



# STATE OF THE CITY

A REPORT TO  
THE COMMUNITY  
OCTOBER 2020



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Dear City of Bishop Community,

The most common question I am asked is, "how is the city doing"?

I am happy and honored to answer that question for you all at this time. Our amazing team of department heads and staff members have prepared this state of the city report for you. The report will provide you with insight into the prior two fiscal years, including the many accomplishments achieved and the challenges we have faced together.

The entire City Council and City employees would like to thank you all for your participation and contributions to plan and make the many important decisions we face.

Please rest assured you have a team of dedicated representatives and excellent City of Bishop staff members working for you. With great pride and pleasure, we continue to serve you, the citizens of our "Small Town with a Big Backyard"!

Blessings to you all,

Laura Smith  
Mayor, City of Bishop



Mayor  
Laura Smith



Mayor Pro Tem  
Chris Costello



Councilmember  
Jim Ellis

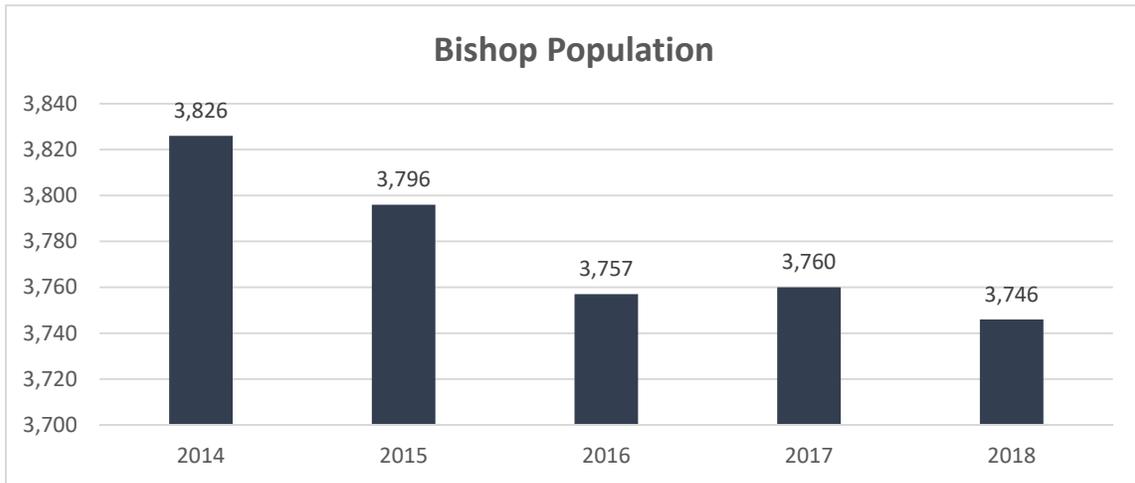


Councilmember  
Karen Schwartz



Councilmember  
Stephen Muchovej

# CITY OF BISHOP AT A GLANCE



<b>Median Household Income*</b>	<b>\$44,453</b>
<b>Unemployment Rate*</b>	<b>1.8%</b>
<b>Median Age*</b>	<b>46</b>
<b>Households with Individuals under 18*</b>	<b>469</b>
<b>Households with Individuals over 65*</b>	<b>506</b>

Information from the U.S. Census 2010  
California Department of Finance Demographic Research Unit (2010-2018)



# BISHOP POLICE DEPARTMENT

## DEPARTMENT OVERVIEW

The Bishop Police Department (BPD) is a full-service, law enforcement agency. Command Staff consists of a Chief, a Lieutenant, and a civilian Support Services Manager. Staff consists of Police Sergeants, Police Officers, a Detective, Reserve Police Officers, a Public Safety Technician, Dispatchers, and Clerical.

The BPD is responsible for public safety. Command Staff sets the tone, direction, and policy. Dispatch receives both emergency and non-emergency calls for assistance, documenting and initiating the necessary police, fire, and medical responses. Between handling calls for service received from Dispatch, Police Officers provide routine and directed patrol, enforce laws and regulations, investigate criminal activity, and participate in community outreach. The more complex criminal cases are investigated by our Detective and at times jointly with a dedicated county-wide investigations unit. Evidence and the property room is handled by our Police Services Technician. A Police Records Clerk keeps the paperwork, routing, and other important office related responsibilities in order.

The BPD has a service population approaching 30,000 - a great deal of which is tourism based - and Officers are well equipped to handle the demand. Officers with BPD frequently work outside of the city limits, conducting patrol, follow-up investigations, and assisting allied agencies. For many years the BPD has utilized body worn cameras to reduce liability and increase public confidence. The department strives to keep up with that technology and more. For instance, Officers also have immediate access to less-lethal options and a specially trained tactical unit.

This area is unique in that there are few barriers in terms of teamwork and the pooling of resources. We frequently assist the California Highway Patrol, the Inyo County Sheriff's Office, and the Tribal Police and vice versa. We also have an agreement with Mono County to the north for specific law enforcement operations.

In terms of keeping the public informed and involved, the BPD offers a solid social media platform that includes our branded mobile app. Citizens who download the free app to their smart devices receive police activity alerts. The alerts range from simple, current police activities, traffic issues and tips to full press releases and more. The information from our phone app is pushed out to our Facebook page as well. The BPD enjoys a community that truly supports its police.

Command Staff's leadership style provides emphasis in the areas of coaching, mentoring, and training. Staff receives continuous in-house training plus away training at various regional training sites. BPD continues to move forward with new equipment such as police vehicles, safety equipment, and other law enforcement tools.



## MISSION STATEMENT

The mission of the Bishop Police Department is to maintain the public peace, safeguard lives and property and to provide for a quality of life whereby those persons within the City of Bishop have a sense of security and freedom in their daily activities. The Bishop Police Department will maintain a pro-active organization that recognizes and effectively responds to current and future community needs.

The BPD's basic on-going deployment goals are:

- Reducing crime
- Improving quality of life by providing the best possible service
- Establishing and advancing Community/Police relationships
- Arresting and prosecuting those responsible for committing crimes

Some of the BPD's economic challenges are:

- Costs associated with the use of body worn cameras

- General technology needs/upgrades
- A few police vehicles are at or near the end of their service life
- The need for a new police department building

### LOOKING BACK

The following are highlights of activities since the 2018 State of the City presentation

- Mock oral boards at the Bishop Union High School
- Lyons Club's Student Speech Contest judge
- Trunk or Treat
- National Night Out (NNO#2)
- Shop-with-a-cop x 2
- School Resource Officer grant awarded, SRO selected, and backfill officer hired
- Hired Rich Watt to fill the vacant Support Services Manager position
- Honored with another ESPOA Law Enforcement Professional of the year award; Officer Brian Hohenstein selected over other police, county, state, and federal agency nominees from Inyo and Mono counties
- Hired Officer David Scobie
- A number of successful investigations to include the robbery attempt and shooting at the Shell gas station
- Appropriate deployment strategies on the scheduled protests
- New police vehicles to include our first truck





## LOOKING AHEAD

The BPD Command Staff continues to meet weekly to address organizational challenges and to help ensure the police department is on the right track. Internal assessments and training will continue to help support the development of each employee, to ensure policy is current and followed, and to generally plan for the future needs of the department as a whole.

