

CITY OF BISHOP



2019-2020 BUDGET

David Kelly- City Administrator/Finance Director
Ashlee Alex- Assistant Finance Director

TABLE OF CONTENTS
FY 2019-2020 Budget

Budget Summary	Page 1
General Fund Revenue	Page 2-4
General Fund Expense- Dept Request	Page 5
General Fund Expense-Admin Recommendation	Page 6
ADMINISTRATION / FINANCE	
City Council	Page 7
Administration	Page 8-9
Finance	Page 10-13
Treasurer	Page 14
Elections	Page 15
Grants In Support	Page 16
POLICE	Page 17-21
Police Department	
Citizens Options Public Safety	
FIRE	Page 22-27
Fire Department	
Rural Fire District	
PUBLIC WORKS DEPARTMENT	Page 28-42
Building	
Planning Department	
Streets	
Water	
Sewer	
Gas Tax	
Capital Projects – STIP	
COMMUNITY SERVICES	Page 43-61
Building and Grounds	
Parks and Recreation	
Pool	
After School Program	
KIND	
Summer Camp	
Full Time Wage Schedule	Page 62-63
Part Time Wage Schedule	Page 64-66

Budget Summary

	General Fund	Water	Sewer	Sunrise Mobile Home	Gas Tax	COPS
Revenue	\$ 8,305,228.63	\$ 1,150,716.00	\$ 1,460,576.00	\$ 129,800.00	\$ 172,984.00	\$ 100,000.00
Expense	\$ 8,871,129.15	\$ 1,514,944.99	\$ 2,076,180.52	\$ 215,253.33	\$ 160,000.00	\$ 210,600.00
Less one time expenses	\$ 598,500.00					
Difference	\$ 32,599.48	\$ (364,228.99)	\$ (615,604.52)	\$ (85,453.33)	\$ 12,984.00	\$ (110,600.00)

Anticipated Fund Balance \$ **3,100,000** \$ **1,400,000** \$ **1,150,000** \$ **220,000** \$ **60,500** \$ **275,000**
6/30/2019

General Fund Revenue

Description	6/30/2019			19/20	
	17/18 Actual Revenue	6/30/2019 Budget	Projected Final	Department Request	Admin Recommendation
001-000-31010 Property Taxes Secured	\$ 483,605.49	\$ 475,000.00	\$ 485,000.00	\$ 489,000.00	\$ 489,000.00
001-000-31020 Property Taxes Unsecured	\$ 51,132.68	\$ 50,000.00	\$ 46,000.00	\$ 45,000.00	\$ 45,000.00
001-000-31030 Property Taxes Prior Year	\$ 14,141.00	\$ 10,000.00	\$ 8,000.00	\$ 8,500.00	\$ 8,500.00
001-000-31050 Property Tax Homeowners	\$ 3,084.25	\$ 1,000.00	\$ 800.00	\$ 750.00	\$ 750.00
001-000-31065 VLF Swap, Prop Tax In Lieu	\$ 319,514.20	\$ 319,500.00	\$ 333,000.00	\$ 335,000.00	\$ 335,000.00
001-000-31060 Property Tax Misc	\$ 6,117.69		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
001-000-31120 Sales Tax	\$ 1,757,284.83	\$ 1,925,000.00	\$ 2,300,000.00	\$ 2,100,000.00	\$ 2,100,000.00
001-000-31126 DWP Water Agreement Pmt	\$ 195,789.00	\$ 195,000.00	\$ 210,340.00	\$ 214,547.00	\$ 214,547.00
001-000-31128 Sales Tax 1/2% Public Safety	\$ 19,264.08	\$ 18,000.00	\$ 16,000.00	\$ 15,500.00	\$ 15,500.00
001-000-31130 Transient Occupancy Tax	\$ 2,772,108.00	\$ 2,611,000.00	\$ 2,800,000.00	\$ 2,800,000.00	\$ 2,800,000.00
001-000-31131 TOT Penalties	\$ 9,682.73	\$ -		\$ -	\$ -
001-000-31132 TOT Prior Year	\$ 2,003.14	\$ -		\$ -	\$ -
001-000-31150 Real Prop Transfer	\$ 6,837.06	\$ 6,500.00	\$ 7,000.00	\$ 6,500.00	\$ 6,500.00
001-000-32010 Business License	\$ 55,521.40	\$ 55,000.00	\$ 66,000.00	\$ 66,000.00	\$ 66,000.00
001-000-32011 Business License Penalties	\$ 2,119.77	\$ -		\$ -	\$ -
001-000-32015 Short Term Rentals	\$ 900.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
001-000-32020 SB 1186/ADA	\$ 118.00	\$ 800.00	\$ 600.00	\$ 500.00	\$ 500.00
001-000-32030 Parking Permits	\$ 350.00		\$ 1,600.00	\$ 1,500.00	\$ 1,500.00
001-000-32040 Use Permits	\$ 4,120.00	\$ 4,200.00	\$ 2,500.00	\$ 2,250.00	\$ 2,250.00
001-000-32041 Environmental Fee	\$ 1,980.00	\$ 2,100.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00
001-000-32050 Building Permits	\$ 80,582.88	\$ 50,000.00	\$ 58,000.00	\$ 58,250.00	\$ 58,250.00
001-000-32080 Electrical Franchise	\$ 31,082.23	\$ 31,000.00	\$ 32,200.00	\$ 31,000.00	\$ 31,000.00
001-000-32090 TV Franchise	\$ 10,146.16	\$ 12,000.00	\$ 13,000.00	\$ 14,500.00	\$ 14,500.00
001-000-33010 Interest on Bank Deposits	\$ 62,798.45	\$ 35,000.00	\$ 68,000.00	\$ 60,000.00	\$ 60,000.00
001-000-33020 Rental on Real Property	\$ 128,121.44	\$ 127,000.00	\$ 122,000.00	\$ 123,000.00	\$ 123,000.00
001-000-34015 MTR Veh Lic Fee	\$ 2,081.32	\$ 1,500.00	\$ 1,882.00	\$ 2,000.00	\$ 2,000.00
001-000-34040 CalTrans Highway Sweeping	\$ 20,000.04	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00	\$ 40,000.00
001-000-34046 Doc/Recycling Grant	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
001-000-34047 Reimbursement BUSD	\$ 8,569.00	\$ -		\$ 10,545.00	\$ 10,545.00
001-000-34080 Reimb from RFD W/Comp	\$ 2,675.40	\$ 2,500.00	\$ 2,500.00		

001-000-34081 Reimb from RFD Salary	\$	69,611.55	\$	107,886.00	\$	110,000.00		
001-000-34082 Misc Reimb from RFD	\$	5,471.03	\$	8,000.00	\$	210,000.00		
001-000-34095 Misc Grant Reimb	\$	22,456.53	\$	3,500.00	\$	5,600.00	\$	-
001-000-34110 Court Restitutions	\$	628.84	\$	-	\$	2,800.00	\$	2,500.00
001-000-34116 DOJ-Bullet Proof Vest	\$		\$	1,800.00	\$	1,000.00	\$	800.00
001-000-34120 Peace Officer Training	\$	24,188.42	\$	10,000.00	\$	8,000.00	\$	10,000.00
001-000-34121 RAN Reimbursement	\$	5,658.40	\$	7,000.00	\$	8,000.00	\$	7,000.00
001-000-34122 DVROS	\$	32.00	\$	-	\$	41.00		
001-000-34125 Parking Citations	\$	8,213.00	\$	6,000.00	\$	7,500.00	\$	7,000.00
001-000-34126 Tow Fee	\$	2,275.00	\$	1,650.00	\$	2,000.00	\$	2,100.00
001-000-34140 Dispatch Contracts	\$		\$	1,200.00	\$	1,200.00	\$	1,200.00
001-000-35020 Strong Motion Inst Program	\$	1,200.00	\$	500.00	\$	575.00	\$	500.00
001-000-35060 CBSC/Bldg Permits/Revolving Fund	\$	1,588.01	\$	100.00	\$	200.00	\$	150.00
001-000-36010 Sale of Personal Property	\$	320.00	\$		\$	132		
001-000-36030 Misc Revenue	\$	907.00	\$	-	\$	19,000.00	\$	5,000.00
001-000-36031 Retiree Medical CoPay	\$	1,416.67	\$	2,500.00	\$	5,000.00	\$	5,000.00
001-000-36040 Fingerprinting & Reports	\$	33,453.00	\$	30,000.00	\$	30,000.00	\$	32,000.00
001-000-36041 Subpoena Fees	\$		\$		\$			
001-000-36070 Civic Arts	\$	3,040.00	\$	3,000.00	\$	3,000.00	\$	3,000.00
001-000-36074 Summer Program Tuition	\$		\$	13,440.00	\$	13,440.00	\$	22,400.00
001-000-36075 ASO Activity Fee	\$		\$	700.00	\$	800.00	\$	1,400.00
001-000-36076 ASO Tuition	\$		\$	18,000.00	\$	19,500.00	\$	33,000.00
001-000-36077 ASP Activity Fee	\$	2,440.00	\$	3,200.00	\$	3,400.00	\$	6,400.00
001-000-36078 ASP Tuition	\$	55,651.30	\$	55,000.00	\$	57,500.00	\$	115,100.00
001-000-39250 Softball	\$	14,089.00	\$	14,000.00	\$	14,350.00	\$	14,000.00
001-000-39251 Soccer	\$	5,750.00	\$	5,750.00	\$	5,115.00	\$	5,500.00
001-000-39255 Volleyball	\$	808.00	\$	-	\$	153.00	\$	150.00
001-000-39260 Basketball	\$	-	\$	-	\$	150.00	\$	150.00
001-000-39270 Aerobics, Dance, Fitness	\$	1,993.49	\$	1,500.00	\$	4,700.00	\$	4,500.00
001-000-39275 Facility Rental Fee	\$	2,320.00	\$	1,500.00	\$	3,000.00	\$	3,000.00
001-000-39280 Youth Program	\$	13,814.80	\$	10,000.00	\$	8,500.00	\$	8,500.00
001-000-39281 Gymnastics	\$	21,884.00	\$	20,000.00	\$	26,800.00	\$	25,000.00

001-000-39289 Lifeguard Recert	\$	2,030.00	\$	2,000.00	\$	600.00	\$	400.00	\$	400.00
001-000-39290 Pool-Public Swim	\$	34,149.74	\$	30,000.00	\$	30,000.00	\$	31,000.00	\$	31,000.00
001-000-39291 Pool Rentals	\$	15,692.00	\$	12,000.00	\$	12,000.00	\$	12,000.00	\$	12,000.00
001-000-39292 Swim Lessons	\$	17,475.00	\$	17,000.00	\$	17,000.00	\$	18,000.00	\$	18,000.00
001-000-39293 Concessions- POOL	\$	1,249.00	\$	1,700.00	\$	1,800.00	\$	1,800.00	\$	1,800.00
001-000-39294 Water Fitness	\$	545.00	\$	800.00	\$	1,500.00	\$	1,500.00	\$	1,500.00
001-000-39297 Youth Athletics	\$	5,122.00	\$	3,500.00	\$	2,200.00	\$	2,000.00	\$	2,000.00
001-000-39710 Fines and Forfeitures	\$	2,440.93	\$	2,100.00	\$	1,200.00	\$	1,000.00	\$	1,000.00
010-000-39722 (001-000-39722) TUT Measure A	\$	630,510.59	\$	600,000.00	\$	610,000.00	\$	600,000.00	\$	600,000.00
001-000-39925 Indirect Costs			\$	186,586.00	\$	186,586.00	\$	588,399.63	\$	588,399.63
001-000-39990 Other Revenue							\$	17,500.00	\$	17,500.00
001-000-xxxx Fire Inspection Fees							\$	54,500.00	\$	54,500.00
001-000-yyyyy Cal Trans Grant							\$	226,637.00	\$	226,637.00
Total	\$	7,065,154.54	\$	7,139,012.00	\$	7,554,564.00	\$	8,305,228.63	\$	8,305,228.63

Department	General Fund Expense- Department Requests			
	Salaries	Supplies	Capital	Total
City Council	\$ 97,718.00	\$ 40,610.00	\$ -	\$ 138,328.00
Administration	\$ 966,624.56	\$ 1,045,925.05	\$ -	\$ 2,012,549.61
Finance	\$ 219,723.60	\$ 91,301.00	\$ 5,000.00	\$ 316,024.60
Treasurer	\$ 1,850.00	\$ -	\$ -	\$ 1,850.00
Building and Grounds	\$ 65,984.19	\$ 92,842.00	\$ 55,000.00	\$ 213,826.19
Elections	\$ -	\$ 2,654.00	\$ -	\$ 2,654.00
Community Promotions/Support		\$ 252,000.00		\$ 252,000.00
Police	\$ 3,003,954.57	\$ 255,740.00	\$ 76,800.00	\$ 3,336,494.57
Fire	\$ 212,449.00	\$ 86,227.50	\$ 198,000.00	\$ 496,676.50
Building	\$ -	\$ 66,390.00	\$ -	\$ 66,390.00
Streets	\$ 428,215.59	\$ 224,340.00	\$ 33,000.00	\$ 685,555.59
Parks and Rec	\$ 391,777.14	\$ 196,145.00	\$ 16,000.00	\$ 603,922.14
Planning	\$ 50,611.00	\$ 250,152.00	\$ -	\$ 300,763.00
After School Program	\$ 52,159.00	\$ 17,850.00	\$ -	\$ 70,009.00
After School- Outside	\$ 22,336.00	\$ 3,650.00	\$ -	\$ 25,986.00
Pool	\$ 76,996.00	\$ 48,465.00	\$ 18,000.00	\$ 143,461.00
Summer Camps	\$ 12,292.00	\$ 11,585.00	\$ -	\$ 23,877.00
Total	\$ 5,602,690.65	\$ 2,685,876.55	\$ 401,800.00	\$ 8,690,367.20

