	10,172.93	11,159.27	986.34	91.16%	11,600.00	440.73
003-030-51029	PERS LS UAL	2,424.04	2,424.04	-	100.00%	2,424.04	-
003-030-51043	Disability & Life Insurance	424.88	450.00	25.12	94.42%	450.00	-
003-030-51046	OPEB	13,238.09	14,601.53	1,363.44	90.66%	14,901.53	300.00
003-030-52018	Special Department Supplies	1,938.74	26,000.00	24,061.26	7.46%	25,700.00	(300.00)
003-030-56027	Capital Improvement	32,058.75	225,000.00	192,941.25	14.25%	225,000.00	-
Gas Tax Expenses		160,657.10	390,502.21	229,845.11		390,488.14	(14.07)
004-000-33010	Interest On Bank Deposits	116,560.01	128,000.00	11,439.99	91.06%	128,000.00	-
004-000-39012	Water Service Collection	1,019,634.76	1,090,000.00	70,365.24	93.54%	1,090,000.00	-
004-000-39013	Water Service Penalties	1,208.30	800.00	(408.30)	151.04%	1,208.30	408.30
004-000-39016	Water Connection Fee	4,000.00	-	(4,000.00)	#DIV/0!	4,000.00	4,000.00
004-000-39017	Water Miscellaneous	19,194.22	20,000.00	805.78	95.97%	20,000.00	-
004-000-39812	Gain on Sale	1,796.66	-	(1,796.66)	#DIV/0!	1,796.66	1,796.66
Water Fund Revenue		1,162,393.95	1,238,800.00	76,406.05		1,245,004.96	6,204.96
004-050-51001	Full Time Salaries	190,907.06	212,000.00	21,092.94	90.05%	213,000.00	1,000.00
004-050-51002	Part Time Salaries	-	1,500.00	1,500.00	0.00%	1,500.00	-
004-050-51004	Overtime Wages	4,908.90	8,840.00	3,931.10	55.53%	8,840.00	-

004-050-51006	Vision Insurance	373.00	400.00	27.00	93.25%	400.00	-
004-050-51007	Health Insurance	61,875.00	63,072.00	1,197.00	98.10%	61,875.00	(1,197.00)
004-050-51008	Dental Insurance	4,126.62	4,100.00	(26.62)	100.65%	4,200.00	100.00
004-050-51010	Worker's Compensation	5,086.50	5,086.50	-	100.00%	5,086.50	-
004-050-51011	Medicare Tax	2,803.99	3,464.00	660.01	80.95%	3,464.00	-
004-050-51017	PARS-ARS	-	22.00	22.00	0.00%	22.00	-
004-050-51018	Duty Time	4,065.11	6,350.00	2,284.89	64.02%	6,350.00	-
004-050-51022	PARS System	25,109.19	27,896.89	2,787.70	90.01%	28,196.89	300.00
004-050-51024	Deferred Compensation	2,787.68	3,232.56	444.88	86.24%	3,232.56	-
004-050-51025	Retiree Health Insurance	53,546.58	54,000.00	453.42	99.16%	53,546.58	(453.42)
004-050-51027	PERS EE/ER	31,470.18	33,228.24	1,758.06	94.71%	35,500.00	2,271.76
004-050-51029	PERS LS UAL	113,025.46	113,025.46	-	100.00%	113,025.46	-
004-050-51043	Disability & Life Insurance	1,357.26	1,400.00	42.74	96.95%	1,400.00	-
004-050-51046	OPEB	40,905.51	44,639.67	3,734.16	91.63%	45,800.00	1,160.33
004-050-52006	Recruitment	-	4,000.00	4,000.00	0.00%	-	(4,000.00)
004-050-52010	Utilities	41,832.81	68,000.00	26,167.19	61.52%	68,000.00	-
004-050-52012	Office Supplies & Postage	4,332.81	6,800.00	2,467.19	63.72%	6,800.00	-
004-050-52013	Communications	2,175.48	3,180.00	1,004.52	68.41%	3,180.00	-
004-050-52014	Meetings & Travel	3,980.98	5,000.00	1,019.02	79.62%	5,000.00	-
004-050-52015	Professional Services	48,122.72	113,759.00	65,636.28	42.30%	113,759.00	-
004-050-52017	Waste Fees	848.22	1,590.00	741.78	53.35%	1,590.00	-
004-050-52018	Special Department Supplies	27,579.51	47,000.00	19,420.49	58.68%	47,000.00	-
004-050-52019	Misc. Dues & Subscription	2,496.55	2,400.00	(96.55)	104.02%	2,600.00	200.00
004-050-52020	Water Conservation Program	450.00	1,300.00	850.00	34.62%	1,300.00	-
004-050-52024	Property Taxes	-	100.00	100.00	0.00%	100.00	-
004-050-52045	IT	947.58	2,700.00	1,752.42	35.10%	2,700.00	-
004-050-53020	Vehicle Operation	8,495.23	26,000.00	17,504.77	32.67%	26,000.00	-
004-050-55023	Small Claims	-	200.00	200.00	0.00%	200.00	-
004-050-55024	Rentals	247.20	4,300.00	4,052.80	5.75%	4,300.00	-
004-050-55100	City Cost Plan	145,579.00	145,579.00	-	100.00%	145,579.00	-
004-050-55101	Refunds	7,445.27	10,000.00	2,554.73	74.45%	10,000.00	-
004-050-56025	Depreciation	-	178,600.00	178,600.00	0.00%	178,600.00	-
004-050-56027	Capital Improvement	206,477.68	287,000.00	80,522.32	71.94%	287,000.00	-
004-050-57000	Lease Principal	6,301.68	8,390.00	2,088.32	75.11%	8,390.00	-
Water Fund Expenses		1,049,660.76	1,498,155.32	448,494.56		1,497,536.99	(618.33)
012-000-33010	Interest On Bank Deposits	17,006.39	16,000.00	(1,006.39)	106.29%	17,006.39	1,006.39
012-000-39735	Utilities Clearing Account	32,215.00	38,400.00	6,185.00	83.89%	38,400.00	-
012-000-39750	Rents - Assisted Units	6,267.00	6,600.00	333.00	94.95%	6,600.00	-
012-000-39760	Rents - Unassisted Units	97,566.00	100,000.00	2,434.00	97.57%	100,000.00	-
SMHP Fund Revenue		153,054.39	161,000.00	7,945.61		162,006.39	1,006.39
012-095-51001	Full Time Salaries	12,860.42	14,200.00	1,339.58	90.57%	15,000.00	800.00
012-095-51002	Part Time Salaries	4,154.00	12,250.00	8,096.00	33.91%	8,000.00	(4,250.00)
012-095-51006	Vision Insurance	37.80	45.00	7.20	84.00%	45.00	-

012-095-51007	Health Insurance	6,768.06	7,000.00	231.94	96.69%	7,000.00	-
012-095-51008	Dental Insurance	425.64	430.00	4.36	98.99%	430.00	-
012-095-51010	Worker's Compensation	452.57	452.57	-	100.00%	452.57	-
012-095-51011	Medicare Tax	233.29	480.00	246.71	48.60%	345.00	(135.00)
012-095-51017	PARS-ARS	54.00	260.00	206.00	20.77%	260.00	-
012-095-51022	PARS System	1,421.14	1,550.00	128.86	91.69%	1,700.00	150.00
012-095-51024	Deferred Compensation	132.44	150.00	17.56	88.29%	170.00	20.00
012-095-51027	PERS EE/ER	2,287.28	2,500.00	212.72	91.49%	2,700.00	200.00
012-095-51029	PERS LS UAL	8,096.74	8,096.74	-	100.00%	8,096.74	-
012-095-51043	Disability & Life Insurance	99.86	105.00	5.14	95.10%	105.00	-
012-095-51046	OPEB	2,736.91	2,900.00	163.09	94.38%	3,200.00	300.00
012-095-52010	Utilities	40,259.76	43,600.00	3,340.24	92.34%	43,600.00	-
012-095-52012	Office Supplies & Postage	-	100.00	100.00	0.00%	100.00	-
012-095-52015	Professional Services	1,137.61	2,000.00	862.39	56.88%	2,000.00	-
012-095-52017	Waste Fees	5,927.48	6,500.00	572.52	91.19%	6,700.00	200.00
012-095-52018	Special Department Supplies	1,215.48	5,000.00	3,784.52	24.31%	5,000.00	-
012-095-53020	Vehicle Operation	315.37	800.00	484.63	39.42%	800.00	-
012-095-55100	City Cost Plan	20,294.00	20,294.00	-	100.00%	20,294.00	-
012-095-56027	Capital Improvement	-	6,000.00	6,000.00	0.00%	6,000.00	-
SMHP Fund Expenses		108,909.85	134,713.31	25,803.46		131,998.31	(2,715.00)
019-000-33010	Interest on Bank Deposits	44,927.80	-	(44,927.80)	#DIV/0!	44,927.80	44,927.80
019-000-39999	Transfers In	600,000.00	600,000.00	-	100.00%	600,000.00	-
Streets & Sidewalks Revenue		644,927.80	600,000.00	(44,927.80)		644,927.80	44,927.80
022-000-33010	Interest on Bank Deposits	6,748.06	-	(6,748.06)	#DIV/0!	6,748.06	6,748.06
022-000-39999	Transfers In	100,000.00	100,000.00	-	100.00%	100,000.00	-
Heavy Equipment Replacement Revenue		106,748.06	100,000.00	(6,748.06)		106,748.06	6,748.06
022-000-56029	Capital Equipment Replacement	149,744.03	150,000.00	255.97	99.83%	149,744.03	(255.97)
Heavy Equipment Replacement Expenses		149,744.03	150,000.00	255.97		149,744.03	(255.97)
023-000-33010	Interest on Bank Deposits	3,795.43	-	(3,795.43)	#DIV/0!	3,795.43	3,795.43
023-000-39999	Transfers In	54,089.00	54,089.00	-	100.00%	54,089.00	-
Property/Housing Development Revenue		57,884.43	54,089.00	(3,795.43)		57,884.43	3,795.43
023-000-55026	Contract Services	70,555.20	108,000.00	37,444.80	65.33%	108,000.00	-
Property/Housing Development Expenses		70,555.20	108,000.00	37,444.80		108,000.00	-
033-000-33010	Interest On Bank Deposits	12,728.83	11,000.00	(1,728.83)	115.72%	12,728.83	1,728.83
033-000-39967	COPS/AB 1913	128,512.51	100,000.00	(28,512.51)	128.51%	128,512.51	28,512.51
COPS Fund Revenue		141,241.34	111,000.00	(30,241.34)		141,241.34	30,241.34
033-033-51004	Overtime Wages	13,462.14	60,000.00	46,537.86	22.44%	60,000.00	-
033-033-52018	Special Department Supplies	37,314.28	44,640.00	7,325.72	83.59%	44,640.00	-

033-033-52019	Misc. Dues & Subscriptions	5,435.00	6,300.00	865.00	86.27%	6,800.00	500.00
033-033-52045	IT	-	7,800.00	7,800.00	0.00%	6,000.00	(1,800.00)
033-033-53020	Vehicle Operation	3,458.30	10,000.00	6,541.70	34.58%	11,800.00	1,800.00
033-033-56029	Capital Equipment Replacement	15,287.14	21,360.00	6,072.86	71.57%	21,360.00	-
033-033-57000	Lease Principal	73,809.17	85,722.48	11,913.31	86.10%	85,722.48	-
COPS Fund Expenses		148,766.03	235,822.48	87,056.45		236,322.48	500.00
037-000-33010	Interest on Bank Deposits	13,348.00	-	(13,348.00)	#DIV/0!	13,348.00	13,348.00
Home Funds/Willow St. Revenue		13,348.00	-	(13,348.00)		13,348.00	13,348.00



Agenda Item: 16.D
Date of Meeting: June 23, 2025
Department: Finance

STAFF REPORT

To: City Council
From: Ethan Aukee
Subject: **RESOLUTION: Establish the FY 2025-26 Appropriations Limit Pursuant to Article XIIIB of the California Constitution (Proposition 4)**
Prepared On: June 2, 2025
Attachments: Reso No. 2025-(xx) Establishing Appropriations Limit FY 2025-26

Background/History:

In November 1979, the voters of the State of California approved Proposition 4, commonly known as the Gann Initiative. The proposition created Article XIIIB of the State Constitution placing limits on the amount of revenue that can be spent by State and local governments. The appropriations limit is adjusted annually based on population and per capita income "change factors". These factors are received each year from the California Department of Finance. Government Code 7910 requires the governing body of each local jurisdiction to establish, by resolution, its appropriation limit for the upcoming fiscal year. Attached for Council review is a proposed resolution to establish the City of Bishop appropriations limit for Fiscal Year 2025-26.

Analysis/Discussion:

The appropriations limit of the City of Bishop for Fiscal Year 2025-26 is \$12,535,018.

Economic Impacts:

There are no significant economic impacts.

Budget Impacts:

There are no budgetary impacts.

Legal Review:

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

Recommended Action:

City Council to review the proposed resolution and consider action to adopt by title only.

Approved By: Ethan Aukee 6/2/2025

Approved By: Robin Picken 6/2/2025

Approved By: Deston Dishion 6/3/25
Approved By:

RESOLUTION NO. 2025-_____

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

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

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

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

WHEREAS, the City's Finance Department has prepared calculations and documentation required for and to be used in the determination of certain matters and for the establishment of an Appropriations Limit for the City for Fiscal Year 2025-26 and such data and documentation has been made available to the public for a period of not less than fifteen (15) days prior to the adoption of this Resolution; and

WHEREAS, the Appropriations Limit for the City of Bishop for Fiscal Year 2025-26 is hereby established at \$12,535,018

THEREFORE, BE IT RESOLVED that the City Council selects the percentage change in California per capita income and the percentage change in the population in the City of Bishop for use in calculating its appropriation limit for Fiscal Year 2025-26; and

BE IT FURTHER RESOLVED, that the Appropriations Limit of the City of Bishop for Fiscal Year 2025-26 is \$12,535,018 as reflected in Exhibit A.

PASSED, APPROVED AND ADOPTED this 23rd day of June 2025.

Karen Kong, Mayor

ATTEST: _____
Robin Picken, City Clerk

EXHIBIT A
CITY OF BISHOP

Appropriations Limit Calculation
For the Fiscal Year 2025-26

Appropriations Limit on June 30, 2025		\$11,788,788
Adjustment Factors:		
Change in Per Capita	6.44	1.0644
Change in Population	-0.10	0.9990
Factor to Apply to 2025-26 Limit		1.0633
2025-26 Appropriations Limit		\$12,535,018
(\$11,788,788 * 1.0633)		

CITY OF BISHOP

Computation of Allowable Growth Factor For the Fiscal Year 2025-26

Percentage Change in Per Capita (CPI) Personal Income		6.44
CPI Change Converted to a Ratio	$\frac{(6.44+100)}{100}$	1.0644
City of Bishop Percentage of Change in Population		-0.10
Population Change Converted to a Ratio	$\frac{(-0.10+100)}{100}$	0.9990
Factor to Apply to 2025-26 Limit	$1.0644 * 0.9990$	1.0633
Fiscal Year 2025-26 Appropriations Limit		\$12,535,018
(\$11,788,788 * 1.0633)		

May 2025

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code Section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2025, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2025-26. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2025-26 appropriations limit. Attachment B provides the city and unincorporated county population percentage change along with the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code Section 2228 provides additional information regarding the appropriations limit. Article XIII B, Section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2025.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

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

JOE STEPHENSHAW
Director
By:

ERIKA LI
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2025-26 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2025-26	6.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2025-26 appropriation limit.

2025-26:

Per Capita Cost of Living Change = 6.44 percent
Population Change = 0.28 percent

Per Capita Cost of Living converted to a ratio: $\frac{6.44 + 100}{100} = 1.0644$

Population converted to a ratio: $\frac{0.28 + 100}{100} = 1.0028$

Calculation of factor for FY 2025-26: $1.0644 \times 1.0028 = 1.0674$

[About the Data](#)

E-1: City/County Population Estimates with Annual Percent Change
January 1, 2024 and 2025

State/County/City	Total Population		Percent
	1/1/2024	1/1/2025	Change
California	39,420,663	39,529,101	0.28
Inyo	18,852	18,800	-0.28
Bishop	3,854	3,850	-0.10

Department of Finance
Demographic Research Unit
Phone: (916) 323-4086

For more information: <https://dof.ca.gov/forecasting/demographics/estimates-e1/>
Released on May 1, 2025

CITY OF BISHOP
CITY COUNCIL SPECIAL MEETING MINUTES
MAY 8, 2025

1) CALL TO ORDER

Mayor Kong called the special meeting of the Bishop City Council to order at 8:05 a.m. in the City Council Chambers, 301 West Line Street, Bishop, California.

2) 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; and Dean J. Pucci, City Attorney

3) PUBLIC COMMENT PRIOR TO CLOSED SESSION

No public comments were made.

4) CLOSED SESSION

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

Closed Session began at 8:06 a.m. Closed Session ended at 8:59 a.m.

5) OPEN SESSION

Mayor Kong called the open session of the Bishop City Council Special Meeting to order at 9:00 a.m. in the City Council Chambers, 301 West Line Street, Bishop, California.

6) 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; Ethan Aukee, Finance Director; Bret Russell, Fire Chief; Nate Derr, Police Chief; Nora Gamino, Public Works Director; Anastasiia Budnyk, Principal Planner; Dan McElroy, Community Services Manager; and Jessica Ortiz, Administrative Support Assistant

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

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

8) PUBLIC COMMENT FOR SPECIAL MEETINGS

Public comments were made by:

Bishop Area Chamber of Commerce and Information Center Executive Director Tawni Thomson spoke in support of the City's proposed strategic plan posted for today's meeting and thanked the Council for their continued support.

No further public comments were made.

9) STRATEGIC PLANNING WORKSHOP

City Administrator Dishion, Public Works Director Gamino, and Principal Planner Budnyk introduced this item to Council.

9.A) Strategic Planning Workshop Outline and Related Documents
1. Reaffirm Priorities, Budget, Next Steps

Strategic Plan 2023-2028 - Updated May 2025

Administration Department Projects

Finance Department Projects

Community Services Department Projects

Fire Department Projects

Planning Department Projects

Police Department Projects

Public Works Department Projects

Field 6 Enhancement Project Life Cycle Cost Analysis

FY 25-26 Strategic Plan Financial Commitment Proposal

FY 25-26 Strategic Plan Financial Overview

Fire Chief Russell, City Administrator Dishion, Finance Director Aukee, Community Services Manager McElroy, Principal Planner Budnyk, Police Chief Derr, and Public Works Director Gamino each reviewed their respective department documents listed above with Council.

Mayor Kong announced a recess for lunch at approximately 12:05 p.m. Mayor Kong reconvened the meeting at 12:53 p.m.

Council directed staff to continue work on the following projects: Whitney Alley and Main St. Infrastructure Design, Proposal/Master Plan for City-Owned Properties to be Developed for Housing, City Brand Design, Streets & Sidewalks, Pavement Preservation, Police Department Camera System, City Park Field 6 Resurfacing and Lights Original Assessment, Resurfacing of the Park Pool, and Wayfinding Master Plan.

Council also directed staff to work on each of their Fiscal Year 2025-2026 proposed department projects as discussed.

Fiscal Year 2025-2026 Proposed Department Project Titles:

City Park Field 6 Resurfacing and Lights DECISION POINT, Tennis & Pickleball Court Resurfacing, Fields 1 and 2 Parking Lot Drainage, Fire Department/Police Department Station Improvement, Replace F550 with Flat Bed and Plow Equipment, Police Department Tru-Narc, Police Department Crime Scene Scanner, New Municipal Well, S. Warren St. Construction: CITY CONTRIBUTION, S. Warren St. Construction: CASH FLOW NEEDED FOR REIMBURSABLE EARMARK, Addition of a Part-Time Assistant Fire Chief, Addition of a Part-Time Parking/Code Enforcement Employee, Update the Open Space and Safety Elements of General Plan, Cross-connection Control Plan & Specialist, Streets Sign Replacement & Inventory, Water Fund Infrastructure Upgrades, Disaster Funds - CIPP, W. Line Water Main Replacement: ESTIMATED DEBT AND DEBT SERVICE, W. Line Water Main Replacement: CITY CASH CONTRIBUTION, W. Line Water Main Replacement: GENERAL FUND INTERFUND LOAN FOR INTERIM FINANCING OF CONSTRUCTION, BAWA Planning and Design, Used Type 3 Fire Engine: CONTINGENCY, Water and Sewer Rate Study, Pylon Sign Replacement Program, and Increased Staffing and Service at City Pool.

10) ADJOURNMENT

The Mayor adjourned the meeting at 3:55 p.m. to the City Council Meeting scheduled for Monday, May 12, 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
MAY 12, 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 Mayor Pro Tem Muchovej.

4) ROLL CALL

PRESENT:

Councilmember Garcia
Councilmember Schwartz
Mayor Pro Tem Muchovej
Mayor Kong

ABSENT:

Councilmember Freundt

OTHERS PRESENT: Deston Dishion, City Administrator; Dean J. Pucci, City Attorney; Bret Russell, Fire Chief; Nate Derr, Police Chief; Nora Gamino, Public Works Director; Anastasiia Budnyk, Principal Planner; Dan McElroy, Community Services Manager; and Jessica Ortiz, Administrative/Accounting Assistant

5) PUBLIC COMMENT

Public comments were made by:

Rick Klug, a local resident, recited a prayer.

No further public comments were made.

6) PROCLAMATIONS

- 6.A) Proclamation - Recognizing Mule Days' Week - May 19-25, 2025 in the City of Bishop - Requested by Bishop Mule Days Celebration Executive Director Donna Bird

Proclamation - Mule Days' Week 2025

The Council read the proclamation recognizing Mule Days' Week out loud and Mayor Kong presented the proclamation to Bishop Mule Days Celebration Executive Director

Donna Bird.

Mayor Pro Tem Muchovej commended Mule Days' staff on their success.

7) DEPARTMENT REPORTS

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

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

Fire Department Report - April 2025

Fire Chief Russell reviewed report including monthly call report (35 calls) with council and airport fire training including a simulation. Presented Fire Captain Jim Reynolds with badge.

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

Police Department Report - April 2025

Police Chief Derr reviewed his report including strategic planning, culmination of second Police Academy and conclusion ceremony, background completion for incoming lateral dispatcher, Mule Days' preparation and budget wrap up for current fiscal and budget planning for incoming fiscal year.

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

Public Works Department Report - April 2025

PW Director Gamino reviewed report with council including implementation of procedures for water stem fill and encroachment permits, continuing work on capital projects, and Mule Days' preparation including maintenance and street closures.

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

Community Services Department Report - April 2025

Community Services Manager McElroy reviewed report with Council including Adult Softball league information, recreation programs and availability, completion of Bishop Park Pool Project, announced pool hours and new changes. Reviewed special events including Family Fun day and Foodie Fiesta.

7.E) Planning Department Report - Principal Planner Ana Budnyk

Planning Department Report - April 2025

Principal Planner reviewed report including Silver Peaks project- there will be a meeting May 13th at 6pm at the Small Business Resource Center to discuss the plans for the proposed 60 units, 60% of units will be available to household with a median May 12, 2025

income or lower, it is expected to be approved by the end of the month.

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

City Administrator Report - April 2025

City Administrator Dishion reviewed report with Council including Strategic Planning meeting and the future of the City for the next 5 years, City/ County Liaison meeting happening on May 15th, 2025, announced retirement expected by the end of Summer 2025.

8) COUNTY OF INYO UPDATE

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

9) PUBLIC HEARING AND ACTION

9.A) Public Hearing and First Reading/Introduction of an Ordinance to Adopt the State Fire Marshal's Fire Hazard Severity Zone Map

Cover Page

Public Hearing Notice - Fire Hazard Severity Zone Map - 05 01 2025

Ordinance - Adopting the State Fire Marshal's Fire Hazard Severity Zone Map - 05 12 2025

Fire Chief Russell, City Administrator Dishion, and City Attorney Pucci reviewed this item with Council.

Mayor Kong opened the public hearing.

No public comments were made.

Mayor Kong closed the public hearing.

Council discussed this item, and expressed their displeasure of how the state governor has asked that all cities, specifically the City of Bishop, adopt these maps created without any input from the City Council or City staff. The Council stated that they do not agree with the given map.

Public Comment was made by:

Jeff Griffiths, Inyo County Second District Supervisor, stated that an inquiry was made for State response area that falls under Cal Fire responsibility, and Inyo County has made comments at workshops that were held throughout the state. Supervisor Griffiths expressed his concern on the effects of these maps to people's insurance coverages and advised that we continue to advocate on the insurance front.

Jon Klusmire, a local resident, made comments related to the seriousness of these maps since there are fines and/or legal consequences attached to these maps.

No further public comments were made.

Councilmember Garcia made a motion to approve Council conducting a public hearing and approve the first reading and introduction of an ordinance designating Fire Hazard Severity Zones within the City of Bishop in accordance with Government Code section 51179, incorporating the Fire Hazard Severity Zone (FHSZ) Map issued by the State Fire Marshal entitled "City of Bishop – Inyo County Local Responsibility Area Fire Hazard Severity Zones as Identified by the State Fire Marshal March 24, 2025" by title only, and directed staff to draft a letter to state representatives and State Fire Marshall requesting for local consideration for map designations in the future.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, DESIGNATING THE FIRE HAZARD SEVERITY ZONES MAP AS RECOMMENDED BY THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION

Motion passed 4-0

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

Noes: None

Abstain: None

Absent: Councilmember Freundt

10) CONSENT CALENDAR

10.A) March 2025 Budget Report

March 2025 Budget Report

10.B) March 2025 Financial Reports

March 2025 Bank Reconciliation Report

March 2025 Combined Cash Report

March 2025 Investment Portfolio Report

March 2025 Warrant Register Report

10.C) Police Department Budget Adjustment Request

Cover Page

10.D) Second Reading and Adoption of an Ordinance to Amend Section 2.24.020 of the Bishop Code of Ordinances, Relating to the Planning Commission

Cover Page

Ordinance - Relating to the Planning Commission

10.E) Fuel Services Vendor Agreement - Letter of Extension.

Cover Page

Fuel Services Extension Letter 2025

Rick Klug, a local resident, made a comment regarding input from residents outside of city limits being taken into consideration during council meetings. He expressed his appreciation for City Council.

Motion/Councilmember Schwartz Seconded/Councilmember Garcia

Councilmember Schwartz made a motion to approve the consent calendar.

Motion passed 4-0

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

Noes: None

Abstain: None

Absent: Councilmember Freundt

11) NEW BUSINESS

11.A) First Reading and Introduction of an Ordinance Amending Title 13 of the Bishop Municipal Code – Water and Sewer Service Regulations

Cover Page

Ordinance No. XXX Update to Title 13 Water and Sewer Ordinance 2025 05 12

Public Works Director Gamino 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 the first reading and introduction of the proposed Ordinance amending Title 13 of the City of Bishop Code of Ordinances relating to water and sewer service regulations, by title only.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BISHOP, STATE OF CALIFORNIA, AMENDING TITLE 13 OF THE CITY OF BISHOP CODE OF ORDINANCES, RELATING TO WATER AND SEWER SERVICE

Motion passed 4-0

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

Noes: None

Abstain: None

Absent: Councilmember Freundt

11.B) Agreement with LADWP and Consultant Task Orders for Environmental and Transportation Review – Bishop Training Facility and Construction Yard Project

Cover Page

Agreement with LADWP Training Facility

COB TO for Transportation Study Peer Review

Helix_Peer review of the Initial Study

Bishop Training Facility and Construction Yard

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

Motion/Mayor Pro Tem Muchovej Seconded/Councilmember Schwartz
Mayor Pro Tem Muchovej made a motion to approve the Agreement for Payment of Costs between the City of Bishop and Los Angeles Department of Water and Power (LADWP) for environmental review related to the proposed Bishop Training Facility and Construction Yard Project, authorize staff to execute Task Orders with HELIX Environmental Planning, Inc. and Eastern Sierra Engineering (ESE) for peer review services as outlined, and authorize City staff to pressure LADWP into committing to releasing the other parcels within City limits that are moving to that area.
Motion passed 4-0

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

11.C) Planning Commission - City Council Screening Committee Appointments

Cover Page

Public Notice_Planning Commission Vacancy

City Administrator Dishion reviewed this item with Council. No public comments were made.

After a thorough discussion by Council, Council came to a consensus to have both Mayor Pro Tem Muchovej and Councilmember Garcia appointed to the screening committee to fill the scheduled vacancy on the Planning Commission.

12) FUTURE AGENDA ITEMS

Councilmember Garcia, with consensus from Council, requested that City staff report on regulations related to E-Bikes on City streets.

Councilmember Muchovej, with consensus from Council, requested that there be a policy for reappointment of City commissioners.

No further requests were made for future agendas items.

13) COUNCIL AND COMMITTEE REPORTS

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

14) ADJOURNMENT

The Mayor adjourned the meeting at 7:32 p.m. to the City Council Meeting scheduled for Tuesday, May 27, 2025 at 6:00 p.m. in the City Council Chambers.

Karen Kong, Mayor

Attest: _____
Robin Picken, City Clerk



CITY OF BISHOP
P. O. Box 1236
Bishop, CA 93515
City Hall – 760-873-5863

May 23, 2025

MEETING CANCELLATION

The Bishop City Council Regular Meeting scheduled for Tuesday, May 27, 2025 has been cancelled.

The next regular City Council Meeting is scheduled on Monday, June 9, 2025 at 6:00 p.m. in the City Council Chambers, 301 West Line Street, Bishop, California.



CITY OF BISHOP

FIRE DEPARTMENT

Fire Engineer

DEFINITION

Under general supervision, operates and maintains fire apparatus and other emergency vehicles including driving, pump operation, lifting and pulling hose equipment and other related work activities connected with the response to emergency and other incidents; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Fire Chief and Fire Captain
- This position exercises no supervision over other employees.

EXAMPLE OF DUTIES

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

- Drive fire apparatus and other emergency vehicles used in the transport of equipment and personnel in response to fire, rescue, emergency medical, hazardous material, and other public service alarms.
- Respond to fires and other emergency or public assistance incidents in a timely, safe, and skilled manner and participate in their control through hose laying, ladder operation, ventilation, extinguishment, extrication, salvage and other activities as part of team effort.
- Operate pumps and other fire apparatus ensuring that water flows in sufficient quantity and pressure for application at the scene of fires and hazardous material incidents.
- Perform basic first aid; rescue endangered people and administer first aid as needed.
- Maintain inventory and maintenance records of apparatus and equipment, and conduct regular inspections to ensure proper condition of fire suppression and emergency medical items.
- Assist with maintaining the fire station in a clean and orderly condition.
- Participate in and receive training in fire control, prevention, hazardous materials, rescue, EMS and related life and property protection activities, study Department and industry best practices, fire and safety hazards, and firefighting and lifesaving techniques.
- Perform various public information and public relations tasks, answer questions from the general public.

- Prepare and maintain various records, maps, and reports.