Earlier this year, CV-19 struck and we are still dealing with it today. We continually attempt to strike the right balance of providing adequate public safety while keeping staff away from the disease. A number of safety procedures were instituted to include a temporary deployment strategy that reduced person to person contact. We have had one officer so far who was ordered to quarantine as a result of his child's daycare provider testing positive. Neither the child nor the officer contracted the disease.

The dispatch radio upgrade mentioned in the last report is still serving us well. The larger components should last at least a decade. Absent an unusual event, we should only

experience typical minor repairs or replacement expenses over the next few years with the basic attached equipment such as mic headsets, batteries, and antennas along with the routine scheduled maintenance.

BPD has been responsive to concerns regarding use-of-force (UOF) following the in-custody death of George Floyd in Minneapolis. Without prompting or change of law, BPD initiated in-house discussions to ensure policy was understood to include the importance of de-escalation and use of less-lethal options when reasonable. When policy updates were later received, they were promptly distributed and discussed. Command Staff is monitoring proposals that aim to update UOF techniques to ensure we are ready should change occur.

## POLICE DEPARTMENT STATISTICS

	<u>2018</u>	<u>2019</u>	<u>2020 (as of August)</u>
Total Incidents	15666	13466	8021
Calls for Service	9666	9183	6026
Officer Initiated	6000	4283	1995
Traffic Stops	803	712	359
Business Checks	199	157	22
Reports	1247	1088	580
Accidents	112	104	41
Arrests	582	435	209
Citations	1000	742	346
Homicide	0	0	0
Rape	5	9	0
Robbery	4	6	8
Assault	74	80	35
Burglary	25	29	18
Theft	188	143	59
Stolen Vehicles	5	4	9

# FIRE DEPARTMENT

## DEPARTMENT OVERVIEW

The Bishop Fire Department is a joint venture between the City of Bishop and the Bishop Rural Fire Protection District. These two entities work as one to serve the City of Bishop, its immediate surrounding neighborhoods, and the Bishop Paiute Tribe. We serve an estimated 11,000 residents, countless visitors, and over 200 square miles in our sphere of influence.

Our purpose is to save lives, property, and the environment. We will risk a lot to save a life; risk a little to save property; and risk nothing for what is already lost. We live by our core values:

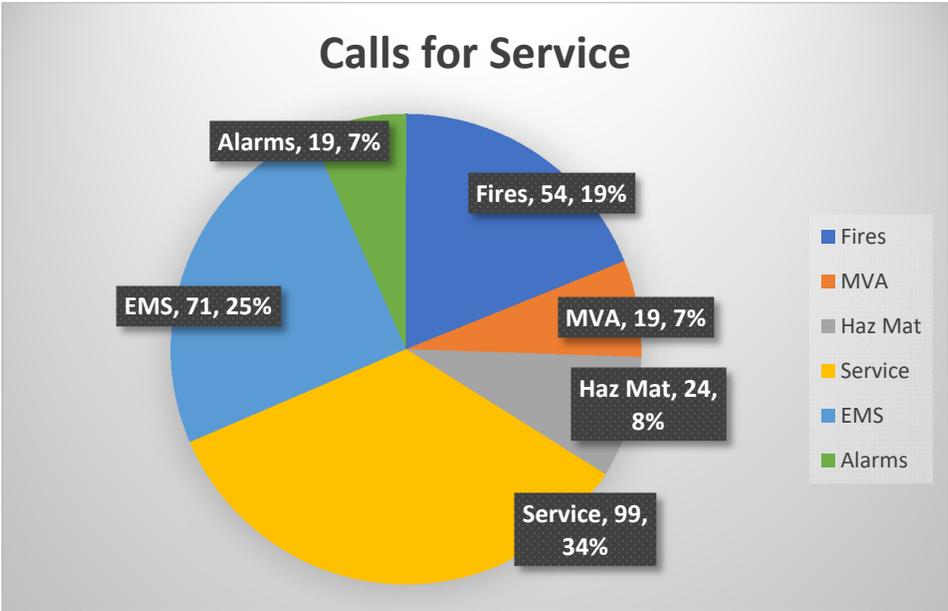
### PRIDE

- Professionalism- We take our mission seriously and strive to serve; paid or not
- Respect- We respect our community, our citizens, and each other
- Integrity- We do the right thing, even when no one is watching
- Dedication- We are dedicated to our community, department, and each other
- Execution- When something needs to get done, we do it

2019 Calls for Service- **347**

2020 Year to Date- **286**

2020 Projected total calls- 380



Volunteers leave their jobs, part with their families, and lose countless hours of sleep to ensure our neighbors get emergency service when they need it most. To make ready for those emergencies, volunteers give up 6 evenings a month to train and prepare. They also provide public education, fire prevention, and countless other community services.

## Volunteer Training Hours Year to Date - **1500**

### LOOKING BACK

The largest accomplishment of 2019 was the implementation of the Joint Powers Agreement (JPA) between the City of Bishop and the Bishop Rural Fire Protection District. After many years working together a formal agreement was created and implemented. The agreement outlines cost sharing, responsibilities, and expectations. The JPA also shifts the fire district's financial services to the city. This streamlines financial efficiencies, and decreases the amount of errors. However, partnering also creates some difficulties in equal sharing and an added layer of bureaucracy. Currently with the COVID 19 pandemic, the city and fire district have different funding abilities and direction.

2020 has been racked with challenges with the most impactful being the COVID-19 Pandemic. On March 17<sup>th</sup> Inyo County declared a state of emergency and the fire department has been involved since. Chief Dell has been instituted as the County Emergency Operations Logistics Chief. The training-facility has been transformed into a logistics warehouse and we have been busy providing life -saving personal protective equipment to hospitals, fire/ EMS agencies, county departments, city departments, local businesses, and community members.

