



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

NATE GREENBERG  
COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA

Board of Supervisors Room - County Administrative Center  
224 North Edwards, Independence, California

**NOTICES TO THE PUBLIC:** (1) This meeting is accessible to the public both in person and, for convenience, via Zoom webinar. The Zoom webinar is accessible to the public at <https://zoom.us/j/868254781>. The meeting may also be accessed by telephone at the following numbers: (669) 900-6833; (346) 248-7799; (253) 215-8782; (929) 205-6099; (301) 715-8592; (312) 626-6799. Webinar ID: 868 254 781. Anyone unable to attend the Board meeting in person who wishes to make either a general public comment or a comment on a specific agenda item may do so by utilizing the Zoom "hand-raising" feature when appropriate during the meeting (the Chair will call on those who wish to speak). Generally, speakers are limited to three minutes. Remote participation for members of the public is provided for convenience only. In the event that the remote participation connection malfunctions for any reason, the Board of Supervisors reserves the right to conduct the meeting without remote access. Regardless of remote access, written public comments, limited to 250 words or fewer, may be emailed to the Assistant Clerk of the Board at [boardclerk@inyocounty.us](mailto:boardclerk@inyocounty.us). (2) In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (760) 878-0373 (28 CFR 35.102-35.104 ADA Title II). Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting. Should you because of a disability require appropriate alternative formatting of this agenda, please notify the Clerk of the Board 72 hours prior to the meeting to enable the County to make the agenda available in a reasonable alternative format. (Government Code Section 54954.2). (3) If a writing, that is a public record relating to an agenda item for an open session of a regular meeting of the Board of Supervisors, is distributed less than 72 hours prior to the meeting, the writing shall be available for public inspection at the Office of the Clerk of the Board of Supervisors, 224 N. Edwards, Independence, California and is available per Government Code § 54957.5(b)(1).

### REGULAR MEETING

September 23, 2025

8:30 A.M.

- 1) **Pledge of Allegiance**
- 2) **Presentation** – Caltrans representatives will provide an update on current and upcoming highway projects throughout Inyo County.
- 3) **Public Comment**  
Comments may be time-limited
- 4) **County Department Reports**

### CONSENT AGENDA

(Items that are considered routine and are approved in a single motion; approval recommended by the County Administrator)

- 5) **Approval of Minutes from the September 9 Board of Supervisors Meeting**  
Clerk of the Board | Assistant Clerk of the Board

#### **Recommended Action:**

Approve the minutes from the regular Board of Supervisors meeting of September 9, 2025.

**6) Confidentiality and Data Use Agreement between Inyo County and Health Net**

Health & Human Services - Health/Prevention | Anna Scott

**Recommended Action:**

Approve the Data Sharing Agreement between the County of Inyo Health and Human Services and Health Net Community Solutions, Inc. for the provision of data sharing between the County and Medi-Cal Managed Care Plan (MCP), and authorize the Health and Human Services Director to sign, contingent upon all appropriate approvals being obtained.

**7) Consideration of Waiver of Solid Waste Disposal Fees**

Public Works - Recycling & Waste Management | Michael Errante

**Recommended Action:**

Consider approval of waiver of solid waste disposal and gate fees up to \$100 for trash and litter removed at the Lower Owens River Clean-Up event, November 1, 2025.

**8) Temporary Road Closure for Roadway Construction Service**

Public Works | Michael Errante

**Recommended Action:**

Approve the temporary closure of Luring Lane adjacent to Ranch Road in Bishop to allow Roadway Construction Service to replace a deteriorated power pole on September 24, 2025.

**9) Award Contract for the Laws, Independence, and Lone Pine Water Meter Project**

Public Works | Michael Errante

**Recommended Action:**

- A) Award the contract for the Laws, Independence, and Lone Pine Water Meter Replacement Project to Four Point Engineering of Wellington, NV as the successful bidder;
- B) Approve the construction contract between the County of Inyo and Four Point Engineering of Wellington, NV in the amount of \$358,342.00, and authorize the Chairperson to sign; and
- C) Authorize the Public Works Director to execute all other project contract documents, including contract change orders, to the extent permitted by Public Contract Code Section 20142 and other applicable laws.



## **REGULAR AGENDA**

### **9 A.M. 10) Conduct a Public Hearing on the County's Vacancies in Accordance with California Government Code §3502.3**

County Administrator - Personnel | Keri Oney  
30 minutes (15min. Presentation / 15min. Discussion)

#### **Recommended Action:**

- A) Conduct a Public Hearing on the status of the County's vacancies, recruitment and retention efforts pursuant to California Government Code §3502.3 - formerly known as Assembly Bill 2561; and
- B) Receive the 2025 County of Inyo Vacancy, Recruitment and Retention presentation.

### **11) Adoption of the Fiscal Year 2025-2026 Final Board Approved Budget**

County Administrator | Nate Greenberg  
10 minutes (5min. Presentation / 5min. Discussion)

#### **Recommended Action:**

- A) Conduct a review and discussion of the Fiscal Year 2025-2026 Final Approved Budget, including but not limited to:
  - 1. Those changes to the County Administrative Officer (CAO) Recommended Budget that were directed by the Board to be included in the Final Budget; and
  - 2. Any other changes which may be made as a result of today's discussion;
- B) Adopt the Fiscal Year 2025-2026 as recommended by the County Administrator and as amended, and as directed on September 9, 2025;
- C) Approve Resolution No. 2025-33, titled, "A Resolution of the Board of Supervisors, County of Inyo, State of California, Adopting a Final Budget for Fiscal Year 2025-2026," and authorize the Chairperson to sign; and
- D) Approve all associated job descriptions and direct staff to update the publicly available salary schedule.

### **12) Bishop Fire Well Emergency Repair Budget Amendment**

Public Works | Ashley Helms  
10 minutes (5min. Presentation / 5min. Discussion)

#### **Recommended Action:**

- A) Amend the Fiscal Year 2025-2026 Bishop Airport Budget 150100 as follows: increase estimated revenue in Operating Transfers In Revenue Code 4998 by \$75,000 and increase appropriation in Construction in Progress Object Code 5700 by \$75,000 (*4/5ths vote required*);
- B) Amend the Fiscal Year 2025-2026 General Revenues and Expenditures Budget 011900 as follows: increase appropriation in Operating Transfers Out Code 5801 by \$75,000 and reduce the General Fund Contingencies Budget 087100 Contingencies Object Code 5901 by \$75,000 (*4/5ths vote required*); and
- C) Find that the situation constitutes an emergency project pursuant to California Public Contract Code Section 20134.

**13) Proposed Memorial Plaque at Spainhower Park**

Board of Supervisors | Nate Greenberg, Darcy Israel  
10 minutes

**Recommended Action:**

In accordance with County policy, consider and approve the request to place a memorial plaque at the Spainhower Park gazebo in Lone Pine in honor of the late Seth Tait (*4/5ths vote required*).

**14) Presentation of the 2024 Crop and Livestock Report**

Agricultural Commissioner | Nathan Reade  
15 minutes (10min. Presentation / 5min. Discussion)

**Recommended Action:**

Receive presentation on the 2024 Inyo and Mono Counties Crop and Livestock Report.

**15) Treasury Oversight Committee Membership**

Treasurer-Tax Collector | Christie Martindale  
5 minutes

**Recommended Action:**

- A) Accept the resignation of Chief Damon Carrington as a Member of the Treasury Oversight Committee;
- B) Rescind the appointment of Chief Damon Carrington to the Treasury Oversight Committee; and
- C) Adopt the attached Resolution No. 2025-34 appointing Alisha McMurtrie to the vacant seat on the Treasury Oversight Committee, titled, "Resolution Rescinding Appointment and Confirming Other Appointment to the Treasury Oversight Committee," and authorize the Chairperson to sign.

**11 A.M. 16) Public Hearing and Proposed Ordinance Adoption for Zone Text Amendment (ZTA) 2025-02/Kennels**

Planning Department | Cathreen Richards  
15 minutes (10min. Presentation / 5min. Discussion)

**Recommended Action:**

- A) Receive presentation from staff;
- B) Hold a public hearing on a proposed Ordinance 1323 titled, "An Ordinance of the Inyo County Board of Supervisors Amending Section 18.06.305 of the Inyo County Code Pertaining to the Definition and Title Kennel and Amending Subsections 18.21.040(F), 18.22.040(E), and 18.49.020(L) of the Inyo County Code Pertaining to the Title Kennel and Amending Section 18.12.020 and Subsection 18.12.040 of the Inyo County Code Pertaining to Zoning Requirements for Kennels;"
- C) Find the project is exempt from the California Environmental Quality Act (CEQA) pursuant to the Commonsense Exemption 15061(b)(3) on the basis that it has no potential to cause a significant effect on the environment; and
- D) Waive further reading of and enact said ordinance.

**11 A.M. 17) Public Hearing and Proposed Ordinance Adoption for Zone Reclassification No. 2025-04/Eastside Vistas**

Planning Department | Cathreen Richards  
15 minutes (10min. Presentation / 5min. Discussion)

**Recommended Action:**

- A) Receive a presentation from staff regarding Zone Reclassification 2025-04/Eastside Vistas;
- B) Hold a public hearing on proposed Ordinance 1324, enacting the Zone Reclassification titled, "An Ordinance of the Board of Supervisors of the County of Inyo, State of California, Approving Zone Reclassification No. 2025-04/Eastside Vistas and Amending the Zoning Map of the County of Inyo by Rezoning an Approximate 1.95-Acre Parcel Located East of the Bishop Plaza (APN 010-301-28) from Multiple Residential with a 2-Acre Minimum (R3-2) to One Family Residences 3,400 Square-Foot Minimum (R1-3,400);"
- C) Make all the necessary findings as stated in the staff report and ordinance, including that ZR 2025-04 is exempt from the California Environmental Quality Act (CEQA) pursuant to the Commonsense Exemption 15061(b)(3) that CEQA applies only to projects which have the potential to cause a significant effect on the environment; and
- D) Waive further reading of and adopt the proposed ordinance.

**11:10 A.M. 18) Public Hearing and Proposed Ordinance and Resolution Regarding Adoption and Collection of Fees to Review Records of Survey**

County Administrator | Meaghan McCamman, Michael Errante  
10 minutes (5min. Presentation / 5min. Discussion)

**Recommended Action:**

- A) Receive presentation from staff;
- B) Conduct public hearing on proposed ordinance and resolution;
- C) Waive further reading and adopt proposed Ordinance 1325, titled, "An Ordinance of the Inyo County Board of Supervisors Adding Section 16.28.120 to the Inyo County Code Pertaining to the Establishment of Fees for Record of Survey Reviews by the County Surveyor;" and
- D) Adopt Resolution No. 2025-34, titled, "Resolution of the Inyo County Board of Supervisors Adopting and Increasing Fees for Map Checking Services Provided by and through the Inyo County Department of Public Works," and authorize the Chairperson to sign.

**ADDITIONAL PUBLIC COMMENT & REPORTS**

**19) Public Comment**

Comments may be time-limited

**20) Board Member and Staff Reports**

Receive updates on recent or upcoming meetings and projects

- 21) Public Comment on Closed Session Item(s)**  
Comments may be time-limited

### **CLOSED SESSION**

- 22) Conference with County's Labor Negotiators – Pursuant to Government Code §54957.6** – Regarding employee organizations: Deputy Sheriff's Association (DSA); Inyo County Correctional Officers Association (ICCOA); Inyo County Employees Association (ICEA); Inyo County Probation Peace Officers Association (ICPPOA); IHSS Workers; Law Enforcement Administrators' Association (LEAA). Unrepresented employees: all. County designated representatives – Administrative Officer Nate Greenberg, Assistant Administrative Officer Denelle Carrington, Assistant Personnel Director Keri Oney, County Counsel John-Carl Vallejo, and Assistant County Counsel Christy Milovich.
- 23) Public Employee Performance Evaluation – Pursuant to Government Code §54957** – Title: County Administrator.

### **OPEN SESSION**

- 24) Report on Closed Session as Required by Law**



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NATE GREENBERG

COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL

ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-644

### Approval of Minutes from the September 9 Board of Supervisors Meeting

Clerk of the Board

ACTION REQUIRED

#### ITEM SUBMITTED BY

Clerk of the Board

#### ITEM PRESENTED BY

Assistant Clerk of the Board

#### RECOMMENDED ACTION:

Approve the minutes from the regular Board of Supervisors meeting of September 9, 2025.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

The Board is required to keep minutes of its proceedings. Once the Board has approved the minutes as requested, the minutes will be made available to the public via the County's webpage, [www.inyocounty.us](http://www.inyocounty.us).

#### FISCAL IMPACT:

There is no financial impact associated with this agenda item.

#### ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:

Your Board may request changes or edits, or decline to approve but the latter option is not recommended.

#### OTHER DEPARTMENT OR AGENCY INVOLVEMENT:

None.

#### STRATEGIC PLAN ALIGNMENT:

Not Applicable

#### APPROVALS:

Hayley Carter  
Darcy Israel

Created/Initiated - 09/10/2025  
Final Approval - 09/10/2025

**ATTACHMENTS:**

1. Draft September 9, 2025 Minutes

# MINUTES



## County of Inyo Board of Supervisors

**September 9, 2025**

The Board of Supervisors of the County of Inyo, State of California, met in regular session at the hour of 8:33 a.m., on September 9, 2025, in the Board of Supervisors Room, County Administrative Center, Independence, with the following Supervisors present: Chairperson Scott Marcellin, presiding, Will Wadelton, Jeff Griffiths, Jennifer Roeser and Trina Orrill. Also present: County Administrator Nate Greenberg, County Counsel John-Carl Vallejo, and Assistant Clerk of the Board Darcy Israel.

***Closed Session  
Public Comment***

The Chairperson asked for public comment related to closed session items and there was no one wishing to speak.

***Closed Session***

Chairperson Marcellin recessed open session at 8:33 a.m. to convene in closed session with all Board members present to discuss the following item(s): No. 2 **Conference with County's Labor Negotiators – Pursuant to Government Code §54957.6** – Regarding employee organizations: Deputy Sheriff's Association (DSA); Inyo County Correctional Officers Association (ICCOA); Inyo County Employees Association (ICEA); Inyo County Probation Peace Officers Association (ICPPOA); IHSS Workers; Law Enforcement Administrators' Association (LEAA). Unrepresented employees: all. County designated representatives – Administrative Officer Nate Greenberg, Assistant Administrative Officer Denelle Carrington, Assistant Personnel Director Keri Oney, County Counsel John-Carl Vallejo, and Assistant County Counsel Christy Milovich.

***Open Session***

Chairperson Marcellin recessed closed session and reconvened the meeting in open session at 9:05 a.m. with all Board members present.

***Report on Closed Session***

County Counsel Vallejo reported that the Board met under Item No. 3 and said that no action was taken during closed session that is required to be reported.

***Pledge of Allegiance***

Supervisor Marcellin led the Pledge of Allegiance.

***Public Comment***

The Chairperson asked for public comment related to items not calendared on the agenda and public comment was received from John Muccio, Cameron Mayer, Toni Kizzia, and Patrick Donnelly. Supervisor Marcellin extended birthday wishes to Assistant Clerk of the Board Darcy Israel.

Supervisor Wadelton requested that the meeting be dedicated to the memory of longtime Lone Pine/Olancha resident Seth Tait, who tragically lost his life in a recent automobile accident. He offered heartfelt condolences to Mr. Tait's family.

***County Department Reports***

Risk Manager Aaron Holmberg updated the Board on hazardous air conditions caused by smoke from the Garnet Fire in Fresno County and shared online safety tools to help residents stay protected.

Public Works Director Mike Errante announced a public meeting on the Inyo County Electric Vehicle Charging Infrastructure Plan and distributed a handout with event details.

***Clerk of the Board –  
Approval of Minutes***

Moved by Supervisor Griffiths and seconded by Supervisor Wadelton to approve the minutes from the regular Board of Supervisors meeting of September 2, 2025. Motion carried unanimously.

***Clerk of the Board –  
Letter of Support***

Moved by Supervisor Griffiths and seconded by Supervisor Wadelton to authorize the Inyo County Fish & Wildlife Commission to send a letter to the California Fish and Game Commission regarding the impact of mountain lions on the local mule deer and bighorn sheep population and authorize staff to send a similar letter from the Board of Supervisors. Motion carried unanimously.

***Public Works –  
Runway 12-30 Surface  
Treatment Project  
N.O.C./Reso. #2025-32***

Moved by Supervisor Griffiths and seconded by Supervisor Wadelton to approve Resolution No. 2025-32, titled, "A Resolution of the Board of Supervisors of the County of Inyo, State of California Authorizing the Recording of a Notice of Completion for the Runway 12-30 Surface Treatment Project," and authorize the Chairperson to sign. Motion carried unanimously.

***Public Works –  
Emergency Road  
Closure***

Moved by Supervisor Griffiths and seconded by Supervisor Wadelton to approve the temporary closure of Sunset Drive, just south of State Route 168 West, on September 16, 2025, to allow Roadway Construction Services to install a new pole and prevent potential hazards or incidents in the area. Motion carried unanimously.

***CAO –  
Fiscal Year 2025-2026  
CAO Recommended  
Budget***

Chairperson Marcellin opened the public hearing at 9:28 a.m.

CAO Greenberg thanked the budget team and staff members for their contributions, including Denelle Carrington, Amy Shepherd, Kelsey Gonzalez, Keri Oney, Meaghan Ostrander, Mike Baffrey, Darcy Israel, Miquella Beall, Rebecca Graves, and Hayley Carter, as well as department heads and their fiscal staff. Together with Assistant CAO Carrington and Auditor-Controller Amy Shepherd, the team delivered a comprehensive presentation of the CAO Recommended Budget and fielded Board member questions.

***Recess/Reconvene***

The Chairperson recessed the meeting for a break at 10:30 a.m. and reconvened the meeting at 10:48 a.m. with all Board members present.

***CAO –  
Fiscal Year 2025-2026  
CAO Recommended  
Budget  
(continued)***

The Board continued deliberations. Supervisor Roeser requested more detail on individual trust accounts, while Supervisor Orrill advocated for preserving personnel request information on department-specific pages. The Board requested future agenda items to include: an update on the Ingress and Egress Study, a Municipal Services Review or facility infrastructure analysis, improvements to the Animal Shelter, and deferred maintenance in parks. Supervisor Orrill emphasized that the County is currently out of compliance with Ingress and Egress standards- an issue with serious implications for emergency preparedness, land development, and infrastructure planning, and urged the Board to treat the matter as a top priority.

CAO Greenberg invited department heads to provide input, prompting HHS Director Anna Scott to voice concerns about the exclusion of certain HHS positions from the CAO Recommended Budget. Discussion centered on the two part-time cook positions in the Aging Division. Director Scott noted that the program is severely understaffed, and she and Board members emphasized the importance of maintaining reliable congregate meal services for seniors, especially amid national cuts to food assistance programs. Chairperson Marcellin added that the social interaction these programs offer is vital to seniors' mental health and well-being.

The Chairperson opened the floor for public comment; no one came forward to speak.

Moved by Supervisor Griffiths and seconded by Supervisor Roeser to:

**A) Adopt the Fiscal Year 2025-2026 Budget to include:**

1. Adding \$363,493 to the General Fund Contingencies budget;
2. Adding \$150,000 to the General Revenues and Expenditures budget to fund an OPEB contribution;
3. Adding \$2,500 of revenue and expenditure into the Board of Supervisors Budget for the District 3 TOT improvement fund;
4. Adding \$25,000 of revenue and expenditure into the ESAAA Budget to increase the two (2) BPAR Food Cooks to two (2) Full-time Food Cooks; and

**B) Set adoption of the Final Budget for September 23, 2025.**

Motion carried unanimously.

The Chairperson closed the public hearing at 12:31 p.m.



***Board of Supervisors –  
Change of Meeting  
Locations***

Moved by Supervisor Wadelton and seconded by Supervisor Roeser to:  
A) Approve relocating the October 21, 2025 Board of Supervisors meeting from Tecopa to Independence and  
B) Relocate the regular November 4, 2025 meeting from Independence to Tecopa.  
Motion carried unanimously.

***Public Comment***

Chairperson Marcellin asked for public comment related to items not calendared on the agenda and Clerk-Recorder Danielle Sexton, who was attending remotely from a conference, reported on the status of the upcoming special election.

***Board Member & Staff  
Reports***

CAO Greenberg reported attending the City-County Liaison Committee meeting and said he had two separate meetings with staff, one with Public Works Deputy Director Ashley Helms on a cost-sharing agreement for Eastern Sierra Regional Airport, the other with HHS Director Anna Scott on EMS matters. He noted an upcoming meeting with AP Triton and Inland Counties Emergency Medical Agency (ICEMA) to review the EMS Request for Proposals (RFP). Greenberg also highlighted the upcoming Sierra Jobs First Shindig and a regional dinner with partners from the 7 County Region. He announced the soft launch of the OpenGov permitting platform, with a formal rollout expected later this month, and shared that a meeting is being planned to address southeast Inyo County power outages, with outreach efforts underway with Southern California Edison.

Supervisor Griffiths reported attending the City Council meeting, the City-County Liaison meeting, Dan Tothoroh's memorial service, and a Drug Court graduation. He also noted plans to participate in the upcoming Sierra Jobs First Shindig and the California State Association of Counties (CSAC) Board meeting in Sacramento.

Supervisor Orrill shared that she attended the Laws Board meeting with Deputy CAO Meaghan McCamman and plans to join the Sierra Jobs First Shindig prior to traveling to Sacramento for the CSAC Board meeting.

Supervisor Wadelton shared that he attended the Independence Volunteer Fire Department's pancake breakfast and highlighted an upcoming joint EMT training course hosted by the Olancho-Cartago and Lone Pine fire departments. He also noted several community events scheduled for September 20, including a chess tournament at the Lone Pine Library, the opening of a new exhibit at the Southern Inyo Museum, the Jim Pischel Memorial Golf Tournament at Mt. Whitney Golf Course, and a community potluck at Lake Olancho.

Supervisor Roeser shared details about the upcoming Sierra Jobs First Shindig tours and the second annual Owens Valley Ranch Round-Up fundraiser, scheduled for September 28.

Supervisor Marcellin confirmed his plans to attend the upcoming Ranch Roundup fundraiser and reported participating in both the City-County Liaison meeting and the Great Basin Air Pollution Control District meeting held in Alpine County.

***Adjournment***

The Chairperson adjourned the meeting at 12:51 p.m. to 8:30 a.m. Tuesday, September 23, 2025, in the County Administrative Center in Independence.

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Chairperson, Inyo County Board of Supervisors

Attest: *NATE GREENBERG*  
Clerk of the Board

by: \_\_\_\_\_  
Darcy Israel, Assistant



# INYO COUNTY BOARD OF SUPERVISORS

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NATE GREENBERG  
COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-602

### Confidentiality and Data Use Agreement between Inyo County and Health Net

#### Health & Human Services - Health/Prevention

ACTION REQUIRED

#### ITEM SUBMITTED BY

Stephanie Tanksley, Deputy Director - Public Health Anna Scott, Health & Human Services Director & Prevention

#### ITEM PRESENTED BY

#### RECOMMENDED ACTION:

Approve the Data Sharing Agreement between the County of Inyo Health and Human Services and Health Net Community Solutions, Inc. for the provision of data sharing between the County and Medi-Cal Managed Care Plan (MCP), and authorize the Health and Human Services Director to sign, contingent upon all appropriate approvals being obtained.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

Pursuant to Department of Health Care Services (DHCS) requirements, effective October 1, 2024, the Parties are required to exchange certain Member data for the purposes of coordinating Members' care and Medi-Cal coverage, including, but not limited to ensuring Members' Medi-Cal coverage is active and assigned to Plan, Members are referred to Enhanced Care Management and Community Support services, and Members are linked to medical and behavioral health services upon release from incarceration. This agreement will allow for secure information exchange between Inyo County and the Managed Care Plans to meet DHCS requirements.

#### FISCAL IMPACT:

There is no fiscal impact with this agreement.

#### ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:

If the Board chooses not to approve this item, we will not be providing efficient service delivery between our Managed Care Plans and our recently incarcerated population, which could lead to gaps in service for this vulnerable population.

#### OTHER DEPARTMENT OR AGENCY INVOLVEMENT:

Inyo County Sheriff's Office; Inyo County Probation Department

#### STRATEGIC PLAN ALIGNMENT:

Thriving Communities | Enhanced Health, Social, & Senior Services

**APPROVALS:**

Ralph Cataldo	Created/Initiated - 08/20/2025
Darcy Israel	Approved - 08/20/2025
Stephanie Tanksley	Approved - 08/20/2025
Melissa Best-Baker	Approved - 08/26/2025
Anna Scott	Approved - 08/26/2025
Lori Bengochia	Approved - 08/26/2025
Keri Oney	Approved - 09/03/2025
Stacey Simon	Approved - 09/16/2025
John Vallejo	Approved - 09/16/2025
Amy Shepherd	Approved - 09/16/2025
Nate Greenberg	Final Approval - 09/16/2025

**ATTACHMENTS:**

1. Confidentiality and Data Use Agreement



## CONFIDENTIALITY AND DATA USE AGREEMENT

This Confidentiality and Data Use Agreement ("Agreement") is entered into as of and is in effect as of 10/1/2025 ("Effective Date") by and between Health Net Community Solutions, a California health care service plan ("Plan") and Inyo County ("County"). Plan and County may be jointly referred to as "the Parties."

WHEREAS, Plan is a managed care health care service plan in the state of California that provides Medi-Cal managed care services to members enrolled with Plan through its contract with the State of California Department of Health Care Services ("DHCS");

WHEREAS, the County is a division of the Inyo County in the state of California that delivers comprehensive medical, dental, and behavioral health care to the incarcerated populations within the County's adult and juvenile detention facilities;

WHEREAS, the Parties intend to enter into a separate Memorandum of Understanding (MOU) consistent with forthcoming DHCS requirements to ensure that Justice Involved Medi-Cal members who are reentering the community and will be assigned to Health Net for their Medi-Cal coverage ("Members") are able to access and receive physical and behavioral health services, enhanced care management (ECM) services, and community supports (CS) in a coordinated manner;

WHEREAS, pursuant to DHCS requirements effective October 1, 2024, the Parties are required to exchange certain Member data for the purposes of coordinating Members' care and Medi-Cal coverage, including, but not limited to ensuring Members' Medi-Cal coverage is active and assigned to Plan, Members are referred to ECM and CS services, and Members are linked to medical and behavioral health services upon release from incarceration (the "Purpose");

WHEREAS, the Parties desire to enter into this agreement to affirm the non-disclosure and confidentiality obligations related to the Parties' access to, use and disclosure of the other Party's confidential and proprietary information, including, but not limited to personally identifiable information and protected health information (PHI) protected under state and federal privacy and security rules and regulations, including, but not limited to, the federal Health Insurance Portability and Accountability Act (HIPAA) of 1996, as amended by the Health Information Technology for Economic and Clinical Health (HITECH) Act, and implementing regulations regarding behavioral health protocols, privacy and security found at 45 C.F.R. Parts 160 and 164, and the California Confidentiality of Medical Information Act (CMIA), found at Cal. Civ. Code § 56 et seq., all as may be amended from time to time; and

NOW, THEREFORE in consideration of the mutual promises and covenants set forth herein, the adequacy, sufficiency and receipt of which are hereby acknowledged, the Parties hereby agree as follows:

**1. Purpose and Scope.** In furtherance of the Purpose, the Parties acknowledge and agree that each Party will have access to certain confidential and proprietary information of the other Party that is not generally available to the public ("Confidential Information"), including Member health

information or other Individually Identifiable Health Information as defined under 45 C.F.R. § 160.103 ("Member Confidential Information") and protected under HIPAA and the regulations promulgated thereunder. Member Confidential Information may also include information protected from disclosure by 42 C.F.R. Part 2 other than information that must be released for treatment, payment, or operations purposes as set forth in the HIPAA Final Rule. A Party's Confidential Information includes the Member Confidential Information that it provides to the other Party.

**2. General Use and Disclosure of Confidential Information.** Neither Party shall use or disclose Confidential Information of the other Party, directly or indirectly, for any reason other than solely in support of treatment, payment and health care operations related to the Purpose and as permitted by applicable law. The Parties understand and agree to hold in strictest confidence and protect all Confidential Information, whether written, oral, electronic or any other media or form. The Parties agree not to disclose any Confidential Information to third parties outside the scope of the Purpose of this Agreement: (a) without the other Party's prior, written permission; (b) without consent of the individual, or (c) unless required under law or regulation, whereupon the disclosing Party shall promptly notify the other Party of such requirement to disclose. Under no circumstances shall a Party disclose Confidential Information to the other Party's competitors or sell or commercialize the other party's Confidential Information. The Parties further agree that they each will not disclose Confidential Information to anyone within their respective organizations other than their employees that require the information solely in support of the Purpose and shall inform all such personnel of their obligations under this Agreement. Other than in support of the Purpose, the Parties agree not reproduce, reidentify, or otherwise duplicate or disseminate any Confidential Information without prior written authorization from the other Party. The Parties, respectively, shall not reverse engineer, disassemble or decompile any formulas, prototypes, software or other tangible objects which embody any Confidential Information, if applicable. Each Party expressly understands and agrees that it shall be responsible for any violation of these provisions. These obligations shall survive termination of this Agreement.

**3. Use and Disclosure of Member Confidential Information.** The Parties shall disclose to each other the minimum necessary data to support the Purpose. All such data shall be exchanged consistent with the privacy and security protocols that the other Party provides and otherwise makes known to the other Party. Each Party agrees that it will not disclose Protected/Personal Health Information (as defined under HIPAA and/or CMIA) or any other Member Confidential Information of the other Party's members internally except on a need-to-know basis and shall require its agents, employees, representatives, and contractors to comply with the obligations under this Agreement. In addition to its other obligations under the Agreement, the Parties shall refrain from disclosing such Member Confidential Information to any third party outside of the scope of the Purpose of this Agreement and shall take good faith measures to maintain the confidentiality of Member Confidential Information. If the disclosure of Member Confidential Information would include information and records originating from a federally assisted drug abuse program subject to the additional privacy protections provided by 42 C.F.R. Part 2 that identifies a Member as having or having had a substance use disorder, the Party making the disclosure will obtain the appropriate consent(s) required by 42 C.F.R. Part 2 from the Member prior to making the disclosure. Each Party shall notify the other Party immediately upon discovery and verification of any activities of a Party and its employees that violate the privacy Regulations. These obligations shall survive termination of this Agreement. As it relates to Member Confidential Information related to reproductive health care, as defined by HIPAA, a Party shall not request, use or disclose such information for any purpose prohibited by 45 CFR Section 164.502(5)(iii).

**4. Compliance with Laws Governing Disclosure of Member Confidential Information.** The use or disclosure of Member Confidential Information qualifying as PHI shall be made in accordance with the HIPAA Privacy and Security Rules and all other applicable state and federal laws and regulations including 42 C.F.R. Part 2. Each Party is responsible for its own compliance obligations under the HIPAA Privacy and Security Rules, 42 C.F.R. Part 2, and CMIA.

**5. Term and Termination.**

**a. Term.** This Agreement shall be effective as of the Effective Date and shall remain in effect for one (1) year and automatically renew annually unless terminated as provided herein.

**b. Termination without cause.** Either Party may terminate this Agreement without cause upon thirty (30) days advance written notice or sooner upon mutual agreement of the Parties.

**c. Termination with cause.** Upon either Party's knowledge of a material breach by another Party, the Party may either (i) provide an opportunity for the other Party to cure the breach or end the violation within 30 days subject to Section 5(d); or (ii) immediately terminate this Agreement if the Party believes the breach cannot be cured.

**d. Temporary termination of access to Confidential Information.** Each Party reserves the right to temporarily and immediately terminate another Party's access to Confidential Information at any time if the Party becomes aware that another Party has suffered a Breach as that term is defined by HIPAA or has violated any of the terms of this Agreement, including without limitation accessing any information that a Party would not otherwise be authorized to receive pursuant to this Agreement, improperly disclosing Confidential Information, or otherwise failing to abide by the appropriate policies and procedures outlined in this Agreement. Access will be restored once the Breach is cured and/or adequate assurances have been provided that the breaching Party has resumed compliance with the terms of this Agreement.

**6. Rights of Access and Inspection.** From time to time upon reasonable notice, or upon a reasonable determination by either Party that the other Party has breached this Agreement, the non-breaching Party may inspect the facilities, systems, books and records of the other Party to monitor compliance with this Agreement. The fact that a Party inspects, or fails to inspect, or has the right to inspect, the other Party's facilities, systems and procedures does not relieve such Party of its responsibility to comply with this Agreement, nor does the non-breaching Party's (1) failure to detect or (2) detection of, but failure to notify or require the other Party's remediation of, any unsatisfactory practices constitute acceptance of such practice or a waiver of the non-breaching Party's enforcement or termination rights under this Agreement.

**7. Return of Confidential Information and Materials.** Within thirty (30) days after the expiration or termination of this Agreement for any reason, the Parties shall, upon request, return the other Party's Confidential Information to each other or provide written certification to the other Party of destruction of all such Confidential Information and shall not retain any copies in any form. To the extent return or destruction of Confidential Information is not feasible, the non-compliant Party shall notify in writing the other Party of the reasons return or destruction is not feasible and, if the other Party agrees, may retain the other Party's Confidential Information subject to this section and the Parties shall take reasonable measures to maintain the privacy, confidentiality, and security of

Confidential Information until the Confidential Information can be returned or destroyed. Under any circumstances, the Parties shall extend any and all protections, limitations and restrictions contained in this Agreement to the other Party's use and/or disclosure of Confidential Information retained after the expiration or termination of this Agreement. The provisions of this section shall survive expiration or termination of this Agreement.

**8. Change in Law.** The parties agree that if there is a change in law that makes any provision of this Agreement inconsistent with current law or regulation, relating to the confidentiality or privacy of personal information or medical records, or otherwise, that provision shall not be effective, and the parties agree to negotiate in good faith to amend this Agreement so that it remains consistent with the change in law.

**9. Indemnification.**

**a. County Indemnification.** County shall indemnify and hold harmless Plan, and any of Plan's subsidiaries and affiliates, and their respective trustees, officers, directors, agents and employees to the extent allowed by law, from and against any and all demands, claims, causes of action, losses, damages, penalty, fine, liability, costs, expenses (including, without limitation, reasonable attorneys' fees and court costs), to the extent arising from or in connection with unauthorized or prohibited use or disclosure of the Confidential Information or any other breach of this Agreement by County or any Subcontractor, agent, or person under County's control.

**b. Plan Indemnification.** Plan shall indemnify, and hold harmless County, its officers, directors, partners, agents and employees to the extent allowed by law, from and against any and all demands, claims, causes of action, losses, damages, penalty, fine, liability, costs, expenses (including, without limitation, the payment of reasonable attorneys' fees and court costs), to the extent arising from or in connection with any unauthorized or prohibited use or disclosure of the Confidential Information or any other breach of this Agreement by Plan or any subcontractor, agent, or person under Plan's control.

**10. Remedies.** The Parties acknowledge and agree that damages may not be an adequate remedy in the event of a breach of this Agreement. Without prejudice to the rights and remedies otherwise available to Disclosing Party, if there is a breach or threat of breach of any of the provisions of this Agreement by the Receiving Party, Disclosing Party shall be entitled to seek an immediate injunction and other equitable relief enjoining any breach or threatened breach without the necessity of posting any bond or other security. Receiving Party shall notify Disclosing Party in writing immediately upon Receiving Party's becoming aware of any such breach or threatened breach.

**11. Notice.** All notices and other communications hereunder shall be in writing and shall be deemed to have been given: (a) when delivered by hand; (b) when received, if sent by a nationally recognized overnight courier (with written confirmation of receipt); (c) on the date sent by facsimile or e-mail of a PDF document (with written confirmation of transmission), if sent during normal business hours, and on the next business day, if sent after normal business hours of the recipient; or (d) on the third day after the date mailed, by certified or registered mail, confirmation of delivery or return receipt requested, postage prepaid. Such communications shall be sent to the addresses provided below (or such other address designated by a Party in compliance with this Section).

If to Health Net Community Solutions, Inc.

NAME/TITLE: Dorothy M. Seleski, Health Net Medi-Cal President



ADDRESS: 21281 Burbank Boulevard, Woodland Hills, CA 91367  
PHONE: 818-543-9177  
E-MAIL: [Dorothy.M.Seleski@healthnet.com](mailto:Dorothy.M.Seleski@healthnet.com)

If to County Agency: Inyo County  
NAME/TITLE: Anna Scott/HHS Director  
ADDRESS: 1360 N. Main St.  
PHONE: 760.873.3305  
E-MAIL: [ascott@inyocounty.us](mailto:ascott@inyocounty.us)

**12. Assignment; Binding on Successors.** Neither Party may assign this Agreement or its obligations under this Agreement. Subject to the foregoing, this Agreement shall be binding on any successor-in-interest of a Party.

**13. Relationship of the Parties.** Nothing in this Agreement is intended to create nor shall it be construed to create between the Parties a relationship of principal, agent, employee, partnership, joint venture or association. Neither Party has authorization to enter into any contracts, assume any obligations or make any warranties or representations on behalf of the other.

**14. Subcontractors.** Each Party shall require any of its subcontractors that acquire, access, disclose, or use Confidential Information to comply with the terms and conditions of this Agreement and indemnify the other Party to the same extent required by Section 9 above.

**15. No Third-Party Beneficiaries.** Nothing in this Agreement shall confer upon any person other than the Parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

**16. Entire Agreement.** This Agreement, which includes all attachments and all documents that are incorporated by reference, contains the entire agreement between the Parties and supersedes whatever oral or written understanding they may have had prior to the execution of this Agreement. No alteration to the terms of this Agreement shall be valid unless approved in writing by both Parties.

**17. Governing Law.** This Agreement shall be governed by the laws of the State of California without regard to conflict of laws principles thereof. The Parties agree to submit to the exclusive jurisdiction of the state or federal courts within the State of California for any proceeding arising out of or in connection with this Agreement.

**18. Attorney Fees.** Except as provided in Section 9 above, the Parties shall bear their own costs and attorneys' fees incurred in connection with this Agreement.

**19. Enforcement of Agreement.** This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. The federal or state courts located in the State of California shall have jurisdiction to hear any dispute under this agreement.

**20. Waiver.** No waiver by either Party of any specific default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder. No waiver shall be effective unless it is in writing and signed by the waiving Party.

**21. Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the provisions of this Addendum will remain in full force and effect.

**22. Counterparts.** This Agreement may be executed in counterparts that, together, shall constitute this Agreement.

**23. Authority.** The individuals signing this Agreement for the Parties represent and warrant that they are authorized to sign this Agreement on behalf of the Parties and to bind the Parties to the performance of their obligations hereunder.

*(Signature page follows)*

**IN WITNESS WHEREOF**, the Parties have caused this Confidentiality and Data Use Agreement to be executed by their respective duly authorized representatives.

**Health Net Community Solutions**

By: \_\_\_\_\_

Name: Dorothy M. Seleski

Title: Health Net Medi-Cal President

**County**

By: \_\_\_\_\_

Name: Anna Scott

Title: HHS Director



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

NATE GREENBERG  
COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-627

### Consideration of Waiver of Solid Waste Disposal Fees Public Works - Recycling & Waste Management ACTION REQUIRED

#### ITEM SUBMITTED BY

Teresa Elliott, Administrative Analyst

#### ITEM PRESENTED BY

Michael Errante, Public Works Director

#### RECOMMENDED ACTION:

Consider approval of waiver of solid waste disposal and gate fees up to \$100 for trash and litter removed at the Lower Owens River Clean-Up event, November 1, 2025.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

As a community service, The California Waterfowl Association is holding a Clean-Up of the Lower Owens River event on Saturday, November 1, 2025. The organization has requested a waiver of solid waste disposal and gate fees for waste collected at the event. The California Waterfowl Association will be separating items that can be recycled to help Inyo County meet our recycling goals, and bringing only trash collected from the Owens River Clean-Up to the Bishop-Sunland Landfill. The Landfill Gate Attendant will track waste attributable to the clean-up. This is the eleventh year of the event. Your Board has waived fees for the past ten years and the lost revenue was minimal.

#### FISCAL IMPACT:

Funding Source	Non-General Fund	Budget Unit	045700
Budgeted?		Object Code	
Recurrence	One-Time Expenditure	Sole Source?	N/A

If Sole Source, provide justification below

Current Fiscal Year Impact
Up to \$100 for fiscal year 2025/2026 revenue will be waived.
Future Fiscal Year Impacts
N/A
Additional Information

#### ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:

Your Board could choose to not waive these fees. The cost will then be borne by the event's organizers.

**OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

None.

**STRATEGIC PLAN ALIGNMENT:**

**Thriving Communities** | Community Supporting Infrastructure Improvements

**APPROVALS:**

Teresa Elliott	Created/Initiated - 08/29/2025
Darcy Israel	Approved - 09/03/2025
Teresa Elliott	Approved - 09/03/2025
Keri Oney	Approved - 09/03/2025
John Vallejo	Approved - 09/05/2025
Amy Shepherd	Approved - 09/16/2025
Michael Errante	Approved - 09/16/2025
Nate Greenberg	Final Approval - 09/16/2025

**ATTACHMENTS:**





# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

NATE GREENBERG  
COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-636

### Temporary Road Closure for Roadway Construction Service Public Works ACTION REQUIRED

#### ITEM SUBMITTED BY

Jose Rodriguez, Engineering Technician

#### ITEM PRESENTED BY

Michael Errante, Public Works Director

#### RECOMMENDED ACTION:

Approve the temporary closure of Luring Lane adjacent to Ranch Road in Bishop to allow Roadway Construction Service to replace a deteriorated power pole on September 24, 2025.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

Roadway Construction Service has requested the temporary closure of Luring Lane, adjacent to Ranch Road, in order to place a crane on the road surface to replace a deteriorated power pole. Roadway Construction Service will be sending notices of the road closure to the neighborhood and the public a notice ahead of the work date.

#### FISCAL IMPACT:

There is no fiscal impact associated with this item.

#### ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:

The Board could choose not to approve this closure. This is not recommended as it would require Roadway Construction Service to reschedule work dates and delay an important pole replacement to prevent potential hazards in the area.

#### OTHER DEPARTMENT OR AGENCY INVOLVEMENT:

None.

#### STRATEGIC PLAN ALIGNMENT:

Thriving Communities | Community Supporting Infrastructure Improvements

#### APPROVALS:

Jose Rodriguez  
Darcy Israel  
Jose Rodriguez  
Shannon Platt

Created/Initiated - 09/03/2025  
Approved - 09/03/2025  
Approved - 09/03/2025  
Approved - 09/10/2025

Keri Oney  
John Vallejo  
Amy Shepherd  
Michael Errante  
Nate Greenberg

Approved - 09/16/2025  
Approved - 09/16/2025  
Approved - 09/16/2025  
Approved - 09/16/2025  
Final Approval - 09/16/2025

**ATTACHMENTS:**

1. Encroachment Permit







**ROAD DEPARTMENT**  
168 N. EDWARDS ST. - P.O. DRAWER Q  
INDEPENDENCE, CA 93526  
PHONE: (760) 878-0201  
FAX: (760) 878-2001

COUNTY  
OF  
**INYO**

Michael Errante, Public Works Director  
Cap Aubery, Assistant Director  
Shannon Plat, Road Superintendent

## ENCROACHMENT PERMIT

To: **Roadway Construction Service**  
**900 S. Maple Ave.**  
**Montebello/CA/90640**

PERMIT NO: **E25-30**  
FEE: **\$50.00**  
DATE: **9/10/2025**  
RECEIPT NO: **20042894**

Attn: **Roadway Construction Service / Ryan Doss-DeWinter**

In compliance with your request on **09/03/2025**, and subject to all terms, conditions and restrictions written below or printed as general or special provisions or part of this form, **PERMISSION IS HEREBY GRANTED TO:**

The Permittee, **Ryan Doss-DeWinter** or their representative, to change a **Southern California Edison pole replacement near 3568 Luring Lane in Bishop, which will require a temporary road closure. September 24, 2025**

Work performed within the Inyo County right-of-way shall be completed in accordance with Inyo County Standard Plans and Specifications. Traffic Control shall be provided by the permittee or their representative in accordance with the Special and General Conditions attached and the 2014 California MUTCD.

### **SPECIAL PROVISIONS**

**For inspection and coordination purposes, notice shall be given to the Inyo County Road Department at least 72 hours prior to beginning work. Please notify the Road Department at 760-878-0201 between 8:00 A.M. and 5:00 P.M., Monday through Friday.**

### **Traffic Control**

No work will occur in the Inyo County right-of-way until adequate traffic control is in place. Traffic control and signage shall be in conformance with the 2014 California MUTCD standards. Work is permitted between the hours of **7:00 A.M. and 5:00 P.M.** Monday through Friday. If work on the weekend is requested, it **MUST** be specified.

There shall be barricades and/or delineators around the work area at all times during construction. Two-way traffic shall be maintained at all times with a minimum of one traffic lane open at all times. Each lane shall have a minimum clear opening of 10 feet. In the event that one of the two lanes must be closed flaggers **shall** be used to direct traffic safely through the work zone.

### **General Work**

All work must be completed to the satisfaction of the Inyo County Road Department. Unless directed otherwise, by representatives of Inyo County, all work is to be completed in accordance with any relevant Inyo County Standard Plans and Specifications.

All work shall be completed to the existing finished surface of grades or roads during the daylight hours of the day work begins. Trenches or bore pits in the asphalt roadway must be covered with appropriate trench plates and signage before being left openly unattended. Piles of material left in the shoulder of the right-of-way, overnight shall be protected with barricades with reflective tape or cones with reflective sleeves placed appropriately to warn traffic and pedestrians of the hazard or material piles. Trenches or pits in road shoulders left open overnight must be covered with steel plates (minimum thickness of 3/4") and edges shaded with cold mix.

### **Pavement Repair/Temporary Replacement**

Pavement removed or damaged as a result of work under this permit must be replaced to the satisfaction of Inyo County Road Department. New pavement must consist of 1/2"-3/4" aggregate hot mix asphalt. Edges of remaining asphalt near removed or damaged asphalt must be saw-cut leaving a clean vertical edge. This edge shall be protected throughout the work or will be re-cut before placing the final surfacing material. All saw cuts in pavement shall be cleared by sweeping, flushing, or other means and a **tack coat SS-1, SS-1H or CSS1h, diluted one part water to one part emulsified asphalt shall be applied before installation of new asphalt concrete** surfacing. Asphalt concrete surfacing must be installed at a minimum thickness of 3 inches.

**NOTE: All asphalt patches resulting from any activities must be filled with hot mix asphalt. If hot mix asphalt is unavailable, use blackened concrete to a depth of at least 6 inches. Additionally, it is mandated that these patches be promptly removed and replaced with hot mix asphalt within one week of hot mix asphalt becoming available.** If a road closure is granted as requested, the contractor or project manager must ensure that the road is not closed overnight. Using cold mix material for temporary restoration, the trench must be properly prepared by ensuring consistent and compacted depth and width, with edges cut square saw-cut if necessary to avoid any instability or rocking of the steel plate. The plate must fully cover the trench and extend at least 12 inches beyond the trench edges. For wider trenches, multiple plates may be used, securely butted, or bolted together. Placement should be performed using appropriate heavy equipment, ensuring the plate lies flat on the pavement. To maintain safe vehicle access, all plate edges must be ramped with cold patches or hot asphalt at a slope of approximately 1: 12 to minimize impact and noise. In cases of extended use or high-speed areas, anchor pins or fasteners should be used to secure the plate, and anti-skid treatments applied, as necessary. Adequate traffic control signage, such as "Steel Plate Ahead," along with cones or reflective devices, must be placed in accordance with MUTCD standards. A final walk-through inspection must be completed to confirm that all plates are flush, secure, and ramps are in place.

### **Damage to Roadways**

In accepting this permit, the Permittee agrees to repair at their own expense and to the satisfaction of the Inyo County Road Department, any damage to roadways, roadway appurtenances, or existing utilities resulting from work under this permit. Notwithstanding, work or repair may be done by Inyo County Road Department personnel at the option of the Inyo County Road Department, the cost to be borne by the Permittee. In the event of damage to Inyo County roadways, roadway appurtenances, or existing utilities, notification must be given to the Road Department within 72 hours after such damage has occurred. Failure to notify the Road Department will be considered cause for cancellation of all permit privileges pending a satisfactory arrangement with the Road Department for repair or replacement of the damaged roadway, roadway appurtenance, or existing utility.

### **DIG ALERT**

**Section 4216/4217 of the Government Code requires a Dig Alert Identification Number be issued before a Permit to excavate will be valid. For your Dig Alert ID Number Call Underground Service Alert TOLL FREE 1-800-227-2600 two (2) working days before you dig.**

## GENERAL PROVISIONS

The Permittee shall indemnify and save harmless the County of Inyo and all officers, employees and agents thereof, including but not limited to the Director of Public Works and the Deputy Director, from all claims, suits or actions of every name, kind and description brought for or on account of injuries to or death of any person, including but not limited to the Permittee, persons employed by the Permittee, persons acting on behalf of the Permittee and the public, or damage to property resulting from the performance of work or other activity under the permit, or arising out of the failure on the Permittee's part to perform his obligations, or resulting from defects or obstructions, or from any cause whatsoever arising during the progress of work, or other activity at any subsequent time being performed under the rights and obligations provided by and contemplated by the permit, except as otherwise provided by statute. The duty of the Permittee to indemnify and save harmless includes the duties to defend as set forth in Section 2778 of the Civil Code. The Permittee waives any and all rights to any type of implied indemnity against the County, its officers, employees or agents. It is the intent of the parties that the Permittee will indemnify and hold harmless the County, its officers, employees and agents from any and all claims, suits or actions as set forth above regardless of the existence or degree of fault or negligence, whether active or passive, primary or secondary, on the part of the County, the Permittee, persons employed by the Permittee, or persons acting in behalf of the Permittee.

Acceptance of this permit constitutes an agreement by the Permittee to observe and comply with all general and special provisions in the permit and its accompaniments. This permit is null and void and hereby declared non-existent if the Permittee fails to adhere to all provisions stipulated herein.

**The Permittee or their representatives, including contractors and subcontractors, performing any work onsite shall possess a copy of this permit onsite, signed by the Permittee, at all times while work is being conducted.** All General and Special Provisions stipulated herein are expected to be understood by the Permittee and their representatives.

This permit shall be void unless the work herein contemplated shall have been completed on or before **09/25/2025**

Inyo County Road Dept.

By Jose Rodriguez  
**Jose Rodriguez**  
**Engineering Technician**

cc: Road District #1



# INYO COUNTY ROAD DEPARTMENT

P.O. DRAWER Q  
INDEPENDENCE, CA 93526  
(760) 878-0201 Independence  
(760) 873-8481 Bishop  
(760) 878-2001 Fax

No. E25-30

## APPLICATION FOR ENCROACHMENT PERMIT TO PERFORM WORK IN THE RIGHT-OF-WAY OF INYO COUNTY ROADS

Minimum Permit Fee of \$50.00 is required with all applications. Additional Fees will be calculated for each permit, and payable before the permit is issued.

Please answer all questions bellow. Attach additional sheets if necessary.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Describe Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessors Parcel Number  
of adjacent property: \_\_\_\_\_ Dates when work is anticipated: \_\_\_\_\_

Attach Plans or Drawing of proposed encroachment work.

Applicant agrees to do the work in accordance with Inyo County rules and regulations and subject to Inyo County inspection and approval.

Permit Number E25-30

Permittee shall defend, indemnify, and hold harmless County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from, or in connection with, the performance of this Agreement by Permittee, or Permittee's agents, officers, or employees. Permittee's obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless applies to any actual or alleged personal injury, death, or damage or destruction to tangible or intangible property, including the loss of use. Permittee's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other costs which is caused in whole or in part by any act or omission of the Permittee, its agents, employees, supplier, or any one directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable.

Permittee's obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement in this Agreement for Permittee to procure and maintain a policy of insurance.

To the extent permitted by law, County shall defend, indemnify, and hold harmless Permittee, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, or resulting from, the active negligence, or wrongful acts of County, its officers, or employees.

Special conditions : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INYO COUNTY PUBLIC WORKS DEPARTMENT

PERMITTEE'S SIGNATURE Ryan Doss-DelWinter Date : \_\_\_\_\_

APPROVED BY : Jose Rodriguez Date 9/3/2025

## INYO COUNTY ROAD DEPARTMENT PERMIT FEES

TRENCHING - Minimum permit fee: \$ 50.00

Trenching across street:

- 0-50 feet minimum fee
- 51-100 feet minimum fee plus \$1.00 per foot of length greater than 50 feet.
- 101 + feet \$100.00 plus \$.30 per foot of length greater than 100 feet.

Trenching parallel to centerline of street and boring:

- 0-100 feet minimum fee
- 101-1500 feet minimum fee plus \$.30 per foot of length greater than 100 feet.
- 1501 + feet \$200.00 plus \$.10 per foot of length greater than 1500 feet.

SPLIT TRENCHING WITH CABLE PLACEMENT:

- All distances minimum fee plus \$.05 per foot

TRANSPORTATION PERMITS:

- Minimum fee: \$16.00

Transportation Fee shall be waived for all governmental agencies

CURB AND GUTTER = Minimum Fee

TREE REMOVAL ON COUNTY RIGHT-OF-WAY:

- Removal by licensed contractor only: minimum permit \$5.00



## Road Department

County of Inyo  
PO Drawer Q - 168 N. Edwards St.  
Independence, California 93526  
760-878-0201 fax 760-878-2001

Invoice No. E25-30

## Invoice

### Customer

Name Roadway Construction Service  
Address 900 S. Maple Ave  
City Montebello State CA ZIP 90640  
Phone (562) 351-3648

Date 9/3/2025  
Order No. E25-30  
Rep Ryan Doss-Dewinter  
FOB \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
1	<u>Minimum Fee Permit (Driveway Approaches, etc.)</u> Minimum Fee	\$50.00	\$50.00
	<u>Trenching Across Street</u>		
0	Encroachment Permit (Minimum Fee)	\$50.00	\$0.00
0	Trenching 51-100 Feet	\$1.00	\$0.00
0	Trenching 101+ feet	\$0.30	\$0.00
	<u>Trenching Parallel to Centerline and Boring</u>		
0	Encroachment Permit (Minimum Fee) 0-100ft	\$50.00	\$0.00
0	Trenching or Boring 101-1,500 Feet	\$0.30	\$0.00
0	Trenching or Boring Fee for Over 1,500 Feet	\$200.00	\$0.00
0	Trenching or Boring Linear Fee for Over 1,500 Feet	\$0.10	\$0.00
	<u>Split Trenching with Cable Placement</u>		
0	Minimum Fee Plus \$0.05 per Foot	\$0.00	\$0.00
PLEASE REMIT TO THE ABOVE ADDRESS			
PLEASE RETURN ONE COPY WITH PAYMENT, THANK YOU.			

### Payment Details

- ☐ Cash  
☐ Check

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SubTotal	\$50.00
Taxable Subtotal	
CA Tax	
DEPOSIT	
<b>TOTAL</b>	<b>\$50.00</b>

Office use only: JR

Inyo County Federal Taxpayer ID Number 956005445



Thank You for Your Payment - Inyo County (Public Works)

9/3/2025 2:43 PM Pacific Standard Time



Customer Name RYAN DOSS-DEWINTER

Effective Date

9/3/2025

Approved 20042894

Item	Amount
Road - Encroachment Permit	\$50.00
<b>Subtotal:</b>	<b>\$50.00</b>
Transaction Fee:	\$1.50
<b>Total Charged to:</b>	<b>\$51.50</b>
Visa ***** 4461	
<b>Total Amount Paid:</b>	<b>\$51.50</b>

Collection Mode: Web

**Payment Details**

Road - Encroachment Permit

Account Number: ROADWAY CONSTRUCTION SERVICE - Permit Number: E25-30 - Property Address:

n/a - Property Owner Name: n/a - RYAN DOSS-DEWINTER - \$50.00


Merchant ID:


Name: RYAN DOSS-DEWINTER


JRN: 00


A Transaction Fee has been included in the total amount paid for this transaction.


LEGEND:


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
— HIGH LEVEL WARNING DEVICE
- 


— FLASHING ARROW SIGN (FAS)
- 


— FLAGGER TO ASSIST LOCAL, EMERGENCY AND PEDESTRIAN TRAFFIC.
- 


— SIGN
- 


— TYPE-III BARRICADE
- 


— TYPE-I OR II BARRICADE
- 


— CHANNELIZATION DEVICE
- 


— SIGNALIZED INTERSECTION
- 

— BUS STOP
- 

— TOW AWAY ANYTIME
- 

— T.A.N.S.A.T.— NO STOPPING ANYTIME
- 

— DRIVEWAY
- 

— WORK AREA
- 

— CRANE

GENERAL NOTES-TRAFFIC CONTROL

It is the responsibility of the contractor performing work to install and maintain the traffic control devices and markings necessary to ensure the safe movement of vehicular and pedestrian traffic through or around the work area and provide maximum protection and safety to construction workers.

All traffic control devices shall be kept in their proper position at all times and shall be repaired, replaced, or cleaned as necessary to preserve their appearance and continuity.

All traffic control devices and traffic control work shall conform to the latest editions of:

- California Manual on Uniform Traffic Control Devices (CA MUTCD)
- Work Area Traffic Control Handbook (WATCH Manual)
- Standard Specifications for Public Works Construction ("Greenbook")

All flashing arrow signs shall be solar powered.

Contractor shall provide flagmen as necessary to give adequate warning to traffic or to the public of any dangerous conditions to be encountered.

Contractor shall remove temporary traffic delineation, signage, and other devices when no longer required, and shall restore areas to original conditions.

Contractor shall cover existing signs where they conflict with construction detours and signing.

All open excavation or construction work shall be a minimum of 5' from any operating traffic lanes.

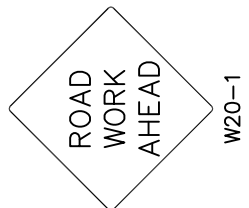
Contractor shall coordinate with the city for any temporary traffic signal timing modifications.

All striping and marking shall conform to Section 310–5.6 of the Standard Specification for Public Works Construction. Temporary removable striping tape (detour grade) may be used in lieu of painted striping.

The contractor shall provide for access to all adjacent properties during work hours. Construction operations shall be conducted in such a manner as to cause as little inconvenience as possible to abutting property owners/operators.

All signs shall be retro-reflectORIZED and standard size.

The contractor shall provide for safe pedestrian access at all times.



W20-1



R3-2



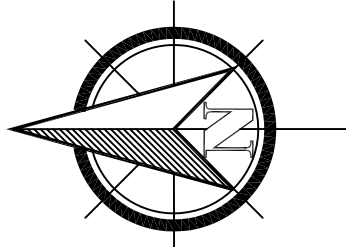
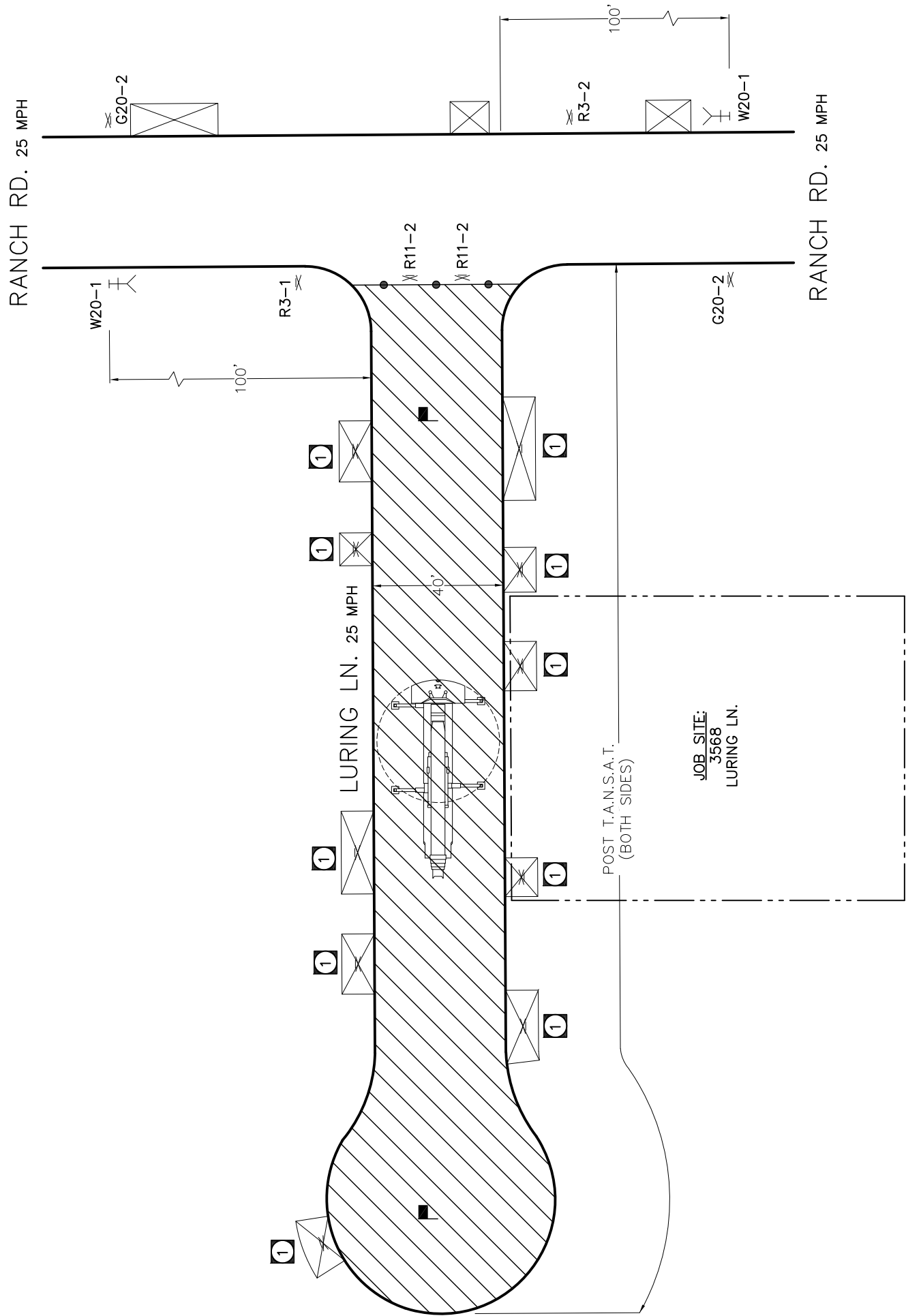
R3-1



R11-2



G20-2



CONTRACTOR TO COORDINATE WITH PROPERTY OWNER FOR TEMPORARY CLOSURE OF DRIVEWAY

SUBMITTAL REVIEW

SCALE

1" = 40'

0' 20' 40'

DATE DRAWN: 09/03/2025 SHEET

DRAWING NO. 17131 1

DESIGNED BY: PATRICK ACEVEDO

REVIEWED BY: RICK COFFMAN

OF



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

NATE GREENBERG  
COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-600

### Award Contract for the Laws, Independence, and Lone Pine Water Meter Project

#### Public Works

ACTION REQUIRED

#### ITEM SUBMITTED BY

Katie Paterson, Engineering Assistant

#### ITEM PRESENTED BY

Michael Errante, Public Works Director

#### RECOMMENDED ACTION:

- A) Award the contract for the Laws, Independence, and Lone Pine Water Meter Replacement Project to Four Point Engineering of Wellington, NV as the successful bidder;
- B) Approve the construction contract between the County of Inyo and Four Point Engineering of Wellington, NV in the amount of \$358,342.00, and authorize the Chairperson to sign; and
- C) Authorize the Public Works Director to execute all other project contract documents, including contract change orders, to the extent permitted by Public Contract Code Section 20142 and other applicable laws.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

This contract is for the removal and replacement of the aging analog meters with automatic electronic read meters within the Inyo County Water Systems service boundaries in the towns of Laws, Independence and Lone Pine. All AMI smart meters and materials will be provided by Inyo County Public Works Water Systems. The aging analog meters were installed in the 1970s, are no longer accurate, and produce unreliable readings. Beginning January 1, 2032, all water connections must be metered and monitored for potential water loss under new regulations. This smart meter project will enable accurate measurement of individual water usage and allow for efficient monitoring of the town's overall water demand.

On June 24, 2025, the Board authorized the Public Works Department to advertise the Laws, Independence, and Lone Pine Water Meter Replacement Project. On July 31, 2025, four bids were received:

Bidder	Base Bid + Additives 1-3
Four Point Engineering	\$358,342.00
American Pipeline Services	\$366,600.00

Spiess Construction \$1,725,350.00  
Co. Inc.  
Bain & Co. \$2,435,846.00  
Construction

The proposals are due for the purchase of smart meters on September 29, 2025, and the estimated cost is \$500,000.

Notice of Exemption, pursuant to the California Environmental Quality Act, was filed and recorded on July, 23, 2024.

**FISCAL IMPACT:**

<b>Funding Source</b>	Non-General Fund	<b>Budget Unit</b>	152199
<b>Budgeted?</b>	Yes	<b>Object Code</b>	5265
<b>Recurrence</b>	One Time Expenditure	<b>Sole Source?</b>	No

**If Sole Source, provide justification below**

**Current Fiscal Year Impact**

Up to \$358,342.00 for the period FY 2025/2026

**Future Fiscal Year Impacts**

N/A

**Additional Information**

**ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

The Board could choose not to award the Laws, Independence, and Lone Pine Water Meter Replacement Project to the selected bidder. This is not recommended, as Public Works Water Systems has accepted a grant in the amount of \$558,000 to replace the aging water meters.

**OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

None.