QUALIFICATIONS

The Fire Engineer possesses the following qualifications or their equivalent:

Knowledge of:

- The Bishop Fire Department best practices including policies, procedures, operating guides, administrative directives, and operational manuals
- Geography of the City, District, and Sphere of Influence, including major streets, landmarks and water systems.
- Structural firefighting techniques, rescue methods, and associated tools and equipment. Wildland fire behavior and control techniques.
- Operational terminology required to communicate with other personnel.
- Basic principles of mechanics, hydraulics relating to fire apparatus, suppression equipment, sprinkler systems and standpipes.
- Federal, state, and local laws pertaining to driving and handling of fire apparatus and other emergency vehicles. Operation and maintenance of fire apparatus, pumps, aerial ladders and pump panels.
- Friction loss and proper pressures for various hose layouts, nozzles, and equipment. Types of fire streams and their effects on fires.
- Structure and operation of fire hydrants and related connectors.
- Medical emergencies and appropriate treatments for those emergencies based on level of certification and Department protocols.

Ability to:

- Perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.
- Read and comprehend laws, regulations, policies, and procedures.
- Perform a variety of firefighting and emergency rescue assignments, including the operation of fire pumps and fire apparatus, with considerable skill.
- Apply fire service technologies, principles, practices, methods, techniques and equipment during emergency fire equipment operations.
- Analyze emergency situations and quickly develop effective and reasonable courses of action.
- Evaluate patient's condition and properly render emergency medical care to sick and injured persons
- Safely operate motor vehicles, pumpers, aerial devices, and related equipment
- Analyze, troubleshoot, and initiate a solution for water supply systems and make

sound decisions regarding water sources and connections.

- Analyze, troubleshoot, and initiate a solution for basic mechanical deficiencies or failures.
- Understand and perform fireground hydraulic calculations to safely place fire streams in service.
- Plan, organize, and prioritize daily activities.
- Read and follow street maps.
- Communicate effectively, both orally and in writing.
- Understand and follow oral and written directions.
- Act with integrity; exercise appropriate discretion and maintain confidentiality of information.
- Maintain records and prepare reports.
- Exercise emotional control and work under stressful situations.
- Work independently and direct work of crew in the absence of direct supervision.
- Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

Skills:

- Strong communication skills, both written and verbal.
- Critical thinking and sound decision-making.
- High attention to detail and thorough documentation.
- Analytical reasoning and problem-solving.

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:

Education and Experience:

- Must be at least 18 years of age.
- High school diploma or equivalent is required.
- Three (3) years of seniority within the department and successful completion of a department sponsored engineers development program.

Licenses and Certifications:

- Possession CPR certification.

- Basic First Aid.
- A valid driver's license with a California "F" endorsement or Class B license.
- Possession of, or the ability to obtain within 1 year, valid EMT-I and CPR Health care provider certificates, to be maintained throughout employment.

TOOLS AND EQUIPMENT USED

- Computers and computer tools, such as those with Microsoft Office Suite, databases needed to manage and analyze data related to fire activities.
- Motor vehicles and other fire safety equipment.

SPECIAL REQUIREMENTS

- Positions are required to work varied shifts.
- Employees must maintain hairstyles and facial hair in a manner that will not interfere with the required use of SCBA equipment.
- Licenses and certifications required to be kept current and maintained for continued employment.
- Applicants will be required to undergo a background check, Doctor's physical and other HR requirements to be considered for employment.

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.

- For fire suppression work, must have the ability to quickly respond to changing emergency conditions and to rapidly don personal protective equipment including self-contained breathing apparatus; mobility, physical strength and stamina to carry and operate fire hoses and related fire-fighting equipment; to operate hand and power tools to enter buildings; climb fire ladders to access higher levels. Could occasionally assist and/or lift/carry victims for long distances under strenuous and hazardous conditions. May be required to work in small, confined spaces, areas where vision is limited, and/or at heights including roof tops and on ladders; vision to operate vehicles at a high rate of speed in all weather conditions, and hearing and speech to communicate in person, before groups and over the telephone or radio.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; push and pull; talk or hear; and smell.

- 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.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must meet the physical/mental standards set forth by the City's physical and other mandated testing and assessment programs.

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

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

May be required to be on-call and to work various shifts or emergencies on evenings, weekends and holidays.

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:



Job Description and Essential Function Analysis

Job Title:	Fire Engineer	Department:	Fire Department	Agency:	City of Bishop
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Position Summary: Under general supervision, operates and maintains fire apparatus and other emergency vehicles including driving, pump operation, lifting and pulling hose equipment and other related work activities connected with the response to emergency and other incidents; and performs related work as required.

Employment and Work Conditions:

Type of employment ☒ Regular ☐ Temp/Seasonal ☒ Full-time ☐ Part-time ☐ At Will ☐ Contract Competitive service ☒ Yes ☐ No
FLSA status ☐ Exempt ☒ Non-Exempt Bargaining unit Bishop Employees Association

Salary or pay range See salary schedule **Pay differential, incentives, specialty pay, etc.**

Work setting	Office environment; incident response setting as needed	Attire	Uniform	Work days	M-F
Location	Any within City limits and surrounding area	Exposure to others	Subordinates; City employees; members of the public;	Work hours	8 am to 5 pm
Supervisor	Fire Chief	Driving required	☒ Yes (check type below) ☐ No	Core hours	N/A
Supervises		Travel required	☒ Class B	Overtime required	Occasional
			☒ Yes (see Duties) ☐ No	Weekends required	As needed

Pre-employment tests	Required	Comments
Pre-employment physical	☒ Yes ☐ No	Include TB Test
Pre-employment drug test	☒ Yes ☐ No	☒ DOT required ☒ Safety sensitive (state reason)
Live Scan, criminal record	☒ Yes ☐ No	Background check
Other:	☒ Yes ☐ No	Written test

****Note is made that while the essential functions and physical demands listed in this document are representative of the position, these may fluctuate in emergency / incident response situations.****

Job Duties and Functions:

Cells will auto adjust for length of content; additional rows can be added.

		Essential: Yes/No	Frequency (Use key)
1.	Administrative Tasks: Assists with special committees to perform administrative assignments; assists in preparation of standard operating procedures and rules and regulations for assigned areas; assists with budget recommendations and monitors expenditures for assigned programs and accounts; monitors quality assurance of all Fire Department services (e.g. Fire response time etc.); attends inter-agency strategic planning meetings; assists in onboarding new volunteers.	Yes	Frequent
2.	Personnel Management: Assists in Training, supervises, counsels and evaluates employees and volunteers concerning their work performance through given training goals and objectives; assists with coordinating and presenting training drills and programs; provides input regarding performance of Department employees and volunteers; provides training for all Department employees and volunteers.	Yes	Frequent
3.	Incident Response / Suppression Activities: Participates in firefighting, suppression and emergency medical aid operations and hazardous materials control operations; assists with planning and implementing appropriate and effective fire suppression strategies; dons Personal Protective Equipment (PPE) as required; participates in regional strike teams; completes incident reports as needed.	Yes	Frequent
4.	Inspections: Inspects facilities, grounds and equipment to ensure proper operational condition; perform fire prevention and inspection activities as needed; performs weekly/monthly vehicle inspections; performs required maintenance on vehicles.	Yes	Occasional
5.	Public Relations: Assists with public presentations concerning fire safety practices and departmental policies; attends grand openings, unveiling of new fire engines etc.; interacts with the public regarding a wide variety of issues related to the department (e.g. complaints, incident response issues).	Yes	Occasional
6.	Driving: Operates a department vehicle to travel to various locations within the Bishop Rural Fire Protection District (includes the City of Bishop city limits) and beyond.	Yes	Frequent

Frequency: **Never** – Does not occur; **Seldom** – Less than 30 minutes per shift; **Occasional** – From 1/16 to 1/3 of a shift, or .5 hours to 2.5 hours of an 8-hour day; **Frequent** – From 1/3 to 2/3 of a shift, or 2.6 to 5.2 hours per 8-hour day; **Constant** – More than 2/3 of a shift, or more than 5.3 hours per 8 hour day

Qualifications and Requirements:

Cells will automatically adjust for length of content; additional rows can be added.

		Required	Preferred
1.	Education: Equivalent to completion of the twelfth (12 th) grade.	X	
2.	Experience: Three (3) years of seniority within the department and successful completion of a department sponsored engineers development program.	X	
3.	Skill in: The operation of a personal computer, fire safety equipment.	X	
4.	Knowledge of: Advanced principles, practices, methods, and techniques of modern fire prevention and suppression activities; Operation, basic maintenance, and uses of firefighting apparatus and equipment; Chemical and related components of a wide variety of flammable and explosive materials and objects; City/County geography, fire hazards and fire-fighting resources, such as personnel, equipment, water supply and communications; First aid and rescue techniques	X	
5.	Ability to: Operate all types of fire-fighting equipment and apparatus and to instruct others in such operation; Assist with leading and training staff, to plan, lay out and direct their work and to maintain effective discipline and morale; Keep records and prepare reports; Establish and maintain effective working relationships with fellow employees and the public; maintain physical endurance and agility; Assist with supervising, developing, and evaluating assigned staff effectively; Maintain composure and work effectively in emergency situations; Communicate clearly and concisely in writing and speaking, including creating written correspondence and reports; Assist with analyzing operations, policies, and procedures and develop improvements.	X	
6.	Job-related licenses, certifications, and/or designations: Possession CPR certification, Basic First Aid, A valid driver's license with a California "F" endorsement or Class B license. Possession of, or the ability to obtain within 1 year, valid EMT-I and CPR Health care provider certificates, to be maintained throughout employment.	X	
7.	Attendance: Mandatory as scheduled.	X	
8.	Security clearances: N/A		
9.	Criminal record complies with agency's Live Scan Policy or other policies (including out-of-state records)	X	
10.	Language(s): English	X	
11.	Transportation: ☐ personal vehicle ☒ agency-owned vehicle ☐ public transportation	X	
12.	Automobile liability insurance complies with agency's Vehicle Usage Policy	X	
13.	Driving record acceptable per the agency's Vehicle Usage Policy	X	
14.	Enrollment in agency's DMV EPN (Employer Pull Notice) program	X	

15.	Credit history acceptable per the agency's fiduciary, finance or accounting policies		X
16.	Continuing education and training relevant to successfully accomplish the essential functions of the job	X	

Essential Function Analysis

Key: **Frequency:** The amount of time or number of times per work period that a task is performed

Never – Does not occur

Seldom – Less than 30 minutes per day

Occasional – .5 hours to 2.5 hours of an 8-hour day

Frequent – 2.6 to 5.2 hours per 8-hour day

Constant – More than 5.3 hours per 8 hour day

Occurrence: How often activity or task is performed

Daily – Occurs regularly

Intermittent – Task performed several times throughout the day

Periodic – Not done on a daily basis

Duration: The length of time a task or activity is performed during a session

A. Physical Demands			Essential		Essential								Non-Essential (optional)								Comments	
					Frequency				Occurrence				Duration	Frequency				Occurrence				Duration
			Y	N	N	S	O	F	C	D	I	P		N	S	O	F	C	D	I		
1.	Sit	X						X	X			> 3 hrs										All computer tasks (emails, writing grants, incident reports etc.); meetings; training sessions; driving
2.	Stand	X				X			X			> 1 hr										Making presentation; directing incident response; fire suppression; inspections
3.	Walk	flat or level terrain	X				X			X		< 30 mins										Strike team; incident response; fire suppression; around office; inspections
		uneven terrain	X				X				X	<10 mins										Directing incident response; fire suppression (stepping over hose etc.); inspections
4a.	Lift Above Shoulder	up to 10 pounds	X				X				X	< 1 min										Binders; radio; books; various items during incident response

Job Description and Essential Function Analysis

Job Title: Fire Captain

A. Physical Demands		Essential		Essential								Non-Essential (optional)										Comments		
		Y	N	Frequency				Occurrence				Duration	Frequency					Occurrence					Duration	
				N	S	O	F	C	D	I	P		N	S	O	F	C	D	I	P				
	11 – 25 pounds	X			X						X	> 1 min										Various items during incident response		
	26 – 40 pounds	X			X						X	< 1 min										Various items during incident response		
	41 – 55 pounds	X			X						X	< 1 min										Various items during incident response		
	56 – 75 pounds	X			X						X	< 1 min										Various items during incident response		
	>75 pounds	X			X						X	< 1 min										Various items during incident response		
4b.	Lift at Waist or Chest	up to 10 pounds	X				X				X	< 1 min										Binders; radio; books; various items during incident response		
		11 – 25 pounds	X			X					X	< 1 min										Various items during incident response		
		26 – 40 pounds	X			X					X	< 1 min										Various items during incident response		
		41 – 55 pounds	X			X					X	< 1 min										Various items during incident response		
		56 – 75 pounds	X			X					X	< 1 min										Various items during incident response		
		>75 pounds	X			X					X	< 1 min										Various items during incident response		
4c.	Lift Below Waist	up to 10 pounds	X				X				X	< 1 min										Binders; radio; books; various items during incident response		
		11 – 25 pounds	X			X					X	< 1 min										Various items during incident response		
		26 – 40 pounds	X			X					X	< 1 min										Various items during incident response		
		41 – 55 pounds	X			X					X	< 1 min										Various items during incident response		
		56 – 75 pounds	X			X					X	< 1 min										Various items during incident response		
		>75 pounds	X			X					X	< 1 min										Various items during incident response		

A. Physical Demands			Essential		Essential								Non-Essential (optional)										Comments	
			Y	N	Frequency				Occurrence		Duration	Frequency				Occurrence		Duration						
					N	S	O	F	C	D		I	P	N	S	O	F		C	D	I	P		
5.	Carry	up to 10 pounds	X				X			X			< 5 mins											Binders; radio; books; various items during incident response
		11 – 25 pounds	X				X					X	< 5 mins											Various items during incident response
		26 – 40 pounds	X				X					X	< 5 mins											Various items during incident response
		41 – 55 pounds	X				X					X	< 5 mins											Various items during incident response
		56 – 75 pounds	X				X					X	< 5 mins											Various items during incident response
		>75 pounds	X				X					X	< 5 mins											Various items during incident response
6.	Push		X				X				X		< 5 mins											Incident response activities
7.	Pull		X				X				X		< 5 mins											Incident response activities (pulling hose lines etc.)
8.	Twist		X				X					X	< 5 mins											Obtaining items from filing cabinet or across desk; incident response; inspections
9.	Bend		X				X				X		< 1 min											Obtaining item from below waist; incident response activities; inspections; training
10.	Stoop		X				X				X		< 1 min											Incident response activities; inspections; training
11.	Kneel		X				X				X		< 1 min											Obtaining item from below waist; incident response activities; inspections; training
12.	Crawl		X				X					X	< 5 mins											Incident response activities
13.	Crouch		X				X				X		< 1 min											Obtaining item from below waist; incident response activities; inspections; training
14.	Squat		X				X				X		< 1 min											Obtaining item from below waist; incident response

Job Description and Essential Function Analysis

Job Title: Fire Captain

A. Physical Demands		Essential		Essential								Non-Essential (optional)								Comments		
		Y	N	Frequency				Occurrence				Duration	Frequency				Occurrence				Duration	
				N	S	O	F	C	D	I	P		N	S	O	F	C	D	I			P
																					activities; inspections; training	
15.	Climb (stairs, steps, ladder)	X			X					X		< 10 mins									Stairs in Fire Department HQ or while performing inspections; ladders while in the field	
16.	Run		X	X																		
17.	Jump		X	X																		
18.	Lie down (stomach, side, back)		X	X																		
19.	Balance	X			X					X		< 10 mins									Climbing ladders etc.	
20.	Neck extension	X				X				X		< 5 mins									Observing/directing units on roof during incident response; inspections – smoke detectors etc.	
	flexion	X				X				X		< 5 mins									Observing/directing units below ground during incident response; inspections; computer work; writing grants	
	turning	X			X					X		< 1 min									Incident response; inspections; driving	
21.	Upper Extremity Activities																					
a.	Reach at, below shoulders	X				X			X		< 5 mins										Inspections; incident response; retrieving item from below waist	
	above shoulders	X				X				X		< 5 mins									Inspections; incident response; retrieving item from above shoulders	
b.	Grasp simple	X				X			X		< 30 mins										Incident response; inspections; handwriting notes; driving	
	power	X			X					X	< 1 min										Incident response; inspections	
c.	Manipulate gross	X			X					X	< 1 min										Moving large item	
	fine	X				X			X		< 15 mins										Cell phone; handwriting notes; inspections; incident response;	

Job Description and Essential Function Analysis

Job Title: Fire Captain

A. Physical Demands		Essential		Essential								Non-Essential (optional)								Comments	
				Frequency				Occurrence		Duration	Frequency				Occurrence		Duration				
		Y	N	N	S	O	F	C	D		I	P	N	S	O	F		C	D		I
d.	Keyboard and mouse	X					X		X			< 2 hrs.									All computer tasks (emails, writing grants, incident reports etc.)
22.	Foot controls	X				X			X			> 30 mins									To and from different stations; driving to teaching classes;

			Essential									Non-Essential (optional)								Comments	
			Essential		Frequency					Occurrence		Frequency					Occurrence				
B. Mental and Psychological Demands			Y	N	N	S	O	F	C	D	I	P	N	S	O	F	C	D	I		P
1.	Comprehend and follow instructions		X			X						X									
2.	Perform and complete assigned tasks		X						X	X											
3.	Maintain work pace		X						X	X											
4.	Perform complex or varied tasks		X				X		X												
5.	Relate to others		X				X		X												
6.	Advise, counsel, influence		X				X		X												
7.	Train or give instruction		X				X		X												
8.	Work independently		X				X		X												
9.	Plan, direct, control, supervise		X						X	X											
10.	Supervise employees		X						X	X											
11.	Supervise non-employees			X	X																
12.	Represent the agency		X						X	X											
13.	Interacting with the public		X				X		X												
14.	Assume responsibility for persons or property		X						X	X											
15.	Participate in team or group activities		X				X					X									
16.	Work around traffic, crowds, distractions		X			X						X									

C. Environmental Exposures		Essential		Essential								Non-Essential (optional)										Comments	
				Frequency					Occurrence			Duration	Frequency					Occurrence			Duration		
		Y	N	N	S	O	F	C	D	I	P		N	S	O	F	C	D	I	P			
1.	Work indoors	X						X	X			< 4 hrs.											All office work; meetings; indoor inspections
2.	Work outdoors	X				X					X	< 1 hr.											Fire suppression activities; directing incident response; training sessions; inspections
3.	Driving	X				X			X			> 30 mins											To and from fire stations, meetings etc.
4.	Heights	X			X						X	< 30 mins											Fire suppression activities (e.g. on roof); training sessions
5.	Lighting extremes	X			X						X	< 5 mins											Fire suppression activities (e.g. spotlights, dark buildings)
6.	Temperature extremes	X			X						X	< 5 mins											Moving from AC to non-AC environment; proximity to fire
7.	Airborne contaminants (pollen, smog, smoke, dust)	X			X						X	< 30 mins											Traffic smog; fire smoke during suppression activities
8.	Gas, fumes, odors	X			X						X	< 30 mins											Traffic fumes; fire fumes
9.	Electrical	X			X						X	< 5 mins											Proximity to downed power lines
10.	Water	X			X						X	< 5 mins											Water lines/hoses during incident response
11.	Biohazard	X			X						X	< 5 mins											Bodily fluids during incident response
12.	HazMat (includes solvents, ammonia, lead, asbestos, paint, welding, corrosives)	X			X						X	< 5 mins											During hazardous materials spills
13.	Flammable, combustible	X			X						X	< 5 mins											During fires, motor vehicle accidents etc.
14.	Noise (above 85dB)	X				X				X		< 30 mins											Driving; incident response
15.	Vibration	X			X						X	< 5 mins											During incident response
16.	Explosives		X	X																			

		Essential		Essential								Non-Essential (optional)								Comments <i>Identify for which function each is required</i>
				Frequency				Occurrence				Frequency				Occurrence				
D. Communication and Sensory Demands		Y	N	N	S	O	F	C	D	I	P	N	S	O	F	C	D	I	P	
1.	Sight	X						X	X											1 2 3 4 5 6
2.	Smell	X			X						X									2 3 4
3.	Hearing	X						X	X											1 2 3 4 5 6
4.	Taste		X	X																
5.	Tactile, touch (e.g., hot, texture)	X			X						X									2 3 4
6.	Speaking	X					X		X											1 2 3 4 5
7.	Reading	X					X		X											1 2 3 4 5 6
8.	Writing	X					X		X											1 2 3 4 5

E. Equipment, Vehicles, Machinery			Essential		Essential								Non-Essential (optional)								Comments			
					Frequency				Occurrence				Duration	Frequency				Occurrence				Duration		
			Y	N	N	S	O	F	C	D	I	P		N	S	O	F	C	D	I			P	
1.	Office equipment	keyboard	X					X		X			> 3 hrs.											
		copier, fax	X				X			X			< 15 mins											
		telephone, cell	X				X			X			> 1 hr.											
		pen, stapler, etc.	X				X			X			< 5 mins											
		postage, binding	X				X					X	< 1 hr.											
2.	Hand tools			X	X																			
3.	Safety equipment/PPE		X				X				X	< 1 hr.												
4.	Private passenger vehicle		X				X			X		< 30 mins												
5.	Golf cart, utility vehicle		X				X				X	< 1 hr.												
6.	Motorcycle, bicycle			X	X																			
7.	Light utility vehicle or truck		X				X				X	< 1 hr.												
8.	Heavy utility vehicle			X	X																			
9.	Earthmoving equipment			X	X																			
10.	Construction equipment			X	X																			
11.	Transit equipment			X	X																			
12.	Landscaping equipment			X	X																			
13.	Incident response equipment		X				X				X	< 1 hr.												

Job Description and Essential Function Analysis

Job Title: Fire Captain

Completed by: Brett Russell

Title: Fire Chief

Company: City of Bishop

Signature: _____

Date: _____

Employer Representatives:

Name: Deston Dishion

Signature: _____

Date: _____



Agenda Item: 16.G
Date of Meeting: June 23, 2025
Department: Police

STAFF REPORT

To: City Council
From: Nate Derr
Subject: **Updated Job Description for Police Lieutenant**
Prepared On: June 4, 2025
Attachments: FT Police Captain
Captain JDEFA

Background/History:

The Police Captain position is a key management-level role within the Police Service, responsible for supervising operations, overseeing personnel, and supporting the Chief of Police in strategic planning and day-to-day management.

The existing (Lieutenant) job description was last reviewed and updated on February 14, 2011. Since that time, the responsibilities, required competencies, and technological tools in law enforcement have evolved significantly.

The updated description reflects:

- Current best practices in law enforcement management,
- Expanded duties relating to officer wellness, community engagement, and training,
- Increased emphasis on use-of-force documentation review, risk management, and critical incident leadership,
- Clarity around supervisory and administrative functions, including shift oversight and interagency coordination.

Analysis/Discussion:

The Bishop Police Department Lieutenant updated Job description aligns further with the duties of a Police Captain as described below:

- Lieutenant
 - Supervises Sergeants and line officers.

- Manages shift operations, responds to critical incidents.
- Reviews and approves reports, ensures policy compliance.
- Often acts as the watch commander or shift commander.
- Captain
 - Oversees an entire bureau or major division.
 - Develops operational plans and strategies.
 - Manages budgets, personnel allocations, and long-term goals.
 - Interfaces with upper management, city officials, and external agencies.

A Captain level position also opens the opportunity for further Police Management training and secession planning for the future of the Department.

No changes to the position's FLSA status or classification level are proposed. The position remains exempt and managerial.

Economic Impacts:

There is no direct fiscal impact from updating the job description and position title. The salary range for the position remains unchanged. Any future fiscal considerations related to reclassification or reorganization will be brought forward separately.

Recommended Action:

Staff recommends that the City Council:

1. Approve the revised job description for the position of Police Lieutenant in the Bishop Police Department; and
2. Authorize the City Administrator to implement the updated description for all recruitment, assignment, and classification purposes.

Approved By: Ethan Aukee 6/4/2025

Approved By: Robin Picken 6/4/2025

Approved By: Deston Dishion 6/17/2025

Approved By:



CITY OF BISHOP

POLICE DEPARTMENT

POLICE CAPTAIN

DEFINITION

Under general direction of the Chief of Police, the Police Captain performs highly responsible administrative, supervisory, and management work in directing and coordinating one or more major divisions of the Police Department, including patrol, investigations, and administrative services. The Police Captain assists the Chief of Police in policy formulation, strategic planning, and department-wide operations. The Captain may act as the Chief of Police in their absence and is expected to exercise independent judgment, leadership, and a strong commitment to public safety and community policing.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from Police Chief
- Directly supervises Sergeants and other assigned sworn and non-sworn personnel.
- Provides management oversight for departmental programs and initiatives.

EXAMPLE OF DUTIES

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

- All duties and responsibilities of Police Officer, Police Corporal, and Police Sergeant.
- Oversees the operations and management of major divisions within the department including Patrol, Investigations, Support Services, and Special Operations.
- Assists the Chief of Police with strategic planning, department policy development, and implementation of departmental goals and objectives.
- Acts as second-in-command to the Chief of Police and serves as Acting Chief in their absence.
- Provides administrative leadership and oversight for personnel management, budgeting, training, and policy compliance.
- Coordinates with local, state, and federal agencies and represents the department at meetings, task forces, and public events.
- Directs and supervises the performance of subordinate staff, ensuring effective delivery of police services, professional development, and accountability.
- Manages internal investigations and oversees the disciplinary process to ensure compliance with legal standards and departmental policy.

- Oversees and monitors departmental compliance with POST mandates and training standards.
- Evaluates crime trends, community needs, and operational efficiency to recommend and implement effective policing strategies.
- Manages critical incident response and assumes command of major incidents when appropriate.
- Administers grant programs and oversees special projects or task forces as assigned.
- Promotes transparency, ethical conduct, and trust through active community engagement and consistent leadership.

QUALIFICATIONS

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

Knowledge:

- Principles, practices, and procedures of modern police administration and operations.
- Effective supervisory techniques, employee development, and performance management.
- Criminal law, constitutional law, and laws governing arrest, search, and seizure.
- Community policing philosophy and its application in a rural environment.
- Budgeting principles and grant management.
- Emergency management systems and critical incident command.

Skills:

- Understand operations and observe safety rules.
- Work in various weather conditions.
- Maintain normal vision and hearing to perform duties and operate equipment.
- Operate a computer, calculator, telephone, photocopy machine, and camera.
- Analyze situations quickly, calmly, and objectively to determine appropriate response.
- Establish and maintain effective working relationships.
- Communicate clearly and concisely in oral and written formats.

Abilities:

- Lead, supervise, and motivate staff to achieve departmental goals.
- Analyze complex police problems and adopt effective courses of action.

- Interpret and apply laws, rules, and departmental policies.
- Maintain calm and effective leadership in high-pressure and emergency situations.
- Communicate clearly and effectively, both orally and in writing.
- Build and maintain effective relationships with community members, elected officials, allied agencies, and department personnel.

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:

- Seven years' experience in municipal police work in the State of California;
 - At least two (2) years of experience in a supervisory capacity, preferably at the Sergeant level.

Training/Education:

- A Bachelors' degree from an accredited college or university in political science, law enforcement, criminal justice, public administration or related field is required. A comparable combination of education and experience may be considered.

License And Certificates:

- Possession of a POST Supervisory Certificate is required.
- Possession or ability to obtain a POST Management Certificate within two (2) years of appointment.
- Must possess a valid California Driver License with a satisfactory driving record.

SPECIAL REQUIREMENTS

- Must successfully complete a thorough background investigation, psychological screening, and medical examination.
- Bilingual abilities are preferred.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

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

- Candidates must meet standards of physical stature, endurance, and agility established by the City and the Peace Officers Standards and Training (POST)
- Vision standard: correctable to 20/20, normal color vision

- Hearing Standard: normal hearing
- Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodations might affect exercises of the powers of a peace officer or adversely affect the ability of the employee to perform essential job functions.
- The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. The position also requires both near and far vision when performing work and operating assigned equipment as required by POST. Acute hearing is required when providing phone and face-to-face service. The position also requires grasping, repetitive hand movement, fine coordination, and finger dexterity. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 100 pounds is also required.
- Additionally, the incumbent may be required to respond to after-hours emergency callouts.

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

SELECTION GUIDELINES

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

This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The City reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confer process.

Approved by Council:



Job Description and Essential Function Analysis

Job Title:	Police Captain	Department:	Police Department	Agency:	Bishop Police Department
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Position Summary: Under general direction of the Chief of Police, the Police Captain performs highly responsible administrative, supervisory, and management work in directing and coordinating one or more major divisions of the Police Department, including patrol, investigations, and administrative services. The Police Captain assists the Chief of Police in policy formulation, strategic planning, and department-wide operations. The Captain may act as the Chief of Police in their absence and is expected to exercise independent judgment, leadership, and a strong commitment to public safety and community policing.

Employment and Work Conditions:

Type of employment ☒ Regular ☐ Temp/Seasonal ☐ Full-time ☐ Part-time ☐ At Will ☐ Contract **Competitive service** ☒ Yes ☐ No
FLSA status ☒ Exempt ☐ Non-Exempt **Bargaining unit** Mid-Management

Salary or pay range **Pay differential, incentives, specialty pay, etc.**

Work setting	Formal; office & outdoors	Attire	Uniform and/or plain clothes	Work days	M-F
Location	Any within City limits	Exposure to others	Fellow officers; support staff; members of the public	Work hours	10-12 / shift
Supervisor		Driving required	☒ Yes (check type below) ☐ No	Core hours	
Supervises			☒ Class C ☐ Commercial	Overtime required	
		Travel required	☒ Yes (see Duties) ☐ No	Weekends required	As needed

Pre-employment tests	Required	Comments
Pre-placement exam	☒ Yes ☐ No	
Pre-employment drug test	☒ Yes ☐ No	☒ DOT required ☐ Safety sensitive (state reason)
Live Scan, criminal record	☒ Yes ☐ No	
Other:	☒ Yes ☐ No	POST requires a pre-employment medical & psychological exam, as well as background and financial/credit investigations. The ability to pass a polygraph test is also required.

Job Duties and Functions:

Cells will auto adjust for length of content; additional rows can be added.