2019/2020 Department Accomplishments:

- JPA Implementation
- Restructured the volunteer stipend pay
- Renewal of the Bishop Paiute Tribe contract
- Updated and purchased new helmets for all members
- Co-Sponsored the Cero Coso EMT Program
- Earned approval as an EMS training center through ICEMA
- Purchased and outfitted two new command vehicles
- Recruited and Hired a part time secretary/ clerk
- Developed of a recruitment video
- Created a new recruitment and orientation packet
- Created the Wilkerson Fire Safe Council
- Acquired a donated ambulance
- Purchased new extrication equipment
- Purchased uniform/wildland pants for all members

- Implemented new computer aided dispatch (CAD) to report management system integration
- Implemented new fire inspection software
- Upgraded phone notification application for eDispatches
- Applied for and received emergency generator grant for the repeater site
- Applied for and received HHS EMS preparedness grant
- Applied for and received two grants for the Wilkerson Fire Safe Council
- Applied for and awarded the Cal Fire VFA grant
- Coordinated and secured regional live fire training from the CSFA live burn trailer
- Replaced the front bay doors at Fire Station 1
- Replaced the heaters at Fire Station 1
- Placed AED's in police cars
- Backfilled Cal Fire and deployed to several out of county wildland fires

## CHALLENGES

### Training

The training requirements levied on volunteers is imposing. How do we maintain excellent skill sets, follow the law, and maintain a healthy work/ life balance? The fire environment is dynamic, changing, and dangerous. We must be able to stay safe and work effectively within the confines of our time restraints. Our challenge is to seek out new and innovative ways to train and stay ahead the fire.

We have 40 volunteers on our roster that have in different levels of experience and expertise. New firefighters, senior firefighters, engineers, captains, and battalion chiefs all need different types of training. We continue to conduct essential weekly training for 40 people that encompass an all hazards fire department. Researching, developing, delivering and documenting training continues to be a time-consuming challenge.

### Equipment and Facilities

The fire department continues to improve its apparatus, facilities, and equipment. All things get worn out with time, no matter how well they are maintained. Our challenge is to identify those things that should be replaced and develop a financially sound way to replace, repair, or revitalize them.

Station 1 and Station 2 are in need of significant attention. The funding to replace Station 2 has been secured and is slated to move forward as soon as time is allotted to the fire chief. Station 1 needs new paint, new carpet, bathroom upgrades, kitchen upgrade, and office space addition. A significant drawback of Fire Station 1 is the lack of a lobby for public interaction for burn permits, fire plans, and community inquiries.

The BFD fleet is aging and has several apparatuses that are due for replacement. Currently the department has three apparatus over 30 years old. Within five years we

will also need to replace our SCBA's and several more apparatus. Maintenance, upkeep, and regular attention to ageing equipment and facilities will require more manpower to keep equipment functioning and properly documented.

### Fire Prevention

With 2020 only just past half over we have seen 54 fires and over \$500,000 in community dollars lost. BFD lacks a progressive fire prevention program. Education, code enforcement, and robust fire investigations will reduce fires, and fire loss. BFD is great at visiting schools during fire prevention week and engaging young children, but falls short at following up. The following areas should be addressed:

- High School training
- Senior citizen outreach
- Seasonal outreach messaging (chimney fires, defensible space, etc.)
- Social media presence

In addition, BFD does not comply with the state priority business inspection law. There are 145 identified mandatory inspections that the BFD is required to administer by June of 2021. A strong program should include most of Bishops 800 businesses. This year the High School was inspected for the first time in several years and took six hours including proper documentation.

### Emergency Medical Services (EMS)

Area growth, increased visitation, and an aging senior citizen population has put a strain on the EMS system. Symon's Ambulance is running over 2000 calls per year and are typically only staffing one ambulance. Simultaneous calls create large gaps where people are not receiving timely emergency medical care.

BFD continues to work towards developing and implementing an EMS program to assist with resiliency. Funding, training, and experience are all hurdles we are encountering to finalize this project. An MOU between Symon's and BFD are in process and will be finalized shortly. Symons Ambulance Service should be encouraged to provide additional staffed ambulances to meet the community's needs and their contracted metrics.

## LOOKING AHEAD

Our team is the strength of our program. The volunteers continue to step up and execute every day. These dedicated men and women go above and beyond everyday and protect our community. The department will grow and advance with the community and its needs. Our volunteers are leaders in the Eastern Sierra and will shape the direction of the department for years to come. The departments key to success is supporting our excellent volunteer firefighters.

# PUBLIC WORKS

## DEPARTMENT OVERVIEW

With a few exceptions, the Department of Public Works performs all public works functions for the city including water, sewer, streets, building permitting and inspection, and management. Public works staff also provides support to the Planning and Economic Development Department, the Planning Commission, and the Water and Sewer Commission.

Public Works is staffed with 7 full-time employees. There are 2 vacant full-time Maintenance Worker positions that are frozen right now due to budget impacts of the Covid-19 pandemic.

Public Works manages six program budgets and manages about 4 project budgets. Two of the program budgets are enterprise funds – the water and sewer programs – and the remaining program budgets are essentially part of the City's General Fund. The project budgets are typically funded or reimbursed from outside sources such as State Transportation Improvement Program (STIP) funds.

The annual water and sewer budgets are about \$1 million each including capital improvements. The annual General Funds budgets together total about \$600,000. The project budgets within any one year together total between \$1 and \$3 million depending on the projects active at a particular time. Most projects are multi-year and the sum of the total of projects in all the fiscal years is between \$5 and \$10 million.



## LOOKING BACK

In addition to extremely important ongoing but routine responsibilities, the Public Works accomplishments from July 2019 to present include:

- Probably the most notable accomplishment of the past year would be the creation of the Joint Power Authority (JPA) known as the Bishop Area Wastewater Authority (BAWA). BAWA is a JPA between the City of Bishop and the Eastern Sierra Community Services District. The process to get to this point has taken in excess of 10 years.
- Completed the \$480,000 Seibu to School Path
- Applied for and received a \$100,500 PSPS Grant through Cal OES for backup power sources for the Waste Water Treatment Plant and Johnston Drive Lift Station
- Completed the \$742,000 West Jay Street Extension
- Completed the \$57,000 Park Street Sidewalks Project
- Completed the \$35,000 Willow and Rose Ramps Project
- Completed design for the \$2.1 million Spruce, Hanby, Yaney Sidewalks Project
- Acquired new Caterpillar backhoe
- Completed the Chamberlain Street Drainage Project
- Constructed covers over the clarifiers at the Wastewater Treatment Plant
- Assisted Inyo County with Aspendell sewer system and Tecopa sewer ponds
- Continued updates and maintenance of the city Geographic Information System (GIS)
- Continued to serve as staff to the Owens Valley Groundwater Authority
- Programmed the environmental phase of the East Line Street Bridge Project
- Served on Administrative Committee of the Inyo Mono Regional Water Management Group
- Issued and inspected the following building permits:

<b>FISCAL YEAR 2019 / 2020</b>	
PERMITS ISSUED	197
Residential	111
Commercial	86
PROJECT VALUE	\$17,090,872.83
PERMIT FEES (less SMIP / REV FUND)	\$165,433.09

It is important to note that permit fee revenues are up by over 200% compared to the last 3 years. This increase can be attributed to fees collected from the Inyo County consolidated offices project, LADWP buildings and LADWP solar projects.