General Fund Expense- Administration Recommendation

Department	Salaries	Supplies	Capital	Total
City Council	\$ 97,718.00	\$ 50,380.00	\$ -	\$ 148,078.00
Administration	\$ 966,624.56	\$ 1,045,075.00	\$ -	\$ 2,011,699.56
Finance	\$ 219,723.60	\$ 89,801.00	\$ -	\$ 309,524.60
Treasurer	\$ 1,850.00	0	0	\$ 1,850.00
Building and Grounds	\$ 65,984.19	\$ 91,842.00	\$ 39,000.00	\$ 196,826.19
Elections	0	\$ 2,654.00	0	\$ 2,654.00
Community Promotions/Support		\$ 195,000.00		\$ 195,000.00
Police	\$ 3,003,954.57	\$ 166,292.00	\$ 28,800.00	\$ 3,199,046.57
Fire	\$ 212,449.00	\$ 86,227.50	\$ 198,000.00	\$ 496,676.50
Building	0	0	0	\$ -
Streets	\$ 428,215.59	\$ 234,340.00	\$ 289,000.00	\$ 951,555.59
Parks and Rec	\$ 391,777.14	\$ 184,045.00	\$ 12,000.00	\$ 587,822.14
Planning	\$ 50,611.00	\$ 265,152.00	\$ -	\$ 315,763.00
After School Program	\$ 52,159.00	\$ 17,850.00	0	\$ 70,009.00
After School- Outside	\$ 22,336.00	\$ 3,650.00	0	\$ 25,986.00
Pool	\$ 76,996.00	\$ 47,765.00	\$ 10,000.00	\$ 134,761.00
Summer Camps	\$ 12,292.00	\$ 11,585.00	\$ -	\$ 23,877.00
Total	\$ 5,602,690.65	\$ 2,491,638.50	\$ 576,800.00	\$ 8,671,129.15
				\$ 323,000.00 One Time Expenses
				\$ 8,348,129.15 Total Less 1 Time expenses

Council

001-010

Salaries

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
51001- Salaries Full Time	\$ 32,747	\$ 33,000	\$ 33,000	\$ 33,000		
51006- Vision	\$ 617	\$ 585	\$ 625	\$ 625		
51007- Health Insurance	\$ 36,314	\$ 34,264	\$ 54,533	\$ 54,533		
51008- Dental Insurance	\$ 7,800	\$ 7,783	\$ 8,172	\$ 8,172		
51010- Workers Comp	\$ 842	\$ 832	\$ -	\$ -		
51011- Medicare Tax	\$ 418	\$ 480	\$ 479	\$ 479		
51017- PARS-ARS	\$ 340	\$ 924	\$ 429	\$ 429		
51025-Retiree Health	\$ 37,290	\$ 37,652				
51043- Disability Insurance	\$ 686	\$ 882	\$ 480	\$ 480		
TOTAL SALARIES AND BENEFITS	\$ 117,055	\$ 116,382	\$ 97,718	\$ 97,718		

Services and Supplies

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
52009- Training	\$ 12	\$ 500	\$ 500	\$ 500		
52011- Advertising	\$ 1,338	\$ 1,300	\$ 1,450	\$ 1,450		
52012- Office Supplies, Postage	\$ 368	\$ 1,050	\$ 950	\$ 700		
52013-Communications			\$ -	\$ -		
52014- Meetings, Travel Conference	\$ 7,126	\$ 7,500	\$ 8,760	\$ 8,760		
52015- Professional Technical	\$ 6,516	\$ 9,900	\$ 1,950	\$ 1,950		
52016- Insurance			\$ 500	\$ 500		
52018- Special Dept Supplies	\$ 4,588	\$ 3,450	\$ 5,000	\$ 5,000		
52019- Misc Dues and Subscriptions	\$ 2,987	\$ 3,000	\$ 3,000	\$ 13,000		
52045-IT	\$ 6,063	\$ 5,400	\$ 18,500	\$ 18,500		
TOTAL SERVICES AND SUPPLIES	\$ 28,989	\$ 32,100	\$ 40,610	\$ 50,360		

Capital

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
56027 CAPITAL IMPROVEMENTS		\$ -	\$ -	\$ -		
56028 CAPITAL EQUIPMENT		\$ -	\$ -	\$ -		
56029 CAPITAL EQUIPMENT REPLACEMENT		\$ -	\$ -	\$ -		
TOTAL CAPITAL		\$ -	\$ -	\$ -		

	Department Request	Admin Recommendation
TOTAL	\$ 138,328.00	\$ 148,078.00

Admin

001-011

Salaries

Description	17/18		18/19		19/20	
	Actual Expenditures		6/30/2019 Budget		Department Request	Admin Recommendation
51001- Salaries Full Time	\$ 219,492	\$	228,721	\$	243,668	\$ 243,668
51006- Vision	\$ 466	\$	421	\$	388	\$ 388
51007- Health Insurance	\$ 46,027	\$	44,100	\$	46,033	\$ 46,033
51008- Dental Insurance	\$ 4,436	\$	4,201	\$	4,303	\$ 4,303
51010- Workers Comp	\$ 5,870	\$	5,865	\$	4,880	\$ 4,880
51011- Medicare Tax	\$ 3,163	\$	3,374	\$	3,531	\$ 3,531
51016- Car Allowance				\$	4,200	\$ 4,200
51022- PARS	\$ 2,381	\$	2,583	\$	2,609	\$ 2,609
51024- Deferred Comp Match	\$ 22,478	\$	23,064	\$	12,052	\$ 12,052
51027- PERS	\$ 36,387	\$	39,078	\$	36,636	\$ 36,636
51029- PERS UAL	\$ 2,669	\$	2,303,811	\$	686,338	\$ 686,338
51046- OPEB	\$ -	\$	-	\$	20,686	\$ 20,686
51043- Disability Insurance	\$ 1,361	\$	1,231	\$	1,513	\$ 1,513
TOTAL SALARIES AND BENEFITS	\$ 343,709	\$	2,656,449	\$	966,625	\$ 966,625

Services and Supplies

Description	17/18		18/19		19/20	
	Actual Expenditures		6/30/2019 Budget		Department Request	Admin Recommendation
51025- Retiree Health				\$	480,000	\$ 480,000
52006- Recruitment		\$	23,100	\$	-	\$ -
52008- Admin Fees				\$	21,000	\$ 21,000
52009- Training		\$	1,965	\$	1,000	\$ 1,150
52011- Advertising	\$ 150	\$	400	\$	200	\$ 200
52012- Office Supplies, Postage	\$ 1,392	\$	1,850	\$	28,800	\$ 28,800
52013- Communications	\$ 2,672	\$	3,450	\$	3,240	\$ 3,240
52014- Meetings, Travel Conference	\$ 338	\$	1,260	\$	7,500	\$ 6,600
52015- Professional Technical	\$ 495	\$	1,000	\$	78,750	\$ 78,750
52016- Insurance				\$	374,367	\$ 374,367
52018- Special Dept Supplies	\$ 266	\$	900	\$	1,000	\$ 1,000
52019- Misc Dues and Subscriptions	\$ 68	\$	700	\$	68	\$ 68
52045-IT		\$	-	\$	43,000	\$ 43,000
53022- Office Equipment Operation *no longer used in 2019-2020	\$ 4,960	\$	5,400	\$	-	\$ -
Senior Water Discount	\$ 6,001.00	\$	7,000	\$	7,000	\$ 7,000
55099- Contingency		\$	150,898	\$	-	\$ -
TOTAL SERVICES AND SUPPLIES	\$ 16,333	\$	197,913	\$	1,045,925	\$ 1,045,076

Capital

Description	17/18	18/19	19/20
-------------	-------	-------	-------

	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
56027 CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -
56028 CAPITAL EQUIPMENT	\$ -	\$ -	\$ -	\$ -
56029 CAPITAL EQUIPMENT REPLACEMENT	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL	\$ -	\$ -	\$ -	\$ -

	Department Request	Admin Recommendation
TOTAL	\$ 2,012,550	\$ 2,011,700
Less Unfunded Liability Payment, Property, & Retiree Health	\$ 571,845	\$ 570,995



CITY OF BISHOP

FINANCE

001-012

Department Function: The Finance Department manages and maintains financial records in conformity with generally accepted financial principles and with State and Federal Laws. The department develops and maintains effective financial planning and reporting, and central support systems in order to assist operating departments in achieving their objectives. Responsibilities include budget, payroll, accounts payable, accounts receivable, and general finance administration.

Fiscal Year 2018-2019 Accomplishments:

- Purchased and implemented new financial software improving efficiency and reporting for all City financial transactions.
- Implemented online payment options for Parks and Recreation programs, venue and field reservations and business license payments.

Fiscal Year 2019-2020 Goals:

- Implement online business license billings to reduce waste and allow businesses to handle transactions online.
- Draft/Amend financial policies for investments, purchasing, pension obligation management, reserves, travel and debt management.
- Make TOT/BTID reporting forms and business license applications available for completion and submission online.
- Work with all City departments to draft capital equipment replacement schedules and funding plans to maintain the highest quality equipment for city use.

Department Budget Requests 2019-2020: The departments FY 2019-2020 budget requests and overall increase of \$38,000.

- **Revenues:** Business License revenue increased \$5,000 over the 2018-2019 fiscal year.
- **Personnel Costs:** Personnel costs increased \$24,000 due to cost of living increases of 1% for staff, increased retirement costs as a result and a position reclassification for the accounting secretary.
- **Services and Supplies:** Services and supplies increased \$9,000 as a result of increased bank and processing fees, more planned training and membership to the Government Finance Officer Association.
- **Capital Projects/Improvements:** Capital projects reflects an increase of \$5,000 for planned City Hall modifications.

Special Department Funding: The Finance department is entirely funded through the general fund and will receive no special funding.

Finance

001-012

Salaries

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
51001- Salaries Full Time	\$ 146,998	\$ 175,289	\$ 158,460	\$ 158,460		
51006- Vision	\$ 338	\$ 312	\$ 388	\$ 388		
51007- Health Insurance		\$ 11,050	\$ 20,924	\$ 20,924		
51008- Dental Insurance	\$ 3,209	\$ 3,008	\$ 3,912	\$ 3,912		
51010- Workers Comp	\$ 4,277	\$ 3,775	\$ 4,438	\$ 4,438		
51011- Medicare Tax	\$ 2,124	\$ 2,180	\$ 2,202	\$ 2,202		
51024- Deferred Comp Match	\$ 2,901	\$ 3,008	\$ 3,143	\$ 3,143		
51027- PERS	\$ 10,387	\$ 11,103	\$ 11,395	\$ 11,395		
51029- PERS UAL	\$ 50	\$ 857	\$ -	\$ -		
51046- OPEB	\$ -	\$ -	\$ 13,669	\$ 13,669		
51043- Disability Insurance	\$ 1,160	\$ 1,009	\$ 1,193	\$ 1,193		
TOTAL SALARIES AND BENEFITS	\$ 171,444	\$ 211,591	\$ 219,724	\$ 219,724		

Services and Supplies

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
52007- Bank Fees	\$ 6,638	\$ 7,500	\$ 10,800	\$ 10,800		
52009- Training	\$ -	\$ 2,000	\$ 1,500	\$ 1,500		
52011- Advertising	\$ -	\$ 250	\$ 250	\$ 250		
52012- Office Supplies, Postage	\$ 2,801	\$ 4,000	\$ 4,650	\$ 4,050		
52013- Communications	\$ 66	\$ 100	\$ 100	\$ 100		
52014- Meetings, Travel Conference	\$ -	\$ 1,600	\$ 3,200	\$ 2,800		
52016- Professional Technical	\$ 31,675	\$ 31,138	\$ 39,500	\$ 39,500		
52018- Special Dept Supplies	\$ 1,928	\$ 2,500	\$ 3,650	\$ 3,150		
52019- Misc Dues and Subscriptions	\$ 260	\$ 275	\$ 775	\$ 775		
52045-IT	\$ 27,959	\$ 28,500	\$ 26,876	\$ 26,876		
53022- Office Equipment Operation *no longer used in 2019-2020	\$ 2,145	\$ 2,500	\$ -	\$ -		
TOTAL SERVICES AND SUPPLIES	\$ 73,460	\$ 80,263	\$ 91,301	\$ 89,801		

Capital

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
56027 CAPITAL IMPROVEMENTS		\$ -	\$ 5,000	\$ -		
56028 CAPITAL EQUIPMENT		\$ -	\$ -	\$ -		
56029 CAPITAL EQUIPMENT REPLACEMENT		\$ -	\$ -	\$ -		

		\$		-	
TOTAL CAPITAL	\$	-	\$	5,000	\$ -

	Department Request	Admin Recommendation
TOTAL	\$ 316,025	\$ 309,525

Treasurer

001-013

Salaries

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
51002- Part Time Salaries	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800		
51006- Vision						
51007- Health Insurance						
51008- Dental Insurance						
51010- Workers Comp	\$ 28	\$ 45				
51011- Medicare Tax	\$ 14	\$ 25	\$ 25	\$ 25		25
51017- PARS-ARS	\$ 23	\$ 25	\$ 25	\$ 25		25
51027- PERS						
51046- OPEB						
TOTAL SALARIES AND BENEFITS	\$ 1,865	\$ 1,895	\$ 1,850	\$ 1,850		1,850

		Department Request	Admin Recommendation
TOTAL	\$	1,850	\$ 1,850

Elections

001-018

Description	Services and Supplies			
	17/18	18/19	19/20	Admin
	Actual Expenditures	8/30/2019 Budget	Department Request	Recommendation
52009- Training	\$	500	\$ 500	\$ 500
52011- Advertising	\$	100	\$ -	\$ -
52012- Office Supplies, Postage	\$ 87	\$ 100	\$ -	\$ -
52014- Travel/Meetings			\$ 1,164	\$ 1,164
52015- Professional Technical	\$ 1,014	\$ 1,450	\$ 1,000	\$ 1,000
52018- Special Dept Supplies	\$	50	\$ -	\$ -
TOTAL SERVICES AND SUPPLIES	\$ 1,101	\$ 2,200	\$ 2,654	\$ 2,654

	Department Request	Admin Recommendation
TOTAL	\$ 2,654	\$ 2,654

Grants in Support

Description	17/18	19/20	19/20
	Actual Expenditures	6/30/2019 Budget	Organization Request Admin Recommendation
Economic Development			\$ 150,000 \$ 125,000
Bishop Visitors Bureau			\$ 90,000 \$ 75,000
Tri County Fair			\$ 60,000 \$ 50,000
Total Economic Development			\$ 150,000 \$ 125,000
Community Support			\$ 95,000 \$ 63,000
Laws Historical Museum			\$ 15,000 \$ 15,000
Inyo Council for the Arts			\$ 25,000 \$ 20,000
Bishop Elementary			\$ 20,000 \$ 5,000
Playhouse 395			\$ 15,000 \$ 5,000
Bishop Mural Society			\$ 10,000 \$ 8,000
Eastern Sierra Interpretive Association			\$ 4,000 \$ 4,000
Eastern Sierra Area Agency on Aging			\$ 5,000 \$ 5,000
Boy Scouts			\$ 1,000 \$ 1,000
Total Community Support			\$ 95,000 \$ 63,000
TOTAL GRANTS	\$ -	\$ -	\$ 245,000 \$ 188,000

TOTAL	\$ 245,000	\$ 188,000
	Department Request	Admin Recommendation



CITY OF BISHOP

Police Department

(001-020)

Department Function

The Bishop Police Department (BPD) is a proactive, full-service (24/7) law enforcement agency with a '911' Dispatch Center, as well. Its budget covers personnel costs of both sworn and non-sworn employees, operating expenses, supplies, vehicle fleet, and training.