		Essential: Yes/No	Frequency (Use key)
1.	Patrol/Field Duties: Patrols assigned areas by car, foot, motorcycle, or bicycle; performs crime suppression and prevention activities; answers special calls; answers complaints, including domestic disturbances, health code and local ordinance violations; performs surveillance activities; conducts chemical, drug and alcohol testing; investigates suspicious circumstances; assists in crime prevention and quality of life activities and the control of juvenile delinquency; administers first aid in cases of emergency; plans, coordinates, and reviews the work plan for areas of assigned responsibility; supervises and participates in investigative and field patrol work; receives, prioritizes, and coordinates response to complaints, emergency situations, and investigations; supervises and coordinates the allocation of assigned personnel and equipment in response to calls for service, case investigations and administrative issues; spot checks staff work in the field and interviews citizens to see how calls were handled; inspects departmental equipment and ensures that deficiencies are corrected.	Yes	Occasional
2.	Traffic Enforcement: Enforces traffic laws; conducts complete accident investigations; controls and directs traffic when necessary; performs crowd control, special event or riot duties; administers first aid in cases of emergency.	Yes	Occasional
3.	Arrests & Booking: Transports, books and is responsible for the care and custody of detained persons.	Yes	Occasional
4.	Investigations, Interviewing, Evidence Processing: Conducts initial and follow-up investigations; interviews victims, complainants and witnesses; may serve as a detective; independently determines which cases to investigate; coordinates and conducts complete and detailed investigation of crimes against persons and property, and crimes involving vice, gaming, and narcotics violations; performs undercover and surveillance activities; conducts registration and tracking of sex offenders; collects, preserves and maintains evidence and property; obtains and processes evidence; takes written statements; prepares and/or dictates required reports and maintains investigative records; serves warrants and subpoenas; contacts and cooperates with other law enforcement agencies as warranted.	Yes	Occasional
5.	Supervision: Supervises and directs assigned sworn and non-sworn personnel; leads less experienced Officers as necessary; acts as supervising officer in extraordinary situations; supervises the completion of a variety of tasks as assigned through the chain of command; accepts supervisory responsibility for activities, operations, and services of an assigned program area, including patrol, traffic control, investigations, code enforcement, animal control, and administrative or support services; works directly with sworn and non-sworn personnel in the interpretation of City and department policies; coordinates activities with other divisions, units, watches, City departments, outside agencies, and organizations; may supervise special programs such as community improvement, animal control, and departmental training and recruitment; receives and reviews reports from subordinate staff; monitors work activities to ensure safe work practices, quality, and accuracy.	Yes	Constant
6.	Training: Trains and assists less experienced personnel as assigned; may serve as a Field Training Officer or in a variety of special program areas, including narcotics investigations, Youth Accountability Team, gang suppression, schools resources officer, K-9 programs, motorcycle traffic patrol and other specialized areas of assignment; conducts briefing sessions; ensures compliance with and disseminates information regarding department policy and procedures; conducts training sessions; provides liaison between shifts, organizational units and other agencies involved with law enforcement or the criminal justice system; may participate in public relations programs.	Yes	Constant

7.	Community Education/Outreach: Counsels and educates the community; responds to questions, concerns and requests for service from the general public; assists the public and answers questions; provides information as appropriate and resolves complaints; establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public; responds to difficult inquiries and complaints; represents the Department with other law enforcement services and allied agencies, other City departments, civic groups, and the public; testifies in court in connection with the prosecution of offenders; establishes positive working relationships with representatives of community organizations, state/ local agencies and associations, City management and staff, and the public.	Yes	Frequent
8.	Court Testimony: Testifies effectively in court proceedings; provides information and referrals in non-criminal situations.	Yes	Seldom

Frequency: **Never** – Does not occur; **Seldom** – Less than 30 minutes per shift; **Occasional** – From 1/16 to 1/3 of a shift, or .5 hours to 2.5 hours of an 8-hour day; **Frequent** – From 1/3 to 2/3 of a shift, or 2.6 to 5.2 hours per 8-hour day; **Constant** – More than 2/3 of a shift, or more than 5.3 hours per 8 hour day

****Note is made that the required functions and physical demands of the Police Captain classification can vary greatly based upon assignment. This JDEFA is meant to assist with identifying the essential functions and physical demands required of the position, but by no means covers every situation in which the Police Captain may find himself/herself.****

Qualifications and Requirements:

Cells will automatically adjust for length of content; additional rows can be added.

		Required	Preferred
1.	Education: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Police Lieutenant. A typical way of obtaining the required qualifications is to have obtained an Bachelors Degree or have completed Sixty (60) units of college course work, and possesses two years of increasingly responsible experience equivalent to that of a City of Bishop Police Sergeant.	X	
2.	Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Police Captain. Seven years' experience in municipal police work in the State of California; At least two (2) years of experience in a supervisory capacity, preferably at the Sergeant level.	X	
3.	Skill to: Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations.	X	
4.	Knowledge of: Modern principles, practices, and techniques of police administration, organization, and operation; administrative and technical aspects of crime prevention and law enforcement activities, including investigation and identification, patrol, traffic control, juvenile programs, record keeping, automated records systems, search and seizure, code violations, and care and custody of persons and property; principles of law enforcement information systems; principles and practices of program development, administration and evaluation; methods and techniques of supervision, training, and motivation; officer's rights; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.	X	
5.	Ability to: Act quickly and calmly in emergency situations; facilitate group participation and consensus building; deal tactfully with the public in the handling of difficult police problems; plan, organize, evaluate, and direct the work of assigned staff; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; work a variety of shifts as assigned; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.	X	
6.	Job-related licenses, certifications, and/or designations: Possession of a valid Class C California driver's license. Possession of a P.O.S.T. Supervisory Certificate, and the ability to obtain a P.O.S.T. Management in two years from date of hire. Must be a U.S. citizen or permanent resident alien who is eligible and has applied for U.S. citizenship and be 21 years of age by the time of sworn appointment.	X	
7.	Attendance: Mandatory as scheduled.	X	
8.	Security clearances: N/A		
9.	Criminal record complies with agency's Live Scan Policy or other policies (including out-of-state records):	X	

10.	Language(s): English	X	
11.	Transportation: ☐ personal vehicle ☒ agency-owned vehicle ☐ public transportation	X	
12.	Automobile liability insurance complies with agency's Vehicle Usage Policy:	X	
13.	Driving record acceptable per the agency's Vehicle Usage Policy:	X	
14.	Enrollment in agency's DMV EPN (Employer Pull Notice) program:	X	
15.	Credit history acceptable per the agency's fiduciary, finance or accounting policies:	X	
16.	Continuing education and training relevant to successfully accomplish the essential functions of the job:	X	



Essential Function Analysis

Key: **Frequency:** The amount of time or number of times per work period that a task is performed

Never – Does not occur

Seldom – Less than 30 minutes per shift

Occasional – From 1/16 to 1/3 of a shift, or .5 hours to 2.5 hours of an 8-hour day

Frequent – From 1/3 to 2/3 of a shift, or 2.6 to 5.2 hours per 8-hour day

Constant – More than 2/3 of a shift, or more than 5.3 hours per 8 hour day

Occurrence: How often activity or task is performed

Daily – Occurs regularly

Intermittent – Task performed several times throughout the day

Periodic – Not done on a daily basis

Duration: The length of time a task or activity is performed during a session

A. Physical Demands		Essential		Essential								Non-Essential (optional)										Comments	
		Y	N	Frequency					Occurrence			Duration	Frequency					Occurrence			Duration		
				N	S	O	F	C	D	I	P		N	S	O	F	C	D	I	P			
1.	Sit	X					X		X			< 10 hrs											Driving; cycling; writing reports; surveillance; court testimony
2.	Stand	X					X		X			< 30 mins											Writing citations; investigations; interviewing; at accident scene; training sessions; interacting with public
3.	Walk flat or level terrain	X				X			X			< 30 mins											To/from vehicle; crime scene; investigations; attending special events; responding to call
	uneven terrain	X				X					X	< 15 mins											During investigations or searches, traffic accident, construction site, slopes, rooftop, block walls, broken concrete/asphalt



Job Description and Essential Function Analysis

Job Title: Police Captain

A. Physical Demands			Essential		Essential								Non-Essential (optional)										Comments
					Frequency		Occurrence		Duration	Frequency					Occurrence		Duration						
			Y	N	N	S	O	F		C	D	I	P	N	S	O		F	C	D	I	P	
4a.	Lift up to 10 pounds Above Shoulder	X			X					X		< 2 mins											Baton, patrol box, radio, firearm, flashlight, evidence, vest, helmet, forms, paperwork, Radar/Lidar gun, taser, shotgun, individual cones, flares, manual/code books, handcuffs, tape recorder, infant, small animal, posse box
	11 – 25 pounds	X			X					X		< 2 mins											Evidence, Sam Browne, case of flares, SWAT vest, equipment bag / patrol box, street signs, door ram, stack of cones, small child, animal
	26 – 40 pounds	X			X						X	< 2 mins											Evidence, equipment bag, Sam Browne, stack of traffic cones, bicycle, barricade
	41 – 55 pounds		X	X																			
	56 – 75 pounds		X	X																			
	>75 pounds		X	X																			
4b.	Lift at Waist or Chest up to 10 pounds	X				X				X		< 2 mins											Baton, patrol box, radio, firearm, flashlight, evidence, vest, helmet, forms, paperwork, Radar/Lidar gun, taser, shotgun, individual cones, flares, manual/code books, handcuffs, tape recorder, infant, small animal, posse box
	11 – 25 pounds	X				X				X		< 2 mins											Evidence, Sam Browne, case of flares, SWAT vest, equipment bag / patrol box, street signs, door ram, stack of cones, small child, animal
	26 – 40 pounds	X			X						X	< 2 mins											Evidence, equipment bag, Sam Browne, stack of traffic cones, bicycle, barricade



Job Description and Essential Function Analysis

Job Title: Police Captain

A. Physical Demands			Essential		Essential								Non-Essential (optional)										Comments	
					Frequency		Occurrence		Duration	Frequency					Occurrence			Duration						
			Y	N	N	S	O	F		C	D	I	P	N	S	O	F		C	D	I	P		
		41 – 55 pounds	X			X					X	< 2 mins												Person, debris, child, animal, evidence
		56 – 75 pounds	X			X					X	< 2 mins												Person, debris, child, larger animal, evidence
		>75 pounds	X			X					X	< 2 mins												Person, debris, child, evidence, incident / emergency response; motorcycle
4c.	Lift	up to 10 pounds	X				X				X	< 2 mins												Baton, patrol box, radio, firearm, flashlight, evidence, vest, helmet, forms, paperwork, Radar/Lidar gun, taser, shotgun, individual cones, flares, manual/code books, handcuffs, tape recorder, infant, small animal, posse box
	Below	11 – 25 pounds	X				X				X	< 2 mins												Evidence, Sam Browne, case of flares, SWAT vest, equipment bag / patrol box, street signs, door ram, stack of cones, small child, animal
	Waist	26 – 40 pounds	X			X					X	< 2 mins												Evidence, equipment bag, Sam Browne, stack of traffic cones, bicycle, barricade
		41 – 55 pounds	X			X					X	< 2 mins												Person, debris, child, animal, evidence
		56 – 75 pounds	X			X					X	< 2 mins												Person, debris, child, larger animal, evidence
		>75 pounds	X			X					X	< 2 mins												Person, debris, child, evidence, incident / emergency response; motorcycle
5.	Carry	up to 10 pounds	X				X			X		< 2 hrs												1 ft - continuous
	List	11 – 25 pounds	X				X				X	< 15 mins												< 500 ft
	distance	26 – 40 pounds	X			X					X	< 2 mins												< 25 ft
	In	41 – 55 pounds	X			X					X	< 2 mins												< 25 ft



Job Description and Essential Function Analysis

Job Title: Police Captain

A. Physical Demands			Essential		Essential								Non-Essential (optional)											Comments
					Frequency		Occurrence		Duration		Frequency					Occurrence		Duration						
			Y	N							N	S	O	F	C					D	I	P	N	
	comments	56 – 75 pounds	X			X					X	< 2 mins												< 25 ft
		>75 pounds	X			X					X	< 2 mins												< 25 ft
6.	Push		X			X					X	< 5 mins												Apprehend suspects, detain/restrain, arrests, assist disabled motorist, administer first aid, training, vehicle and building doors, dragging victim to safety, centering motorcycle, dragging debris
7.	Pull		X			X					X	< 5 mins												Apprehend suspects, detain/restrain, arrests, assist disabled motorist, administer first aid, training, vehicle and building doors, dragging victim to safety, centering motorcycle, dragging debris
8.	Twist		X					X		X		< 10 mins												Within vehicle to reach radio and computer, buckle / unbuckle seatbelt, searching, investigation, traffic enforcement, detain/restrain, apprehend suspect, safety check of equipment or shotgun, pick up evidence place into trunk
9.	Bend		X				X			X		< 5 mins												Investigations, bending at car window, searching for a suspect or a lost child, firearm qualifications, in/out of vehicle, items in/out of trunk
10.	Stoop		X			X					X	< 5 mins												Investigations, response to call, chalking, measuring
11.	Kneel		X			X					X	< 5 mins												While on surveillance, tactical situations or taking cover in an awkward



Job Description and Essential Function Analysis

Job Title: Police Captain

A. Physical Demands		Essential		Essential								Non-Essential (optional)								Comments			
				Frequency				Occurrence				Duration	Frequency				Occurrence				Duration		
		Y	N	N	S	O	F	C	D	I	P		N	S	O	F	C	D	I			P	
																							location, detain/restrain, rescue, training, firearm qualification, search, and recovering evidence
12.	Crawl	X			X						X	< 5 mins											Emergency response, training, firearm qualification, inspect damage to a vehicle
13.	Crouch	X			X						X	< 5 mins											Inspect damage, behind vehicle, while on surveillance or taking cover in an awkward location
14.	Squat	X			X						X	< 5 mins											Inspect damage, behind vehicle, while on surveillance or taking cover in an awkward location
15.	Climb (stairs, steps, ladder)	X			X					X		< 10 mins											Apprehend suspect, stairs, steps, ladders, walls, chain-link fences, rooftop
16.	Run	X			X						X	< 10 mins											Running/sprint after suspect; assist fellow officer, emergency response
17.	Jump	X			X						X	< 1 min											Apprehend suspect, fences, walls, respond to emergency
18.	Lie down (stomach, side, back)	X			X						X	< 10 mins											Tactical situation, training, firearm qualification
19.	Balance	X			X						X	< 10 mins											Apprehend suspect, detain/restrain, running on slippery surface, climbing ladder, walls, rooftop, demonstration of field sobriety test, starting motorcycle, riding bicycle
20.	Neck extension	X			X						X	< 5 mins											Driving, building search, apprehend suspects, detain/restrain, training, investigations, emergency /



Job Description and Essential Function Analysis

Job Title: Police Captain

A. Physical Demands		Essential		Essential								Non-Essential (optional)										Comments		
		Y	N	Frequency						Occurrence		Duration	Frequency					Occurrence			Duration			
				N	S	O	F	C	D	I	P		N	S	O	F	C	D	I	P				
	flexion	X				X			X			< 10 mins												tactical response, reaching overhead, watching/looking for suspect or animal on roof or up a tree
	turning	X					X		X			< 5 mins												Recover evidence, walking/foot patrol, training, computer work, investigations, write citations, booking process, arrests, detain/restrain, CPR, report writing, review reports
																								Patrol, investigation, use of equipment, radio, speaking with public/co-workers, write citations, booking process, arrests, detain/restrain, emergency response, first aid/CPR, search for suspects, evidence, during training
21.	Upper Extremity Activities																							
a.	Reach at, below shoulders	X				X			X			< 1 hr												Driving, radio, firearm, baton, riding motorcycle, driving patrol vehicle, computer, desk work, evidence, booking process, training, writing citations, arrests / handcuffing, detain/restrain, firearms qualification, Radar/Lidar gun
	above shoulders	X			X					X		< 5 mins												Apprehend suspect, detain/restrain; climb ladders, walls, collect evidence, training, traffic control, searching, retrieve from upper shelf or locker.



Job Description and Essential Function Analysis

Job Title: Police Captain

A. Physical Demands		Essential		Essential								Non-Essential (optional)										Comments
				Frequency				Occurrence				Duration	Frequency					Occurrence				
		Y	N	N	S	O	F	C	D	I	P		N	S	O	F	C	D	I	P		
b.																					handing evidence down to fellow officer, using flashlight	
	Grasp	simple	X				X		X			< 30 mins									Writing, supplies, phone, files, first aid kit, camera, clipboard, flashlight, paperwork/forms, citation book, individual cones, flares, holding gun	
		power	X			X					X	< 2 mins									Apprehend suspects, detain/restrain, animal, child, climbing, tactical equipment, firearms, emergency / Radar/Lidar equipment, removal of debris, tipping up a motorcycle	
c.	Manipulate	gross	X			X					X	< 2 mins									Apprehend suspects, detain/restrain, animal, child, tactical equipment, firearms, emergency / Radar/Lidar equipment, removal of debris	
		fine	X				X		X			< 15 mins									Firearms, ammunition, clipboard, radio, arrest control techniques, knobs/buttons in vehicle, keys, manipulate locks, camera, tape recorder, telephone/cell, motorcycle radio button	
d.	Keyboard and mouse		X				X		X			< 2 hrs									Computer in vehicle and in station, telephone keypad, cellular phone; writing reports, emails etc.	
22.	Foot controls		X				X		X			< 1 hr									Driving, bicycling, operating Segway	



Job Description and Essential Function Analysis

Job Title: Police Captain

				Essential								Non-Essential (optional)								
				Essential		Frequency				Occurrence		Frequency				Occurrence				
B. Mental and Psychological Demands		Y	N	N	S	O	F	C	D	I	P	N	S	O	F	C	D	I	P	Comments
1.	Comprehend and follow instructions	X					X		X											
2.	Perform and complete assigned tasks	X						X	X											
3.	Maintain work pace	X						X	X											
4.	Perform complex or varied tasks	X					X		X											
5.	Relate to others	X					X		X											
6.	Advise, counsel, influence	X					X		X											
7.	Train or give instruction	X					X			X										
8.	Work independently	X						X	X											
9.	Plan, direct, control, supervise	X						X	X											
10.	Supervise employees	X						X	X											
11.	Supervise non-employees		X	X																
12.	Represent the agency	X						X	X											
13.	Interacting with the public	X					X		X											
14.	Assume responsibility for persons or property	X						X	X											
15.	Participate in team or group activities	X					X		X											
16.	Work around traffic, crowds, distractions	X					X		X											

C. Environmental Exposures		Essential		Essential								Non-Essential (optional)								Comments		
				Frequency				Occurrence				Duration	Frequency				Occurrence				Duration	
		Y	N	N	S	O	F	C	D	I	P		N	S	O	F	C	D	I			P
1.	Work indoors	X					X		X			< 8 hrs										Briefings, driving patrol vehicle, report writing, investigations, variety of residential or businesses within city, court
2.	Work outdoors	X					X		X			< 2 hrs										Patrol stops, investigations, making arrests, emergency response, write citations, training / qualifications,



C. Environmental Exposures		Essential		Essential									Non-Essential (optional)										Comments																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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D. Communication and Sensory Demands		Essential		Essential								Non-Essential (optional)								Comments <i>Identify for which function each is required</i>
				Frequency				Occurrence				Frequency				Occurrence				
		Y	N	N	S	O	F	C	D	I	P	N	S	O	F	C	D	I	P	
1.	Sight	X						X	X										1 2 3 4 5 6 7 8	
2.	Smell	X				X				X									1 2 3 4 5 6 7	
3.	Hearing	X						X	X										1 2 3 4 5 6 7 8	
4.	Taste		X	X																
5.	Tactile, touch (e.g., hot, texture)	X				X				X									1 2 3 4 5 6 7	
6.	Speaking	X					X		X										1 2 3 4 5 6 7 8	
7.	Reading	X				X			X										1 2 3 4 5 6 7 8	
8.	Writing	X				X			X										1 2 3 4 5 6 7 8	



Job Description and Essential Function Analysis

Job Title: Police Captain

E. Equipment, Vehicles, Machinery			Essential		Essential								Non-Essential (optional)										Comments
					Frequency		Occurrence			Duration	Frequency					Occurrence			Duration				
			Y	N							N	S	O	F	C	D	I	P		N	S	O	
1.	Office	keyboard	X				X		X			< 8 hrs											
	equipment	copier, fax	X			X					X	< 5 mins											
		telephone, cell	X				X		X			< 2 hr											
		pen, stapler, etc.	X			X				X		< 15 mins											
		postage, binding		X	X																		
2.	Hand tools																						
3.	Safety equipment/PPE																						
4.	Private passenger vehicle		X				X		X			< 1 hr											
5	Motorcycle, bicycle																						
6	Sam Browne gun belt (worn throughout shift)		X					X	X			< 10 hrs											
7	Firearms/Ammunition		X			X					X	< 5 mins											
8	Handcuffs		X			X					X	< 2 mins											
9	Radio		X				X		X			< 15 mins											
10	Flashlight		X				X				X	< 15 mins											
11	DUI Trailer		X			X					X	< 30 mins											
12	Generator		X			X					X	< 5 mins											
13	Auxiliary Lighting		X			X					X	< 15 mins											
14	Door Ram		X			X					X	< 5 mins											
15	Bolt Cutters		X			X					X	< 5 mins											
16	Taser Gun		X			X					X	< 2 mins											
17	Radar/Lidar Gun		X			X					X	< 1 hr											
18	Tape Recorder		X			X				X		< 2 mins											
19	Flares/Cones		X			X					X	< 15 mins											
20	Camera		X			X					X	< 5 mins											
21	Barricades		X			X					X	< 15 mins											



Job Description and Essential Function Analysis

Job Title: Police Captain

E. Equipment, Vehicles, Machinery				Essential									Non-Essential (optional)									Comments
				Essential		Frequency				Occurrence			Duration	Frequency					Occurrence			
		Y	N	N	S	O	F	C	D	I	P	N		S	O	F	C	D	I	P		
22	E-Pas/Breathalyzer	X			X						X	< 2 mins										

Completed by: Nathan Derr

Title: Chief of Police

Signature: _____

Date: _____

Employer Representatives:

Name: _____ Signature: _____

Date: _____

Name: _____ Signature: _____

Date: _____



Agenda Item: 16.H
Date of Meeting: June 23, 2025
Department: Public Works

STAFF REPORT

To: City Council
From: Nora Gamino
Subject: **Building Inspector / Code Enforcement Job Description**
Prepared On: June 16, 2025
Attachments: Building Inspector / Code Enforcement Officer Job Description

Background/History:

Since 2016, the City of Bishop has contracted with Inyo County to provide building permitting and inspection services under a formal Memorandum of Understanding (MOU). This arrangement has ensured continuity of service and fostered positive interagency cooperation.

However, the City does not currently have internal staffing for code enforcement, which remains an unmet need. While the City values its ongoing collaboration with Inyo County, the County's limited staffing capacity and the absence of code enforcement services highlight the need for the City to build its own internal capacity for greater flexibility and responsiveness.

Establishing a combined Building Inspector / Code Enforcement Officer position allows the City to fill a critical enforcement vacancy, strengthen customer service, and support a more independent and locally accountable approach to building department operations.

Analysis/Discussion:

This position was discussed and approved during the City's FY2025–26 Strategic Planning meeting. The classification reflects the City's intent to modernize its permitting systems, strengthen code compliance capacity, and ensure building safety for the community. Smaller cities such as Morro Bay and Lone have adopted similar dual-function positions to support operational efficiency.

The proposed Building Inspector / Code Enforcement Officer classification consolidates critical responsibilities into a single position. This includes:

- Permit intake, pricing, routing, and online system tracking
- Pre-submittal applicant guidance and plan review coordination
- Field inspections of permitted work and follow-up on violations
- Enforcement of the Bishop Municipal Code, including zoning, property maintenance, and public health standards

- Coordination with Public Works staff on cross-connection control program requirements
- Collaborative engagement with Planning, Fire, County departments, and legal counsel as needed

By approving this position, the City can fill a long-standing vacancy in code enforcement while also gaining autonomy in building inspection services. The position supports approximately 200 building permits annually, with an associated valuation of roughly \$6 million and permit revenue of \$130,000.

The revised job description organizes responsibilities under clearly defined categories, outlines necessary skills and tools, and reflects a modern approach to inspection and enforcement in small municipalities.

Economic Impacts:

There is no immediate fiscal impact associated with approval of the revised job description.

Budget Impacts:

The adopted FY 2025-26 Budget does not account for the hiring of this position. In order to accurately adjust the budget, City staff will propose a budget adjustment when there is a clear understanding as to when this position will be filled.

Legal Review:

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

Recommended Action:

Approve the revised job description for the Building Inspector / Code Enforcement Officer position.

Approved By: Ethan Aukee 6/17/2025

Approved By: Deston Dishion 6/17/025

Approved By:

Approved By:



CITY OF BISHOP

PUBLIC WORKS

BUILDING INSPECTOR/ CODE ENFORCEMENT OFFICER

DEFINITION

Under general supervision of the Public Works Director/Building Official, the Building Inspector/ Code Enforcement Officer performs a combination of technical duties involving inspection of buildings and construction for compliance with building codes, and enforcement of municipal and state codes related to zoning, property maintenance, public health and safety, and nuisance abatement. This dual-role position supports the City's goal of maintaining safe, habitable, and code-compliant properties in the community.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Public Works Director.
- This position exercises no supervision over other employees.

EXAMPLE OF DUTIES

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

Permit Processing & Plan Review

- Provides guidance to applicants prior to submission to clarify code requirements and help ensure complete applications.
- Performs detailed plan reviews for new construction, additions, tenant improvements, and alterations to ensure compliance with building codes and zoning requirements.
- Verifies contractor licensing, reviews scope of work, calculates permit fees, and ensures submittals are complete.
- Issues building permits, Certificates of Occupancy, and other related documents.
- Enters, tracks, and updates permit records in the City's online permit management system; assists with system administration and reporting.
- Coordinates the routing and review of permit applications with other departments and outside agencies, including Inyo County.

Building Inspection

- Conducts field inspections of residential, commercial, and industrial buildings and structures during all phases of construction, remodeling, and repair.
- Ensures compliance with applicable building, electrical, mechanical, plumbing, energy, and accessibility codes, as well as City ordinances and state regulations.
- Conducts follow-up inspections to verify correction of violations and completion of permitted work.

Code Enforcement

- Investigates complaints and proactively identifies violations related to zoning, building, housing, signage, illegal construction, public nuisance, property maintenance, and health and safety codes.
- Enforces applicable municipal and state codes by issuing notices of violation, correction orders, stop-work orders, administrative citations, and notices to abate.
- Collaborates with the Public Works Department to support the City's Cross-Connection Control Program in accordance with updated State requirements, including device tracking, inspection coordination, and annual reporting.
- Coordinates enforcement actions with legal counsel, law enforcement, and other regulatory agencies as needed.
- Tracks open violations and projects, and develops tools or systems for proactive follow-up.

Public Service & Collaboration

- Works closely with property owners, developers, architects, engineers, tenants, and contractors to explain code requirements, resolve violations, and achieve compliance.
- Serves as a resource at the public counter and by phone, providing information on permitting, construction requirements, and code enforcement policies.
- Collaborates with Planning, Public Works, Fire, and other City departments to ensure cohesive review and enforcement of land use and building regulations.
- Maintains confidentiality in accordance with City policies and applicable laws.

Administrative & Reporting

- Prepares written reports, staff presentations, correspondence, and documentation to support hearings, legal actions, or abatement proceedings.
- Maintains accurate and organized records of inspections, violations, permits, complaints, enforcement actions, and correspondence; manages digital and physical files in accordance with City policy.
- Attends Planning Commission, City Council, and other public meetings as necessary to present reports, provide technical input, or support code enforcement matters.
- Performs other duties as assigned.

QUALIFICATIONS

The Building Inspector/ Code Enforcement Officer possesses the following qualifications or their equivalent:

Knowledge of:

- California Building Standards Code (Title 24), including building, electrical, plumbing, and mechanical codes.
- State housing, zoning, and nuisance abatement laws.
- Construction methods, materials, safety practices, and inspection techniques.
- Principles and practices of code enforcement and public agency investigations.
- Legal procedures for enforcement, citation issuance, and abatement actions.
- Permit processing, plan review techniques, and zoning regulations.
- Principles of cross-connection control and related public health protection requirements.
- Public service and confidentiality requirements in a municipal environment.

Ability to:

- Read and interpret building plans, specifications, codes, and ordinances.
- Conduct inspections and investigations with professionalism, accuracy, and fairness.
- Identify and document violations clearly and objectively.
- Communicate effectively with the public, contractors, and City staff.
- Prepare accurate written reports and enforcement documentation.
- Work independently and as part of a team; manage multiple tasks and prioritize responsibilities.
- Use permitting and case management software, tablets, and standard office equipment.
- Interpret and explain technical codes, policies, and procedures to a variety of audiences.
- Maintain confidentiality and handle sensitive issues with discretion.

Skills:

- Strong communication skills, both written and verbal.
- Critical thinking and sound decision-making.
- Customer service and conflict resolution.
- Time management, prioritization, and adaptability.
- High attention to detail and thorough documentation.
- Analytical reasoning and problem-solving.
- Technical literacy with construction plans and regulatory codes.
- Ability to work independently and within a team environment.

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:

Education and Experience:

- High school diploma or equivalent is required.
- At least three (3) years of experience in building inspection, construction, code enforcement, or a related field.
- Completion of coursework or certifications in construction technology, code enforcement, building inspection, or related topics is desirable.

Licenses and Certifications:

- Possession of a valid California Class C driver license.
- Possession of International Code Council (ICC) Building Inspector certification preferred, required within 12 months of hire.
- California Penal Code Section 832 (PC 832) certification, covering arrest, search, and seizure procedures for public officers, required within 12 months of hire.
- Backflow Prevention Assembly Tester or Cross-Connection Control Specialist certification is desirable.
- Additional ICC or California Association of Code Enforcement Officers (CACEO) certifications are desirable.

TOOLS AND EQUIPMENT USED

- Computers, tablets, and mobile devices for permit and inspection software.
- Standard office equipment (phones, printers, copiers, scanners).
- Digital cameras for documentation.
- Measuring devices such as tape measures, laser distance meters, and levels.
- City vehicles for field work.
- Personal protective equipment (PPE) including hard hats, safety vests, and gloves.
- Two-way radios and GPS devices.

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 have the ability to develop and maintain cooperative working relationships; remain composed and respond appropriately to difficult situations;

recognize emotionally charged issues or problems, cope effectively with various responses and apply sound judgment in problem solving.

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

WORK ENVIRONMENT

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

While performing the duties of this job, the employee works in indoor and outdoor settings with varying temperatures. The employee regularly works on or near moving mechanical parts and in high and/or precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet to loud.

A moderate amount of travel within the local area is required.

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:



Agenda Item: 16.I
Date of Meeting: June 23, 2025
Department: Public Works

STAFF REPORT

To: City Council
From: Nora Gamino
Subject: **Engineering Technician II/III Job Description**
Prepared On: June 16, 2025
Attachments: Public Works Engineering Technician II_III Job Description

Background/History:

The Public Works Department currently lacks dedicated technical staff to support the delivery of small-scale capital and road maintenance projects. As a result, routine infrastructure maintenance—particularly pavement preservation—has been significantly delayed or left incomplete due to limited internal capacity. Rather than relying on consultants, the work simply has not been done, and the City's street and sidewalk infrastructure is at increasing risk of deterioration.

This position also reflects a strategic restructuring of the former Public Works Secretary classification. Administrative support functions have been consolidated elsewhere in City Hall, and this role has been fully repurposed into a technical classification that better addresses operational needs in engineering, permitting, and project delivery.

Analysis/Discussion:

The Engineering Technician II/III is proposed as a flexibly classified position, allowing recruitment and placement based on the qualifications of the selected candidate. The position is intended to provide a mix of administrative and technical support, focusing on:

- Developing and maintaining pavement maintenance and minor capital improvement projects
- Preparing bid documents and cost estimates for Director review
- Managing the public works permit program, including encroachment, grading, and water fill stem agreements
- Conducting infrastructure condition reviews and documenting field conditions
- Responding to public inquiries, contractor coordination, and internal project support

By hiring into this role, the department will be better equipped to carry out infrastructure maintenance and small project coordination without overreliance on senior management or outside consultants. The flexible classification structure also reflects the City's remote location

and recruitment limitations, allowing for long-term growth and retention.