## LOOKING AHEAD

- Department of Public Works looks forward to the following:
- The purchase of approximately 300 acres of land from the City of Los Angeles to increase the wastewater discharge area
- Construction of the Spruce Hanby and Yaney Sidewalks Project
- Completion of the Environmental phase for the East Line Street Bridge Project
- Completion of right of way acquisition for the Seibu to School Bike Path
- Construction of \$600,000 North Sierra Water Line Project
- Construction of \$ Sewer Trunk Replacement Project
- Construction of the \$80,000 Spruce Street Fiber Seal Project
- Design and construction of sidewalks on the west side of Ball Field 1 in the City Park
- Construction of the North Fowler Street Water Main replacement Project
- Development of Farm Management Plan for pasture at wastewater plant
- Development of an effective pressurized sprinkled irrigation system for discharge area of the BAWA



## CHALLENGES

The Department of Public Works faces the following challenges:

- Deteriorating asphalt conditions on City streets and parking lots
- Streets with sidewalks in poor condition or no sidewalk at all
- Addressing new regulations, particularly those affecting the water and sewer systems
- Aging equipment, especially high cost construction and specialty equipment
- Addressing challenges of working towards ADA compliance
- Working through issues related to the Los Angeles Department of Water and Power ownership and management of land in and near the city as well as ownership and operation of power utilities on the City's right of way



# PLANNING AND ECONOMOIC DEVELOPMENT

## DEPARTMENT OVERVIEW

The Planning and Economic Development Department is responsible for administering community development functions. Planning Department responsibilities include: current and long-range planning activities, such as building permit review for municipal code compliance; processing discretionary planning applications; ensuring compliance with State regulations, including CEQA; overseeing implementation of the City of Bishop General Plan; working with City Council, business owners, and community members to develop strategies to ensure the sustainable and prosperous development of the Bishop community.

Working in conjunction with the responsibilities described above, the Planning and Economic Development Department is tasked with implementing the Economic Development Element of the City's General Plan, including working with business owners and the community to create a more vibrant and inviting downtown for residents and visitors, promoting Bishop as a world-class destination, identifying strategies to expand access and utilization of Bishop's state-of-the-art broadband capability, working with regional partners to strengthen Bishop's retail, education and healthcare, and working in support of guaranteeing reliable regional air service at the Bishop Airport.

## LOOKING BACK

### Current Planning Projects

The Planning Department processed approximately 14 planning applications between 2018 and September 2020. Notable Planning applications have included:

- Conditional use permit granted to allow for a commercially zoned professional office building located at 512 West Line to convert under-rented space to apartments.
- Conditional use permit granted to allow for a commercially zoned professional office building located at 459 West Line to convert under-rented space to apartments.
- Conditional use permit granted to allow for Bishop Nursery to remain as a commercial component of the Nursery development.
- Subdivision of 711 North Fowler Street (APN 001-020-08, zoned Medium High Residential [R-2000]) to create a 0.75 acre lot to allow for future housing development.

Additional Planning activities included:

- Permitted 20 new single family homes, apartments, or accessory dwelling units.
- Continued negotiations with the Los Angeles Department of Water and Power (LADWP) regarding commercial property divestitures.
- Negotiated Purchase Agreement between the City of Bishop and LADWP for acquisition of the Silver Peaks Parcel, to be purchased and developed by Inyo Mono Advocates for Community Housing (IMACA).
- Implemented the LADWP funded South Main Street streetscaping project in partnership with the Community Services Department and the Public Works Department.
- Conducted public outreach meetings in partnership with Community Services staff to solicit public input on Park improvements and other recreational amenities needs.
- Assisted the Bakersfield Small Business Development Center with outreach and organizing the Eastern Sierra Capital Summit.
- Drafted Accessory Dwelling Unit Ordinance for Council consideration and adoption.



*Figure 1 Before and After Photos of South Main Street*

### **Long Range Planning Actions**

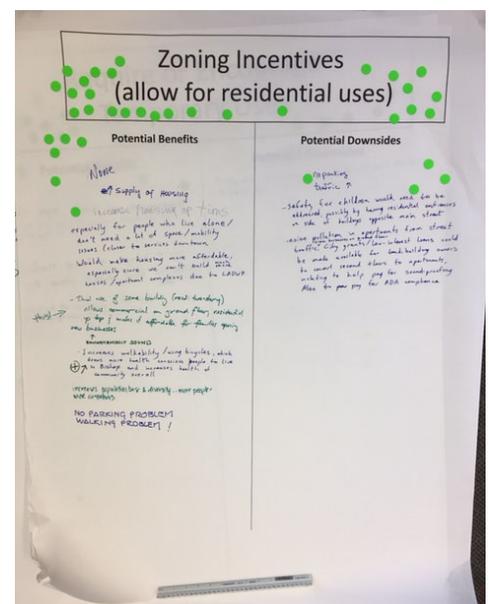
- Conducted public outreach to solicit public input for downtown Bishop revitalization strategies and guidance on public support to develop mixed-use

zoning ordinance, architectural and signage guidelines, and vacant building enforcement.

- Leveraged public input to successfully obtain approximately \$400,000 in grant funded to draft mixed-use zoning ordinance and Downtown Specific Plan, which will include architectural and signage guidelines, as well as specific concepts for pedestrian and active transportation improvements. Project was initiated in March 2020.
- Obtained Prop 68 Green Infrastructure Grant to increase green spaces, streetscaping and public gathering spaces, and improve pedestrian safety in downtown Bishop, specifically within Whitney Alley. Project began in August 2020.
- Identified grant funding to hire consultants to complete the State-mandated 2021 Housing Element Update, due in April 2021.



Figure 2 Vacant Building Workshop, July 2018



During the 2018-2020 period, Planning staff wrote the following grants:

Grant	Project	Status	Amount
Caltrans Sustainable Communities Grant	Downtown Bishop Mixed-Use Overlay	Awarded	\$227,000
SB 2 Grant	Downtown Bishop Specific Plan	Awarded	\$160,000
Prop 68 Green Infrastructure Grant	Bishop PARKWAYS – Whitney Alley Rehabilitation	Awarded	\$450,000

California Economic Development (CalED) Conference Grant	Professional Training Grant	Awarded	Cost of attendance and travel
LEAP Grant for Housing Element	2021 Housing Element Update	Pending Award	\$60,000
NEA Grant	Downtown Bishop Public Art Projects	Application submitted	\$200,000
HGTV Hometown Takeover Contest	HGTV Hometown Takeover Contest	Application submitted	TBD
Prop 68 Per Capita Grant	Bishop Playground Replacement	Application in progress	\$170,000
CARES Act CDBG-CV1 COVID Response and Recovery	Application(s) in progress	Application in progress	\$157,000
Active Transportation Grant	Sierra Street Bike Path Rehabilitation and Extension	Application in progress	TBD
Prop 68 SPP Grant	Bishop Park Capital Improvements	Denied	\$600,000
Prop 68 Trails Grant	Historic Bishop Ranches and Canals Bike Paths	Denied	\$600,000

## LOOKING AHEAD

The overarching long-term objective for the Planning and Economic Development Department is to assist the City and community in realizing its vision to be a regional economic and commercial hub with a multitude of services for both residents and visitors, and to become a diverse, well-rounded, welcoming, sustainable, vibrant community that collaboratively promotes its unique Eastern Sierra location and provides year-round business and outdoor recreation opportunities. In the future, Planning staff intends to:

- Continue providing prompt and courteous service to the public.
- Continue efficient processing for building permits and planning entitlements.
- Oversee the successful development and adoption of the Downtown Specific Plan/Mixed Use Overlay and Environmental Review.
- Manage the Housing Element Update process.
- Conduct public outreach, develop project concepts and oversee construction of the Whitney Alley rehabilitation project.