The BPD has one Police Chief, one Police Lieutenant, and one civilian Support Services Manager (SSM), which together forms the department's Command Staff. Under the lead of the Police Chief, the Command Staff sets the tone and the direction of both Operations and Support Services. The Police Lieutenant is in charge of Operations, which generally consists of patrol, investigations, property-evidence, and training. Under Operations, there are three Patrol Sergeants, six Patrol Officers, one Detective, one CSI/PIO/Level II Reserve Police Officer, one part-time Level I Reserve Police Officer, and one part-time Level II Reserve Police Officer.

The SSM is in charge of support services, which generally consists of the dispatch center, records, civilian staff, training, and managing the department's budget. Under support services, there are five Dispatchers, one of whom is also a Level II Reserve Police Officer, one Police Records Clerk, four school crossing guards, and a part-time janitor.

Training

To maintain proficiency, certifications, and limit liability, the BPD follows two-year training cycles created by the California Peace Officers Standards and Training (POST) agency. The current training cycle began January 1, 2019 and ends December 31, 2020. By the end of the training cycle, staff will have needed to complete the minimum training established by POST plus selected advanced or enrichment courses specific to their job functions. In addition, those who handle confidential Records must attend some non-POST training to ensure legal requirements.

Within each two-year training cycle, courses are offered up and down the State ranging from one-day updates, three- and four-day perishable skills courses, week-long courses, conferences offering break-out sessions, and much longer courses for specific positions and areas of expertise. There are some POST on-line courses, as well. The BPD continues to provide recommended in-house Range training plus coaching, mentoring, and training in a number of other related areas. There is some level of training reimbursement each cycle for POST courses, which the BPD

attempts to maximize. Creating a precise training budget is not possible due to scheduling conflicts and POST courses not being constant.

Fiscal Year 2018-2019 Accomplishments:

- Completed the Dispatch Radio upgrade project
- Continued success with our social media platform to help keep citizens informed plus outreach such as National Night Out, Trunk or Treat, Shop with a Cop (SWAC), and at-risk youth programs
- Continued success obtaining new equipment, maintaining training standards, and solving crime

Fiscal Year 2019-2020 Goals:

- Improving vehicle fleet
- Advancing equipment and technology
- Continued outreach
- Maintaining training standards

Department Budget Requests 2019-2020: The departments FY 2019-2020 budget requests an overall increase of \$36,000 in expenditures and \$2,000 in revenues.

- Revenues: Live-scan revenues are projected to increase by \$2,000 over the 2018-2019 fiscal year
- Personnel Costs: Increases in Personnel Costs are a result of longevity for one Communications Operator and step increases from Step II to Step III for 2 communications operators. All employees also received a 1% cost of living increase as previously negotiated.
- Capital Projects/Improvements: To jump-start our need to stabilize our vehicle fleet, at least three vehicle replacements are suggested. One purchased by the city and two purchased under the PD's COPS grant. We have three older (2007-2009) Crown Victoria's with high mileage (89,000 – 126,000), one not deployed due to mechanical reasons. We also have a 2008 Ford Explorer with over 150,000 miles experiencing engine and running gear issues. Purchasing three would allow our maintenance budget to be reduced. Additionally, we are requesting funds to complete building interior paint and carpet replacement.

Special Department Funding: Highlight any special funding this department will receive for its operation. Grants, reimbursements and donations should go here. Include information on matching.

- The BPD continues to tap into grant funding from the Federal Government that offers a fifty percent match on replacement bullet-resistant vests
- The BPD receives some level of training reimbursement from POST courses
- The BPD continues to receive COPS funds from the State

Police Department

001-020

Salaries

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
51001- Salaries Full Time	\$ 1,395,631	\$ 1,488,666	\$ 1,568,142	\$ 1,568,142		
51002- Salaries Part Time	\$ 7,673	\$ 11,760	\$ 20,520	\$ 20,520		
51003- Reserves	\$ 17,483	\$ 17,500	\$ 38,300	\$ 38,300		
51004-Overtime	\$ 164,844	\$ 150,000	\$ 125,000	\$ 125,000		
51005- Watch Command	\$ 4,326	\$ 5,000	\$ 5,000	\$ 5,000		
51006- Vision	\$ 3,517	\$ 3,349	\$ 3,611	\$ 3,611		
51007- Health Insurance	\$ 311,678	\$ 318,996	\$ 344,755	\$ 344,755		
51008- Dental Insurance	\$ 31,757	\$ 31,545	\$ 33,828	\$ 33,828		
51010- Workers Comp	\$ 121,155	\$ 126,634	\$ 145,856	\$ 145,856		
51011- Medicare Tax	\$ 22,615	\$ 23,545	\$ 23,591	\$ 23,591		
51013- Holiday Payout	\$ 2,931	\$ -	\$ 10,000	\$ 10,000		
51014- Field Training	\$ 2,145	\$ 2,000	\$ 2,000	\$ 2,000		
51015 Shift Diff	\$ 19,488	\$ 19,000	\$ 20,000	\$ 20,000		
51017- PARS ARS	\$ 327	\$ 380	\$ 765	\$ 765		
51022- PARS	\$ 40,904	\$ 29,327	\$ 43,212	\$ 43,212		
51024- Deferred Comp Match	\$ 5,016	\$ 5,542	\$ 6,183	\$ 6,183		
51027- PERS	\$ 369,975	\$ 401,047	\$ 444,080	\$ 444,080		
51028- PERS Sidefund	\$ 15,729	\$ 13,953	\$ 14,214	\$ 14,214		
51029- PERS UAL	\$ 266,399	\$ 337,207	\$ -	\$ -		
51046- OPEB			\$ 141,133	\$ 141,133		
51042- Unemployment Insurance	\$ 6,944	\$ 5,073	\$ 2,000	\$ 2,000		
51043- Disability Insurance	\$ 10,542	\$ 9,794	\$ 11,865	\$ 11,865		
TOTAL SALARIES AND BENEFITS	\$ 2,820,978	\$ 3,000,218	\$ 3,003,955	\$ 3,003,955		

Services and Supplies

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
52006- Recruitment	\$ -	\$ -	\$ 2,000	\$ 2,000		
52009- Training	\$ 19,945	\$ 24,000	\$ 5,000	\$ 5,000		
52010- Heat, Light and Power	\$ 17,846	\$ 15,000	\$ 20,120	\$ 20,120		
52011- Advertising	\$ 2,615	\$ 3,000	\$ 2,800	\$ 2,800		
52012- Office Supplies, Postage	\$ 6,040	\$ 6,500	\$ 12,992	\$ 6,260		
52013-Communications	\$ 28,286	\$ 30,000	\$ 31,500	\$ 31,500		
52014- Meetings, Travel Conference	\$ 987	\$ 1,000	\$ 29,500	\$ 29,000		
52015- Professional Technical	\$ 9,949	\$ 9,000	\$ 14,000	\$ 12,000		

52017- Waste Fees		\$	-	\$	750	\$	750
52018- Special Dept Supplies	\$	22,248	\$	22,000	\$	32,000	\$
52019- Misc Dues and Subscriptions	\$	2,006	\$	7,000	\$	5,307	\$
52021- Fingerprinting Fees	\$	15,601	\$	13,000	\$	16,000	\$
52024- Property Tax	\$	18	\$	18	\$	19	\$
52046-IT	\$	48,115	\$	51,300	\$	44,792	\$
53022- Office Equipment Operation *no longer used in 2019-2020	\$	7,001	\$	9,500	\$	-	\$
53020- Vehicle Operations	\$	39,468	\$	40,000	\$	34,800	\$
54023- Building Operations	\$	7,297	\$	15,000	\$	4,360	\$
56043- Law Enforcement Grant	\$	1,162	\$	3,500			
TOTAL SERVICES AND SUPPLIES	\$	228,583	\$	249,818	\$	255,740	\$

Description	Capital			
	17/18 Actual Expenditures	6/30/2019 Budget	19/20 Department Request	19/20 Admin Recommendation
56027 CAPITAL IMPROVEMENTS		\$ -	\$ 9,800	\$ 9,800
56028 CAPITAL EQUIPMENT	\$ 42,334	\$ 75,000	\$ 48,000	\$ -
56029 CAPITAL EQUIPMENT REPLACEMENT		\$ -	\$ 19,000	\$ 19,000
TOTAL CAPITAL	\$ 42,334	\$ 75,000	\$ 76,800	\$ 28,800

TOTAL Department Request Admin Recommendation
\$ 3,336,495 **\$ 3,199,047**

COPS
033-033

Revenue

Description	17/18	18/19	19/20	
	Actual Revenue	6/30/2019 Budget	Department Request	Admin Recommendation
39967- COPS AB1913	\$ 140,137	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL REVENUE	\$ 140,137	\$ 100,000	\$ 100,000	\$ 100,000

Salaries

Description	17/18	18/19	19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
51001- Salaries Full Time	\$ -	\$ 20,800		
51002- Salaries Part Time	\$ 26,879	\$ 10,190		
51003- Reserves Part Time	\$ 16,408	\$ 27,500		
51006- Vision	\$ -	\$ 39		
51007- Health Insurance	\$ -	\$ 3,855		
51008- Dental Insurance	\$ -	\$ 429		
51010- Workers Comp	\$ 2,381	\$ 3,707		
51011- Medicare Tax	\$ 628	\$ 848		
51017 PARS ARS	\$ 403	\$ 262		
51024- Deferred Comp Match	\$ -	\$ 416		
51027- PERS	\$ 1,474	\$ 3,653		
51028- PERS Sidefund				
51029- PERS UAL	\$ -	\$ 119		
51046- OPEB				
51043- Disability Insurance	\$ -	\$ 185		
TOTAL SALARIES AND BENEFITS	\$ 48,173	\$ 72,003	\$ -	\$ -

Services and Supplies

Description	17/18	18/19	19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
52018- Special Dept Supplies			\$ 32,000	\$ 32,000
53020- Vehicle Operations			\$ 34,600	\$ 34,800
TOTAL SERVICES AND SUPPLIES			\$ 66,600	\$ 66,600

Capital

Description	17/18	18/19	19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
56027 CAPITAL IMPROVEMENTS		\$ -	\$ -	\$ -
56028 CAPITAL EQUIPMENT	\$ 21,291	\$ -	\$ -	\$ -
56029 CAPITAL EQUIPMENT REPLACEMENT		\$ -	\$ 96,000	\$ 144,000
TOTAL CAPITAL	\$ 21,291	\$ -	\$ 96,000	\$ 144,000

TOTAL	Department Request	Admin Recommendation
	\$ 162,600	\$ 210,600



"Small town with a big backyard"

Bishop Fire Department

City & District- Partners in Protection

Fund Numbers 01-021 & 05-000

Department Function: The Bishop Fire Department (BFD) is a shared venture between the City of Bishop and The Bishop Rural Fire Protection District. We provide emergency response to the approximately 13,000 residents and the many visitors of the City of Bishop, Bishop Rural Fire Protection District, Bishop Paiute Tribe and the surrounding areas within our sphere of influence.

The department operates with 35 volunteers, one assistant chief, one part-time fire mechanic, and one full time paid career chief. Our responsibilities include, but are not limited to:

- **Fire Suppression-** structural, wildland/ urban interface, and automotive
- **Rescue Services-** vehicle extrication, technical rescue, and limited EMS response
- **Fire Prevention-** education, plan review, investigations, and life safety inspections
- **Training-** foundational, updated techniques/ technology, and continuing education

Providing fire protection in the rural Eastern Sierra's is no easy task. At any moment our volunteer firefighters may be summoned to any kind of emergency. These range from structure fires, wildland fires, propane leaks, service calls, or a variety of rescues. In 2018, Bishop volunteers responded to 232 calls for service. We expect that number to increase in 2019.

Fiscal Year 2018-2019 Accomplishments:

- Successful implementation of a joint power's agreement between The City of Bishop and Bishop Rural Fire Protection District. This agreement formalizes a long-term shared partnership.
- Refurbishment of Water Tender 9. A shared project between the City, District, and Volunteer Association to refit a 1985 International water tender and enhance rural water supply.
- Implemented a change in training programs to double the amount of dedicated training hours and the creation of a training calendar.

Fiscal Year 2019-2020 Goals:

- **Fire Suppression-** Purchase two new command vehicles, and prepare the specifications for a new 2000-gallon Pumper.
- **Rescue Services-** Purchase an ambulance, co-host an EMT Class with Big Pine Fire, and prepare to provide limited EMS services to supplement Symons Ambulance.
- **Fire Prevention-** Hire a full-time fire prevention officer to provide fire and life safety inspections to the City and District.
- **Recruitment-** Recruit 10 new volunteer members, focusing on Station 2 and Station 3 response areas.
- **Training-** Develop training programs for new firefighters, driver operators, and officers.

Department Budget Requests 2019-2020: The City FY 2019-2020 budget requests and overall increase of \$197,000 in expenditures and \$125,000 in revenues.

- Revenues: We are expecting an increased revenue from the implementation of fire inspection fees. These fees are necessary to fund the state mandate to provide fire and life safety inspections. We also expect to increase revenue through rental of the fire training facility.
- Personnel Costs: Personnel cost increases are a result of making the assistant fire chief a full time position, adding a full time fire prevention officer and negotiated cost of living increases.
- Services and Supplies: The addition of a fire prevention officer will assist our community with fire safety inspections, community education, wildfire preparedness, and fire plans review. Local growth and an aging population have put an increased demand for Emergency Medical Services (EMS) in Bishop. BFD is dedicated to assisting our neighbors by the addition of a limited EMS program.
- Capital Projects/Improvements: The current command truck used by the fire chief is due to be replaced. We also plan to purchase an additional command truck for the assistant chief, who responds to a majority of incidents in his personal truck. Additionally, the City and District are committing to fund a capital replacement savings to plan for future equipment purchases.

Special Department Funding: The City fire department is entirely funded from the general fund. With the execution of the Joint Powers Agreement, costs for operations of the department are being shared between the City's general fund and the Rural Fire District. For the 2019-2020 fiscal year we will be aggressively pursuing grant opportunities to replace equipment.