Economic Impacts:

There is no immediate fiscal impact associated with approval of the revised job description.

Budget Impacts:

The adopted FY 2025-26 Budget does account for the hiring of this position. However, the fund allocations for the costs associated with this position will need to be slightly adjusted to accurately reflect the anticipated workload of the position. City staff will propose a budget adjustment to update the cost allocations prior to hiring for this position.

Legal Review:

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

Recommended Action:

Approve the new classification and job description for Engineering Technician II/III in the Public Works Department.

Approved By: Ethan Aukee 6/17/2025

Approved By: Deston Dishion 6/17/2025

Approved By:

Approved By:



CITY OF BISHOP

PUBLIC WORKS

Engineering Technician II/III

DEFINITION

This position supports the planning, development, and delivery of small- to medium-scale public works projects, with a focus on road maintenance, permit administration, procurement, and consultant coordination. The position performs both technical and administrative work, including infrastructure condition assessment, quantity takeoffs, cost estimating, construction bid document preparation, and coordination with consultants and contractors. This role increases the department's capacity to deliver pavement maintenance and minor capital improvement projects with limited staff resources.

Assignment level and duties will vary depending on qualifications and departmental needs. Higher classifications may include greater independence in project delivery, grant management, or contract oversight.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from Public Works Director

EXAMPLE OF DUTIES

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

Project Planning and Delivery

- Use pavement condition data to prioritize road and sidewalk maintenance projects.
- Conduct field reviews to verify conditions and define project scopes.
- Prepare cost estimates, quantities, and budgets for maintenance-level construction projects (e.g., overlays, slurry, striping), under the direction of the Director.
- Develop bid packages, including technical specifications, maps, and contract documents.
- Support consultants by providing field data, record drawings, and project background; assist in preparing construction bid documents for Director review.

Permit and Right-of-Way Administration

- Manage public works-related permits, including encroachment permits, water fill stem agreements, and grading permits.
- Coordinate application intake, fee processing, plan review, field inspection, and closeout.
- Coordinate with property owners to resolve private encroachments (e.g., fences, landscaping) within the public right-of-way.

- Interpret right-of-way boundaries using maps or deeds and maintain related records.

Procurement and Contract Support

- Prepare scopes and solicit quotes for materials, equipment, and services in accordance with City purchasing policies.
- Assist with writing technical specifications and developing project-specific bid documents.
- Maintain up-to-date field documentation, as-built markups, and technical files using Laserfiche and GIS platforms.

Capital Improvement and Grant Coordination

- Support development of capital project documentation and updates at the direction of the Director.
- Support grant applications, obligation tracking, and reimbursement requests for eligible projects.

Technical Program Support

- Assist with planning and conducting pre-bid site visits to review project conditions and answer contractor questions
- Review contractor work in the field for compliance with City standards.
- Inspect completed concrete, asphalt, and drainage improvements; prepare punch lists and verify quantities.
- Assist with field adjustments, plan clarifications, and construction documentation.
- Respond to public inquiries and service complaints.

QUALIFICATIONS

The Public Works Project Coordinator possesses the following qualifications or their equivalent:

Knowledge of:

- Public works construction methods, materials, and field practices
- Basic civil engineering concepts and terminology related to roadways, sidewalks, and utilities
- Public agency contracting and procurement processes
- Standard plans, specifications, and right-of-way documentation
- Regulatory requirements related to encroachment, grading, and permitting
- Standard construction specifications such as Caltrans Standard Plans and Greenbook standards

Skills in:

- Preparing cost estimates, scopes of work, and bid packages
- Organizing and maintaining permit and project records
- Using software such as Microsoft Word, Excel, GIS, and document management platforms (e.g., Laserfiche)
- Communicating clearly and professionally, both verbally and in writing
- Managing time and multiple tasks effectively under minimal supervision
- Reviewing field conditions and verifying contractor compliance with specifications

Ability to:

- Read and interpret engineering plans, technical drawings, and maps
- Conduct field reviews and document infrastructure conditions accurately
- Coordinate with contractors, consultants, property owners, and other departments
- Understand and apply City policies, procedures, and applicable codes
- Track project deadlines, deliverables, and financial information
- Prepare clear staff reports, notices, correspondence, and summaries
- Identify field conditions and recommend appropriate technical solutions
- Apply engineering standards to field construction and document required changes

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:

Education and Experience

- Associate degree in civil engineering technology, construction management, public administration, or a related field required.
- For Technician II: One (1) year of experience in public works, engineering, or construction support.
- For Technician III: Two (2) or more years of experience in public works project delivery, including bid package preparation and field oversight.
- Experience preparing cost estimates and bid packages is highly desirable.
- Bachelor's degree may substitute for one year of experience.

Licenses and Certifications

- Valid California Class C Driver's License required.

- Certifications in public procurement, GIS, or project management are desirable but not required.

TOOLS AND EQUIPMENT USED

- Office equipment: Desktop computer, printer, scanner, telephone, mobile devices
- Software: Microsoft Office (Word, Excel, Outlook), Adobe Acrobat, GIS software, Laserfiche, asset management or permitting platforms.
- Field tools: Tape measure, digital camera, tablet or GPS unit, safety equipment (e.g., vest, hard hat)
- Vehicles: City vehicle for field site visits, inspections, and project coordination

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 occasionally walk over uneven terrain, stand for extended periods during inspections, and wear appropriate safety gear while visiting active or future project sites.

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, 2025 - June 30, 2026

ADMINISTRATION

Position	Step 1	Step 2	Step 3	Step 4	Fixed
City Administrator					\$15,745
Assistant to the City Administrator (Not Filled)	\$8,006	\$8,807	\$9,598		
City Clerk					\$8,865
Personnel/Payroll & Benefits Specialist					\$8,365
Executive Secretary/Assistant City Clerk (Not Filled)	\$5,717	\$6,291	\$6,920	\$7,612	
Administrative Support Assistant	\$4,983	\$5,483	\$6,029	\$6,634	

FINANCE DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Finance Director	\$8,865	\$9,752	\$10,726		
Accounting Secretary/Budget Manager (Not Filled)	\$5,718	\$6,291	\$6,920	\$7,612	
Administrative / Accounting Assistant (Not Filled)	\$4,529	\$4,985	\$5,481	\$6,031	

COMMUNITY SERVICES DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Community Services Director (Not Filled)					\$11,913
Community Services Manager					\$8,041
Community Services Administrative Assistant	\$4,529	\$4,985	\$5,481	\$6,031	
Parks Supervisor	\$4,687	\$5,158	\$5,672	\$6,677	
Recreation Supervisor (Not Filled)	\$4,687	\$5,158	\$5,672	\$6,677	
Parks Facilities Lead Worker	\$4,259	\$4,685	\$5,153	\$5,669	

FIRE DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Fire Chief					\$11,913
Deputy Fire Chief (Not Filled)					\$10,358
Assistant Fire Chief (Not Filled)	\$3,646	\$4,010	\$4,412	\$4,852	
Fire Captain	\$5,341	\$5,877	\$6,465	\$7,114	
Engineer (NEW)	\$4,529	\$4,985	\$5,481	\$6,031	
Administrative Assistant	\$4,529	\$4,985	\$5,481	\$6,031	

POLICE DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Chief					\$13,858
Lieutenant Captain					\$10,358
Sergeant	\$7,773	\$8,550	\$9,404		
Corporal	\$6,928	\$7,621	\$8,382		
Police Officer	\$6,357	\$7,063	\$7,850		
Police Officer in Training	\$4,802	\$5,281	\$5,811		
Community Services Officer	\$4,529	\$4,985	\$5,481		
Police Records Clerk	\$4,529	\$4,985	\$5,481	\$6,031	
Police Services Technician	\$4,583	\$5,041	\$5,545	\$6,100	
Senior Communications Operator	\$5,281	\$5,810	\$6,391	\$7,029	
Communications Operator	\$4,536	\$5,039	\$5,599	\$6,221	

**CITY OF BISHOP
MONTHLY SALARY SCHEDULE
July 1, 2025 - June 30, 2026**

PUBLIC WORKS DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Public Works Director					\$12,979
Public Works Superintendent					\$10,174
Public Works Supervisor	\$6,043	\$6,647	\$7,310	\$8,042	
~~Public Services Officer (Not Filled)~~ Building Inspector / Code Enforcement Officer	\$5,750	\$6,325	\$6,957	\$7,653	
Engineering Technician III (NEW)	\$5,750	\$6,325	\$6,957	\$7,653	
Engineering Technician II (NEW)	\$5,106	\$5,617	\$6,178	\$6,796	
Lead Maintenance Worker (Not Filled)	\$5,341	\$5,877	\$6,465	\$7,114	
Maintenance Worker	\$4,687	\$5,158	\$5,672	\$6,239	
~~Administrative Support Specialist~~	~~\$4,529~~	~~\$4,985~~	~~\$5,481~~	~~\$6,031~~	
Public Works Secretary	\$4,529	\$4,985	\$5,481	\$6,031	

PLANNING DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Principal Planner					\$8,667
Assistant Planner (Not Filled)	\$5,341	\$5,877	\$6,465	\$7,114	

Cost of Living Adjustments for Miscellaneous, Mid-Management, Management, and Bishop Police Officers Association contracts for Fiscal Years as follows: 2025/2026 - 2.5%

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

Approved by Council on:

PART-TIME EMPLOYEES WAGE SCALE

JULY 1, 2025 - JUNE 30, 2026

ADMINISTRATION / FINANCE DEPARTMENT

Position	Step	Hourly	Step Adjustments
Office Assistant	I	\$ 20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 21.55	
	III	\$ 22.55	

FIRE DEPARTMENT

Position	Step	Hourly	Monthly	Statutory
Mechanic	NO STEPS	\$ 37.95	Not Applicable	
Telecommunications (Radio) Technician	NO STEPS	\$ 37.95	Not Applicable	
Fire Inspector	I	\$ 45.15	Step increases occur annually with one year in between each step based on successful employee evaluations.	
	II	\$ 46.15		
	III	\$ 47.15		
Volunteer Firefighters	NO STEPS			Per call: \$20.55
Volunteer Emergency Medical Technician	NO STEPS			Per call: \$20.55
Office Assistant	I	\$ 20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.	
	II	\$ 21.55		
	III	\$ 22.55		

COMMUNITY SERVICES DEPARTMENT

Position	Step	Hourly	Step Adjustments
Office Assistant	I	\$ 20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 21.55	
	III	\$ 22.55	
Recreation Coordinator	I	\$ 26.65	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 27.65	
	III	\$ 28.65	
Facility Maintenance Worker	I	\$ 20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 21.55	
	III	\$ 22.55	
Custodian/Facility Maintenance Worker	I	\$ 20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 21.55	
	III	\$ 22.55	
Park Helper	I	\$ 20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 21.55	
	III	\$ 22.55	
Aquatics Coordinator	I	\$ 26.65	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 27.65	
	III	\$ 28.65	
Assistant Aquatics Coordinator	I	\$ 23.60	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 24.60	
	III	\$ 25.60	
Pool Manager (Senior Guard)	I	\$ 20.50	Step increases will be considered for each additional season worked.
	II	\$ 21.50	
Lifeguard	I	\$ 18.50	Step increases will be considered for each additional season worked.
	II	\$ 19.50	

PART-TIME EMPLOYEES WAGE SCALE

JULY 1, 2025 - JUNE 30, 2026

COMMUNITY SERVICES (continued)

Pool Cashier	I	\$	18.50	Not Applicable
Athletic Coordinator	I	\$	20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$	21.55	
	III	\$	22.55	
Sports Official	NO STEPS	\$	42.00	Not Applicable
Assistant Sports Official	NO STEPS	\$	29.00	Not Applicable
Instructor	NO STEPS	\$	27.70	Not Applicable
Activity Leader	NO STEPS	\$	18.50	Not Applicable
Program Leader	I	\$	20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$	21.55	
	III	\$	22.55	
Program Site Coordinator	I	\$	23.60	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$	24.60	
	III	\$	25.60	

POLICE DEPARTMENT

Position	Step	Hourly	Step Adjustments
Office Assistant	I	\$ 20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 21.55	
	III	\$ 22.55	
Parking Enforcement Officer	I	\$ 20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 21.55	
	III	\$ 22.55	
Reserve	Level II	\$ 22.55	
	Level I	\$ 37.95	
Reserve Specialist	NO STEPS	\$ 22.55	Not Applicable
Relief Communications Operator	I	\$ 31.80	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 32.80	
	III	\$ 33.80	
Police Cadet	I	\$ 18.50	Not Applicable
Facility Maintenance Worker	I	\$ 20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 21.55	
	III	\$ 22.55	
Facility Maintenance Worker II	NO STEPS	\$ 23.60	Not Applicable
Crossing Guard	NO STEPS	\$ 18.50	Not Applicable

PLANNING DEPARTMENT

Position	Step	Hourly	Step Adjustments
Associate Planner / Economic Development Coordinator	I	\$ 45.15	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 46.15	
	III	\$ 47.15	
Office Assistant	I	\$ 20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 21.55	
	III	\$ 22.55	

PART-TIME EMPLOYEES WAGE SCALE

JULY 1, 2025 - JUNE 30, 2026

PUBLIC WORKS DEPARTMENT

Position	Step	Hourly	Step Adjustments
Office Assistant	I	\$ 20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 21.55	
	III	\$ 22.55	
Drafter	I	\$ 44.10	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 45.10	
	III	\$ 46.10	
IT Specialist	NO STEPS	\$ 46.10	Not Applicable
Engineer	NO STEPS	\$ 64.60	Not Applicable
Assistant Engineer	NO STEPS	\$ 54.35	Not Applicable
Maintenance Worker	I	\$ 20.55	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$ 21.55	
	III	\$ 22.55	
Public Works Intern	NO STEPS	\$ 19.50	Not Applicable

Position	Hourly
Retired Annuitant	A retired annuitant may work during an emergency to prevent stoppage of public business or because the annuitant has specialized skills needed in performing work of limited duration. The wage will be the hourly rate at time of retirement but not less than the minimum nor exceed that paid to other employees performing comparable duties.

Approved by Council on:

**CITY OF BISHOP
ELECTED OFFICIALS**

**MONTHLY SALARY SCHEDULE
July 1, 2025 – June 30, 2026**

Position	Fixed
City Council	\$550
City Treasurer	\$150

Pursuant to Ordinance No. 547 approved by Council on 07/28/2014 – Starting December 1, 2014 the City Council Monthly Salary was changed from \$300/month to \$550/month.

Approved by Council on:

**City of Bishop
Professional Consultant Services Agreement
with
Carmichael Business Technology
for
Information Technology (IT) Support Services**

1. PARTIES AND DATE

This AGREEMENT is made and entered into this 1st day of July, 2023 ("Effective Date"), by and 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 ("City") and Carmichael Business Technology, a California Corporation, with its principal place of business at 272 Sierra Manor Road, Suite A, Mammoth Lakes, California 93546-8736 ("Consultant"). City and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties."

W I T N E S S E T H :

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to render such professional consulting services for IT Support Services ("Project"), as more fully described herein; and

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit A ("Scope of Services"), which is attached hereto and made a part of this Agreement and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

2. SERVICES PROVIDED BY CONSULTANT

2.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional consulting services necessary for the Project ("Services"). The Services are more particularly described in Exhibit A attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

2.2 Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.

2.3 Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Evaluations of the work will be done by the City Administrator or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;
- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

2.4 Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

2.5 Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

3. COMPENSATION AND BILLING

3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit A ("Fee Schedule") attached hereto and incorporated herein by reference. Additional Services may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.2 Additional Services. As used herein, "Additional Services" means any work which is determined by City to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Additional Services without written authorization from the City. It is specifically understood that oral

requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

3.3 Method of Billing. Within 10 calendar days following the end of the preceding month in which services are performed or expenses incurred under this Agreement, Consultant shall submit to City an invoice to the City. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. The invoice shall indicate work completed and hours of Services rendered by Consultant. The invoice shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the invoice. City shall, within 45 days of receiving such invoice, review the invoice and pay all non-disputed and approved charges thereon. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices. Should the City dispute an invoice, the City shall promptly set forth in writing the nature, extent, and scope of the dispute. The parties shall meet and confer in an effort to resolve the dispute prior to either party taking any action, including termination of this Agreement and initiation of legal proceedings.

3.4 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by City, or included in Exhibit B of this Agreement.

3.5 Records and Audits. Consultant shall maintain full and accurate records with respect to all services and matters covered under this Agreement. City shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities. Consultant shall maintain an up to date list of key personnel and telephone numbers for emergency contact after normal business hours. Records of Consultant's services relating to this Agreement and funds received from City shall be maintained in accordance with generally recognized accounting principles and shall be made available to City for inspection and/or audit at mutually convenient times for a period of 5 years from the date of performance of said services.

4. TIME OF PERFORMANCE

4.1 Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within 5 days from the Effective Date of this Agreement.

4.2 Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

5. TERM AND TERMINATION

5.1 Term. Unless earlier terminated in accordance with Paragraph 5.2 below, the AGREEMENT will continue in full force and effect from the Effective Date through June 30, 2024. Upon mutual written AGREEMENT, the term of this AGREEMENT may be extended annually for an additional one (1) year period. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines.

5.2 Notice of Termination. Notwithstanding the provision in paragraph 5.1 above, City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least 30 days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

5.3 Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein.

5.4 Documents. In the event of termination of this Agreement, all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in its performance of this Agreement shall be delivered to the City within 10 days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.5 Other Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

6. INSURANCE

6.1 Insurance General. Consultant shall procure and maintain at all times during the term of this Agreement insurance as set forth in Exhibit B ("Insurance Requirements") attached hereto. Proof of insurance shall consist of a Certificate of Insurance provided on IOS-CGL form CG 00 01 11 85 or 88 executed by Consultant's insurer and in a form approved by the City Attorney.

6.2 Time for Compliance. Consultant shall not commence work under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any sub-consultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the sub-consultant has secured all insurance required under this section.

7. GENERAL PROVISIONS

7.1 Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

7.2 City's Representative. The City hereby designates City Administrator, or his/her designee, to act as its representative in all matters pertaining to the administration and performance of this Agreement ("City's Representative"). The City's Representative shall have the power to act on behalf of the City for review and approval of all products submitted by Consultant, but not the authority to enlarge the Scope of Work or change the total compensation due to Consultant under this Agreement. The City's Representative shall be authorized to act on City's behalf and to execute all necessary documents which enlarge the Scope of Work or change the Consultant's total compensation subject to the provisions contained in Section 3.1 of this Agreement. Consultant shall not accept direction or orders from any person other than the City Administrator, City's Representative or designee.

7.3 Consultant's Representative. Consultant hereby designates Chris Carmichael, or his/her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his/her best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

7.4 Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

Consultant:
Carmichael Business Technology
Physical: 272 Sierra Manor Road, Suite A
Mail: Post Office Box 8736
Mammoth Lakes, California 93546-8736
Chris Carmichael
chris@mammothit.com
sarah@mammothit.com

City:
City of Bishop
377 West Line Street
Bishop, California 93514
Deston Dishion, City Administrator
ddishion@cityofbishop.com

7.5 Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

7.6 Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Inyo County, California.

7.7 Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement. If assignment or transfer is authorized by City, this Agreement shall be binding on the successors and assigns of the parties.

7.8 Indemnification.

7.8.1 Scope of Indemnity. To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, whether they are named or unnamed, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Except for willful misconduct or breach of contract, Consultant's liability shall not exceed the scope of insurance coverage.

7.8.2 *The City's Scope of Indemnity.* To the fullest extent permitted by law, the City shall defend, indemnify and hold Consultant, its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any willful misconduct of the City, its officials, officers, employees, subcontractors, consultants or agents in connection with the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys fees and other related costs and expenses. Notwithstanding the foregoing, to the extent the City's obligations hereunder are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the City. Except for willful misconduct or breach of contract, the City's liability shall not exceed the scope of insurance coverage.

7.9 Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

7.10 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the City.

7.11 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

7.12 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and sub-consultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and sub-consultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

7.13 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold City, its officials, directors, officers, employees, agents, and volunteers free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

7.14 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions, where applicable, shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and sub-consultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

7.16 Ownership of Materials and Confidentiality.

7.16.1 *Documents and Data; Licensing of Intellectual Property.* All findings, reports, documents, information and data including, but not limited to, computer tapes or

discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on any form of electronic media, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents and Data"). Consultant shall require all sub-consultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents and Data the sub-consultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents and Data. Consultant makes no such representation and warranty in regard to Documents and Data which were prepared by design professionals other than Consultant or provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk. The foregoing provisions are subject and subordinate to existing intellectual property rights of any third parties, including without limitation, software manufacturers and licensors.

7.16.2 *Confidentiality.* Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

7.16.3 *Confidential Information.* The City shall refrain from releasing Consultant's proprietary information ("Proprietary Information") unless the City's legal counsel determines that the release of the Proprietary Information is required by the California Public Records Act or other applicable state or federal law, or order of a court of competent jurisdiction, in which case the City shall notify Consultant of its intention to release Proprietary Information. Consultant shall have 5 working days after receipt of the Release Notice to give City written notice of Consultant's objection to the City's release of Proprietary Information. City shall not release the Proprietary Information after receipt of the Objection Notice unless either: (1) Consultant fails to fully indemnify, defend (with City's choice of legal counsel), and hold City harmless from any legal action brought to compel such release; and/or (2) a final and non-appealable order by a court of competent jurisdiction requires that City release such information.

7.17 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any

reasonable assistance and cooperation which City might require.

7.18 Time of Essence. Time is of the essence for each and every provision of this Agreement.

7.19 City's Right to Employ Other Consultants. City reserves the right to employ other consultants in connection with this Project provided however, such other consultants do not unreasonably interfere with the performance by, or benefits to, Consultant pursuant to this Agreement.

7.20 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and sub-consultants of Consultant, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

7.21 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

7.22 Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

7.23 No Third-Party Beneficiaries. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

7.24 Invalidity; Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which

determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

7.25 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

7.26 Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

7.27 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

7.28 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

7.29 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original. All counterparts shall be construed together and shall constitute one agreement.

7.30 Subcontracting. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

7.31 Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California

Government Code Section 6250 et seq.). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

7.32 Conflict of Interest. Consultant and its officers, employees, associates and sub-consultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, et seq.) and Government Code Section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and sub-consultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or sub-consultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

7.33 Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

7.34 Prohibited Employment. Consultant will not knowingly employ any regular employee of City while this Agreement is in effect.

7.35 Order of Precedence. In the event of an inconsistency in this Agreement and any of the attachments, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

7.36 Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

7.37 PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any

employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

7.38 Benefits. Consultant will not be eligible for any paid benefits for federal, social security, state workers' compensation, unemployment insurance, professional insurance, medical/dental, California Public Employees Retirement System ("PERS") or fringe benefits offered by the City.

7.39 Release of Information. Consultant shall not make public information releases or otherwise publish information obtained or produced by it as a result of, or in connection with, the performance of services under this Agreement without the prior written authorization from the City Representative.

7.40 Political Activity/Lobbying Certification. Consultant may not conduct any activity, including any payment to any person, officer, or employee of any governmental agency or body or member of Congress in connection with the awarding of any federal contract, grant, loan, intended to influence legislation, administrative rulemaking or the election of candidates for public office during time compensated under the representation that such activity is being performed as a part of this Agreement.

7.41 Licenses, Permits, and Fees. Consultant shall obtain a City of Bishop Business License and any and all other permits and licenses required for the services to be performed under this Agreement.

7.42 Taxpayer Identification Number. Consultant shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W 9, as issued by the Internal Revenue Service.

7.43 Change in Name, Ownership or Control. Consultant shall notify the City Representative, in writing, of any change in name, ownership or control of Consultant. Change of ownership or control of Consultant may require an amendment to the Agreement.

7.44 Covenants and Conditions. Each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

7.45 Use of City's Name. Consultant shall not publish or use any advertising, sales promotion, or publicity in matters relating to services, equipment, products, reports, and material furnished by Consultant in which City's name is used, or its identity implied

without the City Representative's prior written approval.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CITY OF BISHOP

By:  Date: 6/29/23
Deston Dishion, City Administrator

CONSULTANT

By:  Date: 6/28/23
Chris Carmichael
201838939
Taxpayer Identification Number

APPROVED AS TO FORM

By: 
Dean J. Pucci, City Attorney

Exhibit A
Scope of Services and Fees

IT Support Scope of Services and Terms

Carmichael Technology Management group is responsible for helping to manage the various aspects of technology in the city, including, but not limited to:

The day-to-day support and maintenance of all systems which are currently in use by the City, and any additional systems that may be added in the future. This includes trouble ticket creation and resolution, general IT expertise and advice regarding the City of Bishop IT systems.

Work Items Included:

1. Troubleshoot, diagnose, and resolve routine and advanced hardware, software, network, and peripheral problems.
2. Provide reliable, prompt, year-round, daily support for the district.
3. Deliver support via remote control to all campuses and provide regular onsite visits.
4. Manage vendor relationships for all software and hardware purchases including receipt, set up and returns as necessary.
5. Identify trends in trouble tickets and recommend/implement appropriate fixes to reduce the amount and turnaround time on those call types.
6. Prepare documentation and provide one on one or group training as required to facilitate the accomplishment of City of Bishop staff goals.
7. Manage internal and vendor led hardware and software installations upgrades and projects.
8. Define and recommend appropriate software configurations and standards.
9. Develop and document systems to track hardware, software, and peripheral purchases.
10. Negotiate and define necessary vendor support and licensing agreements

11. Carmichael Business Technology Preventative Maintenance –

- a. An automated system created by Carmichael Business Technology. It utilizes a combination of monitors with auto correction, best of breed software packages, and industry standard system settings to provide a stable, efficient, and secure network.
- b. It is designed to reduce the need for onsite visits as much as possible.
- c. Carmichael Business Technology Preventative Maintenance is provided for all computers and servers.
- d. **Onsite backup** – Backups are done daily to onsite drive sources for complete backups.
- e. **Cloud backup** – Secondary Backup to our cloud servers.
- f. **Remote Access** - Remote access to computers over internet.



- g. **Disaster Recovery Software** - Using our software allows the consultant to take your broken machine and set up a new machine with different hardware.
- h. **Anti-Virus** - All computers on this system have their antivirus software continually updated and monitored by us. The cost for antivirus is included in the monthly fee.
- i. **Anti-Spyware** – Spyware protection is provided.
- j. **Anti-Malware** - Scans and cleans Malware daily.
- k. **Third Party Application Updates** - Application such as Adobe Flash, Adobe Reader, Java, etc. are kept up to date on a weekly basis.
- l. **Daily System Clean** - Our software will clean your temporary files, unneeded remnants and various other items which slow down your system.
- m. **Microsoft Patches and Security Updates** - Your system is guaranteed to always have the latest Microsoft patches and security updates to keep it secure and reliable.
- n. **Easy Remote Control** - We can access your machine no matter where you are without you having to initiate a connection to us. You can turn this on and off as you require.
- o. **Automated Problem Resolution** - Many common problems will be auto-resolved by our software without you knowing there was even a problem.
- p. **Monitoring** - Vital system statistics, hard drive space processor and memory load, failing applications, backup failures, and others as requested.
- q. **Monthly/Weekly Reports** - Full reporting is available on what we are doing to help your system run smoothly.
- r. Reports can be generated on a regular basis for backup, inventory, system stability, error correction, and auto fixes and are available upon request.
- s. All Information Technology (IT) labor necessary to keep the City of Bishop IT systems running smoothly without errors, even in the event of a catastrophic failure.

Fees and Payment:

1. IT Support: \$4,240/month for 67 workstations and 2 servers as shown on attached list of CBT supported computers.

Term:

1. Agreement renews annually on July 1st.
2. Cancellation of the agreement would require 30 days written notice prior to renewal date.

Work items not included:

1. This agreement does not cover hardware, software or licensing purchased outside of the scope of this document.
2. Upgrades and projects with labor more than \$2,120. To be billed at a 20% discount off our normal hourly rates.

Exhibit B

Insurance Requirements

Without limiting Consultant's indemnification of Agency, and prior to commencement of work and/or services under this Agreement, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to Agency.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than 1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and \$2,000,000 in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (statutory limits) and Employer's Liability insurance (with limits of at least \$1,000,000).

Consultant shall submit to Agency, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of Agency, its officers, agents, employees, and volunteers.

Cyber security and privacy liability. Consultant shall procure and maintain insurance with limits of \$1,000,000 per occurrence/loss, \$2,000,000 general aggregate, which shall include the following coverage:

- a. Liability arising from the theft, dissemination and/or use of confidential or personally identifiable information; including but not limited to personally identifiable information (PII), protected health information (PHI), security codes, access codes, passwords, etc.
- b. Network security liability arising from the unauthorized use of, access to, or tampering with computer systems, including hacker or denial of service attacks.

- c. Liability arising from introducing a computer virus into or otherwise causing damage to vendor (first-party) or customer's (third party) computer, computer system, network, or similarly related property and the data, software, and programs.
- d. Liability arising from professional misconduct or lack of the requisite skill required for performing services defined in the contract or agreement.
- e. Costs associated with restoring, updating, or replacing data.
- f. Costs associated with a privacy breach, including notification costs, customer support, forensics, crises management, public relations consulting, legal services of a privacy attorney, credit monitoring, and identity fraud resolution services for affected individuals.

If coverage is maintained on a claims-made basis, consultant shall maintain such coverage for an additional three (3) years following termination of the contract.

Cyber technology errors and omissions. Consultant shall procure and maintain insurance with limits of \$1,000,000 per occurrence/loss, \$2,000,000 general aggregate, which shall include the following coverage:

- a. Liability arising from the unauthorized release of information for which an entity has the legal obligation to keep private, such as personally identifiable information (PII) and protected health information (PHI).
- b. Network security liability arising from the unauthorized use of, access to, or tampering with computer systems, including hacker or denial of service attacks.
- c. Liability arising from the failure of technology products (software and hardware) required under the contract for Consultant to properly perform the intended services.
- d. Claims alleging the failure of computer security that result in the transmission of malicious code, deletion, destruction or alteration of data, or the denial of service.
- e. Electronic Media Liability arising from personal injury, plagiarism or misappropriation of ideas, domain name infringement or improper deep-linking or framing, and infringement or violation of intellectual property rights.
- f. Liability arising from the rendering, or failure to render, professional services.
- g. Defense costs in regulatory proceedings (state and federal) involving a violation of privacy laws or intellectual property rights.
- h. Crisis management and other expert services.

If coverage is maintained on a claims-made basis, the Consultant shall maintain such coverage for an additional three (3) years following termination of the contract.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance and required endorsements to Agency as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by Agency's Risk Manager

prior to commencement of performance. Current certification of insurance shall be kept on file with Agency for the contract period and any additional length of time required thereafter. Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the contract period, and any additional length of time required thereafter, insurance against claims for injuries to persons or damages to property, or financial loss which may arise from or in connection with the performance of the Work hereunder by Consultant, their agents, representatives, employees, or subconsultants.

Primary/noncontributing. Coverage provided by Consultant 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.