- Continue to collaborate with all City Departments to pursue grant opportunities to fulfill community goals.
- Continue efforts to attract new businesses to Bishop, with specific focus on reuse or redevelopment opportunities for the Big K and Kmart properties.
- Continue to negotiate with LADWP to secure land for community and economic development.
- Continue conversations with Caltrans on implementing short-term and long-term strategies to make Main Street safer and more attractive.

## CHALLENGES

The primary constraints identified to implementation of the above listed goals include balancing Caltrans requirements along state highways 395 and 168 with facades and pedestrian environment improvements, limited private property in and surrounding Bishop available for development, addressing commercial properties and leases owned and managed by the Los Angeles Department of Water and Power, gaining business and building owner buy-in on implementation of downtown beautification strategies, such as façade improvements, and securing grant funding for community and economic development improvement projects.



# COMMUNITY SERVICES

## DEPARTMENT OVERVIEW

The Community Services Department oversees numerous City facilities including the City Hall Complex, City Parks and the landscaped areas of Main, Warren and Pine streets as well as other City controlled property. It is also the lead Department overseeing, maintaining the Sunrise Mobile Home Park. The Department prides itself with the continuous responsibilities of continued development and implementation of Adult and Youth programs. Our team consists of a Community Services Manager, Recreation Supervisor, Community Services Secretary, the Recreation Coordinator and 40+ part-time and seasonal staff. Community Services is responsible for creating, maintaining and working within the bounds of several budgets which include Community Services, Buildings and Grounds, Sunrise Mobile Home Park and the smaller program budgets. The Parks, Recreation programs, and Buildings and Grounds budgets are primarily funded by the General Fund with some funding coming from other revenue offsets from program participant fees. The Sunrise Mobile Home Park budget is addressed separately in this document.



The Bishop City Park is the focal point of the City. It is utilized by tens of thousands of users annually. The complex consists of two swimming pools, six multiple use athletic fields, the skate park, four tennis courts, two horseshoe pits, a band stand, two playgrounds, a large pond with a gazebo and fountain, the rear pavilion, an adult exercise area, community garden, arboretum, dog parks and areas of open space for picnicking in the sun or shade. The park is located prominently on the northwest corner Horace Albright and Main streets. Within the A-Frame located at the front of the park is the Bishop Area Chamber of Commerce, responsible for providing the marketing Bishop and the surrounding area to encourage tourism. The park is also home to the Inyo County Senior Center, which provides supporting programs and meals for our local senior community members. The City of Bishop maintains professional relationships with local organizations including Bishop Little League, AYSO, Bishop Youth Football, Bishop Unified School District, the Master Gardeners and the Tree Committee. These relationships are mutually beneficial in the sharing of facilities and resources.



## LOOKING BACK

The recreational programs continue to retain popularity through the community. The programs offer healthy, social and educational programs to encourage overall health and wellness for all demographics. Gymnastics, Adult Fitness, Youth Hip Hop and Jiu Jitsu are amongst those programs ran in the City Auditorium and High School Wrestling facility with 100 participants this past year.



Summer Camps continue to be very popular and have seen 100 percent growth in the 2019-2020 fiscal year. In the summer of 2019, the Community Services Department was able to provide 4 all day week camps with the opportunity to expand the programs starting spring of 2020 to grow even more and provide 8 weeks of all day summer camp.

The Community Services Department implemented the recreation based After School Program in 2014 that remains to be successful and has grown and changed to adapt to the needs of our community families. The After School Program continues to show popularity amongst our community families for the past 6 years. This program remains to support children participating with homework, indoor and outdoor recreation, arts and crafts, science experiments and field trips around the City of Bishop including school sport events, community events, FFA Farm, yoga studios, movie theaters and many more local businesses. The After School Program has seen a 66 percent increase in the 2019-2020 school year. This program has helped over 56 families and 40 children each day with after school recreation-based programming. The After School Program continues to thrive with a continuous wait list. Its popularity stems from the safe, fun, enriching environment provided by the caring and amazing Program Leaders.



Kids Inspired through Nature Discovery (K.I.N.D) is the newest program with an intentionally small, outdoor based after school program that encourages growth, teamwork and understanding of weather and everything natural to the outdoors. The pilot program kicked off in 2017 to test the waters and it has proven itself a success with 14 children enrolled in 2019-2020. The program provides a safe environment for children to enjoy the outdoors. K.I.N.D.'s home base is primarily at the City Park but also utilizes other outdoor spaces including the C.O.S.A, Millpond and the Community Garden. The children are provided homework support, arts and crafts and learn to support each other through teamwork. In 2019-2020 the children worked on a beautification project

and began to paint the waste containers at the park to represent how the children view our community. They created relationships with some of our senior community members along the walk from the school to the park. Where some may feel this is a very out of the box program, the children who participate in the program thrive in the all outdoor setting.



This Bishop Park Pool had a very busy and hot summer season. During the 2019-2020 pool seasons the Bishop Park Pool was able to provide 362 swim lessons, 15 person per session water aerobics, dive in movies with an average of 150 participants, public swim with an average of 150 participants each day, lap swim sessions, swim meets, 42 private parties, and hosted special event days including Free Swim for 4<sup>th</sup> of July Big Day in the Park and Summer Kick Off. Swim lessons and water aerobics were especially popular leading us to expand the amount of lessons available to sign up for and expanding from just 2 evening sessions to both morning and evening sessions 2 days a week. The Park Pool partnered and worked with other agencies to help boost participation numbers for our community including OV CDC, High School Rodeo, Bishop and surrounding school districts, and the Bishop Stingray Swim Team. Prior to the season start, Park staff was able to update the bathroom showers, purchase new Bromine Feeders and work with Public Works to make a much needed repair to the curbing of the south pool deck, making it a cleaner, safer and more maintainable

Adult sports continue to exceed expectations with roughly 500 participants in the City Softball League, 200 participants in the City Soccer league and 200 participants in the open gym Adult Volleyball. The City of Bishop is fortunate to have a great partner with Bishop Unified School District and is able to collaborate for the use of space at the City Park as well as the Bishop Union High school facilities to host these programs.