**STRATEGIC PLAN ALIGNMENT:**

Thriving Communities | Community Supporting Infrastructure Improvements

**APPROVALS:**

Katie Paterson	Created/Initiated - 09/15/2025
Darcy Israel	Approved - 09/16/2025
Keri Oney	Approved - 09/16/2025
John Vallejo	Approved - 09/16/2025
Amy Shepherd	Approved - 09/16/2025
Michael Errante	Approved - 09/16/2025
Nate Greenberg	Final Approval - 09/16/2025

**ATTACHMENTS:**

1. Evaluation Tabulation
2. Contract





County of Inyo, CA

## Public Works

Michael Errante, Director

168 N Edwards Street, Independence, CA 93526

### EVALUATION TABULATION

PW Bid No. ZP 25-015

Laws, Independence, and Lone Pine Water Meter Replacement Project

RESPONSE DEADLINE: July 31, 2025 at 3:00 pm

Report Generated: Friday, September 12, 2025

#### SELECTED VENDOR TOTALS

Vendor	Total
Four Point Engineering	\$358,342.00
American Pipeline Services	\$366,600.00
Spiess Construction Co., Inc.	\$1,725,350.00
Bain & Co Construction	\$2,435,846.00

#### BASE BID: LONE PINE COMMERCIAL

Base Bid: Lone Pine Commercial					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	1	Mobilization	1	EA	\$12,500.00	\$12,500.00	\$25,000.00	\$25,000.00	\$8,100.00	\$8,100.00	\$30,000.00	\$30,000.00
X	2	Traffic Control	1	EA	\$500.00	\$500.00	\$20,000.00	\$20,000.00	\$1,500.00	\$1,500.00	\$10,000.00	\$10,000.00
X	3	Remove existing and install 1" AMI Meter (located in dirt/grass)	15	EA	\$325.00	\$4,875.00	\$2,012.00	\$30,180.00	\$324.00	\$4,860.00	\$1,650.00	\$24,750.00

## EVALUATION TABULATION

PW Bid No. ZP 25-015

Laws, Independence, and Lone Pine Water Meter Replacement Project

Base Bid: Lone Pine Commercial					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	4	Remove existing and install 1" AMI Meter (located in asphalt)	52	EA	\$325.00	\$16,900.00	\$3,019.00	\$156,988.00	\$350.00	\$18,200.00	\$2,050.00	\$106,600.00
X	5	Remove existing and install 1" AMI Meter (located in sidewalk)	20	EA	\$325.00	\$6,500.00	\$3,134.00	\$62,680.00	\$350.00	\$7,000.00	\$2,050.00	\$41,000.00
X	6	Remove existing and install 1 ½" AMI meter (located in sidewalk)	2	EA	\$625.00	\$1,250.00	\$3,709.00	\$7,418.00	\$600.00	\$1,200.00	\$2,100.00	\$4,200.00
X	7	Remove existing and install 1 ½" AMI Meter (located in asphalt)	1	EA	\$625.00	\$625.00	\$4,370.00	\$4,370.00	\$600.00	\$600.00	\$2,100.00	\$2,100.00
X	8	Remove existing and install 2" AMI Meter (located in sidewalk)	9	EA	\$825.00	\$7,425.00	\$4,508.00	\$40,572.00	\$750.00	\$6,750.00	\$2,200.00	\$19,800.00

## EVALUATION TABULATION

INVITATION FOR BID - Laws, Independence, and Lone Pine Water Meter Replacement Project

## EVALUATION TABULATION

PW Bid No. ZP 25-015

Laws, Independence, and Lone Pine Water Meter Replacement Project

Base Bid: Lone Pine Commercial					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	9	Remove existing and install 2" AMI Meter (located in asphalt)	9	EA	\$825.00	\$7,425.00	\$4,451.00	\$40,059.00	\$750.00	\$6,750.00	\$2,200.00	\$19,800.00
X	10	Remove existing and install 3" AMI Meter (located in sidewalk)	1	EA	\$2,500.00	\$2,500.00	\$6,066.00	\$6,066.00	\$900.00	\$900.00	\$2,800.00	\$2,800.00
X	11	Remove existing and install 4" AMI Meter (located in sidewalk)	1	EA	\$3,500.00	\$3,500.00	\$7,860.00	\$7,860.00	\$1,200.00	\$1,200.00	\$3,500.00	\$3,500.00
Total						\$64,000.00		\$401,193.00		\$57,060.00		\$264,550.00

## BID ADDITIVE # 1: LONE PINE RESIDENTIAL

Bid Additive # 1: Lone Pine Residential					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	1	Mobilization	1	EA	\$7,500.00	\$7,500.00	\$20,000.00	\$20,000.00	\$13,230.00	\$13,230.00	\$5,000.00	\$5,000.00
X	2	Traffic Control	1	EA	\$500.00	\$500.00	\$15,000.00	\$15,000.00	\$1,500.00	\$1,500.00	\$17,000.00	\$17,000.00

EVALUATION TABULATION

INVITATION FOR BID - Laws, Independence, and Lone Pine Water Meter Replacement Project



## EVALUATION TABULATION

PW Bid No. ZP 25-015

Laws, Independence, and Lone Pine Water Meter Replacement Project

Bid Additive # 1: Lone Pine Residential					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	3	Remove existing and install 1" AMI Meter (located in dirt/grass)	350	EA	\$275.00	\$96,250.00	\$2,200.00	\$770,000.00	\$324.00	\$113,400.00	\$1,650.00	\$577,500.00
X	4	Remove existing and install 1" AMI Meter (located in asphalt)	24	EA	\$325.00	\$7,800.00	\$2,616.00	\$62,784.00	\$350.00	\$8,400.00	\$2,050.00	\$49,200.00
X	5	Remove existing and install 1" AMI Meter (located in sidewalk)	34	EA	\$325.00	\$11,050.00	\$2,846.00	\$96,764.00	\$350.00	\$11,900.00	\$2,050.00	\$69,700.00
Total						\$123,100.00		\$964,548.00		\$148,430.00		\$718,400.00

## BID ADDITIVE #2: LAWS &amp; INDEPENDENCE COMMERCIAL

Bid Additive #2: Laws & Independence Commercial					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	1	Mobilization	1	EA	\$7,500.00	\$7,500.00	\$20,000.00	\$20,000.00	\$6,750.00	\$6,750.00	\$9,000.00	\$9,000.00
X	2	Traffic Control	1	EA	\$500.00	\$500.00	\$15,000.00	\$15,000.00	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00
Laws												

## EVALUATION TABULATION

INVITATION FOR BID - Laws, Independence, and Lone Pine Water Meter Replacement Project

## EVALUATION TABULATION

PW Bid No. ZP 25-015

Laws, Independence, and Lone Pine Water Meter Replacement Project

Bid Additive #2: Laws & Independence Commercial					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	3	Remove existing and install 1" AMI Meter (located in dirt/grass)	8	EA	\$325.00	\$2,600.00	\$2,243.00	\$17,944.00	\$324.00	\$2,592.00	\$1,650.00	\$13,200.00
X	4	Remove existing and install 1" AMI Meter (located in asphalt)	2	EA	\$325.00	\$650.00	\$2,473.00	\$4,946.00	\$350.00	\$700.00	\$2,050.00	\$4,100.00
X	5	Remove existing and install 1 ½" AMI Meter (located in dirt/grass)	1	EA	\$575.00	\$575.00	\$3,882.00	\$3,882.00	\$600.00	\$600.00	\$2,100.00	\$2,100.00
X	6	Remove existing and install 2" AMI Meter (located in dirt/grass)	1	EA	\$575.00	\$575.00	\$4,850.00	\$4,850.00	\$750.00	\$750.00	\$2,200.00	\$2,200.00
<b>Independence</b>												
X	7	Remove existing and install 1" AMI Meter (located in dirt/grass)	6	EA	\$325.00	\$1,950.00	\$2,214.00	\$13,284.00	\$324.00	\$1,944.00	\$1,650.00	\$9,900.00

## EVALUATION TABULATION

INVITATION FOR BID - Laws, Independence, and Lone Pine Water Meter Replacement Project

## EVALUATION TABULATION

PW Bid No. ZP 25-015

Laws, Independence, and Lone Pine Water Meter Replacement Project

Bid Additive #2: Laws & Independence Commercial					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	8	Remove existing and install 1" AMI Meter (located in asphalt)	19	EA	\$375.00	\$7,125.00	\$2,570.00	\$48,830.00	\$350.00	\$6,650.00	\$2,050.00	\$38,950.00
X	9	Remove existing and install 1" AMI Meter (located in sidewalk)	13	EA	\$375.00	\$4,875.00	\$2,800.00	\$36,400.00	\$350.00	\$4,550.00	\$2,050.00	\$26,650.00
X	10	Remove existing and install 1 ½" AMI Meter (located in asphalt)	6	EA	\$575.00	\$3,450.00	\$3,392.00	\$20,352.00	\$600.00	\$3,600.00	\$2,100.00	\$12,600.00
X	11	Remove existing and install 1 ½" AMI Meter (located in sidewalk)	3	EA	\$575.00	\$1,725.00	\$3,594.00	\$10,782.00	\$600.00	\$1,800.00	\$2,100.00	\$6,300.00
X	12	Remove existing and install 2" AMI Meter (located in dirt/grass)	2	EA	\$575.00	\$1,150.00	\$4,629.00	\$9,258.00	\$750.00	\$1,500.00	\$2,000.00	\$4,000.00

## EVALUATION TABULATION

INVITATION FOR BID - Laws, Independence, and Lone Pine Water Meter Replacement Project

## EVALUATION TABULATION

PW Bid No. ZP 25-015

Laws, Independence, and Lone Pine Water Meter Replacement Project

Bid Additive #2: Laws & Independence Commercial					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	13	Remove existing and install 2" AMI Meter (located in asphalt)	1	EA	\$575.00	\$575.00	\$4,715.00	\$4,715.00	\$750.00	\$750.00	\$2,200.00	\$2,200.00
X	14	Remove existing and install 2" AMI Meter (located in sidewalk)	4	EA	\$575.00	\$2,300.00	\$4,740.00	\$18,960.00	\$750.00	\$3,000.00	\$2,200.00	\$8,800.00
X	15	Remove existing and install 3" AMI Meter (located in sidewalk)	1	EA	\$2,500.00	\$2,500.00	\$5,773.00	\$5,773.00	\$900.00	\$900.00	\$2,800.00	\$2,800.00
X	16	Remove existing and install 4" AMI Meter (located in dirt/grass)	1	EA	\$3,500.00	\$3,500.00	\$5,894.00	\$5,894.00	\$1,200.00	\$1,200.00	\$3,500.00	\$3,500.00
X	17	Remove existing and install 4" AMI Meter (located in sidewalk)	2	EA	\$4,500.00	\$9,000.00	\$5,894.00	\$11,788.00	\$1,400.00	\$2,800.00	\$4,000.00	\$8,000.00

## EVALUATION TABULATION

INVITATION FOR BID - Laws, Independence, and Lone Pine Water Meter Replacement Project

## EVALUATION TABULATION

PW Bid No. ZP 25-015

Laws, Independence, and Lone Pine Water Meter Replacement Project

Bid Additive #2: Laws & Independence Commercial					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	18	Remove existing and install 6" AMI Meter (located in asphalt)	2	EA	\$7,500.00	\$15,000.00	\$6,411.00	\$12,822.00	\$2,000.00	\$4,000.00	\$4,000.00	\$8,000.00
X	19	Remove existing and install 6" AMI Meter (located in dirt/grass)	1	EA	\$7,500.00	\$7,500.00	\$7,245.00	\$7,245.00	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00
Total						\$73,050.00		\$272,725.00		\$47,586.00		\$168,800.00

## BID ADDITIVE # 3: LAWS &amp; INDEPENDENCE RESIDENTIAL

Bid Additive # 3: Laws & Independence Residential					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	1	Mobilization	1	EA	\$5,000.00	\$5,000.00	\$20,000.00	\$20,000.00	\$9,800.00	\$9,800.00	\$3,000.00	\$3,000.00
X	2	Traffic Control	1	EA	\$500.00	\$500.00	\$18,000.00	\$18,000.00	\$1,500.00	\$1,500.00	\$72,000.00	\$72,000.00
Laws												
X	3	Remove existing and install 1" AMI Meter (located in dirt/grass)	3	EA	\$475.00	\$1,425.00	\$2,134.00	\$6,402.00	\$324.00	\$972.00	\$1,650.00	\$4,950.00
Independence												

## EVALUATION TABULATION

INVITATION FOR BID - Laws, Independence, and Lone Pine Water Meter Replacement Project

## EVALUATION TABULATION

PW Bid No. ZP 25-015

Laws, Independence, and Lone Pine Water Meter Replacement Project

Bid Additive # 3: Laws & Independence Residential					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	4	Remove existing and install 1" AMI Meter (located in dirt/grass)	206	EA	\$325.00	\$66,950.00	\$2,590.00	\$533,540.00	\$324.00	\$66,744.00	\$1,650.00	\$339,900.00
X	5	Remove existing and install 1" AMI Meter (located in asphalt)	61	EA	\$425.00	\$25,925.00	\$2,890.00	\$176,290.00	\$350.00	\$21,350.00	\$2,050.00	\$125,050.00
X	6	Remove existing and install 1" AMI Meter (located in sidewalk)	14	EA	\$475.00	\$6,650.00	\$3,082.00	\$43,148.00	\$350.00	\$4,900.00	\$2,050.00	\$28,700.00
Total						\$106,450.00		\$797,380.00		\$105,266.00		\$573,600.00

## BID ADDITIVE 4: LONE PINE LATERALS

Bid Additive 4: Lone Pine Laterals					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
	1	Mobilization	1	EA	\$12,500.00	\$12,500.00	\$2,000.00	\$2,000.00	\$79,650.00	\$79,650.00	\$40,000.00	\$40,000.00
	2	Traffic control	1	EA	\$7,500.00	\$7,500.00	\$20,000.00	\$20,000.00	\$13,500.00	\$13,500.00	\$72,000.00	\$72,000.00

## EVALUATION TABULATION

INVITATION FOR BID - Laws, Independence, and Lone Pine Water Meter Replacement Project

## EVALUATION TABULATION

PW Bid No. ZP 25-015

Laws, Independence, and Lone Pine Water Meter Replacement Project

Bid Additive 4: Lone Pine Laterals					American Pipeline Services		Bain & Co Construction		Four Point Engineering		Spiess Construction Co., Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
	3	Remove and replace 1" copper service laterals	8426	LF	\$70.00	\$589,820.00	\$32.84	\$276,709.84	\$44.00	\$370,744.00	\$22.00	\$185,372.00
	4	Trenching, backfill, compaction and restoration of asphalt for replacement of 1" service laterals	8426	LF	\$30.00	\$252,780.00	\$90.60	\$763,395.60	\$54.00	\$455,004.00	\$204.00	\$1,718,904.00
Total						\$0.00		\$0.00		\$0.00		\$0.00

## VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	American Pipeline Services	Bain & Co Construction	Four Point Engineering	Spiess Construction Co., Inc.
Bidder is:			Pass	
Address and Phone Number			Pass	
Federal Identification No.			Pass	
CA State License Board (CSLB) Number, Expiration Date, and Type			Pass	
Bid Proposal Certification			Pass	
Please type your total bid amount in both numbers and words.			Pass	

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Question Title	American Pipeline Services	Bain & Co Construction	Four Point Engineering	Spiess Construction Co., Inc.
Please list all addenda that you have received.			Pass	
As security for the Bid, this Bid must include one of the following proposal guarantee instruments in the amount of ten percent (10%) of the total amount of the Bid. If the Contract Documents require or permit this Bid to include two or more alternates, the amount of the Proposal Guarantee must not be less than ten percent (10%) of the amount of the bid total submitted for the alternate having the highest total bid amount. Are you submitting your proposal guarantee in the form of a bid bond?			Pass	
Bid Bond			Pass	
Please confirm that your Cashier's Check or Certified Check will be received by the County prior to the bid deadline.	No Response	No Response	No Response	No Response
Proposal Guarantee Forfeiture			Pass	
Will you be using any subcontractors on this project?			Pass	

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Question Title	American Pipeline Services	Bain & Co Construction	Four Point Engineering	Spiess Construction Co., Inc.
Bidder's List of Subcontractors	No Response		No Response	
Is your business or are any of your subcontractors a Small Business Enterprise or a Local Business?			Pass	
Commitment & Verification Forms	No Response		Pass	No Response
Certification Regarding Equal Employment Opportunity			Pass	
Labor Code Section 3700 Certification			Pass	
CA DIR Registration Number			Pass	
CA DIR Registration Certification			Pass	
Non-Collusion Affidavit			Pass	
Disqualification Questionnaire			Pass	
Disqualification Questionnaire Follow Up	No Response	No Response	No Response	No Response
NLRB Order Certification			Pass	
Projects of Relevant Experience			Pass	

EVALUATION TABULATION

INVITATION FOR BID - Laws, Independence, and Lone Pine Water Meter Replacement Project

## **CONTRACT BETWEEN COUNTY OF INYO**

### **AND Four Point Engineering**

## **FOR THE Laws, Independence, and Lone Pine Water Meter Replacement Project PROJECT**

### **INTRODUCTION**

THIS CONTRACT is awarded by the COUNTY OF INYO to CONTRACTOR on and made and entered into effective, Tuesday, September 9, 2025, by and between the COUNTY OF INYO, a political subdivision of the State of California, (hereinafter referred to as "COUNTY"), and Four Point Engineering (hereinafter referred to as "CONTRACTOR"), for the construction or removal of Laws, Independence, and Lone Pine Water Meter Replacement Project (hereinafter referred to as "Project"), which parties agree, for and in consideration of the mutual promises, as follows:

### **TERMS AND CONDITIONS**

#### **1. SERVICES TO BE PERFORMED.**

CONTRACTOR shall furnish, at his/her own expense, all labor, materials, methods, processes, implements, tools, machinery, equipment, transportation, permits, services, utilities, and all other items, and related functions and otherwise shall perform all work necessary or appurtenant to construct the Project in accordance with the any and all Contract Documents specified within section 4 of this Contract, within the Time for Completion set forth, as well as in all other in the Contract Documents, for the Project.

#### **2. TIME OF COMPLETION.**

Project work shall begin within 14 calendar days after receipt of the Notice to Proceed (NTP) (or on the start of work date identified in the NTP) and shall continue until all requested services are completed. Said services shall be completed no later than the Time of Completion as noted in the Project's Special Provisions or Scope of Work Attachment. Procedures for any extension of time shall be complied with as noted in the Project's Special Provisions or Scope of Work Attachment.

#### **3. PAYMENT/CONSIDERATION.**

For the performance of all such work, COUNTY shall pay to CONTRACTOR for said work the total amount of: three hundred fifty eight thousand three hundred forty two dollars (\$358,342), adjusted by such increases or decreases as authorized in accordance with the Contract Documents, and payable at such times and upon such conditions as otherwise set forth in the Contract Documents.

#### **4. ALL PROVISIONS SET FORTH HEREIN.**

CONTRACTOR and COUNTY agree that this Contract shall include and consist of (collectively “the Contract Documents”):

- The Bid Package, including but not limited to Bid Proposal Forms
- The Bid Bond
- The Faithful Performance Bond
- The Labor and Materials Payment Bond
- Insurance Specifications
- All documents as described in Section 5-1.02, “Definitions,” of the Standard Specifications of the Inyo County Public Works Department, dated May 2020
- The Standard Specifications of the Inyo County Public Works Department, dated May 2020
- The Special Provisions concerning this Project including the Appendices, the Specifications, and the Plans, if applicable, or the Scope of Work Attachment
- Any and all amendments or changes to any of the above-listed documents including, without limitation, contract change orders, and any and all documents incorporated by reference into any of the above-listed documents.

All Contract Documents are attached hereto by reference.

#### **5. STANDARD OF PERFORMANCE.**

Contractor represents that he/she is qualified and licensed to perform the work to be done as required in this Contract. County relies upon there presentations of Contractor regarding professional and/or trade training, licensing, and ability to perform the services as a material inducement to enter into this Contract. Acceptance of work by the County does not operate to release Contractor from any responsibility to perform work to professional and/or trade standards. Contractor shall provide properly skilled professional and technical personnel to perform all services under this Contract. Contractor shall perform all services required by this Contract in a manner and according to the standards observed by a competent practitioner of the profession. All work products of whatsoever nature delivered to the County shall be prepared in a manner conforming to the standards of quality normally observed by a person practicing in Contractor’s profession and/or trade.

#### **6. INDEPENDENT CONTRACTOR.**

Nothing contained herein or any document executed in connection herewith, shall be construed to create an employer-employee, partnership or joint venture relationship between County and Contractor, nor to allow County to exercise discretion or control over the manner in which Contractor performs the work or services that are the subject matter of this Contract; provided, however, the work or services to be provided by Contractor shall be provided in a manner consistent with reaching the County's objectives in entering this Contract.

Contractor is an independent contractor, not an employee of County or any of its subsidiaries or affiliates. Contractor will not represent him/herself to be nor hold her/himself out as an employee of County. Contractor acknowledges that s/he shall not have the right or entitlement in or to any of the pension, retirement or other benefit programs now or hereafter available to County's employees. The consideration set forth in Paragraph 3 shall be the sole consideration due Contractor for the services rendered hereunder. It is understood that County will not withhold any amounts for payment of taxes from the Contractor's compensation hereunder. Any and all sums due under any applicable state, federal or municipal law or union or professional and/or trade guild regulations shall be Contractor's sole responsibility. Contractor shall indemnify and hold County harmless from any and all damages, claims and expenses arising out of or resulting from any claims asserted by any third party, including but not limited to a taxing authority, as a result of or in connection with payments due to Contractor's compensation.

## **7. ASSIGNMENT AND SUBCONTRACTING.**

The parties recognize that a substantial inducement to County for entering into this Contract is the professional reputation, experience and competence of Contractor. Assignments of any and/or all rights, duties or obligations of the Contractor under this Contract will be permitted only with the express consent of the County. Contractor shall not subcontract any portion of the work to be performed under this Contract without the written authorization of the County. If County consents to such subcontract, Contractor shall be fully responsible to County for all acts or omissions of the subcontractor. Nothing in this Contract shall create any contractual relationship between County and subcontractor, nor shall it create any obligation on the part of the County to pay any monies due to any such subcontractor, unless otherwise required by law.

## **8. MINIMUM INSURANCE REQUIREMENTS.**

Contractor shall procure and maintain for the duration of the contract, and for five years thereafter, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees, or subcontractors.

### **MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

#### **8.1. Commercial General Liability (CGL)**

Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising

injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

## **8.2. Automobile Liability**

Insurance Services Office Form Number CA 00 01 covering any auto (Code 1), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.

## **8.3. Workers' Compensation**

Insurance as required by the State of California, with **Statutory Limits**, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

## **8.4. Broader Coverage**

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, Inyo County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Inyo County.

## **8.5. Self-Insured Retentions**

Self-insured retentions must be declared to and approved by Inyo County. Inyo County may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Inyo County. The CGL and any policies, including Excess liability policies, may not be subject to a self-insured retention (SIR) or deductible that exceeds **\$25,000** unless approved in writing by Inyo County. Any and all deductibles and SIRs shall be the sole responsibility of the Contractor or subcontractor who procured such insurance and shall not apply to the Indemnified Additional Insured Parties. Inyo County may deduct from any amounts otherwise due Contractor to fund the SIE/deductible. Policies shall not contain any self-insured retention (SIR) provision that limits the satisfaction of the SIR to the Named. The policy must also provide that Defense costs, including ALAE, will satisfy the SIR or deductible. Inyo County reserves the right to obtain a copy of any policies and endorsements for verification.

## **8.6. Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

***Additional Insured Status:*** Inyo County, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or

if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

**Primary Coverage:** For any claims related to this contract, the **Contractor's insurance coverage shall be primary and non-contributory** and at least as broad as ISO CG 20 01 04 13 as respects Inyo County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by Inyo County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

**Notice of Cancellation:** Each insurance policy required above shall state that coverage shall not be canceled, except with notice to Inyo County.

**Builder's Risk (Course of Construction) Insurance:** Contractor may submit evidence of Builder's Risk insurance in the form of Course of Construction coverage. Such coverage shall **name Inyo County as a loss payee** as their interest may appear. If the project does not involve new or major reconstruction, at the option of Inyo County, as Installation Floater may be acceptable. For such projects, a Property Installation Floater shall be obtained that provides for the improvement, remodel, modification, alteration, conversation, or adjustment to existing buildings, structures, processes, machinery, and equipment. The Property Installation Floater shall provide property damage coverage for any building, structure, machinery, or equipment damaged, impaired, broken, or destroyed during the performance of the Work, including during transit, installation, and testing at Inyo County's site.

**Claims Made Policies:** If any of the required policies provide coverage on a claims-made basis:

- A. The Retroactive Date must be shown, and this date must be before the execution date of the contract or the beginning of contract work.
- B. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of contract work.
- C. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, or start of work date, the Contractor must purchase extended reporting coverage for a minimum of five (5) years after completion of contract work.
- D. A copy of the claims reporting requirements must be submitted to Inyo County for review.
- E. If the services involve lead-based paint or asbestos identification/remediation, the Contractor's Pollution Liability policy shall not contain lead-based paint or asbestos exclusions. If the services involve mold identification/remediation, the Contractor's Pollution Liability policy shall not contain a mold exclusion, and the definition of Pollution shall include microbial matter, including mold.

***Umbrella or Excess Policy:*** The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, includes, but not limited to, primary and noncontributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true “following form” or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor’s primary and excess liability policies are exhausted.

***Acceptability of Insurers:*** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A:VII, unless otherwise acceptable to Inyo County.

***Waiver of Subrogation:*** Contractor hereby grants to Inyo County a waiver of any right to subrogation which any insurer of said Contractor may acquire against Inyo County by virtue of the payment of any loss under such insurance. The contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not Inyo County has received a waiver of subrogation endorsement from the insurer. **The Workers’ Compensation policy shall be endorsed with a waiver of subrogation in favor of Inyo County for all work performed by the Contractor, its employees, agents, and subcontractors.**

***Verification of Coverage:*** Contractor shall furnish Inyo County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. **All certificates and endorsements and copies of all Declarations and Endorsements pages are to be received and approved by Inyo County before work commences.** However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. Inyo County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

***Subcontractors:*** Contractor shall require and verify that all subcontractors maintain insurance meeting all requirements stated herein, and Contractor shall ensure Inyo County is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13.

***Duration of Coverage:*** CGL and Excess liability policies for any construction related work, including, but not limited to, maintenance, service, or repair work, shall continue coverage for a minimum of 5 years for Completed Operations liability coverage. Such insurance must be maintained, and evidence of insurance must be provided for at least five years after completion of the contract of work.

***Surety Bonds:*** Contractor shall provide the following Surety Bonds in accordance with the bid package: bid, performance, payment, and maintenance. The payment bond and the performance

bond shall be in a sum equal to the contract price. If the performance bond provides for a one-year warranty, a separate maintenance bond is not necessary. If the warranty period specified in the contract is for longer than one year, a maintenance bond equal to 10% of the contract price is required. Bonds shall be duly executed by a responsible corporate surety, authorized to issue such bonds in the state of California and secured through an authorized agent with an office in California.

***Special Risks or Circumstances:*** Inyo County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

## **9. DEFENSE AND INDEMNITY.**

Contractor shall hold harmless, defend, and indemnify Inyo County and its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the County.

## **10. POLITICAL REFORM ACT.**

Contractor is not a designated employee within the meaning of the Political Reform Act because Contractor:

- a. Will conduct research and arrive at conclusions with respect to his/her rendition of information, advice, recommendation or counsel independent of the control and direction of the County or of any County official, other than normal Contract monitoring; and
- b. Possesses no authority with respect to any County decision beyond rendition of information, advice, recommendation or counsel [FPPC Reg. 18700(a)(2)].

## **11. COMPLIANCE WITH ALL LAWS.**

**Performance Standards:** Contractor shall use the standard of care in its profession and/or trade to comply with all applicable federal, state and local laws, codes, ordinances and regulations that relate to the work or services to be provided pursuant to this Contract.

### **A. Safety Training:**

1. Contractor shall provide such safety and other training as needed to assure work will be performed in a safe and healthful manner "in a language" that is understandable to employees receiving the training. The training shall in all respects be in compliance with CAL OSHA; and
2. Contractor working with employees shall maintain a written Injury and Illness Prevention (IIP) Program, a copy of which must be maintained at each worksite or at



a central worksite identified for the employees, if the Contractor has non-fixed worksites; and

3. Contractor using subcontractors with the approval of the County to perform the work which is the subject of this Contract shall require each subcontractor working with employees to comply with the requirements of this section.

**B. Child, Family and Spousal Support reporting Obligations:**

1. i. Contractor shall comply with the state and federal child, family and spousal support reporting requirements and with all lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations.

**C. Nondiscrimination:**

1. Contractor shall not discriminate in employment practices or in the delivery of services on the basis of membership in a protected class which includes any class recognized by law and not limited to race, color, religion, sex (gender), sexual orientation, marital status, national origin (Including language use restrictions), ancestry, disability (mental and physical, including HIV and Aids), medical Conditions (cancer/genetic characteristics), age (40 and above) and request for family care leave.
2. Contractor represents that it is in compliance with federal and state laws prohibiting discrimination in employment and agrees to stay in compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. sections 12101, et. seq.), Age Discrimination in Employment Act of 1975 (42 U.S.C. 5101, et. seq.), Title VII (42 U.S.C. 2000, et. seq.), the California Fair Employment Housing Act (California Government Code sections 12900, et. seq.) and regulations and guidelines issued pursuant thereto.

**12. LICENSES.**

Contractor represents and warrants to County that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of Contractor to practice its trade and/or profession. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Contract, any licenses, permits, insurance and approvals which are legally required of Contractor to practice its profession.

**13. PREVAILING WAGE.**

Pursuant to **Section 1720 et seq. of the Labor Code**, Contractor agrees to comply with the Department of Industrial Relations regulations, to which this Contract is subject, the prevailing wage per diem rates in Inyo County have been determined by the Director of the State Department

of Industrial Relations. These wage rates appear in the Department publication entitled "General Prevailing Wage Rates," in effect at the time the project is advertised. Future effective wage rates, which have been predetermined and are on file with the State Department of Industrial Relations are referenced but not printed in said publication. Such rates of wages are also on file with the State Department of Industrial Relations and the offices of the Public Works Department of the County of Inyo and are available to any interested party upon request. Contractor agrees to comply with County and the Department of Industrial Relations regulations in submitting the certified payroll.

#### **14. CONTROLLING LAW VENUE.**

This Contract is made in the County of Inyo, State of California. The parties specifically agree to submit to the jurisdiction of the Superior Court of California for the County of Inyo.

#### **15. WRITTEN NOTIFICATION.**

Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, et cetera, shall be addressed to the other party at the address set forth herein below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to County: County of Inyo

Public Works Department

Attn: Kathryn Paterson

168 N. Edwards

PO Drawer Q

Independence, CA 93526

If to Contractor:

Four Point Engineering

P.O. Box 137 Wellington, NV 89444

#### **16. AMENDMENTS.**

This Contract may be modified or amended only by a written document executed by both Contractor and County and approved as to form by Inyo County Counsel.

#### **17. WAIVER.**

No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder.

**18. TERMINATION.**

This Contract may be terminated for the reasons stated below:

- a. Immediately for cause, if either party fails to perform its responsibilities under this Contract in a timely and professional manner and to the satisfaction of the other party or violates any of the terms or provisions of this Contract; or
- b. By County upon oral notice from the Board of Supervisors based on funding ending or being materially decreased during the term of this Contract.

**19. TIME IS OF THE ESSENCE.**

Time is of the essence for every provision.

**20. SEVERABILITY.**

If any provision of this Contract is held to be invalid, void or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall not be affected, impaired or invalidated.

**21. CONTRACT SUBJECT TO APPROVAL BY BOARD OF SUPERVISORS.**

It is understood and agreed by the parties that this Contract is subject to the review and approval by the Inyo County Board of Supervisors upon Notice. In the event that the Board of Supervisors declines to enter into or approve said Contract, it is hereby agreed to that there is, in fact, no binding agreement, either written or oral, between the parties herein.

**22. ATTACHMENTS.**

All attachments referred to are incorporated herein and made a part of this Contract.

**23. EXECUTION.**

This Contract may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties. In approving this Contract, it shall not be necessary to produce or account for more than one such counterpart.

**24. ENTIRE AGREEMENT.**

This Contract, including the Contract Documents and all other documents which are incorporated herein by reference, constitutes the complete and exclusive agreement between the County and Contractor. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Contract.

<b><u>COUNTY OF INYO</u></b>	<b><u>CONTRACTOR</u></b>
_____ Signature	_____ Signature
_____ Print or Type Name	_____ Print or Type Name
_____ Date	_____ Date

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
County Counsel

APPROVED AS TO ACCOUNTING FORM:

\_\_\_\_\_  
County Auditor

APPROVED AS TO PERSONNEL REQUIREMENTS:

\_\_\_\_\_  
Personnel Services

APPROVED AS TO INSURANCE REQUIREMENTS:

\_\_\_\_\_  
County Risk Manager

For Inyo County

Signed by:  
  
DB92A4FA96C1495  
SIGNATURE

John Vallejo  
FULL NAME

8/22/2025  
DATE SIGNED

County Counsel  
TITLE

Signed by:  
  
E921B073F8A2426...  
SIGNATURE

Aaron Holmberg  
FULL NAME

9/4/2025  
DATE SIGNED

Risk Manager  
TITLE

DocuSigned by:  
  
DBF408DB8FF14D7...  
SIGNATURE

Amy Shepherd  
FULL NAME

9/4/2025  
DATE SIGNED

Auditor-Controller  
TITLE

For Contractor

DocuSigned by:  
  
40413FE7DF4B478...  
SIGNATURE

Wade Wulfin  
FULL NAME

9/8/2025  
DATE SIGNED

Owner  
TITLE



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

NATE GREENBERG  
COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-640

### Conduct a Public Hearing on the County's Vacancies in Accordance with California Government Code §3502.3

#### County Administrator - Personnel

NO ACTION REQUIRED

#### ITEM SUBMITTED BY

Nate Greenberg, County Administrative Officer, Keri Keri Oney, Assistant Personnel Director  
Oney, Assistant Personnel Director

#### ITEM PRESENTED BY

#### RECOMMENDED ACTION:

- A) Conduct a Public Hearing on the status of the County's vacancies, recruitment and retention efforts pursuant to California Government Code §3502.3 - formerly known as Assembly Bill 2561; and  
B) Receive the 2025 County of Inyo Vacancy, Recruitment and Retention presentation.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

Assembly Bill 2561, now codified in Government Code §3502.3, establishes new requirements for public agencies related to workforce transparency and accountability. The legislation directs counties to hold at least one public hearing each fiscal year to provide an update on workforce vacancies by bargaining unit and to outline recruitment and retention strategies.

The statute also expands the role of employee organizations by requiring agencies to give bargaining units the opportunity to present information at the hearing regarding positions represented within their units. In cases where vacancy levels in a bargaining unit exceed 20%, agencies must present additional detail, including:

- The average number of days to complete the hiring process, from job posting to filling a position.
- Any identified barriers that may contribute to delays in recruitment.
- Potential adjustments to policies or practices that could improve hiring outcomes.

This is the first year the County is implementing these requirements. The County's overall vacancy rate as of August 27, 2025 is 11.6%, with the following breakdown per bargaining unit:

Deputy Sheriff's Association (DSA) — 8.6%  
Inyo County Correctional Officer's Association (ICCOA) — 13.6%  
Inyo County Employee's Association (ICEA) — 13.1%  
Law Enforcement Administrator's Association (LEAA) — 0.0%  
Probation Peace Officer's Association (PPOA) — 15.4%

The intent of AB 2561 is to increase transparency in the hiring process, ensure public accountability for staffing levels, and strengthen collaboration with bargaining units on strategies to improve recruitment

and retention. By creating a formal venue for these discussions, the legislation emphasizes the importance of addressing workforce shortages as a matter of both service delivery and public trust.

#### **FISCAL IMPACT:**

There is no fiscal impact associated with this item.

#### **ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

Your Board could choose not to hold a Public Hearing or receive a presentation on the County's vacancies and recruitment efforts. This is not recommended as doing so would place the County out of compliance with Government Code §3502.3.

#### **OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

None.

#### **STRATEGIC PLAN ALIGNMENT:**

**High Quality Services** | Quality County Employees

**High Quality Services** | High-Quality County Government Services

**High Quality Services** | Improved Access to Government

#### **APPROVALS:**

Keri Oney	Created/Initiated - 09/09/2025
Darcy Israel	Approved - 09/10/2025
Denelle Carrington	Approved - 09/12/2025
Keri Oney	Approved - 09/12/2025
John Vallejo	Approved - 09/16/2025
Amy Shepherd	Approved - 09/16/2025
Nate Greenberg	Final Approval - 09/16/2025

#### **ATTACHMENTS:**







# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

NATE GREENBERG  
COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-528

### Adoption of the Fiscal Year 2025-2026 Final Board Approved Budget County Administrator ACTION REQUIRED

#### ITEM SUBMITTED BY

Nate Greenberg, County Administrative Officer,  
Denelle Carrington, Assistant CAO

#### ITEM PRESENTED BY

Nate Greenberg, County Administrative Officer

#### RECOMMENDED ACTION:

A) Conduct a review and discussion of the Fiscal Year 2025-2026 Final Approved Budget, including but not limited to:

1. Those changes to the County Administrative Officer (CAO) Recommended Budget that were directed by the Board to be included in the Final Budget; and
2. Any other changes which may be made as a result of today's discussion (which will trigger a 4/5ths vote requirement).

B) Adopt the Fiscal Year 2025-2026 as recommended by the County Administrator and as amended per direction from the Board of Supervisors on September 9, 2025;

C) Approve Resolution No. 2025-33, titled, "A Resolution of the Board of Supervisors, County of Inyo, State of California, Adopting a Final Budget For Fiscal Year 2025-2026," and authorize the Chairperson to sign; and

D) Approve all associated job descriptions and direct staff to update the Publicly Available Pay Schedule.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

On September 9, 2025, your Board closed Budget Hearings for Fiscal Year 2025-2026 and directed the County Administrator to make all changes necessary to compile the Final Board Approved Budget for Fiscal Year 2025-2026. Consequently, the County Budget document contains a countywide estimated revenue total of \$151,919,516 and \$169,764,769 in projected expenditures. The General Fund portion of the County Budgets is \$92,821,135 in revenues and \$97,834,628 in expenditures.

On September 9th, the Auditor Controller certified the Final Fund Balance for the year ending June 30, 2025, as \$5,013,493, which is \$513,493 more than was used to balance the Recommended Budget. The changes directed by your Board fully appropriate this un-budgeted portion of Fund Balance.

As directed during Budget Hearings, this includes:

- Adding \$363,493 to the General Fund Contingencies budget:

- Adding \$150,000 to the General Revenues and Expenditures budget to fund an OPEB contribution;

Additionally, add appropriations to the following budgets that have non-general fund revenue sources.

- Adding \$2,500 of revenue and expenditure into the Board of Supervisors Budget for District 3 TOT improvement fund;
- Adding \$25,000 of revenue and expenditure into the ESAAA Budget to increase the two (2) BPAR Food Cooks to two (2) Full-time Food Cooks

### **Fiscal Year 2025-2026 Recommended Board Approved Budget for the General Fund**

The expenditure total in this recommended Final Board Approved Budget for the General Fund is \$97,834,628, which is \$515,993 higher than the CAO Recommended Budget. Revenues are \$92,821,135, which is \$2,500 higher than the CAO Recommended Budget. A summary of the General Fund is included in Attachment A. The increases in expenditures are due to the net effect of the following changes:

#### Actions Directed by your Board or Recommended by Staff during Budget Hearings — General Fund

1. *Increase expenses in the General Fund Contingencies Budget by \$363,493; and*
2. *Increase expenses in the General Revenues & Expenditures Budget by \$150,000 to fund an OPEB Contribution*
3. *Increase revenue and expenditures in the Board of Supervisors Budget by \$2,500 to recognize the District 3 TOT Improvement Funds.*

#### Actions Recommended by Staff After Budget Hearings — General Fund

*Staff has no subsequent recommendations to change revenues and expenditures in the General Fund Budgets from those comprising the CAO Recommended Budget or otherwise directed by, or discussed with, your Board during the Budget Hearings.*

### **Fiscal Year Recommended Board Approved Budget for Non-General Fund**

The expenditure total in this Recommended Final Board Approved Budget for Non-General Funds is \$71,930,141, which is \$25,000 higher than the CAO Recommended Budget. Revenues are \$59,098,381, which is \$25,000 higher than the CAO Recommended Budget. A summary of the Non-General Fund is included in Attachment B.

#### Actions Directed by Your Board or Recommended by Staff during Budget Hearings — Non-General Fund

1. *Increase Social Services Realignment in the ESAAA Budget by \$25,000 and increase expenses in Salaries and Benefits in the ESAAA Budget by \$25,000.*
2. *Change the Authorized Staffing in HHS by deleting two (2) BPAR Food Cooks and adding two (2) Full-time Food Cooks*

#### Actions Recommended by Staff After Budget Hearings — Non-General Fund

*Staff has no subsequent recommendations to change revenues and expenditures in the Non-General Fund Budgets from those comprising the CAO Recommended Budget or otherwise directed by, or discussed with your Board during Budget Hearings.*

**FISCAL IMPACT:**

<b>Funding Source</b>	All County General and Non-General Fund	<b>Budget Unit</b>	All Budgets
<b>Budgeted?</b>	Yes - with the adoption of this budget	<b>Object Code</b>	All object codes
<b>Recurrence</b>	Ongoing Expenditure	<b>Sole Source?</b>	N/A

If Sole Source, provide justification below

**Current Fiscal Year Impact**

This item sets the Fiscal Year 2025-2026 countywide spending plan at a total amount of \$169,764,769

**Future Fiscal Year Impacts**

N/A

**Additional Information****ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

Your Board has the alternative to not approve the Budget for Fiscal Year 2025-2026, in whole or in part as recommended by the County Administrative Officer, and/or modify the Budget as presented and provide additional direction to staff. This is not recommended as the Board is required to adopt a budget by October 2, 2025 and the budget as presented reflects the feedback received from the Board of Supervisors and Department Heads.

**OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

The Fiscal Year 2025-2026 CAO Recommended Budget is currently based on direction provided by your Board and recommendations made by staff during the Budget Hearings, and developed with significant support from the Auditor-Controller, Personnel, and all County Departments.

**STRATEGIC PLAN ALIGNMENT:**

The budget supports all of the Strategic Focus Areas.

**APPROVALS:**

Nate Greenberg	Created/Initiated - 09/16/2025
Darcy Israel	Approved - 09/16/2025
Denelle Carrington	Approved - 09/16/2025
Nate Greenberg	Approved - 09/16/2025
Keri Oney	Approved - 09/16/2025
Amy Shepherd	Approved - 09/17/2025
John Vallejo	Approved - 09/17/2025
Nate Greenberg	Final Approval - 09/17/2025

**ATTACHMENTS:**

1. FY 25-26 Budget Adoption Resolution
2. Attachment A - Board Approved General Fund Budget 25-26
3. Attachment B - Board Approved Non-General Fund Budget 25-26
4. AG Operations Analyst
5. Accountant Auditor I-II-III
6. Clerk-Recorder Analyst

7. Administrative Operations Coordinator
8. Legal Advocacy Specialist I-II-III
9. Laboratory Technician I
10. Laboratory Technician II
11. Laboratory Technician III - Technical Manager
12. Behavioral Health Clinician Trainee
13. Behavioral Health Clinician
14. Case Manager I
15. Case Manager II
16. Supervising Deputy Probation Officer
17. Administrative Assistant - Public Works
18. Groundskeeper
19. Animal Control Officer I-II
20. Animal Services Manager
21. Sheriff's Regulations Analyst
22. Building Maintenance Superintendent
23. Compliance and Project Manager
24. Civil Process Analyst
25. Field Asistant Seasonal - Salt Cedar



**RESOLUTION No. 2025-33**

**A RESOLUTION OF THE  
BOARD OF SUPERVISORS,  
COUNTY OF INYO,  
STATE OF CALIFORNIA,  
ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2025-2026**

WHEREAS, the Government Code requires the County to conduct Budget Hearings prior to adopting a Final Budget; and

WHEREAS, the Government Code requires the Final Budget to be adopted no later than October 2<sup>nd</sup> of each fiscal year; and

WHEREAS, the Inyo County Board of Supervisors conducted and concluded Budget Hearings on September 9, 2025, and received input and recommendations and, at the conclusion of the Budget Hearings, directed the preparation of the Final Budget; and

WHEREAS, the Final Budget was prepared in accordance with the Government Code and the Board of Supervisors' directions during Budget Hearings; and

WHEREAS, the Final Budget specifies all of the following: appropriations by objects of expenditure within each budget unit, except for capital assets that are appropriated at the subobject level pursuant to Government Section 29008; other financing uses by budget unit; Intrafund transfers by budget unit; transfers-out by fund; appropriations for contingencies, by fund; provisions for nonspendable, restricted, committed, and assigned fund balances, by fund and purpose; and the means of financing the budget requirements; and

WHEREAS, the Inyo County Board of Supervisors desires to approve the Final Budget as presented by the Budget Officer and the Auditor-Controller.

NOW, THEREFORE BE IT RESOLVED that the Inyo County Board of Supervisors hereby adopts the Fiscal Year 2025-2026 Final Budget for the County of Inyo as set forth in the "Attachment A" and "Attachment B" documents accompanying the agenda item during which this Resolution was presented for approval, which are incorporated herein by reference.

PASSED AND ADOPTED, this 23<sup>rd</sup> day of September, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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*Chairperson, Inyo County Board of Supervisors*

*Attest: Nathan Greenberg  
Clerk of the Board*

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*Darcy Israel, Assistant Clerk to the Board*

## ATTACHMENT A

## COUNTY OF INYO

## BUD002F - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
 FOR FISCAL YEARS: 07/01/2023      -      06/30/2026

		YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
<b>FUND: 0001 GENERAL FUND</b>								
REVENUES:								
4001	CURRENT SECURED TAXES	\$16,206,723	\$16,500,000	\$16,500,000	\$17,162,073	\$17,300,000	\$17,300,000	\$17,300,000
4004	CURRENT UNSECURED TAXES	\$1,320,929	\$1,250,000	\$1,250,000	\$1,279,071	\$1,300,000	\$1,300,000	\$1,300,000
4005	CURRENT UNSECURED AIRCRAFT TAX	\$30,204	\$30,000	\$30,000	\$54,056	\$45,000	\$45,000	\$45,000
4008	SB813 DISTRIBUTIONS	\$327,933	\$200,000	\$200,000	\$10,405	\$200,000	\$200,000	\$200,000
4021	PRIOR YEAR SECURED TAXES	\$103,943	\$153,000	\$153,000	\$163,702	\$120,000	\$120,000	\$120,000
4023	PRIOR YEAR UNSECURED TAXES	\$22,944	\$100,000	\$100,000	\$0	\$100,000	\$100,000	\$100,000
4041	PENALTIES ON DELINQUENT TAXES	\$67,780	\$250,000	\$250,000	\$79,198	\$250,000	\$250,000	\$250,000
4042	COSTS OF DELINQUENT COLLECTION	\$2,068	\$11,000	\$11,000	\$0	\$11,000	\$11,000	\$11,000
	TAXES - PROPERTY	\$18,082,527	\$18,494,000	\$18,494,000	\$18,748,508	\$19,326,000	\$19,326,000	\$19,326,000
4082	REAL PROPERTY TRANSFER TAX	\$138,857	\$115,000	\$105,000	\$107,644	\$105,000	\$105,000	\$105,000
4083	TRANSIENT OCCUPANCY TAX	\$4,626,801	\$4,100,000	\$4,100,000	\$5,276,276	\$4,400,000	\$4,400,000	\$4,400,000
4084	CANNABIS TAX	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
	TAXES - OTHER	\$4,765,659	\$4,215,000	\$4,205,000	\$5,383,921	\$4,505,000	\$4,755,000	\$4,755,000
4062	SALES TAX	\$2,271,251	\$1,875,000	\$1,875,000	\$2,025,274	\$1,925,000	\$1,925,000	\$1,925,000
	TAXES - SALES	\$2,271,251	\$1,875,000	\$1,875,000	\$2,025,274	\$1,925,000	\$1,925,000	\$1,925,000
4101	ANIMAL LICENSES	\$23,005	\$22,000	\$22,000	\$16,433	\$18,000	\$18,000	\$18,000
4131	CONSTRUCTION PERMITS	\$459,421	\$390,000	\$385,068	\$309,764	\$292,500	\$310,000	\$310,000
4135	FEES FOR CONTINUING EDUCATION	\$4,199	\$8,000	\$8,000	\$5,847	\$2,000	\$2,000	\$2,000
4156	RECLAMATION PLAN FEES	\$29,095	\$25,000	\$25,000	\$30,600	\$25,000	\$25,000	\$25,000
4161	FRANCHISE FEES	\$260,895	\$228,600	\$228,600	\$272,264	\$250,800	\$250,800	\$250,800
4170	WELL PERMITS	\$4,691	\$9,500	\$9,500	\$8,948	\$10,260	\$10,260	\$10,260
4171	D H R PERMITS	\$665	\$605	\$605	\$689	\$605	\$605	\$605
4172	SEWER APPLICATIONS	\$7,226	\$5,500	\$5,500	\$4,434	\$5,940	\$5,940	\$5,940
4174	WELL & WATER SYSTEM PERMITS	\$2,794	\$3,048	\$3,048	\$3,277	\$3,292	\$3,292	\$3,292
4175	PERMITS TO OPERATE	\$1,170	\$1,100	\$6,032	\$10,696	\$6,100	\$6,100	\$6,100
4176	LICENSES	\$8,617	\$8,000	\$9,100	\$9,367	\$8,500	\$9,000	\$9,000
4177	GUN PERMITS	\$4,418	\$4,500	\$4,500	\$4,812	\$4,500	\$4,500	\$4,500
4178	FINGERPRINT PERMITS	\$5,555	\$6,000	\$6,000	\$4,894	\$6,000	\$5,000	\$5,000
4179	EXPLOSIVE PERMITS	\$22	\$10	\$662	\$90	\$400	\$100	\$100
4180	DEVICE REGISTRATION FEE	\$73,583	\$73,000	\$78,000	\$79,198	\$75,000	\$75,000	\$75,000
4182	SWIMMING POOL PERMITS	\$9,523	\$10,000	\$10,000	\$9,492	\$10,800	\$10,800	\$10,800

# COUNTY OF INYO

## BUD002F - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
FOR FISCAL YEARS: 07/01/2023      -      06/30/2026

		YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
4183	FOOD ESTABLISHMENT PERMITS	\$56,426	\$56,000	\$56,000	\$60,730	\$62,344	\$62,344	\$62,344
4184	SEWAGE PUMP VEHICLE PERMIT	\$3,060	\$3,060	\$3,060	\$4,048	\$3,304	\$4,004	\$4,004
4186	DEVICE REPAIRMAN LICENSE	\$392	\$200	\$319	\$318	\$300	\$300	\$300
	LICENSES & PERMITS	\$954,760	\$854,123	\$860,994	\$835,905	\$785,645	\$803,045	\$803,045
4211	CRIMINAL FINES	\$3,774	\$91,100	\$92,050	\$13,529	\$146,702	\$146,702	\$146,702
4212	ANIMAL FINES	\$4,824	\$25,000	\$25,000	\$6,067	\$10,000	\$10,000	\$10,000
4214	SUPERIOR COURT FINES	\$34,238	\$104,739	\$49,449	\$20,499	\$89,475	\$89,475	\$89,475
4215	JUSTICE COURT FINES	\$330,520	\$300,000	\$300,000	\$364,382	\$360,000	\$360,000	\$360,000
4220	LAW LIBRARY FINES	\$8,545	\$8,000	\$8,000	\$8,378	\$8,000	\$8,000	\$8,000
4224	COURT REALIGNMENT FINES	\$596,379	\$590,000	\$590,000	\$523,046	\$520,000	\$520,000	\$520,000
	FINES & FORFEITURES	\$978,282	\$1,118,839	\$1,064,499	\$935,903	\$1,134,177	\$1,134,177	\$1,134,177
4352	MILLPOND CONCESSIONS	\$27,808	\$28,000	\$28,000	\$31,066	\$29,000	\$29,000	\$29,000
	RENTS & LEASES	\$27,808	\$28,000	\$28,000	\$31,066	\$29,000	\$29,000	\$29,000
4301	INTEREST FROM TREASURY	\$1,492,149	\$1,000,000	\$1,000,000	\$1,087,970	\$1,600,000	\$1,600,000	\$1,600,000
4303	INTEREST ON TAX FUNDS	\$0	\$500	\$500	\$0	\$500	\$500	\$500
4311	RENTS	\$55,996	\$60,000	\$60,000	\$52,910	\$60,000	\$60,000	\$60,000
4312	LEASES	\$1,683	\$2,268	\$2,268	\$2,271	\$2,268	\$2,268	\$2,268
4318	INDEPENDENCE LEGION HALL RENT	\$1,040	\$1,000	\$1,000	\$1,130	\$1,200	\$1,200	\$1,200
	REV USE OF MONEY & PROPERTY	\$1,550,869	\$1,063,768	\$1,063,768	\$1,144,282	\$1,663,968	\$1,663,968	\$1,663,968
4411	STATE MOTOR VEHICLE IN LIEU TX	\$2,459,506	\$2,309,837	\$2,309,837	\$2,621,571	\$2,197,097	\$2,261,727	\$2,261,727
4413	PROPERTY TAX IN LIEU OF VLF	\$2,991,683	\$2,950,000	\$3,450,000	\$3,679,570	\$3,200,000	\$3,200,000	\$3,200,000
4420	SOCIAL SERVICE REALIGNMENT	\$1,070,674	\$1,594,499	\$1,413,397	\$1,509,838	\$1,764,269	\$1,764,269	\$1,764,269
4421	STATE PUBLIC ASSIST ADMIN	\$4,044,559	\$4,931,908	\$4,931,908	\$4,061,852	\$4,931,908	\$4,931,908	\$4,931,908
4425	AID FAMILY DEPENDENT CHILDREN	\$36,567	\$25,000	\$25,000	(\$99,861)	\$0	\$0	\$0
4427	FOSTER CARE	\$306,038	\$378,047	\$378,047	\$317,237	\$310,000	\$310,000	\$310,000
4430	HEALTH REALIGNMENT	\$64,512	\$98,159	\$98,159	\$249,985	\$107,969	\$107,969	\$107,969
4450	MENTAL HEALTH REALIGNMENT	\$1,116,138	\$1,120,161	\$1,120,161	\$763,205	\$1,170,130	\$1,170,130	\$1,170,130
4460	REALIGNMENT - 2011	\$2,093,345	\$3,843,375	\$3,688,631	\$2,807,090	\$3,772,248	\$3,793,748	\$3,793,748
4462	AG COMMISSIONER SALARY	\$0	\$0	\$0	\$0	\$6,600	\$6,600	\$6,600
4463	UNREFUNDED GAS TAX	\$126,041	\$120,000	\$119,796	\$119,796	\$123,000	\$123,000	\$123,000
4472	HOMEOWNERS PROPERTY TAX RELIEF	\$64,387	\$64,000	\$64,000	\$64,004	\$64,000	\$64,000	\$64,000
4473	STATE AID FOR VETERANS AFFAIRS	\$34,308	\$31,335	\$31,335	\$40,500	\$30,000	\$30,000	\$30,000
4475	OFF HIGHWAY VEHICLE	\$572	\$250	\$250	\$565	\$250	\$250	\$250



# COUNTY OF INYO

## BUD002F - BUDGET REQUESTS

RUNDATE: 06/30/2025    TODAY'S DATE: 09/10/2025  
FOR FISCAL YEARS: 07/01/2023    -    06/30/2026

		YTD	BOARD	WORKING	YTD	DEPT	CAO	BOARD
		ACTUALS	APPROVED	BUDGET	ACTUALS	REQUESTED	RECOMM	APPROVED
		06/30/2024	06/30/2025	06/30/2025	06/30/2025	06/30/2026	06/30/2026	06/30/2026
4483	STANDARDS & TRAIN FOR CORRECT	\$29,880	\$37,599	\$28,721	\$26,692	\$28,665	\$28,665	\$28,665
4485	STATE - PUBLIC SAFETY SERVICES	\$2,412,774	\$2,340,000	\$2,340,000	\$2,516,238	\$2,340,000	\$2,365,000	\$2,365,000
4486	AB443 - SHERIFF	\$500,000	\$640,172	\$850,657	\$500,000	\$336,374	\$563,375	\$563,375
4488	CITIZEN OPTION - PUBLIC SAFETY	\$110,706	\$127,508	\$119,146	\$112,169	\$124,000	\$124,000	\$124,000
4489	JUVENILE JUSTICE	\$53,067	\$53,067	\$53,067	\$53,067	\$58,067	\$58,067	\$58,067
4497	STATE MANDATE PROGRAMS	\$28,947	\$600	\$600	\$38,020	\$600	\$600	\$600
4498	STATE GRANTS	\$2,618,694	\$1,583,353	\$1,773,195	\$1,536,803	\$1,509,144	\$1,428,578	\$1,428,578
4499	STATE OTHER	\$1,088,000	\$2,605,892	\$3,020,094	\$2,837,690	\$3,673,278	\$3,673,278	\$3,673,278
4501	FEDERAL PUBLIC ASSISTANCE ADMN	\$2,470,702	\$2,225,998	\$2,225,998	\$1,891,709	\$2,605,308	\$2,605,308	\$2,605,308
4511	FEDERAL AID TO FAMILY W/ CHILD	\$163,460	\$205,000	\$205,000	\$155,418	\$175,000	\$175,000	\$175,000
4512	FEDERAL FOSTER CARE	\$398,003	\$378,047	\$378,047	\$361,221	\$350,000	\$350,000	\$350,000
4552	FEDERAL OTHER	\$624,096	\$1,288,261	\$1,288,261	\$379,593	\$696,066	\$696,066	\$696,066
4555	FEDERAL GRANTS	\$114,956	\$301,964	\$229,962	\$43,170	\$15,789	\$15,789	\$15,789
4561	AID FROM MONO COUNTY	\$298,092	\$395,321	\$443,321	\$461,671	\$401,770	\$401,770	\$401,770
4563	CONTRIBUTION FROM DWP	\$5,826,618	\$6,256,311	\$6,256,311	\$6,256,311	\$6,556,969	\$6,556,969	\$6,556,969
4599	OTHER AGENCIES	\$359,333	\$366,208	\$488,727	\$425,911	\$494,760	\$494,760	\$494,760
	AID FROM OTHER GOVT AGENCIES	\$31,505,668	\$36,271,872	\$37,331,628	\$33,731,042	\$37,043,261	\$37,300,826	\$37,300,826
4601	TAX REDEMPTION FEES	\$5,930	\$3,500	\$3,500	\$11,740	\$5,000	\$5,000	\$5,000
4602	ASSESSMENT & COLLECTION FEES	\$16,454	\$16,444	\$16,444	\$16,746	\$15,358	\$15,358	\$15,358
4603	SB813 COLLECTION FEES	\$68,877	\$45,000	\$45,000	\$889	\$45,000	\$45,000	\$45,000
4604	PROPERTY TAX ADMIN FEES	\$125,932	\$146,000	\$146,000	\$158,768	\$165,000	\$165,000	\$165,000
4605	DELINQUENT TAX SALE FEE	\$163,116	\$55,000	\$173,927	\$174,230	\$0	\$0	\$0
4612	SPEC DIST & GRANT ACCOUNTING	\$28,350	\$77,790	\$77,790	\$88,181	\$79,285	\$79,285	\$79,285
4618	EMS ACCOUNTING	\$31,925	\$35,242	\$35,242	\$49,561	\$49,560	\$49,560	\$49,560
4621	DISTRICT ELECTIONS	\$0	\$8,580	\$35,666	\$35,666	\$0	\$0	\$0
4622	CANDIDATE STATEMENTS	\$7,000	\$5,000	\$7,660	\$7,660	\$7,500	\$7,500	\$7,500
4623	ELECTION FILING FEES	\$4,317	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000
4624	MISCELLANEOUS ELECTION SERVICE	\$4,740	\$3,500	\$4,338	\$5,206	\$3,500	\$3,500	\$3,500
4631	COUNTY COUNSEL FEES	\$14,688	\$1,000	\$1,000	\$6,450	\$1,000	\$1,000	\$1,000
4632	PUBLIC DEFENDER FEES	\$202	\$0	\$0	\$0	\$0	\$0	\$0
4654	PLANNING & ENGINEERING FEES	\$131,242	\$75,000	\$160,000	\$137,474	\$160,000	\$160,000	\$160,000
4655	MAP CHECKING	\$250	\$600	\$100	\$62	\$100	\$100	\$100
4663	PEST MILL REFUND	\$90,000	\$90,000	\$122,900	\$122,900	\$95,000	\$95,000	\$95,000
4664	NURSERY	\$0	\$500	\$500	\$0	\$500	\$500	\$500
4665	PETROLEUM PRODUCT INSPECTION	\$825	\$3,705	\$3,105	\$0	\$3,480	\$3,480	\$3,480

# COUNTY OF INYO

## BUD002F - BUDGET REQUESTS

RUNDATE: 06/30/2025    TODAY'S DATE: 09/10/2025  
FOR FISCAL YEARS: 07/01/2023    -    06/30/2026

		YTD	BOARD	WORKING	YTD	DEPT	CAO	BOARD
		ACTUALS	APPROVED	BUDGET	ACTUALS	REQUESTED	RECOMM	APPROVED
		06/30/2024	06/30/2025	06/30/2025	06/30/2025	06/30/2026	06/30/2026	06/30/2026
4667	NON COMMERCIAL CERTIFICATIONS	\$1,000	\$750	\$1,219	\$968	\$1,062	\$1,062	\$1,062
4672	CLERK FEES	\$3,432	\$3,000	\$4,300	\$4,362	\$4,000	\$4,000	\$4,000
4676	RESTITUTION	\$641	\$100	\$100	\$23	\$100	\$100	\$100
4681	LPS PRIVATE PAY	\$0	\$0	\$4,769	\$4,768	\$0	\$0	\$0
4682	ESTATE FEES	\$17,441	\$0	\$0	\$0	\$4,000	\$4,000	\$4,000
4683	PUBLIC GUARDIAN FEES	\$38,415	\$30,000	\$3,670	\$6,635	\$7,000	\$7,000	\$7,000
4691	JAIL BOOKING FEES	\$3,522	\$3,500	\$3,500	\$3,522	\$3,500	\$3,500	\$3,500
4693	FOREST SERVICE	\$10,989	\$12,000	\$13,159	\$13,159	\$0	\$0	\$0
4698	INVESTIGATIONS	\$32,623	\$85,000	\$37,000	\$45,478	\$85,000	\$85,000	\$85,000
4699	CIVIL PROCESS SERVICE	\$4,237	\$4,500	\$4,500	\$4,238	\$4,500	\$4,500	\$4,500
4701	VITAL STATISTICS	\$18,178	\$16,000	\$16,000	\$16,625	\$16,000	\$16,000	\$16,000
4702	RECORDING FEES	\$51,205	\$55,000	\$62,000	\$67,207	\$61,000	\$61,000	\$61,000
4722	FEDERAL MEDICARE MEDICAID	\$17,027	\$20,000	\$20,000	\$19,054	\$20,000	\$20,000	\$20,000
4723	WATER SAMPLES	\$165,303	\$143,000	\$143,000	\$154,366	\$143,000	\$156,000	\$156,000
4729	EH WASTE INSPECTION & PERMITS	\$18,378	\$18,378	\$18,378	\$18,999	\$19,607	\$19,607	\$19,607
4742	PATIENT PAYMENTS	\$193	\$1,200	\$1,451	\$591	\$1,200	\$1,200	\$1,200
4747	INSURANCE PAYMENTS	\$11,018	\$2,500	\$8,657	\$10,632	\$5,000	\$5,000	\$5,000
4748	MENTAL HEALTH MEDICAL	\$197,470	\$931,313	\$925,072	\$385,336	\$2,221,767	\$2,221,767	\$2,221,767
4754	HAZARDOUS WASTE FEES	\$36,874	\$36,000	\$36,000	\$40,154	\$41,439	\$41,439	\$41,439
4765	P.O.S.T.	\$34,828	\$20,000	\$26,439	\$70,139	\$26,000	\$26,000	\$26,000
4771	LIBRARY SERVICES	\$296	\$300	\$300	\$329	\$300	\$300	\$300
4781	PLEASANT VALLEY - CAMP	\$71,553	\$68,000	\$68,000	\$82,981	\$70,000	\$75,000	\$75,000
4783	SCHOBER LANE - CAMP	\$87,405	\$87,000	\$87,000	\$88,153	\$87,000	\$87,000	\$87,000
4784	BIG PINE TRIANGLE - CAMP	\$5,147	\$5,200	\$5,200	\$4,044	\$5,000	\$5,000	\$5,000
4785	BAKER CREEK - CAMP	\$34,464	\$33,000	\$33,000	\$41,118	\$34,000	\$37,000	\$37,000
4786	TINNEMAHA - CAMP	\$23,605	\$27,000	\$27,000	\$31,206	\$29,000	\$29,000	\$29,000
4787	TABOOSE - CAMP	\$34,851	\$34,000	\$34,000	\$38,320	\$34,000	\$36,000	\$36,000
4788	INDEPENDENCE CREEK - CAMP	\$13,323	\$13,000	\$13,000	\$16,474	\$13,000	\$15,000	\$15,000
4789	PORTUGUESE JOE - CAMP	\$31,640	\$26,000	\$26,000	\$31,102	\$26,000	\$28,000	\$28,000
4790	DIAZ LAKE - CAMP	\$97,426	\$90,000	\$86,915	\$82,167	\$86,000	\$86,000	\$86,000
4791	TECOPA HOT SPRINGS - CAMP	\$0	\$5,000	\$3,000	\$3,000	\$0	\$0	\$0
4792	DAY USE FEES	\$3,375	\$3,300	\$3,300	\$3,100	\$3,000	\$3,000	\$3,000
4809	WRAP FEES	\$3,645	\$4,000	\$4,000	\$3,960	\$0	\$0	\$0
4812	NSF CHARGES	\$610	\$40	\$420	\$450	\$450	\$450	\$450
4813	SHIPPING & HANDLING	\$25	\$200	\$200	\$36	\$100	\$100	\$100