Agency's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, Agency has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by Agency will be promptly reimbursed by Consultant or Agency will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, Agency may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Agency's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against Agency, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against Agency and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the Agency to inform Consultant of non-compliance with any requirement imposes no additional obligations on the Agency nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other

requirements, or a waiver of any coverage normally provided by any insurance. 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 all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the Agency requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide the Agency with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of the Consultant's insurers are unwilling to provide such notice, then Consultant shall have the responsibility of notifying the Agency immediately in the event of Consultant's failure to renew any of the required insurance coverages, or insurer's cancellation or non-renewal.

Additional insured status. General liability, automobile liability, and umbrella/excess liability insurance policies shall provide or be endorsed to provide that Agency and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Prohibition of undisclosed coverage limitations. 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.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant'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.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party who is brought onto or involved in the project/service by Consultant (hereinafter collectively "Subcontractor"), provide the same minimum insurance coverage and endorsements required of Consultant under this Agreement. 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. However, in the event Consultant's Subcontractor cannot comply with this requirement, which proof must be submitted to the Agency, Consultant may still be able to utilize the Subcontractor provided Consultant shall be required to ensure that its Subcontractor provide and maintain insurance coverage and endorsements sufficient to the specific risk of exposure involved with Subcontractor's scope of work and services, with limits less than required of the Consultant, but in all other terms consistent with the Consultant's requirements under this Agreement. This provision does not relieve the Consultant of its contractual obligations under the Agreement and/or limit its liability to the amount of insurance coverage provided by its subcontractors. This provision is intended solely to provide Consultant with the ability to utilize a Subcontractor who may be otherwise qualified to perform the work or services

but may not carry the same insurance limits as required of the Consultant under this Agreement given the limited scope of work or services provided by the subcontractor. Consultant agrees that upon request, all agreements with Subcontractors, and others engaged in the project and/or services, will be submitted to Agency for review.

Agency's right to revise specifications. 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 and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by Agency. Agency reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible, or require proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention through confirmation from the underwriter.

Timely notice of claims. Consultant shall give Agency prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

June 18, 2025

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

To the City of Bishop City Council,

This letter is to officially request that the current Information Technology (IT) Support Services agreement that was entered into on July 1, 2023 between the City of Bishop and Carmichael Business Technology (CBT) be extended for an additional one-year period from July 1, 2025 to June 30, 2026.

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

Sincerely,



Chris Carmichael CEO
CBT Inc.



Agenda Item: 16.L
Date of Meeting: June 23, 2025
Department: Community Services

STAFF REPORT

To: City Council
From: Dan McElroy
Subject: **Tree Trimming and Removal Services Agreement between the City of Bishop and West Coast Arborists Inc.**
Prepared On: June 17, 2025
Attachments: Professional Services Agreement between City of Bishop and West Coast Arborists Inc. (002).pdf
WCA Bishop Tree Trimming and Removal Services Proposal.pdf

Background/History:

The City of Bishop periodically requires tree removal and trimming services. Since 2016 the City has had a contractor under contract to do this work, and it has proved to advantageous for the City.

Analysis/Discussion:

A Request for Proposals (RFP) for Tree Trimming Services was released on May 27th, 2025, with proposals due on June 16th, 2025. The RFP provided for an on-call contract where work is ordered on an as-needed basis at the cost specified in the contract.

Three proposals were received. One from Tree Services Kings Inc., second from Eastern Sierra Tree Services Inc., and third from West Coast Arborists Inc. The proposal from West Coast Arborists Inc meets the requirements of the RFP and has the lowest cost for services provided. It is proposed to contract with West Coast Arborists Inc. until June 23, 2028.

Economic Impacts:

None

Budget Impacts:

The work anticipated to be done under this contract is the same work done for both the Public Works and Community Services departments on a regular basis. The cost of this work is included in the budgets for those departments and only work that is budgeted can be completed. Normally contracts have a not to exceed cost but, due to on-call nature of the project, it is proposed the maximum cost be dictated by budget limits.

Legal Review:

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

Recommended Action:

Approve the execution of the contract with West Coast Arborists Inc. based on the RFP and West Coast Arborists Inc. proposal.

Approved By: Deston Dishion 6/18/25

Approved By:

Approved By:

Approved By:

CITY OF BISHOP PROFESSIONAL SERVICE AGREEMENT

This professional service agreement ("Agreement") is made and effective as of June 23, 2025, between the City of Bishop ("Agency"), a municipal corporation, and West Coast Arborist, Inc. ("Consultant"), a [sole proprietorship, partnership, limited liability partnership, corporation]. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This Agreement shall commence on June 23, 2025, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 23, 2028, unless sooner terminated pursuant to the provisions of this Agreement, with the option of two one-year extensions.

II. 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.

III. PERFORMANCE

Consultant shall at all times faithfully, competently, and to the best of their 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.

IV. AGENCY REPRESENTATIVE

Agency's City of Bishop Community Services Manager shall represent Agency in all matters pertaining to the administration of this Agreement, review and approve 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 of Bishop Community Services Manager 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 V hereof.

V. PAYMENT

- A. The Agency agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed [dollars \$20,000 annually for the total term of the Agreement 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 City of Bishop Community Services Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by Agency City of Bishop Community Services Manager and Consultant at the time Agency's written authorization is given to Consultant for the performance of said services.
- C. Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the Agency disputes any of Consultant's fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within forty-five (45) days of receipt of an invoice therefore.

VI. TERMINATION OF AGREEMENT

- A. Except as otherwise provided herein below, either party may terminate this Agreement, or any portion hereof, by serving written notice of termination upon the other party at least ten (10) days prior to the date of termination. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the Agency terminates a portion of this Agreement, such termination shall not make void or invalidate the remainder of this Agreement.
- B. In the event this Agreement is terminated pursuant to this section, the Agency shall pay to Consultant the actual value of the work performed up to the time of termination, less any disputed amounts. Upon termination of the Agreement pursuant to this section, the Consultant will submit an invoice to the Agency as provided herein above.

VII. DEFAULT

- A. Either party's failure to comply with the provisions of this Agreement shall constitute a default. In the event that either party is in default for cause under the terms of this Agreement, the affected party shall promptly notify the deficient party of such default and following such notice shall have no obligation or duty to

continue compensating or providing any work after the date of default and can terminate this Agreement immediately by written notice to the other party. If such failure hereunder arises out of causes beyond either party's control, and without fault or negligence, it shall not be considered a default.

- B. If the Agency City of Bishop Community Services Manager determines the Consultant is in default in the performance of any of the terms or conditions of this Agreement, Agency shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service of default notice to cure the default as directed by the Agency in the notice of default. In the event the Consultant fails to cure its default within such period of time, 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.

VIII. 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 Agency 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 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.

IX. INDEMNIFICATION AND DEFENSE

A. Indemnification

To the fullest extent permitted by law, Consultant shall indemnify and hold harmless Agency and any and all of its officials, employees, agents, and/or volunteers ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of services under this Agreement. Consultant's duty to indemnify and hold harmless Agency shall not extend to the Agency's sole or active negligence or willful misconduct.

B. Duty to defend

In the event the Indemnified Parties, individually or collectively, 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 defend the Indemnified Parties 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 to the extent the matters arise from, relate to or are caused by Consultant's negligent acts, errors or omissions. Payment by Agency is not a condition precedent to enforcement of this provision. In the event of any dispute between Consultant and Agency, as to whether liability arises from the sole or active negligence or willful misconduct 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 Indemnified Parties as solely or actively negligent or to have acted with willful misconduct. 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.

X. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached herewith and incorporated herein by this reference as though set forth in full.

XI. INDEPENDENT CONTRACTOR

- A. Consultant is and shall at all times remain as to the Agency a wholly 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 and/or its employees for performing services hereunder for Agency. Agency shall not be liable for compensation or indemnification to Consultant for injury or sickness to its employee(s) arising out of performing services hereunder.

XII. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of local, 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.

XIII. 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.

XIV. NO BENEFIT TO ARISE TO AGENCY EMPLOYEES

During their tenure and for one year thereafter, 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 services under this Agreement 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 services performed under this Agreement.

XV. 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 Agency City of Bishop Community Services Manager or unless requested by the Agency, 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 thereunder 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.

[Note: The following paragraph is only to be used when the Agency will be taking in a fee or deposit from an applicant and use that fund to retain the Consultant to prepare an EIR, specific plan, or some other specific document or where the Agency is funding a similar development-type study.]

- C. Consultant covenants that neither Consultant nor any officer or principal of their firm have any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of their services hereunder. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by them as an officer, employee, agent, or subconsultant. Consultant further covenants that Consultant has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the Agency or the study area and further covenants and agrees that Consultant and/or its subconsultants shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in

the Agency or the study area prior to the completion of the work under this Agreement.

XVI. 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 (e.g., Federal Express), which provides a receipt showing date and time of delivery; or (iii) 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: West Coast Arborists Inc.

2200 E. Via Burton, Anaheim, Ca 92806

Attention: Patrick Mahoney

XVII. ASSIGNMENT

- A. 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. Due to the personal nature of the services to be rendered pursuant to this Agreement, only Consultant shall perform the services described in this Agreement.
- B. Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide Agency with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include an indemnity provision identical to the one provided herein identifying Agency as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from Agency for such insurance.
- C. West Coast Arborists Inc. may use assistants, under their direct supervision, to perform some of the services under this Agreement. Consultant shall provide Agency fourteen (14) days' notice prior to the departure of West Coast Arborists

Inc. from Consultant's employees. Should West Coast Arborists Inc. leave Consultant's employ, the Agency shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the Consultant.

XVIII. 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.

XIX. 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.

XX. 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.

XXI. SEVERABILITY

Any part, provision, or representation of this Agreement or any of its exhibits, including, but not limited to Exhibit C, which is held to be invalid, void or unenforceable by a court of competent jurisdiction, shall be limited to that part, provision or representation and all other parts, provisions, or representations herein shall remain in full force and effect.

XXII. WORK SCHEDULED/TIME OF COMPLETION

[Note: This section is optional and should be included only when the project is particularly time-sensitive.]

Agency and Consultant agree that time is of the essence in this Agreement. Agency and Consultant further agree that Consultant's failure to perform on or at the times

set forth in this Agreement will damage and injure Agency, but the extent of such damage and injury is difficult or speculative to ascertain. Consequently, Agency and Consultant agree that any failure to perform by Consultant at or within the times set forth herein shall result in liquidated damages of dollars \$500.00 per day for each and every day such performance is late or delayed. Agency and Consultant agree that such sum is reasonable and fair. Furthermore, Agency and Consultant agree that this Agreement is subject to Government Code Section 53069.85 and that each party hereto is familiar with and understands the obligations of said section of the Government Code.

XXIII. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

Consultant is bound by the contents of Agency's Request for Proposal, Exhibit D, hereto and incorporated herein by this reference, and the contents of the proposal submitted by the Consultant, Exhibit E hereto. In the event of conflict, the requirements of Agency's Request for Proposal and this Agreement shall take precedence over those contained in the Consultant's proposal. 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.

XXIV. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that they have the authority to execute this Agreement on behalf of the Consultant and have 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.

West Coast Arborists Inc.

By:  _____

(Signature)

Patrick Mahoney _____

(Typed Name)

President _____

(Title)

City of Bishop

A Municipal Corporation

Deston Dishion, City Administrator

ATTEST:

Robin Picken, City Clerk

APPROVED AS TO FORM:
Dean Pucci, City Attorney

By: _____

Attachments:	Exhibit A	Tasks to Be Performed
	Exhibit B	Payment Schedule
	Exhibit C	Insurance Requirements
	Exhibit D	Request for Proposal
	Exhibit E	Consultant's Proposal

EXHIBIT A

TASKS TO BE PERFORMED

- Tree Trimming
- Tree Removal
- Stump Removal

EXHIBIT B

PAYMENT SCHEDULE

Tree Trimming and Removal Services
Equipment and Personnel Rates

Type	Hourly
Personnel:	
Senior Tree Trimmer (per man)	\$124.00
Tree Trimmer (per man)	\$124.00
Grounds Person (per man)	\$124.00
ISA Certified Arborist	\$184.00
Emergency Mobilization (lump sum fee)	\$500.00
Emergency Senior Tree Trimmer (per man)	\$184.00
Emergency Tree Trimmer (per man)	\$184.00
Emergency Grounds Person (per man)	\$184.00
Emergency ISA Certified Arborist	\$184.00
Equipment:	
Aerial Tower up to 65ft	\$0.00
Chipper	\$0.00
Dump Truck	\$0.00
Pick-Up Truck	\$0.00
Roll-Off Truck w/Loader	\$248.00
Crane up to 40 tons	\$372.00
Aerial Tower 95ft	\$248.00
Stump Grinder	\$124.00

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of Agency, and prior to commencement of work and/or services under this Agreement, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to Agency.

[Note: Verify minimum limit for each coverage with Agency Risk Manager.]

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than 1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

[Note: May need to delete workers' compensation and employer's liability insurance requirements for certain sole proprietorships, partnerships, or corporations without employees.]

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (statutory limits) and Employer's Liability insurance (with limits of at least \$1,000,000).

Consultant shall submit to Agency, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of Agency, its officers, agents, employees, and volunteers.

[Note: If the required limits for general liability, auto, and employer's liability are \$1 million or less, the following paragraph may be omitted.]

Umbrella or excess liability insurance. **[If required to meet higher limits.]** Consultant shall obtain and maintain an umbrella liability insurance policy with limits that will provide bodily injury, personal injury, and property damage liability coverage, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason, other than bankruptcy or insolvency of said primary insurer;
- “Pay on behalf of” wording as opposed to “reimbursement”;
- Concurrency of effective dates with primary policies.

Should Consultant obtain and maintain an excess liability policy, such policy shall be excess over commercial general liability, automobile liability, and employer’s liability policies. Such policy or policies shall include wording that the excess liability policy follows the terms and conditions of the underlying policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance and required endorsements to Agency as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by Agency’s Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with Agency for the contract period and any additional length of time required thereafter. Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the contract period, and any additional length of time required thereafter, insurance against claims for injuries to persons or damages to property, or financial loss which may arise from or in connection with the performance of the Work hereunder by Consultant, their agents, representatives, employees, or subconsultants.

Primary/noncontributing. Coverage provided by Consultant 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.

Agency’s rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, Agency has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by Agency will be promptly reimbursed by Consultant or Agency will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, Agency may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders’ Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best’s Key Rating Guide, unless otherwise approved by the Agency’s Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against Agency, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against Agency and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the Agency to inform Consultant of non-compliance with any requirement imposes no additional obligations on the Agency nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. 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 all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the Agency requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide the Agency with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of the Consultant's insurers are unwilling to provide such notice, then Consultant shall have the responsibility of notifying the Agency immediately in the event of Consultant's failure to renew any of the required insurance coverages, or insurer's cancellation or non-renewal.

Additional insured status. General liability, automobile liability, and umbrella/excess liability insurance policies shall provide or be endorsed to provide that Agency and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Prohibition of undisclosed coverage limitations. 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.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant'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.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party who is brought onto or involved in the project/service by Consultant (hereinafter collectively "Subcontractor"), provide the same minimum insurance coverage and endorsements required of Consultant under this Agreement. 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. However, in the event Consultant's Subcontractor cannot comply with this requirement, which proof must be

submitted to the Agency, Consultant may still be able to utilize the Subcontractor provided Consultant shall be required to ensure that its Subcontractor provide and maintain insurance coverage and endorsements sufficient to the specific risk of exposure involved with Subcontractor's scope of work and services, with limits less than required of the Consultant, but in all other terms consistent with the Consultant's requirements under this Agreement. This provision does not relieve the Consultant of its contractual obligations under the Agreement and/or limit its liability to the amount of insurance coverage provided by its subcontractors. This provision is intended solely to provide Consultant with the ability to utilize a Subcontractor who may be otherwise qualified to perform the work or services but may not carry the same insurance limits as required of the Consultant under this Agreement given the limited scope of work or services provided by the subcontractor. Consultant agrees that upon request, all agreements with Subcontractors, and others engaged in the project and/or services, will be submitted to Agency for review.

Agency's right to revise specifications. 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 and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by Agency. Agency reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible, or require proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention through confirmation from the underwriter.

Timely notice of claims. Consultant shall give Agency prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

EXHIBIT D

REQUEST FOR PROPOSAL



CITY OF BISHOP

377 West Line Street - Bishop, California 93514
Post Office Box 1236 - Bishop, California 93515
760-873-5863 dmcelroy@cityofbishop.ca.gov
www.cityofbishop.ca.gov

Request For Proposals

Tree Trimming and Removal Services

Release: 27 May 2025

Closes: 16 June 2025

Contact: Daniel McElroy, Community Services Manager

General: The City of Bishop requests proposals for tree trimming and removal services.

Background: The City periodically needs to trim or remove trees on or near City property. The City intends to contract with a firm to perform this work on an on-call basis for a period of three years with the possibility of up to two one-year extensions.

Scope of Work: Tree trimming and removal work could consist of tasks ranging from pruning small trees in the City Park to removing large trees, including stumps and roots, along city streets with traffic control required.

1. The contract for the work would generally follow the attached professional services agreement including insurance requirements. The agreement could be edited as needed.
2. Individual work assignments would be arranged through Work Orders. Work Orders would establish the scope, cost, and a not-to-exceed cost of the work, if different, and schedule for individual work assignments. A template for Work Orders is attached.
3. The basis of cost for the work would be hourly for equipment and materials with normal incidentals included.
4. The work would include the complete removal and disposal of all cut materials.
5. The firm's work must be under the direction of an International Society of Arboriculture (ISA) certified arborist or a consulting arborist that is a member of the American Society of Consulting Arborists (ASCA).
6. Work would be to American National Standards Institute (ANSI) A300 standards.
7. Work that impacts shoulders of city streets shall include "Shoulder Work Ahead" signs and include traffic cones placed around the effect portion of shoulder.

8. Written traffic control plans approved by the city will be required for work that impacts lanes of city streets. Traffic control plans will include signs and other devices, and include detours and flaggers, if necessary.

9. For the purposes of the California Labor Code the services under the contract are not public works.
10. In emergencies, the firm must be able to respond to tree trimming and removal needs within 12 hours. For non-emergencies response must be within 5 days.

Proposal: A qualifying proposal must address the entire scope of work and include:

1. Brief description of firm, contact person, address, telephone number, and e-mail address.
2. A full listing of equipment and personnel types that could be used for on-call work for the city, including hourly rates. Provide this information on the attached Equipment and Personnel Rates form. This form will be the basis of compensation under the contract.
3. Description of approach to removal of a hypothetical Elm tree on the right of way of a minor residential street in the city. Assume the tree is 50 feet high and 3 feet in diameter at breast height and the tree would be removed to 15 inches below ground level.
4. Cost estimate for the removal of hypothetical Elm tree. Provide cost estimate on attached Hypothetical Tree Removal Cost form using information on Equipment and Personnel Rates form.
5. The proposal should include other information to demonstrate the firm's ability to provide all items of the scope of work.
6. Three references.

Proposals are due no later than 1400 (2:00 pm) on the closing date for this Request for Proposals. Send proposals to:

Daniel McElroy
Community Services Manager
City of Bishop
377 West Line Street
Bishop, California 93514
dmcelroy@cityofbishop.ca.gov

Proposals shall be submitted either in a sealed envelope (3 paper copies and 1 electronic copy) or by email which is clearly marked with the title of the Request for Proposal.

1. **Selection Process:** Brief description of firm, contact person, address, telephone number, and e-mail address.
2. A full listing of equipment and personnel types that could be used for on-call work for the city, including hourly rates. Provide this information on the attached Equipment and Personnel Rates form. This form will be the basis of compensation under the contract.

3. Description of approach to removal of a hypothetical Elm tree on the right of way of a minor residential street in the city. Assume the tree is 50 feet high and 3 feet in diameter at breast height and the tree would be removed to 15 inches below ground level.

The City will attempt to negotiate a contract with the highest rated firm. The City reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm.

City of Bishop
Tree Trimming and Removal Services
Equipment and Personnel Rates

Type	Hourly
Personnel:	
Equipment:	

City of Bishop
Tree Trimming and Removal Services
Hypothetical Tree Removal Cost

Type	Hours	Hourly	Cost
Personnel:			
Personnel Subtotal			
Equipment:			
Equipment Subtotal			
Total Hypothetical Cost			

Work Order 2020-_____
Tree Trimming and Removal Services

In accordance with Tree Trimming and Removal Services contract dated XXXX,
perform the following work.

Description of Work:

Cost Estimate:

Personnel/Equipment	Hours	Rate	Cost
		Total	

Not to Exceed Cost: If the not the not to exceed cost is different from the
estimated cost, the not to exceed cost is:

Agreed:

Contractor

City of Bishop

Name/Title Date

Name/Title Date

EXHIBIT E
CONSULTANT'S PROPOSAL

Please see attached PDF.



Setting the Gold Standard

by partnering with over 350 communities

City of Bishop

RFP for Tree Trimming and Removal Services



GROWING:
Greenspace
Communities
Environment

ROOTED IN:
Safety
Experience
Technology



West Coast Arborists, Inc.

WCAINC.COM • (800) 521-3714

LIC #366764 • DIR #100000095

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June 12, 2025

City of Bishop
Attn: Daniel McElroy, Community Services Manager
377 West Line Street
Bishop, CA 93514

RE: RFP: Tree Trimming and Removal Services
Due: Monday, June 12, 2025 at 2:00PM

To whom it may concern;

Thank you for allowing West Coast Arborists, Inc. (WCA) the opportunity to submit a proposal for tree trimming and removal services for the City of Bishop. WCA is a family-owned and operated company employing over 1,300 full-time employees providing various tasks to achieve one goal: serving communities who care about trees. We have reviewed, understand, and agree to the terms and conditions described in this RFP. We also hereby acknowledge that we meet the minimum requirements and responded to each of these requirements to the best of our ability. Our proposal is valid for a period of 90 calendar days.

WCA's corporate values include listening to customers and employees to help improve services offered. By establishing clear goals and expectations for the organization, supporting its diverse teams, and exchanging frequent feedback from customers and employees, we are able to provide 'gold standard' tree care services. WCA's top management team has created a culture where employees become accountable for actions and results. Our Tree Care Industry Association (TCIA) company-wide accreditation is evidence of the commitment WCA has to our safety and training programs, customer satisfaction and our capacity to maintain industry standards.

WCA has a 53-year track record of working for more than 350 California and Arizona municipalities as well as other various agencies. Our company has been in business since 1972 and is licensed by the California State Contractors License Board under license #366764. We have held this license in good standing since 1978. The license specializes in Class C61 (Tree Service), Class C27 (Landscaping), Class C49 (Tree and Palm), and Class C31 (Traffic Control). We currently employ over 100 Certified Arborists and over 155 Certified Tree workers, as recognized by the International Society of Arboriculture. WCA is also registered with the Department of Industrial Relations (DIR) for Public Works projects, our registration number is 1000000956. All work will be performed in-house; no subcontractors will be used.

Our employees will operate from our Santa Clarita Office located at 23244 Sierra Hwy., Santa Clarita, CA 91321. For questions related to this proposal and who has the authority to negotiate/present please contact Victor Gonzalez, V.P. Business Development, at (714) 991-1900 or at vgonzalez@wcainc.com. Francis Malabuyoc, Area Manager, will be assigned to this project should WCA be awarded a contract. He can be reached at (714) 365-9882 or fmalabuyoc@wcainc.com.

Sincerely,

Patrick Mahoney, President

COMPANY INFORMATION

President: Patrick Mahoney
Organization Type: Corporation
Established: 1972
Federal Tax ID: 95-3250682
DIR Registration: 1000000956
Members of Laborers' Union: LiUNA!
SAM Entity ID: CFJMV MJ9NSD1
Website: wcainc.com

CORPORATE OFFICE

2200 E. Via Burton St.
Anaheim, CA 92806

REGIONAL OFFICES

Escondido, CA
Fresno, CA
Indio, CA
Ontario, CA
Phoenix, AZ
Riverside, CA
Sacramento, CA
San Diego, CA
San Jose, CA
San Francisco, CA
Santa Clarita, CA
Stockton, CA
Ventura, CA

CONTRACT ADMINISTRATION

Victor Gonzalez, Vice President
Corporate Office
Phone (714) 991-1900
Fax (714) 956-3745
Email: vgonzalez@wcainc.com

FIELD MANAGEMENT

Francis Malabuyoc, Area Manager
23244 Sierra Hwy.
Santa Clarita, CA 91321
Phone (714) 991-1900
Fax (714) 956-3745
Email: fmalabuyoc@wcainc.com

EMERGENCY RESPONSE 24/7

1-800-LIMB-DOWN

COMPANY QUALIFICATIONS

Company Introduction

WEST COAST ARBORISTS, INC. (WCA)

is a family-owned and operated union company employing over 1,300 full-time employees providing tree maintenance and management services. We are proudly serving over 350 municipalities and public agencies. We provide superior and safe tree care operations seven days a week, 24 hours a day throughout California and Arizona.

OUR VISION

As a corporate citizen, WCA's responsibility and accountability are to the communities where we do business. We hold ourselves to the highest standards of ethical conduct and environmental responsibility, communicating openly with our customers and the communities in which we work. It is our goal and vision to lead the industry in state-of-the-art urban tree care and management services.

100% CUSTOMER SATISFACTION

Customer satisfaction is our top priority. We guarantee your complete satisfaction with every facet of our services. Our dedication to customer service has earned WCA a reputation unrivaled in the industry for dependability, integrity, quality and courtesy. We authorize our employees to do whatever is necessary to achieve the highest quality results. We know that high quality work saves our customer's valuable time and is far more cost effective if we do our work properly the first time. We are committed to courteous and prompt customer service to fully resolve any issue.

 100+ ISA Certified Arborists	 50+ Years Experience (Similar Size & Scope)	 1,300+ Qualified Employees
 Accredited by TCIA	 Local Office & Yard (Santa Clarita)	 1,700+ Pieces of Equipment (Owned)

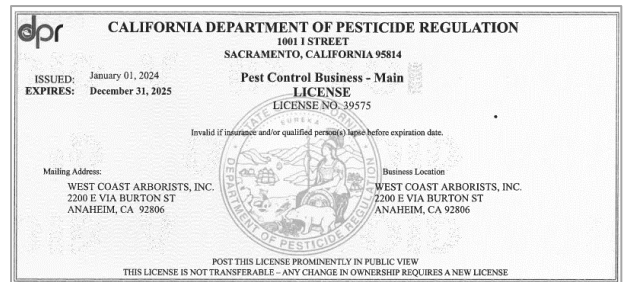
Corporate Capabilities

West Coast Arborists, Inc., is committed to successfully completing each project in accordance with the specifications, budget, schedule and with the highest quality of service. Our customers' satisfaction is a direct result of our means to carry out each project. Listed below are some of our corporate capabilities, which not only provide a sense of comfort and confidence to our customers, but also assure them of our continuous ability to carry out the duties of managing their urban forest.

- In business continuously and actively since 1972
- Contractor's License C61/D49, C49, C27, C31, C21, A & B
- Over \$8,500,000 line of credit available
- Annual financial audits available upon request
- Bonded by ARCH, an A+ rated company
- 1,300+ employees
- 350+ contracts with public agencies
- 100+ Certified Arborists
- 155+ Certified Tree Workers
- Drug-free workplace
- 14,000 sq. ft. company-owned Headquarters (Anaheim)
- Department of Agriculture Nursery license
- Avg. 712,000 trees **pruned** annually over past 3 years
- Avg. 46,000 trees **removed** annually over past 3 years
- Avg. 20,000 trees **planted** annually over past 3 years
- Avg. 250,000 trees **inventoried** annually over past 3 years
- Fully insured with insurance up to \$25 million
- Federal Tax ID #95-3250682, current on all taxes and fillings with state and federal government
- Sales volume over \$220 million annually
- Fleet of approximately 1,700 pieces of equipment

Active Memberships:

Tree Care Industry Association (TCIA)
International Society of Arboriculture (ISA)
League of California Cities (LCC)
California Parks & Recreation Society (CPRS)
Association of California Cities |
–Orange County (ACCOC)
Maintenance Superintendents Association (MSA)
California Landscape Contractors Association (CLCA)
Street Tree Seminar (STS)
California Urban Forest Council (CaUFC)
American Public Works Association (APWA)
Western Chapter International Society of Arboriculture (WCISA)



State of California Department of Industrial Relations		
Contractor Information		Registration History
Legal Entity Name	Effective Date	Expiration Date
WEST COAST ARBORISTS, INC.	05/26/18	06/30/19
Legal Entity Type		
Corporation	06/07/17	06/30/18
Status		
Active	06/06/16	06/30/17
Registration Number		
1000000956	06/26/15	06/30/16
Registration effective date		
07/01/22	08/15/14	06/30/15
Registration expiration date		
06/30/24	07/01/19	06/30/22
Mailing Address		
2200 E. VIA BURTON ANAHEIM 92806 CA United States of America	07/01/22	06/30/24
Physical Address		
2200 E. VIA BURTON ANAHEIM 92806 CA United States of America	07/01/24	06/30/27
Email Address		
vcp@westcoastarborists.com		
Trade Name/DBA		
CSLB-366764		
License Number (s)		
CSLB-366764		

City of Bishop
Tree Trimming and Removal Services
Equipment and Personnel Rates

Type	Hourly
Personnel:	
Senior Tree Trimmer (per man)	\$124.00
Tree Trimmer (per man)	\$124.00
Grounds Person (per man)	\$124.00
ISA Certified Arborist	\$184.00
Emergency Mobilization (lump sum fee)	\$500.00
Emergency Senior Tree Trimmer (per man)	\$184.00
Emergency Tree Trimmer (per man)	\$184.00
Emergency Grounds Person (per man)	\$184.00
Emergency ISA Certified Arborist	\$184.00
Equipment:	
Aerial Tower up to 65ft	\$0.00
Chipper	\$0.00
Dump Truck	\$0.00
Pick-Up Truck	\$0.00
Roll-Off Truck w/Loader	\$248.00
Crane up to 40 tons	\$372.00
Aerial Tower 95ft	\$248.00
Stump Grinder	\$124.00

HYPOTHETICAL TREE REMOVAL APPROACH

Elm Tree Removal Approach

1. Advance Notice (24–48 Hours Prior to Mobilization)

- Post “No Parking” signs at least 24–48 hours before pruning operations commence, providing residents with advance notice of restricted parking and tree pruning activity.

2. Day-of Traffic Control Setup

- Install temporary work-zone signs at both ends of the street to advise motorists and pedestrians of tree-care operations in progress.
- Deploy an adequate number of traffic cones and delineators to keep people out of the drop zone and to define the work area while preserving a safe travel lane and unobstructed pedestrian access at all times. Use flagmen to control traffic, if needed.

3. Tree Removal Operations

- Position a bucket truck adjacent to the tree which is being removed.
- Perform all removal cuts from the aerial device using approved arboricultural techniques, taking care to prevent damage to adjoining sidewalks, pavement, and utilities.
- Employ rigging equipment as needed to lower larger limbs and trunk sections in a controlled manner, thereby minimizing impact to surrounding infrastructure while completing the job efficiently.

4. Debris Handling and Haul-Off

- Utilize a CAT 908 loader to consolidate brush and wood debris and to place the material directly into an on-site roll-off bin for efficient removal.
- Continuous debris and limb removal so that it does not encroach upon the public right-of-way.

5. Stump Removal

- Grind the stump using a Vermeer SC802 stump grinder to a minimum depth of fifteen inches (15 in.) below final grade, as specified, to accommodate future surface restoration or planting.