The Community Service Staff takes pride in providing community events such as the Big Day in the Park, Trunk or Treat and Kids Nights Out. The Department offers support to local entities for other events for our community. Preparation of the park for Mule Days Art Show, Labor Day Art in the Park, and the Eastern Sierra Breast Cancer Alliance Walk/Run is proudly provided by the park staff. Other events assisted by park staff are the Millpond Music Festival and Blake Jones Trout Derby. These events are essential to the community and the City Staff assistance helps to offset costs of operations by our local entities. The City Park is a very busy and popular place and amenities are used often. The playground structure had been overused for so many years that it became unmaintainable as parts were no longer available due to the age of the structure. With funding from a GameTime match grant and Proposition 68, a new structure project was able to begin with the project completing at the end of June 2019. The Park Staff also took time to coordinate the movement of the Youth Sports storage buildings and relocated the power and irrigation clocks for fields 4 and 5 in preparation for the Hanby, Spruce and Yaney Street project.

The Community Services Department has provided and assisted with projects and upgrades to beautify our down town corridor for our community member and tourists to appreciate. Six new trees were planted for the West Jay Street project, new flower baskets were placed on Main, Academy and Warren streets, and landscape and irrigation was set in place for the new bulb outs on Rose and Willow Streets. Maintenance staff also stripped and re-waxed the floor of the Auditorium, coordinated for the new City Hall sign on Line Street, re-painted the existing City Hall and Inyo County directional signs and started re-painting the trim on the City Hall complex. Staff also provided assistance in coordinating the removal and replacement of the floors in Suites E and F, where the Inyo County Sheriff's Office is located. Day to day cleanup of all City Properties, tree and shrub pruning and building maintenance continues on a regular basis. The Community Services Department was very fortunate to acquire a donation of a Genie Lift from High Country Lumber that has been a great asset already in maintaining the landscaped areas.

The Community Services Department was very proud be able to partner with the Bishop Union High school ASB to support our 2020 graduating class and create a system for donations and make the purchase of banners that were placed on the light posts on Warren, Academy and Church streets. Donations in excess were given back to the ASB for future program support of just under \$800. The banners were shipped, received and hung just in time for our graduating senior class ceremonies.

## CHALLENGES

While Community Services always faces challenges of our adapting to our community and requests for new facilities, COVID19 has been by far the biggest challenge we have faced. With our schools closing and inability to continue our After School Program and K.I.N.D. under orders of Governor Newsom, the refunding process began. Several large community events were cancelled and our summer camp and pool programs

were in limbo as the Department awaited guidance and approvals from the Inyo County Public Health Office. Our Department as a whole came together to back up the changes and adjustments made by the Recreation Coordinator who came up with a plan for both. And though those programs looked nothing like the original, we worked together to assist at the camps where we could, and our community supported the programs helping to make them a success. Unfortunately not all of the programs we typically see during our spring and summer season were lucky enough to see fruition. Adult Softball had several players on the sidelines waiting to see what the Department would be able to do. But the regulations were more stringent and the program was cancelled for the season. Adult Volleyball was more popular this year than ever, but in the last weeks of the season was cancelled, also due to the stringent regulations set forth by the COVID19 pandemic. We also saw this with Little League Baseball and Softball and AYSO's Spring Soccer league, making the City Park ballfields empty. Other programs also had to be cancelled were Youth Fish Camp, Gymnastics, Adult Fitness classes, Youth Hip Hop classes and the newly reinvented Kids Night Out programs. Community Services had to begin to think differently in order to still keep communication and support available to our community families. Links to educational, physical activities and art based online references were put on the City website and community challenges were put into action to help support our community families and businesses, trying to help keep a positive atmosphere.

COVID19 created quite a lot more work as well, as staff saw an influx of tourism and more supplies for sanitizing and cleaning had to be purchased as the staff was required to clean more often. Trying to juggle the regular maintenance schedule with extra restroom and garbage cleanup became a challenge, but also a priority.

## LOOKING AHEAD

The Community Service Staff will be making necessary upgrades and pursuing grant opportunities to expand facilities for programs. Our goal is to continue to collaborate for the progression of the Park Masterplan. A major focus will be the Field 1 Pedestrian Safety Project. The Community Services Staff would also like to move forward on the completion of Warren Street sidewalks and landscape as well as work on the Whitney Alley project and work in coordination with Public Works on the Hanby, Spruce and Yaney Street Project. The replacement of the front play equipment is also a necessary. The goal for the winter is to complete the restroom renovations in the pool house.



# SUNRISE MOBILE HOME PARK

## DEPARTMENT OVERVIEW

Sunrise Mobile Home Park was developed in 1982 as housing for low income senior citizens. The park was structured to provide a combination of move-in ready units as well as spaces for owner occupied units. The project was funded through a grant from the State of California to assist cost offset through subsidies for the units. The program concluded in 2012 and the City of Bishop began to operate as an enterprise fund using the sale of available units to offset the budget deficit. The park consists of 41 units, a community building, a community garden and small orchard of fruit trees. The goal of the park is to provide an affordable and safe living space for our low income seniors.

## LOOKING BACK

The City of Bishop currently has only six remaining units. The other twenty five units are privately owned. There were no units sold in 2019-2020, but the year ended with a vacancy being prepared for listing. For several years the park has operated in a deficit, being picked up by the General Fund. The six remaining units owned by the City have rents grandfathered in from the State subsidy program with varied levels of rents and twenty five tenants who moved in after the program concluded in 2012. Each unit has water, sewer, trash and basic cable as a provision to their rent. Propane is also offset through the current contract with Amerigas.

## CHALLENGES

The Sunrise Mobile Home Park has consistently experienced a deficit as it has been difficult to operate within the bounds of the budget as unexpected expenses arise. Sale of homes has been part of the plan to offset cost, but there is never a guarantee one will come available. The park has many safety issues that constantly have to be addressed between cracked driveways, pot holes and tree issues.

## LOOKING AHEAD

The Community Services Staff will continue the standard of care for our residents and begin to look at ways to operate with a balanced budget. A deferred maintenance program will be created and staff is looking at how to best set up an automated irrigation system to offset time spent on watering the front lawns.

# ADMINISTRATION/FINANCE

## DEPARTMENT OVERVIEW

The City's Administration/Finance Department develops and administers nine separate General Fund budget units: City Council, Administration, Finance, Treasurer, Legal Services, Insurance, Information Technology (IT), Elections, and Community Promotions.

Departmental operations are facilitated by a team of 4.2 full-time equivalent (FTE) positions including the City Administrator, City Clerk, the Assistant Finance Director, the Personnel/Accounting Specialist, and .2 Community Services Secretary. This group works closely with the balance of the departments to provide administrative oversight for the City in its entirety.