Fire Department

001-021

Salaries

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
51001- Salaries Full Time	\$ 92,443	\$ 117,981	\$ 101,838	\$ 101,838		
51002- Salaries Part Time	\$ 46,024	\$ 54,880	\$ 38,500	\$ 38,500		
51006- Vision	\$ 128	\$ 191	\$ 234	\$ 234		
51007- Health Insurance	\$ 13,017	\$ 20,046	\$ 20,924	\$ 20,924		
51008- Dental Insurance	\$ 1,242	\$ 1,909	\$ 2,262	\$ 2,262		
51010- Workers Comp	\$ 12,077	\$ 16,854	\$ 10,676	\$ 10,676		
51011- Medicare Tax	\$ 1,676	\$ 1,999	\$ 2,036	\$ 2,036		
51017- PARS ARS	\$ 318	\$ 258	\$ 501	\$ 501		
51024- Deferred Comp Match	\$ 1,246	\$ 2,360	\$ 2,037	\$ 2,037		
51027- PERS	\$ 20,701	\$ 38,150	\$ 13,880	\$ 13,880		
Volunteer Pension			\$ 6,125	\$ 6,125		
51029- PERS UAL	\$ 27,349	\$ 37,147				
51046- OPEB			\$ 9,166	\$ 9,166		
51041- Fireman's Insurance	\$ 2,117	\$ 3,763	\$ 3,597	\$ 3,597		
51043- Disability Insurance	\$ 423	\$ 634	\$ 676	\$ 676		
TOTAL SALARIES AND BENEFITS	\$ 218,761	\$ 296,172	\$ 212,449	\$ 212,449		

Services and Supplies

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
52006- Recruitment	\$ 18,627	\$ -	\$ 313	\$ 313		
52009- Training	\$ 1,172	\$ 2,000	\$ 6,800	\$ 6,800		
52010- Heat, Light and Power	\$ 8,866	\$ 8,650	\$ 10,250	\$ 10,250		
52011- Advertising	\$ -	\$ 100	\$ 375	\$ 375		
52012- Office Supplies, Postage	\$ 230	\$ 300	\$ 550	\$ 550		
52013- Communications	\$ 3,691	\$ 3,226	\$ 4,815	\$ 4,815		
52014- Meetings, Travel Conference	\$ 1,209	\$ 2,500	\$ 2,900	\$ 2,900		
52015- Professional Technical	\$ 5,129	\$ 19,000	\$ 21,000	\$ 21,000		
52018- Special Dept Supplies	\$ 25,345	\$ 28,000	\$ 14,750	\$ 14,750		
52019- Misc Dues and Subscriptions	\$ -	\$ 600	\$ 3,155	\$ 3,155		
52024- Property Tax	\$ 18	\$ 18	\$ 20	\$ 20		
52045-IT	\$ 99	\$ 500	\$ 2,550	\$ 2,550		
53022- Office Equipment Operation *no longer used in 2019-2020			\$ -	\$ -		
53020- Vehicle Operations	\$ 19,911	\$ 10,000	\$ 14,000	\$ 14,000		
54023- Building Operations	\$ 2,304	\$ 1,500	\$ 3,450	\$ 3,450		

55024- Rentals	\$	565	\$	-	\$	1,050	\$	1,050
55101- Refunds	\$	-	\$	-	\$	250	\$	250
58010- Reimb from RFD/VFD	\$	7,124	\$	8,000				
TOTAL SERVICES AND SUPPLIES	\$	94,289	\$	84,394	\$	86,228	\$	86,228

Description	Capital			
	17/18 Actual Expenditures	6/30/2019 Budget	19/20 Department Request	19/20 Admin Recommendation
56027 CAPITAL IMPROVEMENTS		\$ 41,750	\$ 48,000	\$ 48,000
56028 CAPITAL EQUIPMENT			\$ -	\$ -
56029 CAPITAL EQUIPMENT REPLACEMENT		\$ -	\$ 150,000	\$ 350,000
TOTAL CAPITAL	\$ -	\$ 41,750	\$ 198,000	\$ 398,000

	Department Request	Admin Recommendation
TOTAL	\$ 496,677	\$ 696,677

Rural Fire Dist (Informational Only)

005-XXX

Salaries

Description	17/18		18/19		19/20	
	Actual Expenditures		6/30/2019 Budget		Department Request	Admin Recommendation
51001- Salaries Full Time					\$ 101,838.00	
51002- Salaries Part Time					\$ 43,300.00	
51006- Vision					\$ 233.50	
51007- Health Insurance					\$ 20,924.00	
51008- Dental Insurance					\$ 2,262.00	
51010- Workers Comp					\$ 10,676.00	
51011- Medicare Tax					\$ 2,035.50	
51017- PARS ARS					\$ 501.00	
51024- Deferred Comp Match					\$ 2,036.50	
51027- PERS					\$ 13,879.50	
Volunteer Pension					\$ 6,125.00	
51029- PERS UAL						
51046- OPEB					\$ 9,165.50	
51041- Fireman's Insurance					\$ 3,596.50	
51043- Disability Insurance					\$ 676.00	
TOTAL SALARIES AND BENEFITS	\$	-	\$	-	\$ 217,249.00	\$ -

Services and Supplies

Description	17/18		18/19		19/20	
	Actual Expenditures		6/30/2019 Budget		Department Request	Admin Recommendation
52006- Recruitment					\$ 313	
52009- Training					\$ 8,800	
52010- Heat, Light and Power					\$ 10,250	
52011- Advertising					\$ 375	
52012- Office Supplies, Postage					\$ 550	
52013- Communications					\$ 4,815	
52014- Meetings, Travel Conference					\$ 2,900	
52015- Professional Technical					\$ 38,100	
52017- Waste Fees					\$ -	
52018- Special Dept Supplies					\$ 9,750	

52019- Misc Dues and Subscriptions	\$	3,155
52024- Property Tax	\$	1,225
52045-IT	\$	2,550
53022- Office Equipment Operation *no longer used in 2019-2020	\$	-
53020- Vehicle Operations	\$	14,000
54023- Building Operations	\$	3,450
55024- Rentals	\$	1,050
55101- Refunds	\$	250
56030- Loan Payments	\$	38,962

TOTAL SERVICES AND SUPPLIES	\$	-	\$	-	\$	138,495	\$	-
------------------------------------	----	---	----	---	----	---------	----	---

Description	Capital			
	17/18	19/20		
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
56027 CAPITAL IMPROVEMENTS	\$	-	\$	-
56028 CAPITAL EQUIPMENT			\$	-
56029 CAPITAL EQUIPMENT REPLACEMENT		\$	448,000	\$
TOTAL CAPITAL		\$	448,000	\$



*Small Town with
a Big Backyard!*

Department of Public Works 2019-2020 Budget Narrative

Various Funds

24 April 2019

Department Function: The Department of Public Works performs all public works and, in conjunction with the City Planner and Inyo County, performs most planning and building functions for the city including water, sewer, streets, building permitting and inspection, management, utility billing, and planning staff functions.

2018-2019 Accomplishments: In addition to important routine responsibilities, many of which described in monthly Public Works Reports (<https://www.cityofbishop.com/public-works-monthly-reports/>), Public Works accomplishments so far during the fiscal year include:

- Constructed Elm and Central Waterline Replacement project
- Constructed Ponds 5 and 6 Improvements project
- Completed water and sewer rate study and implemented updated rates
- Met funding deadline for construction of Seibu to School Path project
- Constructed storage building at wastewater treatment plant
- Constructed fiber seal on Spruce Street
- Constructed Park Street Sidewalks project
- Made landscaping improvements on South Main Street
- Completed most actions in Joint Technical Workplan for Nutrient Removal
- Began work on Farm Improvement project
- Began work on West Jay Street Extension project
- Continued work on East Line Street Improvements project
- Implemented Cassell utility software and Xpress Billpay

2019-2020 Goals: In addition to accomplishing important routine responsibilities, Public Works has the following goals for the 2019-2020 fiscal year:

- Construct Seibu to School Path project
- Construct Spruce Hanby Yaney Sidewalks project

- Construct West Jay Street Improvements project
- Construct Trunk Replacement project
- Construct North Sierra Waterline project
- Use SB1 funds fully

2019-2020 Department Budget Requests: The department’s cumulative budget is highly dependent on the particular capital projects for that fiscal year. The largest capital projects are street projects and, in theory, all expenditures on these projects are reimbursed by the state.

The water and sewer programs are supported by monthly fees which, as noted, have been updated for 2019-2020. Water and sewer fees are set to support the anticipated needs of the programs including capital projects.

The proposed 3rd quarter 2018-2019 budget and the proposed 2019-2020 budget, excluding staff costs, for the major programs in Public Works are summarized as follows:

Description	2018-2019	2019-2020
Water Services / Supplies	\$323,345	\$237,343
Water Capital Projects (+loan)	\$434,733	\$508,000
Water Revenue	\$1,297,368	\$1,079,916
Sewer Services / Supplies	\$328,773	\$233,978
Sewer Capital Projects	\$176,610	\$914,000
Sewer Revenue	\$1,119,744	\$1,320,576
Street Services / Supplies (+loan)	\$259,650	\$690,380
Reimbursed Projects	\$103,000	\$2,238,900

Most of the changes between fiscal years in the table reflect a shift in effort from the water program to the sewer program, the combination of sweeping and street lights into streets from the 2018-2019 to 2019-2020 fiscal years, and the large upcoming street project construction season.

Special Department Funding: As noted, almost all expenditures on large street projects are reimbursed through the state or, in the case of the West Jay Street Extension project, from Inyo County and Los Angeles. Bishop expects about \$170,000 of gas tax funding, including SB1 funding in 2019-2020. Small planning efforts are often funded through the Inyo Local Transportation Commission though none are planned for the 2019-2020 fiscal year.

Building

001-022

Salaries

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
51001- Salaries Full Time	\$ 13,689	\$ 13,519	\$ -	\$ -
51004-Overtime			\$ -	\$ -
51006- Vision	\$ 25	\$ 24	\$ -	\$ -
51007- Health Insurance	\$ 2,866	\$ 2,745	\$ -	\$ -
51008- Dental Insurance	\$ 224	\$ 200	\$ -	\$ -
51010- Workers Comp	\$ 286	\$ 276	\$ -	\$ -
51011- Medicare Tax	\$ 194	\$ 196	\$ -	\$ -
51022- PARS	\$ 2,902	\$ 2,866		
51024- Deferred Comp Match	\$ 274	\$ 270	\$ -	\$ -
51027- PERS	\$ 2,458	\$ 2,504	\$ -	\$ -
51028- PERS Sidefund	\$ 4,884	\$ 2,761		
51029- PERS UAL	\$ 2,700	\$ 3,700	\$ -	\$ -
51046- OPEB				
51043- Disability Insurance	\$ 96	\$ 79	\$ -	\$ -
TOTAL SALARIES AND BENEFITS	\$ 30,596	\$ 29,140	\$ -	\$ -

Services and Supplies

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
52006- Recruitment	\$ -	\$ -	\$ 3,400	\$ 3,400
52009- Training	\$ -	\$ -	\$ -	\$ -
52010- Heat, Light and Power	\$ -	\$ -	\$ -	\$ -
52011- Advertising	\$ -	\$ -	\$ -	\$ -
52012- Office Supplies, Postage	\$ 175	\$ 200	\$ 700	\$ 700
52013-Communications	\$ 377	\$ -	\$ 380	\$ 380
52014- Meetings, Travel Conference	\$ -	\$ -	\$ -	\$ -
52015- Professional Technical	\$ 62,047	\$ 61,500	\$ 61,500	\$ 61,500
52017- Waste Fees			\$ -	\$ -
52018- Special Dept Supplies	\$ 84	\$ 1,600	\$ 100	\$ 100
52019- Misc Dues and Subscriptions	\$ 10	\$ 10	\$ 10	\$ 10
52024- Property Tax			\$ 300	\$ 300
52045-IT	\$ -	\$ -	\$ -	\$ -
53022- Office Equipment Operation	\$ 385	\$ 500	\$ -	\$ -

*no longer used in 2019-2020

53020- Vehicle Operations			\$	-	\$	-
55024- Rentals			\$	-	\$	-
TOTAL SERVICES AND SUPPLIES	\$	63,078	\$	63,810	\$	66,390

Capital

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
56027 CAPITAL IMPROVEMENTS			\$	-
56028 CAPITAL EQUIPMENT			\$	-
56029 CAPITAL EQUIPMENT REPLACEMENT		\$	-	\$
56030- Loan Payment	\$	-	\$	-
TOTAL CAPITAL		\$	-	\$

	Department Request	Admin Recommendation
TOTAL	\$ 66,390	\$ 66,390

Planning

001-034

Salaries

Description	17/18		18/19		19/20	
	Actual Expenditures		6/30/2019 Budget		Department Request	Admin Recommendation
51001- Salaries Full Time	\$ 12,401		\$ 12,881			
51002- Part Time Salaries	\$ 41,460		\$ 45,800	\$ 47,376	\$ 47,376	
51006- Vision	\$ 23		\$ 24			
51007- Health Insurance	\$ 2,990		\$ 3,084			
51008- Dental Insurance	\$ 253		\$ 266			
51010- Workers Comp	\$ 1,528		\$ 1,473			
51011- Medicare Tax	\$ 776		\$ 851	\$ 580	\$ 580	
51017- PARS-ARS	\$ 25		\$ 55	\$ 55	\$ 55	
51022- PARS	\$ 2,629		\$ 2,731			
51024- Def Comp Match	\$ 248		\$ 258			
51025- Retiree Health	\$ 15,599		\$ 15,599			
51027- PERS	\$ 5,018		\$ 5,298	\$ 2,600	\$ 2,600	
51028- PERS Sidefund	\$ 4,920		\$ 1,471			
51029- PERS UAL	\$ 2,573		\$ 3,526			
51046- OPEB						
51043- Disability Insurnace	\$ 99		\$ 89			
TOTAL SALARIES AND BENEFITS	\$ 90,542		\$ 93,406	\$ 50,611	\$ 50,611	

Services and Supplies

Description	17/18		18/19		19/20	
	Actual Expenditures		6/30/2019 Budget		Department Request	Admin Recommendation
52009- Training	\$ -		\$ 500	\$ 100	\$ 100	
52011- Advertising	\$ 586		\$ 1,000	\$ 1,000	\$ 1,000	
52012- Office Supplies, Postage	\$ 468		\$ 200	\$ 400	\$ 400	
52013-Communications	\$ 188		\$ 200	\$ 380	\$ 380	
52014- Meetings, Travel Conference	\$ 149		\$ 1,000	\$ 1,000	\$ 1,000	
52015- Professional Technical	\$ 16,055		\$ 15,000	\$ 231,637	\$ 246,637	
52018- Special Dept Supplies	\$ 170		\$ 200	\$ 200	\$ 200	
52019- Misc Dues and Subscriptions	\$ 10		\$ 10	\$ 435	\$ 435	
52045- IT	\$ 1,699		\$ 1,700			
53025-LAFCO	\$ 15,000		\$ 15,000	\$ 15,000	\$ 15,000	
53022- Office Equip Op *no longer use*	\$ 385		\$ 500			
TOTAL SERVICES AND SUPPLIES	\$ 34,710		\$ 35,310	\$ 250,152	\$ 265,152	

Capital

Description	17/18	18/19	19/20
-------------	-------	-------	-------

	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
56027 CAPITAL IMPROVEMENTS		\$ -	\$ -	\$ -
56028 CAPITAL EQUIPMENT		\$ -	\$ -	\$ -
56029 CAPITAL EQUIPMENT REPLACEMENT		\$ -	\$ -	\$ -
			\$ -	
TOTAL CAPITAL		\$ -	\$ -	\$ -

	Department Request	Admin Recommendation
TOTAL	\$ 300,763	\$ 315,763

Streets (2019/2020 Lights, Sweeping, Maintenance)

001-023

Salaries

Description	17/18		18/19		19/20			
	Actual Expenditures		6/30/2019 Budget		Department Request	Admin Recommendation		
51001- Salaries Full Time	\$	24,610	\$	33,031	\$	216,818	\$	216,818
51004-Overtime	\$	552	\$	800	\$	800	\$	800
51006- Vaion	\$	79	\$	97	\$	503	\$	503
51007- Health Insurance	\$	7,879	\$	9,946	\$	53,614	\$	53,614
51008- Dental Insurance	\$	760	\$	960	\$	4,921	\$	4,921
51010- Workers Comp	\$	582	\$	903	\$	5,989	\$	5,989
51011- Medicare Tax	\$	435	\$	520	\$	3,144	\$	3,144
51018- Duty Time	\$	3,686	\$	2,000	\$	6,000	\$	6,000
51022- PARS	\$	4,812	\$	4,602	\$	42,357	\$	42,357
51024- Deferred Comp Match	\$	352	\$	496	\$	3,762	\$	3,762
51025- Retiree Health	\$	6,700	\$	6,449				
51027- PERS	\$	4,163	\$	4,807	\$	40,679	\$	40,679
51028- PERS Sidefund	\$	1,428	\$	3,930	\$	28,500	\$	28,500
51029- PERS UAL	\$	3,781	\$	5,104				
51046- OPEB					\$	19,514	\$	19,514
51043- Disability Insurance	\$	227	\$	237	\$	1,624	\$	1,624
TOTAL SALARIES AND BENEFITS	\$	60,036	\$	73,882	\$	428,216	\$	428,216

Services and Supplies

Description	17/18		18/19		19/20			
	Actual Expenditures		6/30/2019 Budget		Department Request	Admin Recommendation		
52006- Recruitment	\$	-	\$	-	\$	9,180	\$	9,180
52009- Training	\$	-	\$	300	\$	300	\$	300
52010- Heat, Light and Power	\$	1,073	\$	1,200	\$	42,300	\$	42,300
52011- Advertising	\$	339	\$	100	\$	300	\$	300
52012- Office Supplies, Postage	\$	251	\$	400	\$	400	\$	400
52013- Communications	\$	706	\$	910	\$	760	\$	760
52014- Meetings, Travel Conference	\$	137	\$	500	\$	500	\$	500
52015- Professional Technical	\$	261,317	\$	141,500	\$	27,210	\$	27,210
52017- Waste Fees	\$	1,557	\$	2,250	\$	4,600	\$	4,600
52018- Special Dept Supplies	\$	28,046	\$	37,000	\$	73,200	\$	83,200
52019- Misc Dues and Subscriptions	\$	47	\$	175	\$	290	\$	290
52024- Property Tax	\$	289	\$	300	\$	300	\$	300
52045-IT	\$	297	\$	200	\$	-	\$	-

53022- Office Equipment Operation *no longer used in 2019-2020			\$	-	\$	-
53020- Vehicle Operations	\$	5,606	\$	5,900	\$	18,600
54023- Building Operations					\$	400
55024- Rentals	\$	41,012	\$	40,000	\$	46,000
TOTAL SERVICES AND SUPPLIES	\$	340,676	\$	230,735	\$	224,340

Description	Capital			
	17/18 Actual Expenditures	18/19 6/30/2019 Budget	19/20 Department Request	19/20 Admin Recommendation
56027 CAPITAL IMPROVEMENTS		\$ 3,500	\$ -	\$ -
56028 CAPITAL EQUIPMENT			\$ -	\$ -
56029 CAPITAL EQUIPMENT REPLACEMENT		\$ -	\$ 33,000	\$ 39,000
56030- Loan Payment	0	\$ 18,800	\$ 250,000	\$ 250,000
TOTAL CAPITAL		\$ 22,300	\$ 283,000	\$ 289,000

	Department Request	Admin Recommendation
TOTAL	\$ 935,556	\$ 951,556

Water

004-050

Revenue

Description	17/18		19/20	
	Actual Revenue	6/30/2019 Budget	Department Request	Admin Recommendation
33010- Interest	\$ 15,344	\$ 14,000	\$ 20,000	\$ 20,000
33020-Rental	\$ -	\$ 1,085	\$ 1,300	\$ 1,300
39012- Service Fee	\$ 1,234,087	\$ 1,250,000	\$ 1,079,916	\$ 1,079,916
39013-Penalties	\$ 2,372	\$ 500	\$ -	\$ -
39017- Misc	\$ 10,235	\$ 7,000	\$ 49,500	\$ 49,500
Total Revenue	\$ 1,262,038	\$ 1,272,585	\$ 1,150,716	\$ 1,150,716

Salaries

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
51001- Salaries Full Time	\$ 292,311	\$ 281,178	\$ 216,819	\$ 216,819
51002- Salaries Part Time	\$ 450	\$ 5,200	\$ 3,000	\$ 3,000
51004-Overtime	\$ 743	\$ 1,000	\$ 1,000	\$ 1,000
51006- Vision	\$ 671	\$ 653	\$ 585	\$ 585
51007- Health Insurance	\$ 69,514	\$ 67,494	\$ 60,205	\$ 60,205
51008- Dental Insurance	\$ 6,225	\$ 6,193	\$ 5,743	\$ 5,743
51010- Workers Comp	\$ 8,700	\$ 7,406	\$ 6,921	\$ 6,921
51011- Medicare Tax	\$ 4,214	\$ 4,261	\$ 4,215	\$ 4,215
51017- PARS ARS	\$ -	\$ 70	\$ 70	\$ 70
51018- Duty Time	\$ 4,588	\$ 8,500	\$ 7,000	\$ 7,000
51022- PARS	\$ 61,045	\$ 57,109	\$ 43,357	\$ 43,357
51024- Deferred Comp Match	\$ 4,400	\$ 4,271	\$ 5,292	\$ 5,292
51027- PERS	\$ 51,433	\$ 50,279	\$ 45,485	\$ 45,485
51028- PERS Sidefund	\$ 21,816	\$ 21,104	\$ 28,530	\$ 28,530
51029- PERS UAL	\$ 51,711	\$ 414,967	\$ 60,793	\$ 60,793
51046- OPEB			\$ 19,514	\$ 19,514
51043- Disability Insurance	\$ 2,136	\$ 1,843	\$ 1,905	\$ 1,905
TOTAL SALARIES AND BENEFITS	\$ 579,957	\$ 928,528	\$ 510,434	\$ 510,434

Services and Supplies

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
52006- Recruitment	\$ -	\$ -	\$ 9,180	\$ 9,180
52009- Training	\$ 470	\$ 3,550	\$ 4,750	\$ 4,750

52010- Heat, Light and Power	\$	27,032	\$	31,050	\$	22,700	\$	22,700
52011- Advertising	\$	222	\$	250	\$	200	\$	200
52012- Office Supplies, Postage	\$	2,886	\$	3,250	\$	6,980	\$	6,980
52013-Communications	\$	2,368	\$	3,160	\$	2,295	\$	2,295
52014- Meetings, Travel Conference	\$	119	\$	3,750	\$	4,750	\$	4,750
52015- Professional Technical	\$	75,712	\$	98,859	\$	101,555	\$	101,555
52016- Insurance				\$		7,283	\$	7,283
52017- Waste Fees	\$	1,058	\$	1,000	\$	1,050	\$	1,050
52018- Special Dept Supplies	\$	20,481	\$	51,500	\$	32,300	\$	32,300
52019- Misc Dues and Subscriptions	\$	1,328	\$	1,095	\$	2,565	\$	2,565
52020- Incentive Program	\$	1,295	\$	2,000	\$	2,000	\$	2,000
52024- Property Tax	\$	79	\$	100	\$	100	\$	100
52045-IT	\$	19,426	\$	19,622	\$	1,300	\$	1,300
53022- Office Equipment Operation *no longer used in 2019-2020				\$		-	\$	-
53020- Vehicle Operations	\$	8,717	\$	10,000	\$	8,400	\$	8,400
54023- Building Operations				\$		400	\$	400
55023- Small Claims	\$	-	\$	1,000	\$	1,000	\$	1,000
55024- Rentals	\$	1,578	\$	1,500	\$	1,650	\$	1,650
55100- INDIRECT COSTS	\$	95,892	\$	95,892	\$	279,053	\$	279,053
55101- Refunds				\$		1,000	\$	1,000
TOTAL SERVICES AND SUPPLIES	\$	258,662	\$	327,378	\$	490,511	\$	480,511

Description	Capital		Department Request	Admin Recommendation
	17/18 Actual Expenditures	18/19 6/30/2019 Budget		
56027 CAPITAL IMPROVEMENTS	\$ 83,150	\$ 239,000	\$ 475,000	\$ 475,000
56028 CAPITAL EQUIPMENT	\$ -	\$ -	\$ -	\$ -
56029 CAPITAL EQUIPMENT REPLACEMENT	\$ -	\$ -	\$ 39,000	\$ 39,000
TOTAL CAPITAL	\$ 83,150	\$ 239,000	\$ 514,000	\$ 514,000

	Department Request	Admin Recommendation
TOTAL	\$ 1,514,945	\$ 1,514,945

Sewer

002-051

Revenue

Description	17/18		19/20	
	Actual Revenue	6/30/2019 Budget	Department Request	Admin Recommendation
33010- Interest	\$ 23,747	\$ 19,000	\$ 20,000	\$ 20,000
33020-Rental	\$ -	\$ 2,126	\$ 1,000	\$ 1,000
39020- Service Fee	\$ 1,102,097	\$ 1,115,000	\$ 1,320,576	\$ 1,320,576
39023-Penalties	\$ 2,109	\$ 1,300	\$ -	\$ -
39017- Misc	\$ -	\$ -	\$ 44,000	\$ 44,000
39075- ESCD			\$ 75,000	\$ 76,000
Total Revenue	\$ 1,127,953	\$ 1,137,426	\$ 1,460,576	\$ 1,460,576

Salaries

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
51001- Salaries Full Time	\$ 277,806	\$ 272,401	\$ 289,091	\$ 289,091
51002- Salaries Part Time	\$ 450	\$ 5,000	\$ 3,000	\$ 3,000
51004-Overtime	\$ 1,916	\$ 1,000	\$ 1,000	\$ 1,000
51006- Vision	\$ 646	\$ 634	\$ 752	\$ 752
51007- Health Insurance	\$ 66,687	\$ 65,489	\$ 78,077	\$ 78,077
51008- Dental Insurance	\$ 5,987	\$ 6,010	\$ 7,383	\$ 7,383
51010- Workers Comp	\$ 8,345	\$ 7,185	\$ 8,917	\$ 8,917
51011- Medicare Tax	\$ 4,043	\$ 4,134	\$ 4,773	\$ 4,773
51017- PARS ARS	\$ 12	\$ 12	\$ 15	\$ 15
51018- Duty Time	\$ 5,716	\$ 6,500	\$ 7,000	\$ 7,000
51022- PARS	\$ 58,073	\$ 54,247	\$ 56,476	\$ 56,476
51024- Deferred Comp Match	\$ 4,139	\$ 4,096	\$ 6,542	\$ 6,542
51027- PERS	\$ 49,176	\$ 47,630	\$ 59,045	\$ 59,045
51028- PERS Sidefund	\$ 21,799	\$ 21,104	\$ 38,000	\$ 38,000
51029- PERS UAL	\$ 51,653	\$ 414,906	\$ 78,499	\$ 78,499
51046- OPEB			\$ 26,018	\$ 26,018
51043- Disability Insurance	\$ 2,017	\$ 1,790	\$ 2,446	\$ 2,446
TOTAL SALARIES AND BENEFITS	\$ 558,463	\$ 912,138	\$ 667,036	\$ 667,036

Services and Supplies

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation

52006- Recruitment	\$	-	\$	-	\$	12,240	\$	12,240
52009- Training	\$	462	\$	2,800	\$	3,300	\$	3,300
52010- Heat, Light and Power	\$	12,844	\$	18,450	\$	26,300	\$	26,300
52011- Advertising	\$	262	\$	500	\$	500	\$	500
52012- Office Supplies, Postage	\$	3,637	\$	3,550	\$	7,480	\$	7,480
52013-Communications	\$	1,919	\$	2,220	\$	1,890	\$	1,890
52014- Meetings, Travel Conference	\$	44	\$	3,250	\$	4,350	\$	4,350
52015- Professional Technical	\$	39,888	\$	63,075	\$	64,530	\$	64,530
52016- Insurance					\$	18,967	\$	18,967
52017- Waste Fees	\$	3,913	\$	3,250	\$	4,650	\$	4,650
52018- Special Dept Supplies	\$	22,186	\$	60,500	\$	41,700	\$	41,700
52019- Misc Dues and Subscriptions	\$	628	\$	975	\$	1,585	\$	1,585
52024- Property Tax	\$	586	\$	600	\$	600	\$	600
52045-IT	\$	19,426	\$	19,822	\$	1,300	\$	1,300
53022- Office Equipment Operation *no longer used in 2019-2020	\$	1,684	\$	1,600	\$	-	\$	-
53020- Vehicle Operations	\$	15,765	\$	22,500	\$	17,200	\$	17,200
54023- Building Operations					\$	500	\$	500
55023- Small Claims	\$	-	\$	1,000	\$	1,000	\$	1,000
55100- INDIRECT COSTS	\$	90,694	\$	90,694	\$	279,053	\$	279,053
55101- Refunds	\$	500	\$	-	\$	1,000	\$	1,000
TOTAL SERVICES AND SUPPLIES	\$	214,407	\$	294,586	\$	487,145	\$	487,145