6. Final Site Restoration and Inspection

- Conduct a comprehensive cleanup of the work zone by leaf blowing all hard surfaces after removing all equipment, signage, and traffic-control devices.
- Perform a final inspection to verify that the site is safe, free of debris, and compliant with project specifications before demobilization.

All activities will be executed in accordance with applicable municipal codes, industry best practices, and safety regulations (e.g., ANSI Z133 and OSHA standards).

City of Bishop
Tree Trimming and Removal Services
Hypothetical Tree Removal Cost

Type	Hours	Hourly	Cost
Personnel:			
Senior Tree Trimmer (per man)	3	\$124.00	\$372.00
Tree Trimmer (per man)	3	\$124.00	\$372.00
Grounds Person (per man)	3	\$124.00	\$372.00
Grounds Person (per man)	3	\$124.00	\$372.00
Grounds Person (per man)	3	\$124.00	\$372.00
Personnel Subtotal			\$1,860.00
Equipment:			
Aerial Tower up to 65ft			\$0.00
Pick-Up Truck			\$0.00
Roll-Off Truck w/Loader	1.5	\$248.00	\$372.00
Crane up to 40 tons	1	\$372.00	\$372.00
Stump Grinder	1	\$124.00	\$124.00
Dump Fees (lump sum)		\$124.00	\$124.00
Equipment Subtotal			\$992.00
Total Hypothetical Cost			\$2,852.00

OTHER INFORMATION

Scope of Services

Grid Tree Pruning

Grid tree pruning is based on pruning in pre-designed districts, or grids on a set cycle and in its entirety. This includes pruning all trees (small, medium and large-sized.) Pruning will include structural pruning, crown raising, and slight crown cleaning in accordance with the standards set forth by the International Society of Arboriculture Pruning Standards (Best Management Practices) and shall have no more than 15% of the live foliage removed at a given time.

Special Request Tree Pruning

Special Request Tree Pruning includes tree maintenance services on designated tree(s) as ordered by the City's Arborist or designee. This category of pruning may include structural pruning, crown raising, crown cleaning and/or pruning to restore the crown. Whichever work type is ordered by the City, pruning will be performed in accordance with the standards set forth by the International Society of Arboriculture Pruning Standards and the Best Management Practice, Tree Pruning Guidelines.

Pruning to reduce the tree's crown (or Crown Reduction Pruning) may be performed when conditions within the crown of a hardwood tree are such that the overall canopy mass and excessive wood weight needs to be reduced. This type of prune is performed when the City's primary objective is to maintain or improve tree health and structure and will be charged at the Crew Rental rate as agreed upon by the City and WCA.

Line Clearance

Trees that interfere or have the possibility of interfering with utility lines will be trimmed in a manner to achieve the required clearances as specified and in accordance with the California Public Utilities Commission. It is our goal to protect the current health and condition of the tree and to maintain its symmetry and direct growth away from the utility lines.

Young Tree Maintenance (Optional)

Proper pruning and care during the early stages of the tree's life will save money in the future, and create a safer, more beautiful, healthy, easy-to-maintain tree. We believe that tree care that is performed early will affect its shape, strength and life span. Our specialized small tree care team consists of certified personnel trained to perform the following under the hourly rate:

- Selective structural pruning
- Removal of dead, interfering, split and/or broken limbs
- Pre-conditioning the water retention basin built around the tree
- Staking or re-staking
- Adjusting tree ties
- Adjusting trunk protectors
- Weed abatement



Root Pruning

We strongly recommend against any root pruning, however, should the City elect to proceed, we recommend that it be done no closer than 3 times the diameter of the trunk. Roots will be pruned to a depth of approximately 12 inches by cleanly slicing through the roots, so as not to tear or vibrate the root causing damage to the tree. The excavated area will be backfilled with native soil and debris will be hauled away. This is performed under the hourly rate.

Tree and Stump Removal Operations

With a minimum of 48 hours advanced notice, WCA will inform Underground Service Alert (USA) of the location of work for the purpose of identifying any and all utility lines. The removal process consists of lowering limbs delicately onto the ground to prevent any hardscape damage. Immediately following the removal, the stump will be ground down, if ordered to do so and with proper USA notification. Our standard stump grinder is the Vermeer SC802. This stump grinder is ideal for any size job and can be used to grade large stumps. We also use the Dosko SC69 stump grinders. These are intended to remove tree stumps and exposed root systems close to ground level. Tree removal and stump removal are to be charged separately in accordance with the contract.



Tree Planting

We can replace trees that have been removed and plant new trees in accordance with the City's specifications. We are prepared financially and logistically to acquire and purchase selected tree species for tree planting. At a minimum of 48 hours in advance we will inform Underground Service Alert (USA) of the location of work for the purpose of identifying any and all utility lines. A well-trained planting team will perform the soil preparation and installation of the tree.

Tree Watering

Tree watering will be performed by a full-time, WCA team member on various routes, when requested by the Agency. This team will also be responsible for reporting special care needs to the small tree care team. This could include reporting weeds, soil that has settled, and/or staking and tying needs. WCA currently provides tree watering in the cities of Culver City, Santa Clarita and Santa Monica as part of their regular tree maintenance services.

Emergency Response

We are prepared for emergency calls 24 hours a day, 7 days a week, including holidays. The toll free number is 866-LIMB-DOWN (866-546-2369). This number will be provided to the Agency, Police Department and/or Fire Department. Our emergency response team will do what is necessary to render the hazardous tree or tree-related condition safe until the following workday.

Crew Rental

Due to our vast amount of resources, including our specialty equipment and qualified personnel we are able to extend our commitment to our customers by providing various miscellaneous services outside of the most common tree maintenance services:

- Misc. use of aerial towers and cranes (including equipment rental)
- Crown reduction
- Crown restoration

Arborist Reports

We have full-time Certified Arborists on staff that can prepare detailed arborist reports, tree evaluations and site inspections based on your specific needs. Reporting can be generated for one tree or an entire selection and is handled on a case-by-case basis.



WCA provides the technology, management, and civic experience that makes it the preferred tree management partner across the West.

Plant Health Care

Tim Crothers, Plant Health Care Manager

ISA Board Certified Master Arborist WE-7655 BUM

DPR Qualified Pest Control Applicator #145321, QAL Category B & D

Our PHC program managed by Tim goes beyond standard chemical applications. We have developed an efficient Integrated Pest Management Program (IPM) that requires diagnosis before treatment. WCA is staffed with licensed applicators and advisors that are environmentally conscious as well as compliant with the California Department of Pesticide Regulation. This service allows us to provide you with:

- Proper diagnosis based on on-site inspection with laboratory testing when necessary
- Proactive and preventative recommendations that reduce the amount of potential pest and disease issues
- Follow-up evaluations to ensure that the recommended treatments result in a healthy and balanced urban forest

Company Personnel

Introduction

West Coast Arborist's (WCA) is a company comprised of a management team and a safety committee. Staff members have diverse educational backgrounds including accounting, business administration, engineering, and forestry.



Staff members have diverse educational backgrounds including accounting, business administration, engineering, and forestry.

Work Force

WCA actively maintains ongoing processes to assure that only qualified and competent staff provides safe and quality tree maintenance services. These skilled employees can only be achieved through both training and work experience. We believe that essential experience should always be obtained through qualified supervision; this includes both basic and extended skills. WCA makes every attempt to ensure that this is undertaken before performing work, leading a crew, or career advancement. The work performed on this contract is routine, recurring and usual. The work includes watering, trimming, pruning, planting, removal and replacement of trees and plants, and servicing of irrigation. **The rates included in the Cost Proposal are based on the current prevailing wage determination for "Tree Maintenance (Laborer)."**

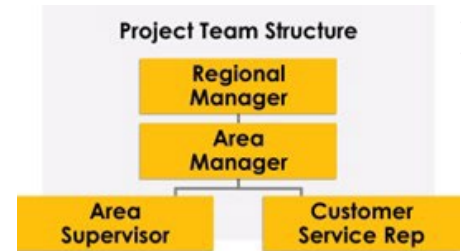
Certification

WCA encourages its employees to get certified through the International Society of Arboriculture, in an effort to raise the standard of professional tree care companies. This standard exemplifies our company's commitment to providing customers with competent, knowledgeable certified workers. WCA employs a large number of ISA Certified Arborists and ISA Certified Tree Workers.

Crew Evaluation

WCA employees are evaluated through an internal mechanism supervised by our Management Team. Each employee performs their duties according to a criteria-based job description that reflects safety, quality workmanship, productivity, appropriateness of care, problem solving and customer service. A performance appraisal is conducted for each employee upon completion of the probationary period and at least annually thereafter. Each worker is also required to complete a competency assessment and orientation upon hire and annually thereafter in selected areas to assure that ongoing requirements are met and opportunities for improvement are identified.

Meet the Team: Project Team



NICK ALAGO

Regional Manager/V.P.

Nick Alago has been with WCA since 1999. He has nearly 35 years' experience in the arboriculture field. He started with WCA as a Foreman and was continuously promoted, reaching the status of Area Manager. For over 10 years, he excelled as an Area Manager for the Inland Empire and was promoted in 2020 to Regional Manager. As a Regional Manager for the Los Angeles and Inland Empire areas, he oversees the operations and provides support to the Area Managers. His extensive knowledge of the urban forest is a culmination of experience and continued education as well as certification that is offered in the industry.

- ISA Certified Arborist Utility Specialist #WE-4396AU
- TCIA Certified Treecare Safety Professional #250
- ISA Tree Risk Assessment Qualified
- TLC Wildlife Area



FRANCIS MALABUYOC

Area Manager

Francis Malabuyoc joined WCA in 2015 and brought with him years of experience and knowledge in arboriculture. During his career, he has earned many promotions within the company, from Foreman to Supervisor and now Area Manager. As an Area Manager, he will be the Agency's main point of contact as he is responsible for providing customer service, estimating work, while managing field operations and crews throughout the Santa Clarita Valley region. He is also involved in scheduling, evaluation, and production of street tree maintenance.

- ISA Certified Arborist/ Tree Worker Climber / Municipal Specialist #WE-12279ATM
- TCIA Certified Treecare Safety Professional (CTSP) #3907
- ISA Tree Risk Assessment Qualified
- ISA Skill Test Evaluator – TW Climber



GERARDO PEREZ

Project Supervisor

As Site Supervisor, Gerardo Perez is a full-time employee who speaks fluent English. He started with WCA in 1994 and worked his way up from groundsperson to foreman to his current role as supervisor. He is responsible for reviewing the day's activities, assisting the Area Manager in scheduling, and ensuring proper safety procedures are being followed. As Supervisor, he will communicate with City officials and other interested parties on a daily basis as well as report and resolve malfunctions, damage, or industrial injury. He also assists in employee training programs, maintain records, and file daily reports and receipts.

- ISA Certified Arborist/ Tree Worker Climber #WE-9131AT
- TLC Wildlife Aware

Meet the Team: Support Staff



ANDREW PINEDA

GIS Manager

Andrew Pineda has been with WCA since 2018. As WCA's GIS Manager, he works on a wide range of projects including tree inventories scope and collection, iTree analysis, tree canopy assessments, tree planting prioritization, ArborAccess training, grant funded tree planting projects, and much more. He has worked with tree inventories of all sizes from small campus inventories with less than 5,000 trees to large California cities with over 140,000 trees. He has in-depth knowledge and understanding of tree inventories, urban forestry best practices, and spatial data and works closely with office and field personnel to ensure tree inventories, reports, and analysis exceed customer expectations.

- ISA Certified Arborist #WE-12738A
- FAA UAS Part 107 Remote Pilot
- M.S. Geographic Information Science (GIS), CSU Long Beach
- B.A. Environmental Science, Boston University



TIM CROTHERS

Plant Health Care Manager

Tim Crothers has over 20 years of experience working in the horticulture industry. He started working at WCA in 2012 as a supervisor. He was quickly promoted to Area Manager, a role that required him to produce reports as a Certified Arborist as well as train staff and clients in proper tree care, inventory management, landscape design and plant identification. In his role as Plant Health Care Manager, Mr. Crothers supervises arborist services staff and plant health care operations throughout California and Arizona. He oversees the creation of Urban Forestry Master Plans (UFMPs) and is a Registered Consulting Arborist by the American Society of Consulting Arborists.

- ISA Board Certified Master Arborist #WE-7655BUM
- B.S. Environmental Horticultural Science
- ASCA Registered Consulting Arborist #721
- CA Dept. Pesticide Regulation QAL #145321 B, D
- ISA Tree Risk Assessment
- Qualified & TLC Wildlife Aware



REBECCA HALCON

Customer Service Rep. (CSR)

Rebecca Halcon joined WCA in 2018 as a Customer Service Representative (CSR)/ Office Manager. As the CSR, Rebecca is responsible for providing support to the Area Manager, Site Supervisor, and crew. She is to function as a liaison between the company and its clients as well as the general public. Rebecca is responsible for responding to customer service inquiries and facilitating contracting functions, such as: mapping, underground service alert, data entry, field book preparation, list preparation, etc.



Executive Staff

From marketing, contract administration, field and fleet management, to information technology, our Executive Staff is involved in the day-to-day operations supporting each Project Team and customer to ensure the highest quality of tree care is being achieved in the industry.



Patrick Mahoney
President



Richard Mahoney
Secretary



Rose Epperson
Treasurer



Andrew Trotter
V.P. – Field Operations



Debbie DePasquale
V.P. – Contract Services



Chris Crippen
V.P. – I.T.



Victor Gonzalez
V.P. – Business
Development



Jason Pinegar
V.P. – NorCal Region



Nick Alago
V.P. – SoCal Region



Michael Palat
V.P. – SoCal Region



WCA has forged a successful partnership with the Laborer's International Union of North America.



14 offices with prestigious
Tree Care Industry Association
(TCIA) accreditation



170



114



9

ISA CERTIFIED

ISA Board Certified Master Arborists

Michael Palat	#WE-6541 BUM
Kelley Gilleran	#WE-7061 BM
Tim Crothers	#WE-7655 BUM
Joseph Bartolo	#WE-2034 BU
Eugene Bordson	#WE-10777 BT
Rebecca Mejia	#WE-2355 B
Jeffrey Crain	#WE-6658 B
Erik Diaz	#WE-12143 BM
Kris Burbidge	#WE-9566 BUM

59

ISA Tree Risk
Assessment
Qualified

163

WCA Certified
Utility Line
Clearance Workers

19

ISA Certified
Utility
Specialists

63

TCIA Certified
Treecare Safety
Professionals

12

ISA Municipal
Specialists

1

Nursery in
Placentia &
Dedicated
Manager

8

Information
Technology
Specialists

80

Fleet
Mechanics

18

NCCCO
Certified
Crane
Operators



4 ASCA Consulting Arborists

Tim Crothers	RCA #721	Leo Tuchman	RCA #771
Kelley Gilleran	RCA #668	Eugene Bordson	#834

Wildlife Protection

WCA's VP of Field Operations is a key contributor in identifying and developing the first ever Best Management Practices guidelines for *Tree Care for Birds and Other Wildlife*.



BMP Training

95

Wildlife Aware
Trained/Certified
by WTI

1

On-Staff
Biologist

Unique Capabilities



Plant Health Care

WCA has developed an exemplary Plant Health Care Program that goes beyond standard chemical applications. We maintain **in-house** State Certified Pesticide Advisors and Applicators.



Wildlife Protection

WCA's VP of Field Operations is a key contributor in identifying and developing the first ever Best Management Practices guidelines for *Tree Care for Birds and Other Wildlife*.

WCA's ISA Certified Arborists/Utility Arborists/Municipal Specialists/Master Arborists

ADAN BALTAR REYNAGA	WE-7786AT	HERMINIO PADILLA	WE-7552AUTM	JOSE M. MUNIZ GARCIA	WE-11686AT	OSCAR GUTIERREZ	WE-12783AT
ANDREW JOSEPH PINEDA	WE-12738A	HUGO ANGEL RINCON	WE-8710AT	JOSE MANUEL PEREZ	WE-0818AT	PATRICK O. MAHONEY	WE-1172A
ANDREW R. TROTTER	WE-0642AU	IGNACIO LOPEZ	WE-7329AU	JOSEPH NICK ALAGO	WE-4396AU	REBECCA A. MEJIA	WE-2355A
ANDREW JOSEPH ONDREJECH	WE-13817A	ISAAC GARZA, JR.	WE-8689A	JOSEPH BARTOLO	WE-2034AU	RENE PORTILLO	WE-2038AUT
BENJAMIN EUGENE BORDSON	WE-10777A	ISAAC ONTIVEROS	WE-8567A	JUAN ORTIZ	WE-8514AT	RENE ROSALES	WE-7941AT
BRIAN C. KIRKEGAARD	WE-10476AT	ISAIA BARAJAS MACIAS	WE-10979AT	JUAN P. LAJJA, JR.	WE-13425A	RICHARD R. MAHONEY	WE-1171A
BRIAN M. KOCH	WE-0341A	ISIDRO ESTRADA BARBOZA	WE-11685A	JULIO C. GARCIA VAZQUEZ	WE-11175AT	ROBERT EDWARD KNIGHT	WE-11564AT
CALVIN F. HAUPT	WE-12014A	J. ALONSO GARCIA-LOPEZ	WE-8499A	JUSTIN LEE MENZEL	WE-11756AU	ROBERT D. THOMPSON	WE-0915AU
DANE JENSEN	WE-10292AT	JAIME ROGELIO HERNANDEZ	WE-5297AT	KELLY ANN PARKINS	WE-13868A	ROBERT A. WRIGHTSON	WE-10411A
DANIEL CHAVARRIA	WE-10434A	JAMES PAUL SPECK II	WE-10858AT	KELLEY LEWIS GILLERAN	WE-7061BUM	ROSE M. EPPERSON	WE-1045A
DANIEL MAHONEY	WE-10850AT	JASON ROSS DAVLIN	WE-7628A	KRIS BURBIDGE	WE-9566AUM	RYAN R. COLBERT	WE-13154A
DANIEL RIVAS	WE-13609AT	JASON PINEGAR	WE-2039AU	LEONARDO RAMOS	WE-11264AT	SAMUEL JIMENEZ	WE-11109AT
DANIEL WILLIAM VILLA, II	WE-10777A	JEREMY PAUL PIERCE	WE-12566A	LEONEL CORTEZ	WE-8625AT	SEAN PATRICK SULLIVAN	WE-10050AT
DAVID GLYN EVANS	WE-1588A	JERRY A. ROWLAND	WE-6353A	LORENZO PEREZ	WE-7443AT	SHAWN A. GUZIK	WE-3182AU
DEBORAH DEPASQUALE	WE-3812A	JOEL LOPEZ	WE-10871AT	MANUEL BRIANO	WE-8791AT	STEFAN B. KALLENBERG	WE-10730AT
EDIBERTO SERNA SALAZAR	WE-11051AT	JOHN LEE PINEDA	WE-10367AUT	MARCO A. PADILLA JIMENEZ	WE-8621AT	STEPHEN GLENN DAVIS, JR.	WE-10894AUTM
EDUARDO VARGAS	WE-11058AT	JORGE MAGANA	WE-3460A	MARIO A. GONZALEZ	WE-13119A	STEVE B. HUNT	WE-1044AT
ERIK DIAZ	WE-1214AM	JOSE LUIS ABALOS	WE-3460A	MATEO ARVIZU	WE-12943A	TIMOTHY R. PATTERSON	WE-10050AT
FELIX HERNANDEZ	WE-2037AT	JOSE M. CORTEZ TORRES	WE-8734AUT	MICHAEL ALAN DA SILVA II	WE-12483A	TIM CROTHERS	WE-7655BUM
FRANCIS LEO MALABUYOC	WE-12279AT	JOSE MANUEL JIMENEZ URQUIZO	WE-8539AUT	MICHAEL LOUIS YOUNG	WE-11687AT	TYLER KEASBEY LEHMANN	WE-13460A
GENARO VICENTE CORONEL	WE-12740A	JOSE INEZ MANCILLA	WE-11111AT	MICHAEL ANTHONY NUNES	WE-12943A	VICTOR M. GONZALEZ	WE-7175AM
GERARDO MARTINEZ GARCIA	WE-11358A	JOSE M. CHAVARRIA MANZO	WE-10983AT	MICHAEL PALAT	WE-6541BUM	WALLACE BURCH	WE-0713AT
GERARDO PEREZ	WE-9131AT	JOSE A. ALVAREZ	WE-11210AT	MITCHELL ANDREW OWENS	WE-12619AT	WILLIAM STEVE PONCE	WE-6461A
GONZALO REGALADO	WE-9952AT	JOSE ALFREDO GONZALEZ	WE-10908AT	NESTOR M. CABRERA MORA	WE-13613AT		
HECTOR MONTES	WE-8079AUT	JOSE LUIS DELREAL	WE-6475AT	NESTOR VALENCIA	WE-11359A		

WCA's ISA Certified Tree Worker/Climbers/Line Clearance Tree Workers

AN BALTAR REYNAGA	WE-7786AT	GABRIEL GAMINO	WE-11167T	JOSE MANUEL PEREZ	WE-0818AT	SALUSTIO SANCHEZ ARROYO	WE-11462T
ADAN RODRIGUEZ	WE-11281T	GABRIEL MERCADO RUIZ	WE-11568T	JUAN AMADOR ARCE	WE-11480T	SAMUEL JIMENEZ	WE-11109AT
ADOLFO S. RUIZ	WE-11294T	GAMALIEL MANZANO CORONA	WE-12280T	JUAN BECERRA	WE-10932T	SANTOS MACIAS LEMUS	WE-10980T
ADRIAN MUNOZ	WE-13987T	GEORGE HERNANDEZ PEREZ	WE-12269T	JUAN C. LOPEZ GARCIA	WE-12918T	SEAN PATRICK SULLIVAN	WE-10050AT
ALFREDO ANGEL LOPEZ	WE-11334T	GERARDO MARTINEZ GARCIA	WE-10997T	JUAN C. LOPEZ GARCIA	WE-12918T	SERGIO LOPEZ-RIVERA	WE-10957T
ANDRES ROMAN	WE-11285T	GERARDO PEREZ	WE-9131AT	JUAN MARQUEZ	WE-10987T	SERGIO MACIAS-PEREZ	WE-10920T
ANDREW JOSEPH ONDREJECH	WE-13817AT	GERARDO PEREZ BADILLO	WE-13986T	JUAN ORTIZ	WE-8514AT	STEFAN B. KALLENBERG	WE-10730AT
ANTHONY DOUGLAS FONG II	WE-12051T	GERARDO A. ORDUNO	WE-11036T	JUAN C. PENA-ARIAS	WE-11322T	STEPHEN GLENN DAVIS, JR.	WE-10894AUTM
ANTONIO CASTELLANOS	WE-11203T	GONZALO REGALADO	WE-9952AT	JUAN TELLEZ TAPIA	WE-11137T	STEVE B. HUNT	WE-1044AT
ANTONIO GARCIA CONTRERAS	WE-11173T	HARLEY THOMAS DAVIS	WE-13430T	JUAN C. TORRES-COVARRUBIAS	WE-12343T	TRISTON JAMES POWERS	WE-12211T
ARIEL ALONSO	WE-10906T	HECTOR MONTES	WE-8079AUT	JULIO C. GARCIA VAZQUEZ	WE-11175T	TYLER KEASBEY LEHMANN	WE-13460AT
ARMANDO O. LOPEZ	WE-10953T	HERIBERTO CORONEL WENCESLAO	WE-11218T	LEONARDO RAMOS	WE-11264AT	VENTURA GOMEZ	WE-11180T
ARMANDO SOTO	WE-11131T	HERMINIO PADILLA	WE-7552AUTM	LEONEL CORTEZ	WE-8625AT	WALLACE BURCH	WE-0713AT
AURELIO PAZ-GUZMAN	WE-11084T	HUGO ANGEL RINCON	WE-8710AT	LETUSA MUAU, JR.	WE-1021T		
BENJAMIN EUGENE BORDSON	WE-10777AT	HUMBERTO CHAVARRIA	WE-11207T	LORENZO ARREOLA-MURILLO	WE-13612T		
BRIAN C. KIRKEGAARD	WE-10476AT	ISAIA BARAJAS MACIAS	WE-10979AT	LORENZO PEREZ	WE-7443AT		
BRIAN NORTON	WE-12678T	ISRAEL A. RAMIREZ	WE-11567T	LUIS P. PEREZ	WE-11245T		
CANDELARIO PRIEGO	WE-12781T	J. SOCORRO GARCIA	WE-11172T	LUIS A. MUNOZ RAMIREZ	WE-11023T		
CARLOS IXIA	WE-11106T	JAIME ROGELIO HERNANDEZ	WE-5297AT	MANUEL BARRAGAN	WE-10925T		
CARLOS LEYVA BARAJAS	WE-12620T	JAMES PAUL SPECK II	WE-10858AT	MANUEL BRIANO	WE-8791AT		
CARLOS RAMOS	WE-11263T	JESUS M. SARABIA PENA	WE-11450T	MARCO A. CASTILLO REYES	WE-13429T		
CELEDONIO R. MANZANO OLEA[E	WE-10984T	JESUS A. MONTES	WE-11014T	MARCO A. PADILLA JIMENEZ	WE-8621AT		
CELESTINO PEREZ	WE-11243T	JESUS E. GARCIA ARCE	WE-13723T	MARCOS RICHARD-MARTINEZ	WE-10989T		
CESAR GUADALUPE VALENZUELA REYES	WE-11076T	JOEL LOPEZ	WE-10871AT	MATEO ARVIZU	WE-10151AT		
CESAR WENCESLAO	WE-10968T	JOEL MARTINEZ	WE-10992T	MELCHOR LEMUS	WE-11237T		
CUAUHTEMOC AMEZCUA QUEZADA	WE-14058T	JOEL ORTIZ	WE-11039T	MICHAEL ALAN DA SILVA II	WE-12207T		
DANIEL CHAVARRIA	WE-10292AT	JOEL M. RIVERA	WE-11273T	MICHAEL LOUIS YOUNG	WE-11687AT		
DANIEL ELIZARRARAS	WE-13611T	JOHN LEE PINEDA	WE-10367AUT	MIGUEL AYALA	WE-10924T		
DANIEL RIVAS	WE-10850T	JONATHAN GARCIA HERNANDEZ	WE-13989T	MIGUEL MACIAS	WE-10978T		
DANIEL WILLIAM VILLA, II	WE-13609T	JORGE ARREOLA-HERNANDEZ	WE-11321T	MIGUEL A. VALERIO AJAL	WE-13848T		
DELFINO AGUILAR-MORALES	WE-10900T	JORGE DUENAS	WE-11144T	MITCHELL ANDREW OWENS	WE-12619T		
DEMETRIO LIRA	WE-11323T	JORGE JIMENEZ	WE-11110T	NELSON R. AGUIRRE	WE-10901T		
DEMETRIO OSEGUERA	WE-11043T	JOSAFAT MONTOYA	WE-11015T	NESTOR M. CABRERA MORA	WE-13613T		
EDIBERTO SERNA SALAZAR	WE-11051T	JOSE AGUAYO	WE-10899T	NICOLAS GODINA	WE-11907T		
EDUARDO AVILA	WE-10812T	JOSE ABEL CANCINO	WE-11192T	OSCAR GUTIERREZ	WE-12783T		
EDUARDO HERNANDEZ	WE-12917T	JOSE AGUSTIN CARRILLO	WE-11200T	PEDRO CUEVAS	WE-11765T		
EDUARDO VARGAS	WE-11058AT	JOSE M. CORTEZ TORRES	WE-8539AUT	PEDRO GARCIA	WE-11168T		
EDWIN ANTONIO FUENTES	WE-12777T	JOSE R. GRANADOS	WE-11186T	PEDRO ALTAMIRANO	WE-11095T		
FAUSTO GUZMAN	WE-11083T	JOSE JIMENEZ	WE-11108T	PEDRO SANDOVAL	WE-11301T		
FELIX GARCIA	WE-11170T	JOSE JIMENEZ HERNANDEZ	WE-11113T	RAMON ZUNIGA GOMEZ	WE-10977T		
FELIX HERNANDEZ	WE-2037AT	JOSE MANUEL JIMENEZ URQUIZO	WE-11111T	RANULFO PERALTA CASTANEDA	WE-11202T		
FRANCIS LEO MALABUYOC	WE-12279AT	JOSE INEZ MANCILLA	WE-10983T	RAUL JIMENEZ DURAN	WE-13865T		
FRANCISCO URENA JIMENEZ	WE-11075T	JOSE M. CHAVARRIA MANZO	WE-11210AT	RAUL MANZO HERNANDEZ	WE-10985T		
FRANCISCO LOPEZ	WE-10952T	JOSE RODRIGUEZ	WE-11277T	RAUL TELLEZ TAPIA	WE-11138T		
FRANCISCO RAMIREZ	WE-11259T	JOSE ALEJANDRO VALENZUELA	WE-11674T	RENE ROSALES	WE-7941AT		
FRANCISCO VILLANUEVA	WE-10965T	JOSE A. ALVAREZ	WE-10908T	ROBERT EDWARD KNIGHT	WE-11564AT		
FRANCISCO F. WENCESLAO BARAJAS	WE-10969T	JOSE ALFREDO GONZALEZ	WE-6475AT	ROMUALDO GAETA LUNA	WE-11165T		
FRED LOPEZ-PASTOR	WE-13988T	JOSE LUIS DELREAL	WE-11231AT	SALOMON SILVA	WE-11053T		

Implementation, Quality Control & Safety

Implementation Plan

To ensure the quality of work and the level of service expected, WCA abides by a well-defined quality control plan that incorporates the following:

- Certified personnel
- Safety
- Pruning specifications and guidelines
- Sound equipment
- Public relations
- Proper traffic control
- State-of-the-art communication systems

Special shifts including weekends and evenings can be arranged in accordance with the Agency's specifications.

Area Manager: Francis Malabuyoc

ISA Arborist Certification #: WE-12279ATM

ISA Tree Risk Assessment Qualified

The project Area Manager will be the central point of contact and will work cooperatively with Agency staff, local residents and business owners, etc. The Area Manager will provide overall field supervision and crew management.

Daily Management

Daily management will consist of, but not be limited to:

- Email notification complete with location, crew, equipment type, and work description
- Supervise crew personnel to insure proper pruning standards are followed in a safe manner
- Traffic control setup and maintenance of work zone
- Ensure work area is left free of debris at the end of shift
- Maintain record of work completed each day
- Maintain good public relations at all times
- Provide immediate notification to Agency Inspector upon damage of personal property including a plan for corrective measures to take place within 48 hours

Weekly Management

- Weekly management will consist of, but is not limited to:
- Weekly inspection of work completed
- Meet with the Agency to review work schedule and progress
- Insure standards of pruning are performed in accordance with Agency specifications
- Maintain open communication



Scheduling of Work

The Area Manager is responsible for scheduling work which shall conform to the Agency's schedule of performance. We recommend equal distribution of work throughout the course of the fiscal year. Notifications will be provided to residents prior to the start of pruning operations in said area. All work will be performed in a cooperative manner as to cause the least amount of interference or inconvenience.