The City of Bishop utilizes the City Council/City Administrator form of government, meaning that the Administrator and all Department Heads serve at the will of the Council. The City Administrator also serves as the Finance Director, Planning Director, Community Services Director and Personnel Director.

As local legislators, councilmembers are responsible for and responsive to the citizens who elected them. Council's functions include but are not limited to the following:

- Select the City Administrator, Chief of Police, Fire Chief, and Public Works Director
- Review and approve the annual budget
- Establish long-term and short-term objectives and priorities
- Oversee performance of the City Administrator and Department Heads
- Oversee effectiveness of programs
- Establish tax rates
- Enter into legal contracts
- Borrow funds
- Pass ordinances and resolutions
- Regulate land use through zoning laws
- Regulate business activity through licensing and regulations
- Exercise the power of eminent domain
- Communicate policies and programs to residents
- Respond to constituent needs and complaints
- Represent the community to other levels of government

The City Clerk's Office is a division of the Administration Department. Under the direction of the City Administrator and the City Council, the City Clerk records the official minutes of all city Council meetings; maintains original Resolutions and Ordinances; serves as the custodian of City records and documents; oversees the Records Management Program; administers the personnel system; and provides professional support to the City Council, City Administrator, and staff. Additionally, the City Clerk's Office oversees the Elections Division. The City Clerk works closely with the Inyo County Clerk-Recorder through the consolidated election process.

The Finance Division of the Administration/Finance Department works closely with the City Administrator and departments in the development of a budget representative of Council identified priorities and philosophies. The Division also works closely with the City Clerk managing the City's numerous insurance policies. Additionally, the Division is responsible procedurally for accounts payable, accounts receivable, payroll, retirement and benefits management, tracking of seasonal and part-time employee hours, monitoring of accrued leave, workers compensation insurance, cash management, asset management, tax monitoring, business license processing, financial reporting, and the facilitation of an annual audit.

The City Treasurer is an elected official whose role is to provide objective oversight of the City's fiscal operations.

Legal services for the City of Bishop are provided contractually by the firm of Jones and Mayer. The firm provides legal support at a formally negotiated cost (retainer). Services provided outside of the negotiated scope are billed at a previously agreed upon hourly rate. The City has been extremely pleased with the services provided by Jones and Mayer.

The City's Information Technology (IT) needs are met contractually by Carmichael Business Technologies (CBT). Oversight of this contract is provided by an IT Committee made up of representatives from each department.

The Community Promotions Budget during the reporting period was utilized to support numerous, locally based entities and events including the Bishop Area Chamber of Commerce and Visitors Bureau, Laws Railroad Museum, Inyo Council for the Arts, the Tri-County Fair, and the Senior Discounted Water and Sewer Program.

## LOOKING BACK

On March 4, 2020 Governor Gavin Newsom issued a Proclamation of a State Emergency due to the Coronavirus Pandemic (COVID 19). On March 16, 2020, the Inyo County Health Officer declared a local health emergency, followed by a declaration of a local emergency declared by the Inyo County Board of Supervisors. The City Council also declared a local health emergency on March 17<sup>th</sup>, 2020 and then declared a fiscal emergency on May 11, 2020. This caused the City to reduce expenditures in the Mid-Year Budget in FY 19.20 and in the Annual Budget for FY 20.21. Expenditures were reduced by furloughing City Employees, instructing all Department Heads to reduce all department budgets to minimum amounts, freezing hiring for open positions, restricting travel costs and eliminating all capital projects in the General Fund.

Before COVID 19, the City of Bishop was showing significant growth in Transient Occupancy Tax (TOT) revenues over the past few years, which typically accounts for around 41% of General Fund revenues. The projections for the reduction of TOT was 20% at the Mid-Year Budget Review for FY 19.20. We know that FY 20.21 will be a financially fluid year, with many unknowns regarding the City's revenue.

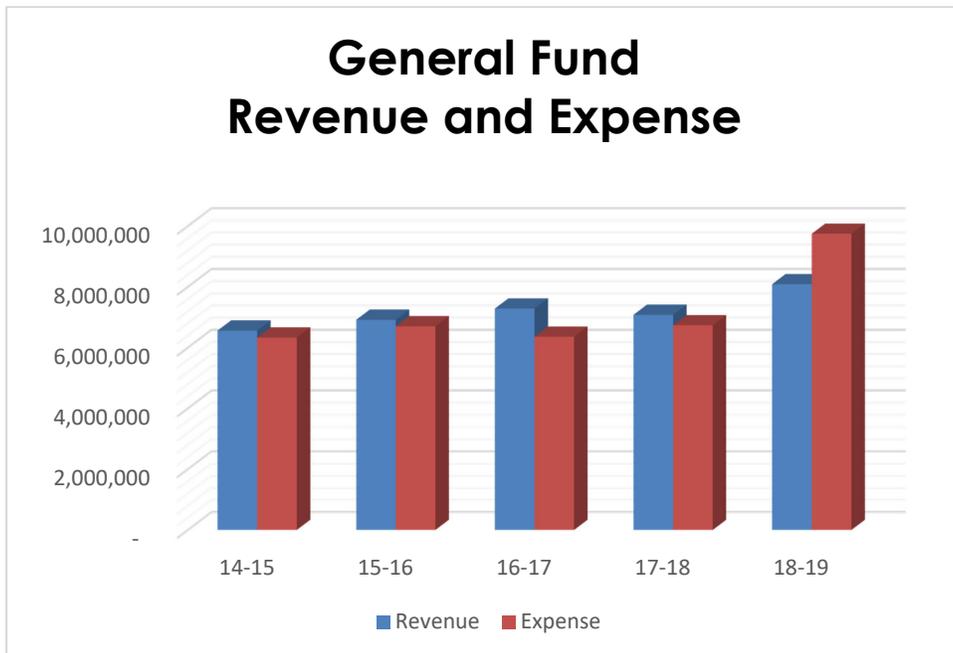
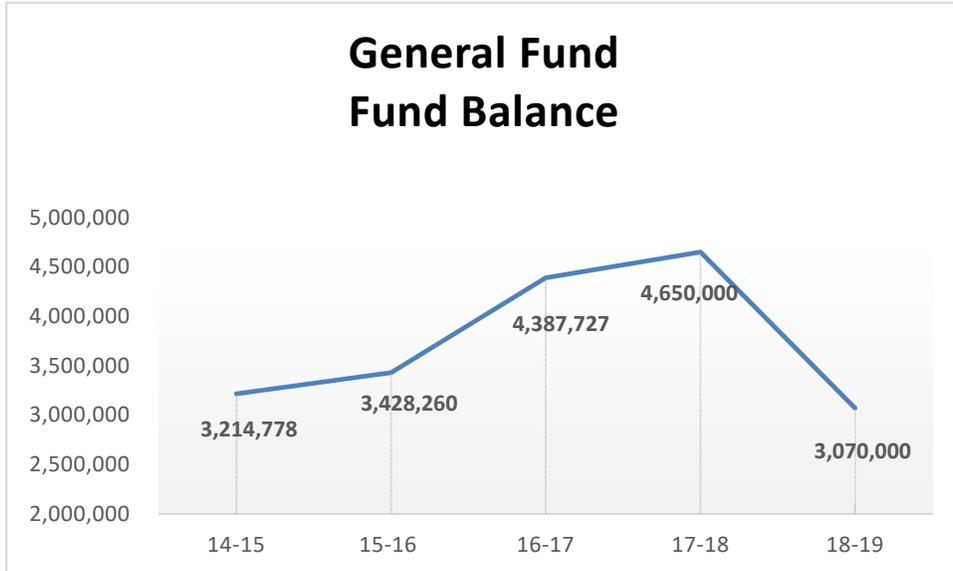
## LOOKING AHEAD

Fiscal Year 19.20 was a challenging one for Administration. There was staff turnover with both the newly hired City Administrator and Assistant Finance Director both leaving after a short tenure with the City. Fiscal Year 20.21 will be difficult one while navigating a COVID-19 world but with the solid leadership of the City Council, the new City Administrator and the new Assistant Finance Director the future for the City Administration is optimistic.

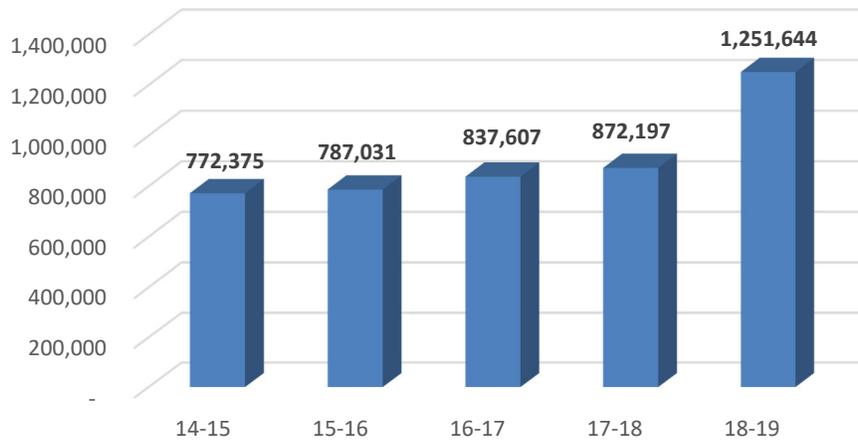
## CHALLENGES

From a financial perspective, the City still faces the challenges of unpredictable revenue stream and the increasing cost of retirement benefits. The last two Fiscal Year budget expenditures exceeded the City's revenue. In order to maintain services that the City is accustomed to and navigate a COVID world we will need to find additional revenue resources.

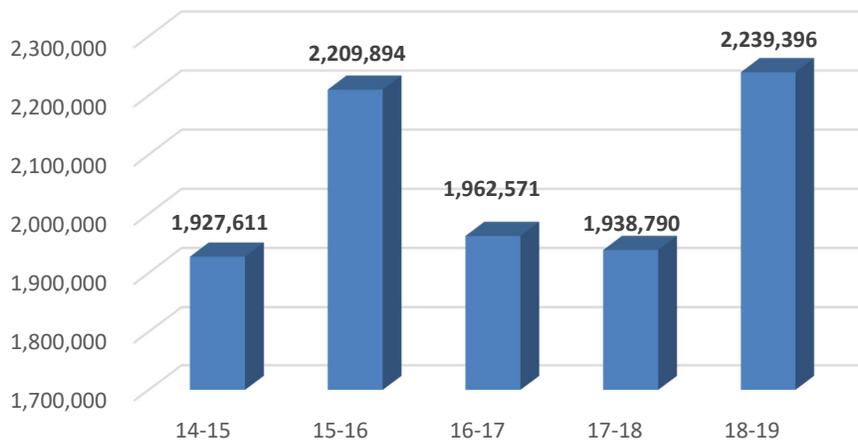
# FINANCIAL HIGHLIGHTS



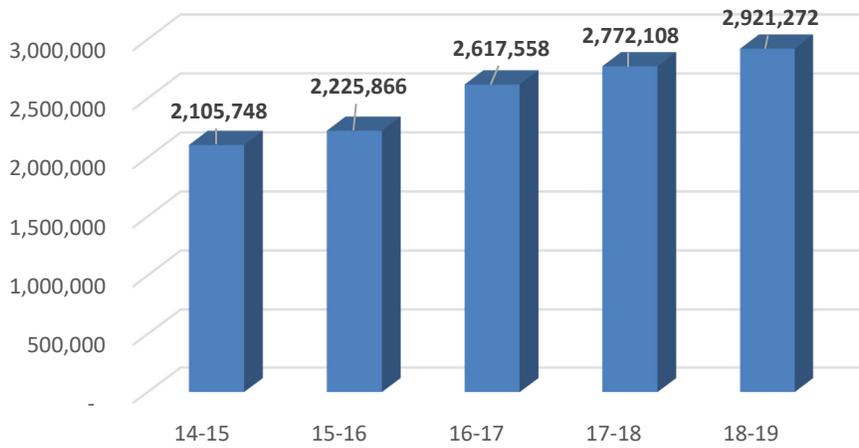
## Property Tax



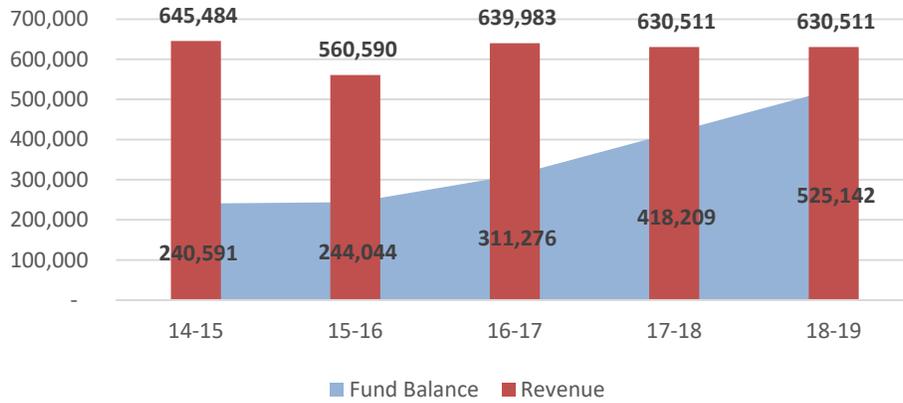
## Sales Tax



### Transient Occupancy Tax



### Transaction and Use Tax Revenue & Fund Balance



# TRUST FUND BALANCES