Capital

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
56027 CAPITAL IMPROVEMENTS		\$ -	\$ 870,000	\$ 870,000
56028 CAPITAL EQUIPMENT			\$ -	\$ -
56029 CAPITAL EQUIPMENT REPLACEMENT		\$ -	\$ 62,000	\$ 62,000
TOTAL CAPITAL		\$ -	\$ 922,000	\$ 922,000

	Department Request	Admin Recommendation
TOTAL	\$ 2,076,181	\$ 2,076,181

Gas Tax

003-030

Revenue

Description	17/18		18/19		19/20	
	Actual Revenue		6/30/2019 Budget		Department Request	Admin Recommendation
39100- Section 2105	\$ 21,457	\$	21,784	\$	21,819	\$ 21,819
39110- Section 2107-5	\$ 1,000	\$	1,000	\$	1,000	\$ 1,000
39120- Section 2107	\$ 27,925	\$	28,451	\$	28,651	\$ 28,651
39130- Section 2106	\$ 18,694	\$	18,701	\$	18,725	\$ 18,725
39135- Misc Prop 42	\$ 15,397	\$	30,314	\$	33,450	\$ 33,450
39137-Loan Repayment	\$ 4,495	\$	4,423	\$	4,423	\$ 4,423
39139-SB1	\$ 18,226	\$	62,036	\$	64,916	\$ 64,916
TOTAL REVENUE	\$ 107,194	\$	166,709	\$	172,984	\$ 172,984

Salaries

Description	17/18		18/19		19/20	
	Actual Expenditures		6/30/2019 Budget		Department Request	Admin Recommendation
51001- Salaries Full Time	\$ 41,344.65	\$	39,827.00		\$	-
51002- Salaries Part Time					\$	-
51004-Overtime	\$ 24.47				\$	-
51006- Vision	\$ 103.46	\$	103.00		\$	-
51007- Health Insurance	\$ 10,674.67	\$	10,686.00		\$	-
51008- Dental Insurance	\$ 1,001.52	\$	1,031.00		\$	-
51010- Workers Comp	\$ 1,208.21	\$	999.00		\$	-
51011- Medicare Tax	\$ 581.85	\$	575.00		\$	-
51017- PARS ARS						
51018- Duty Time						
51022- PARS	\$ 8,589.42	\$	7,801.00			
51024- Deferred Comp Match	\$ 693.97	\$	694.00		\$	-
51027- PERS	\$ 7,191.02	\$	6,904.00		\$	-
51028- PERS Sidefund	\$ 3,660.00	\$	3,210.00			
51029- PERS UAL	\$ 6,398.00	\$	7,924.00		\$	-
51046- OPEB		\$	4,755.00			
51043- Disability Insurance	\$ 316.10	\$	272.00		\$	-
TOTAL SALARIES AND BENEFITS	\$ 81,787.34	\$	84,581.00	\$	-	\$ -

Services and Supplies

Description	17/18		18/19		19/20	
	Actual Expenditures		6/30/2019 Budget		Department Request	Admin Recommendation
52015- Professional Technical					\$ 160,000	\$ 160,000
Willow Rose Ramps (1)					\$ 40,000	\$ 40,000
Rose Through Bush Fiber Seal (2)					\$ 80,000	\$ 80,000
Chamberlain Drainage (3)					\$ 40,000	\$ 40,000
TOTAL SERVICES AND SUPPLIES	\$ -	\$	-	\$	160,000	\$ 160,000

			Department Request		Admin Recommendation
TOTAL	\$	160,000	\$	160,000	\$ 160,000

Seibu

057-XXX

Revenue

Description	17/18		18/19		19/20	
	Actual Expenditures	March 31, 2019	June 30, 2019	Department Request	Admin Recommendation	
39961- Seibu				\$ 480,000.00	\$ -	
Total Revenue				\$ 480,000.00		

Services and Supplies

Description	17/18		18/19		19/20	
	Actual Expenditures	March 31, 2019	June 30, 2019	Department Request	Admin Recommendation	
52011- Advertising	\$ -	\$ -	\$ -	\$ 200.00		
52012- Office Supplies	\$ -	\$ -	\$ -	\$ 100.00		
				\$ -		

Capital

Description	17/18		18/19		19/20	
	Actual Expenditures	March 31, 2019	June 30, 2019	Department Request	Admin Recommendation	
55026- Contract Services				\$ 48,000.00		
56027- Capital Improvements		\$ -	\$ -	\$ 432,000.00		
				\$ -		
TOTAL				\$ 480,300.00		

Spruce

060-XXX

Revenue

Description	17/18		18/19		19/20	
	Actual Expenditures	March 31, 2019	June 30, 2019	Department Request	Admin Recommendation	
39926- Spruce				\$ 943,000.00	\$ -	
Total Revenue				\$ 943,000.00		

Services and Supplies

Description	17/18		18/19		19/20	
	Actual Expenditures	March 31, 2019	June 30, 2019	Department Request	Admin Recommendation	
52011- Advertising	\$ -	\$ -	\$ -	\$ 200.00		
52012- Office Supplies	\$ -	\$ -	\$ -	\$ 100.00		
				\$ -		

Capital

Description	17/18		18/19		19/20	
	Actual Expenditures	March 31, 2019	June 30, 2019	Department Request	Admin Recommendation	

65026- Contract Services				\$	86,000.00
66027- Capital Improvements	\$	-	\$	-	857,000.00
				\$	-
TOTAL				\$	943,300.00

East Line
061-XXX

Description	Revenue			Department Request	Admin Recommendation
	17/18	18/19	19/20		
	Actual Expenditures	March 31, 2019	June 30, 2019		
39925- East Line				\$ 5,500.00	\$ -
Total Revenue				\$ 5,500.00	

Services and Supplies

Description	Revenue			Department Request	Admin Recommendation
	17/18	18/19	19/20		
	Actual Expenditures	March 31, 2019	June 30, 2019		
52011- Advertising	\$ -	\$ -	\$ -		
52012- Office Supplies	\$ -	\$ -	\$ -	\$ -	

Capital

Description	Revenue			Department Request	Admin Recommendation
	17/18	18/19	19/20		
	Actual Expenditures	March 31, 2019	June 30, 2019		
55026- Contract Services				\$ 5,000.00	
56027- Capital Improvements	\$ -	\$ -	\$ -	\$ -	
TOTAL				\$ 5,000.00	

West Jay
059-XXX

Description	Revenue			Department Request	Admin Recommendation
	17/18	18/19	19/20		
	Actual Expenditures	March 31, 2019	June 30, 2019		
39925- West Jay				\$ 700,000.00	\$ -
DWP				\$ 370,000.00	
Inyo County				\$ 330,000.00	
Total Revenue				\$ 700,000.00	

Services and Supplies

Description	Revenue			Department Request	Admin Recommendation
	17/18	18/19	19/20		
	Actual Expenditures	March 31, 2019	June 30, 2019		
52011- Advertising	\$ -	\$ -	\$ -	\$ 200.00	

52012- Office Supplies \$ - \$ - \$ - \$ 100.00

Capital

Description	17/18		18/19		19/20	
	Actual Expenditures	March 31, 2019	June 30, 2019	Department Request	Admin Recommendation	
55026- Contract Services				\$ 30,000.00		
56027- Capital Improvements		\$ -	\$ -	\$ 780,000.00		
				\$ -		
TOTAL				\$ 810,300.00		



"Small town with a big backyard"

CITY OF BISHOP

Buildings and Grounds Budget Narrative

Department Functions

The City of Bishop Building and Grounds department functions as a subsection of the Community Service Department. The department is staffed by one part time employee and one full time employee. Building and Grounds is responsible for maintenance and care at City Hall, Warren St, Main St, Line St, Rose St and Academy St. Additionally the maintain parking lots and landscaping at various locations throughout the city. Building and Grounds regularly partners with Public Works on maintenance and beautification projects.

Major Accomplishments in Fiscal Year 2018-2019

- Completion of South Main St irrigation and tree project.
- Repaired and replaced irrigation, roses and top soil in the Main St planters in collaboration with the State of California ADA project.

Goals for Fiscal Year 2019-2020

- Purchase a towable Z boom to address tree safety, traffic sight lines, street lights and banner placement.
- Create a pocket park by the Black Sheep Coffee shop.
- Update signage in the front and rear of City Hall

Departmental Budget Request for fiscal year 2019-2020

- Personnel Costs: Personnel costs increased approximately \$9,000 over 2018-2019 due to wage increases for staff and an increase in hours for custodial work at the Fire Training Facility.
- Supplies: Supply costs remain consistent with previous years spending.
- Capital: Capital purchases include HVAC replacement units, new carpet, new Council Chamber seating and the purchase of the Z boom.

Special Department Funding:

The Building and Grounds budget is maintained solely by General Fund and has no revenue base.

Building and Grounds

001-016

Salaries

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
51001- Salaries Full Time	\$ 12,524	\$ 13,007	\$ 19,702	\$ 19,702		
51002- Salaries Part Time	\$ 21,138	\$ 18,350	\$ 27,750	\$ 27,750		
51004- Overtime	\$ 233		\$ -	\$ -		
51006- Vision	\$ 41	\$ 38	\$ 58	\$ 58		
51007- Health Insurance	\$ 4,101	\$ 4,009	\$ 6,097	\$ 6,097		
51008- Dental Insurance	\$ 402	\$ 382	\$ 587	\$ 587		
51010- Workers Comp	\$ 926	\$ 790	\$ 665	\$ 665		
51011- Medicare Tax	\$ 485	\$ 455	\$ 688	\$ 688		
51022- PARS	\$ 2,655	\$ 2,758	\$ 4,177	\$ 4,177		
51017- PARS ARS	\$ 275	\$ 239	\$ 361	\$ 361		
51024- Deferred Comp Match	\$ 261	\$ 260	\$ 395	\$ 395		
51027- PERS	\$ 2,261	\$ 2,410	\$ 3,570	\$ 3,570		
51028- PERS Sidefund	\$ 1,088	\$ 1,313				
51029- PERS UAL	\$ 2,563	\$ 3,512				
51046- OPEB			\$ 1,773	\$ 1,773		
51043- Disability Insurance	\$ 99	\$ 90	\$ 161	\$ 161		
TOTAL SALARIES AND BENEFITS	\$ 49,011	\$ 47,613	\$ 65,984	\$ 65,984		

Services and Supplies

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
52010- Heat, Light and Power	\$ 36,296	\$ 40,500	\$ 52,800	\$ 52,800		
52013- Communications	\$ 4,972	\$ 4,800	\$ 5,280	\$ 5,280		
52015- Professional Technical	\$ 2,230	\$ 9,000	\$ 7,800	\$ 7,800		
52017- Waste Fees	\$ 2,119	\$ 3,500	\$ 2,400	\$ 2,400		
52018- Special Dept Supplies	\$ 4,779	\$ 6,000	\$ 9,600	\$ 8,600		
52024- Property Taxes	\$ 157	\$ 157	\$ 162	\$ 162		
53022- Office Equipment Operation *no longer used in 2019-2020			\$ -	\$ -		
53020- Vehicle Operations	\$ 1,414	\$ 2,600	\$ 2,000	\$ 2,000		
54023- Building Operations	\$ 17,427	\$ 10,500	\$ 12,800	\$ 12,800		
55065- Tree Streetscape	\$ 8,424	\$ 13,000	\$ -	\$ -		
TOTAL SERVICES AND SUPPLIES	\$ 77,819	\$ 90,057	\$ 92,842	\$ 91,842		

Capital

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation

44

56027 CAPITAL IMPROVEMENTS	\$	-	\$	30,000	\$	14,000
56028 CAPITAL EQUIPMENT			\$	25,000	\$	25,000
56029 CAPITAL EQUIPMENT REPLACEMENT	\$	-	\$	-	\$	-
TOTAL CAPITAL	\$	-	\$	55,000	\$	39,000

	Department Request	Admin Recommendation
TOTAL	\$ 213,826	\$ 196,826



"Small town with a big backyard"

CITY OF BISHOP

Parks and Recreation Budget Narrative

Department Functions

The City of Bishop Community Services Department operates a 45 acre centrally located park. The Bishop City Park consists of four ball diamonds, two soccer fields, four tennis courts, Skate Park, two play structures, park pool, three restrooms, community garden, Dog Park and 30 acres of turf. We host Bishop Union High schools J.V. Baseball, Varsity and J.V. Girls Softball, Tennis, and Soccer. We also host AYSO, Little League and numerous softball tournaments. The City Park Staff collaborates and hosts offsite programs in the City Auditorium to include Gymnastics, Fitness Classes and Youth Dance Classes and offsite Youth Wrestling, Adult Basketball and Adult Volleyball at Bishop Union High School. We also host events and programs such as: Mule Days Art in the Park, Labor Day Art Festival, Family Fun Day, Earth day, Swim Invitational, Blake Jones Trout Derby, Street of Lights, Fish Camp, Soccer camps, Baseball camps, Football camps, Summer camps, Community Band, and Fall Concerts.

Major Accomplishments in Fiscal Year 2018-2019

- Completed \$13,000 of tree safety work in the park.
- Top dressed ball fields with new infield material mix.
- Began revisiting the Park Master Plan
- Renovations of turf on field 6
- Purchase and implementation of web based program registration software.

Fiscal Year 2019-2020 Goals:

- Installation of a new play structure.
- Installation of Splash Pad.
- Purchase of new walking mowers.
- Completion of Yaney/Hanby St sidewalk project.
- Install curb, gutter and sidewalk on both sides of Park Ave along field one fence line.
- Install Slack Line Park.
- Address Chamber roof.
- Continue Tree Safety Program.
- Complete Field 6 fencing.

Departmental Budget Request for fiscal year 2019-2020: The departments FY 2019-2020 budget requests an overall increase of \$136,000.

- Revenues: Revenues for community service activities and programs remain consistent with prior years.
- Personnel Costs: Due to the separation of pool staff salaries and a loan payoff to the County of Inyo, personnel costs reflect a decrease of \$113,000. Salaries for park staff did increase due to cost of living increases and associated retirement costs.
- Services and Supplies: Services and supplies increased \$7,000 as a result of supply costs and equipment replacement needs.
- Capital Projects/Improvements: Capital projects reflects an increase of \$16,000 for need safety and functionality improvements at the City Park.

Special Department Funding:

The Parks and Recreation Department receives funding through revenue generating programs, Transaction Use Tax (TUT) revenues, and general fund contributions.

Parks and Rec

001-031

Salaries

Description

17/18

19/20

	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
51001- Salaries Full Time	\$ 142,679	\$ 150,847	\$ 139,611	\$ 139,611
51002- Salaries Part Time	\$ 145,909	\$ 114,000	\$ 117,850	\$ 117,850
51004-Overtime	\$ 932	\$ 1,500	\$ 1,500	\$ 1,500
51006- Vision	\$ 483	\$ 450	\$ 418	\$ 418
51007- Health Insurance	\$ 47,200	\$ 47,107	\$ 44,987	\$ 44,987
51008- Dental Insurance	\$ 4,697	\$ 4,487	\$ 4,206	\$ 4,206
51010- Workers Comp	\$ 8,288	\$ 5,933	\$ 4,769	\$ 4,769
51011- Medicare Tax	\$ 4,090	\$ 3,587	\$ 3,734	\$ 3,734
51017- PARS ARS	\$ 1,998	\$ 1,235	\$ 1,532	\$ 1,532
51022- PARS	\$ 30,248	\$ 31,980	\$ 29,597	\$ 29,597
51024- Deferred Comp Match	\$ 2,842	\$ 3,017	\$ 2,792	\$ 2,792
51025-Retiree Health	\$ 36,808	\$ 36,824		
51027- PERS	\$ 25,679	\$ 27,944	\$ 27,068	\$ 27,068
51028- PERS Sidefund	\$ 12,372	\$ 15,226		
51029- PERS UAL	\$ 29,972	\$ 41,072		
51046- OPEB	\$ -		\$ 12,565	\$ 12,565
51042- Unemployment Insurance	\$ 1,968	\$ 3,000		
51043- Disability Insurance	\$ 110	\$ 1,047	\$ 1,148	\$ 1,148
TOTAL SALARIES AND BENEFITS	\$ 496,276	\$ 489,256	\$ 391,777	\$ 391,777

Services and Supplies

Description

17/18

19/20

	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
52009- Training	\$ 557	\$ 1,049	\$ 800	\$ 800
52010- Heat, Light and Power	\$ 38,075	\$ 29,500	\$ 39,600	\$ 37,000
52011- Advertising	\$ 599	\$ 650	\$ 200	\$ 200
52012- Office Supplies, Postage	\$ 1,562	\$ 1,300	\$ 1,300	\$ 1,300
52013-Communications	\$ 6,042	\$ 7,400	\$ -	\$ -
52014- Meetings, Travel Conference	\$ 1,041	\$ 800	\$ -	\$ -
52015- Professional Technical	\$ 34,020	\$ 25,800	\$ 26,980	\$ 22,980
52017- Waste Fees	\$ 16,322	\$ 16,300	\$ 16,500	\$ 15,500
52018- Special Dept Supplies	\$ 54,859	\$ 45,500	\$ 51,600	\$ 46,100
52019- Misc Dues and Subscriptions	\$ 2,872	\$ 1,800		
52024- Property Tax	\$ 59	\$ 60	\$ 165	\$ 165

48

52045-IT	\$	1,670	\$	7,400	\$	6,000	\$	6,000
53022- Office Equipment Operation *no longer used in 2019-2020	\$	1,848	\$	2,060	\$	-	\$	-
53020- Vehicle Operations	\$	6,023	\$	6,000	\$	7,000	\$	7,000
53021- Special Equipment Operation	\$	376	\$	3,000				
54023- Building Operation	\$	691	\$	1,000				
55024- Rental/Refunds	\$	42,660	\$	43,000	\$	46,000	\$	46,000
55101- Refunds					\$	1,000	\$	1,000
55063- Recyllng Grant	\$	10,609	\$	5,000				
TOTAL SERVICES AND SUPPLIES	\$	218,885	\$	196,609	\$	196,145	\$	184,045

Description	Capital			
	17/18 Actual Expenditures	6/30/2019 Budget	19/20 Department Request	Admin Recommendation
56027 CAPITAL IMPROVEMENTS		\$ -	\$ 16,000	\$ 12,000
56028 CAPITAL EQUIPMENT			\$ -	\$ -
56029 CAPITAL EQUIPMENT REPLACEMENT		\$ -	\$ -	\$ -
TOTAL CAPITAL		\$ -	\$ 16,000	\$ 12,000

TOTAL **Department Request** **Admin Recommendation**
\$ 603,922 **\$ 587,822**



"Small town with a big backyard"

CITY OF BISHOP

Pool Budget Narrative

Department Functions

The City Park Pool consists of a 240,000 gallon Lap/Recreation pool, a 10,000 gallon Wading pool and Men's and Woman's Shower/Restroom facility. The Park pool is home to The Bishop Stingray's Swim Team, during their season we host The Swim Invitational and Inter Squad events. The main function of the Park Pool Facility is to provide public swim, swim lessons, Dive-in-Movies, aquatic exercise, and parties.

Major Accomplishments in Fiscal Year 2018-2019

- Pool Safety and Functional up-keep.
 1. Pool house floors
 2. Ratchet line tensioners
 3. CPR manikins
 4. Guard tower
 5. Lane line reels
 6. Resurfaced Wading pool
 7. Implementation of web based registration and point of sale software

Goals for Fiscal Year 2019-2020

- Installation of Splash Pad.
- Purchase of Air Conditioner
- South Deck Concrete repair
- Purchase new Bromine Feeder
- Install new Shower Fixtures
- Install new Heat Exchanges
- Purchase new Front Doors.

Departmental Budget Request for fiscal year 2019-2020

- Revenues: Pool revenues increased \$2,000 over the 2018-2019 fiscal year.
- Personnel Costs: Personnel costs for the pool have not previously been budgeted separate from park staff salaries. Effective with the 2019/2020 year the full year of salaries for pool staff will be budgeted separately, allowing us to track costs more effectively.
- Services and Supplies: Services and supplies costs for the pool have not previously been budgeted separate from park costs. Effective with the 2019/2020 year the full year of supplies for pool operation will be budgeted separately, allowing us to track costs more effectively. Some known additional costs include increased cost of chemicals at the manufacturer level as well the need to replenish required First Aid and AED supplies. There are also much needed maintenance repairs and replacement of equipment and signage to ensure the safety and surety of the pool patrons.

- Capital Projects/Improvements: Capital projects reflects an increase of \$15,000 for requested pool house upgrades; including new doors, a staff break room and shower rebuild.
- Capital Equipment: Capital Equipment has increased \$3,000 for the necessary replacement of the Pool Heat Exchange.

Special Department Funding:

The Pool budget is funded entirely through the general fund.

Pool
001-037

Salaries

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
51002- Part Time Salaries	\$	36,000	\$ 74,935	\$ 74,935
51010- Workers Comp	\$	1,746		
51011- Medicare Tax	\$	867	\$ 1,087	\$ 1,087
51017- PARS-ARS	\$	778	\$ 974	\$ 974
TOTAL SALARIES AND BENEFITS	\$	-	\$ 39,391	\$ 76,996

Services and Supplies

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
52009- Training	\$	451	\$ 1,675	\$ 1,675
52010- Heat, Light, Power	\$	6,500	\$ 14,000	\$ 14,000
52012- Office Supplies, Postage			\$ 300	\$ 300
52013-Communications	\$	300	\$ 1,920	\$ 1,920
52014- Meetings, Travel Conference			\$ 1,500	\$ 1,000
52015- Professional Technical			\$ 750	\$ 750
52017- Waste Fees	\$	300	\$ 100	\$ 100
52018- Special Dept Supplies	\$	13,300	\$ 22,770	\$ 22,570
52045-IT	\$	300	\$ 300	\$ 300
52047- Concession	\$	700	\$ 1,650	\$ 1,650
53021- Special Equipment Operation	\$	2,000	\$ 3,500	\$ 3,500
TOTAL SERVICES AND SUPPLIES	\$	-	\$ 23,851	\$ 48,465

Capital

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
56027 CAPITAL IMPROVEMENTS	\$	-	\$ 15,000	\$ 7,000
56028 CAPITAL EQUIPMENT	\$	-	\$ 3,000	\$ 3,000
56029 CAPITAL EQUIPMENT REPLACEMENT	\$	-	\$ -	\$ -
TOTAL CAPITAL	\$	-	\$ 18,000	\$ 10,000

	Department Request	Admin Recommendation
TOTAL	\$ 143,461	\$ 134,761



"Small town with a big backyard"

CITY OF BISHOP

After School Program Budget Narrative

Department Functions

The After School Program is a division of the Community Services department that provides a traditional after school care option for grades K through 3rd on the Bishop Elementary School Campus. The program has been in operation 5 years and provides homework assistance, learning enrichment projects including art and science projects and physical recreation outside the classroom. The program provides school pick up and snack along with these activities to 28 children per day, with full and part time enrollment options available.

Major Accomplishments in Fiscal Year 2018-2019

- Opened the program up to the TK (Transitional Kindergarten) aged children
- Increased capacity from 25 children per day to 28 children per day.

Goals for Fiscal Year 2019-2020

- Develop additional program to provide services to children in grades 4th-6th.

Departmental Budget Request for fiscal year 2019-2020

- Revenues: With the addition of a program for students in 4th-6th grade projected revenue has increased \$56,600.
- Personnel Costs: With the addition of a program for students in 4th-6th grade projected expenses for staff are increasing \$24,000.
- Supplies: With the addition of a program for students in 4th-6th grade projected expenses for supplies are increasing \$7,850.

Special Department Funding:

None

AFTER SCHOOL PROGRAM K-6

001-035

Salaries

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
51002- Part Time Salaries	\$ 20,373	\$ 25,000	\$ 50,708	\$ 50,708
51006- Vision				
51007- Health Insurance				
51008- Dental Insurance				
51010- Workers Comp	\$ 595	\$ 630		
51011- Medicare Tax	\$ 295	\$ 363	\$ 735	\$ 735
51017- PARS-ARS	\$ 160	\$ 325	\$ 716	\$ 716
TOTAL SALARIES AND BENEFITS	\$ 21,423	\$ 26,318	\$ 52,159	\$ 52,159

Services and Supplies

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
52010- Heat, Light and Power	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
52011- Advertising	\$ -	\$ 200	\$ 520	\$ 520
52013-Communications	\$ -	\$ 675	\$ 680	\$ 680
52015- Professional Technical	\$ -	\$ 200	\$ -	\$ -
52018- Special Dept Supplies	\$ 5,918	\$ 6,700	\$ 13,950	\$ 13,950
52045-IT	\$ -	\$ -	\$ 200	\$ 200
59999- Trans Out	\$ 28,250	\$ 21,607		
TOTAL SERVICES AND SUPPLIES	\$ 36,668	\$ 31,882	\$ 17,850	\$ 17,850

	Department Request	Admin Recommendation
TOTAL	\$ 70,009	\$ 70,009



"Small town with a big backyard"

CITY OF BISHOP

KIND (Kids Inspired Through Nature Discovery) Budget Narrative

Department Functions

After School Outside is a pilot program created at the request of our community and City Council. The program has an out of the box philosophy aimed at enhancing outdoor experiences and promoting teamwork for the children participating. Children in grades K through 2nd spend their time outside, in all weather conditions learning how to work together to find and create shelter, learning about their surrounding environment and using their imaginations to create crafts and necessities from items found in nature. This group is smaller than our traditional after school program with a 12 participant per day capacity. This capacity helps to facilitate the teamwork aspect of the program as well as allow the group to be manageable size when in open areas.

Major Accomplishments in Fiscal Year 2018-2019

- Successfully launched an alternative after school care option that was financially self-sustaining.

Goals for Fiscal Year 2019-2020

- Expand program to offer after school care for grade K through 3rd
- Allow part time enrollment to increase flexibility and ability to meet community needs.

Departmental Budget Request for fiscal year 2019-2020

The Departments Fiscal Year 2019-2020 Request Budget represents an overall increase of 14,000 in expenditure, and an increase of \$13,500 in revenues, when compared to the Fiscal Year 2018-2019 approved budget. There is no impact to the City General Fund as the program is self-sustaining.

Special Department Funding:

None.

ASO (KIND Kids Inspired Through Nature Discovery)

001-036

Salaries

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
51002- Part Time Salaries	\$ -	\$ 13,000	\$ 21,738	\$ 21,738
51006- Vision				
51007- Health Insurance				
51008- Dental Insurance				
51010- Workers Comp		\$ 632		
51011- Medicare Tax	\$ -	\$ 188	\$ 315	\$ 315
51017- PARS-ARS	\$ -	\$ 169	\$ 283	\$ 283
TOTAL SALARIES AND BENEFITS	\$ -	\$ 13,989	\$ 22,336	\$ 22,336

Services and Supplies

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
52010- Heat, Light and Power			\$ -	\$ -
52011- Advertising			\$ 200	\$ 200
52013-Communications				
52018- Special Dept Supplies	\$ -	\$ 1,211	\$ 3,450	\$ 3,450
52045-IT			\$ -	\$ -
TOTAL SERVICES AND SUPPLIES	\$ -	\$ 1,211	\$ 3,650	\$ 3,650

	Department Request	Admin Recommendation
TOTAL	\$ 25,986	\$ 25,986



"Small town with a big backyard"

CITY OF BISHOP

Summer Camps Budget Narrative

Department Functions

The City of Bishop Summer Camps provide a fun and safe environment for children over the summer months. Camps are theme based and include activities in aquatics, sports, art, theater, gymnastics and more. Camps are available for kids in grades K-5th and run from 8am-4:30pm Monday through Friday for 8 weeks between June and August.

Major Accomplishments in Fiscal Year 2018-2019

- Expanded camp offerings from 4 weeks to 8 weeks of camps.
- Expanded the partnership with Inyo County Superintendent of Schools and Bishop Unified School District for the use of campus space and participation in the summer lunch program.

Goals for Fiscal Year 2019-2020

- Continued growth to add additional camps with expanded age groups and participant allowances

Departmental Budget Request for fiscal year 2018-2019

While the City of Bishop has previously offered summer camps, they have not been in a separate budget nor have they been this extensive. For that reason, this department is consider new and has no previous funding comparisons.

Special Department Funding:

The Summer Camp Programs are self-sustaining with revenues that cover the costs of its expenses.

Summer Camps

001-038

Salaries

Description

17/18

19/20

	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
51002- Part Time Salaries			\$ 11,963	\$ 11,963
51006- Vision				
51007- Health Insurance				
51008- Dental Insurance				
51010- Workers Comp				
51011- Medicare Tax			\$ 173	\$ 173
51017- PARS-ARS			\$ 156	\$ 156
TOTAL SALARIES AND BENEFITS	\$ -	\$ -	\$ 12,292	\$ 12,292

Services and Supplies

Description

17/18

19/20

	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
52010- Heat, Light and Power			\$ 900	\$ 900
52011- Advertising			\$ 450	\$ 450
52012- Office Supplies, Postage			\$ -	\$ -
52013-Communications			\$ -	\$ -
52014- Meetings, Travel Conference			\$ -	\$ -
52016- Professional Technical			\$ 5,775	\$ 5,775
52018- Special Dept Supplies			\$ 4,460	\$ 4,460
52019- Misc Dues and Subscriptions			\$ -	\$ -
52045-IT			\$ -	\$ -
TOTAL SERVICES AND SUPPLIES	\$ -	\$ -	\$ 11,585	\$ 11,585

	Department Request	Admin Recommendation
TOTAL	\$ 23,877	\$ 23,877



"Small town with a big backyard"

CITY OF BISHOP

Sunrise Mobile Home Park Budget Narrative

Department Functions

The Sunrise Mobile Home Park is a low income senior community. The land and 5 of the 41 units are the property of the City of Bishop. The City provides a quiet and comfortable environment for seniors including a community building, a community garden and maintained landscaping. Additionally, the water and sewer systems for the park are maintained by city staff.

Major Accomplishments in Fiscal Year 2018-2019

- Renovations and new interior paint in the Community Building.
- Preventative tree maintenance for safety.
- Removal and installation of new drive way at Unit 6.

Goals for Fiscal Year 2019-2020

- Remove and replace driveways at Units 1 and 42
- Replace roofs on units 1 and 16
- Replace roof on Community Building.
- Crack seal and pavement seal.
- Install central operated irrigation system.
- Purchase new maintenance vehicle.

Departmental Budget Request for fiscal year 2019-2020: The departments FY 2019-2020 budget requests and overall increase of \$136,000.

- **Revenues:** Revenue projections remain consistent with prior year revenue.
- **Personnel Costs:** Personnel costs increased \$12,000 due to cost of living increases of 1% for staff, increased retirement costs as a result and administration salary cost sharing.
- **Services and Supplies:** Services and supplies increased \$16,000 as a result of increased utility costs, waste costs and a share of cost in property and liability insurance.
- **Capital Projects/Improvements:** Capital projects reflects an increase of \$108,000 for planned Sunrise Mobile Home Park modifications and safety improvements. It also includes the purchase of a new vehicle for use at the park.

Special Department Funding:

The Sunrise Mobile Home Park budget is an enterprise fund.

Sunrise Mobile Home Park

012-095

Revenue

Description	17/18		18/19		19/20	
	Actual Revenue	6/30/2019 Budget	Department Request	Admin Recommendation		
33010- Interest	\$ 2,043	\$ 2,000	\$ 2,000	\$ 2,000		
39736- Utilities	\$ 34,085	\$ 33,660	\$ 33,800	\$ 33,800		
39750- Rents, Assisted	\$ 20,603	\$ 19,750	\$ 20,000	\$ 20,000		
39760- Rents, Unassisted	\$ 73,142	\$ 75,000	\$ 74,000	\$ 74,000		
39811-Misc	\$ 14	\$ -	\$ -	\$ -		
39812- Gain on Sale	\$ 31,065	\$ -	\$ -	\$ -		
Total Revenue	\$ 160,952	\$ 130,410	\$ 129,800	\$ 129,800		

Salaries

Description	17/18		18/19		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation		
51001- Salaries Full Time	\$ 19,435	\$ 15,947	\$ 22,560	\$ 22,560		
51002- Salaries Part Time	\$ 13,130	\$ 13,000	\$ 15,000	\$ 15,000		
51004-Overtime						
51006- Vision	\$ 57	\$ 48	\$ 262	\$ 262		
51007- Health Insurance	\$ 6,500	\$ 5,011	\$ 8,055	\$ 8,055		
51008- Dental Insurance	\$ 556	\$ 477	\$ 803	\$ 803		
51010- Workers Comp	\$ 720	\$ 729	\$ 909	\$ 909		
51011- Medicare Tax	\$ 453	\$ 420	\$ 405	\$ 405		
51017- PARS ARS	\$ 170	\$ 169	\$ 200	\$ 200		
51022- PARS	\$ 4,120	\$ 3,381	\$ 4,719	\$ 4,719		
51024- Deferred Comp Match	\$ 387	\$ 319	\$ 664	\$ 664		
51027- PERS	\$ 3,450	\$ 2,954	\$ 4,703	\$ 4,703		
51028- PERS Sodefund	\$ 418	\$ 716				
51029- PERS UAL	\$ 3,172	\$ 104,346	\$ 4,355	\$ 4,355		
51046- OPEB	\$ 1,749	\$ 1,914	\$ 2,518	\$ 2,518		
51043- Disability Insurance	\$ 174	\$ 111	\$ 225	\$ 225		
TOTAL SALARIES AND BENEFITS	\$ 54,493	\$ 149,542	\$ 65,377	\$ 65,377		

Services and Supplies

Description	17/18		19/20	
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
52010- Heat, Light and Power	\$ 40,529	\$ 39,848	\$ 41,202	\$ 41,202
52012- Office Supplies, Postage	\$ 46	\$ 50	\$ 50	\$ 50

60

52015- Professional Technical	\$	9,562	\$	11,500	\$	9,500	\$	9,500
52016- Insurance	\$	3,000	\$	3,000	\$	750	\$	750
52017- Waste Fees	\$	3,901	\$	3,800	\$	3,800	\$	3,800
52018- Special Dept Supplies	\$	4,979	\$	7,500	\$	7,500	\$	5,000
52024- Property Tax	\$	560	\$	600	\$	580	\$	580
53022- Office Equipment Operation *no longer used in 2019-2020					\$	-	\$	-
53020- Vehicle Operations	\$	545	\$	628	\$	700	\$	700
55050- Park Renovation	\$	-	\$	1,000				
55100- INDIRECT COSTS					\$	30,294	\$	30,294
TOTAL SERVICES AND SUPPLIES	\$	63,123	\$	67,926	\$	94,376	\$	91,876

Description	Capital			
	17/18	19/20		
	Actual Expenditures	6/30/2019 Budget	Department Request	Admin Recommendation
56027 CAPITAL IMPROVEMENTS		\$ -	\$ 73,000	\$ 58,000
56028 CAPITAL EQUIPMENT			\$ -	\$ -
56029 CAPITAL EQUIPMENT REPLACEMENT		\$ -	\$ 35,000	
TOTAL CAPITAL		\$ -	\$ 108,000	\$ 58,000

TOTAL **Department Request** **Admin Recommendation**
\$ 267,753 **\$ 215,253**

41

CITY OF BISHOP
MONTHLY SALARY SCHEDULE
 July 1, 2019- June 30, 2020

ADMINISTRATION

Position	Step 1	Step 2	Step 3	Step 4	Fixed
City Administrator/Community Services Director					\$ 11,705
City Clerk					\$ 7,389
Executive Secretary/Assistant City Clerk (Not Filled)	\$ 4,767	\$ 5,245	\$ 5,768	\$ 6,345	

FINANCE DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Assistant Finance Director					\$ 7,389
Personnel/Accounting Specialist					\$ 5,815
Accounting Secretary/Budget Manager (Not Filled)	\$ 4,768	\$ 5,245	\$ 5,768	\$ 6,345	
Accounting Secretary	\$ 3,957	\$ 4,354	\$ 4,788	\$ 5,267	

COMMUNITY SERVICES DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Community Services Director (Not Filled)					\$ 9,930
Community Services Secretary	\$ 3,776	\$ 4,155	\$ 4,569	\$ 5,027	
Parks and Recreation Supervisor	\$ 3,907	\$ 4,299	\$ 4,728	\$ 5,202	
Parks, Recreation and Facilities Worker (Not Filled)	\$ 3,550	\$ 3,905	\$ 4,295	\$ 4,725	
Recreation Supervisor	\$ 3,907	\$ 4,299	\$ 4,728	\$ 5,202	

FIRE DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Fire Chief					\$ 9,930
Asst Fire Chief					\$ 2,947

POLICE DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Chief					\$ 9,930
Lieutenant					\$ 8,634
Police Support Services Manager					\$ 6,703
Sergeant	\$ 5,689	\$ 6,827	\$ 7,509		
Police Officer	\$ 5,299	\$ 5,888	\$ 6,544		
Police Records Clerk	\$ 3,329	\$ 3,661	\$ 4,027	\$ 4,430	
Police Services Technician	\$ 3,639	\$ 4,003	\$ 4,402	\$ 4,843	
Communications Operator	\$ 3,639	\$ 4,003	\$ 4,402	\$ 4,843	
Police Services Secretary/Records Supervisor I (Not Filled)	\$ 3,776	\$ 4,155	\$ 4,569	\$ 5,027	
Police Services Secretary/Records Supervisor II (Not Filled)	\$ 4,269	\$ 4,695	\$ 5,166	\$ 5,682	

PUBLIC WORKS DEPARTMENT

Position	Step 1	Step 2	Step 3	Step 4	Fixed
Public Works Director					\$ 9,930
Public Works Superintendent					\$ 8,481
Public Services Officer (Not Filled)	\$ 5,037	\$ 5,541	\$ 6,094	\$ 6,704	
Public Works Supervisor	\$ 5,037	\$ 5,541	\$ 6,094	\$ 6,704	
Lead Maintenance Worker (Not Filled)	\$ 4,453	\$ 4,899	\$ 5,389	\$ 5,929	
Maintenance Worker	\$ 3,907	\$ 4,299	\$ 4,728	\$ 5,202	
Public Works Secretary	\$ 3,776	\$ 4,155	\$ 4,569	\$ 5,027	

Cost of Living Adjustments for Miscellaneous, Mid-Management, Management, and Bishop Police Officers Association contracts for Fiscal Years as follows: 2018-2019: 2%; 2019-2020 1%; 2020-2021 2%
For all Step Classifications -Step Increases occur annually with one year in between each step based on successful employee evaluations.
Approved by Council on October 22, 2018

CITY OF BISHOP
PART-TIME EMPLOYEES WAGE SCALE
July 1, 2018 – June 30, 2019

FINANCE DEPARTMENT

Position	Step	Hourly	Step Adjustments
Office Assistant	I	\$13.25	After 6 months from hire date After 1 yr 6 mos. from hire date
	II	\$14.25	
	III	\$15.25	

FIRE DEPARTMENT

Position	Step	Hourly	Monthly	Statutory
Assistant Fire Chief			\$1,365.00	
Mechanic	I	\$12.00		
	II	200 hrs/start date \$13.00		
	III	200 hrs/start date \$14.00		
Fire Inspector		\$12.00		
Volunteer Firefighters				Per call: \$20.00

COMMUNITY SERVICES DEPARTMENT

Position	Step	Hourly	Step Adjustments
Recreation Coordinator	I	\$20.00	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$21.00	
	III	\$22.00	
	IIII	\$23.00	
Facility Maintenance Worker	I	\$12.00	Step increases will be considered every 500 hours of employment in that position.
	II	\$13.00	
	III	\$14.00	
Custodian/Facility Maintenance Worker	I	\$12.00	Step increases will be considered every 500 hours of employment in that position.
	II	\$13.00	
	III	\$14.00	
Park Helper	I	\$12.00	Step increases will be considered every 500 hours of employment in that position.
	II	\$13.00	
	III	\$14.00	

COMMUNITY SERVICES DEPARTMENT – PARK

Position	Step	Hourly	Step Adjustments
Aquatics Coordinator	NO STEPS	\$18.50	Not Applicable
Pool Manager (Senior Guard)	I	\$14.00	Step increases will be considered for each additional season worked.
	II	\$15.00	
Lifeguard	I	\$12.00	Seasonal steps
	II	\$13.00	
Athletic Coordinator	I	\$12.00	
	II	\$13.00	
	III	\$14.00	
Sports Official		Sports Officials	Per Game \$25.00
		Basketball Officials	Per Game \$30.00
		Soccer Officials	Per Game \$30.00
		Softball Officials	Per Game \$30.00
Assistant Sports Official			Per Game \$15.00
Certified Instructor			Per Session \$25.00
Program Coordinator	I	\$12.00	Step increases will be considered for each additional season worked.
	II	\$13.00	
	III	\$14.00	
Activity Director		\$12.00	Not Applicable

WT

COMMUNITY SERVICES DEPARTMENT - AFTER SCHOOL PROGRAM

Position	Step	Hourly	Step Adjustments
After School Program Leader	I	\$13.50	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$14.50	
	III	\$15.50	
After School Program Site Coordinator	I	\$16.50	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$17.50	
	III	\$18.50	
After School Program Leader/Program Leader	I	\$13.50	Step increases occur annually with one year in between each step based on successful employee evaluations.
	II	\$14.50	
	III	\$15.50	

POLICE DEPARTMENT

Position	Step	Hourly	Step Adjustments
Office Assistant	I	\$13.25	After 6 months from hire date After 1 yr 6 mos. from hire date
	II	\$14.25	
	III	\$15.25	
Parking Enforcement Officer	I	\$13.25	After 6 months from hire date After 1 yr 6 mos. from hire date
	II	\$14.25	
	III	\$15.25	
Reserve	Level III	\$13.25	*Reserve Level II Increase - After 1 yr from hire date and the successful completion of the PD Field Training Officer Program.
	Level II	\$17.00	
	Level II - Increase*	\$20.00	
	Level I	\$35.00	
Reserve Specialist		\$20.00	Not Applicable
Crossing Guard		\$12.00	Not Applicable
Relief Communications Operator	I	\$13.25	After 6 months from hire date After 1 yr 6 mos. from hire date
	II	\$14.25	
	III	\$15.25	
Police Cadet	I	\$12.00	Not Applicable
Facility Maintenance Worker	I	\$12.00	Step increases will be considered every 500 hours of employment in that position.
	II	\$13.00	
	III	\$14.00	
Facility Maintenance Worker II		\$15.25	Not Applicable

PLANNING DEPARTMENT

Position	Step	Hourly	Step Adjustments
Associate Planner / Economic Development Coordinator	NO STEPS	\$40.40	COLA per Mid-Management agreement

PUBLIC WORKS DEPARTMENT

Position	Step	Hourly	Step Adjustments
Office Assistant	I	\$13.25	After 6 months from hire date After 1 yr 6 mos. from hire date
	II	\$14.25	
	III	\$15.25	

Drafter	I	\$20.00	
	II	\$21.00	After 200 hours from hire date
	III	\$22.00	After 400 hours from hire date
Engineer		\$35.00	Not Applicable
Assistant Engineer		\$30.00	Not Applicable
Maintenance Worker		\$15.25	Not Applicable
Public Works Intern		\$13.25	Not Applicable

RETIRED ANNUITANT

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.

Changes due to \$12.00/hour State Minimum Wage effective January 1, 2019

Approved by Council on January 14, 2019

66