Public Notification

Upon Agency staff approval, WCA will post a door hanger notice prior to commencement of grid pruning (within 24-48 hours). After tree plantings, door hangers will be provided to residents instructing them on the proper care for their newly planted tree. For more comprehensive outreach we can also submit a press release for special projects or routine maintenance. The Agency may modify the procedures and materials to which we notify residents.

Communication Systems

Our use of modern and reliable communication systems affect our daily job performance by increasing our efficiency. Management and Field Personnel utilize smart phones as both navigational and communication devices in the field. Smart phones have proven to be a convenient method to input data as related to tree inventories, daily work records, timesheets, photos, and billing information; eliminating the need to handwrite data and improving customer service by minimizing response time.

Permits and Licensing

WCA will procure a City Business License as necessary, and any "no-fee" permits prior to commencement of work. Permits (i.e., encroachment, traffic control, etc.) requiring fees will be charged back to the Agency.

Right-of-Way

All work will be performed in the public right-of-way. Employees will not utilize private property for eating, breaks or any other reason or use water or electricity from such property without prior written permission of owner.

Cooperation and Collateral Work

WCA will give right to operate within the project to the Agency workers and/or other contractors, utility companies, street sweepers, and others as needed in a cooperative effort to minimize interference in daily operations.

Project Site Maintenance

Work site will be left free of debris at the end of each workday. We will not discharge smoke, dust, or any other air containments in quantities that violate the regulations of any legally constituted authority.

Workflow Timelines

GRID PRUNING FLOWCHART

(Within 30-day Completion)



REMOVAL FLOWCHART

(Within 15-day Completion)



PLANTING FLOWCHART

(Within 15-day Completion)



EMERGENCY FLOWCHART

(Within 1-3 hour Response / 24-hour Completion)



PLANT HEALTH CARE FLOWCHART



Emergency Contacts



In case of emergency **AFTER**
normal business hours:

866.546.2369

Leave a message, if you do not
receive a call back within 10 minutes,
call the following contacts in order:

Gerardo Perez, Supervisor
818.266.4214

**Francis Malabuyoc, Area
Manager**
714.365.9882

Juan Lopez, Foreman
714.783.5115

AFTER confirmation from on-call
Manager, you can email multiple
locations to:

LimbDown@WCAInc.com



Normal Business Hours
714.991-1900

Sample Planting Door Hanger

**HELP
ME GROW!**

**WATER
THE TREE**
once (1) per week
during cool
months.

**WATER
THE TREE**
twice (2) per week
during warm
months.

**PLEASE
DO NOT**
change or adjust
the stakes.

**PLEASE
DO NOT**
adjust the water
basin or mulch
placed around
the tree.

**KEEP THE
TREE FREE**
of weeds and
other plants.

WCA
Services Provided By:
West Coast Arborists, Inc., 2200 E. Via Burton St., Anaheim, CA 92805
800.521.3714

TREE CARE PROFESSIONALS
SERVING COMMUNITIES WHO CARE ABOUT TREES

Quality Control

Feedback

WCA regularly receives and tracks feedback from customers and residents as a means to acknowledge good performance and provide prompt resolution for any negative comments. Every month, a summary of the feedback is then reviewed by the management team.

Customer Service Department

As we work with, or near, the public, we are mindful that we will most likely be the first person the public contacts. We have a full-time Customer Service Department with each Customer Service Representative (CSR) trained in addressing concerned residents and bystanders.

Complaints & Damage Resolution

Should there be any property damage, we adhere to specific procedures to resolve the problem. The Foreman on the job site will notify the resident and the Inspector immediately.

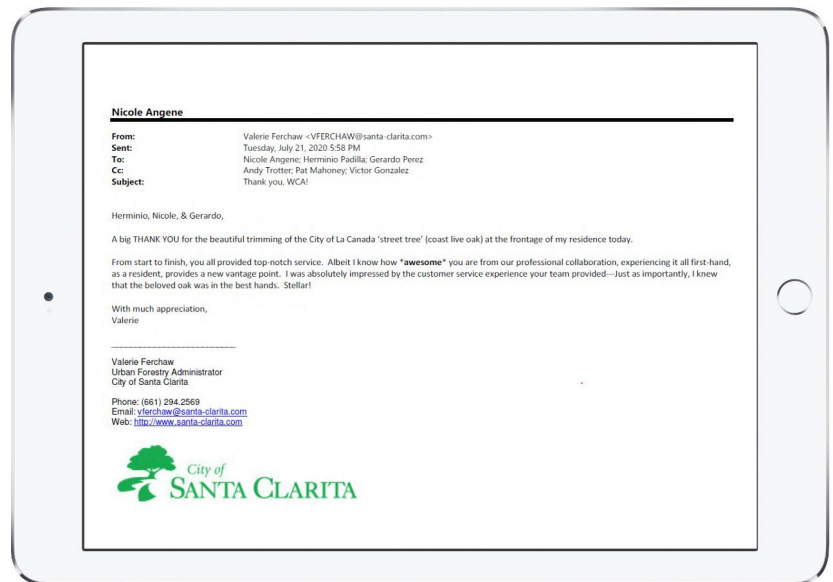
If the resident is not at home, then we will leave a WCA card with instructions to call our Claims Coordinator in our corporate office. The ultimate goal at each work site is to leave the property in the same condition as before we entered it. We will notify the Agency Representative immediately upon damage of private property including plans for corrective measures to take place within 48 hours.

Any activities found by the Agency to be unacceptable will be rectified immediately. All other complaints will be abated or resolved within twenty-four (24) hours of the occurrence. We have teams specifically assigned for handling damage to properties, both private and public. Through our communication system, we have the ability to dispatch either of these teams and have them respond immediately to the site for proper repair.

We pride ourselves on professional workmanship to avoid these types of incidents, however, should one occur, we take all appropriate measures to resolve the matter in a timely and efficient manner.

Protection of Public and Private Property

WCA will provide all safety measures necessary to protect the public and worker within the work area. We will maintain good public relations at all times. The work will be conducted in a manner which will cause the least disturbance.



Safety & Training

Safety Program

Safety standards are top priority at West Coast Arborists, Inc. Our line of work demands that all work is performed in a manner that provides the maximum safety to the general public as well as our employees. Our crews are instructed to follow the safety standards of ANSI Z133.1 as well as Cal-OSHA requirements. We have one of the most extensive safety training programs in the industry. We provide our employees with state-of-the-art training tools and instructional sessions company wide. Our insurance carriers and Cal-OSHA have recognized us repeatedly for outstanding safety training efforts.

We have a **full time Safety & Training Manager, Dane Jensen**, that is professionally trained in the field of horticulture. As WCA's Training Manager, Dane is responsible for staying up-to-date on all tree-related industry standards as related to safety and the wellness of our employees and the public in which we serve. Training materials are regularly reviewed and updated to ensure WCA employees receive the proper education, instruction and hands on experience needed to perform their day to day activities safely and efficiently. Training topics include a full-circle from proper pruning techniques, arboriculture, to customer service and everything in between.

- **ISA Certified Utility & Municipal Arborist #WE-12014A**
- **ISA Skills Test Evaluator—TW Climber**
- **TCIA Certified Treecare Safety Professional #3303**
- **ISA Tree Risk Assessment Qualification #E4068**
- **American Heart Association BLS and First Aid Instructor**



Our line of work demands that all work is performed in a manner that provides the maximum safety to the general public as well as our employees.

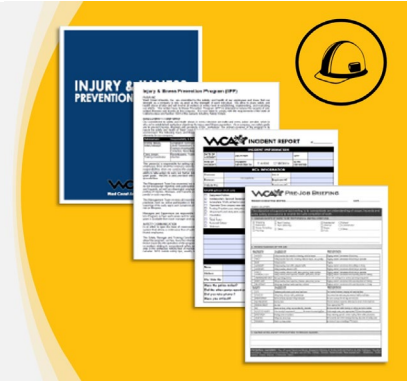
Public Convenience and Safety

WCA will comply with any and all local sound control and noise level rules, regulations, and ordinances which apply to any work performed in the contracted area. All work will cease by 5:00 pm or as directed by the Agency (excluding emergency services).

Employee Training Program

West Coast Arborists, Inc. provides an extensive in-house training curriculum for all employees to broaden their knowledge of the arboriculture field of study. Included in this training are the ISA standards, both Treeworker and Arborist study programs, and a variety of Tree Care Industry Association home study programs. We also offer training courses to our staff in areas of customer service satisfaction, maintaining professional conduct, and Qualified Line Clearance Trimmer Training.

Our Training and Safety team members are tasked with completing field evaluations of crews and members are on-site to coach and train employees on safe practices. Employees receive performance evaluations at 90 days, 6 months, then annually (or as-needed) after their first year. All employees are provided copies of WCA's Injury & Illness Prevention Program.



Traffic Control

Traffic control procedures will be set-up in accordance with the Work Area Traffic Control Handbook (WATCH) and State of California Manual of Traffic Controls as well as the Agency Traffic and Safety Operating Rules. WCA will make adequate provisions to insure the normal flow of traffic over the public streets and park roads. Every effort will be made to keep commercial driveways and passageways open to the public during business hours. High visibility arrowboard(s) will be used when needed. Prior to use, the Agency will approve traffic safety



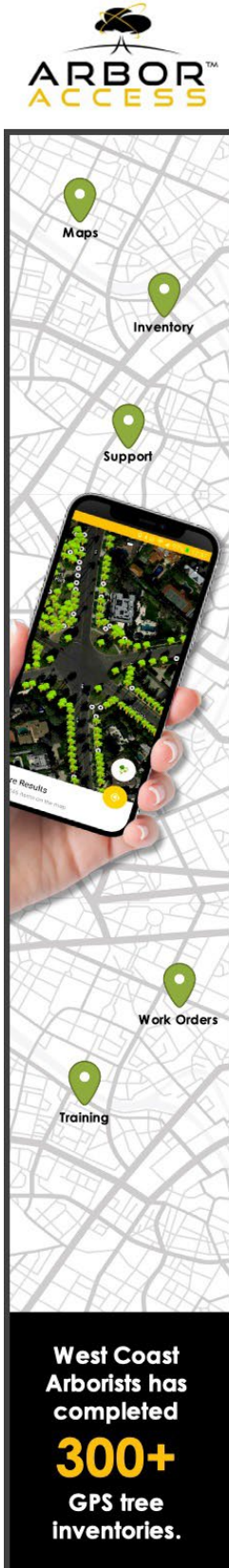
SAFER ROADS SAVE LIVES

equipment and devices. Pedestrian and vehicular traffic shall be allowed to pass through the work areas only under conditions of safety and with as little inconvenience and delay as possible. Unless the work area is totally barricaded or otherwise kept safe, at least one worker will serve to coordinate safe operations on the ground at all times when work operations are in progress.



*WCA is dedicated to
health and safety for
trees, employees,
and the community.*

Technology & Information Management



West Coast Arborists has completed 300+ GPS tree inventories.

ArborAccess

Our tree management program sets us apart from other companies. With nearly 2,000 active users, ArborAccess and our mobile app will help you easily manage your urban forest with ease and convenience. Tree site attributes include location (utilizing GPS coordinates), species type, and parkway size. Features allow you to view and edit work history records and create work orders directly from the field, all from our secure cloud.

The information contained in ArborAccess is live data that can also be linked directly to a GIS program, such as ArcView, for geo-coding purposes and can assist your Agency in meeting GASB34 requirements. ArborAccess provides an unlimited resource of information regarding your urban forest.

Software Training

Our IT Department is based out of our corporate office in Anaheim, CA with regional offices located throughout California and Arizona. Each office has the ability to provide software training to our customers. We are also available to provide training sessions on-site at the customer's discretion. On-site training is proven to be effective as it provides a guided hands-on experience.

We offer periodic tree maintenance and management workshops each year. These free workshops are provided to our customers regionally and educate over 250 people annually. They have proven to be a great round-table and networking opportunity for the different agencies in attendance. Presentations are provided by WCA management staff and complimented with guest speakers in the industry. Certified Arborists and Tree Workers who attend are eligible to receive continuing education credits (CEU's) from the International Society of Arboriculture.

The success of any urban forest program depends on the proper management of information. Unlimited telephone and/or email support is available to answer technical questions and aid staff in the use of the software system. Software training and support is included in the cost associated with the inventory data collection.

List Tracking System

The List Tracking Report in ArborAccess is a useful tool in the management of incoming work. This report allows both parties to track specific jobs as they are ordered by the Agency. Proper use of this system enables the Agency and WCA to track the completion of work that is ordered.

ArborAccess Features

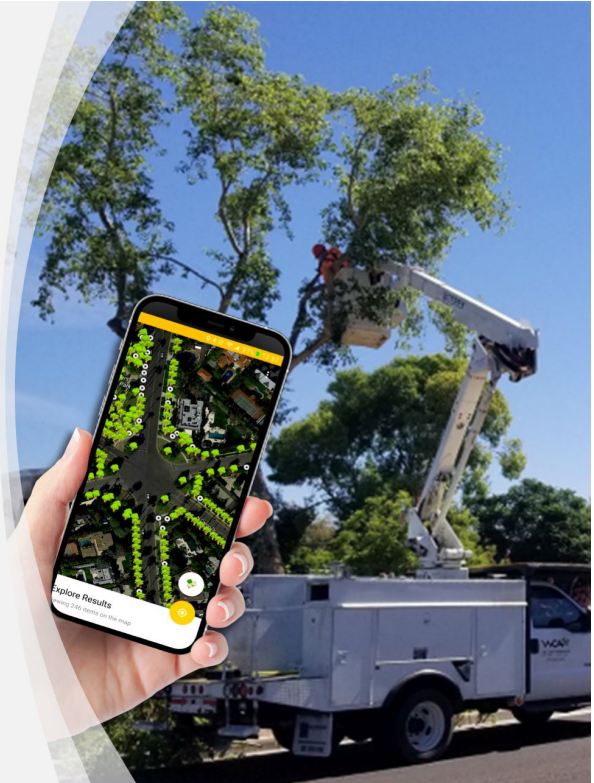
- Create work orders**
- View tree site details**
- View work history**
- View invoices**
- Mobile app**
- Live data**
- GIS/GPS mapping**
- Recycling reports**

Billing

WCA, Inc. operates a modern invoicing system that is updated on a daily basis. Progress billings will be submitted to the Customers on a bi-weekly basis, unless otherwise requested. Invoices will reflect an amount complete for the billing period, along with a year-to-date total for that job. Each billing will include a listing of completed work by address, tree species, work performed and appropriate data acceptable to the customer. This information will be supplied in hardcopy and immediately accessible on ArborAccess. Job balances reflecting the percent of completion for each job can be viewed on ArborAccess.

Sample Management Tools: Detailed Tree Site Characteristics

The advanced technology provides a valuable tool to urban forestry professionals by displaying specific tree site information along with a representative photograph of the species type and a recommended maintenance field. ArborAccess' built-in quality control features assist in data accuracy. As maintenance is performed, the work history is updated and accompanied with bi-weekly invoices. This process eliminates the need for dual-inputting and helps keep the tree inventory current and accurate.

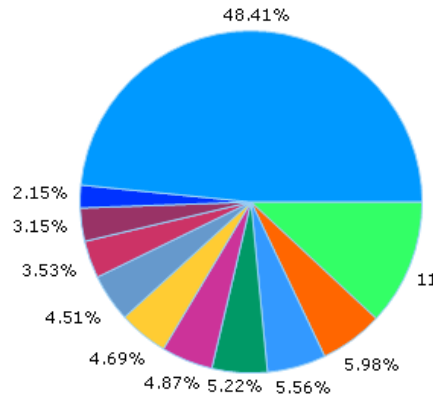


Maintenance Records

Accurate maintenance records for each location oftentimes can assist the Agency with liability claims. Maintaining a detailed history of the work performed at each location demonstrates good faith in preserving its urban forest. It is imperative that work requests are pulled from the system prior to the work being performed, otherwise inventory accuracy is not guaranteed.

Sample: Species Frequency Report

The Species Frequency report can assist your Agency in identifying the tree population within the urban forest. This type of information is valuable in the event of an insect infestation, deadly disease, or even estimating future maintenance costs. In addition, an analysis can be performed to evaluate the history of the performance of a particular species within your Agency.



Top 10 Species	
11.94%	MEXICAN FAN PALM
5.98%	LONDON PLANE
5.56%	JACARANDA
5.22%	SOUTHERN MAGNOLIA
4.87%	INDIAN LAUREL FIG
4.69%	CANARY ISLAND PINE
4.51%	CANARY ISLAND DATE PALM
3.53%	CHINESE ELM
3.15%	RAYWOOD ASH
2.15%	VICTORIAN BOX
48.41%	OTHER

Detailed Reporting Options

Inventory	Work History	District Frequency
View Invoices	Work Type by District/Zone	Species Frequency (sample above)
Job Balances	DBH Frequency	All Trees at an Address
Recycling	Height Frequency	Estimated Tree Value



WCA helps agencies understand and manage their canopy by sharing inventories, insight, and data.

Equipment

Our modern fleet undergoes daily inspection prior to use to ensure efficiency and safety. All equipment is routinely serviced, painted, and detailed. All equipment used during the duration of this project will meet state and federal safety requirements and have all up-to-date certifications, as required.

CHP Biennial Inspection of Terminal Certification

We have successfully been awarded the CHP Biennial Inspection Award of Recognition. This inspection has assisted our company in instituting several safety programs, as well as our Preventative Maintenance Program utilized by our in-house fleet department. The inspection reviews our vehicle maintenance and repair records, our procedural methods and policies for vehicle maintenance and operations. This certification ensures that our vehicles operate safely.

Telematics (GPS)

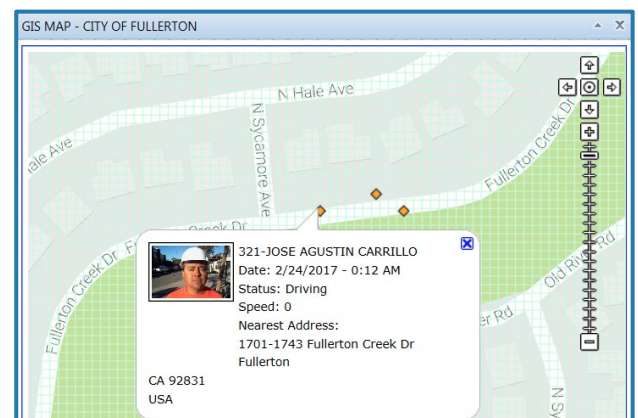
WCA has partnered with Geo-Tab to provide GPS units on all vehicles and equipment. This investment has given us and our customers the following benefits:

- Provide faster response times and more efficient routing allowing us to service more customers
- Lower operational costs by optimizing our fleet size, reducing labor, overtime, and insurance, and minimizing costly vehicle repairs
- Decrease fuel use by monitoring fleet fuel economy and saving on unnecessary fuel expenditures
- Reduce emissions by helping drivers improve their habits such as speed and idle time, and reducing total miles driven which will significantly reduce harmful greenhouse gas emissions
- Improve dispatching with landmarks and driving directions, GPS units helps us to better dispatch so that we can service more customers, faster
- Recover stolen vehicles reducing liability costs which can be passed on to customers

Equipment List Summary

Pick Up Trucks	441
Aerial Lift Devices	379
90-ft Aerial Devices	18
Dump Trucks	239
Flat Beds	49
Field Service Trucks	35
Arrowboards	100
ATVs	14
Stump Grinders	71
Loaders / Bobcats	103
Rubber Track Loader	2
Root Pruners	2
Roll off Trucks	68
Saw Mill	4
Log Skidder	4
Back Hoes	1
Brush Chippers	222
Cranes	9
Horizontal Grinder	1
Tub Grinder	1
Masticator	1

Modern fleet
consisting of
1700+
pieces of
equipment.



IN-HOUSE FLEET MAINTENANCE

We currently have more than 1,700 pieces of fairly new equipment that enables us to replace equipment immediately should there be any unforeseen mechanical problems. We employ over 80 full-time mechanics that perform an in-house fleet maintenance program. This allows our equipment to be in good operating condition necessary for accomplishing the City's needs. Our mechanics generally work on one particular line of equipment, and by keeping our equipment as uniform as possible our mechanics really get to know the equipment inside and out minimizing down time. Equipment is assigned to different crews and if the crew is shared with another contract the equipment will be as well.

PREVENTATIVE MAINTENANCE PROGRAM

All WCA equipment goes through our Preventative Maintenance program. From our solar powered arrow boards, to our Freightliner Roll Off trucks. Our mechanics generally work on one particular line of equipment, and by keeping our equipment as uniform as possible our mechanics really get to know the equipment inside and out minimizing down time.

SUSTAINABILITY

Over the last few years, we have invested heavily in new equipment to keep our fleet modern, comply with state requirements, meet demand and reduce our effects on the environment. We understand with a fleet as large as ours that we are responsible for the amount of emissions our vehicles produce and actively make an effort to monitor and reduce our carbon footprint.



*Through our ability to
dedicate specific
pieces of equipment for
this project, we believe
it will lead to a
successful program.*

Equipment Listing

Type	Year/Make	Model	License Plate	VIN
Aerial Tower	2012 FORD	F650 / TECO V6-65IP4TFE1	03802J1	3FRNF6HP8CV246852
Aerial Tower	2019 FORD	F750W/TEREX XTPRO 60-70	04129P2	1FDPF7AY6KDF03758
Aerial Tower	2019 FORD	F750 / TEREX XT PRO 60/70	04130P2	1FDPF7AY8KDF03759
Aerial Tower	2017 DODGE	RAM 5500/HI RANGER LT40	36593J2	3C7WRMAJ5HG760773
Aerial Tower	2017 DODGE	RAM 5500/HI RANGER LT40	36592J2	3C7WRMAJ7HG760774
Aerial Tower	2018 FORD	F750 W / Hi-Ranger 5FB-55	87207P2	1FDNF7AY0KDF01785
Aerial Tower	2021 FORD	F750 W/HI-RANGER 5FB-55	25127J3	1FDNF7AN6NDF02904
Aerial Tower	2023 FORD	F750 / TEREX XT PRO 60/70	65106W3	1FDNF7AN1RDF01231
Arrowboard	2018 WANCO	ARROW BOARD	SE691332	5F11S1017J1006966
Arrowboard	2020 WANCO	ARROW BOARD	SE705868	5F11S1017L1000801
Arrowboard	2020 WANCO	ARROW BOARD	SE705867	5F11S1011L1000244
ATV	2018 KAWASAKI	KVF300CJF QUAD	AB4B24	RGSWM22AXJBB02470
Brush Chipper	2012 VERMEER	BC1000-49	SE621047	1VRY11194D1018911
Brush Chipper	2013 VERMEER	BC1000-49	SE618714	1VRY11191D1018946
Brush Chipper	2016 VERMEER	BC1500 BRUSH CHIPPER	SE649505	1VR2181V7H1008343
Brush Chipper	2021 VERMEER	BC1500 BRUSH CHIPPER (GAS)	SE721667	1VR2181V9M1012176
Brush Chipper	2023 VERMEER	BC1500 BRUSH CHIPPER	SE748408	1VRD18AE4P1051660
Brush Chipper	2020 VERMEER	BC1500 BRUSH CHIPPER (GAS)	SE715783	1VR2181V5L1009998
Crane	2014 FREIGHTLINER	108-SD/BT5092 CRANE	09178N1	1FVHG5CY2EHFL3738
Dump Truck	2019 FORD	F750 CHIPPER TRUCK	98880P2	1FDNF7AY7KDF02724
Dump Truck	2019 FORD	F750 CHIPPER TRUCK	98883P2	1FDNF7AY6KDF02732
Dump Truck	2023 FORD	F650 CHIPPER TRUCK CREW CAB	83029T3	1FDNW6AN4PDF06768
Dump Truck	2024 FORD	F550 STUMP TRUCK	03552Z3	1FDUF5GNXRDA03939
Dump Truck	2017 FORD	F550 CHIPPER TRUCK	12727H2	1FDUF5HYXHED72043
Flatbed Truck	2015 FORD	F550 SUPER DUTY	65604X1	1FDUF5GYXGEA49806
Flatbed Truck	2015 FORD	F550 SUPER DUTY	45404Y1	1FDUF5GY3GEA85031
Loader	2020 CATERPILLAR	908M WHEEL LOADER	SE705768	CAT0908MLH8804378
Loader	2023 CATERPILLAR	908 WHEEL LOADER	SE760408	CAT00908EMZ800674
Pickup	2017 DODGE	RAM 1500	75018G2	3C6JR6DT1HG738289
Pickup	2020 DODGE	RAM 1500 PICKUP	15864Z2	3C6JR6DT1LG179139
Pickup	2015 DODGE	RAM 1500 PICKUP	14783X1	3C6JR6DTXFG647194
Pickup	2018 DODGE	RAM 1500	73518K2	3C6JR6ET8JG186049
Pickup	2012 DODGE	RAM 1500 SLT	09884G1	3C6JD6EP0CG167676
Pickup	2019 DODGE	RAM 1500 PICKUP	17228V2	3C6JR6ETXKG570870
Pickup	2023 FORD	F250 SERVICE TRUCK	82928U3	1FTBF2AA7PED04157
Pickup	2023 FORD	F150 PICKUP	73031U3	1FTMF1C53PKE28348
Pickup	2023 TOYOTA	TACOMA SR5 SPORT	73326P3	3TMBZ5DN8NM037450
Roll Off	2016 FREIGHTLINER	108 SD ROLL OFF	64874X1	1FVHG5CY1GHHD7901
Roll Off	2016 FREIGHTLINER	M2 112	33785B3	3ALHC5DV0FDGU4795
Stump Grinder	2017 DOSKO	691SP STUMP CUTTER	N/A	0917 1110
Stump Grinder	2023 VERMEER	SC802 STUMP CUTTER	SE748222	1VRD15BD7P1050023
Trailer	2019 CARSON	ATV9 TRAILER	4SW9521	4HXBL0810KC208006

Wildlife, Green Waste & Community

Wildlife Protection

We have a **full-time Biologist, Lissette Rios**, on staff whose responsibilities include writing reports, pre-work bird assessments, and training crews on current bird nesting laws as well as BMPs for tree maintenance. The protection of birds, especially during nesting season, is critical to providing responsible tree maintenance and her experience, training and skilled eye have proven to be a great asset to our team. Our safety and training department has committed to working with wildlife preservation associations and played a key role in the establishment of the Tree Care for Birds and Other Wildlife BMP that is used in the tree care industry.



Green Waste

WCA's commitment to be a socially responsible corporate partner to our customers and communities is exemplified in our Recycling Program. With the steadily increasing concern for the ecological health of our communities, WCA has embarked on a landfill diversion process where all material is taken to recycling facilities where it is used in the production of soil amendments. We are committed to taking all recyclable materials removed from the trees trimmed for the duration of this project to a recycling center for processing. Verification of amounts recycled will be obtained and reported by WCA via ArborAccess for the purpose of meeting the goals of the State for reducing landfill usage.

MULCH is made from coarse ground branches and leaves. It should be spread on the ground at a rate of six to twelve inches for best effect. Fresh mulch will deplete nitrogen from the surface of the soil which will reduce unwanted weeds. Once the mulch has decayed, it returns nitrogen which helps build the quality of soil for plants. A large amount of tree debris is processed by WCA and used in large scale mulching projects for establishing native plants in open space areas.

COMPOST is made from fine ground branches, leaves or other organic material. When mixed with oxygen and water, the organic material will decay or "compost." A finished compost is excellent for turning into the top layer of soil and will add nitrogen and increase the water holding capacity of soil. You can make compost at home in a pile in your yard or in a bin that you make or purchase. Large scale composting is done at regional recycling facilities.

FIREWOOD is traditionally the most common use of large branches and logs. Firewood is used to heat homes during winter months. WCA takes logs to our yard, and these are then chopped into usable firewood.

Arbor Day Advocates & Community Involvement

WCA participates in over 100 Arbor Day and other community events annually by providing educational presentations, tree plantings and sponsorships. As a community partner, we understand the importance of teaching youth about the benefits of trees not only to better our environment but to ensure our urban forests are maintained for years to come.



Partnering with the Arizona Sustainability Alliance to engage K-12 educators in urban forestry.

Community Campaigns

WCA has partnered with *Invest From the Ground Up* and the *Western Chapter International Society of Arboriculture* to plant trees across California under their newest initiative – Cool Parks. With a generous grant from CAL FIRE, the Cool Parks team is working alongside partner cities and nonprofits to bring **2500** trees to California's disadvantaged and low-income communities, organize a CA Tree Team workshop, and engage residents to learn and care about the trees in their city.

Prior to the "Cool Parks" campaign, WCA participated in the CIRCLE (California Initiative to Reduce Carbon and Limit Emissions) campaign since its launch in October of 2016. Each round of tree planting events has provided thousands of trees to communities across California. The trees planted have the potential to sequester millions of pounds of CO₂.

These events are valuable to California communities by generating thousands of volunteers, improving air quality, and educating the local community about proper tree planting techniques. Together, we can grow the urban forest for a more sustainable future.



CLIENT REFERENCES/EXPERIENCE

West Coast Arborists understands the challenge that many agencies face to reduce the cost of tree maintenance services, while increasing the level of performance. Utilizing our services as a valuable, cost-effective resource, cities are able to provide better services to their community. These contracts cover a range of services from providing emergency response to maintaining the Agency's entire urban forest.

CITY OF SANTA CLARITA

SINCE 2008



WCA provides complete urban forestry management for the City including tree pruning, removals, planting, and emergency services. The City is on a grid tree pruning schedule and additional service requests are performed as-needed. Additional services include emergency response and plant health care.

Contact: Valerie Ferchaw, Urban Forestry Administrator
23920 Valencia Blvd., Santa Clarita, CA 91355 ~ (661) 294-2569 ~
vferchaw@santa-clarita.com

ANNUAL BUDGET: \$3,000,000

COUNTY OF LOS ANGELES

SINCE 2014



WCA trims nearly 25,000 trees of the county's 500,000 tree population annually. We also perform tree removals and tree planting on an as-needed basis. Part of our work requirements include palm tree inspection and bird nesting inspections as work is performed.

Contact: Juan Ambriz, District MD5 Tree Superintendent
38126 N. Sierra Highway, Palmdale, CA 93550 ~ (661) 947-7173 ~
jambriz@dpw.lacounty.gov

ANNUAL BUDGET: \$5,500,000

CITY OF SAN FERNANDO

SINCE 2007



WCA provides the City with tree maintenance services as-needed at City facilities, reservoirs, parks, and right-of-way. Services include service request pruning, tree and stump removal, and special projects using crews and equipment. The City's tree inventory is maintained in ArborAccess and is updated with each new service request.