# COUNTY OF INYO

## BUD002F - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
FOR FISCAL YEARS: 07/01/2023      -      06/30/2026

		YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
4817	LAFCO FEES	\$27,518	\$28,395	\$28,395	\$6,932	\$116,160	\$116,160	\$116,160
4818	MOTOR POOL CHARGES	\$0	\$0	\$0	\$2,229	\$0	\$0	\$0
4819	SERVICES & FEES	\$233,392	\$523,292	\$537,868	\$518,975	\$1,196,627	\$1,023,916	\$1,023,916
4820	COUNTY COST PLAN	\$3,105,339	\$3,575,632	\$3,575,632	\$3,575,632	\$3,393,632	\$3,393,632	\$3,393,632
4821	INTRA COUNTY CHARGES	\$1,619,059	\$4,504,622	\$4,498,648	\$3,041,728	\$3,105,075	\$2,811,641	\$2,811,641
4822	INTRA COUNTY INSURANCE ADMIN	\$1,958,955	\$2,334,589	\$2,334,904	\$2,031,245	\$2,679,386	\$2,679,386	\$2,679,386
4824	INTER GOVERNMENT CHARGES	\$503,339	\$871,841	\$657,451	\$519,224	\$864,821	\$864,821	\$864,821
4825	OTHER CURRENT CHARGES	\$603,566	\$744,168	\$569,217	\$658,145	\$698,046	\$698,046	\$698,046
4827	TRIAL COURT CHARGES	\$105,790	\$88,800	\$114,707	\$114,707	\$110,684	\$110,684	\$110,684
4829	COPIER LEASE REVENUE	\$169,008	\$280,800	\$280,800	\$178,356	\$238,356	\$238,356	\$238,356
	CHARGES FOR CURRENT SERVICES	\$10,089,972	\$15,297,281	\$15,151,343	\$12,755,425	\$16,100,095	\$15,660,950	\$15,660,950
4991	PROCEEDS FROM LEASE CONTRA	\$452,095	\$0	\$0	\$0	\$0	\$0	\$0
4998	OPERATING TRANSFERS IN	\$7,486,289	\$9,833,887	\$10,328,470	\$8,858,985	\$6,436,569	\$10,126,540	\$10,129,040
	OTHER FINANCING SOURCES	\$7,938,384	\$9,833,887	\$10,328,470	\$8,858,985	\$6,436,569	\$10,126,540	\$10,129,040
4901	PRIOR YEARS REVENUE	\$2,837	\$0	\$900	\$900	\$0	\$0	\$0
4911	SALES OF FIXED ASSETS	\$5,851	\$0	\$0	\$1	\$10,000	\$10,000	\$10,000
4922	SALES OF COPIES	\$2,933	\$3,550	\$3,569	\$2,391	\$3,569	\$3,569	\$3,569
4925	SALES OF BOOKS & PAMPHLETS	\$7,417	\$15,000	\$15,000	\$12,290	\$15,000	\$15,000	\$15,000
4936	MISCELLANEOUS SALES	\$0	\$7,700	\$7,700	\$214	\$400	\$400	\$400
4951	DONATIONS	\$15,697	\$26,000	\$20,000	\$5,543	\$9,200	\$9,200	\$9,200
4955	FAMILY SUPPORT REPAYMENT	\$4,807	\$0	\$898	\$2,525	\$0	\$0	\$0
4958	UNCLAIMED FUNDS	\$1,250	\$20,000	\$23,269	\$23,269	\$5,500	\$5,500	\$5,500
4959	MISCELLANEOUS REVENUE	\$20,094	\$44,100	\$21,930	\$21,561	\$21,138	\$21,138	\$21,138
4961	REIMBURSED EXPENSES	\$66,197	\$0	\$1,272	\$46,356	\$29,272	\$29,272	\$29,272
4997	CASH OVER OR SHORT	\$1,415	\$50	\$55	\$250	\$50	\$50	\$50
4999	PRIOR YEARS REIMBURSEMENTS	\$135,889	\$0	\$711	\$1,715	\$0	\$0	\$0
	OTHER REVENUE	\$264,390	\$116,400	\$95,304	\$117,018	\$94,129	\$94,129	\$94,129
	TOTAL REVENUES:	\$78,429,576	\$89,168,170	\$90,498,006	\$84,567,334	\$89,042,844	\$92,818,635	\$92,821,135
EXPENSES:								
5001	SALARIED EMPLOYEES	\$25,500,401	\$30,884,544	\$30,189,212	\$28,301,681	\$34,198,542	\$33,345,655	\$33,345,655
5002	CONTRACT EMPLOYEES	\$204,999	\$213,723	\$213,723	\$205,788	\$205,000	\$205,000	\$205,000
5003	OVERTIME	\$1,486,013	\$1,384,179	\$1,744,763	\$1,626,945	\$1,840,706	\$1,330,968	\$1,330,968
5004	STANDBY TIME	\$351,651	\$452,598	\$428,099	\$412,289	\$435,962	\$420,999	\$420,999

# COUNTY OF INYO

## BUD002F - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
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		YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
5005	HOLIDAY OVERTIME	\$54,412	\$63,049	\$88,519	\$65,679	\$87,424	\$67,150	\$67,150
5006	4850 TIME - WORKERS COMP	(\$2,576)	\$0	\$5,000	(\$0)	\$0	\$0	\$0
5012	PART TIME EMPLOYEES	\$510,754	\$644,831	\$728,651	\$563,642	\$721,305	\$771,305	\$771,305
5021	RETIREMENT & SOCIAL SECURITY	\$1,815,013	\$2,267,251	\$2,219,728	\$2,081,869	\$2,377,720	\$2,316,198	\$2,316,198
5022	PERS RETIREMENT	\$3,831,748	\$4,497,648	\$4,454,425	\$4,025,930	\$4,763,048	\$4,673,758	\$4,673,758
5023	RETIREMENT SAFETY-SIDE FUND	\$307,462	\$0	\$0	\$0	\$0	\$0	\$0
5024	RETIREMENT-UNFUNDED LIAB	\$5,337,891	\$5,881,652	\$5,887,371	\$5,887,371	\$6,085,277	\$6,085,277	\$6,085,277
5025	RETIREE HEALTH BENEFITS	\$4,248,459	\$5,085,318	\$5,085,318	\$4,792,704	\$5,886,229	\$5,886,229	\$5,886,229
5031	MEDICAL INSURANCE	\$4,426,930	\$6,457,105	\$5,957,979	\$4,966,389	\$7,027,255	\$6,601,147	\$6,601,147
5032	DISABILITY INSURANCE	\$237,355	\$370,045	\$353,245	\$310,338	\$385,861	\$375,651	\$375,651
5033	SHERIFF DEPUTIES DISABILITY	\$11,936	\$14,575	\$14,260	\$13,795	\$14,280	\$14,280	\$14,280
5034	EDUCATION REIMBURSEMENT	\$21,303	\$25,000	\$25,000	\$14,856	\$20,000	\$20,000	\$20,000
5043	OTHER BENEFITS	\$667,861	\$411,148	\$764,226	\$745,757	\$602,491	\$631,868	\$631,868
5111	CLOTHING	\$104,130	\$120,963	\$157,075	\$149,396	\$184,373	\$180,748	\$180,748
	SALARIES & BENEFITS	\$49,115,748	\$58,773,629	\$58,316,594	\$54,164,436	\$64,835,473	\$62,926,233	\$62,926,233
5112	PERSONAL & SAFETY EQUIPMENT	\$139,520	\$229,054	\$261,656	\$213,855	\$408,681	\$231,552	\$231,552
5113	PERSONAL SUPPLIES	\$0	\$0	\$0	\$2,865	\$0	\$0	\$0
5114	INMATE CLOTHING	\$22,184	\$20,000	\$20,000	\$15,239	\$30,000	\$20,000	\$20,000
5122	CELL PHONES	\$121,194	\$117,835	\$119,541	\$119,125	\$122,324	\$116,130	\$116,130
5131	FOOD & HOUSEHOLD SUPPLIES	\$376,736	\$450,619	\$447,258	\$353,774	\$454,150	\$383,150	\$383,150
5132	JAIL-HOUSEHOLD	\$95,745	\$108,000	\$108,000	\$83,620	\$140,000	\$95,000	\$95,000
5154	UNEMPLOYMENT INSURANCE	\$58,506	\$49,500	\$55,435	\$36,106	\$49,751	\$49,751	\$49,751
5156	INSURANCE CLAIMS	\$0	\$25,000	\$25,000	\$0	\$25,000	\$25,000	\$25,000
5157	MEDICAL MALPRACTICE INSURANCE	\$196,207	\$214,913	\$214,913	\$214,913	\$225,530	\$225,530	\$225,530
5158	INSURANCE PREMIUM	\$235,000	\$343,100	\$342,100	\$310,273	\$323,529	\$323,529	\$323,529
5161	JURY EXPENSE	\$18,102	\$20,000	\$20,000	\$1,867	\$15,000	\$15,000	\$15,000
5162	WITNESS EXPENSE	\$196	\$500	\$500	\$0	\$500	\$500	\$500
5171	MAINTENANCE OF EQUIPMENT	\$93,641	\$63,500	\$84,566	\$54,472	\$117,075	\$80,575	\$80,575
5173	MAINTENANCE OF EQUIPMENT-MATER	\$6,340	\$7,900	\$12,200	\$15,113	\$85,750	\$15,600	\$15,600
5175	MAINTENANCE - FUEL & LUBRICANT	\$61	\$1,350	\$1,250	\$0	\$850	\$850	\$850
5177	MAINTENANCE OF COMPUTER SYSTEM	\$289,381	\$370,000	\$365,000	\$327,820	\$410,490	\$475,490	\$475,490
5182	MAINTENANCE OF GROUNDS	\$41,754	\$40,200	\$32,616	\$20,262	\$39,500	\$39,500	\$39,500
5184	MAINTENANCE - SHERIFF	\$16,791	\$20,000	\$20,000	\$17,932	\$20,000	\$20,000	\$20,000
5190	MAINT BIG PINE LIBRARY	\$5,666	\$5,666	\$5,666	\$5,666	\$5,666	\$5,666	\$5,666
5191	MAINTENANCE OF STRUCTURES	\$7,998	\$8,500	\$8,500	\$1,512	\$9,250	\$5,250	\$5,250

# COUNTY OF INYO

## BUD002F - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
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		YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
5196	MAINTENANCE - COB	\$32,462	\$89,500	\$102,997	\$101,062	\$100,500	\$96,000	\$96,000
5199	MAINT OF STRUCTURES-MATERIALS	\$17,409	\$84,000	\$50,100	\$25,653	\$47,100	\$44,100	\$44,100
5201	MEDICAL, DENTAL & LAB SUPPLIES	\$38,703	\$42,000	\$42,000	\$39,623	\$42,000	\$40,000	\$40,000
5211	MEMBERSHIPS	\$65,734	\$72,272	\$76,859	\$78,235	\$85,898	\$77,228	\$77,228
5231	COURT PRINTING COSTS	\$0	\$0	\$0	\$95	\$0	\$0	\$0
5232	OFFICE & OTHER EQUIP < \$5,000	\$175,334	\$538,035	\$518,304	\$219,893	\$307,138	\$273,978	\$273,978
5236	INFORMATION SERVICES POSTAGE	\$55,491	\$82,700	\$82,200	\$66,521	\$83,050	\$83,050	\$83,050
5238	OFFICE SUPPLIES	\$0	\$0	\$37,537	\$11,836	\$52,467	\$52,467	\$52,467
5260	HEALTH - EMPLOYEE PHYSICALS	\$12,869	\$11,570	\$11,580	\$6,589	\$10,170	\$9,670	\$9,670
5263	ADVERTISING	\$60,444	\$90,750	\$98,365	\$76,297	\$92,550	\$91,800	\$91,800
5264	ANINMAL CARE SERVICES	\$29,854	\$23,000	\$43,000	\$37,261	\$50,000	\$50,000	\$50,000
5265	PROFESSIONAL & SPECIAL SERVICE	\$5,353,194	\$7,109,665	\$9,355,291	\$6,432,651	\$9,364,618	\$8,522,416	\$8,522,416
5281	RENTS & LEASES-EQUIPMENT	\$71,112	\$108,294	\$102,081	\$31,865	\$41,975	\$41,675	\$41,675
5285	COPIER LEASE - IS ONLY	\$50,883	\$280,800	\$275,000	\$254,091	\$294,000	\$294,000	\$294,000
5291	OFFICE, SPACE & SITE RENTAL	\$230,625	\$221,330	\$305,744	\$254,283	\$279,920	\$276,075	\$276,075
5301	SMALL TOOLS & INSTRUMENTS	\$10,314	\$12,100	\$14,400	\$13,284	\$15,575	\$13,000	\$13,000
5311	GENERAL OPERATING EXPENSE	\$896,129	\$1,432,631	\$1,408,313	\$1,037,635	\$1,449,680	\$1,347,842	\$1,347,842
5313	LAW ENFORCEMENT SPECIAL	\$38,786	\$2,500	\$11,590	\$8,596	\$7,500	\$7,500	\$7,500
5316	ELECTION EXPENSE	\$88,579	\$92,800	\$88,100	\$87,976	\$105,365	\$97,800	\$97,800
5321	SPECIAL APPROPRIATION	\$5,000	\$10,000	\$10,000	\$5,000	\$10,000	\$10,000	\$10,000
5325	LIBRARY BOOKS & SUBSCRIPTIONS	\$31,429	\$37,000	\$45,407	\$37,960	\$37,000	\$32,000	\$32,000
5326	LATE FEES & FINANCE CHARGES	\$6,087	\$0	\$4,587	\$4,316	\$1,000	\$0	\$0
5331	TRAVEL EXPENSE	\$526,749	\$857,295	\$846,074	\$612,031	\$1,127,875	\$883,428	\$883,428
5332	MILEAGE REIMBURSEMENT	\$0	\$0	\$0	\$0	\$700	\$0	\$0
5337	5150 TRANSPORTS	\$12,383	\$13,000	\$13,000	\$0	\$10,000	\$10,000	\$10,000
5351	UTILITIES	\$901,965	\$1,007,269	\$1,034,725	\$933,386	\$1,009,773	\$969,423	\$969,423
5499	PRIOR YEAR REFUNDS	\$8,875	\$15,546	\$15,546	(\$152)	\$0	\$0	\$0
	SERVICES & SUPPLIES	\$10,445,450	\$14,329,694	\$16,737,001	\$12,170,416	\$17,108,900	\$15,451,525	\$15,451,525
5121	INTERNAL CHARGES	\$697,851	\$825,049	\$904,428	\$811,897	\$902,605	\$902,105	\$902,105
5123	TECH REFRESH EXPENSE	\$425,878	\$464,360	\$465,692	\$465,691	\$523,429	\$523,429	\$523,429
5124	EXTERNAL CHARGES	\$42,184	\$40,280	\$44,706	\$38,784	\$151,000	\$43,000	\$43,000
5128	INTERNAL SHREDDING CHARGES	\$18,175	\$18,175	\$18,175	\$18,175	\$18,175	\$18,175	\$18,175
5129	INTERNAL COPY CHARGES (NON-IS)	\$140,410	\$224,950	\$235,110	\$152,818	\$199,103	\$198,830	\$198,830
5152	WORKERS COMPENSATION	\$1,820,547	\$2,127,679	\$2,129,136	\$2,129,136	\$1,744,874	\$1,744,874	\$1,744,874
5155	PUBLIC LIABILITY INSURANCE	\$1,649,123	\$1,866,798	\$1,869,483	\$1,869,483	\$1,990,957	\$1,990,957	\$1,990,957

# COUNTY OF INYO

## BUD002F - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
FOR FISCAL YEARS: 07/01/2023      -      06/30/2026

		YTD	BOARD	WORKING	YTD	DEPT	CAO	BOARD
		ACTUALS	APPROVED	BUDGET	ACTUALS	REQUESTED	RECOMM	APPROVED
		06/30/2024	06/30/2025	06/30/2025	06/30/2025	06/30/2026	06/30/2026	06/30/2026
5315	COUNTY COST PLAN	\$1,531,807	\$1,877,533	\$1,877,533	\$1,877,533	\$1,485,723	\$1,485,723	\$1,485,723
5333	MOTOR POOL	\$1,820,785	\$2,012,909	\$2,406,618	\$2,357,380	\$2,486,341	\$2,483,341	\$2,483,341
	INTERNAL CHARGES	\$8,146,763	\$9,457,733	\$9,950,881	\$9,720,898	\$9,502,207	\$9,390,434	\$9,390,434
5501	SUPPORT & CARE OF PERSONS	\$2,572,003	\$3,614,108	\$3,614,108	\$2,707,763	\$3,545,219	\$3,527,719	\$3,527,719
5507	TECOPA COMMUNITY DAYS	\$0	\$7,500	\$15,000	\$7,500	\$7,500	\$7,500	\$7,500
5508	SUPPORT & CARE - 1099	\$451,976	\$0	\$18,650	\$0	\$0	\$0	\$0
5511	ANNUAL NEW CPSP GRANT AWARD	\$40,000	\$40,000	\$40,000	\$35,500	\$40,000	\$40,000	\$40,000
5513	BLAKE JONES TROUT DERBY	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
5516	COMM CONN FOR CHILD CARE	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
5517	INDY FATHERS DAY DERBY	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
5519	VISITOR CENTER CONTRIBUTION	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000	\$15,000
5520	INYO ARTS COUNCIL CONTRIBUTION	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
5521	LAWS RR MUSEUM CONTRIBUTION	\$26,000	\$88,000	\$88,000	\$35,548	\$28,525	\$28,525	\$28,525
5523	WILD IRIS CONTRIBUTION	\$7,830	\$15,000	\$15,500	\$0	\$15,000	\$15,000	\$15,000
5528	TRI COUNTY FAIR/RODEO	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
5529	TRIAL COURT MOE	\$610,438	\$635,440	\$635,440	\$610,438	\$655,438	\$610,438	\$610,438
5531	CALIFORNIA INDIAN LEGAL SERVIC	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
5533	EAST SIERRA AVALANCHE SOCIETY	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
5535	INYO COUNTY FILM COMMISSION	\$57,033	\$61,500	\$66,266	\$54,752	\$61,500	\$61,500	\$61,500
5537	MT. WHITNEY FISH HATCHERY	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
5538	PENSION LIABI PREFUND	\$0	\$658,765	\$1,167,091	\$1,167,091	\$409,000	\$409,000	\$409,000
5539	OTHER AGENCY CONTRIBUTIONS	\$677,722	\$380,304	\$550,290	\$449,653	\$520,304	\$697,304	\$699,804
5540	OPEB CONTRIBUTION	\$0	\$300,000	\$600,000	\$600,000	\$300,000	\$0	\$150,000
5582	LONE PINE EARLY OPENER DERBY	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
5583	OPENER PRESS REC/RAINBOW DAYS	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
5584	COORDINATED PROMOTION	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
5585	VISTITOR GUIDE	\$8,900	\$8,900	\$8,900	\$8,900	\$8,900	\$8,900	\$8,900
5586	CAL HIGH SCHOOL RODEO FINALS	\$8,550	\$8,550	\$8,550	\$8,550	\$8,550	\$8,550	\$8,550
5587	WILD WEST MARATHON	\$6,075	\$6,075	\$6,075	\$6,075	\$6,075	\$6,075	\$6,075
5588	LAWS BENEFIT CONCERT	\$2,525	\$2,525	\$2,525	\$0	\$2,525	\$2,525	\$2,525
5589	DEATH VALLEY VISTORS GUIDE	\$6,325	\$6,325	\$6,325	\$6,325	\$6,325	\$6,325	\$6,325
5590	IMAGES OF INYO PHOTO CONTEST	\$6,725	\$6,725	\$6,725	\$6,725	\$6,725	\$6,725	\$6,725
5592	MULE DAYS	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
5593	EASTERN SIERRA BASS FISHING	\$7,500	\$7,500	\$7,500	\$0	\$7,500	\$7,500	\$7,500

# COUNTY OF INYO

## BUD002F - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
 FOR FISCAL YEARS: 07/01/2023      -      06/30/2026

		YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
	OTHER CHARGES	\$4,622,103	\$5,979,717	\$7,004,445	\$5,837,320	\$5,776,586	\$5,591,086	\$5,743,586
5561	PRINCIPAL ON NOTES PAYABLE	\$376,097	\$71,025	\$71,025	\$71,024	\$71,737	\$71,025	\$71,025
	DEBT SERVICE PRINCIPAL	\$376,097	\$71,025	\$71,025	\$71,024	\$71,737	\$71,025	\$71,025
5553	INTEREST ON NOTES	\$20,015	\$3,076	\$3,076	\$3,076	\$2,364	\$3,076	\$3,076
	DEBT SERVICE INTEREST	\$20,015	\$3,076	\$3,076	\$3,076	\$2,364	\$3,076	\$3,076
5620	INFRASTRUCTURE	\$0	\$56,000	\$62,000	\$21,482	\$92,800	\$5,000	\$5,000
5640	STRUCTURES & IMPROVEMENTS	\$14,136	\$30,500	\$30,500	\$2,785	\$18,000	\$18,000	\$18,000
5650	EQUIPMENT	\$109,365	\$874,717	\$1,049,218	\$353,132	\$592,693	\$282,193	\$282,193
5655	VEHICLES	\$0	\$150,000	\$205,267	\$131,135	\$90,000	\$90,000	\$90,000
5664	COMPUTER SOFTWARE CAPITAL OUTL	\$452,095	\$0	\$0	\$0	\$0	\$0	\$0
5700	CONSTRUCTION IN PROGRESS	\$27,732	\$392,856	\$1,425,737	\$1,258,724	\$352,524	\$410,000	\$410,000
	FIXED ASSETS	\$603,329	\$1,504,073	\$2,772,722	\$1,767,260	\$1,146,017	\$805,193	\$805,193
5801	OPERATING TRANSFER OUT	\$3,357,533	\$3,082,856	\$3,580,578	\$2,900,545	\$2,660,113	\$2,561,122	\$2,561,122
	OTHER FINANCING USES	\$3,357,533	\$3,082,856	\$3,580,578	\$2,900,545	\$2,660,113	\$2,561,122	\$2,561,122
5901	CONTINGENCIES	\$0	\$1,140,000	\$1,050,914	\$0	\$640,000	\$518,941	\$882,434
5902	CONTINGENCIES - PY ENCUMBRANCE	\$0	\$0	\$53,674	\$0	\$0	\$0	\$0
	RESERVES	\$0	\$1,140,000	\$1,104,588	\$0	\$640,000	\$518,941	\$882,434
	TOTAL EXPENSES:	\$76,687,042	\$94,341,803	\$99,540,910	\$86,634,978	\$101,743,397	\$97,318,635	\$97,834,628
FUND: 0001 GENERAL FUND		\$1,742,533	(\$5,173,633)	(\$9,042,904)	(\$2,067,644)	(\$12,700,553)	(\$4,500,000)	(\$5,013,493)

COUNTY OF INYO

BUD002F - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
FOR FISCAL YEARS: 07/01/2023      -      06/30/2026

		YTD	BOARD	WORKING	YTD	DEPT	CAO	BOARD
		ACTUALS	APPROVED	BUDGET	ACTUALS	REQUESTED	RECOMM	APPROVED
		06/30/2024	06/30/2025	06/30/2025	06/30/2025	06/30/2026	06/30/2026	06/30/2026
COUNTY TOTALS FOR	REVENUES:	\$78,429,576	\$89,168,170	\$90,498,006	\$84,567,334	\$89,042,844	\$92,818,635	\$92,821,135
	EXPENSES:	(\$76,687,042)	(\$94,341,803)	(\$99,540,910)	(\$86,634,978)	(\$101,743,397)	(\$97,318,635)	(\$97,834,628)
	REPORT NET	\$1,742,533	(\$5,173,633)	(\$9,042,904)	(\$2,067,644)	(\$12,700,553)	(\$4,500,000)	(\$5,013,493)



## ATTACHMENT B

## COUNTY OF INYO

## BUD002FS - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
 FOR FISCAL YEARS: 07/01/2023      -      06/30/2026

	YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
REVENUES:							
4061 - LOCAL TRANSPORTATION TAX	\$143,239	\$146,581	\$146,581	\$131,935	\$132,046	\$132,046	\$132,046
4085 - TRANSACTION & USE TAX	\$2,331,480	\$1,800,000	\$1,800,000	\$2,021,114	\$1,800,000	\$1,800,000	\$1,800,000
TAXES - SALES	\$2,474,719	\$1,946,581	\$1,946,581	\$2,153,049	\$1,932,046	\$1,932,046	\$1,932,046
4141 - ROAD PRIVILEGES & PERMITS	\$17,925	\$20,000	\$17,000	\$15,233	\$20,000	\$20,000	\$20,000
4185 - COMMERCIAL TRASH COLLECT PRMT	\$563,819	\$540,000	\$540,000	\$556,988	\$550,000	\$550,000	\$550,000
LICENSES & PERMITS	\$581,744	\$560,000	\$557,000	\$572,222	\$570,000	\$570,000	\$570,000
4213 - FISH & GAME FINES	\$3,558	\$5,000	\$5,000	\$2,271	\$5,000	\$5,000	\$5,000
FINES & FORFEITURES	\$3,558	\$5,000	\$5,000	\$2,271	\$5,000	\$5,000	\$5,000
4320 - TECOPA COMMUNITY CENTER	\$369	\$350	\$350	\$108	\$150	\$150	\$150
4331 - AUTO PARKING	\$3,804	\$3,600	\$3,600	\$3,150	\$3,600	\$3,600	\$3,600
4333 - HANGER RENT	\$32,576	\$34,000	\$32,000	\$35,421	\$34,000	\$34,000	\$34,000
4334 - TIE DOWN FEES	\$1,977	\$1,500	\$2,500	\$2,346	\$2,350	\$2,350	\$2,350
4338 - RAMP FEES	\$0	\$0	\$1,000	\$1,000	\$0	\$0	\$0
RENTS & LEASES	\$38,726	\$39,450	\$39,450	\$42,025	\$40,100	\$40,100	\$40,100
4301 - INTEREST FROM TREASURY	\$578,067	\$340,040	\$448,049	\$507,233	\$338,640	\$338,640	\$338,640
4311 - RENTS	\$25,890	\$20,515	\$20,515	\$18,745	\$20,515	\$20,515	\$20,515
4316 - STATHAM HALL RENT	\$2,550	\$300	(\$105)	\$605	\$600	\$600	\$600
4317 - BIG PINE LEGION HALL RENT	\$1,350	\$500	\$700	\$840	\$1,700	\$1,700	\$1,700
4322 - BISHOP SENIOR CENTER RENT	\$65	\$100	\$105	\$105	\$105	\$105	\$105
REV USE OF MONEY & PROPERTY	\$607,923	\$361,455	\$469,264	\$527,528	\$361,560	\$361,560	\$361,560
4401 - STATE AID FOR AVIATION	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
4420 - SOCIAL SERVICE REALIGNMENT	\$0	\$37,050	\$57,050	\$0	\$37,050	\$37,050	\$62,050
4460 - REALIGNMENT - 2011	\$771,101	\$5,052,607	\$5,013,945	\$1,327,819	\$3,188,350	\$3,188,350	\$3,188,350
4471 - STATE HIGHWAY USERS TAX	\$3,437,821	\$3,551,860	\$3,551,860	\$3,556,503	\$3,568,445	\$3,568,445	\$3,568,445
4474 - SB1 ROAD MAINT & RMRA	\$4,147,689	\$4,164,957	\$4,164,957	\$4,393,623	\$4,362,099	\$4,362,099	\$4,362,099
4478 - FAMILY SUPPORT REIM - STATE	\$414,896	\$471,070	\$441,400	\$454,645	\$0	\$0	\$0
4479 - STATE SUBVENTIONS	\$190,045	\$230,000	\$230,000	\$235,242	\$315,500	\$315,500	\$315,500
4484 - REGIONAL SURFACE TRANS FUNDS	\$1,693,934	\$914,027	\$914,027	\$920,023	\$773,353	\$773,353	\$773,353
4498 - STATE GRANTS	\$188,006	\$662,506	\$552,506	\$548,197	\$2,054,119	\$2,054,119	\$2,054,119
4499 - STATE OTHER	\$2,699,786	\$2,044,908	\$2,038,847	\$3,898,787	\$1,709,020	\$1,709,020	\$1,709,020
4521 - FEDERAL FOREST RESERVE	\$349,897	\$0	\$0	\$355,643	\$355,643	\$355,643	\$355,643
4531 - GRAZING FEES	\$0	\$0	\$0	\$3,971	\$0	\$0	\$0

# COUNTY OF INYO

## BUD002FS - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
FOR FISCAL YEARS: 07/01/2023      -      06/30/2026

	YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
4552 - FEDERAL OTHER	\$2,290,743	\$4,477,100	\$6,089,880	\$5,559,137	\$2,047,279	\$2,047,279	\$2,047,279
4554 - FAMILY SUPPORT ADMIN REIMBURSE	\$748,650	\$956,415	\$898,485	\$760,931	\$0	\$0	\$0
4555 - FEDERAL GRANTS	\$5,003	\$213,940	\$213,940	\$102,487	\$1,031,948	\$1,031,948	\$1,031,948
4563 - CONTRIBUTION FROM DWP	\$1,942,046	\$1,977,230	\$1,975,230	\$1,948,666	\$2,163,932	\$2,163,932	\$2,163,932
4599 - OTHER AGENCIES	\$38,692	\$60,410	\$51,194	\$51,363	\$65,410	\$65,410	\$65,410
AID FROM OTHER GOVT AGENCIES	\$18,948,313	\$24,844,080	\$26,223,321	\$24,147,042	\$21,702,148	\$21,702,148	\$21,727,148
4727 - ABATEMENT FEES	\$433,965	\$430,000	\$451,739	\$441,313	\$430,000	\$430,000	\$430,000
4728 - SOLID WASTE FEES	\$1,292,200	\$1,200,000	\$1,200,000	\$1,154,512	\$1,100,000	\$1,100,000	\$1,100,000
4735 - SW FEES - BISHOP - SUNLAND	\$290,419	\$280,000	\$280,000	\$251,502	\$280,000	\$280,000	\$280,000
4736 - SW FEES - BIG PINE TRANSFER	\$9,442	\$10,000	\$10,000	\$10,123	\$10,000	\$10,000	\$10,000
4737 - SW FEES - INDEPENDENCE	\$15,099	\$14,000	\$14,000	\$13,401	\$14,000	\$14,000	\$14,000
4738 - SW FEES - LONE PINE	\$50,234	\$48,000	\$48,000	\$49,866	\$48,000	\$48,000	\$48,000
4742 - PATIENT PAYMENTS	\$3,555	\$3,500	\$3,500	\$45	\$3,500	\$3,500	\$3,500
4743 - D.U.I. TRUST	\$112,017	\$120,000	\$120,000	\$139,349	\$158,430	\$158,430	\$158,430
4747 - INSURANCE PAYMENTS	\$13,501	\$30,000	\$39,655	\$111,598	\$40,500	\$40,500	\$40,500
4751 - SEPTAGE POND FEES	\$49,400	\$52,000	\$52,000	\$42,250	\$52,000	\$52,000	\$52,000
4815 - PROJECT REIMBURSABLES	\$35,177	\$73,165	\$25,000	\$49,200	\$20,000	\$20,000	\$20,000
4818 - MOTOR POOL CHARGES	\$2,104,584	\$2,217,000	\$2,617,000	\$2,680,092	\$2,600,000	\$2,600,000	\$2,600,000
4819 - SERVICES & FEES	\$118,351	\$150,000	\$154,322	\$157,044	\$145,000	\$145,000	\$145,000
4821 - INTRA COUNTY CHARGES	\$119,480	\$267,485	\$229,001	\$100,829	\$285,688	\$265,319	\$265,319
4822 - INTRA COUNTY INSURANCE ADMIN	\$4,387,445	\$4,955,556	\$4,955,556	\$4,955,555	\$4,733,158	\$4,733,158	\$4,733,158
4823 - TECH REFRESH REVENUE	\$539,152	\$577,000	\$577,000	\$594,099	\$675,602	\$682,872	\$682,872
4824 - INTER GOVERNMENT CHARGES	\$1,375	\$2,000	\$174,500	\$176,838	\$1,000	\$1,000	\$1,000
4825 - OTHER CURRENT CHARGES	\$127,308	\$230,000	\$230,000	\$55,725	\$230,000	\$230,000	\$230,000
4828 - INTERNAL SHREDDING REVENUE	\$22,992	\$22,992	\$22,992	\$22,992	\$22,992	\$22,992	\$22,992
4931 - SALES OF AVIATION GAS	\$67,654	\$60,000	\$60,000	\$58,574	\$58,500	\$58,500	\$58,500
4932 - SALES OF JET A FUEL	\$25,196	\$20,000	\$20,800	\$13,940	\$14,000	\$14,000	\$14,000
CHARGES FOR CURRENT SERVICES	\$9,818,554	\$10,762,698	\$11,285,065	\$11,078,855	\$10,922,370	\$10,909,271	\$10,909,271
4998 - OPERATING TRANSFERS IN	\$4,358,564	\$5,658,877	\$5,734,651	\$5,023,994	\$1,597,738	\$4,664,860	\$4,664,860
OTHER FINANCING SOURCES	\$4,358,564	\$5,658,877	\$5,734,651	\$5,023,994	\$1,597,738	\$4,664,860	\$4,664,860
4901 - PRIOR YEARS REVENUE	\$8,119	\$0	\$0	\$0	\$0	\$0	\$0
4911 - SALES OF FIXED ASSETS	\$158,250	\$180,000	\$180,000	\$216,024	\$192,000	\$192,000	\$192,000
4922 - SALES OF COPIES	\$0	\$100	\$100	\$0	\$100	\$100	\$100
4959 - MISCELLANEOUS REVENUE	\$27,919	\$30,000	\$35,000	\$59,787	\$172,000	\$172,000	\$172,000

# COUNTY OF INYO

## BUD002FS - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
FOR FISCAL YEARS: 07/01/2023      -      06/30/2026

	YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
4961 - REIMBURSED EXPENSES	\$1,352	\$0	\$0	\$37,375	\$0	\$0	\$0
4997 - CASH OVER OR SHORT	\$188	\$0	\$0	\$104	\$0	\$0	\$0
4999 - PRIOR YEARS REIMBURSEMENTS	\$27,994	\$0	\$81	\$935	\$0	\$0	\$0
OTHER REVENUE	\$223,825	\$210,100	\$215,181	\$314,228	\$364,100	\$364,100	\$364,100
TOTAL REVENUES:	\$37,055,928	\$44,388,241	\$46,475,513	\$43,861,218	\$37,495,062	\$40,549,085	\$40,574,085
EXPENSES:							
5001 - SALARIED EMPLOYEES	\$5,556,055	\$6,860,687	\$6,728,302	\$6,010,847	\$7,428,979	\$7,355,625	\$7,413,723
5003 - OVERTIME	\$103,415	\$128,282	\$95,503	\$54,860	\$97,000	\$97,000	\$97,459
5004 - STANDBY TIME	\$14,628	\$20,000	\$20,000	\$15,090	\$20,000	\$20,000	\$20,000
5005 - HOLIDAY OVERTIME	\$25,241	\$29,236	\$28,390	\$16,199	\$22,500	\$22,500	\$22,500
5012 - PART TIME EMPLOYEES	\$612,329	\$923,122	\$879,571	\$680,838	\$888,611	\$947,823	\$888,611
5021 - RETIREMENT & SOCIAL SECURITY	\$476,602	\$605,297	\$599,433	\$529,613	\$636,301	\$635,218	\$635,133
5022 - PERS RETIREMENT	\$712,577	\$852,415	\$851,825	\$736,965	\$873,986	\$866,766	\$872,500
5024 - RETIREMENT-UNFUNDED LIAB	\$1,167,636	\$1,256,915	\$1,256,915	\$1,256,915	\$1,265,827	\$1,265,827	\$1,265,827
5025 - RETIREE HEALTH BENEFITS	\$639,868	\$924,120	\$924,120	\$826,323	\$970,991	\$970,991	\$970,991
5031 - MEDICAL INSURANCE	\$1,129,459	\$1,726,820	\$1,672,531	\$1,299,882	\$1,987,030	\$1,964,719	\$1,984,738
5032 - DISABILITY INSURANCE	\$54,345	\$86,256	\$83,043	\$69,059	\$91,500	\$91,346	\$91,333
5043 - OTHER BENEFITS	\$110,016	\$92,006	\$182,116	\$171,560	\$142,980	\$142,980	\$142,980
5045 - COMPENSATED ABSENCE EXPENSE	\$4,958	\$0	\$0	\$625	\$0	\$0	\$0
5046 - OPEB EXPENSE	\$54,985	\$0	\$0	\$0	\$0	\$0	\$0
5111 - CLOTHING	\$0	\$0	\$10,274	\$6,194	\$11,712	\$11,712	\$11,712
SALARIES & BENEFITS	\$10,662,121	\$13,505,156	\$13,332,023	\$11,674,975	\$14,437,417	\$14,392,507	\$14,417,507
5112 - PERSONAL & SAFETY EQUIPMENT	\$15,264	\$20,670	\$28,630	\$23,866	\$23,400	\$23,400	\$23,400
5122 - CELL PHONES	\$28,353	\$27,388	\$29,340	\$25,595	\$29,012	\$29,012	\$29,012
5131 - FOOD & HOUSEHOLD SUPPLIES	\$262,055	\$290,000	\$290,000	\$284,633	\$245,690	\$245,690	\$245,690
5153 - FIRE & CASUALTY INSURANCE	\$7,837	\$4,100	\$3,960	\$3,605	\$4,075	\$4,075	\$4,075
5154 - UNEMPLOYMENT INSURANCE	\$31,969	\$14,000	\$40,490	\$32,620	\$26,225	\$26,225	\$26,225
5156 - INSURANCE CLAIMS	\$118,348	\$425,000	\$1,206,000	\$5,525	\$561,741	\$561,741	\$561,741
5158 - INSURANCE PREMIUM	\$2,948,863	\$3,707,400	\$3,707,400	\$3,519,550	\$3,183,145	\$3,183,145	\$3,183,145
5171 - MAINTENANCE OF EQUIPMENT	\$356,449	\$396,550	\$286,300	\$235,978	\$303,300	\$303,300	\$303,300
5173 - MAINTENANCE OF EQUIPMENT-MATER	\$293,473	\$296,050	\$297,450	\$321,601	\$305,050	\$305,050	\$305,050
5175 - MAINTENANCE - FUEL & LUBRICANT	\$597,886	\$655,000	\$590,000	\$496,399	\$580,000	\$580,000	\$580,000
5177 - MAINTENANCE OF COMPUTER SYSTEM	\$163,129	\$587,625	\$600,625	\$438,620	\$609,515	\$609,515	\$609,515
5178 - MOTOR POOL FUEL	\$661,439	\$680,000	\$606,617	\$604,138	\$600,000	\$600,000	\$600,000

# COUNTY OF INYO

## BUD002FS - BUDGET REQUESTS

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	YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
5182 - MAINTENANCE OF GROUNDS	\$702	\$7,000	\$7,000	\$2,241	\$7,000	\$7,000	\$7,000
5191 - MAINTENANCE OF STRUCTURES	\$358,024	\$818,692	\$1,312,237	\$302,601	\$1,254,113	\$1,254,113	\$1,254,113
5199 - MAINT OF STRUCTURES-MATERIALS	\$38,220	\$182,954	\$202,554	\$43,336	\$325,979	\$313,979	\$313,979
5211 - MEMBERSHIPS	\$20,832	\$24,944	\$25,000	\$21,013	\$26,531	\$26,531	\$26,531
5232 - OFFICE & OTHER EQUIP < \$5,000	\$196,917	\$330,650	\$371,553	\$106,252	\$331,967	\$323,967	\$323,967
5260 - HEALTH - EMPLOYEE PHYSICALS	\$4,761	\$6,400	\$6,400	\$4,134	\$7,000	\$6,250	\$6,250
5263 - ADVERTISING	\$4,155	\$24,445	\$19,295	\$5,635	\$12,500	\$12,500	\$12,500
5265 - PROFESSIONAL & SPECIAL SERVICE	\$2,161,280	\$3,468,080	\$3,801,165	\$1,992,195	\$3,857,823	\$3,837,823	\$3,837,823
5281 - RENTS & LEASES-EQUIPMENT	\$201,262	\$916,475	\$1,031,875	\$958,664	\$1,052,490	\$1,052,490	\$1,052,490
5291 - OFFICE, SPACE & SITE RENTAL	\$195,383	\$222,189	\$221,553	\$203,792	\$221,380	\$221,380	\$221,380
5301 - SMALL TOOLS & INSTRUMENTS	\$18,914	\$20,725	\$20,600	\$8,762	\$28,100	\$28,100	\$28,100
5309 - ROAD MATERIALS	\$280,721	\$642,500	\$483,000	\$471,564	\$807,600	\$807,600	\$807,600
5310 - ROAD SIGNS & PAINT	\$65,659	\$60,000	\$30,000	\$26,899	\$60,000	\$60,000	\$60,000
5311 - GENERAL OPERATING EXPENSE	\$454,111	\$646,277	\$673,512	\$444,913	\$639,151	\$639,151	\$639,151
5322 - NON OPERATING	\$371,958	\$400,689	\$400,689	\$400,689	\$693,260	\$693,260	\$693,260
5326 - LATE FEES & FINANCE CHARGES	\$1,205	\$0	\$855	\$855	\$0	\$0	\$0
5331 - TRAVEL EXPENSE	\$106,551	\$162,395	\$168,956	\$83,368	\$141,042	\$137,042	\$137,042
5351 - UTILITIES	\$119,339	\$167,330	\$155,355	\$126,550	\$159,292	\$159,292	\$159,292
5361 - FUEL, OIL & WATER FOR RESALE	\$79,109	\$65,500	\$60,500	\$53,251	\$48,150	\$48,150	\$48,150
5499 - PRIOR YEAR REFUNDS	\$54	\$74,109	\$74,109	\$74,109	\$0	\$0	\$0
SERVICES & SUPPLIES	\$10,164,234	\$15,345,137	\$16,753,020	\$11,322,965	\$16,144,531	\$16,099,781	\$16,099,781
5121 - INTERNAL CHARGES	\$764,460	\$4,598,047	\$4,573,021	\$2,626,757	\$2,747,088	\$2,147,088	\$2,147,088
5123 - TECH REFRESH EXPENSE	\$90,583	\$102,819	\$102,819	\$102,585	\$121,958	\$121,958	\$121,958
5124 - EXTERNAL CHARGES	\$487,011	\$795,740	\$711,498	\$473,115	\$716,298	\$716,298	\$716,298
5128 - INTERNAL SHREDDING CHARGES	\$5,917	\$3,089	\$3,089	\$3,089	\$3,089	\$3,089	\$3,089
5129 - INTERNAL COPY CHARGES (NON-IS)	\$21,714	\$33,450	\$31,375	\$18,591	\$24,511	\$24,511	\$24,511
5152 - WORKERS COMPENSATION	\$241,188	\$252,047	\$252,047	\$252,093	\$272,623	\$272,623	\$272,623
5155 - PUBLIC LIABILITY INSURANCE	\$328,228	\$312,763	\$312,763	\$314,922	\$339,562	\$339,562	\$339,562
5315 - COUNTY COST PLAN	\$1,239,974	\$1,185,444	\$1,185,444	\$1,185,444	\$1,545,022	\$1,545,022	\$1,545,022
5333 - MOTOR POOL	\$210,743	\$246,340	\$247,170	\$248,965	\$245,146	\$245,146	\$245,146
INTERNAL CHARGES	\$3,389,819	\$7,529,739	\$7,419,226	\$5,225,565	\$6,015,297	\$5,415,297	\$5,415,297
5501 - SUPPORT & CARE OF PERSONS	\$147	\$0	\$0	\$0	\$0	\$0	\$0
5539 - OTHER AGENCY CONTRIBUTIONS	\$574,976	\$643,895	\$643,895	\$571,072	\$561,160	\$561,160	\$561,160
OTHER CHARGES	\$575,124	\$643,895	\$643,895	\$571,072	\$561,160	\$561,160	\$561,160

# COUNTY OF INYO

## BUD002FS - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
 FOR FISCAL YEARS: 07/01/2023    -    06/30/2026

	YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
5561 - PRINCIPAL ON NOTES PAYABLE	\$340,515	\$26,526	\$26,526	\$26,525	\$0	\$0	\$0
DEBT SERVICE PRINCIPAL	\$340,515	\$26,526	\$26,526	\$26,525	\$0	\$0	\$0
5553 - INTEREST ON NOTES	\$104,178	\$226	\$226	\$225	\$0	\$0	\$0
DEBT SERVICE INTEREST	\$104,178	\$226	\$226	\$225	\$0	\$0	\$0
5600 - LAND	\$0	\$600,000	\$600,000	\$0	\$0	\$0	\$0
5620 - INFRASTRUCTURE	\$19,866	\$526,528	\$492,126	\$0	\$95,500	\$95,500	\$95,500
5640 - STRUCTURES & IMPROVEMENTS	\$344,084	\$608,677	\$901,825	\$301,917	\$741,700	\$740,000	\$740,000
5650 - EQUIPMENT	\$655,208	\$843,446	\$2,236,791	\$1,347,328	\$2,949,275	\$2,949,275	\$2,949,275
5655 - VEHICLES	\$600,704	\$900,000	\$1,717,203	\$1,365,371	\$1,325,000	\$1,325,000	\$1,325,000
5700 - CONSTRUCTION IN PROGRESS	\$2,021,816	\$3,908,235	\$5,248,235	\$3,802,761	\$2,678,659	\$2,428,659	\$2,428,659
5701 - TECOPA BIKE PATH ATP	\$0	\$0	\$0	\$0	\$791,000	\$791,000	\$791,000
5708 - LONE PINE SIDEWALK ATP	\$1,050,182	\$210,000	\$1,024,613	\$948,442	\$0	\$0	\$0
5709 - LONE PINE STREETS REHAB	\$85,883	\$25,000	\$364,412	\$344,604	\$9,532	\$9,532	\$9,532
5715 - ONION VALLEY GUARDRAIL PROJECT	\$1,108,803	\$0	\$0	\$0	\$0	\$0	\$0
5735 - CARROLL CREEK	\$6,200	\$15,000	\$153,544	\$7,299	\$15,000	\$15,000	\$15,000
5736 - WALKER CREEK	\$28,593	\$2,825,000	\$3,903,090	\$3,549,015	\$5,000	\$5,000	\$5,000
5745 - TRONA WILDROSE HSIP	\$0	\$0	\$0	\$0	\$518,200	\$518,200	\$518,200
5746 - OLD SPANISH TRIAL EMIGRANT PAS	\$0	\$0	\$0	\$7,039	\$209,600	\$209,600	\$209,600
FIXED ASSETS	\$5,921,342	\$10,461,886	\$16,641,839	\$11,673,778	\$9,338,466	\$9,086,766	\$9,086,766
5799 - DEPRECIATION	\$975,514	\$0	\$0	\$0	\$0	\$0	\$0
DEPRECIATION	\$975,514	\$0	\$0	\$0	\$0	\$0	\$0
5801 - OPERATING TRANSFER OUT	\$2,150,407	\$3,012,089	\$2,970,879	\$1,551,609	\$1,457,820	\$2,569,587	\$2,569,587
OTHER FINANCING USES	\$2,150,407	\$3,012,089	\$2,970,879	\$1,551,609	\$1,457,820	\$2,569,587	\$2,569,587
TOTAL    EXPENSES:	\$34,283,259	\$50,524,654	\$57,787,634	\$42,046,717	\$47,954,691	\$48,125,098	\$48,150,098
NET	\$2,772,669	(\$6,136,413)	(\$11,312,121)	\$1,814,500	(\$10,459,629)	(\$7,576,013)	(\$7,576,013)

# COUNTY OF INYO

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RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
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	YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
INCLUDE							
REVENUES:							
4081 - AIRCRAFT TAXES	\$0	\$0	\$0	\$314	\$0	\$0	\$0
TAXES - OTHER	\$0	\$0	\$0	\$314	\$0	\$0	\$0
4321 - NON-AERONAUTICAL LAND LEASE	\$26,925	\$35,003	\$35,003	\$35,003	\$51,042	\$51,042	\$51,042
4331 - AUTO PARKING	\$66,141	\$62,900	\$62,900	\$60,458	\$57,200	\$57,200	\$57,200
4333 - HANGER RENT	\$103,456	\$109,452	\$109,452	\$99,078	\$166,013	\$166,013	\$166,013
4334 - TIE DOWN FEES	\$8,868	\$9,000	\$10,000	\$11,486	\$11,500	\$11,500	\$11,500
4336 - RENT-A-CAR LEASE	\$1,800	\$3,000	\$2,300	\$2,300	\$3,000	\$3,000	\$3,000
4338 - RAMP FEES	\$24,354	\$25,000	\$22,000	\$29,201	\$29,000	\$29,000	\$29,000
4340 - TERMINAL LEASES	\$2,376	\$3,168	\$3,168	\$0	\$15,267	\$15,267	\$15,267
4342 - LANDING FEES	\$84,265	\$90,302	\$98,841	\$101,189	\$134,794	\$134,794	\$134,794
4381 - GEOTHERMAL ROYALTIES	\$110,528	\$0	\$0	\$16,683	\$0	\$0	\$0
RENTS & LEASES	\$428,713	\$337,825	\$343,664	\$355,399	\$467,816	\$467,816	\$467,816
4301 - INTEREST FROM TREASURY	\$355,990	\$8,000	\$19,552	\$231,587	\$34,500	\$34,500	\$34,500
4311 - RENTS	\$141,362	\$121,536	\$121,536	\$123,767	\$38,790	\$38,790	\$38,790
4312 - LEASES	\$8,276	\$0	\$0	\$0	\$0	\$0	\$0
REV USE OF MONEY & PROPERTY	\$505,629	\$129,536	\$141,088	\$355,355	\$73,290	\$73,290	\$73,290
4430 - HEALTH REALIGNMENT	\$43,867	\$0	\$0	\$37,280	\$0	\$0	\$0
4460 - REALIGNMENT - 2011	\$8,845	\$188,678	\$203,764	\$12,009	\$10,000	\$10,000	\$10,000
4498 - STATE GRANTS	\$990,721	\$2,711,692	\$2,314,301	\$1,216,852	\$3,895,085	\$3,895,085	\$3,895,085
4499 - STATE OTHER	\$448,499	\$1,903,510	\$1,901,010	\$224,922	\$2,302,350	\$2,302,350	\$2,302,350
4501 - FEDERAL PUBLIC ASSISTANCE ADMN	\$0	\$10,815	\$10,815	\$0	\$10,815	\$10,815	\$10,815
4541 - FEDERAL IN LIEU TAXES	\$2,411,949	\$0	\$0	\$2,491,567	\$0	\$0	\$0
4552 - FEDERAL OTHER	\$5,931,341	\$266,430	\$306,681	\$560,459	\$50,000	\$50,000	\$50,000
4555 - FEDERAL GRANTS	\$166,147	\$2,768,992	\$2,404,852	\$1,225,308	\$2,473,107	\$2,473,107	\$2,473,107
4562 - COUNTY CONTRIBUTION	\$0	\$0	\$0	\$0	\$10,215	\$0	\$0
4599 - OTHER AGENCIES	\$80,257	\$118,000	\$98,000	\$956,569	\$50,000	\$50,000	\$50,000
AID FROM OTHER GOVT AGENCIES	\$10,081,629	\$7,968,117	\$7,239,423	\$6,724,969	\$8,801,572	\$8,791,357	\$8,791,357
4703 - RECORDERS MICROGRAPHIC FEES	\$8,250	\$8,000	\$10,900	\$11,662	\$10,000	\$10,000	\$10,000
4704 - RECORDERS SYSTEM UPDATE FEES	\$7,286	\$7,500	\$8,800	\$9,609	\$8,500	\$8,500	\$8,500
4706 - RECORDERS PROGRAM FEE	\$1,798	\$2,000	\$1,900	\$2,232	\$2,000	\$2,000	\$2,000
4722 - FEDERAL MEDICARE MEDICAID	\$0	\$75,000	\$75,000	\$112,742	\$0	\$0	\$0
4747 - INSURANCE PAYMENTS	\$160,692	\$0	\$13,377	\$13,821	\$0	\$0	\$0

# COUNTY OF INYO

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	YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
4748 - MENTAL HEALTH MEDICAL	\$0	\$0	\$0	\$0	\$87,000	\$87,000	\$87,000
4801 - WATER SERVICE	\$885,869	\$753,459	\$753,459	\$816,536	\$720,000	\$720,000	\$720,000
4812 - NSF CHARGES	\$6	\$0	\$0	\$0	\$0	\$0	\$0
4819 - SERVICES & FEES	\$23,646	\$20,850	\$21,922	\$27,745	\$20,740	\$20,740	\$20,740
4821 - INTRA COUNTY CHARGES	\$43,526	\$901,730	\$901,730	\$505,240	\$352,463	\$352,463	\$352,463
4824 - INTER GOVERNMENT CHARGES	\$43,030	\$233,116	\$78,816	\$78,132	\$88,385	\$88,385	\$88,385
4825 - OTHER CURRENT CHARGES	\$605,332	\$297,867	\$297,867	\$297,869	\$297,867	\$297,867	\$297,867
4931 - SALES OF AVIATION GAS	\$261,060	\$240,800	\$240,800	\$255,098	\$239,700	\$239,700	\$239,700
4932 - SALES OF JET A FUEL	\$807,072	\$924,000	\$945,615	\$1,000,408	\$912,630	\$912,630	\$912,630
4933 - SALES OF OIL	\$120	\$100	\$100	\$156	\$100	\$100	\$100
4937 - NON TAX-JET FUEL-MILITARY	\$496,096	\$479,050	\$516,282	\$622,604	\$784,462	\$784,462	\$784,462
CHARGES FOR CURRENT SERVICES	\$3,343,789	\$3,943,472	\$3,866,568	\$3,753,860	\$3,523,847	\$3,523,847	\$3,523,847
4998 - OPERATING TRANSFERS IN	\$6,739,407	\$5,159,365	\$5,870,076	\$5,079,399	\$4,115,838	\$3,809,653	\$3,809,653
OTHER FINANCING SOURCES	\$6,739,407	\$5,159,365	\$5,870,076	\$5,079,399	\$4,115,838	\$3,809,653	\$3,809,653
4901 - PRIOR YEARS REVENUE	\$0	\$0	\$0	\$30,920	\$0	\$0	\$0
4911 - SALES OF FIXED ASSETS	\$46,384	\$100	\$0	\$0	\$15,000	\$15,000	\$15,000
4936 - MISCELLANEOUS SALES	\$0	\$0	\$120	\$324	\$0	\$0	\$0
4959 - MISCELLANEOUS REVENUE	\$35,124	\$32,465	\$32,465	\$38,360	\$36,154	\$36,154	\$36,154
4961 - REIMBURSED EXPENSES	\$6,128	\$0	\$0	\$0	\$0	\$0	\$0
4999 - PRIOR YEARS REIMBURSEMENTS	\$6,841	\$0	\$0	\$0	\$0	\$0	\$0
OTHER REVENUE	\$94,478	\$32,565	\$32,585	\$69,606	\$51,154	\$51,154	\$51,154
TOTAL REVENUES:	\$21,193,649	\$17,570,880	\$17,493,404	\$16,338,905	\$17,033,517	\$16,717,117	\$16,717,117
EXPENSES:							
5001 - SALARIED EMPLOYEES	\$1,393,160	\$1,619,540	\$1,547,949	\$1,351,117	\$1,690,255	\$1,690,255	\$1,690,255
5003 - OVERTIME	\$14,676	\$33,000	\$34,756	\$16,230	\$31,000	\$31,000	\$31,000
5004 - STANDBY TIME	\$32,940	\$34,100	\$37,250	\$36,821	\$37,100	\$37,100	\$37,100
5005 - HOLIDAY OVERTIME	\$1,349	\$2,000	\$3,000	\$2,543	\$2,550	\$2,550	\$2,550
5012 - PART TIME EMPLOYEES	\$75,507	\$88,211	\$81,117	\$73,335	\$103,722	\$103,722	\$103,722
5021 - RETIREMENT & SOCIAL SECURITY	\$115,801	\$134,995	\$135,683	\$118,082	\$137,245	\$137,245	\$137,245
5022 - PERS RETIREMENT	\$167,183	\$194,891	\$193,372	\$159,660	\$191,589	\$191,589	\$191,589
5024 - RETIREMENT-UNFUNDED LIAB	\$195,571	\$203,490	\$197,771	\$197,771	\$206,852	\$206,852	\$206,852
5025 - RETIREE HEALTH BENEFITS	\$36,463	\$41,817	\$45,050	\$45,718	\$68,673	\$68,673	\$68,673
5031 - MEDICAL INSURANCE	\$240,473	\$291,512	\$290,179	\$236,998	\$401,085	\$401,085	\$401,085
5032 - DISABILITY INSURANCE	\$13,259	\$19,220	\$19,007	\$15,252	\$19,738	\$19,738	\$19,738

# COUNTY OF INYO

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5043 - OTHER BENEFITS	\$35,376	\$37,202	\$54,053	\$48,648	\$41,238	\$41,238	\$41,238
5045 - COMPENSATED ABSENCE EXPENSE	(\$15,682)	\$0	\$2,420	\$7,119	\$0	\$0	\$0
5111 - CLOTHING	\$0	\$0	\$2,497	\$1,748	\$1,466	\$1,466	\$1,466
SALARIES & BENEFITS	\$2,200,994	\$2,699,978	\$2,644,104	\$2,311,047	\$2,932,513	\$2,932,513	\$2,932,513
5112 - PERSONAL & SAFETY EQUIPMENT	\$300	\$28,250	\$4,655	\$3,348	\$206,750	\$206,750	\$206,750
5122 - CELL PHONES	\$6,959	\$8,348	\$8,548	\$5,104	\$7,406	\$7,406	\$7,406
5131 - FOOD & HOUSEHOLD SUPPLIES	\$92	\$0	\$0	\$0	\$0	\$0	\$0
5153 - FIRE & CASUALTY INSURANCE	\$0	\$4,000	\$4,000	\$840	\$4,000	\$4,000	\$4,000
5154 - UNEMPLOYMENT INSURANCE	\$21,332	\$5,000	\$5,000	\$2,025	\$7,500	\$7,500	\$7,500
5171 - MAINTENANCE OF EQUIPMENT	\$3,361	\$31,100	\$31,100	\$593	\$32,600	\$32,600	\$32,600
5173 - MAINTENANCE OF EQUIPMENT-MATER	\$14,653	\$520,350	\$522,465	\$17,788	\$526,850	\$526,850	\$526,850
5175 - MAINTENANCE - FUEL & LUBRICANT	\$0	\$0	\$424	\$423	\$6,500	\$6,500	\$6,500
5177 - MAINTENANCE OF COMPUTER SYSTEM	\$105	\$0	\$0	\$0	\$0	\$0	\$0
5191 - MAINTENANCE OF STRUCTURES	\$0	\$2,000	\$2,000	\$845	\$2,000	\$2,000	\$2,000
5199 - MAINT OF STRUCTURES-MATERIALS	\$8,741	\$9,500	\$9,355	\$1,364	\$9,500	\$9,500	\$9,500
5232 - OFFICE & OTHER EQUIP < \$5,000	\$5,752	\$590,732	\$593,940	\$401,212	\$188,750	\$188,750	\$188,750
5255 - CREDIT CARD FEES	\$0	\$0	\$0	\$0	\$32,000	\$32,000	\$32,000
5260 - HEALTH - EMPLOYEE PHYSICALS	\$445	\$0	\$57	\$56	\$0	\$0	\$0
5263 - ADVERTISING	\$32,637	\$56,000	\$96,797	\$62,978	\$74,837	\$74,837	\$74,837
5264 - ANINMAL CARE SERVICES	\$0	\$2,500	\$2,500	\$2,260	\$0	\$0	\$0
5265 - PROFESSIONAL & SPECIAL SERVICE	\$1,291,092	\$4,242,864	\$5,302,204	\$2,283,263	\$5,055,809	\$5,055,809	\$5,055,809
5281 - RENTS & LEASES-EQUIPMENT	\$12,523	\$16,750	\$16,760	\$16,713	\$17,250	\$17,250	\$17,250
5291 - OFFICE, SPACE & SITE RENTAL	\$641,276	\$733,173	\$992,263	\$975,819	\$758,334	\$758,334	\$758,334
5301 - SMALL TOOLS & INSTRUMENTS	\$354	\$1,600	\$1,650	\$467	\$1,100	\$1,100	\$1,100
5311 - GENERAL OPERATING EXPENSE	\$174,952	\$320,785	\$222,615	\$149,181	\$251,440	\$251,440	\$251,440
5326 - LATE FEES & FINANCE CHARGES	\$19	\$0	\$35	\$31	\$0	\$0	\$0
5331 - TRAVEL EXPENSE	\$24,283	\$72,158	\$76,423	\$23,880	\$69,151	\$69,151	\$69,151
5351 - UTILITIES	\$55,326	\$53,550	\$179,780	\$178,045	\$181,850	\$181,850	\$181,850
5361 - FUEL, OIL & WATER FOR RESALE	\$1,239,684	\$1,150,000	\$1,238,570	\$1,238,565	\$1,399,000	\$1,399,000	\$1,399,000
SERVICES & SUPPLIES	\$3,533,893	\$7,848,660	\$9,311,141	\$5,364,426	\$8,832,627	\$8,832,627	\$8,832,627
5121 - INTERNAL CHARGES	\$137,587	\$327,133	\$46,091	\$46,792	\$212,950	\$212,950	\$212,950
5123 - TECH REFRESH EXPENSE	\$17,093	\$18,285	\$18,285	\$18,285	\$24,455	\$24,455	\$24,455
5124 - EXTERNAL CHARGES	\$55,982	\$103,107	\$112,066	\$89,782	\$103,776	\$103,776	\$103,776
5129 - INTERNAL COPY CHARGES (NON-IS)	\$5,124	\$9,825	\$8,290	\$5,669	\$7,904	\$7,904	\$7,904
5152 - WORKERS COMPENSATION	\$58,544	\$66,814	\$65,357	\$65,357	\$52,153	\$52,153	\$52,153



# COUNTY OF INYO

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RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
FOR FISCAL YEARS: 07/01/2023    -    06/30/2026

	YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
5155 - PUBLIC LIABILITY INSURANCE	\$72,114	\$71,084	\$68,399	\$68,399	\$70,743	\$70,743	\$70,743
5315 - COUNTY COST PLAN	\$276,476	\$312,596	\$312,596	\$312,596	\$210,636	\$210,636	\$210,636
5333 - MOTOR POOL	\$67,355	\$102,922	\$91,615	\$68,887	\$77,306	\$77,306	\$77,306
INTERNAL CHARGES	\$690,277	\$1,011,766	\$722,699	\$675,769	\$759,923	\$759,923	\$759,923
5501 - SUPPORT & CARE OF PERSONS	\$2,543	\$190,000	\$190,000	\$44,545	\$192,295	\$192,295	\$192,295
5538 - PENSION LIABI PREFUND	\$0	\$0	\$1,000,000	\$1,000,000	\$0	\$0	\$0
5539 - OTHER AGENCY CONTRIBUTIONS	\$0	\$601,915	\$601,915	\$250,000	\$651,915	\$651,915	\$651,915
5543 - COMMERICAL AIR SUBSIDY	\$196,000	\$200,000	\$141,203	\$0	\$200,000	\$200,000	\$200,000
OTHER CHARGES	\$198,543	\$991,915	\$1,933,118	\$1,294,545	\$1,044,210	\$1,044,210	\$1,044,210
5561 - PRINCIPAL ON NOTES PAYABLE	\$2,592,000	\$0	\$0	\$0	\$0	\$0	\$0
DEBT SERVICE PRINCIPAL	\$2,592,000	\$0	\$0	\$0	\$0	\$0	\$0
5553 - INTEREST ON NOTES	\$119,745	\$0	\$0	\$0	\$0	\$0	\$0
DEBT SERVICE INTEREST	\$119,745	\$0	\$0	\$0	\$0	\$0	\$0
5600 - LAND	\$0	\$0	\$6,998	\$6,162	\$0	\$0	\$0
5640 - STRUCTURES & IMPROVEMENTS	(\$0)	\$9,915	\$23,165	\$13,250	\$95,000	\$95,000	\$95,000
5650 - EQUIPMENT	\$59,873	\$553,300	\$524,274	\$468,905	\$40,000	\$40,000	\$40,000
5655 - VEHICLES	\$0	\$0	\$0	\$0	\$700,000	\$700,000	\$700,000
5700 - CONSTRUCTION IN PROGRESS	\$1,308,682	\$3,870,426	\$5,180,911	\$2,645,848	\$2,550,771	\$2,550,771	\$2,550,771
FIXED ASSETS	\$1,368,556	\$4,433,641	\$5,735,348	\$3,134,165	\$3,385,771	\$3,385,771	\$3,385,771
5799 - DEPRECIATION	\$1,844,043	\$0	\$0	\$0	\$0	\$0	\$0
DEPRECIATION	\$1,844,043	\$0	\$0	\$0	\$0	\$0	\$0
5801 - OPERATING TRANSFER OUT	\$7,116,182	\$5,875,165	\$6,134,731	\$4,988,479	\$842,000	\$4,860,604	\$4,860,604
OTHER FINANCING USES	\$7,116,182	\$5,875,165	\$6,134,731	\$4,988,479	\$842,000	\$4,860,604	\$4,860,604
TOTAL EXPENSES:	\$19,664,236	\$22,861,125	\$26,481,141	\$17,768,433	\$17,797,044	\$21,815,648	\$21,815,648
NET INCLUDE	\$4,302,081	(\$11,426,658)	(\$20,299,858)	\$384,972	(\$11,223,156)	(\$12,674,544)	(\$12,674,544)

# COUNTY OF INYO

## BUD002FS - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
FOR FISCAL YEARS: 07/01/2023      -      06/30/2026

	YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
NOCOPY							
REVENUES:							
4430 - HEALTH REALIGNMENT	\$2,975	\$113,683	\$202,015	\$137,939	\$256,587	\$256,587	\$256,587
4460 - REALIGNMENT - 2011	\$0	\$98,501	\$0	\$0	\$0	\$0	\$0
4498 - STATE GRANTS	\$240,095	\$931,725	\$1,010,403	\$733,764	\$925,449	\$925,449	\$925,449
4555 - FEDERAL GRANTS	\$218,217	\$508,009	\$481,659	\$385,490	\$479,402	\$479,402	\$479,402
AID FROM OTHER GOVT AGENCIES	\$461,288	\$1,651,918	\$1,694,077	\$1,257,194	\$1,661,438	\$1,661,438	\$1,661,438
4998 - OPERATING TRANSFERS IN	\$0	\$0	\$27,644	\$51,949	\$0	\$0	\$0
OTHER FINANCING SOURCES	\$0	\$0	\$27,644	\$51,949	\$0	\$0	\$0
TOTAL REVENUES:	\$461,288	\$1,651,918	\$1,721,721	\$1,309,144	\$1,661,438	\$1,661,438	\$1,661,438
EXPENSES:							
5001 - SALARIED EMPLOYEES	\$217,920	\$577,191	\$578,839	\$484,436	\$610,319	\$610,319	\$610,319
5003 - OVERTIME	\$0	\$0	\$144	\$157	\$0	\$0	\$0
5012 - PART TIME EMPLOYEES	\$7,419	\$12,692	\$12,692	\$9,334	\$0	\$0	\$0
5021 - RETIREMENT & SOCIAL SECURITY	\$16,785	\$46,276	\$46,118	\$39,215	\$46,693	\$46,693	\$46,693
5022 - PERS RETIREMENT	\$22,651	\$63,511	\$65,072	\$54,946	\$68,930	\$68,930	\$68,930
5024 - RETIREMENT-UNFUNDED LIAB	\$45,504	\$83,559	\$83,559	\$83,559	\$84,150	\$84,150	\$84,150
5025 - RETIREE HEALTH BENEFITS	\$32,617	\$51,686	\$51,686	\$41,733	\$49,349	\$49,349	\$49,349
5031 - MEDICAL INSURANCE	\$48,446	\$149,577	\$138,195	\$118,629	\$153,625	\$153,625	\$153,625
5032 - DISABILITY INSURANCE	\$2,010	\$6,600	\$6,496	\$5,058	\$6,717	\$6,717	\$6,717
5043 - OTHER BENEFITS	\$4,628	\$8,041	\$10,518	\$10,483	\$9,096	\$9,096	\$9,096
5111 - CLOTHING	\$0	\$0	\$178	\$176	\$235	\$235	\$235
SALARIES & BENEFITS	\$397,983	\$999,133	\$993,497	\$847,731	\$1,029,114	\$1,029,114	\$1,029,114
5122 - CELL PHONES	\$2,914	\$3,249	\$5,010	\$3,935	\$2,494	\$2,494	\$2,494
5177 - MAINTENANCE OF COMPUTER SYSTEM	\$7,000	\$0	\$26,792	\$26,792	\$0	\$0	\$0
5211 - MEMBERSHIPS	\$699	\$1,310	\$1,310	\$887	\$1,310	\$1,310	\$1,310
5232 - OFFICE & OTHER EQUIP < \$5,000	\$0	\$21,834	\$24,634	\$12,267	\$700	\$700	\$700
5260 - HEALTH - EMPLOYEE PHYSICALS	\$0	\$750	\$1,354	\$918	\$0	\$0	\$0
5263 - ADVERTISING	\$546	\$4,800	\$3,400	\$1,045	\$3,800	\$3,800	\$3,800
5265 - PROFESSIONAL & SPECIAL SERVICE	\$88,835	\$196,738	\$198,376	\$26,741	\$141,616	\$141,616	\$141,616
5291 - OFFICE, SPACE & SITE RENTAL	\$6,295	\$12,713	\$11,958	\$12,747	\$13,242	\$13,242	\$13,242
5311 - GENERAL OPERATING EXPENSE	\$20,717	\$66,939	\$59,787	\$36,142	\$77,477	\$77,477	\$77,477
5325 - LIBRARY BOOKS & SUBSCRIPTIONS	\$257	\$0	\$0	\$0	\$0	\$0	\$0
5331 - TRAVEL EXPENSE	\$25,532	\$77,859	\$73,846	\$31,397	\$49,325	\$49,325	\$49,325

# COUNTY OF INYO

## BUD002FS - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
 FOR FISCAL YEARS: 07/01/2023      -      06/30/2026

	YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
5351 - UTILITIES	\$0	\$1,670	\$1,670	\$925	\$200	\$200	\$200
SERVICES & SUPPLIES	\$152,800	\$387,862	\$408,137	\$153,800	\$290,164	\$290,164	\$290,164
5121 - INTERNAL CHARGES	\$50,821	\$125,379	\$116,693	\$115,453	\$97,875	\$97,875	\$97,875
5123 - TECH REFRESH EXPENSE	\$4,198	\$7,304	\$7,304	\$7,304	\$4,385	\$4,385	\$4,385
5127 - MOBILE DEVICE MANAGEMENT-INTER	\$0	\$0	\$0	\$0	\$200	\$200	\$200
5129 - INTERNAL COPY CHARGES (NON-IS)	\$1,856	\$3,700	\$3,333	\$1,239	\$1,792	\$1,792	\$1,792
5152 - WORKERS COMPENSATION	\$9,518	\$20,745	\$20,745	\$20,745	\$15,858	\$15,858	\$15,858
5155 - PUBLIC LIABILITY INSURANCE	\$8,178	\$21,759	\$21,759	\$21,759	\$24,586	\$24,586	\$24,586
5315 - COUNTY COST PLAN	\$29,209	\$170,232	\$174,778	\$170,232	\$157,981	\$157,981	\$157,981
5333 - MOTOR POOL	\$4,502	\$13,000	\$10,502	\$5,850	\$17,729	\$17,729	\$17,729
INTERNAL CHARGES	\$108,284	\$362,119	\$355,114	\$342,583	\$320,406	\$320,406	\$320,406
5539 - OTHER AGENCY CONTRIBUTIONS	\$10,000	\$0	\$49,721	\$49,629	\$0	\$0	\$0
OTHER CHARGES	\$10,000	\$0	\$49,721	\$49,629	\$0	\$0	\$0
5561 - PRINCIPAL ON NOTES PAYABLE	\$37,898	\$0	\$0	\$0	\$0	\$0	\$0
DEBT SERVICE PRINCIPAL	\$37,898	\$0	\$0	\$0	\$0	\$0	\$0
5553 - INTEREST ON NOTES	\$6,102	\$0	\$0	\$0	\$0	\$0	\$0
DEBT SERVICE INTEREST	\$6,102	\$0	\$0	\$0	\$0	\$0	\$0
5650 - EQUIPMENT	\$0	\$47,000	\$61,975	\$32,291	\$115,923	\$115,923	\$115,923
5655 - VEHICLES	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000
5700 - CONSTRUCTION IN PROGRESS	\$70,850	\$67,988	\$236,856	\$119,258	\$0	\$0	\$0
FIXED ASSETS	\$70,850	\$114,988	\$298,831	\$151,550	\$125,923	\$125,923	\$125,923
5801 - OPERATING TRANSFER OUT	\$0	\$0	\$0	\$0	\$38,917	\$38,917	\$38,917
OTHER FINANCING USES	\$0	\$0	\$0	\$0	\$38,917	\$38,917	\$38,917
TOTAL    EXPENSES:	<u>\$783,918</u>	<u>\$1,864,102</u>	<u>\$2,105,300</u>	<u>\$1,545,295</u>	<u>\$1,804,524</u>	<u>\$1,804,524</u>	<u>\$1,804,524</u>
NET    NOCOPY	\$3,979,451	(\$11,638,842)	(\$20,683,437)	\$148,820	(\$11,366,242)	(\$12,817,630)	(\$12,817,630)

# COUNTY OF INYO

## BUD002FS - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
FOR FISCAL YEARS: 07/01/2023    -    06/30/2026

	YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
NOSCHED2							
REVENUES:							
4001 - CURRENT SECURED TAXES	\$90,485	\$74,253	\$74,253	\$96,282	\$68,300	\$68,300	\$68,300
4004 - CURRENT UNSECURED TAXES	\$7,555	\$7,200	\$7,200	\$7,395	\$7,400	\$7,400	\$7,400
4008 - SB813 DISTRIBUTIONS	\$1,875	\$2,000	\$2,000	\$18	\$5	\$5	\$5
4021 - PRIOR YEAR SECURED TAXES	\$589	\$250	\$250	\$939	\$826	\$826	\$826
4023 - PRIOR YEAR UNSECURED TAXES	\$125	\$19	\$19	\$0	\$0	\$0	\$0
TAXES - PROPERTY	\$100,630	\$83,722	\$83,722	\$104,635	\$76,531	\$76,531	\$76,531
4301 - INTEREST FROM TREASURY	\$29,462	\$4,600	\$4,600	\$24,756	\$13,000	\$13,000	\$13,000
4310 - EQUIPMENT RENTAL	\$0	\$200	\$200	\$0	\$0	\$0	\$0
REV USE OF MONEY & PROPERTY	\$29,462	\$4,800	\$4,800	\$24,756	\$13,000	\$13,000	\$13,000
4472 - HOMEOWNERS PROPERTY TAX RELIEF	\$368	\$210	\$210	\$370	\$210	\$210	\$210
AID FROM OTHER GOVT AGENCIES	\$368	\$210	\$210	\$370	\$210	\$210	\$210
4753 - SEWER SERVICE	\$55,976	\$56,031	\$56,031	\$55,792	\$56,000	\$56,000	\$56,000
CHARGES FOR CURRENT SERVICES	\$55,976	\$56,031	\$56,031	\$55,792	\$56,000	\$56,000	\$56,000
TOTAL    REVENUES:	\$186,437	\$144,763	\$144,763	\$185,554	\$145,741	\$145,741	\$145,741
EXPENSES:							
5001 - SALARIED EMPLOYEES	\$11,718	\$10,747	\$10,747	\$8,284	\$12,285	\$12,285	\$12,285
5005 - HOLIDAY OVERTIME	\$0	\$400	\$346	\$0	\$100	\$100	\$100
5021 - RETIREMENT & SOCIAL SECURITY	\$861	\$855	\$855	\$726	\$942	\$942	\$942
5022 - PERS RETIREMENT	\$2,118	\$1,944	\$1,944	\$1,527	\$1,464	\$1,464	\$1,464
5024 - RETIREMENT-UNFUNDED LIAB	\$847	\$917	\$917	\$917	\$924	\$924	\$924
5031 - MEDICAL INSURANCE	\$2,813	\$2,301	\$2,301	\$1,985	\$2,144	\$2,144	\$2,144
5032 - DISABILITY INSURANCE	\$111	\$124	\$124	\$97	\$136	\$136	\$136
5043 - OTHER BENEFITS	\$216	\$219	\$300	\$271	\$320	\$320	\$320
SALARIES & BENEFITS	\$18,685	\$17,507	\$17,534	\$13,809	\$18,315	\$18,315	\$18,315
5173 - MAINTENANCE OF EQUIPMENT-MATER	\$0	\$3,000	\$3,000	\$0	\$3,000	\$3,000	\$3,000
5191 - MAINTENANCE OF STRUCTURES	\$0	\$29,000	\$28,973	\$0	\$29,000	\$29,000	\$29,000
5263 - ADVERTISING	\$0	\$1,000	\$1,000	\$296	\$500	\$500	\$500
5265 - PROFESSIONAL & SPECIAL SERVICE	\$58,619	\$72,500	\$33,500	\$0	\$26,000	\$26,000	\$26,000
5311 - GENERAL OPERATING EXPENSE	\$329	\$3,030	\$3,030	\$552	\$430	\$430	\$430
5351 - UTILITIES	\$24,066	\$25,500	\$25,500	\$25,577	\$26,000	\$26,000	\$26,000
SERVICES & SUPPLIES	\$83,015	\$134,030	\$95,003	\$26,426	\$84,930	\$84,930	\$84,930

# COUNTY OF INYO

## BUD002FS - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
 FOR FISCAL YEARS: 07/01/2023   -   06/30/2026

	YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
5124 - EXTERNAL CHARGES	\$9,088	\$19,200	\$19,200	\$16,065	\$17,000	\$17,000	\$17,000
5152 - WORKERS COMPENSATION	\$315	\$335	\$335	\$335	\$245	\$245	\$245
5155 - PUBLIC LIABILITY INSURANCE	\$608	\$618	\$618	\$618	\$381	\$381	\$381
5315 - COUNTY COST PLAN	\$18,688	\$29,827	\$29,827	\$29,827	\$0	\$0	\$0
INTERNAL CHARGES	\$28,699	\$49,980	\$49,980	\$46,845	\$17,626	\$17,626	\$17,626
5650 - EQUIPMENT	\$0	\$0	\$39,000	\$0	\$0	\$0	\$0
5700 - CONSTRUCTION IN PROGRESS	\$0	\$70,000	\$81,500	\$0	\$39,000	\$39,000	\$39,000
FIXED ASSETS	\$0	\$70,000	\$120,500	\$0	\$39,000	\$39,000	\$39,000
5799 - DEPRECIATION	\$13,818	\$0	\$0	\$0	\$0	\$0	\$0
DEPRECIATION	\$13,818	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES:	\$144,218	\$271,517	\$283,017	\$87,081	\$159,871	\$159,871	\$159,871
NET NOSCHED2	\$4,021,670	(\$11,765,596)	(\$20,821,691)	\$247,294	(\$11,380,372)	(\$12,831,760)	(\$12,831,760)

COUNTY OF INYO

BUD002FS - BUDGET REQUESTS

RUNDATE: 06/30/2025      TODAY'S DATE: 09/10/2025  
FOR FISCAL YEARS: 07/01/2023    -    06/30/2026

	YTD ACTUALS 06/30/2024	BOARD APPROVED 06/30/2025	WORKING BUDGET 06/30/2025	YTD ACTUALS 06/30/2025	DEPT REQUESTED 06/30/2026	CAO RECOMM 06/30/2026	BOARD APPROVED 06/30/2026
COUNTY TOTALS FOR REVENUES:	\$58,897,303	\$63,755,802	\$65,835,401	\$61,694,822	\$56,335,758	\$59,073,381	\$59,098,381
EXPENSES:	(\$54,875,632)	(\$75,521,398)	(\$86,657,092)	(\$61,447,528)	(\$67,716,130)	(\$71,905,141)	(\$71,930,141)
REPORT NET	\$4,021,670	(\$11,765,596)	(\$20,821,691)	\$247,294	(\$11,380,372)	(\$12,831,760)	(\$12,831,760)



# COUNTY OF INYO

## AG Operations Analyst

**FLSA STATUS:** Non-Exempt

**DEFINITION:**

Under general direction, performs a variety of administrative-level support tasks for the Agriculture, Weights and Measures, Owens Valley Mosquito Abatement Program, Eastern Sierra Weed Management Area, and the Inyo County Commercial Cannabis Permitting Office divisions of the Agricultural Commissioner Department. Responsibilities include budget development, payroll processing, travel coordination, outreach and media information dissemination, and supply organization. This position serves both Inyo and Mono Counties, requiring effective collaboration with stakeholders in both counties, particularly in managing budgets and billing. A high degree of discretion is necessary due to the sensitive nature of ongoing investigations. The role also involves administering and managing grants and contracts with various external agencies and groups, including state and local agencies.

**DISTINGUISHING CHARACTERISTICS:**

The AG Operations Analyst position is distinguished by its multifaceted role in providing high-level administrative support across several divisions, including Agriculture, Weights and Measures, Owens Valley Mosquito Abatement Program, Eastern Sierra Weed Management Area, and the Inyo County Commercial Cannabis Permitting Office. This position requires a unique blend of administrative expertise, financial acumen, and the ability to manage complex projects and grants. The role is characterized by its responsibility for budget development, payroll processing, travel coordination, and dissemination of outreach and media information. Additionally, the incumbent must work effectively with internal and external stakeholders in both Inyo and Mono Counties, demonstrating strong communication and coordination skills, particularly in managing budgets and billing for divisions spanning both counties. The position demands a high degree of discretion due to the sensitive nature of ongoing investigations and the handling of personal health information. The ability to administer and manage grants and contracts with various external agencies and groups, including state and local agencies, further distinguishes this role.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Prepares, updates, mails and receives all weights and measures device registrations annually.
- Participates heavily in the administration of department budgets including development of budget, preparing budget requests and adjustments, monitoring and reporting.

- Prepares and updates office operation policy manuals.
- Creates and maintains office personnel files.
- Prepares payroll, keeps time records and work log.
- Tracks employee hours for merit increases or to assure seasonal employees do not exceed allowed hours and submits personnel action forms.
- Assists with planning, organization, and management of large and small projects.
- Assists all divisions in inventory management and purchasing.
- Maintains records of various department assets.
- Creates and submits agenda request forms for purchasing, contract management, tax assessments, and workshops.
- Prepares invoicing to various state agencies, local agencies, and local groups.
- Generates reports and analyzes data from the CalCats system.
- Coordinates Agriculture Advisory Board reappointments and meetings.
- Conducts departmental financial activities including banking, movement of funds from one budget to another.
- Invoicing commercial cannabis annual fees, tracking and amending when necessary licensee information, issuing license renewals.
- Monitoring, invoicing, and renewing Owens Valley Mosquito Abatement contracts with other agencies.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

#### Path 1:

- High school graduate or equivalent.
- Six (6) years of office or program administrative experience performing a broad range of professional, analytical and/or administrative duties in the areas of general administration, personnel, fiscal, staff development, or program analysis work.

Two (2) years of experience may be met with College level education in accounting, business, public administration or related field from an accredited college or university.

#### Path 2:

- Bachelor's degree in business, management, accounting, public administration, or related field.
- Two (2) years of county government work experience.

### **Licenses, Certificates, and Special Requirements:**

- None



*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- The various agencies and groups that the department works with, how they interact with each other and their jurisdictions.
- The various programs under these agencies and groups including pest exclusion, pest management, pest detection, fruit and vegetable quality control, organic food production, egg quality control, direct marketing, nursery inspection, seed inspection, apiary inspection, crop statistics, weights and measures inspection, petroleum quality control, transaction verification, weighmaster, farm labor contractor, vector control, invasive plant management, and commercial cannabis licensing.
- Policies, procedures, and terminology related to the various programs within the department.
- Proper evidence gathering techniques and what information to compile when a complaint is filed.
- Principles of contract and grant management.
- Principles of project management.
- Principles of budgeting and forecasting.
- GIS systems and software.
- HdL licensing, CalCats, CalAgPermits, CalTrap, and CalPeats systems.

**Skills/Ability to:**

- Analyze situations and data and make sound decisions.
- Present ideas and information effectively.
- Maintain confidentiality of sensitive information including HIPAA protected information.
- Multitask effectively despite interruptions.
- Organize documents and data.
- Keep accurate records.
- Meet strict deadlines.
- Adjust to changing priorities.
- Interact and communicate effectively and professionally with a wide range of stakeholders both internal and external.
- Analyze and resolve a variety of assessment office administrative problems.
- Organize, research and maintain office files.
- Prepare reports as required.
- Use initiative and sound independent judgment within established guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Train others in work procedures.
- Interpret, apply, and explain policies and procedures.

- Operate a variety of general office equipment including but not limited to, computers, printers, copiers, etc.
- Composing correspondence independently or from brief instructions.
- Prepare well-written and well-organized reports, memos, and correspondence
- Assist in and manage meetings
- Organizing and prioritizing work, meeting critical time deadlines, and following up on assignments with a minimum of supervision.
- Work independently with minimal supervision
- Develop, monitor and adjust budgets for the various divisions within the department with minimal oversight from the department head

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental Conditions:**

Most assigned work is performed in an indoor office environment with frequent to constant contact with other people face-to-face, by live video, and by phone and email. Expect minimal to moderate noise from people and office machines. Occasional driving may be required between work locations with limited transportation alternatives.

### **Physical Demands:**

- Constant: Computer use (keyboard, mouse), sitting, handling (holding, light grasping), reaching below the shoulder, memory and recall for the accurate and timely transfer of data/information, and visual, auditory, and mental acuity with effective communication.
- Frequent: walking, bending and twisting of the neck, lifting/pushing/pulling up to 10 pounds, and repeated hand movements requiring dexterity and hand-eye coordination.
- Occasional bending and twisting at the waist, reaching above the shoulder, fine fingering, lifting/pushing/pulling/carrying 11-50 pounds.
- Infrequent: standing, squatting, climbing stairs, walking on uneven ground, and extreme temperature exposure.
- Never to rare: lifting/pushing/pulling/carrying more than 50 pounds, running, power grasping, kneeling, crawling, operating hazardous machinery, working at heights, exposure to excessive noise, exposure to dust/fumes/chemicals, exposure to vibration



# COUNTY OF INYO

## Accountant Auditor I/II/III

**FLSA STATUS:** Non-Exempt

**DEFINITION:**

Under direction, the Accountant Auditor performs accounting and auditing work. This critical role ensures the fiscal integrity, transparency, and accountability of the County's financial operations by recording and reporting financial transactions, reviewing departmental accounting records for accuracy, preparing financial reports, statements, and special financial analyses, and contributing to the County's Comprehensive Annual Financial Report (CAFR). The Accountant Auditor leads and provides technical training and oversight of financial transactions to less experienced staff across all County departments and Special Districts. Oversight and training may include positions above this series.

**DISTINGUISHING CHARACTERISTICS:**

The Accountant Auditor series is specifically designed for the Auditor-Controller's Office, auditing of other departments' and Special Districts' financial records for accounting standards and requirements, County policies and compliance of regulations. This class is flexibly staffed with Accountant Auditor I, II or III, distinguished by complexity of duties, level of supervision and depth of knowledge required.

**Accountant Auditor I:** This is the entry-level class in the Accountant Auditor series. Initially under close supervision, incumbents perform a variety of duties in accounting while learning County policies and procedures. Incumbents normally advance to a higher level after gaining experience and achieving proficiency which meets the requirements for Accountant Auditor II.

**Accountant Auditor II:** This is a journey level class in the Accountant Auditor series. The Accountant Auditor II performs the full range of duties and is expected to have a thorough knowledge of departmental procedures and policies, as well as be able to exercise independent judgment in complex financial issues. This classification requires a thorough knowledge of governmental accounting principles and procedures and is distinguished from the Accountant Auditor III by the latter's lead/supervisory responsibilities.

**Accountant Auditor III:** This is the advanced level class in the Accountant Auditor series. The Accountant Auditor III performs highly complex and specialized accounting and auditing duties, often involving significant independent judgment, problem-solving, and a deep understanding of governmental accounting and auditing standards and County policies. Incumbents at this level may assist in complex audit projects, lead and provide consultation to County departments, and/or provide technical and functional guidance to Accountant Auditor I/II staff and other technical accounting personnel. This classification is distinguished from lower levels by the experience of the individual and their ability to be technical experts.

## **ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Maintains accurate and complete complex fund and cost accounting records and prepares necessary financial and statistical reports
- Prepares, audit, and post journals and ledgers entries into the financial software system that pertain to revenues, expenditures and general ledgers
- Monitors various accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems; monitors and accounts for fixed asset purchases and budget authority
- Prepares work papers, financial statements and various reports for the county, special districts, state, federal and other agencies
- Audit claims, invoices, and associated county department documents to ensure accuracy; ensure accounts are maintained for appropriate laws, rules, regulations, policies and procedures. Post and process accounts payable with the financial system making payments by check and electronic fund transfer.
- Interface and monitors contracts with county departments/vendors as assigned.
- Meticulously reviews cash receipts and audits journal entries from all county departments. This ensures funds are accurately allocated to the correct budget and revenue codes, guaranteeing proper financial reporting and adherence to established procedures.
- Preparation and processing of daily cash reconciliation, invoices, requisitions and purchase orders, reviews for accuracy and completion
- Conducts comprehensive quarterly audits of the county's treasury, including thorough review of financial and investment reports, reconciliation with official records, physical cash counts, and collaboration
- Oversight and receipting of State and Federal apportionments for many county departments.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

#### **Level I**

##### **PATH 1**

- High school graduate or equivalent .
- Three (3) years of increasingly responsible work experience in financial or statistical record keeping.

##### **PATH 2**

- Associate's or higher degree, from an accredited college or university with a minimum of nine (9) semester units in Accounting or Business Administration.

## **Level II**

### **PATH 1**

- High school graduate or equivalent.
- One (1) year of experience performing the duties of an Account-Auditor I with Inyo County.

### **PATH 2**

- High school graduate or equivalent.
- Four (4) years of increasingly responsible experience in financial recordkeeping and analytical work experience

### **PATH 3**

- Associate's or higher degree, from an accredited college or university with a minimum of nine (9) semester units in Accounting or Business Administration, and
- Two (2) years of increasingly responsible work experience in financial or statistical record keeping.

## **Level III**

### **PATH 1**

- High school graduate or equivalent.
- One (1) year of experience performing the duties of an Account-Auditor II with Inyo County.

### **PATH 2**

- High school graduate or equivalent.
- Five (5) years of increasingly responsible experience in financial recordkeeping and analytical work experience

### **PATH 3**

- Associate's or higher degree, from an accredited college or university with a minimum of nine (9) semester units in Accounting or Business Administration, and
- Three (3) years of increasingly responsible work experience in financial or statistical record keeping.

## **Licenses, Certificates, and Special Requirements:**

- None

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

## **Knowledge of:**

- Accounting principles and practices

- Principles and practices of internal controls and internal auditing.
- Pertinent federal, state, and county laws, rules, and regulations pertaining to accountability of funds.
- Accepted statistics and mathematical principles.
- Computer systems and applications
- Office methods, practices, and procedures.

### **Skills/Ability to:**

- Exceptional analytical, critical-thinking, and problem-solving abilities.
- Strong written and oral communication, with the ability to prepare comprehensive, clear, and concise reports.
- Attention to detail and excellent organizational skills.
- Examining, verifying, and auditing financial documents, reports, and transactions.
- Learn, interpret and apply relevant laws, codes and guidelines, countywide order of operations.
- Understand and carry out both oral and written directions in an independent manner.
- Operating office equipment, including computer terminals.
- Establishing and maintaining effective working relationships with internal staff and external contacts.
- Organize duties and determine priorities to meet assigned deadlines for self and others.
- Recognize issues of a confidential nature and handle them appropriately.

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.* Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

### **Environmental Conditions:**

Most assigned work is performed in an indoor office environment with frequent to constant contact with other people face-to-face, by live video, and by phone and email. Expect minimum to moderate noise from people and office machines.

### **Physical Demands:**

- Constant: sitting, bending and twisting of the neck, computer use (keyboard, mouse), reaching below the shoulder, memory and recall for the accurate and timely transfer of data/information, repeated hand movements requiring dexterity and hand-eye coordination, and visual, auditory, and mental acuity with effective communication.
- Frequent: handling (holding, light grasping), lifting/pushing/pulling up to 10 pounds
- Occasional: bending and twisting at the waist, reaching above the shoulder, and fine fingering.
- Infrequent: lifting/pushing/pulling 11-25 pounds over short distances, standing, squatting, climbing stairs (office is on the second floor and there is no elevator), and exposure to extreme temperatures.

- Never to rare: lifting/pushing/pulling over 25 pounds over short distances, driving, running, lifting more than 50 pounds, power grasping, kneeling, walking on uneven ground, crawling, operating hazardous machinery, working at heights, exposure to excessive noise, exposure to dust/fumes/chemicals, and exposure to vibration.



# COUNTY OF INYO

## Clerk Recorder Analyst

**FLSA STATUS:** Non-Exempt

**DEFINITION:**

Under limited direction, the Clerk Recorder Analyst plans, organizes, directs and evaluates the work of office staff, provides overall office support, including workflow management and reception to the three department divisions within the office; provides administrative support, including, but not limited to filing, scanning, data entry, and appointment scheduling using one or more automated systems; and other clerical or related work as required. The Clerk Recorder Analyst is responsible for the direction and coordination of a variety of difficult and complex office/administrative support functions, including navigation of one or more automated system platforms for managing health records or public services. Must possess para-professional knowledge of all Clerk, Recorder, and Elections duties as applicable to federal, state, and local laws and regulations.

**DISTINGUISHING CHARACTERISTICS:**

This is a full-time supervisory classification with responsibility for directing and coordinating the daily activities of within the Clerk Recorder's Office. Incumbents exercise considerable independent judgment in planning, assigning, and reviewing work; ensuring proper use of materials, equipment, and safety practices.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Supports and performs the essential duties of Clerk Recorder Technicians.
- Monitors workflow quality and quantity of work to ensure completion of tasks is in compliance with the departmental and program policies, procedures, and timelines, and ensures staff are being utilized to full potential.
- Functions as an authoritative resource for new and existing policies, procedures or regulations governing the provision of office services, and creates and revises policies & procedures as needed.
- Attends workshops, trainings, and meetings to increase professional knowledge and support functions of department, as well as participates in team meetings to ensure coordination of activities
- Conducts selection activities including hiring interviews and recommending candidates for hire, and coordinates orientation and training of new employees



- Receives, compiles, verifies, and inputs a variety of data/documentation into appropriate spreadsheets, databases, and information systems
- Reconfigures data for reporting and statistical purposes
- Receives and processes documents from the public, other agencies, and other County departments relative to and in accordance with protocols of assigned program/operation, division, or department
- Performs a variety of specialized clerical and administrative duties in support of assigned work unit as necessary and upon request
- Provides support and performs fiscal duties as assigned, including but not limited to accounts payable, payroll, house account management, billing, and budget analysis
- Monitors, researches, and analyzes federal, state, and local laws for compliance in procedure, implementation, and training of staff
- Promotes cooperative professional working relations among staff, resolves conflicts, and monitors work environment
- Performs related duties as assigned

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

Path 1:

- High school graduate or equivalent
- Three (3) years performing the duties within a Clerk-Recorder Office in California.

Path 2:

- High school graduate or equivalent
- Five (5) years of work experience performing progressively more responsible clerical or paraprofessional duties, including supervisory experience

#### **Licenses, Certificates, and Special Requirements:**

- Must be a registered voter in California.
- Must pass a Department of Justice background check for Electronic Recording Delivery System (ERDS) security access clearance.
- Must be willing and available to work overtime as necessary, including on nights and weekends including before and on election days.
- Must be willing and available to travel to and attend educational seminars.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Standard and accepted administrative practices in governmental agencies.

- Public and program administration, organization, operations, functions, services and activities to strategically coordinate people and resources.
- Well-developed computer skills such as internet research, email, word processing, geographic information systems (GIS), databases, and spreadsheets.
- Advanced writing skills including punctuation, grammar, organization, and appropriate format.

### **Skills/Ability to:**

- Have acute attention to detail, excellent organizational skills, and a high degree of accuracy and timeliness.
- Mentally analyze assignments received, differentiate between two or three sets of information to identify and interpret general department information.
- Learn, interpret, and apply all relevant laws, codes, policies, guidelines, and regulations affecting assigned areas of responsibility in the County of Inyo.
- Take direction from multiple sources and complete tasks on a deadline.
- Accurately prepare well-written and well-organized reports, memoranda and correspondence.
- Perform administrative, accounting, service functions, and customer support.
- Understand and carry out both oral and written directions in an independent manner.
- Organize duties and determine priorities in order to meet assigned deadlines for self and others.
- Establish and maintain a variety of complex records, filing systems, databases, and spreadsheets in an accurate and complete manner.
- Perform mathematical calculations including addition, subtraction, multiplication, division, and basic statistics in an accurate and timely manner.
- Accurately type at a speed necessary for timely job performance.
- Recognize issues of a confidential nature and handle appropriately.
- Communicate clearly, concisely, and tactfully in both oral and written forms.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Perform assigned tasks with limited supervision and frequent interruptions .
- Work cooperatively with co-workers, county officials, and outside agencies.
- Work overtime and travel as required.

### **WORKING CONDITIONS:**

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

### **Environmental Conditions:**

Most assigned work is performed in an indoor office environment with frequent to constant contact with other people face-to-face, by live video, and by phone and email. Expect minimum to moderate noise from people and office machines. Occasional driving may be required between work locations with limited transportation alternatives.

**Physical Demands:**

- Constant: sitting, bending and twisting of the neck, computer use (keyboard, mouse), reaching below the shoulder, memory and recall for the accurate and timely transfer of data/information, repeated hand movements requiring dexterity and hand-eye coordination, and visual, auditory, and mental acuity with effective communication.
- Frequent: handling (holding, light grasping) and lifting/pushing/pulling up to 10 pounds
- Occasional: bending and twisting at the waist, reaching above the shoulder, driving, and fine fingering.
- Infrequent: lifting/pushing/pulling 11-50 pounds over short distances, standing, squatting, climbing stairs (primary work location is on the second floor and there is no elevator), walking on uneven ground, and exposure to extreme temperatures.
- Never to rare: lifting/pushing/pulling over 50 pounds, running, power grasping, kneeling, crawling, operating hazardous machinery, working at heights, exposure to excessive noise, exposure to dust/fumes/chemicals, and exposure to vibration.



# COUNTY OF INYO

## ADMINISTRATIVE OPERATIONS COORDINATOR

**FLSA STATUS:** NON-EXEMPT

**DEFINITION:**

This position is responsible for a broad range of administrative management functions for the District Attorney and the District Attorney's Office, including, but not limited to, implementing and maintaining the budget process and fiscal recordkeeping and reporting operations. The Administrative Operations Coordinator oversees and participates in the day-to-day fiscal/accounting operations and budget preparation/monitoring activities; assists the District Attorney with Department-wide budget preparation, analysis, and review; serves as the liaison for the District Attorney's Office; supervises assigned clerical and/or technical employees in the implementation of budget processing, accounting financial reporting, contract monitoring, specialized programmatic activities, and/or other related services and functions.

**DISTINGUISHING CHARACTERISTICS:**

The Administrative Operations Coordinator is a key support role within the District Attorney's Office, responsible for managing a broad range of administrative and fiscal functions. This position requires a high level of responsibility and confidentiality, as it involves handling sensitive information and providing executive support to the District Attorney and Assistant District Attorney. The role demands strong analytical skills, meticulous attention to detail, and the ability to manage multiple tasks efficiently in a fast-paced environment. The Administrative Operations Coordinator must possess excellent organizational skills, discretion, and the ability to communicate effectively with various stakeholders, including other County departments, outside organizations, and the public. This position also involves supervising clerical staff, ensuring compliance with grant guidelines, and leading various department-wide projects and initiatives.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Performs a wide variety of complex, responsible, and confidential secretarial and administrative support duties for the District Attorney and Assistant District Attorney.
- Prepares, reviews, and monitors budget(s); coordinates data collection.
- Assists in the preparation of final budget presentation with justifications.
- Coordinates and participates in the ongoing budget monitoring process informing the District Attorney of budget status and adjusts as necessary and as assigned.
- Formulates and implements departmental fiscal policies and procedures.

- Performs designated administrative services, which may include contract/grant preparation and monitoring, and office management.
- Maintains data, records, and documentation on manual and electronic information systems.
- Conducts a variety of administrative, productivity, and efficiency studies related to budget process, performance audits, management reviews, and administrative analyses of operational systems and procedures.
- Assists the District Attorney with the development of administrative policies and procedures related to area(s) of responsibility.
- Conducts research and analyses on a variety of issues and topics.
- Monitors, researches, reviews, and analyzes existing and new legislation and examines its effect on the District Attorney's Office operations.
- Makes recommendations and provides alternatives consistent with legislative guidelines and requirements.
- Assists and maintains department fiscal operations.
- Tracks and monitors expenditures and revenues, approves payments, verifies payroll data, and produces financial reports.
- Participates in the administration and monitoring of contracts and grants.
- Verifies payments and ensures appropriate approvals are documented.
- Monitors fiscal obligations of assigned contracts and escalates issues to appropriate resources.
- Prepares a wide variety of correspondence, reports, legal documents, agreements, financial spreadsheets, charts, graphs, public relations/media distributions, and possible county Board of Supervisor presentations.
- Responds to questionnaires, audits and surveys.
- Establishes and maintains documentation and records as appropriate.
- Independently responds to letters and general correspondence of a routine nature and prepares more sensitive correspondence from notes and general direction, as appropriate.
- Proofreads written documents originating from the District Attorney's Office for grammatical and technical accuracy.
- Plans, prioritizes, assigns, supervises, evaluates, and reviews the work of assigned clerical and/or technical staff.
- Provides and/or coordinates administrative and clerical staff training.
- Provides recommendations on hiring and other personnel actions as necessary and upon request.
- Conducts research and prepares correspondence, reports, and studies related to assigned administrative functions as necessary and upon request.
- Answers questions and provides information to the public.
- Investigates complaints and recommends corrective action as necessary.
- Performs a variety of administrative tasks to support the District Attorney's Office operations and/or programs.
- Verifies and prepares requisitions, payment authorizations, and prepares necessary payment requests.

- Screens the District Attorney's calls, visitors, and mail.
- Responds to requests for information.
- Identifies which matters require personal attention by the District Attorney or Assistant District Attorney, interprets and explains County policies, rules, and regulations in response to inquiries.
- Refers inquiries to appropriate resources as necessary.
- Serves as the liaison between the District Attorney's Office and outside organizations/agencies, vendors, community organizations, other County departments/divisions, and the public.
- Coordinates and makes travel arrangements for the District Attorney, Assistant District Attorney or other personnel as assigned.
- Maintains appointment schedules and calendars.
- Tracks due dates and follows up as necessary.
- Arranges meetings and conferences.
- Prepares departmental submissions for the Board of Supervisors, including agenda items, budget transfers, supplemental information and background.
- Leads various department-wide projects and initiatives, including website development and maintenance, program and software improvements, public records requests, and facilities improvements.
- Responsible for grant application, submission of quarterly reports, and compliance with all mandated grant requirements.
- Ensure Legal Advocacy Specialists are operating in compliance with grant guidelines set forth by the governing agency.
- Prepares reports as required by the Office of Emergency Services or governing agency and must be familiar with and comply with grant guidelines.
- Write grant application and required reports.
- Represents the District Attorney's Office to the public as well as other County departments, employees and managers, and at designated meetings, workshops and/or task forces as necessary, in a positive and productive manner.
- Serves as a positive and effective team member.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

- High school graduate or equivalent.
- Six (6) years of responsible general clerical work experience including administrative and fiscal duties within a governmental operation.

Two (2) years of experience may be met with a Bachelor of Arts in criminal justice, law, accounting, business or public administration from an accredited college or university.

Supervisory and legal experience preferred.

## **KNOWLEDGE OF:**

- Standard and accepted principles and methods of public and business administration with special reference to organization, fiscal budget, staffing, and recordkeeping;
- Standard and accepted principles of government budget process and financial reporting tools;
- Standard and accepted uses and applications of statistics, including calculation of mean and median;
- Standard and accepted research techniques, including the use of surveys and questionnaires;
- Basic principles and techniques of administrative analysis, including workload measurement, workflow and layout, work simplification and systems and procedure analysis;
- Basic principles and practices of Countywide operations organization;
- Relevant computerized systems and software, including word processing, spreadsheet, presentation, and database applications;
- Principles and practices of public finance, budgeting, and fiscal control, as well as supervision, training, and performance management;
- Familiarity with the criminal justice system, ability to understand and apply effectively grant guidelines and regulations,
- Knowledge of all grant compliance regulations and applications
- Standard and accepted office practices, procedures, and equipment.

## **ABILITY TO:**

- Organize and coordinate an administrative services program within the District Attorney's Office;
- On a continuous basis, read, analyze, evaluate and summarize written materials and statistical data including reports, financial reports, and budgets;
- Supervise Legal Advocacy Specialists and ensure performance meets all grant requirements
- Provide accurate feedback to attorneys regarding appropriate utilization of grant functions and funds
- Determine effective method of research, compile data and present in form most likely to enhance understanding;
- Interpret and evaluate staff reports;
- Learn and retain pertinent laws, regulations and codes;
- Observe performance and evaluate staff;
- Problem-solve issues related to assigned functions;
- Remember various rules and interpret policy;
- Administer policies, guidelines, and procedures in an effective manner;
- Perform complex mathematical and statistical calculations accurately;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Communicate clearly and concisely in both oral and written forms;
- Gain cooperation through discussion and persuasion;

- Interpret and apply administrative and departmental policies, procedures, and regulations;
- Interpret and apply grant requirements to ensure performance
- Gathering statistical information and providing accurate reporting of grant functions
- Operate and utilize a variety of office equipment including computer hardware and software as assigned;
- Plan, organize and schedule priorities for self and others in an effective and timely manner;
- Compile and maintain complex and extensive records and prepare routine reports.

### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.
- Must enroll in and successfully complete a 40 hour California Victim Witness Advocate Training (TP) Program within 18 months of hire contingent upon availability of training.
- May be required to attend community outreach events after regular business hours including weekends.

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental Conditions:**

- Most assigned work is performed in an indoor office or courtroom environment with constant contact with other people face-to-face, by live video, and by phone and email. Offices and courtrooms are in Bishop and Independence. May be called upon to interact with witnesses and victims of crimes outside of the office. Expect minimum noise from people and office machines indoors.

### **Physical Demands:**

Frequency does not imply essentiality.

- Constant visual, auditory, and mental acuity with effective communication.
- Constant memory and recall for the accurate and timely transfer of data/information.
- Frequent to constant sitting, bending and twisting of the neck, computer use (keyboard, mouse), handling (holding, light grasping), and reaching below the shoulder.
- Frequent to constant repeated hand movements, requiring dexterity and hand-eye coordination.
- Frequent lifting/pushing/pulling/carrying up to 10 pounds, occasional 11-25, infrequent 26-100, never 100+ pounds.
- Occasional bending and twisting at the waist, standing, walking, squatting, and climbing stairs.
- Infrequent to frequent driving between work locations with limited transportation alternatives.



- Infrequent reaching above the shoulder, power grasping, fine fingering, and exposure to extreme temperatures, exposure to excessive noise, and exposure to dust/fumes/chemicals.
- Never to rare: walking on uneven ground, running, kneeling, crawling, operating hazardous machinery, working at heights, and exposure to vibration.

# COUNTY OF INYO

## LEGAL ADVOCACY SPECIALIST I/II/III

### **FLSA STATUS: NON-EXEMPT**

### **DEFINITION:**

Legal Advocacy Specialist I/II: Under general supervision, to perform specialized and responsible administrative, secretarial, victim advocacy, and clerical work involving extensive knowledge of legal terminology and procedures; and do related duties as required.

Legal Advocacy Specialist III: This is a senior level Legal Advocacy Specialist position that performs specialized and responsible administrative, secretarial, victim advocacy, and clerical work involving extensive knowledge of legal terminology and procedures under minimal supervision; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The Legal Advocacy Specialist classification series is distinguished by progressive levels of responsibility and independence in providing specialized legal administrative and victim advocacy support within the department.

Level I incumbents perform foundational duties with close supervision, focusing on legal document preparation, case management, and victim assistance.

Level II positions assume greater responsibility and independence, including training others and managing more complex tasks.

The Level III classification represents the senior specialist who leads complex legal matters, oversees office operations related to budgeting and purchasing, and may have supervisory responsibilities. This series requires extensive knowledge of legal terminology, procedures, and victim advocacy protocols, differentiating it from general clerical or secretarial roles by its specialized nature and subject matter expertise.

### **ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

#### **Legal Advocacy Specialist I:**

- Performs office administrative activities and procedures
- Prepares legal documents
- Checks and reviews legal documents for completeness and conformance with established regulations and procedures

- Initiates and maintains case files
- Maintains control of flow of documents and calendars for court appearances
- Consults legal reference books to verify accuracy of documents
- Arranges information in the proper legal form
- Composes legal papers and documents for which general forms are available
- Assists in special projects
- Types and composes correspondence
- Sets up and maintains departmental legal records and files
- Reviews materials and correspondence and refers matters to attention of legal/management staff
- Maintains a variety of legal forms
- Handles and maintains the confidentiality of records and files
- Serves as receptionist, screening callers, providing information, answering complaints, or scheduling appointments
- Provide support and educational services to victims of crime to enable their smooth transition through the criminal justice system
- Assists victims with filing claims for the Victim(s) of Crime Program
- Provides crisis intervention, emergency services, counseling referrals, property return, funeral arrangements, and temporary childcare
- Assists with court support, restraining orders, restitution, and preparation of victim impact statements
- Offers case status updates, disposition information, notification services for family, friends, and employers, as well as creditor intervention
- Maintains all records and files including accurate statistical records of all victim/witness contacts; prepares reports for any grant requirements
- Must be familiar with and comply with any applicable grant guidelines
- Other related duties as assigned

#### **Legal Advocacy Specialist II:**

In addition to the above, the Legal Advocacy Specialist II will:

- Assist in training of Legal Advocacy Specialists I on office administrative activities and procedures and other duties as assigned by the Administrative Operations Coordinator
- Perform the duties of a Legal Advocacy Specialist I with minimal supervision
- Other related duties as assigned

#### **Legal Advocacy Specialist III:**

In addition to the above, the Legal Advocacy Specialist III will

- Act as the senior Legal Advocacy Specialist and take the lead for the most complex/extensive legal issues/duties
- Serve as the lead in answering questions and training of office staff regarding legal issues
- Assist in the responsibility for purchasing supplies
- Vendor payments and other claims against the County
- Audit invoices and match invoices to purchase orders

- Receives, compiles, and inputs data into computer
- Prepares warrants and maintains records
- Works with ledger accounts and other records
- Assists in compiling and preparing departmental budgets
- Keeps financial or statistical records requiring the use of departmental knowledge
- Allocates purchases to budget accounts
- Assists in payroll
- Keeps records of monies received
- Posts to ledgers and balances accounts
- May supervise office staff at the direction of or in the absence of the Administrative Operations Coordinator
- Other related duties as assigned

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

#### **Level I:**

- High school graduate or equivalent
- Three (3) years of increasingly responsible legal, clerical, advocacy or similar work experience

#### **Level II:**

##### **Path 1:**

- One (1) year of experience performing the duties of Legal Advocacy Specialist I or Legal Secretary I with Inyo County.

##### **Path 2:**

- High school graduate or equivalent.
- Four (4) years of increasingly responsible clerical work experience in a position requiring a substantial knowledge of legal terminology and procedure.
- 

#### **Level III:**

##### **Path 1:**

- Three (3) years of experience performing the duties of Legal Advocacy Specialist II or Legal Secretary II with Inyo County.

##### **Path 2:**

- High school graduate or equivalent.
- Five (5) years of increasingly responsible clerical experience in a position requiring a substantial senior level knowledge of legal terminology and procedure.

Supervisory experience is preferred

### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.
- Must successfully complete a 40-hour California Victim Witness Advocate Training (TP) Program to pass probation.
- May be required to attend community outreach events after regular business hours including weekends.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **KNOWLEDGE OF:**

- Legal office operations, budgets, procedures, specific rules and precedents
- Various judicial levels and their jurisdictions
- Modern office methods and procedures
- Legal terminology, phraseology, documents, forms, and procedures
- Business English, including vocabulary, correct grammatical usage, and punctuation
- Reception and telephone techniques
- General principles of legal clerical and secretarial functions
- Common office machines and computers and their operation

### **ABILITY TO:**

- Perform difficult, responsible, and complex legal secretarial and clerical work with speed and accuracy and within deadlines.
- Identify, use, and correct a wide variety of legal forms, documents, and terminology
- Operate office machines and input computer data.
- Interpret and apply laws, rules, and written and oral directions to specific situations requiring the use of judgment and minimal supervision.
- Use good judgment in recognizing the scope and limit of authority delegated.
- Follow oral and written directions.
- Make simple arithmetical calculations.
- Work cooperatively with coworkers and those contacted in the course of work.
- Ability to communicate and deal effectively with individuals and groups in stressful situations.
- Ability to work effectively under conditions of limited supervision, with emotional clients and rapidly changing situations and circumstances.
- Ability to demonstrate sensitivity to cultural/ethnic diversity of service populations including special needs group.
- Keep all required records and statistics mandated.

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

**Environmental Conditions:**

Most assigned work is performed in an indoor office environment with frequent contact with other people face-to-face, by live video, and by phone and email. Expect minimal noise from people and office machines. Driving is required to respond to perform certain tasks and attend events after regular business hours including weekends, with limited transportation alternatives.

**Physical Demands:**

Frequency does not imply essentiality.

- Constant: Sitting, Computer use (mouse, keyboard), Interacting /communicating face-to-face, by phone, with coworkers and others specific to job duties, Memory and recall for the accurate and timely transfer of data/information, Reaching below the shoulder, Repeated hand movements that require dexterity and hand-eye coordination, and Visual, auditory, and speech acuity for written, electronically displayed, and spoken communications
- Frequent: Bending and twisting of the neck, Handling (holding, light grasping)
- Occasional: Bending and twisting at the waist, Lifting/pushing/pulling/carrying up to 25 pounds
- Infrequent: Climbing stairs/step stools/ladders, driving, Exposure to extreme temperature, Fine fingering (pinching, picking), Reaching above the shoulder, Squatting, Standing, Walking
- Never/Rare: Crawling, Exposure to dust/gas/fumes/chemicals, Exposure to excessive noise, Exposure to vibration from vehicle or tool operations, Kneeling, Lifting/pushing/pulling/carrying more than 26 pounds , Operating hazardous machinery, Power grasping, Running, Walking on uneven ground, Working at heights, Working around children



# COUNTY OF INYO

## Laboratory Technician I

**FLSA STATUS:**      **Non-Exempt**

**DEFINITION:**

Under general supervision, performs routine bacteriological testing of drinking water in a State-certified laboratory. Gains exposure to TNI quality principles, laboratory information management systems (LIMS), and Environmental Health programs including drinking water, onsite sewage disposal, and food safety.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry-level classification in the Lab Technician series. The position focuses on basic laboratory tasks, regulatory support, and training for progression under the TNI quality framework and ELAP compliance.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Operates a State certified drinking water laboratory for bacteriological quality.
- Assists with drafting and maintaining SOPs under TNI standards.
- Performs billing and tracking of payments.
- Advises customers on proper sample collection, hold times and sample preservation procedures.
- Prepares and analyzes water samples using approved methods (e.g., enzyme substrate).
- Follows established procedures outlined in the Quality Manual and SOPs.
- Maintains proper documentation and chain-of-custody records.
- Participates in lab proficiency testing and quality assurance reviews.
- Tracks inventory, orders supplies, and assists with laboratory housekeeping.
- Provides customer support regarding sampling, hold times, and preservation.
- Prepares State reports.
- Cross-trains with Environmental Health staff and programs as time allows.
- Trains other staff members on aspects of operating the laboratory.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education/Experience:**

Path 1:

- High school graduate or equivalent
- Four (4) years of laboratory experience (academic or professional)

Path 2:

- Bachelor's degree from an accredited college or university with major coursework in chemistry, biology, environmental science, or a closely related laboratory science field.

Up to two (2) years of directly related laboratory work experience may be substituted for two (2) years of required education on a year-for-year basis.

### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Routine laboratory testing techniques, terminology, equipment, and supplies, applicable State laws and regulations pertaining to Public Health Laboratories.

### **Skill/Ability to:**

- Perform complex laboratory procedures utilizing sanitary safe practices.
- Ability to follow written procedures, maintain records, and communicate effectively.
- Understand and follow complex instructions.
- Perform difficult record keeping and statistical clerical work accurately.
- Adhere to strict confidentiality rules.
- Work cooperatively with co-workers and others contacted in the course of work.
- Collect and transport water samples from a variety of sources throughout the county

### **WORKING CONDITIONS:**

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

### **Environmental Conditions:**

Assigned work is performed in an indoor office/laboratory environment with daily travel to collect water samples. The lab and office are on the ground floor. Sample locations require walking and driving on a mix on ground/flooring types. Expect frequent contact with people face-to-face, by live video, and by phone and email. Expect minimum noise from laboratory machines.



## Physical Demands:

Frequency does not imply essentiality.

- Constant: Sitting, Telephone use, Bending and twisting of the neck, and Visual, auditory, Handling (holding, light grasping), Lifting/pushing/pulling/carrying up to 10 pounds, Reaching below the shoulder, and speech acuity for written, electronically displayed, and spoken communication
- Frequent: Walking and standing, Computer use (mouse, keyboard), driving (occasionally on uneven and dusty dirt roads), Memory and recall for the accurate and timely transfer of data/information, and Interacting/communicating face-to-face, by phone, with coworkers and others specific to job duties
- Occasional: Bending and twisting at the waist, Climbing stairs, Exposure to extreme temperature, Fine fingering (pinching, picking), Squatting, Walking on uneven ground
- Infrequent: Exposure to vibration from vehicle and laboratory equipment operations, Kneeling, Lifting/pushing/pulling/carrying 11-25 pounds, Reaching above the shoulder, Repeated hand movements that require dexterity and hand-eye coordination, and walking in dusty locations.
- Never/Rare: Crawling, Exposure to dust/gas/fumes/chemicals, Exposure to excessive noise, Climbing step stools/ladders, Lifting/pushing/pulling/carrying more than 25 pounds, Operating hazardous machinery, Power grasping, Running, Working at heights



# COUNTY OF INYO

## Laboratory Technician II

**FLSA STATUS:**      **Non-Exempt**

**DEFINITION:**

Under general supervision, performs drinking water testing and ensures adherence to ELAP and TNI standards in a certified lab environment. Provides training to new staff and actively participates in quality assurance processes and documentation.

**DISTINGUISHING CHARACTERISTICS:**

This classification represents the journey level in the series. A Technician II is expected to apply independent judgment, train others in proper procedures, and contribute to the lab's readiness for audits and assessments.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Operates a State certified drinking water laboratory for bacteriological quality
- Performs billing and tracking of payments
- Prepares State reports
- Advises customers on proper sample collection, hold times and sample preservation procedures
- As time allows, may assist registered environmental health specialists with other program duties
- Maintains proper documentation and chain-of-custody records
- Assists with drafting and maintaining SOPs under TNI standards.
- Prepares and analyzes water samples using approved methods (e.g., enzyme substrate).
- Performs billing and tracking of payments.
- Maintains and adheres to the lab Quality Control Manual; updates and creates laboratory procedures, documents, and laboratory information management systems to ensure and maintain state regulatory compliance under TNI standards.
- Participates in lab proficiency testing and quality assurance reviews.
- Tracks inventory, orders supplies, and assists with laboratory housekeeping.
- Provides customer support regarding sampling, hold times, and preservation.
- Trains other staff members on aspects of operating the laboratory.
- Mentors backup technicians in analytical methods and lab procedures.
- Completes routine quality control checks and documentation reviews.
- Participates in data review for accuracy and regulatory compliance.
- Supports internal audits and annual ELAP proficiency testing.
- Maintains inventory and helps manage reagent expiration tracking.

- Cross-trains with Environmental Health staff and programs as time allows.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

#### **Path 1:**

- High school graduate or equivalent
- Five (5) years of laboratory experience (academic or professional)

#### **Path 2:**

- Bachelor's degree from an accredited college or university with major coursework in chemistry, biology, environmental science, or a closely related laboratory science field.
- One (1) year of laboratory work experience.

Up to two (2) years of additional directly related laboratory work experience may be substituted for two (2) years of required education on a year-for-year basis.

#### **Path 3:**

- One (1) year as an Inyo County Laboratory Technician I
- Bachelor's degree in a science-related field.

### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Routine laboratory testing techniques, terminology, equipment, and supplies.
- Strong knowledge of TNI principles, sample handling protocols, and data integrity.

### **Skill/Ability to:**

- Perform complex laboratory procedures utilizing sanitary safe practices.
- Understand and follow complex instructions.
- Perform difficult record keeping and statistical clerical work accurately.
- Adhere to strict confidentiality rules.
- Work cooperatively with co-workers and others contacted in the course of work.
- Ability to train others, manage workflows, and recognize QA/QC anomalies.

## **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made for some physical demands for otherwise qualified individuals who require and request such accommodation.*

## **Environmental Conditions:**

Assigned work is performed in an indoor office/laboratory environment with daily travel to collect water samples. The lab and office are on the ground floor. Sample locations require walking and driving on a mix on ground/flooring types. Expect frequent contact with people face-to-face, by live video, and by phone and email. Expect minimum noise from laboratory machines.

## **Physical Demands:**

Frequency does not imply essentiality.

- Constant: Sitting, Telephone use, Bending and twisting of the neck, and Visual, auditory, Handling (holding, light grasping), Lifting/pushing/pulling/carrying up to 10 pounds, Reaching below the shoulder, and speech acuity for written, electronically displayed, and spoken communication
- Frequent: Walking and standing, Computer use (mouse, keyboard), driving (occasionally on uneven and dusty dirt roads), Memory and recall for the accurate and timely transfer of data/information, and Interacting/communicating face-to-face, by phone, with coworkers and others specific to job duties
- Occasional: Bending and twisting at the waist, Climbing stairs, Exposure to extreme temperature, Fine fingering (pinching, picking), Squatting, Walking on uneven ground
- Infrequent: Exposure to vibration from vehicle and laboratory equipment operations, Kneeling, Lifting/pushing/pulling/carrying 11-25 pounds, Reaching above the shoulder, Repeated hand movements that require dexterity and hand-eye coordination, and walking in dusty locations.
- Never/Rare: Crawling, Exposure to dust/gas/fumes/chemicals, Exposure to excessive noise, Climbing step stools/ladders, Lifting/pushing/pulling/carrying more than 25 pounds, Operating hazardous machinery, Power grasping, Running, Working at heights



## COUNTY OF INYO

### Laboratory Technician III - Technical Manager

**FLSA STATUS:**      **Non-Exempt**

**DEFINITION:**

Serves as the technical lead for all lab operations. Ensures full compliance with ELAP and TNI accreditation standards, provides oversight of analytical methodologies, supervises training and competency assessments, and prepares for external audits. Acts as the primary liaison for regulatory agencies and internal management.

**DISTINGUISHING CHARACTERISTICS:**

This is the highest level in the series. A Laboratory Technician III - Technical Manager demonstrates full mastery of environmental lab operations and quality systems management. This role supports the Lab Director (Environmental Health Director) by functioning as the designated Technical Manager under TNI standard.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Operates a State certified drinking water laboratory for bacteriological quality.
- Maintains proper documentation and chain-of-custody records.
- Prepares and analyzes water samples using approved methods (e.g., enzyme substrate).
- Performs billing and tracking of payments.
- Maintains and adheres to the lab Quality Control Manual; updates and creates laboratory procedures, documents, and laboratory information management systems to ensure and maintain state regulatory compliance under TNI standards.
- Follows established procedures outlined in the Quality Manual and SOPs.
- Manages lab proficiency testing and quality assurance reviews.
- Provides customer support regarding sampling, hold times, and preservation.
- Prepares State reports.
- Cross-trains with Environmental Health staff and programs as time allows.
- Encourages innovation, fosters accountability, and promotes respectful teamwork across disciplines
- Trains other staff members on aspects of operating the laboratory.
- Mentors backup technicians in analytical methods and lab procedures.
- Completes routine quality control checks and documentation reviews.
- Leads data review for accuracy and regulatory compliance.
- Manages internal audits and annual ELAP proficiency testing.

- Performs related duties as assigned.
- Implements and oversees QA/QC systems and ELAP documentation requirements.
- Reviews analytical data for accuracy and consistency; flags anomalies for corrective action.
- Maintains calibration schedules, reagent logs, and traceability systems.
- Ensures all analysts meet competency and training documentation standards.
- Coordinates responses to ELAP audits and submits corrective action reports as needed.
- Oversees method validation and selects appropriate analytical techniques.
- Manages inventory, cost tracking, and laboratory procurement planning.
- May assist registered environmental health specialists with other program duties.
- Other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

##### **Path 1:**

- Two (2) years as an Inyo County Laboratory Technician II.

##### **Path 2:**

- Bachelor's degree in chemistry, biology, environmental science, or a related field.
- Significant experience in an ELAP-accredited environmental laboratory with demonstrated understanding of TNI/ELAP standards, audit procedures, and technical review responsibilities (evaluated during interview process).

#### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.
- May be required to travel overnight.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Routine laboratory testing techniques, terminology, equipment, and supplies.
- Expert knowledge of laboratory accreditation processes, analytical method development, and regulatory reporting.

#### **Skill/Ability to:**

- Perform complex laboratory procedures utilizing sanitary safe practices.
- Understand and follow complex instructions.
- Perform difficult record keeping and statistical clerical work accurately.
- Adhere to strict confidentiality rules.
- Work cooperatively with co-workers and others contacted in the course of work.

- Strong leadership, training, and process improvement skills.
- Engage effectively with colleagues from diverse backgrounds and contribute to a respectful, inclusive work environment

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made for some physical demands for otherwise qualified individuals who require and request such accommodation.*

### **Environmental Conditions:**

Assigned work is performed in an indoor office/laboratory environment with daily travel to collect water samples. The lab and office are on the ground floor. Sample locations require walking and driving on a mix on ground/flooring types. Expect frequent contact with people face-to-face, by live video, and by phone and email. Expect minimum noise from laboratory machines.

### **Physical Demands:**

Frequency does not imply essentiality.

- Constant: Sitting, Telephone use, Bending and twisting of the neck, and Visual, auditory, Handling (holding, light grasping), Lifting/pushing/pulling/carrying up to 10 pounds, Reaching below the shoulder, and speech acuity for written, electronically displayed, and spoken communication
- Frequent: Walking and standing, Computer use (mouse, keyboard), driving (occasionally on uneven and dusty dirt roads), Memory and recall for the accurate and timely transfer of data/information, and Interacting/communicating face-to-face, by phone, with coworkers and others specific to job duties
- Occasional: Bending and twisting at the waist, Climbing stairs, Exposure to extreme temperature, Fine fingering (pinching, picking), Squatting, Walking on uneven ground
- Infrequent: Exposure to vibration from vehicle and laboratory equipment operations, Kneeling, Lifting/pushing/pulling/carrying 11-25 pounds, Reaching above the shoulder, Repeated hand movements that require dexterity and hand-eye coordination, and walking in dusty locations.
- Never/Rare: Crawling, Exposure to dust/gas/fumes/chemicals, Exposure to excessive noise, Climbing step stools/ladders, Lifting/pushing/pulling/carrying more than 25 pounds, Operating hazardous machinery, Power grasping, Running, Working at heights



# COUNTY OF INYO

## Behavioral Health Clinician Trainee

**FLSA STATUS:**      **Non-Exempt**

**DEFINITION:**

Under supervision of a licensed clinician, provides an array of mental health services. This includes initial assessment, diagnosis, treatment and crisis services for persons entering or admitted into the Behavioral Health System. Functions as part of the Behavioral Health Services team and works closely with agency and community partners. Meets all practice standards, including documentation, in a timely and ethical manner. This role promotes equitable and trauma-informed care for individuals and families across diverse backgrounds, particularly those impacted by systemic barriers.

**DISTINGUISHING CHARACTERISTICS:**

The Behavioral Health Clinician Trainee is an entry-level, pre-licensed position that provides a wide range of mental health services under the close supervision of a licensed clinician. Incumbents are typically registered interns working toward licensure and must actively participate in clinical supervision to ensure their practice remains within the scope of registration. The focus is on gaining practical experience in assessment, treatment, crisis intervention, and case management while developing professional competency in a team-based, trauma-informed environment

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices. Responsibilities are carried out with cultural humility and an understanding of the historical and systemic inequities that impact access to mental health services.*

- Provides both scheduled and crisis-oriented evaluations of clients experiencing mental/emotional and/or substance abuse problems.
- Develops and implements clinical treatment plans of care, identifies goals to be achieved and steps for achievement utilizing strength-based perspective for diverse client population with complex, severe and chronic mental illness. ~~appropriate treatment coordination plans;~~
- Screens adults and/or children for the appropriateness of treatment within state-specified specialty mental health criteria.
- Conducts individual, group, conjoint, and family counseling and casework with children, adults, and their families, in home-based, clinic-based, and community-based settings.
- Provides 24-hour crisis response services in a rotation with other staff.
- Participates in the provision of prevention services for high-risk clients.
- Participates in staff meetings, interagency case conferences, peer review, and quality assurance meetings.



- Maintains documentation in a timely manner and in accordance with local, state, and federal laws and regulations.
- Provides psychological assessment in order to plan and deliver appropriate behavioral health services as part of a multidisciplinary team.
- Participates in an array of quality assurance and quality improvement tasks, including but not limited to treatment authorization for managed care providers, peer review of treatment and progress documentation for Behavioral Health program staff, consumer satisfaction review, and other quality improvement activities in collaboration with various partners and system of care providers.
- Participates in staff meetings, multidisciplinary teams, and other collaborative in the development of treatment services.
- Performs outreach and coordinates care.
- Plans and organizes treatment groups.
- Keeps accurate records; prepares correspondence, progress notes, written reports and other documentation.
- Provides direct services as assigned.
- Keeps supervisors apprised of issues related to client treatment.
- Practices within the scope of a registered intern
- Must be available for 24-hour on-call duty.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

- Master's Degree in social work, counseling or related field

Candidates who are within six months of satisfying the education requirement for this classification will be admitted to the examination, but they must complete the education requirement and provide evidence of graduation prior to appointment.

### **Licenses, Certificates, and Special Requirements:**

- Special internship requirement: Must be registered within the first 6 months of employment with the State of California as an intern to practice psychotherapy while pursuing one of the following psychotherapy licenses, and must provide proof of registration to successfully pass the probationary period:
  - Marriage, Family, Child Therapist (MFT)
  - Licensed Clinical Social Worker (LCSW)
  - Licensed Professional Counselor (LPC)
  - Licensed Clinical Psychologist
- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Methods of effective engagement and rapport-building with clients/consumers of all ages.
- Evidence-based intervention strategies that address family systems, life span development, and trauma.
- Principles of interviewing and problem-solving specifically with persons with addictions and/or mental health issues in a system of care and public sector managed care setting.
- Effective collaborative relationship-building with human service employees, and agencies involved with same clientele.
- Contemporary principles of crisis intervention.
- Culturally sensitive assessment and treatment practices tailored for historically underserved populations.
- Laws pertaining to the care of clients in a behavioral health system.
- Quality assurance practices and quality improvement methods.
- Scope of practice as a registered intern.

**Skill/Ability to:**

- Ability to provide evaluation of appropriate services offered in a variety of treatment settings.
- Ability to coordinate training experiences and interact effectively with a variety of agency partners both within and outside of Health and Human Services.
- Communicate effectively orally and in writing.
- Understand and learn the agency program, policies, and procedures.
- Obtain facts and recognize the relevant and significant considerations.
- Organize and maintain work detail.
- As a registered intern, establish and maintain client rapport.
- Analyze situations and adopt effective course of action.
- Apply existing laws, rules and regulations.
- Accept and actively engage in clinical supervision.
- Apply principles of psychology and family relationships.
- Evaluate personal and psychological factors in the family's or individual's situation.
- Act effectively under stressful situations.
- Be available, as scheduled, for 24-hour on-call duty.
- Consistent attendance is an essential function of the position.

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

**Environmental Conditions:**

Assigned work is performed in an office or clinic setting, and occasionally in a client's home, in a community setting, or in an outdoor environment. Occasional driving is required with limited transportation alternatives. Expect communications contact with clients, County staff, management, general public and outside organizations/agencies in a range of environmental conditions regarding sensitive and confidential topics.

### **Physical Demands:**

Frequency does not imply essentiality.

- Constant: Sitting, Computer use (mouse, keyboard), Bending and twisting of the neck, Repeated hand movements that require dexterity and hand-eye coordination, Handling (holding, light grasping), Lifting/pushing/pulling/carrying up to 10 pounds, Reaching below the shoulder, Memory and recall for the accurate and timely transfer of data/information, and Visual, auditory, and speech acuity for written, electronically displayed, and spoken communication.
- Frequent: Interacting/communicating face-to-face, by phone, and by electronic means with coworkers and others specific to job duties.
- Occasional: Bending and twisting at the waist, Driving, Walking, Standing, Climbing stairs, Reaching above the shoulder, Fine fingering (pinching or picking), Exposure to extreme temperatures, Lifting/pushing/pulling/carrying 11-25 pounds.
- Infrequent: Squatting, Walking on uneven ground, Working around children.
- Never/Rare: Kneeling, Crawling, Power grasping, Exposure to vibration/dust/gas/fumes/chemicals, Lifting/pushing/pulling/carrying more than 25 pounds, Operating hazardous machinery, Working at heights, Climbing step stools/ladders, Running.



# COUNTY OF INYO

## Behavioral Health Clinician

**FLSA STATUS:**      **Non-Exempt**

**DEFINITION:**

Under general supervision, provides an array of mental health services. This includes initial assessment, diagnosis, treatment and crisis services for persons entering or admitted into the Behavioral Health System. Functions as part of the Behavioral Health Services team and works closely with agency and community partners. Meets all practice standards, including documentation, in a timely and ethical manner. Under the direction and supervision of the Behavioral Health Director, may also provide quality assurance oversight of all program aspects of Behavioral Health programs including Managed Care and Medi-Cal Specialty Mental Health services as well as other behavioral health services. This role promotes equitable, culturally responsive, and trauma-informed care for individuals and families across diverse backgrounds.

**DISTINGUISHING CHARACTERISTICS:**

The Behavioral Health Clinician is a licensed professional who independently provides mental health assessment, treatment, crisis response, and case management services. Unlike the trainee, this position practices within the full scope of licensure and may also carry quality assurance and oversight responsibilities across behavioral health programs. Supervision is more general in nature, with incumbents expected to exercise greater professional judgment and autonomy in delivering clinical services and ensuring compliance with regulatory and program standards

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Provides both scheduled and crisis-oriented evaluations of clients experiencing mental/emotional and/or substance abuse problems.
- Develops and implements clinical treatment plans of care, identifies goals to be achieved and steps for achievement utilizing strength-based perspective for diverse client population with complex, severe and chronic mental illness.
- Screens adults and/or children for the appropriateness of treatment within state-specified specialty mental health criteria.
- Conducts individual, group, conjoint, and family counseling and casework with children, adults, and their families, in home-based and community-based settings.
- Provides 24-hour crisis response services in a rotation with other staff.
- Participates in the provision of prevention services for high-risk clients.

- Participates in staff meetings, interagency case conferences, peer review, and quality assurance meetings.
- Maintains documentation in a timely manner and in accordance with local, state, and federal laws and regulations.
- Provides psychological assessment in order to plan and deliver appropriate behavioral health services as part of a multidisciplinary team.
- Performs an array of quality assurance and quality improvement tasks, including but not limited to treatment authorization for managed care providers, review of treatment and progress documentation for Behavioral Health program staff, consumer satisfaction review, and other quality improvement activities in collaboration with various partners and system of care providers.
- Participates in staff meetings, multidisciplinary teams, and other collaborative in the development of treatment services.
- Performs outreach and coordinates care.
- Plans and organizes treatment groups.
- Keeps accurate records; prepares correspondence, progress notes, written reports and other documentation.
- Provides direct services as assigned.
- Keeps supervisors apprised of issues related to client treatment.
- Practices within the scope of license.
- Must be available for 24-hour on-call duty.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:.**

#### **Education/Experience:**

- Master's degree in a related field of study.

#### **Licenses, Certificates, and Special Requirements:**

- Must possess a valid California license to practice psychotherapy (LCSW, LPC, MFT, or Ph.D.).
- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Methods of effective engagement and rapport-building with clients/consumers of all ages.
- Evidence-based intervention strategies that address family systems, life span development, and trauma.
- Principles of interviewing and problem-solving specifically with persons with addictions and/or mental health issues in a system of care and public sector managed care setting.

- Effective collaborative relationship-building with human service employees, and agencies involved with same clientele.
- Culturally sensitive assessment and treatment practices tailored for historically underserved populations.
- Contemporary principles of crisis intervention.
- Laws pertaining to the care of clients in a behavioral health system.
- Quality assurance practices and quality improvement methods.
- Scope of practice as a licensed clinician.

**Skill/Ability to:**

- Ability to provide evaluation of appropriate services offered in a variety of treatment settings.
- Ability to coordinate training experiences and interact effectively with a variety of agency partners both within and outside of Health and Human Services.
- Communicate effectively orally and in writing.
- Understand and learn the agency program, policies, and procedures.
- Obtain facts and recognize the relevant and significant considerations.
- Organize and maintain work detail.
- Establish and maintain client rapport.
- Analyze situations and adopt effective course of action.
- Apply existing laws, rules and regulations.
- Accept and actively engage in clinical-supervision.
- Apply principles of psychology and family relationships.
- Evaluate personal and psychological factors in the family's or individual's situation.
- Act effectively under stressful situations.
- Be available, as scheduled, for 24-hour on-call duty.
- Consistent attendance is an essential function of the position.

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

**Environmental Conditions:**

Assigned work is performed in an office or clinic setting, and occasionally in a client's home, in a community setting, or in an outdoor environment. Occasional driving is required with limited transportation alternatives. Expect continuous contact with clients, County staff, management, general public and outside organizations/agencies in a range of environmental conditions regarding sensitive and confidential topics.

**Physical Demands:**

Frequency does not imply essentiality.

- Constant: Sitting, Computer use (mouse, keyboard), Bending and twisting of the neck, Repeated hand movements that require dexterity and hand-eye coordination, Handling (holding, light grasping), Lifting/pushing/pulling/carrying up to 10 pounds, Reaching below the shoulder, Memory and recall for the accurate and timely transfer of data/information, and Visual, auditory, and speech acuity for written, electronically displayed, and spoken communication.
- Frequent: Interacting/communicating face-to-face, by phone, and by electronic means with coworkers and others specific to job duties.
- Occasional: Bending and twisting at the waist, Driving, Walking, Standing, Climbing stairs, Reaching above the shoulder, Fine fingering (pinching or picking), Exposure to extreme temperatures, Lifting/pushing/pulling/carrying 11-25 pounds.
- Infrequent: Squatting, Walking on uneven ground, Working around children.
- Never/Rare: Kneeling, Crawling, Power grasping, Exposure to vibration/dust/gas/fumes/chemicals, Lifting/pushing/pulling/carrying more than 25 pounds, Operating hazardous machinery, Working at heights, Climbing step stools/ladders, Running.



# COUNTY OF INYO

## Case Manager I

**FLSA STATUS:**      **Non-Exempt**

**DEFINITION:**

To provide a range of paraprofessional and case management services under general supervision. Incumbents provide a broad range of services and support, including educational and case management services with youth, transitional age youth, families, adults, and/or older adults. This position supports inclusive and culturally responsive service delivery to clients from diverse backgrounds and experiences.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry-level classification in the Case Manager series. Incumbents are expected to develop skills and knowledge over time and may receive direct supervision in carrying out duties. Work is generally client-focused and includes both direct service and administrative functions.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

**Level I**

- May interpret and explain regulations and policy to clients.
- Assists with a limited caseload; provide assistance to clinicians, social workers, nurses and/or other professional staff with such things as transportation of clients, collecting client documentation and coordinating communication with clients.
- Works with other local agencies in obtaining necessary documentation for casework.
- Provides support to professional staff, including:
  - Maintaining records and inputting data on computer
  - Attending meetings and recording minutes
  - Composing letters
  - Completing reports
  - Collecting and synthesizing data
  - Maintaining files, listings, and records
- Assists with the development of community and client needs assessments.
- May present program information to individuals or groups in the community.
- Maintains a routine caseload of non-complex cases; provides support and case management to clients, such as individual case coordination, individual or group counseling, and skill building as part of a team serving children and families, transitional age youth, adults, and/or older adults.
- Conducts ongoing client needs assessments and verifies needs by contacting other service providers.



- Presents client assessments to professional staff for approval.
- Completes narrative reports regarding a client's condition and services provided and/or recommended.
- Enters data regarding case and client information and contacts into automated system(s).
- Makes client referrals to County and/or community resources, including medical services, mental health services, and social services.
- Provides direct training and counseling to mentally ill and developmentally disabled clients on topics such as parenting, household management, nutritional meal preparation, budgeting, and household care.
- Monitors the medical and psychological care of clients.
- Supervises visits between parents and children and reports observations to social workers.
- Provides emergency childcare.
- Transports or accompanies clients to appointments for service or interviews.
- May testify in court hearings.
- Acts as a liaison between clients and professional staff, individuals, and groups in the community served.
- Directly assists families in using and learning about the resources of society, particularly medical, legal, and employment services.
- Draws from experience and uses independent judgment to answer questions and provide education relating to various human services programs.
- Maintains appropriate client service standards in compliance with federal, state, and local laws and regulations.
- Maintains appropriate and timely records and documentation, as required.
- May be required to participate in the after-hours on call rotation, as assigned.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

#### **Path 1:**

- High school graduate or equivalent.
- Three (3) years of full-time work experience performing paraprofessional duties comparable to a Health and Human Services Specialist

#### **Path 2:**

- High school graduate or equivalent.
- Three (3) years full-time experience in a public or private Health or Human Services agency providing services to disadvantaged adults and/or children.

### **Licenses, Certificates, and Special Requirements:**

- Must be able to travel, either alone or with clients, within Inyo County routinely in the course of work, and occasionally travel outside Inyo County in the course of work.
- May be required to work flexible hours including evenings and weekends on some occasions.
- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

- Consistent attendance is an essential function of the position.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Appropriate professional interpersonal skills.
- Correct English usage, spelling, grammar, and punctuation.
- Computers and software including Microsoft Suite programs.
- Some internet familiarity.
- Use of media as a communication tool.
- Journey level: In addition to the requirements listed above for the entry level positions:
- Basic processes, systems, and regulations relevant to the division to which this position is assigned (e.g. Behavioral Health, Social Services, Public Health, First 5).
- Basic community resources useful to clients served.
- Basic methods and attitudes involved in the care and support of the target client population.
- Awareness of cultural diversity, inclusive communication practices, and community-based service delivery models.
- Rapport building techniques.
- Effective counseling and intervention techniques.

### **Skill/Ability to:**

- Compose basic business letters and professional correspondence.
- Provide professional telephone and in-person responses to members of the public.
- Operate office equipment such as photocopy machine, facsimile machine, typewriter, computer.
- Make public presentations occasionally.
- Balance and prioritize multiple tasks at the same time; prepare accurate and timely reports; think quickly and respond appropriately to unexpected client behavior; establish and maintain effective working relations with co-workers, outside organizations, and the public; perform detailed procedures with accuracy and efficiency, and maintain confidential information in accordance with legal standards and/or County regulations.
- Journey level: In addition to the requirements listed above for the entry level positions:
- Assess people for physical and/or mental health needs and related issues.
- Recognize and report specific indications of need for medical, social, or behavioral health services.
- Interview persons to obtain a variety of information applicable to the provision of health and human services.
- Understand and accept differences in human behavior resulting from cultural, economic or other forms of deprivation; effectively instruct children, adults, and older adults, including those with physical and mental disabilities in basic life skills, including parenting and household skills.
- Demonstrate cultural sensitivity, active listening, and a commitment to equity in interactions with clients and community members.
- Engage with physically and sexually abused children.

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.* Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

**Environmental Conditions:**

- Assigned work is performed in an office or clinic setting, and occasionally in a client's home, in a community setting, or in an outdoor environment. Occasional driving is required with limited transportation alternatives. Expect communications continuous contact with clients, County staff, management, general public and outside organizations/agencies in a range of environmental conditions regarding sensitive and confidential topics.

**Physical Demands:**

Frequency does not imply essentiality.

- Frequency does not imply essentiality.
- Constant: Sitting, Computer use (mouse, keyboard), Bending and twisting of the neck, Repeated hand movements that require dexterity and hand-eye coordination, Handling (holding, light grasping), Lifting/pushing/pulling/carrying up to 10 pounds, Reaching below the shoulder, Memory and recall for the accurate and timely transfer of data/information, and Visual, auditory, and speech acuity for written, electronically displayed, and spoken communication.
- Frequent: Interacting/communicating face-to-face, by phone, and by electronic means with coworkers and others specific to job duties.
- Occasional: Bending and twisting at the waist, Driving, Walking, Standing, Climbing stairs, Reaching above the shoulder, Fine fingering (pinching or picking), Exposure to extreme temperatures, Working with children.
- Infrequent: Squatting, Power grasping, Walking on uneven ground, Lifting/pushing/pulling/carrying 11-50 pounds.
- Never/Rare: Kneeling, Crawling, Exposure to vibration/dust/gas/fumes/chemicals, Lifting/pushing/pulling/carrying more than 50 pounds, Operating hazardous machinery, Working at heights, Climbing step stools/ladders, Running.



## COUNTY OF INYO

### Case Manager II

**FLSA STATUS:**      **Non-Exempt**

**DEFINITION:**

To provide a range of paraprofessional and case management services under general supervision. Incumbents provide a broad range of services and support, including educational and case management services with youth, transitional age youth, adults, and/or older adults. This position supports inclusive and culturally responsive service delivery to clients from diverse backgrounds and experiences.

**Commented [G01]:** This position supports inclusive and culturally responsive service delivery to clients from diverse backgrounds and experiences.

**DISTINGUISHING CHARACTERISTICS:**

Performs duties comparable to Case Manager Level I, but works with more independence, performs a wider range of duties, and works with the more complex client situations including crisis assessment, management and intervention.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

**Level I**

- May interpret and explain regulations and policy to clients.
- Assists with a limited caseload; provide assistance to clinicians, social workers, nurses and/or other professional staff with such things as transportation of clients, collecting client documentation and coordinating communication with clients.
- Works with other local agencies in obtaining necessary documentation for casework.
- Provides support to professional staff, including:
  - Maintaining records and inputting data on computer
  - Attending meetings and recording minutes
  - Composing letters
  - Completing reports
  - Collecting and synthesizing data
  - Maintaining files, listings, and records
- Assists with the development of community and client needs assessments.
- May present program information to individuals or groups in the community.
- Maintains a routine caseload of non-complex cases; provides support and case management to clients, such as individual case coordination, individual or group counseling, and skill building as part of a team serving children and families, transitional age youth, adults, and/or older adults.

#### Case Manager I-II

- Conducts ongoing client needs assessments and verifies needs by contacting other service providers.
- Presents client assessments to professional staff for approval.
- Completes narrative reports regarding a client's condition and services provided and/or recommended.
- Enters data regarding case and client information and contacts into automated system(s).
- Makes client referrals to County and/or community resources, including medical services, mental health services, and social services.
- Provides direct training and counseling to mentally ill and developmentally disabled clients on topics such as parenting, household management, nutritional meal preparation, budgeting, and household care.
- Monitors the medical and psychological care of clients.
- Supervises visits between parents and children and reports observations to social workers.
- Provides emergency childcare.
- Transports or accompanies clients to appointments for service or interviews.
- May testify in court hearings.
- Acts as a liaison between clients and professional staff, individuals, and groups in the community served.
- Directly assists families in using and learning about the resources of society, particularly medical, legal, and employment services.
- Draws from experience and uses independent judgment to answer questions and provide education relating to various human services programs.
- Maintains appropriate client service standards in compliance with federal, state, and local laws and regulations.
- Maintains appropriate and timely records and documentation, as required.
- May be required to participate in the after-hours on call rotation, as assigned.
- Performs related duties as assigned.

#### Level II

Journey level: In addition to the requirements listed above for the entry level position

- Maintains a routine caseload of complex cases; provides support and case management to clients, such as individual case coordination, individual or group counseling, and skill building as part of a team serving children and families, transitional age youth, families, adults, and/or older adults.
- Provides assistance to clinicians, social workers, nurses and/or other professional staff with such things as transportation of clients, collecting client documentation and coordinating communication with clients.
- Directly assists families in using and learning about the resources of society, particularly medical, legal, and employment services.
- Independently assesses client needs and develops individual client case plans.

- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

##### **Level II**

##### **Path 1:**

- High school graduate or equivalent.
- One year of experience performing duties comparable to the Case Manager I.

##### **Path 2:**

- High school graduate or equivalent.
- Four (4) years full-time experience in a public or private Health or Human Services agency providing services to disadvantaged adults and/or children.
- 

#### **Licenses, Certificates, and Special Requirements:**

- Must be able to travel, either alone or with clients, within Inyo County routinely in the course of work, and occasionally travel outside Inyo County in the course of work.
- May be required to work flexible hours including evenings and weekends on some occasions.
- May be assigned as part of an on-call rotation.
- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.
- Consistent attendance is an essential function of the position.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Appropriate professional interpersonal skills.
- Correct English usage, spelling, grammar, and punctuation.
- Computers and software including Microsoft Suite programs.
- Some internet familiarity.
- Use of media as a communication tool.
- Basic processes, systems, and regulations relevant to the division to which this position is assigned (e.g. Behavioral Health, Social Services, Public Health, First 5).
- Basic community resources useful to clients served.
- Basic methods and attitudes involved in the care and support of the target client population.
- Rapport building techniques.
- Effective counseling and intervention techniques.

**Commented [G02]:** Add bullet-Awareness of cultural diversity, inclusive communication practices, and community-based service delivery models.

**Skill/Ability to:**

- Compose basic business letters and professional correspondence.
- Professional telephone and in-person responses to members of the public.
- Operate office equipment such as photocopy machine, facsimile machine, typewriter, computer.
- Awareness of cultural diversity, inclusive communication practices, and community-based service delivery models.
- Make public presentations occasionally.
- Balance and prioritize multiple tasks at the same time; prepare accurate and timely reports; think quickly and respond appropriately to unexpected client behavior; establish and maintain effective working relations with co-workers, outside organizations, and the public; perform detailed procedures with accuracy and efficiency, and maintain confidential information in accordance with legal standards and/or County regulations.
- Assess people for physical and/or mental health needs and related issues.
- recognize and report specific indications of need for medical, social, or behavioral health services.
- interview persons to obtain a variety of information applicable to the provision of health and human services.
- understand and accept differences in human behavior resulting from cultural, economic or other forms of deprivation; effectively instruct children, adults, and older adults, including those with physical and mental disabilities in basic life skills, including parenting and household skills.
- Deal with physically and sexually abused children.
- Demonstrate cultural sensitivity, active listening, and a commitment to equity in interactions with clients and community members.

**Commented [G03]:** Add bullet-Demonstrate cultural sensitivity, active listening, and a commitment to equity in interactions with clients and community members.

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.* Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

**Environmental Conditions:**

- Assigned work is performed in an office or clinic setting, and occasionally in a client's home, in a community setting, or in an outdoor environment. Occasional driving is required with limited transportation alternatives. Expect communications continuous contact with clients, County staff, management, general public and outside organizations/agencies in a range of environmental conditions regarding sensitive and confidential topics.

**Physical Demands:**

Frequency does not imply essentiality.

- Constant: Sitting, Computer use (mouse, keyboard), Bending and twisting of the neck, Repeated hand movements that require dexterity and hand-eye coordination, Handling (holding, light grasping), Lifting/pushing/pulling/carrying up to 10 pounds, Reaching below the shoulder,

Memory and recall for the accurate and timely transfer of data/information, and Visual, auditory, and speech acuity for written, electronically displayed, and spoken communication.

- Frequent: Interacting/communicating face-to-face, by phone, and by electronic means with coworkers and others specific to job duties.
- Occasional: Bending and twisting at the waist, Driving, Walking, Standing, Climbing stairs, Reaching above the shoulder, Fine fingering (pinching or picking), Exposure to extreme temperatures, Working with children.
- Infrequent: Squatting, Power grasping, Walking on uneven ground, Lifting/pushing/pulling/carrying 11-50 pounds.
- Never/Rare: Kneeling, Crawling, Exposure to vibration/dust/gas/fumes/chemicals, Lifting/pushing/pulling/carrying more than 50 pounds, Operating hazardous machinery, Working at heights, Climbing step stools/ladders, Running.





# COUNTY OF INYO

## Supervising Deputy Probation Officer

### **FLSA STATUS: NON-EXEMPT**

### **DEFINITION:**

Under general direction of the Probation Manager and/or executive sworn management personnel, plans, schedules, assigns, reviews, trains, and supervises the work of staff managing a caseload of probationers; ensures compliance with applicable department and program rules, regulations, policies, and procedures; provides complex staff assistance to management staff in areas of expertise; act as court officer representing the Probation Department in juvenile or Superior Court; completes special projects; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is the supervisory level within the Deputy Probation Officer series that exercises independent judgment on diverse and specialized employment counseling and supportive service functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. May carry a selected caseload. This class is distinguished from the Probation Manager in that the latter has full management authority in planning, organizing, and directing the full scope of programs and services within the department, and the Supervising Probation Officer is responsible for deputy probation officers within the adult/juvenile division.

### **ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

*Sworn management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of staff managing a caseload of probationers; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Develops and manages field training guidelines and plans. Provides field training for new officers.

- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving rehabilitation program delivery and procedures; provides recommendations concerning process changes; reviews with appropriate sworn management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Provides staff assistance to sworn management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Answers questions and provide information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Conducts quality assurance activities including regular case reviews, observations, and staff meetings to ensure work quality and compliance with County, program, and mandated requirements.
- Attends and participates in a variety of department and division meetings; conducts regular meetings with staff to review work activities and to discuss service delivery opportunities, successes, and challenges.
- Evaluates program effectiveness; recommends and implements procedural changes to enhance program effectiveness, including those required for program compliance.
- Provides technical consultation and guidance to officers with difficult cases and assists with the most complex and/or highly sensitive cases; reviews and approves case actions, reports, and other documentation prepared by staff.
- Attends meetings and participates in training; stays abreast of new trends and innovations related in the field of probation services and corrections.
- Prepares a variety of administrative and technical reports, as well business correspondence and presentations; presents reports to internal and external stakeholders; conducts outreach to establish and maintain community partnerships.
- Represents the County in meetings with members of other public and private organizations, community groups, and the public.
- Recognizes signs of disabilities, health problems, suicide risk, assaults, etc., and takes appropriate action to protect the well-being of probationers. Obtains medical assistance and provides basic assistance to probationers with mobility issues.
- Consult and coordinate with other agencies involving intake and detention decisions relative to juveniles and adults.
- Prepare legal documents, reports, and correspondence pertaining to the intake process of juveniles and adults.

- Maintain liaison with judges, attorneys, law enforcement agencies, schools, and other public and private agencies and organizations involved in probation casework.
- Ensures staff observe and comply with all County and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

- A bachelor's degree in social work, psychology, sociology, criminal justice or a closely related field.
- Two (2) years of experience at a level equivalent to the classification of Inyo County Deputy Probation Officer III, or equivalent experience as a supervisor in probation.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of adult and juvenile probation work including evidence-based practices and conducting investigations and assessments.
- General knowledge of applied psychology and behavior modification including interviewing, counseling, and crisis intervention.
- Local and general community resources available to probationers and families.
- Case planning and management.
- Court procedures and operations.
- Principles of investigation and laws governing search and seizure and preservation of evidence.
- First aid and emergency medical procedures.
- Conflict resolution techniques.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- County and mandated safety rules, regulations, and protocols.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

- Techniques of effective oral and written communication; proper spelling, grammar, and punctuation.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively.
- Evaluate performance in an objective and positive manner and take corrective action when needed.
- Develop guidelines and implement field training for new officers.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Create a positive teamwork-oriented work environment.
- Resolve conflicts and respond appropriately to public and staff complaints.
- Manage time and schedule staff and department programs.
- Prioritize projects with conflicting deadlines.
- Perform the most complex case work.
- Develop and implement effective case management strategies including case plans with objectives, goals, and rehabilitation plans.
- Respond in emergency and crisis situations calmly and effectively.
- Work under stressful conditions with individuals who are delinquent and/or emotionally disturbed.
- Prepare comprehensive reports and recommendations related to probation.
- Testify in court.
- Understand, follow, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Maintain confidential information in accordance with legal standards and/or county policy.

## **Licenses, Certificates, and Special Requirements:**

### **Licenses:**

- Possession of a valid California driver's license issued by the Department of Motor Vehicles at the time of appointment.

### **Certifications:**

- Possession of, or ability to obtain during a one (1) year probationary period, an appropriate Standards and Training for Corrections (STC) Supervisor Core Course certified by the Board of State of Community Corrections (BSCC) or Chief Probation Officer of California (CPOC) Supervisor Leadership Academy (SLA).
- Possession of an appropriate STC Basic Probation Officer Core Course issued by the BSCC.
- Possession of a valid certificate of completion of Penal Code 832 Laws of Arrest Course issued by California Commission on Peace Officer Standards and Training (P.O.S.T.).
- Ability to obtain a valid certificate of completion of Penal Code 832 Firearms Course issued by the P.O.S.T., based on assignment.
- Possession of a valid First Aid and Cardiopulmonary Resuscitation (CPR) certificate to be maintained throughout employment.
- Possession of a chemical restraint course certification for carrying Oleoresin Capsicum, commonly known as pepper spray, to be maintained throughout employment.

### **Special Requirements:**

- Must be eligible for peace officer status under Penal Code Section 830.5. Certain positions may be required to carry firearms pursuant to Penal Code Section 830.5.
- Must successfully complete pre-employment background investigation, psychological examination, and physical examination.
- Ability to work standard eight-hour shifts or alternate shifts, work irregular hours including emergencies, evenings, weekends and holidays, work varying shifts as necessary, and work overtime or mandated overtime, including a standby/call-out schedule when required.
- Ability to qualify for and carry a firearm for certain assignments.
- Must meet minimum standards as described in California Government Code Sections 1029 and 1031. Must meet physical standards established by the California Board of Corrections and any other pre-employment as well as ongoing peace officer requirements pursuant to federal, state, and local legislation.

## **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made for some physical demands for otherwise qualified individuals who require and request such accommodation.*

### **Environmental Conditions:**

- Employees work indoors and outdoors, and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while following and enforcing departmental policies and procedures. The duties of this class are performed in an environment with exposure to justice involved individuals, mentally ill individuals, and persons potentially infected with communicable diseases. Strength and stamina are required to perform law enforcement duties, including handling firearms and making arrests.

### **Physical Demands:**

Frequency does not imply essentiality.

- Constant: Computer use (mouse, keyboard), Interacting /communicating face-to-face, by phone, with coworkers and others specific to job duties, Lifting/pushing/pulling/carrying up to 10 pounds, Vision for firearm qualification (if carrying), Repeated hand movements that require dexterity and hand-eye coordination, Memory and recall for the accurate and timely transfer of data/information, and Visual, auditory, and speech acuity for written, electronically displayed, and spoken communications.
- Frequent: Sitting, Standing, Walking, Handling (holding, light grasping), Bending and twisting at the neck and waist, Reaching above and below the shoulder, Working with or around children
- Occasional: Climbing stairs while walking, Fine fingering (pinching, picking), Driving, Lifting/pushing/pulling/carrying 11-50 pounds, Walking on uneven ground, using arms/hands/fingers to search persons and locations (all senses are required to do search safely and effectively).
- Infrequent: Running, Squatting, Climbing stairs while running, Exposure to dust/gas/fumes/chemicals, Exposure to excessive noise, Exposure to extreme temperature, Exposure to vibration from vehicle or tool operations, Lifting/pushing/pulling/carrying 51-150 pounds in emergency situations, Power grasping (as with a firearm), Working at heights, assist handcuffed individual from a prone position to his/her feet or into a seat of a car, and Physically subdue, lift, restrain, and handcuff resisting offenders.
- Never/Rare: Climbing step stools and ladders, Crawling, Kneeling, Lifting/pushing/pulling/carrying more than 150 pounds, Operating hazardous machinery



# INYO COUNTY

## Public Works – Administrative Assistant

**FLSA STATUS:** Non-Exempt

**DEFINITION:**

Under limited supervision of the Public Works Director and Assistant Director, the Public Works Administrative Assistant – Public Works performs general secretarial and administrative support for the Public Works Director/Assistant Director, relieving the Director/Assistant Director of routine office, technical, and administrative detail; performs complex and highly responsible office support work requiring independence, initiative, and discretion; interprets policy and administrative regulations; may supervise the work of clerical support staff; and perform related duties as required. The Public Works Administrative Assistant performs a variety of administrative tasks with minimum of supervision, in addition to office support duties. The role is essential to promoting smooth departmental operations, clear communication, and equitable access to information and services for staff, stakeholders, and the community.

**DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished by providing high-level, confidential administrative support exclusively to the department head, differing from other positions that assist lower-level management or Deputy Directors. It requires considerable autonomy, discretion, and knowledge of departmental operations, often involving supervision of clerical staff and handling sensitive information. Positions in this class normally exist only in those departments where the Director has delegated a substantial amount of administrative detail, confidential and non-routine work.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Serves as a primary contact for the Public Works Department, handling inquiries from the public, County departments, and external agencies, providing information and resolving issues effectively.
- Organizes and maintains departmental schedules, calendars, and appointments.
- Provides assistance in developing departmental policies, goals, and objectives.
- Screens incoming correspondence routed to the Director and Assistant Director, refers for reply to appropriate staff member, and follows up to ensure that deadlines are met.

- Arranges correspondence for Director's/Assistant Director's personal reply in order of priority, with appropriate background material attached for reference.
- Composes correspondence independently or in accordance with general instructions, requiring a thorough knowledge of the procedures and policies of the office.
- Reviews outgoing correspondence prepared by other staff members for Director's/Assistant Director's signature, checking consistency with administrative policy as well as for format, grammatical construction, and clerical error.
- Gathers data and maintains complex data sets on behalf of the Department, which may include budget documents.
- Attends meetings and conferences, takes notes and/or summarizes notes into minutes and distributes to appropriate staff, and follows up on action items as appropriate.
- Initiates and tracks Board Agenda Items on behalf of the Director and Assistant Director.
- Takes and transcribes complicated and confidential dictation.
- Screens a variety of visitors and telephone calls, refers to other staff members or personally gives out authoritative information on established departmental programs and policies.
- Arranges meetings for Director, prepares agendas, and makes adjustments as necessary in scheduled meeting times.
- Acts as a liaison to Personnel for the purpose of requesting new position recruitments; scheduling and coordinating departmental job interviews; collecting, organizing and filing confidential personnel information for current and prospective employees; preparing memos and forms; and maintaining tracking systems for departmental vacancies.
- Assists the Director with routine office details.
- Maintains confidential and administrative files.
- May supervise the work of clerical support staff.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

- High school diploma or equivalent
- Three (3) years of full-time experience performing significant and progressively responsible administrative or office clerical duties that has included providing direct support to management level staff.

Experience in government or Public Works environment is preferred.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**



- Principles and practices of office administration and management.
- English grammar, vocabulary, spelling, punctuation, and composition.
- Methods and techniques used in researching, proofing, evaluating, gathering, organizing and arranging data.
- Modern office practices, procedures, and computer applications (Microsoft Office Suite, databases, etc.).
- Records management practices and confidentiality guidelines.
- Procurement processes and procedures.

**Skill/Ability to:**

- Understand and apply specific rules, codes, regulations, procedures, policies, and precedents.
- Interpret, apply and explain administrative and department policies, regulations, and procedures.
- Organize, prioritize, and coordinate various administrative functions.
- Follow written and oral instruction.
- Identify and correct technical inaccuracies.
- Provide verbal and written technical direction to others.
- Work independently in performing assignments and in resolving problems and deviations.
- Use good judgment in recognizing scope of authority.
- Meet the public in situations requiring tact, diplomacy, discretion, and poise.
- Maintain confidentiality.
- Apply principles of respectful and inclusive communication in a diverse public service environment.
- Establish and maintain effective working relationships with a wide range of individuals, demonstrating sensitivity to different lived experiences and communication styles.
- Organize and revise the maintenance of department files.
- Research, review, proof, analyze, collect, organize, and categorize diverse information.
- Keep complex records and prepare reports.
- Type a variety of material to include graphs, charts, statistical reports, and standardized forms.
- Independently research and prepare correspondence in answer to inquiries about department records, programs, services, and regulations.
- Provide supervision, direction, and training to clerical staff.

**Licenses, Certificates, and Special Requirements:**

- None

**WORKING CONDITIONS:**

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

**Environmental Conditions:**

- Most assigned work is performed in an indoor office environment with frequent contact with people face-to-face and by various electronic means. Expect minimum noise from people and office machines. Driving may be required.

**Physical Demands:**

Frequency does not imply essentiality.

- Constant: Sitting, computer use (mouse, keyboard), lifting/pushing/pulling/carrying up to 10 pounds, reaching below the shoulder, repeated hand movements that require dexterity and hand-eye coordination, and interacting /communicating face-to-face and by electronic means with tact and diplomacy using visual/auditory/speech acuity, with memory and recall, for accurate, timely, and courteous operations/communications/transfer of information in a variety of environments.
- Frequent: Bending and twisting of the neck, handling (holding, light grasping), and operating office machines.
- Occasional: Bending and twisting at the waist, driving, standing, and walking.
- Infrequent: Climbing stairs/stepstools/ladders, exposure to extreme temperature, fine fingering (pinching, picking), kneeling, lifting/pushing/pulling/carrying 11-25 pounds, reaching above the shoulder, squatting, walking and standing on varied terrain (including uneven ground and slippery surfaces), and working at heights.
- Never/Rare: Crawling, exposure to dust/gas/fumes/chemicals, exposure to excessive noise, exposure to vibration from vehicle or tool operations, lifting/pushing/pulling/carrying more than 25 pounds, operating hazardous machinery, power grasping, and running.



# COUNTY OF INYO

## Groundskeeper

**FLSA STATUS:** Non-Exempt

**DEFINITION:**

Under general supervision of the Building and Maintenance Superintendent or designee, performs a variety of grounds maintenance and landscaping duties to ensure County properties are clean, safe, and aesthetically maintained. May assist custodial and building maintenance staff as needed. This position requires regular physical labor in outdoor environments and the use of various tools and equipment.

**DISTINGUISHING CHARACTERISTICS:**

The Groundskeeper position at Inyo County is distinguished by its emphasis on maintaining the aesthetic and functional integrity of county properties through a variety of landscaping and grounds maintenance tasks. This role requires a blend of physical stamina, technical skills, and a proactive approach to ensure that all outdoor areas are safe, clean, and visually appealing. Key features include versatility in maintenance tasks, technical proficiency with equipment, adherence to safety and compliance standards, and the ability to perform physically demanding work in challenging outdoor environments. Additionally, the Groundskeeper supports facility maintenance, assists with event setup and cleanup, and responds to emergencies.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Teamwork, flexibility, and reliability are essential for this role.
- Performs landscape maintenance including mowing, edging, trimming, planting, pruning, fertilizing, and weed/pest control
- Maintains and repairs irrigation systems; installs sprinkler heads and timers
- Operates a variety of landscape and grounds maintenance equipment including mowers, trimmers, chainsaws, blowers, and utility vehicles

- Maintains equipment including changing oil, sharpening blades, and making minor repairs
- Applies pesticides and herbicides in accordance with safety protocols and regulatory standards
- Cleans and maintains walkways, parking areas, patios, and entrances
- Removes debris, leaves, litter, and snow from County grounds and walkways
- Safely handles and applies pesticides and other chemicals
- Assists with setup and cleanup for events or special functions
- Assists Building and Maintenance Workers with moving furniture and other facility-related support
- May perform basic custodial tasks such as cleaning restrooms, emptying trash, and restocking supplies as needed
- May be required to work evenings, weekends, holidays
- May be required to respond to emergencies
- Performs other related duties as assigned

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

- High school diploma or equivalent
- Three (3) years of experience in groundskeeping, landscaping, or similar work.

Experience with irrigation systems and landscaping equipment is preferred.

#### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Grounds maintenance techniques and practices
- Safe operation and maintenance of tools and equipment
- Proper use and handling of fertilizers, pesticides, and herbicides
- Basic irrigation system components and repairs

- General cleaning and custodial procedures
- Safe work practices and procedures

### **Ability to:**

- Perform physically demanding work outdoors in varying weather conditions
- Operate and maintain groundskeeping equipment and vehicles
- Perform minor repairs and equipment servicing
- Understand and follow oral and written instructions
- Work independently or as part of a team
- Interact effectively and courteously with coworkers and the public

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental Conditions:**

Assigned work is performed mostly outdoors in a variety of hot, cold, wet, dry, dusty, and windy conditions. Driving is required between work locations with limited transportation alternatives. Appropriate safety gear is required. Occasional contact with others may occur. Use of certain equipment may involve exposure to noise and vibration. Schedule may include nights, weekends, holidays, and emergencies.

### **Physical Demands:**

This is a physically demanding job.

- Constant: Standing, Walking on varied terrain (including uneven ground, slippery surfaces, Handling (holding, light grasping), Bending and twisting at the neck and waist, Reaching above and below the shoulder, Lifting/pushing/pulling/carrying up to 50 pounds, and Visual, auditory, and speech acuity, with memory and recall, for accurate and timely operations and communications, Power grasping, Operating potentially hazardous tools and machinery, Repeated hand movements that require dexterity and hand-eye coordination.
- Frequent: Exposure to extreme temperatures, Exposure to excessive noise, Exposure to vibration from vehicle or tool operations, Exposure to

dust/gas/fumes/chemicals, Squatting/crouching, and  
Lifting/pushing/pulling/carrying 50-100 pounds.

- Occasional: Interacting with others specific to job duties, Climbing steps/stepstools/ladders, Working at heights, Kneeling, Exposure to excessive noise, Exposure to vibration from vehicle or tool operations, Driving, Sitting, and Fine fingering (pinching, picking),
- Infrequent: Computer use (mouse, keyboard), Crawling, and Running.
- Never/Rare: Lifting/pushing/pulling/carrying more than 100 pounds.



# COUNTY OF INYO

## Animal Control Officer I-II

**FLSA STATUS:**      **Non-Exempt**

**DEFINITION:**

To protect the public from rabid, dangerous or potentially diseased animals; to rescue injured and trapped animals; to control the population of unwanted animals; to enforce State and County laws and regulations pertaining to vicious or nuisance animals and the licensing and humane treatment of animals; and to function as a positive and cooperative team member.

**DISTINGUISHING CHARACTERISTICS:**

**Level I -**

This is the entry level class in the Animal Control Officer series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning assigned job tasks. Receives immediate to general supervision from the Supervising Animal Control Officer within the scope of established policies, procedures, and pertinent regulations. May receive technical and/or functional supervision from higher level Animal Control Officers.

**Level II-**

This is the advanced journey level class in the Animal Control Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties and by the nature of the public contact made. Employees allocated to the advanced journey level classification are assigned responsibility for providing all animal control functions for a significant geographic region within the County. In this capacity, employees perform all types of duties including the most difficult and responsible types of duties assigned to classes within this series. Employees in this job class may be assigned periodic or regular responsibility for kennel operations and maintenance. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Incumbents in this series must demonstrate necessary and required competencies to advance to this advanced journey level. Receives general supervision from the Supervising Animal Control Officer within the scope of established policies, guidelines and pertinent regulations. Positions assigned to this job class may establish and/or update appropriate procedures and systems as necessary and subject to management approval. Positions assigned to this job class work independently within designated geographic and/or areas of responsibility. Positions in this job class may provide lead work and/or training to other staff members and/or volunteers as assigned.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

**Level I**

- Patrols a designated geographical area of the County and enforces animal regulations, laws and ordinances.
- Contacts dog owners to locate unlicensed or unvaccinated dogs.
- Receives and investigates complaints and reports from the public and other agencies regarding stray, dangerous, unwanted or improperly controlled animals.
- Tactfully handles complaints to successfully resolve the situation.
- Consults supervisor and/or other Animal Control Officers by radio for advice or assistance in the handling of unusual and/or difficult situations.
- Issues violation notices and court citations according to pertinent laws and ordinances.
- Collects evidence and appears in court as a witness, as necessary.
- Issues warnings, dangerous animal statements and citations.
- Works cooperatively with law enforcement groups when joint action is required.
- Responds to emergency calls concerning animal bites.
- Quarantines potentially rabid animals.
- Observes and examines potentially rabid animals at intervals as directed.
- Instructs the animal owner/general public on proper quarantine procedures.
- Destroys or releases animals from quarantine at the end of a safe time period, as directed.
- Issues citations for violation of the quarantine.
- Traps and captures animals suspected of carrying rabies, transfers to captivity for examination and arranges for rabies testing.
- Prepares laboratory specimens, sends to lab, and follows up on test results as appropriate according to relevant laws, codes, and ordinances.
- Operates and utilizes animal control vans, tranquilizer guns, shotguns, rifles, and other related equipment to control or destroy dangerous and/or injured animals, according to and in compliance with pertinent laws, codes, and ordinances and in a safe manner.
- Acts as a resource to law enforcement agencies, animal owners, and the general public regarding animal control issues, laws and ordinances, kennel operations, and rabies/disease control.
- Participates in conducting immunization clinics on an annual basis.
- Assists in arranging for and setting up multiple clinics.
- May assist veterinarian with vaccinations and animal inspections.
- Administers first aid or minor treatments to animals.
- Picks up and transports sick, injured or dead animals.
- Impounds animals and releases impounded animals to owners.
- May segregate, isolate, euthanize, and dispose of animals according to relevant laws, codes, and ordinances and as directed.



- Prepares food and feeds animals.
- Cleans kennels and related areas.
- May participate in front office and kennel operations as necessary and as directed.
- Assists the public in claiming impounded animals.
- Selects most adoptable animals and assists customers in pet selection.
- Answers questions concerning age, breed, characteristics, care and treatment of animals.
- Explains relevant animal control laws, regulations, procedures and policies in response to inquiries.
- Interacts with the public in a professional and knowledgeable manner to maintain public confidence and safety.
- May speak at schools and to other community groups concerning animal control services.
- Issues dog and kennel licenses.
- Collects and records fees.
- Prepares necessary documentation and routine reports, maintains records and fills out forms concerning animal control activities and transactions.
- May assist with the training of new animal control staff as assigned.
- Operates and performs minor maintenance on all equipment used in the field and the kennels including vehicles, weapons, traps, catch-poles and cages.
- Cleans and disinfects shelter facilities, vehicles, and equipment as necessary.
- Performs related duties as assigned.

## **Level II**

- Performs all the duties of Level I.
- Provides all animal control tasks and activities within an assigned and significant geographic region within the County including the most difficult, sensitive, and complex duties.
- May be responsible for the day to day operations of the Animal Control Shelter as assigned.
- Oversees, monitors and participates in the cleaning and disinfecting all kennels and cages including feed and water dishes.
- Oversees, monitors and participates in the cleaning and disinfecting of quarantine areas.
- Oversees, monitors and participates in the feeding and watering of all animals.
- Maintains records on special feed instructions for animals needing unique care.
- Takes in stray and owner released animals from the public and provides appropriate records.
- In the absence of the Supervising Animal Control Officer, acts as lead to assigned Animal Control Officers, shelter staff and/or volunteers by assisting in the assignment and review of work and cases.
- Participates in training of field and kennel staff and volunteers in a variety of functions including training and overseeing euthanasia processes and chemical restraint procedures to ensure the safe and humane delivery of mandated services.
- Conducts presentations and informational talks at schools and other community organizations and events to educate the public regarding the proper care of animals, the services provided by the County's Animal Control Division.

- Performs a variety of community outreach activities to promote the adoption of shelter animals.
- Assists the Supervising Animal Control Officer with documentation, analyses, and reporting of animal impound and deposition statistics as assigned and upon request.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

#### **Level I**

- High school graduate or equivalent.

Experience in the care and handling of domestic, farm and/or ranch animals is desirable.

#### **Level II**

- High school graduate or equivalent.
- Must possess at least two (2) years of progressively responsible and successful work experience performing duties similar to an Animal Control Officer in the County of Inyo.

### **Licenses, Certificates, and Special Requirements:**

#### **Level I**

- Must obtain a valid State of California Humane Officer certification and a euthanasia procedures certificate within the first year of employment.
- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.
- Must successfully complete a pre-employment background investigation.
- Must successfully complete pre-employment fingerprint scan.

#### **Level II (In addition to those listed in Level I)**

- Must have successfully completed a euthanasia procedures certificate and all levels of State Humane Association Academy.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Basic feeding and care of domestic animals.
- Pertinent state and County laws, codes, and ordinances relating to animal control, treatment, impounding and licensing.
- Standard and accepted methods and techniques involved in nutritional feeding and safe caring for impounded animals.
- Basic investigative procedures and processes.
- Symptoms of common animal diseases.

- Common breeds of domestic animals and appropriate practices for their care, handling and feeding.
- English usage, spelling, grammar, and punctuation.
- Basic principles and practices of positive customer service.
- Basic office methods and equipment including filing and computer systems.
- Basic mathematical calculations.
- Basic computer software and keyboarding.

**Skill/Ability to:**

- On a continuous basis, know and understand all aspects of animal control operations.
- Intermittently analyze work papers, reports and special projects.
- Continuously observe for animal violations.
- Problem solve field situations, and clearly explain animal control related procedures, regulations, and laws to public.
- Learn to care for and control both domestic and wild animals in a safe manner, including livestock, so as to avoid injury to persons and animals.
- Learn the provisions of state and County laws, codes, and ordinances relating to animal control and licensing.
- Recognize symptoms of rabies and other animal diseases.
- Learn the techniques involved in restraining and isolating animals suspected of having bitten individuals or of having rabies.
- Know the standard and accepted methods and techniques involved in nutritional feeding and safe caring for impounded animals.
- Qualify with department-issued firearms and safely and accurately operate assigned firearms.
- Read and comprehend the laws and regulations pertaining to animal control.
- Understand and carry out both oral and written instructions.
- Read maps in an effective and timely manner.
- Work effectively in stressful situations, exercise good judgment, and make sound decisions under a variety of conditions.
- Effectively perform duties as required by law including disposal of carcasses and euthanasia.
- Obtain information through interview and interrogation.
- Deal fairly and courteously with the public.
- Communicate clearly, tactfully, and concisely, both orally and in writing.
- Prepare and maintain accurate records and forms.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Use personal computer and office equipment necessary for successful job performance.
- Perform routine mathematical calculations to include addition, subtraction, multiplication, and division.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.

- Establish and maintain effective working relationships with those contacted in the performance of required duties.

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental Conditions:**

- Assigned work is performed in a mixture of indoor (for example, desk and shelter activities) and outdoor (for example, travel and field investigations) environments with frequent to constant contact one-on-one with animals and with people face-to-face and by electronic means. Expect periodic and excessive noise from animals and exposure to extreme temperatures and blowing dust, especially while walking dogs, treating animals in the shelter, and conducting field investigations. Reactions of wild, angry, and/or scared animals can be unpredictable. Personal protective equipment is required. Driving and manipulating small and large animals into and out of vehicles are required with limited transportation and lifting alternatives. Work may be assigned during business hours, on standby or on-call, and on weekends and holidays.

### **Physical Demands:**

Frequency does not imply essentiality.

- Constant: Interacting clearly and calmly with animals and people (occasionally in distress), Handling (holding, light grasping), Lifting/pushing/pulling/carrying up to 10 pounds, Memory and recall for the accurate and timely transfer of data/information, and Visual, auditory, and speech acuity for written and spoken communications
- Frequent: Sitting, Standing, Walking, Reaching below the shoulder, Computer use (mouse, keyboard), Exposure to excessive noise, Lifting/pushing/pulling/carrying 11-50 pounds, Fine fingering (pinching, picking)
- Occasional: Driving, Power grasping, Bending and twisting at the neck and waist, Reaching above the shoulder, Kneeling, Squatting, Climbing stairs, Walking on uneven and varied terrain, Repeated hand movements that require dexterity and hand-eye coordination, Climbing step stools/ladders, Lifting/pushing/pulling/carrying 51-100 pounds (animals), Exposure to extreme temperature, Exposure to chemicals (bleach)
- Infrequent: Crawling, Climbing rocks during animal searches and hunts, Exposure to blowing dust, Exposure to and administration of animal pharmaceuticals, Exposure to vibration from vehicle operations, Lifting/pushing/pulling/carrying more than 100 pounds (animals, with assistance), Running
- Never/Rare: Operating hazardous machinery, Working at heights



# COUNTY OF INYO

## Animal Services Manager

**FLSA STATUS:**      **Non-Exempt**

**DEFINITION:**

To plan, organize, supervise, evaluate, the Inyo County Animal Shelter and the work of the Animal Services personnel engaged in carrying out the Animal Services program; and to perform related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The Animal Services Supervisor will be responsible for the supervision of all the specific programs that are the county's responsibilities as it pertains to animal and public health in Inyo County. The Animal Services Manager will also be responsible for maintaining the health and welfare of all animals impounded at the Inyo County Animal Shelter on a daily basis. The Animal Services Manager will report directly to the Sheriff of Inyo County, or designee.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Plans, organizes, supervises and evaluates the work of all Animal Control Officers/Personnel assigned to the shelter and field activities within the county.
- Reviews the work of Animal Control Officers through reports, citations and field activity, writes citations and reports.
- Make schedules and assignments, and changes when needed.
- Consults with Animal Control Officers/Personnel on problems and progress.
- Develops and recommends ordinances or policies to meet federal, state, and local laws and regulations.
- Review and approve timesheets
- Prepares and submits program budget, supervises expenditures, balances monies to receipts
- Assists with emergency operations planning and procedures that pertain to the emergency evacuation and sheltering of animals in disasters.
- Engages with the public to provide information, education, and assistance regarding animal services programs, policies, and regulations.
- Explains rabies control ordinances, policies and procedures to the public for awareness of rabies control, and other animal health related subjects.

- Oversee hearings concerning complaints and violations.
- Reviews and evaluates cases for submission to the District Attorney's Office
- Prepares and conducts staff and public training programs.
- Develop and implement policies and procedures to improve animal services and ensure compliance with regulations.
- Provides technical assistance and backup to staff as needed.
- Coordinates with state and local animal health agencies.
- Inspects the division's uniforms, equipment, facilities and vehicles.
- Oversee and maintain a healthy clean atmosphere at the animal shelter.
- Uses chemical cleaning agent.
- Issues dog and kennel license, collects and records fees and fines.
- Impound and releases animals.
- Assists with euthanasia duties as necessary.
- Dispose of animals in the prescribed manner.
- Maintains supplies.
- Posts signs, participates in rabies vaccination clinics.
- Issues pamphlets and flyers for public notice.
- Maintain up-to-date records.
- Works weekends, holidays and "On-Call" as scheduled.
- Works with volunteers, oversee the Animal Services volunteer/fostering program.
- Assist with vaccine clinic, adoption events, and social media platforms
- May be required to attend various meetings and conferences.
- May be required to attend media functions to promote the Inyo County Animal Shelter.
- Conduct investigations for the criminal prosecution of animal crimes, complete and serve search warrants as needed.
- Other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

- High school graduate or equivalent.
- Three (3) years as a full time Animal Services Officer, and/or Animal Shelter Manager, or equivalent.

#### **Licenses, Certificates, and Special Requirements:**

- Current 832 P.C. and completion of California State Humane Officer Academy (certificate).

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Federal, state, and County laws, statutes, and ordinances related to the control, protection, licensing, impounding, and disposal of animals.
- Administration techniques and procedures of rabies control programs, and other common animal disease, legal liabilities and responsibilities of the division's staff, basic mathematics, data processing, public relations and interpersonal communications techniques.
- General animal anatomy, physiology, and humane handling techniques.
- Methods and techniques of supervisor.
- Principles and techniques of organization and management.
- Familiar with affiliated agencies and their functions, legal liabilities.
- Animal capture and restraint techniques.
- Laws, procedures, and reporting requirements for rabies control.
- Public health functions in a rabies endemic area.
- General safety practices and requirements.
- Emergency first aid techniques.

**Skill/Ability to:**

- Qualify with department-issued firearms and safely and accurately operate assigned firearms.
- Successfully complete departmental training and carry department issued impact weapon, and Taser.
- Plan, organize, direct and evaluate the work of others.
- Analyze situations accurately and take appropriate action.
- Prepare clear, concise, and accurate reports.
- Organize and interpret data pertinent to workload management.
- Work cooperatively with those contacted in the course of work.
- Interpret and apply laws, regulations, ordinances, and policies regarding the control, protection, licensing, quarantine, impounding, care and disposal of animals.
- Learn crime scene preservation and evidence handling techniques.
- Present evidence and testify in court cases.
- Effectively represent the division's programs with the public and the media.
- Schedule, assign, evaluate and train subordinates.
- Propose progressive public and animal health programs.
- Safely handle animals to avoid injury to persons or animals.
- Administer emergency first aid.
- Recognize normal and abnormal animal behavior.
- Tolerate animal noises, odors, and behavior.
- Exercise patience, care and compassion in dealing with animals.
- Recognize symptoms of rabies and other animal diseases.
- Perform duties in a manner ensuring a safe working environment for self and others.
- Understand and carry out oral and written instructions.

- Express ideas clearly, orally and in writing.
- Maintain records, logs, statistics and filing systems.
- Meet deadlines.
- Establish and maintain effective working relationships.
- Exercise tact, self-restraint, good judgment, courtesy, firmness, impartially, and persuasion while discharging assigned duties.
- Function appropriately under stressful and/or confrontational situations.
- Interact with persons at all organizational levels.
- Provide clear and satisfactory explanations to questions.
- Identify and define problems and possible solutions.
- Maintain confidentiality with those contacted in the course of work.

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental Conditions:**

- Assigned work is performed in a mixture of indoor (for example, desk and shelter activities) and outdoor (for example, travel and field investigations) environments with frequent to constant contact one-on-one with animals and with people face-to-face and by electronic means. Expect periodic and excessive noise from animals and exposure to extreme temperatures and blowing dust, especially while walking dogs, treating animals in the shelter, and conducting field investigations. Reactions of wild, angry, and/or scared animals can be unpredictable. Personal protective equipment is required. Driving and manipulating small and large animals into and out of vehicles are required with limited transportation and lifting alternatives. Work may be assigned during business hours, on standby or on-call, and on weekends and holidays.

### **Physical Demands:**

Frequency does not imply essentiality.

- Constant: Interacting clearly and calmly with animals and people (occasionally in distress), Handling (holding, light grasping), Lifting/pushing/pulling/carrying up to 10 pounds, Memory and recall for the accurate and timely transfer of data/information, and Visual, auditory, and speech acuity for written and spoken communications
- Frequent: Sitting, Standing, Walking, Reaching below the shoulder, Computer use (mouse, keyboard), Exposure to excessive noise, Lifting/pushing/pulling/carrying 11-50 pounds, Fine fingering (pinching, picking)
- Occasional: Driving, Power grasping, Bending and twisting at the neck and waist, Reaching above the shoulder, Kneeling, Squatting, Climbing stairs, Walking on uneven and varied terrain, Repeated hand movements that require dexterity and hand-eye



coordination, Climbing step stools/ladders, Lifting/pushing/pulling/carrying 51-100 pounds (animals), Exposure to extreme temperature, Exposure to chemicals (bleach)

- Infrequent: Crawling, Climbing rocks during animal searches and hunts, Exposure to blowing dust, Exposure to and administration of animal pharmaceuticals, Exposure to vibration from vehicle operations, Lifting/pushing/pulling/carrying more than 100 pounds (animals, with assistance), Running
- Never/Rare: Operating hazardous machinery, Working at heights



## COUNTY OF INYO

### Regulation Analyst – Law Enforcement

**FLSA STATUS:** Non-Exempt

**DEFINITION:**

Under limited direction, the Regulation Analyst plans, organizes, assigns, and supervises the work of staff engaged in high-level administrative and operational functions within the Sheriff's Office. This role encompasses budget development, financial reporting, grants, contracts, purchasing, and compliance. The Regulation Analyst is responsible for scheduling, coordinating projects, and ensuring work is completed efficiently and to established quality standards. Additionally, the role involves planning, coordinating, and supervising the implementation of department policies and procedures to enhance efficiency and compliance. The Regulation Analyst performs related duties as assigned, ensuring the smooth operation of the Sheriff's Office.

**DISTINGUISHING CHARACTERISTICS:**

The Regulation Analyst is a crucial support role for senior leadership, managing high-level administrative and operational functions. This position demands strong analytical skills, proactive problem-solving, and meticulous attention to detail. The Regulation Analyst reports directly to the Sheriff and provides executive support in a one-on-one working relationship. The role also involves liaising with the Board of Supervisors and senior management teams. Excellent organizational skills, discretion, and the ability to manage sensitive information in a fast-paced environment are essential. The Regulation Analyst ensures smooth day-to-day operations by handling communications, scheduling, records management, and other executive-level tasks.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Oversees large and small projects directly at the request of the Sheriff.
- Evaluates and reviews contracts and agreements beyond routine monitoring.
- Leads strategic policy discussions and procedural adjustments within department operations.
- Provides specialized oversight for offender registration and Livescan fingerprinting services.
- Implements best practices for financial processes and continuous improvement initiatives.
- Performs a wide variety of complex, responsible, and confidential secretarial and administrative support duties for the Sheriff and Undersheriff.
- Prepares, reviews, and monitors budgets; coordinates data collection; assists in the preparation of final budget presentation with justifications; coordinates and participates in the ongoing

budget monitoring process, informing the Sheriff of budget status and adjusts as necessary and as assigned.

- Performs designated administrative budget services, which may include contract/grant monitoring, and/or office management; maintains data, records, and documentation on manual and electronic information systems; conducts a variety of administrative, productivity, and efficiency studies related to budget process, performance audits, management reviews, and administrative analyses of operational systems and procedures.
- Assists the Sheriff with the development of administrative policies and procedures related to area(s) of responsibility, and conducts research and analyses on a variety of issues and topics.
- Monitors, researches, reviews, and analyzes existing and new legislation and examines its effect on the Sheriff's Office operations; makes recommendations and provides alternatives consistent with legislative guidelines and requirements.
- Assists and maintains department fiscal operations; tracks and monitors expenditures and revenues, approves payments, verifies payroll data, and produces financial reports.
- Participates in the administration and monitoring of contracts; verifies payments and ensures appropriate approvals are documented; monitors fiscal obligations of assigned contracts and escalates issues to appropriate resources.
- Prepares a wide variety of correspondence, reports, legal documents, agreements, financial spreadsheets, charts, graphs, public relations/media distributions, and possible county Board of Supervisor presentations; responds to questionnaires, audits and surveys; establishes and maintains documentation and records as appropriate.
- Independently responds to letters and general correspondence of a routine nature and prepares more sensitive correspondence from notes and general direction, as appropriate.
- Proofreads written documents originating from the Sheriff's Office for grammatical and technical accuracy.
- Plans, prioritizes, assigns, supervises, evaluates, and reviews the work of assigned clerical and/or technical staff; provides and/or coordinates administrative and clerical staff training; provides recommendations on hiring and other personnel actions as necessary and upon request.
- Conducts research and prepares correspondence, reports, and studies related to assigned administrative functions as necessary and upon request.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary.
- Performs a variety of administrative tasks to support the Sheriff's Office operations and/or programs; verifies and prepares requisitions, payment authorizations, and prepares necessary payment requests.
- Screens the Sheriff's calls, visitors, and mail; responds to requests for information; identifies which matters require personal attention by the Sheriff or Undersheriff, interprets and explains County policies, rules, and regulations in response to inquiries; refers inquiries to appropriate resources as necessary.
- Coordinates and makes travel arrangements for the Sheriff, Undersheriff, or other personnel as assigned. Maintains appointment schedules and calendars; tracks due dates and follows up as necessary; arranges meetings and conferences.

- May be assigned as emergency staff at other locations within the county to assist in disasters, major emergencies, or large-scale planned events.
- Represents the Sheriff's Office to the public, as well as other County departments, employees, and managers, and at designated meetings, workshops, and/or task forces as necessary, in a positive and productive manner; serves as a positive and effective team member.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

#### **PATH 1**

- High school graduation or equivalent
- Six (6) years of responsible general clerical work experience including administrative and fiscal duties with three (3) of those years within governmental operation.

Associate's degree in Business Administration, Criminal Justice, or related field is preferred.

#### **PATH 2**

- 4-Year college degree in Business Administration, Criminal Justice, or related field
- Two (2) years of responsible general clerical work experience including administrative and fiscal duties within governmental operations.

### **Licenses, Certificates, and Special Requirements:**

- Must successfully pass fingerprint screening.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform assigned duties.*

### **Knowledge of:**

- Standard and accepted principles and methods of public and business administration with special reference to organization, fiscal budget, staffing, and recordkeeping.
- Standard and accepted principles of government budget process and financial reporting tools.
- Standard and accepted uses and applications of statistics, including calculation of mean and median.
- Standard and accepted research techniques, including the use of surveys and questionnaires.
- Basic principles and techniques of administrative analysis, including workload measurement, workflow and layout, work simplification and systems and procedure analysis.
- Basic principles and practices of County-wide operations organization.
- Relevant computerized systems and software, including word processing, spreadsheet, presentation, and database applications.

- Basic principles and practices of public finance, budgeting, and fiscal control, as well as supervision, training, and performance management.
- Standard and accepted office practices, procedures, and equipment.

### **Skills/Ability to:**

- Organize and coordinate an administrative services program within the Sheriff's Office.
- On a continuous basis, read, analyze, evaluate, and summarize written materials and statistical data, including reports, financial reports, and budgets.
- Determine effective methods of research, compile data, and present it in a form most likely to enhance understanding.
- Interpret and evaluate staff reports; know pertinent laws, regulations, and codes.
- Observe performance and evaluate staff; problem-solve issues related to assigned functions.
- Remember various rules and interpret policy; administer policies, guidelines, and procedures effectively.
- Perform complex mathematical and statistical calculations accurately.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Communicate clearly and concisely in both oral and written forms.
- Gain cooperation through discussion and persuasion; interpret and apply administrative and departmental policies, procedures, and regulations.
- Operate and utilize a variety of office equipment, including computer hardware and software as assigned.
- Plan, organize, and schedule priorities for self and others in an effective and timely manner.
- Compile and maintain complex and extensive records and prepare routine reports.

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental Conditions:**

- Most assigned work is performed in an indoor office environment with frequent contact with people face-to-face and by various electronic means. Expect minimum noise from people and office machines. Driving is required occasionally to run errands and infrequently to support emergency operations.

### **Physical Demands:**

Frequency does not imply essentiality.

- Constant: Sitting, Computer use (mouse, keyboard), Lifting/pushing/pulling/carrying up to 10 pounds, Reaching below the shoulder, Repeated hand movements that require dexterity and

hand-eye coordination, and Visual, auditory, and speech acuity for written, electronically displayed, and spoken communications.

- Frequent: Bending and twisting of the neck, Handling (holding, light grasping), Interacting / communicating with others specific to job duties, Memory and recall for the accurate and timely transfer of data/information, Operating office machines.
- Occasional: Bending and twisting at the waist, Driving, Standing, Walking
- Infrequent: Climbing stairs/stepstools/ladders, Exposure to extreme temperature, Fine fingering (pinching, picking), Kneeling, Lifting/pushing/pulling/carrying 11-25 pounds, Reaching above the shoulder, Squatting
- Never/Rare: Crawling, Exposure to dust/gas/fumes/chemicals, Exposure to excessive noise, Exposure to vibration from vehicle or tool operations, Lifting/pushing/pulling/carrying more than 25 pounds, Operating hazardous machinery, Power grasping, Running, Walking on uneven ground, Working at heights



# COUNTY OF INYO

## Building & Maintenance Superintendent

**FLSA STATUS:**        **Non-Exempt**

**DEFINITION:**

Under limited direction, plans, organizes, and supervises the maintenance and repair of County buildings, grounds, water systems, and related equipment, and oversees the operation of custodial, groundskeeping, and building maintenance services. Directs skilled trades, custodial, and groundskeeping staff to ensure facilities are safe, functional, clean, and compliant with applicable codes and standards. Coordinates preventive maintenance, repair projects, and contracted services; monitors work for efficiency, cost-effectiveness, and quality; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is a supervisory classification responsible for directing and coordinating the daily activities of multiple work units, including building maintenance, groundskeeping, and custodial operations. Incumbents exercise independent judgment in assigning and reviewing work, inspecting facilities, and ensuring proper use of materials, equipment, and safety practices. The classification is distinguished from journey-level trade and custodial positions by its emphasis on administrative and supervisory functions such as staff training, performance evaluation, budget input, procurement, and oversight of contracted services.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Plans, organizes, assigns, supervises, and evaluates the work of staff engaged in the maintenance, repair, and operation of County buildings, grounds, and custodial services.
- Ensures appropriate personal protective equipment is worn and used correctly by division staff
- Oversees the countywide work order system, including receiving, prioritizing, assigning, and tracking maintenance and custodial requests to ensure timely and effective completion.
- Analyzes workload demands and resources; distributes duties to staff in a manner that ensures efficient use of personnel and equipment across all County facilities.
- Coordinates preventive maintenance programs for building systems, equipment, and grounds; ensures compliance with safety, health, and building code regulations.

- Inspects facilities, grounds, and completed work for quality, safety, and adherence to established standards.
- Provides technical guidance and assistance to staff in resolving complex maintenance, custodial or groundskeeping issues.
- Develops and maintains schedules, records, and reports related to maintenance, custodial and groundskeeper activities, staffing, materials, equipment usage, and inventory of supplies and equipment.
- Participates in the selection, training, evaluation, and discipline of assigned staff; promotes safe work practices and enforces departmental policies and procedures.
- Prepares cost estimates, requisitions, and budgetary input for labor, materials, supplies, and contracted services.
- Coordinates with other departments, contractors, and vendors to plan, schedule, and monitor contracted maintenance and custodial services.
- Responds or ensures response to emergency repair situations and allocates resources accordingly to minimize service disruptions.
- Ensures construction, alteration, and repair of building structures and furnishings, including cabinets, partitions, counters, doors, window frames, fences, shelving, office furniture, and fixtures; oversees or performs general building maintenance and repairs.
- Ensures installation, maintenance, and repair of water and plumbing systems and equipment, including water piping, sewer mains, sewage pumps, pipes, valves, fittings, fixtures, flush valves, and waste piping.
- Ensures inspection, testing, maintenance, and repair of ventilating, refrigeration, and electrical systems; oversees or performs troubleshooting of defective parts, wiring, motors, and control systems; ensures replacement or adjustment of components and routine cleaning, oiling, and filter changes.
- Responds to and supports County Water Systems failures, leaks, and public hazards.
- Coordinates with Road and other departments for road closures for maintenance or repair.
- Performs inspections, provides technical support, and acts as a liaison between contractors and Engineer staff on all County Deferred Maintenance and Capital Improvement projects.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

- High school graduate or equivalent.
- Five (5) years of full-time, journey-level experience in at least two skilled trades related to building construction, repair, or maintenance, which may include carpentry, electrical, plumbing, HVAC, painting, or related disciplines. At least three (3) years of the required experience shall have been in a supervisory capacity or in a position equivalent to Inyo County Building and Maintenance Worker III.

### **Licenses, Certificates, and Special Requirements:**



- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.
- Must successfully pass fingerprint screening.
- Must be willing and able to work on-call and/or overtime.
- Required to wear safety shoes and other personal protective equipment as appropriate for each task.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Materials, methods, tools, and safety practices of carpentry and plumbing, as well as two of the following trades:
  - Painting
  - Electrical
  - Roofing
  - HVAC
  - Hazardous materials and safe work practices

**Skill/Ability to:**

- Plan, organize, schedule, train, and supervise the work of Building and Maintenance staff.
- Perform journey level work in plumbing, electrical, mechanical, painting, or carpentry.
- Estimate materials and time required for jobs.
- Read blueprints and work from plans, drawings, sketches, and specifications.
- Work cooperatively with coworkers and others contacted in the course of work by fostering respectful and effective communication.

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

**Environmental Conditions:**

Assigned work is performed indoors and outdoors in a variety of hot, cold, wet, dry, dusty, and windy conditions. Driving is required between work locations with limited transportation alternatives. Appropriate safety gear is required. Constant contact with others will occur. Use of certain equipment may involve exposure to noise and vibration. Schedule may include nights, weekends, holidays, and emergencies.

**Physical Demands:**

Frequency does not imply essentiality.

- Constant: Standing and walking on varied terrain (including uneven ground, slippery surfaces, handling (holding, light grasping), bending and twisting at the neck and waist, reaching above and below the shoulder, lifting/pushing/pulling/carrying up to 25 pounds, power grasping, and visual/auditory/speech acuity, with memory and recall, for accurate and timely operations and communications.
- Frequent: exposure to dust/gas/fumes/chemicals, squatting/crouching, lifting/pushing/pulling/carrying 26-50 pounds, operating potentially hazardous tools and machinery, repeated hand movements that require dexterity and hand-eye coordination, and sitting to drive.
- Occasional: Exposure to extreme temperatures and noise, exposure to vibration from vehicle or tool operations, interacting with others specific to job duties, climbing steps/stepstools/ladders, working at heights, kneeling, fine fingering (pinching, picking), and lifting/pushing/pulling/carrying more than 50 pounds.
- Infrequent: Computer use (mouse, keyboard).
- Never/Rare: Crawling and running.



# COUNTY OF INYO

## Compliance & Project Manager

**FLSA STATUS:** Non-Exempt

**DEFINITION:**

Under general direction of the Department Head, Assistant Director, or Deputy Director, the Compliance & Project Manager plans, organizes, coordinates, and supervises compliance and project management activities within the Public Works Department, with an emphasis on waste management, water, wastewater, infrastructure, and recycling programs. Ensures adherence to all applicable environmental laws, regulations, and County policies; administers solid waste, landfill, and related public works programs; manages contracts, permits, and grants; and oversees regulatory monitoring and reporting for Public Works facilities. Coordinates with regulatory agencies, other County departments, contractors, and the public to achieve program goals and ensure efficient, environmentally responsible service delivery.

**DISTINGUISHING CHARACTERISTICS:**

This classification represents a supervisory and professional role responsible for managing multiple regulatory compliance programs and projects within Public Works. The position requires interpretation of complex environmental regulations applicable to Public Works infrastructure and services, including landfills and water/wastewater systems. Incumbents supervise professional and technical staff, oversee budgets and contracts, and coordinate countywide initiatives. The role is distinguished from technical or operational positions by its broad programmatic and compliance management responsibilities and frequent interaction with regulatory agencies and external partners.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Plans, organizes, coordinates, and supervises County Public Works programs, including but not limited to waste management, water, wastewater, infrastructure, and recycling.
- Interprets and ensures compliance with all applicable laws, regulations, County policies, and safety standards.
- Administers solid waste and landfill-related permits, contracts, agreements, and compliance programs.

- Oversees regulatory monitoring for methane gas, groundwater, leachate, and air quality at Public Works facilities.
- Prepares and submits technical reports and documentation to regulatory agencies and other stakeholders.
- Develops and monitors operating budgets and program-specific financial performance.
- Coordinates grant applications, administration, and reporting activities.
- Assists with development and implementation of County codes, policies, and regulations related to Public Works functions.
- Conducts site visits, inspections, and compliance checks across multiple programs, and wears personal protective equipment as required.
- Supervises and evaluates the work of subordinate staff and contractors; ensures staff complete and stay current on required safety training; provides training and guidance.
- Develops public education materials and delivers presentations to community groups, regulatory bodies and other stakeholders.
- Collaborates with other departments, agencies, and community organizations to achieve program goals.
- Supports engineering design and project implementation.
- Leads initiatives to reduce waste, improve recycling participation, and enhance service efficiency.
- Responds to emergency situations as needed to ensure regulatory compliance and public safety.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

- Graduation from an accredited college or university with a Bachelor's degree in public administration, civil/environmental engineering, environmental science, or a closely related field.
- At least three (3) years of progressively responsible professional experience in environmental compliance, public works, or infrastructure program/project management.

Substitution: Additional qualifying experience may be substituted for education on a year-for-year basis.

Experience in California solid waste and environmental health regulation compliance is preferred.

#### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.
- May require occasional field work in remote areas under variable weather conditions.

### **Knowledge of:**

- Federal, state, and local laws and regulations related to environmental compliance, solid waste, water and wastewater management, and public works operations.
- Principles and practices of public administration, project management, budgeting, grant administration, and contract management.
- Environmental monitoring principles and best practices.
- Operations of engineering, water, wastewater, landfill, and recycling systems.
- Supervisory methods and personnel management principles.
- Public outreach and education techniques.

### **Skills/Ability to:**

- Interpret and apply complex regulatory frameworks and County policies.
- Plan, organize, and coordinate public works programs and regulatory compliance activities.
- Administer budgets, contracts, and grants effectively.
- Prepare clear and comprehensive technical reports, correspondence, and presentations.
- Supervise, train, and evaluate professional and technical staff and contractors.
- Establish and maintain effective working relationships with regulatory agencies, community groups, other departments, and the public.
- Operate standard office computer software and databases.

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental Conditions:**

- Assigned work is performed indoors and outdoors in a variety of hot, cold, wet, dry, dusty, and windy conditions. Driving is required between work locations with limited transportation alternatives. Appropriate safety gear is required in the field. Expect frequent contact with others, and exposure to noise and vibration from machinery/equipment operation.

**Physical Demands:** Frequency does not imply essentiality.

- Constant: Sitting, computer use (mouse, keyboard), lifting/pushing/pulling/carrying up to 10 pounds, interacting with others specific to job duties, reaching above and below the shoulder, and visual/auditory/speech acuity, with memory and recall, for accurate and timely operations and communications.
- Frequent: Standing and walking on varied terrain (including uneven ground and slippery surfaces), bending and twisting at the neck and waist, handling (holding, light grasping), lifting/pushing/pulling/carrying 11-25 pounds, and repeated hand movements that require dexterity and hand-eye coordination.
- Occasional: Climbing steps/stepstools/ladders, driving, exposure to dust/gas/fumes/chemicals, exposure to extreme temperatures and noise, exposure to vibration from vehicle or tool operations, lifting/pushing/pulling/carrying 26-50 pounds, operating potentially hazardous tools and machinery, kneeling, squatting/crouching, power grasping, and working at heights.
- Infrequent: crawling, fine fingering (pinching, picking).
- Never/Rare: Running and lifting/pushing/pulling/carrying more than 50 pounds.



# COUNTY OF INYO

## Civil Process Analyst

**FLSA STATUS:** Non-Exempt

**DEFINITION:**

Under the direction of the Sheriff, the Civil Process Analyst is responsible for administering civil process procedures and ensuring compliance with applicable laws and regulations. The position manages a variety of legal documents—including garnishments, levies, liens, and subpoenas—by reviewing them for accuracy, executing proper service, and maintaining precise documentation. This role requires frequent interaction with courts, attorneys, government agencies, and members of the public, while upholding the highest standards of professionalism, confidentiality, and integrity.

**DISTINGUISHING CHARACTERISTICS:**

The Civil Process Analyst is a specialized, non-sworn position within the Sheriff's Office that focuses on administering and executing civil process procedures in strict compliance with applicable laws and regulations. Unlike general clerical or administrative staff, this role requires independent judgment, legal accuracy, and frequent interaction with courts, attorneys, and the public in sensitive or adversarial situations. The position is distinguished by its responsibility for managing legal documents such as garnishments, levies, liens, and subpoenas, maintaining detailed financial and procedural records, and ensuring confidentiality and professionalism in all civil enforcement activities.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Administer and process civil documents in compliance with state and federal law.
- Assists in sales of real and personal property, including conducting auctions.
- Assists in carrying out evictions, till taps, bank levies, and the personal service of civil documents.
- Maintain accurate accounting records of civil fees, trust accounts, and disbursements.
- Disburse collected civil funds in accordance with applicable statutes.
- Research, interpret, and apply changes in civil laws and procedures.
- Draft and submit timely responses to courts, creditors, tax authorities, and other third parties.
- Communicate professionally with attorneys, court officials, government representatives, and the public.
- Maintain detailed records of actions taken and supporting documentation for escalations.
- Provide counter service and answer public inquiries via phone or in person.

- Handle adversarial or challenging situations effectively and with professionalism.
- Maintain strict confidentiality of sensitive information and records.
- Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

- High school graduate or equivalent.
- Three (3) years of increasingly responsible general clerical experience in an office setting

### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Governmental accounting fundamentals.
- Modern office practices, forms, and equipment.
- Basic computer technology and software applications.

### **Skills/Ability to:**

- Exercise independent judgment with accuracy and efficiency.
- Comprehend civil division practices, procedures, laws, and regulations.
- Research civil, penal, and related codes.
- Interpret and apply legal codes, policies, and procedures.
- Maintain confidentiality and manage sensitive information appropriately.
- Establish and maintain cooperative, professional working relationships.
- Effectively resolve conflicts and interact with individuals in difficult or adversarial situations.
- Communicate clearly and accurately in both written and spoken English.

## **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental Conditions:**

- Most assigned work is performed in an indoor office environment with continuous contact with people face-to-face and by various electronic means. Position may require dealing with sensitive, high-stress, or adversarial situations. Must maintain strict confidentiality and adhere to



professional standards of conduct. Expect minimum noise from people and office machines while in the office and varied conditions while in the field. Driving is required.

### **Physical Demands:**

Frequency does not imply essentiality.

- Constant: Mix of sitting/standing/walking, reading and interpreting, computer use (mouse, keyboard, mobile, etc.), lifting/pushing/pulling/carrying up to 10 pounds, reaching below the shoulder, and handling (holding, light grasping). Also, interacting / communicating face-to-face and by electronic means with tact and diplomacy using visual/auditory/speech acuity, with memory and recall, for accurate, timely, and courteous operations/communications/transfer of information in a variety of environments.
- Frequent: Bending and twisting of the neck, repeated hand movements that require dexterity and hand-eye coordination,
- Occasional: bending and twisting at the waist, driving, operating office machines, and lifting/pushing/pulling/carrying 11-25 pounds.
- Infrequent: Climbing stairs, reaching above the shoulder, squatting, exposure to extreme temperature, and walking/standing on uneven and slippery surfaces.
- Never/Rare: Crawling, fine fingering (pinching, picking), exposure to dust/gas/fumes/chemicals, exposure to excessive noise or vibration, kneeling, lifting/pushing/pulling/carrying more than 25 pounds, operating hazardous machinery, power grasping, climbing ladders, working at heights, and running.



# COUNTY OF INYO

## Field Assistant (Seasonal) – Salt Cedar (Water Department)

**FLSA STATUS:** Non-Exempt

**DEFINITION:**

Under general supervision, performs seasonal (October through March – up to 40 hrs./week) fieldwork to support saltcedar (*Tamarix ramosissima*) eradication and monitoring efforts in the Owens Valley. This position is temporary in nature, working a fixed term during the fall–spring season, and is not eligible for County benefits. Incumbents perform manual and chemical vegetation removal, operate specialized tools and equipment, and assist with field data collection and site monitoring in support of water department environmental management programs.

**DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished by its seasonal, project-based assignment and emphasis on fieldwork performed in remote outdoor environments. Work is completed under general supervision, requiring the ability to organize and carry out daily tasks with minimal direction. Unlike permanent classifications, this position does not include year-round responsibilities or County benefit eligibility. The role is physically demanding, requiring frequent hiking in rugged terrain, use of power and hand tools, and adherence to safety protocols while working in varying and adverse weather conditions.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Identifying and removing saltcedar (*Tamarix ramosissima*)
- Operating a chain saw, brush cutter, other hand tools, and herbicide sprayers with other employees
- Driving a four-wheel-drive vehicle and walking into remote areas to cut and spray salt cedar shrubs
- Monitoring previous work locations throughout the valley
- Other related duties as assigned

**MINIMUM QUALIFICATIONS:**

**Education/Experience:**

- A high school graduate or equivalent

- At least one year of experience working in a similar position

15 units of college coursework in a related field can be substituted for required experience.

### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.
- Required to wear safety gear (helmet, coveralls, eye protection, shoes)

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Principles of power and hand tool safety and use
- Principles of science, ecology, and the environment
- Principles of data collection and basic mathematics
- Geography of the Owens Valley
- Basic first aid

### **Skills/Ability to:**

- Organize and carry out daily activities with minimal supervision
- Operate and maintain power and hand tools
- Operate a camera
- Read maps and aerial photographs
- Keep accurate logs and records
- Identify plants
- Work well independently and with others
- Work flexible hours
- Work outdoors all day, often in adverse conditions including extreme temperatures, sun, wind, water, and insects
- Walk up to five miles a day over difficult and remote terrain while carrying up to 50 pounds
- Perform routine maintenance on vehicles and equipment
- Maintain a safe working environment

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

**Environmental Conditions:**

- Assigned work is performed outdoors in a variety of often adverse conditions, including hot, cold, wet, dry, dusty, and windy conditions, in remote terrain. Driving, including off road operations, is required between work locations with limited transportation alternatives. Appropriate safety gear is required. Expect frequent contact with people, plants, insects, odors, and fumes, as well as exposure to noise and vibration from machinery/equipment operation.

**Physical Demands:**

Frequency does not imply essentiality.

- Constant: Handling (holding, light grasping), bending and twisting at the neck and waist, reaching above and below the shoulder, sitting to drive/operate equipment, repeated hand movements that require dexterity and hand-eye coordination (mostly related to tool and 4x4 operation), and lifting/pushing/pulling/carrying up to 25 pounds.
- Frequent: Standing and walking on varied terrain (including uneven ground, slippery surfaces), reading and interpreting, exposure to dust/gas/fumes/chemicals, exposure to hazardous plants and insects, squatting/crouching, power grasping, exposure to vibration from vehicle or tool operations, lifting/pushing/pulling/carrying 26-50 pounds (occasionally while walking over varied terrain), operating potentially hazardous tools and machinery, fine fingering (pinching, picking),
- Occasional: Computer use (mouse, keyboard, tablet) and interacting face-to-face and electronically with tact and diplomacy using visual/auditory/speech acuity, with memory and recall, for accurate, timely, and courteous operations/communications/transfer of information in a variety of environments.
- Infrequent: Climbing steps/stepstools/ladders and kneeling.
- Never/Rare: Crawling, running, working at heights, and lifting/pushing/pulling/carrying more than 50 pounds.



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

NATE GREENBERG

COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL

ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-646

### Bishop Fire Well Emergency Repair Budget Amendment Public Works ACTION REQUIRED

#### ITEM SUBMITTED BY

Ashley Helms, Deputy Public Works Director -  
Airports

#### ITEM PRESENTED BY

Ashley Helms, Deputy Public Works Director -  
Airports

#### RECOMMENDED ACTION:

- A) Amend the Fiscal Year 2025-2026 Bishop Airport Budget 150100 as follows: increase estimated revenue in Operating Transfers In Revenue Code 4998 by \$75,000 and increase appropriation in Construction in Progress Object Code 5700 by \$75,000 (*4/5ths vote required*);
- B) Amend the Fiscal Year 2025-2026 General Revenues and Expenditures Budget 011900 as follows: increase appropriation in Operating Transfers Out Code 5801 by \$75,000 and reduce the General Fund Contingencies Budget 087100 Contingencies Object Code 5901 by \$75,000 (*4/5ths vote required*); and
- C) Find that the situation constitutes an emergency project pursuant to California Public Contract Code Section 20134.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

Several weeks ago, the fire well at Bishop Airport failed, limiting the availability of fire water in the event of an emergency. Bruce MacKay, a local well contractor, removed the pump from the well casing to diagnose the issue. It was determined that the pump had seized and the shaft was broken.

The contractor has provided a quote of **\$62,332** to replace the pump, shaft, and associated components. Some details of the proposed work are still being finalized.

The Budget Amendment proposed will fully fund the quoted amount, along with a small contingency in case changes must be made.

Public Works believes this constitutes an emergency project because the airport water system is not currently able to deliver adequate flows for a large scale structure fire. The Bishop Fire Department has three 3000 gallon water tenders, which they are able to refill at the Fire Training Center one mile away. However, all three water tenders may not be available to mobilize immediately, and delays caused by refilling offsite could increase property loss. Additionally, the speed at which the Bishop Airport's Aircraft Fire and Rescue truck could refill would be slower, until the BFD's water tender arrives. The Department believes it is necessary to return the fire well to working order as quickly as possible.

The fire well and distribution system were originally installed approximately 20 years ago with funding from the Federal Aviation Administration (FAA). The domestic well is connected to the same distribution system, with the fire well programmed to activate only when system pressure drops below a set threshold. This configuration is similar to the water system in Laws.

#### FISCAL IMPACT:

<b>Funding Source</b>	General Fund	<b>Budget Unit</b>	150100 / 011900 / 087100
<b>Budgeted?</b>	Yes, with this budget amendment	<b>Object Code</b>	5700 / 5801 / 5901
<b>Recurrence</b>	One-Time Expenditure	<b>Sole Source?</b>	Yes

If Sole Source, provide justification below

<b>Current Fiscal Year Impact</b>
Up to \$75,000.
<b>Future Fiscal Year Impacts</b>
N/A
<b>Additional Information</b>

#### ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:

The Board could choose not to approve the emergency finding, or approve the budget amendment. This is not recommended, as there is not adequate funding in the Bishop Airport Operating Budget to make the needed repairs, preparing detailed Plans and Specifications, and advertising for bids would significantly delay the repairs.

#### OTHER DEPARTMENT OR AGENCY INVOLVEMENT:

None.

#### STRATEGIC PLAN ALIGNMENT:

High Quality Services | Public Safety and Emergency Response

#### APPROVALS:

Ashley Helms	Created/Initiated - 09/12/2025
Darcy Israel	Approved - 09/12/2025
Ashley Helms	Approved - 09/15/2025
Denelle Carrington	Approved - 09/16/2025
Keri Oney	Approved - 09/16/2025
John Vallejo	Approved - 09/16/2025
Amy Shepherd	Approved - 09/16/2025
Michael Errante	Approved - 09/16/2025
Nate Greenberg	Final Approval - 09/16/2025

#### ATTACHMENTS:





# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

NATE GREENBERG

COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL

ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-641

### Proposed Memorial Plaque at Spainhower Park

#### Board of Supervisors

##### ACTION REQUIRED

#### ITEM SUBMITTED BY

Supervisor Wadelton

#### ITEM PRESENTED BY

Nate Greenberg, County Administrative Officer,  
Darcy Israel, Assistant Clerk of the Board/Public  
Relations Liaison

#### RECOMMENDED ACTION:

In accordance with County policy, consider and approve the request to place a memorial plaque at the Spainhower Park gazebo in Lone Pine in honor of the late Seth Tait (*4/5ths vote required*).

#### BACKGROUND / SUMMARY / JUSTIFICATION:

On behalf of the community of Lone Pine, Supervisor Wadelton brings forward a request to install a memorial plaque at the gazebo at Spainhower Park in honor of Seth Tait, an Owens Valley native tragically killed in an automobile accident on August 30. A former member of the Olancho-Cartago Volunteer Fire Department, he leaves behind his parents, Jenn and David Tait of Olancho, and wife, Mikayla, of Ridgecrest.

Tait's surviving family and friends hope to place a plaque at the gazebo in his memory and in acknowledgment of his many contributions to the community, including building the gazebo as part of his Eagle Scout project as a youth. The bridge near the gazebo was built by Tait's older brother, James, for his Eagle Scout project, making the placement of the plaque especially meaningful.

In providing a letter of support for the memorial plaque, Chelsea Benbrook stated the following:

*"The gazebo stands as a powerful symbol of Seth's hands, heart, and mind — a space created through collaboration, hard work, and love for his hometown. It is only fitting that this space should carry his name and story. On any given day, one might hear the gentle flow of the creek nearby, the laughter of children playing in the park, and if we're lucky, the sound of fiddles played beneath the gazebo roof by the musically gifted Tait family. It's a place that continues to come alive with the spirit Seth helped create."*

Proponents have met all the requirements of the County's Plaque Placement and Naming of County Facilities Policy (copy attached), including collecting at least three letters of support as well as a written commitment to cover all costs resulting from the plaque placement.

The policy also requires a staff recommendation. **Section II: Criteria for Evaluating Request** states:



*In evaluating the request, the County will give consideration and recognition to individuals/organizations which have:*

- 1. Demonstrated social and moral responsibility and exemplary actions that inspire others.*
- 2. Made significant contributions of time, talent and/or financial support to an important part of the County's, State's and/or Country's history.*
- 3. Had major historical significance.*

Staff has concluded that Tait's legacy meets the criteria listed under Section II and that the community's request meets the obligations required elsewhere in the policy. It is the recommendation of staff that your Board approve the request to place a memorial park at the Spainhower Park gazebo in honor of Seth Tait. A 4/5ths vote is required to accomplish this action.

#### **FISCAL IMPACT:**

There will be no fiscal impact associated with this item other than perhaps minimal staff time for assist with installation of the plaque, which is being donated.

#### **ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

#### **OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

None.

#### **STRATEGIC PLAN ALIGNMENT:**

Not applicable.

#### **APPROVALS:**

Darcy Israel	Created/Initiated - 09/16/2025
Darcy Israel	Approved - 09/16/2025
Amy Shepherd	Approved - 09/16/2025
Nate Greenberg	Final Approval - 09/16/2025

#### **ATTACHMENTS:**

1. Letter of Support - Chelsea Benbrook
2. Letter of Support - Alicia (Niehaus) Peterson
3. Letter of Support - Linda Hubbs
4. Letter of Support - Amy Shepherd
5. Letter of Support - Charles James
6. Letter of Support - Lone Pine Lions Club
7. Financial Commitment
8. Plaque Placement & Facility Naming Policy



**From:** Chelsea Benbrook <[chbenbrook@icloud.com](mailto:chbenbrook@icloud.com)>

**Sent:** Wednesday, September 10, 2025 11:26:30 AM

**To:** William Wadelton <[wadeltonw@inyocounty.us](mailto:wadeltonw@inyocounty.us)>

**Subject:** Community Support for a Memorial Plaque Honoring Seth Tait at Spainhower Park Gazebo

**Date:** September 10, 2025

## **Community Support for a Memorial Plaque Honoring Seth Tait at Spainhower Park Gazebo**

Dear Supervisor Wadelton and Honorable Members of the Inyo County Board of Supervisors,

I am writing in strong support of the proposal to install a memorial plaque at the gazebo in Spainhower Park in Lone Pine, in honor of Seth Tait.

Seth Tait was a remarkable young man whose life and legacy remain deeply rooted in our community. As part of his Eagle Scout project, Seth designed and built the beautiful gazebo that now serves as a central and cherished gathering place in the park. I had the privilege of witnessing the early stages of this project when Seth and his father, Scoutmaster Dave Tait, presented it to the Lone Pine Lions Club during my term as President. The club recognized the importance of this effort and proudly contributed financial support toward bringing Seth's vision to life.

I have known the Tait family for many years and am honored to consider them part of my extended family. Seth, like the rest of the Tait family, embodied the spirit of community service and creativity. I was fortunate to serve alongside both Seth and Dave on the Olancho-Cartago Fire Department, where their dedication and selflessness were ever apparent.

The gazebo stands as a powerful symbol of Seth's hands, heart, and mind — a space created through collaboration, hard work, and love for his hometown. It is only fitting that this space should carry his name and story. On any given day, one might hear the gentle flow of the creek nearby, the laughter of children playing in the park, and if we're lucky, the sound of fiddles played beneath the gazebo roof by the musically gifted Tait family. It's a place that continues to come alive with the spirit Seth helped create.

Equally meaningful is the bridge nearby — a lasting contribution from Seth's older brother, James, who also completed his Eagle Scout project in Spainhower Park. Together, the Tait

brothers have physically and symbolically connected different parts of our community through their service. The park, in many ways, tells the story of their family — a family whose quiet efforts have left a permanent mark on the fabric of Lone Pine.

It is my sincere belief that a memorial plaque dedicated to Seth at the gazebo would be both appropriate and deeply meaningful. It would ensure that future generations know the story behind this place, and the young man whose dreams and dedication made it possible.

Thank you for considering this request and for your ongoing commitment to preserving the history and heart of our community.

With deepest respect,

**Chelsea Benbrook**

375 Whitney Street

Cartago, CA 93549

[chbenbrook@icloud.com](mailto:chbenbrook@icloud.com)

(760)264-3299

**From:** Alicia Niehaus <[a.niehaus.peterson@gmail.com](mailto:a.niehaus.peterson@gmail.com)>

**Sent:** Wednesday, September 10, 2025 12:29:13 PM

**To:** William Wadelton <[wadeltonw@inyocounty.us](mailto:wadeltonw@inyocounty.us)>

**Subject:** Spainhower park— Seth Tait

You don't often get email from [a.niehaus.peterson@gmail.com](mailto:a.niehaus.peterson@gmail.com). [Learn why this is important](#)

Hello,

I am reaching out in the hopes that Seth Tait's Eagle project, the gazebo in Spainhower park, will be memorialized as a symbol of his childhood in Lone Pine.

I babysat Seth and his siblings at their church— I may have only know him while he was still very young but his characteristic were already coming forth. He loved his family, church and being outside. The beauty of a small town is I got glimpses of Seth's journey of becoming an adult. I heard that he and his brother were both working on projects for the park and even saw some pictures of proud community members showing off the young men's hard work.

The gazebo is used for many different community activities; preschool graduation, film festival, bands, & so much more. Seth chose to restore a gathering place, not for recognition but for his community. I was saddened to hear we have lost a young man too soon— I hope to see his name & people speak of his work for years to come.

I support the dedication of Seth Tait's name to be memorialized there on a plaque.

Condolences to the Tait family & their friends,

Alicia (Niehaus) Peterson

**From:** Linda Hubbs <[lindahubbslp@gmail.com](mailto:lindahubbslp@gmail.com)>  
**Sent:** Wednesday, September 10, 2025 1:52:25 PM  
**To:** William Wadelton <[wadeltonw@inyocounty.us](mailto:wadeltonw@inyocounty.us)>  
**Subject:** Seth Tait Gazebo dedication

You don't often get email from [lindahubbslp@gmail.com](mailto:lindahubbslp@gmail.com). [Learn why this is important](#)

Dear Will and Inyo County Supervisors

I knew Seth Tait from the time he was born. You never ever expect the child you babysat, watched grow up in Sunday School, Vacation Bible School, Boy Scouts and family outings to be killed in an accident on 395. But it happens.

Seth's older brother James' Eagle Scout project was rebuilding the bridge across the creek at the same park. (Dedicated to their Grandma.) So it's very fitting to put a plaque on the gazebo recognizing Seth's contribution.

This letter is to urge you to approve dedicating the Gazebo Seth and his family rebuilt in Spainhower Park.

Thank you

Linda Hubbs

Amy Shepherd  
PO Box 372  
Lone Pine, CA 93545

September 15, 2025

Inyo County Board of Supervisors  
PO Drawer N  
Independence CA 93526

Dear Honorable Members of the Board of Supervisors,

I am writing to express my strong support for the dedication of the park gazebo in Lone Pine Spainhower Park to honor Seth Tate, who recently passed away.

Seth was an exceptional young person who demonstrated remarkable dedication to our community from an early age. As part of his Eagle Scout project, he spearheaded and rebuild the park gazebo. His commitment to improving the community and a place that all could enjoy is an inspiring example for us all.

By dedicating the gazebo in his name, the Board would not only honor his legacy but also create a lasting reminder of his generous spirit and community involvement. It would serve as a symbol of the impact that one young person's kindness and determination can have on a community.

I hope you will consider this meaningful tribute to Seth Tate, whose memory deserves to be celebrated and remembered by all who visit the park.

Thank you for your consideration.

Sincerely,

*Amy Shepherd*  
Amy Shepherd  
Lone Pine Resident

Charles James  
138 Elmcrest Drive  
Big Pine, CA 93513

**Attn: Inyo County Board of Supervisors**

224 North Edwards Street  
Independence, CA 93513

Dear Supervisors,

I would like to lend my support to the effort for the County to dedicate the Pavilion at Spainhower Park with a plaque in the memory of Seth Tait, who rebuilt the aging and badly deteriorating structure as a scout project.



As the former director for Healthy Communities of Southern Inyo County for many years, I became familiar with many of the children and families in both Lone Pine and Independence. I taught swimming lessons to many of them, including the Tait family. This is a photo of Seth that was taken many years ago and appeared in The Inyo Register to promote swimming lessons at the Lone Pine pool. I've shared this photo with others many times over the years because it simply always makes me laugh. What a sweet child!

I'm a firm believer that we should celebrate the lives of our children. It's not just adults that achieve success and greatness and are worthy of attention. There are many examples of children doing extraordinary things in their sometimes, all too short lives. Some receive well-deserved recognition. You might be familiar with the recent canonization of Carlos Acutis by the Catholic Church. He was only fifteen years old.

Seth's work on the Pavilion at the park was extraordinary for someone his age. That his life has been so shortened by tragedy is heartbreaking. Let's recognize his accomplishment... and thank him for it.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Charles James'.







LONE PINE LIONS CLUB  
P.O. Box 666  
Lone Pine, CA 93545

Mr. Will Wadelton, Inyo County Fifth District Supervisor  
Via email: [wadeltonw@inyocounty.us](mailto:wadeltonw@inyocounty.us)

Re: Support of Project to Dedicate Spainhour Park Gazebo to Seth Tait

Dear Mr. Wadelton:

I understand that letters of support are needed in order to install a plaque of commemoration in the memory of Seth Tait, on the Gazebo in the Spainhour Park in Lone Pine.

The Lone Pine Lions Club was a financial contributor for the reconstruction of the Gazebo when Seth was working on the project and supports this dedication to his memory.

Sincerely,

A handwritten signature in blue ink that reads "Paul Lamos". The signature is fluid and cursive.

Paul Lamos  
President  
760-614-0309

**From:** Nacho Saldana <[jrsaldana64@gmail.com](mailto:jrsaldana64@gmail.com)>  
**Sent:** Tuesday, September 16, 2025 12:33:00 PM  
**To:** William Wadelton <[wadeltonw@inyocounty.us](mailto:wadeltonw@inyocounty.us)>  
**Subject:** Re: MEMorial

To:

Mr. William Wadelton,  
5Th District Supervisor, Inyo County California

I Ignacio (Nacho ) Saldana, will cover any costs incurred by the dedication ceremony of the Gazebo in Seth Tait's honor.

The Plaque will read

In Loving Memory  
Of  
Seth David Benjamin Tait  
Born  
March 1st 2004  
Passed into eternal Life  
August 30th 2025  
Engineered and Built Gazebo  
Envisioned This Project at the age of 16

Ignacio A. Saldana (Nacho)



# COUNTY OF INYO

## PLAQUE PLACEMENT AND NAMING OF COUNTY FACILITIES POLICY

### PURPOSE

The purpose of this policy is to set the criteria for evaluating requests to name or place plaques on County facilities/buildings.

### IMPLEMENTATION

#### SECTION I: INFORMATION NEEDED IN REQUEST

All requests to the Board of Supervisors for naming or placing commemorative plaques on or by County facilities/buildings must include:

1. Reason(s) for request.
2. Description of circumstances surrounding the request.
3. Brief profile of the nominee.
4. A minimum of three written endorsements in support of the request.
5. The location of the facility proposed for naming or placement of a commemorative plaque.
6. A commitment from the applicant that they will cover all the costs resulting from the request.

#### SECTION II: CRITERIA FOR EVALUATING REQUEST

In evaluating the request the County will give consideration and recognition to individuals / organizations, which have:

1. Demonstrated social and moral responsibility and exemplary actions that inspire others.
2. Made significant contributions of time, talent and/or financial support to an important part of the County's, State's and/or Country's history.
3. Had major historical significance.



### SECTION III: CRITERIA FOR DENYING REQUEST

The County will deny any request that:

1. Carries as a condition the brand name, corporate name or family name of a fire arm, alcohol or tobacco product; or is capable of confusion with a trade mark, copyright, brand name or existing landmark, without proper consent of the lawful owners of same;
2. Are deemed to be in poor taste; and
3. That does not meet the conditions expressed under Section II.

In addition for requests to name a County facility/building only, no:

1. County facility/building shall be named after a private individual unless that individual contributed a majority of the funding that was used to construct the facility or acquire the land upon which the building is situated; and
2. County facility/building shall be named for a public officer while the official remains in public office.

### SECTION IV: PROCESS FOR PLACEMENT OF REQUEST ON BOARD OF SUPERVISORS AGENDA

In order to initiate the process for naming or placing a commemorative plaque on a County facility/building:

1. An applicant needs to submit a letter to the Clerk to the Board of Supervisors that explains the request by answering the questions in Section I and asked to be placed on the Board's Agenda. The letter should include the address and phone number of where the applicant can be reached; and
2. Upon receiving the letter the Clerk to the Board of Supervisors will schedule the request on the Board of Supervisors Agenda within six (6) weeks and contact the applicant with the time and date.

### SECTION V: APPROVAL BY THE BOARD OF SUPERVISORS

1. All requests will be placed on the Board of Supervisors Agenda for approval per section IV.
2. Staff will provide a recommendation to the Board on any request.



3. Any request for naming and/or placing a commemorative plaque on a County facility/building will require a 4/5's vote approval by the Board of Supervisors.
4. Generally, a facility shall not be named after a public official or private individual unless that person is deceased. A decision to name a facility after a public official or private individual when not deceased shall require a unanimous vote of approval by the Board of Supervisors.

####



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

NATE GREENBERG  
COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-601

### Presentation of the 2024 Crop and Livestock Report Agricultural Commissioner NO ACTION REQUIRED

#### ITEM SUBMITTED BY

Nathan Reade, Ag Commissioner

#### ITEM PRESENTED BY

Nathan Reade, Ag Commissioner

#### RECOMMENDED ACTION:

Receive presentation on the 2024 Inyo and Mono Counties Crop and Livestock Report.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

Each year the Agricultural Commissioner is required to produce a crop report detailing the gross production and value for each county in California. This presentation will provide information on the 2024 year.

#### FISCAL IMPACT:

There is no fiscal impact associated with this presentation.

#### ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:

Not receive the presentation.

#### OTHER DEPARTMENT OR AGENCY INVOLVEMENT:

None.

#### STRATEGIC PLAN ALIGNMENT:

**Economic Enhancement** | Local Businesses, Organizations, and Workforce  
**Economic Enhancement** | Collaborative Regional Economic Development

#### APPROVALS:

Nathan Reade	Created/Initiated - 08/26/2025
Darcy Israel	Approved - 08/28/2025
Nathan Reade	Approved - 08/28/2025
Nate Greenberg	Final Approval - 09/15/2025

**ATTACHMENTS:**

1. Crop Report 2024



# 2024

## Inyo and Mono Counties Crop and Livestock Report



Counties of Inyo and Mono Agricultural Commissioner's Office  
1360 N Main Street, Bishop, CA 93514



# Counties of Inyo and Mono Agricultural Commissioner's Office 2024 Crop and Livestock Report

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## DEPARTMENT STAFF

Agricultural Commissioner/Director of Weights & Measures

[Nathan Reade](#)

Supervising Agricultural Biologist

[Carl Olsen](#)

Ag/Weights & Measures/Cannabis Inspector

[Gene Dondero](#)

Office Technician

[Janice Jackson](#)

Lead Field Technician

[Robert Miller](#)

Field Technician

[Sean Fekete](#)

Field Assistants

[Kerri Bohonovsky](#)     [William French](#)

[Jake Letofsky](#)     [Roger Tucker](#)

[Robert Van Velzer](#)





# COUNTIES OF INYO AND MONO

AGRICULTURE • WEIGHTS & MEASURES • OWENS VALLEY MOSQUITO ABATEMENT PROGRAM • EASTERN SIERRA WEED MANAGEMENT AREA  
MAMMOTH LAKES MOSQUITO ABATEMENT DISTRICT • INYO COUNTY COMMERCIAL CANNABIS PERMIT OFFICE

Karen Ross, *Secretary*  
California Department of Food and Agriculture

Julie Henderson, *Director*  
California Department of Pesticide Regulation

The Honorable Board of Supervisors,  
County of Inyo

Scott Marcellin, *Chair*

Trina Orrill

Will Wadelton

Jennifer Roeser

Jeff Griffiths

The Honorable Board of Supervisors,  
County of Mono

Linda Salcido, *Chair*

Jennifer Kreitz

Paul McFarland

Linda Salcido

Rhonda Duggan

I am pleased to present the 2024 Inyo and Mono Counties' Annual Crop and Livestock Report. This report is prepared pursuant to California Food and Agriculture Code 2279, and is a statistical compilation of agriculture production in Inyo and Mono Counties. These values reflect gross agricultural production within the two counties, and do not represent net profit or loss.

The gross combined agricultural production values for Inyo and Mono Counties in 2024 totaled \$60,064,000, representing a decrease of 1.7% from 2023 production values. Increases in pricing for livestock and livestock products, particularly beef, kept the decrease in pricing for field crop products from dragging our gross production numbers down dramatically. Field crop market prices continue to decline while the cost of production rises.

Inyo and Mono Counties continue to suffer from a lack of production diversity, with the two major inputs being field crops and livestock products. Our other significant contributor, nursery products, is becoming less relevant as acreage decreases. All other production amounts to 1% or less of the total production.

With that in mind, an updated economic study is planned for this coming year, with specific attention directed at what area producers might do to diversify production as well as marketing channels. Some local producers have pursued alternative ways to market already, and we hope this study can help lay a roadmap to success for others to include more value-added production to our region.

I would like to thank our local producers for their help in providing data for this report. Without their voluntary input and contributions this report would be much less accurate.

Sincerely,

Nathan D. Reade  
Agricultural Commissioner



## Counties of Inyo and Mono Agricultural Commissioner's Office

The mission of the Inyo and Mono Counties Agricultural Commissioner's Office is to promote and protect the agricultural industry of the counties, protect the environment, and to ensure the health and safety of all of its citizens. The department is also responsible for fostering confidence and equity in the marketplace. The following are the main program areas:

### Human Safety and Environmental Protection

The County Agricultural Commissioner's Office protects the health and safety of all Inyo/Mono residents, its agricultural industries and its environment with a series of comprehensive regulatory programs designed to prevent the introduction of exotic pests and to ensure the safe use of pesticides. The five programs that exist to achieve these goals include:

- Pest Exclusion
- Pest Detection
- Pest Eradication
- Pest Management
- Pesticide Enforcement

### Consumer Protection and Product Quality

Product quality programs are designed to ensure the production and sales of quality eggs, honey, fruits, vegetables, and nursery and seed products. Quality standards that these programs ensure include maturity, grade, size, and weight. Packaging and labeling are also examined to ensure consumer expectations are met. The six programs include:

- Fruit and Vegetable Quality Control
- Organic Food Production
- Egg Quality Control
- Certified Farmers' Markets
- Nursery Inspection
- Seed Inspection

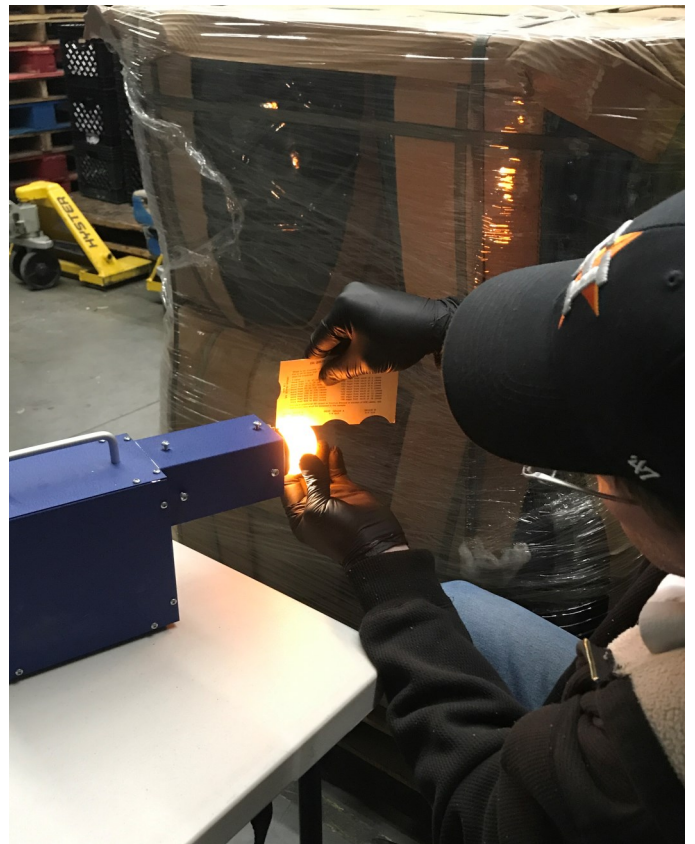
### Special Agricultural Services

The Agriculture Department also provides other mandated services, including:

- Apiary Inspection
- Crop Statistics
- Sustainable Agriculture

### Administrative and Education Outreach

Staff participate in a wide range of special projects intended to benefit Inyo/Mono citizens such as the legislative process, public information, education outreach efforts, as well as joint multi-agency and inter-county cooperative activities. Continuing education efforts sponsored by the Agriculture Department for pesticide safety help to ensure that local license-holders maintain adequate training.





## **Invasive Plant Management**

This division of the Agricultural Commissioner's office consists of 15 federal, state, county, and local agencies and entities. The Eastern Sierra Weed Management Area is dedicated to the eradication and control of invasive plant species in Inyo and Mono Counties through the cooperation and coordination of participating entities. The Eastern Sierra Weed Management Area participates in public outreach and education activities to ensure that people understand the threat of non-native weeds on our environment and agriculture industry.

## **Weights and Measures**

A gallon of gasoline, a cord of firewood, a loaf of bread, or a pound of fruits or vegetables...any item purchased is sold by weight, measure, or count. We protect the public from purchasing goods that are short weight or measure, and we protect businesses from giving their products and profits away when they use devices that could be inaccurate. We also verify that prices are scanned correctly at the counter, petroleum products meet quality standards, and weighmasters provide their customers accurate weighing devices. The eight programs in this category include:

- Weight Verification
- Measurement Verification
- Petroleum
- Transaction Verification
- Electronic Meters
- Compressed Gas Meters
- Weighmaster
- Device Repairmen Regulation

See page 15 for more information on this division.

## **Mosquito Abatement**

The purpose of this program is to provide the public with a consistent level of mosquito control that reduces the threat of disease transmission and the spread of large nuisance populations of mosquitoes. The Inyo/Mono Counties Agricultural Commissioner's Office administers the Owens Valley Mosquito Abatement Program and the Mammoth Lakes Mosquito Abatement District. See page 16 for more information on this division.

## **Inyo County Commercial Cannabis Permitting Office**

This division of our office coordinates the Commercial Cannabis Business License issuance, renewal, and oversight activities in Inyo County. Licensed activities include retail, manufacturing, distribution, testing, and cultivation. This office coordinates with the state of California Department of Cannabis Control to regulate Inyo County cannabis businesses.





# 2024

## Inyo County Crop and Livestock Statistics

### Inyo County General Information

County Seat:	Independence
County Population:	19,016 (2020 census)
Land Area:	10,180 sq. miles
Population Density:	1.87 persons per sq. mile
Highest Elevation:	14,505 ft. (Mount Whitney)
Lowest Elevation:	-282 ft. (Badwater, D.V.N.P.)

#### Average Climate

	Summer High	Winter Low
Bishop:	98°	22°
Death Valley:	115°	37°

#### Unincorporated Areas

Big Pine	Olancha
Cartago	Pearsonville
Independence	Shoshone
Lone Pine	

#### Land Ownership

Federal:	92.0%
City of Los Angeles:	3.9%
State of California:	2.4%
Private:	1.7%

#### Incorporated Cities

Bishop





## LIVESTOCK & LIVESTOCK PRODUCTS

	Year	Unit	Production	Value per Unit	Total	
Cattle & Calves	2024	Head	8,260	\$1,637	\$13,522,000	↑ 16%
	2023		7,160	\$1,634	\$11,700,000	
Sheep & Lambs*	2024	Head	3,840	\$256	\$983,000	=
	2023		3,900	\$253	\$987,000	
Eggs	2024	Dozen	2,300	\$8.50	\$19,600	↑ 20%
	2023		2,480	\$6.15	\$15,300	
Wool	2024	Lbs	28,000	\$1.68	\$47,000	↓ 6%
	2023		28,300	\$1.77	\$50,100	
Miscellaneous**	2024				\$278,000	↑ 148%
	2023				\$112,000	
<b>Total Value</b>				2024	<b>\$14,850,000</b>	↑ 15%
				2023	<b>\$12,864,000</b>	

\* Includes feeder lamb gain.

\*\*Includes beef stocker gain, goats, hogs, and poultry.

## FIELD CROPS

	Year	Unit	Production	Value per Unit	Total	
Alfalfa Hay	2024	Ton	10,200	\$187	\$1,900,000	↓ 32%
	2023		11,100	\$252	\$2,802,000	
Pasture, Irrigated	2024	Acre	14,300	\$68	\$972,400	↓ 10%
	2023		15,500	\$68	\$1,044,000	
Pasture, Rangeland	2024	Acre	1,150,000	\$1.11	\$1,277,000	↓ 2%
	2023		1,150,000	\$1.13	\$1,300,000	
Miscellaneous*	2024	Acre	492	-	\$755,300	↓ 11%
	2023		977	-	\$850,000	
*Includes grain hay, sudangrass, and other hay				2024	\$4,905,000	↓ 18%
				2023	\$5,996,000	
			Total Value			

\*Includes grain hay, sudangrass, and other hay

## NURSERY PRODUCTS

	Year	Unit	Production	Value per Unit	Total	
Nursery Stock*	2024	Acre	160	-	\$3,532,000	↓ 23%
	2023		221	-	\$4,560,000	
*Includes palms, turf, and miscellaneous plants.				2024	\$3,532,000	↓ 23%
				2023	\$4,560,000	
Total Value						

\*Includes palms, turf, and miscellaneous plants.

## FRUIT AND NUT CROPS

	Year	Unit	Production	Value per Unit	Total	
Miscellaneous*	2024	Acres	32	-	\$626,000	↑ 23%
	2023		32	-	\$509,000	
* Includes apples, apricots, blackberries, cherries, dates, figs, grapes (table), nectarines, peaches, pears, pecans, persimmons, plums, pomegranates, raspberries, and walnuts				2024	\$626,000	↑ 23%
				2023	\$509,000	
Total Value						

\* Includes apples, apricots, blackberries, cherries, dates, figs, grapes (table), nectarines, peaches, pears, pecans, persimmons, plums, pomegranates, raspberries, and walnuts.

## APIARY PRODUCTS

	Year	Unit	Production	Value per Unit	Total	
Honey	2024	Lb	48,000	\$4.69	\$225,000	↑ 3%
	2023		50,000	\$4.38	\$219,000	
Miscellaneous*	2024	-	-	-	\$4,300	↓ 9%
	2023		-	-	\$4,700	
* Includes beeswax and pollen.				2024	\$229,000	↑ 2%
				2023	\$224,000	

\* Includes beeswax and pollen.

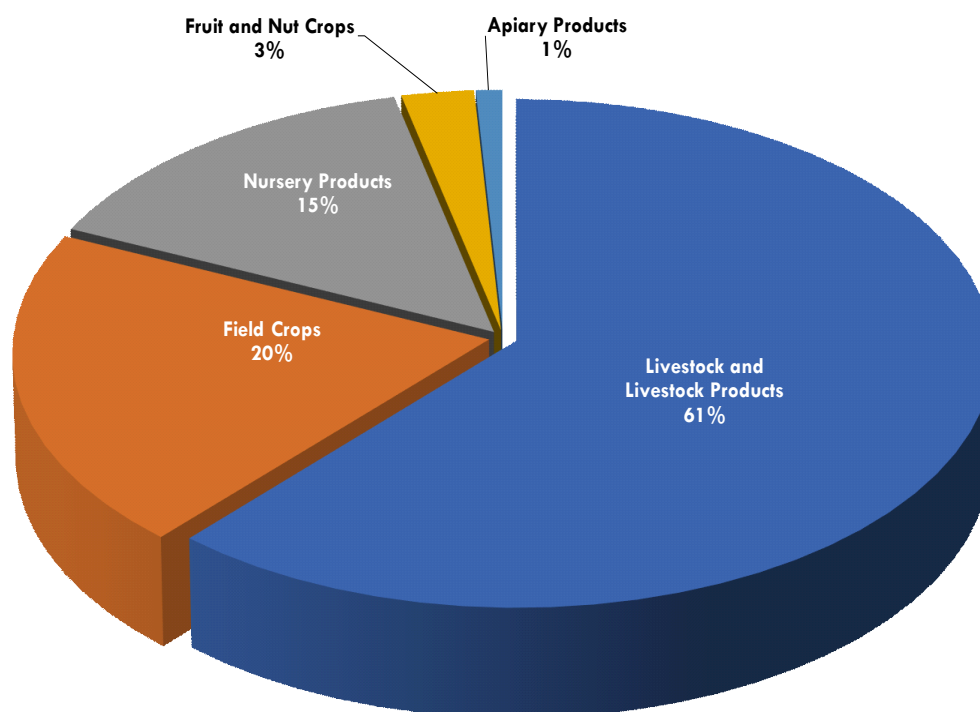




## INYO COUNTY TOTALS

	Year	Total	
Livestock & Livestock Products	2024	\$14,850,000	↑ 15%
	2023	\$12,864,000	
Field Crops	2024	\$4,905,000	↓ 18%
	2023	\$5,996,000	
Nursery Products	2024	\$3,532,000	↓ 23%
	2023	\$4,560,000	
Fruit and Nut Crops	2024	\$626,000	↑ 23%
	2023	\$509,000	
Apiary Products	2024	\$229,000	↑ 2%
	2023	\$224,000	
<b>Total Value</b>	<b>2024</b>	<b>\$24,142,000</b>	↓ 2%
	<b>2023</b>	<b>\$24,513,000</b>	

## INYO COUNTY AGRICULTURAL PRODUCTION BY CATEGORY





# 2024

## Mono County Crop and Livestock Statistics

### Mono County General Information

County Seat:	Bridgeport
County Population:	13,195 (2020 census)
Land Area:	3,049 sq. miles
Population Density:	4.33 persons per sq. mile
Highest Elevation:	14,252 ft. (White Mountain)

#### Unincorporated Areas

Benton	June Lake
Bridgeport	Lee Vining
Chalfant Valley	Topaz
Coleville	Tom's Place
Hammil Valley	Walker

#### Incorporated Cities

Mammoth Lakes

#### Average Climate

	Summer High	Winter Low
Bridgeport:	81°	8°
Hammil Valley:	98°	22°

#### Land Ownership

Federal:	84.7%
City of Los Angeles:	3.2%
State of California:	3.6%
Private:	6.5%





## LIVESTOCK & LIVESTOCK PRODUCTS

	Year	Unit	Production	Value per Unit	Total	
Cattle & Calves	2024	Head	9,330	\$1,637	\$15,273,000	↑ 16%
	2023		8,090	\$1,634	\$13,218,000	
Sheep & Lambs*	2024	Head	15,100	\$256	\$3,866,000	↑ 1%
	2023		15,150	\$253	\$3,833,000	
Wool	2024	Lbs	67,950	\$1.68	\$114,000	↑ 12%
	2023		62,660	\$1.77	\$102,000	
Miscellaneous**	2024				\$2,428,000	↑ 34%
	2023				\$1,813,000	
<b>Total Value</b>				<b>2024</b>	<b>\$21,681,000</b>	↑ 14%
				<b>2023</b>	<b>\$18,966,000</b>	

\*Includes feeder lamb gain.

\*\*Includes beef stocker gain, goats, hogs, and poultry.

## FIELD CROPS

	Year	Unit	Production	Value per Unit	Total	
Alfalfa Hay	2024	Ton	56,300	\$185	\$10,424,000	↓ 20%
	2023		59,000	\$231	\$13,630,000	
Pasture, Irrigated	2024	Acre	20,000	\$75	\$1,500,000	↓ 2%
	2023		22,000	\$76	\$1,524,000	
Pasture, Rangeland	2024	Acre	1,078,000	\$1.44	\$1,552,000	↓ 1%
	2023		1,078,000	\$1.46	\$1,572,000	
Miscellaneous*	2024	Acre	1,297	-	\$466,000	↓ 42%
	2023		1,800	-	\$807,000	
*Includes garlic, grain hay, sudangrass, and other hay				2024	\$13,942,000	↓ 30%
				2023	\$17,533,000	
			Total Value			

\*Includes garlic, grain hay, sudangrass, and other hay

## FOREST PRODUCTS

	Year	Total	
Timber and Firewood	2024	\$39,000	↑359%
	2023	\$8,500	
<b>Total Value</b>		<b>2024 \$39,000</b>	↑359%
		<b>2023 \$8,500</b>	

## FRUIT & NUT CROPS

	Year	Unit	Production	Value per Unit	Total	
Miscellaneous*	2024	Acres	17	-	\$55,400	↓ 3%
	2023		17	-	\$57,100	
<b>Total Value</b>				<b>2024</b>	<b>\$55,000</b>	↓ 3%
				<b>2023</b>	<b>\$57,000</b>	

\* Includes grapes (wine), pome fruit, and stone fruit.

## NURSERY PRODUCTS

	Year	Unit	Production	Value per Unit	Total	
Nursery Stock*	2024	Acre	1	-	\$24,700	↑ 7%
	2023		1	-	\$23,100	
<b>Total Value</b>				<b>2024</b>	<b>\$25,000</b>	↑ 7%
				<b>2023</b>	<b>\$23,000</b>	

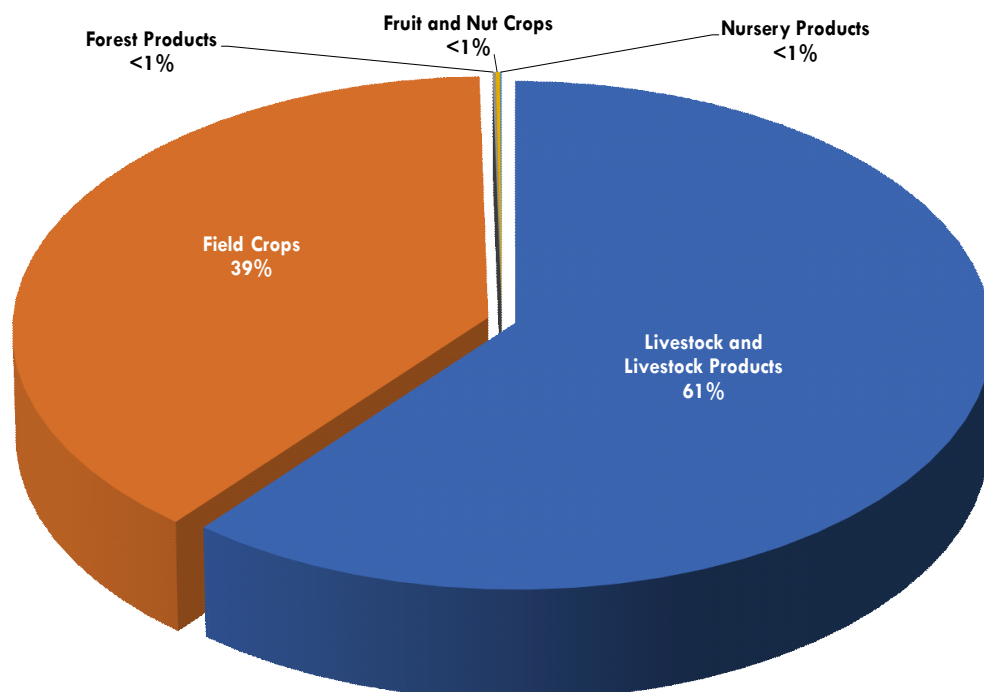
\* Includes various ornamental plants



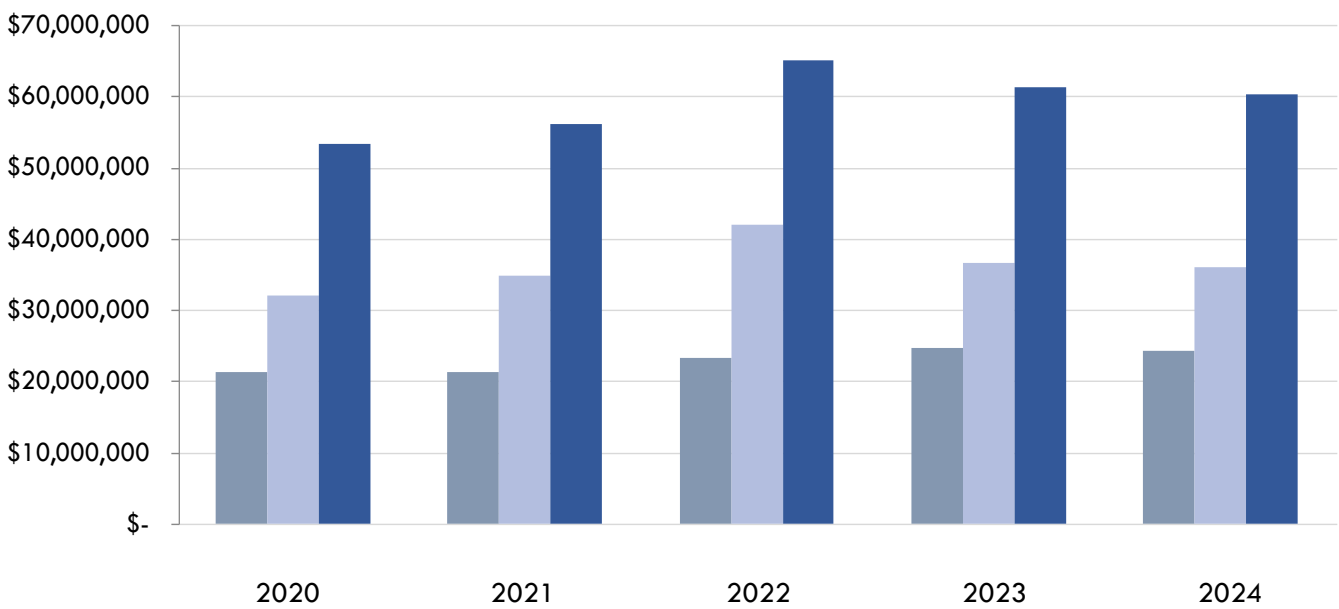
## MONO COUNTY TOTALS

	Year	Total	
Livestock & Livestock Products	2024	\$21,861,000	↑ 14%
	2023	\$18,966,000	
Field Crops	2024	\$13,942,000	↓ 30%
	2023	\$17,533,000	
Forest Products	2024	\$39,000	↑ 359%
	2023	\$8,500	
Fruit & Nut Crops	2024	\$55,000	↓ 3%
	2023	\$57,000	
Nursery Products	2024	\$25,000	↑ 7%
	2023	\$23,100	
<b>Total Value</b>	<b>2024</b>	<b>\$35,922,000</b>	↓ 2%
	<b>2023</b>	<b>\$36,588,000</b>	

## MONO COUNTY AGRICULTURAL PRODUCTION BY CATEGORY

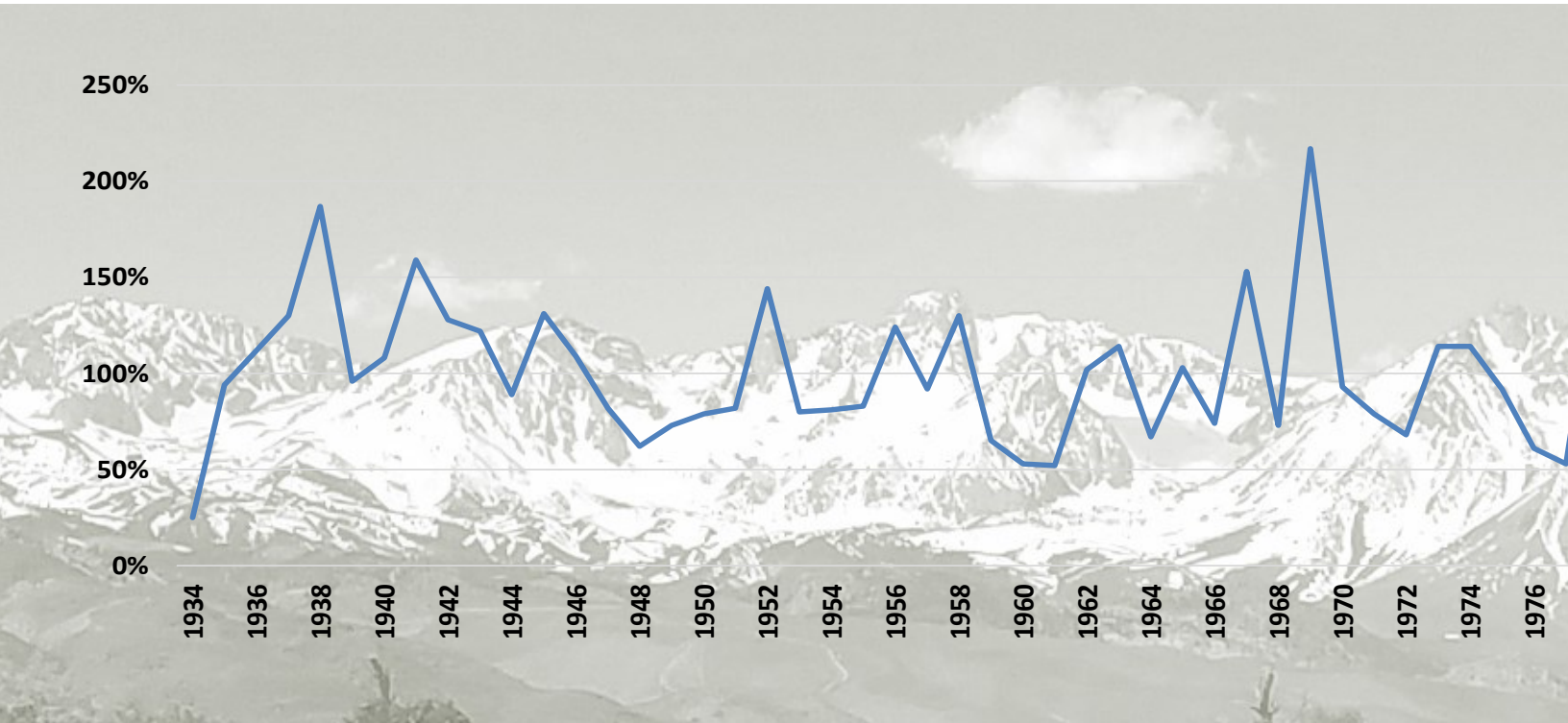


# Five Year Comparison

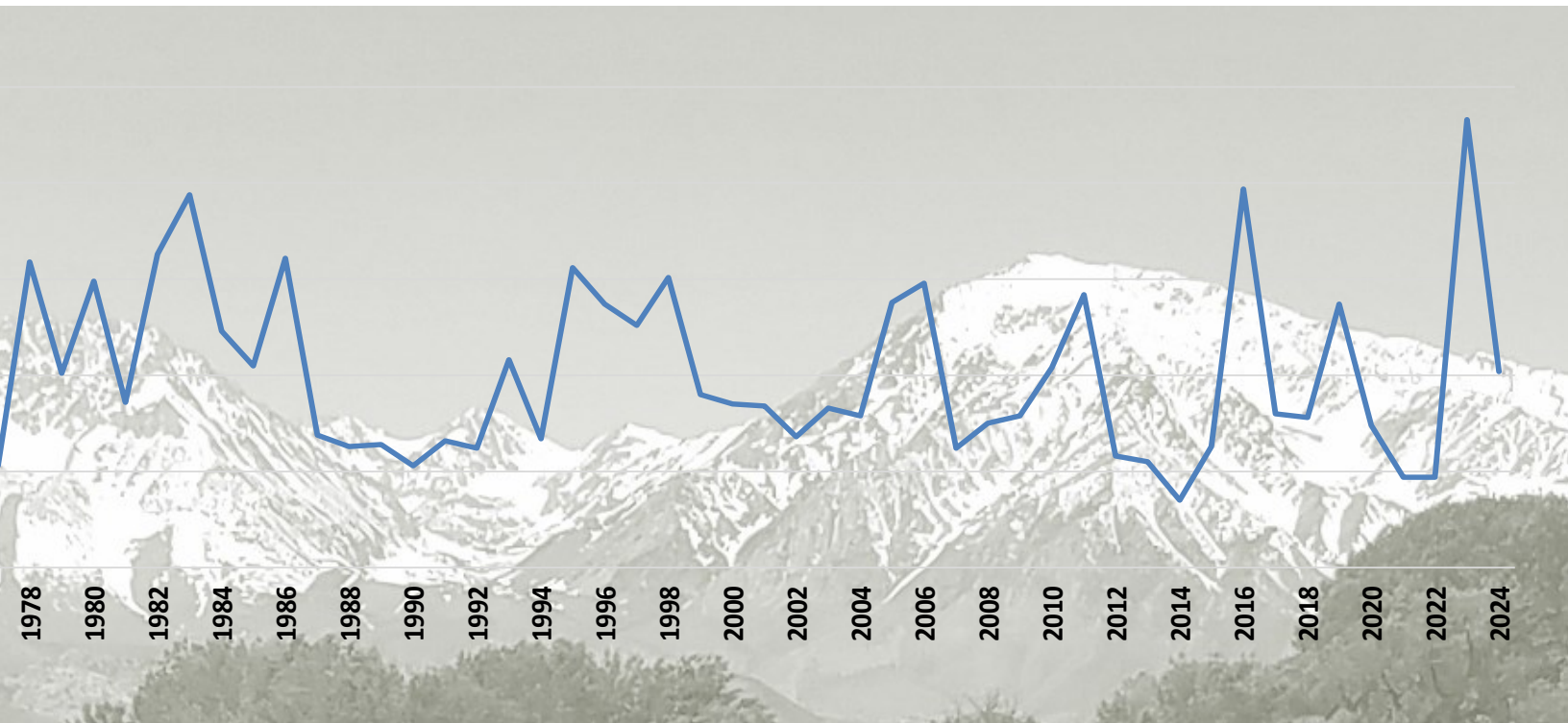
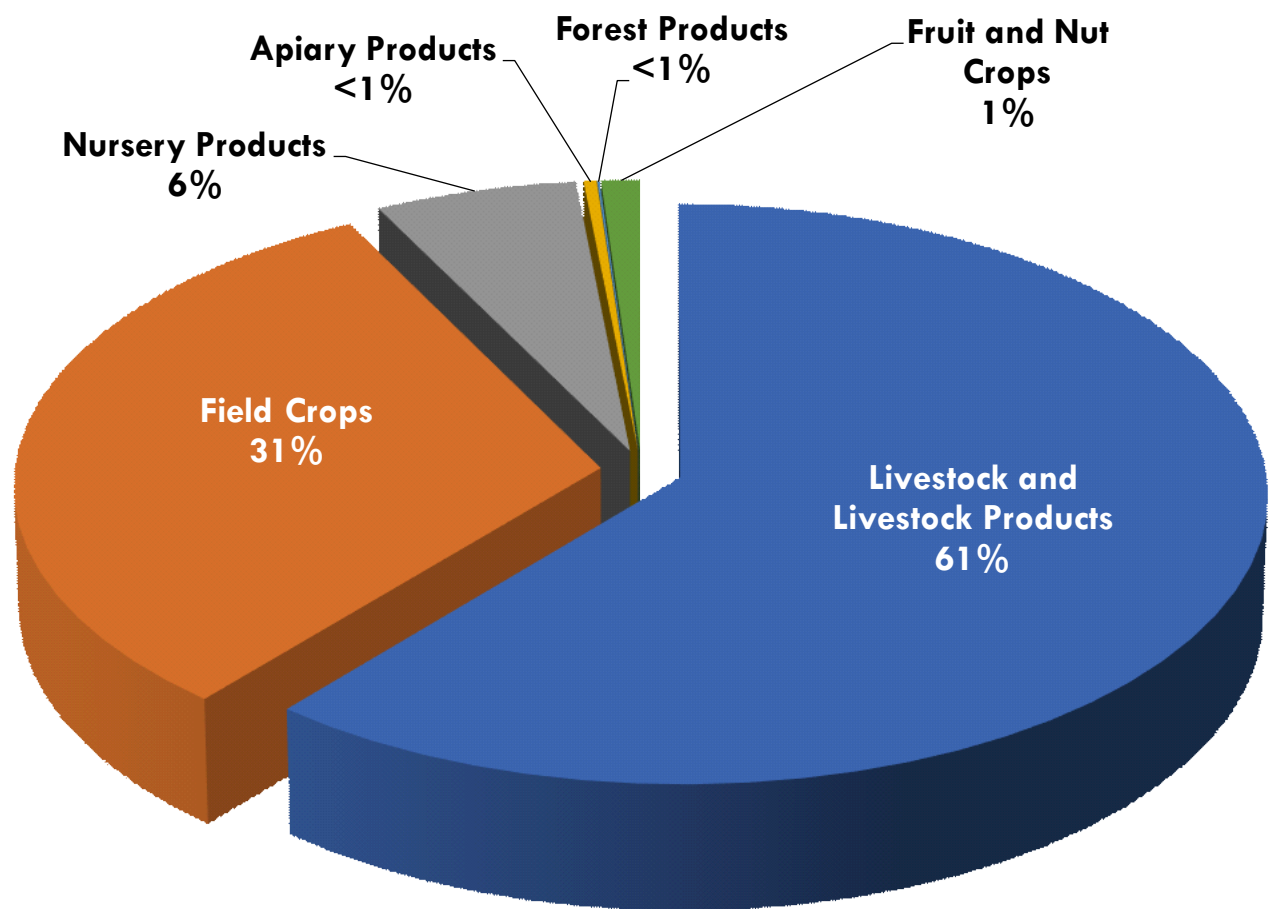


Inyo County Totals	\$21,164,000	\$21,230,000	\$23,115,000	\$24,513,000	\$24,142,000
Mono County Totals	\$32,016,000	\$34,789,000	\$41,770,000	\$36,588,000	\$35,922,000
Combined Totals	\$53,180,000	\$56,019,000	\$64,885,000	\$61,101,000	\$60,064,000

# Eastern Sierra Runoff Chart



# Combined Agricultural Production





# Sustainable Agriculture

Invasive Plant Targets			
<u>Pest</u>	<u>Agent/Mechanism</u>	<u>Number of Sites</u>	<u>Acres</u>
Puncturevine	Biocontrol	14 sites	~
Dalmatian Toadflax	Mechanical	3 sites	120
Yellow Starthistle	Mechanical/Herbicide	1 site	1
Russian Knapweed	Biocontrol/Herbicide	10 sites	5,209
Canada Thistle	Herbicide	26 sites	5,265
Spotted Knapweed	Herbicide	10 sites	221
Scotch Thistle	Herbicide	10 sites	2,141
Camelthorn	Herbicide	1 site	1
Perennial Pepperweed	Herbicide	143	56,000



Parasitic wasp release to control Russian knapweed



# Weights & Measures

## Device Inspection Program

We are responsible for inspection and certification of all commercially used meters (retail motor fuel, propane/vapor, and electric), scales (aggregate and cement hoppers, vehicle, livestock, computing, counter, platform and spring scales); and any other type of device that is used to weigh or measure to determine a value for the purpose of sales. Enforcement actions can include issuance of citations initiating prosecution of violations. Over 1,000 devices were inspected. Several consumer complaints were received and investigated by the Inyo/Mono Counties' Weights and Measures Department throughout the year. Regular inspections protect consumers from misrepresentation and maintain fair competition between sellers.

## Petroleum Program

We ensure the quality of petroleum products sold within the two Counties including; sampling of fuels, inspection and investigation of complaints. We also regulate all commercial advertisements of such products including price signs and labeling. While conducting these inspections, staff will also check for credit card skimming devices.

## Package Inspections

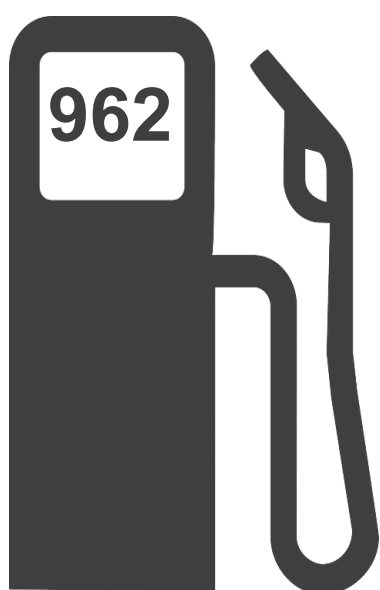
We inspect pre-packaged commodities in retail and wholesale facilities to determine proper weights, count or volume. We also verify proper sales equipment involving scanners, performing test purchases to insure accurate charges.

## Weighmaster Enforcement

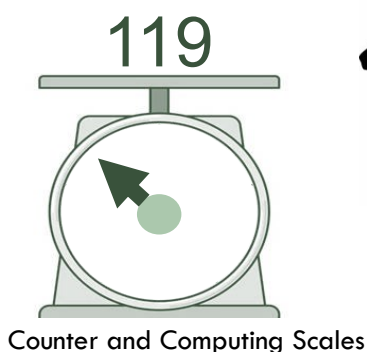
Weighmaster licenses are issued through our office to persons or entities that sell bulk commodities. Enforcement of weighmaster laws ensures that these transactions are accurate.

## Device Repairman Regulation

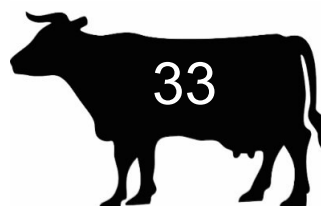
Anyone who installs or repairs a weighing or measuring device in Inyo or Mono Counties must register with our office and inform our office when work takes place. This ensures that devices are not tampered with and transaction equity.



Retail Fuel Meters



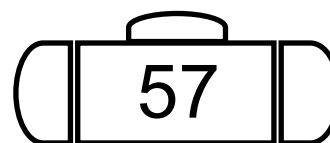
Counter and Computing Scales



Livestock Scales



Vehicle Scales



LPG Meters



Aggregate Scales



EVSE

# Owens Valley Mosquito Abatement

## What is the mosquito abatement program?

The purpose of the program is to control mosquito populations throughout the Owens Valley from Olancho to Round Valley and also in Mammoth Lakes so that these pests and their associated diseases are abated adequately.

## Monitoring

The Owens Valley Mosquito Abatement Program (OVMAP) and Mammoth Lakes Mosquito Abatement District (MLMAD) conduct surveillance to determine mosquito populations using several methods. Mosquito traps are deployed in several locations throughout the Owens Valley and in the Town of Mammoth Lakes, and are checked frequently to determine level of adult mosquito populations. Disease monitoring is component of this trapping effort, and insects caught in traps are sent to sample for the presence of certain diseases that mosquitos are known to spread. Complaints are logged and responded to, creating records that can also help with monitoring efforts. At times, staff will travel to areas where complaints are high and record landing rates of mosquitos to further gauge population density.

## Biocontrol

**Mosquito Fish** - The mosquito fish have been one of the most effective non-insecticidal and non-chemical methods of controlling mosquitoes for over eighty years. They breed throughout the summer and new broods are produced at intervals of about six weeks, with 50 to 100 young in a single brood. They are ready to begin the work of destroying mosquito larvae at once. Mosquito fish can eat mosquito larvae as fast as the larvae hatch from eggs, as many as 100 per day. Mosquito fish live 2-3 years and can tolerate a wide range of temperatures.

**Larviciding** - Routine larviciding of many hundreds of mosquito sources each week prevent immature mosquito larvae from reaching the flying and biting adult stage. This preferred first option for killing mosquitos is the cheapest and most effective method.

## Adulticiding

When larviciding does not control mosquito populations adequately, OVMAP and MLMAD conduct adulticiding measures to protect our local communities from irritating insect bites and the potential for spreading of disease.

## Public Outreach and Cultural/Environmental Control

Outreach to residents about altering or removing conditions that best suit mosquito breeding is another effective tool in the OVMAP/MLMAD toolbox. These controls include proper irrigation practices, pool maintenance, and even making sure small containers or tires stored outside do not fill with stagnant water. Reducing the habitat conducive to mosquito breeding in the very areas where we live is a large step toward fewer itchy bites. Outreach efforts occur throughout the year through personal contact and social media, as well as at community events such as the Tri-County Fair.







### The Evolution of California Agricultural Commissioners and Sealers

The California Agricultural Commissioners trace their origins back 144 years. The goal of the Agricultural Commissioners is to protect the State's crops from the ravages of pests both domestic and imported. Then, as now, one of the principle weapons employed was a legal device called a "quarantine", which is derived from the French word "quarante", meaning "forty". The quarantine came about as a detention device, its first use being in the year 1340 when passengers on ships bound for Venice, Italy, were detained on board ship for 40 days. This was considered a long enough period to determine whether or not those passengers carried with them the Black Plague, which was killing many people in Europe in the mid-14th century.

California's first statewide program, which was the beginning of the present Department of Food and Agriculture, began with "An Act For the Promotion of Viticultural Industries of the State" on April 5, 1880. It provided for the appointment of a Board of State Viticultural Commissioners whose duties included the study of the grape root rot disease, *Phylloxera*. The Act specified that the University of California was responsible for instruction and experiments - a concept still existing today - giving the University the authority for research and the Department the regulatory functions. The Act provided for seven viticultural districts.

Until the year 1911, the duties of the State Board of Horticulture, the State Commissioner of Horticulture, county boards of horticulture commissioners and the county horticulture commissioners were limited to just a few obligations. These obligations consisted of preventing the introduction into the state of pests from outside its boundaries, prevention of spread of insect pests and plant diseases through the media of nursery stock, fruit boxes, and other containers, and the inspection of nurseries. The years that followed would find the duties not only intensified in the same areas, but expanded into many other aspects of agriculture.

In the beginning the regulatory concern was to protect the California farmer from the depredations of exotic pests. After 1911, these duties were to be expanded to include concerns of the marketplace (standardization), and such cultural aids as assistance to the farmer in weed control and control of rodents and other damaging creatures. Later, they would enlarge to assure the farmer honest weights and measures, and protection from unscrupulous middlemen. Finally, the regulations would blossom into the full relationship of the farmer and the consumer.

Today, the California Department of Food and Agriculture and County Agricultural Commissioners are as busy helping the consumer as they are the farmer. They keep exotic pests away from the farmer's fields by fighting them in city gardens, where they nearly always are found first. By so doing, they are affording city people as much protection as farmers, for these pests generally can wreak as much havoc in the city as in the country. They provide for, and oversee, standardization practices, thus insuring the farmer's good markets for their products and insuring quality for consumers. They promote marketing of goods in a variety of ways, also assuring quality and quantity to consumers. They look after the health of livestock and plants, and the same benefits accrue to the consumer. They insist on measurement standards that also have dual blessings; and they assure the consumer and the farmer protection against the careless use of pesticides, thus affording protection to both people and the environment.





**COUNTIES OF INYO AND MONO  
AGRICULTURAL COMMISSIONER'S OFFICE**

**1360 NORTH MAIN STREET  
BISHOP, CA 93514  
760.873.7860**







# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

NATE GREENBERG

COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL

ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-610

### Treasury Oversight Committee Membership Treasurer-Tax Collector ACTION REQUIRED

#### ITEM SUBMITTED BY

Christie Martindale, Treasurer-Tax Collector

#### ITEM PRESENTED BY

Christie Martindale, Treasurer-Tax Collector

#### RECOMMENDED ACTION:

- A) Accept the resignation of Chief Damon Carrington as a Member of the Treasury Oversight Committee;
- B) Rescind the appointment of Chief Damon Carrington to the Treasury Oversight Committee; and
- C) Adopt the attached Resolution No. 2025-34 appointing Alisha McMurtrie to the vacant seat on the Treasury Oversight Committee, titled, "Resolution Rescinding Appointment and Confirming Other Appointment to the Treasury Oversight Committee," and authorize the Chairperson to sign.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

Government Code Section 27133 created the requirement of a Treasury Oversight Committee (Committee). The committee was mandated. On May 28, 1996 the Board of Supervisors adopted Inyo County Ordinance 970 establishing the Treasury Oversight Committee. On February 9, 1999, the Board adopted Ordinance 1010 amending the Code, restructuring the Committee into what exists today. On January 1, 2006, Government Code Section 27131 lifted the mandate and made the committee optional. Previous Boards and your own have decided to keep the Committee intact through the Inyo County Investment Policy.

The Committee requires a minimum of three (3) members in accordance with both California Government Code and County Code to operate as a Committee and conduct business.

Chief Damon Carrington resigned from the TOC, effective November 30, 2024. Chief Carrington was a long-time member of the Committee and his services to the Committee have been invaluable and very much appreciated by me, my predecessor, and other members of the TOC.

Chief Carrington represented the category comprised of members of the treasury pool who are special districts that are required or authorized to deposit funds in the county treasury.

In accordance with the Board's Committee Appointment Policy, the vacancy was published in the local newspaper for a period of 60 days. There were no responses to this call for letters of interest during this period. The California Government Code allows for an alternative process for appointment in which the County Treasurer nominates a candidate for the Board's consideration.

I am bringing forth a nomination for your consideration today. Ms. Alisha McMurtrie, the former

Treasurer Tax Collector, has expressed her interest in being appointed to this Committee. She is familiar with the functions of the Committee. As the former Treasurer Tax Collector, Ms. McMurtrie would be a great asset to the Committee. She brings decades of knowledge and experience to the Committee.

I am nominating Ms. Alisha McMurtrie for your Board's consideration as an appointee to the Committee and respectfully request your Board appoint Ms. McMurtrie to the vacant seat on the Committee.

#### **FISCAL IMPACT:**

There is no fiscal impact associated with this item.

#### **ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

The Board could choose not to appoint Alisha McMurtrie to the Committee and leave the seat vacant, or the Board could choose its own representative. Neither option is recommended, as A) the Committee's vacancy places a strain on the two remaining members to conduct all of the Committee's business, and B) the Treasurer must nominate candidates for consideration, and I have not received any other names.

#### **OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

None.

#### **STRATEGIC PLAN ALIGNMENT:**

**High Quality Services** Improved Access to Government

#### **APPROVALS:**

Christie Martindale	Created/Initiated - 08/18/2025
Darcy Israel	Approved - 08/19/2025
Christie Martindale	Approved - 08/19/2025
Keri Oney	Approved - 08/25/2025
John Vallejo	Approved - 08/25/2025
Amy Shepherd	Approved - 08/26/2025
Nate Greenberg	Final Approval - 09/15/2025

#### **ATTACHMENTS:**

1. Damon Carrington Resignation
2. Resolution Appointing Alisha McMurtrie





## Big Pine Fire Protection District

Damon Carrington  
Fire Chief

P.O. Box 382  
181 North Main Street  
Big Pine, CA 93513  
Phone: 760.938.2600  
Fax: 760.938.2444  
Cell: 760.614.0369  
Email: [bpfire301@gmail.com](mailto:bpfire301@gmail.com)

To: TOC Committee

From: Damon Carrington

Date: 11/10/2024

Re: Resignation

Dear TOC Committee members,

I am writing to formally announce my resignation from my position on the TOC Committee effective 11/30/2024. This decision was not easy, my time with the TOC committee has been both professionally and personally rewarding. I am grateful for the opportunities I have had to learn about this committee and be part of this team to help agencies that need financial help. Thank you once again for the opportunity to be part of this TOC Committee.

Respectfully Submitted

*Damon Carrington*

Damon Carrington



**RESOLUTION NO. 2025-\_\_\_\_\_**

**RESOLUTION RESCINDING APPOINTMENT AND CONFIRMING OTHER  
APPOINTMENT TO THE TREASURY OVERSIGHT COMMITTEE**

WHEREAS, Government Code Section 27131 recommends the Board of Supervisors of any county which invests surplus funds (such as Inyo County) to establish a county treasury oversight committee (hereafter "Treasury Oversight Committee"), and further provides that the members of the Treasury Oversight Committee shall be nominated by the County Treasurer, subject to confirmation by the Board of Supervisors; and

WHEREAS, the Board of Supervisors has enacted Ordinance No. 970 establishing the Treasury Oversight Committee and describing the exact size and composition of its membership; and

WHEREAS, one of the persons appointed to the Treasury Oversight Committee have since tendered their resignation creating a vacancy; and

WHEREAS, the County Treasurer has nominated to the Board of Supervisors the person named in this resolution for appointment to the Treasury Oversight Committee.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Inyo County Board of Supervisors hereby accepts the resignation and rescinds the appointment of the following named Treasury Oversight Committee member:

1. Damon Carrington, Special District representative

BE IT FURTHER RESOLVED that the Inyo County Board of Supervisors hereby confirms the nomination of the County Treasurer of the following name, and appoints them to the membership of the Treasury Oversight Committee, to serve the term provided by ordinance:

1. Alisha McMurtrie, Member of the Public

IT IS FURTHER RESOLVED that this appointment shall become effective immediately upon approval.

PASSED AND ADOPTED this \_\_\_\_\_, 2025, by the following vote: AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Chairperson  
Inyo County Board of Supervisors

ATTEST:

Nate Greenberg  
Clerk to the Board of Supervisors

By \_\_\_\_\_, Deputy  
Darcy Ellis



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

NATE GREENBERG  
COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-619

### Public Hearing and Proposed Ordinance Adoption for Zone Text Amendment (ZTA) 2025-02/Kennels

#### Planning Department

ACTION REQUIRED

#### ITEM SUBMITTED BY

Cathreen Richards, Planning Director

#### ITEM PRESENTED BY

Cathreen Richards, Planning Director

#### RECOMMENDED ACTION:

- A) Receive presentation from staff;
- B) Hold a public hearing on a proposed Ordinance 1323 titled, "An Ordinance of the Inyo County Board of Supervisors Amending Section 18.06.305 of the Inyo County Code Pertaining to the Definition and Title Kennel and Amending Subsections 18.21.040(F), 18.22.040(E), and 18.49.020(L) of the Inyo County Code Pertaining to the Title Kennel and Amending Section 18.12.020 and Subsection 18.12.040 of the Inyo County Code Pertaining to Zoning Requirements for Kennels;"
- C) Find the project is exempt from the California Environmental Quality Act (CEQA) pursuant to the Commonsense Exemption 15061(b)(3) on the basis that it has no potential to cause a significant effect on the environment; and
- D) Waive further reading of and enact said ordinance.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

##### BACKGROUND AND ANALYSIS

Staff recently brought forward a proposal to update the County Code regarding the maintenance of animals. This was due to an increase in code enforcement cases that relate to the poor keeping of animals in the County and more specifically, in the Open Space zone. The Planning Commission approved a resolution at the May 2025 hearing, recommending that the Board adopt the updates to the county code regarding the maintenance of animals that included:

- Clarification of allowance for animals for youth agriculture programs on residential lots one-half-acre or less;
- Setback requirements for structures and shelters for animals and additionally for those near streams;
- The addition of nuisance language; and,
- A requirement for conditional use permits for kennels in the open space zone.

The Board subsequently adopted the ordinance without the proposed requirements for conditional use permits for kennels in the Open Space zone, asked that the requirement also be removed from the Rural Residential and Rural Residential Starlite Estates zones, and asked staff from Animal Control and Planning to work on a change to bring the currently disparate definitions of "kennel" found in the various sections of the County Code closer to one another.

The discussion with the Board left staff with the understanding that the Board felt that Conditional Use

Permits were not the correct avenue to review, approve, and establish individualized conditions for kennels and that licenses granted by Animal Control were a better fit. Based on this direction, staff began to remove the requirements for conditional use permits in all sections of the zoning code pertaining to "kennels" and replace them with language requiring kennels to obtain a license issued by Animal Control. The Board also directed Animal Control and Planning staff to develop more consistent definitions since those found in the zoning code are very different from those in the Animal Chapter of the County Code.

Once this work began, staff realized that there were some fundamental issues with removing the requirement of a Conditional Use Permit for commercial kennels vis a vis land use, the possible impacts created by kennels as a landuse, and CEQA. Staff also realized that much of the confusion around kennels was stemming from the various meanings of the term. More specifically, a kennel can be where an animal is kept (i.e., sleeps) or a kennel can be a commercial establishment where dogs are bred and raised for sale or boarded for a fee. This discrepancy currently exists in the County's Zoning Code. Therefore, staff is recommending that the requirement for Conditional Use Permits for *commercial kennels* be kept in the Rural Residential and Rural Residential Starlite Estates zones and *added* to the Open Space zone when a kennel is a commercial establishment.

It should also be noted that if the Board wishes to have the requirement for conditional use permits lifted completely for "commercial kennels," further CEQA review will be necessary before they can be included as a principal permitted use. This is because the "commercial kennel" use can be one that causes unintended impacts to the property on which they are located (as well as the surrounding area) and as such must be evaluated under CEQA. Presently, kennels are allowed as a principal permitted use in the Heavy Commercial Zone (C4). Staff is not proposing to change this but is proposing to change the term to Commercial Kennel in the C4 zone along with the rest of kennel references in the zoning code.

Staff is also recommending that the zoning code more closely match the Animal Code. Along with this, staff is also recommending that the term "kennel" in the zoning code be changed to "commercial kennel". This will provide clarity in the code language between the keeping of dogs as pets and the commercial breeding and boarding of dogs for a fee or sale.

This change will not affect the keeping of dogs as pets. Inyo County Code section 18.78.210 (A)(1), addresses residential lots under one-half-acre and states: Domestic pets such as dogs and cats are permitted. Section 18.78.310(B) states: The maintenance of animals in the one family residential (R-1), two family residential (R-2), and multiple residential (R-3) zones on lots of one-half acre or more, and in all other zones regardless of lot size, shall be permitted as an accessory use so long as such use complies with all other state and county requirements and ordinances. These sections of the code clearly show that the keeping of animals that are considered pets, including dogs and cats, will not be subject to the requirement for conditional use permits. Staff apparently failed to make this clear during the previous Board hearing, which likely caused confusion and resulted in the request to remove the requirement for conditional use permits.

The *current* definitions in the Inyo County Code are as follows:

**Zoning Code:**

18.06.305 "Kennel" means any lot or premises on which five or more dogs or cats over four months old are kept.

**Animals Code:**

8.20.010 - Dogs: "Kennel" means any lot, building, structure, enclosure or premises whereon or wherein five or more dogs five months of age or older are kept or maintained for the purpose of breeding and raising dogs for sale, excepting duly licensed veterinary hospitals or pet shops.

The *new, proposed* definition:

**Zoning Code:**

18.06.305 - “Commercial Kennel” means any lot, building, structure, enclosure or premises whereon or wherein five or more dogs five months of age or older are boarded for a fee or kept or maintained for the purpose of breeding and raising dogs for sale, excepting duly licensed veterinary hospitals or pet shops.

Enforcement of these regulations would still be conducted pursuant to Inyo County Code Title 22 and violations regarding un-permitted commercial kennels would be treated like any other code violation.

## **FINDINGS**

### General Plan Consistency

The approval of ZTA 2025-02 as recommended by staff is consistent with the Inyo County General Plan as Land Use Policy Economic Development (ED) 3, New Retail Establishments states: Encourage the development of retail establishments that will reduce spending outside the County for retail purchases, services and entertainment. The kennel businesses that could be affected by this change would be conducted in the Open Space zone, which tends to be located on the fringe of the County’s more urbanized areas. Changing the definition of Kennel and extending the requirement for conditional use permits to the Open Space zone will help to promote and regulate a type of retail service in more rural areas which is consistent General Plan ED-3.

### Zoning Ordinance Consistency

The approval of ZTA 2025-02 as recommended by staff is consistent with Title 18 (Zoning Ordinance) of the ICC as it clarifies the definition of kennel as a commercial use for the boarding for a fee, breeding, raising and selling dogs and adds the requirement for conditional use permits to operate kennels in the Open Space zone. This change will provide for consistency with the definition and how it relates to the actual use and how “kennel” has been interpreted and regulated historically – as a commercial use.

## **ENVIRONMENTAL REVIEW**

Pursuant to the California Environmental Quality Act (CEQA), the proposed ordinance is covered by the Commonsense Exemption 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This is a proposal to amend Code Sections 18.06.305, 18.12.020, 18.12.040 and Subsection 18.12.040 (J) of the Inyo County Code pertaining to definition of kennel and adding a requirement for a conditional use permit for kennels in the open space zone. This action will not result in significant impacts on the environment as it provides for clarity and consistency in the definition of commercial kennel and adds the requirement for conditional use permits in the open space zone which will cause subsequent project specific review pursuant to CEQA.

## **NOTICING**

This project was noticed in the Inyo Register on September 2, 2025 and mailed to property owners within 300 feet of the project, meeting the twenty-day noticing requirement for changes to the zoning code.

## **RECOMMENDATION - PLANNING COMMISSION**

The Planning Commission held a duly noticed public hearing on August 27, 2025, took public comment and adopted a resolution (attached) recommending the Board of Supervisors consider staff’s recommended ZTA 2025-02, make certain findings, and adopt the proposed ordinance updating Section 18.06.350 – Kennels and Sections 18.12.020, 18.12.040, 18.21.040, 18.22.040, and, Subsections 18.12.040 (J) and 18.49.020(L) of the ICC.

## **FISCAL IMPACT:**

There is no financial impact associated with this item.

## **ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

The Board could chose not to approve the staff recommended changes to “kennels” in the Inyo County Code and direct staff to prepare a different ordinance eliminating requirements for conditional use permits and use an alternate definition for kennels.

**OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

None.

**STRATEGIC PLAN ALIGNMENT:**

**Thriving Communities** | Community Revitalization Through Effective Planning

**APPROVALS:**

Cathreen Richards	Created/Initiated - 08/29/2025
Darcy Israel	Approved - 09/03/2025
Cathreen Richards	Approved - 09/05/2025
Christian Milovich	Approved - 09/12/2025
Stacey Simon	Approved - 09/16/2025
John Vallejo	Approved - 09/16/2025
Nate Greenberg	Final Approval - 09/16/2025

**ATTACHMENTS:**

1. Planning Commission Resolution
2. Ordinance 1323



**RESOLUTION NO. 2025-05**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE  
COUNTY OF INYO, STATE OF CALIFORNIA, RECOMMENDING  
THAT THE BOARD OF SUPERVISORS FIND THE PROPOSED  
PROJECT IS EXEMPT FROM THE REQUIREMENTS OF THE  
CALIFORNIA ENVIRONMENTAL QUALITY ACT, MAKE CERTAIN  
FINDINGS WITH RESPECT TO AND APPROVE ZONE TEXT  
AMENDMENT NO. 2025-02 INYO COUNTY**

**WHEREAS**, the Inyo County Board of Supervisors, through Inyo County Code (ICC) Section 15.12.040, has designated the Planning Commission to serve as the Environmental Review Board pursuant to Section 15022 of the California Environmental Quality Act (CEQA) Guidelines, which is responsible for the environmental review of all County projects; and

**WHEREAS**, Pursuant to the California Environmental Quality Act (CEQA), the proposed ordinance is covered by the Commonsense Exemption 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This is a proposal to amend ICC Sections 18.06.305, 18.12.020, 18.12.040 and Subsections 18.21.040(F), 18.22.040(E) and 18.49.020(L) of the ICC pertaining to definition and title kennel and land use regulations requiring conditional use permits for kennels This will result in the continuation of regulation and oversight of kennels and therefore the use will not cause a significant effect on the environment; and

**WHEREAS**, the Inyo County Planning Commission held a duly noticed public hearing on August 27<sup>th</sup>, 2025, to review and consider a request for approval of Zone Text Amendment No. 2025-02, and considered the staff report for the project and all oral and written comments regarding the proposal; and

**WHEREAS**, ICC Section 18.03.020 states in part that it is necessary for the zoning ordinance to be consistent with the General Plan; and

**WHEREAS**, the approval of ZTA 2025-02 is consistent with the Inyo County General Plan as Land Use Policy - Economic Development (ED) 3, New Retail Establishments states: *Encourage the development of retail establishments that will reduce spending outside the County for retail purchases, services and entertainment.* The kennel businesses that could be affected by this change would be conducted in the Open Space zone, which tends to be located on the fringe of the County's more urbanized areas. Changing the definition of Kennel and extending the requirement for conditional use permits to the Open Space zone will help to promote and regulate a type of retail service in more rural areas which is consistent General Plan ED-3; and

**WHEREAS**, ZTA 2025-02 is consistent with the Inyo County Zoning code as it



clarifies the definition of kennel as a commercial use for the breeding, raising and selling dogs and adds the requirement for conditional use permits to operate kennels in the Open Space zone. This change will provide for consistency with the definition and how it relates to the actual use and how “kennel” has been interpreted and regulated historically – as a commercial use.

**THEREFORE, BE IT HEREBY RESOLVED**, that based on all of the written and oral comments and input received at the August 27<sup>th</sup>, 2025, public hearing, including the Planning Department Staff Report, the Planning Commission makes the following findings regarding the proposal and hereby recommends that the Board of Supervisors adopt the following findings for the proposed project:

### **RECOMMENDED FINDINGS**

1. The proposed ordinance is covered by the Commonsense Exemption 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This is a proposal to amend ICC Sections 18.06.305, 18.12.020, 18.12.040 and Subsections 18.21.040(F), 18.22.040(E) and 18.49.020(L) of the ICC pertaining to definition and title of kennel and adding a requirement for a conditional use permit for kennels in the Open Space zone. This action will not result in significant impacts on the environment as it provides for clarity and consistency in the definition of commercial kennel and adds the requirement for conditional use permits in the Open Space zone which will cause subsequent project specific review pursuant to CEQA.
2. Based on substantial evidence in the record, the proposed Zoning Ordinance Amendment is consistent with the Inyo County General Plan as Land Use Policy Economic Development (ED) 3, New Retail Establishments states: *Encourage the development of retail establishments that will reduce spending outside the County for retail purchases, services and entertainment.* The kennel businesses that could be affected by this change would be conducted in the Open Space zone, which tends to be located on the fringe of the County’s more urbanized areas. Changing the definition of Kennel and extending the requirement for conditional use permits to the Open Space zone will help to promote and regulate a type of retail service in more rural areas which is consistent General Plan ED-3.
3. Based on substantial evidence in the record, the proposed Zoning Ordinance Amendment is consistent with Title 18 (Zoning Ordinance) of the Inyo County Code as it clarifies the definition of kennel as a commercial use for the boarding for fees or breeding, raising and selling dogs and adds the requirement for conditional use permits to operate kennels in the Open Space zone. This change will provide for consistency with the definition and how it relates to the actual use and how “kennel” has been interpreted and regulated historically – as a commercial use.

4. **BE IT FURTHER RESOLVED** that the Planning Commission recommends that the Board of Supervisors take the following actions:

**RECOMMENDED ACTIONS**

1. Adopt the proposed ordinance amending certain specified sections of Title 18 of the Inyo County Code related to Commercial Kennels based on all the information in the public record and on the recommendation of the Planning Commission.
2. Make all required findings as presented by staff.

**PASSED AND ADOPTED** this 27<sup>th</sup> Day of August 2025, by the following vote of the Inyo County Planning Commission:

AYES: 4  
NOES: None  
ABSTAIN: None  
ABSENT: 1



Todd Vogel, Chair  
Inyo County Planning Commission

ATTEST: 

Cathreen Richards, Planning Director

By 

Sally Faircloth, Secretary of the Commission

**AN ORDINANCE OF THE INYO COUNTY BOARD OF SUPERVISORS AMENDING SECTION 18.06.305 OF THE INYO COUNTY CODE PERTAINING TO THE DEFINITION AND TITLE KENNEL AND AMENDING SUBSECTIONS 18.21.040(F), 18.22.040(E), AND 18.49.020 (L) OF THE INYO COUNTY CODE PERTAINING TO THE TITLE KENNEL AND AMENDING SECTIONS 18.12.020 AND SUBSECTION 18.12.040, OF THE INYO COUNTY CODE PERTAINING TO ZONING REQUIREMENTS FOR KENNELS**

**WHEREAS**, Title 18 of the Inyo County Code (ICC) sets forth zoning requirements within the unincorporated area of the County; and

**WHEREAS**, section 18.06.305 of the ICC pertains to the definition and the title of kennel; and

**WHEREAS**, subsections 18.21.040(F), 18.22.040(E), 18.12.040 (J) and 18.49.020(L) of the ICC pertaining to the title Kennel in Rural Residential, Rural Residential Starlite Estates and Heavy Commercial zoning districts within the unincorporated area of the County; and

**WHEREAS**, Sections 18.12.020, 18.12.040, of the ICC pertain to principal permitted and conditional uses in the Open Space zone; and

**WHEREAS**, the meaning of kennel in the context of implementation in the ICC, has been found vague, confusing and inconsistent with the definition of kennel in Chapter 8.20 of the ICC - Dogs; and

**WHEREAS**, on June 24, 2025, the Board of Supervisors gave staff direction to update the definition of Kennel in Title 18 of the ICC – Zoning; and

**WHEREAS**, in order to avoid similar confusion in the future concerning the title Kennel, staff is also proposing to update the title of ICC section 18.06.305, “Kennel” to “Commercial Kennel”; and

**WHEREAS**, on June 24, 2025, the Board of Supervisors also gave staff direction to remove the requirement for conditional use permits for kennels as the Board of Supervisors believed it is more appropriate to require a kennel license granted by Animal Control; and

**WHEREAS**, in retrospect staff found that based on the possible land use intensity of commercial kennels that has not been evaluated pursuant to CEQA, the requirement for conditional use permits should not be removed from the Rural Residential Zones and should be added to the Open Space Zone; and

**WHEREAS**, to address this, staff now proposes to amend ICC Section 18.06.305 pertaining to the definition and title of Kennel and ICC Subsections 18.21.040(F), 18.22.040(E), and, 18.12.040 (J) and 18.49.020(L) of the ICC pertaining to the title Kennel and to amend ICC Subsection 18.12.020, 18.12.040, of the ICC pertaining to principal permitted and conditional uses in the Open Space zone pertaining to commercial kennels; and

**WHEREAS**, the Inyo County Planning Commission held a duly noticed public hearing to consider the proposed updates to the Definition Section and the Open Space, Rural Residential, Rural Residential Starlite Estates and the Heavy Commercial Districts of the County Zoning Code with regard to consistency with the Inyo County Zoning Code, General Plan, and the California Environmental Quality Act, and concurred with staff recommendations, and approved a resolution recommending approval by the Board of Supervisors; and

**WHEREAS**, the adoption of this ordinance is Exempt pursuant to CEQA Guidelines 15061(b)(3) the Common Sense Exemption.

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF INYO ORDAINS AS FOLLOWS:**

**SECTION I.** All recitals above are incorporated herein as findings.

**SECTION II.** Section 18.06.305 “Kennel” of the Inyo County Code is superseded and replaced in its entirety with the following:

“Commercial Kennel” means any lot, building, structure, enclosure or premises whereon or wherein five or more dogs five months of age or older are boarded for a fee or kept or maintained for the purpose of breeding and raising dogs for sale excepting duly licensed veterinary hospitals or pet shops.

**SECTION III.** Subsection 18.21.040(F) of the Inyo County Code is superseded and replaced in its entirety with the following:

18.21.040 (F) Commercial Kennels

**SECTION IV.** Subsection 18.21.040(E) of the Inyo County Code is superseded and replaced in its entirety with the following:

18.21.040 (E) Commercial Kennels

**SECTION V.** Subsection 18.49.020(L) of the Inyo County Code is superseded and replaced in its entirety with the following:

18.49.020 (L) Animal hospitals, commercial kennels and veterinaries

**SECTION VI.** Subsection 18.12.020 of the Inyo County Code “Principal permitted uses” (open space zone) is superseded and replaced in its entirety with the following:

18.12.020 Principal permitted uses.

The following are the principal permitted uses of the OS zone:

- A. Single-family dwelling, including the use of a mobilehome;
- B. Farms and ranches for orchards, vineyards, field and truck crops, nurseries, greenhouses, vegetables, flower gardening and other enterprises carried on in the general field of agriculture, including agricultural activities directly related to the farm or such as the repair and maintenance of farm and ranch equipment operated on the property; farm and ranch vehicles used on the property; and vehicles used to haul farm and ranch products produced on the property;
- C. Livestock ranches for raising, grazing, breeding, boarding of small animals except as otherwise provided for under Section 18.12.040;
- D. Animal hospitals, except when the property is adjacent or abuts residential zoned property;
- E. Wildlife refuges; hunting and fishing preserves;
- F. Wilderness areas and wilderness uses.

**SECTION VII.** Section 18.12.040 of the Inyo County Code is superseded and replaced in its entirety with the following:

The following are the conditional uses of the OS zone:

- A. Public stables, roping arenas, riding academies, parks, campgrounds, private recreational clubs, pack

- stations, lodges, resorts, and other recreational activities involving development or large assemblages of people;
- B. Feed lot, dairies or commercial ranches for the raising of poultry, pigs, goats or rabbits when any of the foregoing are located on property adjacent to residential zoned property;
  - C. Public and quasi-public buildings and uses of recreational, religious, cultural or public service nature, excluding exterior storage, repair yards and warehouses;
  - D. Golf course;
  - E. Farm labor or camp;
  - F. Cemeteries, crematories, mausoleums and columbariums;
  - G. Airports, landing fields and airstrips;
  - H. Public and commercial refuse disposal sites;
  - I. Mining and processing of natural resources, including borrow pits, subject to the provisions of the California Surface Mining Act;
  - J. Animal hospitals (when parcel is adjacent to residential zoned property) and all commercial kennels;
  - K. Agriculturally oriented services, including those uses of land devoted to the provision of buying, selling, processing, storing, packaging and otherwise directly serving functions associated with the production of local agricultural products, and including the operation, storage and maintenance of equipment and implements, and motor vehicles and trailers primarily used to transport local agricultural products and livestock. Manufacturing other than the primary cleaning, sorting, packaging or conversion of local agricultural products is prohibited;
  - L. Second dwelling units, subject to the requirements and procedures set forth or referred to in Section 18.78.340;
  - M. Informational kiosks and off-site directional signs complying with the provisions of Chapter 18.75 and subject to the provisions of Section 18.12.050.
  - N. Commercial cannabis cultivation, which shall be three hundred feet from all parcel lot lines, and shall comply with otherwise applicable yard requirements.
  - O. Non-volatile cannabis manufacturing pursuant to commercial cannabis license classification 6.
  - P. Cannabis microbusinesses pursuant to commercial cannabis license classification 12 combining only some or all of those uses otherwise permitted by this section.
  - Q. Hemp Cultivation. Industrial hemp cultivation shall be subject to odor, noise, pollen escape and visual resource mitigation requirements and shall be three hundred feet from all parcel lot lines.

#### **SECTION VIII. Severability.**

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such a decision shall not affect the validity of the remaining portions of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this ordinance would be subsequently declared invalid or unconstitutional.

#### **SECTION IX. Effective date.**

This Ordinance shall take effect and be in full force and effect thirty (30) days after its adoption. Before the expiration of fifteen (15) days from the adoption thereof, a summary of this Ordinance shall be published once in a newspaper of general circulation printed and published in the County of Inyo, State of California in accordance with Government Code Section 25124(b). The Clerk of the Board is hereby instructed and ordered to publish a summary of this Ordinance together with the names of the Board voting for and against same.

**PASSED AND ADOPTED** this XXXX by the following vote of the Inyo County Board of Supervisors:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Chairperson

ATTEST:     Nate Greenberg  
                 Clerk to the Board

By: \_\_\_\_\_  
     Darcy Ellis, Assistant



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

NATE GREENBERG

COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL

ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-617

### Public Hearing and Proposed Ordinance Adoption for Zone Reclassification No. 2025-04/Eastside Vistas

#### Planning Department

ACTION REQUIRED

#### ITEM SUBMITTED BY

Cathreen Richards, Planning Director

#### ITEM PRESENTED BY

Cathreen Richards, Planning Director

#### RECOMMENDED ACTION:

- A) Receive a presentation from staff regarding Zone Reclassification 2025-04/Eastside Vistas;
- B) Hold a public hearing on proposed Ordinance 1324, enacting the Zone Reclassification titled, "An Ordinance of the Board of Supervisors of the County of Inyo, State of California, Approving Zone Reclassification No. 2025-04/Eastside Vistas and Amending the Zoning Map of the County of Inyo by Rezoning an Approximate 1.95-Acre Parcel Located East of the Bishop Plaza (APN 010-301-28) from Multiple Residential with a 2-Acre Minimum (R3-2) to One Family Residences 3,400 Square-Foot Minimum (R1-3,400);"
- C) Make all the necessary findings as stated in the staff report and ordinance, including that ZR 2025-04 is exempt from the California Environmental Quality Act (CEQA) pursuant to the Commonsense Exemption 15061(b)(3) that CEQA applies only to projects which have the potential to cause a significant effect on the environment; and
- D) Waive further reading of and adopt the proposed ordinance.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

Zone reclassification 2025-04/Eastside Vistas is being requested for adoption as a condition of approval for a Tract Map #253. The tract map is a proposal to subdivide an approximately 1.95-acre parcel (APN 010-301-28), located at the northeast corner of Highway 395 and North Barlow Lane, adjacent to the Big 5 Sporting Goods store and the Bishop Plaza shopping center (map attached). The Zone Reclassification is a request to change the current zoning designation from Multiple-Family Residence 3+ units, 2 acres minimum (R3-2) to One-Family Residence, 3,400-square-foot minimum (R1-3,400). This reclassification is necessary for the subdivision because the subdivision is changing from a single parcel with 22 allowed housing units (condos) to 22 individual parcels. The parcel was previously approved for a condominium project known as the Arbors that has sat mostly idle for many years. The project also includes a Variance #2025-02/Eastside Vistas to address setbacks and minimum lot widths.

#### STAFF ANALYSIS:

In 2007, the Arbors, a common interest development (more specifically a condominium project), was approved for the property located at the south corner of Highway 395 and North Barlow Lane. These types of projects result in multi-unit housing developments that may look like ordinary housing developments but are actually owned by multiple owners. In a condominium project, each condominium owner owns a "unit" of airspace, which they occupy as their home. An association consisting of all the

condominium owners owns the land, buildings and other common areas of the property collectively. While the Arbors is a 22-unit condominium project, only 5 units have been built since its approval in 2007.

Generally speaking, in most condominium projects, all the housing units are built at once and then the shares are subsequently sold. In this case, however, new owners have acquired a majority of the remaining Arbor's condominium shares, and with the permission of the owners of the other remaining shares, they have applied to subdivide the property into 22 fee-simple lots. This change gives all current and future owners unrestricted ownership of both the land and any buildings on it. To effect this change, the applicant must arrange for the condominium project to be dissolved through a formal process implemented by the California Department of Real Estate. The Final Map cannot be approved until the condominium project is properly legally dissolved. In other words, final dissolution of the condominium project is a condition of Final Map approval, and is the applicant's responsibility.

The subdivision uses the current building areas of the condominium project to depict the new lot lines (TTM 253 attached). All the streets, lighting, curbs, roads, utilities including water and sewer lines are already constructed for each new lot up to the future lot lines. An area already identified for a small pocket park will also remain. A new homeowner's association will be formed to collect money for the maintenance of the streets, curbs, lighting, the park, etc.

#### General Plan Consistency:

The Current General Plan designation for the property is Residential Medium High Density (RMH). This designation provides for single-family and multi-family residential units at a density of 7.6-15 units per acre. The lots resulting from the subdivision will be 3,423-sq ft to 4,978-sq ft. This is a density range of 7.8-11 units per acre, which is consistent with the current RMH density requirement. The RMH designation also requires connection to an acceptable sewer and water system, which is available to the subdivision. Overall, the proposed subdivision is consistent with the current General Plan Designation, and it is consistent with the proposed R1 zoning reclassification.

#### Zoning Ordinance Consistency:

The project site is currently zoned Multiple-Residential 3+ units or R3. This designation was chosen for the condominium project because all the housing units were to be built on a single lot. For the subdivision to be completed, the Zoning designation will have to be changed to One-Family Residences (R1) because the 22 housing units will no longer be on a single lot, but instead on 22 individual lots. The applicant has applied to change the zoning for the proposed 22 lots to R1 with a 3,400-sqft minimum lot size. This (R1) zoning would be consistent with the existing General Plan Land Use Designation of RMH for the 22 lots, and this level of density is not out of character for the general area in which the project is located.

#### Compliance with Development Standards:

The R1 zoning district's design standards are as follows:

- Setbacks
  - o Front yard – 25-feet
  - o Rear yard – 20-feet
  - o Side yards – 5-feet
- Required lot width
  - o 50-feet
- Required lot size 5,800-sqft.

These standards are quite different from what will be the resulting lot dimensions and setbacks after the subdivision. To allow for the proposed subdivision to be compliant with the required R1 design standards, the minimum lot size will be reduced to 3,400-sqft resulting in a R1- 3,400-sqft zoning designation.

This reduction is allowed pursuant to Inyo County Code Section 18.78.057 Minimum lot size – Rezone non-applicability, which states that: *"Minimum lot size provisions contained in this title shall not be*



*construed to prohibit rezoning of existing lots which would be of substandard size under the proposed classification where the planning commission and the board of supervisors find the rezoning to be in the public interest."* This provision allows for the County to rezone to accommodate smaller, substandard, lot sizes, than what is identified in the zoning code, if the Board (and Planning Commission) find that the action is in the public interest.

The condominium project created "building envelopes", which are essentially de facto lot lines. The project area already has the necessary streets and utility infrastructure as well as four housing units built to comply with the building envelopes. Staff is proposing to change the zoning, which will include substandard lot sizes of 3,400 sq ft rather than what is set forth in the R1 district (as outlined in ICC 18.78.057). The overarching goal of this subdivision is to increase interest in the development of single-family housing units since the condominium project has seemingly failed. By creating new opportunities for single-family development, the intent is to increase housing for the community, and based on the well-documented local and regional housing shortages, any additional housing in the County is in the public's interest.

#### Variance Requirement:

A Variance is required and will allow for a narrower minimum lot width standard and a reduced front and rear yard setbacks, again to match the existing building areas on which the new, proposed lots lines are based. The design standards for the subdivision will be:

Front yard – 35-foot minimum from road centerline  
Side yards – 5-foot minimum  
Rear yard for lots 1-11 and 17-22 – 15-foot minimum  
Rear yard for lots 12-16:  
Lot 12 – 11.5-feet  
Lot 13 - 11.8-feet  
Lot 14 – 12.7-feet  
Lot 15 – 13.6  
Lot 16 – 14.4

The required minimum width of the lots will be 21 feet. This reflects the narrowest lot at its narrowest point. As stated in the attached Planning Commission staff report, the Planning Commission made all required variance findings.

The original Map and condominium project were reviewed and conditioned for the existing on-the-ground circumstances. This subdivision project does not propose any changes to the existing conditions except that it will result in 22-fee-simple lots instead of a 22-unit condominium project. This change requires the zone reclassification and variance. The original project was also evaluated and approved pursuant to the California Environmental Quality Act (CEQA) with a Mitigated Negative Declaration of Environmental Impact (MND). All the mitigations based on the MND have previously been fulfilled. The project currently allows, by right, for 17 additional housing units and this will remain in effect once the subdivision is complete. All the conditions addressing the actual development, such as traffic, parking, lighting, utilities, streets and curbs, fence height and etc. have also been fulfilled, as well as built.

#### COMMENTS

County staff sent memos requesting comments from: the Bishop Unified School District, Cal Trans, District 9, Meadow Creek Mutual Water Company, Eastern Sierra Community Service District, Bishop Rural Fire Protection District, and the county department of the Treasurer Tax Collector. Staff received four comments regarding the project. One from the Eastern Sierra Community Service District (sewer provider). Based on their comment, a condition of approval that states: the sewer lateral up to, and including, the connection to the main sewer line, is each individual property owner's responsibility. The Treasurer Tax Collector had comments regarding property tax billing, which they have worked out with the applicants. Cal Trans submitted a comment stating they had no comments and a comment was received by a community member who is in support of the project.

## NOTICING

The project was noticed in the Inyo Register on September 2, 2025, and mailed to property owners within 300-feet of the project, meeting the 20-day noticing requirement for changes to the zoning code.

## ENVIRONMENTAL REVIEW

ZR 2025-04 is Exempt from CEQA pursuant to the Commonsense Exemption 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. This project proposes to change the zoning of a parcel from R3-2 to R1-3,400 as a condition of approval to subdivide a parcel of land that has already been approved for a condominium project. The number of allowed units is not changing, all grading, infrastructure and utilities, streets, curbs, and lighting are built. The area is completely disturbed and impacted by construction based on the previous approval for the condominium project, which was evaluated and approved with an MND. No new impacts will be generated from the approval of this project as it is only changing a 22-unit condominium project to 22-fee simple lots, which does not increase the possible number of total housing units, density, or impact undisturbed land as there is none.

## PLANNING COMMISSION RECOMMENDATION

The Inyo County Planning Commission reviewed the proposal at a duly noticed public hearing on August 27, 2025 and adopted a Resolution (attached) by a 4-0 vote with one member absent, recommending that the Board of Supervisors approve the Ordinance. No substantive issues were brought forward during the public hearing.

## CONDITIONS OF APPROVAL

1. Hold Harmless: The applicants, landowners, and/or operators shall defend, indemnify and hold harmless Inyo County, its agents, officers and employees from any claim, action, or proceeding against the County, its advisory agencies, appeal boards, or its legislative body concerning ZR 2025-04.

## FISCAL IMPACT:

<b>Funding Source</b>	General Fund / Non-General Fund / Grant Funded (list grant funding sources here)	<b>Budget Unit</b>	
<b>Budgeted?</b>	Yes / No	<b>Object Code</b>	
<b>Recurrence</b>	One-Time Expenditure / Ongoing Expenditure	<b>Sole Source?</b>	Yes / No

If Sole Source, provide justification below

<b>Current Fiscal Year Impact</b>
Up to \$XXX for the period between XXX and XXX
<b>Future Fiscal Year Impacts</b>
Up to \$XXX for the period between XXX and XXX or N/A
<b>Additional Information</b>

## ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:

The Board could chose not to approve proposed ZR 2025-04/Eastside Vistas. This is not recommended because, as a condition of approval, it would also cause Tentative Map 253 to not be finalized. This could result in missed housing opportunities for the County.

## OTHER DEPARTMENT OR AGENCY INVOLVEMENT:

None.

## STRATEGIC PLAN ALIGNMENT:

**Thriving Communities** | Community Revitalization Through Effective Planning  
**Thriving Communities** | Highest and Best use of Property

**APPROVALS:**

Cathreen Richards	Created/Initiated - 08/29/2025
Darcy Israel	Approved - 09/03/2025
Cathreen Richards	Approved - 09/05/2025
Christian Milovich	Approved - 09/10/2025
John Vallejo	Approved - 09/10/2025
Nate Greenberg	Final Approval - 09/15/2025

**ATTACHMENTS:**

1. Ordinance 1324/Zoning Reclassification Eastside Vistas
2. Proposed Project Location
3. Tentative Tract Map
4. Planning Commission Resolution
5. Planning Commission Staff Report



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF INYO, STATE OF CALIFORNIA, APPROVING ZONE RECLASSIFICATION NO. 2025-04/EASTSIDE VISTAS AND AMENDING THE ZONING MAP OF THE COUNTY OF INYO BY REZONING AN APPROXIMATE 1.95 -ACRE PARCEL LOCATED EAST OF THE BISHOP PLAZA (APN 010-301-28) FROM MULTIPLE RESIDENTIAL WITH A 2-ACRE MINIMUM (R3-2) TO ONE FAMILY RESIDENCES 3,400 SQUARE-FOOT MINIMUM (R1-3,400)**

The Board of Supervisors of the County of Inyo ordains as follows:

**SECTION I: AUTHORITY**

This Ordinance is enacted pursuant to the police power of the Board of Supervisors and Sections 18.81.310 and 18.81.350 of the Inyo County Code, which establishes the procedure for the Board of Supervisors to enact changes to the Zoning Ordinance of the County as set forth in Title 18 of said code. The Board of Supervisors is authorized to adopt zoning ordinances by Government Code Section 65850 et seq.

**SECTION II: FINDINGS**

Upon consideration of the material submitted, the recommendation of the Inyo County Planning Commission, and statements made at the public hearings held on this matter, this Board finds as follows:

- (1) In accordance with Inyo County Code Section 18.81.320, Eastside Vistas LLC, Jason Ingebretson, David Jarvis, Carolyn Jarvis, Nick Hall, Steven Wells and Genevieve Wells applied to the Inyo County Planning Commission to have the zoning map of the County of Inyo amended from Multiple Residential with a 2-acre minimum (R3) to One Family Residences with a 3,400 square-foot minimum (R1-3,400) as described in Section III of this Ordinance.
- (2) On August 27, 2025, the Inyo County Planning Commission conducted a public hearing on Zone Reclassification No. 2025-04/Eastside Vistas following which, the Commission made various findings and recommended that this Board amend Title 18, to rezone the property described in Section III of this Ordinance to One Family Residences with a 3,400 square-foot minimum (R1-3,400).
- (3) The findings of the Planning Commission are supported by the law and facts and are adopted by this Board.
- (4) The proposed Zone Reclassification is consistent with the goals, policies, and implementation measures in the Inyo County General Plan.
- (5) The proposed actions will act to further the orderly growth and development of the County by rezoning the property to One Family Residences with a 3,400

square-foot minimum (R1-3,400) as it best matches the current and planned future uses on the property.

### **SECTION III: ZONING MAP OF THE COUNTY OF INYO AMENDED**

The Zoning Map of the County of Inyo as adopted by Section 18.81.390 of the Inyo County Code is hereby amended so that the zoning on an approximate 1.95-acre site as created by TPM 253 located east of the Bishop Plaza shopping center, along Highway 395 north of the City of Bishop (APN 010-301-28) is changed from Multiple Residential with a 2-acre minimum (R3-2) to One Family Residences with a 3,400 square-foot minimum (R1-3,400)

### **SECTION IV: EFFECTIVE DATE**

This Ordinance shall take effect and be in full force and thirty (30) days from adoption, or upon approval of the dissolution of the condominium association by the DRE, whichever occurs later. Before the expiration of fifteen (15) days from the adoption hereof, this Ordinance shall be published as required by Government Code Section 25124. The Clerk of the Board is hereby instructed and ordered to so publish this Ordinance together with the names of the Board members voting for and against same.

**PASSED AND ADOPTED THIS TH DAY OF.**

**AYES:**

**NOES:**

**ABSTAIN:**

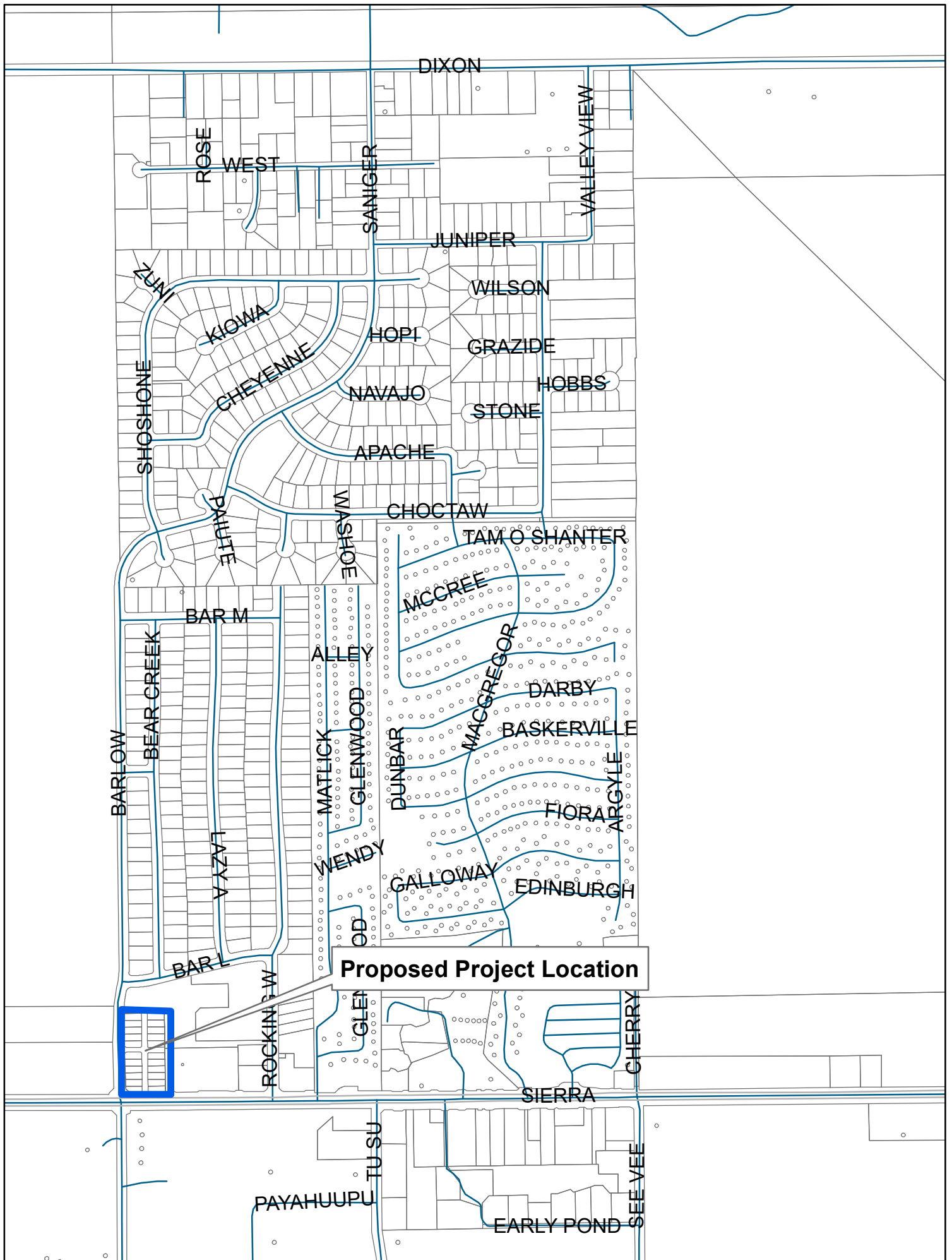
**ABSENT:**

---

Scott Marcellin, Chairperson  
Inyo County Board of Supervisors

**ATTEST:**  
**Nate Greenberg**  
**Clerk of the Board**

**By:** \_\_\_\_\_  
Darcy Ellis, Assistant



IN THE UNINCORPORATED TERRITORY OF INYO COUNTY, CALIFORNIA

DESIGN NOTES:

A cross-sectional diagram of a 6-foot wide road. The road is flanked by property lines on both sides. On the left, a 15-foot minimum setback (or as shown) is indicated. A 5-foot typical building footprint is shown. A 2-foot wide rolled curb separates the building footprint from a 20-foot wide driveway. The driveway is 20 feet wide. The road is 6 feet wide. On the right, a 2-foot wide rolled curb separates the driveway from another 20-foot wide building footprint. A 5-foot typical setback is shown. A 15-foot minimum setback (or as shown) is indicated. The diagram is labeled 'TYPICAL DETAIL' and '1" = 30'.

- LOT CONFIGURATION SHOWN ALIGNS WITH THE EXISTING ARBORS CONDOMINIUM PLAN SHOWN IN BOOK 1 OF CONDOMINIUM PLANS AT PAGE 42
- THE RECORDATION OF THE FINAL TRACT MAP FOR THIS SUBDIVISION EXTINGUISHES ALL REFERENCES AND CONDOMINIUM OWNERSHIP TO THE ARBORS CONDOMINIUMS.
- STREET AND UNDERGROUND IMPROVEMENTS FOR THIS SITE ARE EXISTING AND HAVE BEEN APPROVED BY THE COUNTY OF INYO IN MAY 2004 FOR TRACT # 238. SERVICE CONNECTIONS TO EACH LOT ARE ALSO EXISTING.
- THE INTERIOR STREET FOR THIS PROJECT WILL BE MAINTAINED BY THE ASSOCIATION MAINTENANCE AREA.
- ALL CURRENT OWNERS OF THE ARBORS CONDOMINIUM PROJECT WILL HAVE A TITLE INTEREST TO THE NEW SUBDIVIDED PROPERTY IN ACCORDANCE WITH THE NEW PROJECT CONDITIONS, COVENANTS AND RESTRICTIONS.
- THE FINAL MAP WILL ONLY BE FINALIZED AND RECORDED ONCE THE CALIFORNIA DEPARTMENT OF REAL ESTATE APPROVES THE DISSOLUTION OF THE CONDOMINIUM ASSOCIATION. IF SUCH APPROVAL IS NOT RECEIVED, THE FINAL MAP SHALL BE NULL AND VOID.

TRIAD/HOLMES ASSOCIATES INC.  
THOMAS A. PLATZ, P.O. BOX 1570,  
MAMMOTH LAKES, CA STE. 202  
MAMMOTH LAKES, CALIFORNIA 93546  
(760) 934-7588

EASTSIDE VISTAS, LLC,  
2815 Sierra Vista Way  
BISHOP, CA 93514  
760 937-4442  
randi@mysierrahomes.com

DAVID & CAROLYN JARVIS  
1316 AND 1324 NORTH BARLOW LANE  
BISHOP, CA

NICHOLAS HALL  
1384 NORTH BARLOW LANE  
BISHOP, CA

STEVEN & GENEVIEVE WELLS  
1312 NORTH BARLOW LANE  
BISHOP, CA

JASON INGEBRETSEN  
1308 NORTH BARLOW LANE  
BISHOP, CA

- 1 3' WIDE EASEMENT FOR WALL AND FENCE MAINTENANCE RESERVED HEREON
- 2 S.C.E.. EASEMENT PER 2006-0003580 O.R.
- 3 SEWER EASEMENT TO EASTERN SIERRA COMMUNITY SERVICES DISTRICT PER 2006-0005505 O.R.
- 4 SEWER EASEMENT TO EASTERN SIERRA COMMUNITY SERVICES DISTRICT PER 2006-0005506 O.R.
- 5 EASEMENT AGREEMENT WITH MEADOWCREEK MUTUAL WATER COMPANY PER INST. 2014-0001536 O.R.
- 6 EASEMENT FOR STREETS ACCESS AND UTILITIES IN FAVOR OF THE "HOMEOWNERS ASSOCIATION MAINTENANCE AREA" FOR THE BENEFIT OF EXISTING AND FUTURE PROPERTY OWNERS.
- 7 28' WIDE EASEMENT OVER LOTS 5 AND 6 FOR PARKING, RECREATION, AREA FOR MAILBOXES AND OTHER USES IN FAVOR OF THE "HOMEOWNERS ASSOCIATION MAINTENANCE AREA" FOR THE BENEFIT OF THE EXISTING AND FUTURE PROPERTY OWNERS.

VERIZON EASEMENT PER 2007-0001230 O.R., EXACT  
LOCATIONS OF THE EASEMENTS ARE NOT ADEQUATELY  
DESCRIBED AND ARE NOT PLOTTED HEREON

FOOTPRINT OF FUTURE  
SINGLE FAMILY RESIDENCE

FOOTPRINT OF EXISTING  
SINGLE FAMILY RESIDENCE

*EASTSIDE VISTAS,  
TENTATIVE TRACT MAP NO. 253*



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777 woods rd. suite g  
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phone (650) 368-0216  
fax (650) 366-0298  
e-mail st@triadholmes.com

DATE 7-2-2025

SCALE *SHOWN*

DRAWN *JSP*

JOB NO. 04.0106.4

DWG

SHEET 1

7

OF 1 SHEETS



**RESOLUTION NO. 2025-04**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE  
COUNTY OF INYO, STATE OF CALIFORNIA, RECOMMENDING  
THAT THE BOARD OF SUPERVISORS FIND THE PROPOSED  
PROJECT IS EXEMPT FROM THE REQUIREMENTS OF THE  
CALIFORNIA ENVIRONMENTAL QUALITY ACT, MAKE CERTAIN  
FINDINGS WITH RESPECT TO AND APPROVE ZONE  
RECLASSIFICATION NO. 2025-04 INYO COUNTY**

**WHEREAS**, the Inyo County Board of Supervisors, through Inyo County Code (ICC) Section 15.12.040, has designated the Planning Commission to serve as the Environmental Review Board pursuant to Section 15022 of the California Environmental Quality Act (CEQA) Guidelines, which is responsible for the environmental review of all County projects; and

**WHEREAS**, Pursuant to the California Environmental Quality Act (CEQA), the proposed ordinance is covered by the Commonsense Exemption 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This is a proposal to reclassify a parcel of land from Multiple Residential (R3-2) to One Family Residential (R1-3,400) that was previously approved for a condominium project and this action will cause it to comply with the current subdivision proposal. The project proposes no other changes and is located on already disturbed and denuded land; and

**WHEREAS**, the Inyo County Planning Commission held a duly noticed public hearing on August 27<sup>th</sup>, 2025, to review and consider a request for approval of Zone Reclassification (ZR) No. 2025-04, and considered the staff report for the project and all oral and written comments regarding the proposal; and

**WHEREAS**, ICC Section 18.03.020 states in part that it is necessary for the zoning ordinance to be consistent with the General Plan; and

**WHEREAS**, the approval of ZR 2025-04 is consistent with the Inyo County General Plan designation of Residential Medium High Density (RMH). This designation provides for single-family and multi-family residential units at a density of 7.6-15 units per acre. The lots resulting from the subdivision will be 3,423-sqft to 4,978-sqft. This is a density range of 7.8-11 units per acre meeting the current RMH density requirement. The RMH designation also requires connection to an acceptable sewer and water systems, which is current available to the subdivision; and

**WHEREAS**, ZR 2025-04 is consistent with the Inyo County Zoning code as the project site is currently zoned Multiple-Residential 3+ units or R3. This designation was chosen for the condominium project as all of the housing units were to be built on a single

lot. For the subdivision to be completed the Zoning designation will have to be changed to One-Family Residences (R1) because the 22 housing units are no longer proposed to be on a single parcel. The applicant has applied to change the zoning for the proposed 22 lots to R1 with a 3,400-sqft minimum lot size. This zoning would be consistent with the existing General Plan Land Use Designation of RMH for the 22 lots, and this level of density is not out of character for the general area in which the project is located.

**THEREFORE, BE IT HEREBY RESOLVED**, that based on all of the written and oral comments and input received at the August 27<sup>th</sup>, 2025, public hearing, including the Planning Department Staff Report, the Planning Commission makes the following findings regarding the proposal and hereby recommends that the Board of Supervisors adopt the following findings for the proposed project:

### **RECOMMENDED FINDINGS**

1. The proposed ordinance is covered by the Commonsense Exemption 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This is a proposal to reclassify a parcel of land from Multiple Residential (R3-2) to One Family Residential (R1-3,400) that was previously approved for a condominium project to comply with a current subdivision proposal. The project proposes no other changes and is located on already disturbed and denuded land.
2. Based on substantial evidence in the record, the proposed Zone Reclassification is consistent with the Inyo County General Plan designation of Residential Medium High Density (RMH). This designation provides for single-family and multi-family residential units at a density of 7.6-15 units per acre. The lots resulting from the subdivision will be 3,423-sqft to 4,978-sqft. This is a density range of 7.8-11 units per acre meeting the current RMH density requirement. The RMH designation also requires connection to an acceptable sewer and water systems, which are currently available to the subdivision.
3. Based on substantial evidence in the record, the proposed Zone Reclassification is consistent with Title 18 (Zoning Ordinance) of the Inyo County Code as the project site is currently zoned Multiple-Residential 3+ units or R3. This designation was chosen for the condominium project as all of the housing units were to be built on a single parcel. For the subdivision to be completed the Zoning designation will have to be changed to One-Family Residences (R1) because the 22 housing units are no longer proposed to be on a single parcel. The applicant has applied to change the zoning for the proposed 22 lots to R1 with a 3,400-sqft minimum lot size. This zoning would be consistent with the existing General Plan Land Use Designation of RMH for the 22 lots, and this level of density is not out of character for the general area in which the project is located.

**BE IT FURTHER RESOLVED** that the Planning Commission recommends that the Board of Supervisors take the following actions:

**RECOMMENDED ACTIONS**


1. Adopt the proposed ordinance amending certain specified sections of Title 18.81 of the Inyo County Code related to the Zoning Map of the County of Inyo based on all the information in the public record and on the recommendation of the Planning Commission.
2. Make all required findings as presented by staff.

**PASSED AND ADOPTED** this 27<sup>th</sup> Day of August 2025, by the following vote of the Inyo County Planning Commission:

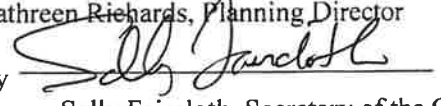
AYES: 4  
NOES: None  
ABSTAIN: None  
ABSENT: 1



Todd Vogel, Chair  
Inyo County Planning Commission



ATTEST:  
Cathreen Richards, Planning Director

By   
Sally Faircloth, Secretary of the Commission



**Planning Department**  
**168 North Edwards Street**  
**Post Office Drawer L**  
**Independence, California 93526**

**Phone:** (760) 878-0263  
**FAX:** (760) 878-0382  
**E-Mail:** [inyoplanning@inyocounty.us](mailto:inyoplanning@inyocounty.us)

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**AGENDA ITEM NO.:** 6 (Action Item – Public Hearing)

**PLANNING COMMISSION MEETING DATE:** August 27, 2025

**SUBJECT:** Eastside Vistas Subdivision Project:

- Tentative Tract Map #253
- Zone Reclassification #2025-04
- Variance #2025-02

#### **EXECUTIVE SUMMARY**

This project is a proposal to subdivide an approximately 1.95-acre parcel (APN 010-301-28), located at the south corner of Highway 395 and North Barlow Lane, adjacent to the Big 5 Sporting Goods store and the Bishop Plaza shopping center. The parcel is currently under a condominium project known as the Arbors that has sat mostly idle for many years. The project will include a zone reclassification, from Multiple-Residential 3+ units to One-Family Residential R1, and a variance addressing lot width and setbacks. The Condominium, including the homeowner's association and Conditions, Covenants and Restrictions (CC&R) will be dissolved in a separate but necessary action by the California Department of Real Estate. This project is exempt from CEQA pursuant to 15061(b)(3) Commonsense Exemption.

#### **PROJECT INFORMATION**

**Supervisory District:** First District

**Applicants:** Eastside Vistas LLC, Jason Ingebretson, David Jarvis, Carolyn Jarvis, Nick Hall, Steven Wells and Genevieve Wells

**Landowners:** Eastside Vistas LLC, Jason Ingebretson, David Jarvis, Carolyn Jarvis, Nick Hall, Steven Wells and Genevieve Wells

**Address/Community:** A total of approximately 1.95-acres located at the corner of Highway 395 and North Barlow Lane, adjacent to the Big 5 Sporting Goods store and the Bishop Plaza shopping center

**A.P.N.:** 010-301-28

**General Plan:** Residential Medium Density (7.6-15 units per acre) – no proposed change.

**Zoning:** Multiple-Residential 3+ units per acre (R-3). Proposed to change to R1-3,400.

**Size of Parcels:**                      Current                      Proposed  
1.95-acres                              22 lots from 3,423-sqft to 4,978-sqft.

**Surrounding Land Use:**

<b>Location:</b>	<b>Use:</b>	<b>Gen. Plan Designation</b>	<b>Zoning</b>
Site	22-unit condo project with 4 built units	Residential Medium High Density (RMH)	Multiple-Residential (R3)
North	Electric Vehicle Charging Station	Retail Commercial (RC)	General Commercial (C1)
East	Open undeveloped land (LADWP lands)	Agriculture (A)	Open Space size (OS-40)
South	Highway 395	N/A	N/A
West	Shopping Center	Retail Commercial (RC)	General Commercial (C1)

**Recommended Action:**

1. **Make certain findings as provided for in the staff report and certify the project is Exempt under California Environmental Quality Act (CEQA) pursuant to 15061(b)(3) the Commonsense Exemption and approve:**
  - **Tentative Tract Map #253/Eastside Vistas Variance #2025-02/Eastside Vistas subject to the Findings and Conditions of Approval as recommended in the Staff Report; and**
  - **Variance #2025-02/Eastside Vistas, subject to the Findings and Conditions of Approval as recommended in the Staff Report.**
2. **Adopt the attached Resolution, recommending that the Board of Supervisors:**

- **Certify the project is Exempt from CEQA pursuant to 15061(b)(3) the Commonsense Exemption and that the provisions of the California Environmental Quality Act have been met and Adopt Zone Reclassification #2025-04/Eastside Vistas.**

**Alternatives:**

- 1.) Deny the proposed actions for subdivision, thereby prohibiting the applicant from subdividing.
- 2.) Continue the public hearing to a future date and provide specific direction to staff regarding additional information and analysis needed.

**Project Planner:**

Cathreen Richards

**BACKGROUND**

The applicants Eastside Vistas LLC, Jason Ingebretson, David Jarvis, Carolyn Jarvis, Nick Hall, Steven Wells and Genevieve Wells are proposing to subdivide an approximately 1.95-acre parcel (APN 010-301-28), located at the south corner of Highway 395 and North Barlow Lane, adjacent to the Big 5 Sporting Goods store and the Bishop Plaza shopping center. The parcel is currently under a condominium project known as the Arbors that has sat mostly idle for many years. The project will include a zone reclassification from Multiple-Residential 3+ units to One-Family Residential R1 and a variance addressing lot width and setbacks. The Condominium, including the homeowner's association and Conditions, Covenants and Restrictions (CC&R) will be dissolved in a separate action.

**STAFF ANALYSIS**

In 2007 the Arbors, a common interest development, more specifically a condominium project, was approved for the property located at the south corner of Highway 395 and North Barlow Lane. These types of projects result in multi-unit housing developments that may look like ordinary housing developments but are actually owned by multiple owners. In a condominium project each condominium owner owns a "unit" of airspace, which they occupy as their home. An association consisting of all the condominium owners own the land, buildings and other common areas of the property collectively.

The Arbors is a 22-unit condominium project but only 5-units have been built since its approval in 2007. Generally speaking, in most condominium projects all of the housing units are built at once and then the shares are sold. The new owners of most of the Arbor's condominium shares, with the permission of the other owners, have applied to subdivide the property into 22 fee-simple lots. This gives the current and future owners unrestricted ownership of both the land and any buildings on it. This action will also require that the applicants have the condominium project dissolved through a process implemented by the California Department of Real Estate and the project is conditioned for this to happen before the final subdivision map can be approved. The actual subdivision of the land into 22 fee

simple lots will be conducted pursuant to the State Subdivision Map Act and Inyo County Code Title 16 – Subdivision, as prepared by County staff.

The subdivision uses the current building areas of the condominium project to depict the new lot lines (Map attached). All of the streets, lighting, curbs, roads, utilities including water and sewer lines are already constructed for each new lot up to the future lot lines. An area already identified for a small pocket park will also remain. A new homeowner's association will be formed to collect money for the maintenance of the streets, curbs, lighting, the park and etc.

#### General Plan Consistency

The Current General Plan designation is Residential Medium High Density (RMH). This designation provides for single-family and multi-family residential units at a density of 7.6-15 units per acre. The lots resulting from the subdivision will be 3,423-sqft to 4,978-sqft. This is a density range of 7.8-11 units per acre meeting the current RMH density requirement. The RMH designation also requires connection to an acceptable sewer and water system, which is available to the subdivision. Overall, the proposed subdivision is consistent with the current General Plan Designation.

#### Zoning Ordinance Consistency

The project site is currently zoned Multiple-Residential 3+ units or R3. This designation was chosen for the condominium project because all of the housing units were to be built on a single lot. For the subdivision to be completed the Zoning designation will have to be changed to One-Family Residences (R1) because the 22 housing units are no longer proposed to be on a single lot, but instead on 22 individual lots. The applicant has applied to change the zoning for the proposed 22 lots to R1 with a 3,400-sqft minimum lot size. This zoning would be consistent with the existing General Plan Land Use Designation of RMH for the 22 lots, and this level of density is not out of character for the general area in which the project is located.

#### Compliance with Development Standards

The R1 zoning district's design standards are as follows:

- Setbacks
  - Front yard – 25-feet
  - Rear yard – 20-feet
  - Side yards – 5-feet
- Required lot width
  - 50-feet
- Required lot size 5,800-sqft.

These are quite different than what will be the resulting lot dimensions and setbacks after the subdivision. To allow for the proposed subdivision to be compliant with regard to the required R1 design standards, the minimum lot size will be reduced to 3,400-sqft resulting in a R1-3,400-sqft zoning designation and a variance for reduced lot width and setbacks is also required.

Section 18.78.057 Minimum lot size – Rezone non-applicability states that: *Minimum lot size provisions contained in this title shall not be construed to prohibit rezoning of existing lots which would be of substandard size under the proposed classification where the planning*

*commission and the board of supervisors find the rezoning to be in the public interest.* This provision allows for the county to rezone to accommodate smaller lot sizes, than identified in the zoning code, if the action is in the public interest. The condominium project created building envelopes, which are essentially de facto lot lines. The project area has already had all of the streets and utility infrastructure, as well as four housing units, built to comply with the building envelopes. Staff is proposing to change the zoning, which will include lot sizes less than what is set forth in the R1 district as provided for by 18.78.057 to 3,400-sqft. The intent of this subdivision is to create more interest in the development of housing units in this failed condominium project. Any additional housing in the County is in the public's interest.

A Variance will allow for a narrower minimum lot width requirement and reduced front and rear yard setbacks, again to match the already established building areas that the new lot lines are based upon. The design standards for the subdivision will be:

Front yard – 35-foot minimum from road centerline  
Side yards – 5-foot minimum  
Rear yard for lots 1-11 and 17-22 – 15-foot minimum  
Rear yard for lots 12-16:  
Lot 12 – 11.5-feet  
Lot 13 - 11.8-feet  
Lot 14 – 12.7-feet  
Lot 15 – 13.6  
Lot 16 – 14.4

The required minimum width of the lots will be 21 feet. This reflects the narrowest lot at its narrowest point.

Compliance with Inyo County Code Title 16 (Subdivision) & California Subdivision Map Act

The proposed Tract Map will comply with all provisions of the County Subdivision Ordinance, as well as provisions of the California Subdivision Map Act once the condominium project has been dissolved, and the zone reclassification and variance are completed. These are included as conditions of approval for the Final Map.

The original Map and condominium project were reviewed and conditioned, for the current on the ground circumstances, and nothing is changing with the exception of this being a subdivision resulting in 22-fee-simple lots instead of a 22-unit condominium project. The original project was also evaluated and approved pursuant to the California Environmental Quality Act (CEQA) with a Mitigated Negative Declaration of Environmental Impact (MND). All of the mitigations based on the MND have previously been fulfilled. The project currently allows, by right, for 17 additional housing units and this will remain in effect once the subdivision is complete. All of the conditions addressing the actual development, such as traffic, parking, lighting, utilities, streets and curbs, fence height and etc. have also been fulfilled, as well as built. Based on these factors this subdivision request is compliant with the Inyo County Code Title 16 (Subdivision).



## **COMMENTS**

County staff sent memos requesting comments from: the Bishop Unified School District, Cal Trans, District 9, Meadow Creek Mutual Water Company, Eastern Sierra Community Service District, Bishop Rural Fire Protection District, and the county department of the Treasurer Tax Collector. Staff received three comments regarding the project. One from the Eastern Sierra Community Service District (sewer provider). Based on their comment, a condition of approval that states: *the sewer lateral up to, and including, the connection to the main sewer line, is each individual property owner's responsibility*. The Treasurer Tax Collector had comments regarding property tax billing, which they have worked out with the applicants. The third comment is from Cal Trans stating they had no comments.

## **NOTICING**

The project was noticed in the Inyo Register on August 2, 2025, and mailed to property owners within 300-feet on August 8, 2025, meeting the 20-day noticing requirement for changes to the zoning code.

## **ENVIRONMENTAL REVIEW**

ZTA 2025-02; ZR 2025-04 and Variance 2025-02 are Exempt from CEQA pursuant to the Commonsense Exemption 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This project proposes to subdivide a parcel of land that has already been approved for a condominium project. The number of allowed units is not changing, all grading, infrastructure and utilities, streets, curbs, and lighting are built. The area is completely disturbed and impacted by construction based on the previous approval for the condominium project, which was evaluated and approved with an MND. No new impacts will be generated from the approval of this project as it is only changing a 22-unit condominium project to 22-fee simple lots, which does not increase the possible number of total housing units, or impact undisturbed land.

## **Recommended Findings ZTA 2025-02; ZR 2025-04 and Variance 2025-02**

1. ZTA 2025-02; ZR 2025-04 and Variance 2025-02 are Exempt from CEQA.  
*Pursuant to the Commonsense Exemption 15061(b)(3) CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This project proposes to subdivide a parcel of land that has already been approved for a condominium project. The number of allowed units is not changing, all grading, infrastructure and utilities, streets, curbs, and lighting are built. The area is completely disturbed and impacted by construction based on the previous approval for the condominium project. No new impacts will be generated from this approval of this project as it is only changing the building areas of a condominium project to fee simple lots.*

2. Based on substantial evidence in the record, the proposed ZTA 2025-02; ZR 2025-04 and Variance 2025-02 are consistent with the Goals and Policies of the Inyo County General Plan.  
*The Current General Plan designation on the project area is Residential Medium High Density (RMH). This designation provides for single-family and multi-family residential units at a density of 7.6-15 units per acre. The lots resulting from the subdivision will be 3,423-sqft to 4,978-sqft. This is a density range of 7.8-11 units per acre meeting the current RMH density requirement. The RMH designation also requires connection to an acceptable sewer and water systems, which is available to the subdivision. Overall, the proposed subdivision is consistent with the current General Plan Designation.*
3. Based on substantial evidence in the record, ZTA 2025-02; ZR 2025-04 and Variance 2025-02 are consistent with Title 18 (Zoning Ordinance).  
*The project site is currently zoned Multiple-Residential 3+ units or R3. This designation was chosen for the condominium project as all of the housing units were to be built on a single parcel. For the subdivision to be completed the Zoning designation must be changed to One-Family Residences (R1) because the 22 housing units are no longer proposed to be on a single parcel. The applicant has applied to change the zoning for the proposed 22 lots to R1 with a 3,400-sqft minimum lot size. This zoning would be consistent with the existing General Plan Land Use Designation of RMH for the 22 lots, and this level of density is not out of character for the general area in which the project is located.*
4. Based on substantial evidence in the record, ZTA 2025-02; ZR 2025-04 and Variance 2025-02 are consistent with Title 16 (Subdivisions) of the Inyo County Code.  
*The proposed Tract Map will comply with all provisions of the County Subdivision Ordinance once the condominium status is lifted and the zone reclassification and variance are completed. These are included as conditions of approval for the Final Map.*
5. The proposed use would not, under all the circumstances of this case, adversely affect the health or safety of persons living or working in the vicinity, or be materially detrimental to the public welfare.  
*The project continues an already established land use (residential units) identical to a previously approved project. The housing is well suited to the surrounding environment, which tends to be fairly dense and busy for Inyo County.*
6. The proposed use is necessary or desirable.  
*The proposed project allows for additional residential development in the already-densely developed Meadow Creek area.*
7. The site is physically suited for the proposed type and density of development.  
*The subdivision project complies with the requirements and descriptions for the previously approved condominium project. The project site has already had*

*infrastructure and building areas applied, which is well suited to the type and density of the proposed future development.*

8. The design or proposed improvements are not likely to cause substantial environmental damage, or substantially and avoidably injure fish, wildlife, or their habitat, or cause serious public health, welfare or safety problems.  
*The size, land use designation, and zoning proposed for the project lots are exactly the same as the previously approved condominium project and are similar to existing properties in the general area (mobile home parks, apartments). The site was already evaluated for biological, water, traffic etc. issues under CEQA for the original project and all mitigations required from that project have been completed. The project site is currently disturbed and denuded of vegetation from the infrastructure and street construction, as well as the existing 5-residential units. Due to these factors, no real changes will occur based on the approval of this project including those that could cause environmental damage or public health, welfare or safety problems.*
9. There is sufficient water supply available for the subdivision.  
*Water for the existing and future housing units will be provided by the Meadow Creek Mutual Water Company. The original project was conditioned with only 22-service connections at the request of the water company. This will remain in effect as only 22-units can be built on the proposed lots.*
10. The design of the subdivision and subdivision improvements will not conflict with easements acquired by the public for access through or use of the property within the proposed subdivision, or alternate equivalent easements have been provided.  
*Easements have been identified and included on the TTM 253 Map. There are no conflicts with any of the existing easements as verified by the map.*

### **Recommended Variance Findings**

There are also findings specific to Variances. Staff has reviewed this application and can find that all of the required Variance Findings can be affirmed:

1. That there are exceptional circumstances applicable to the property involved, or to the intended use, which do not generally apply to other property in the same district.  
*The property was already approved for a condominium project. All of the required infrastructure is in place based on the previous approval. This is unusual for any district as most subdivisions are not subject to already approved project limitations, or specific design standards, which have caused the need for the variance.*
2. That the result would not be detrimental to the public welfare, or injurious to property in the vicinity.  
*The variance request is to allow for lot widths and setbacks less than the R1 zoning district requires. This would not be detrimental or injurious to either public welfare or other properties in the vicinity as it is a residential project in a commercial and residentially zoned surrounding area. The project is enclosed by a fence, leaving it somewhat isolated from the other properties in the vicinity.*

3. That the strict application of the regulation sought to be modified would result in practical difficulties or hardships inconsistent with, and not necessary for the attainment of, the general purposes of this title.

*The project site was already approved and has already had infrastructure improvements and some construction based on the design standards for the original project. This factor creates difficulties/hardships in meeting the required width and setback requirements for the R1 zone which it must change to, as the whole area would need to be reconfigured to meet R1 design standards. This would result in making the already constructed utilities and infrastructure no longer viable. Granting the variance to allow for smaller lot widths and setbacks would still allow the general purposes of R1 zone as it does not change single-family, residential character or use of the intended zoning.*

4. The proposed variance does not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which the property is situated.

*The proposed subdivision's project site is highly unusual in that it has already been designed for a condominium project, which causes some non-conformity with the required zone change to R1. The project site is surrounded by the Bishop Plaza shopping center that is zoned General Commercial. The General Commercial zoning district has a zero-lot line requirement (no setbacks). There are also other lots located in the R1 zone throughout the county that do not meet the 50-foot-width requirement (Keeler, Lone Pine and Independence to name a few). For these reasons, the requested variance cannot be said to constitute a grant of special privileges. It would, instead, allow the property owners the ability to subdivide their property, creating additional and much needed housing opportunities in the county.*

5. The proposed variance does not authorize a use or activity that is not otherwise expressly authorized by the zoning regulation governing the parcel of property.

*The proposed variance applies to lot width and setback requirements. The proposed residential use is permitted in the R1 Zone.*

6. The proposed variance is consistent with the Inyo County General Plan

*The requested variance presents no inconsistencies with the General Plan land use designation of the project site, which is Residential Medium High Density (RMH) 7.6 to 15 units per acre. The resulting lots which will only be able to accommodate 1-unit represents a density of 7.8-11 units per acre.*

7. The requirements of the California Environmental Quality Act have been met.

*The requested variance is not subject to the provisions of CEQA, being categorically exempt under 15061(b)(3) the Commonsense Exemption.*

### **Conditions of Approval**

1. Hold Harmless: The applicants, landowners, and/or operators shall defend, indemnify and hold harmless Inyo County, its agents, officers and employees from any claim, action, or proceeding against the County, its advisory agencies, appeal boards, or its legislative body concerning TTM 253, ZR 2025-04 and Variance 2025-02.
2. Conformance with Tentative Map: The Final Tract Map shall be in substantial conformance with the approved tentative map and shall be filed within twenty-four months from the date of approval of the tentative map by the Planning Commission, unless a request for an extension is received and approved prior to the expiration date.
3. Compliance with the California Subdivision Map Act and Inyo County Code: The developer shall comply with all applicable provisions of the California Subdivision Map Act (Government Code 66410 et seq.) and Inyo County Code.
4. Taxes and Assessments: The applicants, landowners, shall pay any delinquent and/or due taxes or special assessments to the satisfaction of the Inyo County Treasurer-Tax Collector prior to the recordation of the Final Tract Map.
5. Completion of ZR 2025-04: The applicants, landowners, and/or operators shall have ZR 2025-04 adopted by the Inyo County Board of Supervisors prior to the recordation of the Final Map.
6. Dissolution of condominium: The Final Map will only be finalized and recorded when and if the California Department of Real Estate (DRE) approves the dissolution of the condominium association. The applicants shall submit a completed application for dissolution to the DRE no later than September 26, 2025. If the DRE denies the dissolution, or fails to act upon it within 18 months, then the Final Map will not be recorded and is null and void.
7. Eastern Sierra Community Service District: Property owners shall be notified that the sewer lateral up to, and including the connection to the main sewer line, is each individual property owner's responsibility.

### **ATTACHMENTS**

1. Tentative Tract Map
2. Planning Commission Resolution to the Board of Supervisors
3. Draft Ordinance ZR 2025-04

## Tentative Tract Map 253

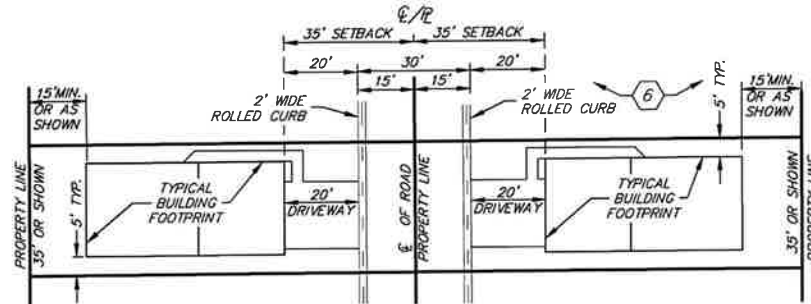
EASTSIDE VISTAS  
TENTATIVE TRACT MAP NO. 253

IN THE UNINCORPORATED TERRITORY OF INYO COUNTY, CALIFORNIA

BEING A SUBDIVISION OF LOT 1 AS SHOWN ON THE MAP ENTITLED "THE ARBORS TRACT NO. 238" RECORDED IN BOOK 4 OF SUBDIVISION MAPS AT PAGES 70 AND 71 IN THE OFFICE TO THE INYO COUNTY RECORDER. BEING COMPOSED OF 22 CONDOMINIUM OWNERSHIPS AND ASSOCIATION PROPERTY AS SHOWN ON THE CONDOMINIUM PLAN FOR "THE ARBORS" RECORDED IN BOOK 1 OF CONDOMINIUM PLANS AT PAGES 42 AND 43 IN THE OFFICE OF SAID COUNTY RECORDER. EXCEPTING THEREFROM THAT PORTION OF SAID ASSOCIATION PROPERTY GRANTED TO THE STATE OF CALIFORNIA PER THE GRANT DEED RECORDED AS DOCUMENT NO. 20240004074 OF OFFICIAL RECORDS IN THE OFFICE OF SAID COUNTY RECORDER.

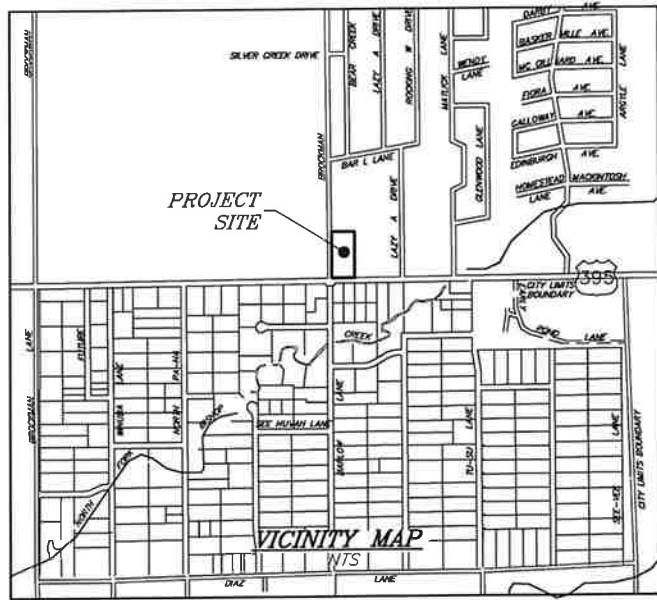
DESIGN NOTES:

ACCESSOR'S PARCEL NO.: 010-301-28-00  
ADDRESS: 1300 NORTH BARLOW LANE, BISHOP  
CALIFORNIA 93514  
GROSS SITE AREA: 1.95± ACRES  
ZONING DESIGNATION: R3-2.0  
RE-ZONE APPLICATION: R1  
GENERAL PLAN DESIGNATION: RMH  
WATER SUPPLY: MEADOWCREEK MUTUAL  
SEWAGE DISPOSAL: ESCSD  
ELECTRICITY: SOUTHERN CALIFORNIA EDISON  
TELEPHONE: VERIZON  
FIRE PROTECTION: BISHOP VOLUNTEER F.D.  
SIDE YARD SETBACK: 5' MIN.  
REAR YARD SETBACK: 15' MIN.  
REAR YARD SETBACK FOR LOTS 12-16: AS SHOWN  
FRONT YARD SETBACK: 35' FROM PL  
OF ROAD

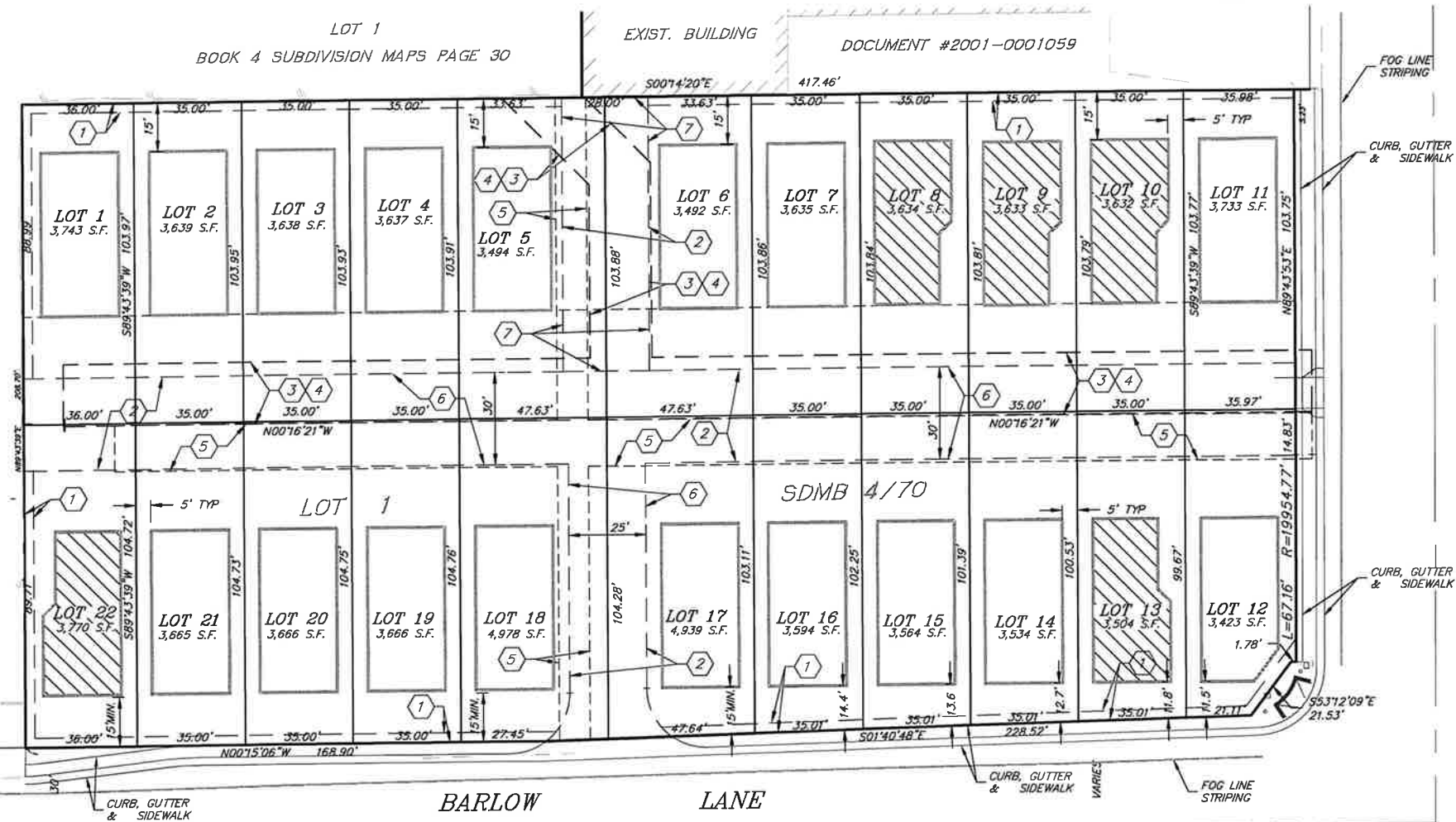


TYPICAL DETAIL

1" = 30'



LOT 1  
BOOK 4 SUBDIVISION MAPS PAGE 30



NORTH SIERRA HIGHWAY (U.S. HIGHWAY 395)

SUBDIVISION NOTES

- LOT CONFIGURATION SHOWN ALIGNS WITH THE EXISTING ARBORS CONDOMINIUM PLAN SHOWN IN BOOK 1 OF CONDOMINIUM PLANS AT PAGE 42
- THE RECORDATION OF THE FINAL TRACT MAP FOR THIS SUBDIVISION EXTINGUISHES ALL REFERENCES AND CONDOMINIUM OWNERSHIP TO THE ARBORS CONDOMINIUMS.
- STREET AND UNDERGROUND IMPROVEMENTS FOR THIS SITE ARE EXISTING AND HAVE BEEN APPROVED BY THE COUNTY OF INYO IN MAY 2004 FOR TRACT # 238. SERVICE CONNECTIONS TO EACH LOT ARE ALSO EXISTING.
- THE INTERIOR STREET FOR THIS PROJECT WILL BE MAINTAINED BY THE ASSOCIATION MAINTENANCE AREA.
- ALL CURRENT OWNERS OF THE ARBORS CONDOMINIUM PROJECT WILL HAVE A TITLE INTEREST TO THE NEW SUBDIVIDED PROPERTY IN ACCORDANCE WITH THE NEW PROJECT CONDITIONS, COVENANTS AND RESTRICTIONS.
- THE FINAL MAP WILL ONLY BE FINALIZED AND RECORDED ONCE THE CALIFORNIA DEPARTMENT OF REAL ESTATE APPROVES THE DISSOLUTION OF THE CONDOMINIUM ASSOCIATION. IF SUCH APPROVAL IS NOT RECEIVED, THE FINAL MAP SHALL BE NULL AND VOID.

ENGINEER/SURVEYOR

TRIAD/HOLMES ASSOCIATES INC.  
THOMAS A. PLATZ, P.O. BOX 1570,  
MAMMOTH LAKES, CA STE. 202  
MAMMOTH LAKES, CALIFORNIA 93546  
(760) 934-7588

OWNER/APPLICANT

EASTSIDE VISTAS, LLC,  
2815 Sierra Vista Way  
BISHOP, CA 93514  
760 937-4442  
randi@mysierrohomes.com

OWNERS

DAVID & CAROLYN JARVIS  
1316 AND 1324 NORTH BARLOW LANE  
BISHOP, CA

NICHOLAS HALL  
1384 NORTH BARLOW LANE  
BISHOP, CA

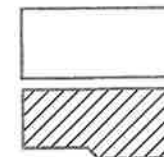
STEVEN & GENEVIEVE WELLS  
1312 NORTH BARLOW LANE  
BISHOP, CA

JASON INGEBRETSEN  
1308 NORTH BARLOW LANE  
BISHOP, CA

EASEMENT LEGEND

- 3' WIDE EASEMENT FOR WALL AND FENCE MAINTENANCE RESERVED HEREON
- S.C.E. EASEMENT PER 2006-0003580 O.R.
- SEWER EASEMENT TO EASTERN SIERRA COMMUNITY SERVICES DISTRICT PER 2006-0005505 O.R.
- SEWER EASEMENT TO EASTERN SIERRA COMMUNITY SERVICES DISTRICT PER 2006-0005506 O.R.
- EASEMENT AGREEMENT WITH MEADOWCREEK MUTUAL WATER COMPANY PER INST. 2014-0001536 O.R.
- EASEMENT FOR STREETS ACCESS AND UTILITIES IN FAVOR OF THE "HOMEOWNERS ASSOCIATION MAINTENANCE AREA" FOR THE BENEFIT OF EXISTING AND FUTURE PROPERTY OWNERS.
- 28' WIDE EASEMENT OVER LOTS 5 AND 6 FOR PARKING, RECREATION, AREA FOR MAILBOXES AND OTHER USES IN FAVOR OF THE "HOMEOWNERS ASSOCIATION MAINTENANCE AREA" FOR THE BENEFIT OF THE EXISTING AND FUTURE PROPERTY OWNERS.

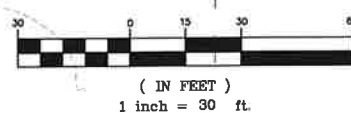
VERIZON EASEMENT PER 2007-0001230 O.R., EXACT LOCATIONS OF THE EASEMENTS ARE NOT ADEQUATELY DESCRIBED AND ARE NOT PLOTTED HEREON



FOOTPRINT OF FUTURE  
SINGLE FAMILY RESIDENCE

FOOTPRINT OF EXISTING  
SINGLE FAMILY RESIDENCE

GRAPHIC SCALE



EASTSIDE VISTAS,  
TENTATIVE TRACT MAP NO. 253

BEING A SUBDIVISION OF LOT 1 OF TRACT NO. 238, "THE ARBORS"  
LOCATED IN THE UNINCORPORATED TERRITORY OF INYO COUNTY,  
IN THE COMMUNITY OF BISHOP, CALIFORNIA



post office box 1570  
MAMMOTH LAKES, ca 93546  
phone (760) 934-7588  
fax (760) 934-5519  
e-mail triad@triahomes.com  
873 NORTH MAIN STREET  
BISHOP, ca 93514  
phone (760) 873-4273  
fax (760) 873-8924  
e-mail bishop@triahomes.com  
777 woodside rd. suite c  
REDWOOD CITY, ca 94061  
phone (650) 366-0216  
fax (650) 366-0298  
e-mail sl@triahomes.com

DATE	7-2-2025
SCALE	SHOWN
DRAWN	JSP
JOB NO.	04.0106.4
DWG	
SHEET	1
OF	1 SHEETS

## Planning Commission Resolution



**RESOLUTION NO.**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE  
COUNTY OF INYO, STATE OF CALIFORNIA, RECOMMENDING  
THAT THE BOARD OF SUPERVISORS FIND THE PROPOSED  
PROJECT IS EXEMPT FROM THE REQUIREMENTS OF THE  
CALIFORNIA ENVIRONMENTAL QUALITY ACT, MAKE CERTAIN  
FINDINGS WITH RESPECT TO AND APPROVE ZONE  
RECLASSIFICATION NO. 2025-04 INYO COUNTY**

**WHEREAS**, the Inyo County Board of Supervisors, through Inyo County Code (ICC) Section 15.12.040, has designated the Planning Commission to serve as the Environmental Review Board pursuant to Section 15022 of the California Environmental Quality Act (CEQA) Guidelines, which is responsible for the environmental review of all County projects; and

**WHEREAS**, Pursuant to the California Environmental Quality Act (CEQA), the proposed ordinance is covered by the Commonsense Exemption 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This is a proposal to reclassify a parcel of land from Multiple Residential (R3-2) to One Family Residential (R1-3,400) that was previously approved for a condominium project and this action will cause it to comply with the current subdivision proposal. The project proposes no other changes and is located on already disturbed and denuded land; and

**WHEREAS**, the Inyo County Planning Commission held a duly noticed public hearing on August 27<sup>th</sup>, 2025, to review and consider a request for approval of Zone Reclassification (ZR) No. 2025-04, and considered the staff report for the project and all oral and written comments regarding the proposal; and

**WHEREAS**, ICC Section 18.03.020 states in part that it is necessary for the zoning ordinance to be consistent with the General Plan; and

**WHEREAS**, the approval of ZR 2025-04 is consistent with the Inyo County General Plan designation of Residential Medium High Density (RMH). This designation provides for single-family and multi-family residential units at a density of 7.6-15 units per acre. The lots resulting from the subdivision will be 3,423-sqft to 4,978-sqft. This is a density range of 7.8-11 units per acre meeting the current RMH density requirement. The RMH designation also requires connection to an acceptable sewer and water systems, which is current available to the subdivision; and

**WHEREAS**, ZR 2025-04 is consistent with the Inyo County Zoning code as the project site is currently zoned Multiple-Residential 3+ units or R3. This designation was chosen for the condominium project as all of the housing units were to be built on a single

lot. For the subdivision to be completed the Zoning designation will have to be changed to One-Family Residences (R1) because the 22 housing units are no longer proposed to be on a single parcel. The applicant has applied to change the zoning for the proposed 22 lots to R1 with a 3,400-sqft minimum lot size. This zoning would be consistent with the existing General Plan Land Use Designation of RMH for the 22 lots, and this level of density is not out of character for the general area in which the project is located.

**THEREFORE, BE IT HEREBY RESOLVED**, that based on all of the written and oral comments and input received at the August 27<sup>th</sup>, 2025, public hearing, including the Planning Department Staff Report, the Planning Commission makes the following findings regarding the proposal and hereby recommends that the Board of Supervisors adopt the following findings for the proposed project:

### **RECOMMENDED FINDINGS**

1. The proposed ordinance is covered by the Commonsense Exemption 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This is a proposal to reclassify a parcel of land from Multiple Residential (R3-2) to One Family Residential (R1-3,400) that was previously approved for a condominium project to comply with a current subdivision proposal. The project proposes no other changes and is located on already disturbed and denuded land.
2. Based on substantial evidence in the record, the proposed Zone Reclassification is consistent with the Inyo County General Plan designation of Residential Medium High Density (RMH). This designation provides for single-family and multi-family residential units at a density of 7.6-15 units per acre. The lots resulting from the subdivision will be 3,423-sqft to 4,978-sqft. This is a density range of 7.8-11 units per acre meeting the current RMH density requirement. The RMH designation also requires connection to an acceptable sewer and water systems, which are currently available to the subdivision.
3. Based on substantial evidence in the record, the proposed Zone Reclassification is consistent with Title 18 (Zoning Ordinance) of the Inyo County Code as the project site is currently zoned Multiple-Residential 3+ units or R3. This designation was chosen for the condominium project as all of the housing units were to be built on a single parcel. For the subdivision to be completed the Zoning designation will have to be changed to One-Family Residences (R1) because the 22 housing units are no longer proposed to be on a single parcel. The applicant has applied to change the zoning for the proposed 22 lots to R1 with a 3,400-sqft minimum lot size. This zoning would be consistent with the existing General Plan Land Use Designation of RMH for the 22 lots, and this level of density is not out of character for the general area in which the project is located.

**BE IT FURTHER RESOLVED** that the Planning Commission recommends that the Board of Supervisors take the following actions:

**RECOMMENDED ACTIONS**

1. Adopt the proposed ordinance amending certain specified sections of Title 18.81 of the Inyo County Code related to the Zoning Map of the County of Inyo based on all the information in the public record and on the recommendation of the Planning Commission.
2. Make all required findings as presented by staff.

**PASSED AND ADOPTED** this 27<sup>th</sup> Day of August 2025, by the following vote of the Inyo County Planning Commission:

AYES:

NOES:

ABSTAIN:

ABSENT:

Todd Vogel, Chair  
Inyo County Planning Commission

ATTEST:

Cathreen Richards, Planning Director

By \_\_\_\_\_  
Sally Faircloth, Secretary of the Commission

## Draft Ordinance

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF INYO, STATE OF CALIFORNIA, APPROVING ZONE RECLASSIFICATION NO. 2025-04/EASTSIDE VISTAS AND AMENDING THE ZONING MAP OF THE COUNTY OF INYO BY REZONING AN APPROXIMATE 1.95 -ACRE PARCEL LOCATED EAST OF THE BISHOP PLAZA (APN 010-301-28) FROM MULTIPLE RESIDENTIAL WITH A 2-ACRE MINIMUM (R3-2) TO ONE FAMILY RESIDENCES 3,400 SQUARE-FOOT MINIMUM (R1-3,400)**

The Board of Supervisors of the County of Inyo ordains as follows:

**SECTION I: AUTHORITY**

This Ordinance is enacted pursuant to the police power of the Board of Supervisors and Sections 18.81.310 and 18.81.350 of the Inyo County Code, which establishes the procedure for the Board of Supervisors to enact changes to the Zoning Ordinance of the County as set forth in Title 18 of said code. The Board of Supervisors is authorized to adopt zoning ordinances by Government Code Section 65850 et seq.

**SECTION II: FINDINGS**

Upon consideration of the material submitted, the recommendation of the Inyo County Planning Commission, and statements made at the public hearings held on this matter, this Board finds as follows:

- (1) In accordance with Inyo County Code Section 18.81.320, Eastside Vistas LLC, Jason Ingebretson, David Jarvis, Carolyn Jarvis, Nick Hall, Steven Wells and Genevieve Wells applied to the Inyo County Planning Commission to have the zoning map of the County of Inyo amended from Multiple Residential with a 2-acre minimum (R3) to One Family Residences with a 3,400 square-foot minimum (R1-3,400) as described in Section III of this Ordinance.
- (2) On August 27, 2025, the Inyo County Planning Commission conducted a public hearing on Zone Reclassification No. 2025-04/Eastside Vistas following which, the Commission made various findings and recommended that this Board amend Title 18, to rezone the property described in Section III of this Ordinance to One Family Residences with a 3,400 square-foot minimum (R1-3,400).
- (3) The findings of the Planning Commission are supported by the law and facts and are adopted by this Board.
- (4) The proposed Zone Reclassification is consistent with the goals, policies, and implementation measures in the Inyo County General Plan.
- (5) The proposed actions will act to further the orderly growth and development of the County by rezoning the property to One Family Residences with a 3,400

square-foot minimum (R1-3,400) as it best matches the current and planned future uses on the property.

### **SECTION III: ZONING MAP OF THE COUNTY OF INYO AMENDED**

The Zoning Map of the County of Inyo as adopted by Section 18.81.390 of the Inyo County Code is hereby amended so that the zoning on an approximate 1.95-acre site as created by TPM 253 located east of the Bishop Plaza shopping center, along Highway 395 north of the City of Bishop (APN 010-301-28) is changed from Multiple Residential with a 2-acre minimum (R3-2) to One Family Residences with a 3,400 square-foot minimum (R1-3,400)

### **SECTION IV: EFFECTIVE DATE**

This Ordinance shall take effect and be in full force and thirty (30) days from adoption, or upon approval of the dissolution of the condominium association by the DRE, whichever occurs later. Before the expiration of fifteen (15) days from the adoption hereof, this Ordinance shall be published as required by Government Code Section 25124. The Clerk of the Board is hereby instructed and ordered to so publish this Ordinance together with the names of the Board members voting for and against same.

**PASSED AND ADOPTED THIS TH DAY OF.**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

Scott Marcellin, Chairperson  
Inyo County Board of Supervisors

**ATTEST:**  
**Nate Greenberg**  
**Clerk of the Board**

**By:** \_\_\_\_\_  
Darcy Ellis, Assistant



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

NATE GREENBERG  
COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

September 23, 2025

Reference ID:  
2025-622

### Public Hearing and Proposed Ordinance and Resolution Regarding Adoption and Collection of Fees to Review Records of Survey County Administrator ACTION REQUIRED

#### ITEM SUBMITTED BY

Michael Errante, Public Works Director, Meaghan McCamman, Deputy County Administrator

#### ITEM PRESENTED BY

Meaghan McCamman, Deputy County Administrator, Michael Errante, Public Works Director

#### RECOMMENDED ACTION:

- A) Receive presentation from staff;
- B) Conduct public hearing on proposed ordinance and resolution;
- C) Waive further reading and adopt proposed Ordinance 1325, titled, "An Ordinance of the Inyo County Board of Supervisors Adding Section 16.28.120 to the Inyo County Code Pertaining to the Establishment of Fees for Record of Survey Reviews by the County Surveyor;" and
- D) Adopt Resolution No. 2025-34, titled, "Resolution of the Inyo County Board of Supervisors Adopting and Increasing Fees for Map Checking Services Provided by and through the Inyo County Department of Public Works," and authorize the Chairperson to sign.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

The County Surveyor performs a range of statutory and discretionary functions including:

- Reviewing and approving parcel maps, final maps, and records of survey;
- Providing boundary verification and legal description review; and
- Ensuring compliance with the Subdivision Map Act and local ordinances.

In Inyo County, fees for these services have not been adjusted to reflect actual cost since 1993. As a result, the County has been subsidizing these services, resulting in an unsustainable draw on the General Fund.

Currently, County Surveyor services are performed by contracted surveyors employed by Meyer Land Surveying of Oak Hills, California. Meyer Land Surveying charges Inyo County an hourly rate for services provided, depending upon the staff performing the work. The Meyer Land Surveying hourly staff rates are included in Exhibit A.

While the cost of County Surveyor services under the Meyer Land Surveying contract varies greatly

depending upon the complexity of the work and quality of the submitted materials, costs for a Record of Survey have varied from \$300 to \$6,978 during the last 3 years. At this time, the County can charge the landowner \$62.50 per Record of Survey, resulting in heavy General Fund subsidies.

The proposed ordinance adding Section 16.28.120 to the Inyo County Code will formally authorize the County to charge more than \$100 for record of survey services. The attached Resolution No. 2025-34 will allow the County to collect actual costs incurred for County Surveyor services under the Meyer Land Surveying contract, plus the actual costs of Public Works Engineering Technician staff time to intake the survey forms, log them, convey the forms to Meyer Land Surveying, provide project management, and process and create invoices.

The revised fee schedule is expected to generate sufficient revenue to cover the full cost of County Surveyor operations. This will reduce reliance on the General Fund and align with best practices in cost recovery

The adoption of this Resolution approving the proposed fee schedule is statutorily exempt from the provisions of CEQA pursuant to Section 15273(a)(1) and (a)(2) of the CEQA Guidelines as the establishment or modification of rates, fees, and charges which are for the purpose of meeting operating expenses.

#### **FISCAL IMPACT:**

<b>Funding Source</b>	Fee for Services	<b>Budget Unit</b>	011500
<b>Budgeted?</b>	No projected increase in revenue is budgeted.	<b>Object Code</b>	
<b>Recurrence</b>	NA	<b>Sole Source?</b>	NA

**If Sole Source, provide justification below**

<b>Current Fiscal Year Impact</b>
Reduce General Fund subsidy
<b>Future Fiscal Year Impacts</b>
Reduce General Fund subsidy
<b>Additional Information</b>

The current fee without increase causes a significant general fund subsidy, and the request to increase the fee would help close that current gap. In the last 5 years, the county has received approximately 19 record of survey and 4 parcel maps.

#### **ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

The Board may decide to maintain the current fee structure for County Surveyor services. This is not recommended, as it would result in the County continuing to subsidize County Surveyor services, resulting in ongoing General Fund impacts. Taxpayers throughout Inyo County will continue to bear the burden for services used by private developers and landowners. Staff recommends proceeding with the proposed ordinance and resolution to ensure timely, transparent, and sustainable funding for County Surveyor operations.

#### **OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

None.

#### **STRATEGIC PLAN ALIGNMENT:**

**High Quality Services** | High-Quality County Government Services



**APPROVALS:**

Meaghan McCamman	Created/Initiated - 08/27/2025
Christian Milovich	Approved - 09/15/2025
Christian Milovich	Approved - 09/16/2025
Darcy Israel	Approved - 09/16/2025
John Vallejo	Approved - 09/16/2025
Amy Shepherd	Approved - 09/16/2025
Nate Greenberg	Approved - 09/16/2025
Meaghan McCamman	Final Approval - 09/16/2025

**ATTACHMENTS:**

1. Exhibit A -- Meyer Land Surveying Agreement Amendment No. 1
2. Ordinance 1325/Adding Chapter 16.28.120 Pertaining to Record of Survey Fees
3. Resolution No. 2025-34
4. 1993 Map Recording Fee Schedule



# ***In the Rooms of the Board of Supervisors***

County of Inyo, State of California

I, HEREBY CERTIFY, that at a regular meeting of the Board of Supervisors of the County of Inyo, State of California, held in their rooms at the County Administrative Center in Independence on the 5<sup>th</sup> day of November 2024 an order was duly made and entered as follows:

*Public Works –  
Budget  
Amendment/Meyer  
Land Surveying  
Agreement  
Amendment No. 1*

Moved by Supervisor Roeser and seconded by Supervisor Marcellin to:

- A) Amend the Fiscal Year 2024-2025 Public Works Budget 011500 as follows: increase appropriation in Professional Services, Object Code 5265, by \$55,692.00 (*4/5ths vote required*);
- B) Amend the Fiscal Year 2024-2025 Maintenance Building & Grounds Budget 011100 as follows: decrease appropriation in Salaried Employees, Object Code 5001, by \$55,692.00 (*4/5ths vote required*); and
- C) Approve Amendment No. 1 to the contract between the County of Inyo and Meyer Land Surveying of Oak Hills, CA, increasing the contract to an amount not to exceed \$175,692.00 and extending the term end date from December 31, 2024 to June 30, 2026, and authorize the Chairperson to sign.

Motion carried unanimously.

WITNESS my hand and the seal of said Board this 5<sup>th</sup>  
Day of November, 2024

Routing

CC  
Purchasing  
Personnel  
Auditor  
CAO  
Other:  
DATE: November 7, 2024



NATHAN GREENBERG  
Clerk of the Board of Supervisors

A handwritten signature in blue ink, appearing to read "Nathan Greenberg", is written over a horizontal line.

By: \_\_\_\_\_



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • MATT KINGSLEY

NATE GREENBERG  
COUNTY ADMINISTRATIVE OFFICER

DARCY ELLIS  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

November 5, 2024

Reference ID:  
2024-809

### Budget Amendment and Amendment No. 1 to the Contract between the County of Inyo and Meyer Land Surveying of Oak Hills, CA

#### Public Works

#### ACTION REQUIRED

#### ITEM SUBMITTED BY

Travis Dean, Engineering Assistant

#### ITEM PRESENTED BY

Michael Errante, Public Works Director

#### RECOMMENDED ACTION:

- A) Amend the Fiscal Year 2024-2025 Public Works Budget 011500 as follows: increase appropriation in Professional Services, Object Code 5265, by \$55,692.00 (4/5ths vote required);
- B) Amend the Fiscal Year 2024-2025 Maintenance Building & Grounds Budget 011100 as follows: decrease appropriation in Salaried Employees, Object Code 5001, by \$55,692.00 (4/5ths vote required); and
- C) Approve Amendment No. 1 to the contract between the County of Inyo and Meyer Land Surveying of Oak Hills, CA, increasing the contract to an amount not to exceed \$175,692.00 and extending the term end date from December 31, 2024 to June 30, 2026, and authorize the Chairperson to sign.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

At the December 21, 2024 Board meeting, the Board approved the Contract between Inyo County and Meyer Land Surveying for County Surveyor services. Since that time, Meyer Land Surveying has provided said services with a high quality of expertise and experience. This amendment would allow Public Works to retain their services as the County Surveyor, and amend the budget to pay for said services.

Unfortunately, the funds for this amendment were not included in this fiscal year's budget, as this is the first time extending a contract for a consultant to provide County Surveyor services. In order to cover this budgetary shortfall, Public Works is reducing the overall expenditures in the Maintenance Building & Grounds Budget and increasing the expenditures in the Public Works Budget, which results in no change to the General Fund as a whole, as both of these budgets sit in the General Fund. Additional review of both budgets will occur during the Mid-Year Financial Review.

California Government Code section 27550, et seq., states:

"The surveyor shall be a person authorized to practice land surveying in this state. The surveyor shall be elected in the same manner and for the same term as other county officers unless the board of supervisors of the county shall have provided by ordinance for his or her appointment by the board. If so appointed, the surveyor shall serve at the will of the board."

Inyo County Code states:

"2.20.010 Appointment—Qualification.

A. Pursuant to Title 3, Division 2, Part 3, Chapter 11, Article 1 of the Government Code of the state, the county board of supervisors provides for the appointment of a county surveyor. The power of appointment, with its attendant procedure, shall be in lieu of the election procedure for county surveyor.

B. The surveyor shall be appointed by majority vote of the county board of supervisors, and upon such appointment the surveyor shall serve at the will of the board.

C. The surveyor shall be a licensed land surveyor or registered civil engineer of the state. (Ord. 186, 1970.)"

**FISCAL IMPACT:**

<b>Funding Source</b>	General Fund	<b>Budget Unit</b>	011500/011100
<b>Budgeted?</b>	Yes, with this budget amendment	<b>Object Code</b>	5265/5001
<b>Recurrence</b>	Ongoing Expenditure	<b>Sole Source</b>	No

**If Sole Source, provide justification below**

**Current Fiscal Year Impact**

Up to \$74,133 for the period between November 5, 2024, and June 30, 2025. This \$74,133 includes the budget amendment as well as the current remaining contractual balance in the amount of \$18,441. Reductions in the Maintenance Building & Grounds will be further reviewed during the Mid-Year Financial Review process.

**Future Fiscal Year Impacts**

It depends on the remaining contract after June 30, 2025.

**Additional Information**

There is sufficient salary savings to cover this budget amendment due to multiple vacancies in Building & Maintenance staffing.

**ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

The Board could choose not to approve the amendment to the contract, but this is not recommended as the County would not have a County Surveyor.

**OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

None.

**STRATEGIC PLAN ALIGNMENT:**

**Thriving Communities** | Community Supporting Infrastructure Improvements

**Economic Enhancement** | Local Businesses, Organizations, and Workforce

**High Quality Services** | High-Quality County Government Services

**High Quality Services** | Improved Access to Government

**APPROVALS:**

Travis Dean	Created/Initiated - 10/23/2024
Darcy Ellis	Approved - 10/23/2024
Travis Dean	Approved - 10/23/2024
Breanne Nelums	Approved - 10/23/2024
Denelle Carrington	Approved - 10/25/2024
Keri Oney	Approved - 10/25/2024
Grace Chuchla	Approved - 10/28/2024
John Vallejo	Approved - 10/28/2024
Amy Shepherd	Approved - 10/29/2024

Michael Errante  
Nate Greenberg

Approved - 10/29/2024  
Final Approval - 10/29/2024

**ATTACHMENTS:**

1. Meyer Land Surveying Contract Budget Amendment 12.21.21
2. Contract Amendment No. 1

**AMENDMENT NO. 1**  
**To**  
**Agreement Between COUNTY OF INYO and**  
**Meyer Land Surveying**  
**For**  
**County Surveyor Services**

**WHEREAS**, the County of Inyo (hereinafter referred to as "County") and Meyer Land Surveying of Oak Hills, California (hereinafter referred to as "Consultant"), have entered into an Agreement for the provision of County Surveyor services dated February 7, 2022, on County of Inyo Standard Contract No. 156, for the term from January 1, 2022 to December 31, 2024. That Standard Contract was assigned to Meyer Land Surveying effective January 1, 2022. Meyer Land Surveying is the "Consultant" under the Standard Contract for all purposes.

**WHEREAS**, County and Consultant do desire and consent to amend such Agreement as set forth below:

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

County and Consultant hereby amend such Agreement as follows:

1. Amend Paragraph 2 – "Term" to change the end date of the contract from December 31, 2024, to June 30, 2026.
2. Amend Paragraph 3(D) – "Consideration" to increase the not to exceed amount of the contract to \$175,692.00.
3. Amend Attachment B – "Schedule of Fees" to reflect the updated hourly rates in the attached rate sheet.

The effective date of this amendment to the Agreement is 12/31/2024.

All other terms and conditions of the Agreement are unchanged and shall remain the same.

**AMENDMENT NO. 1**  
**To**  
**Agreement Between COUNTY OF INYO and**  
**Meyer Land Surveying**  
**For**  
**County Surveyor Services**

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS THIS  
5th DAY OF November, 2024.

**COUNTY OF INYO**

**CONSULTANT**

By: 

By:  [Dariusz Jozewicz 11/05/2024 15:30 MDT]

Dated: 11/05/2024

Dated: \_\_\_\_\_

APPROVED AS TO FORM AND  
LEGALITY:

  
Grace Weitz [Oct 21, 2024 16:03 PDT]

County Counsel

APPROVED AS TO ACCOUNTING  
FORM:

  
Christie Martindale [Oct 21, 2024 16:54 PDT]

County Auditor





CONSTRUCTION | MAPPING | GIS | SCANNING | 3D MODELING

**2024-2025 RATES**

	<b><u>Regular</u></b>	<b><u>Overtime</u></b>
<b>Admin</b> .....	\$100/hr.	\$115/hr.
<b>*Survey Crew</b> .....	\$425/hr.	\$555/hr.
<b>Project Surveyor</b> (crew management) .....	\$175/hr.	\$265/hr.
<b>PLS</b> (map review, signatures, and stamp docs.).....	\$210/hr.	\$315/hr.
<b>Surveyor Assistant</b> (office calcs, drafting, etc.).....	\$130/hr.	\$195/hr.
<b>Mapping/Checking Jr.</b> .....	\$165/hr.	\$245/hr.
<b>Survey Data Processor</b> .....	\$195/hr.	\$290/hr.
<b>GIS Analyst</b> .....	\$155/hr.	\$230/hr.
<b>Drone Pilot</b> .....	\$175/hr.	\$260/hr.
<b>*Drone Pilot (crew)</b> .....	\$415/hr.	\$555/hr.
<b>Drone Processor</b> .....	\$175/hr.	\$260/hr.
<b>*GPR (crew)</b> .....	\$330/hr.	\$495/hr.
<b>*GPR (one-man)</b> .....	\$245/hr.	\$370/hr.
<b>GPR Processor</b> .....	\$175/hr.	\$260/hr.
<b>*Underground utility locating</b> .....	\$250/hr.	\$375/hr.
<i>(Separate from GPR)</i>		

All Rates increase on July 1, 2025, and are approximately 2% over current CPI.

Travel and Per diem TBD Job by Job as needed.

\*For management, 17% added to total cost of survey crew

**AN ORDINANCE OF THE INYO COUNTY BOARD OF SUPERVISORS AMENDING  
CHAPTER 16.28 OF THE INYO COUNTY CODE TO INCLUDE SECTION 16.28.120  
PERTAINING TO THE ESTABLISHMENT OF FEES FOR RECORD  
OF SURVEY REVIEWS BY THE COUNTY SURVEYOR**

**WHEREAS**, Chapter 16.28 of the ICC sets forth the County's procedures and practices for all survey work done on any division of land within the County, requiring that any such work be done in conformance with the Land Surveyor Act as codified in Chapter 15, Division 3 of the Business and Professions Code; and

**WHEREAS**, pursuant to section 8766.5 of the California Business and Professions Code, the County Surveyor may charge a reasonable fee for examining a record of survey pursuant to Section 8766 which shall not exceed the cost of the service or one hundred dollars (\$100), whichever is the lesser. However, this one hundred dollars (\$100) maximum fee may be increased by the board of supervisors if such an increase is authorized by a duly adopted ordinance and the ordinance was adopted pursuant to a staff report demonstrating that the cost of providing the examination service actually exceeds one hundred dollars (\$100) per record of survey; and

**WHEREAS**, staff has presented information to the Board demonstrating that the cost of providing the examination service actually exceeds one hundred dollars per record of survey.

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF INYO ORDAINS AS FOLLOWS:**

**SECTION I.** Chapter 16.28 of the Inyo County Code is hereby amended to include section 16.28.120, Fees to Examine Records of Survey, to provide as follows:

Section 16.28.120 Fees to Examine Records of Survey.

The Board of Supervisors may by Resolution establish fees for the examination of Records of Survey for accuracy and compliance with appropriate provisions of law. Fees may exceed \$100.00 as provided in California Business and Professions Code Section 8766.5, but shall be established at such rate that the revenue generated from such fees does not exceed the costs of providing the service.

**SECTION II.** Effective date.

This Ordinance shall take effect and be in full force and effect thirty (30) days after its adoption. Before the expiration of fifteen (15) days from the adoption thereof, a summary of this Ordinance shall be published once in a newspaper of general circulation printed and published in the County of Inyo, State of California in accordance with Government Code Section 25124(b). The Clerk of the Board is hereby instructed and ordered to so publish a summary of this Ordinance together with the names of the Board voting for and against same.

**PASSED AND ADOPTED** this XXXXX, 2025, by the following vote of the Inyo County Board of Supervisors:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Chair

ATTEST:     Nate Greenberg  
                 Clerk to the Board

By: 

---

Darcy Isreal, Assistant

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS, COUNTY OF INYO,  
STATE OF CALIFORNIA, ADOPTING AND INCREASING FEES FOR MAP  
CHECKING SERVICES PROVIDED BY AND THROUGH THE  
INYO COUNTY DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, the Inyo County Department of Public Works provides public map-checking services associated with the processing of applications and completion, approval and recordation of items including final tract maps, parcel maps, records of surveys, legal descriptions, corner records, and other similar land development documents; and

**WHEREAS**, state law allows the County to charge fees to recover its cost of providing such map-checking services, so long as the fee does not exceed the estimated reasonable cost of providing the services for which the fee is charged; and

**WHEREAS**, pursuant to Title 16 of the Inyo County Code, such fees may be adopted by the Board of Supervisors via resolution; and

**WHEREAS**, the Department of Public Works has experienced a significant increase in the cost to provide said map-checking services, and the current fee schedule does not cover the County's cost to provide these services; and

**WHEREAS**, on September 23, 2025, the Inyo County Board of Supervisors held a duly noticed public hearing pursuant to Government Code section 66016 during which it heard from the public as well as from staff who provided documentation supporting the increase of the fees.

**NOW THEREFORE BE IT RESOLVED by the Inyo County Board of Supervisors that:**

1. The above recitals are incorporated herein as Findings.
2. The fees for map-checking services provided by the Department of Public Works, which shall include but not be limited to services associated with the processing of applications and completion, approval and recordation of items including final tract maps, parcel maps, records of surveys, legal descriptions, corner records, and other similar land development documents shall be set as follows:
  - a. The actual cost of the service shall be based on the number of hours spent on providing the specified services delivered by contractors and/or designated staff at the following rates:

Contract Admin	\$100/hour
Contract Survey Crew	\$425/hour

Contract Project Surveyor (Crew Management)	\$175/hour
Contract PLS (map review, signatures, stamp docs)	\$210/hour
Contract Surveyor Assistant (office calcs, drafting)	\$130/hour
Contract Mapping/Checking Jr.	\$165/hour
Contract Survey Data Processor	\$195/hour
Contract GIS Analyst	\$155/hour
Contract Drone Pilot	\$175/hour
Contract Drone Pilot (crew)	\$415/hour
Contract Drone Processor	\$175/hour
Contract GPR	\$330/hour
Contract GPR (one-man)	\$245/hour
Contract GPR Processor	\$175/hour
Contract Underground utility locating	\$250/hour
Public Works Engineering Tech	\$105/hour

- b. The County Clerk-Recorder Map Recording Fee will be charged when maps are submitted for recordation, as applicable.
3. The fees established pursuant to this resolution are fees associated with the processing of applications for governmental regulatory actions or approvals and therefore exempt from Government Code section 66000 and further meet the requirements set forth in subdivision (e)(2), (e)(3), or (e)(5), as applicable, of Section 1 Article XIII (C) of the California Constitution, and are therefore exempt from the definition of a tax as used therein.
4. The adoption of this Resolution approving the proposed fee schedule is statutorily exempt from the provisions of CEQA pursuant to Section 15273(a)(1) and (a)(2) of the CEQA Guidelines as the establishment or modification of rates, fees, and charges which are for the purpose of meeting operating expenses.
5. The revenue resulting from the fees established pursuant to this resolution shall not exceed the estimated reasonable costs to provide the services and that the costs of providing these services are reasonably allocated among the fees established.
6. This Resolution and the fees adopted hereto shall supersede and replace all previous Inyo County Resolutions establishing fees for the same or similar map-checking services.
7. This Resolution shall not become effective until October 23, 2025.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Scott Marcellin, Chair  
Inyo County Board of Supervisors

ATTEST:     Nate Greenberg  
                 Clerk of the Board

By: \_\_\_\_\_  
      Darcy Ellis, Assistant  
      Assistant Clerk of the Board



JAMES H. GOOCH  
Director

# DEPARTMENT OF PUBLIC WORKS

DRAWER Q  
INDEPENDENCE, CALIFORNIA 93526  
(619) 878-2411

County of  
INYO

JAN '93 - Sept '18

## PUBLIC WORKS/COUNTY SURVEYOR FEE SCHEDULE (3-1-93)

RECORD OF SURVEY	\$62.50	
FINAL PARCEL MAP	\$200.00 PLUS \$10.00 PER LOT	<i>loww.bls.gov/ data/inflation/calculator .htm → \$110.64</i>
FINAL PARCEL MAP WITH OFFER OF DEDICATION	\$250.00 PLUS \$10.00 PER LOT	<i>\$391.05 plus 17.70%/lot</i>
FINAL TRACT MAP	\$250.00 PLUS \$10.00 PER LOT	<i>\$442.66 plus 17.70%/lot</i>
IMPROVEMENT PLAN CHECKING & INSPECTION FEES	BASED ON ENGINEER'S ESTIMATE 3 1/2% OF FIRST \$20,000.00 3% OF NEXT \$30,000.00 2 1/2% OF NEXT \$50,000.00 2% OF ALL OVER \$100,000.00	

## COUNTY RECORDER FEE SCHEDULE (MAPS)

<i>Tax</i>	<i>\$75.-</i>
FIRST PAGE	<del>\$6.00</del> <i>\$15.00</i>
ADDITIONAL PAGES	\$3.00

*Set by State Legis. ?*