Contact: Rodrigo Mora, Public Works Field Supervisor
117 MacNeil Street, San Fernando, CA 91340 ~ (818) 898-1293 ~ rmora@sfcity.org

ANNUAL BUDGET: \$200,000

EXPERIENCE: CURRENT CALIFORNIA CITIES/COUNTIES UNDER CONTRACT WITH WCA



CITY OF AGOURA HILLS	CITY OF FONTANA	CITY OF MONTEBELLO	CITY OF SANTA BARBARA
CITY OF ALAMEDA	CITY OF FREMONT	CITY OF MONTEREY	CITY OF SANTA CLARA
CITY OF ALHAMBRA	CITY OF FRESNO	CITY OF MONTEREY PARK	CITY OF SANTA CLARITA
CITY OF ANAHEIM	CITY OF FULLERTON	CITY OF MOORPARK	CITY OF SANTA FE SPRINGS
CITY OF ARCADIA	CITY OF GARDEN GROVE	CITY OF MORENO VALLEY	CITY OF SANTA MARIA
CITY OF ARTESIA	CITY OF GILROY	CITY OF MORGAN HILL	CITY OF SANTEE
CITY OF AZUSA	CITY OF GLENDALE	CITY OF MOUNTAIN VIEW	CITY OF SIERRA MADRE
CITY OF BALDWIN PARK	CITY OF GLENDORA	CITY OF MURRIETA	CITY OF SIGNAL HILL
CITY OF BEAUMONT	CITY OF GOLETA	CITY OF NATIONAL CITY	CITY OF SOLANA BEACH
CITY OF BELL	CITY OF GRAND TERRACE	CITY OF NEWARK	CITY OF SOUTH PASADENA
CITY OF BELL GARDENS	CITY OF HALF MOON BAY	CITY OF NEWPORT BEACH	CITY OF SO. SAN FRANCISCO
CITY OF BELLFLOWER	CITY OF HAWAIIAN GARDENS	CITY OF NORCO	CITY OF STOCKTON
CITY OF BERKELEY	CITY OF HIGHLAND	CITY OF NORWALK	CITY OF SUNNYVALE
CITY OF BEVERLY HILLS	CITY OF HOLLISTER	CITY OF OAKLEY	CITY OF TEMPLE CITY
CITY OF BRAWLEY	CITY OF HUNTINGTON BEACH	CITY OF OCEANSIDE	CITY OF THOUSAND OAKS
CITY OF BREA	CITY OF IMPERIAL BEACH	CITY OF ONTARIO	CITY OF TORRANCE
CITY OF BUENA PARK	CITY OF INDIO	CITY OF ORANGE	CITY OF TRACY
CITY OF BURLINGAME	CITY OF INDUSTRY	CITY OF OXNARD	CITY OF TULARE
CITY OF CAMARILLO	CITY OF INGLEWOOD	CITY OF PALM DESERT	CITY OF TUSTIN
CITY OF CARLSBAD	CITY OF IRVINDALE	CITY OF PALM SPRINGS	CITY OF UPLAND
CITY OF CARMEL-BY-THE-SEA	CITY OF JURUPA VALLEY	CITY OF PALO ALTO	CITY OF VENTURA
CITY OF CARPINTERIA	CITY OF LA CANADA	CITY OF PARAMOUNT	CITY OF VERNON
CITY OF CARSON	CITY OF LA HABRA	CITY OF PERRIS	CITY OF VICTORVILLE
CITY OF CERES	CITY OF LA MESA	CITY OF PICO RIVERA	CITY OF VISALIA
CITY OF CHINO	CITY OF LA MIRADA	CITY OF PLACENTIA	CITY OF VISTA
CITY OF CHINO HILLS	CITY OF LA PALMA	CITY OF PLEASANTON	CITY OF WALNUT
CITY OF CHOWCHILLA	CITY OF LA PUENTE	CITY OF POMONA	CITY OF WALNUT CREEK
CITY OF CHULA VISTA	CITY OF LA VERNE	CITY OF POWAY	CITY OF WEST COVINA
CITY OF CITRUS HEIGHTS	CITY OF LAGUNA BEACH	CITY OF RANCHO CORDOVA	CITY OF WEST HOLLYWOOD
CITY OF CLAREMONT	CITY OF LAGUNA HILLS	CITY OF RANCHO	CITY OF WEST SACRAMENTO
CITY OF COACHELLA	CITY OF LAKE ELSINORE	CUCAMONGA	CITY OF WHITTIER
CITY OF COLTON	CITY OF LAKE FOREST	CITY OF RPV	CITY OF WOODLAND
CITY OF CONCORD	CITY OF LAKEWOOD	CITY OF REDLANDS	CITY OF YORBA LINDA
CITY OF CORONA	CITY OF LATHROP	CITY OF REDONDO BEACH	COUNTY OF ALAMEDA
CITY OF CORONADO	CITY OF LEMON GROVE	CITY OF RIALTO	COUNTY OF COLUSA
CITY OF COSTA MESA	CITY OF LINCOLN	CITY OF RIVERSIDE	COUNTY OF CONTRA COSTA
CITY OF COVINA	CITY OF LIVERMORE	CITY OF ROSEMEAD	COUNTY OF EL DORADO
CITY OF CUDAHY	CITY OF LODI	CITY OF ROSEVILLE	COUNTY OF LOS ANGELES
CITY OF CULVER CITY	CITY OF LOMA LINDA	CITY OF SACRAMENTO	COUNTY OF MONTEREY
CITY OF CUPERTINO	CITY OF LOMPOC	CITY OF SAN BERNARDINO	COUNTY OF NAPA
CITY OF DANA POINT	CITY OF LONG BEACH	CITY OF SAN BRUNO	COUNTY OF ORANGE
CITY OF DAVIS	CITY OF LOS ALAMITOS	CITY OF SAN CARLOS	COUNTY OF PLACER
CITY OF DEL MAR	CITY OF LOS ALTOS	CITY OF SAN CLEMENTE	COUNTY OF RIVERSIDE
CITY OF DIAMOND BAR	CITY OF LOS ANGELES	CITY OF SAN DIEGO	COUNTY OF SAN BERNARDINO
CITY OF DUARTE	CITY OF MADERA	CITY OF SAN DIMAS	COUNTY OF SAN JOAQUIN
CITY OF EL CAJON	CITY OF MANHATTAN BEACH	CITY OF SAN FERNANDO	COUNTY OF SAN MATEO
CITY OF EL CENTRO	CITY OF MENIFEE	CITY OF SAN JACINTO	COUNTY OF TULARE
CITY OF EL SEGUNDO	CITY OF MENLO PARK	CITY OF SAN JUAN CAP	COUNTY OF VENTURA
CITY OF ENCINITAS	CITY OF MILPITAS	CITY OF SAN LEANDRO	COUNTY OF YOLO
CITY OF ESCONDIDO	CITY OF MISSION VIEJO	CITY OF SAN MARCOS	MOUNTAIN HOUSE CSD
CITY OF FILLMORE	CITY OF MONROVIA	CITY OF SAN RAMON	ROSSMOOR CSD
CITY OF FOLSOM	CITY OF MONTCLAIR	CITY OF SANTA ANA	TOWN OF ATHERTON

Firm Experience with Large-Scale Projects

WCA is proud to serve a wide range of public agencies and to possess the resources to manage contracts exceeding \$2 million. This demonstrates our ability to consistently deliver on large-scale projects. Below is a list of customers with contracts exceeding \$2 million.

Customer	Duration	Annual Contract Amount
County of Los Angeles	Since 2000	\$15,000,000
City & County of San Francisco	Since 2017	\$6,200,000
City of Corona	Since 2010	\$5,000,000
City of Whittier	Since 2005	\$4,600,000
City of Riverside	Since 2018	\$4,300,000
City of Fresno	Since 2001	\$3,700,000
Riverside Public Utilities	Since 1997	\$3,700,000
City of Anaheim/Anaheim Utilities	Since 2007	\$3,300,000
City of Fullerton	Since 1998	\$3,200,000
City of Long Beach	Since 2016	\$3,200,000
City of Industry	Since 2020	\$3,000,000
City of Santa Clarita	Since 2017	\$3,000,000
County of Orange - Parks	Since 2014	\$3,000,000
City of Sacramento - Parks	Since 2016	\$2,800,000
City of Ontario	Since 1998	\$2,700,000
City of San Diego	Since 2015	\$2,700,000
City of Glendale	Since 2015	\$2,500,000
City of Inglewood	Since 2008	\$2,500,000
City of Sacramento	Since 2006	\$2,500,000
Glendale Water & Power	Since 2015	\$2,500,000
City of Visalia	Since 2008	\$2,400,000
City of Modesto - Parks	Since 2023	\$2,200,000
City of Burlingame	Since 2010	\$2,000,000
City of Carson	Since 2007	\$2,000,000
City of Rancho Cucamonga	Since 2007	\$2,000,000
City of Santa Ana	Since 2015	\$2,000,000



Agenda Item: 16.M
Date of Meeting: June 23, 2025
Department: Community Services

STAFF REPORT

To: City Council
From: Dan McElroy
Subject: **Agreement for Pest Control Services between the City of Bishop and Dewey Pest Control**
Prepared On: June 18, 2025
Attachments: Professional Services Agreement between the City of Bishop and Dewey Pest Control .pdf
Pest control RFP.pdf
Dewey Pest Proposal 2025.pdf

Background/History:

The City of Bishop frequently uses pest control services on a bi-monthly basis at all of our facilities. The past vendor for this service will not be offering this service for the foreseeable future. The use of this service has been advantageous to the City. The City of Bishop Community Services department has advertised and offered a Request for Proposal (RFP) for pest control services.

Analysis/Discussion:

The RFP for Pest Control Services was released on May 22, 2025, with proposals due on June 16, 2025. The RFP provided for services at all City facilities and is based on square footages at each facility. The agreement allows for a term ending on June 23, 2028, with the possibility of two one-year extensions.

Only one proposal was received. The proposal from Dewey Pest Control was deemed to be acceptable, however the overall cost of this service will be more than was budgeted in the past. The past budget for this was \$3300.00 annually. This service provided by Dewey Pest Control will increase \$9624.00 annually and will be accounted for in the 2025-2026 budget.

Economic Impacts:

None

Budget Impacts:

The budget impacts are to increase the Professional Technical budget line from \$3300.00 to \$9624.00 annually.

Legal Review:

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

Recommended Action:

Council to approve and execute the Professional Services Agreement for Pest Control Services between the City of Bishop and Dewey Pest Control based on the RFP proposal.

Approved By: Deston Dishion 6/18/2025

Approved By:

Approved By:

Approved By:

CITY OF BISHOP PROFESSIONAL SERVICE AGREEMENT

This agreement ("Agreement") is made and effective as of June 23, 2025, between the City of Bishop ("Agency"), a municipal corporation, and Dewey Pest Control ("Consultant"), a [sole proprietorship, partnership, limited liability partnership, corporation]. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This Agreement shall commence on June 23, 2025, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 23, 2028, unless sooner terminated pursuant to the provisions of this Agreement, with the option of two on-year extensions.

II. 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.

III. PERFORMANCE

Consultant shall at all times faithfully, competently and to the best of their 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 in the general geographic area as are required of Consultant hereunder in meeting its obligations under this Agreement.

IV. AGENCY REPRESENTATIVE

Agency's City of Bishop Community Services Manager shall represent Agency in all matters pertaining to the administration of this Agreement, review and approve 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 of Bishop Community Services Manager 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 V hereof.

V. PAYMENT

- A. The Agency agrees to pay Consultant by-monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed dollars \$10,000.00 annually for the total term of the Agreement 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 City of Bishop Community Services Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by Agency City of Bishop Community Services Manager and Consultant at the time Agency's written authorization is given to Consultant for the performance of said services.
- C. Consultant will submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the Agency disputes any of Consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within forty-five (45) days of receipt of an invoice therefore.

VI. TERMINATION OF AGREEMENT WITHOUT CAUSE

- A. Except as otherwise provided herein below, either party may terminate this Agreement, or any portion hereof, by serving written notice of termination upon the other party at least ten (10) days prior to the date of termination. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the Agency terminates a portion of this Agreement, such termination shall not make void or invalidate the remainder of this Agreement.
- B. In the event this Agreement is terminated pursuant to this section, the Agency shall pay to Consultant the actual value of the work performed up to the time of termination, less any disputed amounts. Upon termination of the Agreement pursuant to this section, the Consultant will submit an invoice to the Agency as provided herein above.

VII. DEFAULT

- A. Either party's failure to comply with the provisions of this Agreement shall constitute a default. In the event that either party is in default for cause under the terms of this Agreement, the affected party shall promptly notify the deficient party of such default and following such notice shall have no obligation or duty to continue compensating or providing any work after the date of default and can terminate this Agreement immediately by written notice to the other party. If such failure hereunder arises out of causes beyond either party's control, and without fault or negligence, it shall not be considered a default.
- B. If the Agency City of Bishop Community Services Manager determines the Consultant is in default in the performance of any of the terms or conditions of this Agreement, Agency shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service of default notice to cure the default as directed by the Agency in the notice of default. In the event the Consultant fails to cure its default within such period of time, 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.

VIII. OWNERSHIP OF DOCUMENTS

- A. Consultant shall maintain complete and accurate records with respect to all services provide by Consultant under this Agreement 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 Agency 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 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.

IX. INDEMNIFICATION AND DEFENSE

To the fullest extent permitted by law, Consultant shall indemnify, defend, and hold harmless Agency and any and all of its officials, employees, agents, and volunteers ("Indemnified Parties") from and against any and all claims, losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, to the extent they arise out of, pertain to or relate to the negligence, recklessness, or willful misconduct of the Consultant.

Consultant's duty to defend shall consist of reimbursement of defense costs incurred by Agency in direct proportion to the Consultant's proportionate percentage of fault.

Consultant's percentage of fault, for both indemnity and defense, shall be determined, as applicable, by a court of law, jury, or arbitrator. In the event any loss, liability, or damage is incurred by way of settlement or resolution without a court, jury or arbitrator having made a determination of the Consultant's percentage of fault, and the parties cannot mutually agree on Consultant's percentage of fault, the parties agree to mediation with a neutral third-party to determine the Consultant's proportionate percentage of fault for purposes of determining the amount of indemnity and defense cost reimbursement owed to the Agency.

X. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit D attached herewith and incorporated herein by this reference as though set forth in full.

XI. INDEPENDENT CONSULTANT

- A. Consultant is and shall at all times remain as to the Agency a wholly 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.

XII. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of local, 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.

XIII. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure is 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 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 or services 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.

XIV. NO BENEFIT TO ARISE TO AGENCY EMPLOYEES

During their tenure and for one year thereafter, 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 services provided under this Agreement 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 and under this Agreement.

XV. 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 Agency City of Bishop Community Services Manager or unless requested by the Agency 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 thereunder 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.

[Note: The following paragraph is only to be used when the Agency will be taking in a fee or deposit from an applicant and use that fund to retain the Consultant to prepare an EIR, specific plan, or some other specific document or where the Agency is funding a similar development-type study.]

- C. Consultant covenants that neither Consultant nor any officer or principal of their firm have any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of their services hereunder. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by them as an officer, employee, agent, or subconsultant. Consultant further covenants that Consultant has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or

partnership(s) owning property in the Agency or the study area and further covenants and agrees that Consultant and/or its subconsultants shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the Agency or the study area prior to the completion of the work under this Agreement.

XVI. 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 (e.g., Federal Express), which provides a receipt showing date and time of delivery; or (iii) 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: Robin Picken

377 West Line Street, Bishop Ca, 93514

Attention: City Clerk

To CONSULTANT: Dewey Pest Control

45440 23rd West Lancaster Ca, 93536

Attention: Vince Munoz

XVII. ASSIGNMENT

- A. 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. Due to the personal nature of the services to be rendered pursuant to this Agreement, only Consultant shall perform the services described in this Agreement.
- B. Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide Agency with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and

such subconsultant which shall include an indemnity provision identical to the one provided herein and identifying Agency as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from Agency for such insurance.

- C. Dewey Pest Control may use assistants, under their direct supervision, to perform some of the services under this Agreement. Consultant shall provide Agency fourteen (14) days' notice prior to the departure of Dewey Pest Control from Consultant's employ. Should Dewey Pest Control leave Consultant's employ, the Agency shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the Consultant.

XVIII. 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.

XIX. 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.

XX. 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.

XXI. SEVERABILITY

Any part, provision, or representation of this Agreement or any of its exhibits, including, but not limited to Exhibit C, which is held to be invalid, void or unenforceable by a court of competent jurisdiction, shall be limited to that part, provision or representation and all other parts, provisions, or representations herein shall remain in full force and effect.

XXII. WORK SCHEDULED/TIME OF COMPLETION

[Note: This section is optional and should be included only when the project is particularly time-sensitive.]

Agency and Consultant agree that time is of the essence in this Agreement. Agency and Consultant further agree that Consultant's failure to perform on or at the times set forth in this Agreement will damage and injure Agency, but the extent of such damage and injury is difficult or speculative to ascertain. Consequently, Agency and Consultant agree that any failure to perform by Consultant at or within the times set forth herein shall result in liquidated damages of dollars \$500.00 per day for each and every day such performance is late or delayed. Agency and Consultant agree that such sum is reasonable and fair. Furthermore, Agency and Consultant agree that this Agreement is subject to Government Code Section 53069.85 and that each party hereto is familiar with and understands the obligations of said section of the Government Code.

XXIII. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

Consultant is bound by the contents of Agency's Request for Proposal, Exhibit E, hereto and incorporated herein by this reference, and the contents of the proposal submitted by the Consultant, Exhibit F hereto. In the event of conflict, the requirements of Agency's Request for Proposal and this Agreement shall take precedence over those contained in the Consultant's proposal. 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.

XXIV. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that they have the authority to execute this Agreement on behalf of

the Consultant and have 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.

Dewey Pest Control

By: _____
(Signature)

Vince Munoz

(Typed Name)

(Title)

City of Bishop

A Municipal Corporation

Deston Dishion, City Administrator

ATTEST:

Robin Picken, City Clerk

APPROVED AS TO FORM:
Dean Pucci, City Attorney

By: _____

Attachments:	Exhibit A	Tasks to Be Performed
	Exhibit B	Payment Schedule

Exhibit D	Insurance Requirements
Exhibit E	Request for Proposal
Exhibit F	Consultant's Proposal

EXHIBIT A
TASKS TO BE PERFORMED

- Pest Control
- Spraying of interior and exterior of facilities
- Placement and monitoring of rodent and ant traps

EXHIBIT B

PAYMENT SCHEDULE

Dewey Pest Control based on Square Footage.

Bishop Police Department CA	207 W. Line St Bishop,	\$242.00
Bishop Fire Department Sta. 1 CA	209 W. Line St. Bishop,	\$177.00
Bishop Fire Department Fire Trng. Center	960 Poleta Rd. Bishop, CA	\$120.00
Bishop Fire Department Sta. 2 CA	3206 W. Line St. Bishop,	\$135.00
Bishop Fire Department Sta. 3 CA	2190 N. Sierra Hwy Bishop,	\$135.00
City Hall Bishop, CA	377 W. Line St.	\$540.00
Sunrise Mobile Home Park CA	198 MacIver St. Bishop,	\$117.00
Bishop Chamber of Commerce CA	690 N. Main Bishop,	\$138.00

EXHIBIT D

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of Agency, and prior to commencement of work and/or services under this Agreement, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to Agency.

[Note: Verify minimum limit for each coverage with Agency Risk Manager.]

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than 1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

[Note: May need to delete workers' compensation and employer's liability insurance requirements for certain sole proprietorships, partnerships, or corporations without employees.]

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (statutory limits) and Employer's Liability insurance (with limits of at least \$1,000,000).

Consultant shall submit to Agency, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of Agency, its officers, agents, employees, and volunteers.

[Note: If the required limits for general liability, auto, and employer's liability are \$1 million or less, the following paragraph may be omitted.]

Umbrella or excess liability insurance. **[If required to meet higher limits.]** Consultant shall obtain and maintain an umbrella liability insurance policy with limits that will provide bodily injury, personal injury, and property damage liability coverage, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason, other than bankruptcy or insolvency of said primary insurer;
- "Pay on behalf of" wording as opposed to "reimbursement";
- Concurrence of effective dates with primary policies.

Should Consultant obtain and maintain an excess liability policy, such policy shall be excess over commercial general liability, automobile liability, and employer's liability policies. Such policy or policies shall include wording that the excess liability policy follows the terms and conditions of the underlying policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance and required endorsements to Agency as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by Agency's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with Agency for the contract period and any additional length of time required thereafter. Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the contract period, and any additional length of time required thereafter, insurance against claims for injuries to persons or damages to property, or financial loss which may arise from or in connection with the performance of the Work hereunder by Consultant, their agents, representatives, employees, or subconsultants.

Primary/noncontributing. Coverage provided by Consultant 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.

Agency's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, Agency has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by Agency will be promptly reimbursed by Consultant or Agency will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, Agency may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Agency's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against Agency, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against Agency and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the Agency to inform Consultant of non-compliance with any requirement imposes no additional obligations on the Agency nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. 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 all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the Agency requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide the Agency with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for

each required coverage. If any of the Consultant's insurers are unwilling to provide such notice, then Consultant shall have the responsibility of notifying the Agency immediately in the event of Consultant's failure to renew any of the required insurance coverages, or insurer's cancellation or non-renewal.

Additional insured status. General liability, automobile liability, and umbrella/excess liability insurance policies shall provide or be endorsed to provide that Agency and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Prohibition of undisclosed coverage limitations. 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.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant'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.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party who is brought onto or involved in the project/service by Consultant (hereinafter collectively "Subcontractor"), provide the same minimum insurance coverage and endorsements required of Consultant under this Agreement. 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. However, in the event Consultant's Subcontractor cannot comply with this requirement, which proof must be submitted to the Agency, Consultant may still be able to utilize the Subcontractor provided Consultant shall be required to ensure that its Subcontractor provide and maintain insurance coverage and endorsements sufficient to the specific risk of exposure involved with Subcontractor's scope of work and services, with limits less than required of the Consultant, but in all other terms consistent with the Consultant's requirements under this Agreement. This provision does not relieve the Consultant of its contractual obligations under the Agreement and/or limit its liability to the amount of insurance coverage provided by its subcontractors. This provision is intended solely to provide Consultant with the ability to utilize a Subcontractor who may be otherwise qualified to perform the work or services but may not carry the same insurance limits as required of the Consultant under this Agreement given the limited scope of work or services provided by the Subcontractor. Consultant agrees that upon request, all agreements with subcontractors, and others engaged in the project, will be submitted to Agency for review.

Agency's right to revise specifications. 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 and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by Agency. Agency reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible, or require proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention through confirmation from the underwriter.

Timely notice of claims. Consultant shall give Agency prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

EXHIBIT E
REQUEST FOR PROPOSAL

Please see attached PDF.

EXHIBIT F
CONSULTANT'S PROPOSAL

Please see attached PDF.



CITY OF BISHOP

377 West Line Street - Bishop, California 93514

Post Office Box 1236 - Bishop, California 93515

760-873-5863 dmcelroy@cityofbishop.ca.gov

www.cityofbishop.ca.gov

Request For Proposals

Pest Control Services

Release: 22 May 2025

Closes: 16 June 2025

Contact: Daniel McElroy, Community Services Manager

General: The City of Bishop requests proposals for pest control services.

Background: The City periodically needs pests control services on or near City property. The City intends to contract a firm to perform this work on a bi-monthly basis for a period of three years with the possibility of up to two one-year extensions.

Scope of Work: Pest control work could consist of tasks ranging from spraying the interior and exterior of all City facilities, including placing and monitoring bait traps to mitigating ants and rodents.

1. The contract for the work would generally follow the attached professional services agreement including insurance requirements. The agreement could be edited as needed.
2. Individual work assignments for each area will be in square footage for each facility listed in Attachment A.
3. Each individual facility will need to be scheduled prior to treatment date and may need to be scheduled before or after regular business hours as determined by facility staff.
4. The basis of cost for the work would be hourly for equipment and materials with normal incidentals included.
5. The work would include the complete removal and disposal of all expired rodents and pests.
6. The firm's work must be under the direction of a Certified Pest Control Agency, including certification for Structural Pest Control with the California DPR.
7. Work will follow all standards and Laws and Regulations set forth by the California DPR.

8. Work that requires Notice of Intent (NOI) and impacts any public areas and employee work environment must be noticed with the Inyo County Agriculture Department.
9. For the purposes of the California Labor Code the services under the contract are not public works.
10. In emergencies, the firm must be able to respond to needs within 24 hours. For non-emergencies response must be within 5 days.

Proposal: A qualifying proposal must address the entire scope of work and include:

1. Brief description of firm, contact person, address, telephone number, and e-mail address.
2. A full listing of equipment and personnel types that could be used for on-call work for the city, including hourly rates. Provide this information on the attached Equipment and Personnel Rates form. This form will be the basis of compensation under the contract.
3. Cost estimate for the pest control services at each facility as square footage are provided. Provide cost estimate on attached using information on Equipment and Personnel Rates form.
4. The proposal should include other information to demonstrate the firm's ability to provide all items of the scope of work.
5. Three references.

Proposals are due no later than 1500 (3:00 pm) on the closing date for this Request for Proposals. Send proposals to:

Daniel McElroy
Community Services
Manager
City of Bishop
377 West Line Street
Bishop, California 93514
dmcelroy@cityofbishop.ca.gov

Proposals shall be submitted either in a sealed envelope (3 paper copies and 1 electronic copy) or by email which is clearly marked with the title of the Request for Proposal.

1. **Selection Process:** Brief description of firm, contact person, address, telephone number, and e-mail address.
2. A full listing of equipment and personnel types that could be used for on-call work for

the city, including hourly rates. Provide this information on the attached Equipment and Personnel Rates form. This form will be the basis of compensation under the contract.

3. Description of work to be performed and materials list.

The City will attempt to negotiate a contract with the highest rated firm. The City reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm.

City of Bishop
Pest Control Services
Equipment and Personnel Rates

[illegible]

Attachment A

Location	Address	Square footage	Services Requested	Area needed	Bill to
Bishop Police Department	207 W Line St	3010	Insect control/Rodent boxes	Interior/ Exterior	Bishop Police Dept

Bishop FD Station 1	209 W Line St	9699	Insect control/Rodent boxes	Exterior Only	Bishop Fire Dept
Fire Training Tower and Facility	960 Poleta Rd	2160	Insect control/Rodent boxes	Exterior Only	
Bishop FD Station 3	2190 N Sierra Hwy	2666	Insect control/Rodent boxes	Exterior Only	
Bishop FD Station 2	3206 W. Line St	2400	Insect control/Rodent boxes	Exterior Only	

City Hall	377 W Line St	210,660	Insect control/Rodent boxes	Interior /	City of Bishop Attn: Comm Svcs
Clarke Wing Complex				Exterior	
/Basement				Interior /	
Police Storage Basement				Exterior	

Sunrise Mobile Home Park	198 MacIver St	800	Insect control/Rodent boxes	Interior/exterior	City of Bishop Attn: Comm Svcs
Community Bldg/laundry area					

Bishop Chamber of Commerce	690 N Main St	1260	Insect control/Rodent boxes	Interior / exterior	City of Bishop Attn: Comm Svcs
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Bi-monthly servicing

Arrange service time for after or before business hours

*** ALL BILLING CAN BE REMITTED TO THE PROPER DEPARTMENT TITLE TO : PO BOX 1236, BISHOP, CA 93515
OR VIA EMAIL TO AP@CITYOFBISHOP.CA.GOV

City of Bishop
Pest Control Services

Equipment and Personnel Rates

Dewey Pest Control

Per Service

Type

Personnel: Job to be bid on (per Square Footage) Bi/Month

1	Bishop Police Department	207 W line St	242.00
2	Bishop FD Station 1	209 W line St	177.00
3	Fire Training Tower	960 Poleta Rd	120.00
4	Bishop FD Station 2	2190 N Sierra Hwy	135.00
5	Bishop FD Station 2	3206 W line St	135.00
6	City Hall	377 W line St	540.00
7	Sunrise Mobile home Park	198 Maciver	117.00
8	Bishop Chamber	690 N Main	138.00

References

- 1 Inyo County Public Works
- 2 Edison
- 3 Bishop School District

Equipment:

Material List of Pesticides and Rodenticide being used on Property

- 1 Wisdom TC Epa# 5481-520 Ester - Caution -
- 2 Alpine WSG Epa# 99-561 Inert - Caution -
- 3 Selontra Rodent Bait Epa# 7969-382 - Caution -

Dewey Pest Control
454401 23rd West
Landcaster, 93536

POC
Brandon Helmbolt
(760) 920-9949
bhelmbolt3@gmail.com



Agenda Item: 17.A
Date of Meeting: June 23, 2025
Department: Administration

STAFF REPORT

To: City Council
From: Deston Dishion
Subject: **Policy for Selecting Council Members to serve on Commissions and Committees.**
Prepared On: June 13, 2025

Background/History:

In February of this year Council requested Staff to update the policy on how Council Members are selected to commissions and committees. In December of each year Council goes through the process of reassigning its members to multiple commission and committees. Also from time to time during the year the need to appoint Council Members to one off Ad-hoc committees arises. The process to appoint has varied from time to time and this policy is intended to formally approve a process going forward.

Analysis/Discussion:

To keep the process of appointment fair and consistent, Staff proposes a policy where all appointments will happen through a nomination process and then voted on by the full Council. A majority vote will be needed to confirm the appointment. This process shall be followed for appointment to Commissions, Committees and Ad-hoc committees.

If this proposed policy is approved it will be added to the City Council Policies and Procedure Manual.

Economic Impacts:

None

Budget Impacts:

None

Legal Review:

City Attorney Pucci has reviewed the item and confirms that this item complies with the law.

Recommended Action:

Council to consider approving a policy to select Council Members for Commissions and Committees.

Approved By: Ethan Aukee 6/13/2025
Approved By: Robin Picken 6/16/2025
Approved By: Deston Dishion 6/19/2025
Approved By:



Agenda Item: 17.B
Date of Meeting: June 23, 2025
Department: Administration

STAFF REPORT

To: City Council
From: Deston Dishion
Subject: **Council to consider Reappointment of Planning Commissioner Lew or conduct Interviews.**
Prepared On: June 17, 2025

Background/History:

There is one upcoming vacancy on the Planning Commission due to the expiration of Commissioner Patricia Lew's term on June 22, 2025. In accordance with Section 5.3 of the City of Bishop City Council Standards and Procedures Manual ("Procedure for Filling Vacancies on the Planning Commission and Parks and Recreation Commission"), the vacancy was properly advertised.

A screening committee—comprising two Councilmembers (appointed by the Mayor and approved by the City Council), two Commissioners from the Planning Commission (appointed by the Chair and approved by the Commission), and the City Administrator—may interview applicants, conduct reference checks as needed, and submit a nomination to the City Council.

The City received a total of eight applications:

- Six from residents within the City of Bishop
- Two from individuals residing outside city limits

Commissioner Patricia Lew has submitted an application for reappointment.

At the May 12, 2025 Council meeting, Councilmembers expressed a preference to forgo interviews in the event Commissioner Lew reapplied, citing confidence in her performance and experience.

Analysis/Discussion:

Conducting interviews would provide an opportunity for other community members to engage in the planning process and potentially bring new perspectives to the Commission. However, if the Council is satisfied with Commissioner Lew's service and intends to reappoint her, the interview process may be considered unnecessary, saving time and administrative resources.

Economic Impacts:

None

Budget Impacts:

None

Legal Review:

City Attorney Pucci has reviewed this item and has determined it applies within the law.

Recommended Action:

Option 1: Council consider reappointment of Commissioner Lew for a 4 year term ending on June 22, 2029

Option 2: Conduct interviews to consider other applicants.

Approved By: Ethan Aukee 6/17/2025

Approved By: Robin Picken 6/17/2025

Approved By: Deston Dishion 6/18/2025

Approved By: